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NYF
MANUAL
STANDING OF
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Div.

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No P.O. Reg. #

STATISTICAL SUMMARY - NYFE ACTIVITIES

APRIL 1948 - JUNE 1948

(All Cargo Figures are Stated in Measurement Tons)

SCHEDULE I - SHIPPING SUMMARY FOR JUNE 1948

	NYFE OVERSEA RESPONSIBILITY	OTHER POE RESPONSIBILITY	TOTAL
Cargo Shipped by NYFE Installations	95,376	3,843	97,019
Cargo Shipped by NYFE Outports	349,596	49,711	399,106
TOTAL NYFE SHIPMENTS (Schedule III)	442,771	53,554	496,125
Cargo Shipped by Others for NYFE	656,064		
TOTAL CARGO SHIPPED - NYFE RESPONSIBILITY	1,098,835		

SCHEDULE II - COMPARATIVE SUMMARY - 3 MONTHS ENDING 30 JUNE 1948

	APRIL	MAY	JUNE
CARGO SHIPPED - NYFE & OUTPORTS	413,220	275,354	496,125
CARGO SHIPPED - NYFE RESPONSIBILITY	856,590*	740,784	1,098,835
CARGO UNLOADED - NYFE & OUTPORTS	27,103	14,742*	9,187
PASSENGERS EMBARKED	6,053	4,055	4,859
PASSENGERS DEBARKED	6,708	6,898	6,134
PASSENGERS (DECEASED) DEBARKED (Incl. Current Dead)	5,601	6,998	9,607
PERSONNEL - NYFE (Assigned Strength)	16,258	16,233	16,462

SCHEDULE III - COMPARATIVE ANALYSIS OF CARGO MOVEMENTS - 3 MONTHS ENDING 30 JUNE 1948

CARGO SHIPPED BY NYFE & NYFE OUTPORTS (ALL THEATERS)			
Army Operated Vessels	56,523	13,739	51,231
Chartered Vessels	204,863	212,270	309,231
Foreign Bottoms	33,824	12,202	96,688
Berth Rate Shipments	116,020	37,143	38,775
TOTAL (Schedule I, Col. III)	413,220	275,354	496,125
CARGO SHIPPED BY NYFE & NYFE OUTPORTS (ALL THEATERS)			
Brooklyn Army Base	104,891	52,316	52,923
Staten Island Port Installation	37,598	6,930	44,098
Caven Point Port Installation	13,037	0	0
Other Piers - Port of NY	82,332	42,992	75,529
Boston	5,915	1,189	16,779
Philadelphia	35,741	52,297	52,668
Baltimore	51,398	21,781	83,334
Hampton Roads	29,763	45,057	47,676
Charleston	0	0	862
Savannah	10,669	3,166	24,641
Albany	10,832	49,644	62,171
Searsport	47,793	0	3,152
Jacksonville	5,951	0	2,394
TOTAL (Schedule I, Col. III)	413,220	275,354	496,125
CARGO SHIPPED FOR NYFE OVERSEA SUPPLY RESPONSIBILITY			
NYFE & Outports	376,358*	213,927	442,771
New Orleans & Outports, Cuba & Mexico	422,262	490,316	530,296
San Francisco, Seattle & Outports	45,956	35,708	88,373
Other Countries (Philippine, Brazil, Canada etc)	10,514	533	37,596
TOTAL (Schedule I, Col. I)	856,590*	740,784	1,098,835
CARGO UNLOADED			
Staten Island Port Installation	22,631	13,159	6,892
Brooklyn Army Base	63	1,099	325
Other Piers - Port of NY & Outports	4,409	434*	170
TOTAL	27,103	14,742*	9,187

SCHEDULE IV - COMPARATIVE VESSEL MOVEMENTS - 3 MONTHS ENDING 30 JUNE 1948

NUMBER OF ARMY OPERATED VESSELS SAILED	16	10	16
NUMBER OF CHARTERED & FOREIGN VESSELS SAILED	55	45	62
BERTH RATE VESSELS SAILED	55	47	47
NUMBER OF VESSELS UNLOADED AT ARMY PIERS	15	13	9
NUMBER OF VESSELS UNLOADED AT COMMERCIAL PIERS	13	10	5

Prepared By: CONTROL & PLANNING DIVISION
* Corrected Figure

SCHEDULE V - COMPARATIVE ANALYSIS OF OVERSEA REQUISITIONS - 3 MONTH PERIOD ENDING 30 JUNE 1948

	APRIL	MAY	JUNE
NUMBER OF OVERSEA REQUISITIONS RECEIVED	1,191	991	905
NUMBER OF OVERSEA LINE ITEMS RECEIVED	30,886	28,519	32,378
NUMBER OF EXTRACT REQUISITIONS DISPATCHED	1,393	1,391	1,119
NUMBER OF EXTRACT LINE ITEMS DISPATCHED	29,622	32,345	25,770
NUMBER OF TRANSFER DIRECTIVES RECEIVED	530	89	674
NUMBER OF LINE ITEMS ON TRANSFER DIRECTIVES	12,514	2,647	11,150

SCHEDULE VI - COMPARATIVE ANALYSIS OF PASSENGER MOVEMENTS - 3 MONTH PERIOD ENDING 30 JUNE 1948

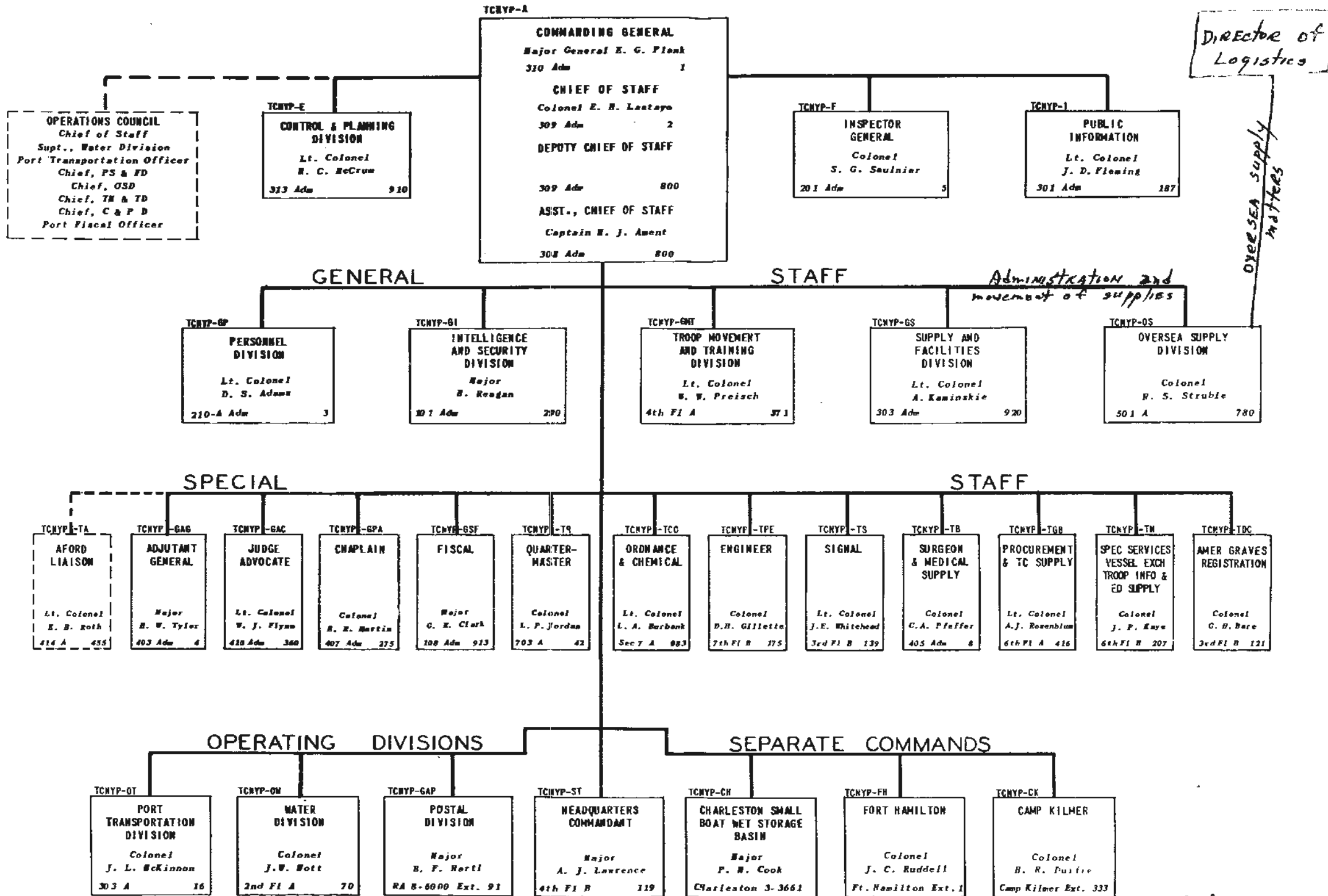
EMBARKATIONS			
U.S. Army Troops	2,811	2,126	1,724
U.S. Navy Personnel	8	13	6
U.S. Air Force Personnel	2,011	761	1,872
Civilians			
Military Dependents	1,036	924	810
D.A. Civilian Dependents	94	53	84
D.A. Civilians	53	66	98
Misc. Civilians	40	92	55
TOTAL	6,053	4,035	4,659
DEBARKATIONS			
U.S. Army Troops			
Casuals & Units	3,255	2,862	2,074
Patients	86	169	130
General Prisoners	75	72	175
U.S. Navy Personnel	37	19	20
U.S. Air Force Personnel	2,029	1,545	689
Civilians			
Military Dependents	538	1,352	1,674
War Brides & Their Dependents	426	330	684
D.A. Civilian Dependents	55	154	146
D.A. Civilians	127	242	292
Misc. Civilians	110	133	300
TOTAL	6,708	6,898	6,184
DEBARKATIONS - PASSENGERS (DECEASED)			
Current	24	42	31
World War II	5,477	6,956	9,576
TOTAL	5,501	6,998	9,607

SCHEDULE VII - COMPARATIVE ANALYSIS OF ASSIGNED PERSONNEL - 3 MONTH PERIOD ENDING 30 JUNE 1948

PERSONNEL ASSIGNED NYSE (As of last day of month)			
Military - Land Based	4,863	4,951	4,890
- Maritime	536	540	510
Civilian - Land Based	6,402	6,578	6,421
- Maritime	4,437	4,364	4,641
TOTAL	16,238	16,233	16,462
PERSONNEL ASSIGNED HEADQUARTERS - NYSE			
Military - Land Based	1,132	1,146	1,127
- Maritime	536	540	510
Civilian - Land Based - Direct Hire	331	323	298
- Graded & Ungraded	4,961	4,939	5,017
- Maritime	4,386	4,313	4,589
TOTAL	11,346	11,261	11,541
PERSONNEL ASSIGNED CAMP KILMER			
Military	2,946	3,035	3,035
Civilian	743	746	746
TOTAL	3,689	3,781	3,781
PERSONNEL ASSIGNED PORT EMMILTON			
Military	782	767	725
Civilian	312	316	301
TOTAL	1,094	1,083	1,026
PERSONNEL ASSIGNED CHARLESTON SMALL BOAT W/S BASIN			
Military	3	3	3
Civilian - Land Based	55	54	57
- Maritime	51	51	52
TOTAL	109	108	112

ORGANIZATION CHART

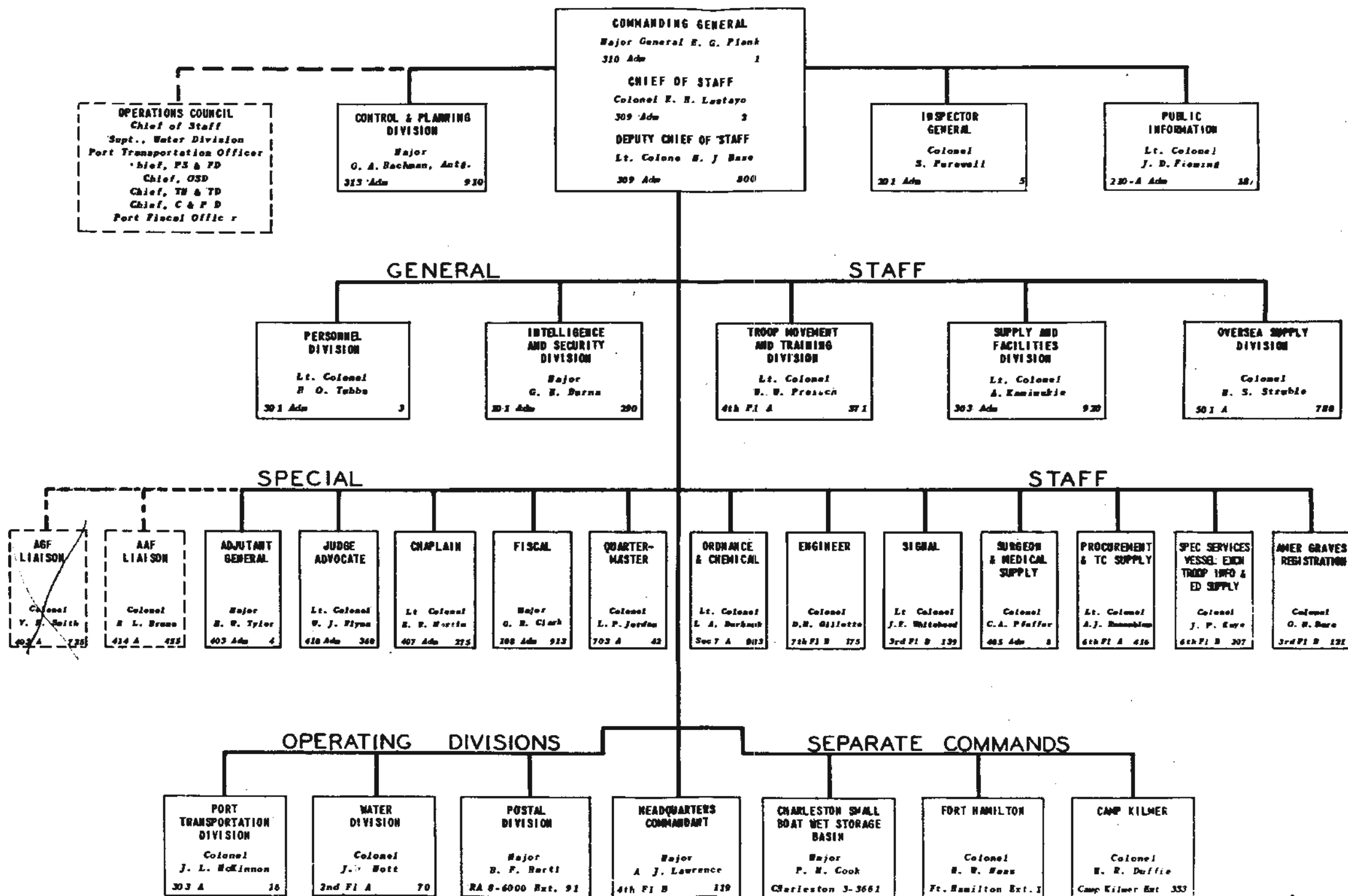
NEW YORK PORT OF EMBARKATION



APPROVED: *Ewart G. Plank*
EWART G. PLANK
Major General, USA
Commanding
26 August 1948

ORGANIZATION CHART

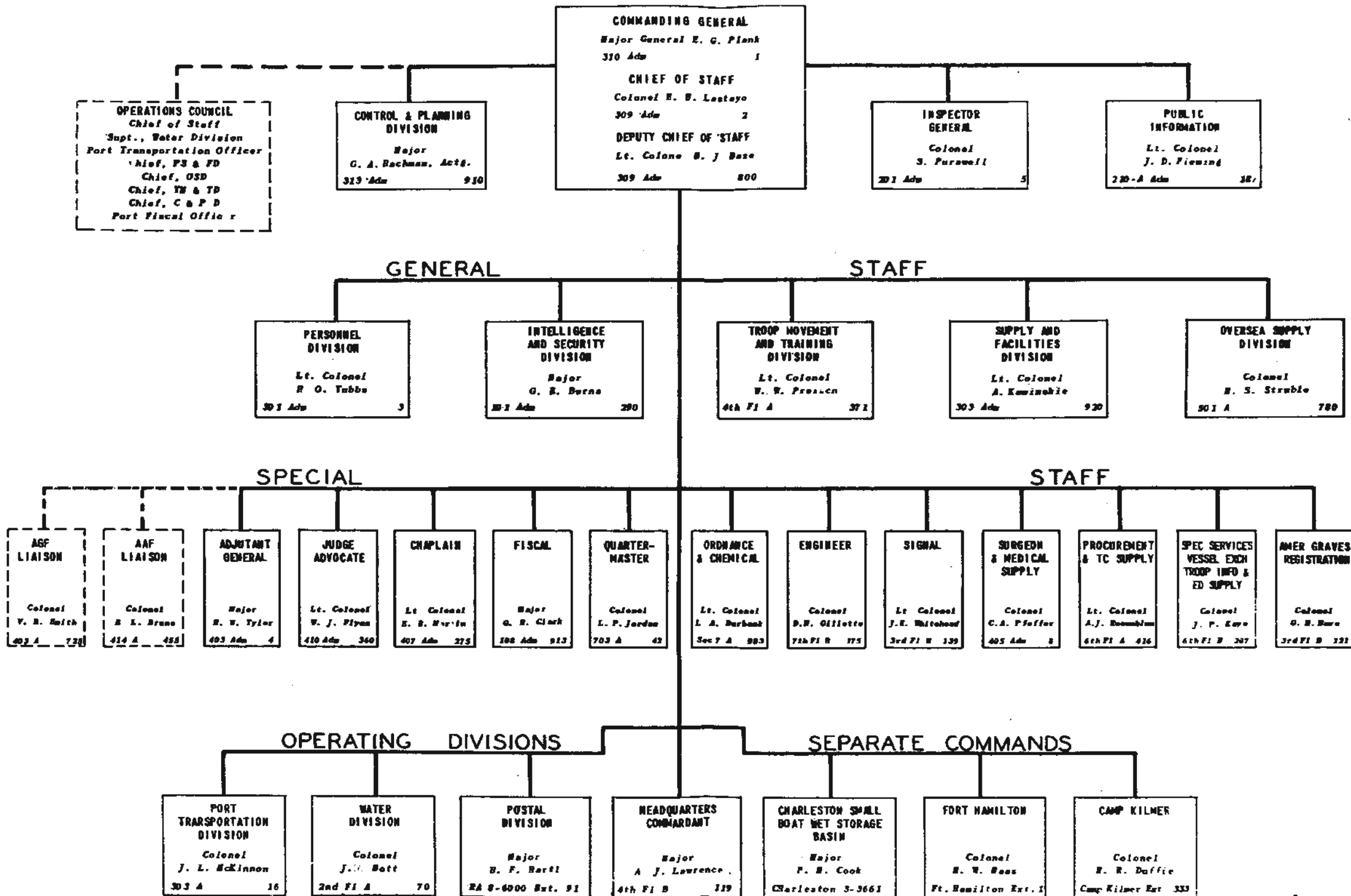
NEW YORK PORT OF EMBARKATION



APPROVED: *E. G. Plank*
 EDWART G. PLANK
 Major General, USA
 Commanding
 24 February 1948

ORGANIZATION CHART

NEW YORK PORT OF EMBARKATION



APPROVED: *E. G. Plank*
 E. G. PLANK
 Major General, USA
 Commanding
 24 February 1948

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HEADQUARTERS
NEW YORK PORT OF EMBARKATION
Brooklyn, N.Y.

TCNYP 310 E

3 March 1948

SUBJECT: Manual of Standing Operating Procedures

TO: Distribution indicated below

1. The attached revised index to the New York Port of Embarkation Manual of Standing Operating Procedures supersedes and will be substituted in the appropriate place for index dated 15 September 1947.

2. Additions and changes to this Manual will be issued by this headquarters as necessary, and will be inserted in the Manual as received.

3. The main subject matter of each procedure is indicated by consecutive numbering within the following categories:

PART I	Administration of NYPE Series 100
PART II	Processing and Movement of Cargo Series 200
PART III	Processing and Movement of Personnel Series 300
PART IV	Ship Operations Series 400
PART V	Operational Control and Plans Series 500

BY ORDER OF COLONEL LASTAYO:

1 Incl
Index


HARRY W. TYLER
Major, AGD
Adjutant General

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Chief, Personnel Div
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Chief, Oversea Supply Div - 4
Chief, Troop Mvt & Tng Div - 7
Port Postal Officer
Port Transportation Officer - 10
Supt., Water Division - 10
Port Judge Advocate - 2
Port Chaplain
Chief, Surg & Med Sup Div - 3
Chief, Fiscal Division - 2
Chief, Port Proc & TC Sup Div - 4
Chief, Public Information Div

Chief, Engineer Division - 2
Port Quartermaster - 2
Port Signal Officer - 2
Chief, Port Ord & Chem Div - 3
Port SS, VE, TI&E Sup Off - 3
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Hq Commandant - 2
AGF Liaison Officer
Chief, Amer Graves Regist Div - 2
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INFORMATION COPY:
Chief of Staff

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NEW YORK PORT OF EMBARKATION
AS OF 25 FEBRUARY 1948

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MANUAL
OF
STANDING OPERATING
PROCEDURES
NEW YORK PORT OF EMBARKATION

PART I

ADMINISTRATION

SERIES 100

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

SOP NUMBER 100
7 February 1947

M A N A G E M E N T E N G I N E E R I N G

SECTION I

ANALYSIS AND CONTROL OF PORT ORGANIZATION

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the methods by which changes in the Port organization and sub-divisions thereof will be initiated, evaluated, and approved.

DEFINITIONS:

Port Agencies are those elements of the organizational structure of the New York Port of Embarkation comprising the "Office of the Commanding General", "General and Special Staff Divisions", "Operating Divisions", and the "Headquarters Commandant and Special Assistant to the Port Commander for Staten Island".✓

Separate Commands, as used herein, are those elements of the organizational structure of the New York Port of Embarkation known as "Fort Hamilton" and "Camp Kilmer".

Staff Responsibilities, as used herein, are those staff activities which include advising and providing service to subordinate operating units; activities performed for Headquarters wherein a staff division acts in an operating capacity primarily because it is the most competent expert on the particular function involved; and in some few instances includes direct supervision of certain field activities where it is impracticable to decentralize the function to any other organizational element.

PROCEDURES AND RESPONSIBILITIES:

1. Initiation of Action:

a. Chiefs of Port Agencies will:

- (1) Review trends and work loads reflected from month to month in progress reports, directives, and statistical data issued by NYPE, Office of the Chief of Transportation, and chiefs of technical services. Such information will furnish a sufficiently firm basis for the appropriate planning to be undertaken, and for the ultimate action required to change the structure of the respective Port Agency.

SECTION I

SOP 100

- (2) Review current personnel status and plan personnel adjustments, both military and civilian, consistent with the reduced or increased work load of the respective Port Agency.
- (3) Review present organizational chart of the respective Port Agency with a view toward producing the most effective plan that can be designed to accomplish the assigned mission.
- (4) Prepare and forward to the Chief, Control and Planning Division, NYPE, through the chief of the division having staff responsibility over the function(s) concerned, plans for changes in the organization to include:
 - (a) Proposed organizational chart of the Port Agency.
 - (b) Proposed functional chart of the Port Agency.
 - (c) A complete statement of facts and premises justifying the proposed change.

b. Chiefs of Port Agencies having staff responsibility, will:

- (1) Follow the procedures outlined for chiefs of Port Agencies when proposing organizational changes for their own division.
- (2) Receive concurrences from the Chief, Control and Planning Division, NYPE, on recommendations and proposals affecting the organizational structure of divisions other than their own.
- (3) Receive proposed plans of reorganization from Port Agencies over which staff responsibility is exercised; review such plans and upon concurrence, forward same to Chief, Control and Planning Division, NYPE.

c. Chiefs of Operating Divisions will:

- (1) Follow the procedure outlined for chiefs of Port Agencies in paragraphs 1a(1), (2) and (3) above.
- (2) Prepare and forward to the Deputy Port Commander, the proposed plan of reorganization to include the requirements of paragraphs 1a(4)(a), (b) and (c) above.

d. Commanding Officers, Separate Commands, will:

- (1) Direct division chiefs within their command to follow the procedures outlined in paragraph 1a and b above, with the

exception that proposed changes will be forwarded to the Control Officer of the command concerned in lieu of the Chief, Control and Planning Division, NYPE.

2. Evaluation:

- a. The Chief, Control and Planning Division, NYPE, or the Control Officer of the separate command concerned, is the commander's personal management engineer advising him in the formulation of the basic over-all policies to govern the entire organization.
- b. The Control Officer will evaluate the proposed plan for reorganization and justifications thereof by comparing existing policies, procedures, and organizational chart against the pattern of changing circumstances, in order to assure that they are geared to the needs of the situation.
- c. Where necessary, recommendations, comments, and/or concurrences will be requested by the Control Officer of other interested divisions.

3. Approval:

a. Deputy Port Commander will:

- (1) In case of non-concurrence, return proposed plan to the Operating Division with reason(s) for non-concurrence.
- (2) In case of concurrence, forward proposed plan of reorganization to Chief, Control and Planning Division, NYPE, for revision of the pertinent section of the NYPE Organizational Manual.

b. Chief, Control and Planning Division, NYPE, will:

- (1) In case of non-concurrences, return proposed plan to the Port Agency or Control Officer of the separate command concerned, through the Chief of Staff stating reason(s) for non-concurrence.
- (2) In case of concurrence, edit and forward proposed plan of reorganization to the Chief of Staff for publication and distribution by the Port Adjutant General.

c. Control Officer, Separate Commands, will:

- (1) Return non-concurrence of proposed plan of reorganization with reason(s) therefor to the originating division of their command.

- (2) Forward proposed plan of reorganization, as concurred in, to the Chief, Control and Planning Division, NYPE.
- (3) Upon receipt of the published change to the NYPE Organizational Manual, initiate any action required to effectuate the change.

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

CHANGE NO. 1
SOP NUMBER 100
2 OCTOBER 1947

M A N A G E M E N T E N G I N E E R I N G

SECTION III

ANALYSIS AND CONTROL OF REPORTS

Section III, Standing Operating Procedure No. 100, subject: "Analysis and Control of Reports, dated 12 August 1947, is amended as follows:

1. Add paragraph 2 d:

"2. d. One-time Internal Reports: are recognized by the - OT - between the correspondence symbol and the numerical suffix of the Reports Control Symbol. Port agencies desiring to issue a directive calling upon other port agencies to prepare a One-time Report will submit the following to Control and Planning Division for approval and the assignment of a Reports Control Symbol:

- (1) Justification for the report.
- (2) Draft of the proposed directive in duplicate.
- (3) Two copies of the proposed forms, if any."

2. Delete the entire section entitled References:, and substitute the following:

"REFERENCES:

AR 305-15, subject: "Control Administrative Reports Control System", dated 25 August 1947.

TC Circular No. 5-10-3, subject: "Reports Control Procedures", dated 19 August 1947.

Letter, TCNYP 319.1 E, subjects: "Reports Control Procedure", dated 3 September 1947.

WD Circular No. 187, Section VIII, 1946."

M A N A G E M E N T E N G I N E E R I N G

SECTION III

ANALYSIS AND CONTROL OF REPORTS

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the uniform administration of the Reports Control System within NYPE. This system has been instituted in order to effect a reduction in the number of reports prepared and the data reported to a minimum-essential for operations, and to assure clarity, simplicity, adequacy, and maximum efficiency of reporting procedures. This headquarters is charged with controlling all recurring reports initiated by and used solely within NYPE.

Accordingly, all reports (except those specifically exempted by paragraph 4 d, AR 305-15) prepared or initiated by any agency of NYPE will be assigned a Reports Control Symbol prior to preparation of the report of publication of the directive requiring the report. No recurring report initiated by any agency of NYPE will be prepared unless it has been assigned a Reports Control Symbol by the Reports Control Office, this headquarters, except those reports which are internal to a Port agency. For reports initiated by agencies other than components of NYPE, attention is invited to paragraph 9 b (3), AR 305-15. Any request or directive which is received for a report not so approved, will not be complied with but will be returned to the responsible agency for compliance with these regulations.

DEFINITIONS:

For the purposes of this Standing Operating Procedure, the following definitions will apply:

Port Agency: A Division or Separate Command of the NYPE.

Report: Oral or written narrative, tabular, or graphic information transmitted from one agency to another.

Reports Control Symbol: A symbol of identification for an approved report to indicate its approval and authorize its initiation and preparation.

Internal Recurring Report: A recurring report prepared by a responsible agency and transmitted to one or more Port agencies pursuant to a request from a Port agency approved by the Control and Planning Division.

External Recurring Report: A recurring report prepared by a responsible agency and transmitted to an outside agency pursuant to a directive from an agency outside NYPE.

Feeder Reports: Reports requested by a responsible agency in order to obtain data to prepare an approved report. Feeder reports are subject to clearance by the Reports Control Office, and will be assigned the same Reports Control Symbol as the master report.

Multiple Feeder Reports: Reports prepared by one division or separate command which are feeder reports for more than one final report.

Responsible Agency: That division or separate command of NYPE which prepares a report in final form for transmittal to using agencies. A Port agency which receives a report in final form and merely transmits such a report to another agency does not thereby become the responsible agency for the report; if, however, a Port agency receives several sections of a report in final form, for consolidation and transmittal to another agency, or for consolidation to direct supervision of an activity, it becomes the responsible agency for the report.

PROCEDURES AND RESPONSIBILITIES:

1. General:

- a. The Control and Planning Division will be responsible for the accomplishment of the mission of Reports Control Office, NYPE, as defined in paragraph 6, AR 305-15, dated 11 June 1946.
- b. Reports Control Symbols are not to be confused with form numbers applied under the Forms Control Program. In reports submitted in letter form or for which there is not a prescribed form there will be no reference to a forms control number but the Reports Control Symbol will be shown. Reports which are submitted on a prescribed form will contain both a correct Reports Control Symbol and form number.

2. Internal Recurring Reports:

- a. Initiating, Changing, or Rescinding: Responsible agencies will:
 - (1) Request assignment of Internal Reports Control Symbols for each proposed report or for any major change to existing reports. Requests will be submitted in duplicate on WD AGO

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Form 335, "Request for Approval of Report"; one copy to be returned to the responsible agency and one copy to be retained by the Control and Planning Division.

- (2) Submit to Control and Planning Division one (1) copy of each newly created or significantly changed final report, as well as one (1) copy of any feeder report relevant thereto, not later than the first due date of the final report.
- (3) Rescinding of approved reports will be effected by forwarding to the Control and Planning Division a request to that effect, listing the formal title of the report and the Reports Control Symbol assigned, for clearance by Control and Planning Division prior to issuance of a directive rescinding a report.

b. Feeder Reports:

- (1) Responsible agencies will advise agencies submitting feeder reports of the proper Internal Reports Control Symbol to be used on all relevant feeder reports.
- (2) Multiple feeder reports will be assigned an Internal Reports Control Symbol upon request by the preparing agency. The preparing agency will thus become the responsible agency for the report. Such reports will be further identified by the notation "Multiple Feeder Report", directly below the Reports Control Symbol.

- o. Internal Reports Control Symbols will identify the responsible agency of the New York Port of Embarkation and will consist of the correspondence identification symbol and a numerical suffix assigned to the report. Thus an Internal Recurring Report, numbered 101, for which the Control and Planning Division is responsible would carry the following Reports Control Symbol: TCNYP-E-101.

d. See Ch 1
3. External Recurring Reports:

- a. Initiating, Changing, or Rescinding: Responsible agencies will, except in those cases in which the following information is received from the Control and Planning Division:
- (1) Advise the Control and Planning Division of all new external recurring reports.
 - (2) Advise the Control and Planning Division of any new or existing external recurring reports which have not been assigned a Reports Control Symbol, and take necessary action in

compliance with paragraph 9 b (3), AR 305-15.

- (3) Advise the Control and Planning Division of any major changes or rescissions of any external recurring reports.
- (4) The following information will be submitted to the Control and Planning Division in compliance with paragraphs 3 a (1), (2), and (3), above, with a copy of the report form if available:
 - (a) Complete Title.
 - (b) Present or old Reports Control Symbol, if any.
 - (c) Authority.
 - (d) Initiating Agency.
 - (e) Form Number, if any.
 - (f) Frequency.
 - (g) Security Classification, if any.
 - (h) Feeder Agencies.
 - (i) Distribution.
 - (j) Any other pertinent information.

b. Feeder Reports:

- (1) Responsible agencies will advise agencies submitting feeder reports, of the proper External Reports Control Symbol to be used on all relevant feeder reports.

c. External Reports Control Symbols will identify the initiating agency of the War Department and will consist of the correspondence symbol and a numerical suffix. Thus an External Recurring Report numbered nineteen (19), initiated by the Office of the Chief of Staff, U.S.A., would carry the following Reports Control Symbol: WDOSA-19. The suffix (R2) after the Reports Control Symbol would indicate the second revision to the report.

d. One-time External Reports: Are recognized by the - OT - between the correspondence symbol and the numerical suffix of the Reports Control Symbol. A copy of any one-time external report will be forwarded to Control & Planning Division upon completion of that report by the responsible agency.

APPENDICES:

Appendices to this Standing Operating Procedure are as follows and revised appendices will be published periodically as required:

Appendix I: List of internal recurring reports of NYFE showing title of report, new Reports Control Symbol, old Reports Control Symbol, if any, responsible agency, and feeder agencies, if any.

- a. The reports listed in Appendix I are the only internal recurring reports authorized for preparation within NYFE. All other internal recurring reports will be discontinued or the responsible agencies will comply with paragraph 2 a, of this Standing Operating Procedure.

Appendix II: List of external recurring reports prepared by NYFE showing title of report, present Reports Control Symbol, old Reports Control Symbol, responsible agency in NYFE, and feeder agencies, if any.

- a. Any External Recurring Report being prepared and not listed in Appendix II will immediately be brought to the attention of the Control and Planning Division, in compliance with paragraph 3 a, of the Standing Operating Procedure. Appendix II should be carefully scrutinized by all Port agencies and separate commands, and any errors or omissions will be brought promptly to the attention of the Control and Planning Division. Cooperative action will assist in keeping the appendix accurate and in eliminating unauthorized and unnecessary reports.

REFERENCES:

See Ch 1
~~AR 305-15, subject: "Control Administration - Reports Control System", dated 11 June 1946, as changed by Changes No. 1, dated 26 June 1946.~~

~~TC Circular No. 45, subject: "Reports Control Procedure", dated 8 October 1946.~~

WP Circular No. 187, Section VIII, 1946.

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
TCNYP-CH-101	Vessels in Wet Storage	TCNYP-B-55	Charleston SEWSB	None
TCNYP-CH-102	Accural of Annual Leave	None	Charleston SEWSB	None
TCNYP-E-101	Monthly Activities Report	TCNYP-A-2	Control & Planning; Personnel Div	All NYFE agencies & Separate Commands
TCNYP-E-110	Overtime Civilian Employees, (Excluding Maritime Personnel)	TCNYP-E-115	Control & Planning	Civ Pers Br
TCNYP-E-111	Administrative Vehicle Utilization	None	Control & Planning	Port Trans Div
TCNYP-E-112	Dispatching of Remains	None	Control & Planning	Port Trans Div; Amer Graves Reg Div
TCNYP-E-113	Utilization Graph (Machine Records)	None	Camp Kilmer	None
TCNYP-E-114	Recurring Reports in SOP 100	None	Control & Planning	All Divs & Sep Comds
TCNYP-F-101	Report of Ship Inspection - Admin- istrative Pre-Voyage	SPTAA-A-9R	Inspector General	Water Division
TCNYP-FH-101	Weekly Report of Out-Patient and Medical Staging Activities	None	Fort Hamilton	None
TCNYP-GAG-101	Historical Report	TCNYP-GAG-1	Adjutant General	All NYFE agencies & Separate Commands
TCNYP-GI-101	Monthly Progress Report, Safety	None	I & S Div	All NYFE agencies & Separate Commands
TCNYP-GI-102	Transport Commander's Report of Improper Conduct	SPTAA-GI-11	I & S Div	Water Division
TCNYP-GI-103	Fire Activities Report	None	I & S Div	All Separate Comds
TCNYP-GMT-102	Report of Action on Current "Hold Lists"	TCNYP-GM-102	Troop Mvt & Tng Div	Ft Hamilton; Cp Kilmer
TCNYP-GMT-103	Forecast of Scheduled Embarkations Forecast of Scheduled Debarkations	TCNYP-GM-103	TM & TD	Water Division

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
TCNYP-GMT-107	Weekly Information and Education Progress Report	TCNYP-GT-101	TM & TD	Ft Ham., Cp Kilmer
TCNYP-GMT-109	Changes to Roster of Officers	None	Ft Ham, Cp Kil, Military Pers Br	None
TCNYP-GMT-110	Report on Troop Information Program	None	TM & TD	All NYPE agencies
TCNYP-GMT-111	Monthly Report of Embarkations & (Multiple Feeder Debarbations Report)	None	TM & TD	None
TCNYP-GMT-112	Schedule of VIP's Sailing or Returning Thru NYPE	None	TM & TD	None
TCNYP-GMT-113	Movements Schedule - Civilians	None	TM & TD	Ft Hamilton
TCNYP-GP-101	Hqs NYPE Personnel Breakdown	None	Personnel Div	None
TCNYP-GPC-101	Lump Sum Payment for Post Engineer	None	Civilian Pers Br	None
TCNYP-GPC-102	Excess Overtime Report	None	Civilian Pers Br	All NYPE agencies
TCNYP-GPM-102	Roster of Colonels and Lt Colonels	None	Military Pers Br	Ft Ham; Cp Kilmer
TCNYP-GPM-103	Roster Regular Army Officers	None	Military Pers Br	Ft Ham; Cp Kilmer
TCNYP-GPM-104	Enlistments, Reenlistments, and Extensions	TCNYP-GPM-104W; TCNYP-GPM-104M	Military Pers Br	Ft Ham; Cp Kilmer; Hqs Comdt
TCNYP-GPM-105	Enlisted Personnel Control Report	None	Military Pers Br	Ft Ham; Cp Kilmer; Hqs Comdt; Water Div
TCNYP-GS-101	Audit Report - Non Appropriated Funds	None	PS & FD	Ft Ham; Cp Kilmer; Hqs Comdt
TCNYP-GS-102	Quarterly Report of Standby Items	None	PS & FD	All Tech Services
TCNYP-GS-103	Status of New Work Projects	TCNYP-TPE-101; TCNYP-PE-101	PS & FD	Ft Ham; Cp Kilmer; Engr Div

Internal Reports

Reports		Old Reports		Responsible Agency	Feeders
Control Symbol	Title	Control Symbol			
TCNYP-OS-102	Material in Port Over 30 Days	SPTAA-OS-46		Oversea Supply Div	Port Trans Div; Water Division
TCNYP-OS-103	Weekly Report of Casket Supply Status	None		Oversea Supply Div	Port Trans Div
TCNYP-OT-102	Freight Control Cars Ordered Via Lighter	SPTAA-B-28		Port Trans Div	None
TCNYP-OT-103	Special Report of Freight Activity (In measurement tons)	SPTAA-B-21		Port Trans Div	Water Division
TCNYP-OT-104	Report of Cars at Port Terminals	SPTAA-B-30		Port Trans Div	Commercial Railroads
TCNYP-OT-107	Status of Personal Property Intransit	TCNYP-GMF-106		Port Trans Div	None
TCNYP-OT-108	Daily Vehicle Status Report	None		Port Trans Div	None
TCNYP-OW-101	Notice of Inspection	None		Water Division	None
TCNYP-OW-102	Analysis of Welding Revenue and Expenses and Operations on Commodity Basis	None		Water Division	None
TCNYP-OW-103	Analysis of Carpentry Revenue and Expenses and Operations on Commodity Basis	None		Water Division	None
TCNYP-OW-104	Analysis of Stevedore Revenue and Expenses and Operations on Commodity Basis	None		Water Division	None
TCNYP-OW-106	Daily List of Lighters Discharged - Eastbound Daily List of Lighters Loaded - Westbound	SPTAA-B-5		Water Division	Port Trans Div
TCNYP-OW-107	Lighter Arrival Report - Eastbound and Westbound	SPTAA-B-4		Water Division	Port Trans Div
TCNYP-OW-108	Daily Report of Cargo on Hand	None		Water Division	Port Trans Div
TCNYP-OW-109	Transportation Committee Status of Cargo Report	None		Water Division	Port Trans Div
TCNYP-OW-111	Report on Utilization of Ships' Complement Personnel	None		Port Surgeon; Port Chaplain	None

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Funders
TCNYP-OW-112	Daily Activities Report	TCWIS-7	Water Division	Various agencies
TCNYP-OW-113	Current Health Report of Vessels	None	Water Division	None
TCNYP-OW-114	Port Cargo Loading Report - Part A	None	Water Division	None
	" " Unloading " - Part B			
TCNYP-OW-115	Report of Senior Unit Commander	SPIAA-A-22	Water Division	Senior Unit Cmdrs
TCNYP-OW-116	Troop Information and Education Program Aboard Transports	None	Water Division	None
TCNYP-ST-101	Total Number of Meals Fed	None	Hqs Commandant	None
TCNYP-TB-103	Medical Corps Weekly Status Report	None	Port Surg & Med	None
TCNYP-TGB-101	Quarterly Anticipated Lumber Requirements	None	PP & TC Sup Div	None
TCNYP-TS-101	Report of Authorized Official Toll & Long Distance Telephone Calls	None	Port Signal Div	All agencies PAB

External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
AG-8(R1)	Return of General Prisoners	None	Cp Kilmer	None
AG-18	Oversea Mail Dispatched and On Hand	XAT-71	Postal Div	None
AG-21	Semi-Annual Record Disposition	XRM-161	Adjutant General	All agencies, NYFE & Separate Comds
AG-28(R1)	Personnel Center Report of Replacements whose Shipment has been Delayed	None	Cp Kilmer	None
AG-35	Strength Summary Card 320	XOM-50	Cp Kilmer	None
AG-38	Initial-Special-Final Roster	XOM-40	Cp Kilmer; Ft Ham; Hqs Commandant	None
AG-39	Organization Master Cards (Service Units)	XOM-46	Cp Kilmer	None
AG-40	Morning Report Locator Cards	None	Cp Kilmer	None
AG-41(R1)	Strength Gain and Loss Cards	None	Cp Kilmer	None
AG-51	Operating Cost-Field Printing Plant or Duplicating Unit	XOM-215	*PQM & Sep Comds	All Divisions
AG-53	Monthly Roster of Officers	XOM-41	Cp Kilmer	None
AG-54(R1)	Recruiting Progress Report	None	Cp Kilmer; Ft Ham; Hqs Commandant	None
AG-61(R1)	Report of AGCT Standard Score of Men Enlisted or Reenlisted	WDGPA-50	Cp Kilmer; Ft Ham; Hqs Commandant	None
AG-75	Clemency Report	None	Judge Advocate Div	None
AG-77	Complete File of Status Cards for all Officer Personnel	AG-59	Cp Kilmer	None
AG-90	Quarterly Penalty Mail Statement	None	*Port Quartermaster	All agencies, NYFE & Separate Comds
AHFAG-3	Report of Station List Changes	None	TM & TD	None
AHFAG-10	POR Qualified Personnel Rosters (Enlisted Male)	None	Military Pers Br	Cp Kilmer; Ft Ham- ilton; Hqs Comdt

*Submitted through divisions exercising staff or technical supervision.

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External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
AHFAG-12	Enlisted Personnel Report	None	Military Pers Br	Cp Kilmer, Ft Hamilton, Hqs Comdt
AHFEN-2	Boiler Water Sent for Analysis	SPKEN-11	Cp Kilmer, Ft Hamilton; Port Engr, BAB	None
AHFEN-3	Quarterly Repairs and Utilities Budget Estimate	None	*Cp Kilmer; *Ft Hamilton; *Eng Div	None
AHFEN-4	Quarterly Requirements of Floor Wax Water Emulsion	None	*Cp Kilmer; *Ft Hamilton; *Eng Div	None
AHFIN-1	Monthly Activities Report PIO	None	*Cp Kilmer; *Ft Hamilton; Public Info Div	None
AHFIN-2	Report of Observance of Army Day	None	Public Info Div	None
AHFJA-1	Report of Prisoners	SPKBJ-1	Cp Kilmer	None
AHFJA-2	Report of Incident Giving Rise to Claims	SPCEC-1	*Cp Kilmer; *Ft Hamilton; Judge Advocate	None
AHFJA-3	Report of Legal Assistance JA Officer	None	Judge Advocate Div	None
AHFKA-1	First Army Personnel Control Form	None	Personnel Div	Cp Kilmer; Ft Ham.
AHFKA-4	Surplus Personnel Report (Officers)	None	Military Pers Br	Cp Kilmer; Ft Hamilton; Hqs Comdt
AHFKA-6	Monthly Report of Distribution of Civilian Employees by Service, Grade, and Fund Project Number	None	Civilian Pers Div	None
AHFKA-13	Special Report of Enlisted Strength	None	Military Pers Br	Cp Kilmer, Ft Hamilton; Hqs Comdt
AHFMD-1	Prolonged Hospitalization Report	SPGSM-5	Cp Kilmer, Ft Hamilton	None

External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
AHFMD-2	Supplement to Statistical Health Report	None	Cp Kilmer; Ft Hamilton; Port Surgeon	None
AHFMD-6	Annual Veterinary Report	MCV-26	Port Surgeon	None
AHFMD-7	Venereal Disease Statistical Report	None	Port Surgeon	Cp Kilmer; Ft Ham.
AHFMD-9	Operating Record of Swimming Pool	None	*Ft Hamilton	None
AHFOR-1	Report of Principal Items of Ordnance Supply	None	*Port Ord & Chem	Cp Kilmer; Ft Hamilton; Hqs Comdt; Water Div; Sig Div
AHFPM-1	Report of Crimes, Offenses and Serious Incidents	None	Intell & Sec Div	Cp Kilmer, Ft Ham.
AHFQM-1	QM Laundry Production Report	SPGSW-1	Port Quartermaster; *Cp Kilmer; *Ft Hamilton; Port Sup & Fac Div	None
AHFQM-6	Firing Squad Workload Report	None	Cp Kilmer; Ft Hamilton; Hqs Comdt	None
AHFQM-7	Excesses - Non-Perishable Subsistence Resale Items	None	*Cp Kilmer; Ft Hamilton	None
AHFSI-1	Wire Communications Expense and Usage	SPCSS-1	*Cp Kilmer; Ft Hamilton; Signal Division	None
AHFSS-6	Monthly Army Library Service Report	None	Cp Kilmer; Ft Hamilton; Troop Mvt & Tng Div	None
AHFSS-7	Olympic Games Participation Policy - 1948	None	Military Pers Br	Cp Kilmer; Ft Hamilton; Water Div, Hqs Comdt
ANFB-1004	Status of Shipments of Packaged Petroleum Products	None	Oversea Supply Div	None

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
ANWCG-3	Report of Historical Trophies	SH-M2-69	Cp Kilmer; Ft Hamilton; PQM; Charleston	None
ATC-SAS-E16	Status of R & U Supplies	None	Oversea Supply Div	None
CH-2	Monthly Report of Chaplains	CHP-2	Cp Kilmer; Ft Hamilton; Port Chaplain	Port Chaplain
CH-3	Utilization of Auxiliary Chaplains	None	Cp Kilmer	None
CSCSO-3	Quarterly Report of Civilian Personnel at Field Installations	WDCSO-3	Personnel Div	Cp Kilmer; Ft Hamilton; Charleston
CSCSO-35(R2)	Strength and Training Status of (SECRET) Units	WDCSO-35(R2) WDCSO-35(R1)	Cp Kilmer	None
CSCSO-52	Distribution of Department of the Army Civilian Employees by Service and Grade	None	Personnel Div	None
CSCSO-53	Semi-Monthly Strength Balance Control	None	MRU, Cp Kilmer	None
CSGID-11(R1)	Report of Classified Contracts	None	Port Sup & Fac Div	Cp Kilmer; Ft Hamilton; Charleston; PP & TC Sup
CSGPA-35	Personnel Survey of the Army	WDGPA-35	Cp Kilmer	None
CSGPA-89	Venereal Disease Control Council Rpt	WDGPA-89	*Cp Kilmer; *Ft Hamilton; Port Surgeon	None
CSGPA-100(R1)	Special Roster of Officers and Warrant Officers, by Branch, by Organization, Alphabetically Within Grade	WDGPA-100(R1) Part A; WDGPA-100	MRU, Cp Kilmer	None
CSGPA-112	POR Qualified EM by Length of Overseas Service	WDGPA-112	Military Pers Br	Cp Kilmer; Ft Hamilton; Water Div; Hqs Comdt

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
CSGSP-7	Small War Plant Contract Report	WDGSP-7; PDW-15	Port Sup & Fac Div	Cp Kilmer; Ft Hamilton; PP & TC Sup; Charleston
CSGSP-29(R2)	Space Requirements for Overseas Movement of Personnel	WDGSP-29(R1)	TM & TD	None
CSGSP-38	Quarterly Report on Status of War Department Contract Terminations and Settlements	WDGSP-38	Port Sup & Fac Div	None
CSGSP-161	Civilian Supply Operations	None	Oversea Sup Div	Water Div; Other Pri- mary Ports and repre- sentatives in foreign countries
ENG-7	Individual Damage Report	EUG-81	Intell & Sec Div	Cp Kilmer; Ft Hamilton; All NYFE agencies and Separate Commands
ENG-11	Monthly Report of Insect and Rodent Control Activities	EMU-88	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part A	Daily Report of Truck Trips for Refuse and Salvage Collection and Daily Log of Refuse and Salvage Collection	ENG-4	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part B	Boiler Water Treatment Log	ENG-8	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part C	Boiler Plant Operating Log	ENG-10	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part D	Sewage Operating Log	ENG-13	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part E	Repairs & Utilities Monthly Report of Individual Projects	ENG-12	Cp Kilmer; Ft Hamil- ton; Engr Div	None
ENG-14(R1)Part F	Water Operating Log	EMU-67	Cp Kilmer; Ft Hamil- ton; Engr Div	None

External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
ENG-19	R & U Excess Property Report	EUG-74	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-21	R & U Quarterly Operating Report	EMI-69	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-22(R1)Part A	R & U Monthly Cost Report	ENG-9 Part A	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-22(R1)Part B	R & U Monthly Operating Report	ENG-22	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-24(R1)Part A	Annual-Inventory of Command Installations	ENG-23	*Cp Kilmer; Ft Hamilton; *Engr Div	None
ENG-24(R1)Part B	Inventory of Industrial Facilities	ENG-24	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-25(R1)Part A	R & U Consolidated Report	EMI-87;ENG-18	Cp Kilmer; Ft Hamilton; Engr Div	None
ENG-32	Fuel Utilization Report	None	*Cp Kilmer; *Ft Hamilton; *Engr Div	None
FIN-1	Report of Actual Cost of Care and Handling Surplus Personal and/or Real Property	None	*Cp Kilmer; Fiscal Div	None
FIN-2	Report of Ships Sailing with Civilian Supply Cargo	FAG-66	Oversea Sup Div	None
FIN-12	Monthly Report of Invoices	FE-43(R1)	Cp Kilmer; PP & TC Sup Div, Engr Div	None
FIN-13	Report of Savings Bond Purchases	FG-32	*Cp Kilmer; *Ft Hamilton; Personnel Div;	None
FIN-19	Disbursing Officers' List of Civilian Pay Roll Certifying Officers by Installations	None	Cp Kilmer	None
FIN-20(R1)	Monthly Report of Operations	FE-27;FE-44(R1)	Cp Kilmer; WD; Ft Ham.	None
FIN-24	Report of Uncollected Interdepartmental Accounts	None	Fiscal Div	None

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External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
FIN-30	Quarterly Report of Cash on Hand	None	Cp Kilmer	None
FIN-32	Reconciliation of Expenditures	None	Cp Kilmer; Fiscal Div	None
GNGAP-09	Release of Officers from Active Duty Under Provisions of Circular No. 72, WD 1947	None	Military Pers Br	Cp Kilmer; Ft Hamilton
~~XXXXXXXXXX~~	Semi-Annual Report of AGF Liaison Pilots on Flying Status	None	Military Pers Br	Cp Kilmer; Ft Hamilton
GNGCT-09	Report of Training Facilities at Class I and Class II Posts, Camps and Stations	None	Military Training Div	None
JAG-2	Annual Report of Staff Judge Advocate	JG-3	Judge Advocate Div	None
JAG-3	Weekly Report of Trial Judge Advocate	JG-4	Trial Judge Advocate at Cp Kilmer; Ft Hamilton	None
JAG-4	Administrative Claims Report	JG-5	Judge Advocate Div	None
JAG-7	Report of Legal Assistance Officer	JGU-8	Judge Advocate Div	None
JCP-1003	Contract Printing Report	AA-M2-41	*Port Proo & TC Sup Div	None
MC-8	Troop Strength Report	None	Cp Kilmer; Ft Hamilton	None
MED-2	Surgeon's Report of Voyage	MCS-68	Water Division	Transport Comdr
MED-3	Monthly Sanitary Report	MCE-4	Cp Kilmer; Ft Hamilton, Port Surgeon	None
MED-4	Monthly Comprehensive Sanitary Report	MCE-132	Port Surgeon	None
MED-6	Autopsy Protocol	None	*Cp Kilmer; *Ft Hamilton; *Water Div	None
MED-8	Report of Medical Dept. Professional Consultants	None	Cp Kilmer; Ft Hamilton	None

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APPENDIX II

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External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
MED-9	Weekly Patient Status Report	MCH-11(R1)	Cp Kilmer	None
MED-10	Report of Patients from Overseas for Transfer by Debarkation Hospitals	MCH-106	Cp Kilmer	None
MED-11	Statistical Health Report	MCS-79	Cp Kilmer; Ft Hamil- ton; Charleston; Port Surgeon	None
MED-15(R1)	Monthly Hospital Fund Report	MED-15; MED-14	Cp Kilmer; Ft Hamilton	None
MED-16	Special Telegraphic Report of Epidemic Diseases	MCE-64	Cp Kilmer; Ft Hamilton; Port Surgeon	None
MED-18	Report Sheet of Sick and Wounded	MCS-112	Cp Kilmer; Ft Hamilton; Port Surgeon	None
MED-19	Medical Report Card	MCS-67	Cp Kilmer; Ft Hamilton; Port Surgeon	None
MED-20	Quarterly Occupational Health Report	MDO-115	Port Surgeon	None
MED-23	Report of Dental Service	MCD-2	*Cp Kilmer; *Ft Hamil- ton; Port Surgeon	None
MED-25	Report of Veterinary Meat and Dairy Hygiene Inspection	MCV-10	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None
MED-33(R1)Part A	Report of Hospitalization	MED-20	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None
MED-33(R1)Part B	Report of Outpatient Treatments	MED-30	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None
MED-33(R1)Part C	Hospitalization of Personnel of Personnel of Other Govt. Services	MED-31	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None
MED-33(R1)Part D	Report of Hospitalization of Veterans Administration Beneficiaries	MED-32	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None
MED-33(R1)Part E	Report of Hospitalization of Out- patient Treatment of Authorized Foreign Personnel	MED-33	Cp Kilmer; Ft Hamil- ton; Port Surgeon	None

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
MED-34	Report of Medical Dept. Personnel	MCM-101	Cp Kilmer; Ft Hamilton; Port Surgeon	None
MED-39	Adverse Reactions of Parenteral	None	*Cp Kilmer; *Ft Hamilton; *Water Division; Port Surgeon	None
MED-40	Quarterly Rabies Report	None	Cp Kilmer; Ft Hamilton; Port Surgeon	None
MED-41	Annual Report of Medical Dept. Activity	None	*Cp Kilmer; *Ft Hamilton; Port Surgeon	None
ORD-1	Ammunition Lot Number Report (Small Arms Ammunition)(Other Small Arms Ammunition)	None	Cp Kilmer; Ft Hamilton; Port Ord & Chem Div	None
ORD-3	Report of Malfunctions and Accidents	None	Cp Kilmer; Ft Hamilton; Port Ord & Chem Div	None
ORD-7	Report of Accidental Explosions of Ammunition or Other Explosives	None	Cp Kilmer; Ft Hamilton; Port Ord & Chem Div	None
PMG-2	Criminal Investigation Statistical Report	MCR-47	Intell & Security Div	Cp Kilmer
PMG-6(R1)	Accessions and Separations of Absentees and General Prisoners	None	Cp Kilmer; Ft Hamilton	None
PO-1002	Weight of Mail Report	AA-AO-11	Postal Division	None
QMG-1	Monthly Commissary Operating Statement	None	Cp Kilmer; Ft Hamilton	None
QMG-2	Report of Laundry and Dry Cleaning Ops	QOL-8	Port Quartermaster	Cp Kilmer; Engr Div
QMG-6	Receipts of Subsistence Supplies Procured and/or Produced Locally	QSS-47	Cp Kilmer; Ft Hamilton	None
QMG-9	Monthly Inventory of Solid Fuels	QKF-48	Cp Kilmer; Ft Hamilton; Engr Division	None

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
QMG-11	Station Stock Status Report (Subsistence)	QMG-11(R1)	Port Quartermaster	None
QMG-16	Central Meat Cutting Plant Report	None	Cp Kilmer; Ft Hamilton	None
QMG-32	Requirements of Army and Navy Specification Petroleum Products	None	*Port Quartermaster	Cp Kilmer; Ft Hamilton; Engr Div; Charleston; PP & TC Sup Div
QMG-38	Report of Distribution Center Activities	None	Amer Graves Reg.	None
QMG-43	Repair of Burial Caskets and Shipping Cases	None	Amer Graves Reg.	None
SIG-12	Film Library Report	None	Signal Division	None
SIG-17	Still Photographic Laboratories Production Report - Army Pictorial Service	SPL-17(R1)	Cp Kilmer; Signal Div	None
SSD-6	Station Notification	SPM-11	Cp Kilmer; Ft Hamilton	None
SSD-7	Weekly Financial Statement	SPM-4	Cp Kilmer; Ft Hamilton	None
SSD-8	Film Inspection Report	SPM-10	Cp Kilmer; Ft Hamilton	None
SSD-10	Celebrity Personal Appearance	SPA-17	Military Pers Br	None
SSD-11	Daily Hospital Circuit Theatrical Performance Report	SPA-18	Cp Kilmer	None
SSD-26	Semi-annual Library Report	SPT-1(R1)	Cp Kilmer; Ft Hamilton	None
SSD-30(R1)Part A	Balance Sheet - Vessel Exchange Warehouse	SSD-27	*Special Service	None
SSD-30(R1)Part B	Profit and Loss Statement - Vessel Exchange Warehouse	SSD-28	*Special Service	None
SSD-30(R1)Part C	Sales Accountability - Vessel Exchange Warehouse	SSD-29	*Special Service	None

External Reports

Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
SSD-30(R1)Part D	Recapitulation of Voyage Account- ability Reports, Vessel Exchange	SSD-30	*Special Service	None
STATE-1002	Report of Released Cargo Under Foreign Aid Program (Trieste & Austria)	None	Oversea Supply Div	None
TC-1	Harbor Boat Data Sheet	SPTOW-1	Water Division	None
TC-2	Operating Cost-Utilization of Harbor Boats	TOW-21	Water Division	None
TC-3	Final Cost Report of Vessel Repairs	TOW-14	PP & TC Sup Div	Water Division
TC-4	Army Transport Voyage Report	SPTOW-24	Water Division	All Tech Svces
TC-5	Army Transport Data Sheet	SPTOW-6	Water Division	None
TC-7	Railway Equipment Report	None	*Cp Kilmer; *Port Trans Div; *Chas.	None
TC-9	Tank Car Report	TOT-3	Port Trans Div	None
TC-11	Report of Excepted Routings	TOT-27	Port Trans Div	None
TC-12	Report of Boiler Condition	TOW-16	Water Division	None
TC-22	Weekly Shop Report of Railroad Equipment	None	Port Trans Div	None
TC-24	Inspection Report of Boiler or Pressure Vessel	TOW-28	Water Division	None
TC-25	Small Craft Crew Report	TPP-19	Personnel Div	None
TC-29	Report of Marine Casualties	None	Judge Advocate	None
TC-37	POL Issues to ZI Army Transports at Overseas Ports	None	Recd from Over- seas Commands	None
TCADM-7	Daily Headline Report	None	Recd from OCT	None
TCFIS-8	Informal Accounts Receivable Record Reimbursement Items	None	Fiscal Division	None

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
TCFIS-12	Operating Cost Report	None	Fiscal Division	All agencies & Separate Comds
TCFSD-1	Summary Fire Report	TCFSG-1;TCFAC-1; SPTSI-5;SPTOI-5	Intell & Sec Div	Cp Kilmer;Ft Hamil- ton; Charleston
TCFSD-2	Fire Protection, Inventory of Personnel and Equipment	TCFSG-2;TCFAC-2; SPTOI-6	Intell & Sec Div	Cp Kilmer; Ft Hamil- ton; Charleston
TCFSD-3	Preliminary Data-Construction or Repairs and Utilities	None	Port Sup & Fac Div	Cp Kilmer; Ft Hamil- ton; Engr Div
TCFSD-10	Ship Transportation Officer and Transport Commander	TCFSG-10; TCFAC-10	Water Division	Transport Commanders
TCFSD-16	Weekly Progress Reports	None	*Cp Kilmer; *Ft Hamil- ton; *Engr Div; *Chas.	None
TCHTS-2	Registration Numbers for TC Ma- terial Handling Equipment	None	*Port Quartermaster	None
TCMAN-11	Progress Report 3A Transportation	TOCOM-11; TCEKO-11	Port Trans Div	None
TCMOV-9	Foreign Relief Programs	None	Water Division	None
TCMPI-1	Oversea Cargo Shipments (By Class and Service)	TCPLI-1;SPTTP-1	Water Division	None
TCMPI-2	Report of Transportation and Serv- ices Furnished Under Lend-Lease	TCPLI-2;SPTOM-1	Port Trans Div	None
TCPER-1	Crew Lists	TCIPD-1;SPTPI-1	Water Div (Ships Transportation Agent)	None

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
TCPER-2(R1)	Monthly Report of Obligations Incurred for Personal Services	None	Cp Kilmer; Ft Hamilton; Civilian Pers Br	Fiscal Division
TCPER-4	Report of Commissioned Personnel	TCMPER-4; TCMFD-2; SPTFM-2	Military Pers Br	Cp Kilmer; Ft Hamilton; Water Division
TCPER-7	Enlisted Men, Foreign Service Eligibility	None	Military Pers Br	Cp Kilmer; Ft Hamilton; Water Div; Hq Comdt
TCPER-9	Deficiencies in POR Processing	None	Cp Kilmer; Ft Hamilton	None
TCPER-10(R1)	Port and Personnel Center Activity	TCMOV-7	Troop Mvt & Eng Div	Cp Kilmer; Ft Hamilton
TCPER-14	Labor Disputes Affecting Transportation Activities	None	Civilian Pers Br	All NYPE agencies and Separate Commands
TCPER-16	Hours of Work	None	Civilian Pers Br	All NYPE agencies and Separate Commands
TCSAF-15	Port Facilities Data Sheet	None	Port Sup & Fac Div	Engr Div; Separate Cmts
TCSUP-1(R1)	Summary of Port Procurement of TC Items of Supply	SPTMD-25; SPTSC-25	Port Sup & Fac Div	Port Proc & TC Sup Div
TCSUP-18	Status of TC Supply and Equipment Funds, Project Accounts and Objects of Expenditure	None	Fiscal Division	Port Proc & TC Sup Div
TCSUP-21(R1)	Dollar Value and Destination of TC Stocks Issued to Other Than Z/I Installations	None	Port Proc & TC Sup Div	None
TCSUP-22	Dollar Value of Available TC Stock at TC Z/I Installations	None	Port Proc & TC Sup Div	None
TCTAO-1	Unit Training Status Report for All Numbered TC Units	TCMTC-1	*Cp Kilmer	None
TCWTS-1	Daily Ship Activity Report	SPTOW-36	Water Division	None

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Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
TCWTS-3	Prevoyage Vessel Condition Report	SPTOW-3;SPTO-M-3	Water Division	None
TCWTS-4	Report on Transports Undergoing Repair and/or Conversion	SPTOW-4	Water Division	None
TCWTS-5	Conversion Progress Report	SPTOW-45	Water Division	None
TCWTS-6	Outbound and Inbound Cargo Report	SPTOW-22	*Water Div(Outbound)	None
			*Port Trans Div(inbound)	None
TCWTS-8(R1)	Monthly Cargo Handling Cost and Efficiency Report	TCWTS-52	Water Division	None
TCWTS-10	Cargo Distribution Charts	SPTOW-21	Oversea Sup Div	None
TCWTS-11	Personnel Capacity of Transports	SPTOM-34	Water Division	None
TCWTS-14	Recapitulation of Passengers Arriving in U.S.	54-WDCS; CC-P2-09	Troop Mvt & Tng Div	None
TCWTS-15	Recapitulation of Passengers Sailing to Overseas	60-WDCS	Troop Mvt & Tng Div	None
TCWTS-16	Status of Dependents Awaiting Transportation Overseas	None	Troop Mvt & Tng Div	None
TCWTS-17	Copies of Requests for Reservations of Funds Under Project 466 and 421	None	Water Division	None
TCWTS-19	Status of Dependent and Civilian Movements	TCMOV-5; TCPLI-5	Troop Mvt & Tng Div	Port Trans Div
TREAS-1006	Return of Income Tax Withheld on Wages	None	Cp Kilmer;Ft Hamilton; None	
TREAS-1007	Reconciliation of Quarterly Returns of Income Tax Withheld on Wages (Form W-1) with Income Tax Withholding Receipts (Form W-2a)	None	Civ Pers Br; Charleston	
			Cp Kilmer;Ft Hamilton; None	
			Civ Pers Br; Charleston	
TREAS-1022	Estimated Requirements for Fiscal Year (Gas, Kerosene, Solvents and Fuel Oil)	AA-F1-02; TREAS-2	*Port Quartermaster	Cp Kilmer;Ft Hamilton; Engr Div; Water Div; Ord & Chem Div; Charleston

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
TREAS-1024	Actual Pay Disbursed to Commissioned Personnel	None	Cp Kilmer	None
USCSC-1002	Monthly Placement Report of Physically Handicapped	AA-P3-54; AA-P4-98	Civilian Pers Br	None
VA-1003	Report of Number of Veterans' Administration Beneficiaries in Hospitals	AA-XO-28	Cp Kilmer; Ft Hamilton	None
WDCSO-1	Monthly Report of War Department Civilian Personnel in Continental United States	WDCSA-1; AP-1	Personnel Division	Cp Kilmer; Ft Hamilton and all divisions
WDCSO-2	Monthly Report of Obligations Incurred for Personal Services of Civilian Employees	WDCSA-2(R1); AP-6	Cp Kilmer; Ft Hamilton; Charleston; Pers Div (Time & Leave)	None
WDCSO-11	~~Weekly~~ Strength of the Army	WDCSA-11	Cp Kilmer	None
WDGAS-3	Cryptographed Traffic Volume Report	None	Signal Division	None
WDGAS-4	Semi-Annual Report of Registered Documents or Devices	None	Signal Division	None
WDGPA-14	Report of Surplus Enlisted Personnel	None	Military Pers Br	All NYFE agencies & Separate Comds
WDGPA-45	Inventory and Projection of Army Strength	GI-P3-72	Military Pers Br; Cp Kilmer	Cp Kilmer; Ft Hamilton; Water Div; Hqs Comdt
WDGPA-47	Morning Reports	GI-P2-25; GC-P2-25	Cp Kilmer; Ft Hamilton; Military Pers Br	All divisions

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
WDGPA-98	Personnel Receiving Additional Pay (Other Than AAF)	None	Military Pers Br	Cp Kilmer; Ft Hamilton; Water Div; Hqs Comdt
WDGPA-108	Quarterly AWOL Statistical Report	None	Cp Kilmer	None
WDGPA-111	Report of Immediately Available Enlisted Personnel	AG-58	Cp Kilmer	None
WDGPA-113	Supervisors Report of Accident	None	Intell & Sec Div	All NYFE agencies & Separate Commands
WDGPA-114	Letter Report of Fatal Injuries	None	Intell & Sec Div	All NYFE agencies & Separate Commands
WDGPA-115	Summary of Accident Experience	None	Intell & Sec Div	All NYFE agencies & Separate Commands
WDGSP-21(R1)	Monthly Contract Termination Status Report	WDGSP-23(R1)	*Cp Kilmer; *Ft Hamil- ton; *Port Proc & TC Sup	None
WDGSP-32	Monthly Report of Maintenance Operations	None	*Port Quartermaster; *Cp Kilmer; *Sig Div; *Port Trans Div; *Ord & Chem Div; *Charleston; *Engr Div; *Water Div; *Med Div	None
WDGSP-34	Periodic Report on Installation Construction Program	None	*Cp Kilmer; *Ft Hamil- ton; *Engr Div	None
WDGSP-39	Salvage and Small Lot Sales	RCC-32; RCC-17	*Cp Kilmer, *Port Quartermaster	None
WDGSP-45(R1)	Oversea Supply Items Delayed 45 Days After Last Day of "Ship to Arrive Period"	None	Oversea Sup Div	None
WDGSP-48(R1)	Unassumed Exclusions from Prime Con- tract Termination Settlements	None	*Cp Kilmer; *Ft Hamil- ton; *Charleston; *Port Proc & TC Sup	None

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Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
WDGSP-61(R1)	Monthly Depot Space and Operating Report	None	*Cp Kilmer; *Ft Hamilton; *Charleston; Port Supply & Fac Div	All Tech Services & Operating Div.
WDGSP-66	Report of Improper Shipment	CC-105	Cp Kilmer; Ft Hamilton; Port Trans Div	Water Div; All Tech Services
WDGSP-72	Disposition of Excess and Surplus Property	RLP-25; RCC-25	Port Proc & TC Sup Div	Cp Kilmer; Charleston
WDGSP-74	Station Stock Status Report	DDI-24	Cp Kilmer; Ft Hamilton; Tech Services	None
WDGSP-134	Monthly Petroleum Report	None	*Port Quartermaster	Cp Kilmer; Ft Hamilton; Engr Div; Charleston; Port Proc & TC Sup
WDGSP-139	Violations of Instructions for Return of Military Property from Overseas	None	Oversea Sup Div	None
WDGSP-150	Request for Allocation Training Ammunition Credits	None	Troop Mvt & Tng Div	Cp Kilmer; Ft Hamilton
WDOBA-04	Report on Suggestion Program	None	Cp Kilmer; Pers Div	None
WDOCP-9	Report of Competitive Levels	None	*Cp Kilmer; *Ft Hamilton; Civ Pers Br	None
WDOCP-10	Weekly Report of Vacant Positions	None	Cp Kilmer; Ft Hamilton; Civ Pers Br	None
WDOCP-12	Report of Application of New Wage Schedule	None	*Cp Kilmer; *Ft Hamilton; Civ Pers Br	None
WDOCP-23	Status of Civilian Payroll Accounts	None	Cp Kilmer; Ft Hamilton; Civ Pers Br	None
WDOCP-27	Statistical Report of Civilian Training	CC-17	Civilian Pers Br	Cp Kilmer; Ft Hamilton

External Reports

Reports Control Symbol	Title	Old Reports Control Symbol	Responsible Agency	Feeders
DOCP-28	Civilian Training Course Description	None	Civilian Pers Br	Cp Kilmer; Ft Hamilton
DOCP-34	Monthly Summary Report of Competitive Levels	None	Civ Pers Br; *Cp Kilmer; *Ft Hamilton	None
DOCP-37	Report to U.S. Civil Service Commission of Liquidation of Competition Area	None	Personnel Division	None
DOCP-38	Report to U.S. Civil Service Commission of a Reduction in Force	AA-P4-15	Pers Div; Cp Kilmer; Ft Hamilton	None
DOCW-1	Civilian Welfare Fund (Installation)	None	Civilian Pers Br	None
DOER-1	Section Monthly Financial Report	AA-F3-25	Cp Kilmer; Ft Hamilton; Hqs Comdt	None
DOER-03	AER Monthly Report of Relief Cases	None	Cp Kilmer; Ft Hamilton; Hqs Comdt	None
WDSBU-7(R1)Part A	Report on Status of Allotments (Project Account Level)	WDSBU-6	Cp Kilmer; Fiscal Div	None
WDSBU-7(R1)Part B	Report of Status of Allotments (Consolidated)	WDSBU-7	Cp Kilmer; Fiscal Div	None
WDSBU-9	Report on Status of Advance Payments	SB-F3-14	Fiscal Division	None
WDSBU-11	Post Trust Fund Detailed Receipt	SB-F3-20	Cp Kilmer; Ft Hamilton	None
WDSBU-12	Monthly Statement of Operating and Net Working Capital	None	Cp Kilmer; Ft Hamilton; Port Sup & Fac Div	None
WDSHD-2	Histories of Organizations	None	Cp Kilmer	None

External Reports

Reports		Old Reports		
Control Symbol	Title	Control Symbol	Responsible Agency	Feeders
WDSIE-4	Army Education Program Education Center Report	None	Troop Mvt & Tng Div (Mil Trng Div)	Cp Kilmer; Ft. Hqilton, Hqs Comdt
WDSIG-3	Statement of the Money Accountability	None	Cp Kilmer	None
WDSMB-2	Monthly Report of Zone of Interior Personnel and Workloads	None	Personnel Division	Various port agencies & Separate Commands

*Submitted through divisions exercising staff or technical supervision.

M A N A G E M E N T E N G I N E E R I N G

SECTION IV

SUGGESTION COMMITTEE SYSTEM

PURPOSE AND SCOPE:

1. This directive prescribes the uniform administration of the Suggestion Program at NYPE.
2. It is the policy of the NYPE to stimulate and actively solicit the submission of practical suggestions from all military and civilian personnel, to provide every officer, enlisted man, or civilian employee, a channel for transmitting ideas to those in a position to make effective use of them, and to have such suggestions promptly and impartially considered.

DEFINITIONS:

A Suggestion is a constructive idea designed to accomplish a War Department job better, faster, or at reduced cost to the Government. The suggestion may speed up production, improve job operations, administrative routines, or tools, or result in better plant layout or organization. It may save materials or property, promote health, increase safety, or improve morale.

PROCEDURE AND RESPONSIBILITIES:

1. Staff Supervision: The Chief, Personnel Division, will exercise staff supervision over the administration of the Suggestion Program at NYPE. A Headquarters Suggestion Committee will be appointed to aid him in the investigation and evaluation of each suggestion submitted. This committee may consist of military and civilian personnel, but shall include at least one civilian member. The committee will publicize, promote, and administer the Suggestion Program so that there may be fullest possible employee participation.
2. Separate Commands: Commanding Officers of Separate Commands will be responsible for the administration of the Suggestion System at installations under their command. They will appoint a Local Suggestion Committee, and establish procedures consistent with this Standing Operating Procedure. Suggestions recommended for adoption by the Local Suggestion Committee will be channeled through the Commanding Officer, Separate Command, to the Headquarters Suggestion Committee for review and further processing as prescribed herein.

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3. General:

- a. A suggestion must be submitted in writing and signed by the suggester. It must be adopted for use or placed in effect within two (2) years from the date received by the Suggestion Committee. To receive consideration for an award, informally submitted suggestions that have been placed in effect must be submitted in written form through suggestion channels within sixty (60) days from the date the suggestion was put into operation.
- b. WD Form 89, Employee Suggestion Blank, contains the following agreement which will be executed by the suggester:

Place _____

Date _____

TO WHOM IT MAY CONCERN:

The use by the United States of my suggestion concerning _____ shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

Signature

The above agreement will appear on any other suggestion form used or will be submitted with any suggestion, regardless of the form in which it is presented. Adopted suggestions which appear to be patentable will be processed in accordance with the provisions of AR 850-50.

- c. Payment of a cash award will be made for adopted suggestions submitted by civilian employees. When it is possible to estimate annual savings for the year following adoption of a suggestion, the standard for making awards listed in CPR 103, Revised, 7 April 1947, will be applied. The minimum cash award is \$10.00. On suggestions indicating estimated annual savings of \$1,000.00 or less, a standard ranging up to 5% of savings is permissible. On suggestions indicating estimated annual savings of over \$1,000.00, cash awards are graduated to reach a maximum of \$1,625.00 for the first million dollars savings and \$200.00 for each additional million dollars saved. Separate standards are prescribed for safety, morale, and other suggestions for which annual savings cannot be readily calculated.

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- d. Public Law 600 states: " * * * no award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position". Accordingly, employees will not be paid cash awards for:
- (1) Suggestions pertaining to projects or subjects assigned to the suggester for research or development.
 - (2) Suggestions pertaining to problems assigned to the suggester for solution.
 - (3) Suggestions normally expected to be offered in line of duty or that can be effectuated without higher supervisory approval.
 - (4) Other suggestions that, in the opinion of the Suggestion Committee, are a part of the normal requirements of the duties of the employee's position.
- e. Military personnel are not eligible for cash awards. However, the following means of recognition for adopted suggestions can be employed: decorations, promotions, letters of commendation, preference in assignment and leaves.
4. Submission of Suggestion: Suggestions may be deposited in boxes provided for that purpose at various locations throughout NYPE, or they may be sent directly to Secretary, Suggestion Committee, Personnel Division, this headquarters.
5. Screening and Initial Action: Suggestions received by the Secretary, Suggestion Committee, will be screened for duplication, incompleteness, etc. Screened suggestions will either be returned to the suggester with appropriate explanation or forwarded to the Division Chief, or Commanding Officer, Separate Command, of the activity primarily affected by the idea. Receipt of suggestion will be immediately acknowledged in writing by the Secretary, Suggestion Committee. The anonymity of the suggester will be preserved until rejection or adoption of the suggestion.
6. Investigation: Chiefs of Divisions will appoint sub-committees to investigate and evaluate suggestions received in accordance with procedure outlined in Inclosure 1 of letter of transmittal from Secretary, Suggestion Committee (sample form attached). Investigations will normally be completed in ten (10) days. In the event report of findings cannot be completed in the allotted time, the Secretary, Suggestion Committee, will be so advised, and will, in turn, inform the suggester of the delay at regular intervals.
7. Review by Suggestion Committee:

- a. All suggestions will be reviewed by the Suggestion Committee after report of investigation has been submitted by the sub-committee. The committee will meet at regular intervals, at a frequency which assures prompt consideration of all suggestions submitted.
- b. If the suggestion is not usable in the opinion of the committee, the suggester will, unless national security is involved, promptly be given the reason why the suggestion is not being adopted.
- c. If the suggestion is considered usable, the committee will recommend to the Commanding General, NYPE, through Chief, Personnel Division, its adoption and, for civilian personnel, payment of an award of not less than \$10.00 nor totaling more than \$275.00. Recommendations for payment of subsequent additional awards that would make the total award exceed \$275.00, and other suggestions requiring action by higher authority will be submitted through channels to the appropriate level, as prescribed in CPR 103, Revised, 7 April 1947.
- d. If the suggestion does not merit an award, but indicates an unsatisfactory situation, it will be forwarded with complete explanation of conclusions drawn through channels to the Chief of Staff, NYPE.
- e. If the suggestion involves recommendations which would result in reduction in personnel or better utilization of personnel, it will be referred to the chiefs of the Personnel and Control and Planning Divisions, in turn, for comment and for evaluation before final action is taken. The committee will also transmit all suggestions of this type, which are not favorably considered by a subcommittee, to Chief, Personnel Division, with appropriate recommendations as well as a statement indicating concurrence or non-concurrence of the chiefs of the Personnel and Control and Planning Divisions.
- f. The committee will forward to the appropriate division chief or Commanding Officer, Separate Command, a copy of suggestions received which do not warrant a cash award under the provisions of CPR 103, Revised, for such action as he deems appropriate under the provisions of CPR 104, for honorable recognition of exceptional and meritorious service.

8. Awards:

- a. War Department Suggestion Award Certificate, WD AGO Form 660, will be obtained by the committee and presented to the suggester for each adopted suggestion. The committee shall obtain checks for cash awards in accordance with procedure prescribed in CPR 103, Revised, dated 7 April 1947, and arrange for proper presentation of all awards.

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- b. The Internal Revenue Code provides that a cash award paid an employee is wages. Accordingly, tax will be withheld on cash awards. However, such awards are not subject to retirement deductions.

REFERENCES:

Civilian Personnel Regulations No. 103, Revised, subject: "Civilian Employee Suggestions and Cash Awards", dated 7 April 1947.

Civilian Personnel Regulations No. 104, subject: "Honorary Recognition of Exceptional and Meritorious Civilian Service", dated 25 April 1947.

WD Circular No. 77, Section IV, subject: "Suggestion Program", dated 25 March 1947.

AR 850-50, subject: "Inventions and Patents", dated 17 July 1942, as changed by Change 1, dated 9 January 1945.

1 Incl
Sample Copy
Report of Sub-Committee

HEADQUARTERS
NEW YORK PORT OF EMBARKATION
Brooklyn, N.Y.

TCNYP GPC (ESC)

S-

SUBJECT: Suggestion System, NYPE

TO:

1. Transmitted herewith suggestion and form for Report of Sub-committee for investigation and report.

2. You will select and appoint a Sub-committee in accordance with paragraph 1-6, CPR 103, Revised, 7 April 1947. Suggestion together with supporting evidence of tests, drawings, etc., will be forwarded to the Headquarters Committee when action is completed. Completed action means suggestion is approved and exact date it was put into operation, or it is not favorably considered and reason therefor.

3. Report of findings will be forwarded to this office not later than suspense date indicated above. In the event report cannot be completed by this date, advise this Committee when final report may be expected. Expeditious action is imperative for the successful conduct of the program. Your fullest cooperation is desired.

4. All members of investigating Sub-committee will sign attached Sub-committee report and concurrence, or non-concurrence with reason therefor, will be indicated by or for the addressee. If suggestion is adopted, certification as to correctness of findings which appear on form for Report of Sub-committee will also be signed by or for the addressee.

5. Inquiries may be directed to this Committee, extension_____, Building "C", Room_____.

BY COMMAND OF MAJOR GENERAL PLANK:

USE 1st IND ON REVERSE SIDE FOR
REPLY.

GPC (ESC) #7 (28 Mar 44)

Inclosure to SOP 100

FROM:

TO: NYPE Suggestion and Cash Awards Committee (Date) _____

Suggestion # _____ DD# _____
 Date considered by Sub-committee _____

Report of Sub-committee

1. The following is detailed report Sub-committee investigation on this suggestion. (Additional sheet may be attached if necessary.)

- a. Has there been an "on the spot" investigation? _____
- b. Is it practicable in whole or in part? _____
 - (1) If yes, all succeeding questions will be answered.
 - * (2) If no, logical reasons will be given in the space provided for "REMARKS" at the end of this report.
- c. (1) Is the action taken a direct result of this suggestion?
 (2) Describe fully action taken.

- d. What is the exact date suggestion was put into operation? _____
- e. Fill in figures to indicate estimated ANNUAL savings: _____

(1) GROSS SAVINGS

Man-hours _____ Labor \$ _____ Material \$ _____ Total \$ _____

COST OF ADOPTION

Man-hours _____ Labor \$ _____ Material \$ _____ Total \$ _____

NET SAVINGS

Man-hours _____ Labor \$ _____ Material \$ _____ Total \$ _____

- (2) Detailed breakdowns of above figures:

- f. What are its advantages? (Intangibles such as safety, health, morale, quality, improvement of existing methods, welfare, etc.) Consideration for awards can be given for either cash savings or intangible advantages or combination of both.
- g. How many civilian employees have been eliminated as a result of adoption of this suggestion? _____. Separated, transferred or reassigned? _____. If transferred or reassigned, show to what division or branch. _____.
- (1) Grades and salaries?
- (2) Amount of overtime pay eliminated in addition?
- (3) If man-hour savings are indicated, can personnel authorization be reduced by an equivalent number of personnel. Explain fully.
- h. If idea was put into effect as a result of previous executive plans, has this suggestion facilitated these plans, expedited the plans, or caused them to be considered favorably at this time? Explain fully.
- i. If not practicable, will it be possible to put it into effect at a later date?
- j. If idea is already in effect as a result of civilian or military initiative, what is the name and job title or grade or rank of this individual and what date was it placed into operation?
- k. Why is this idea an improvement over previous method or operation? Describe fully.

*REMARKS: REASONS FOR DISAPPROVAL ARE:

Signatures of members of Sub-committee

Member

Member

Member

2. Preceding report of Sub-committee is _____ concurred in. (If not concurred in, state reasons.)

Signature _____

Title _____

3. The following certificate will be executed if the Sub-committee report is concurred in:

I certify that the cost for adoption and/or the estimated annual savings indicated in _____ of this report are correct and that records of this (division, post, terminal) substantiate such findings.*

Signature _____

Title _____

*Findings should be supported by any evidential matter which may be of record.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

CHANGE NO. 1
SOP NUMBER 100
2 FEBRUARY 1948

MANAGEMENT ENGINEERING

SECTION V

CONTROL OF PUBLICATIONS, FORMS, PRINTING, BINDING,
DUPLICATION AND REPRODUCTION

Delete paragraph 5 a and substitute the following therefor:

"5. Reports and Records:

A monthly report on WDAGO Form No. 228, "Operating Cost, Field Printing Plant or Duplicating Unit", (Reports Control Symbol AG-51), will be prepared by the Port Quartermaster and forwarded not later than the fifth day of each month to Port Adjutant General for approval and submission to OCT."

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

SOP NUMBER 100
9 DECEMBER 1947

MANAGEMENT ENGINEERING

SECTION V

CONTROL OF PUBLICATIONS, FORMS, PRINTING, BINDING,
DUPLICATION AND REPRODUCTION

PURPOSE AND SCOPE:

This directive prescribes the procedure for and the defining, designating and assigning of certain functions and responsibilities in the procuring, printing, reproducing, and/or duplicating by any means, of all publications and forms, new, revised and/or re-run without change.

DEFINITIONS:

Publications: Any letter, memorandum, bulletin, circular, order, regulation, brochure, manual, pamphlet, table, index, broadside, sticker, poster, chart, list, catalog, or any other material which is printed, reproduced or duplicated by multilith, multigraph, mimeograph, ditto, or photostat, or by any other means (typed documents and photographic prints excepted).

Forms: The following classes of forms have been approved for use by the Army:

- a. Standard Forms: Controlled by the Bureau of Budget, Comptroller General, Civil Service Commission, and Treasury Department.
- b. Department of the Army Forms: Controlled by the Office of the Secretary of the Army.
- c. WD AGO Forms*: Controlled by The Adjutant General.
- d. Intra-Agency Forms: Those forms prescribed by a headquarters, technical service or major command for use by units under their respective commands, controlled by the originating agency. (Example: Transportation Corps and 1st Army Forms)
- e. Intra-Office Forms: Those forms approved for use at headquarters, installations, and activities under the command of a single installation. (Example for NYPE TCNYP Form 66, Monthly Activities Report)

*WD AGO Forms will eventually be redesignated DA AGO to conform with change of War Department to Department of the Army.

Blank Forms:

- a. Any paper other than a form letter (see b, below) with spaces left to be filled in with dates, names, and descriptive details, and which is intended for repeated use.
- b. A form letter is one that has been reproduced for non-repeated use. It may or may not contain spaces for the filling in of information.

Manifold Forms or Many Copy Forms: Various types of stationery made by specialty form manufacturers, e.g., continuous teletype and tabulating machine stationery, one-time carbon forms, etc.

Reproduction Duplicating Equipment: Includes all equipment used for taking of impressions by gelatin, spirit, stencils or other duplicating processes, including offset equipment (Maximum capacity: 10 x 14 inch sheet size).

Copy Preparation: The arrangement, design, draft, preparation of duplicates and/or systemats, the cutting of stencils and/or preparation of material for reproduction on equipment as listed above.

PROCEDURE:

1. Publications Control Board, Port Adjutant General Division, will be responsible for:
 - a. Forms control and standardization which will include the functional analysis, design, preparation of copy, consolidation and elimination in cases of form duplication, authorization for reproduction and control thereof.
 - b. Checking with Control and Planning Division on all requests for approval of forms which should bear a reports control symbol in accordance with Section III of this Standing Operating Procedure. Also to check with Control and Planning Division on the correctness of reports control symbols on requests for reproduction of all forms bearing such a symbol.
 - c. Assigning of forms and publication numbers to Intra-Office forms and publications. This office is the only authority that may assign such numbers to forms and publications.
2. Requisition:
 - a. Standard Forms, WD Forms, WDAGO Forms, Intra-Agency Forms: Submit, in duplicate, WD AGO Form No. 17 (Requisition for Blank Forms and Publications) to Forms and Publications Section, Port Adjutant General Division.

- b. **Manifold Forms:** Submit, in triplicate, WD AGO Form No. 559 (Request and Justification for Procurement of Form) with three complete sets of form if for re-order, or one rough draft if a new form to Forms and Publications Section, Port Adjutant General Division, for approval and forwarding to The Adjutant General.
- c. **Intra-Office Blank Forms and Form Letters:** (NOTE: No preparation on stencil, duplimat, or any other material in finished copy form will be prepared prior to approval by the Publications Control Board).
- (1) For new publications, form letters or blank forms: Submit a single completed copy of TCNYP Form No. 2 (Publications Request) with rough draft or illustration to Publications Control Board, Port Adjutant General Division.
 - (2) For reproduction of previously approved intra-office blank forms and form letters: Submit a single completed copy of TCNYP Form No. 4 (Reproduction Request) with one sample copy, or stencil if mimeographed, to Publications Control Board, Port Adjutant General Division.
 - (3) For reproduction of Standard, WD AGO, and Intra-Agency Forms approved for local reproduction by higher authority: (Same as procedure (2) above).
3. Single Jobs Produced by Duplicating Processes: Should be limited in quantities, as follows:
- a. Photostat and photocopying devices - 25 copies
 - b. Ozalid, blueprint, and brownprint - 50 copies
 - c. Spirit, gelatin, stencil, and offset processes - the quantity which can normally be produced by one run of one set of masters, stencils, or plates. A 30-day supply will be used as a yardstick for quantities requisitioned by the using agency.
4. Discontinuance: The elimination or discontinuance of a form, form letter, or publication will be reported immediately to Publications Control Board, Port Adjutant General Division, by inter-staff memorandum to which will be attached one copy of subject form or publication.
5. Reports and Records:
- a. ~~A monthly report on WD AGO Form No. 228 (Operating Cost, Field Printing Plant or Duplicating Unit) (Reports Control Symbol AG-51) will be prepared and forwarded by Port Quartermaster Division not later than the third day of each month to Port Adjutant General for approval and submission to OCT.~~

SECTION V

SOP 100

- b. A quarterly report on JCP Form No. 2 (Reports Control Symbol JCP 1003) will be prepared and forwarded by Port Procurement and Transportation Corps Supply Division not later than the third day of the month following the quarter reported upon to Port Adjutant General for submission to OCT.
- c. A quarterly estimate of requirements in letter form (Reports Control Symbol not required) will be prepared by Port Adjutant General to be dispatched not later than the 5th day of February, May, August and November of each year and composed of the following data:
 - (1) Estimate in dollar value of contract field printing required for the succeeding quarter of the fiscal year, with justification therefor.
 - (2) Estimate in dollar value of work to be performed in Army field printing plants for the succeeding quarter, with justification therefor.
- d. A job journal, WD AGO Form No. R 5119, will be maintained by Certified Duplicating Unit, Port Quartermaster Division.

REFERENCES:

AR 310-100, subject: "Military Publications", dated 26 November 1946.

TC Circular No. 20, subject: "Publications, Printing and Reproduction", dated 7 February 1947, as amended.

TC Circular No. 47, subject: "Publications, Printing and Reproduction", dated 15 April 1947.

TM 12-600, subject: "Forms Control and Standardization", dated October 1947.

Port Memorandum No. 106, subject: "Centralized Control of Publications and Blank Forms", dated 6 October 1943, as amended.

Port Memorandum No. 47, subject: "Centralized Control of Publications and Blank Forms", dated 30 May 1944.

Ltr TCNYP 400.312 GAG, subject: "Requisitions for Forms and Publications", dated 19 May 1947.

ASF Circular No. 307, subject: Part Two "Printing and Duplicating", dated 11 August 1945.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

CHANGE NO. 1
SOP NUMBER 100
25 MARCH 1948

M A N A G E M E N T E N G I N E E R I N G

SECTION V

PART II

CONTROL OF PUBLICATIONS, FORMS, PRINTING, BINDING,
DUPLICATION AND REPRODUCTION

Delete paragraphs 2a and 2b and substitute the following therefor:

2. a. Maintenance of WD AGO Form R-5119, Job Journal, in chronological order with such data as is indicated. Forwarding on the 2nd of each month to Certified Duplicating Unit 2-55-1, PQM, NYPE, Job Journal (Reports Control Symbol TCNYP-TR-101).
- b. Maintenance of stock inventory record, compiling information into a report listing additions to stock of expendable items used in reproduction processes, balance on hand as of close of business each month, and quantity consumed (excluding pre-printed and die-impressed stencils or mats). Stock Inventory Report (Reports Control Symbol TCNYP-TR-102) to be forwarded on the 2nd of each month to Certified Duplicating Unit 2-55-1, PQM, NYPE.

ADMINISTRATION OF NYPE
ADMINISTRATIVE MANAGEMENT

SOP NUMBER 100
23 JANUARY 1948

MANAGEMENT ENGINEERING

SECTION V

PART II

CONTROL OF PUBLICATIONS, FORMS, PRINTING, BINDING,
DUPLICATION AND REPRODUCTION

PROCEDURES:

1. Certified Duplicating Unit 2-55-1, Port Quartermaster Division, will be responsible for:

- a. Control of and jurisdiction over all reproduction duplicating equipment within Headquarters, New York Port of Embarkation.
- b. Maintenance and compilation of such records and reports as may be required by higher authority, including monthly report on WD AGO Form 228 (Reports Control Symbol: AG - 51) as required by OCT.
- c. Upkeep and repair of reproduction duplicating equipment, and the approval of all requests for contract labor to effect such repair.
- d. Coordination of printing control with publications and forms control programs.

2. Each division, this headquarters, operating reproduction duplicating equipment, will be responsible for:

- a. Maintenance of WD AGO Form R-5119 (Job Journal) in chronological order with such data as is indicated, and forwarding on the 2nd of each month, beginning 2 February 1948, to Certified Duplicating Unit 2-55-1, PQM, NYPE.
- b. Maintenance of a stock inventory record, compiling information into a report listing additions to stock of expendable items used in reproduction processes, balance on hand as of close of business each month, and quantity consumed (excluding pre-printed and die-impressed stencils or mats). Report to be forwarded on the 2nd of each month, beginning 2 February 1948, to Certified Duplicating Unit 2-55-1, PQM, NYPE.

SECTION V

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- c. Forwarding a feeder report (Reports Control Symbol: AG - 51) not later than the 2nd day of each month, beginning 2 February 1948, to Certified Duplicating Unit 2-55-1, PQM, NYPE, using WD AGO Form 228 (Operating Cost - Field Printing Plant or Duplicating Unit) in duplicate, in accordance with instructions thereon (See sample attached).
 - d. Cost of contract labor as defined by Item 8, Instructions, WD AGO Form 228, will be reported as provided. (ref.par. 1c)
3. Commanding Officers, separate commands, NYPE, will be responsible for:
- a. Maintenance of WD AGO Form R-5119 (Job Journal) in chronological order with such data as is indicated.
 - b. Maintenance of a stock inventory record listing additions to stock of expendable items used in reproduction processes and balance on hand at close of business each month (excluding pre-printed or die-impressed stencils or mats).
 - c. Preparation of monthly report in quadruplicate as required by TC Circular 20, subject: "Publications, Printing and Reproduction", dated 7 February 1947, on WD AGO Form 228 (Operating Cost - Field Printing Plant or Duplicating Unit) (Reports Control Symbol: AG - 51) and forwarding to Port Adjutant General, NYPE, not later than 5th day of each month, beginning 5 February 1948, for consolidation and submission to OCT.
4. Certified Duplicating Unit 2-55-1, division duplicating sections, this headquarters, and Commanding Officers, separate commands, will:
- a. Keep under constant review their publication and form needs in an effort to consolidate similar forms and eliminate discontinued forms in co-operation with Publications Control Board, AGD, NYPE.
 - b. Constantly survey workloads with the aim of more efficient personnel utilization in accordance with current directives.
 - c. Wherever possible, consolidate reproduction duplicating equipment toward more economical operation of such equipment.

REFERENCES:

(See Page 4, Part I, Section V, SOP No. 100)

OPERATING COST-FIELD PRINTING PLANT OR DUPLICATING UNIT

REPORTS CONTROL
SYMBOL AG-51

SECTION I - OPERATING COSTS

COST CATEGORIES	FIELD PRINTING	DUPLICATING	TOTAL COSTS	DO NOT USE
1. COST OF PRODUCTIVE LABOR (Military and Civilian)		\$ 142.26		
2. COST OF NONPRODUCTIVE LABOR (Military and Civilian)		34.53		
3. PAPER (Including Envelopes)		56.89		
4. INK		1.98		
5. OFFSET PLATES (Metal)		.44		
6. FILM AND PHOTOGRAPHIC PAPER		26.85		
7. OTHER (Chemicals, wire, etc.)		12.47		
8. UPKEEP OF PLANT		5.39		
9. MISCELLANEOUS (Light, Heat, Telephone)		6.89		
10. RENT (If in a rented building)				
11. TOTAL OF FIELD PRINTING AND DUPLICATING OPERATIONS		\$ 287.70		
12. PERCENTAGE OF OVERHEAD TO LABOR (See Instructions for Item 12)		43%		

SECTION II - STATISTICAL DATA

TYPE AND SIZE OF EQUIPMENT (a)	CAPACITY (b)	NUMBER (c)	NUMBER OF MASTERS (d)	IMPRESSIONS (e)	HOURS IN USE (f)
(ADDITIONAL INSTRUCTIONS)					
13. LETTERPRESS - Figured on a basis of actual man-hours expended in productive labor; i.e., employee engaged in productive labor for two hours of working day will be computed on basis of 25%.					
(Item 2 - "labor costs, supervisory, etc." shall be interpreted to be only in direct relation to reproducing activities and shall not include administrative duties applicable to the mission of a division or installation.					
14. OFFSET - (Items 16-17-18-19 - Under any item, basis will be percentage to 100%; i.e., under item 19, if eight persons are engaged 12½% of their time will be carried and noted as: 1 - 100%; if two persons - one full time, one half time - will be noted as: 2 - 100% - 50%.					
15. DUPLICATING mimeographs (2-100) 8½ x 14	10,464	2	1	238	68,092
16. NUMBER OF MILITARY PERSONNEL - OFFICERS	17. NUMBER OF PERSONNEL - OFFICE 1 - 10%				
18. NUMBER OF MILITARY PERSONNEL - ENLISTED	19. NUMBER OF PERSONNEL - SHOP 1 - 70%				

SECTION III - SUMMARY ACCOUNTING OF OPERATING COSTS

ARMY AIR FORCES	\$	ARMY AREA	\$
ARMY GROUND FORCES		ARMY AREA	
CHEMICAL CORPS			
CORPS OF ENGINEERS			
MEDICAL DEPARTMENT		NON-APPROPRIATED FUNDS (Reimbursable)	
ORDNANCE DEPARTMENT		OTHER REIMBURSABLE WORK	
QUARTERMASTER CORPS		THE ADJUTANT GENERAL, WASHINGTON 25, DC	
SIGNAL CORPS			
TRANSPORTATION CORPS		TOTAL	\$287.70

REMARKS

NAME OF PLANT **Certified Duplicating Unit
(No. 8-55-1)**

LOCATION **Adjutant General's Division
New York Port of Embarkation**

MONTH REPORTED
November 1947

DATE SUBMITTED
2 December 1947

SIGNATURE

INSTRUCTIONS

SECTION I - OPERATING COSTS

ITEM 1. Amount of productive labor cost (chargeable to individual jobs) for personnel regularly assigned or for the time detailed to plant or unit during the period. The amount reported for military personnel will include base pay plus longevity and allowances for food, clothing, quarters, etc., whether received in money or in kind. For civilian personnel, report base pay plus overtime, including amount deducted for retirement fund. Exclude contract labor reported in Item 8.

ITEM 2. Amount of nonproductive labor cost. Include all labor costs, supervisory, etc., applicable to plant operations, which are not accounted for in Item 1 and Item 8. Do not include amounts for time spent by personnel in temporary assignments not related to plant operations.

ITEM 3. Cost of paper used by plant or unit during period. Include Quartermaster issues, direct purchases, stock used out of inventories, paper used on work to be paid out of non-appropriated funds, and paper furnished by other agencies. (see Item 5 below)

ITEM 4. Cost of ink used in plant or unit during period.

ITEM 5. Cost of new blank offset plates (metal) used by the plant during period. Charge regreined plates at cost of regreining, if known, otherwise, at one-fifth of new plate cost. Include engravings or cuts procured commercially. Do not include cost of mimeograph, gelatin or spirit process stencils or paper masters, which will be accounted for under Item 8. Reg. W.O.
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ITEM 6. Cost of film and photographic paper including litho transparencies, used by the plant or unit for printing or duplicating processes during the period.

ITEM 7. Cost of other items of supply and expendable equipment used by plant or unit, such as chemicals, photographic supplies for both offset plate making and photoengraving, stitching wire, wrapping paper, etc.

ITEM 8. Cost of spare parts, and of materials such as oil, waste and fluid cleaners, etc., including contract labor for maintenance and repair of equipment.

ITEM 9. Cost of utilities such as light, heat, power, telephone, etc. Estimate the cost of such services if unknown.

ITEM 10. Cost incurred for rent of building.

(The costs of Items 8, 9 and 10 are not required to be apportioned to show amounts chargeable as "printing" or "duplicating". Army field printing plants will report these costs in the "Field Printing" column.)

NOTE: If actual cost of paper is unknown, use prices for paper published in War Department Supply Catalog QM 5-1-I. Obtain prices of other expendable material from price lists referred to in Federal Supply Schedule published by Bureau of Federal Supply as follows:

- Class 18 - Films
- Class 51 - Chemicals, cleaning and preserving materials
- Class 53 - Printers' supplies
- Class 54 - Machines, parts, plates, etc.

ITEM 12. Enter the percentage of overhead to labor. The sum of the total costs reported for Items 2, 4, 7, 8, 9, and 10 in Section I divided by the total cost of productive labor gives the percentage of overhead to labor.

SECTION II - STATISTICAL DATA

ITEM 13. Under letterpress list job, cylinder and platen presses.

ITEM 14. Under offset list offset presses capable of delivering a sheet size larger than 14" x 20".

ITEM 15. Under duplicating list balance of offset equipment and all other duplicating devices. If additional space is required attach extra sheet.

ITEM (a). Describe each type (by make, model, and maximum sheet size) of printing and duplicating equipment in the plant or unit.

ITEM (b). Capacity of each type of equipment in terms of number of impressions per machine per 8-hour day, assuming continuous normal productive use under conditions prevailing at the plant or unit.

ITEM (c). Quantity of each type of equipment on hand and in use at any time during the period.

ITEM (d). Number of forms for letterpress, plates for offset, stencils or masters for duplicators, and negatives for photostats, blueprint, or ozalid.

ITEM (e). Total impressions produced during the period for each type of equipment except photostat, blueprint and ozalid.

ITEM (f). Enter operating machine hours for each type of equipment in use during the period. Operating hours include makeready and changeover time.

ITEM 16. Number of officers and warrant officers assigned or detailed to plant or unit at end of month.

ITEM 17. Number of personnel (*military and civilian*) assigned or permanently detailed to plant or as proof readers, statistical clerks, file clerks, stenographers, order clerks, etc.

ITEM 18. Number of enlisted personnel assigned or detailed to plant or unit at end of month.

ITEM 19. Number of personnel (*military and civilian*) engaged in composition, camera work, plate making, machine operation, binding, regreining, shipping and janitor work. Include personnel engaged in art work, photo-retouching, or making stencils and paper masters, if employed in the plant or unit, except portions of their time spent on work not reproduced in the plant.

NOTE: Do not include personnel engaged in copy preparation (*editorial or art work, or making stencils*) if this work is furnished by those not under the control of or working in the plant. Include all personnel who handle work in any way after copy is submitted for production until delivery is completed.

SECTION III - SUMMARY ACCOUNTING OF OPERATING COSTS

This Section is to be used to account for the costs in Section I by showing the costs incurred for each Army agency and of reimbursable work. Use the basic cost-finding procedure normally employed to figure the cost of individual jobs. Group and summarize these costs and report in the appropriate space the costs incurred for installations and activities of the agencies. If a plant does no work for other agencies, the sum of the costs shown in Section I should be reported in Section III as costs incurred for the agency that has jurisdiction of the plant. Cost of reimbursable work will be shown in the spaces provided. The total costs reported in this Section should equal the total shown in Section I.

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

SOP NUMBER 110
29 January 1947

C I V I L I A N P E R S O N N E L

PURPOSE AND SCOPE:

This directive prescribes the personnel processes governing or affecting the employment of civilians by all War Department agencies located at Headquarters, NYPE, with the exception of Finance Office, U. S. Army, and New York Regional Office of Army Audit Agency. The personnel processes within the scope of this procedure include appointment, assignment, promotion, and separation of employees; allocation of positions to appropriate grades; programs operated in conformance with Civilian Personnel Regulation No. 2, which contribute to the general competence, morale, and productivity of civilian personnel.

GENERAL DEFINITIONS:

Port Agency refers to any War Department organization or office located at Headquarters, NYPE, having an authorized allotment for the employment of civilian personnel.

Notification of Personnel Action (WD CP Form 50) - The instrument prepared by Civilian Personnel Branch to effect a personnel action.

C I V I L I A N P E R S O N N E L

SECTION I

PERSONNEL MANAGEMENT

PURPOSE AND SCOPE:

This directive prescribes the methods and procedures designed to result in the most effective management of personnel through effective selection and placement, adequate compensation, opportunity for airing of grievances, and maintenance of morale. This directive encompasses all personnel employed by War Department agencies located at Headquarters, NYPE, except the local U. S. Army Finance Office and the New York Regional Office of Army Audit Agency.

DEFINITION:

Effective Management of personnel is an operating condition brought about by:

1. Clear delineation of functional and organizational arrangements so that all individuals are thoroughly informed as to the mission of the agency.
2. Elimination of unnecessary or duplicating activities.
3. Elimination of overlapping positions or positions with indefinite jurisdiction or authority.
4. Requiring special skills and abilities only when fully used.
5. Recruiting of personnel in accordance with:
 - a. The actual job requirements in terms of qualifications needed.
 - b. The education, skills, work experience, and desires of individuals available for assignment.
6. Clearly indicating to each individual employee the job required of him, preferably in the form of a written job description.
7. Maintain high working morale through good personal relationships, airing of grievances, considering employee suggestions, and granting of

SECTION I

SOP NUMBER 110

recognition either through awards, letters of commendations, or other such means.

8. Insuring the efficient performance of duties and responsibilities by employees through periodic evaluation of their performance and through periodic training in skills and technique of the job.
9. Compensating employees on the basis of duties and responsibilities undertaken in accordance with the principle of "equal pay for equal work".

RESPONSIBILITIES:

1. Port Agencies:

- a. Determine organization structure (see Section I, SOP No. 100, dated 7 February 1947).
- b. Within their allotment of personnel, assign specific duties and responsibilities to individual employees taking into consideration their qualifications, current classification or grade, capacity for development, and personality as it relates to the position's requirements. Job descriptions submitted to the Civilian Personnel Branch as the basis for an official personnel action will be certified, for accuracy, by the Chief of a Port Agency, or his designated representative. Assignment of individual employees to established positions are subject to such requirements as may be established in War Department and U. S. Civil Service Commission regulations.
- c. Be responsible for determining whether certain positions may be expanded, by the assignment of additional duties, contracted by the elimination of certain duties, completely abolished, or established on a temporary or part-time basis.
- d. Be responsible for completely training their personnel in the technique of their job and its inter-relationships with other operations within the agency, within the Port and within the general structure of the War Department. Particularly, employees should understand what their job is, what is expected of them, what their area of authority is, and what their working relationships are to others in connection with performance of duties.
- e. Plan, sufficiently in advance, personnel needs, in relation to operations, so as to allot the Civilian Personnel Branch a reasonable length of time in which to:

SECTION I

SOP NUMBER 110

- (1) Analyze job for grade determination.
- (2) Prepare qualification requirements.
- (3) Consider present employees for transfer, promotion or reassignment.
- (4) Issue employment announcements.
- (5) Examine candidates to determine their eligibility.
- (6) Obtain register of qualified personnel.

2. Personnel Division will:

- a. Analyze the personnel requirements of each Port Agency in order to determine their personnel needs, and authorize personnel ceilings accordingly.
- b. Insure that each Port Agency remains within its allotment of personnel.
- c. Analyze the duties and responsibilities assigned to various positions, either on an individual or survey basis, and allocate individual positions to appropriate title, service, grade, and salary.
- d. Insure that the position, if vacant, is filled through use of established recruitment sources, or, if occupied, that the incumbent meets all of the War Department and U. S. Civil Service Commission procedural and qualification requirements.
- e. Provide counselling services on general personnel matters such as disciplinary matters, grievance procedure, interpretation of civilian personnel regulations, etc.
- f. Conduct morale surveys to determine job dissatisfactions and consult with supervisors on corrective measures.
- g. Provide guidance on Port Recreational and Welfare Services.
- h. Orientate new personnel on NYPE and War Department policies pertaining to their status as employees.

SECTION I

SOP NUMBER 110

PROCEDURE:

1. Initial Placement:

a. The Civilian Personnel Branch will:

- (1) Formulate specific qualification standards based upon required knowledge, skills, abilities, work experience and training.
- (2) Develop recruitment sources and conduct recruiting campaigns.
- (3) Utilize as far as practicable the program of in-service placement.

b. "Name" cases, that is individuals brought to the attention of the Civilian Personnel Branch, can only be considered in filling vacancies if they come within reach for certification as provided in standard War Department and Civil Service Commission directives.

c. Induction Counselling (See Section II, SOP No. 110, "Appointments").

d. Salary determination:

Personnel transferred from agencies other than the War Department to lower grade positions at NYPE will receive the maximum step rate of the lower grade provided their last efficiency rating was "Excellent" and provided that the maximum step does not exceed their present salary rate. If the last efficiency rating was less than "Excellent" the step rate assigned will be such as to include all within-grade promotions to which the employee would have been entitled had he remained in the lower grade. Employees whose last efficiency rating was "Fair", will have their salary fixed at the minimum step of the lower grade. Ungraded personnel will generally be appointed to the first step rate unless they possess experience in the job, in which case they may be assigned to the second or third step rate at the discretion of the Civilian Personnel Branch.

2. In-Service Placement:

a. Promotions, change to lower grade, reassignments and transfers.

(1) Grade Determination:

Civilian Personnel Branch will schedule all Port Agencies for periodic survey of positions. Position descriptions for all positions will be certified as to their accuracy by the Chief, Operating Division, or his representative who supervises the

position. A Report of Survey Findings showing authorized titles and grades and accompanied by job descriptions will be forwarded to the operating agency. Failure of an operating agency to take positive steps to correct misassignments and misallocations and to return the Report of Survey Findings with required information within fifteen (15) days will, after a consultation with the Chief, Operating Division, be reported to the Commanding General.

(2) Salary Determination:

Personnel changed to a lower grade will receive a salary step in the lower grade equal to, but not exceeding the existing rate; if the existing rate is greater than the maximum step of the lower grade the rate will be reduced to the maximum step; where the existing rate falls between two salary steps of the lower grade the rate will be adjusted to the next lower step. In the ungraded service, assignments will be made to steps above the middle rate only where the employee has previously demonstrated skill and experience in the work; in no case will it be above the fifth step rate and further, in no case will an employee be given a rate of pay exceeding that of his supervisor.

(3) Employee Selection:

Civilian Personnel Branch will determine whether the individual selected by the operating agency for promotion, change to lower grade, transfer or reassignment:

(a) Is eligible and qualified in accordance with Civil Service Commission and War Department procedural and qualification standards.

(b) Whether another individual should be assigned to the new position who:

1. Has superior qualifications
2. Is surplus to needs of an operating agency due to reduction-in-force and possesses higher retention rights.
3. Is scheduled for change to lower grade and has an efficiency rating of "Good" or better.

4. Has been demoted within the past twelve (12) months for non-disciplinary reasons and is qualified to assume a new position where it means regaining or partially regaining his former grade.

b. Details:

- (1) Definition: Detail is the temporary assignment of an employee without formal transfer to a different position within the operating agency, or NYPE, without change in designation, grade, or salary for a period not to exceed one hundred and twenty (120) days. Such details may be renewed only upon prior approval of the Chief, Civilian Personnel Branch.
- (2) Policy: (See Civilian Personnel Regulations 65). The policy of the War Department is to authorize details of civilian personnel in order to relieve situations where a shortage of personnel exists or where an exceptional volume of work is delaying the expeditious prosecution of the mission of the agency.
- (3) Who may be detailed: Any employee may be detailed, with the following exceptions:
 - (a) Employees in the non-competitive service, e.g., marine employees in Schedule A, may not be detailed to perform the work of a competitive service position.
 - (b) An employee occupying an ungraded position may not be detailed to perform the duties of a graded position.
 - (c) An employee may not be detailed to duties which he is not properly qualified and physically competent to perform, e.g. an unlicensed employee may not be assigned duties for which a license is required.
- (4) Payment of salaries to detailed employees: Detailed employees will continue to be carried on the payroll of their official designation and for all official personnel transactions including reductions in force, their official title, grade, and salary, will be determinative.
- (5) Effect of refusal to accept detail: When it becomes necessary to detail an employee for a temporary period due to the exigency of a situation, and after full determination has been made that the selected employee meets the qualification standards or is otherwise determined to be fully competent to perform the duties of the position, he will be fully advised

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of the reasons for detail and its expected duration. An employee may legally refuse a detail if he believes it to be hazardous to himself or to others or will result in an undue destruction of Government property. After the above determination has been made and it is considered that the employee is in fact qualified and physically competent to perform the duties, he will be advised that refusal to accept the detail or assignment will be grounds for disciplinary action and when deemed appropriate, removal.

- (6) Reporting of details: If the detail results in an assignment for more than fifteen (15) calendar days, report on WD Form 72 will be made to Civilian Personnel Branch. Requests for renewal of details after one hundred and twenty (120) days will also be forwarded for prior approval to the Chief, Civilian Personnel Branch.

o. Assignments to new duty stations or shifts:

- (1) When it is determined that operating necessity requires that employees be assigned to duty stations or shifts other than for which originally appointed, e.g. to Staten Island, night shift, etc., the following procedure will be applied in the order indicated:
 - (a) Request volunteers.
 - (b) In the absence of sufficient volunteers, the Port Agency will check the addresses of all employees under consideration and select those residing closest to the duty station or those who would have the least travel inconvenience.
 - (c) In the event of a tie in connection with residence, selection will be made on the basis of seniority in the shop or operating unit.
- (2) The above procedure does not apply to agencies which have rotating shifts or where occasional assignment changes are required.
- (3) Employees may appeal to their operating official relative to their selection on the basis of undue hardship or previous commitments, e.g. night school. His request to be retained on his current assignment will be carefully considered and if justified, another employee will be selected in his stead.

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d. Locality Wage Surveys for Ungraded Positions:

- (1) Chiefs of Divisions, or their designated representatives, will be responsible for notifying Civilian Personnel Branch of any changes in the wage rates, which in their opinion, warrants a request for a wage survey. Such request will be accompanied by a detailed statement setting forth the names of firms where the wage rates have been raised, a list of the job designations affected showing corresponding NYPE rates and rates paid by firms listed, and other pertinent data including incentive rates, bonuses, extra pay for night work, etc.
- (2) Civilian Personnel Branch will review the information, make further investigations and when considered necessary in that a sufficient number of the jobs listed on the Ladder Diagram are affected, will forward a request for a wage survey to the Chief of Transportation.
- (3) Upon approval of a Locality Wage Survey by higher echelon, the Chief, Civilian Personnel Branch, will select from the Port Agencies qualified personnel to participate in Locality Wage Surveys together with Classification Wage Analysts in gathering wage-rate information, as determined by Wage Survey Board.

e. Effective Employee Relations:

- (1) General: Responsibility for effective inter-personal relationships is a function of management. Accordingly, each supervisor is directly responsible for discussing with his subordinates and so far as possible correcting all matters pertaining to the employees' job satisfaction, working conditions, leaves, etc. Personnel Assistants from the Civilian Personnel Branch will lend staff assistance to supervisors and make recommendations of preventive measures in dealing with problems of adjustment. Personnel Assistants will consider matters discussed with supervisors or individuals as confidential.
- (2) Counselling:
 - (a) Supervisory counselling in employee problems: Supervisor may discuss with Personnel Assistants of Civilian Personnel Branch any matter pertaining to the work or morale of his employees, e.g. disciplinary measures, incentives, interpretations of civilian personnel regulations, appeals procedures, or other matters related to the job.

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- (b) Appeals counselling: On cases of complaints, grievances and appeals against administrative decisions, Personnel Assistants of Civilian Personnel Branch interpret command point of view and responsibility, applicable appeals procedure, employee rights and obligations, and when requested, aids the employees in the preparation of written appeals (on Appeals see SOP No. 111, subject: "Appeals in Connection with Grievances").
- (c) General employee counselling: In those instances where the supervisor considers himself unqualified to render an appropriate decision or interpretation of a regulation, first recourse should be within the operating agency itself. When it has been determined that the decision can only be rendered by the Civilian Personnel Branch, the employee may be referred to that office. Employees may come directly to the Civilian Personnel Branch without such prior clearance from their operating agency, if they wish to discuss some problems, during their day off, on annual leave, or during lunch period.
- (d) Exit counselling: (See Section III, SOP No. 110, subject: "Separation").
- (3) Staff studies by Civilian Personnel Branch: Civilian Personnel Branch will conduct analytical surveys of working conditions and morale either:
 - (a) On request of the operating agency itself.
 - (b) By Commanding General or higher War Department echelon, or
 - (c) On its own initiative.
- (4) Surveys will be concerned with such matters as employee turnover, absenteeism, poor supervision, poor inter-personal relationships, employee attitudes, improper placement or utilization of personnel, availability of facilities, training needs, and general conformance with NYPE and War Department personnel policies. A copy of the report, together with specific recommendations will be presented to the requesting agency or when initiated by Civilian Personnel Branch to the Chief, Personnel Division. Follow-up on recommendations will be made thirty (30) days after submission of report to operating agency.

- (4) Review of Disciplinary Actions: The Chief, Civilian Personnel Branch, is designated as the representative of the Commanding General for the purpose of reviewing and investigating disciplinary actions recommended by operating agencies. Determinations made by the Chief, Civilian Personnel Branch, will be in accordance with War Department procedures and regulations.

REFERENCES:

- WD Orders C, dated 6 June 1946, as amended by Orders E, subject: "Administration of War Department's Civilian Personnel Program", dated 2 August 1946.
- Civilian Personnel Pamphlet No. 17, subject: "Classification and Wage Administration Survey, War Department", dated August 1945.
- ASF Circular No. 359, Section IX, subject: "Civilian Personnel - Establishment of Tentative Rates for New Ungraded Jobs, Headquarters, ASF", dated 25 September 1945.
- TC Circular No. 23, subject: "Adjustment in Salary Incident to Transfer to Position of Lower Grade", dated 11 February 1947.
- WD Civilian Personnel Circular No. 3, subject: "Locality Wage Surveys", dated 16 January 1946.
- WD Civilian Personnel Circular No. 5, subject: "Adjustments in Salary Following Change to Lower Grade", dated 23 January 1947.
- WD Civilian Personnel Circular No. 128, paragraphs 1, 2, 5, 6, and 7, subject: "Adjustment of Salaries or Wages as Result of Position Evaluation", dated 4 November 1944.
- WD Civilian Personnel Regulation No. 61, Change No. 1, subject: "Reduction in Force", dated 12 May 1947.
- WD Civilian Personnel Circular No. 18, subject: "War Department Policy Statement Concerning Reassignments of Civilian Employees", dated 27 February 1947.
- WD Civilian Personnel Regulation No. 10, subject: "Basic Materials Relating to Civilian Personnel Administration", dated 1 June 1945.
- WD Civilian Personnel Regulation No. 65, subject: "Detailing Civilian Personnel", dated March 1946.
- WD Civilian Personnel Circular No. 82, subject: "Directing Employee Inquiries to Personnel Offices", dated 2 August 1946.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYHE
PERSONNEL ADMINISTRATION

CHANGE NO. 1
SOP NUMBER 110
12 September 1947

C I V I L I A N P E R S O N N E L

SECTION II

APPOINTMENT

Standing Operating Procedure No. 110, subject as above, dated 30 July 1947 is amended as follows:

1. Paragraph 1b(2)(d) is rescinded and the following substituted therefor:

"(d) The approval of the Superintendent, Water Division, or his representative, will be secured prior to the assignment of all marine personnel aboard Army Transports by the Crewing Section, Civilian Personnel Branch".

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

CHANGE NO. 2
SOP NUMBER 110
29 MARCH 1948

C I V I L I A N P E R S O N N E L

SECTION II

APPOINTMENT

1. Delete all of paragraph 2 b and substitute the following therefor;

b. Marine Personnel;

- (1) TCNYP Form 1654 (Medical Record - Civilian Marine Employee), specifying position to be filled, will be prepared in duplicate by Civilian Personnel Branch, and forwarded with the appointee to the Port Surgeon, Port Dispensary Branch.
- (2) Physical examination will be conducted by Port Dispensary Branch in accordance with current War Department regulations, and results recorded on TCNYP Form 1654. If the appointee fails to meet the requisite physical standards for the position, he will be referred back to Civilian Personnel Branch; one copy of TCNYP Form 1654, stating reasons for rejection of the individual, will be returned to Civilian Personnel Branch by mail or special messenger other than the rejectee; second copy will be retained on file. If the appointee is physically qualified for the position, he will be directed to hand-carry one copy of TCNYP Form 1654 in sealed envelope, to Crewing Section, Civilian Personnel Branch, to be delivered to Ship Transportation Agent aboard vessel to which assigned, when reporting for duty; second copy will be retained by Port Dispensary Branch, for file.

2. Delete paragraph 3 b and substitute the following therefor;

- b. Transmit WD Form 91 or TCNYP Form 1654, whichever is appropriate, and other required forms to Port agency initiating personnel action.

3. Delete paragraph 6 b and substitute the following therefor;

- b. Marine Personnel; After receiving identification card, employee will report for duty and furnish TCNYP Form 666 and copy of Form 1654, in sealed envelope, to the Ship Transportation Agent aboard vessel to which he has been assigned.

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

SOP NUMBER 110
30 July 1947

C I V I L I A N P E R S O N N E L

SECTION II

APPOINTMENT

PURPOSE AND SCOPE:

This directive prescribes the appointment process for the employment of civilians by War Department agencies located at Headquarters New York Port of Embarkation, except Finance Office, U. S. Army, and New York Regional Office of Army Audit Agency. Appointment process, as used herein, includes securing of eligibles, job referral, physical examination, issuance of identification cards, and clerical processing incident to effectuation of the personnel action.

DEFINITION:

Authorized Position is one established by competent authority in accordance with Civilian Personnel Regulations.

PROCEDURE AND RESPONSIBILITIES:

1. Recruitment, Referral and Selection:

a. Shore Positions:

- (1) Civilian Personnel Branch will, upon receiving request for personnel from a Port agency to fill an authorized position:
 - (a) Secure qualified eligibles through internal placement, certification by Civil Service Commission and other authorized recruitment sources.
 - (b) Refer qualified eligibles to the requesting Port agency for employment interview and selection, unless Civilian Personnel Branch has been authorized by such agency to make final selection for appointment.
- (2) Port agency will select for appointment, qualified eligibles referred to them by Civilian Personnel Branch.

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b. Marine Positions:

(1) Civilian Personnel Branch will, upon receiving requisitions for personnel from a Ship Transportation Agent to fill an authorized position, secure qualified eligibles through direct recruiting, internal placement and other authorized recruitment sources.

(2) (a) Masters of Army Transports will instruct the Department heads aboard vessel to conduct a poll prior to arrival in the home port to determine names and positions of personnel to be replaced and submit same to the Ship Transportation Agent. Ship Transportation Agents will submit requisitions for marine personnel to the Civilian Personnel Branch with the least practicable delay after ship's arrival, and in no event less than seventy-two (72) hours prior to scheduled departure. Requisitions will be prepared in triplicate (see APPENDIX I), the distribution of which will be as follows:

- 1 - Civilian Personnel Branch
(Attention Crewing Section)
- 2 - Marine Branch, Water Division
- 3 - Ship's File

(b) In view of current instructions of the Superintendent, Water Division, requiring that ship's articles be signed four (4) days in advance of sailing, a resurvey will be made on that date to determine that every vacancy has been properly reported and a replacement requisitioned. Any vacancy occurring within seventy-two (72) hours prior to scheduled time of sailing will be considered an emergency, and in such cases, proper action in the form of a telephone call or personal call to the Marine Branch, Water Division, will be taken immediately by the Ship Transportation Agent or his authorized representative. A representative of the Marine Branch, Water Division, will immediately call upon the responsible recruiting officer of the Civilian Personnel Branch, advising him of the vacancy and will follow such requisition until same has been filled.

(c) Upon completion of processing by the Civilian Personnel Branch, Intelligence and Security Divi-

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sion and Port Dispensary Branch, as outlined in paragraphs 2 and 5 of this directive, the employee will return to the Civilian Personnel Branch, reporting there to the recruiting officer who made the assignment. Employees so processed will be instructed to report directly aboard ship. A report will be made to the Superintendent, Water Division at close of business each day, giving full details of each assignment.

- See
Ch 1*
- (d) ~~The approval of the Superintendent, Water Division, or his representatives, will be secured prior to the assignment of Masters, Chief Officers, Chief Engineers, First Assistant Engineers, Chief Stewards, Seconds, Ship Transportation Agents, and Ship Transportation Clerks to vessels. Assignment of all other marine personnel will be made by the Crewing Section, Civilian Personnel Branch, subject to approval of Master or department head aboard vessel. Any disapproval under this provision shall be substantiated, in writing, to the Chief, Civilian Personnel Branch.~~

- (e) All placements shall be based on:

1. ABILITY, as evidenced by:

Licenses or Seamen's Papers
Discharges from other Vessels
Special Schooling
Personal Knowledge or Investigation
Recommendation by Reliable Individuals
Command of English Language

2. LEGAL RIGHTS, as evidenced by:

Appointment from Civil Service Rosters
Veterans' Preference Law
Observance of Policy of Non-Discrimination
Seniority and/or Retention Rights

3. CHARACTER and LOYALTY, as determined by:

Check of Intelligence Records Available
Subsequent Investigations

4. PERSONAL APPEARANCE AND HABITS, as determined by:

Personal Interview

Reports from Various Sources, such as Previous Supervisors

- (f) It shall be the responsibility of the Civilian Personnel Branch to follow up each appointment to assure that on-the-job training and experience lead to added endorsements for seamen's papers, and upgrading of licenses. The intent of this practice is to procure and retain employees possessing more than the minimum requirements.
- (g) Transfers of Masters, Chief Officers, Chief Engineers, First Assistant Engineers, Chief Stewards, Second Stewards, Ship Transportation Agents, and Ship Transportation Clerks, will be made only with the approval of the Superintendent, Water Division, or his authorized representative. Transfer of all other marine personnel will be made by Civilian Personnel Branch with concurrence of Superintendent, Water Division or his authorized representative.
- (h) Any person desiring a leave of absence from a vessel, and who would like to return for duty aboard the same vessel shall first obtain approval of the Master, in writing. Such approval shall then be presented to the Civilian Personnel Branch for further processing.
- (i) It shall be the responsibility of the Civilian Personnel Branch, wherever possible, to conduct exit interviews, to ascertain reason for employee's resignation.

2. Physical Examination:

a. Shore and Harbor Scale Rate Personnel

- (1) WD Form 91 (Physical Qualification and Placement Record), specifying working conditions of the position, will be prepared by Civilian Personnel Branch, in duplicate, and forwarded with the appointee to the Port Surgeon, Port Dispensary Branch.
- (2) Physical examination will be conducted by the Port Dispensary Branch in accordance with current War Department regulations, and results recorded on WD Form 91. One copy of WD Form 91 will be hand-carried by the appointee to Civilian Personnel Branch, one copy retained on file.

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- (3) Appointee's physical qualifications for the position will be determined by Civilian Personnel Branch, through review of WD Form 91.

b. Marine Personnel:

- (1) SPTAA Form 687 (Report of Physical Examination), specifying position to be filled, will be prepared, in triplicate, by Civilian Personnel Branch, and two copies forwarded with the appointee to the Port Surgeon, Port Dispensary Branch.
- (2) Physical examination will be conducted by Port Dispensary Branch in accordance with current War Department regulations, and results recorded on SPTAA Form 687. If the appointee fails to meet the requisite physical standards for the position, he will be referred back to Civilian Personnel Branch; one copy of Form 687, stating on its face reasons for rejection of the individual, will be returned to Civilian Personnel Branch by mail or special messenger other than the rejectee; second copy will be retained on file. If the appointee is physically qualified for the position, he will be directed to hand-carry one copy of SPTAA Form 687, to be delivered to Ship Transportation Agent aboard vessel to which assigned, when reporting for duty; second copy will be retained on file.

3. Processing of Appointment Papers: Civilian Personnel Branch will:

- a. Complete and/or certify necessary War Department and Civil Service forms, including the instrument of appointment (CP Form 50).
- b. ~~Transmit WD Form 91 or SPTAA Form 687, whichever is appropriate,~~
and other required forms to Port agency initiating personnel action.

4. Oath of Office and Induction Interview: Civilian Personnel Branch will administer the oath of office to appointee during the induction interview.

5. Identification: Intelligence and Security Division will prepare necessary identification records and issue identification card to the appointee, in accordance with existing regulations.

6. Reporting for Duty:

- a. Shore and Harbor Scale Rate Personnel: Employee will report for duty following receipt of identification card. Port agency will

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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complete stub of WD Form 91 and transmit form to Civilian Personnel Branch.

Subd. ✓
~~Marine Personnel: After receiving identification card, employee will report for duty as set forth in paragraph 1b(2)(c) and furnish copy of SPTAA Form 687, to the Ship Transportation Agent aboard vessel to which he has been assigned.~~

7. Review and Distribution of WD Form 91: Civilian Personnel Branch will:
- a. Review WD Form 91, returned from Port agency for completeness and accuracy.
 - b. Transmit completed stub to the Port Surgeon, Port Dispensary Branch.
 - c. Retain upper portion of WD Form 91 in employee's personnel (201) file.

REFERENCES:

Circular No. 379, Section IV, subject: "Civilian Personnel Administration",
WD, dated 25 December 1946.

Civilian Personnel Regulations No. 35, subject: "Appointments", dated 1 Aug-
ust 1943, as amended.

Civilian Personnel Regulations No. 55, subject: "Military Service and Re-
employment", dated 26 October 1945, as amended.

Transportation Corps Pamphlet No. 4, subject: "Marine Personnel Regulations",
dated 1 July 1944, as amended.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION II

APPENDIX I

SOP 110

HEADQUARTERS
NEW YORK PORT OF EMBARKATION
BROOKLYN, NEW YORK
USAT _____

Date: _____

SUBJECT: Replacements needed in _____ Department.

TO: Crewing Section, CPB, Rm 121, Bldg "C".

Request the following vacancies be filled by your section:

<u>RATING</u>	<u>NAME OF FORMER INCUMBENT</u>	<u>DATE & REASON FOR DISCHARGE</u>

SIGNED: _____
 Department Head
 USAT _____

SIGNED: _____
 Ship Transportation Agent
 USAT _____

C I V I L I A N P E R S O N N E L

SECTION III

SEPARATION

PURPOSE AND SCOPE:

This directive prescribes the separation process resulting in the permanent loss of the services of civilian personnel to War Department agencies located at Headquarters New York Port of Embarkation, except Finance Office, U. S. Army, and New York Regional Office of the Army Audit Agency. Separation process as used herein, includes initiation and review of action, and decision, to separate an employee, exit interview, recall of identification card and notifying employee concerned of separation action.

DEFINITION:

Notification of Personnel Action (WD CP Form 50) is the instrument prepared by Civilian Personnel Branch to effect a separation action.

Types of Separation:

1. Resignation - Separation at an employee's own request.
2. Abandonment of Position - Separation due to an employee's unauthorized absence from his post for a period of not less than fourteen (14) calendar days.
3. Transfer - Separation of an employee from the New York Port of Embarkation, to allow "Appointment by Transfer" in another Federal department or agency.
4. Removal - Action taken by a Port agency to separate an employee on charges of delinquency or misconduct, or for an act inimicable to the public interest.
5. Separation (Inefficiency) - Action initiated by a Port agency to separate an employee as a result of unsatisfactory performance of duties.
6. Separation (Disqualification) - Action to separate an employee for failure to meet the conditions of employment specified at the time of appointment.
7. Reduction in Force - Action taken by Civilian Personnel Branch to separate an employee declared surplus by his employing agency, or who has been supplanted by an individual with superior right to the position.
8. Termination of Appointment - Automatic separation upon expiration of a specified period of employment.

9. Legal Incompetency - Action taken to separate an employee who has been declared mentally incompetent by a court of competent jurisdiction.
10. Disability - Action taken to separate an employee whose physical or mental condition renders him incapable of performing the duties of his position in a satisfactory manner.
11. Retirement (Age) - Action taken to separate an employee who has reached the voluntary or compulsory retirement age.

PROCEDURE AND RESPONSIBILITIES:

1. Initiation, review and decision on separation, by type of action:
 - a. Resignation will be submitted by employee in writing to Civilian Personnel Branch, at least two weeks prior to last day of active duty. Civilian Personnel Branch will initiate separation action, securing whatever additional information may be required for completion thereof. If resignation is due to "ill health", the Port Surgeon, Port Dispensary branch, will determine whether separation can be effected as "Disability".
 - b. Abandonment of Position: Action will be initiated by Civilian Personnel Branch to separate an employee in event of unauthorized absence from duty for a period of fourteen (14) calendar days without notice of the reason for such absence, provided that an effort has been made to ascertain whether he intends to return to duty, and the reason, if any, for his action. Before separation is effected, Civilian Personnel Branch will transmit to the employing agency a request for comment and/or concurrence. If concurrence is not given, reasons therefor will be submitted to Civilian Personnel Branch in writing.
 - c. Transfer: Upon submission of a request for transfer of a civilian employee, by an outside Federal agency, Civilian Personnel Branch will request authorization of release from the Port agency employing such individual.
 - d. Removal and Separation for Inefficiency:
 - (1) Submission of Request for Action: Request for removal of an employee for misconduct or delinquency, or for inefficiency, will be submitted by the employing Port agency to Civilian Personnel Branch, together with a complete statement in writing substantiating the charges, and any other pertinent evidence. Statement substantiating charges of misconduct or delinquency should include a detailed description of offenses, giving times and places of such acts.

- (2) Investigation of Charges: Charges will be investigated by Civilian Personnel Branch to determine whether removal is warranted, and in the case of charges of inefficiency, whether reassignment action is indicated. The employee will receive a statement of charges in writing, and he will be given an opportunity to reply to them, either through correspondence or in a personal interview. The employee may be suspended up to thirty (30) days, pending investigation of charges, at the discretion of Civilian Personnel Branch.
- (3) Decision on Removal and Right of Appeal: If Civilian Personnel Branch determines that removal is warranted, the employee will receive notification of charges, and he will have recourse to appeal. If charges are not substantiated, employee must be reinstated in his position.
- e. Separation (Disqualification): Request for separation of an employee for failure to meet conditions of appointment, together with evidence to substantiate such charges, will be submitted by the employing agency to Civilian Personnel Branch. That Branch will investigate the charges, and if there appears to be substantial evidence to support them, furnish the employee with a statement setting forth such charges, including specific nature and dates of occurrences. The employee will be given a reasonable opportunity to reply to the charges. If the final decision of Civilian Personnel Branch is that the employee is disqualified for the position he occupies, prior to separation action he will be considered for reassignment to another position at the Port, particularly if his disqualification is due to physical disability.
- f. Reduction in Force: Civilian Personnel Branch will determine in accordance with appropriate Civil Service and War Department directives, the employees to be separated as a result of declaration of surplus positions submitted by each Port agency. In the event reassignment to an available position is not possible, a Reduction in Force letter will be prepared and furnished to each employee thus affected.
- g. Termination of Limited Appointment: Civilian Personnel Branch will, prior to the expiration of a temporary appointment, notify the Port agency employing the individual concerned, of the termination date of such appointment. The employing agency will thereupon request either extension of appointment or separation action.
- h. Legal Incompetency: Legal guardian or other person having legal jurisdiction in the case, will transmit Court Order certifying to the mental incompetency of an employee, to Civilian Personnel Branch. That Branch

will review the case to determine whether the employee is eligible for disability retirement, thereby avoiding separation for legal incompetency. Civilian Personnel Branch will notify the employing agency of action taken, and will correspond with the employee's legal representative regarding pay, retirement refund and other relevant matters.

- i. Disability and Retirement (Disability): Port agency will refer an employee who is mentally or physically incapable of performing his duties, to the Port Surgeon, Port Dispensary Branch, for interview and examination. Port Dispensary Branch will prepare a report recommending separation or retention of the employee and substantiating such recommendation with specific medical findings. If separation is recommended, Port agency will request Civilian Personnel Branch to separate the employee, and will submit with such request, the Medical report of the Port Surgeon on the case. Civilian Personnel Branch will furnish the employee with notice and statement of reasons for contemplated action, in writing. After a reasonable opportunity has been given the employee to rebut the evidence of his disability, Civilian Personnel Branch will proceed to separate the employee if reassignment action is not deemed possible. If the employee is eligible for disability retirement benefits, action will be taken to obtain such benefits for him, and he will be separated for "Retirement (Disability)".
- j. Retirement (Optional): Employee will submit request for retirement to his supervisor. The employing Port agency will transmit the request to Civilian Personnel Branch where his eligibility for retirement will be verified.
- k. Retirement (Age): Civilian Personnel Branch, through periodic review of employee service record cards, will determine when an employee has reached the compulsory retirement age. Notice of the separation action will be transmitted to the employee through the employing Port agency. Agency may request Civilian Personnel Branch to carry employee beyond the automatic retirement age.
1. Death (Not as a Result of Accident or Incident While on Duty or Travel Status): Legal executor will transmit notice of death, substantiated by authoritative information, to Civilian Personnel Branch, which will notify the employing Port agency accordingly.
2. Exit Interview: Before effecting a separation, Civilian Personnel Branch will conduct an exit interview with the employee to:
 - a. Furnish him with certain information, including his Civil Service rights and privileges.

- b. Determine the cause of voluntary separation, or to furnish him with an opportunity to present his views in the case of involuntary separation.
3. Recall of Identification Card: At the time of his exit interview, the employee will turn in his permanent identification card to Civilian Personnel Branch. He will then be referred to Intelligence and Security Division for issuance of a temporary pass, effective until the last day of duty. In those instances where the employee cannot report for an exit interview, or fails to turn in his permanent identification card, Civilian Personnel Branch will notify Intelligence and Security Division for necessary follow-up.
4. Notification of Personnel Action (WD CP Form 50): Civilian Personnel Branch will effect a separation action by preparing a CP Form 50 in the employee's name, and will transmit a copy thereof to such employee as his official notice of separation.

REFERENCES:

Civilian Personnel Regulation No. 60, subject: "Separations", OSW, dated 28 August 1946.

Civilian Personnel Regulation No. 61, subject: "Reduction in Force", OSW, dated 1 May 1946.

Transportation Corps Pamphlet No. 4, subject: "Marine Personnel Regulations", dated 1 July 1944.

Federal Personnel Manual, U. S. Civil Service Commission, dated 4 May 1945.

Civilian Personnel Procedures Manual No. 1, as amended, OSW, July 1945.

Civilian Personnel Procedures Manual No. 2, as amended, OSW, August 1945.

SOP NUMBER 110
11 March 1947

C I V I L I A N P E R S O N N E L

S E C T I O N I V

P H Y S I C A L E X A M I N A T I O N S F O R C I V I L I A N M A R I N E E M P L O Y E E S

P U R P O S E A N D S C O P E :

This directive prescribes the procedure and requirements relative to annual physical examinations for all civilian marine employees and the separation of those found to be physically unfit.

D E F I N I T I O N :

Civilian Marine Employees: All civilian employees assigned to Transportation Corps vessels operated under the jurisdiction of NYPE.

P R O C E D U R E :

1. Pursuant to CFR 60.4-2, War Department, 28 August 1946, where it is observed that an employee is physically or mentally incapacitated for the performance of his duties, a written statement of the facts will be prepared by the ship's Medical Officer or Master and the employee referred to the Marine Processing Section, Civilian Personnel Branch, this headquarters.
2. The Marine Processing Section, Civilian Personnel Branch, will prepare Form 1664, "Medical Examination and/or Treatment", indicating in the appropriate space the type of illness or incapacity for duty, and refer the employee, with the form and statement from the ship's Medical Officer or Master, to the Industrial Medicine Branch for examination, with a request that determination be made as to whether employee is physically capable of performing his assigned duties.
3. The Industrial Medicine Branch will arrange for examination and, in the remarks section of the Form 1664, indicate whether the employee is capable of performing his assigned duties or recommend separation.
4. Where the employee refuses to submit himself to examination, all of the facts and circumstances in the case will be reviewed by the operating official, the Chief, Civilian Personnel Branch, and Medical Officers, to determine whether separation because of disability is proper.
5. a. When determination is made that an employee is to be separated for disability, he will be given a ship's discharge and transferred to

leave status. He will receive a written statement indicating, specifically, the reasons for the action. This statement will be prepared by the Marine Processing Section, Civilian Personnel Branch, and will be delivered to the employee, either personally or by registered mail, with return receipt. In addition to the reasons, the statement will include (1) The effective date of the action, (the effective date in this statement will be fixed tentatively to include time required for mailing and to provide for payment of unused sick leave), (2) Right to reply in writing within five (5) working days after receipt of notice, (3) Statement that the employee may in his written reply request a review of the reasons, including a hearing, in accordance with the grievance procedure, (with the exception of employees to be separated under 5c below), (4) Request that employee state whether he is eligible for veterans preference if his status is not known.

- b. The employee's reply will be considered very carefully. If after consideration it is determined that no new evidence has been presented, and that the separation for disability is entirely proper, the employee will be so notified immediately. Also, at that time, veteran preference eligibles who have completed the first year of an indefinite excepted appointment have the right to appeal the separation action to the Civil Service Commission.
 - c. Where disability occurs during the first year of an indefinite excepted appointment, the separation action will be effected as "Separation (Disqualification)".
 - d. Veteran preference eligibles who have completed the first year of indefinite excepted appointment: The effective date of the separation action will be determined to provide for the payment of unused sick leave and in no case earlier than thirty (30) days after receipt of notice. The period between the expiration of sick leave and thirty (30) days after receipt of notice shall be charged to annual leave or leave without pay.
 - e. Non-veterans who have completed the first year of indefinite excepted appointment: The effective date will be determined to allow the employee sufficient time to submit a reply, but in no case less than five (5) working days after receipt of statement by the employee. The date will be extended to provide for payment of unused sick leave.
6. a. In order to maintain a high standard of efficiency aboard vessels assigned to this headquarters, all civilian marine employees shall be subject to physical examinations annually.
- b. The Master of each vessel will insure that all civilian marine employees report for annual physical examinations. The ship's Transportation

Agent will maintain current records and advise the Master when an employee is due for such examination.

- c. When it is found that a civilian marine employee has not been examined over a period of one year, the employee will be directed to report to the Industrial Medicine Branch, this headquarters, with CSC Form 2413, "Certificate of Medical Examination", for the required physical examination.

REFERENCES:

Civilian Personnel Regulation No. 60, subject: "Separations", OSW, dated 28 August 1946.

ADMINISTRATION
PERSONNEL ADMINISTRATION

SOP NUMBER 110
22 April 1947

C I V I L I A N P E R S O N N E L

SECTION V

IN-SERVICE TRAINING

PURPOSE AND SCOPE:

This directive prescribes the training given to civilians employed by War Department agencies located at Headquarters NYPE, except the local U. S. Army Finance Office and the New York Regional Office of Army Audit Agency. Training will be in the fields of supervision, job skills, health and safety, and orientation for new employees.

PROCEDURE:

1. Determining Training Needs:

- a. Port agencies are responsible for determining needs for training within their respective areas of control by:
 - (1) Examining operations from the viewpoint of efficiency and determining whether training will help improve efficiency.
 - (2) Checking personnel performance to determine if additional training is necessary to meet the standards of the job.
- b. Civilian Personnel Branch will assist Port agencies in determining needs for training.

2. Planning and Administering Training:

- a. Chiefs of Port agencies will be responsible for initiating, developing and utilizing an aggressive training program in order to make available manpower more effective.
- b. Civilian Personnel Branch will furnish staff assistance to Port agencies in connection with the development of training materials, the procurement of training aids, the selection and coaching of instructors, and the maintenance of records and reports.

3. Reports on Training:

- a. Reports on training will be initiated by a responsible officer in the Port agency and forwarded to the Civilian Personnel Branch for processing.

- b. WD AGO Form No. 670, "Civilian Training Course Description", will be prepared in triplicate by the agency responsible for the training, and forwarded to the Civilian Personnel Branch within ten (10) days of the inception of the training program.
- c. The instructor of each training program shall fill out WD Form No. 86, "Training Course Record", and send it to the Civilian Personnel Branch upon the completion of training or at the end of each calendar month, whichever is sooner.
- d. Civilian personnel Branch will prepare WD Form No. 87, "Certificate of Training", for those individuals who satisfactorily complete training. It will be forwarded to the Port agency for presentation to the employee.
- e. Civilian Personnel Branch will prepare WD Form No. 88, "Record of Training", in duplicate, for those employees who satisfactorily complete training. The original will be placed in the employee's 201 file and the duplicate filed alphabetically in a training file. A third copy of WD Form No. 88 will be prepared and sent to the Port agency for entry on WD Form No. 80 for employees who do not satisfactorily complete training. No WD Form No. 87 will be prepared for those who do not satisfactorily complete training.
- f. Civilian Personnel Branch will prepare WD AGO Form No. 671, "Civilian Training Report", in duplicate, and forward to the Chief of Transportation, quarterly.

4. Training Outside the Installation:

- a. Civilian Personnel Branch will make known to interested agencies any special schools being operated for War Department personnel at private institutions or other Government agencies.
- b. Agencies will submit nominations of personnel to attend the courses to Civilian Personnel Branch.
- c. Civilian Personnel Branch will select candidates for the training and secure necessary authority from higher echelons.
- d. Upon receipt of notice from outside agency of successful completion of training by an employee of NYPE, WD Forms 87 and 88 will be prepared in accordance with procedure outlined in paragraph 3, subdivisions (d) and (e) above.
- e. The provisions of subparagraphs a, b, c and d above, will be followed where a Port agency desires to send an employee to a special institution for skills training.

5. Evaluation of Training: It shall be the combined responsibility of the officials conducting training and Civilian Personnel Branch to evaluate the effectiveness of the training and determine its worth to the installation.

REFERENCES:

Civilian Personnel Regulations No. 2, paragraph 1-5, subject: "Statement of Civilian Personnel Policy and Program Requirements", War Department, dated 14 November 1945.

Civilian Personnel Procedures Manual No. 1, subject: "Civilian Personnel Standard Operating Procedures", OSW, dated July 1945, as amended.

Civilian Personnel Procedures Manual No. 2, subject: "Handbook for Operating Officials", OSW, dated August 1945, as amended.

Civilian Personnel Pamphlet No. 19, subject: "Identifying the Worker in Need of Training", War Department, dated September 1945.

Civilian Personnel Pamphlet No. 23 A, subject: "Training the Worker on the Job", War Department, dated January 1946.

Civilian Personnel Circular No. 137, subject: "Provision Relating to Civilian Training Activities - Military Appropriation Act of 1947", War Department, dated 16 December 1946.

ADMINISTRATION
PERSONNEL ADMINISTRATION

SOP NUMBER 110
22 April 1947

C I V I L I A N P E R S O N N E L

SECTION VI

EFFICIENCY RATINGS

PURPOSE AND SCOPE:

This directive prescribes the preparation and submission of efficiency ratings for civilians employed by War Department agencies located at Headquarters, NYPE, except local U. S. Army Finance Office and New York Regional Office of Army Audit Agency. The provisions of this section do not apply to civilian Marine employees.

DEFINITIONS:

Graded Employee: A civilian employee paid under the compensation scales in Section XIII of the Classification Act of 1923, as amended, i.e., an employee whose position falls within the CAF, P, SP, or CPC Services.

Ungraded Employee: A civilian employee who is paid on an hourly basis.

PROCEDURE:

1. Efficiency Rating Committees:

a. Establishment of Committees:

- (1) The head of each of the following headquarters agencies will establish an Efficiency Rating Committee, to consist of three (3) to five (5) members nominated by him; one of whom shall be currently serving in a liaison capacity with Civilian Personnel Branch. These nominees are subject to confirmation by the Chief, Civilian Personnel Branch:

Personnel Division	Port Surgeon & Medical Sup Div
Troop Movement Division	TC Supply Division
Post Engineer Division	Special Service, VE, I&E Sup Div
Port Procurement Division	Port Transportation Division
Port Quartermaster Division	Water Division
Port Ordnance Division	Port Postal Division
Port Engineer Division	Headquarters Commandant
Port Signal Division	Spec Asst to Port Commander

- (2) The head of each War Department agency located at the Brooklyn Army Base, but not organizationally a part of the New York

SECTION VI

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Port of Embarkation, and which is administered by Civilian Personnel Branch in accordance with the appropriate provisions of Circular No. 379, WD, 1946, will establish his own Efficiency Rating Committee in conformance with the regulations and procedure applying to NYPE Headquarters agencies.

- (3) The Personnel Division Efficiency Rating Committee will perform the functions of an agency Efficiency Rating Committee with regard to those headquarters agencies employing graded civilian personnel, which are not listed in sub-paragraph (1), above.
- (4) While military personnel may be appointed as members of Efficiency Rating Committees, they will not constitute a majority or quorum of such bodies.
- (5) Civilians appointed to Efficiency Rating Committees will possess classified competitive status.
- (6) All changes in personnel of Efficiency Rating Committees will be promptly reported by the agency head concerned to the Chief, Civilian Personnel Branch.

b. Preparation of Forms for Rating: Efficiency Rating Committees will:

- (1) Prior to delivery of Report of Efficiency Rating forms (SF No. 51), to rating officials, prepare such forms for rating by operating officials, including:
 - (a) Proper completion of headings thereon.
 - (b) Establishment of element patterns for positions as follows:
 1. Efficiency Rating Committees will establish element patterns for positions peculiar to their respective jurisdictions. It is, however, within the discretion of rating and reviewing officials to modify these patterns in proper cases upon approval of their respective Efficiency Rating Committees.
 2. Personnel Division Efficiency Rating Committee will promulgate element patterns normally applicable to "standard" positions, not peculiar to one agency, e.g.:

a. Clerk-Typist	1,3,4,6,7 or 8,11,12 or 13,
Clerk-Stenographer	16,19
b. Clerk	3,4,6,7,11,12 or 13,16,19
c. Secretary	3,4,6,8,9,10,11,12,14,15,16, 17,18,19

<u>d.</u> Messenger	6,7, <u>11</u> , <u>12</u> , <u>16</u> , <u>19</u>
<u>e.</u> Office Machine Operator	<u>1</u> , <u>3</u> , <u>4</u> , <u>6</u> , <u>7</u> , <u>11</u> , <u>12</u> , <u>16</u> , <u>19</u>
<u>f.</u> Supervisor of typing, stenographic, clerical, and/or administrative operations	5,6,8, <u>9</u> , <u>11</u> , <u>12</u> , <u>14</u> , <u>15</u> , <u>16</u> , <u>17</u> , <u>18</u> , <u>19</u> , <u>24</u> , <u>25</u> , <u>26</u> , <u>27</u> , <u>28</u> , <u>29</u> , <u>30</u>
<u>g.</u> Storekeeper Checker Storekeeper-Checker	<u>3</u> , <u>4</u> , <u>6</u> , <u>7</u> or <u>8</u> , <u>11</u> , <u>12</u> , <u>14</u> , <u>16</u> , <u>19</u>
<u>h.</u> Supervisor of Store- keeper, Checker, Storekeeper-Checker Operations	<u>3</u> , <u>4</u> , <u>6</u> , <u>7</u> or <u>8</u> , <u>11</u> , <u>12</u> , <u>14</u> , <u>16</u> , <u>17</u> , <u>18</u> , <u>19</u> , <u>24</u> , <u>25</u> , <u>26</u> , <u>27</u> , <u>28</u> , <u>29</u> , <u>30</u>

2. Rating of Employee:a. Rating Official:

- (1) The rating official shall be the person who is immediately responsible for the work of the employee (first person in authority who has supervisory responsibilities), who either daily assigns, reviews, or checks the work of that employee, or who is most closely acquainted with his daily performance during the period of time for which the rating is made.
- (2) The rating official will make the initial evaluation of the employee's performance.
- (3) Efficiency Rating Check Sheets have been devised to assist rating officials and will be used by them in the execution of efficiency ratings. Rating officials will retain these check sheets and may refer to them in the event of appeal.

b. Reviewing Official:

- (1) The reviewing official shall be the supervisor highest in line of authority above the rating official who has personal knowledge of the general performance of the employee to be rated and of the standards of performance of the unit in which the employee is assigned as compared with other units.
- (2) The reviewing official will review and revise, if necessary, the ratings after conferring with the rating officials concerned and any intermediate supervisors.

c. Graded Personnel:

(1) Official Ratings:

(a) Regular:

1. Regular ratings are prepared annually (as of 31 March), for all graded employees who are not serving a probational period or who have completed their probational periods, and who have worked in the War Department for at least ninety (90) days in the grade of the position held on 31 March. The period of service to be considered in the preparation of such ratings is as follows:
 - a. If the employee has served in the same position for a whole year, service from 1 April should be considered.
 - b. If the employee entered on duty after 1 April and no movement between positions of different grades has occurred, service from date of entrance on duty should be considered.
 - c. If the employee has moved during the rating year from one position to another position of the same grade in the War Department, service in both positions should be considered.
 - d. If the employee has moved during the rating year from one position to another position of different grade, service from the date of entrance into the position of the grade held on 31 March should be considered if that period is ninety (90) days or more, except, (1) if the employee was assigned on detail to the position and the detail was followed by official action moving the employee into the position during the rating year ending 31 March, service during the rating year while the employee was on detail may also be considered, (2) if the change in grade did not involve any current change in duties or responsibilities but arose out of a reevaluation of the position (as might occur as the result of a classification survey or classification appeal), service during the rating year while the employee was performing those duties and responsibilities should be considered without regard to the date of the official change in grade.

- e. If the employee is not on active duty on 31 March due to leave without pay or furlough, service to the date when active duty stopped will be considered.
 - f. If it is not practicable or feasible to consider the period of service indicated in sub-paragraph c, above, service rendered while the employee was on duty at the New York Port of Embarkation may be considered provided the period is at least ninety (90) days.
- 2. Time schedules for regular official rating will be prepared and published by the Civilian Personnel Branch prior to the regular rating period each year.
- 3. Report of Efficiency Rating will be prepared by the rating official in duplicate, following the procedure outlined in paragraphs 1 and 2a, Sub-Section 111, Section Eleven, WD Civilian Personnel Procedures Manual No. 1, dated 28 January 1947. Attention is directed to the provision that an interview with the employee is a prerequisite to an official rating.
- 4. Upon completion of action by rating and reviewing officials, Efficiency Rating Committees will review and determine that each rating within their respective jurisdictions is completely accurate before approving same.
- 5. Copies of Reports of Efficiency Ratings will be distributed by each Efficiency Rating Committee as follows:
 - a. Original copies will be forwarded to the Civilian Personnel Branch not later than 28 April of each year, for inclusion in 201 files. Ratings of "Good" or better will be assembled in a single group by designation and grade, and alphabetically within the same designation and grade, to facilitate posting to personnel records. Ratings of "Fair" and "Unsatisfactory" will be forwarded in a separate group but will not be assembled by designation and grade.

- b. Duplicate copies of Reports of Efficiency Ratings will be delivered to employees by their respective Efficiency Rating Committees immediately upon posting to personnel records.
- 6. Efficiency Rating Committees will render the following report to the Chief, Civilian Personnel Branch, not later than 28 April each year:
 - a. Number of employees serviced by Efficiency Rating Committee.
 - b. Number of employees not given regular efficiency ratings as of 31 March.
 - c. Distribution of adjective ratings per regular rating - 31 March:

Excellent
Very Good
Good
Fair
Unsatisfactory

(b) Probational:

- 1. Probational ratings are made primarily to assist in determining whether or not employees serving probational periods should be retained or dismissed because of failure to qualify or meet requirements of the position.
- 2. During the probationary period the employee's conduct and performance in the actual duties of his position will be appraised continuously by his supervisor and if he fails to qualify during this period, he will be separated for disqualification. Action to separate an employee after completion of the probationary period can only be effected through removal proceedings or on the basis of inefficiency.
- 3. Civilian Personnel Branch will advise Port agencies ninety (90) days prior to completion of the probationary period that a Probational Rating is required, and will indicate the expiration date of such period. The Probational Rating is to be made sixty (60) days prior to the end of the probationary period, in the same manner as prescribed for regular ratings.

(c) Special:

1. Special ratings are to be made when:

- a. There is no appropriate current efficiency rating on record and one is needed to determine eligibility for periodic within-grade salary advancement or for determining retention preference in reduction in force.
- b. There is a change in grade, irrespective of designation, with the exception of changes in grade provided in sub-paragraph (c) 3 b. below.

2. A special rating will not be made:

- a. For the purpose of revising an appropriate current official rating.
- b. To effect the summary dismissal or salary reduction of an employee.
- c. For changes in designations where there is no change in grade.
- d. Following reassignment to a new position of the same grade as the position formerly held.

3. A special rating must be based on the performance in the agency in the grade of the position in which rating action is contemplated, except that:

- a. If the employee has been in the NYPE less than ninety (90) days, having been previously employed in the same grade in another Federal agency, an appropriate current rating in the prior agency may be used.
- b. Official rating in one grade may be used as a basis for action in higher or lower grade to which the employee has been reallocated, either on the basis of the same duties and responsibilities, or on the basis of substantially the same duties and responsibilities with some increase or decrease therein.

(d) Significance of Official Ratings:

1. They are required in connection with periodic within-grade advancements.
2. Ratings of "Fair" require within-grade salary reductions of one step if employee is paid at a rate above the middle rate of the grade.
3. Employees receiving an unsatisfactory rating must be reassigned, demoted, or dismissed in accordance with regulations.
4. They are required in reduction in force.

(e) Rights of Employees:

1. Each employee must receive a copy of his rating. The adjective ratings of all other employees in the same title and grade must be available to him for inspection.
2. Adjective ratings are subject to inspection by all employees.
3. Employees may appeal ratings.

(f) Adjustment, Amendment, or Appeal of Official Ratings:

1. Employees who feel that an unjust rating has been assigned will be encouraged to seek adjustment through their agency Efficiency Rating Committee. Requests for such adjustment will be in writing within ninety (90) days from date of receipt of rating and will contain (1) employee's name, (2) mailing address, (3) grade in which rated, (4) date copy of Report of Efficiency Rating, Standard Form 51, was received, (5) adjective rating received, (6) adjective rating employee believes correct, (7) period covered by efficiency rating, (8) organization, service, division, branch, section and unit in which rating was assigned.
2. It is desired that consideration be confined to the elements contested and, where feasible, an oral hearing held at which both the employee and rating officials are present. Written notification of the committee's decision on a request for adjustment will be given or mailed to the employee. Where an adjustment is made, the revised rating will be entered as official on all records. A copy of the amended Standard Form 51 will be furnished to the employee.

3. If the employee is still dissatisfied, he retains, in all cases, his right to appeal to the War Department Efficiency Rating Board of Review, Efficiency Rating Section, Office of the Secretary of War, Washington, D. C. Such appeals will be submitted pursuant to the provisions of Section 4, Civilian Personnel Regulations No. 95.

(2) Administrative - Unofficial Ratings:

(a) Administrative-unofficial ratings may be requested for the following purposes:

1. By the Civilian Personnel Branch, to determine current relative efficiency of employees who are considered for promotion, transfer or reassignment.
2. By operating agencies, to assist rating officials in the preparation of Regular (annual) official ratings. Ratings will be prepared under the following conditions:
 - a. Immediately preceding intra-departmental transfer, if six (6) months have elapsed since the last rating and the transfer is to be effective between 1 January and 31 March of any year. In such instances, the original copy will be forwarded to the new installation with the 201 file and furnished to the new rating official as a temporary record.
 - b. Immediately preceding change of supervisors, if six (6) months have elapsed since the last rating and the change occurs between 1 January and 31 March, of any year. In such instances, the original copy will be furnished the new supervisor as a temporary record.

(b) Administrative-unofficial ratings will not be used for the following purposes:

1. To replace or substitute for official ratings.
2. Periodic pay increase or pay decrease.
3. As additional points in computing years of service or determining retention sub-group for reduction in force.
4. As a reference in connection with further employment of any kind outside the War Department.

d. Ungraded Personnel:

(1) Regular Ratings:

- (a) Regular ratings are periodic ratings prepared semi-annually as of 31 March and 30 September, for ungraded employees who have occupied their current positions under the same supervisor for a minimum of thirty (30) days.
- (b) Employee Efficiency Rating Form WD AGO 92 will be prepared in duplicate. The procedure outlined in paragraphs 1 and 2 a, sub-section 112, Section Eleven, WD Civilian Personnel Procedures Manual No. 1, dated 28 January 1947, will be followed in the preparation of these forms.
- (c) Upon completion of action by rating and reviewing officials, Efficiency Rating Committees will review and determine that each rating within their respective jurisdictions is completely accurate before approving same.
- (d) Copies of Reports of Efficiency Ratings will be distributed by each Efficiency Rating Committee as follows:
 - 1. Original copies will be forwarded to the Civilian Personnel Branch not later than 28 April or 30 October of each year, for inclusion in 201 files. Ratings of "Good" or better will be assembled in a single group by designation and grade, and alphabetically within the same designation and grade, to facilitate posting to personnel records. Ratings of "Fair" and "Unsatisfactory" will be forwarded in a separate group but will not be assembled by designation and grade.
 - 2. Duplicate copies of Reports of Efficiency Ratings will be delivered to employees by their respective Efficiency Rating Committees immediately upon posting to personnel records.
- (e) Efficiency Rating Committees will render the following report to the Chief, Civilian Personnel Branch, not later than 28 April or 30 October of each year:
 - 1. Number of employees serviced by Efficiency Rating Committee.

2. Number of employees not given regular efficiency ratings as of 31 March or 30 September.
3. Distribution of adjective ratings per regular rating - 31 March or 30 September:

Excellent
Very Good
Good
Fair
Unsatisfactory

- (2) Special Rating: Special ratings are prepared when there is no current regular rating on record and one is needed for reduction in force purposes, or for any personnel action for which the use of these ratings is authorized in reduction in force instructions. Such ratings remain official and on record on the same basis as regular ratings (see sub-paragraph (1) above). Special ratings will not be made for the purpose of revising current regular ratings. They are official for all purposes even though the period covers service of less than thirty (30) days.
- (3) Appeals: Pursuant to WD Civilian Personnel Regulations No. 96, 28 January 1946, an employee may appeal his adjective rating to his Efficiency Rating Committee provided such appeal is submitted in writing within thirty (30) days after receipt of official notice. If, after hearing is conducted and the employee is formally notified of the Committee's decision, he is still dissatisfied, he may within thirty (30) days thereafter make a written appeal to the War Department Efficiency Rating Board of Review, Office of the Secretary of War, Washington, D. C. The decision of the Board is final.

REFERENCES:

Civilian Personnel Regulations No. 95, subject: "Efficiency Ratings", WD, dated 20 February 1947.

Civilian Personnel Regulations No. 96, subject: "Ungraded Efficiency Rating System", WD, dated 28 January 1946.

Civilian Personnel Procedures Manual No. 1, Subsections 111 and 112, Section Eleven, subject: "Efficiency Ratings", WD, dated 28 January 1947.

Federal Personnel Manual, USCSC, Chapter EI, subject: "Efficiency Ratings".

Efficiency Rating Manual, (Form 3823), Revised, USCSC, effective 1 January 1944.

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

SOP NUMBER 110
28 July 1947

C I V I L I A N P E R S O N N E L

SECTION VIII

CIVILIAN MARINE EMPLOYEES - DISCIPLINARY ACTION, SEPARATIONS
FOR CAUSE OR DISQUALIFICATION, GRIEVANCES AND APPEALS

PURPOSE AND SCOPE:

The purpose of this directive is to set forth in a concise manner the policy and procedure to be followed at this headquarters in matters pertaining to discipline, separation for cause or disqualification, grievances and appeals of War Department Transportation Corps civilian marine employees, and to set forth a table of MAXIMUM penalties for specific types of offenses.

DEFINITIONS:

1. Types of Appeals:

- a. Personnel actions and/or administrative decisions resulting in a grievance on the part of an employee other than disqualification.
- b. Disqualification.

PROCEDURE AND RESPONSIBILITIES:

1. Disciplinary Actions:

a. By the Master of a vessel:

- (1) The Master will take appropriate action to insure the proper discipline of employees under his jurisdiction.
- (2) The Master is in full charge of the navigation and management of the vessel, and all officers and members of the crew are subject to his orders. He has full and sole authority for maintaining discipline among the ship's officers and crew while the vessel is on a voyage, and for the strict and prompt enforcement of all laws relating to their conduct aboard ship. Non-compliance with any order will be grounds for discharge or such other appropriate action as the regulations provide.

- (3) Punishment shall be in strict conformity with the customs of the sea service and will follow the offense as promptly as circumstances will permit. Attention is directed to the references quoted and to the inclosed TABLE OF MAXIMUM PENALTIES, wherein is contained the maximum punishment permissible for the offenses enumerated. The decision as to whether or not to impose the maximum penalty should be based on the nature, circumstances and consequences of the offense, and such factors as endangering lives and property. The Master may, after due consideration of all circumstances entering into the case, impose a penalty less than the maximum.
- (4) The Master is responsible for ascertaining that no disciplinary action is based on arbitrary or capricious reasons, or on discrimination because of race, color, or creed.
- (5) Attention is invited to the fact that once punishment has been adjudged by the Master, the offender may not be further jeopardized for the same offense.

b. By this Headquarters:

- (1) The Chief, Civilian Personnel Branch, acting for the Commanding General, will take disciplinary action in all cases resulting in a discharge from a vessel "for cause", upon concurrence in the action of the Master by the Superintendent, Water Division, or his authorized representative. Any disagreement between the Superintendent, Water Division and the Chief, Civilian Personnel Branch, as to extent of the disciplinary action to be taken, will be resolved by the Chief of Staff.

2. Separation for Cause:

a. Reasons:

- (1) Offenses, the penalty for which is a discharge "for cause" from any vessel, are set forth in the TABLE OF MAXIMUM PENALTIES, inclosed herewith.

b. Action by the Superintendent, Water Division:

- (1) The Superintendent, Water Division, shall take action as outlined in paragraph c, following, only in the case of Masters. In all other cases, the Master shall be considered as acting as a representative of the Superintendent, Water Division, and all such cases will be forwarded to the Civilian Personnel Branch through the Superintendent, Water Division.

c. Action by the Master:

- (1) Whenever a certificate of discharge "for cause" is delivered to the employee, he will also simultaneously be given a letter signed by the Master setting forth the following information: (See Appendix I)
 - (a) Detailed description of the acts or act, including specific time and place, which constituted the reasons for the discharge "for cause".
 - (b) A statement to the effect that failure to answer satisfactorily the alleged facts when formally presented in written "Notification of Charges" letter will result not only in termination of his services aboard the particular ship, but also his employment as a Civil Service employee of the Transportation Corps and War Department.
 - (c) A statement that rather than waiting for formal charges to be presented, he may call immediately on the Officer in Charge, Crewing Section, Civilian Personnel Branch, and arrange to present his case.
 - (d) An acknowledgment of receipt by the employee of the foregoing letter.
- (2) On delivery to the employees of the material referred to in sub-paragraph (1) above, the Master will forward one copy of both the certificate of discharge and the Master's letter, together with any and all substantiating evidence to the Chief, Civilian Personnel Branch through the Superintendent, Water Division.

d. Action by Headquarters, NYPE:

- (1) The Chief, Civilian Personnel Branch, shall take action as outlined in paragraph 5 of this procedure to effect removal or such other disciplinary action as is warranted by the offense.

3. Separation for Disqualification:

- a. It is the policy of the War Department to require all appointees to excepted positions to serve a twelve month trial period.
- b. Separation for disqualification may be effected for any one of a number of specific reasons, including, but not limited to:

- (1) Failure to qualify during trial period based on conduct and performance.
 - (2) Failure to qualify in character and loyalty investigation.
 - (3) Information which, if known, would have disqualified the employee for the appointment.
 - (4) Members of family restriction.
- c. Action will be effected as "removal" rather than "separation-disqualification" when there are charges which would afford grounds for the former action.
- d. (1) Employees, veterans and non-veterans alike, separated for disqualification, receive a statement setting forth the nature, date specific reasons for the action, and the right to reply.
- (2) Action is not taken to effect separation until the employee has had sufficient opportunity to prepare affidavits or necessary evidence to substantiate his position.
- (3) Employee's reply is carefully considered in order to insure that separation action is justified.
- e. Appeals under the grievance procedure set forth in paragraph 4 below, are not authorized. In all cases of separation from a vessel, the Master will take action as outlined in paragraph 2c above. The Chief, Civilian Personnel Branch, will be responsible for determining whether removal or disqualification action is in order. Each case shall be given due and careful consideration to avoid actions which may be arbitrary, capricious or whimsical.
4. Grievances:
- a. Ship's officers and responsible personnel of the Civilian Personnel Branch will hear all grievances and disputes presented by subordinate employees or their representatives, and will, after thorough examination of the facts, endeavor to reach an adjustment which is fair and impartial. If no solution can be reached, appropriate action, based on the recommendations of supervisors will be taken, and the employee will be informed of his rights under the grievance procedure.
- b. It is contemplated that ship's officers and the Civilian Personnel Branch will be able to adjust most employees' grievances and disputes informally. Discretion should be used by supervisory personnel aboard ship to avoid any grievance which might arise from a clash of personali-

ties, particularly if this clash should eventually bring about a discharge "for cause" of one or both parties so involved. In all cases where it is questionable whether a satisfactory adjustment can be effected, ship's officers should report to the Civilian Personnel Branch for assistance and recommendations.

- c. Grievances will be adjusted and disputes settled only upon the termination of the voyage in a continental port of the United States. Mass meetings, formation of committees and other meetings or groups conducted by the crew aboard ship, will not be permitted. However, this will not preclude during the course of the voyage, the submission of petitions or requests, through proper channels, to the Master, or an employee or his representative discussing his case with his officers. The decision of the Master as to any such petition, request, or discussion, will be final until the termination of the voyage.

5. Appeals:

- a. No Transportation Corps War Department civilian marine employee will be absolutely separated from the rolls of the War Department without first being given a full and complete notice, in writing, of charges preferred and an opportunity to submit an answer to the charges, in writing. Full and complete consideration will be given such reply by the Chief, Civilian Personnel Branch, or his representative, before any action prejudicial to the employee is taken.
- b. The Chief, Civilian Personnel Branch, will be responsible for the preparation and dispatch, by registered mail, of the written notification of charges which will be accomplished on receipt of the document and evidence required by paragraph 2c above.
- c. Any employee who wishes to appeal any disciplinary action, after having followed the procedure outlined in paragraph 4 above, may present his case as provided below:
 - (1) First, either by himself or through his representative by writing to the Commanding General, NYPE, Attention: Chief, Personnel Division. The appeal will state that the grievance has been taken up with supervisory superiors with unfavorable result.
 - (2) Upon receipt of the written complaint, the Chief, Personnel Division, as the representative of the Commanding General, will take the necessary action to provide for a hearing. At such hearing, the employee will have an opportunity to procure witnesses, present evidence, and be assisted by counsel.

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- (3) When the action required by sub-paragraph (2) above is completed, the Commanding General will cause prompt notice of his decision to be given, in writing, to the employee.
- (4) If a review is requested, the Commanding General will cause the request to be forwarded promptly to the Office of the Chief of Transportation, together with the record of proceedings.
- (5) A grievance of a Transportation Corps civilian marine employee is reviewable through channels to the Secretary of War.
- d. In all actions taken to effect the absolute separation of a marine employee for cause, the procedure outlined in paragraph 2c will be accomplished whether or not the employee elected first to follow the optional procedure for facilitating a hearing thereon as provided for in paragraph 2c(1)(c) above.
- e. Employees will be unimpeded and free from restraint, interference, coercion, discrimination, or reprisal, in the making of complaints and the presentation of grievances and disputes in accordance with this procedure.
- f. Superintendent, Water Division, will cause to be made known to all personnel concerned, the existence and terms of this procedure.
- g. This procedure is not applicable to separation for subversive activities.

REFERENCES:

Memorandum No. W620-4-42, subject: "War Department Labor Policy Governing Vessels Operated by the War Department", War Department, dated 31 October 1942.

Transportation Corps Pamphlet No. 4, subject: "Marine Personnel Regulations", dated 1 July 1944, as amended.

War Department Civilian Personnel Regulations No. 60, subject: "Separations", dated 28 August 1946.

HEADQUARTERS
OFFICE OF THE SHIP'S MASTER
USAT _____

EMPLOYEE'S NAME & ADDRESS

DATE:

Dear Sir:

You are being given the attached Certificate of Discharge "for cause" for the following reasons:

(GIVE HERE DETAILED DESCRIPTION OF THE INCIDENT OR INCIDENTS, DATE AND TIME OF OCCURRENCE, NAMES AND DESIGNATIONS OF ALL WITNESSES, AND REPORT OF ANY PREVIOUS DISCIPLINARY MEASURES TAKEN AGAINST SUBJECT EMPLOYEE.)

You are hereby advised that the above referred to Certificate of Discharge has terminated your employment aboard the USAT _____ with headquarters at the New York Port of Embarkation, Brooklyn, New York, effective _____. Furthermore, that unless you answer satisfactorily the above facts when subsequently presented to you in a formal "notification of charges" letter, you will in due course also be permanently separated from the Transportation Corps and the War Department.

Accordingly, it is suggested that should you desire to contest your proposed separation from the rolls of the War Department, you and/or your representative should report within the next seven days to the Officer in Charge, Crewing Section, Civilian Personnel Branch, Building "C", NYPE, Brooklyn, New York, and arrange to discuss your case.

MASTER

Undersigned hereby acknowledges receipt of the original of this letter, together with attached Certificate of Discharge on _____.

EMPLOYEE'S SIGNATURE

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION VIII

APPENDIX II

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MAXIMUM PENALTIES FOR MARINE PERSONNEL

OFFENSE	(ACTION BY MASTER)		ACTION BY CIVILIAN PERSONNEL BRANCH	ACTION BY CIVILIAN PERSONNEL IN CASES OF FURTHER OFFENSE
	FIRST OFFENSE	SECOND OFFENSE		
	ON SHIP	ON SHIP		
Failure to join vessel after signing articles.	2 day log and discharge for cause		30 day suspension	Removal
Absence without leave at any time from ship and from duty not amounting to desertion.	2 day log	Discharge for cause	20 day suspension	Removal
Reporting aboard under influence of intoxicants.	Written reprimand	Discharge for cause	30 day suspension	Removal
Fighting or creating a disturbance.	Discharge for cause		20 day suspension	Removal
Disobedience or refusal to carry out orders in Port.	Suspension for 2 days	Discharge for cause	20 day suspension	Removal
Disobedience or refusal to carry out orders at sea.	4 day log	Confine to brig & disch for cause	Removal	Removal
Discourtesy.	Written reprimand	Discharge for cause	Removal	
-Negligence or inefficiency	DISCHARGE FOR CAUSE			
-Gambling				
-Possession and/or use of intoxicants aboard ship				
-Sleeping on duty				
-Theft				
-Smuggling				
-Black Market activities				
-Unofficial contact with passengers				
			*****REMOVAL	

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION VIII

APPENDIX II

SOP 110

MAXIMUM PENALTIES FOR MARINE PERSONNEL

OFFENSE	(ACTION BY MASTER)		ACTION BY CIVILIAN PERSONNEL BRANCH	ACTION BY CIVILIAN PERSONNEL IN CASES OF FURTHER OFFENSE
	FIRST OFFENSE ON SHIP	SECOND OFFENSE ON SHIP		
Failure to join vessel after signing articles.	2 day log and discharge for cause		30 day suspension	Removal
Absence without leave at any time from ship and from duty not amounting to desertion.	2 day log	Discharge for cause	20 day suspension	Removal
Reporting aboard under influence of intoxicants.	Written reprimand	Discharge for cause	30 day suspension	Removal
Fighting or creating a disturbance.	Discharge for cause		20 day suspension	Removal
Disobedience or refusal to carry out orders in Port.	Suspension for 2 days	Discharge for cause	20 day suspension	Removal
Disobedience or refusal to carry out orders at sea.	4 day log	Confine to brig & disch for cause	Removal	Removal
Discourtesy.	Written reprimand	Discharge for cause	Removal	
-Negligence or inefficiency	DISCHARGE FOR CAUSE			
-Gambling				
-Possession and/or use of intoxicants aboard ship				
-Sleeping on duty				
-Theft				
-Smuggling				
-Black Market activities				
-Unofficial contact with passengers				
			*****REMOVAL	

9 July 1947

A P P E A L S I N C O N N E C T I O N W I T H G R I E V A N C E S

S E C T I O N I

C I V I L I A N S H O R E P E R S O N N E L

P U R P O S E A N D S C O P E :

This directive prescribes the procedures for handling appeals from civilian shore personnel in connection with grievances resulting from adverse personnel actions and/or administrative decisions; efficiency ratings; reduction in force; classification allocations; disqualifications.

A G E N C I E S A F F E C T E D :

All divisions and offices of this installation, the Transportation Corps Board, American Zone, American Graves Registration Service, and such other agencies as may fall within the provisions of Circular No. 379, WD, 1946, which are serviced for administrative purposes by the Civilian Personnel Branch, NYPE.

G E N E R A L D E F I N I T I O N S :

1. Types of Appeals:

- a. Personnel actions and/or administrative decisions resulting in a grievance on the part of an employee other than those cited below.
- b. Efficiency Ratings: Appeals from Adjective Rating approved by local Efficiency Rating Committee.
- c. Reduction-in-Force: Appeals based on erroneous selection for separation or reassignment due to reduction-in-force actions.
- d. Classification allocation: Appeals from allocation of classification and/or grade.
- e. Disqualification: Appeals based upon improper application of procedural requirements.

P R O C E D U R E S :

1. Appeals from Personnel Actions and/or Decisions Resulting in a Grievance on the Part of an Employee:

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- a. When an employee is dissatisfied with the decision of his immediate and secondary supervisors, he may put his grievance in writing for forwarding, through supervisory channels, to the Commanding General, NYPE, Attention: Chief, Personnel Division. The written complaint will first be presented to the secondary supervisor who will indicate by indorsement thereon the action he has taken.
- b. If intermediate adjustment cannot be made, the complaint, with indorsements, will be transmitted to the Chief, Personnel Division, through the Chief of the Division concerned, who will take action pursuant to sub-paragraph c, below.
- c. Upon receipt of the written complaint a complete investigation will be made. The complaint may, and if requested by the complainant will, be referred to a special grievance committee, as hereinafter provided. Upon completion of the investigation or upon receipt of the report of the grievance committee, the Commanding General will render his decision and prompt notice, in writing, of this decision will be given to the employee, through the Chief of the Division concerned.

2. Grievance Committee:

- a. If the Commanding General decides to appoint a grievance committee or the appointment of one becomes necessary because the aggrieved employee has requested it, a special grievance committee will be appointed to handle the specific case. The special grievance committee is automatically dissolved after filing its report. A special grievance committee will be composed of three voting members and a representative of the Civilian Personnel Branch as a non-voting chairman. Two of the voting members will be civilian employees of the installation; one, if feasible, from the same working level as the aggrieved employee.
- b. The committee will make a full and complete investigation of the facts related to the grievance. It may hold a hearing. In all cases specifically requested by the complainant, it will hold a hearing. If a hearing is held the complainant will be given due notice thereof and only those who have a legitimate interest in the proceedings will be admitted. Attendance will be without salary penalty or charge to leave. The complainant may select a representative to present his case but he will be advised that representation by professional counsel is neither necessary nor desirable. The complainant or his representative may have access to the record of proceedings but will not be furnished with a copy. The Committee will be solely responsible for the relevancy and

evaluation of the evidence. At the conclusion of the investigation and/or hearing, the committee will submit a record of the proceedings, a statement of the facts determined, and its recommendations, to the Commanding General, NYPE.

3. Review:

If the employee is not satisfied with the decision of the Commanding General he may request a review, through channels, by the Chief of Transportation, Washington, D. C. Such request will be in writing and will set forth the basis of the request for review in detail.

4. Procedure Not Applicable:

a. The foregoing procedure is not applicable to:

- (1) Efficiency Ratings.
- (2) Separations for Disqualification.
- (3) Separations for reduction in force.
- (4) Appeals from Classification Allocation.

5. Appeals From Efficiency Ratings:

a. Graded employees:

- (1) While graded employees have the right to appeal from the official efficiency rating directly to the Efficiency Rating Board of Review, Washington, D. C., they will be urged to first make an informal appeal at the installation level through their local efficiency rating committee.
- (2) Requests for adjustment of the adjective rating will be in writing and contain (a) employee's name, (b) mailing address, (c) grade in which rated, (d) date copy of report of efficiency rating, Standard Form 51, was received, (e) adjective rating received, (f) adjective rating employee believes correct, (g) period covered by efficiency rating, (h) organization, service, division, branch, section, and unit in which rating was assigned.
- (3) a. An oral hearing will be held by the local efficiency rating committee at which time both the employee and rating officials will be present. It is desired that consideration be confined to the elements contested.

- b. Written notification of the committee's decision on a request for adjustment will be given or mailed to the employee. Where an adjustment is made, the revised rating will be entered as official on all records. A copy of the amended Standard Form 51 will be furnished the employee.
- (4)
 - a. If the employee is still dissatisfied, he retains, in all cases, his right to appeal to the War Department Efficiency Rating Board of Review, Efficiency Rating Section, Office of the Secretary of War, Washington 25, D. C. Such appeals will include, in addition to the information required under paragraph 5 a (2), the date the decision of the local efficiency rating was received, and reasons, stated briefly, for the appeal.
 - b. Appeals to the War Department Board of Review must be filed within ninety (90) days after employee's receipt of Standard Form 51.
 - c. If employee has initially appealed his rating to the local efficiency rating committee and he is dissatisfied with the decision, his further appeal to the Board of Review must be submitted within the remainder of the ninety (90) day period, or within thirty (30) days after receipt of the local efficiency rating committee's decision, whichever is longer.
- b. Ungraded employees:
 - (1) Ungraded employees may appeal adjective ratings to local efficiency rating committees in the same manner as graded employees provided such appeals are submitted in writing within thirty (30) days after receipt of official notice.
 - (2) If, after hearing is conducted and the employee is formally notified of the Committee's decision, he is still dissatisfied, he may, within thirty (30) days thereafter, make a written appeal to the War Department Efficiency Rating Board of Review, Office of the Secretary of War, Washington 25, D. C. The decision of the Board is final.

6. Appeals From Reduction-In-Force Actions:

- a. Any employee affected by a reduction-in-force can appeal any proposed action which he believes violates his rights.
- b. A reduction in force appeal may be based on:

- (1) Violation of veteran preference rights.
 - (2) Excessive breadth or narrowness of competitive areas and levels.
 - (3) Error in retention group or sub-group, or error in counting retention credits.
 - (4) Error in the order of selection.
 - (5) Denial of right to examine the regulations or to inspect the retention register or the list of exceptions to the order of selection.
 - (6) Lack of an efficiency rating, failure to use efficiency rating, or use of inappropriate efficiency ratings.
- c. (1) Appeals must be submitted in writing to the Regional Director, Second U. S. Civil Service Region, 641 Washington Street, New York, N. Y., within ten (10) days from the time the employee has received notice of the proposed action. This time limit may be extended by the Civil Service Commission only if the employee shows to the Commission's satisfaction that circumstances beyond his control prevented him from filing his appeal within the prescribed ten (10) days.
- (2) The appeal should indicate the specific reason why the employee is appealing.
- d. Written decisions on appeals are given to the employee and to the agency by the Civil Service Commission. If the proposed action is disapproved, the agency is notified to restore the employee to active duty.
- e. If separation action was effected prior to receipt of the Commission's decision, action in restoring him to duty should be reported on War Department Form 50, citing the date and initials of the Commission's letter as the authority, in the space provided for that purpose.

7. Appeals From Classification Allocation:

- a. When an employee is dissatisfied with the allocation of classification and/or grade of his position, he shall be referred to the Civilian Personnel Branch.

- (1) The Employee Utilization Section, Civilian Personnel Branch, will interview the employee and develop all the facts to properly determine the nature of the appeal by contacting the operating agency, Classification and Wage Section, Civilian Personnel Branch, and other available sources of information. The employee shall be advised of the result and the method used in arriving at the allocation.
- (2) When necessary, the record of the facts developed will be submitted to the Classification and Wage Section, Civilian Personnel Branch, which will carefully review the case. It may conduct a re-survey, if circumstances warrant or make one desirable, or it may arrive at a decision after a considered determination based on knowledge of the entire facts.
- (3) The decision will be communicated by the Chief, Civilian Personnel Branch, to the employee, who will at that time be advised of his right to appeal to higher echelons.
- (4) Appeals to higher echelons will be prepared and processed in accordance with the provisions of Army Service Forces Manual M204-1, Section E.

8. Appeals from Separation - Disqualifications:

- a. Separations - Disqualification may be effected for any one of a number of specific reasons, including, but not limited to:
 - (1) Failure to qualify during trial or probationary period based on conduct and performance.
 - (2) Failure to qualify in character investigation.
 - (3) Information which, if known, would have disqualified the employee for the appointment.
 - (4) Members of family restriction.
 - (5) Unsatisfactory trial period efficiency ratings.
- b.
 - (1) Employees, veterans or non-veterans, separated for disqualification receive a statement setting forth the nature, date, specific reasons for the actions, and right to reply.
 - (2) Action is not taken to effect separation until the employee has had sufficient opportunity to prepare affidavits or necessary evidence to substantiate his position.

- (3) Employee's reply is carefully considered in order to insure that separation action is justified.
- c. Appeals under the grievance procedure are not authorized, consequently each case shall be given due and careful consideration to avoid actions, which may be arbitrary, capricious, or whimsical.
- 9. Appeals to the Civil Service Commission under Section 14 of the Veterans' Preference Act of 1944:
 - a. The right to appeal to the Civil Service Commission under Section 14 of the Veterans' Preference Act of 1944 is an individual right exercised in the discretion of the veteran and is limited to permanent and indefinite preference eligible employees provided that they have completed one of the following periods of service:
 - (1) Current probationary or trial period.
 - (2) One year of current continuous employment in Unclassified or Excepted positions in the service of any establishment, agency, bureau, administration, project, or department created by Act of Congress or Presidential Order.
 - b. Types of Actions which may be Appealed:
 - (1) Adverse decisions relating to:
 - a. Discharges (Removals and Separations).
 - b. Suspensions for more than thirty (30) days.
 - c. Furloughs without pay.
 - d. Reductions in rank or compensation for reasons other than reduction in force.
 - e. Non-compliance with procedural requirements with respect to adverse decisions enumerated under sub-paragraph a, above, and procedural requirements in connection with actions resulting from:
 - (1) Efficiency Ratings.
 - (2) Classification Allocations.

REFERENCES:

ASF Circular No. 149, Section IV, subject: "Civilian Employee Grievance Procedure", dated 20 May 1944.

ASF Manual 204-1, Section E, subject: "Appeals from Allocation of Graded Positions in the Field Service", dated 2 May 1944.

Federal Personnel Manual, U. S. Civil Service Commission, Chapter E-1, subject: "Efficiency Ratings".

Federal Personnel Manual, U. S. Civil Service Commission, Chapter R-3, subject: "Appeals".

Federal Personnel Manual, U. S. Civil Service Commission, Chapter S-1, subject: "Separations".

WD Civilian Personnel Regulation No. 105, subject: "Employee Grievances", dated 23 February 1945.

WD Civilian Personnel Regulation No. 96, subject: "War Department Ungraded Efficiency Rating System", dated 28 January 1946.

WD Civilian Personnel Regulation No. 60, subject: "Separations", dated 28 August 1946.

WD Civilian Personnel Regulation No. 95, subject: "Efficiency Ratings for Graded Employees", dated 20 February 1947.

WD Memorandum No. W 620-4-42, subject: "War Department Labor Policy Governing Vessels Operated by the War Department", dated 31 October 1942.

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

SOP NUMBER 115
3 June 1947

M I L I T A R Y P E R S O N N E L

SECTION I

PROCUREMENT, ASSIGNMENT, AND DUTIES OF SHIPS' TRANSPORTATION OFFICERS

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the procedure to be followed in the procurement and assignment of Ships' Transportation Officers (STO), and their duties.

PROCEDURE:

1. Procurement and Assignment:

a. Requisition:

- (1) Upon establishing a firm date for the berthing of an Army vessel scheduled to load cargo at this Port, the Superintendent, Water Division, will submit, in writing, to the Chief, Troop Movement Division, a request for a Ship's Transportation Officer. Included in this request will be the berthing date and name of vessel, berth and pier vessel will occupy, and overseas theater to which vessel is destined.
- (2) Chief, Troop Movement Division, upon receipt of request for assignment of a Ship's Transportation Officer, will forward the above information to the Troop Movement Branch, Operations Division, Camp Kilmer, New Jersey, for selection of the required individual.

b. Selection:

- (1) Transient officer personnel at Camp Kilmer will be screened for the purpose of selecting an officer, preferably commissioned in or detailed to the Transportation Corps, who is returning to proper station on orders from the theater to which the vessel is destined.
- (2) In the event an officer of the category referred to in subparagraph (1) above is unavailable, enlisted persons of the first three grades will be utilized, provided, however, that

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the enlisted person selected is returning on orders from the same theater to which the vessel is destined.

- (3) In the event officers or enlisted persons of the category referred to in sub-paragraphs (1) and (2) above are unavailable, selection will be made in the same order of priority from military personnel on War Department orders to the theater to which the vessel is destined.
- (4) In the event no personnel are available of the category referred to in sub-paragraphs (1), (2), and (3) above, the Chief, Troop Movement Division, will be so informed. The original request will be indorsed and forwarded to the Chief, Personnel Division, Attention: Military Personnel Branch, where selection will be made from suitable military personnel assigned to the New York Port of Embarkation.

c. Assignment:

- (1) The Chief, Troop Movement Division, will take necessary action to assign the officer selected, as per paragraphs 1b(1) and (3) above, to the 9201 TSU-TC, Officers' Transport Detachment. The Superintendent, Water Division, will request, through the Headquarters Commandant, the Port Adjutant General to publish Special Orders assigning the officer to detached service aboard the vessel. The Ship's Transportation Officer will be carried as attached to 9201 TSU-TC, Officers' Transport Detachment, until completion of the outbound voyage. Upon arrival at the port of discharge, and completion of duties outlined in paragraph 2 below, the Ship's Transportation Officer will report to the overseas port commander for transportation to proper overseas station.
- (2) The Chief, Personnel Division, will request the Port Adjutant General to assign the officer selected as per paragraph 1b(4) above, to the 9201 TSU-TC, Officers' Transport Detachment. The Superintendent, Water Division, will request, through the Headquarters Commandant, the Port Adjutant General to publish Special Orders assigning the officer to detached service aboard the vessel for the duration of the overseas sailing and return to the New York Port of Embarkation.
- (3) The Chief, Troop Movement Division, will take necessary action to assign the enlisted person selected as per paragraphs 1b(2) and (3) above, to the 9201 TSU-TC, Enlisted Ships' Complement Detachment. The Superintendent, Water Division, will request the Headquarters Commandant to publish Special Orders assigning the enlisted person to detached service aboard the vessel. The

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Ship's Transportation Officer will be carried as attached to 9201 TSU-TC, Enlisted Ships' Complement Detachment, until completion of the outbound voyage. Upon arrival at the port of discharge, and completion of duties outlined in paragraph 2 below, the Ship's Transportation Officer will report to the overseas port commander for transportation to proper overseas station.

- (4) An enlisted person selected by the Chief, Personnel Division, as per paragraph 1b(4) above, will be reported by the Chief, Personnel Division to the Headquarters Commandant, who will publish Special Orders assigning the Ship's Transportation Officer to detached service aboard the vessel. The Ship's Transportation Officer will be carried as assigned to the 9201 TSU-TC, Enlisted Ships' Complement Detachment for the duration of the voyage and return to the New York Port of Embarkation aboard the same vessel.

d. Reporting:

- (1) Upon receipt of orders assigning him as Ship's Transportation Officer, the individual selected will report to the Officer-in-Charge, Ships' Complement Branch, Water Division, for assignment to the vessel and instructions as to his duties aboard ship.
- (2) The Officer-in-Charge, Ships' Complement Branch, will furnish the Ship's Transportation Officer the below listed forms and publications for use during loading operations of the vessel, while vessel is at sea, and at port of discharge until relieved of his duties by the overseas port commander.
 - (a) NYPE, SOP No. 115, Section I, "Procurement, Assignment and Duties of Ships Transportation Officers", 3 June 1947.
 - (b) AR 55-325, "Ship Transportation Officer", 3 December 1946.
 - (c) Model Form - "Request for Guards".
 - (d) OCT Form No. 505, "Summary of Voyage Report".
 - (e) "STO and Transport Commanders Voyage Report", Reports Control Symbol No. TCFSD-10.

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- (3) The Officer-in-Charge, Cargo Control Section, Water Division, will brief the Ship's Transportation Officer and emphasize the importance of adhering to the regulations and duties prescribed herein.

2. Duties of Ship's Transportation Officer:

a. When vessel is being loaded:

- (1) After final briefing and instructions by the Officer-in-Charge, Cargo Control Section, the Ship's Transportation Officer will report and acquaint himself with the Master and chief officer of the vessel to which he has been assigned.
- (2) The Ship's Transportation Officer will be present during all loading operations of the vessel to which he is assigned, except when properly relieved by the Officer-in-Charge, Cargo Operations Branch, Water Division.
- (3) Non-commissioned officers assigned as Ships' Transportation Officers will obtain passes signed by the Officer-in-Charge, Cargo Operations Section, Pier 3, Brooklyn Army Base, NYPE.
- (4) The Ship's Transportation Officer will acquaint himself with the Pier Superintendent and request from him advance notice as to the anticipated amount of cargo to be loaded within the next twenty-four hours, its location on the vessel, and whether or not any of this forecast of cargo is pilferable; he will familiarize himself with all hatches on the vessel during all loading operations and will constantly keep watch on the handling and stowage of all cargo being loaded on the vessel.
- (5) Upon receiving notice that pilferable cargo will be loaded, the Ship's Transportation Officer will make advance request for guards to the Officer-in-Charge, Cargo Control Section. In this request he will state the type of cargo to be loaded; where said cargo will be loaded; and the number of guards necessary to protect the cargo. In the event all guards requested are not furnished, it will be the responsibility of the Ship's Transportation Officer to utilize whatever guards are assigned to the best advantage to prevent the pilferage of cargo.
- (6) The Ship's Transportation Officer will continuously be in touch with the Chief Receiving Clerk of the pier, and the Cargo Stowage Planning Clerk assigned to the vessel during loading operations. Whenever necessary, he will contact the Chief Security Clerk on the pier.

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- (7) When all hatches are loaded, closed and sealed, the Ship's Transportation Officer will make his inspection with the Master of the vessel, or his representative, and completely satisfy himself that the cargo is properly protected.
- (8) Upon completion of loading of vessel, the Ship's Transportation Officer, just prior to sailing, will receive from the Officer-in-Charge, Cargo Operations, or his duly authorized representative, the required copies of ship's manifests and stowage plans, which he will personally deliver to the Port Commander or his authorized representative at the port of discharge.

b. During Oversea Voyage:

- (1) The Ship's Transportation Officer and the Master of the vessel, or his representative, will make regular inspections of lashings, hatches, manholes, etc., and of all accessible cargo such as deck and special cargo. Any irregularities observed will immediately be brought to the attention of the Master of the vessel.
- (2) Schedule of Inspections:
 - (a) During fair weather - at least once a day.
 - (b) During foul weather - maintain a continuous watch, paying special attention to deck and special cargo. Frequent inspections of lashings and lashing gear will be made with a view toward insuring the security of the cargo.

c. At Port of Discharge:

- (1) The Ship's Transportation Officer will report to the port Commander, or his authorized representative, and inform him of the existence aboard the vessel of special cargo and cargo susceptible to pilferage, and of any other circumstances requiring the posting of guards.
- (2) Prior to commencement of unloading operations, the Ship's Transportation Officer will deliver required copies of cargo and passenger papers to the officer in charge of unloading, and will obtain and forward receipts therefor to the port commander of the port of loading.

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- (3) During all unloading operations, the Ship's Transportation Officer will be present aboard the vessel until properly relieved, and otherwise be continuously on call. Careful attention will be paid to the safeguarding of special cargo and cargo especially susceptible to pilferage. Any irregularities observed, including evidence of pilferage, will be reported to proper port authorities.
- (4) Upon completion of unloading operations, the Ship's Transportation Officer will obtain a receipt for the cargo delivered to the port of discharge and forward same to the port commander of the port of loading.
- (5) The Ship's Transportation Officer will prepare a complete voyage report listing irregularities, including losses through pilferage and breakage, with recommendations for the reduction and prevention of such losses in the future. Copies of this report will be furnished to the commanders of the port of loading and discharge.
- (6) In the event the Ship's Transportation Officer, traveling on NYPE orders, is taken off at the port of discharge from the vessel to which he has been assigned, he will notify the commander of the home port, by electrical communication, of his expected date of return or of a new assignment. In the event of a new assignment, he will indicate the name of the vessel to which assigned and the expected date of return projected from the last port of call of the new assignment.
- (7) In the event the Ship's Transportation Officer is returning or reporting to a station overseas, he will request the port commander of the last port of call to provide the necessary transportation.
- (8) Upon return to the New York Port of Embarkation, the Ship's Transportation Officer will report to the Officer-in-Charge, Ships' Complement Branch, Water Division, for further instructions and assignment.

REFERENCE:

AR 55-325, subject: "Commanding Officer of Troops; Ship Transportation Officer", dated 3 December 1946.

ADMINISTRATION OF NYPE
PERSONNEL ADMINISTRATION

SOP NUMBER 115
30 January 1947

M I L I T A R Y P E R S O N N E L

SECTION VII

CENTRAL CLEARANCE OF OFFICERS PENDING SEPARATION
FROM SERVICE OR TRANSFER TO ANOTHER INSTALLATION

PURPOSE AND SCOPE:

This directive prescribes Port procedure for the central clearance of officers stationed at Headquarters, New York Port of Embarkation.

PROCEDURE AND RESPONSIBILITIES:

1. Staff Supervision: Chief, Personnel Division, will maintain within the Military Personnel Branch, a Central Clearance Unit, through which he will exercise staff supervision over the entire clearance procedure.
2. Information to Central Clearance Unit will be furnished by Port agencies issuing property as follows:
 - a. Listing of all officers currently having property responsibility.
 - b. Written notification as to any officer to whom initial issuance of property is made, or whose responsibility is cleared, not later than twenty-four (24) hours after such action is taken.
 - c. Names and telephone extensions of representatives and alternates to be contacted for property clearances, and subsequent changes in such personnel.
3. Written Property Clearance:
 - a. Chiefs of Port agencies will furnish to officers who are being cleared:
 - (1) Written clearance covering property within the agency and outstanding classified documents, as required by paragraph 32, AR 380-5, 15 August 1946.
 - b. Port Surgeon will provide clearance as above for all Transport Medical Officers.

4. Verbal clearance, to be followed by written confirmation, will be furnished by Commanding Officer, Fort Hamilton, to Central Clearance Unit, covering the officer's accounts with agencies of that sub-installation, provided that such accounts are in order. Commanding Officer, Fort Hamilton, will request Central Clearance Unit to direct the officer having outstanding obligations with such agencies to report to Headquarters, Fort Hamilton, for settlement of his accounts. Telephonic clearance will be furnished the Unit as soon as such settlement has been made.
5. Central Clearance Unit will:
 - a. Maintain for each officer a property clearance record based upon information submitted as provided in paragraph 2 above.
 - b. Instruct officers being separated on clearance procedure, and direct them to agencies, including their own, in which they have property responsibility and/or accountability.
 - c. Receive from the officer being separated:
 - (1) Written property clearance from his agency chief, or the Port Surgeon, whichever is applicable under the provisions of paragraph 3 above.
 - d. Obtain clearances by telephone from authorized representatives of Port agencies in which the officer being cleared has property responsibility and/or accountability.
 - e. Telephone Commanding Officer, Fort Hamilton, for verbal clearance of the officer from that Post and, if so required, direct the officer to report to Headquarters, Fort Hamilton, for appropriate action to obtain such clearance.
 - f. Direct the officer being cleared to the Finance Officer, U. S. Army, stationed at Brooklyn Army Base, for clearance of pay vouchers.
 - g. Direct the officer being cleared to the Directory Service Section, Adjutant General Division, to leave his forwarding mail address.
 - h. Ascertain whether the officer being cleared has a Port Vehicle Permit, Commissary and Butter Ration Cards. Port Vehicle Permit will be collected and returned to the Port Transportation Officer. Commissary and Butter Ration Cards will be collected and returned to Fort Hamilton. If the officer does not have the cards in his possession at the time of clearance, he will sign a statement to that effect prior to his departure, and indicate that the cards will be forwarded to the Central Clearance Unit within forty-eight (48) hours. The officer will be advised that a

temporary Commissary Card for use while on terminal leave can be obtained from Fort Hamilton upon proper application therefor.

- i. Review and complete WD AGO Form 137 (Officer's Clearance Certificate), providing the officer with three (3) executed, typewritten copies.
 - j. Retain property clearance record for officer's 201 file.
 - k. Obtain information to support statement on clearance sheet which will insure that efficiency report (WD AGO Form 67) has been rendered on each officer being separated and that subject officer has rendered same on officers for whose efficiency ratings he is responsible.
6. Upon notification of pending separation or transfer, each officer will:
- a. Obtain from him agency chief, or the Port Surgeon, whichever is applicable under the provisions of paragraph 3 above, and present to the Central Clearance Unit, the following:
 - (1) Appropriate written property clearance for his own agency, including clearance of outstanding classified documents as required by paragraph 32, AR 380-5, 15 August 1946.
 - (2) All passes and privilege cards.
 - b. Personally obtain such other clearances as the Central Clearance Unit may direct.

REFERENCES:

Circular No. 381, Section III, WD, dated 21 December 1945.

Circular No. 76, Section V, WD, dated 16 March 1946.

ADMINISTRATION OF NYPE
FINANCE AND ACCOUNTING

CHANGE NO. 1
SOP NUMBER 121
2 JUNE 1948

F U N D S C O N T R O L
SECTION I
GENERAL PROVISIONS

1. Paragraph 5 is rescinded in its entirety and the following substituted therefor:

"5. Emergency Repairs and/or Supplies for Small Craft Away from Home Port.

- a. Masters of small craft will communicate, by the most expeditious means, with the Superintendent, Water Division, NYPE, specifying the extent of repairs or the need for supplies and the estimated cost.
- b. The Superintendent, Water Division, will screen request and approve or disapprove the necessity for requested work or supplies. If requested supplies are approved, telephonic request will be made to the technical service which has the major dollar value of items requested. The technical service will in turn submit telephonic requisition to the Port Procurement and TC Supply Division. In instances of repairs the Superintendent, Water Division, will submit telephonic requisition to the Port Procurement and TC Supply Division.
- c. The Port Procurement and TC Supply Division, will reserve funds telephonically from the Port Fiscal Division and notify the Superintendent, Water Division of the assigned Purchase Order Number or Service Order Number, and the amount of money allotted.

NOTE; All Telephonic communications will be confirmed in writing within forty-eight (48) hours.

- d. The Superintendent, Water Division will communicate with Master of the vessel, citing Purchase Order Number or Service Order Number and the necessary authority for effecting repairs or procurement of supplies, advising fiscal references to be shown on invoices and limitations of allotment.
- e. Upon receipt of supplies or completion of repairs, the Master will sign vendor's bill, or receipt, in quadruplicate, certifying to the satisfactory completion of repairs or receipt of supplies and will instruct vendor to mail bills to the Superintendent, Water Division, NYPE, Attention: Chief, Marine Branch.
- f. Upon receipt of the vendor's bill, properly certified by the Master, the Superintendent, Water Division will forward invoice for supplies to the technical service which has the major dollar value of accomplished items. In case of repair, the Superintendent, Water Division will forward vendor's bill to Port

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Procurement and TC Supply Division.

- g. The Technical service will accomplish a receiving report for items of supply received and transmit it together with invoice to the Port Procurement and TC Supply Division for issuance of confirming Purchase Order, all of which will then be transmitted to Finance for payment of bill. In cases of repair, Port Procurement and TC Supply Division will accomplish service certificate, issue confirming Purchase Order and transmit to Finance for payment of bill.

2. Appendix No. 1 is rescinded.

3. Add: "TC Circular 40-50-10, subject: "Letters of Credit," dated 19 January 1948, to list of references.

ADMINISTRATION OF NYPE
FINANCE AND ACCOUNTING

SOP NUMBER 121
5 NOVEMBER 1947

F U N D S C O N T R O L

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the uniform administration and control of funds for procurement purposes at NYPE.

DEFINITIONS:

For the purpose of this Standing Operating Procedure, the following definitions will apply:

Allocation: An authorization by the Budget Officer for the Department of the Army making funds available within the prescribed amount to an operating agency for the purpose of issuing allotment.

Allotment: An authorization by an operating agency making a portion of the allocated funds available for obligation.

Commitment: An amount administratively reserved for future obligation against available funds based upon requisitions, purchase requests or other written evidences on acceptable forms of intention to incur obligations.

Obligation: The amount of order placed, contract awarded, service received, or any other transaction which legally reserves fund or appropriation for expenditure.

Expenditure: The amount of vouchers or other documents (less refunds received) which have been entered in fiscal accounts as final charges against an appropriation or fund.

Contracting Officer: A person who is authorized to incur obligations on behalf of the Government. A Contracting Officer may be referred to as a "Procuring Officer", "Obligating Officer" or "Purchasing and Contracting Officer".

Field Installations: A post, camp or station, depot, base, or other organizational unit of the War Department to which appropriated funds are allotted or sub-allotted.

Operating Installation: An organizational unit of the Department of the Army to which appropriated funds are allocated.

PROCEDURE:

1. Budgets and Estimates:

- a. The Chief, Fiscal Division, will be responsible for securing budgets and estimates from various divisions and separate commands of NYPE.
- b. The chiefs of divisions and commanding officers of separate commands will ascertain that the budget is complete prior to its submission.
- c. Budgets will be submitted in detail showing justification for all funds required.
- d. Budgets will be processed through the Budget Advisory Committee in accordance with TC Circular No. 46, subject: "Preparation and Administration of Budgets", dated 18 October 1946.
- e. Changes in budgets or estimated needs, when necessary, will be reported promptly to the Chief, Fiscal Division, by the agency concerned.
- f. The Chief, Fiscal Division, will edit and combine these justifications into a complete budget of funds for activities at NYPE.

2. Request for Funds:

- a. Budgets and estimates, after consolidation, will be used as a basis for requesting funds from the various chiefs of technical services, and Army or Armies of the War Department.
- b. The Chief, Fiscal Division, will follow up on all requests for funds to ascertain that funds can be allotted in the amounts required.

3. Receipt of Allotment:

- a. Upon receipt of allotment to this headquarters, the Chief, Fiscal Division, will sub-allot funds to the separate commands of NYPE.
- b. Chief, Fiscal Division, will maintain accounts at this station of all sub-allotments, commitments, obligations and expenditures.

4. Reservation of Funds:

- a. Purchase Requests and Commitment Forms (WD AGO 14-115) or Requisitions (WD AGO 445) as prescribed by this headquarters, will be prepared and distributed in accordance with TM 38-403, subject: "Station Supply Procedure", 1 August 1944, for the following:
- (1) Procurement of supplies including material and equipment from commercial sources.
 - (2) Services covered from sources other than those described in paragraph 7. Agencies requiring non-personal services will submit request in duplicate to the Contracting Officer, who will estimate the amount necessary to reasonably cover the cost of such services. Request will then be forwarded to the Chief, Fiscal Division, not later than the 5th day immediately preceding the day in which the service will commence.
- b. The Chief, Port Supply and Facilities Division, will review certain requests for local procurement as outlined in letter, file TCNYP 400.12 GS, subject: "Review of Purchase Requests and/or Requisitions Involving Procurement", this headquarters, dated 10 September 1946.
- c. The Chief, Fiscal Division, will cite applicable funds and place statement as to availability of such funds on the two (2) copies of the request received from the Contracting Officer, returning one (1) signed copy to the latter. When funds are not cited on the returned copy, it is the personal responsibility of the Contracting Officer to check with the Chief, Fiscal Division, to avoid the possibility of over-obligating funds. In this connection, attention is invited to paragraph 5, letter, file TCCOTB, subject: "Obligation of Funds", OCT, dated 31 December 1946, which provides in pertinent part as follows:

"The Contracting Officer, his subordinates, and his supervisors who instruct him to accomplish the delivery of services and supplies, must realize without any uncertainty that Federal law is specific on this point. Obligation of funds that are not available is a personal criminal offense" (Refer to the following statutes for full text of law: Title 31, USC Sec 665; Title 41, USC Sec 11; Title 18, USC Sec 184).

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- d. Within two (2) weeks after day indicated for accomplishment of purchase request, the Contracting Officer will review reservations on which no purchase actions have been taken, with a view towards cancellation of such requisitions in their entirety or in part. Concurrence will be obtained from the requisitioning agency prior to cancellation. Written notification of all cancellations or modifications will be furnished to the Chief, Fiscal Division.
- e. After reservations have been approved by the Chief, Fiscal Division, obligations may be incurred.
- f. Emergency purchases of Transportation Corps supplies and equipment, including spare parts, will be obligated against advices received from the Marietta Transportation Corps Supply Depot as prescribed in TC Circular No. 40-55-5, and TC Circular No. 45-55-6.
 - (1) The Chief, Fiscal Division will notify the Chief, Port Procurement & TC Supply Division upon the receipt of obligation authority or advice.
 - (2) Emergency request for Transportation Corps supplies and equipment will be processed by the Chief, Port Proc. and TC Supply Div. who will cite applicable funds and advice number thereon, furnishing two (2) copies to the Chief, Port Procurement & TC Supply Div., and one (1) information copy to the Chief, Fiscal Division.
 - (3) The Chief, Port Procurement & TC Supply Div., will furnish the Chief, Fiscal Division, with three (3) copies of the purchase order or other obligating instruments. The Chief, Fiscal Division, will return one (1) copy and forward one (1) copy to the Marietta TC Supply Depot as prescribed in paragraph 4c, Appendix 3, TM 14-702, dated October 1946.

5. Letters of Credit:

- a. ~~Purchase Requests and Commitment Forms (WD AGO 14-115) will be submitted in duplicate directly to the Chief, Fiscal Division, for reservation of funds. The Chief, Fiscal Division, will sign one (1) copy and return same to Water Division after which letters of credit may be issued.~~
- b. The Superintendent, Water Division, will:
 - (1) ~~Preaudit and certify invoices covering obligations incurred under letters of credit.~~

- (2) Submit certified invoices, in triplicate, to the Port Quartermaster, or the Chief, Port Procurement & TC Supply Div., whichever has the major dollar value of items for processing of purchase orders.
- (3) Place a requisition number on each letter of credit in lieu of submitting a requisition.
- (4) Submit two (2) copies of credit and summary of purchases with invoices. Each letter of credit submitted to either of the aforementioned technical services will contain the following certification:

~~"Funds certified by Chief, Fiscal Division, on (date) .
The obligations represented by the attached invoices are
incurred in accordance with the provisions contained in
above letter of credit."~~

(Signature of authorized officer)

- (5) Submit to the Chief, Fiscal Division; Chief, Port Procurement & TC Supply Division; and the Port Quartermaster, the names and signatures of officers authorized to sign letters of credit, and the names and signatures of officers authorized to preaudit and certify invoices rendered against such letters of credit.
 - (6) Advise the Chief, Fiscal Division, within sixty (60) days from the date of issuance of each letter of credit, the amounts obligated against the letter of credit, by general item classification (subsistence, fuel, etc.) and whether amounts represent a final report of obligations.
- c. Technical service concerned will submit invoices to the Chief, Port Procurement and TC Supply Division.
- d. The attached form of letter of credit will be used by the Superintendent, Water Division, until a standard form is issued by a higher headquarters. (Appendix No. 1)

6. Procurement Instruments:

- a. The Contracting Officer will prepare procurement instruments in sufficient copies to furnish two (2) legible copies to the Chief, Fiscal Division.
- b. Procurement instrument will cite the reservation number.

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- c. The allotment chargeable with cost of procurement will be obtained from purchase request and entered by the Contracting Officer at the time of preparation.
- d. After preparation, distribution of procurement instruments will be made by the Contracting Officer, in accordance with pertinent procurement directives.

7. Civilian Payrolls:

- a. The Chief, Fiscal Division, will cite applicable funds for civilian payrolls and withdraw one (1) copy for use by the Fiscal Division prior to payment.
- b. The Civilian Personnel Branch will be responsible for notifying the Chief, Fiscal Division, of all adjustments to civilian payrolls that have been paid by the Finance Officer, US Army.
- c. In all cases, payrolls processed will be expedited so that payment will not be delayed.

8. Reimbursement:

- a. Purchases of property from other governmental agencies under Procurement Regulations 611 and 612, where appropriate in the interest of efficient procurement is part of the mission of the Chief, Port Proc. & TC Supply Div. It is the responsibility of the Chief, Port Proc. & TC Supply Div., upon his ascertaining that procurement can best be accomplished through such sources, to take all necessary action to complete the purchase. Therefore, in those cases where a requisitioning agency intends that items or services requisitioned be secured from another government agency, sufficient information should be shown on the requisition to enable the Port Proc. & TC Supply Div. to effect the desired transaction.
- b. Requisitions covering all transactions other than intra-port, wherein reimbursement from funds of the New York Port or Embarkation will be required, will be submitted to the Chief, Port Proc. & TC Supply Div., who will secure reservation of funds from the Chief, Fiscal Division, in the amount estimated by the Chief, Port Proc. & TC Supply Div. In all cases it is necessary to make a specific arrangement for reimbursement in advance as provided in TM 14-702, subject: "Fiscal Accounting for Field Installations", dated 1 October 1946. No Port agency will be permitted to secure supplies or service without clearing through the Chief, Port Proc. & TC Supply Div., and the Chief, Fiscal Division.

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- c. For intra-port reimbursement, requisitions will be forwarded to the Chief, Fiscal Division, not later than two (2) days prior to the delivery of supplies or day of performance of services. Each Port Technical Service will furnish items and supplies and equipment for use on Army vessels without reimbursement. (War Department Memorandum 700-10-1, dated 9 April 1947)

9. Telephone Reservations:

- a. In case a genuine emergency makes conformance with the foregoing impracticable, a telephone explanation may be used to reserve funds.
- b. The Chief, Fiscal Division, or his authorized representative will decide on the adequacy of such explanation insofar as funds are concerned. Reservations made by telephone will be followed by a purchase request as herein prescribed within forty-eight (48) hours. Requisitions submitted on "Pink - (emergency) Paper" will not be submitted through normal channels. Telephonic approval will be requested of Port Supply and Facilities Division (when required) and telephonic reservations made of Fiscal Division. The same procedure will be followed for any requisition, the sailing or delivering date of which is less than fifteen (15) calendar days. In cases of requisitions for vessels, the purchase request will follow within forty-eight (48) hours after the sailing of the vessels.

"Telephone Reservation of Funds No. _____ on _____ (date)
between _____ and _____, Chief, Fiscal Division."

- c. Emergency requests will be initiated only when a definite demonstrative harm will result at the requisitioning agency if the item is not purchased immediately.

10. Medical Department Procurement:

Medical funds for authorized procurement will be in accordance with the Schenectady General Distribution Depot, Fiscal Bulletin No. 2 (Med 1) File QMDN-F 121.2 dated 14 July 1947.

REFERENCES:

AR 35-850, subject: "Fiscal Organization and Functions", dated 15 January 1946, as amended.

TM 14-504, subject: "Payment for Supplies and Nonpersonal Services", dated 1 December 1943, as amended.

TM 14-700, subject: "War Department Fiscal Code", dated 1 July 1946.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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TM 14-702, subject: "Fiscal Accounting for Field Installations",
dated 1 October 1946.

TM 38-403, subject: "Station Supply Procedure", dated 1 August 1944.

Memorandum 700-10-1, subject: "Supplies and Equipment for Army
Vessels", WD, dated 9 April 1947.

TC Circular No. 46, subject: "Preparation and Administration of
Budgets", dated 18 October 1946.

TC Circular No. 40-55-5, subject: "Control - TC Supplies and Equip-
ment Funds", dated 27 August 1947.

TC Circular No. 45-55-6, subject: "Supply and Storage", dated
19 August 1947.

Paragraph 310.1, Procurement Regulations No. 3, subject: "Contracts",
WD, dated 24 May 1945, as amended.

Letter, file TCCOTB, subject: "Obligation of Funds", OCT, dated
31 December 1946.

*TC Cir 40-56-10, Subj:
"Letters of Credit," dated 19 Jan 48*

HEADQUARTERS
NEW YORK PORT OF EMBARKATION
Brooklyn, N.Y.

LETTER OF CREDIT NO.

TO WHOM IT MAY CONCERN:

1. _____, Master, is hereby authorized to purchase materials, supplies, and to procure services necessary to complete the voyage of the above vessel under the conditions listed below. The original of this letter of credit shall remain in the possession of the Master and be shown by him at the time of purchase, and must be returned to this office immediately upon completion of the voyage.

2. Repairs to vessel in amount not to exceed one hundred dollars (\$100), including deck, engine, or any other part of the vessel.

a. If through emergency the repairs or parts necessary to complete the voyage are estimated to exceed the amount of one hundred dollars (\$100), prior telephone authority must be obtained from the Supply Officer, Water Division, New York Port of Embarkation, by calling Windsor 9-5400, Extension 94.

b. Where practicable, all parts for which replacements are made shall be retained on the vessel and turned in to Salvage and Reclamation Officer at the port of arrival.

3. The Master may purchase subsistence stores of standard quality in amounts necessary for the length of the voyage and the number of crew employed, not to exceed \$1.25 per man per day of voyage.

4. Fuel and lubricants necessary for the voyage are to be purchased from standard suppliers when possible.

5. In no case will any material or supplies be purchased unless necessary and essential for the completion of the voyage.

6. Whenever possible, all supplies must be procured through Governmental agencies.

7. Invoicing.

a. Invoices covering services such as pilotage will be at standard or accepted tariff rates.

b. Invoices will be rendered in quadruplicate and each copy signed by the Master and authenticated by the Port Representative (if present).

c. In instances where it is impossible for the invoice to be signed by the Master, delivery receipts signed by the Master, and Port Representative if present, will be obtained by the vendor and attached to the invoice.

d. Each invoice will be signed by the vendor with the following certifications:

"I Certify that the above bill is correct and just; that payment therefore has not been received; that all statutory requirements as to American Production and labor standards and all conditions of purchase applicable to the transaction have been complied with; and that state and/or local taxes are not included in the amount billed."

e. On items which require ration points, same will be supplied by this headquarters if application is made and attached to the invoices covering the material supplied.

f. One (1) copy of this "Letter of Credit" shall be attached to each vendor's invoice.

g. No invoice will be honored under these procurement instructions for purchases and services made by the Master unless the above instructions are fully carried out.

h. The Master shall list on the attached sheet each and every purchase or obligation against this "Letter of Credit" with vendor's name, service or material, with the actual amount of the invoice if possible, otherwise an estimated amount.

i. All invoices and correspondence in reference to this "Letter of Credit" should be addressed to the Superintendent, Water Division, New York Port of Embarkation, Attention: Supply Officer.

FOR THE SUPERINTENDENT, WATER DIVISION:

TO BE ATTACHED TO ORIGINAL SIGNED LETTER OF CREDIT

Name of each vendor must be listed and if value is not available, an estimated amount is to be shown and so noted.

<u>VENDOR, SELLER OR</u>	<u>KIND OF MATERIAL</u>	<u>VALUE OR ESTIMATED</u>
<u>SUPPLIER, AND ADDRESS</u>	<u>OR SERVICE</u>	<u>(TO BE MARKED)</u>

ADMINISTRATION OF NYPE
FINANCE AND ACCOUNTING

SOP NUMBER 125
7 May 1947

R E T U R N A B L E C O N T A I N E R S

PURPOSE AND SCOPE:

This directive prescribes the property accounting aspects of returnable containers at Headquarters NYPE.

DEFINITION:

Certain materials purchased by the War Department are delivered in drums, cylinders, or similar containers, or on reels which, according to common commercial practice, remain the property of the vendor and are required to be emptied and returned within a certain time limit or paid for at a specified price in accordance with the term of the contract. This directive does not apply to perishable containers such as milk or beverage bottles, or egg crates.

PROCEDURE:

1. In compliance with provisions of Section II, Circular No. 300, War Department, dated 5 October 1946, strict accounting will be maintained on all returnable containers.
2. Procuring and Receiving Officers will see that the vendor's Shipping Documents and Receiving Report properly list such containers.
3. Accountability for the containers will be assumed by the officer assuming accountability for their contents.
4. The accountable officer will maintain a separate stock record card file for each type of returnable container received.
5. One (1) copy of each Shipping Document, Property Turn-In Slip, Report of Survey, or other documents covering the receiving, issue, transfer or other disposition of containers, will be furnished the Chief, Fiscal Division. Each document will bear the following notations:
 - a. Name of division administering contract.
 - b. Purchase Order number or Delivery Order number.
 - c. Requisition number.
 - d. Name of contractor.
 - e. Contract number.

6. From documents furnished to the Chief, Fiscal Division, a file will be maintained for the purpose of follow-up, reflecting the receipt, transfer and return of such containers to the vendor.
7. Containers issued to using agency within this headquarters will be accounted for on memorandum receipt. Port technical services will maintain a suspense file to insure that containers are returned within the time limit.
8. Containers shipped to another station or to an overseas destination will be shipped on Shipping Documents and dropped from accountability by the shipping officer on the basis of such vouchers.
9. Port technical services and the Port Procurement Division, in the preparation of War Department Shipping Documents and Purchase Orders for returnable containers to be issued to Army vessels, will indicate thereon:

"RETURNABLE CONTAINERS - TO BE RETURNED TO ISSUING AGENCY"

One (1) copy of the document will be forwarded to the Superintendent, Water Division for creation of a follow-up file and check on vessels returning to this Port with returnable containers.

10. Transportation agents will establish accountability for returnable containers and will return empty containers to the Property Disposal Section, Water Division, upon return to this Port. A copy of the voucher evidencing return to the issuing agency will be furnished to the Chief, Fiscal Division by the Water Division, listing thereon the name of the vessel which returned the containers.
11. In reviewing lists of shortages submitted by transportation agents for approval, the Superintendent, Water Division, will ascertain that no returnable containers are listed thereon. Any shortages of returnable containers will be placed on Report of Survey as set forth in TM 14-904.
12. On return to vendor or his agent, Property Turn-In Slips will be prepared, listing the containers. The receipted document will be used as a basis to drop the containers from accountability. Technical services are charged with responsibility of returning containers to the Service Branch, Warehouse Section, Quartermaster Division. Service Branch, Warehouse Section, will effect return of serviceable containers to the contractors and the return of non-serviceable containers to salvage.
13. Where feasible, and under conditions where only a small proportion of the containers involved remain outstanding, the Chief, Fiscal Division will make an effort to effect settlement with the contractor without involving the expenditure of Government funds.

REFERENCES:

Circular No. 300, Section II, subject: "Container", War Department, dated
5 October 1946.

TM 14-904, subject: "Accounting for Lost, Damaged and Destroyed Property",
dated 16 April 1945.

ADMINISTRATION OF NYPE
FINANCE AND ACCOUNTING

SOP NUMBER 128
1 JULY 1948

ENLISTED PERSONNEL MESS PASSES AND MEAL COLLECTIONS

PURPOSE AND SCOPE:

1. The purpose of this Standing Operating Procedure is to establish a standard and uniform system of issuing and controlling mess passes to enlisted personnel, who are stationed temporarily or permanently at any NYPE installation; and for collecting and accounting for the money paid for meals at all NYPE installations:
 - a. By enlisted personnel who have been granted separate ration privileges.
 - b. By any other authorized persons.

PROCEDURE:

1. Enlisted personnel who are on detail from organizations other than NYPE and its installations will be required to show a Class A pass and sign a certificate as to their separate ration status prior to receiving meals.
2.
 - a. All enlisted personnel will be required to show mess passes prior to receiving a meal; other than those who show a Class A pass and, before receiving meals, sign a certificate as to their separate rations status and pay \$.35 per meal, if they are authorized to ration separately.
 - b. Enlisted personnel who are rationing separately and who fail to sign the collection sheet and pay \$.35 prior to receiving a meal, will suffer the loss of separate ration privileges and any other disciplinary action the unit commander may deem necessary.

RESPONSIBILITIES:

1. Staff supervision over the provisions of this Standing Operating Procedure will be exercised by the Chief, Port Supply and Facilities Division.
2. The Port Supply and Facilities Division will announce the time for changing mess passes from one color to another; except that mess passes for separate rations will be printed on white cards exclusively and continually.
3. The headquarters responsible for consolidating Daily Ration Requests will:

- a. Detail a commissioned officer or a non-commissioned officer of the first four grades, who is NOT a member of the mess personnel, to report to the mess officer:
 - (1) For the purpose of taking a head count at each meal of persons eating in the mess hall and of kitchen and other personnel concerned with the operation of the mess.
 - (2) To assist the mess cashier in checking mess passes.
 - b. Enter the head count on the mess attendance record.
 - c. Effect an unannounced "spot check" at least twice each month:
 - (1) Of the head count in all messes forwarding ration requests to that headquarters.
 - (2) Of meal collections.
4. The Mess Officer will:
- a. Admit no one to the mess hall or kitchen during meal time except:
 - (1) The mess and kitchen details.
 - (2) Enlisted personnel who present a current authenticated mess pass.
 - (3) Enlisted personnel on detail from other organizations who have a Class A pass.
 - (4) Commissioned officers; who are required to pay for meals furnished.
 - (5) Civilians properly authorized; who are required to pay for meals furnished.
 - b. Detail a cashier for each meal to:
 - (1) Check mess passes.
 - (2) Obtain signatures on collection sheet for separate rations.
 - (3) Collect and turn over to the Mess Officer all money paid for the meal.
 - c.
 - (1) Serially number each collection sheet.
 - (2) Initial each numbered collection sheet.

- (3) Register each numbered and initialed collection sheet issued to a mess sergeant or cashier.
- (4) Indicate the meal and the date for which collection is made.
- (5) Verify and authenticate the correctness of each meal collection.
- d. Take adequate precaution to safeguard meal collections while in his possession. Meal collections will be kept in a safe which is securely fixed by chains or other means to the floor or other part of the building.
- e. Turn in meal collections to the officer designated to draw rations in bulk, if one is authorized, or to the Sales Officer:
 - (1) At least three times weekly.
 - (2) Daily when the amount on hand exceeds \$200.00.
 - (3) On the last day of the month, regardless of the amount on hand.
 - (4) Use the meal collection sheet as a supporting document to the retained Property Turn-In-Slip.
- f. Maintain order and discipline in the mess hall, and report any violations to unit commanders who will take appropriate action.
- 5. Unit Commander will:
 - a. Issue a mess pass to each enlisted person in his particular unit.
 - (1) The mess pass will show the name, grade, serial number, organization, and signature of the enlisted person to whom issued.
 - (2) Each mess pass will be serially numbered and a record kept of the number of each pass and the name of the person to whom issued.
 - (3) Each mess pass will be authenticated by the signature of the unit commander.
 - b. Issue mess passes to all enlisted personnel being processed through the Port and its installations on a card different in color from the mess passes issued to permanently stationed troops.
 - c. (1) Stamp SR in large letters on the mess pass of enlisted personnel who have been granted separate ration privileges.

- (2) When an enlisted person not entitled to separate rations is subsequently granted separate ration privileges, his mess pass will be recalled and a white mess pass with SR stamped on it in large letters will be issued in lieu thereof.
- d. Recall and cancel all mess passes from enlisted personnel prior to their clearance from his unit.
- e. Not less than twice each year, upon notification by the Port Supply and Facilities Division, recall and cancel all mess passes outstanding; and will issue in replacement thereof to each enlisted person of his unit, a new pass of different color from that recalled and cancelled; except that mess passes for separate rations will continually and exclusively be printed on white cards.

REFERENCES:

WD Cir 138, 1947, paragraph 14 a, Section II, subject: "Head Count and Estimate Procedure"; paragraph 14 c, Section II, subject: "Responsibility of Headquarters which Consolidates Daily Ration Requests".

ADMINISTRATION
BUILDINGS, GROUNDS, AND POST FACILITIES

SOP NUMBER 130
26 MARCH 1948

S P A C E A L L O C A T I O N

PURPOSE AND SCOPE:

This directive prescribes the procedure for the assignment of space within Headquarters, NYPE. Procedure at Separate commands will be prescribed by respective commanding officers.

- a. Office Space will be assigned in accordance with the number of persons and the amount of office equipment to be located therein.
- b. Storage Space will be assigned in accordance with operating requirements.
- c. Parking Space will be assigned by the Chief, Intelligence and Security Division.
- d. Lending or Exchanging of office and/or storage space among Port agencies will not be undertaken without securing the prior approval of the Chief, Port Supply and Facilities Division.

PROCEDURE:

1. Basic Space Assignment changes of office and/or storage space will be made by the Chief, Port Supply and Facilities Division. Current assignments will be published periodically as Appendix No. 1 to this Standing Operating Procedure.
2. Request for Assignment or Change in Assignment: Agencies desiring assignment or reassignment of office or storage space will submit requests and reasons therefor to the Chief, Port Supply and Facilities Division. The Chief, Port Supply and Facilities Division will approve or disapprove requests and make appropriate assignment and changes.
 - a. Chief, Engineer Division, will furnish Chief, Port Supply and Facilities Division, one or more of the following when requested.
 - (1) Necessary drawings.
 - (2) Information as to the location of existing utilities, facilities, etc.
 - (3) Estimates for providing necessary utilities, facilities, etc. for a proposed space allocation.
 - (4) Any other technical information which would enable Chief, Port

Supply and Facilities Division to make the proper assignment of space.

3. Each Division Chief shall maintain graphic charts posted in a prominent location, showing the following:
 - a. Space presently occupied by the division.
 - b. Space assigned for temporary occupancy.
 - c. Space assigned for permanent occupancy.
 - d. Indicate whether space is used for office or storage purpose in a, b, and c.
4. Vehicle Parking Space will be assigned in block by the Chief, Port Supply and Facilities Division, to the Chief, Intelligence and Security Division, for reassignment to individuals.

REFERENCES:

Transportation Corps Pamphlet No. 1, subject: "Organization and Functions of OCT and TC Field Installations", dated 1 October 1946, as amended,

Report of Space Assignment Board, at the NYFE, dated 15 August 1947,

Appendices Attached:

1. Space Assignment Chart, Headquarters, NYFE.
2. Schedule of Owned and Leased Property, NYFE.
3. Maps.
 - a. Map of NYFE.
 - b. Map of BAB.
 - c. Map of Camp Kilmer.
 - d. Map of Fort Hamilton.
 - e. Map of Staten Island Installation.
 - f. Map of Caven Point Installation.

REMARKS

- * Denotes the inclusion of the area around elevator bank -
- ** Denotes only the area around the elevator bank -
- Capital letters denote office space -
- Small letters denote storage space -
- Numbers in parentheses () indicate the number of bays assigned -
- Where only two (2) agencies occupy a designated section, the one occupying the smaller number of bays is indicated in parentheses -

- SYMBOL REFERENCE -

AAA Army Audit Agency, N.Y. Reg. Off. ‡	OCT OCT. Counter-Intelligence ‡
ACS Assistant Chief of Staff	OSD Overseas Supply Division
AG Adjutant General Division	PD Personnel Division
AGF AGF Liaison ‡	PFI Fiscal Division
AID Aide de Camp	PID Public Information Division
AIR AF Liaison ‡	PO U.S. Post Office ‡
ARC American Red Cross	POC Ordnance & Chemical Division
CHA Chaplain Division	PP & TC Port Procurement & TC
CHF Chief of Staff	Supply Division
CM Courts-Martial Room (JA)	PQM Quartermaster Division
CP Control & Planning Division	PSP Port Supply & Facilities Div
CRW Crewing Section (PD)	PTD Port Transportation Division
CSD Surgeon and Medical Supply Div	PX Post Exchange
ED Engineer Division	SCH T.C. School
FIN Finance Office, U.S. Army ‡	SIG Signal Division
GEN Commanding General	SS Special Service, VE, Troop
GRD American Graves Reg. Division	I&E Supply Division
HQC Headquarters Commandant	STD State Department ‡
IG Inspector General	TCB T.C. Board ‡
IS Intelligence and Security Div	TMT Troop Movement & Training Div
JA Judge Advocate Division	USC U.S. Customs ‡
MAM Middletown Air Materiel Area ‡	WAT Water Division
	VAC Vacant - Unassigned

‡ Other governmental agencies and Class II activities at NYPE.

S P A C E A S S I G N M E N T C H A R T - H Q. N Y P E

BUILDING "A"

APPENDIX 1 SCF 150	Dock Flr	BUILDING "A"							
		1st Flr	2nd Flr	3rd Flr	4th Flr	5th Flr	6th Flr	7th Flr	8th Flr
	Garage.- ptd	101 - ppte	201 - PO(6)	301 - PTD	401 - TMT	501 - WAT(2)	601 - PPTC	701 - MAM(3½)	801 - PD
	1 - poc	102 - ppte	FX(7)	302 - PTD	cha(3)	OSD	*pqm(13)	*PQM	802 - PD
	2 - *poc	103 - USC(2)	WAT	303 - *ptd	PTD(15) aaf(½)	502 - WAT(8)	602 - PPTC	702 - *PQM	803 - pqm
	hqe(8)	ppte	202 - FX(7)	304 - ptd	402 - ptd	OSD	*pqm(5)	703 - PQM(2½)	804 - pqm
	3 - ED(2½)	104 - PSF(2)	WAT	305 - ptd	ARC(1)	503 - ptd	603 - pqm	pqm	805 - *pqm
	ptd	104 - *ppte	203 - FX	306 - ptd	TMD(4)	504 - ptd	604 - pqm	704 - ptd	806 - *pqm
	4 - ptd	105 - ppte	204 - FX	307 - ptd	cha(2)	505 - *ptd	605 - *pqm	705 - *pqm	807 - pqm
	5 - *ed	106 - ppte	205 - *ppte	308 - *ptd	AGF(1) AAF(4)	506 - *ptd	606 - *pqm	706 - *pqm	808 - pqm
	6 - wat	107 - pqm	206 - *ppte	309 - ptd	403 - ptd	507 - ptd	607 - pqm	707 - pqm	809 - *pqm
	7 - poc	108 - pqm	207 - ppte	310 - ptd	404 - ptd	508 - ptd	608 - pqm	708 - pqm	810 - *pqm
	8 - *poc	109 - pqm	208 - ppte	311 - ptd	405 - *ptd	509 - *ptd	609 - *pqm	709 - *pqm	811 - pqm
	9 - poc	110 - pqm	209 - *ppte	312 - ptd	406 - *ptd	510 - *ptd	610 - *pqm	710 - *pqm	812 - pqm
	ed(2)	111 - POC(3)	210 - *ppte	313 - *ptd	407 - ptd	511 - ptd	611 - pqm	711 - pqm	
		*ptd	211 - ppte	314 - ptd	408 - ptd	512 - ptd	612 - pqm	712 - pqm	
		112 - poc	212 - ppte	315 - ptd	409 - *ptd				
		113 - poc			410 - *ptd				
		114 - POC(4)			411 - ptd				
		poc			412 - ptd				
		115 - ptd							
		116 - ptd							
		117 - pqm							
		118 - *ptd							
		119 - pqm							
		120 - pqm							
		121 - ptd(20½)							
		pqm(4)							
		ed(5)							

S P A C E A S S I G N M E N T C H A R T - H Q. N Y P E

BUILDING "B"

Page 2

Dock Flr	1st Flr	2nd Flr	3rd Flr	4th Flr	5th Flr	6th Flr	7th Flr	8th Flr
1 - *ppte ed(6)	101 - *ed 102 - ed	201 - ed 201A - ptd	301 - *GRD(18) ED(18)	401 - *HQC 402 - PX	501 - osd(20) *ppte(34)	601 - SS(24) **	701 - *ed 702 - ED	801 - HQC 802 - std
2 - *ppte	103 - *ptd	202 - FIN	SIG(11)	403 - *HQC	CSD	602 - **	703 - TCB	803 - STD(25)
3 - *ppte	IS(4)	203 - ed	302 - sig	404 - HQC	tab(4)	603 - **	704 - ed	*std
4 - ppte	104 - ed	204 - AAA(23)	303 - SIG	PX(7 $\frac{1}{2}$)	ag(2)	604 - vac	705 - *ag(18)	804 - vac
5 - wat	105 - ptd	FIN(23)	304 - grd	405 - HQC	502 - CSD	605 - **	sig(18)	805 - std
6 - ppte	106 - *grd	205 - ppte	305 - *grd	406 - HQC	503 - CSD(9)	606 - *ppte	706 - *ed	806 - *ppte
7 - *ppte	107 - *ptd	**pqn	306 - *grd	407 - *HQC	HQC(10)	607 - **	707 - *sig	807 - *std
8 - *ppte	108 - ptd	206 - AAA(20)	307 - grd	408 - HQC	csd	608 - ppte	708 - ed	808 - ppte
9 - ppte	109 - ptd	**ptd	308 - grd	409 - HQC	504 - ppte	609 - ptd	709 - sig	809 - ptd
ed(8 $\frac{1}{2}$)	110 - *ptd	207 - pqn	309 - grd	410 - HQC	505 - osd	610 - *ppte	710 - *wat	810 - *ppte
10 - ppte	111 - *ptd	208 - ptd	310 - *grd	**ptd	506 - *ppte	611 - *ppte	711 - *wat	811 - *ptd
11 - *ppte	112 - ptd	209 - *pqn	311 - *grd	411 - *HQC	507 - *osd	612 - ppte	712 - wat	812 - pqn
	ed(1)	210 - *ptd	312 - grd	412 - ptd	508 - ppte	613 - ppte	713 - wat	813 - ptd
	113 - ed	211 - pqn	314 - grd	413 - ptd	509 - osd	614 - ppte	714 - wat	814 - ptd
	114 - ptd	211A - ptd	315 - grd	414 - ptd	510 - *ppte			
		212 - ptd	316 - *grd		511 - *csd			
			317 - grd		512 - ppte			
					513 - ppte			
					514 - ppte			

APPENDIX 1 SOP 180

S P A C E A S S I G N M E N T C H A R T - H Q. N Y P D

OFFICE BUILDINGS

ADMINISTRATION BUILDING

BUILDING "C"

Basement	1st Flr	2nd Flr	3rd Flr	4th Flr	1st Flr	2nd Flr	3rd Flr
Rooms:	Rooms:	Rooms:	Rooms:	Rooms:	Rooms:	Rooms:	Rooms:
All CSD	101 - IS	201 - IG	301 - PID	401 - AG	101 - HQC*	All - HQC*	All - HQC*
	102 - IS	202 - IG	302 - PID	402 - AG	102 - HQC*		
	103 - IS	203 - VAC	303 - PSF	403 - VAC	103 - HQC*		
	104 - IS	204 - CM	304 - PSF	404 - CSD	104 - HQC*		
	105 - OCT	205 - CM	305 - PSF	405 - CSD	105 - HQC*		
	106 - PFI	206 - PD	306 - PSF	406 - CSD	106 - HQC*		
	107 - PFI	208 - PD	307 - PRF	407 - CHA	107 - HQC*		
	108 - PFI	209 - PD	308 - ACS	409 - JA	108 - HQC*		
	109 - PFI	210 - PD	309 - CHF	410 - JA	109 - HQC*		
	110 - IS	210A - PD	310 - AID	410A - JA	111 - HQC*		
	111 - PFI	211 - ED†	311 - GEN	411 - JA	113 - HQC*		
	112 - IS	212 - SIG	312 - VAC	412 - JA	121 - CRW		
	113 - IS	213 - SIG	313 - CP	413 - VAC			
	114 - IS	214 - SIG	314 - CP	414 - AG			
	115 - IS	215 - SIG	315 - CP				
	116 - IS		316 - CONF				
	117 - IS		317 - DUTY				
	118 - IS						
	119 - ED						
NOTES: Conf. - Conference Room Duty - Staff Duty Officer					NOTE: * - Housing escorts of the Repatriation of World War II Dead.		

PORT FACILITY DATA
NEW YORK PORT OF EMBARKATION

I. PIERS AND WHARVES

<u>STATUS</u>	<u>ARMY BASE</u> <u>NAME AND NO.</u>	<u>LENGTH WIDTH</u>		<u>BERTHS</u>	<u>TRANSIT</u>	<u>DECKS</u>	<u>HEIGHT</u> <u>BTWN FLS.</u>	<u>R.R.</u> <u>TRACKS</u>
		<u>FT.</u>	<u>FT.</u>		<u>SHEDS</u> <u>SQ. FT.</u>			
L	L.I.R.R. Pier	627	66	0	Open	0	0	4
O	Pier 1, U.S.	1,346	60	2	Open	0	0	2
O	Pier 1, L.S.	619	60	1	Open	0	0	2
O	Pier 2	1,324	150	4	350,280	2	24	2
O	Pier 3	1,307	150	4	350,280	2	28	2
O	Pier 4	1,293	150	4	350,280	2	28	2
<u>STATEN ISLAND</u>								
L	Pier No. 11, U.S.	1,095	125	2	126,155	2	23	0
	Pier No. 11, L.S.	1,099		2				
L	Pier No. 12	1,025	209	4	252,912	2	21	2
L	Pier No. 13	1,025	209	4	279,309	2	21	2
L	Pier No. 14, U.S.	917	62	1	Open	0	0	0
	Pier No. 14, L.S.	1,019		2				
<u>AMMUNITION PIERS</u>								
O	Caven Point	1,800	90	6	Open	0	0	4

II. STORAGE SPACE AND WORKING SPACE

<u>STATUS</u>	<u>CLASS</u>	<u>WAREHOUSE SQ.FT.</u>		<u>OPEN SQ. FT.</u>	<u>R.R. YARDS</u>
		<u>GROSS</u>	<u>NET</u>	<u>GROSS</u>	<u>CARS</u>
	<u>GENERAL CARGO</u>				
O	Brooklyn Army Base	2,643,969	1,548,975	537,000	450
L	Staten Island	0	4,000	436,000	255
O	Caven Point	0	0	330,000	300

III. OFFICE SPACE

<u>STATUS</u>	<u>LOCATION</u>	<u>OFFICE SPACE</u>	<u>TOTAL</u>
		<u>SQ. FT.</u>	
O	Brooklyn Army Base	208,020	
	Building "A"	178,520	
	Building "B"	31,482	
O	Administration Building	42,988	
O	Building "C"	5,150	
OL	Staten Island Terminal		469,282

PORT FACILITY DATA
NEW YORK PORT OF EMBARKATION

IV. TROOP HOUSING

<u>STATUS</u>	<u>LOCATION</u>	<u>STAGING</u>	<u>TRAINING</u>	<u>OVERHEAD</u>		<u>TOTAL</u>
				<u>EM</u>	<u>WAC</u>	
0	Army Base Terminal	0	0	480	0	480
0	Camp Kilmer	8,088	7,859	4,429	346	20,722
0	Fort Hamilton	57	-	384	17	458
0	Caven Point, N.J.	No Troops are Quartered Here				

V. SHOPS

1. COMBINED SHOPS

<u>STATUS</u>	<u>LOCATION</u>	<u>TYPE</u>	<u>GROSS AREA</u>
	<u>ARMY BASE, BROOKLYN</u>		
0	Building "A"	Freight Handling Equipment Shop	33,346
0	Building "A"	1st & 2nd Echelon Automotive Repair Shops	37,316
0	Building "A"	Port Surgeon Carpenters Repair Shop	5,600
0	Building "A"	Carpenter & Pallet Repair Shops	20,871
0	Building "B"	Signal Repair Shop	7,021
0	Building "B"	Processing, Preventive Maintenance	20,147
	<u>STATEN ISLAND TERMINAL</u>		
	Building T-168	1st & 2nd Echelon Automotive Maintenance & Freight Handling Equipment (Combined Shops)	17,880
		TOTAL	142,181

2. SEPARATE SHOPS

	<u>ARMY BASE, BROOKLYN</u>		
0	Pier 1A	Marine Repair	48,527
0	Building "B"	Utilities Shops	146,500
	<u>STATEN ISLAND TERMINAL</u>		
0	Building 154	Utilities Shop	8,600
0	Building 143	Marine Repair Shop	2,700
		TOTAL	206,327

PORT FACILITY DATA
NEW YORK PORT OF EMBARKATION

VI. MISCELLANEOUS

<u>STATUS</u>	<u>ARMY BASE</u>	<u>AREA SQ. FT.</u>
0	Cafeteria	37,104
0	Troop Housing, Post Exchange Concessions, Mess Halls, Orderly Rooms and Consolidated Supply Room	132,664
0	Boiler House	49,027
0	Laundry Building	35,760
0	Tunnels and Bridges Between Administration Building, Warehouses and Piers	104,518
0	Paint and Oil Houses	12,172
0	Oil Pump House	494
0	Gatehouse	7,087
0	Paint House	922
0	Oil Valve House	32
0	RR Scale House	96
0	Gas Station Houses	568
0	Information Booth	196
0	Contractor Gatehouse	108
0	Round House	4,900
0	Lubricating House	563
0	Guard Shelters	1,953
0	Inspector's Shed	96
0	Field Offices	4,680
0	Bowling Alleys	5,200
0	Equipment Shed	1,674
0	Dispensary	11,306
0	Pharmacy	3,600
0	Locker Room, Shipline Processing Tool Room	9,063
0	National City Bank (Port of Embarkation Branch)	1,055
0	Radio, Telephone Switchboard	6,842
0	Dental Clinic	2,875
0	Photo Laboratory	2,200
0	Disinfestation Plant	35,826

STATEN ISLAND

L	Diesel Engine Shelter	1,848

CAVEN POINT

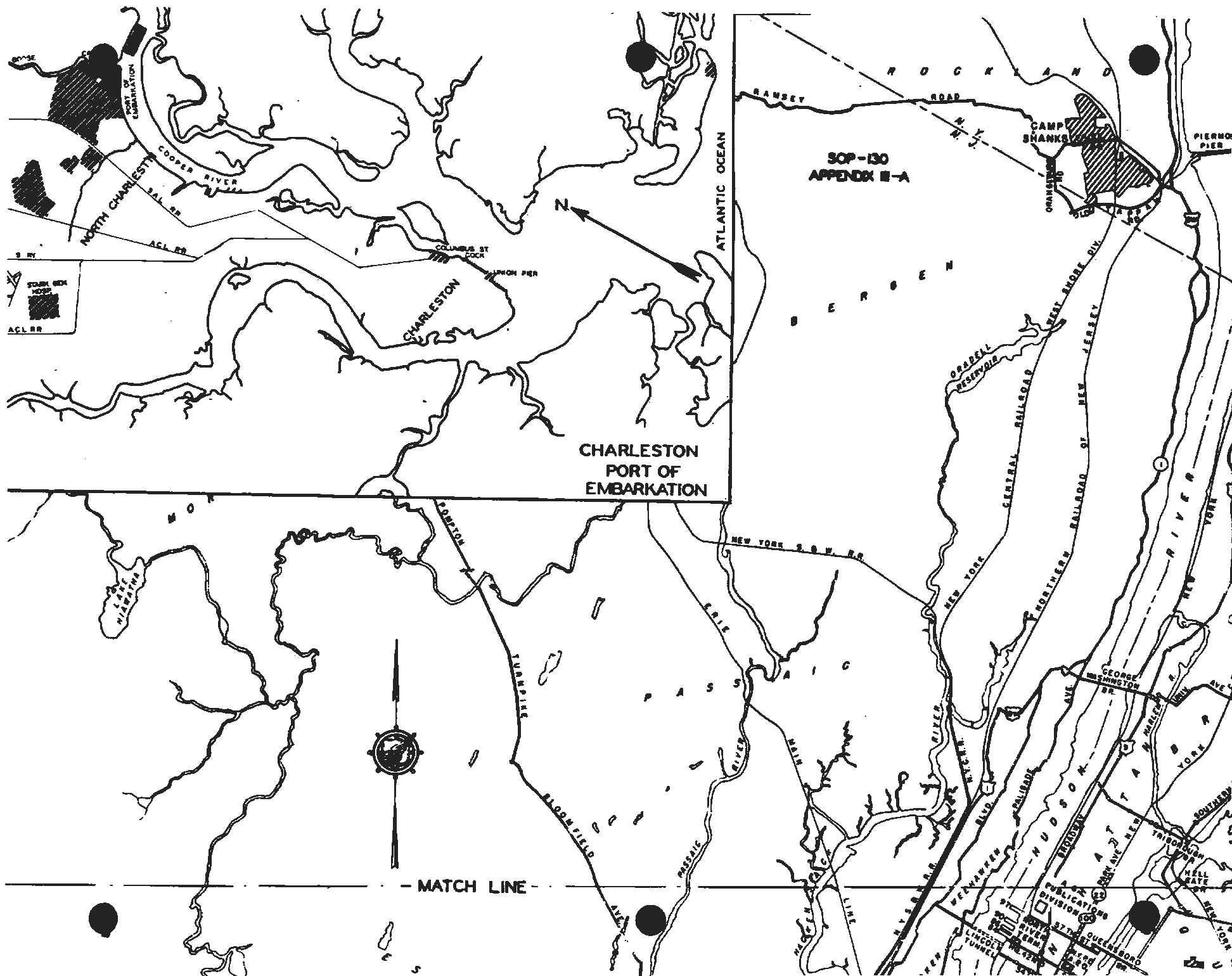
	Internal Security (Guard); Pump Houses, etc.	2,980 <u>1</u>

1 Four (4) small brick special purpose buildings (an Oil House, a Transformer House and two (2) Pump Houses), all of temporary construction are under the jurisdiction of N.Y.P.E. Post Engineer from BABT is responsible for maintenance and repair. Security is in the hands of the Water Division at BABT.

POST OFFICE

0	Building "A" (BAB)	6,400

TOTAL	484,711



BROOKLYN ARMY BASE

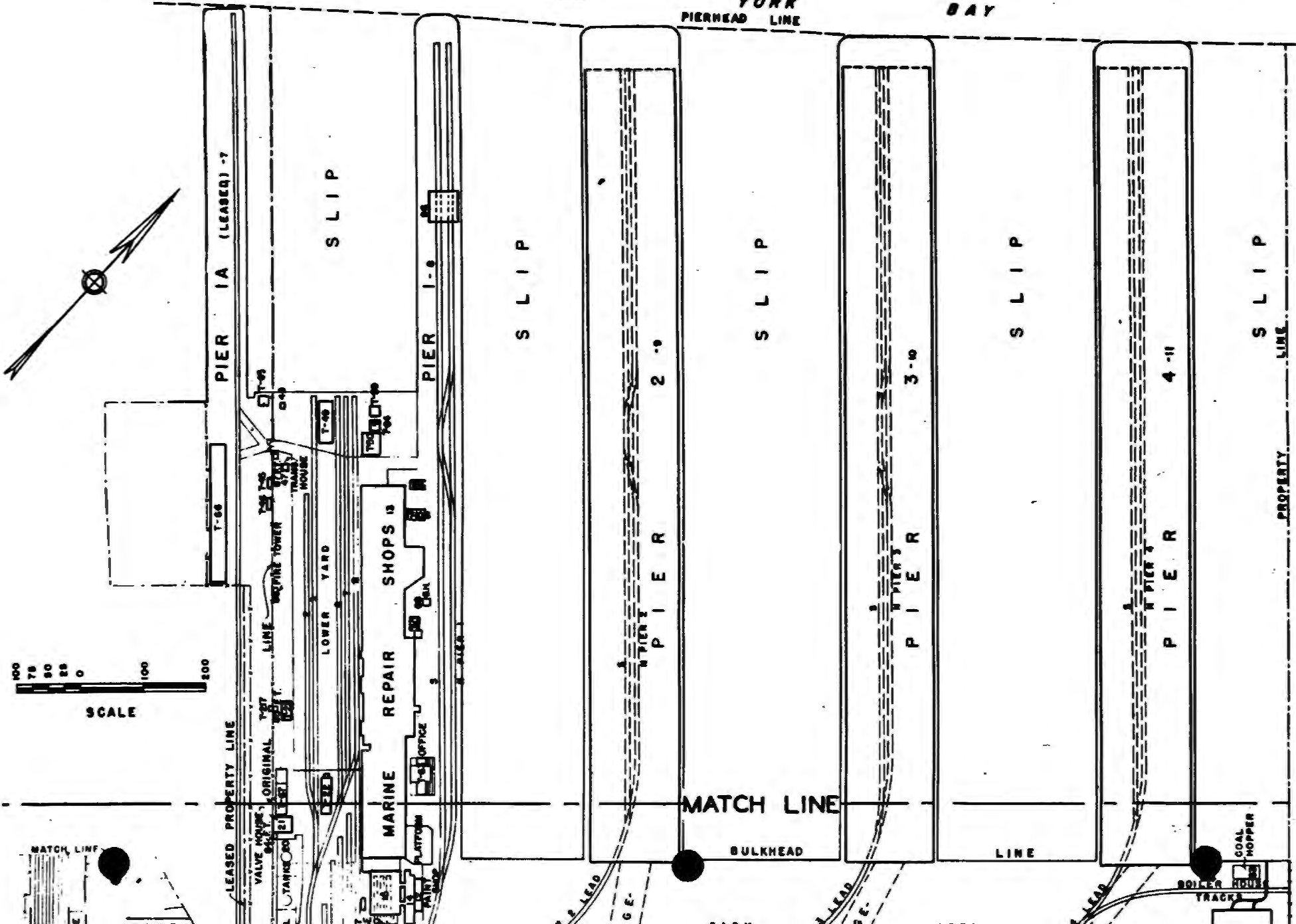
50P-130
APPROXIMATE

UPPER

NEW

YORK
PIERHEAD LINE

BAY



SCALE

MATCH LINE

BULKHEAD

LINE

COAL HOPPER

BOILER HOUSE

TRUCKS

PIER 1 LEAD BRIDGE

FURN AREA

PIER 2 LEAD BRIDGE

PIER 3 LEAD BRIDGE

PIER 4

LEAD TO PIER 4

WEST

EAST

WAREHOUSE "A"

RECEIVING PLATFORM (PORT GARAGE UNDER)

BRIDGE RAMP

STOI AUTO PARKING

ADMINISTRATION BUILDING 3

PROPERTY LINE

BRIDGE

RAMP

THIRD AVE

65TH ST

STORAGE SHEDS

ENGINE HOUSE

MARINE

OFFICE

PAINT

TRUCK RAMP

GARAGE

TRUCK HOUSE

INCINERATOR

STORAGE

BRIDGE

CABLE YARD

BRIDGE

BRIDGE

WAREHOUSE "B" WEST

WAREHOUSE "B" EAST

WEST

EAST

FOURTH AVENUE

SCRAP

BNS

T-88

SCALE

FOOLIGHT TOWER

PLATFORM

EAST UPPER

EAST LOWER

RAMP 68

CONCRETE RETAINING WALL ON PROPERTY LINE

LAUNDRY

BUILDING "C"

RAMP 64

58TH STREET

LEAD TO SUB

SERVICE STATION

TRUCK RAMP

MATCH LINE

BULKHEAD

LINE

ADDITIONAL INFORMATION

ROLLS ROYCE

**BOILER
HOUSE**

ADMINISTRATION

WAREHOUSE "A" -

RECEIVING PLATFORM
(POST OFFICE)

BRIDGE
NAMP

2791 AUTO PARKING

COLE YARD

WAREHOUSE "B" WEST

WAREHOUSE 'B' EAST - 2

STREET

TH

LAUNDRY

GPU PLATFORM

4 EAST UPPER

[illegible]

TABLE 1

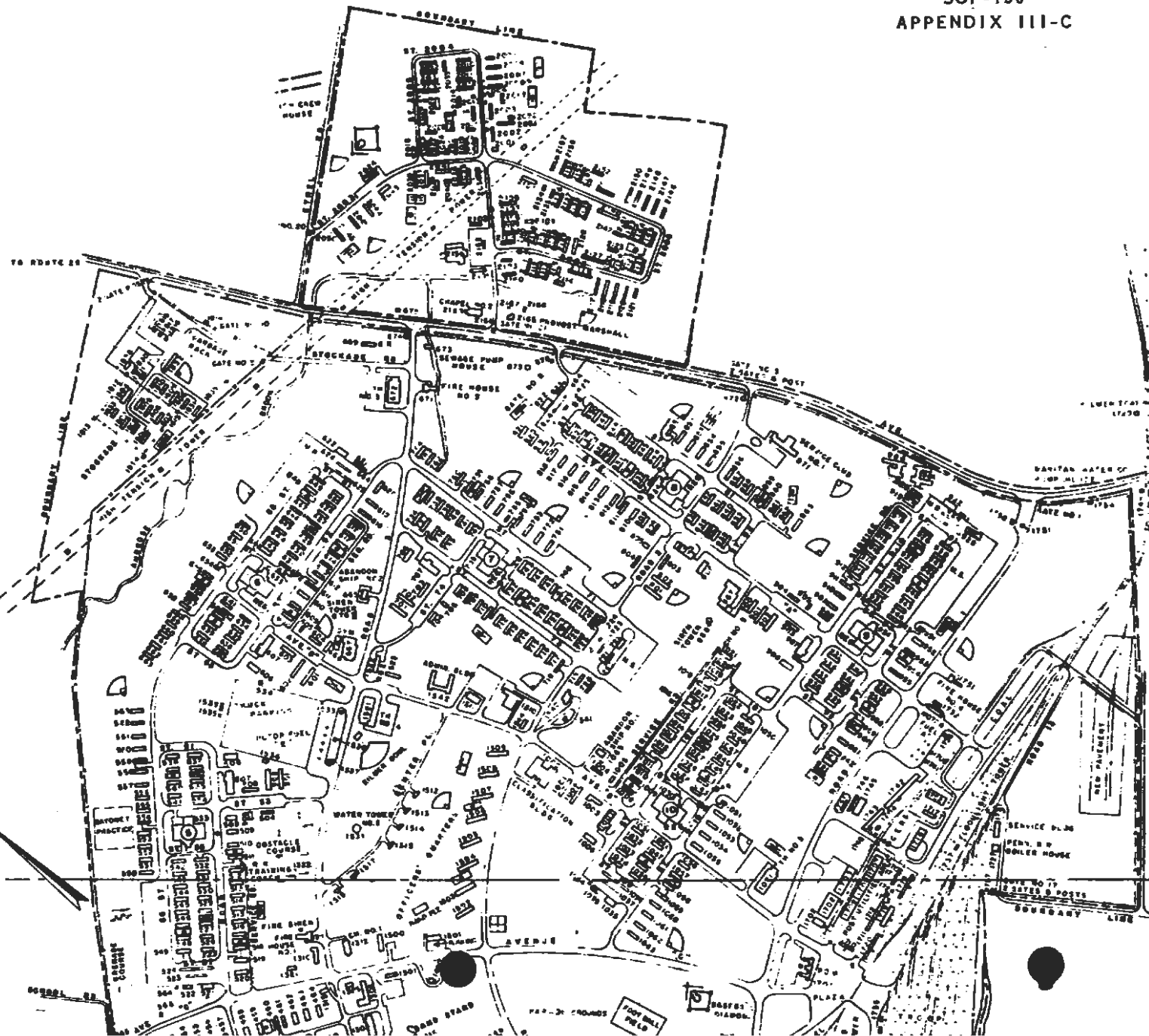
W A M P 58

CONCRETE RETAINING

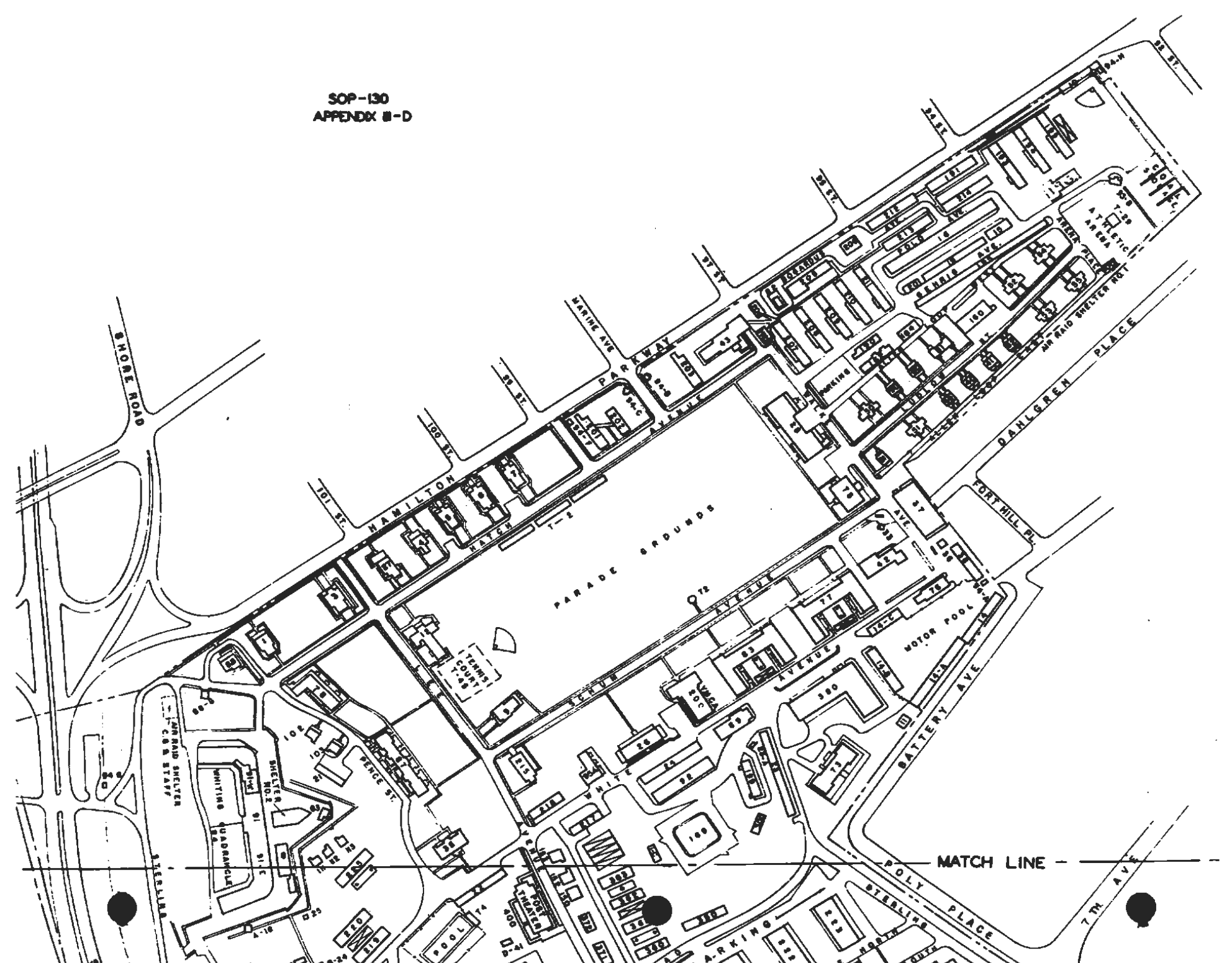
PROPERTY LINE

S E C O N D

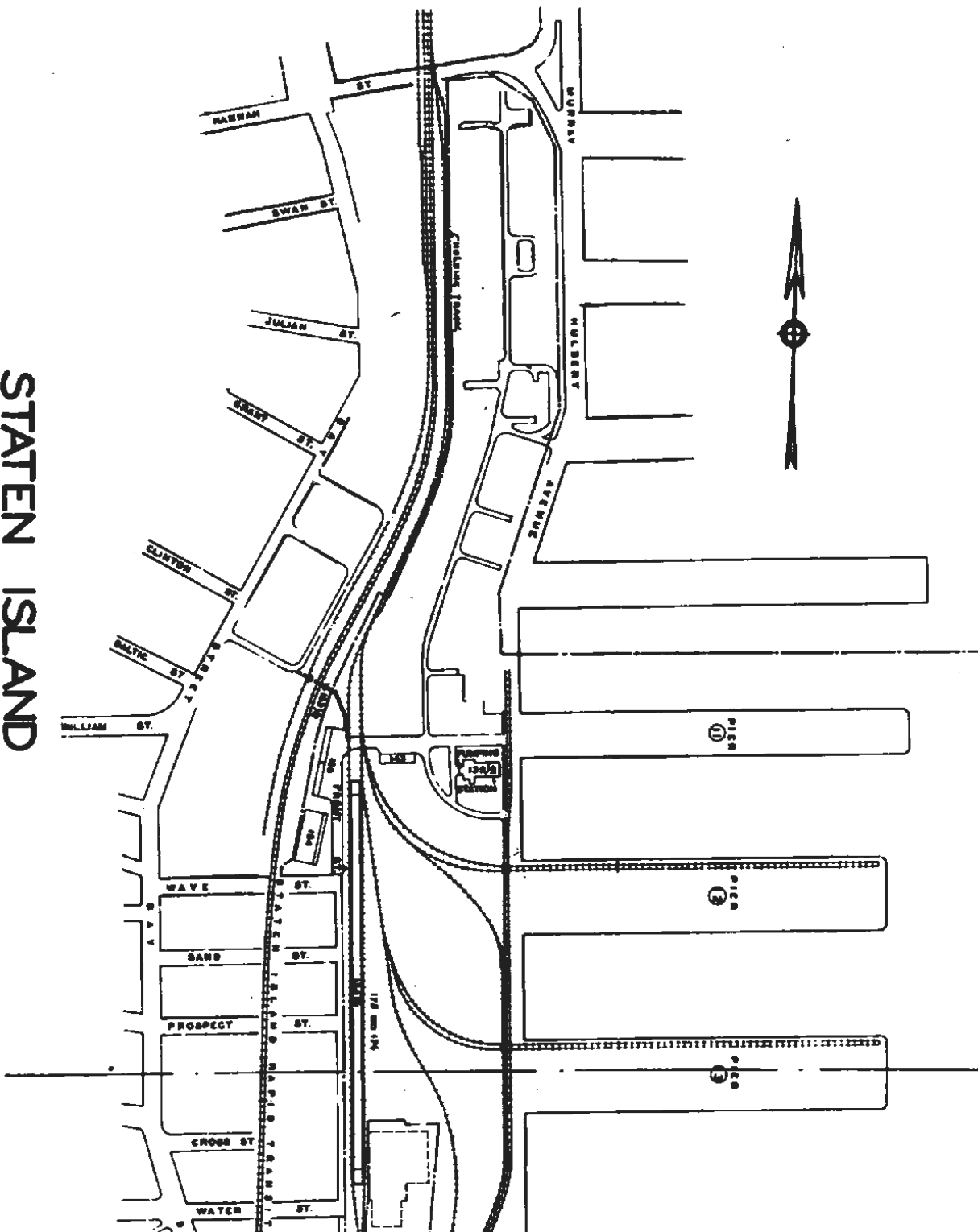
A V E N U E



SOP-130
APPENDIX III-D



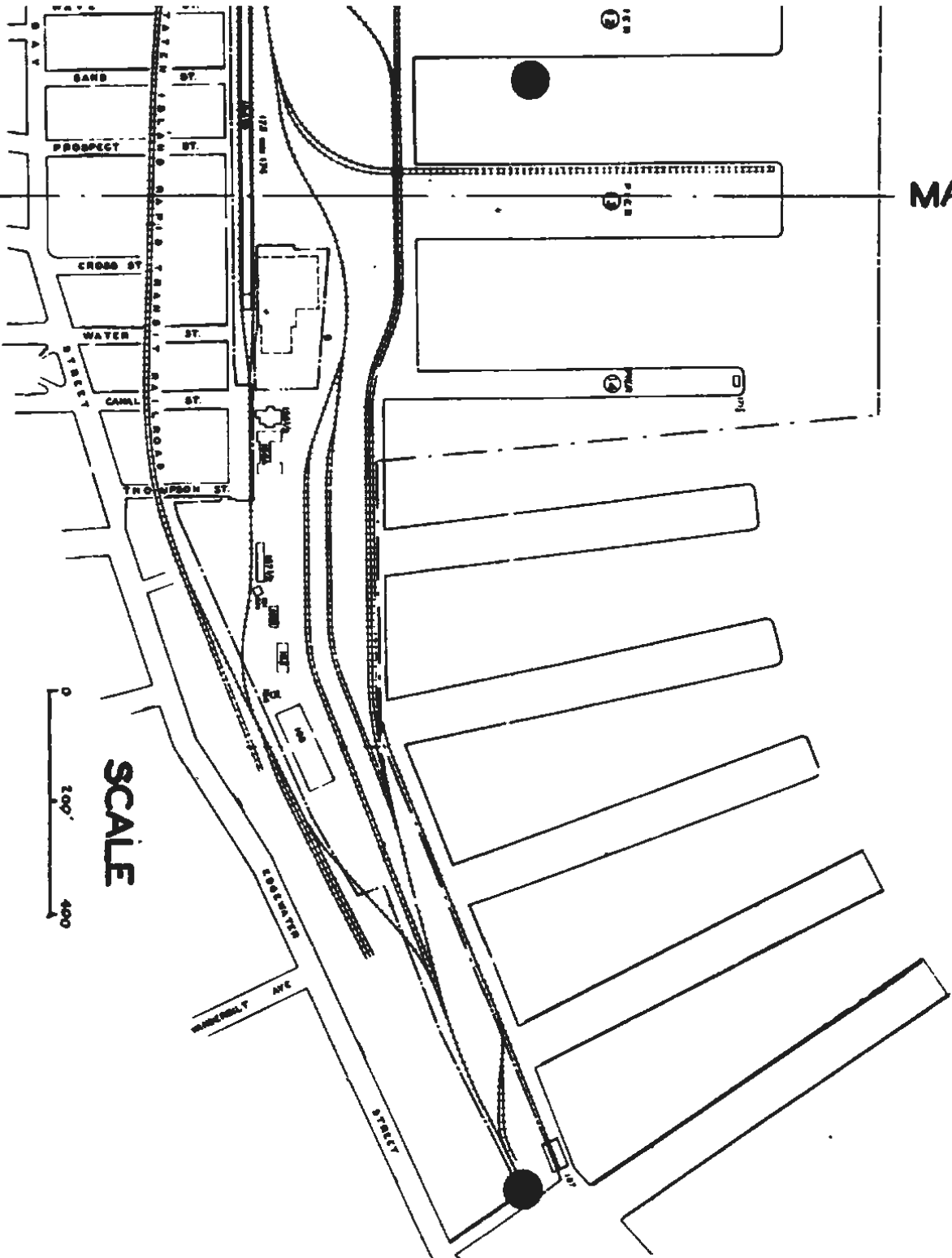
STATEN ISLAND



MATCH LINE

MATCH LINE_____

SOP-130
APPENDIX E



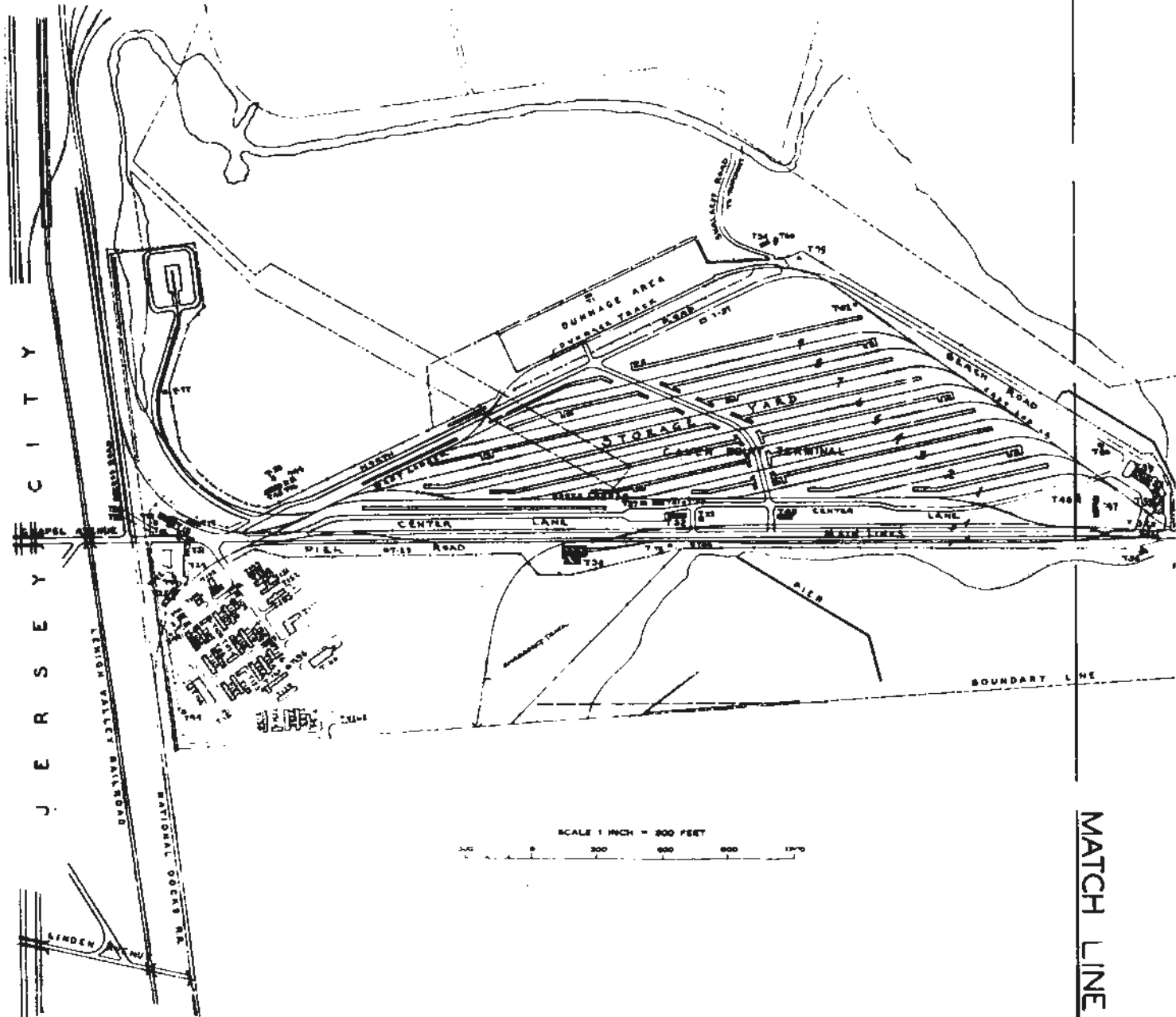
PORT INSTALLATION

SCALE

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CAVEN

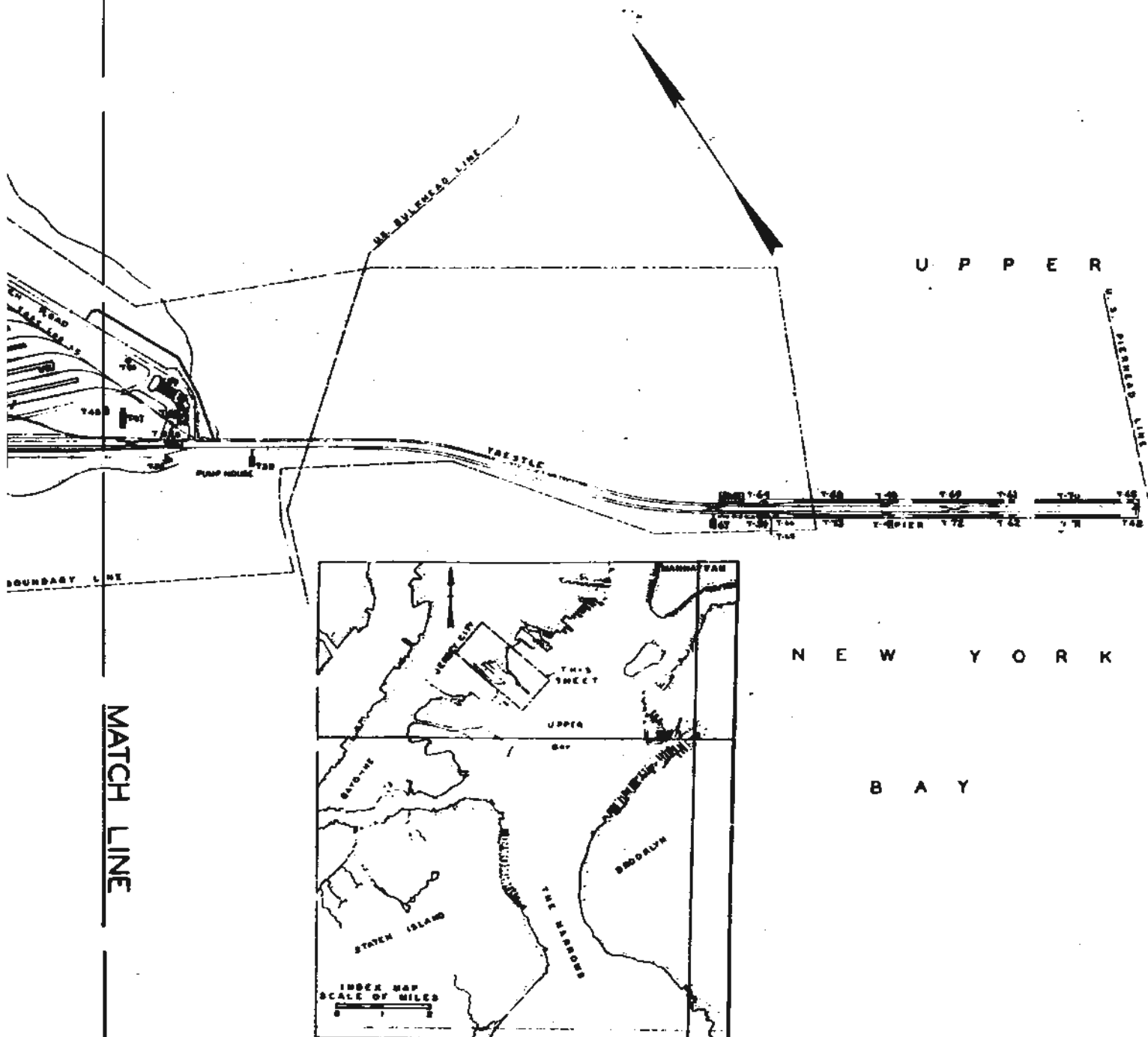
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PORT INSTALLATION

S O P - 130
APPENDIX III F



ADMINISTRATION
BUILDINGS, GROUNDS & POST FACILITIES

SOP NUMBER 131
8 April 1947

C L E A N I N G A N D S A N I T A T I O N

SECTION I

CUSTODIAL SERVICE AND POLICING

PURPOSE AND SCOPE:

This directive prescribes custodial service and policing at Headquarters NYPS, the supervision and assignment of personnel, and the obtaining of required equipment and supplies for the performance of the following activities: cleaning and other janitorial services, such as sweeping, mopping, scrubbing, waxing and polishing floors; washing windows, walls, and woodwork; cleaning and servicing washrooms and toilets; cleaning interior and exterior fixtures; and policing of outside areas. That phase of custodial service concerned with elevator operation is not covered in this SOP.

PROCEDURE AND RESPONSIBILITY:

1. General Responsibilities:

- a. Staff supervision will be exercised by the Port Supply and Facilities Division through the Post Engineer.
- b. Assigned storage space, shops, garages, and piers will be the cleaning and servicing responsibility of the using agency. All other areas, and all office space, including offices on piers, will be cleaned and serviced by the Post Engineer.
- c. Sanitary inspections will be made by the Port Surgeon.

2. Planning: To insure the efficient performance of custodial service and policing, the Post Engineer will execute advanced plans as follows:

- a. Inventory of Facilities Requiring Servicing: A survey will be made of:
 - (1) Floor areas, by kind of material.
 - (2) Windows, by type.
 - (3) Walls, by kind of surface.
 - (4) Fixtures, by description.
 - (5) Miscellaneous areas.
 - (a) Stairways
 - (b) Elevators
 - (c) Tunnels and bridges

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- (6) Roads, walks, and areas to be policed.
- b. Work Measurement (man-hour analysis): An analysis will be made of the Inventory of Facilities Requiring Maintenance, and in conjunction with the "Table of Estimated Time Required to Perform Custodial Operations", a determination will be made of the man-hours required to perform such servicing.
- c. Custodial Economics Program: A definite program to eliminate waste of man-power, equipment and supplies, will be established and carried out. The program will consist of:
 - (1) Care of equipment
 - (2) Inspection
 - (3) Elimination of waste:
 - (a) through proper use of supplies
 - (b) through training for efficiency
 - (c) through assignment of work crews
 - (4) Savings:
 - (a) to be effected by salvaging used equipment
 - (b) to be effected in purchasing supplies
 - (c) through doing the job at the right time
- d. Personnel Training:
 - (1) Personnel using custodial equipment will be provided with information concerning the care and handling of equipment and the principles of application of equipment to the job to be performed.
 - (2) Superintendents and foremen of custodial services will be provided with accurate knowledge of the composition, function, and reaction of custodial supplies and their economical and efficient use without harm to surfaces cleaned.
 - (3) Provide supervisors and foremen with information needed to adequately train subordinate employees and to enable them to judge the quality of work performed.

3. Regular Assignments:

- a. Coordination of all custodial service and outside policing will be performed by the General Superintendent, Post Engineer's Office.

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- (1) Assignment of Floor Porters, Window Cleaners, Matrons, and outside workers will be made by Day Superintendent, Post Engineer's Office.
 - (2) Assignment of custodial workers will be made by the Night Superintendent, Post Engineer's Office.
 - (3) Insofar as possible, the same individuals will be assigned to recurring routine jobs.
4. Special Custodial Service: Using agencies who desire custodial services other than routine, or custodial service to be performed at a time other than regularly scheduled, will make request to the Custodial Office (1st Floor, Building "B" East, Telephone Extension 1021).
5. Inspection:
- a. Sanitary inspections will be made by Inspection Teams of the Port Surgeon's Office. Teams will submit written inspection reports to the Port Surgeon. Reports indicating discrepancies will be indorsed by the Port Surgeon to the responsible agency for corrective action and reply.
 - b. Quality of work performed will be inspected by the Post Engineer, supervisors and foremen. Custodial Service Check-List will be used in appraising work performance.
6. Supplies: Janitorial supplies will be furnished by the Quartermaster on the basis of allowances authorized in T/A 20 and 20-1. The Post Engineer will not furnish janitorial supplies from repairs and utilities funds. Floor wax, for floor preservative purposes, is a repairs and utilities supply item and will be requisitioned through the First Army Engineer.

ADMINISTRATION OF NYPE
BUILDING, GROUNDS AND POST FACILITIES

SOP NUMBER 131
26 September 1947

C L E A N I N G A N D S A N I T A T I O N

SECTION II

INSECT AND RODENT CONTROL

PURPOSE AND SCOPE:

This directive prescribes the procedure for control of insects and rodents at shore installations of the Headquarters, NYPE.

PROCEDURE:

1. Methods of Control:

a. Rodents:

- (1) Elimination of nesting places.
- (2) Elimination of sources of feeding.
- (3) Rodent proof construction.
- (4) Killing.

b. Insects:

- (1) Elimination of breeding places and food sources.
- (2) Insect proof construction.
- (3) Killing.

2. Control Procedures:

a. Rodents:

- (1) Proper handling and storage of stores and equipment, discarded equipment, boxes, trash and similar items, incorporated with a knowledge of rodent habits, will appreciably lower the incidence of infestation by reducing opportunities for shelter and nesting.
- (2) Proper storage and protection, according to pertinent directives and Technical Manuals, of edibles and other

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stores palatable to rodents to eliminate food sources should be a prime consideration in rodent control.

- (3) Rodent proof construction as pertains to building structures and incidental structures (i.e., dunnage with metal stripping, shelving, etc.) to eliminate avenues of access in the manner prescribed by appropriate directives as listed in "References" will result in decrease of infestation and considerable saving of government property and stores.
- (4) Upon evidence of rodent infestation, killing will be resorted to, as specified in appropriate directives, by:
 - (a) Trapping.
 - (b) Poisoning:
 1. Zinc phosphate, anter, red squill are poisons approved and recommended as safe to use for rodent control.
 2. Sodium Flouracetate, 1080, because of its toxicity, is not generally indicated at this installation, and is to be resorted to only on recommendation and under the supervision of the Port Surgeon and Medical Supply Division.

b. Insects:

- (1) Thorough and objective removal and protection of all food sources and breeding places such as: constant coverage of foods; garbage; and trash; thorough cleaning of spillage attractive to insects; prompt disposal of waste and trash, and similar measures are essential in eliminating sources of nuisance and disease resulting from insect infestation.
- (2) Buildings and food storage areas must be insect proofed by proper screening and control of doors, windows, vents, etc., and by insect proofing of food display cases, cupboards, and similar items. Proper control and vigilance will increase the efficiency of structural proofing.
- (3) Killing will be accomplished by approved methods, according to pertinent directives, which include:
 - (a) Spraying (DDT).
 - (b) Dusting with DDT powder.
 - (c) Use of the "Aerosol Bomb".

(d) Use of Insecticide "1068" (For Roaches Only).

3. Special Considerations: Poisons, when used, must be carefully employed by trained personnel only. Close liaison will be maintained between the using agency and the Surgeon when poisons are used.

RESPONSIBILITIES:

1. The Chief, Port Supply and Facilities Division, will exercise staff supervision over the provisions of this directive.
2. The Chief, Surgeon and Medical Supply Division, will:
 - a. Be responsible for inspections and investigations relative to the prevalence and disposition of rodents and insects at Port installations and make recommendations regarding control to the Chief Engineer Division.
 - b. Exercise technical supervision in the execution of control measures taken by the contract exterminator.
 - c. Furnish the Port Quartermaster with technical advice concerning the specifications of rodenticides and insecticides and other control measures.
 - d. Maintain records of insect and rodent control measures and operations.
 - e. Maintain liaison with the United States Public Health Service, the New York State Department of Public Health, and City of New York Department of Health as concerns insect and rodent control.
 - f. In emergency, provide trained personnel to assist in execution of control measures.
3. The Port Quartermaster will store and issue stocks of supplies for rodent and insect control as prescribed in War Department Memo 40-205-2, December 1946 or such other proper authority as may be published from time to time, and furnish rodent and insect bait.
4. The Chief Engineer Division will:
 - a. Procure, store, and issue appropriate items of Engineer Supplies.
 - b. Execute work and/or contracts on shore property for control measures as recommended by the Chief, Surgeon and Medical Supply Division.
 - c. Employ and supervise a contract rodent and insect exterminator (subject to twenty-four (24) hours a day, seven (7) days a week calls without additional expense to the Government).

- d. Maintain records required by existing directives.
5. The Chief, Intelligence and Security Division, will furnish required security guard for building undergoing fumigation, and furnish necessary fire guard when flammable control agents are used.
6. The Chief, Ordnance and Chemical Division, will furnish the exterminators, upon requisition, with oil respirators, gas mask canisters similar to type GMH, Mine Safety Appliance Co., and, if required, special adapters for GMH canisters to the service gas mask.

REFERENCES:

AR 40-205, subject: "Military Hygiene and Sanitation", dated 31 December 1942, as amended.

AR 40-210, subject: "Prevention and Control of Communicable Disease of Man", dated 25 April 1945, as amended.

AR 100-80, subject: "Repairs and Utilities", dated 10 August 1942, as amended.

WD Circular 161, Section V, subject: "Monthly Report of Insect and Rodent Control Activities", dated 19 June 1947.

WD Circular 169, Section III, subject: "Fly Control", dated June 1947.

WD Memo 40-205-2, subject: "Insect and Rodent Control", dated 13 December 1946.

TM 5-600, subject: "Guides and Procedures, Repairs and Utilities", dated 6 November 1945, as amended.

TM 5-632, subject: "Insect and Rodent Control, Repairs and Utilities", dated 16 October 1945.

TB MED 144, subject: "Rodent Control", dated April 1945.

TB MED 194, subject: "DDT Insecticides and Their Usage", dated 17 August 1945.

ADMINISTRATION
BUILDINGS, GROUNDS AND POST FACILITIES

SOP NUMBER 131
8 July 1947

C L E A N I N G A N D S A N I T A T I O N

SECTION IV

DISINFESTATION PROCEDURES

PURPOSE AND SCOPE:

This directive will govern the procedure applying to the extermination of insects, vermin (lice, fleas, mites, bedbugs) and other parasites present upon or within the person, animal, clothing, equipment or bedding in the individual's immediate environment.

STAFF SUPERVISION over the provisions of this procedure will be exercised by the Chief, Post Supply and Facilities Division.

PROCEDURE:

These procedures are for general guidance and may be modified as local conditions require.

1. METHODS OF CONTROL:

- a. Dusting by means of insecticide, powder (QM-51-1-180).
- b. Spraying by means of insecticide, spray, delousing (QM 51-1-310).
- c. Vault fumigation by means of methyl bromide gas.
- d. Steam sterilization (15 lbs. pressure for at least 15 minutes).
- *e. Laundry processing by standard Quartermaster formulas.
- *f. Dry cleaning.

*Provisions should be made to prevent infestation of the laundry or cleaning areas and establishments and the operators.

2. Special considerations in exercising one of the six methods.

- a. Dusting: This method is applicable to personnel. It must be remembered that only hatched lice are killed and since a period of

time subsequent to dusting is required, delousing by dusting should not be used for infested returning personnel except as a supplement to other measures. However, this method is particularly applicable in the treatment of infested military animals or pets. Insecticide, powder, (louse) in a strength of 5% DDT (half strength) should be applied.

- b. Spraying: This method is particularly applicable to personnel because the proper use of spray will kill adults as well as eggs of body, head, and crab lice. It also is an effective scabicide. If allowed to dry on the body the spray destroys all lice and eggs and is effective for several days in preventing reinfestations.
- c. Vault Fumigation: This method is particularly applicable to textile items (clothing, blankets, mattresses, pillows, lifejackets, etc.) ordinarily subject to insect or vermin infestations. It should be remembered that methyl bromide gas has no effect upon bacteria.
- d. Steam Sterilization: Due to the injurious effect of steam on woollens and leather, this method can be largely replaced by other procedures and should not be resorted to unless other means are not available.
- *e. Laundry Processing: Linens which are usually laundered (sheets, pillow cases, towels, etc.) should be sent through the laundry process.
- *f. Dry Cleaning: Clothing may be treated by dry cleaning process. Where dry cleaning of these textile items is not practicable (surplus under current WD directives) they will be fumigated by the use of methyl bromide gas before being sent to salvage or storage.

*Clothing, equipment, bedding, and life-preservers to be laundered or dry cleaned do not need prior fumigation.

3. Treatment:

a. Treatment of Infested Personnel, Animals, Material & Equipment:

- (1) Personnel: In the event of infestation of troops or other Army controlled personnel, disinfection will be accomplished as in paragraph 2 b, above.
- (2) Animals: In the event of infestation of military animals or pets, disinfection will be accomplished as in paragraph 2 a, above.

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- (3) Material and Equipment: In the event material or equipment specified in paragraph 2 c and e, above is definitely found to be infested at the using agency, it should be removed from said agency (ships, trains, squad room, etc.), fumigated, laundered or dry cleaned, as outlined in paragraph 2 c, e, and f, above, and sent back to the agency or to storage, as directed by that agency.

b. Preventative Treatment for Material and Equipment:

- (1) Equipment of the type ordinarily subject to infestation (life-jackets, mattresses, blankets, pillows, etc.), which are being transferred from using agency (ships, trains, squad room, etc.) to salvage or to a storage point, will be fumigated before going to salvage or storage.
- (2) Bedding (mattresses, blankets, pillows, etc.) within squad rooms or quarters, when vacated by individuals, will be fumigated before being reassigned to new personnel. Linens which are usually laundered (sheets, pillow cases, towels, etc.) will be sent through laundry process and not through fumigation.

4. Precautions:

- a. Methyl Bromide is a colorless, odorless, volatile liquid, having a boiling point of 40.1°F or 4.6°C, producing a gas which is highly effective in destroying all forms of insect life. High concentrations of this gas are dangerous to man, due to the fact that over a fairly long period of exposure to high concentrations, severe lung irritation will develop. Exposure to low concentrations, above 30 parts per million, may prove harmful, particularly if continued for several hours or more. Therefore, the maximum concentration of methyl bromide gas within the fumigation plant, Building "B", 8th Floor, Brooklyn Army Base, will not exceed 30 parts per million. This may be determined with the halide leak detector (Frigidaire Leak Detector, Price SA-2136, or equal). The flame of this detector in the presence of methyl bromide (or other halide) will become green or blue as indicated in the following table:

Flame Color	Parts Methyl Bromide Per Million by Volume
Almost invisible	0
Rather faint green	40
Moderate green	60-100
Strong green - slightly blue at edges	130
Strong green - rather blue	180
Strong blue - green	240-360
Strong blue	800

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The atmosphere about the methyl bromide fumigation vaults and in the areas where fumigated material is handled, will be tested frequently and a daily record of these readings will be kept by the operators to assure safety. If these directions are followed carefully, the entire procedure of fumigation can be accomplished safely and without the wearing of gas masks by the operating personnel.

- b. Spraying: When applying the spray to the body, it is essential that the eyes be completely covered either with pads or the fingers horizontally placed over both eyes. This method is to be used only on recommendation of a medical officer.
- c. Louse or Flea Borne Disease: When an authentic case of louse or flea borne disease is present:
 - (1) Launderable clothing and bedding of the individual will be immediately boiled for several minutes, or soaked in a 2% solution of cresol before being sent to the laundry.
 - (2) Non-launderable items, i.e., blankets, woolen clothing, mattresses, etc., will be dusted with insecticide, bundled, labeled, and forwarded with least possible handling or delay to the fumigation plant for disinfection by methyl bromide.

5. Responsibilities:a. Chief, Surgeon and Medical Supply Division will:

- (1) Exercise technical supervision of disinfection procedures and issue technical instructions thereon to responsible agencies.
- (2) Make periodic inspections to determine the prevalence of insects and vermin at Port installations and/or Army Transports arriving at this Port.
- (3) Attend and supervise the disinfection of all personnel so treated.

b. Superintendent, Water Division will:

- (1) Notify the Troop Movement and Training Division and Chief, Surgeon and Medical Supply Division of inbound vessels carrying personnel requiring disinfection treatment.

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- (2) Upon the recommendation of the Port Surgeon or his representative, or the Transport Surgeon, deliver all infested personnel or equipment under his supervision, properly identified, to the Port Quartermaster or his representative for disinfection.

c. Troop Movement and Training Division will:

- (1) Prepare schedules for debarkation of traveling personnel to be disinfested.
- (2) Supervise delivery to the assembly room of the disinfection plant, Brooklyn Army Base, all traveling personnel and their equipment, properly identified, whose disinfection has been recommended by the Transport Surgeon or representatives of the Port Surgeon's Division.

d. Port Quartermaster will:

- (1) Maintain and operate fumigation vaults, steam sterilizers, and necessary laundry and cleaning facilities for the purpose of disinfecting all material and equipment requiring such treatment.
- (2) Store and issue standard items for insect and vermin control in accordance with Memorandum No. 40-205-2, WD, dated 13 December 1946.

e. Headquarters Commandant will:

- (1) Upon the recommendation of the Port Surgeon or his representative, deliver all infested personnel or equipment under his jurisdiction, properly identified, to the Port Quartermaster or his representative for disinfection.

f. Chief, Intelligence and Security Division will:

- (1) Make periodic inspections of vault fumigation area to ascertain that all safety precautions are being exercised (paragraph 4 a and b).

g. All Division Chiefs responsible for material and/or equipment utilizing warehouse areas will:

- (1) Make inspections of storage areas under their control to determine the presence of insect and vermin infestations and report same to the Port Medical Inspector, Chief, Surgeon and Medical Supply Division.

- (2) Make delivery of all infested material and/or equipment to the Port Quartermaster for disinfection.

REFERENCES:

AR 40-205, subject: "Military Hygiene and Sanitation", dated 31 December 1942, as amended.

AR 40-210, subject: "Prevention and Control of Communicable Disease of Man", dated 25 April 1945, as amended.

Memorandum No. 40-46, subject: "Control and Treatment of Scabies", War Department, dated 9 January 1946.

Memorandum No. 40-205-2, subject: "Insect and Rodent Control", War Department, dated 13 December 1946.

TB Med 184, subject: "Disinfection Procedures", War Department, dated July 1945.

ADMINISTRATION
BUILDINGS, GROUNDS, AND PORT FACILITIES

SOP NUMBER 132
3 MAY 1948

MOVING OFFICE EQUIPMENT WITHIN BROOKLYN ARMY BASE

PURPOSE AND SCOPE;

This Standing Operating Procedure establishes and prescribes the responsibilities and procedures for requests for a change of office location within Headquarters, NYPE. Office Space requirements will be based on the number of persons and the amount of office equipment to be located therein.

PROCEDURE;

1. The Port Quartermaster Division will exercise control over the moving of all office furniture, files, and equipment for which this agency has accountability, and will perform the physical functions of moving the property to insure careful and proper handling.
2. The utilization of space and placing of furniture, files, and equipment will be under the control of the agency which is changing office location.
3. Requests for change in office location will be submitted to the Port Supply and Facilities Division for prior approval before lending or exchanging office space among Port agencies, or occupying vacant space. Requests for assignment of additional or different space will be supported by adequate justification for such change. Requests will also include the following information as applicable;
 - a. Present space occupied - its location and gross square feet of floor.
 - b. Desired or suggested location and gross square feet of floor of the new space.
 - c. Number of people to be accommodated and the number of pieces of equipment and its approximate gross square feet of floor space.
 - d. Amount and type of office equipment that will require the use of power driven equipment (safe or heavy piece) to move.
 - e. Hour and day of requested move.

- f. Length of time new location is desired.
4. The request for moving will be made to the Port Supply and Facilities Division at least forty-eight (48) hours before the actual date of moving, who in turn will immediately notify the Port Quartermaster Division.
 5. The Port Supply and Facilities Division will assign labor details, if required to supplement or substitute labor details of the Port Quartermaster Division. Such labor will be performed under the direct supervision of the representative of the requesting agency, to whom they report.
 6. The procedures of Standing Operating Procedure Number 130, Space Allocation, remain in full force and effect. All previous memoranda and directives issued by this Headquarters which are in conflict with this procedure (SOP No. 132) are rescinded.

ADMINISTRATION
BUILDINGS, GROUNDS AND POST FACILITIES

SOP NUMBER 135
10 MAY 1948

C O M M U N I C A T I O N S S Y S T E M S

PURPOSE AND SCOPE:

This directive prescribes the procedure for the preparation and handling of communications by telegraph, cable, or radio; for the installation and utilization of telephone equipment, telephone service, and inter-office communication and public address systems, NYPE.

REFERENCES:

AR 105-20, subject: "Fixed Signal Communication System and Facilities", dated 12 May 1944.

AR 106-25, subject: "Telegraph, Cable, and Radio Service", dated 12 February 1945.

AR 380-5, subject: "Safeguarding Military Information", dated 15 August 1946, as amended.

AR 850-150, subject: "Authorized Abbreviations and Symbols", dated 18 September 1944, as amended.

SOP No. 420, NYPE, Section I, subject: "Communications - Ship-to-Shore Radio Transmission of Personal Messages", dated 4 February 1947.

TM 12-253, subject: "Correspondence", dated 1 May 1947 (Par 58 thru 64).

TM 24-205, subject: "Administrative Procedures for Communications Services", dated 1 December 1946.

Cir 140, WD, subject: "Joint Policy for Assignment Precedences for Messages", dated 4 June 1947.

ADMINISTRATION
BUILDINGS, GROUNDS AND POST FACILITIES

SOP NUMBER 135
10 MAY 1948

C O M M U N I C A T I O N S S Y S T E M S

SECTION I

TELEGRAPH, CABLE, AND RADIO COMMUNICATION

DEFINITIONS:

Addressee: The person, office, or representative to whom the message is directed by the originator. Addressees may be indicated as "Action Addressees", or "Information Addressees".

ACAN: Army Command & Administrative Network.

Book Message: Identical text messages directed to more than one Action addressee at the point of origin, but which upon delivery do not indicate the other addressees to which the message was transmitted. Coordination is NOT required between the addressees.

Channel Number: A channel number is a consecutive number which is assigned and precedes each message transmitted over a communication channel connecting two stations in order to maintain continuity of traffic: (Example: EGA10, EGB5, RIO, TWX2, WU100, AQUA5)

Cryptographic Material: Cryptographic material includes all documents and devices employed in changing plain language messages into unintelligible form by means of codes and ciphers.

Date-Time Group: The Originator's Date-Time Group will be shown on all Outbound messages filed with the Port Comcenter and, in addition, appears in the heading of all Inbound messages. Expressed as six digits followed by the zone suffix; the first pair of digits denotes the date, the second pair the hours, the third pair the minutes. It is the time at which the message is signed by the originator.

"HKDY": A group of letters (Delivery Group) assigned to represent the Commanding General, New York Port of Embarkation, Brooklyn, N.Y.

Multiple-Address Message: Identical text messages directed to more than one Action and/or Information addressee which upon delivery indicate all of the addressees to which the message was transmitted. Coordination IS required between the addressees.

Original Message: The initial basic electrical communication which is not an answer to a previous wire. A reply to a communication received by mail is considered an original message.

Originator: The originator of a message is the authority who orders the message to be sent. The authority may be the commander or his officially designated representative (s).

Single Address Message: A message destined for one addressee.

TWX: Teletypewriter Exchange Service providing direct point-to-point teletype service between TWX subscribers through the facilities of the New York Telephone and associated companies, available only within the continental limits of the United States. TWX service is furnished on substantially the same basis as telephone service except that communication is typewritten instead of oral.

UEGBE: A group of letters (Routing Indicator) which identifies the Communications Center, Headquarters NYPE, on the Army Command and Administrative Network.

WXCB: A group of letters (Radio Call-sign) which identifies the Port Radio Station at Headquarters, NYPE.

PROCEDURE:

1. Staff Supervision: Staff supervision over the provisions of this SOP will be exercised by the Port Supply and Facilities Division.
2. Facilities: The Port Communications Center, under the jurisdiction, of the Port Signal Officer, will operate on a twenty-four (24) hour a day, seven (7) day week basis. The communication facilities available are indicated below:
 - a. U. S. JOINT COMMUNICATIONS.
 - (1) ACAN - U.S. Army (Army Command & Administrative Network) OFFICIAL TRAFFIC ONLY.
 - (2) AACS - U.S. Air Force (Airways & Air Communication System) OFFICIAL TRAFFIC ONLY.
 - (3) NTX - U.S. Navy (Navy Teletypewriter Network) OFFICIAL TRAFFIC ONLY.
 - b. TWX. (Teletypewriter Exchange Service) OFFICIAL TRAFFIC ONLY.
 - c. WXCB - Port Radio Station for Ship-Shore Radio communication. OFFICIAL & IMPORTANT PERSONAL TRAFFIC. Personal radiograms will be handled in accordance with SOP No. 420, NYPE, dated 4 February 1947.

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- d. Western Union Telegraph Company and connecting carriers providing Telegraph, Teletype, Cable, and Radio service to all parts of the world, and to ships at sea. OFFICIAL AND UN-OFFICIAL TRAFFIC.

3. Delivery & Pick-up of Messages:

- a. Delivery of Outbound Messages to Comcenter: Port Divisions will insure that Outbound messages are submitted to the Comcenter in a steady flow in order to eliminate traffic peaks. Messages which can be handled by air-mail or ordinary mail will NOT be submitted to the Comcenter for electrical transmission. The Port Comcenter will NOT accept messages by telephone.
- b. Pick-up of Inbound Messages: The Comcenter will NOT provide messenger service. The Comcenter will telephone Port Divisions to effect immediate pick-up of important incoming communications. Divisions will insure that frequent periodic pick-ups are made, and that an initial pick-up is made prior to 0830 hours each day.

4. Record-Keeping:

- a. The Comcenter will maintain a temporary file of Outbound and Inbound messages.
- b. Port Divisions will maintain an Outbound Message Log for the assignment of originator's serial number. In addition, a log for Inbound messages will be maintained by Channel Numbers. (EGA, EGB, R, TWX, WU, or AQUA channel numbers)
- c. Responsibility for preparation of additional copies, multiple distribution, consolidation of messages, clerical or stenographic work rests with the respective Port Divisions, and not with the Comcenter.

5. Authorized Personnel.

- a. Port Divisions will submit to the Port Signal Officer a current list of personnel authorized to:
- (1) Certify messages for electrical transmission.
 - (2) Classify messages for transmission. (Up to and including Secret communications).
 - (3) Receipt for Classified messages.
- b. Staff or Division Duty Officers are authorized by virtue of their duties to classify Outbound messages, and to receipt for incoming classified messages up to and including SECRET communications.

6. Official & Unofficial Messages:

- a. **Official Messages:** Messages are considered Official when they pertain to official functions of the U.S. Army or Air Force agencies, offices, or activities that are financed from appropriated funds. The following types of messages will also be included in the category of Official Business:
- (1) Replies to the following types of Unofficial messages made by Commanding or Administrative officers in the performance of their official duties:
 - (a) Applications for or inquiries relative to leaves of absence or extension thereto.
 - (b) Inquiries or instructions relative to shipment of privately owned mounts or household goods.
 - (c) Inquiries relating to payment of salary or expense vouchers.
 - (2) Messages originated by Commanding or Administrative officers in the performance of their official duties regarding:
 - (a) Transportation required in connection with Official travel.
 - (b) Absences without leave.
 - (3) Inbound collect messages from Unofficial sources, provided that such messages are in response to official requests for information, or the submission of recurrent reports.
- b. **Unofficial Messages:** Messages containing matters of a purely personal nature are not considered as Official business, and will not be transmitted over Government owned or leased facilities.
- (1) Messages regarding hotel accommodations for lodging purposes will be considered as Unofficial Business. Messages of this nature will NOT be sent over Government facilities. However, the mention of hotel reservations in messages relating to official travel, to or from Commanding or Administrative officers, may be considered as merely incidental to the official business involved. Such communications will be considered as Official messages.
 - (2) Outbound Unofficial messages will be sent "WESTERN UNION - COLLECT", and will be so marked directly below block "Refers to Another Message" on DA Form No. 11-168, Messageform.

7. Preparation of Outbound Messages:

- a. **Messageform:** Messages will be prepared by the originator on Messageform DA Form 11-168. Unclassified messages will be submitted to the Comcenter in duplicate. The duplicate will be time-stamped and returned to the originator in lieu of a receipt.
- b. **From:** Messages will be prepared for transmission under the official title of the Port Commander:

To Military Addressees:

FROM: CG NYPS BROOKLYN NY

To Non-Military Addressees:

FROM: (Surname of Port Commander)
COMMANDING GENERAL NY PORT OF EMBARKATION
BROOKLYN NY

- c. **Security Classification:** The originator will plainly mark the notation "UNCLASSIFIED", or the stated classification, in the upper right, and lower left hand corners of the message. Classified messages will be identified by appropriate STAMP.
- d. **Precedence:** Messages are divided into precedence groups to show the relative order in which they will be transmitted and acted upon. The originator will make judicious use of transmission precedence, as over-rating the precedence results in the delay of properly marked high precedence traffic, and ultimately tends to break down the purpose of precedence rating.
 - (1) The use of the precedence of OPERATIONAL PRIORITY, or higher, will be used only in accordance with Circular 140, WD, dated 4 June 1947.
 - (2) **PRIORITY:** Reserved for important messages which require prompt delivery to the addressee. This is the highest precedence which may be assigned to non-operational messages of an administrative nature.
 - (3) **ROUTINE:** Reserved for all types of messages which are not of sufficient importance to justify a higher precedence, but must be delivered to the addressee without delay.
 - (4) **NIGHT.** Reserved for all types of messages whose delivery to the addressee is not required until the beginning of office hours following the day on which filed. If the office of the addressee is open, such messages will be delivered upon receipt.

A much lower precedence is normally given to information addressees than to action addressees. Frequently mail will suffice for information addressees. Copies sent by airmail or ordinary mail to information addressees will be marked and initialled as shown below:

TO: CG USAREUR FRANKFURT GERMANY

INFO: COFT WASH DC /MAILED/ *JmsB*

QMG FOR MEMORIAL DIV WASH DC /MAILED/ *JmsB*

- e. Book or Multiple Address: Immediately below the block: "REFERS TO ANOTHER MESSAGE", the words "BOOK MESSAGE" or "MULTIPLE ADDRESS MESSAGE" will be typed when appropriate. No entry is required for Single Address Messages.
- f. Address: Messages will be addressed, in abbreviated form, to the Commanding General, or Commanding Officer of the Post, Camp or Station, together with City and State, or City and Country of destination. Refer to AR 850-150 for authorized abbreviations. Such abbreviations will not be used to Non-Military addressees.

It is important that all messages bear a complete address: (1) Addressee; (2) Street Address, if essential; (3) City and State, or City and Country of destination; (4) Attention Addressee, if known. Also the complete preamble of incoming Western Union telegrams will be quoted, directly after the addressee, in originating replies to said telegrams where the street address of the sender is not known. For example:

TO: JOHN SMITH, ANSWER WU5 25 WK CHICAGO ILL 25 225P

TO: MAJOR JOHN JONES, ANSWER WU22 INTL FRANKFURT 25
VIA RCA 14 1201P

- g. APO Numbers: APO numbers are no longer classified and will NOT be used as an address in electrical communications for transmission via the Army Command and Administrative Network (ACAN). The originator will contact the Port Postal Officer, Long Island City, N.Y., Ravenswood 8-6000 (APO Locator) for information concerning the geographical location of the headquarters concerned.
- h. Attention Addressee: In Single Address messages the attention addressee will appear in the first line of text. In Book or Multiple Address messages, the attention addressee will be indicated immediately after the headquarters in the address. For example:

SECTION I

SOP 135

Single Address Message:

TO: CG FIFTH ARMY CHI ILL
FOR FISCAL DIV PD.....Text.....

Book or Multiple Address Message:

TO: CG FIFTH ARMY FOR FISCAL DIV CHI ILL
 INFO: COFT FOR WTS HARBOR BOAT BR WASH DC

- i. Text: The text of electrical communications will be typed in CAPITAL LETTERS and double spaced. Words will not be hyphenated at end of lines. The text of tabulated messages, and of all other messages will be prepared so that each line will contain NOT more than seventy-two (72) characters and spaces. Columns in tabulated messages will be grouped as close as possible to reduce transmission time. The first page of multi-page messages will contain ten (10) lines of text. All succeeding pages will contain twenty (20) lines of text, except the last page which may contain less.
- j. Numbers: In Unclassified messages, numbers may be written as digits, or spelled out. For Classified messages numbers will be expressed in words for each digit, except for even hundreds or thousands when the word "HUNDRED" or "THOUSAND" is used.

Example: ONE FIVE ZERO DOLLARS FIVE ZERO CENTS
 ONE FIVE THOUSAND DOLLARS
 ONE HUNDRED THOUSAND DOLLARS

- k. Punctuation: Punctuation is not used unless it is necessary to the sense of a message. In Unclassified messages, only the following punctuation symbols are authorized due to the variance in equipment on the Army network.

<u>Symbol</u>	<u>Designation</u>
-	Dash or Hyphen
\$	Dollar Sign
&	Ampersand
.	Decimal or Period
/	Slant
"	Quote-Unquote

When used in Classified messages, or where necessary in Unclassified messages, punctuation marks will be abbreviated as follows:

PD	QUOTE-UNQUOTE
CMA	PERIOD (For messages to U.S. Army Transports)
QUERY	SLANT
CLN	PAR
SMCLN	DOLLARS
DASH	CENTS
PAREN	POINT (Decimal Point)

SECTION I

SOP 135

- l. Message Close: Messages will close with the authorized Port symbol followed by a hyphen, Division suffix, message serial number, and the abbreviated official title of the Port Commander. For example: END TCNYP-TS 125 COMGENNYFE.
- m. Originating Agency: The Division suffix, message serial number, and the name and extension of the individual preparing the message will be entered in the space headed "Originating Agency." The originator's date-time group will be shown in the adjacent space. For example:

Symbol: TS-969 J SMITH EXT 138 191335Z FEB 1948

- n. Certification: The following certificate will appear on all Outbound messages submitted to the Port Comcenter. Failure to comply in this will result in the return of messages.

I certify that this message is on official business and that its transmission with a lower precedence, or by air mail, regular mail, or scheduled messenger would be prejudicial to the public interest.

.....
(Signature)
LEONARD J. SMITH
..... Captain, Sig C, Chief, Supply Branch
(Rank and Duty Assignment)

- o. Reply to Inbound Message:

- (1) Use of Originator's Reference Data: Words such as RERAD, REURAD, and REUTT will be omitted when replying to Inbound messages containing originator's reference data. The reply will begin with the symbol and message serial number of the communication being answered. For example:

TO: CG SFPE FTMASON CALIF

TCSFP-OSD 654 PD SHIPPED 26 JANUARY END TCNYP-OT 45
COMGENNYFE

- (2) Use of Originator's Date-Time Group: In the absence of originator's reference data, the originator's date-time group as indicated in the FROM LINE of Inbound messages may be used. For example:

TO: QMG WASH DC

FOR MEMORIAL DIV REUTT 021800Z TRACER INSTITUTED END
TCNYP-TS 969 COMGENNYFE

(3) Reply to Mail Correspondence:

TO: CSIGO WASH DC

RELET SIGCC 458.22 12 JAN PD RADAR REMOVED 14 JAN END
TCNYP-TS 987 COMGENNYPE

(4) Request for Reply:

TO: COFT WASH DC

FOR FISCAL DIV REOURTT TCNYP-TS 965 191800Z REQUEST
IMMEDIATE REPLY END TCNYP-TS 970 COMGENNYPE

p. Messages to U.S. Army Transports at Sea: Port Radio Station "WACB", under the control of the Port Signal Officer, is equipped and authorized to communicate with U.S. Army Transports at sea for the handling of Official and Personal traffic. Official messages to and from Army vessels will be prepared as outlined in paragraph 7, above, with the exception that FIGURES will be SPELLED out as indicated in paragraph 7j, and punctuation and symbols written as shown in paragraph 7k.

(1) Outbound messages to U.S. Army Transports will be cleared through Supt, Water Division, NYPE, prior to delivery to the Comcenter for transmission.

(2) Book Messages to U.S. Army Transports will be submitted to the Comcenter in five (5) copies. One time-stamped copy will be returned to the sender.

q. Summary: Persons responsible for originating or certifying Outbound communications will insure that:

(1) Security Classification and Precedence are clearly indicated consistent with the degree of protection required, and the importance of the message.

(2) Multiple Addressees are reduced to the minimum essential distribution.

(3) Texts are brief; consistent with clarity.

(4) Opening and closing references are complete and concise.

(5) Certification is complete; Signature in full, Rank and Duty Assignment.

8. Handling of Inbound Messages.

- a. **Delivery:** Delivery of Inbound communications will be in accordance with paragraph 3b of this procedure.
- b. **Classified Message:** Only authorized personnel will be allowed to receipt for incoming Classified messages.
- c. **Distribution & Rerouting:** Having accepted responsibility for an Incoming communication, the Division involved will make the proper distribution to other Divisions or Branches concerned. If it is determined that a message is not intended for said Division, the message will be forwarded direct to the proper Division, if known. Otherwise, it will be returned immediately to the Port Comcenter, properly noted, giving full name and extension of the individual returning same.
- d. **Messages from U.S. Army Transports:** Official messages from Army controlled vessels at sea, intended for a Division at this Port, will be routed through the Superintendent, Water Division.
- e. **Retransmission:** The Comcenter will retransmit incoming messages, classified and unclassified, upon submission of SPTAA Form No. 81, "Request for Retransmission," in duplicate. A copy of unclassified clear messages will be attached to the form. Prior to submission of a request for retransmission of classified messages, arrangements should be made with the Comcenter, since classified messages are often impossible to retransmit when they become thirty (30) days old.
- f. **Service Message:** Upon request, the Comcenter will initiate a service message for correction or repetition of part or complete text of incoming communications. Service message requests will not be honored by the Comcenter where the text of an incoming message is obviously not garbled, and a division at this Port requests a clarification as to the meaning of the text. This is an administrative matter to be handled direct between the addressee and the sender.
- g. **Precedence Prosigns:** Precedence prosigns as shown in the message heading of Inbound messages have the following meaning:

OPOP	OPERATIONAL PRIORITY
PP	PRIORITY
RR	ROUTINE
NMNM	NIGHT

9. Classified Messages.

- a. Classification: Messages will be examined and classified in accordance with the degree of protection required. Doubts will be resolved by reference to AR 380-5.

(1) Messages will be classified TOP SECRET within this command only on authority of the Chief of a Division, or his authorized representative.

(2) Messages to and from U.S. Army Transports at sea containing classified information such as, deaths, contagious diseases, or serious illness on board ship will be classified CONFIDENTIAL.

(3) Any message making a direct reference to a classified message either by reference number or by subject matter will be classified at least RESTRICTED except as provided in paragraph 51e or 58b (2), AR 380-5.

- b. Copies: The original only of a classified message will be submitted to the Comcenter together with SPTAA Form No. 22, Internal Classified Document Receipt, 6 February 1945.

- c. Preparation: Classified messages will be prepared as indicated in paragraph 7 of this procedure with the exception that all figures, punctuation, symbols, and other characters will be written out. For example:

60-MM	SIX ZERO DASH MIKE MIKE
\$150.50	ONE FIVE ZERO DOLLARS FIVE ZERO CENTS

- d. Forwarding: Classified messages will be forwarded to the Comcenter in double sealed envelopes, with the exception of RESTRICTED messages which will be forwarded in a single sealed envelope. After a message has been processed, the original copy of the literal plain text will be marked "SENT (date)" and returned to the originator.

- e. Telephone Inquiries: When clarification or correction of a classified message is required, the telephone may be used to call the Comcenter referring to the message only by NYI or TCNYP number. Direct quotation of any portion of the text of a message is strictly prohibited.

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- f. Responsibility Water Division: The Chief, Army Security Agency has made available to the Chief of Transportation a specially devised cryptographic system for the use of Transport Commanders while vessels are at sea. The Superintendent, Water Division, will insure that each Transport Commander:
- (1) Is cleared for cryptographic duties, or that a request for clearance has been initiated.
 - (2) Reports to the Cryptographic Security Officer, NYPE, for the purpose of obtaining this cryptographic material and for instruction in the use thereof at least two (2) days prior to sailing.
 - (3) Is held strictly accountable for the cryptographic material in his possession.
 - (4) Is not granted clearance for transfer or separation until all cryptographic material for which he has been charged for has been cleared by the Cryptographic Security Officer.
 - (5) Upon arrival in a continental U.S. Port, turns in necessary reports, and reports of destruction of obsolete documents to the Cryptographic Security Officer of that port.
 - (6) Prior to sailing, again reports to the Cryptographic Security Officer to obtain new and current cryptographic material.
 - (7) Retains strict accountability of all such material in his possession per paragraph 44, AR 380-5.

10. Western Union Personal Message Service.

- a. The Comcenter provides a complete personal communication service through the facilities of the Western Union Telegraph and associated companies. This includes Domestic and International message service, as well as Domestic, Canadian, and Foreign Money Order service.
- (1) Outbound Messages: Outbound personal messages and telegraphic money orders will be accepted for transmission provided they are filed in person and paid for at the Comcenter. Messages will not be accepted over the telephone.

- (2) Inbound Messages: Inbound personal messages will be delivered through the Mail and Records Sections of the various Port divisions. If the addressee is unknown, such telegrams will be returned to the Comcenter, properly noted, giving full name and extension of the person returning same.
- (3) Money Orders: Western Union Money Order Drafts will be issued by the Comcenter on Incoming money orders upon submission of proper identification by the payee. The payee may cash such drafts at the Post Exchange during office hours, and at the local branch office of the Western Union Telegraph Company located at 5911 Fourth Avenue, Brooklyn, New York during all other hours.
- (4) Ship-Shore Personal Messages: Important personal messages to and from U.S. Army Transports at sea will be accepted for transmission via Port Radio Station "WACB" in accordance with NYPE SOP No. 420, Section I, "Communications", 4 February 1947.

ADMINISTRATION
BUILDINGS, GROUNDS AND POST FACILITIES

SOP NUMBER 135
11 MAY 1948

C O M M U N I C A T I O N S Y S T E M S

SECTION II

TELEPHONE

DEFINITIONS:

Bridge is an additional instrument connected to an existing extension.

Class A instruments are telephones authorized only for the transaction of OFFICIAL business of the Army, and require access to commercial trunks or other connections for the conduct of such business, and intended primarily for installation in offices or at headquarters locations. These telephones will be kept to a minimum consistent with essential requirements.

Class B instruments are telephones authorized as a military necessity but which may be used for unofficial service, provided the cost for such service is paid for by the subscriber.

Class C instruments are telephones authorized for the transaction of OFFICIAL business of the Army but which are restricted to intra-post communications, except in emergent conditions.

Class D instruments restricted to special classes of services, such as fire alarm, guard alarm, and watchmen services.

Extension is a telephone line running from a switchboard and terminating at a telephone instrument.

Local Call is a call placed from this Post to any of the five (5) Boroughs of New York City.

Pick-up Key is a feature designed to intercept two (2) or more extensions at one location by raising or lowering the key provided, or through an arrangement of push buttons.

Tie-Line is a telephone line connecting two (2) switchboards; (example; BAB and Staten Island Installation; or, BAB and Governors Island).

Toll Call is a call placed from this Post to a point outside of the local area described above.

Cut-off Switch is a feature designed to prevent the inadvertent listening in on a conversation when two or more extensions are connected by a bridge or a pick-up key arrangement.

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PROCEDURE:

1. Supervision: The Port Supply and Facilities Division will exercise staff supervision over the provisions of this section.
2. Facilities: The Port Signal Division will authorize the number of telephone extensions, bridges, and pick-up keys for each Port agency. In addition, the Port Signal Officer will allot to each Port agency a quota of "toll-call-minutes" periodically, based on available communication funds. (Appendix II)
 - a. Permission to extend these quotas must be obtained from the Port Signal Officer before additional instruments and/or toll calls will be granted. Toll-call-minute quotas will be published as Appendix II hereto.
 - b. Requests for installation, removal, or change in telephone equipment or service will be forwarded on DA Form No. 11-58, to the Port Signal Officer seventy-two (72) hours in advance of the required work. Requests for additional telephone extensions will be accompanied by a letter explaining the military necessity thereof. In the interest of economy consistent with the transaction of OFFICIAL business, division chiefs will exercise maximum supervision over the use of telephone facilities as against less expensive media.
 - c. Telephone service to and from vessels berthed at piers under the jurisdiction of NYPE:
 - (1) One telephone will be installed aboard freighters, the location to be determined by the ship's Master or his Chief Officer.
 - (2) During debarkations and embarkations, in the case of transports (passenger), one telephone will be located at the foot of the gangway and an additional telephone will be installed wherever the Master or his Chief Officer designates.
 - (3) At the conclusion of the movement, the telephone at the foot of the gangway will be removed and relocated aboard the vessel if requested by the Master or his Chief Officer.
 - (4) An additional telephone will be installed aboard passenger vessels if requested by the Master or his Chief Officer and, if the load, as determined by the Port Signal representative, permits such installation.

- (5) In all cases, all telephones will be removed from vessel one hour before the ship sails, and one telephone will be installed at the foot of the gangway until sailing.

3. Placing a Telephone Call:

- a. Local calls will be placed by requesting the operator for an Army line. When the dial tone is heard, the person desiring to place the call may commence dialing.
- b. Toll calls will be placed by requesting the operator to obtain a desired number. The person placing the call will tell the operator his or her name, extension, whether the call is collect, whether the call is station to station or person to person, the name of the place to be called, the name of the person to be reached, and applicable Project Account Symbol (Ref Sec II, Par 4b, below). The person placing the call will obtain from the operator the ticket number (Army Serial No.), which will be entered on **DA Form No. 66** (whether the call was completed or not).
- c. Collect Calls: When a toll call is received from a higher headquarters and the calling party requires that the called party obtain certain data or information and call the higher headquarters back, the called party will inform the calling party that the return call will be collect. In all such cases the return call will be collect. Likewise, when a subordinate unit is requested to make a report to this headquarters by telephone, they will be instructed to make the call collect, in which case the call will be charged against the quota allotted the division requiring the report.
- d. Calls to the Pentagon: All regular Pentagon (Washington, D. C. Republic 6700) calls will be given the operator in the same manner in which any other toll call is placed, but instead of being handled over commercial circuits as are all other toll calls, the regular Washington call will be handled over facilities leased by the Army. Due to these facilities being very limited, it will be frequently necessary for the subscriber to have his call "booked", in which case, the operator will call him back when the call has been completed. Calls will be booked up to 1600 hours each day, at which time the entire back-log of "Booked" calls will be cleared over commercial facilities. In cases of "Collect" or "Priority" calls to Washington, the operator will be so informed when the call is placed. Toll calls placed to the Pentagon will be reported on **DA Form No. 66** and are chargeable to the division allotment.

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- e. Priority Calls: Priority handling will be given when authorized by the Commanding General, Chief of Staff, and chiefs of divisions. No priority preference will be granted among chiefs of divisions.
4. Toll Call Report and Project Symbols:
- a. Due to stringent budgetary limitations of Regular Army (SSA) Communications funds, it is necessary to maintain rigid control of toll and long distance telephone calls. Towards this objective, each using activity, division or agency at this headquarters is allotted a monthly quota of toll-minutes for Regular Army calls, as published in Appendix II, which will not be exceeded without prior authorization of the Port Signal Officer or his representative. Agencies reimbursing Signal Corps funds are not affected by the limitations imposed by Appendix II. Likewise, calls which are properly chargeable to a specific Project account other than Signal Service of the Army (SSA P 440-04), are not subject to the quota published in Appendix II. While it is desired that calls chargeable to Specific Project Accounts be reported against such projects, users will not charge Regular Army calls to extraneous projects when their monthly quota of Regular Army toll minutes has been exhausted. Where necessary, upon request to the Port Signal Officer, additional toll minutes may be allocated to the division to cover the individual instances as required.
- b. Project Accounts, other than SSA, carrying objective classification "04" for communications purposes, are listed below and are assigned an arbitrary "Symbol" for convenient reference and identification:

<u>Project Account</u>	<u>Purpose</u>	<u>Symbol</u>
P 421-04 (Germany)	Shipment of Supplies to Civilian Relief Channels; Government and Relief in Occupied Areas.	(G) TOG
P 422-04 (Japan)	Shipment of Supplies to Civilian Relief Channels; Government and Relief in Occupied Areas.	(J) TOG
P 423-04 (Korea)	Shipment of Supplies to Civilian Relief Channels; Government and Relief in Occupied Areas.	(K) TOG
P 440-04	Repatriation (AGRD)	GRAVES
P 431-04	Movement of Dependents	DEF
P 443-04	Disposition of Remains; Current Death Program	MORT
P 405-04	Military Advisory Group to Greece	MAGG

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P 405-04	Greek Aid	GR
P 405-04	Turkey Aid	STK-ARMY
P 400-04	Relocation of Refugees - War Department	SIR
P 405-04	Shipment of SIR Property	SIR (SHPMT)
P 405-04	Post UNRRA	STD

or any other PROJECT ACCOUNT that becomes available.

- c. Each division or agency will maintain a weekly Telephone Toll Log on DA Form No. 66 "Report of Authorized Official Toll and Long Distance Calls," in duplicate, covering the period from 0001 hours on Monday through 2400 hours on Sunday. The original will be signed by the division chief (*) and forwarded to reach the Port Signal Officer, this headquarters, prior to 1200 hours each Tuesday, covering the calls made by the division during the preceding week. Negative reports will be submitted when applicable. Reports Control Symbol "TCNYP-TS-101" has been assigned to this recurring report. The duplicate copy may be retained by the preparing office for administrative reference and file.

(*) NOTE: Where for cogent reasons, the division chief deems it necessary to designate one or more alternate "Authorizing Officials" to sign DA Form 66 for his division, it will be incumbent upon the chief of division to submit to the Port Signal Officer, in writing, the names of the designated individuals. The number of such personnel will be held to the absolute minimum. Changes in designated personnel will be reported as they occur.

- (1) The report (DA Form No. 66) will include, in addition to the information specified thereon, the following;
- (a) Army serial number of toll ticket (obtained from Army Switchboard Operator, as required in paragraph 3b, above) to be inserted in the "Date" column, half spaced immediately above the date of the call.
 - (b) Project Account Symbol, if other than (SSA) Regular Army, (as covered in paragraph 4b, above), to be inserted in column marked "Person making call", half spaced immediately above the name of person making call. This will provide a basis for charging the cost of the call to the appropriate allotment.

APPENDIX NUMBER ONE

S A M P L E I N B O U N D M E S S A G E

EGAL75
EUC320
FUD150

PP UEGBE

FM UEP 25A/COFT WASH DC 261500Z
TO UEGBE/CG NYPE BROOKLYN NY
INFO UFD/17TH MAJOR PORT BREMERHAVEN
WD GRNC

WCL 345678 PASSENGER LIST USAT CALLAN RECEIVED

26/1530Z

- Line 1. EGAL75 - Channel number of First Army Comcenter
Line 2. EUC320 - Channel number of Wash DC Comcenter
Line 3. FUD150 - Channel number of Frankfurt Comcenter
Line 4. PP - Precedence Prosign "PRIORITY"
UEGBE - Routing indicator of station called to effect delivery to pertinent addressee.
- Line 5. FM - Prosign meaning: The station of origin and originator of this message follow.
UEP 25A/ - Routing indicator and station serial number of station originating message.
COFT WASH DC - Authorized abbreviated plain language designation of originator, and place of origin.
261500Z - Originator's Date-Time group (Z - GMT)
- Line 6. TO - Prosign indicating "Attention Addressee(s)"
UEGBE/CG NYPE BROOKLYN NY - Delivery responsibility to CG NYPE assigned to station preceding slant.
- Line 7. INFO - Prosign indicating "Information Addressee(s)"
UFD/17TH MAJOR PORT BREMERHAVEN - Delivery responsibility to 17TH MAJOR PORT assigned to station "UFD" preceding slant.
- Line 8. WD - Prosign indicating Accounting Symbol
GRNC - "Group No Count" meaning the groups of this message have not been counted.
- Line 9. Text of message.
- Line 10. 26/1530Z - Comcenter Date-File time; date and time message was received by the comcenter at point of origin for transmission.

APPENDIX NUMBER TWO

<u>DIVISIONS</u>	<u>TELE- PHONES</u>	<u>TOLL MINS.</u>	<u>DIVISIONS</u>	<u>TELE- PHONES</u>	<u>MINS.</u>
Commanding General	7	74	Port Ord & Chem	13	25
Chief of Staff	6	20	Port Quartermaster	45	150
Army Audit Agency	21	38	Port Signal Division	28	25
Army Field Forces Liaison O	1	10	Port Sup & Facilities	11	30
Control & Planning Division	5	10	Port Surg & Med Supp	35	67
Headquarters Commandant	24	23	Port Transportation	122	1045
Inspector General	6	5	Procurement & TC Sup	70	450
Intelligence & Security Div	45	74	SS, VE, TI&ES	9	35
Oversea Supply Division	30	434	Troop Mvt & Tng	34	393
Personnel Division	60	251	Water Division	200	760
Port Adjutant General	13	10	Finance Off, US Army	29	15
Port Chaplain	2	10	117th CIC Det	2	15
Engineer Division	59	92	TC Board	38	655
Port Fiscal Division	10	102	Public Information	6	25
Port Judge Advocate	7	11			
Detachment No. 5, 1300 ASU	5	25			

Class A telephones are authorized for the transaction of official business only, except under emergent conditions, and will not be used for personal or unofficial business. The Port Signal Office will make periodic checks on telephone conversations, for the purpose of detecting unnecessary use of toll and long distance calls on official business and the use of Government rented facilities for personal business.

ADMINISTRATION
BUILDINGS, GROUNDS AND POST FACILITIES

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18 April 1947

C O M M U N I C A T I O N S S Y S T E M S

SECTION III

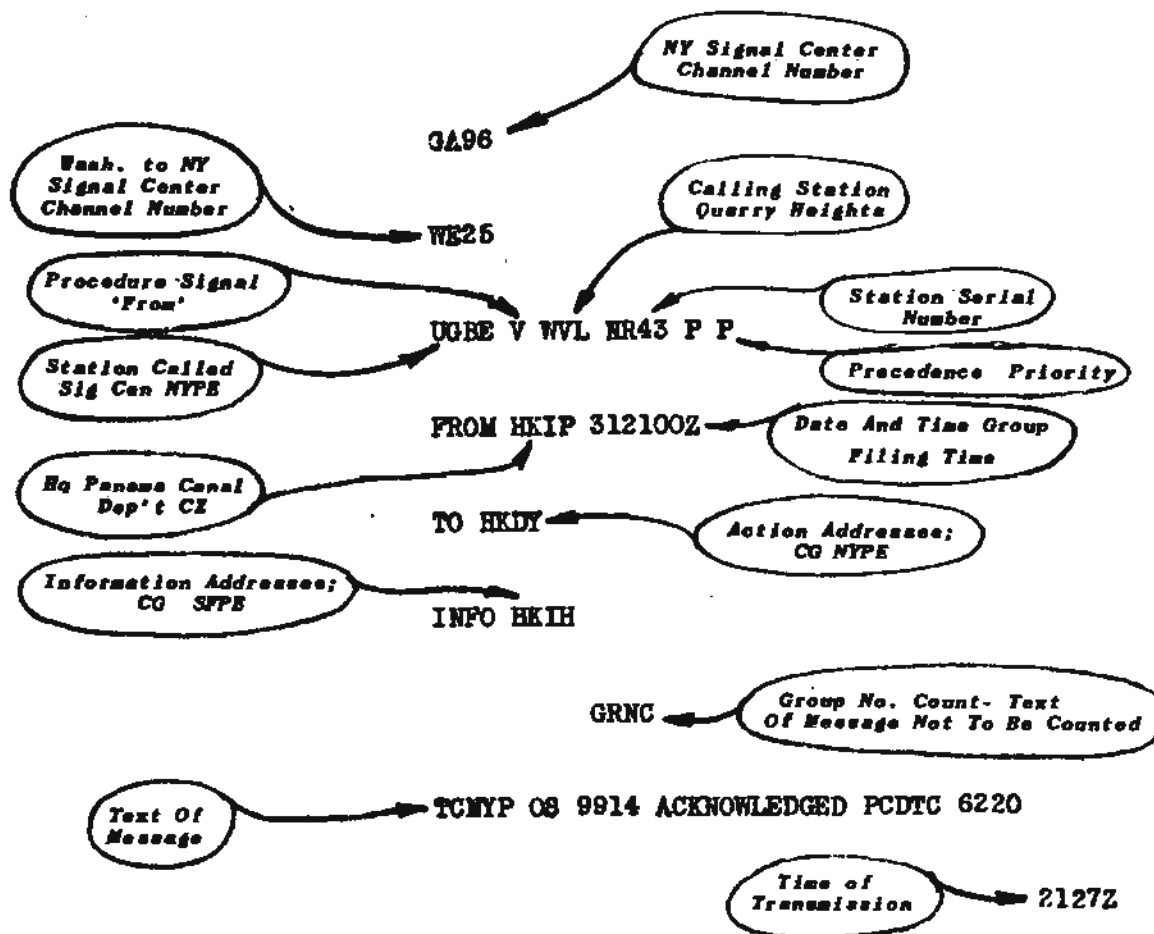
INTER-OFFICE COMMUNICATION

PROCEDURE:

1. All requests by Port divisions and agencies for Inter-Office Communication Sets and Public Address Systems will be made to the Port Signal Officer on a Property Issue Slip, WD AGO Form No. 446, in triplicate. The basis for request will be typed on the Property Issue Slip, and will give full justification for issuance.
2. Upon receipt of a request for Inter-Office Communication Equipment, the Port Signal Officer will effect a survey, the purpose of which will be to determine the material needed and whether such a system is warranted. If favorably considered, qualified Signal Corps representatives will determine the type of system to be furnished, commensurate with items stocked by the Signal Property Section.
3. Upon approval by the Port Signal Officer of the issue of such equipment, the system will be installed and maintained by the Repair Shop Section of the Port Signal Division.
4. In the event the request is disapproved, the initiating division or agency will be notified.

APPENDIX NUMBER ONE

SAMPLE INCOMING MESSAGE



APPENDIX NUMBER TWO

<u>DIVISIONS</u>	<u>TELE- PHONES</u>	<u>TOLL MINS.</u>	<u>DIVISIONS</u>	<u>TELE- PHONES</u>	<u>TOLL MINS.</u>
Commanding General	8	150	Port Judge Advocate	7	24
Chief of Staff	6	69	Port Ordnance & Chemical	15	184
Army Audit Agency	24	100	Port Quartermaster	54	250
Army Ground Forces Liaison O	1	21	Port Signal	28	120
Control and Planning	5	30	Port Supply and Facilities	11	60
Headquarters Commandant	22	60	Port Surg and Med Supply	34	105
Inspector General	6	21	Port Transportation	128	1500
Intelligence and Security	37	72	Procurement & TC Supply	63	354
Oversea Supply Division	8	120	SS, VE, Troop I&E Sup Div	12	36
Personnel Division	60	240	Troop Mvt & Tng Div	38	521
Port Adjutant General	14	24	Water Division	186	660
Port Chaplain	2	21	U.S. Army Finance Off	30	60
Port Engineer Division	54	294	117th CIC Det	3	24
Port Fiscal	10	60			

Class A telephones are authorized for the transaction of official business only, except under emergent conditions, and will not be used for personal or unofficial business. The Port Signal Office will make periodic checks on telephone conversations, for the purpose of detecting unnecessary use of toll and long distance calls on official business and the use of Government rented facilities for personal business.

ADMINISTRATION OF NYPE
BUILDINGS, GROUNDS, AND POST FACILITIES

SOP NUMBER 136
5 NOVEMBER 1947

P H O T O G R A P H I C S E R V I C E S

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

The purpose of this directive is to prescribe the procedure for obtaining still photographs at Headquarters, New York Port of Embarkation, and separate commands, except the Charleston Small Boat Wet Storage Basin, North Charleston, South Carolina.

PROCEDURE:

1. Request for Photographic Work:

- a. Except in cases of emergency, requests for photographic work will be submitted in time to reach the Port Signal Officer at least twenty-four (24) hours prior to desired date of assignment. WD AGO Form 11-161 "Still Picture Requisition and Work Order" will be used for this purpose.
- b. Emergency requests will be honored at any time provided personnel are available. Requests of this nature may be handled by telephone - Extensions 818, 138, and 139.
- c. Requests for photographic work will be forwarded in accordance with the following:
 - (1) **CONFIDENTIAL** or **SECRET** Work - - through the Chief, Intelligence and Security Division, to the Port Signal Officer.
 - (2) Publicity or Pictures for the Public - - through the Public Information Officer to the Port Signal Officer.
 - (3) All Others - - direct to the Port Signal Officer.
- d. Transportation that may be required for photographic missions will be furnished or arranged for by the requesting agency.

(NOTE: Pictures for identification cards are made by the Chief, Intelligence and Security Division).

RESPONSIBILITIES:

1. The Chief, Intelligence and Security Division, will be responsible for:
 - a. The proper classification, marking and release of CONFIDENTIAL and SECRET photographs.
 - b. Taking photographs for identification cards.
 - c. Notifying the Port Signal Officer when photographers other than those of the Port Signal Division are granted authority to work within the Port or its installations.
2. The Public Information Officer will be responsible:
 - a. For the release of all unclassified photographs that are to be used for publicity purposes.
 - b. For distribution of unclassified official Army pictorial material to the public.
 - c. That all photographs released for publicity purposes are numbered and bear the following notation:

"No objection to reproducing or publishing this picture provided credit line 'Photo by US Army Signal Corps' appears on photographs or page, except that permission must be obtained from the Department of the Army if it is desired for use in commercial advertising."
3. The Port Signal Officer will be responsible:
 - a. For the operation of the Port Photographic Laboratory and its facilities and for maintenance of a Port Photographic Library of still pictures.
 - b. For approval of requests for photographic work.
 - c. For the release of photographs to Port activities, (other than those that are intended for the public, for publication, or that are classified CONFIDENTIAL or HIGHER).
 - d. For bringing to the attention of the Chief, Intelligence and Security Division, all photographic work that should be classified CONFIDENTIAL or HIGHER.

- e. For properly stamping work that is classified **RESTRICTED**.
 - f. For processing photographs taken by Chief, Intelligence and Security Division, for identification cards.
 - g. That all photographic work done is **for official purposes**, and that the requesting officer has certified that the photographs desired are official and necessary for the military service.
 - h. That the Signal Corps Seal appears in the lower right or left hand corner of the photographs.
4. All Division Chiefs will be responsible:
- a. That requests for photographic work are submitted as prescribed in paragraph 1 above in **PROCEDURE**.
 - b. For conserving photographic materials by avoiding all unnecessary waste and duplication of pictures. The smaller size should be used where possible, and the number of negatives exposed and quantity of prints requested be kept to a workable minimum.

REFERENCES:

AR 380-5, subject: "Safeguarding Military Information", dated 15 August 1946.

TM 11-409, subject: "Photographic Laboratories - Organization and Operation in Class I and II Installations", dated 14 January 1947.

Department of the Army Memorandum No. 600-700-1, subject: "Policy Concerning Dissemination of Unclassified Still and Motion Picture Material", dated 6 October 1947.

NYPE SOP 521, subject: "Security Regulations".

ADMINISTRATION OF NYPE
BUILDINGS, GROUNDS, AND POST FACILITIES

SOP NUMBER 137
23 APRIL 1948

C L A S S "C" T R A I N I N G F I L M L I B R A R Y

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

The purpose of this directive is to prescribe the procedure governing the issuance, care, and return of training films, film strips, and allied projection equipment to USA Transports and divisions of NYPE.

PROCEDURE AND RESPONSIBILITIES:

1. The Port Signal Officer will be responsible for the:
 - a. Operation of the NYPE Training Film Library.
 - b. Procurement and issue of training films as requested by USA Transports and the divisions of NYPE.
 - c. Procurement and issue of projection equipment as requested by USA Transports and the divisions of NYPE.
 - d. Inspection, repair, and maintenance of films and projection equipment stocked by the Port Signal Division.
2. Films Available:
 - a. Films available are those listed in FM 21-7 supplemented by Letter, Headquarters, First Army, File 062.2 AHFSI (S-3-T) subject: "Additions and Changes to FM 21-7 dated January 1946", dated 27 January 1948.
 - b. Periodically a list will be published as an annex to this Standing Operating Procedure, listing films currently stocked at NYPE Film Library and available for issue on one workday notice. For films not listed in this annex, two weeks' advance notice will be required for securing them.
3. Requisitioning:
 - a. Requests for films, film strips and projection equipment will be submitted in triplicate to NYPE Training Film Library

on WD AGO Form 11-42 "Issue and Turn-In Slip for Film Library Items", completed as per sample attached. A separate request will be provided for each "showing" date.

- b. Upon receipt of the request at the Film Library, it will be processed through the booking section. One copy of the request form will be returned to the requesting organization, annotated to indicate action taken on the request.
- c. Emergency requests may be made by telephone (extension 586 during working hours or extension 138 during off-hours). The procedure prescribed in paragraph 3 a above will be followed as soon as practicable after completion of telephonic request.

4. Pick-Up of Films:

Films and equipment will be picked up by the requesting organization on date indicated on confirmation copy of request form. Second copy of request form will accompany film until returned.

5. Showing of Films:

Projectionists using equipment loaned by the Film Library are required to be in possession of WD AGO Form 11-78 issued by the Port Signal Officer. (Projectionists are not furnished by the Port Signal Officer). Qualified personnel may secure this Permit from Port Signal Officer by demonstrating proficiency in operating a film projector and by passing a written examination on procedure. Personnel desiring to qualify as projectionists will be given a two-day course of instruction followed by the examination mentioned above. Permit will be issued upon satisfactory completion of the course. Arrangements for the examination or instruction can be made by calling Training Film Library, Extension 586.

6. Return of Film and Equipment:

- a. Strict compliance must be adhered to on the date scheduled for return of film. Requests for extension of time must be made as far as possible in advance of scheduled return date.
- b. Films will not be rewound after the last showing.
- c. Previous to the return of the film, Section 6 of the copy of request (Form 11-42) which accompanies the film will be accurately completed. Number of showings of each film and number of persons in attendance will be listed.

7. Care of Film and Equipment:

Film and projection equipment will be handled with extreme care

SECTION I

SOP 137

and every precaution taken to see that it is returned in excellent condition. Any failure or poor operation will be reported at time of return. No attempt to repair either film or equipment will be made by the using organization.

8. The Superintendent, Water Division, will be responsible to insure that;

a. The Transport Commanders complete Section 6 of WD AGO Form 11-42 to report all showings of films since the time of the last previous report.

b. Reports of Transport Commanders are submitted upon each arrival at NYPE.

9. All Division Chiefs will be responsible to insure that:

a. Requests for films and equipment are submitted as prescribed in paragraph 3.

b. Films and equipment are used only by licensed Projectionists.

c. Films and equipment are properly safeguarded and returned in excellent condition.

d. Film and equipment are returned on date specified in the request.

e. Report of attendance and showings is properly submitted on Section 6 of WD AGO Form 11-42.

REFERENCES:

FM 21-7, subject: List of War Department Films, Film Strips and Recognition Film Slides, dated 1 January 1946.

Ltr, Hq, First Army, subject: Establishment of Training Film Library, dated 2 December 1947, and indorsements thereto.

Ltr, Dept of the Army, OC Sig O File SIGHP-2, subject: Loan of Army Films in the Zone of the Interior, dated 12 January 1948.

Ltr, Hq First Army, file 062.2 AHFSI, subject: First Army Distribution System, dated 2 February 1948.

ISSUE AND TURN-IN SLIP FOR FILM LIBRARY ITEMS

TO: (Organization or unit) Water Division	ADDRESS Bldg. "A", 2nd Floor	ISSUE No. PHONE No.
FROM: (Organization or unit) NYPE Training Film Library	ADDRESS Bldg. "B", 3rd Floor/East	REQUEST No. PHONE No.

1. REQUISITION AND ISSUE SECTION						2. FOR LIBRARY USE			
TF FB OR FS No.	16-MM. OR 35-MM.	TITLE	USE		RETURN BY		CONFIRMATION AND REMARKS	ISSUED	TURNED IN
			DATE	HOUR	DATE	HOUR			
TF 55-937	16	Military Stevedoring, Part I	5/2	0900	5/4	1000			
TF 55-1005	16	Military Stevedoring, Part II	5/2	0900	5/4	1000			
FS 1-2231	35	Survival Procedures-Water	5/2	0900	5/4	1000			

3. EQUIPMENT REQUIRED	LIBRARY IDENT. No.			
16-mm. projector (one)				
Film strip projector (one)				
Opaque projector				
Screen (one)				
Record player				
Other items:				

4. INDICATE METHOD OF DESIRED DELIVERY BY X

☐ Messenger will call
 ☐ Ship express
 ☐ Ship parcel post
 ☐ B/L or insurance No.

5. FOR THE COMMANDING OFFICER: I CERTIFY that as an authorized representative of the requesting officer I have received the items indicated hereon as issued.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">REQUESTING OFFICER req. officer</td> <td style="width: 40%;">Signature of</td> <td style="width: 10%;">DATE</td> </tr> <tr> <td></td> <td></td> <td>4/30</td> </tr> <tr> <td>NAME AND TITLE</td> <td>Signature of</td> <td>DATE</td> </tr> <tr> <td></td> <td>representative at time of</td> <td></td> </tr> </table>	REQUESTING OFFICER req. officer	Signature of	DATE			4/30	NAME AND TITLE	Signature of	DATE		representative at time of	
REQUESTING OFFICER req. officer	Signature of	DATE											
		4/30											
NAME AND TITLE	Signature of	DATE											
	representative at time of												

6. TURN-IN SECTION					I CERTIFY that all items indicated above as issued have been returned to the library.	
TF FB OR FS No.	ATTENDANCE		SHOW- INGS	OPERATOR'S SIGNATURE	IN-CHECKER	DATE
	MIL.	CIV.				
55-937	150	10	4	J. Jones		
55-1005	400	45	4	J. Jones		
2-2331	400	45	4	J. Jones		
(To be completed by operator at time when film is shown).					INSPECTOR	DATE

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION

SUPPLIES, SERVICE AND EQUIPMENT

CHANGE NO. 2

SOP NUMBER 140

16 FEBRUARY 1948

PORT SUPPLY, REPAIR AND REPLACEMENT OF PROPERTY

Delete paragraph 5 j and substitute the following therefor:

- "5. j. Semiannual inventories of property held on memorandum receipt will be taken by all officers having property responsibility. Property held on such receipts will be verified as to its presence and its condition. Any shortages or damages discovered will be immediately adjusted by Report of Survey. Any overages found upon semiannual inventory, or at any other time, will be immediately reported to the Accountable Supply Officer concerned. Division Chiefs will ascertain by certificates, or otherwise, of responsible officers, when the semiannual inventory is effected.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION
SUPPLIES, SERVICE AND EQUIPMENT

CHANGE NO. 1
SOP NUMBER 140
7 OCTOBER 1947

PORT SUPPLY, REPAIR, AND REPLACEMENT OF PROPERTY

1. Standing Operating Procedure No. 140, subject: "Port Supply, Repair, and Replacement of Property", dated 23 May 1947, is amended as follows:
 - a. Delete paragraph 5g and substitute the following therefor:

"5g. Civilians may be designated as responsible property officers for property. Chiefs of Port agencies will submit to Chief, Civilian Personnel Branch, a WD Form No. 72, 'Civilian Personnel Action Request', with information noted under 'Remarks' for any employee so charged. The Chief, Civilian Personnel Branch, will assure that no transfer, reassignment, or separation is effected prior to employee's presentation of clearance of the Memorandum Receipt accounts signed by the chiefs of each technical service."
 - b. Under the heading "References", delete the following cited reference:

"AR 35-220, subject: 'Surety Bonds', dated 31 December 1946".

ADMINISTRATION
SUPPLIES, SERVICE AND EQUIPMENT

SOP NUMBER 140
23 May 1947

PORT SUPPLY, REPAIR, AND REPLACEMENT OF PROPERTY

PURPOSE AND SCOPE:

This directive prescribes the requisition, issue, repair, and replacement of property at Headquarters NYPE.

SUPERVISION:

Staff supervision over the provisions of this directive will be exercised by the Chief, Port Supply and Facilities Division.

PROCEDURE:

 Requisitioning of Supplies and Equipment:

- a. Port agencies will submit Form WD AGO 446, "Property Issue Slip" to the appropriate Port Technical Service for supplies and equipment required for local use in accordance with the issuing schedules established by the Port Technical Services. Separate Property Issue Slips will be prepared for expendable and non-expendable supplies. Property Issue Slips will be prepared in accordance with TM 38-403, using the appropriate Table of Allowances and signed by the officer designated as responsible officer.
- b. The complete basis and authority will be shown on all requests for supplies and equipment. In those instances where supplies requested are not specifically authorized by a Table of Allowances and the issue thereof appears justified, Port Technical Services will request authority from the stock control point to issue the desired item on memorandum receipt. A requisition will accompany such request when the desired item is not available in Port stock.
- c. Individuals authorized to receipt for property will be so designated, in writing, to the Port Technical Services concerned, who will be furnished with specimen signatures of the authorized representatives.
- d. Requisitioning agencies will limit requests for supplies and equipment for local use to the standard items appearing in the Supply Catalogs of the Technical Services, listing complete stock number and nomenclature where available.
- e. Where a definite requirement exists for a non-standard item, a separate Property Issue Slip will be submitted with a complete justifi-

cation for the required items so that the Technical Service Supply Officer will have sufficient information to prepare an extract to the supplying depot. Standard items will be substituted by technical services where requests for non-standard items cannot be justified.

2. Issue of Supplies and Equipment: Port Technical Services are responsible for the maintenance of well balanced stocks to insure uninterrupted supply to Port agencies. Upon receipt of a request for supplies from a Port agency, Port Technical Services will edit for stock number, nomenclature and availability, and effect supply. In those instances where the quantity requested appears to be excessive, the requesting agency will be contacted promptly and informally to effect adjustment. If adjustment cannot be effected in this manner, the Property Issue Slip with the justification therefor, will be submitted to the Chief, Port Supply and Facilities Division, for decision. In those instances where the materials requested are not available for issue, the due-out procedure outlined in Section VI, TM 38-403 will be followed.
3. Personally Owned Tools and Supplies:
 - a. Because of the varying work schedules and requirements of the various divisions and Technical Services within the Port, it is considered impracticable to establish a uniform procedure for the use of personally owned tools. The chief of each division will therefore prepare his own instructions to assure that any personal tools brought into the Port area for use are properly identified as such, and in such a manner as to make certain that Government owned tools are not carried away in error.
 - b. However, no employee will bring into the Port area personal supplies, such as soldering paste, grinding compounds, pipe dopes, etc. When an employee feels that materials and/or supplies, as furnished by the Government, are not satisfactory or economical, he will so state to his supervisor, in writing, giving the name or proper identification of desired supplies, with brief statement showing his reason for requiring it. When the division chief feels that such items are necessary, they will be requisitioned from the appropriate Port Technical Service, with full justification. If the item is not a standard item, requisitions will be forwarded for supply action, showing why the standard item is not suitable.
4. Turn-In Procedure and Replacement:
 - a. Supplies and equipment normally will be classified and segregated as to serviceability or unserviceability by personnel of the using activity prior to turn-in to the appropriate Technical Service. Using activities will request such assistance as may be necessary from the Technical Service concerned.

- b. Supplies which are determined by visual inspection or technical inspection to be in serviceable condition and fit for immediate reissue, will be listed on a Property Turn-In Slip prepared separately for each Technical Service and marked to indicate that the items are "Serviceable". Such property, together with the Property Turn-In Slip, will be delivered directly to the Technical Service concerned.
- c. Supplies which are determined by visual inspection or technical inspection to be in unserviceable condition, will be listed on Property Turn-In Slip prepared separately for each Technical Service and marked to indicate that the items are "Unserviceable". Such property, together with the Property Turn-In Slip, will be delivered directly to the Technical Service concerned.
- d. Supplies which are obvious salvage or scrap will be listed on Property Turn-In Slip marked "Salvage" and delivered directly to the Port Salvage Officer.
- e. Property Turn-In Slips (WD AGO Form 447), prepared in accordance with b, c, and d above, will indicate in the "Remarks" column for each item listed thereon, the appropriate abbreviation as to circumstances, i.e., FWT (Fair Wear and Tear), R/S (Report of Survey), etc., and the supplies when unserviceable, will be turned-in after compliance with the provisions of paragraph 58, TM 14-904 and paragraph 4c, AR 35-6640. Supporting documents will accompany all property turn-ins, as required.
- f. When replacement of unserviceable property turned-in is desired, a Property Issue Slip will be prepared and submitted as outlined in subparagraph d above.
- g. Turn-in of property on memorandum receipt will be accomplished in accordance with subparagraphs b and c above.

5. Memorandum Receipt Procedure:

- a. Requests for memorandum receipt property will be submitted on Form WD AGO 446, in accordance with paragraph 1 above. Return and replacement of memorandum receipt property will be made in accordance with paragraph 4 above.
- b. Officers exercising administrative control over any activity using property issued on memorandum receipt, are supervisorily responsible for such property and may be held pecuniarily liable under the provisions of paragraph 3a(2), AR 35-6640, 16 April 1945.

- c. Where it is impracticable for the chief of a division to exercise direct responsibility for all property in his division, he may, with the approval of the Chief, Port Supply and Facilities Division, designate, in writing, the officers in charge of the using activities within his division, who will be directly responsible for memorandum receipt property issued, used, or stored, within defined locations and to whom property will be issued by the accountable property officer.
- d. No officer will be designated or directed to assume responsibility for property not under his control, except officers designated by the Port Commander, pursuant to paragraph 9, AR 35-6520.
- e. Authority to sign for the receipt of property may be delegated to subordinate military and civilian assistants. Such delegation will be made in accordance with paragraph 5b, AR 35-6520. Responsibility for property cannot be delegated. Accountable supply officers will post all copies of memorandum receipts signed by an authorized representative to the account of the responsible officer.
- f. Any loss, damage, or destruction of memorandum receipt property will be promptly surveyed by the responsible officer in accordance with paragraph 79, TM 14-904.
- g. ~~Civilians may be designated as responsible property officers for shop or warehouse property. Civilians so designated will be required to give bond to the United States in accordance with the provisions of AR 35-220.~~
- h. No responsible officer will be cleared from this headquarters without full compliance with paragraph 8e, AR 35-6520. Inventories will be taken jointly by the officer being relieved and the officer assuming responsibility. Responsibility for memorandum receipt property will not be assumed "subject to inventory".
- i. Where a responsible officer leaves this headquarters without effecting proper settlement of his account, the accountable supply officer or new responsible officer will immediately request the Port Commander through the Chief, Port Supply and Facilities Division, to designate a disinterested officer to inventory and effect settlement of the account.
- j. ~~Responsible officers will take actual inventory of property held on memorandum receipt quarterly, to verify the presence and condition of property held on memorandum receipt. Any shortages or damages discovered will be immediately adjusted by Report of Survey. Any overages found upon quarterly inventory, or at any other time, will be immediately reported to the accountable supply officer concerned. Division~~

chiefs will ascertain by certificates of responsible officers, or otherwise, when the quarterly inventory is effected.

- k. Accountable supply officers will consolidate their memorandum receipt accounts every six months, or more often as may be necessary by the change of responsible officers.
- l. Turn-in of memorandum receipt property will be accomplished as outlined in paragraph 4 above.

REFERENCES:

AR 35-6520, subject: "Property Accountability and Responsibility", dated 20 August 1946, as amended.

AR 35-6640, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 16 April 1945.

~~AR 35-220, subject: "Surety Bonds", dated 31 December 1946.~~

TM 38-403, subject: "Station Supply Procedure", dated 1 August 1944.

TM 38-400, subject: "Stock Control Manual", dated February 1947.

TM 14-904, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated April 1945.

TM 38-505, subject: "Salvage in Zone of Interior", dated September 1945, as amended.

Circular No. 35, War Department, dated 6 February 1946.

Procurement Circular No. 3, War Department, dated 24 January 1947.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENT

CHANGE NO. 1
SOP NUMBER 140
25 MAY 1948

PORT SUPPLY, REPAIR, AND REPLACEMENT OF PROPERTY

SECTION II

FURNITURE REPAIR AND FABRICATION

1. Standing Operating Procedure No. 140, subject: Port Supply, Repair and Replacement of Property, Section II, Furniture, Repair and Fabrication, dated 10 May 1948, is amended as follows:
 - a. Delete paragraph 5 b in its entirety.
 - b. Paragraph c will be lettered b.

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 140
10 MAY 1948

PORT SUPPLY, REPAIR, AND REPLACEMENT OF PROPERTY

SECTION II

FURNITURE REPAIR AND FABRICATION

PURPOSE AND SCOPE:

1. This directive prescribes the procedure for the repair and fabrication and return to using agencies of furniture at NYPE activities.
2. Furniture on all Transportation Corps vessels, including transports, hospital ships, and harbor craft, is maintained by the Transportation Corps and is excluded from provisions of this Standing Operating Procedure.

DEFINITIONS:

Furniture as used in this Standing Operating Procedure includes those items of government-owned furniture which have been issued or authorized for issue for officers' quarters, for enlisted and other military personnel, approved civilian quarters, offices, hospitals, and all other Department of the Army owned or controlled buildings and facilities, except furniture purchased from non-appropriated funds or built-in items such as mirrors, bookcases, shelving, china cupboards, etc. (For list of items of furniture refer to paragraph 3, Section II, WD Circular No. 229, 21 August 1947, subject: "Furniture").

PROCEDURE AND RESPONSIBILITIES:

1. Staff Supervision: The Chief, Port Supply and Facilities Division, will exercise staff supervision over the provisions of this Standing Operating Procedure.
2. Separate Commands: Commanding Officers of Separate Commands, except Fort Hamilton, will be responsible for establishing procedures consistent with this Standing Operating Procedure at installations under their command. Repair or fabrication of furniture for activities at Fort Hamilton will be accomplished as outlined in paragraph 4, below.
3. General:
 - a. Repair or fabrication of furniture for return to user and for station stock is the responsibility of army commanders,

2I. Base maintenance is accomplished by the Quartermaster General in designated base maintenance shops.

- b. The Chief, Engineer Division, will be responsible for repair or fabrication of furniture at Headquarters, NYPE, and Fort Hamilton under the combined maintenance shop plan as prescribed in Section V, WD Circular 329, 8 November 1946, subject: "Maintenance Shop".
- c. Using services are responsible for maintenance of the following:
 - (1) Non-standard office furniture defined as that furniture which has commercial use but which is not commonly used by the military forces and not covered by a Federal specification.
 - (2) Special office furniture defined as that furniture peculiar to a specific use.
 - (3) Office furniture procured from non-appropriated funds, civil property of the Corps of Engineers, and office furniture procured for departmental use.
 - (4) Items listed in paragraph 3 b, Section II, War Department Circular 229, dated 21 August 1947, subject: "Furniture".
- d. Repairs or fabrication of furniture for which using agencies are responsible, as listed in preceding subparagraph, will be effected as described in paragraph 4, below, on a reimbursable basis. Using agencies will be billed monthly on Standard Form 1080 (Voucher for Adjustments between Appropriations and/or Funds).

4. Repair of Furniture at Headquarters, NYPE:

- a. Only furniture which is in use or currently needed for use, and for which facilities are available will be repaired. Unserviceable furniture not currently needed for use, or that requiring repairs beyond the capabilities of available repair facilities or personnel will be disposed of by the Port Quartermaster Division or other responsible port technical service division in accordance with directives received from higher authority.
- b. Requests for furniture repairs will be submitted by using agencies to Engineer Division, R & U Section, on WD AGO Form 5-27 (Repairs and Utilities Work Order Request) in triplicate; original and duplicate copy to be submitted to Engineer Division, triplicate copy to be retained by requesting agency.

SECTION II

SOP 140

- c. Agencies requesting furniture repairs will insure that furniture is properly laid out so that an inspection, as set forth in the following sub-paragraph d, can be made of each item to be repaired.
 - d. Scope and feasibility of the requested repairs will be determined by an inspector of the Engineer Division.
 - (1) If accomplishment of all or part of requested repairs is considered uneconomical, WD AGO Form 5-27 will be returned with appropriate recommendations. A certificate stating that repair is uneconomical will be prepared by the Engineer Division, R & U Section, listing number and type of pieces which have been so classified. Responsible or accountable officers will utilize this certificate as an exhibit to the Report of Survey which will be initiated in accordance with existing procedure in order to obtain relief from responsibility and/or accountability for the property.
 - (2) If repairs can be accomplished, the requesting agency will deliver the furniture to Engineer Division, R & U Carpenter Shop, 2nd Floor, Building B, East. A representative of the Engineer Division will sign Copy No. 3, of WD AGO Form 5-27, as a hand receipt to requesting agency.
 - e. Repairs will be accomplished in accordance with existing procedure. Upon completion of repairs, a representative of the Engineer Division will advise the requesting agency to arrange for pick-up of repaired furniture.
 - f. Engineer Division will maintain cost records for furniture repair and advise the Chief, Fiscal Division, at the end of each month of the costs incurred. Fiscal Division will credit the appropriate Engineer Payroll and charge Quartermaster Funds with the appropriate amounts.
 - g. Engineer Division will requisition repair parts, materials, and supplies required for furniture repair monthly from Port Quartermaster Division. Requisitions for items which are not available in Quartermaster stocks will be referred back to Engineer Division for local purchase from available Quartermaster funds.
5. Fabrication of Quartermaster Property at Headquarters, NYPE.
- a. Requests for fabrication of furniture will be submitted on WD AGO Form 5-27 to the Chief, Port Quartermaster Division,

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION II

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who will attempt to supply the item by substitution from stock. If no substitute is available, the request will be submitted to the Chief, Port Supply and Facilities Division, for approval and transmittal to the Chief, Engineer Division, for action.

*See
Ch 1*
~~If fabrication can be accomplished, the requesting agency will deliver the furniture to Engineer Division, R & U Carpenter Shop, 2nd Floor, Building B, East. A representative of the Engineer Division will sign copy number 3 of WD AGO Form 5-27 as a hand receipt to the requesting agency.~~

2 At the completion of the requested fabrication, the Engineer Division will notify the Chief, Port Quartermaster Division, who will pick up the fabricated item on his stock records; and issue the item on WD AGO Form 446, Issue Slip, to the agency who requested the fabrication.

REFERENCES:

WD Circular No. 66, 6 March 1946, Section VI, subject: "Repairs and Utilities".

WD Circular No. 329, 8 November 1946, Section V, subject: "Maintenance Shop".

WD Circular No. 15, 17 January 1947, Section III, subject: "Furniture".

WD Circular No. 180, 11 July 1947, Section III, subject: "Office Furniture".

WD Circular No. 229, 21 August 1947, Section II, subject: "Furniture".

TM 5-600, 6 November 1945, subject: "Guides and Procedures - Repairs and Utilities", as amended.

TM 38-403, June 1947, subject: "Station Supply Procedure".

ADMINISTRATION
SUPPLIES, SERVICE AND EQUIPMENT

SOP NUMBER 140
6 FEBRUARY 1948

PORT SUPPLY, REPAIR, AND REPLACEMENT OF PROPERTY

SECTION V

REPAIR AND MAINTENANCE OF EQUIPMENT USED IN ARMY EXCHANGES
ON TROOP-CARRYING VESSELS

PURPOSE AND SCOPE:

This Standing Operating Procedure establishes a uniform procedure for accomplishing repairs to equipment used in vessel exchanges. The procedure described is applicable to all Army vessels whereon a Vessel Exchange is authorized and has been established.

DEFINITION:

Equipment, as used herein, applies to typewriters, adding machines, cash registers, etc.

PROCEDURE AND RESPONSIBILITIES:

1. The Vessel Exchange Officer will:
 - a. Report to the Ship Supply Officer and/or Ship Transportation Agent any equipment which requires repairs; itemizing the extent of repairs necessary, if known.
2. The Ship Supply Officer and/or the Ship Transportation Agent, whichever is responsible for maintenance of accountable records aboard the vessel, will:
 - a. Submit requests for repairs of equipment to the Chief, Port Quartermaster Division, indicating that the property is in use by the Vessel Exchange.
3. The Chief, Port Quartermaster Division, will:
 - a. Repair or cause to be repaired equipment of the Vessel Exchange, and
 - b. Submit an itemized bill monthly to the Chief, Fiscal Division, NYPE, requesting reimbursement for services rendered.
4. The Chief, Fiscal Division, will:
 - a. Request reimbursement from the Chief, Special Service, Vessel Exchange, Troop Information and Education Supply Division,

b. Deposit funds received with the US Army Finance Officer.

5. The Chief, SS, VE, TI&E Supply Division, will:

a. Review bills for correctness and submit check to the Chief, Port Fiscal Division, in payment for services rendered.

REFERENCES:

Letter, OCT, file TCWTS MO 331.3, subject: Maintenance Costs on Equipment Used in Vessel Exchanges, dated 4 December 1947.

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENTCHANGE NO. 1
SOP NUMBER 141
6 FEBRUARY 1948

P R O C U R E M E N T

SECTION III

REVIEW OF CONTRACTS

Delete paragraph 2 a and substitute the following therefor:

- "a. All proposed contracts and contracts numbered in accordance with Army Procurement Regulation 5-302.1 for which the Transportation Corps is responsible and supplemental agreements, change orders and other amendments thereto, will be transmitted directly to the Port Judge Advocate Division, attention: Contract Review Branch, for review and approval as to legal form and compliance with applicable regulations and instructions. To the extent practicable; such transmittal will be effected sufficiently in advance of the necessary date of execution to allow a reasonable amount of time for adequate legal review. Contracts utilizing a standard form listed in Army Procurement Regulation 3-500.3; Procurement Regulation 304.1 and Procurement Regulation 13, as amended; Transportation Corps Procurement Instructions, Part 4, Section 5, dated 1 December 1947; and such other contracts as are designated in writing by the Contract Review Branch, may, at the option of the Contracting Officer, be transmitted to the Contract Review Branch, simultaneously with the making of distribution in accordance with current instructions. Copies of all communications, if any, from higher authority authorizing the execution of the contract will accompany contractual instruments being transmitted for review. Supplemental agreements, change orders and other amendments will be forwarded accompanied by the basic contract (including all prior supplemental agreements and change orders, if any), if they have not previously been reviewed by the Contract Review Branch."

ADMINISTRATION OF NYPE
PORT SUPPLIES SERVICES AND EQUIPMENT

SOP NUMBER 141
8 October 1947

P R O C U R E M E N T

SECTION III

REVIEW OF CONTRACTS

PURPOSE AND SCOPE:

The purpose of this section of Standing Operating Procedure No. 141 is to prescribe the responsibilities and procedures in connection with legal reviews of certain contracts and the furnishing of legal advice and assistance in connection with the procurement of supplies and services at the New York Port of Embarkation.

RESPONSIBILITIES AND PROCEDURES:

1. The Port Judge Advocate is responsible for the following in connection with procurement activities at the New York Port of Embarkation:

- a. Accomplish legal review of contracts for which the Transportation Corps is responsible.
- b. Furnish legal advice and assistance on procurement questions arising in the negotiation and administration of contracts.

2. Legal Review of Contracts:

- a. All proposed contracts and contracts numbered in accordance with Procurement Regulation 309 for which the Transportation Corps is responsible and supplemental agreements, change orders and other amendments thereto, will be transmitted directly to the Port Judge Advocate Division, attention: Contracts Review Branch, for review and approval as to legal form and compliance with applicable regulations and instructions. To the extent practicable, such transmittal will be effected sufficiently in advance of the necessary date of execution to allow a reasonable amount of time for adequate legal review. Contracts utilizing a standard form listed in Procurement Regulations 304.1 (1) and (2) without deviating therefrom, and such other contracts as are designated in writing by the Contract Review Branch, may, at the option of the Contracting Officer, be transmitted to the Contract Review Branch simultaneously with the making of distribution in accordance with current instructions. Copies of all communications, if any, from higher authority authorizing the execution of the contract will accompany contractual instruments being transmitted for review. Supplemental agreements, change orders and other amendments will be forwarded

*See
Ch 1*

See ch ~~accompanied by the basic contract (including all prior supplemental agreements and change orders, if any), if they have not previously been reviewed by the Contract Review Branch.~~

- b. In any case where contracts or procedures relating to procurement do not conform to applicable laws, regulations or instructions, the Contract Review Branch will advise the Contracting Officer thereof and will recommend appropriate corrective action.
- c. Periodic selective review of unnumbered contracts for which the Transportation Corps is responsible will also be made. Such contracts will not be transmitted directly to the Port Judge Advocate Division, but review will be accomplished at the Office of the Port Procurement and TC Supply Division by representatives of the Contract Review Branch.
- d. In the event that review or policy approval by the Chief, Port Supply and Facilities Division, is required, the Contract Review Branch, Port Judge Advocate Division, will forward the proposed contract for such action after legal review has been accomplished.

3. Legal Advice and Assistance:

- a. Advice and assistance on procurement questions arising in the negotiation and administration of contracts will be solicited from the Port Judge Advocate Division by transmitting requests therefor directly to the Port Judge Advocate Division, attention: Contract Review Branch. Requests for advice or assistance may include, but need not necessarily be limited to, such matters as:
 - (1) Interpretation of procurement regulations, instructions and directives issued by higher authority.
 - (2) Interpretation of statutes, court decisions, and decisions of the Comptroller General.
 - (3) Interpretation of contracts and contract provisions.
 - (4) Drafting non-standard forms of contracts and contract articles.
 - (5) Settlement and termination of contracts.

REFERENCE:

TC Circular No. 3, Section I, subject: "Legal Review of Contracts at Ports and Other Installations", dated 8 January 1947.

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 141
17 July 1947

P R O C U R E M E N T

SECTION IV

PROCUREMENT, STORAGE, ISSUE AND RECLAMATION OF LUMBER

PURPOSE AND SCOPE:

This directive prescribes the procedure for all agencies in the procurement, storage, issue and use of all lumber and lumber products in the New York Port of Embarkation, excluding the Post Engineer of all installations.

To effect the greatest utilization of the common stock piles of lumber established at the Brooklyn Army Base, and to centralize all procurement, storage and issue of lumber and lumber products with the Port Procurement and Transportation Corps Supply Division (hereafter referred to as PP&TCSD).

To prescribe the procedure covering the reclamation of salvage lumber and to obtain the maximum utilization and control of its distribution.

SUPERVISION:

Staff supervision over the provisions of this procedure will be exercised by the Chief, Port Supply and Facilities Division.

DEFINITIONS:

Using Agencies: As used herein, includes all Technical Services and operating agencies of the Port and separate commands except Post Engineers.

A Transportation Corps (TC) using agency: Is an operating unit of the Transportation Corps using lumber in the performance of its respective mission.

T. C. Projects: Are special operations on behalf of the Transportation Corps outside the ordinary scope of activities of the other Technical Services.

PROCEDURE:

1. Brooklyn Army Base:

- a. Forecast of Requirements: Using agencies will indicate their respective anticipated requirements of lumber and lumber products

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to the PP&TCSD for its use in planning procurement. Using agencies will submit quarterly forecasts, Reports Control Symbol TCNYP-TGB-101, on the dates and for the respective periods scheduled below. In addition to totals of each item of lumber for each period, the using agencies will indicate the anticipated requirements for each one-half month period within the forecast period. Forecasts will be based upon the best information available to using agencies who will furnish necessary revisions to the PP&TCSD immediately upon the receipt of information affecting the forecast. Negative requirements will be submitted.

LUMBER AND LUMBER PRODUCTS

SUBMIT NOT LATER THAN

FOR PERIOD

15 December	1 April - 30 June
15 March	1 July - 30 September
15 June	1 October - 31 December
15 September	1 January - 31 March

PLYWOOD

15 November	1 April - 30 June
15 February	1 July - 30 September
15 May	1 October - 31 December
15 August	1 January - 31 March

b. Requisition:

- (1) TC using agencies will requisition lumber on WD AGO Form 446, Property Issue Slips, for deliveries from stock piles or deliveries directly from vendors. Requisitions will be transmitted to Chief, PP&TCSD.
- (2) Other Technical Services will requisition lumber for their own use on WD AGO Form 445, indicating the estimated cost of such lumber and the funds chargeable therefor. Such requisitions will be submitted to the Chief, PP&TCSD, through the Chief, Fiscal Division, for allotment of funds.

c. Delivery:

(1) Delivery procedure:

- (a) TC using agencies and units of other Technical Services receiving lumber for TC Projects will receipt for lumber on copies of WD AGO Form 446, to the Chief, PP&TCSD.

- (b) Lumber delivered to other Technical Services for their own use will be shipped on War Department Shipping Documents, on a reimbursement basis. These documents will be submitted to the Property Officer of the receiving using agency for signature, and then transmitted to the Chief, Fiscal Division, for transfer of funds in accordance with AR 35-850 and Chapter 6, TM 14-702, October 1946.
- (c) When lumber is diverted by the Chief, PP&TCSD for direct delivery from the vendor or contractor to the using agency, the following procedure will apply:
 - 1. Immediately upon delivery of the shipment, the using agency will, by telephone, request the Chief, PP&TCSD to have the shipment inspected and tallied in.
 - 2. The Chief, PP&TCSD will have an inspector inspect and tally in the shipment, and upon acceptance, the inspector will turn the property over to the using agency and deliver his inspection report, with the using agency's receipt indorsed thereon, to the Chief, PP&TCSD.
 - 3. The Chief, PP&TCSD will assume original accountability for such shipments by processing receiving reports, and if the using agency is receiving lumber under the provisions of subparagraph 1 c (1) (b), above, the Chief, PP&TCSD will process War Department Shipping Documents in accordance with that paragraph.

2. Camp Kilmer and Fort Hamilton:

- a. The Station TC Supply Officer will maintain a lumber stock pile for supply of activities of his station.

b. Requisition procedure:

- (1) The Station TC Supply Officer will submit requisitions on WD AGO Form No. 445 to the PP&TCSD for lumber necessary to maintain the prescribed stock level in accordance with the schedule in paragraph 1 a, above. This requisition will be based upon forecasts of the using agencies' supplies, rendered as outlined in paragraph 1 a, above.

- (a) Special requisitions for greater quantities or to meet unusual demands will be made only upon the prior approval of the Commanding Officer of the Station.

c. Delivery procedure:

- (1) Transfers of lumber from the Chief, PP&TCSD to the Station TC Supply Officer will be made on War Department Shipping Document without reimbursement.
- (2) When, in lieu of delivery from the Port stock pile, lumber is diverted in carload or bulk shipments from vendors directly to the Station TC Supply Officer, that officer will:
 - (a) Inspect and accept shipment, noting discrepancies in quantities and qualities, or losses or damages.
 - (b) Prepare a Receiving Report, WD AGO Form 431, transmitting the original and four (4) copies to the Chief, PP&TCSD for accomplishment of the necessary certificate, together with his acknowledgement of receipt of such property.
- (3) The Station TC Supply Officer will issue lumber for immediate use to TC using agencies on WD AGO Form 446, and obtain necessary receipts for same.
- (4) The Station TC Supply Officer will issue lumber to other Technical Services for their own use on a War Department Shipping Document prepared on a reimbursement basis in accordance with subparagraphs 1 b (2) and 1 c (1) (b), above.
- d. The Station TC Supply Officer will account for lumber in accordance with AR 35-6520, TM 38-400, and TM 38-403.

3. Salvage:

a. The Port Quartermaster will be responsible for:

- (1) The maximum recovery and return to Port stock (PP&TCSD) of used lumber generated at this Port or returned in vessels from overseas.
- (2) The receipt of salvage lumber generated at this Port or returned from overseas when turned in by agencies at the Port.

- (3) The reclamation of lumber within the categories as outlined in TM 38-505:
 - (a) one (1") inch thick by six (6') feet and longer
 - (b) two (2") inches and thicker by eight (8') feet and longer.
 - (4) The removal of nails, tiering of lumber in convenient sized drafts (suitable to be placed aboard vessels by ships gear), and banding drafts to insure safety, and to prevent spilling, while being handled and intransit. Lumber shipped to the PP&TCSD will be fit for issue.
 - (5) The notification of Chief, PP&TCSD that stocks are on hand for which disposition instructions are needed.
 - (6) The disposition of quantities that are not to be reclaimed, and scrap lumber, according to prescribed directives.
 - (7) Maintenance of adequate records to show the receipt and disposition of material received at the salvage yard.
 - (8) The issuing of unreclaimed lumber whenever the using agency will accept same without the removal of nails. However, issues should be made for the PP&TCSD, who will accomplish the necessary paper work on receiving a hand receipt from the salvage yard.
 - (9) The maintenance of adequate records to show the cost of operation at the reclamation center and to make recommendations to higher authority when the cost of operation exceeds the return realized.
- b. The Chief, PP&TCSD will be responsible for:
- (1) The receipt, storage, and issue of reclaimed lumber from the lumber reclamation center.
 - (2) The pick-up for stock or the delivery to a using agency of quantities reported for disposition by the Port Quartermaster.
 - (3) The issuing of reclaimed lumber to using agencies prior to the issue of new lumber when reclaimed lumber can effectively be used.
- c. The operating and using agencies will be responsible for:

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- (1) Using reclaimed lumber for all purposes where it can be used adequately and advantageously.
- (2) Certification on requisitions for new lumber by division chiefs to the effect that reclaimed lumber cannot be used and the reasons therefor.
- (3) The requisitioning of sizes under eight (8') feet when shorter lengths can be effectively used in order to eliminate the necessity of cutting larger sizes.
- (4) The return to the PP&TCSD of all stocks not needed for current requirements.

REFERENCES:

AR 35-6620, subject: "Property Accountability and Responsibility", dated 20 August 1946, as Changed.

Circular No. 127, subject: "Army-Navy Lumber Agency", WD, dated 2 May 1946.

TC Circular No. 36, subject: "Common Stock Pile Use by all Services at Ports of Embarkation", dated 30 August 1946.

TM 14-702, subject: "Fiscal Accounting for Field Installations", dated 1 October 1946.

TM 38-403, subject: "Station Supply Procedure", dated 1 August 1944.

TM 38-400, subject: "Stock Control Manual for Stations", dated February 1946.

TM 38-505, subject: "Salvage in Zone of Interior", dated 13 September 1945, as Changed.

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 141
24 FEBRUARY 1948

PROCUREMENT

SECTION V

PROCUREMENT REQUIREMENTS FOR PETROLEUM PRODUCTS

PURPOSE AND SCOPE:

This directive prescribes the procedure for the determination of requirements and procurement of petroleum products, for which the Quartermaster Corps has issue or purchase responsibility at Headquarters, New York Port of Embarkation, and the separate commands.

SUPERVISION:

Staff supervision over the provisions of this directive will be exercised by the Port Supply and Facilities Division.

DEFINITIONS:

Separate Commands. Camp Kilmer, Fort Hamilton, and Charleston
Small Boat Wet Storage Basin.

Headquarters, NYPE. Comprises Brooklyn Army Base, Caven Point,
and the Staten Island Port Installation.

RESPONSIBILITIES AND PROCEDURES:

1. The Port Quartermaster will:
 - a. Obtain estimated quantity requirements for petroleum products from all using agencies at Headquarters, NYPE, and from the Commanding Officers of Separate Commands.
 - b. Submit procurement requirements for petroleum products, through command channels to the Office of the Quartermaster General, as required by Memorandum 700-5-8, Department of the Army, dated 19 August 1947, and any future pertinent directives.
 - c. Request and secure information from the Office of the Quartermaster General concerning the quantities of petroleum products allocated to NYPE on Government contracts. This action should be taken simultaneously with that outlined in preceding subparagraph 1 b. These quantities will then be compared with

the estimated requirements previously submitted so as to assure that they will afford complete coverage for the period for which the requirements were estimated. In the event that quantities contracted for do not meet the estimates submitted, necessary follow-up action will be taken immediately with the Office of the Quartermaster General to secure additional contract quantities. Contract information pertaining to Headquarters, NYPE, and the Separate Commands will be promptly disseminated to all interested agencies.

- d. Maintain records of the quantities of petroleum products available on Government contracts covering Headquarters NYPE requirements. These records will indicate the total amounts of each type of product contracted for, broken down by point and type of delivery and the period covered by the contract. Quantities subsequently requisitioned by using agencies will be posted to these records. Adjustments will be made, if necessary, when the actual amount received is determined. Records will be kept current and frequently reviewed.
- e. Submit revised procurement requirements for petroleum products, through command channels, to the Office of the Quartermaster General when availability records indicate that the quantity originally submitted will not adequately cover anticipated needs for the balance of the contract period. When it becomes apparent that quantities available on contract are insufficient revisions should be submitted immediately in order to allow as much time as possible for revision of the existing contracts, or for preparation of new contracts. Availability should not be allowed to fall below a two month anticipated requirement.
- f. Submit estimated fund requirements for petroleum products to the Port Fiscal Officer as required. Review and forward to the Port Fiscal Officer estimated fund requirements submitted by Camp Kilmer and Charleston Small Boat Wet Storage Basin.
- g. Establish and maintain adequate stocks of petroleum products when considered practicable and issue same upon receipt of proper requisition.
- h. Submit requisitions to appropriate supply points for station stocks of petroleum products normally obtainable from those sources.
- i. Secure authority from the Office of the Quartermaster General for open market purchase of required standard items which are not normally stocked at supply points and are not covered by existing contracts. Obtain authority from the Office of the Chief of Transportation for local purchase of non-standard materiel when circumstances justify such action.

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j. Submit purchase requests to the Chief, Port Procurement and TC Supply Division for petroleum products covered by Government contracts, for standard items unobtainable from supply points in time to meet the needs of a bona fide emergency and for non-standard materiel approved for local purchase by the Office of the Chief of Transportation. Complete purchase authorization and justification will be cited thereon.

k. Maintain liaison with the Chief, Port Procurement and TC Supply Division, to insure that sufficient information is received by the latter so as to enable fulfillment by him of his purchasing and contracting functions.

2. All using agencies will take the following action:

a. Agencies at Headquarters, NYPE, will estimate and submit quantity requirements for petroleum products to the Port Quartermaster, as requested by the Port Quartermaster. Any necessary revisions occasioned by unanticipated increases or decreases in consumption, or due to submission of erroneous original estimates, will be submitted to the Port Quartermaster immediately such information becomes known.

b. Agencies of Headquarters, NYPE, will submit requisitions to the Port Quartermaster for petroleum products, as required, and in sufficient time to allow normal processing before the requirement date. The requisitioning procedure outlined in paragraph 4 a and b, SB 38-5-3, Department of the Army, 17 December 1947, will be adhered to.

c. Action similar to that outlined in preceding sub-paragraphs 2 a and b will be taken at post levels by using agencies of the Separate Commands.

3. The Post Quartermaster or Consolidated Property Officer at the Separate Commands will:

a. Obtain estimated quantity requirements for petroleum products from using agencies at the Post.

b. Submit to the Port Quartermaster, NYPE, fund requirements and procurement requirements for petroleum products required by the Post, in accordance with Memo 700-5-8, Department of the Army, dated 19 August 1947, and any future pertinent directives.

c. Follow the provisions of the foregoing sub-paragraphs 1 d and e, but will submit their revisions of procurement requirements

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to the Port Quartermaster, who will review and forward them to the Office of the Quartermaster General through command channels.

- d. Submit purchase requests to local purchasing and contracting officers for petroleum products covered by Government contracts and for standard items unobtainable from depots in time to meet the needs of a bona fide emergency, and for non-standard material approved for local purchases by the Office of the Chief of Transportation. Complete purchase authorization and justification will be cited thereon.
 - e. Follow the provisions of the foregoing sub-paragraphs l g, h, i and j.
 - f. Furnish sufficient information to the local purchasing and contracting officer so as to enable fulfillment by him of his purchasing and contracting functions.
4. The Chief, Port Procurement and TC Supply Division, or the Contracting Officers of the separate commands will:
- a. Disseminate contract information to the Port or Post Quartermaster. When sufficient numbers of copies of Navy Contract Bulletins or Treasury Department schedules are received, one copy will immediately be dispatched to the Port or Post Quartermaster. In those instances where only one copy of contract information is received, extract will be prepared and dispatched.
 - b. Place delivery orders for petroleum products against pertinent contracts upon receipt of purchase requests from the Port or Post Quartermaster.
 - c. Prior to purchase action, secure necessary citation of funds from the Port or Post Fiscal Officer. Applicable funds will be shown on all purchase instruments.
 - d. Purchase petroleum products in the open market when circumstances justify such action, as follows:
 - (1) Upon receipt of a proper requisition from the Port or Post Quartermaster covering standard or non-standard items which have been approved for local purchase through action outlined in the foregoing sub-paragraph l j, or which are submitted as required to meet the needs of a bona fide emergency.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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- (2) Upon default of a contractor designated in mandatory Government contracts.
 - e. Keep the Port or Post Quartermaster informed regarding market conditions or other data affecting petroleum products, which may be received from vendors.
3. The Port Fiscal Officer will:
- a. Secure estimates of fund requirements for POL Products from the Port Quartermaster.
 - b. Submit fund requirements to Office of the Chief of Transportation with necessary justification.
 - c. Sub-allot funds to sub-installations where appropriate.
 - d. Cite applicable funds on purchase requisitions submitted by Contracting Officers.

REFERENCES:

Memo 700-5-8, War Department, subject: "Procurement Requirements for Petroleum Products", dated 19 August 1947.

Supply Bulletin 38-5-3, Department of the Army, dated 17 December 1947.

SOP No. 142, NYPE, subject: "Storage and Issue of Gasoline and Oil", dated 8 September 1947.

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICE AND EQUIPMENT

CHANGE NO. 1
SOP NUMBER 142
24 FEBRUARY 1948

STORAGE AND ISSUE OF GASOLINE AND OIL

SECTION I

GENERAL PROVISIONS

Delete paragraph 4 b and substitute the following therefor:

"b. External Recurring Reports to be submitted to the Office of the Chief of Transportation, thru Chief, Port Supply and Facilities Division.

- (1) Monthly Petroleum Report (Reports Control Symbol WDGP 134, WD AGO Form 10-182).
- (2) Estimated Requirements for Fiscal Year (gasoline, kerosene, solvents and fuel oil). Reports Control Symbol TREAS-1022, TP Forms 984, 986, 1048).
- (3) Requirements of Army and Navy Specification, Petroleum Products (Reports Control Symbol QMG-32, WD AGO Form R 5625)."

ADMINISTRATION OF NYPE
PORT SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 142
8 September 1947

STORAGE AND ISSUE OF GASOLINE AND OIL

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

This directive prescribes the procedure for the storage and issue of gasoline and oil at Headquarters NYPE and at Fort Hamilton, and for the establishment and maintenance of proper precautions in the handling thereof.

SUPERVISION:

1. Staff supervision over the provisions of this directive will be exercised by the Port Supply and Facilities Division.
2. Technical supervision and the responsibility for the supply and issue of gasoline and oil will be that of the Port Quartermaster Division.
3. Staff supervision for inspection and for prescribing safety measures and other precautions necessary to prevent fire or other disaster will be the responsibility of the Chief, Intelligence and Security Division.

PROCEDURE:

1. Safety and Security:

- a. Persons responsible for the storage and issue of gasoline and oil will be instructed in the principles of fire prevention and safety as prescribed in Regulations of the National Board of Fire Underwriters and in the Corps of Engineers Accident Prevention Manual. They will be required at all times to maintain adequate fire prevention and fire fighting equipment and to insure that the area in the vicinity of storage and dispensing stations is properly policed. Appropriate signs concerning restrictions such as "No Smoking", "Danger", or such other warnings as may be necessary, will be adequately posted in full view of all concerned.
- b. It will be the responsibility of the Provost Marshal or responsible Security Officer of each installation to have guards make periodic inspections of gasoline stations for prevention of pilferage during off-duty hours of attendants.

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- c. It will be the duty of the Quartermaster concerned to see that all dispensing stations are securely locked when unattended. Keys to locks will be deposited with a representative of the Quartermaster, who will be responsible for their safe keeping.

2. Issue:

- a. Gasoline and oil will be issued to all Army owned motor equipment, as authorized. Issue will also be made to vehicles returned from overseas and processed at NYPE.
- b. Issues will be made by regularly assigned personnel at gasoline stations as follows:
 - (1) 0700 to 1800 hours + Mondays
 - (2) 0800 to 1800 hours - Tuesdays through Fridays.
- c. To insure that vehicles are fueled and ready for operation the following morning, a Portable Gasoline Dispenser will be at the Water Division Garage, Dock Floor, Building "A" West, from 1715 to 1900 hours daily, for the purpose of refueling Government vehicles used in connection with longshoreman activities throughout the day. (Fueling of vehicles will be accomplished outside the building).
- d. Issue of gasoline and oil will be made, only upon the presentation of a trip ticket issued and signed by responsible authority of the requesting agency. A listing of personnel designated by each division to authorize the issue of gasoline and oil will be forwarded to the Port Quartermaster Division.
- e. In case of emergency, during off-duty hours, the Chief Guard will issue gasoline, when authorized by the Quartermaster Duty Officer or the Staff Duty Officer. A record of the gasoline dispensed will be turned over to the Supervisor of the Gasoline Station by the Chief Guard.

3. Storage: Port Quartermaster will store gasoline and oil in areas allocated by the Port Supply and Facilities Division as follows:

- a. Gasoline: Tanks are placed underground near the dispensing pumps and in a position to be filled by gravity from a tank wagon. These tanks are located at the south end of Building "B" and "C", Brooklyn Army Base and at Building "T214", Staten Island Terminal.
- b. Oil: Oil is stored in sheds 7, 8, 9, 11-A and 12, located in open area at the south end of Building "A" and against Second Avenue retaining wall north of the entrance to the south ramp.

4. Records and Reports Prepared by Port Quartermaster Division:a. Daily Records:

- (1) Physical inventory and meter readings (SPTAA Form 2028).
- (2) Gasoline and oil issued to Water Division and Port Transportation Division for operating equipment (SPTAA Form 2044).
- (3) All other vehicles receiving gasoline and oil (WD AGO Form 10-118).

b. External Recurring Reports:

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- ~~(1) Monthly Report of Excess Petroleum Stocks on hand (WD AGO Form 10-184, RCS: QMG-8) to Commanding General, First Army, Attention: Quartermaster, carbon copy to Office of the Quartermaster General and Chief, Port Supply and Facilities Division.~~
 - ~~(2) Monthly Petroleum Report (Reports Control Symbol WDGPSP 134, WD AGO Form 10-182) to the Chief of Transportation, Washington 25, D. C., thru: Chief, Port Supply and Facilities Division.~~

REFERENCES:

AR 850-15, Paragraph 40, subject: "Lubrication - Motor Vehicles", dated 1 August 1945.

AR 850-20, Change No. 2, Paragraphs 2 d (5) and 3, subject: "Precautions in Handling Gasoline", dated 17 May 1945.

Circular No. 117, Section III, subject: "Equipment", War Department, dated 14 April 1945.

Circular No. 269, Section VI, subject: "Fuel and Lubricant", War Department, dated 7 September 1945.

Circular No. 297, subject: "U. S. Army Quarterly Report of Petroleum Products (WD AGO Form 10-182, Revised)", War Department, dated 29 September 1945.

Circular No. 315, Section VIII, subject: "Fuel and Power", War Department, dated 13 October 1945.

Circular No. 96, Section VII, subject: "Petroleum Products", War Department, dated 30 March 1946.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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TM 10-486, subject: "Handling Petroleum Products", dated 1946.

FM 21-6, Paragraph 19, Pages 105-124, subject: "List of All Lubrication Orders", dated 10 January 1947

ADMINISTRATION OF NYPE
SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 143
 27 May 1947

C O N T R A C T M O R T U A R Y O P E R A T I O N S

PURPOSE AND SCOPE:

This directive prescribes the procedure for taking care of deceased personnel at Headquarters NYPE, other than those handled under "Repatriation of World War II Dead". This service operates under two programs; current and local dead. Parallel procedures will be set up at the separate commands of NYPE.

DEFINITIONS:

Local Dead: All persons who die aboard vessels destined for the NYPE, and persons whose death occurs within reasonable geographic limits of NYPE installations, who could not otherwise be more efficiently and economically handled through Supervisors of Mortuary Operations of other Army installations, or who are referred to NYPE by the representative Army commands having jurisdiction over mortuary operations. This personnel will include the following categories:

- a. All officer and enlisted personnel of the United States Army.
- b. Civilian personnel of the War Department who have been ordered away from their homes by competent authority to foreign countries and who die while traveling thereto or therefrom.
- c. Civilian personnel of the War Department who die on Army Transports or who, while on Army Transports, incur injury or contract disease resulting in their death.
- d. Civilian personnel who die at the New York Port of Embarkation or in an area under the jurisdiction of the New York Port of Embarkation, while traveling on competent orders.
- e. Military personnel who die as a result of a major disaster in an area under the jurisdiction of Headquarters NYPE, or when a request from another Post, Camp or Station (cleared through the Director of Mortuary Operations, First Army) is received, requesting assistance in care and disposition of deceased personnel who die in an area under the jurisdiction of that Post, Camp or Station. No War Department funds will be expended for civilians who are not covered by paragraphs b, c and d, above.

Current Dead: Deceased persons who die in overseas theaters and who are returned to the continental limits of the United States through NYPE. This personnel will include the following categories:

- a. Deceased persons handled entirely at Government expense:
 - (1) All officer and enlisted personnel of the United States Army.
 - (2) Civilian personnel who are hired in the United States and who die in overseas theaters and are subsequently returned to the United States through the New York Port of Embarkation.
 - (3) Civilian personnel who are hired locally (in the theater) and who die and are subsequently returned to the United States through the New York Port of Embarkation. (No escort is authorized)
- b. Deceased personnel handled at expense other than War Department funds:
 - (1) Those civilians of commercial firms or semi-military organizations who die in overseas theaters and have been processed by Army authorities in overseas theaters, preparatory to shipment to the United States through the New York Port of Embarkation.
 - (2) Those civilians of other Federal agencies who die in overseas theaters and have been processed by Army authorities in overseas theaters, preparatory to shipment to the United States through the New York Port of Embarkation.
 - (3) Those officers or enlisted men of the Navy Department who die in overseas theaters and have been processed by Army authorities in overseas theaters, preparatory to shipment to the United States through the New York Port of Embarkation.
 - (4) Dependents (including war brides and war brides' babies) of military and civilian personnel of the War Department who die in overseas theaters and enroute, and are subsequently returned to the United States through the New York Port of Embarkation.

Semi-Military Organizations will include such organizations as USO, American Red Cross, etc., which are subject to military law in the theater.

Commercial Organizations will include any commercial firm, whose personnel die in the theater and are processed by military authorities. These cases will be handled on receipt of instructions from the Quartermaster General.

SUPERVISION:

Staff supervision over the provisions of this procedure will be exercised by Chief, Port Supply and Facilities Division.

REFERENCES:

AR 30-1820, subject: "Preparation and Disposition of Remains in the United States, United States Possessions, and at Sea", dated 15 November 1943, as amended.

AR 30-1830, subject: "Burial Expenses", dated 13 October 1944, as amended.

AR 55-120, subject: "Transportation of Individuals", dated 26 April 1943, as amended.

AR 600-550, subject: "Deceased", dated 23 December 1944, as amended.

Circular No. 186, subject: "Allotments", War Department, dated 25 June 1946.

TM 12-240, subject: "Deceased Personnel Within the Continental United States, Excluding Alaska", War Department, dated January 1945.

TM 12-240A, subject: "Quartermaster Mortuary Procedures", War Department, dated May 1945.

Letter, subject: "Uniform Contract for Burial Services for Deceased Military Personnel and General Instructions Regarding Disposition of Remains", QMG, dated 1 June 1946.

Letter, file AGAM-PM 293 (1 July 1946) AO-C-QMGYC, subject: "Current Death Program", WD AGO, dated 9 July 1946.

Letter, file 632 AHFQM, subject: "Mortuary Letter No. 1", First Army, dated 26 August 1946.

Letter, file AGAM-PM (17 Oct 1946) QMGYC, subject: "Current Death Program", WD AGO, dated 24 October 1946.

Letter, file 293 AHFQM, subject: "Mortuary Letter No. 2 - Major Disaster Plan for Mortuary Matters", First Army, dated 18 December 1946.

Letter, file 293 AHFQM, subject: "Change No. 1 to Mortuary Letter No. 2 - Major Disaster Plan for Mortuary Matters", First Army, dated 7 January 1947.

C O N T R A C T M O R T U A R Y O P E R A T I O N S

SECTION I

UNIFORM BURIAL CONTRACT

1. Bids for burial service will be executed by the Chief, Procurement Division on QMC Form 1082 prior to the beginning of each Fiscal Year, in accordance with existing regulations.
 - a. A separate invitation to bid will be transmitted to white undertakers for white personnel.
 - b. A separate invitation to bid will be forwarded to colored undertakers for colored personnel.
 - c. In the event that no colored undertakers are available, white undertakers will be utilized.
2. Port approval of lowest responsible bidder will be determined after investigation of the bidders' premises, equipment and professional reputation has been made jointly by the Chief, Procurement Division, Chief, Surgeon and Medical Supply Division, and Supervisor of Mortuary Operations.
3. Three (3) copies of Port approved contract will be transmitted to Commanding General, First Army, Governors Island, New York 4, N. Y., Attention: Quartermaster, for final approval.
4. One (1) copy of contract approved by Army Commander will be returned to Chief, Procurement Division.
5. The Chief, Procurement Division, will distribute copies of approved contract to:
 - a. Contractor.
 - b. Disbursing Officer.
 - c. Chief, Port Supply and Facilities Division.
 - d. Supervisor of Mortuary Operations.

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6. Payment of Contractor's Services:

- a. After approval by the Supervisor of Mortuary Operations, contractor's invoices are to be forwarded to the Chief, Procurement Division, accompanied by Purchase Request and Commitment Form (WD AGO Form 14-115).
- b. Action by the Chief, Procurement Division:
 - (1) Submits two (2) copies of the delivery order to Supervisor of Mortuary Operations.
 - (2) The Supervisor of Mortuary Operations accomplishes the service certificate, returning one (1) copy to Chief, Procurement Division and retaining one (1) copy for file.

C O N T R A C T M O R T U A R Y O P E R A T I O N S

S E C T I O N I I

R E C E I V I N G , H A N D L I N G , A N D D I S P O S I T I O N

1. Advance Information Relative to Remains Received by Supervisor of Mortuary Operations:

a. Current Dead:

- (1) TWX from the Quartermaster General relative to shipment of remains indicating:
 - (a) Name, rank, and serial number of the deceased.
 - (b) Next of kin.
 - (c) Consignee.
 - (d) Race and sex of the deceased.
- (2) Copy of letter to the next of kin from the Quartermaster General relative to shipment of remains. This confirms shipping destination, date, and cause of death. (Information on cause of death will be transmitted to the Chief, Surgeon and Medical Supply Division by Supervisor of Mortuary Operations, so that the Public Health Service may be notified in cases involving quarantineable diseases.)
- (3) Sailing cables from Troop Movement Division indicating:
 - (a) Name of vessel.
 - (b) Name of deceased.
 - (c) Date of departure from theater.
 - (d) Estimated time of arrival.
- (4) Ocean manifests from the Water Division indicating:
 - (a) Name, rank, and serial number of the deceased.
 - (b) Consignee.

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(c) Weight.

(d) Stowage.

b. Local Dead:

(1) Telephone call from Chief, Surgeon and Medical Supply Division to Supervisor of Mortuary Operations relative:

(a) Name of deceased.

(b) Cause of death.

(c) Date of death.

(d) Place of death.

(2) If decedent is arriving by water, Supervisor of Mortuary Operations maintains liaison with Water Division relative to the estimated time of arrival and berthing of ship.

2. Receipt of Remains:

a. Current Dead:

(1) Inspection of stowage of coffin containers will be made in the hold of the ship by the Supervisor of Mortuary Operations.

(2) Each remains will be draped with the National Flag prior to removal from the hold. (Stock of flags will be maintained by the Port Quartermaster.)

(3) Remains will be removed to the Brooklyn Army Base piers by the Superintendent, Water Division.

(4) Military personnel and civilians of the War Department who were ordered away from their homes by competent authority to foreign countries including Hawaii, Philippine Islands, Alaska, Puerto Rico, or the Canal Zone, will be removed from the pier to contractor's establishment by contractor's hearse on call by the Supervisor of Mortuary Operations or his representatives.

(5) Dependents, including war brides and war brides' babies:

(a) Assistance will be given the next of kin in removal of remains to railroad station at his expense.

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- (b) If next of kin is not available, assistance will be given the American Red Cross in removal of remains at no expense to the War Department.
- (6) Military and civilian personnel of the Navy Department:
 - (a) The Commander, New York Naval Shipyard, Brooklyn, New York, will be contacted for removal instructions.
 - (b) Assistance, without expenditure of War Department funds, will be given in the removal of the remains.
- (7) Other Government personnel:
 - (a) Agency concerned will be contacted for disposition instructions.
 - (b) Assistance, without expenditure of War Department funds, will be given in the removal of the remains.
- (8) Citizens of the United States, employed by semi-military or commercial organizations:
 - (a) Organizations concerned will be contacted and disposition requested.
 - (b) Assistance, without expenditure of War Department funds, will be given in the removal of the remains.
- b. Local Dead:
 - (1) Remains to be removed from ship.
 - (a) Contact Transport Surgeon and secure death certificate.
 - (b) Determine whether remains have been embalmed aboard ship, if so, secure:
 - 1. Name of embalmer.
 - 2. Date and time of embalming.
 - 3. Material used.
 - 4. Whether it is recommended that remains be shown to family.

5. Complete Preparation Room Report (WD AGO Form 10-15).

(c) Determine if autopsy was performed.

1. By whom.

2. Date and time.

3. Primary and contributory cause of death.

(d) Remains will be removed by undertaker to his establishment.

(e) Autopsy, if not performed aboard ship.

1. Autopsy Protocol and microscopic examination will be arranged for by Chief, Surgeon and Medical Supply Division.

2. This will be performed by Surgeon, Toxicological Laboratory, First Army, 90 Church Street, New York, N. Y., at the contractor's establishment.

3. Copy of report will be distributed to Supervisor of Mortuary Operations, NYPE, and Chief, Surgeon and Medical Supply Division, NYPE.

(f) Preparation Room Report (WD AGO 10-15).

1. Accomplished by Supervisor of Mortuary Operations, Medical Officer performing autopsy, and embalmer.

2. Distribution:

Receiving Undertaker
Preparing Embalmer
Quartermaster General
Commanding General, First Army
Mortuary Operation File

3. Inspection at Contractor's Establishment:

a. Inspection will be made by Supervisor of Mortuary Operations and his representatives. This inspection will include: body, clothing, including campaign ribbons and ribbons indicating awards and decorations, casket, and outer shipping case.

SECTION II

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- b. Contractor will be instructed to cauterize, re-embalm, wax, suture, or readjust the remains and place same in good condition.
- c. When it is determined that remains shall not be shown, contractor will be instructed to sheet or cover remains and paint viewing glass.
- d. If necessary, proper sized clothing and ribbons will be secured from Port Quartermaster stock. If clothing and ribbons are not available in Port Quartermaster stock, Port Procurement Division will make the necessary purchases.
- e. Clothing removed from the remains will be destroyed by the contractor in the presence of the Supervisor of Mortuary Operations or his representatives.
- f. Damaged caskets and outer shipping cases.
 - (1) Interior of casket will be removed and destroyed by the contractor.
 - (2) Damaged caskets and damaged shipping cases will be turned over to the Port Quartermaster for further disposition.
- g. The Chief, Surgeon and Medical Supply Division, will render technical assistance when requested to do so by the Supervisor of Mortuary Operations.

4. Forwarding of Remains to Final Destination:

a. Escorts and Travel Orders:

(1) Military Personnel:

- (a) Escorts will be of the same race and of equal or higher military rank.
- (b) The Supervisor of Mortuary Operations will forward request to Headquarters Commandant for an escort and travel orders for escort and remains. The request will include:
 - 1. Name, rank, ASN and race of deceased.
 - 2. Destination of deceased and escort.
 - 3. Consignee.

- (c) Escorts will be selected from Station Complement when available, and from separate commands, NYPE, when such personnel are not available from the Station Complement.
 - (d) Headquarters Commandant will issue travel orders on enlisted escorts and will send requests for travel orders to the Port Adjutant General on officer escorts indicating information in paragraph 4(1) a 1, 2, and 3, above.
- (2) Civilian Personnel:
- (a) The Supervisor of Mortuary Operations will forward request to Chief, Civilian Personnel Branch, Personnel Division, for escort and travel orders on escort and remains.
 - 1. Name, job title, and race of deceased.
 - 2. Destination of deceased and escort.
 - 3. Consignee.
 - 4. Name of escort.
 - 5. Escort will be of the same race as the deceased.
 - 6. Personnel will be selected by Chief, Civilian Personnel Branch, Personnel Division, from Port Personnel.
 - 7. Chief, Civilian Personnel Branch, Personnel Division, will issue necessary orders in accordance with CPR-155.
- (3) Travel orders will be distributed to the following:
- (a) Port Transportation Division.
 - (b) Supervisor of Mortuary Operations.
 - (c) Escort concerned.
 - (d) Port Division to which record is assigned.

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- (4) Briefing of escorts. The Supervisor of Mortuary Operations will brief the escort in:
 - (a) Sobriety.
 - (b) Attention to duty.
 - (c) Interment ceremonies.
 - (d) Forms to be accomplished by person incurring expense at the ultimate destination.
 - (e) Procedure in case of delay enroute.
 - (f) For military escorts only:
 1. Use of the National Flag.
 2. Military bearing.
- (5) Upon receipt of competent travel orders, the Port Transportation Division will:
 - (a) Set up transportation routes and baggage car facilities with carriers concerned for shipment of remains to final destination.
 - (b) Prepare itinerary and secure required Pullman reservation for escort.
 - (c) Issue transportation request to cover shipment of remains and return transportation of escort.
 - (d) Issue required meal tickets if escort is enlisted man.
 - (e) Compile cost charge report for Supervisor of Mortuary Operations.
- (6) Shipment of Remains:
 - (a) Within 100 mile radius, shipment of remains accompanied by escort to final destination, may be effected by contractor's hearse.
 - (b) Rail Shipments: The Supervisor of Mortuary Operations will:

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1. Accompany escort and remains to the rail-road station.
 2. Present transportation request at railway station ticket office and procure tickets for the remains and escort.
 3. Supervise loading of the remains on the train.
- (7) TWX relative to shipment of remains and escort:
- (a) Forwarded to:
 1. Next of kin.
 2. Consignee (receiving undertaker).
 3. Quartermaster General in current death cases only.
 - (b) Text of Message:
 1. Date and time of departure.
 2. Train number.
 3. Name, rank, and ASN of remains and escort.
 4. Date and time of arrival at destination.
- (8) Delays Enroute:
- (a) Escort will notify Supervisor of Mortuary Operations of all delays enroute by teletype.
 - (b) Supervisor of Mortuary Operations will transmit notification of delays enroute to:
 1. Consignee.
 2. Next of kin.
 3. Quartermaster General in current death cases only.

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5. Return of Escort:

- a. The escort will be interrogated by the Supervisor of Mortuary Operations with regard to:
 - (1) Comments by the next of kin.
 - (2) Suggestions by the receiving undertaker.
- b. The escort will turn over to the Supervisor of Mortuary Operations:
 - (1) Undertaker's receipt.
 - (2) Completed certificate of interment expenses.

6. Certificate of Interment Expenses:

- a. Will be filled out by next of kin.
- b. Supervisor of Mortuary Operations will forward certificate together with Purchase Request and Commitment Form to the Chief, Procurement Division.
- c. The Chief, Procurement Division will:
 - (1) Submit two (2) copies of the purchase order to the Supervisor of Mortuary Operations.
 - (2) The Supervisor of Mortuary Operations will accomplish service certificate and return one (1) copy to the Chief, Procurement Division and retain one (1) copy for file.
- d. The Disbursing Officer will make payment and forward one (1) copy of pay voucher to the Supervisor of Mortuary Operations.

C O N T R A C T M O R T U A R Y O P E R A T I O N S

S E C T I O N I I I

R E C O R D S A N D R E P O R T S

1. The Supervisor of Mortuary Operations will maintain the following records:
 - a. Individual jacket files of the deceased containing:
 - (1) Correspondence relative to the remains, including TWX, letters from the Quartermaster General, and letters from next of kin.
 - (2) Inspection reports.
 - (3) Receipts from receiving undertakers.
 - (4) Copy of certificate of interment expenses.
 - (5) Copy of purchase order.
 - (6) Autopsy Protocol and microscopic examination.
 - b. Customs Receipts: Receipts obtained from U. S. Customs on removal of remains from vessel.
 - c. Special orders.
 - d. Directives pertaining to the program.
 - e. Requisitions for supplies and/or materiel.
 - f. Copies of contracts and supplemental agreements.
 - g. Reports:
 - (1) Monthly summary of remains processed by the Port.
 - (2) Preparation Room Report.
 - (3) Special reports as requested.
2. Disposition of Records, Local Dead only.
 - a. If an investigation has been made pursuant to AR 600-550, a copy of the report will be forwarded to the Supervisor of Mortuary Operations.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION III

SOP 143

- b. Upon shipment of remains and after completion of payment of all bills incident thereto, the Supervisor of Mortuary Operations will forward a copy of all records in the individual jacket file, plus a copy of the inspection reports (if made) to the Quartermaster General.

C O N T R A C T M O R T U A R Y O P E R A T I O N S

S E C T I O N I V

E M E R G E N C Y M O R T U A R Y O P E R A T I O N

1. In the event the Port is notified of an emergency or major disaster in areas in or adjacent to Headquarters New York Port of Embarkation, the Supervisor of Mortuary Operations will be notified immediately.
2. The Supervisor of Mortuary Operations, New York Port of Embarkation, will proceed to the scene of disaster by fastest available means, and survey situation.
3. Chief, Surgeon and Medical Supply Division, Purchasing and Contract Officer, and Identification Expert, will be notified.
4. Commanding General, First Army, will be informed of the following facts by the fastest available means of communication:
 - a. Place, time and nature of accident, and total number of casualties.
 - b. Requests for assistance will be coordinated.
 - c. Name of person in charge.
 - d. Name of contract funeral director used.
 - e. Manner in which bodies of military and civilian personnel were handled.
5. Chief, Intelligence and Security Division, will establish military guard when necessary.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYPE
SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 145
23 JUNE 1948

O P E R A T I N G E Q U I P M E N T

SECTION I

MATERIALS HANDLING EQUIPMENT, MOTOR VEHICLES AND CRANES

PURPOSE AND SCOPE:

This directive prescribes the accountability, supply, operation, maintenance and disposition of operating equipment in NYPE, including separate commands.

DEFINITIONS:

Materials Handling Equipment refers to all equipment so defined in paragraph 2, AR 850-16, dated 21 May 1946.

Motor Vehicles (exclusive of cranes and combat vehicles) refers to all equipment so defined in AR 850-15, dated 1 August 1945, as amended by AR 850-16, dated 21 May 1946, including administrative and Post maintenance vehicles.

Cranes refers to railroad, floating, gantry, stiff-leg, and overhead cranes and crawler and wheeled cranes of over 10,000 lbs. lifting capacity.

PROCEDURE:

1. Staff Supervision: The Port Supply and Facilities Division will exercise staff supervision over the provisions of this section. That division will:
 - a. Make general allocation of equipment to responsible Port agencies, based on measurable work loads.
 - b. Issue schedules of equipment ceilings to be included in this Standing Operating Procedure as Appendix No. 2.
 - c. Review all requisitions for equipment covered by this section.
 - d. Establish, and insure compliance with, policies covering operations, maintenance and utilization of operating equipment as specified herein, including Appendix No. 1.

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2. General:

- a. At separate commands (exclusive of Charleston Small Boat Wet Storage Basin), the functions and responsibilities assigned to the Port Transportation Officer and the Port Quartermaster will be carried out by Post Transportation Officers and Post Quartermasters, respectively.
- b. At the Charleston Small Boat Wet Storage Basin:
 - (1) Operating and maintenance functions will be the responsibility of the Small Boats Harbor Operations Division.
 - (2) Supply and procurement functions will be carried out by the Consolidated Supply and Procurement Division.

3. Operating Pools:

- a. Operating pools will be established and maintained within the designated divisions as follows:
 - (1) Administrative vehicles - Port Transportation Division
 - (2) Powered Materials Handling Equipment:
 - (a) Port Transportation Division at Brooklyn Army Base
 - (b) Water Division at Brooklyn Army Base and at Staten Island Port Installation.
 - (3) Warehouse Trailers:
 - (a) Port Transportation Division at Brooklyn Army Base
 - (b) Water Division at Staten Island Port Installation
- b. The divisions designated will be responsible for all equipment allocated to the above pools. The Port Quartermaster will adjust existing Memorandum Receipt accounts accordingly. The Superintendent, Water Division, will designate an officer who will assume responsibility for the equipment transferred to his jurisdiction.
- c. All powered equipment will be dispatched and checked in at the beginning and end of each working day and at established locations.
 - (1) Trailers will not be held by using agencies in excess of forty-eight (48) hours.

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- d. The Port Transportation Division will continue dispatch of powered materials handling equipment, with drivers, to agencies listed in Appendix II, Standing Operating Procedure No. 145, except Water Division, in the same manner as heretofore. At Staten Island Port Installation the dispatching will be done by the Water Division.
- e. The Port Transportation Division will furnish drivers and will be responsible for driver training and certification of driver ability, except that:
 - (1) Water Division equipment will be operated by Water Division drivers provided by contract stevedore companies and certified by the Port Transportation Division.
 - (2) Using agencies will furnish their own drivers, (certified by the Port Transportation Division), when the Port Transportation Division is unable to furnish drivers.
- 4. Supply and Disposition:
 - a. All requisitions for equipment will be submitted through the appropriate Port technical service to the Port Supply and Facilities Division for review and approval, prior to forwarding to higher echelons for supply.
 - b. Agencies responsible for supply will receive equipment submitted as excess, and, upon approval by Port Supply and Facilities Division, make appropriate disposition thereof.
- 5. Utilization: Equipment will be maintained and operated with maximum efficiency. Equipment requiring repair will be given expeditious handling for organizational, field and base maintenance, as required. The need for such repair will be promptly reported to the appropriate Port agency responsible for such maintenance.
- 6. Unserviceable Warehouse Trailers:
 - a. Using agencies will report daily via telephone the number and location of all broken warehouse trailers to Port Transportation Division, attention: Service and Equipment Section, telephone extension 266. Negative telephone advices are not required.
 - b. The Service and Equipment Section, Port Transportation Division, will make daily pickup of all unserviceable trailers which have been reported and will turn them in to the Port Ordnance and Chemical Division for repair.

SECTION I

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- c. Port Ordnance and Chemical Division will notify Port Transportation Division when trailers have been repaired and are ready for pickup.
- d. The Port Ordnance and Chemical Division will issue a certificate of non-serviceability, by serial number, to the Port Transportation Officer, to cover trailers which are found to be not economically repairable. The Port Transportation Officer, upon receipt of such certificate, will transfer unserviceable trailers to the Port Quartermaster for salvage.

REFERENCES:

AR 850-15, subject: "Motor Vehicles", dated 1 August 1945.

AR 850-16, subject: "Materials Handling Equipment", dated 21 May 1946.

AR 35-6520, subject: "Property Accountability and Responsibility,
dated 20 August 1946, as amended.

APPENDIX I

RESPONSIBILITY OF PORT AGENCIES FOR OPERATING EQUIPMENT

1 OPERATING EQUIPMENT	2 ACC'TABILITY SUPPLY STORAGE AND ISSUE	3 OPERATIONS		5 MAINTENANCE					8 DISPOSITION OF EXCESS	9 TRAINING AND CERTIFICATION OF OPERATORS
		DISPATCH	USE	ORGANIZATIONAL		FIELD		BASE		
				DRIVER/OPER. 4	PREVENTIVE 4	(3RD ECH)	(4TH ECH)	(5TH ECH)		
A ADMINISTRATIVE VEHICLES	ORD 2	PTD	PTD	PTD	ORD	ORD	ORD 3	ORD 2	ORD 2	PTD
CRANES										
B CRANER AND WHEELED 3	ENG	WATER & TCSO	WATER & TCSO	ENG	ENG	ENG	ENG	ENG	ENG	ENG
C STIFF LEG DERRICK	ENG	WATER	WATER	ENG	ENG	ENG	ENG	ENG	ENG	ENG
D FLOATING HEAVY LIFT	TCSO	WATER	WATER	WATER	WATER	WATER	WATER	WATER	TCSO	WATER
E GANTRY	TCSO	WATER	WATER	WATER	WATER	WATER	WATER	WATER	TCSO	WATER
F RAILROAD	TCSO	PTD	PTD	PTD	PTD	PTD	PTD	PTD	TCSO	PTD
G OVERHEAD (Bldg B - BAP)	ENG 2	PTD	PTD	ENG	ENG	ENG	ENG	ENG	ENG 2	ENG
MATERIALS HANDLING EQUIPMENT										
H FORK LIFT	QM	WATER & PTD	REQUIRING AGENCY	USING AGENCY	ORD	ORD	ORD	QM 1	QM	PTD
I WAREHOUSE TRACTOR	QM	WATER & PTD	REQUIRING AGENCY	USING AGENCY	ORD	ORD	ORD	QM 1	QM	PTD
J WAREHOUSE CRANE 4	QM	WATER	WATER, PTD, TCSO	WATER	ORD	ORD	ORD	QM 1	QM	PTD
K STRADDLE TRUCK	QM	WATER & PTD	TCSO & WATER	WATER & PTD	ORD	ORD	ORD	QM 1	QM	PTD
L WAREHOUSE TRAILER	QM	WATER	REQUIRING AGENCY	USING AGENCY	ORD	ORD	ORD	QM 1	QM	USING AGENCY
M HAND TRUCK	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	USING AGENCY	ORD	ORD	QM 1	QM	USING AGENCY
N DOLLY	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	USING AGENCY	ORD	ORD	QM 1	QM	USING AGENCY
O HAND LIFT TRUCK	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	USING AGENCY	ORD	ORD	QM 1	QM	USING AGENCY
P PORTABLE ELEVATOR	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	USING AGENCY	ORD	ORD	QM 1	QM	USING AGENCY
Q CONVEYOR	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	USING AGENCY	ORD	ORD	QM 1	QM	USING AGENCY
R SKID	QM	USING AGENCY	REQUIRING AGENCY	USING AGENCY	QM	QM	QM 1	QM 1	QM	USING AGENCY
S POST MAINT. VEHICLES	ENG 2	ENG	ENG	ENG	ENG	ENG	ENG	ENG 2	ENG 2	ENG

1 Through Chief Of Service.

2 Through First Army.

3 4th Echelon Maintenance by First Army.

4 10000 lbs. Lifting capacity or under

5 Over 10000 lbs Lifting capacity.

6 Responsibilities as indicated, except that Agency furnishing the Driver/Operator will in all cases assume responsibilities of Using Agency.

SOP NUMBER 145

23 JUNE 1948

APPENDIX II
ALLOCATION OF POWERED
MATERIALS HANDLING EQUIPMENT
HEADQUARTERS, NYPE

DIVISION	TRACTORS		FORK LIFTS		TRUCKS			CRANES (10000 lbs. lifting capacity or under)	HAND TRANSPORTER	TOTAL
	GAS	ELECTRIC	GAS	ELECTRIC	PLATFORM ELECTRIC	STRADDLE	ROSS LIFT			
ENGINEER	9			1	8					18
SS, VE, TI & E SUPPLY		2		2					2	6
PORT QUARTERMASTER	2	6	2	6					2	18
PORT PROCUREMENT & TC SUPPLY	11	4	14	6				3	1	39
PORT SIGNAL		1		1						2
SURGEON & MEDICAL SUPPLY		1		1					1	3
PORT ORDNANCE & CHEMICAL	6	2	3	1	1					13
PORT TRANSPORTATION	25	65	68	2					9	169
WATER INCLUDING STATEN ISLAND	92	4	164	3	11	3	3	1		281
AMERICAN GRAVES REGISTRATION		from PTD as required		from PTD as required						
TOTAL	145	85	251	23	20	3	3	4	15	549

N.Y.P.E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYFE
SUPPLIES, SERVICE AND EQUIPMENT

CHANGE NO. 1
SOP NUMBER 145
12 MARCH 1948

O P E R A T I N G E Q U I P M E N T

SECTION II

CARGO PALLETS

Delete paragraph 3 and substitute the following therefor:

3. Pallet Pool: The Port Transportation Division will operate a pool maintained at a level of 80,000 pallets to be issued to various Port agencies as required.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

ADMINISTRATION OF NYPE
SUPPLIES, SERVICES AND EQUIPMENT

REVISED

SOP NUMBER 145
20 May 1947

O P E R A T I N G E Q U I P M E N T

SECTION II.

CARGO PALLETS

DEFINITIONS:

Pallets (Cargo) as used herein refer to pallets procured by the Transportation Corps Supply Officer, as distinguished from pallets procured by the Quartermaster.

PROCEDURE AND RESPONSIBILITIES:

1. Staff Supervision: The Port Supply and Facilities Division will exercise staff supervision over the provisions of this Section and will establish, and insure compliance with, policies covering the procurement, maintenance and utilization of pallets as prescribed herein.
2. General:
 - a. At separate commands (exclusive of Charleston Small Boat Wet Storage Basin), the functions and responsibilities assigned to the Port Transportation Officer and the Port Quartermaster will be carried out by Post Transportation Officers and Post Quartermasters, respectively.
 - b. At the Charleston Small Boat Wet Storage Basin:
 - (1) Operating and maintenance functions will be the responsibility of the Small Boats Harbor Operations Divisions.
 - (2) Supply and procurement functions will be carried out by the Consolidated Supply and Procurement Division.
3. Pallet Pool: ~~The Port Transportation Division will operate a pool maintained at a level of 60,000 pallets to be issued to various Port agencies as required.~~
4. Supply, Storage, Issue and Repair: The Port Transportation Division will collect from various Port agencies all pallets requiring repair or salvage.
 - a. Such pallets will be turned in to the Port Quartermaster, who will be responsible for repair, salvage and classification.

- b. The Port Quartermaster will make repaired pallets available for pick-up by the Port Transportation Division, together with a statement of the number of pallets cannibalized and/or turned in for salvage.
 - c. The Port Transportation Division will forward this statement and a requisition based thereon, to the Transportation Corps Supply Officer.
 - d. The Transportation Corps Supply Officer will requisition, store and issue replacement pallets and upon requisition from the Port Transportation Division forward to the Port Quartermaster for assembly.
 - e. The Port Quartermaster will assemble pallets received from the Transportation Corps Supply Officer and make them available for pick-up by the Port Transportation Division.
5. Pallets excess to the needs of the Pallet Pool will be returned to the Transportation Corps Supply Officer for disposition.

REFERENCES:

AR 850-16, subject: "Materials Handling Equipment", dated 21 May 1946.

Procurement Regulations, Director of Services, Supply and Procurement, Washington, D. C., Appendix I.

ADMINISTRATIVE MANAGEMENT
PORT SUPPLIES, SERVICES AND EQUIPMENT

SOP NUMBER 146
9 July 1947

P O R T L A B O R P O O L

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the procedure under which the Port Labor Pool will provide the necessary labor to Port using agencies.

PROCEDURE:

1. Organization: The Port Labor Pool will be operated under the direct supervision of the Chief, Port Supply and Facilities Division, in accordance with the provisions of Staff Memorandum No. 11, subject as above, this headquarters, dated 9 July 1947.
2. Military Personnel:
 - a. Military personnel will be assigned to duties normally performed by personnel of a Port Company.
 - b. The Officer-in-Charge of the Port Labor Pool will not assign military personnel to duties which are in contravention of existing agreements with the International Longshoremen's Association.
3. Civilian Personnel:
 - a. Civilian personnel will consist of ungraded laborers who will perform any type of labor assigned to them by the Officer-in-Charge of the Port Labor Pool.
 - b. The Officer-in-Charge of the Port Labor Pool will not assign civilian personnel to duties which are in contravention of existing agreements with the International Longshoremen's Association.
4. Requests for Personnel:
 - a. Requests for labor details required for an entire day will be submitted by the requesting agency to the Port Labor Pool not later than 1500 hours of the previous day.
 - b. Requests for labor details required for the morning period of the day will be submitted by the requesting agency to the Port Labor Pool not later than 1500 hours of the previous day.

- c. Requests for labor details required for the afternoon period of the day will be submitted by the requesting agency to the Port Labor Pool not later than 1100 hours of the same day.
- d. In the event labor is required for any other period than that specified in paragraphs 4 a, b, and c, above, and for Saturdays, Sundays, and holidays, the requesting agency will obtain written approval from the Chief, Port Supply and Facilities Division, at least twenty-four (24) hours in advance of the period for which labor is required.
- e. In the event of an unforeseen requirement for labor, requesting agency will obtain approval from the Chief, Port Supply and Facilities Division, prior to submitting request to the Port Labor Pool.
- f. All requests for labor will be made on a daily basis or a portion of a day only. Requests for labor may be submitted on an Inter-staff Memorandum or by telephone except as otherwise provided in paragraph 4 d, above.

5. Dispatching and Relief:

- a. The Officer-in-Charge of the Port Labor Pool will maintain a master control sheet reflecting the number and location of personnel dispatched for each individual request.
- b. Individual dispatch slips will be prepared from the aforementioned master control sheet and will be presented by the person in charge of the labor detail to the representative of the requesting agency to whom he reports.
- c. Notation will be made on the dispatch slip by the representative of the requesting agency of the time of arrival and departure of the labor detail and any remarks deemed necessary.
- d. The person in charge of the labor detail will turn in to the Port Labor Pool the dispatch slip at the end of each period indicated on the dispatch slip. All labor will return to the Port Labor Pool prior to being relieved. Civilian laborers will clock in and out at the Port Labor Pool only.
- e. In the event a member of the labor detail is to be relieved, request for such relief will be made to the Officer-in-Charge of the Port Labor Pool and the individual will return to the Port Labor Pool from which point he will be relieved.

6. Supervision:

- a. All labor details, both military and civilian, emanating from the Port Labor Pool will perform their duties under the direct supervision of the representative of the requesting agency to whom they report.
- b. Supervisory personnel of the Port Labor Pool will make systematic and periodic inspections of labor details to ascertain whether the labor furnished is being utilized to the fullest advantage. Safety regulations will be checked and discrepancies corrected where possible or reported to the Port Safety Officer. In addition, supervisory personnel will check to see that proper priorities have been observed on all details and will recommend reassignment of labor to jobs of higher priority in accordance with paragraph 7, below.

7. Priority:

- a. Primary consideration will be given to the Port Technical Services in dispatching personnel from the Port Labor Pool.
- b. Port Transportation Division will be considered prior to Administrative and General Staff Divisions in dispatching personnel from the Port Labor Pool.
- c. Water Division will not be furnished any labor from the Port Labor Pool.
- d. In all instances, the Chief, Port Supply and Facilities Division, will establish daily priorities for labor to be furnished based on the recognized needs of each requesting agency.

REFERENCE:

Staff Memorandum No. 11, subject: "Port Labor Pool", this headquarters, dated 9 July 1947.

ADMINISTRATION
RECORDS AND CORRESPONDENCE

SOP NUMBER 151
11 April 1947

R O U T I N G A N D S I G N I N G O F
C O R R E S P O N D E N C E

PURPOSE AND SCOPE:

This directive prescribes the distribution of incoming communications, and the clearance and signing of outgoing communications. Provisions of SOP No. 151 are not applicable to the separate commands.

DEFINITION:

Correspondence or communication, as used herein interchangeably, refers to any letter, indorsement, memorandum, or electrical communication in written form, received or dispatched by Headquarters NYPE.

PROCEDURE:

1. Incoming Correspondence:

a. Correspondence received by the Adjutant General:

- (1) Communications relating to the initiation of new policies or changes in existing policies or regulations, those requiring decision or action affecting the command as a whole, those pertaining to directives and those indicating disapproval of actions recommended by this headquarters to higher echelons, will be forwarded by the Adjutant General to the Chief of the General Staff Division of primary interest. Communications of this type in which there is any doubt as to which General Staff Division has primary interest, will be forwarded by the Adjutant General to the Chief of Staff or to the Deputy Chief of Staff, depending upon whether the missive concerns Port operations or administration. Action proposed on such communications by the Chief of General Staff Division of primary interest, will be cleared with the Chief of Staff or the Deputy Chief of Staff, whichever is appropriate, prior to dispatch.
- (2) Communications, other than those referred to in sub-paragraph (1) above, received by the Port Adjutant General, will be sent directly to the office charged with the administration of subject matter. If the subject is ambiguous, or the office to which the communication pertains is not clear, disposition will be determined by the Adjutant

General. A communication received in any office that obviously does not belong to that office will be referred without delay to the proper office, if known, or returned to the Adjutant General. However, having once accepted action responsibility in an electrical communication, that office will make the proper dissemination of its contents to all other interested agencies.

- b. Correspondence routed directly to Deputy Chief of Staff: All communications initially received by the Adjutant General or other Port agency, containing expressions of commendation or censure, and those received from General Officers and high public officials, will be hand-carried to the Deputy Chief of Staff, for the information of the Commanding General, and for instructions as to disposition thereof.
- c. Disposition of correspondence: The office of reference will be responsible for the completion of necessary action under established policies. Matters not covered by established policies will be referred to the General Staff Division concerned. Any necessary subordinate or coordinate action or information pertaining to the function of another office will be obtained by the office of reference. The completed recommendation or action, when submitted to the Chief of Staff, or to the Deputy Chief of Staff, whichever is appropriate, will show concurrence and comments of heads of Port agencies or officers who were involved in the completion of the action.

2. Outgoing Correspondence:

- a. Telegram and Radio Messages: All telegrams and radio messages emanating from Headquarters NYPE, will be authorized by the chief of the division initiating the communication or by officers designated by him. When necessary to designate addressees and/or originators in the text of classified or unclassified messages, they will be indicated by the abbreviated form or official title of the command. Where no official title exists, surnames may be used in the designation of the addressee and/or originator, if essential for routing of message. Both surnames and titles will not be used to designate the same individual in the text of the message.
- (1) Unclassified Messages: Unclassified electrical communications and restricted messages for delivery within the continental limits of the United States which are authorized for "in the clear" transmission, will close with the NYPE correspondence identification symbol (TCNYP), the correspondence identification symbol of the preparing office, the serial number of the message, and the title of the Commanding General as indicated in Supplement No. 1 to TC Circular No. 15-3, dated 23 May 1945, i.e.:

COMGENSFPE

SPTAK-MR 114 ESTIMATE TWO WEEKS END TCNYP-OS 126 COMGENNYPE

- (2) Classified Messages: Classified telegrams and radio communications, including all top secret, secret, and confidential messages, and restricted messages which are paraphrases of, and extracts of, encoded messages; replies to encoded messages; and restricted messages addressed outside the continental limits of the United States, emanating from Headquarters NYPE, will be submitted for encoding with the NYPE correspondence identification symbol buried within the body of the text, followed by a blank space (for the entry of the message number by the Cryptographic Section), which in turn will be followed by the title of the Commanding General. The appropriate correspondence identification symbol of the preparing office and file number will be entered in the upper left hand corner of the message form, for identification purposes within this headquarters. When necessary to facilitate quick reference, the addressees and originators (see list of authorized abbreviations contained in Supplement No. 1, TC Circular No. 15-3, dated 23 May 1945) will be grouped with the identification symbol and inclosed within the body of the message by parentheses and underlined.
- (3) Ship-Shore Routing of Messages:
- (a) All official messages from Army controlled vessels will be received by the Port Signal Division and delivered by that agency to the Superintendent, Water Division, or his authorized representative, who will be responsible for initiating and completing all action required by that message if pertaining to operational matters. If the message indicates administrative action, such message will be transmitted to the General Staff Division of primary interest. Messages with respect to casualties will be promptly transmitted to the Port Staff Duty Officer if received during other than normal working hours.
- (b) All official messages to Army controlled vessels at sea will be cleared through the Superintendent, Water Division, prior to delivery to the Port Signal Division. All such messages must have the approval of the Superintendent, Water Division, or his authorized representative, before they will be accepted for transmission.

b. Clearance:

- (1) Communications Concerning Port Policy: All orders, regulations, directives, letters, indorsements, or similar papers prepared in an office of this headquarters, which contain changes in current policies or prescribe new policies, affecting an agency of this Port, or are matters of policy affecting the outports, under the authority of letter, SPTAA 323.926 New York, subject: "Command Authority of the Commanding General, New York Port of Embarkation", dated 23 April 1943, will be cleared through the Chief of Staff or the Deputy Chief of Staff, whichever is appropriate. Such papers prepared by the Oversea Supply Division, Port Supply and Facilities Division, Port Transportation Division, Water Division, Troop Movement Division, or Port Postal Division, will be sent directly to the Chief of Staff. Those prepared by other divisions will be sent through the General Staff Division of primary interest, to the Deputy Chief of Staff.
- (2) Communications Concerning Routine Matters: Matters of a routine or technical nature or detail, based on established policies, will continue to be handled directly between divisions of this headquarters and separate commands or outports.
- (3) TWX Communications: In order to insure that TWX messages, other than those of a routine nature, filed by this headquarters, are received by the addressee, confirmation by mail will be forwarded immediately upon transmission of such messages.

c. Signing of Outgoing Correspondence:(1) Division Chiefs and Deputies:

- (a) Chiefs of divisions, their deputies, or senior assistants, in offices not authorized a deputy, and such members of Boards of Officers as are so directed in the establishing orders, may issue instructions and sign correspondence in the name of the Commanding General (i.e. "FOR THE COMMANDING GENERAL" or "BY COMMAND OF---") on routine, technical or administrative matters pertaining to activities within the sphere of their responsibilities only, but it must be clearly understood that these instructions are issued for and by virtue of the authority of the Commanding General. The foregoing does not apply to correspondence normally signed by the Inspector General, the Adjutant General, or by an Assistant Adjutant General.

- (b) Chiefs of divisions or their deputies, (senior assistants in offices not authorized a deputy) will sign all correspondence addressed to higher headquarters, except as provided in sub-paragraph (2) below.

(2) Subordinate Personnel:

- (a) Chiefs of divisions may delegate authority referred to in sub-paragraph (1) above, to subordinates within their respective divisions for correspondence addressed to lower echelons. This authorization will be delegated only to a minimum number of experienced officers, warrant officers, and where deemed necessary, a minimum number of responsible civilian subordinates, who have a thorough knowledge of current procedures and policies.
- (b) Authority to sign correspondence referred to in sub-paragraph (a) above, may be delegated with respect to communications of a routine nature addressed to higher echelons.

3. Office of Record:

- a. The office of the Adjutant General will be the office of record for all instructions and other correspondence issued in the name of the Commanding General which contain matters of policy which normally clear through the office of the Chief of Staff or the Deputy Chief of Staff. Papers of the foregoing nature should, in all cases, be prepared for the signature of the Adjutant General, or the Commanding General for matters of particular importance. Correspondence initiated and signed by officers authorized to sign communications in the name of the Commanding General, other than those referred to in the preceding sentence, may be filed in the office of origin.
- b. When necessary action is completed within any office on a communication which requires the signature of the Commanding General, Chief of Staff, Deputy Chief of Staff, or the Adjutant General, and necessary clearance thereon has been obtained from the Chief of Staff or Deputy Chief of Staff, four (4) copies will be transmitted to the Adjutant General "For signature and dispatch"; two (2) copies will be dispatched to the addressee, the Adjutant General's copy, so designated by the originator, and bearing the agency chief's initials, denoting approval of the communication, will be retained on file with the Adjutant General; the originating Port agency's file copy, so designated, will be returned promptly to such agency with the date and time of transmission, and initials of the Adjutant General, included thereon.

- c. Chiefs of General Staff Divisions may, in pertinent cases, refer communications by interstaff memorandum to the Adjutant General for preparation in final form, signature and dispatch. Such interstaff memorandum will include all necessary data, including draft of letter and indorsement, together with supporting papers.

REFERENCES:

AR 340-10, subject: "Penalty Envelopes and Labels; Use of the Mails", dated 17 November 1939, as amended.

AR 340-15, subject: "Correspondence", dated 4 December 1944, as amended.

AR 340-20, subject: "Signatures", dated 5 December 1945.

AR 380-5, subject: "Safeguarding Military Information", dated 15 August 1946, as amended.

TM 12-253, subject: "Correspondence", dated 1 October 1944, as amended.

ADMINISTRATION
RECORDS AND CORRESPONDENCE

SOP NUMBER 152
23 July 1947

C O R R E S P O N D E N C E I D E N T I F I C A T I O N S Y M B O L S

PURPOSE AND SCOPE:

This directive prescribes the use of correspondence identification symbols on official communications prepared at NYPE, including messages transmitted by electrical means.

DEFINITION:

Correspondence Identification Symbols, as used herein, are made up of the base symbol for the New York Port of Embarkation (TCNYP) followed by a file number and the suffix symbol of an office of this command.

PROCEDURE:

1. Correspondence Identification Symbols and file numbers will be used on all communications emanating from this headquarters. The use of symbols on communications transmitted by electrical means will be as directed by paragraphs 2a(1) and 2a(2), SOP No. 151, subject: "Routing and Signing of Correspondence", dated 11 April 1947.
2. Suffix Symbols:
 - a. Heads of divisions are authorized to assign additional suffix symbols to correspondence identification symbols for branches and sections under their jurisdiction, and not listed below, as may be necessary.
 - b. Commanding officers of separate commands will assign such additional suffix symbols as may be necessary for offices under their jurisdiction.
 - c. Such additional symbols will be shown in parenthesis and the entire suffix symbol placed after the file number, e.g., TCNYP 220.3 GPM(O).
3. Assigned Symbols:
 - a. Headquarters, NYPE, is assigned the following correspondence identification symbols:

Commanding General
Chief of Staff
Deputy Chief of Staff
Control and Planning Division

TCNYP-A
TCNYP-B
TCNYP-A
TCNYP-E

Inspector General	TCNYP-F
Personnel Division	TCNYP-GP
Military Personnel Branch	TCNYP-GPM
Civilian Personnel Branch	TCNYP-GPC
Intelligence and Security Division	TCNYP-GI
Troop Movement and Training Division	TCNYP-GMT
Port Supply and Facilities Division	TCNYP-GS
Oversea Supply Division	TCNYP-OS
Port Transportation Division	TCNYP-OT
Water Division	TCNYP-OW
Postal Division	TCNYP-GAP
Adjutant General Division	TCNYP-GAG
Judge Advocate Division	TCNYP-GAC
Chaplain Division	TCNYP-GPA
Fiscal Division	TCNYP-GSF
Special Service, Vessel Exchange, Troop	
Information and Education Supply Division	TCNYP-TN
Surgeon and Medical Supply Division	TCNYP-TB
Port Signal Division	TCNYP-TS
Port Quartermaster Division	TCNYP-TR
Port Ordnance and Chemical Division	TCNYP-TCO
Port Procurement and TC Supply Division	TCNYP-TGB
Engineer Division	TCNYP-TPE
American Graves Registration Division	TCNYP-TDC
Port Air Office	TCNYP-TA
Port Survey Board	TCNYP-RS
Headquarters Commandant	TCNYP-ST

b. Separate commands are assigned the following correspondence symbols:

Camp Kilmer	TCNYP-CK
Fort Hamilton	TCNYP-FH
Charleston Small Boat Wet Storage Basin	TCNYP-CH

MANUAL
OF
STANDING OPERATING
PROCEDURES

NEW YORK PORT OF EMBARKATION

PART II

PROCESSING AND
MOVEMENT OF CARGO

SERIES 200

PROCESSING AND MOVEMENTS OF CARGO
OVERSEA SUPPLYSOP NUMBER 200
1 May 1947EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

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SOP 200

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PROCESSING AND MOVEMENTS OF CARGO
OVERSEA SUPPLY

SOP NUMBER 200
1 May 1947

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

PURPOSE AND SCOPE:

This directive prescribes the procedure for receiving, editing, processing, and follow-up of oversea requisitions for supplies furnished through Army supply channels for shipment to oversea commands which are the supply responsibility of NYPE. This Standing Operating Procedure does not apply to organizational impedimenta, TAT (To Accompany Troops) equipment, aircraft and items of equipment supplied by the Army Air Forces (commonly known as Air Corps Technical Supplies).

DEFINITIONS:

Air Priority Number is a number furnished by the Theater Air Priority Board. For areas having no Air Priority Board such as the Azores and the Ascension Island, the ATC Priorities Officer (ZI) will furnish the number. The number applies to an air shipment from the point of origin to final destination, and is effective for a three-month period beginning one month before and ending one month after the month shown in the designator.

Basic Item Lists, published by the War Department, are lists of items deemed basic because of scarcity, cost, special or technical utilization or hazardous nature.

Blanket Cancellation is one which pertains to more than a specific shipment or shipments. General cancellations for types of commodities or of shipments to particular destinations which do not itemize specifically listed shipments are blanket cancellations.

Change Orders are serially numbered changes to extract requisitions issued by the primary port to the source of supply. They may include changes in stock number, nomenclature, quantity (other than cancellation of a complete line item), destination or any other special conditions to an extract requisition.

Consignee Combinations are codes assigned by oversea commanders or the War Department, used as a part of the oversea address to designate specific projects and shipping papers connected therewith. This provides special identification to facilitate handling of such shipments.

Cut-Off-Date is the date on or before which all requisitions scheduled for shipment during a particular shipping period must be extracted and dispatched to the source of supply in order to meet the scheduled loading and sailing date for that shipping period.

Depot Symbols: Each installation making direct shipments overseas through ports of embarkation adds to the ISS requisition number in the oversea marking, the assigned two letter symbols for that installation.

Diversion is a change in shipment to a port other than the originally scheduled port of shipment after the primary port has issued extract requisitions.

End Item is a major item of equipment or a major assembly, such as a truck, crane or engine assembly, or a generator assembly, composed of any number of spare parts. However, a major assembly requisitioned for the purpose of repairing or completing a major item of equipment is a spare part.

Frustrated Freight or Supplies are supplies en route to or at embarkation ports or outports which are withheld from overseas shipment because of deficiencies such as: articles unidentified by marking; shipments duplicated in error; supplies designated for units or bases which cannot or should not be shipped to oversea destination, or which are cancelled by oversea commands.

ISS Requisition Number. Each requisition initiated overseas is identified by a combination of from one to three letters followed by a number of not more than three digits. The letters "O" and "I" are not used immediately preceding the number. The letters "P" and "S" are reserved for requisitions initiated by ports and chiefs of services, respectively. ISS requisition numbers are normally issued in consecutive order under a single series so as to permit those concerned to detect any missing ISS requisition numbers. Blocks of numbers are assigned to the services as follows:

1 - 99	Quartermaster Corps
100 - 199	Transportation Corps
200 - 299	Medical Department
300 - 399	Ordnance Department
400 - 499	Corps of Engineers
500 - 599	Army Air Forces
600 - 699	Signal Corps
700 - 799	Chemical Corps
800 - 899	Army Exchange Service
900 - 999	Special Services Division

Level of Supply:

1. Day of Supply is the estimated average expenditure of various items of supply per day, expressed in quantities of specific items, in rounds per weapon, or in pounds per man per day.

2. Minimum Level of Supply is the minimum quantity of supplies to be held at a given supply point, measured in days of supply or in specific quantities of an item. This amount is held as an emergency reserve.
3. Operating Level is the quantity of supplies measured in days of supply or in specific quantities of an item necessary for the maintenance of a command. This level is determined by the frequency of shipments.

Maximum Level is the maximum quantity of supplies authorized to be on hand and due in at any one time at a given supply point, base or command, measured in days of supply or in specific quantities of an item. The maximum level is the minimum level plus the operating level.

Notices of Delayed Items and/or Notices of Non-Availability are submitted to primary ports by shippers or shipping agencies on WD AGO Form 449 as follows:

1. Notice of delayed Items - lists items which will not be available for shipment to arrive in port prior to or during the ship-to-arrive period. The date of expected availability to the port is indicated.
2. Notice of Non-Availability - lists items unavailable nationally, which will not be procured because they are obsolete or unauthorized and for which substitutes are unavailable.

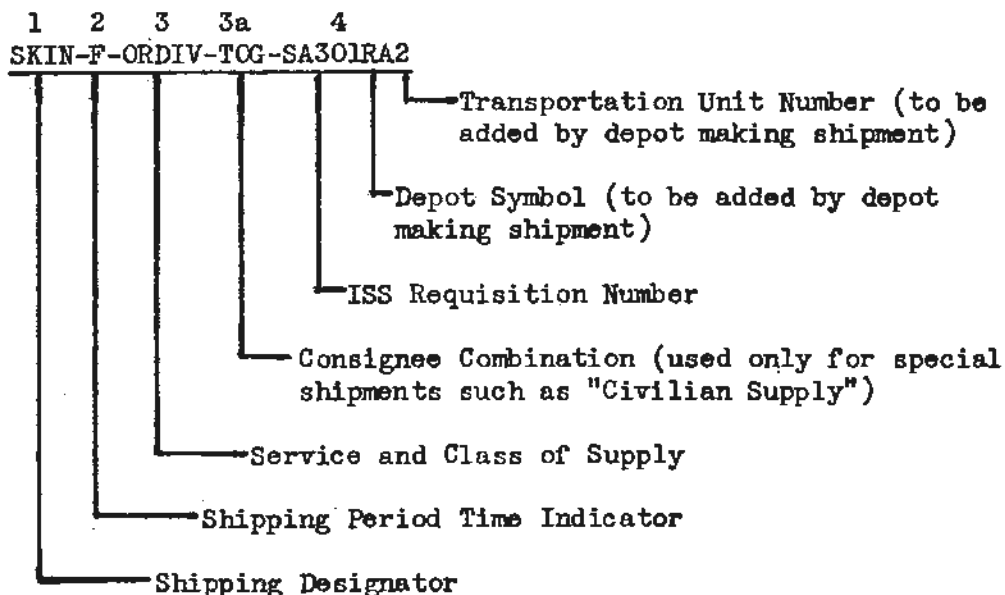
Open Items are items on extract requisitions which are uncanceled and not supported by an advance shipping document or Notice of Delayed Items or Notice of Non-Availability.

Order and Shipping Time Factor refers to the number of days elapsing between the theater inventory date on which a requisition is based and the day prior to the first day of theater consumption. The number of days agreed upon for all theaters is 120 days except for Bermuda and Newfoundland, 75 days, and Brazil (JBUSMC), 90 days.

Outport is any port, other than the primary port, through which shipments of supplies to overseas commands are directed.

Overseas Address is the complete marking which is used to route a water shipment from the U. S. port of embarkation to its ultimate overseas destination. It normally consists of four parts but may, on occasion, consist of five parts as shown in the example below.

A normal four (or five) part oversea address:



Air and mail shipments are addressed to the post and location similar to addressing in the ZI.

CO,
QM Supply Base
APO * * , c/o Postmaster,
New York, N. Y.

Port Stocks are stocks of supply under the control of the port of embarkation, to be used to fill last minute shortages of units moving overseas, to outfit casuall, and to fill emergency requisitions from oversea commands.

Primary Port is the port of embarkation which has primary supply responsibility for, and receives, edits and extracts requisitions from a particular oversea command.

Priority Handling is the expeditious processing of requisitions deemed urgent by the Chief, Oversea Supply Division. Supplies will be expedited from shipper through the port and aboard the first available vessel, or other means of transportation.

Property Classification:

Class A - New property.

Class B - Reclaimed or serviceable used property.

Class C - Unserviceable used property in condition to be reclaimed.

Class D - Unserviceable used property for which reclamation is not justified.

Protected Critical Cargo (also referred to as critical cargo, strong room cargo, security cargo and sensitive cargo), consists primarily of narcotics, medical spirits, currency and stamps (except stamps affixed to mail), dental gold, watches, jewelry, insignia, expensive electrical appliances, PX supplies of high monetary value, and other expensive small articles, medals, decorations and awards, pistols, maps and similar articles designated by the Port Commander. When facilities are available and the quantities permit, this cargo is usually stowed in the strong room aboard ship.

Regulated Items are those items closely supervised by chiefs of technical services in order to insure War Department priority distribution to the proper units and commands. All other items are designated as nonregulated.

Requisition is a request for supplies submitted by oversea commands (in accordance with TM 38-418, "Oversea Requisition", dated 1 November 1945).

1. Line Item is one item entry on a requisition, shipping order, or related document, for which separate processing and supply action is taken.
2. Extract Requisition is a document (WD AGO Form 448) prepared by the port of embarkation, listing those items on the oversea requisition obtainable from or through a single initial source of supply, and directing shipment thereof.
3. Shipping Order is a document prepared by the chiefs of technical services or by technical service stock control points which directs shipments of supplies from depots. These are processed in the same manner as extract requisitions.
4. Expiration Date of Extract Requisition is a date normally 120 days from the dispatch date of the extract requisition. This date is entered on the file copy of the extract requisition. On that date, a decision is made either to continue follow-up action or cancel unshipped balances.
5. Completed Extract Requisition is one in which 90% or more of the requested quantity for each line has been floated or cancelled. This does not apply to items requiring 100% fulfillment as requested by the Oversea Command.

Shipper is the source of supply such as depot, arsenal, commercial concern, and similar agencies originating shipments to port.

Shipping Agencies are chiefs of technical services and similar supply and procurement officers who direct shippers to make shipment to port.

Shipping Designators are words (or pronounceable combinations) of four letters, used to represent specific oversea theaters, ports or areas.

Shipping Period Time Indicators are assigned in accordance with chart "Shipping Schedule for Supply of Theaters for which NYPE has Supply Responsibility". (Appendix II)

Ship-to-Arrive Date is designated by the New York Port of Embarkation as the date by which emergency requisition shipments must arrive in the water or aerial port of embarkation.

Ship-to-Arrive Period is a ten-day period assigned by a port of embarkation, during which period supplies must arrive in the designated port of embarkation or outport.

Supplies are all items necessary for equipping, maintaining and operating a military command, including food, clothing, equipment, arms, ammunition, fuel and materials and machinery of all types.

1. Civilian Supplies are those goods and commodities of military necessity, excluding lend-lease goods, supplied to the civilian population in areas liberated or occupied by U. S. or Allied military forces. They are requisitioned by U. S. Army commanders, through normal Army supply channels, based on negotiations between theater commanders and the Combined Civil Affairs Committee subsequently approved by CCAC.
2. Special Merchandise are those oversea supplies normally not Government issue, not obtainable through the Army Exchange Service, and not procurable locally (i.e., wines and liquors).

Transportation Unit Numbers are numbers assigned to identify supplies controlled by each shipping document in order that each separate shipment may be differentiated from all other shipments made against the same ISS requisition number.

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION I

GENERAL RESPONSIBILITIES

1. Staff Supervision over the provisions of this standing operating procedure, will be the responsibility of the Oversea Supply Division.
2. Supply and Movements Control will be the responsibility of the Oversea Supply Division. All reports, requisitions, charting data and other pertinent communications covering that phase of port processing preceding editing, extracting and follow-up, will be initially reviewed by the Oversea Supply Division prior to forwarding to the port technical services. In addition, the Oversea Supply Division may require and/or perform such special processing as it deems necessary for other than routine supply problems. The Oversea Supply Division will also be responsible for receiving, processing and maintaining such reports from the port technical services, as are required to maintain movement control for requisitions being edited, extracted and followed up.
3. Editing, Extracting and Follow-up of requisitions for overseas supplies will be the responsibility of the port technical services and of other miscellaneous services and supply agencies represented. Direct contact with sources of supply for routine communication is authorized except as otherwise prescribed. All communications with the overseas theaters will be routed through the Oversea Supply Division.

PROCESSING AND MOVEMENT OF CARGO
OVERSEA SUPPLY

CHANGE NO. 2
SOP NUMBER 200
2 OCTOBER 1947

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION II

WATER SHIPMENT

1. Section II, Standing Operating Procedure No. 200, subject: "Water Shipment", dated 1 May 1947, is amended as follows:

Delete subparagraph 6 d and substitute the following therefor:

- "d. 'Delayed Oversea Supply Items Report', Reports Control Symbol WDGSP-45 (R-1), will be prepared by the port technical services (except Port Adjutant General and Army Exchange) on WD AGO Form R-5454, 1 June 1947, and submitted to Chief, Oversea Supply Division, as indicated below:
- (1) Part A - For technical service items other than spare parts and commissary resale items - will be submitted not later than the 18th of each month following the month covered by the report. (Special Service Report will include only Athletic and Recreational items).
 - (2) Part B - For technical service spare parts and commissary resale items - will be submitted quarterly not later than the 18th day of the month for the quarter ending with the previous month.
 - (3) Seven (7) copies of the report will be submitted, except that eight (8) and nine (9) copies, respectively, are required for shipments to ATC Bases and Iceland.
 - (4) Chief, Oversea Supply Division, will be responsible for review and distribution of 'Delayed Oversea Supply Items Report'."

PROCESSING AND MOVEMENT OF CARGO
OVERSEA SUPPLY

CHANGE NO. 1
SOP NUMBER 200
11 August 1947

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION II,

WATER SHIPMENT

Sub-paragraphs 8 a and b, Section II, Standing Operating Procedure No. 200, dated 1 May 1947, are rescinded and the following substituted therefor:

"8. Thirty-Day Report:

a. Purpose:

- (1) To expedite shipment by calling the attention of freight handling agencies to cargo being held in port 30 days beyond receipt in Port.
- (2) To determine reasons for delay in shipment in order to initiate corrective action.

b. Preparation: Within the first three (3) working days of each month, the port technical services will review follow-up records and prepare and forward a report entitled "Material in Port over 30 Days" (Reports Control Symbol TCNYP-OS-46) on Form TC 2-98. This report will be limited to EUCOM shipments only. However, the Chief, Oversea Supply Division will call for special reports from the port technical services covering other theaters when he deems such action necessary.

- (1) The report will contain information as of the last day of the preceding month.
- (2) Items listed on vessel manifests (both Army and Commercial) for which no hatch tallies have been received, will not be included in the report. However, the Port technical service will request the responsible freight handling agency to supply the missing documents."

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION II

WATER SHIPMENT

1. Receipt of Oversea Requisitions: The Oversea Supply Division will receive and forward requisitions in triplicate to the appropriate port technical service, accompanied by a corresponding cover sheet in duplicate.
 - a. Oversea theaters submit requisitions as follows:
 - (1) Master requisitions at 30 day intervals to cover monthly maintenance requirements.
 - (2) Interim requisitions as required (usually by cable) to cover special or emergency requirements.
 - (3) Bi-monthly, yearly, or as otherwise arranged between NYPE and oversea command.
 - b. When the oversea address is not in accordance with prescribed marking directives, the Oversea Supply Division will assign appropriate Port markings, and make such other corrections as may be necessary.
 - c. Copies No. 1 and No. 2 of the oversea requisition will be retained by the port technical service having supply responsibility as work and file copies. Copy No. 3 will be annotated and dispatched overseas as prescribed in paragraph 2c, below.
 - (1) When all of the items on a requisition are the supply responsibility of another technical service, all copies of the requisition will be forwarded to the appropriate technical service for complete editing, extracting, and follow-up. However, when only a part of a requisition is affected the technical service originally receiving the requisition will retain all copies, and for further supply action, will forward a memorandum list of pertinent items and necessary information to the technical service(s) having supply responsibility. One additional copy of the extract requisition will be prepared by the technical service having supply responsibility and forwarded to the agency originally receiving the requisition for annotation and dispatch of copy number three as prescribed in paragraph 2c, below.

- (2) By special arrangement with overseas commands, the Port will receive five copies of each overseas requisition on which all of the items are customarily extracted to one source of supply (such as Publications, Special Services and Transportation Corps Supply). The additional copies will be used in lieu of preparing extract requisitions. A cover sheet (cover sheet WD AGO Form 448) will be prepared by the appropriate port technical service indicating Port extract requisition number, port of shipment, markings, ship-to-arrive period, port contacts, and other special instructions.

2. Editing of Oversea Requisition:

- a. Stock number, nomenclature, unit of measure, quantities, and overseas address, will be checked for completeness, adequacy and conformity with current policy. Items not identifiable in existing publications due to incomplete or incorrect information on overseas requisition will not be extracted but will be referred to the theaters for identification as indicated in paragraph d, below.
- b. Missing line item numbers will be inserted on all copies of the requisition.
- (1) When a line item is edited into two or more component line items, each component will be identified on all copies by the original line item number plus a subnumber.
- c. Copy number three (3) of the overseas requisition, together with cover sheet TCNYP Form 823, will be dispatched through the Oversea Supply Division to the overseas theater, via air mail, immediately upon completion of edit and notation of disposition of line items. Prior to dispatch the port technical service will attach a copy of the first sheet of the final extract requisition together with a listing of all extract requisition numbers applicable to the particular requisition. The listing and final extract requisition sheet will be detached by the Oversea Supply Division and utilized for requisition control purposes. Copies of QM I subsistence requisitions for the European Command will be forwarded to the European Command via air courier.
- d. Disposition of line items not extracted to a source of supply will be indicated on copy number three (3) by inserting the following symbols next to the appropriate line items:
- D - Duplication of line item number (Insert duplicated line item number). Consolidation effected.
- E - In excess of authorized allowances. The excess quantity will not be supplied and will be indicated following the symbol.

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(Note: Specific Theater requests for exceeding authorized allowances will be processed as prescribed in _____.)

I - Initial issue only. Cannot be filled on this requisition.

AP - Referred to higher authority for approval.

SB - Supply Suspended. Sufficient information lacking upon which to base supply. Furnish adequate information or cancellation by radio.

SI - Supply suspended pending complete identification of item.

SV - Supply suspended pending verification. Quantity requested appears to be incorrect.

- e. Requisitions received by cable will be acknowledged as soon as practicable. Messageform OS 367 will be dispatched to the overseas theater indicating pertinent information relative to item(s) not extracted either partially or completely for supply.

3. Preparation of Extract of Oversea Requisition (WD AGO Form 448):

Within ten (10) days of the receipt of the overseas requisition, paragraph 1 above, extracts of the overseas requisition will be prepared in quadruplicate. Technical service supply bulletins will be utilized in determining source of supply and other supply data. Every effort will be made to dispatch extracts by the cut-off date pertaining to the shipping period assigned by the overseas command.

- a. Requisitions which call for shipment of supplies during future shipping periods will be currently edited and processed for the appropriate quarter of the forecast as indicated above.
- b. Separate extracts will be prepared and forwarded to appropriate depots for each of two categories of items as follows:

Regulated
Non-Regulated

- c. The following statements, whichever are applicable, will appear on the first sheet of each extract:

- (1) "Request all shipping documents pertaining to protected critical cargo be marked VAULT or SHIPS TRANSPORTATION OFFICER".
- (2) "PACK FOR OVERSEA SHIPMENT".

- d. When 100% fulfillment is required, the following statement will be inserted on the file copy of the extract: "100% Fulfillment Required".

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- e. Extra copies of the overseas requisitions, when provided, as indicated in paragraph 1c (2) above, will be used in lieu of preparing extracts.
- f. Requisitions for supplies for the Current Death Program and the Return of World War II Dead Program (AGRS) will not be extracted to source of supply. Instead they will be forwarded to the Office of the Quartermaster General for supply action. Prior to forwarding to Office of the Quartermaster General, requisitions will be reviewed to insure that each requisition involves items for only one program. Each requisition will be clearly marked to indicate the proper program. When program is not identified, the port technical service will contact the requisitioning agency to determine applicable program. Requisitions containing items for both programs will be redrafted into separate requisitions.
- g. Distribution of Extracts:
 - 2 - ZI source of supply.
 - 1 - File, port technical service.
 - 1 - Oversea Supply Division, NYPE. - (First page only, annotated with measurement tonnage and number of line items.)
- h. When supply action is initiated by the port technical service, one additional copy of the extract requisition will be prepared and forwarded to the overseas command.

4. Cargo Charting:

- a. Collection of Information: Copies of the following documents, appropriately annotated with measurement tons, forwarded to the Oversea Supply Division by the port technical services, as prescribed elsewhere in this SOP, will be assembled by the Oversea Supply Division for the purpose of cargo charting:

First Sheet of each Extract Requisition (WD AGO Form No. 448)

*Chief of Technical Service Shipping Orders (WD AGO Form No. 653)

AES Purchase Order (AES Form No. 608, Revised)

Notices of Cancellation (WD AGO Form No. 449-1)

Notices of Delayed Items (WD AGO Form No. 449)

Change Orders (WD AGO Form No. 448)

Diversion Notice (Memorandum)

*When copy of Chief of Technical Service Shipping Order is not available for forwarding to Oversea Supply Division for charting purposes, form TCNYP 825 will be prepared by the port technical service and forwarded to Oversea Supply Division.

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- b. Preparation and Distribution of Cargo Distribution Charts: Based upon the information contained in the documents submitted as prescribed above, the Oversea Supply Division will prepare Cargo Distribution Charts on TCNYP Form 889 (Reports Control Symbol: TCWTS 10) covering supplies scheduled to arrive in port during the next calendar month. The Chart will be classified by port of embarkation, technical service, and destination, and will indicate the measurement tonnage, source of supplies and type of supplies set-up for each extract requisition.
- (1) Basic charts (first edition) will be prepared and distributed on the first work day following the cut-off date of the editing and dispatch period preceding the month charted. (Example - the chart for May 1947 will be published on 28 April 1947.)
 - (2) Revised charts (second edition) will be prepared to reflect tonnage scheduled for shipment during preceding calendar months carried over for scheduled shipment during the current month, as well as current data, including changes in tonnage and other pertinent information. Revised charts will be published on the sixth work day of the currently charted month. (Using the example in (1) above, a revised chart will be published on 7 May 1947.)
 - (3) Changes: All material changes in set-up tonnage, not otherwise communicated to the Oversea Supply Division on documents prescribed in paragraph 4a above, will be immediately telephoned to the Oversea Supply Division by the appropriate port technical services. The Oversea Supply Division will immediately transmit such changes to interested Port Agencies.
 - (4) Cargo Distribution Charts (Basic and Revised) will be distributed as follows:
 - 1 - Water Division, NYPE (or when applicable)
 - 1 - Port Transportation Division, NYPE (3 to outport)
 - 1 - Chief of Staff, NYPE
 - 1 - Director of Services, Supply & Procurement, Wash., DC
 - 2 - Chief of Transportation, Water Transport Service
 - Marine Operations Branch
 - various - appropriate oversea theater
 - (5) One additional copy of pertinent portions of the current revised EUCOM Cargo Distribution Chart will be forwarded by the Oversea Supply Division to each port technical service and to the Port Transportation Division on Friday of

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each week, returnable by the close of business of the next work day. On interim Fridays occurring between publication of the basic and the revised Cargo Distribution Charts, one additional copy of the pertinent portions of the basic chart will be included.

- (a) Port technical services will indicate in the appropriate columns on the chart, the cumulative tonnage floated, the current tonnage en route and in port and changes in set-up tonnage for:
 - 1. EUCOM extract requisitions covering unfloated balance of 50 M/T or more.
 - 2. EUCOM extract requisitions covering unfloated balance of less than 50 M/T in cases where it is subsequently determined by the port technical services to be 50 M/T or more.
- (b) The Port Transportation Division will indicate for each extract requisition on EUCOM supplies set-up for fifty (50) measurement tons or more, the current tonnage released but not shipped.
- (c) Copies returned to the Oversea Supply Division by the port technical services will be reviewed and assembled by the Oversea Supply Division. The balance of tonnage unfloated and corrections to original set-up tonnage will be transcribed to the additional copies and distributed, (one each) to the Water Division and the Port Transportation Division within twenty-four (24) hours.

5. Record-keeping and Follow-Up of Extract Requisitions:

Records and follow-up of requisitions set up for shipment will be maintained as follows:

a. Markings for Dual Service and Miscellaneous Agencies

- (1) Dual service markings indicate items which are requisitioned by one technical service, but are the supply responsibility of another. The first service abbreviation represents the requisitioning agency, the second service abbreviation represents the agency having supply responsibility. The agency corresponding to the second service abbreviation will be responsible for record-keeping and follow-up. (Example: BOBO-A-ORDQM-II-J301 represents a dual service marking in which the Ordnance Department is the requisitioning agency and the Quartermaster Corps is the agency having supply, record-keeping, and follow-up responsibility.)

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- (2) The Chemical Division, NYPE, will be responsible for record-keeping and follow-up for supplies set up by miscellaneous agencies not officially represented at N.Y.P.E.
- b. File: - A folder will be set up for each extract requisition and records thereof will be maintained as prescribed in TCP 46, 1 August 1945, as amended.
- c. Suspense: - Extract requisitions will be suspended to the sixth (6th) day of the ship-to-arrive period.
- d. Movement to and through the port: - Up-to-date records will be maintained concerning the status of items on requisitions. Advance War Department in-tallies, hatch-tallies and manifests will be obtained from port operating agencies as evidence of receipt into and the clearance from the port, and as authority to close the item account.
- e. Review and follow-up: - On the sixth (6th) day of the ship-to-arrive period, outstanding extract requisitions will be reviewed. Routine follow-up will then be initiated for all open items. No other follow-up processes will be carried out except in compliance with a request from an oversea theater for information concerning the status of a particular requisition, or to follow-up a referral to a chief of technical service 15 days after forwarding thereof. Messageform TCNYP (TSv-1) will be used to follow-up on open items as follows:
 - (1) Mail, for routine items. If no reply is received within fifteen (15) days, a second mail follow-up will be forwarded.
 - (2) TWX, for particularly urgent items. If no reply is received within five (5) days, a second TWX will be forwarded.
- f. Completion Reports: When all items against a particular extract requisition have been floated, a "Completion Report" TCNYP Form No. 819 "Extract Requisition Completion Report", Reports Control Symbol TCNYP 21 (R1), will be prepared and immediately forwarded to the Oversea Supply Division.
- g. Expiration date: During the follow-up process extract requisitions will remain in suspense until completed or cancelled, or, if incomplete, until the expiration date.
 - (1) On the expiration date incomplete requisitions will be reviewed for determination as to cancellation or continued supply action, as indicated in paragraph 6b, below.

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- (2) Except where 100% fulfillment is required, an item only 90% fulfilled will be considered as completed. Follow-up action will be discontinued on such items but documents received subsequent thereto will be filed.

h. Outports: -

- (1) For shipments through NYPE as outport for SFPE, the New York Port of Embarkation will assume full responsibility for record-keeping and follow-up based upon copies of extract requisitions received from SFPE and on shipping information from sources of supply. Folders will be distinctly marked.
- (2) For shipments through NYPE as outports for ports of embarkation other than SFPE, record-keeping and follow-up will be the responsibility of the other ports.
- (3) For supplies set up by NYPE as primary port for shipment through other ports of embarkation including SFPE, responsibility for record-keeping and follow-up will be that of NYPE.

6. Delay, Non-Availability and Cancellation of Open Items:

a. Notice of Delayed Items and/or Notice of Non-Availability (WD AGO Form 449):

When applicable, the appropriate port technical service will receive four (4) copies of WD AGO Form 449 from sources of supply. Appropriate annotations will be made on all copies, indicating any action initiated. Items indicated as not available on a Notice of Non-Availability will be considered automatically cancelled. Distribution of WD AGO Form 449 will be as follows:

- 2 - Oversea Command, appropriate requisitioning agency
- 1 - Oversea Supply Division, NYPE
- 1 - File, port technical service

b. Cancellation of Open Items:

- (1) On the expiration date incomplete requisitions will be reviewed for decision as to cancellation or continued supply action. Items en route to port will not be cancelled because of delay beyond 120 days. Open items not received in port by the expiration date, and not within the "excepted categories", as indicated in paragraph 6b (2) (a) below, will be cancelled. Oversea Command will be advised of cancellation by cable notification, Notices of Delayed Items (WD AGO Form 449) or by Notice of Cancellation (WD AGO Form 449-1), as indicated in paragraph 6c, below.

- (2) Excepted category items indicated below will be referred to the oversea command for decision as to continued supply action by cable or by noting "CXL" (recommended for cancellation) on Notice of Delayed Items (WD AGO Form 449).
- (a) Excepted items are those:
1. requiring 100% fulfillment.
 2. requiring special procurement. (Special procurement refers to a specific item on a requisition for which a specific purchase order has been issued.)
 3. definitely known to be required by the theater.
 4. required for War Department approved operational project.
 5. civilian supply.
- (3) Items will be cancelled if oversea command fails to advise the port (NYPE) within 30 days of referral by WD AGO Form 449 and 15 days of referral by cable. Upon receipt of reply, action desired by the theater will be taken by the port technical service to effect cancellation as prescribed in paragraph 6c below, or to extend the expiration date.
- (4) When it is determined that items noted as not available were so reported in error, the port technical service will request clarification by the source of supply and pending reply thereto, further port action will be suspended.
- (5) When the Notice of Non-Availability recommends special or local procurement, appropriate action will be initiated by the port technical service.
- c. Notice of Cancellation (WD AGO Form 449-1): On receipt of notification of cancellation from an oversea command, a check will be made by the port technical service, prior to initiation of cancellation action, to determine if supplies have been moved from depots.
- (1) If not moved, a Notice of Cancellation will be prepared and distributed as in paragraph (2) below. The words "Reported on your Notice of Delayed Items" will be crossed out, when the cancellation is initiated by the Oversea Theater. The basis for cancellation, such as theater cable number, etc., will be indicated on the cancellation form.

- (2) A maximum of five (5) copies of the Notice of Cancellation will be prepared. When all of the items on a Notice of Delayed Items are to be cancelled, the Notice of Cancellation will so indicate without listing each item. Distribution will be made immediately upon determination of cancellation, as follows:
- 2 - Source of supply (if based upon a Notice of Delayed Items to the supply agency initiating same; through the Chief of Technical Service in cases involving cancellation of shipping orders initiated by him).
 - 1 - Oversea Supply Division, NYFE (including tonnage information).
 - 1 - Oversea Theater, agency initiating requisition, except where oversea theater requested cancellation.
 - 1 - File, port technical service.
- (3) When expeditious action is necessary, TWX or telephone cancellation to source of supply may be used. Confirmation of telephone cancellation will be forwarded on WD AGO Form 449-1.
- (4) Cancelled supplies en route to Port or in Port will be treated as "frustrated supplies", paragraph 7, below.
- d. ~~Report "Oversea Supply Items Delayed 30 Days After Last Day of Ship to-Arrive Period", Reports Control Symbol WDGSP-45, (WD AGO Form A-5454) will be prepared monthly by the port technical services, (except Army Exchange) and submitted in quintuplicate to the Oversea Supply Division by the 10th day of the month following the month covered by the report. Separate reports will be prepared for Technical Service items other than Spare Parts (Part A), and Technical Service Spare Parts (Part B). Oversea Supply Division, will review, consolidate and distribute the report as follows:~~
- 2 - WDGSP, SS&P
ATTENTION: Distribution Branch, Supply Group
 - 1 - Chief of Transportation
ATTENTION: Chief, Supply Division
 - 1 - (appropriate section) Chief of Technical Service
 - 1 - File, Oversea Supply Division

7. Frustrated Supplies:

a. Definitions:

Supply Agencies, as used herein, refer to port technical services, Port Supply and Facilities Division and other supply services, such as Red Cross, US Treasury Department, etc.

Freight Handling Agencies, as used herein, refer to the Port Transportation and Water Division.

b. Determination of Status and Request for Disposition Instructions:

- (1) When supply agencies establish freight as frustrated, based on cancellations, or shipments duplicated in error, the appropriate supply agency will:
 - (a) Immediately telephone freight handling agencies to determine freight location and issue verbal hold order.
 - (b) Within 24 hours process Form TC 2-19 with appropriate disposition instructions noted thereon.
- (2) When it has been determined by the supply agency that subject supplies (carloads only) are en route to but not yet in port, and when the method of arrival and pertinent references (car number, bill of lading number, QMR number, commodity, etc.) are known, the supply agency will immediately telephone the Port Transportation Division, Freight Control Branch, giving all pertinent data and disposition instructions. The Port Transportation Division will immediately contact the Office of the Chief of Transportation and request diversion of the shipment in accordance with the port technical service disposition instructions. The port technical service will confirm the telephone request on Form TC 2-19, clearly indicating the words "confirmation copy".
- (3) When freight handling agencies establish freight as frustrated because of deficiencies in marking and identification or as a result of blanket cancellations or suspensions initiated by a Port Supply Agency, Form TC 2-19 will be initiated by the freight handling agency, and within 24 hours after the receipt thereof, if practicable, the port technical services will furnish appropriate disposition instructions. Inspectors from the technical services are authorized to make necessary inspection upon presentation of original copy of TCNYP Form 2-19.
- (4) When frustrated freight is determined as being stored in a warehouse, or on a pier, or loaded aboard a vessel in whole or in part, in such a manner as to be inaccessible, and removal therefrom is deemed inadvisable by the Freight Handling Agency, the Oversea Supply Division will be requested to make final decision on action to be taken.

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c. Issuance of Disposition Instructions: Disposition instructions will be issued by:

- (1) Supply Agencies for frustrated freight of class A, B, and C maintenance supplies. Disposition directives will be based upon standing instructions issued by, or special instructions obtained from chiefs of technical services or other responsible agencies.
- (2) Port Supply and Facilities Division for unidentifiable and Class D supplies.

d. Disposition: Upon receipt of disposition instructions, the Freight Handling Agency will:

- (1) Prepare and distribute shipping documents.
- (2) For carload shipments to be returned to depots, obtain transportation release from Port Transportation Division.
- (3) Forward freight as directed by Port Transportation Division.
- (4) Return Form TC 2-19 with disposition noted thereon, to appropriate port supply agency.

8. Thirty Day Report:

a. Purpose:

- (1) To expedite shipment by calling the attention of freight handling agencies to cargo being held in port 30 days beyond receipt in port.
- (2) To determine reasons for delay in shipment in order to initiate corrective action.

b. Preparation: Within the first three (3) working days of each month, the port technical services will review follow-up records and prepare and forward a report entitled "Material in Port over 30 Days" (Reports Control Symbol TCNYP 05 46) on TC 2 Form 98.

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- (1) The report will contain information as of the last day of the preceding month.
 - (2) Items listed on vessel manifests (both Army and Commercial) for which no hatch tallies have been received, will not be included in the report. However, the port technical service will request the responsible freight handling agency to supply the missing documents.

- c. Distribution: The report, consisting of two sections, will be forwarded (in Quad. for section I and Trip. for section II) to the Oversea Supply Division for distribution as follows:
- (1) Three copies of Section I to Port Transportation Division for shipments recorded as received by Port Transportation Division.
 - (2) Two copies of Section II to the Water Division for shipments recorded as received by the Water Division.
 - (3) 1 copy of each section for file in Oversea Supply Division.
- d. Follow-up: Upon receipt of the report, the Port Transportation Division and the Water Division will perform necessary internal tracing of shipments and reshipments listed thereon and make appropriate entries of status, disposition, and in all cases the reasons for delay in port beyond the shipping deadline.
- (1) Within three (3) working days the Port Transportation Division will forward 2 copies of its section of the report to the Water Division, after indicating the reasons for shipments in port over 30 days being held by Port Transportation Division for 10 days or more.
 - (2) The Water Division will complete Section I, forwarded by the Port Transportation Division, and within three (3) days of receipt thereof return one copy of Section I and II to the Oversea Supply Division. Prior to forwarding the report, the Water Division will be responsible for reconciling conflicting dispositions reported by the freight handling agencies.
 - (3) The Oversea Supply Division will review the reports, analyze the nature of recurring difficulties, and recommend corrective action to appropriate port agencies. The reports will then be forwarded to the appropriate port technical services.
 - (4) The port technical services will verify the annotations made on the report with manifests. The technical services will request the responsible freight handling agencies to forward pertinent hatch tallies. For items reported as floated and not appearing on manifests, the technical services will request supplementary manifests. For items on which other disposition was made, the port technical services will request pertinent documents from the Freight Handling Agency.

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION III

EXPEDITING WATER SHIPMENTS

1. Requests for expeditious handling will be received by the Oversea Supply Division generally as follows:
 - a. Emergency requisitions.
 - b. Requests from oversea theaters to expedite items originally submitted on non-emergency requisition.
2. Initial processing: Port technical services will give priority handling only to those items deemed urgent by the Oversea Supply Division:
 - a. Emergency requisitions - will be edited and extracted in the normal manner except that:
 - (1) Each extract requisition will be conspicuously marked URGENT.
 - (2) Each extract requisition will contain the following statements:

"Request NYPE be notified by teletype if shipment cannot be shipped to arrive in port by the ship-to-arrive date."

And when applicable, the following statement:

"Request LCL shipments go forward via express."
 - (3) A ship-to-arrive date will be assigned to those emergency requisitions which are received too late to be edited and dispatched by the designated period cut-off-date.
 - b. Items originally submitted on a non-emergency requisition, for which the oversea theater has subsequently requested expeditious handling, will be reviewed and status determined as follows:
 - (1) Items not yet extracted will be processed in the same manner as emergency requisitions, paragraph 2 a above.
 - (2) Items already extracted but not yet en route to, or, in port, will be reviewed and the shipper given pertinent instructions as may be necessary to prepare the shipment for movement to port in accordance with the desired shipping schedule. Where

part of a requisition is to be expedited, the shipper will be requested to arrange for separate shipments.

- (3) Items en route to, or in port, will be appropriately transcribed to TCNYP Form No. 822 as prescribed in paragraph 4 below.
3. Follow-up: The appropriate port technical service will follow-up priority shipments to and through the port and onto vessels. Follow-up procedure will include the actions indicated below:
- a. When an advance War Department Shipping Document or TWX (reship) is not received within a reasonable time or at least within three (3) days prior to the ship-to-arrive period, as an indication that the shipment is en route, the source of supply will be contacted in order to determine the shipping status of the items involved.
 - b. Upon determining that a shipment is en route to or in port, and in the absence of an in-tally and/or hatch tally, the Port Transportation Division and/or the Water Division will be contacted in order to expedite intra-port movement. However, sufficient time will be allowed for movement en route to and through the port.
 - c. When material is required to be loaded aboard a particular vessel, the Oversea Supply Division, will telephone the information to the appropriate port agencies and confirm by written memorandum.
 - d. Failure by the port operating agencies to expedite cargo movement as requested, will be reported by the appropriate port technical service to the Oversea Supply Division. The Oversea Supply Division will then contact the responsible agency to insure compliance and remedial action.
4. Expediting in-port: When an item, set-up for expeditious handling, as requested in paragraph 1 above, is determined as en route or in-port, either by subsequent notification from the source of supply (by advance WDSD or TWX reship) or at the time of review (paragraph 2 b (3) above), the following procedure will apply:
- a. Preparation of TCNYP Form No. 822 Priority Shipment - Expediter: The appropriate port technical service will prepare TCNYP Form No. 822 in quadruplicate, listing the items in sufficient detail to permit ready identification of cargo. When practicable, cargo for each pier will be listed on a separate TCNYP Form No. 822. Three (3) copies will be forwarded to the Oversea Supply Division. The Oversea Supply Division will establish and indicate relative priority and forward two copies to the Port Transportation Division.
 - b. Shipments via Army vessel:

A

- (1) The Port Transportation Division will, upon receipt of TCNYP Form No. 822, expedite the receiving and intransit movement of the shipment to the piers. One (1) copy of TCNYP Form No. 822 will be forwarded to the Water Division, sufficiently detailed to permit ready identification of the cargo. When practicable, cargo for each pier will be listed on a separate TCNYP Form No. 822.
 - (2) Upon receipt of TCNYP Form No. 822 from the Port Transportation Division, the Water Division will expedite the loading of pertinent cargo aboard the first vessel available for the assigned shipping period, or aboard a vessel designated by the Oversea Supply Division.
- c. Shipments via commercial vessel: The Port Transportation Division will, upon receipt of TCNYP Form No. 822, expedite movement of the shipment to the piers and will insure that pertinent cargo is forwarded to and loaded aboard the first vessel available for the assigned shipping period.

PROCESSING AND MOVEMENT OF CARGO
OVERSEA SUPPLY

SOP NUMBER 200
1 August 1947

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION IV

AIR SHIPMENT

1. "Via Military Aircraft":

Oversea requisitions requiring air shipment will be edited in accordance with the normal procedure prescribed for water shipment. Upon completion of editing, the following procedure will apply:

- a. Establishing Availability of Urgent Items: Prior to the preparation of the extract requisitions, the appropriate port technical service will use the most expeditious means to establish availability of items deemed urgent by the Oversea Supply Division, the estimated weight, cube and number of packages. The estimated date of arrival at the aerial port of embarkation, and the War Department Shipping Document number, if known, will be obtained from sources of supply.
- b. Preparation and Distribution of Extract Requisitions: An extract requisition will be prepared and distributed in accordance with the normal procedure for water shipment, except that:
 - (1) Notations confirming any telephone conversation will be entered on the extract.
 - (2) When no availability has been established (paragraph 1a above), the following statement will appear on the extract: "When these supplies, or increments thereof, are packed, ready for shipment, request (indicate name of port technical service), NYPE, be advised of the number of packages, weight, cubage, WDSD Voucher number, and date shipment should arrive at the aerial port of embarkation. No shipment will be made without specific prior clearance from the above noted agency, NYPE"
 - (3) The following statement will appear on all extracts: "Air shipment, pack in lightest material possible for safe delivery. Package dimensions will be no larger than 96" by 82" by 62"."
 - (4) "Ship-to-Arrive Date" will be inserted which will not be more than twenty (20) days after the date of the extract,

except that on extracts for highly perishable subsistence items, instead of "Ship-to-Arrive Date" the following will be inserted: "For shipment during the month of (insert month) in weekly increments (or as otherwise requested by the theater)." Highly perishable subsistence items not shipped during the scheduled month of shipment will be cancelled.

- (5) When no air priority number has been assigned for theaters which do have air priority boards, extracts will be forwarded to sources of supply in the normal manner. In addition, Messageform TCNYP 368 will be cabled to the oversea theater requesting assignment of an air priority number. When no air priority number has been assigned because the theater does not have an air priority board, the procedure will be as prescribed in paragraph c(2) below.

c. Preparation and Distribution of Air Shipment Clearance Form (WD AGO 55-127): Upon receipt of advice that supplies are ready for shipment:

- (1) Air Shipment Clearance Forms will be prepared in quadruplicate, and distributed as follows:

One (1) in file, port technical service.

Three (3) - CG, Hq. Atlantic Division, ATC, Fort Totten, Long Island, N.Y. ATTN: Asst. Chief of Staff, Traffic - (ATC Priorities Officer). (The words "Air Shipment Clearance Form" will be clearly indicated in the lower left hand corner of the mailing envelope), who will forward one (1) copy to the Movements Control Officer at the aerial port of embarkation. For perishable subsistence in lieu of copies to Fort Totten, two (2) copies will be forwarded to the Sales Officer, appropriate aerial port of embarkation.

- (2) When supplies are available and no air priority number has been assigned because the theater does not have an air priority board, the ATC Priorities Officer, Fort Totten, N.Y., will assign and insert an air priority number and return copy of the Air Shipment Clearance Form WD AGO Form No. 55-127 to the appropriate port technical service, NYPE.

d. Instruction to Source of Supply: A Messageform OS-370 will be prepared and forwarded to the source of supply indicating the air priority number and the designated aerial port of embarkation. (Appendix I) A recommendation will be included concerning the method of transportation from the shipping point to the aerial port of embarkation.

- e. Delayed Items: When items on requisition cannot be shipped within one month subsequent to the month shown in the marking, the Theater Air Priority Board will be contacted and a new air priority number will be obtained upon determination that the item is available.
- f. Follow-up of Extract Requisitions: The Air Freight Officer at the aerial port of embarkation will be requested to:
 - (1) Forward copy No. 2 of the airwaybill, WDSD or VSD attached, by the fastest available means to the appropriate port technical service, NYPE.
 - (2) Forward copy No. 3 of the airwaybill, WDSD attached, by air to Headquarters, appropriate supply service, overseas theater.
 - (3) Forward to the appropriate port technical service, NYPE, as an indication that the supplies were lifted.
 - (a) For shipments of perishable subsistence, the pertinent WDSD or VSD will be attached to copy No. 7 of the airwaybill and forwarded.
 - (4) Upon request from the appropriate port technical service, NYPE, furnish tracer information obtained from the Air Transport Command, concerning the status of shipment.

2. "Via Commercial Aircraft":

Requisitions covering supplies authorized for commercial air shipment will be edited and extracted in a manner similar to that for supplies moving via military aircraft except as prescribed below:

- a. Extract requisitions will be prepared and distributed in the normal manner except that:
 - (1) One (1) additional copy will be forwarded to the Oversea Supply Division, for expeditious action.
 - (2) Supplies will be shipped to:

PORT TRANSPORTATION OFFICER
NYPE
Brooklyn, N.Y.
 - (3) Oversea Address: FOR COMMERCIAL AIR SHIPMENT TO:
(Addressee)
(marking -- in the clear)

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b. Shipping Arrangements: Upon receipt of availability information, Oversea Supply Division will request Port Transportation Division by memorandum to make arrangements to ship cargo via commercial air lift, furnishing pertinent information as to marking, extract number, depot, description, cubic feet, weight, number of boxes and dimensions. A copy of the memorandum will be furnished to the appropriate port technical service.

c. Lift Information: Upon receipt of memorandum from the Oversea Supply Division, the Port Transportation Division will:

- (1) Make necessary arrangements to ship supplies via commercial aircraft.
- (2) Upon arrival of supplies in port, forward in-tally to port technical service.
- (3) After shipment has been lifted, forward a copy of the airwaybill to the port technical service.

d. Follow-up and Record-Keeping: The port technical services will maintain follow-up and progressive records.

3. "Via Iceland Airport Corporation". Oversea requisitions for shipment to Iceland will be processed in accordance with the procedure prescribed for water shipments, with the following exceptions:

a. Preparation of Requisitions for Extracting:

- (1) Aerial port will be indicated on the cover sheet (WD AGO Form 448 or extract requisition, in the "Ship to" column as follows:

Iceland Airport Corporation
c/o American Oversea Airlines
Seaplane Hangar #2
La Guardia Field, New York

- (2) In lieu of "ship-to-arrive period", a "Ship-to-arrive date" will be inserted which will not be more than twenty (20) days after the date of extracting. On requisitions for highly perishable subsistence items, instead of "Ship-to-arrive date", the following statement will be inserted: "For shipment during the month of (insert month) in weekly increments" (or as otherwise requested by the theater). Highly perishable subsistence items not shipped during the scheduled month of shipment will be cancelled.

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- (3) The following statement will appear on the cover sheet or extract requisition:

"Air shipment, pack in lightest material possible for safe delivery - Package dimensions will be no larger than 72" x 10" x 15" or 19" x 39" x 39" or 23" x 30" x 32".

- (4) One full copy of the requisition including cover sheet, or extract requisition, will be forwarded to Oversea Supply Division annotated with weight and cube and marked on the bottom, "Information copy - Manager, Export Cargo, American Overseas Airlines, La Guardia Field, New York".

b. Follow-Up and Record Keeping:

- (1) Notices of Delayed Items and/or Notices of Non-Availability (WDAGO Form 449) will, after review and annotation, be forwarded to Chief, Contract Supervision, Headquarters, Air Transport Command, Washington 25, D. C. in lieu of oversea command.
- (2) Delayed shipments, cancellations and changes will be telephoned to Manager, Export Cargo, American Overseas Airlines, La Guardia Field, New York.
- (3) The advance copy of WDSD or VSD will be forwarded to above aerial port immediately after pertinent information has been extracted by Port Technical Services, in order to notify the aerial port of expected arrival date and weight of shipment en route.
- (4) For shipment other than perishables: One copy of pertinent shipping document, signed and annotated with lift information will be furnished to the respective Port Technical Service. When sufficient copies of documents are not available, lift information will be telephoned to Chief, Supply and Movements Branch, Oversea Supply Division, who will retransmit information to applicable Port Technical Service.
- (5) For shipment of perishables: Two signed copies of shipping documents annotated with lift information will be furnished Port Quartermaster. When sufficient copies of documents are not available, a letter citing information contained on shipping document will be furnished.

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION V

DIVERSION

1. Initiation of Diversion: A diversion may be the result of:
 - a. Request for expeditious handling. This may require diversion to faster means of transportation.
 - b. Request from port operating agencies or aerial ports of embarkation to alleviate congestion by diversion to other means of transportation.
 - c. Instruction from higher authority.
2. Clearance: All pertinent information indicating that a diversion is or may be necessary, will be referred to the Oversea Supply Division. The Oversea Supply Division will obtain from the appropriate port technical service, information as to whether supplies are en route, in port, or as yet unshipped from the source of supply.
 - a. When port operating agencies receive and act upon instructions from higher authority outside NYPE, information concerning action taken, including appropriate reference numbers and details of shipment, will be telephoned to the Oversea Supply Division.
3. Point of Origin Diversion: When the supplies to be diverted are at the point of origin, the Oversea Supply Division will inform the appropriate port technical service which will proceed as follows:
 - a. The source of supply will be advised by most expeditious means.
 - b. Change Order (WD AGO Form No. 448), indicating revised shipping instructions, will be prepared in quadruplicate and distributed as follows:
 - 2 - Source of supply.
 - 1 - Oversea Supply Division (annotated with cube).
 - 1 - File, appropriate port technical service.
 - c. When diverting to air shipment, the procedure outlined in Section IV - Air Shipment, will be followed.

- d. When diverting to water shipment, the procedure outlined in Section II - Water Shipment, will be followed.
4. In-Port Diversions: The following procedure will apply when the supplies to be diverted are en route to, or in port, (including aerial ports of embarkation):
- a. The Oversea Supply Division will telephone the appropriate freight handling agency and issue a hold order. Written confirmation will be forwarded to the freight handling agency and a copy thereof furnished the appropriate port technical service.
 - b. The freight handling agency will prepare new shipping documents (WDSD) and forward with the freight to the new consignee.
 - c. The Oversea Supply Division will notify the new port of embarkation of the scheduled shipment.
 - d. For diversion of supplies en route to or in an outport, the Water Division and the Port Transportation Division respectively, will receive pertinent data and inform the Oversea Supply Division.
 - (1) Unless prior diversion instructions have been issued by the Office of the Chief of Transportation, the Oversea Supply Division will determine the new port of shipment and advise the Port Transportation Division.
 - (2) The Port Transportation Division will inform the Office of the Chief of Transportation of the desired diversion, and upon confirmation advise the Oversea Supply Division.
 - (3) The Oversea Supply Division will then advise the affected outports of any adjustments in scheduled movements.
 - e. For diversions from water to air shipment, the appropriate port technical service will prepare and distribute the Air Shipment Clearance Form as prescribed in Part IV - Air Shipment. Written instructions will be distributed to the Port Transportation Division for remarking, repacking and forwarding to aerial port of embarkation. A copy will also be furnished the Water Division if that agency is in possession of the cargo. A copy, annotated as to weight and cube, will be furnished the Oversea Supply Division.
 - f. For diversions from air to water shipment, the Oversea Supply Division will request the Port Transportation Division, in writing, to bring specified shipments into NYPE. The written request will include new markings and repacking instructions. Copies will be forwarded the appropriate port technical service, the Movements Control Officer at the

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aerial port of embarkation, and the ATC Priorities Officer, Fort Totten, L. I., N. Y.

- g. When shipments for the San Francisco Port of Embarkation are diverted to NYPE, necessary records will be set up by the appropriate port technical service in distinctively marked folders, one for each requisition. If an extract requisition has not been furnished by SFPE, upon completion of loading, all documents pertaining to the shipment will be returned to the responsible agency at SFPE.

EDITING, EXTRACTING AND FOLLOW-UP OF REQUISITIONS
FOR OVERSEA SUPPLY

SECTION VI

SPECIAL PROCEDURES

1. Civilian Supply: The processing of overseas requisitions for civilian supplies will be carried out in the normal manner except as prescribed below:
 - a. Civilian Supply Program: Civilian supply is based upon programs approved by the War Department. Copies of approved programs will be forwarded by the Oversea Supply Division to the appropriate port technical service, immediately upon receipt.
 - b. Program - Requisition Reconciliation: When editing requisitions for civilian supplies, a check will be made against approved programs. Supply action will be suspended on items and/or quantities not contained in an approved program. An information copy of the overseas requisition pertaining to such items and/or quantities, will be forwarded to the Director, Service, Supply and Procurement, WDGS, Attention: International Branch, for approval. Supply action will only be initiated for items and/or quantities contained in an approved program or subsequently approved by an authorized agency.
 - c. Extracting Requisitions: The letters TOG in the consignee combination (example: BOBO-A-QMI-TOG-A45) will identify items of civilian supply. In addition, the following statement will appear on each extract requisition:

"Using any commercial process, stencil each package or container on the side containing the overseas address; stencil will consist of a six inch strip of green dots each $\frac{1}{2}$ inch in diameter, spaced in $\frac{11}{16}$ inch centers vertically and horizontally, in rows three inches wide."
 - d. Notice of Delayed Items and/or Notice of Non-Availability and Cancellations: The appropriate port technical service will forward pertinent information to the Director, Service, Supply and Procurement, WDGS, Attention: International Branch, as follows:
 - (1) Cancellations, substitutions, additions or other changes of status, received from overseas theaters.
 - (2) One copy of the Notice of Delayed Items and/or Notice of Non-

Availability, where more than 10% of any requisitioned item will be delayed or will not be available.

- e. Reports: (Method of reporting "area destination" will be in accordance with War Department Memorandum No. 35-6520-5, 1 January 1947.)

- (1) "Report of Ships Sailing with Civilian Supply Cargoes", War Department AGO Form No. 14-145 (Old Form FD 463), Reports Control Symbol FIN-2 will be prepared monthly by the port technical services, covering civilian supplies shipped through the New York Port of Embarkation and subports. One copy will be forwarded to the Oversea Supply Division within seven days after the close of each month reported.

- (a) The report will include the following information:

1. Port of shipment.
2. Month of sailing reported.
3. Area destination.
4. Name and number of each ship or plane which has sailed or lifted with civilian supplies during the month.
5. Civilian Supply Manifest Serial Number and/or Air Shipment Cover Sheet Serial Number.

- (b) Oversea Supply Division will review the report for pertinent information, and will consolidate and distribute the report as follows:

- 1 - Office of the Chief of Finance
ATTENTION: Accounts Division
- 1 - OCT, Planning, Intelligence and Movements
Division - ATTENTION: Movements Control
Branch
- 1 - (Appropriate Section) Chief of Technical
Service, Washington, D. C.

- (2) Port technical services will submit six copies of the following reports to Oversea Supply Division, no later than two working days prior to the 15th day of the month following the month covered by the report. All data will be expressed in net long tons to the nearest ton, except that in cases of

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weights less than one ton, an approximate fraction will be used.

- (a) "Status of Approved Port Programs for Shipment of Civilian Supplies", Reports Control Symbol WDGSP-79, on TC Form No. 1806. This report will indicate progress in filling theater requisitions for civilian supplies by specific program and requisitions. Unusual features, such as failure to ship on schedule, will be explained in the remarks column.
- (b) "Requisitioned for Shipment in Current and Following Month", Reports Control Symbol WDGSP-80 (RI) on TC Form No. 1807 Revised. This report will indicate by commodity group and item the quantity for each marking scheduled for arrival in port in current and following month, i.e., the report for January (submitted within two working days prior to 15 February), will show quantities scheduled to arrive in port for January and February. A separate sheet will be prepared for each area destination.
 - 1. Oversea Supply Division will review reports for completeness and pertinent information and forward five copies to Chief of Transportation, Attention: Movements Control Division, Washington, D. C. One file copy of each report will be retained by the Oversea Supply Division.
- 2. Chaplain Supplies: Requisitions for Chaplain's supplies will be processed by the Port Quartermaster. In all cases, verification will be made with a check list provided by the Port Chaplain, indicating items in port stock. Requisitions will be initiated and processed as follows:
 - a. Storage and Issue Responsibility of the OQM: Requisitions of this type will be processed in the normal manner. One information copy of the extract requisition will be forwarded to the Port Chaplain.
 - b. Storage and Issue Responsibility of the Port Chaplain:
 - (1) Items in port stock (Port Chaplain's Storeroom): Extract requisitions will be prepared in triplicate and distributed as follows:

- 1 - (Action Copy) Port Chaplain.
 - 1 - Oversea Supply Division, NYPE (first sheet only, annotated with measurement tons and number of line items)
 - 1 - File, port technical service
- (2) Items (not in stock) to be procured out of funds allotted to this headquarters by the Chief of Chaplains. Extract requisitions will be prepared in quintuplicate and distributed as follows:
- 3 - (one original, two copies) Port Chaplain
 - 1 - Oversea Supply Division, NYPE (first sheet only, as in paragraph 2b(1))
 - 1 - File, port technical service
- The Port Chaplain will countersign one action copy and forward with one duplicate copy to the Port Procurement Division for procurement against allotted funds.
- c. Initiated by the Port Chaplain: Requisitions covering donated items and initial issue by the Port Chaplain from port stock, will be prepared in quintuplicate by the Port Chaplain (markings will not be inserted) and four (4) copies forwarded through Oversea Supply Division to the Port Quartermaster.
- (1) The Port Quartermaster will prepare and process extract requisitions in quadruplicate, indicating the appropriate marking, and distribute as follows:
- 1 - (Action Copy) Port Chaplain
 - 1 - Oversea Supply Division, NYPE (first sheet only, annotated with measurement tons and number of line items)
 - 1 - (Information Copy) Oversea Commander
 - 1 - File, port technical service
- d. Repacking and Marking:
- (1) The Port Chaplain will be responsible for all repacking and marking of Chaplain supply shipments originating from the storeroom of the Port Chaplain.

- (2) Instructions will be inserted on each extract requisition that the word "CHAPLAIN" in black letters, two inches high, will be stencilled on one end and one side (preferably the same end and side with the oversea address) of each package or container. Instructions will also be inserted that for wines and other protected critical cargo the words "VAULT" of "Ship's Transportation Officer" be clearly marked on each War Department Shipping Document.
 - (3) Marking will be in accordance with letter, file AG 400.16 (12 Jan 45) OB-S-D-SPMOT-M, subject: "Requisitioning and Marking for Overseas Shipment (Chaplain Service)", dated 25 January 1945.
3. Subsistence (other than ships' stores): Requisitions for items of subsistence will be processed in the normal manner. However, the following additional processing will apply:
- a. Checking: Items for resale will be checked for compliance with AR 30-2225.
 - b. Work Sheet: Computations of edit for each line item of subsistence will be shown on a work sheet prepared for each oversea requisition. One copy of the work sheet will be attached to and forwarded with the copy of the oversea requisition dispatched to the oversea theater as prescribed in Section II, paragraph 2c and d.
 - c. Computation of Edit: Items of subsistence will be computed as follows:
 - (1) Strength: For each category of personnel on separate ration allowances, the Month-End Ration Strength indicated on the oversea requisition will be checked against the troop strength indicated in the copy of the Ration Strength Report received from oversea theaters.
 - (a) Supply will be made against "Average Month-End Strengths" computed by adding the current month and following month-end strengths and dividing by two.
 - (b) The "Total Approved Ration Strength" is computed by multiplying "Average Month-End Strengths" by the number of days in the month and, except for level of supply, adding a five percent (5%) loss factor and rations supplementary to military requirements.

(2) Total Quantity Authorized:

- (a) For non-perishables this is computed by multiplying "Total Approved Ration Strength" by the War Department Approved Ration Factor.
- (b) For perishables the computations are made by multiplying approved quantities of each month's requirements by the War Department Approved Ration Factor.

(3) Net Requirements: Theaters will be supplied net requirements computed by subtracting "Total Theater Assets" from "Total Authorized".

- (a) "Total Theater Assets" are determined by adding "due - in" to theater inventory.
- (b) "Due - in" represents the total of quantities afloat after date of inventory plus quantities approved and set up for shipment and not yet floated.

(4) Excess: Excess of Total Requirements over Theater Forecast will be indicated on the work sheet.d. Perishable Subsistence: In addition to the procedure presented above for subsistence requisitions, certain additional processing for requisitions covering perishable subsistence will apply:

- (1) The Port of Shipment will be determined by the Port Quartermaster after giving due consideration to the location of the supplies, the amount of reefer shipping space available, the total shipping requirements and priorities. TCNYP Form No. 844 "Shipment of Perishable Subsistence" will be prepared and forwarded to the appropriate freight handling agency, indicating approved quantities of freezer, chill and ventilated shipping space required to carry the reefer cargo for each extract requisition.
- (2) Availability of Space: The appropriate freight handling agency will telephone the Port Quartermaster, advising him of the available ship, the tentative berthing date, and the amount of reefer spaces and will request from the Port Quartermaster advice of perishable items to be shipped.
- (3) Advice of Items to be Shipped: Upon receipt of information concerning the availability of shipping space, the Port Quartermaster will call the Quartermaster Market Center and obtain a listing of items available for shipment. The Port Quartermaster

will determine the items to be shipped and telephone this information to the appropriate freight handling agency. The advice of items to be shipped will be confirmed by letter "Request for Release of Perishables for Shipment", TCNYP Form (TR) 138, distributed as follows:

- 1 - Water Division (when the Water Division will be the loading agency)
 - 1 - Port Transportation Division
 - 1 - Quartermaster Market Center
 - 1 - Oversea Supply Division
- (4) Call to Port: After obtaining a firm berthing date from the Water Division, or when applicable, from a commercial steamship company, the Port Transportation Division will advise the Office of the Chief of Transportation, and the Quartermaster Market Center by telephone, sufficiently in advance of sailing date to allow for delivery and loading. At the same time, delivery instructions will be prepared and distributed as follows:
- 1 - Port Quartermaster
 - 1 - Port Veterinarian
 - 1 - Steamship Company (when applicable)
 - 2 - Water Division (when applicable)
- (5) Physical Delivery and Protection of Shipments: Upon receipt of verbal notification from the Quartermaster Market Center that perishables are ready for shipment, the Port Transportation Division will expedite movement to shipside. At Brooklyn Army Base the Port Transportation Division will be responsible for protection of shipments by maintenance of proper temperatures.
- (6) Inspection: Upon receipt of delivery instructions as prescribed in subparagraph d(4) above, the Port Veterinarian will arrange for and perform required inspection. The acceptance or rejection of a shipment or portion thereof, will be telephoned to the Port Transportation Division. Subsequently, confirmation in writing will be forwarded to the Port Transportation Division, Quartermaster Market Center and the Port Quartermaster. The Port Transportation Division will receive disposition instructions from the Quartermaster Market Center and advise the Port Quartermaster.

- (7) Substitutions: Close staff supervision of cargo movement will be maintained by the Port Quartermaster until the sailing of the vessel. In the event of procurement difficulties, rejections by the Port Veterinarian, or other deficiencies in shipment, the Port Quartermaster will initiate appropriate action and give final concurrence to necessary substitutions within the range of perishable items approved by the oversea theaters and the Quartermaster General, for substitutions and changes.
- (8) Coordination: Close coordination will be maintained by the Port Quartermaster with appropriate port agencies to insure that:
 - (a) Items are shipped by the Quartermaster Market Center in accordance with description, lots, and intervals specified, and that substitutions are made for rejections.
 - (b) Perishable subsistence cargo is received and maintained in a condition suitable for oversea shipment, including re-icing as required.
 - (c) Cargo handling, including loading is performed in such a manner as will reduce loss or spoilage to a minimum.
 - (d) Perishable subsistence cargo is distributed on the vessel in accordance with plans prescribed by the Port Quartermaster, and that maximum available bale cube is utilized.
- 4. Army Exchange Supplies: Oversea requisitions will normally be received by AES Port Representative in five (5) copies in accordance with provisions of TM 38-418, or in emergencies by cable.
 - a. Extracting Oversea Requisitions:
 - (1) Upon receipt of a requisition, the AES Port Representative will assign a port extract requisition number consisting of port station number and ISS number by oversea commander; shipping instructions; and oversea marking. Five (5) copies of a cover sheet will be prepared on WDAGO Form No. 448 including the above information, attached to copies of the oversea requisition and four (4) copies forwarded to Headquarters AES for supply. One (1) copy of each requisition, including cover sheet will be filed by AES Port Representative.

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- (2) Items on cable requisitions will be extracted completely on WDAGO Form No. 448 and processed as indicated above, except that one (1) copy of the cable will be forwarded to Headquarters AES together with four (4) copies of the extract requisition.
- b. Cargo Charting: Procedure in paragraph 4, Section II, will apply, except that Oversea Supply Division will be notified of scheduled shipment via purchase orders instead of extract requisitions.
- c. Edited Oversea Requisition: AES Port Representative will assure that one annotated copy of the oversea requisition or extract requisition for cable requisitions, indicating supply action is returned to the oversea commander.
- d. Record Keeping and Follow-Up:
- (1) Theater requisition or extract requisition will be filed in requisition folder by requisition number. Purchase orders subsequently received will be recorded against the requisition by indicating the purchase order number next to pertinent items. Purchase orders will be filed separately by number. Advance Shipping Documents (AES Form No. 607) indicating that items contained on purchase orders are scheduled for shipment, will be attached to the purchase order. Upon receipt of tally-in, tally number will be posted to the Advance Shipping Document and tally-in will then be forwarded to Headquarters AES. When hatch tally is received indicating supplies loaded for shipment overseas, the ship number will be indicated on the Advance Shipping Document. Items on purchase order completely loaded as evidenced by hatch tally, will be circled. Completed purchase orders will be checked against theater requisition to determine if all items requisitioned by the oversea commander have been completed. Completed items on theater requisition will be circled. Items to be air lifted will be considered complete when Advance Shipping Document is received. Items to be mailed will be considered complete upon receipt of invoice. Airwaybills received by AES Port Representative will be forwarded to Headquarters AES.
- (2) No follow-up will be necessary except for seasonal or special merchandise or when theater specifically requests expeditious action.

- (3) When NYPE is used as an outport, two (2) copies of the WDSR will be forwarded by AES Port Representative to primary port; one (1) copy of the tally-in to indicate receipt of supplies in port; and one (1) copy of the hatch tally to indicate supplies loaded for shipment overseas. AES Port Representative will prepare copies of Shipping Documents when insufficient copies are received. When an entire requisition is set up for shipment throughout NYPE by another port, completion reports will be furnished to the primary port for all items lifted or boated.

e. Delay, Non-Availability and Cancellation:

- (1) Amended purchase orders indicating all information normally supplied on a Notice of Delayed Items (WDAGO Form No. 449), for shipments of one measurement ton or more, will be annotated with weight and cube and immediately transmitted to Oversea Supply Division for charting European Command shipments.
- (2) Upon request from oversea commander to cancel requisitioned items or perform other supplementary action, the AES Port Representative will determine status of items in question. If items whose cancellation is requested have already been shipped, oversea command will be so notified. If items have not been shipped or if supplementary action other than cancellation is requested, communication will be forwarded to Headquarters AES for necessary action.

- f. Frustrated Supplies: Procedure in paragraph 1, Section II, will apply.
- g. Material in Port Over 30 Days (TCNYP OS 46) will be prepared in accordance with paragraph 6, Section II, except that an additional copy will be prepared and forwarded to Headquarters AES.
- h. Expediting: Procedure in Section II will apply.
- i. Diversions: Procedure in Section V will apply except that six (6) copies of a Change Order will be prepared, four (4) of which will be forwarded to Headquarters AES.

APPENDIX IREFERENCESAir Shipment:

Memorandum No. 55-750-1, subject: "Air Transportation", WD, 16 December 1946.

Civilian Supplies:

Memorandum No. 700-5-2, subject: "Procedure for Processing Requirements for Shipment of Civilian Supplies to Liberated and Occupied Areas", WD, 19 November 1946.

Memorandum No. 35-6520-5, subject: "Civilian Supplies - Procedure for Reporting and Applying Landed Cost Values of Shipments to Liberated or Occupied Areas", WD, 1 January 1947.

TC Circular No. 15, subject: "Procedure for Processing Requirements for and Shipments of Civilian Supplies to Liberated and Occupied Areas", 3 February 1947.

Delayed Items:

Memorandum No. 700-10-2, subject: "Oversea Supply Items Delayed 30 Days After Last Day of 'Ship-to-Arrive Period'", WD, 8 October 1946.

Documentation:

Circular No. 30, Section III, subject: "Oversea Shipment", WD, dated 1 February 1947.

General:

Circular No. 5, subject: "Supply of Oversea Commands", WD, 7 January 1946.

Circular No. 171, Section X, subject: "Oversea Supply", WD, 12 June 1946.

Circular No. 188, Section V, subject: "Port", WD, 26 June 1946.

TC Pamphlet No. 1, subject: "Organization and Functions of OCT and Field Installations", 17 February 1947.

TC Pamphlet No. 5, subject: "Standing Operating Procedure for Supply of Oversea Theaters and Bases, 1 June 1945, as amended.

Marking:

TM 38-414, subject: "Army Marking Directive", dated May 1945, as amended.

Military Attache, Supply of:

Memorandum No. 700-5-3, subject: "Supply of Offices of U. S. Military Attaches", WD, 16 January 1947.

Requisitions:

TC Pamphlet No. 46, subject: "Procedure for Follow-up of Extracts of Oversea Requisitions, 1 August 1945, as amended.

TM 38-418, subject: "Oversea Requisition", 1 November 1945.

Circular No. 245, subject: "Amendment to ASF Manual M411, Procedure for Processing Oversea Requisitions", WD, 15 August 1946.

Letter, AGAO-S-D-M 400 (17 Jul 46), subject: "Processing of Oversea Requisitions", 24 July 1946.

Letter, ACAM-PM 400.312 (19 Nov 46) WDGSP/D3, subject: "Processing of Oversea Requisitions", 21 November 1946.

Special:

Circular No. 287, Section I (AGRS), WD, 21 September 1946.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SOP NUMBER 200
30 July 1947

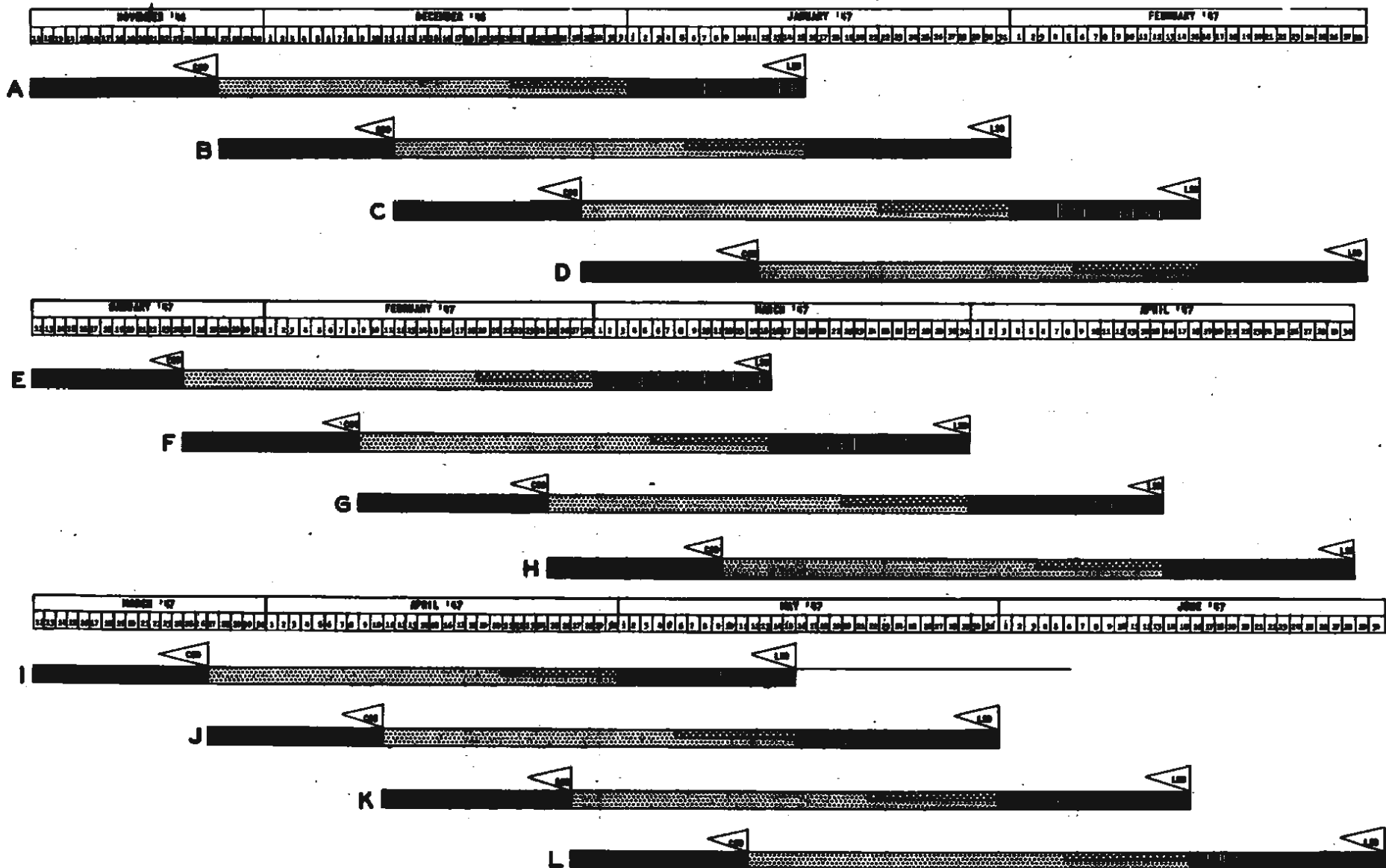
APPENDIX II

AERIAL PORTS OF EMBARKATION

Ship Via: Commanding Officer Air Transport Command Brookley Field Alabama	For: South America
Ship Via: Commanding Officer ATC Air Freight Terminal Westover Army Air Field Building T503 Chicopee Falls, Mass.	For: EUCOM MTO Middle East Goose Bay Greenland Newfoundland West Africa Azores Bermuda
Ship Via: Iceland Airport Corporation o/c American Oversea Airlines Seaplane Hangar #2 LaGuardia Field, N.Y.	For: Iceland

1947 SHIPPING SCHEDULE FOR SUPPLY OF THEATERS FOR WHICH NYPE HAS SUPPLY RESPONSIBILITY

OSP 200-APPENDIX III
REPORTS CONTROL
SYMBOL SPTOW 10



MAY '67	JUNE '67	JULY '67	AUGUST '67
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	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	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	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



JULY '67	AUGUST '67	SEPTEMBER '67	OCTOBER '67
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	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	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	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



SEPTEMBER '67	OCTOBER '67	NOVEMBER '67	DECEMBER '67
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	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	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	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



EDIT AND DISPATCH PERIOD: Period during which requisitions not requiring MD approval are edited and dispatched to depots, and during which remaining requisitions are dispatched to the MD for approval. All requisitions must be edited and dispatched within 10 days of receipt.

PROCESSING AND MOVEMENT PERIOD: Period during which requisitions are processed in the depots and supplies shipped to port.

NOTE: Urgent requests are processed immediately upon receipt and shipped on the first available ship. A ship-to-arrive date is assigned by the port which is the date by which shipments to fill emergency requisitions must arrive in the port of embarkation. They are not subject to the processing limitations indicated on this chart.

11111111
SHIP-TO-ARRIVE PERIOD: A 10 day period designed by port of embarkation during which supplies must arrive in port.

LOADING AND SAILING PERIOD: The 15 day interval during which supplies are loaded aboard vessels and shipped.

CUT-OFF DATE: The date on or before which extract requisitions for overseas supplies to be shipped during a specified shipping period are dispatched from the port to depots or other initial sources of supply.

LAST SAILING DATE: Shipments to be loaded and vessels to sail on or before this date.

APPENDIX IVORDER & SHIPPING TIME

<u>REQUISITIONING AGENCY</u>	<u>ORDER & SHIPPING TIME</u> <u>DAYS</u>
Africa and Arabia, ATC	120
American Graves Registration, AMEZ	120
Azores	120
Bermuda	75
Brazil (JBUSMC)	90
Eastern Canadian Bases	120
Eritrea	120
European Theater	120
Greenland	120
Iceland	120
Mediterranean Theater	120
Newfoundland	75

APPENDIX VFORMS

<u>FORM #</u>	<u>TITLE</u>
TCNYP (TR) 138	Request for Release of Perishables for Shipment
TCNYP 819	Open Item and Extract Completion Report
TCNYP 822 Revised	Priority Shipment-Expedite
TCNYP 823 Revised	Transmittal Sheet - Edited Oversea Requisition
TCNYP 825	Supplementary Charting Data
TCNYP 844 Revised	Perishable Subsistence Set Up for Shipment
TCNYP 889 Revised	Cargo Distribution Chart
TCNYP (TSv-1)	Imprint on WD AGO 11-168 - Routine Follow-Up
TCNYP (TSv-2)	Imprint on WDAGO 11-168 - Shipping Instructions to Source of Supply
TCNYP (TSv-3)	Imprint on WDAGO 11-168 - Advice of Action Taken on Cable Requisition
TCNYP (TSv-4)	Imprint on WDAGO 11-168 - Request for APR #
TC 2-19	Disposition Instructions for Supplies
TC 2-98	Material in Port Over 30 Days
TC 1806	Status of Approved Programs (Civilian Supplies)
TC 1807 Revised	Requisitioned for Shipment in Current and Following Month (Civilian Supplies)
WDAGO 448	Extract Requisition for Oversea Shipment
WDAGO 448	Extract Requisition for Oversea Shipment (Change Order)
WDAGO 449	Notice of Delayed Items and/or Notice of Non-Availability
WDAGO 449-1	Notice of Cancellation

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

APPENDIX V

SOP 200

<u>FORM #</u>	<u>TITLE</u>
WDAGO 653	Shipping Order
WDAGO 14-145	Report of Ships Sailing with Civilian Supply Cargo
WDAGO 55-127	Air Shipment Clearance Form
WDAGO R-5222	Oversea Requisition
WDAGO R-5454	Report of Items Delayed 30 Days Beyond the Last Day of the Ship-to-Arrive Period
AES 608	AES Purchase Order

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF ORIGIN THROUGH NYPE

CHANGE NO. 1
 SOP NUMBER 210
 22 OCTOBER 1947

C O N T R O L A N D M O V E M E N T O F F R E I G H T

S E C T I O N I

M O V E M E N T O F F R E I G H T I N T O P O R T

The following subparagraphs will be added:

17 n. Reports of discrepancies in condition, marking or packing.

(1) All Freight:

Shipments received which are damaged or otherwise unsatisfactory to a degree in excess of that occasioned by normal handling or operation will be reported to OCT on WD AGO Form 469, (RCS: WDGSP-66).

(2) Aid Program Freight to the Governments of Greece or Turkey:

Report will be made to Department of the Army, Attention: Director of Service, Supply and Procurement, CSUSA, over the signature of the Chief of Staff.

18 b. (6) Assign Port Reference Number to each separate shipment for manifesting purposes, entering this number on WDSD or other applicable shipping paper.

18 b. (7) Note overages, shortages, or damages on WDSD and make out exception report.

18 b. (8) When shipping documents are not available, prepare WDSD from available papers accompanying the shipment, coordinating with appropriate Port Technical Service for detailed information when necessary.

18 b. (9) Reports of discrepancies in condition, marking or packing of freight received by Water Division from depots will be made to Port Transportation Officer.

21 a. Port Transportation Division will be responsible for the marking or remarking of all intransit shipments of improperly or unmarked freight. Marking will be in accordance with TM 38-414, TM 100-2E and WD Circular 357, 1947.

b. Freight Handling Agencies will submit requests for marking of freight, in writing, to Inspection, Packaging and Marking Section, Freight

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION I

SOP 210

Handling Branch, Port Transportation Division, giving 24 hours notice, except in cases of emergency, and furnish them with one copy of War Department Shipping Document.

- 21 c. Port Transportation Division will arrange with Water Division to have the correct marking indicated on manifest of large shipments of homogeneous freight destined for overseas, which are improperly or not marked, thereby eliminating the necessity of marking the shipment.
- d. Water Division will furnish all labor and material handling equipment necessary in moving of freight when marking is to be performed on piers.
- c. Port Transportation Division will accomplish "Report of Improper Shipment" in accordance with WD Circular 305, 1945 and WD Circular 295, 1946.

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF ORIGIN THROUGH NYPE

SOP NUMBER 210
25 June 1947

C O N T R O L A N D M O V E M E N T O F F R E I G H T

SECTION I

MOVEMENT OF FREIGHT INTO PORT

PURPOSE AND SCOPE:

The purpose of this Standing Operating Procedure is to avoid congestion of freight at the Port and to maintain shipping schedules through a system of traffic control which will effect an orderly flow of rail and highway shipments into and through the Port, implementing the system of traffic control as established by Movements Control Division, OCOT. The provisions of this directive are not applicable to the movement of wheeled vehicles, nor to unit and force-marked supplies and equipment.

DEFINITIONS:

The definitions furnished in Technical Manual 55-235 are applicable to this SOP.

Freight Handling Agencies, as used herein, refer to the Port Transportation and Water Divisions.

Supply Agencies, as used herein, refer to Port Technical Services, Port Supply and Facilities Division, and other supply services such as Red Cross, U. S. Treasury Department, etc.

PROCEDURE:

1. Control: The Port must exercise a close control over shipments if orderly loading is to be made possible and confusion avoided. Shipments of one carload or more, or one truckload or more, will in no case be made for export (except from depots within free lighterage or free switching limits of the Port) until release and routing has been obtained by the shipper from the Movements Control Division, OCOT. Local releases will be obtained from the Port Transportation Division on shipments originating within the lighterage or switching limits of the New York Harbor (SPTAA Form No. 1071 - "Confirmation of '77' Release for Local Shipment").
2. Initiation of Shipment: Shipments consisting of one or more carloads, or the equivalent thereof, will be made to the Port by the following procedure:

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- a. On receipt of an order from a shipping agency or a Port extract requisition, the shipper will prepare an estimate of the weight and cubage of the entire shipment or partial shipment. Detailed planning at the Port and the apportionment of cargo to specific ships is possible only when adequate information is furnished by the shipping agencies and shippers as to the type, weight, and cubage, as well as the dates such shipments will be available for movement. It is necessary that changes in the reported availability data be reported to the Port promptly in order that other cargo may be scheduled. The shipper, as soon as actual availability is determined, will request release and routing from the Movements Control Division, OCOT, furnishing information as required by AR 55-105.
- b. Shipments are prepared in conformity with shipping instructions or requisitions, but cars will not be loaded and shipment will not be made until a release and routing is received. If release and routing cannot be issued within 72 hours, the Movements Control Division, OCOT, will acknowledge the request and assign a file number to be used in making further reference to the shipment. The Transportation Corps Release Permit will be furnished when the shipment can be released.

3. Scheduling at the Port:

- a. It will be the responsibility of the Chief, Oversea Supply Division, to keep the Port Transportation Officer currently informed through the medium of the Cargo Distribution Chart (Reports Control Symbol TCWTS-10) as to contemplated shipments for EUCOM and MTO on which he will base "calls", pier deliveries, etc., and will furnish this information to the Superintendent, Water Division, to include:
 - (1) Freight to move within a stipulated "Ship to Arrive" period.
 - (2) Supply branch or service.
 - (3) Oversea destination.
 - (4) Requisition number, item number, marking, measurement tonnage and description.
 - (5) Indicate in terms of item and marking all Priority I items, and, in addition, either by item and marking or classification, such supplies in lower priorities as are deemed necessary to insure loading in accordance with the requirements of the theater.
- b. Based on the above and other available information, the Superintendent, Water Division, will furnish the Port Transportation Office, through the Port Loading Committee, the following additional advices:

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- (1) The freight which is to be made available at terminals for current requirements and the desired approximate delivery dates of such freight.
 - (2) Remaining freight not required for current loading will be held by the Port Transportation Officer, and the Superintendent, Water Division, will notify the Port Transportation Officer at the earliest practicable date when such freight should be delivered to a specific terminal. The provisions of this paragraph do not apply to freight destined to move to or through warehouses in any of the Port terminals. Such freight may be brought into warehouses at the discretion of the Port Transportation Officer.
 - (3) Changes in delivery dates previously designated, due to re-scheduling of priorities or other unforeseen contingencies.
4. Release and Movement of Freight: On advice of the Port Loading Committee, the Port Transportation Officer will:
- a. Issue call to the Movements Control Division, OCOT, for designated freight to move from point of origin. He will regulate and control the flow of freight into the Port so as to conform as nearly as practicable to the advices of the Superintendent, Water Division.
 - b. Receive from the Movements Control Division, OCOT, copies of WDTC Form 173 - "Confirmation of Release of Export Shipment", check against teletype message, edit and retain for file.
 - c. Arrange for prompt disposition of frustrated freight in carload lots in his possession.
 - d. Furnish each terminating carrier within the New York Harbor such timely advance information on shipments as practicable, which will assist carriers in preclassification or grouping of freight cars at point of origin, intermediate terminals or classification yards behind lighterage terminals.
 - e. Request carriers through Movements Control Division, OCOT, to accumulate cars at point of origin or intermediate points in sufficient numbers to make up large blocks or solid trains where time lost, due to temporary detention, would be offset by large block or solid train movements to destination.
 - f. When the Port Transportation Officer foresees that carload or truckload shipments cannot be released to the Port within the ship-to-arrive period, he will so advise the source of supply without delay. As soon as practicable, he will furnish a new ship-to-arrive period and advise the appropriate Port supply agency accordingly.

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5. The Port Technical Services and Supply Agencies will be furnished necessary information by the Chief, Oversea Supply Division; the Superintendent, Water Division; and the Port Transportation Officer, to permit them to render all technical advice and assistance possible in connection with the scheduling and release of freight.
6. Shipments by Rail: For all carload shipments by rail, the shipper will perform the following:
 - a. Place in an envelope on the inside of the car near the door and above the load line, the required copies of the War Department or AAF shipping document. When document bag is used, it will be attached in the same manner or placed unattached on top of freight near the door.
 - b. Place on the outside of the car a card showing the location of the shipping papers within the car. On shipments delivered by lighter, it is the responsibility of the Port Transportation Officer to see that the delivering railroad dispatches the papers accompanying the shipment to the proper Port official. Such papers should be attached to the lighter manifest or waybill.
7. Shipments by Truck: For truckload shipments, the shipper will perform the following:
 - a. Place on the lowest numbered package in the transportation unit, or delivered to the driver, the required copies of the War Department or AAF shipping document. The package on which the required copies of the War Department or AAF shipping document are placed, will be so situated in the truck as to be the first package unloaded. When shipments are made by more than one truck and one WDSD covers the shipment, the WDSD will accompany the first truck dispatched and all subsequent trucks will have a piece count tally referring to original WDSD.
8. Reship to Consignee:
 - a. A Reship (Report of Shipment) will be prepared and forwarded by the shipper or shipping agency as prescribed in WD Commercial Traffic Bulletin No. 9, 1947. A Reship sent to the Port from a point less than 600 miles distance, will be sent by electrical methods and will be addressed to the Port Transportation Officer, NYPE. The Reship will include as much of the following information as is applicable, in the order given:
 - (1) TCR Permit Number.
 - (2) Method of shipment and routing.

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- (3) Destination and Port terminal when known.
 - (4) Port Extract Requisition Number, Technical Service Shipping Order, or Requisition Number, whichever is applicable.
 - (5) Oversea address or the words "Port Stock", whichever is applicable.
 - (6) Brief description of contents in each car, including number of packages or uncrated items, unless classified.
 - (7) Car number and initials if by rail, or carrier's name if by truck.
 - (8) Bill of Lading Number(s).
 - (9) WDSD Voucher Number or VSD Reference Numbers.
 - (10) Weight.
 - (11) Cubage.
 - (12) When cars are to be spread-loaded, that is, when cars contain various lots to be loaded on two or more ships, the Repship will so state.
 - (13) When a set or an assemblage is loaded in two or more cars, the Repship will identify the set or assemblage and the cars on which loaded.
 - (14) Car Seal Numbers (if shipment consists of explosives).
 - (15) Explosive Permit Number (where applicable).
 - (16) Transrepship Number (if ammunition shipment from industrial service installation).
- b. Carload and Truckload Shipment: The Repship above is required on all shipments of one or more carloads or one or more truckloads.
- c. Less-than-Carload and Less-than-Truckload Shipments: The Repship will be transmitted for less-than-carload and less-than-truckload shipments in the following cases only:
- (1) Shipments of ammunition, other than small arms ammunition (cal .50 or less).
 - (2) Shipments of materials requiring special handling.

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- d. When shipments contain materials requiring special handling, the Repship will so state following the last item of information in the report.
- e. When the Repship reports shipments made under more than one TCR Permit Number, the prescribed information will be furnished for each permit number in separate sequence.
- f. VSD Reference Numbers on vendor's document, include Contract Number and Purchase Order Number, together with Shipment Number.

9. Less-than-Carload and Less-than-Truckload Shipments:

- a. Less-than-carload or less-than-truckload shipments, other than shipments of ammunition and explosives, may be shipped without call from the Port and without release from the Movements Control Division, OCOT. When several small shipments are combined by a depot to make a full carload or truckload, a release and routing must be obtained. In such cases, a release and routing for any one of the several separate shipments involved will be sufficient for the entire shipment, and the Port will be informed in accordance with the foregoing provisions. For less-than-truckload shipments, deliveries must be directed to the proper terminal within the Port.
- b. No shipment (transportation unit) consigned to the Port will be split.

10. Movement of Freight into Port by Truck: In connection with the movement of freight into the Port by truck, the Port Transportation Officer will be responsible for:

- a. Checking arrival of all delivery by Army-owned and/or commercial vehicles into NYPE terminals, furnishing interested agencies complete information of shipments prior to arrival.
- b. Arranging for placement of trucks at designated loading or unloading piers or platforms, and investigation and report to agencies involved of any undue delays in loading or unloading equipment.
- c. Procurement of commercial trucks to supplement Army-owned equipment.
- d. Receiving requests from supply agencies for vehicles to move freight and consolidating such requests to assure maximum utilization of equipment and to prevent congestion and delay.
- e. Maintaining liaison with truck lines, transportation associations, Government agencies, civil authorities, and other local organizations concerned primarily with truck transportation.

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- f. Reporting to proper authorities, misuse or abuse of Army vehicles and all violations of traffic laws.
 - g. The operation of Motor Pools, including dispatching of vehicles, and maintaining proper records pertaining to these operations.
11. Shipments by Express: Use of express service for shipments is authorized only for valuable supplies and equipment subject to loss or theft, small or easily damaged articles and emergency shipments as prescribed in TM 55-550. Shipments of 5,000 pounds or more require Express Transportation Orders obtained from the Movements Control Division, OCOT. Shipments of 12,000 pounds or more require TCR Permits in addition to Express Transportation Orders.
12. Shipments by Mail: Shipments by parcel post or airmail to the Port may be made when the more expeditious means of shipment justifies the greater cost thereof. Except for publications, and except for supplies intended for Army postal service installations, shipments of military supplies will not be addressed to APO numbers, but will be addressed to the Port Transportation Officer, NYPE, and marked in accordance with TM 38-414.
13. Shipments Requiring Special Handling: Full information regarding shipments requiring special handling will be furnished the Port by the shipper or shipping agency prior to shipment from point of origin. This information will be supplied normally by means of the advance mail copy of the WDSD and the Repship.
14. Explosives and Ammunition, Carload and Truckload Shipments: Port Transportation Officer will divert carload and truckload shipments of ammunition larger than calibre .50 to appropriate storage point.
15. Shipments by Air:
- a. Priorities for shipments to move via air to the Port will be obtained by the Port Transportation Officer in accordance with Commercial Traffic Bulletin No. 19, 1945.
 - b. Air transportation for equipment and supplies will be made only when delivery cannot be made at the proper time by means of surface transportation.
16. During the Movement of Freight into Port, the Port Transportation Officer will:
- a. Receive from shippers wire "Reports of Shipments", edit and maintain record of carload and truckload shipments.

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- b. Make delivery in accordance with schedules and/or other instructions for carload traffic issued prior to its arrival by agency concerned.
- c. Prepare from shipping reports, switching orders directing the placement of carload shipments at piers or warehouse tracks, giving necessary distribution.
- d. Receive telephonic advice from carriers as to arrival of carload shipments and maintain record thereof.
- e. Order cars for placement after Water Division or other agency has requested cars:
 - (1) Switched to Port area or moved into lighterage, or
 - (2) Held in carrier's yards for other Port installations.
- f. Coordinate with carriers in scheduling desired delivery date, hour, and place of truckload shipments.
- g. Maintain necessary car records.
- h. Accept orders for diversion of carload traffic from authorized representatives of Water Division or other agency concerned, arrange for such diversions with carriers when such direct action is authorized, and advise supply agency concerned and Oversea Supply Division of action taken.
- i. Coordinate with Water Division and other agencies in keeping demurrage, both of cars and lighters, at a minimum, and obtaining prompt release of shipment.
- j. Keep supply agencies concerned informed as to what is on hand and what is expected within next 24 hours.
- k. Effect disposition, rebilling when necessary, of coast-wise and inter-coastal shipments when unloaded at commercial docks.
- l. Prepare the following reports and distribute to all concerned:
 - (1) Freight Control Cars Ordered Via Lighter, TCNYP-OT-102.
 - (2) Report of Cars at Port Terminals, TCNYP-OT-104.
 - (3) Report of Cars on Wheels, TCNYP-OT-106.
 - (4) Lighter Demurrage Report, TCNYP-OT-101.
 - (5) Daily Status of Reefer Vessels, TCNYP-OT-105.

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17. On Arrival of Freight at the Port, the Port Transportation Officer will:

- a. Receive at the warehouse less-than-carload, express parcel post, and consolidated carloads of less-than-carload shipments for export or for Port stock, except as outlined in paragraph d, below.
- b. Record shipment on receiving register and assign Port Reference Number to each separate shipment for manifesting purposes, entering this number on WDSD or other applicable shipping paper.
- c. When requested by Superintendent, Water Division, forward freight to appropriate pier with required shipping documents.
- d. Freight consigned to a single destination and moving within the same shipping period, will be dispatched direct to piers designated by the Superintendent, Water Division, whenever this is possible. This will not apply to freight which must be married up or which because it is highly pilferable must be accumulated so that it may be shipped in a single hatch, or to less-than-carload or less-than-truckload lots. In all instances, War Department Shipping Documents will be in order.
- e. For shipments to be retained in the warehouse, make a tally or check against WDSD or other applicable shipping papers and direct shipment to assigned location in the building.
- f. Edit WDSD's to determine whether special shipping instructions have been received from Oversea Supply Division.
- g. Note overages, shortages, or damages on WDSD and make out exception report.
- h. When shipping documents are not available, prepare WDSD from available papers accompanying the shipment, coordinating with appropriate Port Technical Service for detailed information when necessary.
- i. Forward shipments to appropriate piers in accordance with shipping schedules received from Port Loading Committee.
- j. Distribute War Department Shipping Documents.
- k. Make daily pick-up from designated Post Offices of all parcel post, insured, and registered packages for export addressed to NYPE, and deliver same to the warehouse.
- l. Consolidate miscellaneous small item packages into large containers by destination.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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- See ch 1*
- m. Prepare daily consolidated report (TCNYP-OT-103 - "Special Report of Freight Activity"), showing shipments on hand by measurement ton and destination, and furnish copy to interested agencies.

18. Superintendent, Water Division, will:

- a. Accept shipments herein described on piers in accordance with current shipping schedules and commitments to Oversea Supply Division.
- b. Prepare the following reports and distribute to all agencies concerned:
- (1) Pier Plan, TCNYP-OW-105.
 - (2) Daily List of Lighters Discharged - Eastbound, TCNYP-OW-106.
 - (3) Lighter Arrival Report - Eastbound and Westbound, TCNYP-OW-107.
 - (4) Daily Report of Cargo on Hand, TCNYP-OW-108.
 - (5) Transportation Committee Status of Cargo Report, TCNYP-OW-109.

See ch 1 (6700)
19. Customs Clearance: The Port Transportation Officer, will:

- a. At least six hours prior to the loading aboard ship of tobacco products, oleomargarine, playing cards, and beer, consigned to the Army Exchange Service and the Quartermaster Corps located in various overseas theaters, enter on Treasury Department Form 550 the name of the vessel and pier number only, and turn this Form over to the local Collector of Customs who will complete the execution of the Form and return it to the appropriate Collector of Internal Revenue. A Customs inspector will inspect the shipment and witness its loading.
- b. Forward Landing Certificate to overseas port of discharge by airmail, for certification as to actual arrival.

20. Frustrated Supplies: When freight is established as frustrated, based on cancellations, or shipments duplicated in error, necessary action for its disposition will be taken by the freight handling agencies in conjunction with the supply agency concerned under the provisions of Section II, Standing Operating Procedure No. 200, subject: "Editing, Extracting and Follow-Up of Requisitions for Oversea Supply", this headquarters, dated 1 May 1947.
- 21 ch 1*

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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REFERENCES:

AR 55-105, subject: "Transportation by Commercial Means; General", dated 29 December 1942, as amended.

AR 55-155, subject: "Transportation of Public Property (Except Animals) and Remains", dated 27 November 1942, as amended.

TM 38-414, subject: "Army Marking Directive", dated May 1945, as amended.

TM 55-205, subject: "Transportation in the Zone of the Interior", dated 25 August 1944.

TM 55-235, subject: "Movement of Supplies to Ports of Embarkation, Canada and Mexico", dated 12 August 1946.

TM 55-550, subject: "Bills of Lading", dated 1 August 1945.

TC Pamphlet No. 5, subject: "Standing Operating Procedure for Supply of Overseas Theaters and Bases", dated 1 June 1945, as amended.

Commercial Traffic Bulletin No. 9, War Department, 1947.

Commercial Traffic Bulletin No. 19, War Department, 1945.

POM - Preparation for Oversea Movement, Third Edition, dated 15 January 1945.

Miscellaneous Letter No. 117, file TCMOV-IN 012.41, subject: "Execution of Treasury Department Form 550", OCOT, dated 10 October 1946.

Letter, file TCMOV-IN 523.06, subject: "Landing Certificate on Beer at Port of Discharge", OCOT, dated 17 October 1946.

CONTROL AND

OFFICE CHIEF TRANS.

OVERSEAS SUP. DIV.

TECH. SERVICES

SHIPPING ORDERS

From Chiefs
Tech. Serv.

Cy

Cy

OVERSEAS REQUISITION
(WD R-5222 or 445)

Entered for Control
(Form TCNYP 820)

Entered for
Follow-Up

From
Overseas

Entered for Control
(820)

1. Edit
2. Prepare Ext.
Requisition

Forward
Overseas

File

448

First Sheet only
Annotated

448

1. Enter for Control
2. Prepare Cargo Dist.
Chart

TCWTS-10

EXTRACT REQUISITIONS
(WD AGO 448)

CARGO DISTRIBUTION
CHART-TCWTS-10 (and sub-
sequent changes)

NOTICE OF DELAYED ITEMS
and/or NON-AVAILABILITY

1. Entered
for
Control (820)

449

449

CALL FOR CARGO

Issues TCR
Permit

TWX
Mail

REQUEST FOR RELEASE
AND ROUTING (SPT-18)

SPT
18

ACKNOWLEDGEMENT OF
SPT-18 (if TCR Permit
delayed 72 hrs.)

1 ASS'GN
File No.

TWX

TCR PERMIT (WDTC Form
173)

TC 173

TWX

1. Inform-
ation

Cy

ADVANCE NOTICE OF SHIP-
MENT (B/L and REPSHIP)

1. Notify AAR of Re-
quest.
(Ass. American Rail-
ways issues EXPEDITE
which accomplishes
request)

DIVERSION ORDERS
(SPTAA 1221)

Cy

FREIGHT WITH WDSO

1. Correct
cargo distribu-
tion chart and
form 820.

For Port
Stock



MOVEMENT OF SOURCE OF SUPPLY

FREIGHT PORT TRANSPORTATION DIVISION

WATER DIVISION

SO or
448

1. Estimate wgt., cube and date
2. Prepare SPT 18 Below

449

SPT
18

TMK

TC 173

H/L
Repship

1. Prepare & Forward
2. Load & ship freight, as below.

Information from
various sources

WD
SD

As applicable

TCWIS

1. Estimate tonnage unreleased to post

TMK
Mail

1. Issued upon advice of Port Transp. Committee

TMK

(Hold File)

1. File & Prepare & Dist. copies
2. Issue call.

Cy
TC 173

1. Enter for Control
2. Advance inform. to Terminating Carriers
3. Request large blocks of solid trains

TMK

H/L
Repship

1. Edit and record.
2. Receive notice of arrivals from carr.
3. Obtain final proposed position from Water Division.
4. Issue switching or ltg. orders.

SPTAA
1221

1. Forward copies.
2. Locate freight.
3. Arrange diversion.

WD
SD

1. Maintain car records.
2. Expedite release of carriers equipment.
3. Prepare reports.

TCWIS

Cy to ETO
and MRO

Cy

Or other agencies
concerned.

Cy

WD
SD

WD
SD

WD
SD

WD
SD

WD
SD

WD
SD

WD
SD

1. Load aboard vessel.
2. Document cargo.
3. Process custom clearance.
4. Prepare reports.

L. C. L.- 1. Assign tally number (WDSO). 2. Hold and/or dispatch to pier. 3. Note discrepancies, prepare & dist. Report of Survey. 4. Prepare & dist. WDSO. (with freight).

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT
OF ORIGIN THROUGH NYPE

SOP NUMBER 210
8 SEPTEMBER 1947

C O N T R O L A N D M O V E M E N T O F F R E I G H T

SECTION II

UNIT, FORCE-MARKED AND ALLIED EQUIPMENT

PURPOSE AND SCOPE:

The purpose of this directive is to establish procedures for the control and processing of shipments of unit and force-marked equipment and supplies moving through the Port to overseas destinations, and for determining the status of organizational impedimenta moving through NYPE and for processing WD AGO Forms Nos. 413 and 413-1.

DEFINITIONS:

Supply Ports: The Port with primary supply responsibility for the oversea base or theater which is the destination of the unit.

Personnel Port: The Port through which the personnel of the unit moves to oversea destination.

Unit: A group of personnel, together with its authorized equipment, designated by a four-digit shipment number and letter (code designation) such as 1234-I or 4321-MM.

Advance Copy: The copies of WD AGO Forms 413 and 413-1 submitted by the unit commander to the commander of each port involved, pursuant to paragraph 26 of AGO Form 413-1.

Arrival Copies: The copies of WD AGO Forms 413 and 413-1 submitted by the unit commander to the commander of the Personnel Port, pursuant to paragraph 29 of Form 413-1.

Outport Copy: The copies of WD AGO Forms 413 and 413-1 furnished to the commander of the supply port by the commander of any other port involved in the movement of the unit, pursuant to paragraph 42 of Form 413-1.

Section of Form 413: That part of Form 413 which covers the equipment of a particular technical service.

Final Shortage: That quantity of an item of organizational impedimenta which results from deducting from the quantity authorized by applicable T/E, T/O & E or SLOE as modified by War Department Movement Orders or other War Department directives, and prescribed for oversea movement by War Department Movement Orders:

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- a. The quantity shipped overseas for the unit as of the embarkation date or date determined by Troop Movement and Training Division.
- b. The quantity actually at port for the unit as of the embarkation date, or date determined by Troop Movement and Training Division. (Col 15, Form 413)
- c. The quantity enroute to port for the unit as of the embarkation date, or date determined by Troop Movement and Training Division. (Col 16, Form 413)

Embarkation Date: For the purpose of completing Form 413, and except when otherwise specifically directed by the Troop Movement Officer, embarkation date will be construed to be the date on which the loading of troops and/or equipment on all vessels sailing in a particular convoy, or on the vessel on which the troops embark, in the case of an unescorted vessel, is completed.

PROCEDURE:

Staff Supervision and Control.

- 1. The Troop Movement and Training Division is charged with the following responsibilities:
 - a. Control of unit and force-marked organizational equipment and supplies, including baggage accompanying troops.
 - (1) This control will be effected within the limitations imposed by War Department Movement Orders until the equipment and supplies are loaded aboard ship or otherwise disposed of by the Port. For control purposes the Port is authorized to communicate directly with units at their home stations.
 - (2) Receipt and distribution of WD AGO Forms 413 and 413-1, completed through column 8.
 - (3) The reception of Unit Supply and Liaison representatives as requested from individual units.
 - b. The issuance of Port Calls for the units specified in the WD Movement Directive. (Appendix A)
 - c. Maintaining liaison with the Office of the Chief of Transportation and other appropriate agencies on matters pertaining to the shipment of equipment and supplies.

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- d. Maintaining up to date consolidated data on the equipment and supplies to be shipped, indicating type, quantity, weight, and cube; beginning the accumulation of this information while units are still at their home stations.
- e. Establishing priorities pertaining to shipment of organizational equipment and supplies with unit or force markings; coordination with the Port Transportation Division in affecting rail releases from depots and the movement into port of this freight; its receipt and tallying at the port and its release to the Water Division for loading in accordance with established priorities.
- f. Designation of equipment and supplies to be loaded on troop transports and equipment and supplies to be shipped in cargo vessels.
- g. Issuance of instructions to appropriate agencies of the Port to insure that unit and force-marked equipment is kept together to the maximum extent practicable and is loaded for the proper destination on ships as scheduled.
- h. In case available cargo space on vessels allocated for the movement of troops or organizational equipment and supplies is not required for organizational equipment or supplies, or mail, inform the Water Division of the amount of space that is available for movement of other cargo.
 - (1) If space on vessels allocated for movement of troops or organizational equipment and supplies is insufficient for loading of organizational equipment and supplies, the Troop Movement and Training Division will inform the Office of the Chief of Transportation, or the Water Division, as may be appropriate, of requirements for additional space on cargo vessels.
 - (2) If shipping space is insufficient to handle organizational equipment as well as supplies set up by the Oversea Supply Division, any difficulties which cannot be resolved by agreement between the Troop Movement Officer and the Superintendent, Water Division, will be referred to the Cargo Loading Committee.
- i. Issuance of instructions to the port technical services and the staging areas concerning the filling of shortages of clothing, individual and organizational equipment and supplies of units or personnel being embarked. In accordance with these instructions, the port technical services will coordinate the necessary action with appropriate chiefs of technical services.

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- j. Issuance of instructions to the port technical services and the staging areas concerning the preparation and submission to the Troop Movement and Training Division of all required reports on the status of clothing and individual equipment and unit or force-marked organizational equipment or supplies.
 - k. Controlling the transfer of organizational equipment and supplies to other ports and taking necessary action through the Port Transportation Division to obtain its movement to the Port from other Ports, if so directed by competent authority.
 - l. Acting as office of record for movement jacket file of all clothing and individual equipment and unit or force-marked organizational equipment of units and personnel passing through the Port, requisition follow-up folders excepted.
 - m. Acting as the principal office of record for all unit and force-marked organizational equipment and supplies destined for theaters for which the Port has primary supply responsibility, whether shipment is scheduled through the Port, the outports, or other ports designated as shipping agencies, except requisition follow-up folders.
2. Movement of Force-Marked Equipment into Port: The control of the movement of unit and force-marked equipment into Port and its receipt, handling, and stowage aboard ship will follow the procedure established by Section I, Standing Operating Procedure No. 210, NYPE, subject: "Movement of Freight into Port", except that advices to the operating divisions on which they will base releases, priorities, etc. will be furnished by the Troop Movement and Training Division in lieu of the Oversea Supply Division. In the handling of explosives, ammunition, and other dangerous cargo, the provisions of Standing Operating Procedure No. 212, Section II, NYPE, will be followed.
3. Shipments of Assemblages:
- a. Normally, assemblages are gathered at predetermined depots. In those instances where assemblages include supplies and equipment of more than one technical service, the chief of technical service with primary interest will coordinate the assembly with the other services concerned.
 - b. The Port will not be considered as an assembly point for the gathering of an assemblage except when it is found to be impossible or impracticable to use a depot. It will not be used as an assembly point without the prior approval of the Troop Movement and Training Division.

c. When a shipment must be assembled at the Port, the following procedure will be followed:

(1) The Port Transportation Officer will:

- (a) Upon proper notification, assemble all items pertaining to a complete project or unit assembly, regardless of the manner in which subject items arrive in Port.
- (b) Request assistance of Port Technical Service representatives for technical information in marrying items of an assembly.
- (c) Request the Superintendent, Water Division, to unload materials on the farm or ground storage area when such handling is necessary.
- (d) Document assemblies.
- (e) Offer completed assembly units to the Superintendent, Water Division, who will designate the time and place for delivery.
- (f) Release all portions of assembled units held on the farm or ground storage areas and portions in warehouse storage under Port Transportation Division to the Water Division at the time and place so designated by the Superintendent, Water Division.

(2) The Chiefs, Port Technical Services, will be responsible for rendering technical assistance in marrying up components of assemblies.

(3) The Superintendent, Water Division, will be responsible for:

- (a) Unloading material in ground storage areas as requested by Port Transportation Division.
- (b) Designating the time and place for delivery of complete assemblies.
- (c) Stowage of assemblies aboard ship in accordance with established priorities.

4. Port Technical Services - Follow-Up:

Each Port Technical Service will expedite the movement of equipment

and supplies from the depots and vendors and will maintain an active follow-up in liaison with Port Transportation Division to insure that such equipment will be available for loading in accordance with prescribed loading schedules.

5. Port Technical Services - Information to be Furnished:

a. In order to provide all agencies, NYPE, information required to equip effectively units moving overseas, each Port Technical Service concerned will furnish the following:

(1) To Troop Movement and Training Division:

- (a) Information as to any inaccuracies or changes required in Form 413.
- (b) Upon request, the cube, weight and dimensions of all vehicles, organizational weapons over 50 caliber, airplanes, boats and/or any other items specifically requested which are to be shipped to NYPE and out-ports by the Chief of Technical Service.
- (c) Upon request, cube and weight of all other Organizational impedimenta that is to be shipped to NYPE by the Chief of Technical Service. In the event there is any change in cube and/or weight of the above, the Port Technical Service concerned will notify the Chief, Troop Movement and Training Division, of such change.
- (d) In writing, information as to unit equipment received at NYPE for destinations for which NYPE is not the primary supply port.
- (e) Such other information with respect to the equipment of a unit as may be required by Troop Movement and Training Division.

(2) To other Port Technical Services:

- (a) When a Port Technical Service receives a vehicle or other piece of equipment, which contains equipment of another Port Technical Service, as an integral part, the Technical Service receiving such vehicle or equipment will be responsible for forwarding to the other Technical Service concerned information with respect to the inclusion or omission of the equipment applicable to such other service. Such information will include all data available.

The Port Technical Service will forward to the other Port Technical Services concerned a list of items referred to above with respect to which such information is required.

(3) To Port Transportation Division and Water Division:

- (a) Hold orders and instructions for the disposition of frustrated equipment or supplies.
- (b) As requested, information to aid in the identification of freight and/or the preparation or correction of WDSDs.

(4) To Port Transportation Division

- (a) Such information as is required in order to expedite delivery of equipment shipped from depots or vendors. This information will normally include release number, car number, B/L, shipper, date of shipment, and general cargo description.
- (b) Requests for remarking which should include tally number and/or car number and B/L number. All such requests will be transmitted through Troop Movement and Training Division.
- (c) Information of organizational equipment normally issued to individuals which has been received by Port Transportation Division and which is to be shipped to the Staging Area for issue to the troops prior to embarkation.

6. Port Technical Services will be responsible for the following:

- a. Technical inspection of all items of equipment and supply, where required, of their respective services.
- b. Delayed Items:
 - (1) Cancellation in the case of items which have not left point of origin and could not be shipped in time to meet either scheduled shipments or later shipments which would deliver the items to destination in time to be of use to the force.
 - (2) Disposal for items in the above category which have already left point of origin too late.
- c. Obtaining necessary air priorities for shipments to be forwarded by air.

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- d. The completion of columns 10 through 18 of WD AGO Forms 413 for their respective service.
- e. Record Keeping:
 - (1) Each Port Technical Service will maintain current records based upon all information available or which may be made available, of the status of equipment for each unit of such service which is scheduled to move to its destination through a port for which NYPE is the primary supply port.
 - (2) These records will be initiated at the earliest practicable time after receipt of the War Department Movement Orders and will be maintained until such time as each authorized item has been shipped to the oversea destination or is cancelled.
- f. At the earliest practicable time the quantities and standard nomenclature of each authorized item scheduled to move through NYPE or outport for the unit will be determined by the Port Technical Service concerned. Information as to the status of shortages of all such items reported on Initial and Supplemental Lists of Shortages received from Home Station will be maintained at all times. Upon receipt of WD AGO Form 413, subject: "Final Report of Status of Organizational Equipment", quantities and nomenclature indicated thereon will be checked for accuracy, and actual shortages of all such items determined. Any inaccuracies indicated will be resolved with the Unit Supply Representative at the first opportunity, and action will be taken to fill any shortages not previously reported on Initial and Supplemental Lists of Shortages.
- g. Information will be maintained as may be prescribed from time to time by the Chief, Troop Movement and Training Division, regarding the requisitioning, shipment from depot or vendor, receipt at Port, and loading of all items shipped to the Port as shortages.
- h. Information regarding shipment of all equipment from home station will be obtained from the unit supply representative at the earliest practicable time. Information will be obtained from Troop Movement and Training Division, covering receipt at NYPE or outport, or staging area, of all such equipment except unboxed vehicles, wheeled and tracked equipment, organizational weapons larger than 50 caliber, boats, airplanes and other such items usually loaded on flat cars or gondolas. Information covering receipt of

such excepted items will be obtained from the Port Transportation Division, and/or the Water Division. Entries covering receipt of all items will be made on records being maintained. At the earliest practicable time, but not later than the embarkation date, information will be obtained from the Water Division regarding equipment, the receipt of which has previously been reported by that agency, which has been loaded. Information covering loading of items excepted above will be obtained from the Water Division. Information with respect to the loading of all items will be entered on records being maintained.

- i. From the records maintained in accordance with the foregoing instructions, the Port Technical Services will be prepared to furnish the Troop Movement and Training Division, on call, reports as to the status of any or all of the items for which a record is required.

7. Method of Editing and Entries made by Port Technical Services in Completing WD AGO Form 413.

- a. Columns 2 through 8 will be edited by the Chief of each Port Technical Service after consultation with the unit supply representative, and such changes as may be appropriate will be made. The editing of these columns will be based upon applicable T/E, T/O&E or SLOE (as modified by movement orders or WD Circulars), Shortage Lists, Shipment and Consolidated Packing Lists, information obtained from the unit supply representative and any other pertinent data. Any item, listed on the form, which is not authorized for the unit, will be lined out and the notation "Unauthorized" will be made following the last entry for such item. Any item which is authorized for the movement (except T/E 21 items), but which has not been listed on the form, will be added at the bottom of the list.
- b. Column 8r: Enter the quantity received at the Holding and Reconsignment Point, in parentheses above such other entry as may be contained therein.
- c. Column 10: Enter the quantity prescribed to be drawn by the unit after arrival at oversea destination. Negative entries will not be made in Columns 10 through 18. Entries in Columns 10 through 18, except those listed in appendices, will portray fully the status of the total authorized quantity of the item. Appendices listing shortages of accessories, component parts of T/E sets, kits and assemblies, will be completed with respect to each such line item, in accordance

with the foregoing, to show only the status of the shortages reported thereon. Shortages of spare parts, expendables or replacements reported on appendices will be disregarded.

- d. For the purpose of making entries in Columns 11 through 18, the following principles will govern the determination of the status of an item, and, in the absence of in-tallies or hatch tallies, information obtained in the manner prescribed will be considered ample evidence upon which to base entries to be made in these columns:

- (1) Enroute to Port versus Received at Port Status:
Any item contained in carload lot or consolidated car shipment, which, because of lack of in-tally, appears to have been enroute to Port longer than the normal shipping period, will be followed up by checking with the Port Transportation Officer.
- (2) Remaining at Port versus Shipped Overseas status:
Any item which has been received at port but which, because of lack of hatch tally, appears not to have been shipped overseas as of the date of a report thereon, will be followed up in the following manner:
 - (a) For a shipment received by the Port Transportation Division, the Port Transportation Officer will be queried, in writing or by telephone as appropriate, to determine if the item has been delivered to the Water Division and, if so, the date delivered and the terminal and pier to which delivery was made.
 - (b) For a shipment initially received by the Water Division, or for a shipment initially received by the Port Transportation Division and reported as subsequently delivered to the Water Division, the Superintendent, Water Division, will be queried, in writing or by telephone as appropriate, to determine if the item has been loaded and, if so, the date loaded and the identification of the vessel on which loaded. (Information as to car number and/or tally number will be sufficient to permit the Water Division to trace such items).
 - (c) If information relative to the status of equipment is received from operating agencies subsequent to initial written or telephonic information which shows variance, such information will be forwarded the Troop Movement Officer by the Technical Services in order for the Troop Movement Officer to notify the oversea theater concerned and take other necessary staff actions.

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- e. Column 11: Enter the quantity received at the port from the Holding and Reconsignment Point, in parantheses above such other entry as may be contained therein.
- f. Columns 11 and 12: Enter the quantity received to date at port, including staging area, from the home station of the unit and the quantity furnished at port by the Chief of Technical Service.
- g. Columns 13a, 13b, 14a, and 14b: Except as otherwise prescribed by this paragraph, enter the quantity loaded to date and the number of the vessel on which loaded. The prefix "NY" will not be entered in Columns 14a and 14b except when the equipment of the unit moves through NYFE and another port, in which case the prefix "NY" and identifying letters of the other port will be utilized to distinguish the vessels of each port. Any item which, although loaded prior to the embarkation date, is loaded on a vessel which is scheduled to sail in a later convoy than that in which the equipment of the unit is scheduled to move, will not be reported in Columns 13a, 13b, 14a and 14b. In such case, the quantity so loaded will be reported in Column 15 and the loading on such vessel will be reported in the margin. Any item of organizational equipment normally issued to the individual, or actually carried by troops aboard ship, will be reported in Columns 14a and 14b as having been loaded on the vessel carrying the personnel of the unit. When, however, the personnel moves on more than one vessel, the total quantity of the item shipped will be shown as moving on both vessels and the quantity carried on each vessel need not be reported. Troop Movement and Training Division furnishes to Port Technical Services, after embarkation of personnel, identification of unescorted vessel and/or vessels in a convoy, manifests of which are to be extracted by Port Technical Services to determine equipment of unit shipped therein.
- h. Column 15: Enter the quantity remaining at port as of the embarkation date. Any item received at port subsequent to the embarkation date, but prior to the completion of the form, will not be entered in Column 15 but will be entered in the appropriate column to show the exact status as of the embarkation date. If an item remains at port for repair or other similar reason which prevents its shipment, regardless of the availability of shipping space, the reason for such item remaining at port will be stated. Any item which, although loaded prior to the embarkation date, is loaded on a vessel which is scheduled to sail in a later convoy than that in which the equipment of the unit is scheduled to move, will be reported in Column 15 and the loading on such vessel will be reported in the margin.

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1. Column 16: Enter the quantity remaining at the Holding and Reconsignment Point as of the embarkation date, in parentheses, above such other entry as may be contained therein. (A footnote"()-at Holding and Reconsignment Point"will be stamped in the lower left corner of each form on which such parenthetical entry has been made.
 - j. Column 16. Enter the quantity enroute to port as of the embarkation date. Any item received at port subsequent to the embarkation date, but prior to the completion of the form, will be considered as enroute to port and will be reported in Column 16, with a notation showing date of receipt at port.
 - k. Column 17. Enter the quantity not yet shipped to the port as of the embarkation date. (This quantity constitutes the final shortage of the item as of the embarkation date, upon which subsequent cancellation action will be based).
 1. Column 18. Enter the quantity recommended for cancellation to the Chief, Troop Movement and Training Division, by the Chief of each Technical Service. In the space provided in the lower right corner, the date of the completion of the form and the signature of the responsible officer will be entered.
8. Determination of Quantity of Items in Cases of Split or Partial Shipments.
- a. Prior to departure from his home station, each Unit Supply Representative will be required by the Troop Movement and Training Division to be prepared to furnish to the appropriate Port Technical Service, on arrival at the Port, by item, the identifying number of each package, shipped from the home station of his unit, which contains any item, or any part of any item, listed on the WD AGO Form No. 413 for his unit.
 - b. A Port Technical Service may request a Unit Supply Representative to furnish the quantity of each item contained in each package shipped from the home station of his unit. In no case, however, will the furnishing of such data by the Unit Supply Representative be required.
 - c. Upon receipt of advice from a Unit Supply Representative that the total of the quantities of any item of equipment reported in Columns 4, 6, and 8 of WD AGO Form No. 413 (if unit is moving under provisions of POM, 2nd edition), or in Column 8 of WD AGO Form 413 (if unit is moving under provisions of POM, 3rd edition) for his unit were

shipped from the home station of the unit to NYPE in the packages identified to the Port Technical as containing such items or any parts thereof, the total of the quantities reported in Columns 4, 6, and 8 or Column 8, as applicable, of the Form 413 will be assumed to be contained in the packages so identified.

- d. When packages containing quantities of the same item, shipped from home station, are not all loaded on the same ship (split-shipment), or when only some of such packages have been loaded on a vessel and the balance remain at Port (partial shipment), the Port Technical Service involved will ascertain the quantity of the item contained in the lesser number of the packages involved and will report such packages as containing such quantity. The balance of the item shipped from home station, as reported in Column 8 of the Form 413 will be assumed to be and will be reported to be contained in the greater number of the packages involved.

REFERENCES:

Preparation for Overseas Movement, short title "POM", third edition, WD, 15 January 1945.

TC Pamphlet No. 5, subject: "Standing Operating Procedure for Supply of Oversea Theaters and Bases", dated 1 February 1945, as revised, Part I.

WD AGO Form No. 413-1.

APPENDIX "A"
DRAFT OF "PORT CALL"

HEADQUARTERS
NEW YORK PORT OF EMBARKATION
Brooklyn, N.Y.

TCNYP 370.5

(Date)

SUBJECT: Port Call - Shipment _____

TO: Commanding General
Air Transport Command

1. REFERENCE:

a. Classified letter from the War Department, The Adjutant General's Office, dated _____, subject: "Movement Orders, Shipment _____", TO: Commanding Generals, Air Transport Command, and others.

2. MOVEMENT AND STAGING OF PERSONNEL:

a. This is the "Call" as defined in paragraph 4d, POM, dated 15 January 1945.

b. It is requested that shipment _____ be moved from its PRESENT STATION to Staging Area, Camp Kilmer, New Jersey, so as to arrive on _____.

3. PERSONNEL PROCEDURE:

a. IMMEDIATELY upon receipt of this Port Call, a personnel roster will be sent to Troop Movement and Training Division, New York Port of Embarkation.

b. All personnel records (including officers' WD AGO Form No. 66-1, or its equivalent, and enlisted men's WD AGO Form Nos. 20 and 24) for personnel of the Unit WILL ACCOMPANY the Unit to the staging area, Camp Kilmer, New Jersey, and will be delivered to the Staging Area Personnel Section immediately upon arrival.

4. CLOTHING AND EQUIPMENT:

a. Clothing and individual equipment authorized by par _____ Movement Orders, reference 1, above, will accompany personnel from present station to staging area.

b. Equipment to accompany units from present station will be governed by par _____ Movement Orders, reference 1, above.

c. Equipment to be shipped to Port by the Chiefs of Technical Services and of the Commanding General, Air Materiel Command, will have an initial arrival date of _____, and a final arrival date of _____.

5. SUPPLY REPRESENTATIVE AND REPORTS:

It is requested that a competent supply representative from this unit proceed to the New York Port of Embarkation so as to arrive not later than 1200 hours on or about _____. The supply representative will report to the Troop Movement and Training Division, Brooklyn Army Base, 1st Avenue and 58th Street, Brooklyn, New York, with the following:

a. Tables of Equipment, Tables of Organization and Equipment and Special Lists of Equipment.

b. The original and five (5) copies, completely executed, of WD AGO Forms 413 and 413-1.

c. Information copies of all Station Shortage Lists.

d. Three (3) copies, completely executed, for the Chief of Staff, of the Consolidated Packing List for minimum essential equipment referred to in par _____ of reference 1a above.

e. Three copies completely executed, for the Chief of Staff, of Consolidated Packing Lists for 30 day level spare parts referred to in par _____ of reference 1a above.

f. A record, by item, of the number of the box in which each item of organizational equipment, shipped from present station, is packed.

BY COMMAND OF MAJOR GENERAL _____:

DISTRIBUTION:

(As applicable)

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT
OF ORIGIN THROUGH NYPE

SOP NUMBER 211
21 May 1947

R E C E I V I N G , H A N D L I N G A N D P R O C E S S I N G
O F F R E I G H T A T N Y P E

SECTION II

LOST, DAMAGED, OR DESTROYED FREIGHT

PURPOSE AND SCOPE:

1. This directive outlines the policies and procedures applicable within this headquarters to the reporting, surveying, and disposal of property and shipments lost, damaged, or destroyed under the following circumstances:
 - a. Property on Government Bills of Lading for overseas forwarding or for Port stocks on which losses or damages were noted upon receipt at the Port (discrepancies incident to shipment).
 - b. Loss, damage, or destruction to Port property and intransit shipments while in the custody of this headquarters, its component agencies or personnel.
 - c. Loss, damage, or destruction to property while in the custody of, or being handled by contractors of the Port and their personnel, except as provided for in subparagraph e below.
 - d. Marine casualties, less paragraph 2b (5), AR 55-500.
 - e. Intransit property lost, damaged, or destroyed incidental to freight handling operations by longshoremen or stevedoring service.
2. Property lost, damaged, or destroyed while in the hands of contractors converting and repairing vessels, is not within the scope of this standing operating procedure.
3. This procedure prescribes the use of the "Report of Survey" (WD AGO Form 15 and WD AGO Form 15-1), which is the basic instrument for providing relief from property responsibility and/or accountability. Generally, Reports of Survey are not required in the following cases:
 - a. Operating and accounting losses in stocks which are adjustable through Inventory Adjustment Reports.

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- b. Damage or destruction through fair wear and tear properly certified on Property Turn-In Slips.
- c. Loss or damage for which liability is admitted and reimbursement to the Government made (paragraph 60, TM 14-904).
- d. Loss, damage, or destruction of property that has been submitted to a special board for necessary action (paragraph 64, TM 14-904).
- e. Inconsequential discrepancies in shipments, per paragraphs 137 and 141, TM 14-904.
- f. Other special instances outlined in paragraphs 65 through 72, TM 14-904.

DEFINITIONS:

The definitions and explanation of terms set forth in paragraphs 4 through 41, and paragraph 137, TM 14-904, are applicable to the terminology used in this standing operating procedure.

PROCEDURE:

- 1. The Chief, Port Supply and Facilities Division, will exercise staff supervision over the Report of Survey system and disposition of damaged property within this headquarters.
- 2. The Port Technical Service Officers will be responsible for:
 - a. Performing technical inspection of damaged property and rendering decisions as to serviceability upon request of either the Port Transportation Officer, the Superintendent, Water Division, or other responsible officers.
 - b. Determining disposition to be made of damaged property in accordance with the instructions of Chiefs of Technical Services, when required by the Port Transportation Officer, the Superintendent, Water Division, or the Port Survey Board, and providing shipping information.
- 3. Responsibilities of Port agencies and their personnel in connection with lost, damaged, or destroyed property, are outlined below, for the various categories and circumstances:
 - a. Action on Discrepancies Incident to Shipment:
 - (1) All officers receiving shipments of property will be responsible for complying with the provisions of Chapter 10, TM 14-904, in promptly furnishing complete, authentic, and pertinent information

and documentation as to details of discrepancies in shipments and the discovery of such discrepancies to the Port Transportation Officer immediately upon discovery of such discrepancies.

(2) The Port Transportation Officer will be responsible for:

- (a) Compliance with paragraph 32g, TM 55-550, "Bills of Lading", 1 August 1945.
- (b) Promptly initiating Reports of Survey (Discrepancies Incident to Shipment) (WD AGO Form 15-1) for all discrepancies reported and/or discovered in shipments received by this Port, with the exception of Army Exchange Service material.
- (c) Processing such Reports of Survey in accordance and in full compliance with Chapter 10, TM 14-904.

(3) The Port Survey Board will review and make appropriate recommendations on Reports of Survey (Discrepancies Incident to Shipment) (WD AGO Form 15-1), and upon completion of said review and recommendations, forward them to the Chief, Fiscal Division.

b. Action on Property Lost, Damaged, or Destroyed While in the Custody of this Headquarters, its Component Agencies or Personnel:

- (1) Property lost, damaged, or destroyed while in any Port installation awaiting shipment overseas, will be the subject of Reports of Survey initiated by the responsible officers, who will be the Port Transportation Officer, the Superintendent, Water Division, Special Service, Vessel Exchange, Troop Information and Education Supply Officer, or their designated officers, when such loss, damage, or destruction occurs or is discovered within the respective divisions. Upon request, the Port Transportation Division will prepare Reports of Survey for the Water Division based on information and affidavits furnished by the responsible officers. Reports of Survey so prepared will be returned by the Port Transportation Division to the responsible officer for his signature and forwarding to the Port Survey Board.
- (a) The discovery of items of a perishable nature, such as subsistence and medical supplies, which have become unfit for overseas shipment, will immediately be reported by the responsible division to:

1. The appropriate Service for necessary replacement, follow-up and disposition.
 2. The Port Supply and Facilities Division for information.
 - (2) Responsible officers will initiate Reports of Survey (WD AGO Form 15) immediately upon the occurrence or discovery of any loss, damage, or destruction of property. The Report of Survey will be supported by appropriate exhibits and other evidences in accordance with the provisions of TM 14-904.
 - (3) Reports of Survey for property lost, damaged, or destroyed within this headquarters, its component agencies and personnel, will be forwarded to the Port Survey Board for action.
 - (4) In the case of shortages in shipments between accountable officers within this headquarters, the Port Survey Board will forward one copy of the Report of Survey, showing action by the station commander to the receiving accountable officer who will attach this copy to the debit voucher in his account.
- c. Action on Property other than Intransit Freight Lost, Damaged, or Destroyed While in the Hands of Contractors:
- (1) All incidents involving the loss, damage, or destruction of property in the custody of, or being handled by contractors of the Port or their personnel, will be promptly reported by the contractor or his personnel to the officer in charge of the operation.
 - (2) All Army (commissioned or enlisted) or civilian personnel discovering the loss, damage, or destruction of property while in the custody of, or being handled by contractors of the Port or their personnel, will promptly report in detail to the officer in charge of the operation.
 - (3) The responsible officer (for property lost, damaged, or destroyed, as above outlined), will gather all pertinent information as to each such occurrence by certificates of officers, affidavits of other persons, copies of pertinent documents and other data, and prepare a Report of Survey (WD AGO Form 15), attaching the evidence gathered, as Exhibits. The Report of Survey, with Exhibits, will be forwarded to the Port Survey Board, through the Contracting Officer.
 - (4) The Contracting Officer will make such inquiries as he may deem necessary, take necessary action in accordance with paragraph 3c,

AR 35-6640, and paragraphs 74 and 76, TM 14-904, and forward the Reports of Survey to the Port Survey Board together with his recommendations and such additional Exhibits as he may have developed or procured.

- (5) The Port Survey Board will process reference Reports of Survey in accordance with TM 14-904.

d. Action on Marine Casualties:

- (1) The Superintendent, Water Division, will be responsible for:
 - (a) Immediately reporting all losses or damages to freight which come under the category of marine casualties to the Port Judge Advocate, NYPE.
 - (b) Furnishing the Port Judge Advocate with necessary affidavits and supporting papers setting forth facts and circumstances surrounding such losses or damages.
 - (c) Promptly reporting all instances of damaged freight for inspections and disposition to the Port Transportation Division, exclusive of Air Corps and Ordnance items which will be reported to the Port Air Materiel Officer or the Port Ordnance Officer, respectively.
 - (d) Preparing Reports of Survey in all instances requiring a voucher for the property.
- (2) The Port Judge Advocate will be responsible for:
 - (a) Conducting investigative action as required by AR 55-500.
 - (b) Processing any claims resulting from action taken in 2(a) above, exclusive of Army Exchange Service freight.
 - (c) Furnishing the Army Exchange Service Port Representative with a copy of the Report of Investigation conducted under 2(a) above, when any loss or damage to Army Exchange Service material is involved.
 - (d) Furnishing the Superintendent, Water Division, with a copy of the Marine Casualty Report whenever a Report of Survey is involved.

e. Action on Intransit Property Lost, Damaged, or Destroyed Incidental to Freight Handling Operations by Longshoremen or Stevedoring Service:

(1) The Superintendent, Water Division, will be responsible for:

- (a) Immediately reporting by Report of Survey (WD AGO Form 15) to the Port Survey Board, all losses or damages to freight which occur at Army terminals in which he directly employs longshoremen.
- (b) Immediately reporting to the Port Transportation Division, all losses or damages to freight which are caused by stevedores under contract with the War Department or the Army.
- (c) Appending such statements, affidavits, depositions, or certificates of commissioned officers as may be necessary to enable reviewing authorities to determine the facts on each case reported in compliance with (a) and (b) above.
- (d) Instituting internal procedures and necessary forms within the Water Division for detection and prompt reporting of losses or damages as required by (a) and (b) above.

(2) The Port Transportation Officer will be responsible for:

- (a) Instituting internal procedures for immediately reporting to the Port Transportation Division all losses or damages to freight which occur at commercial terminals in which commercial contractors for longshoremen or stevedoring service are employed.
- (b) Appending such statements, affidavits, depositions, or certificates of commissioned officers as may be necessary for reviewing authorities to determine the facts in each case.
- (c) Preparing Reports of Survey (Discrepancies Incident to Shipment) (WD AGO Form 15-1) on each case reported, as required by (1)(b) and (2)(a) above, and forwarding to the Port Survey Board for processing.

f. Action on Army Exchange Service Materiel Lost or Damaged Shipments:

- (1) The Port Transportation Officer and Superintendent, Water Division, will promptly report loss, damage, or destruction

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of Army Exchange Service property and furnish supporting papers setting forth pertinent facts to the Army Exchange Service Port Representative.

- (2) The Army Exchange Service Port Representative will transmit all information and documents pertinent to any lost or damaged shipment to the Chief, Army Exchange Service, for necessary action in accordance with existing regulations.

PROCESSING AND MOVEMENT OF CARGO
~~MOVEMENT OF FREIGHT FROM POINT OF ORIGIN THROUGH NYPE~~

SOP NUMBER 211
22 OCTOBER 1947

R E C E I V I N G , H A N D L I N G A N D P R O C E S S I N G
O F F R E I G H T A T N Y P E

SECTION IV

PREPARATION MILITARY VEHICLES FOR OVERSEAS SHIPMENT

PURPOSE AND SCOPE:

This directive outlines the procedure for receiving, storage, inspection, processing and shipping of army vehicles destined for overseas.

DEFINITION:

Vehicles, for the purpose of this procedure, shall be understood to include automotive equipment, trailers, and assemblages requiring processing for overseas shipment.

PROCEDURE:

1. Receiving:

- a. The Water Division will receive all military vehicles, for shipment on Army-operated or allocated vessels, during normal hours of operations.
- b. The Port Transportation Division will receive:
 - (1) Military vehicles that arrive over the road for shipment on Army-operated or allocated vessels after normal hours of operations and then forward them to the Water Division as soon as practicable.
 - (2) All military vehicles marked for commercial shipment.
- c. Upon receipt of military vehicles the receiving agency concerned will tally in same and perform documentation in accordance with existing procedures, noting all exceptions of shortages and damages.
- d. Reports of discrepancies in condition, marking or packing.
 - (1) All Freight:

Shipments received which are damaged or otherwise unsatisfactory to a degree in excess of that occasioned by normal

handling or operation will be reported to OCT on WDAGO Form 469 (RCS: WD GSP-66).

(2) Aid Program Freight to the Governments of Greece or Turkey:

Report will be made to Department of the Army, Attention: Director of Service Supply and Procurement, CSUSA, over the signature of the Chief of Staff.

2. Storage:

- a. The Water Division will store vehicles in hard-standing open storage area (Farm area) between Building "A" and Piers.
- b. Port Transportation Division will store vehicles in open storage area East of Building "B".

3. Notification of Arrival: As soon as military vehicles arrive at the Port and are received by either Water Division or the Port Transportation Division, notification will be made verbally to the Port Ordnance Division and followed up with copies of War Department Shipping Documents.

4. Notification of Shipments:

- a. For commercial piers, the Port Transportation Division will notify Port Ordnance verbally when vehicles are to be loaded and confirm notification in writing.
- b. At NYPE the Water Division will notify Port Ordnance Division verbally when vehicles are to be loaded and confirm notification in writing.

5. Inspection and Processing:

- a. Port Ordnance will make inspection, and process vehicles when necessary, in accordance with War Department Supply Bulletin SB 9-4, subject: "Preparation of Unboxed Ordnance Materiel for Shipment", dated 29 August 1944.
- b. Vehicles that have passed inspection and have been processed will be so indicated by TCNYP Form 1788, "Vehicle Inspected and Processed Tag" (green) dated and signed by the inspector, attached to steering wheel or steering lever.
- c. Vehicles that should not be shipped for any reason will be so indicated by TCNYP Form 1789, "Hold for Disposition Tag" (red) attached to the steering wheel or steering lever. Chief, Port Ordnance and Chemical Division, will notify the shipping agency

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concerned verbally and send written confirmation with disposition within twenty-four (24) hours on TCNYP Form 19 "Disposition Instructions for Supplies" in conformance with SOP No. 200.

- d. No vehicles will be shipped without an Ordnance inspection "OK to Ship" tag.
- e. Tagging of Vehicles and Keys:
 - (1) All Military vehicles received by either Water Division or Port Transportation Division will be tagged in the following manner:
 - (a) One tag attached to windshield wiper.
 - (b) One tag attached to envelope containing packing list.
 - (c) One tag attached to keys of Army sedans.
 - (d) The following information will be noted on tags:
 - 1. Type of Vehicle.
 - 2. US Registration Number.
 - 3. Destination.
 - 4. Technical Service.
 - (e) After processing of Army sedans for shipment at NYFE piers, vehicles will be stored on the farm, locked, and the tagged keys will be turned over to the Water Division checker on Pier 1, BAB, until such time as car is ready for loading. Keys will be used by checker to move the vehicles to shipside. After the vehicle is loaded on vessel KEYS are taken by the checker, who will lock cars, segregate all keys by loading compartment, place them in envelopes so designated and deliver envelopes to Ship Transportation Agent (or in his absence, the Mate) for surrender to the overseas theater port of discharge. Ship Transportation Agent or the Mate will receipt for same.
 - (f) Army sedans delivered or processed at commercial piers will be tagged as above and keys turned over to pier representative together with copy of dock receipt.

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- (g) Keys for all Military vehicles other than Army sedans will be found attached to the dashboard of the vehicle and are not to be removed from the vehicle.

6. Movement to Shiplside and Loading Aboard Ship:

- a. Water Division will deliver vehicles to shiplside and load vehicles on to lighter for movement to shiplside and load vehicles to Army vessel.
- b. Port Transportation Division will secure booking on commercial vessel and tow vehicles to commercial vessel for loading, or deliver vehicles to Water Division for loading.

REFERENCES:

AR 55-390, subject: "Oversea Movements of Organizations", dated 16 December 1942, Changes 1 and 2.

War Department Supply Bulletin, SB 9-4, subject: "Preparation of Unboxed Ordnance Materiel for Shipment", dated 26 July 1946.

TM 37-2810, subject: "Motor Vehicle Inspection and Preventive Maintenance Service", dated 30 March 1945.

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF ORIGIN
THROUGH NYPE

SOP NUMBER 212
21 August 1947

F R E I G H T R E Q U I R I N G S P E C I A L H A N D L I N G

S E C T I O N I I

EXPLOSIVES; AMMUNITION, AND OTHER DANGEROUS CARGO
EXCEPT NITRATES

PURPOSE AND SCOPE:

This directive prescribes the special handling connected with the movement of Explosives, Ammunition, Toxic Chemicals, and other dangerous cargo through the New York Port of Embarkation. It does not include the handling of Ammonium Nitrate Fertilizer or other nitrates.

SUPERVISION:

1. Staff and Technical Supervision:

- a. The provisions of Regulations Governing Transportation of Military Explosives on Board Vessels During Present Emergency (Navy and Coast Guard 108, current at date of loading) will remain in effect insofar as they apply in the handling stowage, and transporting of ammunition and explosives, except that technical supervision formerly provided by the Coast Guard will now be provided by the Ordnance Department.
 - b. The Chief of Staff will exercise staff supervision over the provisions of this SOP.
 - c. The Port Ordnance and Chemical Officer will be responsible for all technical supervision concerned with the handling of subject materials.
2. No explosives will be moved over NYPE waterfront facilities without the approval of the Commanding General or the Chief of Staff, NYPE. Regulations permit the movement of Class I explosives over waterfront facilities in any amount, however. Such movements will be authorized at NYPE only when the conditions prevalent at the waterfront facilities do not offer undue hazard. Class I explosives as defined by NAVCG 108 consist of small arms ammunition without explosive bullets, mechanical time fuses without boosters and like items.
3. The Superintendent, Water Division, will be responsible for all phases of handling connected with marine operations.

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4. The Port Transportation Officer will be responsible for all handling of subject materials while enroute overland to or from the Port and the ZI, and for all operations intransit.

PROCEDURE:

1. Preliminary Planning: In order to insure the complete coordination of efforts on the part of all port agencies involved, the following preliminary procedures will be adhered to:

- a. Coordination: The Port Ordnance and Chemical Officer; the Superintendent, Water Division; and the Port Transportation Officer, will coordinate in making all necessary arrangements and preparation in anticipation of the shipment of subject material.
- b. Analysis and Approval of Extract Requisitions for Oversea Movements: One (1) copy of each extract requisition concerned with or connected with explosives, ammunition, and toxic chemicals, will first be forwarded to the Port Ordnance and Chemical Officer for approval and for determination as to whether shipment would constitute a hazardous combination and for such other review as may be necessary. The Port Ordnance and Chemical Officer will return extracts together with such comments and changes as he deems advisable. Upon approval by the Port Ordnance and Chemical Officer, the extract requisition with such modifications as have been noted, will be returned to the appropriate Port Technical Service. That service will complete the editing and extracting process and prepare and distribute additional copies of the extract requisition, indicating all details of supply and shipment, and distribute to:

Port Ordnance and Chemical Officer - 2 copies
Superintendent, Water Division - 1 copy
Port Transportation Officer - 1 copy

in order to alert those agencies for proposed shipments.

- c. Analysis of Advance Information for Movements Returning from Overseas: The Superintendent, Water Division, will provide the Port Ordnance and Chemical Officer with two (2) copies of each advance manifest for vessels returning with explosives, ammunition, or toxic chemicals. The Port Ordnance and Chemical Officer will review these advance papers and indicate any special requirements for handling and movement as he sees fit. The text of such comments and specifications will be immediately forwarded by the Port Ordnance and Chemical Officer to the responsible operating divisions, in order that they may be prepared to anticipate problems in connection therewith.

d. Planning for Technical Assistance:

- (1) The Port Ordnance and Chemical Officer will contact the Commanding Officer, Raritan Arsenal, Metuchen, New Jersey, via registered letter, including therein a copy of all information pertaining to the proposed shipment(s), and requesting, when required, the assignment of technical personnel to the Port to provide inspection and advice during the entire operation, including transportation to, loading at, and shipment from the Port, to insure strict compliance with the provisions of all pertinent regulations.
- (2) In the handling of chemical ammunition or smoke or toxic materials, he will contact the Chief, Supply Branch Office, Chief, Chemical Corps, Washington, D. C., via registered letter, including therein a copy of all information pertaining to the proposed shipment(s), and requesting, when required, the assignment of technical personnel to Port to provide inspection and advice during the entire operation, including transportation to, loading at, and shipment from the Port, and to insure strict compliance with the provisions of all pertinent regulations.

- e. Arranging for Fire-protection: The Superintendent, Water Division, and the Port Transportation Officer, will coordinate with the Chief, Intelligence and Security Division, the arranging for fire protection. The provisions of Standing Operating Procedure No. 520, NYPE, subject: "Fire Regulations", will apply.

f. Planning to Receive Shipments:

- (1) For loading to overseas destinations, the Port Transportation Officer will:
 - (a) Upon receipt of notice of availability from OCT, Washington, D.C., consult the Ordnance and Chemical Division on any special shipping instructions or priorities. Export shipments of ammunition, explosives, chemical ammunition and toxic gases in bulk, enroute to NYPE to be loaded as cargo, normally will be routed to Raritan Arsenal, Metuchen, New Jersey.
 - (b) Obtain clearance for movement from the Ordnance and Chemical Officer and inform Movements Control Division, OCT, by teletype the date and place at which delivery is required.
 - (c) Inform Raritan Arsenal of type, amount, point of origin and tentative date of arrival of ammunition or explosives.

- (d) On arrival of complete lot of material at Raritan Arsenal, offer it for booking to the Water Division or Commercial Forwarding Section, PTD (if only commercial booking is available). Include breakdown of items, weight, cube and Coast Guard classification to enable proper stowage planning.
 - (e) Make up dock loading schedule for Raritan Arsenal, giving time material is required shipside and items to be shipped.
 - (f) Notify Port Ordnance and Chemical Officer of loading plans and of the completion of loading to insure proper inspection.
 - (g) All shipments from depots will be made in compliance with Commercial Traffic Bulletin No. 2, index 0714.
- (2) Shipments from Overseas: The Superintendent, Water Division, will advise the Port Transportation Officer of the expected time of arrival of vessel in Gravesend Bay, who, in turn, will coordinate with the Transportation Officer, Raritan Arsenal, in scheduling necessary barge movements.
- g. Preparation and Completion of Loading or Discharging Plans: The stowage and classification charts contained in NAVCG 108 will govern the stowage and classification of all explosives at the New York Port of Embarkation. The Superintendent, Water Division, will, prior to the arrival of vessels and/or vehicles to be used in the movement of subject cargo, make complete plans for pier and marine operations in consultation with the Port Ordnance and Chemical Officer to include:
- (1) Determination of appropriate anchorage and berthing.
 - (2) Plans for training, examining, and employing qualified personnel for the loading and unloading operation will be firmly established.
 - (3) Arrangements for complete vessel servicing, such as water taxis to anchorage, sanitation and fueling, etc.
 - (4) Pre-loading stowage plans: Copies of such plans will be submitted to the Port Ordnance and Chemical Officer for approval.
 - (5) Small arms ammunition in any quantity and only such fuses, torpedoes, rockets, or other signal devices as may be essential to the safe and proper navigation of the ship may be transported aboard passenger vessels, but all such cargo must be indicated as such on the manifest and the Transport Master notified.

h. Alerting the Captain of the Port and Municipal Authorities:

- (1) Immediately upon approval of all plans, the Superintendent, Water Division, will make application to the Captain of the Port for permit to load or unload explosives, and at the time application is made furnish the Captain of the Port with a copy of the Cargo Stowage Plan. He will inform the Captain of the Port of the date and time of the proposed departure and arrival of any explosive laden vessel and obtain a clearance therefor.
- (2) Similarly, for all scheduled movements through the city streets, the Port Transportation Officer will contact the Commanding General, First Army, attention: Liaison Officer, Provost Marshal, New York Area, and make necessary arrangements for clearance with municipal authorities and police organizations for the movement of such materials.

2. Ship Inspections:

- a. On the berthing of a ship which is to load or discharge explosives or other dangerous cargo, a representative of the Port Fire Marshal, together with an officer of the ship and representatives of the Superintendent, Water Division, and the Port Ordnance and Chemical Officer, will board the ship to inspect the fire-fighting equipment; to direct the laying and connecting of hose; to acquaint the ship's officers with the fire prevention rules; to issue instructions to be followed in case of emergency; and to order such steps taken as may be necessary to correct hazardous conditions observed.
- b. Fire Inspectors will check to see that the rules set down by the United States Coast Guard in reference to proper marking of smothering lines are enforced. Immediate steps will be taken to correct any illegible or illegal markings on these lines, or the use of temporary tags, and said violations reported.
- c. To reinforce the ship's fire-fighting equipment, hose outlet connections will be installed, whenever possible, on ship's fire line, by means of a coupling, which will permit a hose to be connected to the water supply on the pier or to a skid or trailer pump. This dual connection assures an ample supply of water should there be a breakdown of the ship's pumps or other fire-fighting equipment.
- d. Ships, regardless of cargo, will be equipped with a steel cable of sufficient length and size, with an attached heaving line with a monkey's fist secured to one end, so that the

cable will be in readiness for use as tow line in case of emergency. The ship end of the cable will be secured to a nigger head through the check, and the opposite end will be paid out over the ship's offshore side at the outer end.

- e. Moored ships using steel cable for a breast or spring line will be equipped with a manila pennant for use over the nigger head.
- f. A thorough inspection of holds, bilge, quarters, engine room and boiler room will be made prior to movement to an explosive loading pier or anchorage. All repairs and work requiring flame cutting or welding, or work that affects the safety of the ship will be completed prior to taking cargo.
- g. All fire guards will be equipped with a whistle, so that a warning signal may be sounded upon discovery of a fire. All concerned shall be made familiar with the designated signal.
- h. At least two (2) axes will be prominently placed on each pier, plainly marked: "For ship emergency only". These axes are intended for use if and when it is necessary to cut the lines in order to release a vessel from the pier in an emergency.
- i. Quantities of gasoline, or inflammable liquids with a flash point of 100 degrees Fahrenheit or less, will be loaded at a specially designated gasoline loading anchorage.
- j. That all combustible material, red label cargo and cribbage construction will be kept from any source of heat. At least one (1) foot clearance will be provided between combustible cribbing for storage of red label cargo and any heat pipe or other direct source of heat. The material will also be protected by a cover from sun rays.
- k. Explosivemeter Test for Explosive Vapors:
 - (1) It is the responsibility and duty of the Chief Fire Prevention Inspector or Officer to test holds of all ships loading and unloading volatile oils and explosive acids which emit an explosive vapor when mixed with air.
 - (2) Fire Prevention Inspector will be on duty at frequent periods with explosivemeter to take samples of vapors at lowest portion of hold or holds being loaded, for the purpose of ascertaining the immediate presence of any explosive mixtures.

- (3) Should meter test show presence of explosive mixture, Fire Prevention Inspector will immediately notify Post Fire Marshal so that loading operations may be temporarily discontinued until explosive mixtures can be dissipated by natural ventilation.

3. Loading or Discharging Explosives:

- a. Responsibility of the Master. The Master is responsible for the proper stowage and the safe transportation of explosives and other dangerous material. When, in his opinion, the cargo is not being properly loaded or kept properly separated, the Master has the authority to stop the loading of explosives at once. The matter will then be placed before the proper Port authority for decision.
- b. Technical Assistance. Representatives of the Port Ordnance and Chemical Officer will be available at all times to provide technical assistance and will assume those duties previously performed by US Coast Guard personnel pertaining to safety and handling. Regulations set forth in NAVCG 108, Revised, 6 September 1945, will be complied with. Necessary protective equipment will be provided for personnel in the handling of toxic chemical ammunition.
- c. Safety Requirements. The following preparations will be made for the loading or discharging of explosives or other dangerous cargo:
 - (1) Vessel's steam will be kept up. Vessels on which propulsion machinery is for any reason inoperative shall be attended by a self-propelled vessel, capable of towing, maneuvering and otherwise controlling such vessel.
 - (2) Prior to proceeding to an explosive loading pier, the ship's accommodation ladder will be properly prepared and rigged immediately upon arrival.
 - (3) Insurance howsers will be placed at the bow and stern on the off-shore side at all times during operations.
 - (4) Fire boats will stand by at all times during operations. Necessary personnel for their operation and maintenance will be furnished by the Superintendent, Water Division.
 - (5) The funnels of the vessel will be equipped with spark arresters.
 - (6) All stores shall be aboard prior to loading.

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- (7) Winches and booms will be in operating condition and preventers on booms shall be provided.
 - (8) All deck valves on fire mains must be in good working condition. The ship's fire hoses will be attached, with water running at all times.
 - (9) All tubes and uptakes must be thoroughly swept or blown and be reasonably free of soot, prior to the arrival of the vessel at an explosive loading berth.
 - (10) Repairs to vessels laden with explosives are prohibited unless of an emergency nature not involving welding, burning or other hot work.
 - (11) Magazines or holds into which explosives are to be loaded shall be in accordance with Regulations and swept broom clean.
 - (12) Deck cargo shall not be placed so as to obstruct the loading of explosives. All rubbish should be removed before loading or discharging is started.
 - (13) NO SMOKING. In no case shall smoking be permitted when loading or discharging explosives. The Master shall post "NO SMOKING" signs in conspicuous places about the vessel.
 - (14) Distance from other vessels and servicing during operations will be governed by Marine Regulations.
- d. Lighterage to and from Baritan Arsenal:
- (1) The number of lighters in the ship at one time will be regulated in accordance with existing directives.
 - (2) An inspector from the Port Ordnance and Chemical Office will work in conjunction with the Baritan Arsenal representatives.
 - (3) The transportation of material from shipside to Baritan Arsenal will be the responsibility of the Commanding Officer, Baritan Arsenal.
 - (4) The Superintendent, Water Division, will furnish the necessary labor.
 - (5) The Port Transportation Officer will obtain disposition instructions from the Port Ordnance and Chemical Division

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in any case of returned ammunition or toxic materials and will forward the necessary documents to the destination or installation designated.

- (6) When a shipment of toxic chemicals warrants an escort, the Port Ordnance and Chemical Officer will request such personnel from the Chief, Chemical Corps, War Department, in accordance with TC Circular 54, 1946.

e. Post-Loading Stowage Plan:

Upon completion of loading, the Superintendent, Water Division, will submit to the Port Ordnance and Chemical Officer a post-loading stowage plan, indicating, in exact detail, the position and relationship of all cargo aboard the vessel. A file will be maintained by the Ordnance and Chemical Officer for reference purposes. Upon approval of the post-loading stowage plan, the Ordnance and Chemical Officer will prepare and furnish the Superintendent, Water Division, with a certificate indicating compliance with regulations and satisfactory loading.

REFERENCES:

AR 55-470, subject: "Transportation by Water of Explosives, Inflammables, and Chemical Materials", dated 30 December 1942, as amended.

TM 3-250, subject: "Storage and Shipment of Dangerous Chemicals", dated 5 December 1940, as amended.

TM 3-255, subject: "Chemical Handling and Loading of Equipment", dated 30 October 1943, as amended.

TM 9-2900, subject: "Military Explosives", dated 29 August 1940.

TM 55-205, Section XII, subject: "Transportation in the Zone of the Interior", dated 25 August 1944.

TM 55-235, Section III, subject: "Special Instructions for Shipment to Port of Embarkation for Movement Overseas by Water", dated 12 August 1946.

TC Circular 90-16, subject: "Processing Shipments of Ammunition Returned from Overseas", dated 20 March 1945.

TC Circular 54, subject: "Responsibility for the Handling of Explosives, Ammunition and Toxics at Waterfront Facilities", dated 25 November 1946.

O.O. Form No. 7224, subject: "Ordnance Safety Manual", dated 3 May 1945.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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NAVCG 108, Revised, subject: "Regulation Governing Transportation of Military Explosives on Board Vessels during Present Emergency", dated 6 September 1945.

WD Memo No. 85-45, dated 17 July 1945.

WD Memo No. 850-21-1, subject: "Joint Army and Navy Agreement for Handling Ammunition and Explosives Returned to Continental United States", dated 15 April 1947.

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF
ORIGIN THROUGH NYPE

SOP NUMBER 213
22 JUNE 1948

PROCEDURE FOR FOREIGN FREIGHT FORWARDERS

PURPOSE AND SCOPE:

This directive describes the procedure to be followed by Foreign Freight Forwarders.

PROCEDURE:

1. The freight forwarder will be furnished all advance information received, consisting of the following:
 - a. War Department Shipping Documents.
 - b. Lighterage orders.
 - c. Dray Tickets.
 - d. Department of Agriculture Manifests, etc.
2. Freight forwarder will prepare dock receipts to cover cargo and lodge same with receiving clerk of the steamship line. Dock receipts will be prepared with complete information, and full nomenclatures will be used. General groupings, such as "Miscellaneous Items" will be avoided if possible; contents shown on dock receipts should be as specific as possible.
3. The freight forwarder will be responsible for the accurate checking of all shipments and any discrepancies as to count, weight, and condition will be questioned. Where a reasonable doubt exists, request will be made of the Superintendent, Water Division, for a recount of material.
4. Exceptions on dock receipts affecting the responsibility of carriage of freight will not be acceptable to the Army unless so instructed by Cargo Operations, Water Division. Arrangements will be made with the Superintendent, Water Division, to have freight recovered and/or reconditioned so that line will accept freight with clean dock receipts.
5. The Superintendent, Water Division, will furnish the Freight Forwarder with a block of tally numbers for his exclusive use. The Freight Forwarder will be responsible to account for each tally number issued; caution will be used to avoid tally duplication; tally numbers will be assigned to unit shipments only. Individual force marks, vouchers, requisition and bill of lading numbers will be tallied-in separately.

6. It will be the responsibility of the Freight Forwarder to accomplish documentation, and in this connection, all effort should be made by the Freight Forwarder to retrieve documents from carriers (rail, barge, truck). On shipments received without documents, reproduction will be made by Freight Forwarder. If more data is needed to prepare documents, contact will be made with Cargo Operations, Water Division. Documents will carry complete information as per attached sample. Cargo Operations, Water Division, will be notified in all cases where shipments are involved in a damage and/or rejection so that an inspector will investigate and forward an official inspection report. An Over, Short, and Damaged Report (see form attached) will be prepared by the Freight Forwarder in quadruplicate to cover all shipments involved in an overage, shortage, and/or damage, and forwarded with supporting documents to the Superintendent, Water Division, New York Port of Embarkation. Distribution of shipping documents will be made by the Freight Forwarder within forty-eight (48) hours from the time cargo is received in Port.
7. When dock receipts are signed by receiving clerk of steamship company and returned to freight forwarder, tally numbers will then be assigned and supporting papers accomplished; all supporting papers, War Department Shipping Documents, Vendor's Shipping Documents, Dray Tickets, Lighterage Orders, Department of the Army Manifests, will be completely filled out showing tally number, date, pier location, name of freight forwarder, dock receipt number, delivering carrier and number, and name of steamer. Army checkers will temporarily countersign documents certifying to receipt of cargo.
8. In all discrepancies affecting original bill or War Department Shipping Document, alterations will be made on documents to coincide with new information and annotations will be in extent self-explanatory to all parties concerned. Freight Forwarder will retain one (1) signed dock receipt and will promptly forward remaining papers to Superintendent, Water Division, New York Port of Embarkation. In summary, therefore, the Freight Forwarder will be responsible for the following:
 - a. Prepare and submit a daily operation report of all commercial lighters showing carrier, car numbers, date and hour placed, date and hour unloaded.
 - b. Prepare dock receipts and accomplish supporting papers.
 - c. Reproduce documents when none is received with shipment.
 - d. Prepare Over, Short or Damaged Report; see that freight is correctly marked.

N. Y. P. E. - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SOP 213

- e. Call for an inspector in all cases involving damaged cargo.
- f. Liaison will be maintained between operation piers, freight forwarders, and cargo operation, Water Division

OVER, SHORT, AND DAMAGED REPORT

Pur. Cont. No. _____ Pur. Order No. _____ Ship. Ticket No. _____ Date _____

Shipped by _____ From _____

Shipped to _____ At _____

Inspected by _____ Rec. Report No. _____ Date _____

Received by _____ Rec. Report No. _____ Date _____

Car No. _____ Car seal Nos.: Original _____ Arrival _____

Were car seals broken? _____ Was discrepancy notation made on B/L? _____

Shipment made by truck No. _____ Mail _____ Com. B/L _____ Gov't B/L _____

Total packages billed _____ **Numbered from** _____ **to** _____

Total packages received	Numbers of missing packages

Number of damaged packages Packages referred to below

[illegible]

REPORT BY _____ APPROVED BY _____

(Bank)

(Frank)

(Date)

(Data)

USE OTHER SIDE FOR SPECIAL NOTATIONS AND REMARKS

(This form supersedes all previous editions of WD AGO Form 450-5-D, which may be used until existing stocks are exhausted.)

U.S. GOVERNMENT PRINTING OFFICE : 1945 - O-23635

FOR PACKAGE TALLY→ 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 37 38 39 40 41 42 43 44 45 46 47 48 49 50																												
WAR DEPARTMENT SHIPPING DOCUMENT		VOUCHER NO. H-10177	STATION 30-182	REQUISITION NO. * 4233	MO. 4	DAY 7	YR. 8	SHEET 1	RECAPITULATION OF SHIPMENT										OVERSEA COPY									
DATE SHIPPED 4/14/48		BALTIMORE SIGNAL DEPOT BALTIMORE 20, MARYLAND							✓	TOTAL PKGS.	TYPE PKG.	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	PORT NO.													
CAR INITIAL AND NO. CBQ 427898									22	BXS.	Electrolyte	2266	44/0	PACKAGES SHOWN IN COLUMN HEADED "TOTAL PKGS." WERE RECEIVED IN APPARENT GOOD CONDITION EXCEPT AS NOTED.														
SEAL NOS. 12754-55									PORT TRANSPORTATION																			
B/L NO. WW 9302881									TALLY NO.																			
CARRIER PRR #430									DATE																			
WB 777347 W		PORT TRANS. O. NYP/E, BROOKLYN, N.Y. For: SKIN-J-QM11 TOG 1 B48							22	←TOTAL	TOTALS→	2266	44/0	LOCATION														
STOCK NUMBER									DESCRIPTION OF ARTICLE							UNIT OF MEAS.	NUMBER OF PKGS.	TYPE OF PKG.	PACKAGE NOS.	UNIT WT.	TOTAL WEIGHT	UNIT CUBE	TOTAL CUBE	REQ. LINE ITEM NO.	STOCK COND.	TALLY QUANTITY ACTUALLY SHIPPED	REC'D BY	
1 381500.4-3 ELECTROLITE									EA	22	BXS	1-22	103	2266	2.	44.	5		22	INTRANSIT STORAGE								
2																				TALLY NO.								
3																				DATE								
4														LOCATION														
5 DUE OUT 5-12-48														REC'D BY														
6 REQUIRED DATE: 5/21/48														G. BROWN														
7 2 COPIES OF DASD TO SCH GEN DEPOT, SCHENECTADY, N.Y.														DATE														
8														5/30/48														
9														PIER LOCATION														
10														Pier 14, N.R.														
11 SAMPLE W. D. S. D.														DATE LOADED														
12														6/12/48														
13														HATCH CHECKER														
14														TRANSPORT														
														NY-1650														
														FLYING ENTERPRISE														
														2 L/H Aft														
														MANIFEST														
														ITEM NOS.														
														425														
														PERMIT NO.														
														285468														

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF ORIGIN
THROUGH NYPE

SOP NUMBER 214
14 July 1947

M O V E M E N T O F F R E I G H T T H R O U G H O U T P O R T S

S E C T I O N I

R E L A T I O N S H I P O F T R A N S P O R T A T I O N O F F I C E R S O F A R M Y A R E A S
T O O P E R A T I O N S O F P R I M A R Y I N T E R E S T T O N Y P E

P U R P O S E A N D S C O P E :

This Standing Operating Procedure is furnished as a guide to be followed by Transportation Officers of Army Areas when acting as local representatives of the New York Port of Embarkation at ports where NYPE is charged with responsibility for the berthing and loading of ships carrying out-bound Army cargo, and berthing and discharge of ships carrying Army cargo returned from overseas. } 1

P R O C E D U R E :

1. G e n e r a l :

- a. In all major respects, the internal procedure followed at NYPE will be the same as though the ship were berthed, loaded or discharged at New York, except that the Water Division will normally be the agency through which the divisions of NYPE will communicate with Army Area Transportation Officers. The Superintendent, Water Division, will be responsible for the dispatch to interested agencies within NYPE of reports and timely information received from these officers, and for coordinating the action within NYPE to assure completion of these operations. When it becomes necessary for the Transportation Officer of any Army Area to negotiate for fitting, loading or discharging of Army vessels, he will obtain specific approval from the Superintendent, Water Division, and will then communicate directly with the Chief, Port Procurement and TC Supply Division, NYPE. Prior to the issuance of any contracts or other obligations, it is the responsibility of the Superintendent, Water Division, to reserve funds with the Chief, Fiscal Division, NYPE.
- b. It is assumed that the outbound cargo handled under this procedure will be grain, flour, coal, or other bulk loadings, and that general cargo will be limited to relatively few commercial shipments. In the case of such commercial shipments, specific instructions will be furnished the Army Area Transportation Officer, by letter. In exceptional cases not falling within this procedure, or in the handling of passengers, he will request

SECTION I

SOP 214

specific instructions through the Water Division, NYPE. The Port Transportation Officer will be responsible for the reservation of funds with the Chief, Fiscal Division, prior to the issuance of any Government bills of lading, or the processing of any accessorial charges.

c. Stevedoring and accessorial services will be secured locally under instructions issued from time to time by the Chief, Port Procurement and TC Supply Division, NYPE.

- (1) The Army Transportation Officer shall, when possible, obtain competitive bidding from at least three sources.
- (2) He shall make the award to the lowest bidder capable of meeting requirements.
- (3) All bids should be received on a tonnage commodity, or lump sum basis, preference in the order indicated.
- (4) Immediately upon making award he shall communicate full information with regard to such award, i.e., names of bidders contacted, the amount of their respective bids, name of the successful bidder, and basis upon which the award was made, directly to the Chief, Port Procurement and TC Supply Division, NYPE.
- (5) Upon completion of the services, he shall receive the contractor's invoice and after assuring himself with regard to its correctness, based upon his personal knowledge and/or definite reliable information from Government sources that the services have been rendered in a definite amount, certify on said invoice to the satisfactory performance of the services rendered in accordance with the terms of the contract to be issued, and forward said invoice directly to the Chief, Port Procurement and TC Supply Division, NYPE.
- (6) The invoices from the contractors should contain the following certificate:

"I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or Local Sales Taxes are not included in the amounts billed.

Payee

Per Title"

SECTION I

SOP 214

The Transportation Officer should sign the following certificate:

"I certify that the services covered by this invoice have been satisfactorily performed as stated, and that same has been accepted on behalf of the U. S. Government.

(Date stamped here)

FOR THE SUPERINTENDENT"

2. Outbound Cargo: Army Area Transportation Officers will use the following procedure:
 - a. Coordinate with the Superintendent, Water Division, NYPE, in setting up ships and cargo.
 - b. Furnish to Superintendent, Water Division, full information relative to loading dates and draft at completion.
 - c. In the event of "Shut Out" of freight, request through Water Division, NYPE, disposition of freight not loaded aboard ship.
 - d. Maintain current records of shipping activity, including destination and measurement and long tons of cargo lifted.
 - (1) Stowage survey to be approved by Local Board of Underwriters, American Bureau of Shipping or independent surveyors.
 - e. Prepare manifest and stowage plans.
 - f. Deliver to ship's Master the following:
 - Two (2) copies TC Manifest
 - One (1) copy Supply Manifest
 - Two (2) copies Stowage Plan
 - g. Dispatch through the Superintendent, Water Division, shipping information for overseas theaters and local NYPE distribution in accordance with the inclosed chart (Appendix No. 1). Sailing and cargo loading cables will be prepared and dispatched by the Superintendent, Water Division, NYPE.
3. Inbound Cargo: Army Area Transportation Officers will use the following procedure:

SECTION I

SOP 214

- a. On or before the arrival of the ship, coordinate with the Superintendent, Water Division, NYPE, in obtaining advance shipping information and disposition manifests.
 - b. Maintain records of arrival date, berth, ship's name and number, draft on arrival, measurement and long tons discharged, time discharge completed, and furnish the above information to the Superintendent, Water Division.
 - c. Supervise the discharge of cargo.
 - d. Accomplish Government bills of lading, covering ocean transportation, or convert Steamship Line Form to Government bill of lading to cover inbound ocean transportation as per TRX (Appendix No. 2).
 - e. Provide for inland dispatch of all items indicated on disposition manifest, and obtain rail routings from Traffic Division, Office of the Chief of Transportation, on the estimated number of cars in accordance with disposition instructions received from NYPE.
 - f. Forward to the Superintendent, Water Division, NYPE, full information covering this disposition on annotated inbound manifest, noting exceptions as per sample manifest (Appendix No. 3).
 - g. Issue Government bills of lading to cover rail, commercial truck or express shipment inland, and prepare and distribute War Department Shipping Documents. Before Government bills of lading are issued, the Port Transportation Officer will be requested to furnish the applicable procurement authority. One copy of any obligating document applicable to these funds will be furnished the Chief, Fiscal Division, NYPE, showing the money value obligated.
4. Army Chartered Vessels: Upon delivery of an Army chartered vessel, either voyage or time, a redelivery certificate will be secured from the owner.

REFERENCES:

ASF Manual M-401, subject: "WD Shipping Document".

TM 14-904, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 16 April 1945.

TM 38-412, subject: "United States Army and Navy Ocean Shipping Procedures", (Short Title OSPRO), dated 22 July 1946.

TC Circular No. 80-7, Revised, dated 16 October 1945, as amended by ASF Circular No. 97, dated 18 April 1946, and further amended by Circular No. 138, WD, dated 14 May 1946.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION I

SOP 214

TC Pamphlet No. 36, subject: "Procedure for Processing Shipments Returning from Overseas through Ports of Embarkation", dated 11 April 1945.

3 Appendices

1. Distribution Chart
2. Cy T&X
3. Manifest

DISTRIBUTION CHART

	European Theater Discharge <u>COPIES REQUIRED</u>	Mediterranean Theater Discharge <u>COPIES REQUIRED</u>
TC Manifest	15	21
Stowage Plans	9	9
Supply Manifests	3 *	3 *
Unused Manifest Stencils	1 Set	1 Set
Manifest Recapitulations	8	8
WD Shipping Documents Annotated with loading data, i.e., vessel name and number, loading date and stowage	1 **	1 **

* Add one (1) Supply Manifest on T.O.G. Shipments.

** One (1) additional copy WD Shipping Document furnished when shipping T.O.G.

Furnish four (4) additional copies of the Technical Service portion of Manifest when T.O.G., Army Exchange or Air Cargo is shipped.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

APPENDIX NO. 2

SOP 214

GA 87

UHBE V WAR NBJ 183 WD P P

FROM: WAR (WASHINGTON DC)

TO: DAA (FRANKFURT, GER), JCYN (CAIRO), JDBK (HQ AFRICAN ME THEATER) JJMT (CASERTA), KHYF (CINCPAC), KKMA (MANILA), KKER (HQ ANCHORAGE, ALASKA), WTJ (FT SHAFTER, TH), WVL (QUARRY HEIGHTS CZ), WVN (SANJUAN, PR), WVED (NOPE), WXCA (SEATTLE POE), WICB (NYPE), WXCC (SEPE), WYSZ (SANTA MARIA, AZORES), WYTU (MEEKSFIELD, KEPLAVIK, ICELAND), WYKE (NARSARSSUAK, GREENLAND), WYXN (HARMON FIELD, STEVENSVILLE, NEWFOUNDLAND), WET (BERMUDA BASE)

PROCEDURE FOR DOCUMENTATION AND PAYMENT OF VESSEL HIRE TO WSA ON FULL SHIPLOADS MILITARY AND CAD CARGO, AS WELL AS PAYMENT OF FREIGHT CHARGES ON LESS THAN SHIPLOAD LOTS MOVING ON COMMERCIALY OPERATED VESSELS FOLLOWS:

1. CHARGES FOR VESSEL HIRE ON FULL SHIPLOADS WILL BE PAID FOR ON THE BASIS OF PER DIEM RATES, OF WHICH YOU WILL BE INFORMED WHEN ARRANGEMENT HAS BEEN REACHED BETWEEN WSA AND WAR DEPARTMENT. FOR PLANNING PURPOSES ONLY IT IS ESTIMATED THESE RATES WILL BE APPROXIMATELY 2 000 DOLLARS PER DAY FOR LIBERTY VESSELS AND 2 300 DOLLARS FOR VICTORY CARGO VESSELS. THE GENERAL AGENT OR SUB AGENTS APPOINTED BY THE GENERAL AGENT AT PORT OF DESTINATION, WILL OBTAIN PROPER CERTIFICATION AS TO THE EXACT PERIOD VESSEL WAS IN USE BY THE ARMY, BEGINNING AT NOON OF THE DAY ON WHICH THE VESSEL WAS MADE AVAILABLE FOR LOADING THROUGH TO NOON OF THE DAY THE VESSEL COMPLETED DISCHARGE AT DESTINATION. THIS CERTIFICATION WILL BE DULY ACKNOWLEDGED BY APPROPRIATE ARMY AUTHORITY. BEFORE ISSUING SUCH OBLIGATION CITATION OF FUNDS WILL BE OBTAINED FROM LOCAL ARMY FISCAL OFFICE. ALL DOCUMENTS INCLUDING PUBLIC VOUCHER FORM 1113 WILL THEN BE FORWARDED TO THE GENERAL AGENT OF THE VESSEL IN THE US AS EVIDENCE OF THE SERVICE HAVING BEEN RENDERED AND TO JUSTIFY PAYMENT OF VESSEL HIRE BY THE FINANCE OFFICER TO WHOM THE BILL IS PRESENTED. SUCH SHIPS WILL

BE CONSIDERED AS ARMY VESSELS FOR PURPOSE OF DOCUMENTATION AND ONLY TRANSPORTATION AND SUPPLY MANIFESTS WILL BE PREPARED AND DISTRIBUTED IN ACCORDANCE WITH TM 38 - 412.

2. FOR CARGO MOVING IN LESS THAN SHIPLoads Lots on commercially operated vessels, a government bill of lading backed up by transportation corps manifest will be used, and on the face thereof will be indicated the allotment to which freight expenses are to be charged. When a government bill of lading is not available there may be used in lieu thereof but subject to same conditions a straight commercial ocean bill of lading currently in use by the steamship company, however, it will be necessary to convert to government bill of lading at destination. Only one original bill of lading should bear the following clause: "I CERTIFY THAT THIS DOCUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL ON BOARD WARSHIP LADING UNDER WHICH THE GOODS HEREIN DESCRIBED WERE LOADED ON THE ABOVE NAMED VESSEL AND THE ORIGINAL AND ALL OTHER COPIES THEREOF HAVE BEEN CLEARLY MARKED AS NOT TO BE CERTIFIED FOR BILLING, AS ONE COPY HEREOF HAS ALREADY BEEN SO CERTIFIED." THE ONE ORIGINAL BILL OF LADING, TOGETHER WITH A SUFFICIENT NUMBER OF COPIES FOR RECORD PURPOSES ARE TO BE FORWARDED TO ARMY REPRESENTATIVE AT PORT OF DESTINATION WHO WILL AFTER ACCOMPLISHMENT OR IN INSTANCE OF COMMERCIAL BILL OF LADING, AFTER CONVERSION AND ACCOMPLISHMENT, SURRENDER THE ORIGINAL TO THE STEAMSHIP COMPANY. THIS BILL OF LADING WILL BE PRESENTED BY STEAMSHIP AGENTS TO THE LOCAL FINANCE OFFICER TOGETHER WITH CERTIFIED COPY OF FREIGHT BILL AND COMPLETED PUBLIC VOUCHER FORM 1113 ATTACHED, IN ORDER TO SECURE PAYMENT OF FREIGHT CHARGES.

WDTC Form 145
Revised Ef
10 Apr 1944

TRANSPORTATION CORPS OCEAN MANIFEST

Cargo Laden on Vessel: Henry G. Connor From: Bremerhaven, Germany To: US Port On Convoy - Loaded at: Shed #15*
Service: ORD II Page 1

Port Ref No.	Item No.	Oversea Address	Quantity and Type Pkgs	Description	Weight	Cube	Stowage for Oversea US
40222	13	USA C ORD II B 28 M339NR3	1046 bxs	CARBINE US CAL 30 MI	111922	4707	Item 13 to Springfield Armory Springfield, Mass. S/A U 73 oars per day
40226	14	USA C ORD II B 21 M34ONRI	727	RIFLE US CAL 30 MI	111958	4762	Item 14 to Raritan Ord- nance Depot Metuchen, N.J. S/A U 1742 4 oars per day
40230	15	USA C ORD II B 21 M34ONR5	727 bxs	GUN, MACHINE CAL 30 M1919K4 (flex)	71460	2144	Item 15 to Schenectady ASF Depot Schenectady, N.Y. 2 oars per day

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF FREIGHT FROM POINT OF ORIGIN THROUGH NYPE

SOP NUMBER 215
18 June 1947

P R O C E S S I N G A N D M O V E M E N T O F M A I L

PURPOSE AND SCOPE:

This directive prescribes the processing and movement of mail through NYPE to and from overseas destinations.

DEFINITIONS:

Postal Concentration Center: An agency of the Post Office Department at which all mail for military forces served by Army Post Offices, c/o Postmaster, New York, is brought together for sorting and delivery to military postal authorities.

Air Mail and First Class Mail: That class of mail for which air transportation is authorized.

Prints and Parcels: That class of mail transported overseas via surface vessels.

STAFF SUPERVISION over the provisions of this procedure will be exercised by the Chief of Staff.

PROCEDURE:

1. First Class Mail:

a. Processing:

- (1) Mail will be separated by Postal Concentration Center to units, if quantity of mail received warrants such separation, made up in bundles which in turn will be inclosed in direct pouches labeled to geographical locations of proper Army Post Offices and Base Post Offices.
- (2) The Port Postal Division will furnish Postal Concentration Center with current information relative to location of units, discontinuance of Army Post Offices and routing of mail overseas.

b. Movement:

- (1) In compliance with schedule furnished the Postal Concentration Center by the Port Postal Division, direct pouches

of first class mail will be tied out at the latest possible time to connect with ATC flights from Westover Field, Mass., Navy flights from Floyd Bennett Field, and commercial flights from LaGuardia Field. Postal Concentration Center will be kept currently informed by the Port Postal Division regarding changes in flight schedules.

- (2) The Post Office Department will transport mail to the proper railroad station or airfield to arrive no later than specified on schedule furnished by Port Postal Division.

2. Prints and Parcels:

a. Processing:

- (1) Prints and parcels will be separated to units of address, made up in bags labeled to the proper APO by the Postal Concentration Center.
- (2) Bags will be separated according to overseas theaters and commands, and stored pending dispatch instructions from Port Postal Division.

b. Movement:

- (1) Port Postal Officer will inform Superintendent, Water Division, daily, of the amount of bags on hand.
- (2) Upon notification by the Superintendent, Water Division that shipping space has been allocated, Port Postal Officer will notify Postal Concentration Center of time and place of loading, amount and type of mail to be loaded and name and destination of vessel.
- (3) Postal Concentration Center will transport mail to designated place of loading.
- (4) Superintendent, Water Division will arrange with Chief, Intelligence and Security Division to properly safeguard mail during the process of loading and unloading.
- (5) Upon departure of vessel, Port Postal Officer will notify by cable, the theater or command concerned, including the name of vessel, amount of mail aboard and time of departure of vessel.
- (6) When mail is placed aboard vessel and receipt acknowledged, the Master of the vessel is responsible for its safeguarding.

3. Incoming Mail:

- a. Superintendent, Water Division will inform Port Postal Officer upon arrival of ships carrying incoming mail, giving the amount of mail aboard and time and place of discharge.
- b. Port Postal Officer will arrange with New York Post Office to transport mail to Morgan Annex, Foreign Mail, Incoming, where it will be worked and channeled into continental U. S. postal channels.

4. Incorrectly and Incompletely Addressed Mail:

- a. Postal Concentration Center will channel all incompletely or incorrectly addressed mail into the Army Directory Section, bundled either numerically or alphabetically, depending upon type of address shown.
- b. Unit locator files will be searched and proper address furnished, if available. Mail is then returned to Postal Concentration Center for normal processing.
- c. Mail for which a proper address cannot be furnished, or which bears a return to sender address, is stamped "Return to Sender Undeliverable as Addressed", distributed to individual cities or states, where the quantity warrants, and dispatched to New York General Post Office.
- d. When mail is received in quantity, addressed to an unknown unit, a cablegram will be sent to the overseas theater or command concerned, requesting such a unit be identified and such mail will be held pending receipt of necessary information.

5. Information Relative to Assignment and Discontinuance of APOs and Location of Units:

- a. Information concerning the establishment or discontinuance of permanent and temporary APOs will be received by letter from The Adjutant General, Washington, D. C.
- b. Port Postal Division will maintain a permanent Master Unit Mail Distribution Scheme which will be kept current and corrected by information received from overseas theaters and commands.
- c. Port Postal Division will correlate, analyze and disseminate the above information to the Postal Concentration Center for the proper distribution and dispatch of Army mail.

- d. The Troop Movement Division and the Special Service, Vessel Exchange, Troop Information and Education Supply Division, will be notified by the Port Postal Division of any changes in location, discontinuance or assignment of APOs.

REFERENCES:

Circular No. 75, subject: "Mail Service for Casuals and Replacements En Route to Oversea Destinations", War Department, dated 21 March 1947.

TM 12-205, subject: "The Army Postal Service", dated 21 May 1946.

AR 55-455, Paragraph 14, subject: "Mail", dated 17 March 1947.

HEADQUARTERS
NEW YORK PORT OF EMBARKATION
Brooklyn, N.Y.

TCNYP 310 R

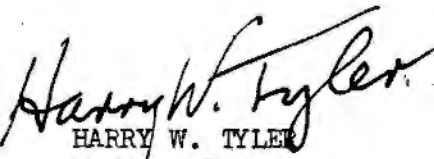
2 February 1948

SUBJECT: Standing Operating Procedure

TO: Distribution indicated below

Standing Operating Procedure No. 217, subject: "Freight Moving under Special Projects", consisting of Sections I, II, III and IV, is hereby rescinded in its entirety.

BY COMMAND OF MAJOR GENERAL PLANK:


HARRY W. TYLER
Major, AGD
Adjutant General

DISTRIBUTION:

Inspector General - 2
Chief, Cont & Plan Div - 10
Chief, Personnel Div
Chief, Military Personnel Br - 2
Chief, Civilian Personnel Br - 2
Chief, Int & Sec Div - 4
Chief, Port Sup & Fac Div - 2
Chief, Oversea Supply Div - 4
Chief, Troop Mvt & Tng Div - 7
Port Postal Officer
Port Transportation Officer - 10
Supt., Water Division - 10
Port Judge Advocate - 2
Port Chaplain
Chief, Surg & Med Sup Div - 3
Chief, Fiscal Division - 2
Chief, Port Proc & TC Sup Div - 4
Chief, Public Information Div

Chief, Engineer Division
Port Quartermaster - 2
Port Signal Officer - 2
Chief, Port Ord & Chem Div - 3
Port SS, VE, TI&E Supply Off - 3
Port Air Officer
Hq Commandant
AGF Liaison Officer
Chief, Amer Graves Regist Div - 2
American Red Cross
Executive Officer, TC Board
CO, Camp Kilmer - 10
CO, Fort Hamilton - 5
CO, Chas Small Boat W/S Basin

INFORMATION COPY:
Chief of Staff

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF CARGO FROM OVERSEAS TO ZI

SOP NUMBER 220
9 JUNE 1948

P R O C E S S I N G C A R G O R E T U R N E D F R O M
O V E R S E A S

S E C T I O N I

G E N E R A L P R O V I S I O N S

P U R P O S E A N D S C O P E :

This directive prescribes the procedure to be followed in processing shipments of cargo, including salvage, excess supplies and organizational equipment, returning from oversea theaters. All returning cargo (excluding authorized baggage) carried on Army-owned or Army-allocated vessels, all Army cargo on other than Army Vessels, and other cargo, as specified by the Chief of Transportation, is provided for herein, except shipments returning by air.

D E F I N I T I O N S :

Class "A" Property: New and unused property.

Class "B" Property: Reclaimed or used property which is still serviceable.

Class "C" Property: Unserviceable used property in condition to be reclaimed.

Class "D" Property: Unserviceable used property of the following types;

- a. Authorized to be returned (critical items of scrap) in accordance with TM 38-320, May 1947.
- b. Items not authorized to be returned for which reclamation is not justified after inspection at NYFE.

Valuable (Security) Cargo: Consists of items which require special handling or protection because they are extremely pilferable, fragile, sensitive, valuable, or subject to damage by temperature variations, such as precision instruments, secret items, gold and certain medical solutions. Valuable medical cargo is considered to include any kit, chest, or set containing narcotics, whiskies, wines and/or alcohol.

WDSD: War Department Shipping Document.

SECTION I

SOP NO 220

STAFF SUPERVISION:

1. The Chief, Oversea Supply Division, will exercise staff supervision over the inspection for violations by responsible port agencies of all inbound classes A, B, C and unauthorized D property inbound from overseas; will coordinate and supervise the disposition of this material in accordance with instructions from the chiefs of technical services; and will declare to Port Supply and Facilities Division class D property for which reclamation is not justified.
2. The Chief, Port Supply and Facilities Division, will exercise staff supervision over the disposition of all class D property authorized to be returned to the Zone of Interior.
3. The Chief, Troop Movement and Training Division, will have staff supervision over the disposition of all Army cargo accompanied by Army courier or voyage guard.

TECHNICAL SUPERVISION:

1. The Chief, Surgeon and Medical Supply Division, will maintain close liaison with civilian health authorities and will exercise technical supervision to assure that all laws, regulations, etc., governing quarantine measures are observed by the freight handling agencies as outlined in NYPE Standing Operating Procedure Number 410, dated 9 September 1947.

PROCEDURE:

1. It is the policy of the New York Port of Embarkation to secure complete cargo disposition instructions prior to the vessel's arrival.
2. a. On vessels for which disposition instructions and Technical Service Releases have not been received in sufficient time to prevent pier congestion, the Cargo Loading Committee will make the decision as to the date on which vessels will be taken on berth.
- b. In the event that no advance papers (cables, manifests, etc.) have been received, the Superintendent, Water Division, will:
 - (1) Secure pertinent cargo data from vessel and/or port of loading, by radio, three (3) days prior to arrival of the vessel. This information will be used for planning purposes by the freight handling agency responsible for discharging the ship.

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- (2) Upon arrival, secure from the vessel and make immediate distribution of available copies of the ocean manifest to agencies furnishing cargo disposition instructions.
- c. When a vessel is diverted to another port under the jurisdiction of NYPE, and advance shipping papers have been received, the Superintendent, Water Division will collect the sub-sections of the manifest, annotated to show disposition instructions and transmit by air mail to the newly scheduled port of discharge. All cables concerned will be transmitted to the new port of discharge by TWX.
- d. T C Manifests, Supply Manifests and Stowage Plans will be obtained from vessels, on arrival, and transmitted to the Superintendent, Water Division, except in commercial discharge when such papers will be transmitted to the Port Transportation Officer. Bills of Lading will be transmitted to the Port Transportation Officer in all instances.
- e. Water Division will reproduce necessary copies of the ocean manifest from the manifest stencil furnished by the oversea theater.

3. Violations:

- a. Failure of radios and manifests to arrive, or the failure of such papers to be prepared in sufficient detail, or to arrive in sufficient time to permit planning for arrival of vessels and handling of cargo, will be reported to the appropriate oversea command by the Superintendent, Water Division, by radio.
- b. Improper processing, packaging, packing, marking, loading and handling will be reported on WD AGO Form 469 (Reports Control Symbol - WDGSP-66) to Oversea Supply Division in four (4) copies for review, signature and forwarding by airmail in three (3) copies to Chief of Transportation for appropriate overseas theater.
 - (1) Freight handling agencies discovering such violations except loading and handling, will notify the Oversea Supply Division in order that arrangements may be made for technical inspection.
 - (2) Improper handling or loading will be reported by freight handling agencies on WD AGO Form 469 as above.
 - (3) Improper processing, packaging, packing and marking will be reported by technical inspectors on WD AGO Form 469 as above.
- c. In the event corrective measures cannot be obtained by the methods specified in a and b above, the violations will then be reported to the office of Chief of Transportation, Washington, D. C., attention: Supply & Facilities Division.

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- d. When Oversea Commanders return material other than new, serviceable or economically repairable, specifically indicated in "List of Items Authorized to be Returned to the Zone of Interior," Oversea Supply Division will report violation on TCNYP Form 831, Reports Control Symbol WDGSP-139, three working days after detection. Violation reports will be distributed as follows;
- 2 - (original and one (1) copy) to Commanding General of the Oversea Command.
 - 1 - SS&P, Washington, D.C., Attn: Distribution Branch.
 - 1 - appropriate Chief of Technical Service.
 - 1 - Receiving Depot.
- (1) Violation reports received from depots will be indorsed by Oversea Supply Division to the appropriate oversea command and forwarded in duplicate.
4. The procedure governing the handling of prohibited or restricted items of cargo is furnished in Standing Operating Procedure Number 410, NYPE, subject: "Quarantine."

REFERENCES:

- Circular 180, WD, "Duty-free Admission of War Materials," 18 June 1945.
- Circular 107, WD, "War Trophies," dated 12 April 1946.
- Circular 146, WD, "Inspection," (to remove explosive hazards from material returned from overseas), dated 17 May 1946.
- Circular 295, WD, Section V, "Report of Damaged or Improper Shipment," dated September 1946.
- Circular 300, WD, "Container," dated 5 October 1946.
- Circular 305, WD, Section XII, "Report of Damaged or Improper Shipment," 5 October 1945.
- TC Pamphlet No. 36, "Procedure for Processing Shipments Returning from Overseas through Ports of Embarkation," dated 11 April 1945.
- Letter File TCSAF-ID 400.16, D.A., O.C.T., subject: "Report of Improper Shipment," dated 3 June 1948
- TM 38-205, "Army Supply Procedures, Parts I, II, and III," dated 21 October 1943, as amended.
- TM 38-412, short title: "OSPRO," dated March 1945
- TM 38-413, "Theater Shipping Document," dated 5 February 1945.

TM 38-414, "Army Marking Directive," dated May 1945, as amended.

Miscellaneous Letter No. 170, SPTTC PB 523.06, "Distribution of Theater Shipping Document," OCT, dated 21 May 1945.

Miscellaneous Letter No. 190, TCMAN 321, "Reorganization of Oversea Supply Division at Ports of Embarkation, 31 December 1947.

Miscellaneous Letter No. 285 (Revised), SPTTC-PB 569-4 "Special Distribution - Transportation Manifest Covering Returning Cargo," dated 14 February 1946.

Miscellaneous Letter No. 133, TCSUP 333, "Inspection of Returned Overseas Materiel," dated 5 November 1946.

ASF Manual M401, "War Department Shipping Documents," dated 25 January 1944, as amended.

WD Memorandum No. 700-45, dated 8 May 1945, which assigns responsibilities to ports of embarkation to insure that returning vehicles, weapons and major items of equipment have been properly inspected and tagged as free from explosives.

WD Memorandum No. 700-50-18, "Violations of Instructions for Return of Military Property from Overseas (Reports Control Symbol WDGSP-139)" as amended, dated 7 August 1947.

WD Memorandum No. 55-455-1, "Safeguarding Narcotics on Army Vessels," dated 6 November 1946.

DA & AF Circular No. 120, AF Letter 75-43, "Overseas Shipments of Privately Owned Vehicles," dated 30 April 1948.

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF CARGO FROM OVERSEAS TO ZI

SOP NUMBER 220
10 JUNE 1948

P R O C E S S I N G C A R G O R E T U R N E D F R O M
O V E R S E A S

S E C T I O N I I

O B T A I N I N G C A R G O D I S P O S I T I O N I N S T R U C T I O N S

1. The Superintendent, Water Division, will receive shipping information, including manifests, cables, stowage plan, etc., from overseas pertaining to shipments of returning cargo, reproduce required copies, and distribute to interested agencies. Distribution of manifests will be made as per Chart No. 1, as soon as port of discharge is definitely known and no later than five (5) days prior to the berthing of the vessel.
2. A summary of the items, as segregated on the ocean manifest, requiring disposition, and the agencies responsible for obtaining disposition, are indicated on Chart No. 1 (attached).
3.
 - a. The respective supply agencies will obtain disposition instructions from the appropriate chief of technical service for Classes A, B, and C supplies, using automatic consignees to the greatest extent practicable. Disposition instructions, together with any special handling instructions, will be entered on the manifest. Four copies, one of which is signed for identification, will be forwarded to the Port Transportation Officer at the earliest possible date, but in no case later than three days prior to the vessel's arrival, except in cases where such papers have not been made available in time to complete such action. Two copies will be retained by the port agency.
 - b. Whenever complete disposition instructions cannot be secured within the allotted time, supply agencies responsible for furnishing disposition will furnish the Port Transportation Officer with disposition for the maximum number of items, with a notation made for all items lacking disposition. When such disposition instructions become available, they will be transmitted by the supply agency in the required number of copies to the Port Transportation Officer.
 - c. When a supply agency finds any item on its section of the manifest for which it is not responsible, that agency will contact the agency responsible for furnishing

SECTION II

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disposition instructions for such items, transmitting all pertinent information regarding these items. In the event that the responsible agency cannot be determined, the items under question will be referred to the appropriate NYPE agency having staff supervision over disposition of the supplies concerned. The agency originally having the manifest will refer such items to the proper agency, and a notation will be made on the manifest sub-section indicating the action taken. The agency finally obtaining disposition will include the items concerned in its section of the manifest, showing full consignee data, and transmit the sub-section to the Port Transportation Officer in the normal manner.

4. The Port Transportation Officer will receive from the respective supply agencies four copies of the manifest annotated with disposition instructions. He will obtain from Movements Control Division, OCT, the necessary transportation releases and routing and will enter on the manifest all transportation data, to include name of carrier, rail routing and destination. The supply sub-sections will be bound into full manifests and three copies will be transmitted at the earliest possible date to the Superintendent, Water Division. One copy will be retained in the jacket file, Port Transportation Division. For vessels discharging at commercial piers under the control of the Port Transportation Officer, Port Transportation Division will retain the three copies of the manifest normally transmitted to the Water Division, to be used for disposition of returning cargo.
5. When cargo is discovered on a vessel not covered by previously issued instructions, not manifested or not identifiable on manifest but later identified through inspection, the freight handling agency responsible for discharge of the vessel will originate Form TC-2-19, "Disposition Instructions for Frustrated Supplies," (six copies). One copy will be filed in suspense, one copy furnished the Port Transportation Division for information, and four copies transmitted to the supply agency responsible for obtaining consignee information. Forms TC-2-19 will thereafter be annotated and distributed as follows: One (1) copy for file, three (3) copies to Port Transportation Division. The Port Transportation Division will retain one (1) copy and forward two (2) copies with transportation releases to the Water Division.
6. Unidentifiable cargo will be inspected by the Port Transportation Officer; cargo remaining unidentified after inspection will be referred to the Port Supply and Facilities Division on Form TC-2-19, for disposition instructions.

7. Navy Property: The Port Transportation Officer will contact the Naval Supply Depot and arrange for pick-up of property. The Superintendent, Water Division will secure signed receipt from the truck driver, when pick-up is accomplished, and forward the receipt to the Port Transportation Officer.

DISTRIBUTION CHART OF ADVANCE INFORMATION ON RETURNED CARGO

AND

RESPONSIBILITIES FOR CARGO DISPOSITION

RECEIVING AGENCIES	T C MANIFEST (Full Copy)	T C MANIFEST (Appropriate Section)	SUPPLY MANIFEST (Full Copy)	SUPPLY MANIFEST (Appropriate Section)	STORAGE PLAN	BILL OF LADING	CARGO
Movements Cont., Wash., D.C.	1						
Ordinance, Wash., D. C.		2		1			
Quartermaster, Wash., D. C.		2		1			
T C, Maint., Wash., D. C.		2		1			
T C, Washington, D. C.		2		1			
Medical, Wash., D. C.		2		1			
C W S, Wash., D. C.		2		1			
Engs, Schenectady, N. Y.				1			
Chief Of Staff		*6		1			Non-Army cargo, incl: Lend-Lease or other special cargo.
Overseas Supply Division		*6	1				Classes A, B, & C Maint. Supplies; Class "D" Maint. Supplies not authorized for return to the I/I.
Port Ordnance & Chem. Div.		1					Tech. Service Vehicles; Ammunition; Explosives.
Troop Movement & Training Division		*6		1			Force Marked Org. Imped.; Courier & Voyage Gd. Matl; Pets.
Port Veterinarian		1					Pets
American Express Co.		1					Pets
A O R S				1			Current Dead
Surg. & Medical Sup. Div.		1					Current Dead
Port Adjutant General		*6		1			A.G. Supplies; non-current records.
Port Supply and Facilities Division		*6		1			Authorized Class "D" Supplies; Unidentifiable Cargo.
American Red Cross		*6		1			A R C Material
Air Forces Liaison		*6		1			Air Forces Supplies
Port Postal Officer		2					Mail-Automatic Disposition
Navy Port Director		1					Navy-Automatic Disposition
Navy, Bayonne, N. J.		1					Navy-Automatic Disposition
Customs Section, 1st Army, Governors Island	4						
Port Transportation Division	2			1		3	(Operational) Unaccompanied Baggage Household Goods Autos
Water Division	9	*6		1	2		(Operational) Accompanied Baggage

* Receiving Agencies will enter disposition instructions on starred (*) manifests.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF CARGO FROM OVERSEAS TO ZI

CHANGE NO. 1
SOP NUMBER 220
2 OCTOBER 1947

P R O C E S S I N G C A R G O R E T U R N E D F R O M
O V E R S E A S

SECTION III

DISCHARGE OF CARGO FROM VESSELS

1. Section III, Standing Operating Procedure No. 220, subject:
"Discharge of Cargo from Vessels", dated 8 September 1947,
is amended as follows:
 - a. Delete the second sentence of subparagraph 2a entirely.
 - b. Add subparagraph 3c as follows:
 - "c. Arranging with the Headquarters Commandant for orders covering the necessary personnel in the event that it is necessary for guards to accompany shipments to destination".

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF CARGO FROM OVERSEAS TO ZI

SOP NUMBER 220
8 September 1947

P R O C E S S I N G C A R G O R E T U R N E D F R O M
O V E R S E A S

SECTION III

DISCHARGE OF CARGO FROM VESSELS

RESPONSIBILITIES:

1. The Superintendent, Water Division, will be responsible for:
 - a. Making necessary arrangements for berthing ships in coordination with the Cargo Loading Committee.
 - b. Furnishing all lighterage facilities except those provided by the railroad.
 - c. Preparing and distributing the Inward Report of Ships Activities (Reports Control Symbol TCHYP-OW-112).
 - d. Unloading all ships docking at Army piers direct to piers, barges or to cars or trucks; and checking, tallying, and loading such cargo for inbound shipments in accordance with cargo disposal instructions. Preparing for Port Transportation Officer detailed tally, Form TC-8-3079, of contents of rail or truck shipments originated at piers for the preparation of bills of lading and WDSOs.
2. The Chiefs, Port Technical Services, will be responsible for:
 - a. Indicating any special shipping instructions such as special handling, need for guards, etc. in the consignee column of the manifest. ~~In the event that it is necessary for guards to accompany shipments to destination, the chief of technical service concerned, will arrange with the Headquarters Commandant for orders covering the necessary personnel.~~
 - b. Providing memorandum notice to the Chief, Intelligence and Security Division, of all critical or security cargo of a pilferable nature listed on the manifest. Subject notice will state the vessel, manifest item number, brief cargo description, and pier at which vessel will berth.

3. The Port Transportation Officer will be responsible for:

- a. Coordinating with commercial carriers and shippers to insure that all NYPE responsibilities are met in connection with the discharge of returned cargo at railroad or commercial piers, and with the checking, tallying and loading of such cargo for inbound shipment in accordance with disposition instructions. A copy of tally on freight, bearing notation of any evidence of pilferage, overages, shortages, and damages, etc, will be forwarded to the Superintendent, Water Division, for the preparation of corrected manifest;
- b. Arranging for guards on commercial piers when military supplies are being held thereon pending disposition.

c. See Ch 1

4. Cargo Segregation and Classification will be carried out by the operating agency handling the discharge of the ship and will be limited to the extent necessary to reconstitute line items on the manifest into different consignee groups. Items within consignee groups will be segregated whenever possible by freight classification to allow maximum advantage from straight carload freight rates. When such classification is impossible, items of mixed freight rates, destined for one consignee, may be mixed in one car under the provisions of TC Circular 60-3. Bills of Lading on this procedure will be written from tallies. Items which obviously appear to be salvage at first inspection will be disposed of as salvage without detailed inspection, and this disposition reported to Port Transportation Division if vessel is discharged at an Army pier.
5. Repacking and Recoopering: The operating agency controlling the discharge of the freight will be responsible for arranging with the Port Quartermaster for any repacking which can be accomplished expeditiously and which is necessary to accomplish the disposition of supplies. At Army piers, the Water Division will perform any recoopering required in order to meet packing and crating requirements for US Army shipments. At commercial piers, recoopering will be performed by the commercial carrier when possible. However, the Port Transportation Officer is responsible for insuring that crating requirements for US Army shipments are met.
6. Inspection and Tagging: The agency controlling the discharge of the ship will be responsible for:
- a. The inspection of all inbound cargo for:
 - (1) Inclusion of live or inert ammunition and/or explosives, sealed gas cylinders or fuel tanks and other types of dangerous materials, giving particular attention to tanks and other vehicles,

uncased weapons, metal scrap, dunnage and ballast. Particular attention will be given aboard ship to spaces behind sweat boards, open bilges, ventilators, etc.

- (2) Inclusion of narcotics, or valuable medical, security or classified Signal Corps equipment, and the proper identification and marking of such shipments. The necessary inspections and disposition will be accomplished by the appropriate technical service.
- b. That all returning vehicles, weapons, or other major items of equipment have been properly tagged in accordance with WD Memorandum 700-45. If not properly tagged, the freight handling agency will inspect and tag subject items, requesting technical assistance from the appropriate Port Technical Service when necessary. In accordance with WD Memorandum 700-45, the Port Technical Service will furnish the Port Transportation Officer with a certificate to the effect that such shipments have been properly screened by competent personnel and do not contain material of an explosive nature. This certification will be filed by Port Transportation Division in the ship's jacket file. Upon determination that explosives are contained within the vehicle, weapon or piece of major equipment, the freight handling agency will request the Port Ordnance and Chemical Officer to arrange for its removal.
- c. The freight handling agency will make spot checks of tagged returning vehicles, weapons, and other major items of equipment for explosives, requesting technical assistance from the Port Ordnance and Chemical Officer, in accordance with TC Circular 45-8, Revised, "Intelligence and Security - Screening of Oversea Salvage and Returning Cargo", dated 28 May 1945. In the event that explosives are found the Port Ordnance and Chemical Officer will arrange for their removal. Violations will be filed on any returning equipment tagged but containing explosives in accordance with the established procedure and an additional copy will be prepared for the Chief of Transportation.
- d. The freight handling agency will request such assistance from the Port Technical Services at time of discharge as is necessary to insure proper identification of vehicles in order to prepare correct shipping documents and to make corrections on manifests when required.
- e. Organizational clothing, textiles and bed clothing not marked "Dry cleaned" or "Disinfested" will be placed on a separate portion of the pier and tagged or otherwise marked. The Port Quartermaster will provide for the disinfection of such clothing, etc. Each

container will be marked "Disinfested with Methyl Bromide Gas".

7. Returned unaccompanied baggage will be handled as directed by Standing Operating Procedure No. 230, subject: "Processing and Movement of Personnel Baggage", this headquarters.
8. Returned household goods will be handled as directed by Standing Operating Procedure No. 231, subject: "Authorized Baggage Other than Personal", Section I, "Household Goods", this headquarters.
9. Returned privately-owned automobiles will be handled as directed by Standing Operating Procedure No. 231, subject: "Authorized Baggage Other than Personal", Section II, "Receiving and Processing of Privately-Owned Vehicles at NYPE", this headquarters.
10. Each tally covering returnable containers will bear a notation showing the designation and address of the office administering the contract or other procurement instrument under which the product was purchased and the number of such contract or instrument. This listing will include the serial numbers of the containers involved and will be transcribed to the shipping documents.
11. Freight handling agencies will insure collection by ship's Transportation Agent or forwarding in accordance with AR 55-160, of charges assessed for shipments of non-allowable personal belongings, etc, aboard Army transports or ships bare-boated to the Army.
12. The Port Ordnance and Chemical Officer will be responsible for performing all processing or deprocessing required for the movement of returning vehicles to new consignees.
13. Narcotics and medical supplies will be handled under the provisions of Section I, "Critical and Security Cargo", SOP No. 212, this headquarters.
14. Shipment of Returned Freight to Interior:
 - a. Port Transportation Officer will be responsible for:
 - (1) Moving all inbound cargo from NYPE terminals to its appropriate destination by the most efficient and expeditious transportation available.
 - (2) Obtaining necessary transportation releases from the Chief of Transportation for inbound rail, express, and truck movements.
 - (3) Ordering railroad equipment, lighters, or highway vehicles required in forwarding shipments to ultimate destinations or

in inter-dock movements of shipments to be consolidated.

- (4) Arranging for the necessary drivers for vehicles which are to be handled as drive-away units.
 - (5) Removal to intransit warehouse of LCL shipment for which no disposition has been obtained and holding until receipt of disposition instructions from the appropriate technical service. At Staten Island Terminal, LCL shipments will be consolidated by the Water Division.
 - (6) Arranging to return to US Customs, General Order Warehouse, NYPE, all narcotics, alcohol, and whiskey coming within his jurisdiction as a result of package confiscation, inspection, etc. The Port Medical Supply Officer may accept for the Medical Department all narcotics, alcohol, and whiskey confiscated by US Customs.
 - (7) Obtaining guards to accompany shipments to destination when the port technical services specify that subject cargo must be shipped under guard.
 - (8) The removal of non-disinfested shipments of clothing or textiles from the piers on direction of the Port Quartermaster. Upon completion of disinfestation process, arrange for shipment to destination.
 - (9) Accomplishing original Government Bills of Lading.
 - (10) Preparing inland Bills of Lading on shipments to be forwarded by commercial carriers.
 - (11) Dispatch of teletype "Repships", in accordance with current War Department directives, upon receipt of the out tally (WDSD).
 - (12) Supervising the loading, blocking, lashing, bracing, and chocking of shipments made from piers by rail or truck equipment.
15. Clearance of Cargo through US Customs: The freight handling agency, discharging the ship, will forward one copy of the ocean manifest to the Transportation Section, First Army, 25 Broad Street, New York, which clears all import cargo through US Customs. One copy of the clearance is delivered by the Transportation Section, First Army, to the Port Transportation Officer for the ship's jacket file.

PROCESSING AND MOVEMENT OF CARGO
MOVEMENT OF CARGO FROM OVERSEAS TO ZI

SOP NUMBER 220
8 September 1947

P R O C E S S I N G C A R G O R E T U R N E D F R O M
O V E R S E A S

SECTION IV

DOCUMENTATION OF RETURNED SHIPMENTS

1. The main function of NYPE in connection with returning cargo is one of freight handling as part of the movement thereof to the interior. Accordingly, tallying and checking of freight by NYPE will be limited to that which can be readily accomplished in the course of unloading. Inasmuch as the only documentation records on returning cargo will be maintained by the freight handling agency, it is imperative that information on documents kept for record be placed in a readily accessible file.
2. Files kept on returned supplies will be limited to those which can be easily assembled from papers resulting from segregation, checking and inspection.
 - a. The Port Transportation Officer will maintain a jacket file by ship, containing the ship manifest, ocean bill of lading (where applicable), WDSDs prepared for overland movement and the US bill of lading for all cargo returned.
 - b. The Water Division will maintain a file limited to those documents required in its operation.
3. WDSDs will be prepared in accordance with ASF Manual M401. Commodity description, including weight and cube, number of boxes or pieces, ship's manifest item number, ship's name and number and marking will be shown as indicated on the ocean manifest. Where applicable, theater shipping documents from the supply manifest aboard the vessel will be used as a source of additional information. All WDSDs on shipments returned via NYPE will be stamped "Returned" in the lower right corner.
4. Tally numbers may be assigned to each shipment in the following manner:
 - a. The assigned schedule of block numbers will be utilized by the appropriate freight handling agency. Prefixed to each tally number will be the letter "R". Only one tally number will be assigned to each returning shipment.

5. Shipping papers furnished to consignees will be limited to the bill of lading "Repship", three copies of the Port-prepared WDSD and one copy of the theater shipping document when available.
6. Annotations on Damaged Vehicles:
 - a. The operating divisions initially receiving freight will be responsible for the non-technical inspection of all unboxed vehicles, both general purpose and shop trucks, returned from overseas through NYPE.
 - (1) Notations will be made on the WDSD for each vehicle and OVM containers, insofar as can be determined from a visual inspection. For example, one or more of the following notations may be appropriate:
 - (a) Right front fender damaged.
 - (b) Left door glass broken.
 - (c) Left windshield broken.
 - (d) Body badly dented on left side.
 - (e) Left headlight missing.
 - (f) Vehicle in good condition.
 - (g) OVM container opened.
 - (h) Straps missing on OVM containers.
 - (2) In addition, the operating division initially receiving freight will request the assistance of technically qualified personnel from the appropriate technical service to accomplish the inspection of shop trucks and properly annotating the condition of vehicles on WDSDs. In instances where shop trucks are received with body doors open, the doors will be welded shut, or the body will be sealed and the serial numbers shown.
 - (3) The Port Ordnance and Chemical Officer and the Chief, Engineer Division, will furnish, on the request of the operating division initially receiving freight, technically qualified personnel for the purpose of inspections as outlined in paragraph 6 a (2) above.

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- (4) The Port Transportation Officer will indicate on the Bill of lading, from information contained on the WDSD, the condition of each vehicle and accompanying accessories, as outlined in paragraph 6 a (1) and (2) above.
7. In commercial discharge, a representative of the Port Transportation Division will be present to render assistance in identification, segregation, and sorting of cargo and to initiate action on cargo for which disposition instructions have not been obtained. This includes cargo discharged but not manifested and cargo not identifiable on manifest but later identified on inspection. The representative of the Port Transportation Division will not normally check or tally all inbound freight and will perform only such checking and tallying required to insure accuracy and completeness of the commercial carrier's check. WDSDs will be prepared and distributed by the Port Transportation Division.
8. Distribution of shipping documents on cargo unloaded directly into rail car or truck will be made as follows:
 - a. The freight handling agency will:
 - (1) Check freight off vessel and prepare WDSDs giving available supply information. Port Transportation Division will furnish transportation information and bill of lading number prior to loading.
 - (2) Transmit advance documents to consignee.
 - (3) Transmit five copies to Port Transportation Division and retain one copy for file.
 - b. The Port Transportation Division will place copies 1 and 2 in rail car or truck, issue inland bill of lading and file copy 3 with property shipped copy of bill of lading; copy 4 to consignee as repship; copy 5 in ship's jacket file.
9. Distribution of shipping documents on cargo discharged to a lighter or to a pier prior to loading for movement away from the Port will be made as follows:
 - a. The freight handling agency discharging the vessel will:
 - (1) Check freight off vessel and prepare WDSDs giving full supply information.

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- (2) Retain one copy and transmit one copy to the freight handling agency loading freight into final transportation units for inland shipment. This agency prepares WSDSs and handles as prescribed above.
 - b. In the case of shipments moving by lighter from NYPE terminals to railroad terminals for loading, lighter manifests may be used in lieu of WSDSs. The Port Transportation Division checkers at the railroad terminals will prepare the necessary number and type WSDSs for inland shipment, from which the inland bill of lading will be prepared by the Port Transportation Division. To eliminate delay in the dispatch of the advance WSDSs on lightered shipments, the total weight of shipment will not be indicated on the advance copy when such information is a track weight.
10. The distribution of shipping documents on shipments of equipment requiring deprocessing prior to inbound shipment will be made as follows:
- a. The freight handling agency will:
 - (1) Check freight off vessel and prepare seven copies of WSDSs giving complete supply information.
 - (2) Retain one copy for file and transmit the balance to the agency deprocessing the equipment, together with the shipment.
 - b. The agency deprocessing the equipment will:
 - (1) Add the bill of lading number and transportation data furnished by Port Transportation Division and transmit the advance documents.
 - (2) Retain one copy for file and transmit four copies to Port Transportation Division, together with the deprocessed equipment.
 - c. Port Transportation Division will:
 - (1) Place two copies in rail car with shipment.
 - (2) Attach one copy to the Bill of Lading.
 - (3) Issue inland bill of lading and place in jacket file with one copy of the WSDS.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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- d. Drive-Away Units. In the event that vehicles are handled as drive-away units to consignee, no advance document will be mailed. In lieu thereof, copies 1, 2, and 6, will accompany vehicle to consignee.

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

SOP NUMBER 230

4 August 1947

P R O C E S S I N G A N D M O V E M E N T O F
P E R S O N A L B A G G A G E

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

This directive prescribes the procedure for the movement and processing of personal baggage through NYPE to and from oversea destinations.

DEFINITIONS:

Dependents: As used herein are members of the family of United States Armed Forces personnel and of United States Civil Service personnel who are authorized by competent travel orders to move through the New York Port of Embarkation.

Civilians: As used herein are persons not members of the United States military forces who have baggage authorized for shipment at government expense and include members of the American Red Cross, members of USO units, civilian employees of the War and Navy Departments and their dependents, traveling under competent orders.

Personal Baggage: Includes duffel bags, barracks bags, flying bags (B-4 and A-3 bags), trunk lockers, trunks, hand bags, bedding rolls, and other similar containers. Any of such baggage may contain items of T/E 21 clothing and equipment, personally owned clothing and equipment, and other items authorized in travel, movement, or shipment orders.

1. Cabin or troop space baggage is that portion of personal baggage which can be carried by hand and which is stowed in cabin or troop space so as to be readily accessible during movement.
2. Hold baggage is that portion of personal baggage stowed in the hold of a vessel.
 - a. Accompanied hold baggage is that portion of the total hold baggage stowed in the hold of the same vessel on which the owner is traveling.
 - b. Unaccompanied hold baggage is that portion of the hold baggage shipped in a vessel other than the one on which the owner is traveling.

Unstaged Persons are persons not staged at Fort Hamilton or Camp Kilmer.

PROCEDURE:

1. General Responsibilities:

- a. The Chief, Troop Movement and Training Division, will exercise staff supervision over the provisions of this SOP.
- b. The Port Transportation Officer will be responsible for the establishment and operation of a General Baggage Office at Brooklyn Army Base, to receive and/or process unaccompanied baggage and baggage of unstaged personnel for movement to and from overseas, and will be responsible for coordinating the movement of baggage to and from staging areas. He will also be responsible for the movement of baggage by commercial vessel, and insofar as is practicable will carry out such activities in accordance with the provisions of this SOP.
- c. The Commanding Officers, Camp Kilmer and Fort Hamilton, will be responsible for receiving and processing accompanied baggage of all personnel staged at their respective commands and moving to overseas theaters. They will also be responsible for receiving and processing accompanied baggage of all personnel returning from overseas and moving to staging areas.
- d. The Superintendent, Water Division, will be responsible for the loading and discharge of baggage to and from vessels berthed at Army piers.

2. Port Call: When issuing the Port Call for dependents and civilians for movement overseas, the Troop Movement and Training Division will include adequate instructions concerning precautionary measures, proper packing, authorized weight, limitation as to number of pieces, labeling and shipment of baggage, and the surrender of baggage claim stubs. Appropriate baggage stickers will be inclosed with the instructions.

3. Advance Information: Copies of pertinent Port Calls for personnel moving to oversea theaters will be furnished by the Troop Movement and Training Division to the Commanding Officers, Camp Kilmer and Fort Hamilton, and the Baggage Officer, Port Transportation Division, who will then make necessary preliminary plans for warehousing and processing baggage.

4. Patients: Cabin baggage and hold baggage will accompany patients at all times.

5. Inquiries and Correspondence Concerning Baggage:

- a. Records Maintenance: The Port Transportation Officer will be responsible for maintaining in a Central Baggage Office, complete

SECTION I

SOP 230

records and files, including records and files of all baggage movements heretofore maintained by other Port agencies.

- b. Central Clearance: All correspondence and inquiries received by Port agencies concerned with tracing baggage, or requesting information in connection therewith, will be initially cleared through the Records Section of the Baggage Office, Port Transportation Division.
- (1) The Baggage Office will reply to all correspondence and inquiries where the records indicate the status, receipt or disposition of baggage.
 - (2) When status, receipt or disposition of baggage cannot be established, correspondence and inquiries will be referred to the Baggage Clearance Unit for further tracing and reply.

REFERENCE:

Circular No. 357, War Department, subject: "Oversea Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets, and Professional Books and Papers", dated 4 December 1946.

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

CHANGE NO. 1
SOP NUMBER 230
4 MARCH 1948

P R O C E S S I N G A N D M O V E M E N T O F
P E R S O N A L B A G G A G E

SECTION II

CABIN BAGGAGE

Delete all of paragraph 6 and substitute the following therefor:

6. Procedure for Handling Cabin Baggage Arriving from Overseas.

a. Tagging Prior to Arrival:

- (1) Transport Commander will issue colored tags for all cabin baggage of all personnel except:
 - (a) Male Enlisted Personnel scheduled for processing at Camp Kilmer, N.J.
 - (b) Officers with rank of Colonel or higher and their dependents.
 - (c) Civilians with grade equivalent to rank of Colonel or higher and their dependents.
 - (d) Naval Officers and their dependents and personnel listed in (5) below.
- (2) Transport Commander will check to assure that colored tags, as designated below, are placed on the baggage in conspicuous places. Baggage of patient personnel will be tagged as far as practicable.
- (3) The following color scheme for tagging baggage will be used.
 - (a) Blue Tag - Camp Kilmer: Unaccompanied Army Officers, Female officers, female enlisted personnel, and male and female military personnel married to each other, except officers with rank of Colonel or higher.
 - (b) Red Tag - Fort Hamilton: Unaccompanied American dependents; also Army Officers and Enlisted Men with their dependents or War Brides.
 - (c) Green Tag - War Department civilians and their dependents.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION II

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SOP 230

- (d) Yellow Tag - All unaccompanied War Brides.
 - (e) Grey Tag - American Red Cross personnel, Civilian Marine Employees, AES employees and their dependents.
 - (4) Unaccompanied Enlisted Personnel (male) will keep their hand baggage in their possession at all times and deliver it to truck at foot of gangplank.
 - (5) Officer couriers and their detailed enlisted men, without dependents, and all "Paperclip" personnel and their dependents will retain their baggage for special handling at Fort Hamilton.
- b. Assembly Prior to Docking:
- (1) The Transport Surgeon will assemble, prior to docking of vessel, all cabin baggage of patient personnel in a central location for ready discharge.
 - (2) Transport Commander will assemble all cabin baggage of the following passengers in a separate group for ready discharge upon docking of vessel:
 - (a) Officers with rank of Colonel or higher and their dependents.
 - (b) Civilians with grade equivalent to rank of Colonel or higher and their dependents.
 - (c) Naval Officers and their dependents.
 - (3) All other cabin baggage will be assembled in groups, according to colors, in location designated by cable from the Superintendent, Water Division, NYPE.
- c. Unloading and Segregation: Assembled baggage will be unloaded by the Water Division and will be segregated on pier in accordance with stanchions lettered to designate sorting areas.
- d. Customs Clearance: All cabin baggage for military, Naval, and Department of the Army or Department of the Navy civilian personnel and the dependents of either will be given blanket customs clearance providing:
- (1) Such baggage arrives on an Army Transport.
 - (2) Such baggage has been properly tagged with WD AGO Form 55-9 Customs Certificate, properly authenticated.

- (3) Such baggage has been listed under owner's name on Transport Commander's Blanket Customs Declaration.
- e. Dispatch from Piers: All cabin baggage, other than that required for Customs Clearance, will be loaded directly from ship to transportation provided. Personnel for loading baggage will be supplied by the Superintendent, Water Division. The staging area concerned will provide the necessary transportation in accordance with the instructions issued by Troop Movement and Training Division.

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

SOP NUMBER 230
4 August 1947

P R O C E S S I N G A N D M O V E M E N T O F
P E R S O N A L B A G G A G E

SECTION II

CABIN BAGGAGE

1. Limitation: Cabin baggage will be limited to two pieces per person and will be in possession of the owner at all times, except as noted in paragraphs 2 and 3 below.
2. Carrying of Cabin Baggage: Cabin baggage will be carried by owners except for:
 - a. Military personnel in the rank of Colonel or higher.
 - b. Female military personnel.
 - c. Patients.
 - d. Dependents and female civilians.
3. Assistance by Port Agencies: Port agencies, including staging areas, will, for that portion of the baggage movement operation which comes under their respective jurisdictions, provide necessary transportation and labor to move cabin baggage outlined in paragraph 2 above, to and from staging areas and railway terminals, staging areas and piers, and piers and staterooms aboard ship.
4. Deadline: Cabin baggage specified in paragraph 2 above, except that which will be carried by owners, will be forwarded to vessels by responsible agencies when called forward by the Port Transportation Division. Delivery to appropriate piers will be made at least two (2) hours before the embarkation of passengers begins.
5. Pick-up and Identification:
 - a. When necessary, the Baggage Officers, respective staging areas, will pick up cabin baggage at railway terminals upon surrender of railway baggage claim checks. Local Delivery Baggage Tag TC-2 Form 1250, will be filled out and claim stub given to owner. Picked-up cabin baggage will be delivered to the owner at the staging area, at which time the claim check portion will be recovered.

SECTION II

SOP 230

- b. Prior to movement of cabin baggage to shipside, staging areas will affix to each piece of baggage, Hand Baggage Tag WD AGO Form 55-8, indicating thereon cabin or compartment number in the space labeled "Remarks". Unstaged personnel reporting for initial processing at NYFE will be issued a maximum of two (2) Hand Baggage Tags, WD AGO Form 55-8, by the Baggage Officer, Port Transportation Division. Such persons will personally deliver their cabin baggage to shipside, tags filled out and affixed.

6. Procedure for Handling Cabin Baggage Arriving from Overseas:

a. Assembly Prior to Docking:

- (1) The Transport Commander will assemble, prior to docking of vessel, all cabin baggage for female passengers and personnel of the rank of Colonel or higher, in a central location for ready discharge.
- (2) The Transport Surgeon will assemble, prior to docking of vessel, all cabin baggage for patient personnel in a central location for ready discharge.
- (3) Assembly points will be as designated by the Superintendent, Water Division. Cabin baggage for all other personnel will be carried in hand upon debarkation.

- b. Unloading and Segregation: Assembled baggage will be unloaded by the Water Division and will be segregated on pier in accordance with stanchions lettered to designate sorting areas.

- c. Customs Clearance: All cabin baggage for military, naval and War or Navy Department Civilian Personnel and the dependents of either will be given blanket customs clearance providing:

- (1) Such baggage arrives on an Army Transport.
- (2) Such baggage has been properly tagged with WD AGO Form 55-9 Customs Certificate, properly authenticated.
- (3) Such baggage has been listed under owner's name on Transport Commander's Blanket Customs Declaration.

- d. Dispatch from Piers: All cabin baggage will accompany owners from piers, either in hand or by separate transportation. The Port Transportation Division will provide necessary transportation in accordance with forecasts provided by Troop Movement and Training Division.

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

CHANGE NUMBER 1
SOP NUMBER 230
4 December 1947

P R O C E S S I N G A N D M O V E M E N T O F
P E R S O N A L B A G G A G E

SECTION III

HOLD BAGGAGE

1. Delete subparagraph 3 c (2) (d) and substitute the following therefor:

"(d) Port Transportation Division for redistribution as follows:

6 - USAREUR

- (2) Commanding General, Bremerhaven Port of Embarkation
APO 69, c/o Postmaster, New York, New York
- (1) Commanding General, Bremerhaven Port of Embarkation
ATTN: USAREUR Baggage and Household Goods Unit
APO 69, c/o Postmaster, New York, New York
- (1) Commanding General, Bremerhaven Port of Embarkation
ATTN: Baggage Section of 7749 Staging Area
APO 69, c/o Postmaster, New York, New York
- (1) Troop Movement and Training Division
NYPE, to accompany Passenger List to:
Director of Operations, ATTN: Troop Movement
Section, Bremerhaven Port of Embarkation
APO 69, c/o Postmaster, New York, New York
- (1) Water Division, NYPE, for preparation of cable
and forwarding with manifest stencil to OCT,
Water Branch, Operations Division, USAREUR, Frankfurt.

2 - MTO

CO, Penbase, APO 782, c/o Postmaster, New York, New York"

2. Add subparagraphs 6 g (3) and (4) as follows:

"(3) The baggage officer at Fort Hamilton, immediately upon receipt of baggage, will fill out and securely affix a New York Port of Embarkation three-part detachable tag (TCNYP Form 1041) to each piece of baggage.

- (a) That part of the tag marked "Hold Baggage Identification Tag" will be attached to the piece of baggage.

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4 December 1947

SECTION III

- (b) That part of the tag marked "Baggage List-Check" will be retained as a record at the baggage office.
- (c) That part of the tag marked "Claim-Check for Hold Baggage" will be given to the owner of the baggage.
- (4) Port Transportation Division will be responsible for maintaining an adequate stock level of TCNYP Form No. 1041, which is procured locally from Printing and Binding Fund."

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

SOP NUMBER 230
4 August 1947

P R O C E S S I N G A N D M O V E M E N T O F
P E R S O N A L B A G G A G E

SECTION III

HOLD BAGGAGE

1. Receiving into Port for Overseas Movement: All baggage will be originally received or picked up by the Baggage Officer of the Port Transportation Division or the appropriate staging area.
 - a. Railway Pick-up Baggage: Baggage to be picked up at railway terminals will be received as follows:
 - (1) Railway baggage claim checks for staged personnel will be collected by the Baggage Officer of the respective staging area. Claim checks of unstaged personnel will be collected by the Baggage Officer, Port Transportation Division, upon owner's appearance at the Baggage Office, Port Transportation Division. In all cases, the owner's name will be legibly inscribed on the reverse side of each claim check. Any money required to release baggage at commercial baggage rooms will be collected from the owner.
 - (2) At the time of collection of the railway baggage claim checks, a New York Port of Embarkation three-part detachable baggage tag (TNYP Form 1041) will be filled out and the stub returned to the owner as evidence of the surrender of the railway baggage claim check. The railway baggage claim check number will be legibly inscribed on the reverse side of the baggage list check portion of the NYPE three-part tag, and the railway baggage claim check will be stapled thereto.
 - (3) The appropriate Baggage Officer will then pick up such baggage at the appropriate transportation terminal, at which time the remainder of the three-part tag will be securely affixed to each piece of baggage. Any money refunds will be returned to the owners.
 - b. Local Pick-up Baggage: The Baggage Officer, Port Transportation Division, will make such other local pick-ups within metropolitan New York as are prescribed by the Port Transportation Officer.
 - c. Receiving at Staging Areas and the Baggage Room, PTD: All other baggage will be received directly, as follows:

- (1) Baggage of staged personnel - at appropriate staging area. All such baggage, originally received at other than the appropriate staging area, will, upon verification of the owner's presence at the staging area, be forwarded thereto.
 - (2) Baggage originally received as accompanied baggage, but subsequently determined to be unaccompanied, will be forwarded to the Baggage Room, Port Transportation Division.
 - (3) Baggage of unstaged personnel - at Baggage Room, Port Transportation Division.
- d. Baggage Tags: Baggage Officers, immediately upon receipt of baggage, will fill out and securely affix a New York Port of Embarkation three-part detachable tag (TCNYP Form 1041) to each piece of baggage not already so tagged.
- (1) That part of the detachable tag marked "BAGGAGE LIST CHECK", will be detached and filed in an active file, as evidence of receipt, until such time as the baggage is shipped out.
 - (2) At the time unaccompanied baggage is transferred to the Baggage Room, Port Transportation Division, paragraph c (2) above, baggage list check will be forwarded to the Baggage Office, Port Transportation Division.
 - (3) The claim stub will:
 - (a) For accompanied baggage, be returned to the owner.
 - (b) For unaccompanied baggage, be mailed to the owner.
 - (4) The part marked "BAGGAGE TAG" will remain with the particular piece of baggage.

2. Processing of Baggage Prior to Forwarding to Shipside:

- a. Passenger List Check: Baggage, at the time of receipt, will be checked against the latest available pre-embarkation Passenger List. The Troop Movement and Training Division will keep all interested agencies fully informed of any changes in passenger movements which may affect the processing and disposition of baggage.
- (1) Baggage received after the owner's name appears on the Passenger List but prior to the undocking of the vessel, will be given expeditious handling and movement to the vessel in order that the baggage may accompany the owner on the voyage. Such baggage which is not processed in

time to load aboard the same vessel will be forwarded to the Baggage Room, Port Transportation Division, as unaccompanied baggage.

- (2) PRIBAG: Unaccompanied baggage of War Department personnel and War Department sponsored personnel traveling by air, entitled to the benefits of priority water shipment, will be given expeditious handling over all other unaccompanied hold baggage. Such baggage will be recognized by the marking on each package or container as follows:

PORT TRANSPORTATION OFFICER - PRIBAG
NEW YORK PORT OF EMBARKATION
FOR: (NAME, RANK, ASN AND SHIPMENT
NUMBER OF CONSIGNEE)

The designation PRIBAG (underlined) will be clearly stencilled on all packages and containers and will be clearly indicated on all documents. The cargo radio prepared by the Water Division will indicate the stowage and the number of pieces for each individual by name.

- b. Marking and Stencilling: Baggage Officers will, at the time of initial receipt, check all baggage for proper and complete marking and addressing. Each piece of baggage will be stencilled (or sticker affixed) on three sides with the following information:

Accompanied or Unaccompanied.

Full name and rank of the owner (in lieu of rank, the word "Civilian" or "Dependent" will be used when applicable).

Name of person on whom dependency is claimed (if applicable).

Army Serial Number (if applicable).

Destination (Military Community).

Shipment Number (if applicable).

Priority Number (if applicable).

- c. Packing and Crating: All baggage will be subjected to a thorough check for proper packing and crating to insure

fulfillment of requirements for safe shipment overseas. Baggage Officers, staging areas, (Port Quartermaster, upon request of the Baggage Officer, Port Transportation Division) will perform all necessary repairs, cooping, recrating, repacking and banding. Where feasible, such work will be performed on the spot. The following additional procedure will be carried out by the Baggage Officer:

- (1) Each piece of baggage wire-bound, metal strapped, or otherwise secured to prevent pilferage, will be marked "SEALED PRIOR TO RECEIPT AT NYPE".
 - (2) Each piece of baggage received with inadequate binding or strapping to prevent pilferage, will be properly secured and marked "SEALED AT NYPE".
 - (3) Each trunk locker which is received with an open or broken lock will be appropriately secured and marked "RECEIVED LOCK OPEN (OR BROKEN) SEALED AT NYPE".
- d. Storage: Processed baggage will be segregated by vessel, destination, accompanied or unaccompanied, civilian or dependent, or any other grouping which will facilitate expeditious forwarding to the piers. Such baggage which is not immediately required for forwarding to piers, will be stored in assigned warehouse space.
3. Forwarding to and Receiving at Piers for Loading Aboard Ship:
- a. Deadline: Except for special handling baggage will be delivered to shipside by the following hours:
 - (1) Unaccompanied hold baggage when called for by Water Division.
 - (2) Accompanied hold baggage for ships sailing in AM by 1300 hours day preceding sailing; for ships sailing in PM by 1500 hours day preceding sailing.
 - b. Baggage Call: The Port Transportation Officer will call forward baggage in accordance with instructions from the Troop Movement and Training Division, and in coordination with the Superintendent, Water Division, as required to keep pace with loading operations. The Port Transportation Officer will advise the Superintendent, Water Division, through the Operations Branch at Brooklyn Army Base and Staten Island Installations, of the approximate number of pieces and expected time of arrival of baggage at the pier.
 - c. Baggage List Preparation and Baggage Forwarding: Unaccompanied baggage will be assembled in the Baggage Room, Port Transportation Division, and forwarded on call of the Water Division.

Accompanied baggage will be forwarded in accordance with Embarkation Movement Orders provided by the Troop Movement and Training Division.

- (1) Based upon a tally of the assembled baggage, the Baggage Officer, Port Transportation Division, and appropriate staging areas, will extract from the active file the baggage list checks corresponding to each piece of baggage. These checks will be appropriately rearranged for each vessel, in accordance with the requirements of baggage list preparation, in alphabetical order for each passenger grouping (Dependents, War Department civilians, other civilians - such as American Red Cross, USO, etc., U.S. Army Officers, U.S. Army enlisted men, Navy personnel). Checks will be forwarded with baggage lists as outlined below:
- (2) The respective Baggage Officers will then prepare copies of the baggage list (TC-2 Form 1244) to be delivered at shipside to Water Division baggage agent for tally, correction, collation and distribution as follows:
 - (a) 1 - Receipted and returned to Baggage Officer, Port Transportation Division, together with baggage list checks.
 - (b) 1 - Signed by ship's master or baggage agent, Water Division, countersigned by pier receiving clerk and forwarded to Manifest Section, Water Division (in lieu of War Department Shipping Documents).
 - (c) 3 - Transport Commander, or in his absence the Ship's Transportation Agent will have one copy receipted by the port of discharge and will forward same to the Baggage Office, Port Transportation Division, NYPE. The remaining two copies will be distributed to the port of discharge.
 - (d) ~~Port Transportation Division for redistribution as follows:
 - 6 - ETO
 - (2) CO, 17th Major Port, APO 69
 - (2) CO, Baggage Theater Bureau, APO 751
 - 72d QM Depot, Bremen Port Command
 - (1) Troop Movement and Training Division, NYPE, to accompany Passenger List to.~~

Director of Operations, ATTN: Troop Movement
Section, Hq, 17th Port, APO 69, c/o Postmaster,
New York, N.Y.

- (1) Water Division, NYFE, for preparation of cable
and forwarding with manifest stencil to OTCOT,
Water Branch, Operations Division, USFEC,
Frankfurt.

2 - MPO

CO, Penbase, APO 782, c/o Postmaster, New York, N.Y.

- (e) 1 - (Appropriate portion) to Commanding Officer, appropriate staging area, for baggage shipped from that installation.

- d. Completion of Permanent Records: All baggage list checks will be properly noted with sailing information in the space provided, and will be filed in a permanent file, in alphabetical order, by the Baggage Office, Port Transportation Division. When the same full name appears on more than one check, the pertinent checks will be sub-filed by baggage check number. The permanent file will be maintained by the Baggage Officer, Port Transportation Division, at Brooklyn Army Base, and will be used to answer inquiries concerning the receipt and disposition of baggage.
- e. Security of Baggage: All Port agencies will be responsible for obtaining and providing adequate security and protection for all baggage while in their custody. Storage of baggage on piers will be resorted to only when necessity prevents utilization of Baggage Room warehousing. Baggage will be called forward by the Superintendent, Water Division, only at such times as will permit loading shortly thereafter.

4. Loading Aboard Ship:

- a. All baggage will be kept under guard until safely stowed aboard ship.
- b. Every effort will be made to stow all baggage in locked compartments. Baggage which cannot be bound or strapped to prevent pilferage will be shipped only in locked compartments.
- c. The Water Division will coordinate with the Port Transportation Division in planning movements to the piers in order to insure quickest possible loading.

SECTION III

SOP 230

- d. Accompanied baggage will, whenever possible, be loaded aboard ship on the sailing day.

5. After Embarkation:

- a. No hold baggage will be made available to anyone until discharged. Baggage shipped in locked compartments will remain under lock and key until discharged.
- b. The Transport Commander, or in his absence, the Ship's Transportation Agent, will have one copy of the baggage list receipted by the port of discharge, and will forward same to the Baggage Office, Port Transportation Division, NYPE.

6. Procedure for Return of Baggage from Overseas:

- a. Advance Information: The Water Division will receive two (2) copies of the advance baggage list and immediately forward one (1) to the Baggage Office, Port Transportation Division. These copies will be used by the respective agencies for coordination and planning the discharge and disposition of baggage returning from overseas, in conjunction with the Troop Movement and Training Division Debarkation Officer. "Debarkation Movement Orders" and "Forecast of Arrival" issued by the Troop Movement and Training Division, will be utilized by the Port Transportation Division as a basis for arranging necessary transportation to move baggage to staging areas simultaneously with the movement of personnel.
- b. When the hatches are opened, the Water Division will thoroughly inspect all holds containing baggage for evidence of pilferage. All evidence of pilferage will be immediately reported to the Chief, Intelligence and Security Division, for investigation and action.
- c. Baggage List Tally: Three (3) copies of the baggage list will be obtained by the baggage agent, Water Division, from the master of the vessel or the Transport Commander. These will be utilized and distributed as follows:
 - (1) One (1) copy will be receipted by the baggage agent, Water Division, and returned to the master or Transport Commander.
 - (2) One (1) copy used as a discharge tally-check will be signed by the Baggage Officer, Port Transportation Division, or his representative, and retained by the baggage agent, Water Division.

- (3) One (1) copy will be turned over to the Baggage Officer, Port Transportation Division, for tally-check and file.
- d. Unloading and Segregation: Baggage will be unloaded from the vessel and segregated in properly laid out pier space in accordance with lettered stanchions used to designate sorting areas.
- e. Customs Clearance for all accompanied baggage will be obtained by the Water Division at shipside. For unaccompanied baggage, the Baggage Officer, Port Transportation Division, will obtain necessary Customs clearance at the PTD Baggage Room and will maintain all liaison with U. S. Customs required to effect transfer of unaccompanied baggage from one installation to another. The following procedures will govern:
- (1) All accompanied baggage for military, naval and War or Navy Department Civilian Personnel and the dependents of either will be given blanket customs clearance providing:
 - (a) Such baggage arrives on an Army Transport.
 - (b) Such baggage has been properly tagged with WD AGO Form 55-9 Customs Certificate, properly authenticated.
 - (c) Such baggage has been listed under owner's name on Transport Commander's Blanket Customs Declaration.
 - (2) All other baggage will be subjected to individual customs inspection.
- f. Dispatch from Piers: Upon completion of necessary pier customs clearance, the baggage agent, Water Division, will reassemble baggage and, in accordance with personnel disposition prescribed by the appropriate Debarkation Agency, will order necessary vehicles from the Port Transportation Division. He will segregate and tally baggage and load vehicles and upon completion of same will turn over baggage, tallies and vehicles to the Baggage Officer, Port Transportation Division, for dispatch as follows:
- (1) Staging Area Baggage: Accompanied baggage of persons moving to staging areas will be dispatched directly from the piers to staging areas.
 - (2) Local Deliveries: Accompanied baggage will, when desired by the owner, be released to the owner or dispatched directly from the piers for local delivery within the geographic limits of metropolitan New York prescribed by the Port Transportation Officer.

- (3) ZI Deliveries: Accompanied baggage will be released to the owners or dispatched directly from the piers to the ZI via express or rail transportation.
- (4) All other Baggage: All other baggage will be forwarded as expeditiously as possible to the Baggage Room, Port Transportation Division.

g. Disposition at Staging Areas and Baggage Room, PTD:

- (1) Baggage dispatched from piers to staging areas will be disposed of via owner, via express, or delivered to railway stations, whichever applies.
- (2) Baggage dispatched from piers to Baggage Room, Port Transportation Division, will be cleared through customs and disposed of via rail or express as determined by the Baggage Officer, Port Transportation Division. Consignees will be contacted for verification of destination address for all unaccompanied baggage. Disposition instructions will be obtained from the Baggage Clearance Unit for baggage with unidentifiable or unverified forwarding addresses.

*See 1
ch*

(3)
P

h. Documentation:

- (1) The baggage agent, Water Division, will tally all baggage dispatched from piers on baggage check lists, SPTAA Form No. 1268.
 - (a) Two copies will be forwarded with the baggage by the PTD representative to the Baggage Officers, appropriate staging areas, and one copy supported by pertinent express receipts or other shipping documents will be retained by the baggage representative, PTD.
 - (b) Check lists will include owner's name, rank or status, number of pieces, description of property, and place to which dispatched.
- (2) Staging area Baggage Officers will tally baggage received from piers against baggage check lists and will forward one receipted copy to the Baggage Office, Port Transportation Division.
- (3) Based upon baggage check lists furnished by the Water Division and staging areas, the Baggage Office, Port

Transportation Division, will prepare 3" x 5" permanent file cards containing pertinent disposition information. Subsequent disposition of baggage from PTD Baggage Room will be entered thereon. Cards will be filed alphabetically by name.

Stamp the word "Accompanied" or "Unaccompanied" in the space provided.

In lieu of "Rank" the word "Civilian" or "Dependent" will be used when applicable.

The diagram shows a three-part detachable baggage tag with the following dimensions and layout:

- Left Section (2" wide):**

NO. _____

WAR DEPARTMENT

CLAIM-CHECK FOR HOLD BAGGAGE

TRANSPORTATION CORPS

NEW YORK PORT OF EMBARKATION

TMYP FORM 6 FEB 1947 1041
- Middle Section (5" wide):**

NO. _____

HOLD BAGGAGE

LAST NAME - FIRST NAME - MIDDLE INITIAL (<i>Print</i>)		RANK
DESTINATION (<i>Military Community</i>)		ARMY SERIAL NO.
		TYPE BAGGAGE
DATE RECEIVED	RECEIVED AT	RECEIVED BY (<i>Signature</i>)
DATE LOADED ON VESSEL OR OTHER DISPOSITION FORWARDED		
NEW YORK PORT OF EMBARKATION BAGGAGE-LIST CHECK		

Vertical text on the left edge: INSERT ACCOMPANIED or UNACCOMPANIED
- Right Section (2½" wide):**

NO. _____

HOLD BAGGAGE IDENTIFICATION TAG

NEW YORK PORT OF EMBARKATION

TIE THIS TAG TO BAGGAGE

Handwritten notes and arrows:

- "Perforated" with an arrow pointing to the vertical dashed line between the left and middle sections.
- "Perforated" with an arrow pointing to the vertical dashed line between the middle and right sections.
- An arrow points to the "RECEIVED AT" field with the text: "Indicate installation originally receiving baggage, i.e.:
BAB - Brooklyn Army Base
FtH - Fort Hamilton
CpK - Camp Kilmer"

N.Y.P.E. THREE-PART DETACHABLE BAGGAGE TAG

U. S.  ARMY BAGGAGE LOCAL DELIVERY	
PORT OF _____	
FROM _____	
DELIVERED TO _____	
OWNER _____	
EXCHANGED FOR RAILROAD CHECK _____	
1980	

U. S.  ARMY BAGGAGE CLAIM CHECK	
PORT OF _____	
EXCHANGED FOR RAILROAD CHECK _____	
1980	
TC-2 FORM 23 OCT. 1946 1250	

W.R. A. G. O. FORM No. 35-B 1 AUG. 1944					
					
REMARKS	FORWARDING ADDRESS	LAST ADDRESS	CIVILIAN IDENTIFICATION	RANK AND A. S. N.	NAME OF OWNER

Front Side

U. S.  ARMY HAND BAGGAGE	
MOVEMENT NO. _____	
SYMBOL _____	
FROM _____	
TO _____	
VESSEL NO. _____	
(Fill in above when applicable and when information is available)	

Reverse Side

NEW YORK PORT OF IMMIGRATION
BROOKLYN, NEW YORK**BAGGAGE LIST**

FROM CAMP KILMER, N.J. (NYPE)				VESSEL NUMBER GENERAL W. C. CROWN			
TO REIMSSEHAVEN				DATE OF SAILING 1/12/47			
NAME AND RANK	TAG NUMBERS	FOOT LOCKERS	BARRACKS BAGS	BED ROLLS	DUFFEL BAGS	FLIGHT BAGS	OTHERS
BAKER, ROBERT MAJOR		2				AB-CL3-A (a)	
CASH, JAMES CAPT.				1	1		
DOUGEN, WILLIAM LT.		1			1		
KLEIN, KENNETH, WO		1		1			
LONG, PHILIP CAPT.		1			1		

BA 98 (9 SEPT 44) ----- AUTHORITY FOR DITTO

AB-CL34-A (a)

TC-2 FORM
8 FEB 1946 1244NEW YORK PORT OF IMMIGRATION
BROOKLYN, NEW YORK**BAGGAGE LIST**

FROM PORT HAMILTON, N.Y. (NYPE)				VESSEL NUMBER J. W. MC ALON			
TO REIMSSEHAVEN (REMLIN)				DATE OF SAILING 1/12/47			
NAME AND RANK	TAG NUMBERS	FOOT LOCKERS	BARRACKS BAGS W/YK	BED ROLLS S/C	DUFFEL BAGS	FLIGHT BAGS	OTHERS
BROWN, ALICE			1	1		DEPENDENTS	
GRAHAM, MARGARET		1	1				
MARION, ROSE		1		1			
RUSSO, LILLIAN		1	1				
SIMPSON, LOCY			2				

BA 98 (9 SEPT 44) ----- AUTHORITY FOR DITTO

DEPENDENTS

TC-2 FORM
8 FEB 1946 1244

OPTA FORM NO. 1268 16 February 1945		WATER DIVISION BROOKLYN, NEW YORK		TYPED BY		N.Y. NUMBER			
BAGGAGE CHECK LIST		DATE 2/1/47		PIER 11 SIT		General Mull			
MOVING TO Camp Kilmer, Bldg 303		MOVING FROM Bldg 11 S.I.T.		TASK FORCE NUMBER					
OWNERS NAME - RANK	TK	B/R	D/B	OTHER	OWNERS NAME - RANK	TK	B/R	D/B	OTHER
1 Allen, William L., Lt.	1		1						
2 Berman, Benj., Lt.	1		1						
3 Cook, Joseph, Capt.		1		1/2					
4 Proke, Samuel, Maj.	1	1		cat					
5									
6									

29									
30									
CHECKED AND RECEIVED BY Cpl. J. Jackson #3374/89 Signature					TASK FORCE NUMBER				
DATE					CARDS BY				

OPTA FORM NO. 1268 16 February 1945		WATER DIVISION BROOKLYN, NEW YORK		TYPED BY		N.Y. NUMBER			
BAGGAGE CHECK LIST		DATE 2/1/47		PIER 2 B&B		J.C. Fields			
MOVING TO Fort Hamilton, Bldg 338		MOVING FROM Bldg 2 B&B, NYPE		TASK FORCE NUMBER					
OWNERS NAME - RANK	TK	B/R	D/B	OTHER	OWNERS NAME - RANK	TK	B/R	D/B	OTHER
1 Alberto, Jane	1			1/2					
2 Bacon, Elizabeth		1/2							
3 Chance, Freda	1								
4 Doe, Loea		1/2		1/2					
5									
6									

29									
30									
CHECKED AND RECEIVED BY Sgt. J. E. Sparks Signature					TASK FORCE NUMBER				
DATE					CARDS BY				

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

SOP NUMBER 231
23 September 1947

A U T H O R I Z E D B A G G A G E O T H E R T H A N P E R S O N A L

SECTION I

HOUSEHOLD EFFECTS

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the procedure for receiving, processing and forwarding of privately owned household effects through the NYPE, to and from overseas destinations aboard Army owned and operated vessels, and in some special instances, via commercial shipping when the particular destinations are not serviced by Army vessels.

DEFINITIONS:

Household Effects: as used herein, refers to all personal property, excepting personal property moved as personal baggage. Household effects do not include automobiles and pets. The household effects must be the personal property belonging to member of the Armed Forces or to War Department Civilians or to dependents of both. These personnel must be traveling to and from overseas destinations under appropriate War Department Orders.

Staff Supervision over the provisions of this Section will be the responsibility of the Chief, Troop Movement and Training Division.

Limitations on Authorized Shipments to Overseas Destinations:

- a. Military Personnel: Acceptance and shipment of privately owned household effects for personnel ordered overseas on a permanent change of station is limited to military personnel of the 4th grade or higher. The maximum gross weight allowances of authorized household effects including 25 per cent packing and crating allowance on a permanent change of station are prescribed in WD Circular 357, paragraph 3, dated 4 December 1946.
- b. Civilian Personnel: War Department civilian employees who have dependents are allowed a maximum weight of household effects amounting to 6250 lbs. The War Department civilian employees who have no dependents are allowed 3125 lbs.

PROCEDURE:

1. Household Effects Enroute to Overseas Theaters:

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- a. Advance Planning: Scheduled movements will be planned in advance.
- (1) Troop Movement and Training Division will receive travel orders and amendments thereto and priority lists from the Adjutant General and the Armies with authorization to ship household effects. Copies will be forwarded to Port Transportation Division.
 - (2) The Troop Movement and Training Division will furnish to all Armies, the essential information and instructions for marking, crating and shipping to the Port. The Local Army Transportation Officer will contact individuals for pick up and crating of household effects and issue instructions as to proper marking. Household effects will be properly processed for overseas shipment in accordance with current War Department directives.
 - (3) Shipment of household effects to Ports of Embarkation on Government Bills of Lading may be made at the following times:
 - (a) On receipt of regular Port Call for dependents and household effects from Troop Movement and Training Division.
 - (b) Prior to receipt of Port Call for household effects if dependents are moving overseas commercially by air, water or at their own expense.
 - (c) Prior to receipt of Port Call for dependents and household effects upon specific request of the owner or his authorized representative.
 - (4) Household effects shipped to the Port in advance of the Port Call may be recalled only in the event of cancellation of orders, and will not be recalled for the convenience of any person.
 - (5) Shipments to the Port will be documented on impedimenta copy of War Department Shipping Document, two copies of which will be air-mailed to the Port as soon as shipment is made.
- b. Reception of Household Effects into the Port will be made by Port Transportation Division.
- (1) The War Department Shipping Documents accompanying the shipment of household effects will be checked upon arrival of the shipment to insure that the shipment is authorized. Three (3) copies of this War Department Shipping Document will be retained by the Port Transportation Division, and two (2) copies will accompany the shipment.

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- (2) In the event no War Department Shipping Document accompanies the shipment, the necessary authority for the shipment will be secured by the Port Transportation Division and a War Department Shipping Document made by the Port Transportation Division to cover the shipment.
- (3) Upon arrival of the shipment, an arrival Tally will be made and filed by the Port Transportation Division. These tallies have priority number and destination. Reference status will be kept in alphabetical order and referred to when any questions on the particular shipments arise. This Tally Card is held in file until the manifest is delivered. Manifest after being delivered is also kept on file.

c. Processing of the Effects Within the Port:

(1) Packing, Crating and Marking:

- (a) Upon arrival at the Port, the household effects will be fully inspected for compliance with the requirements with regard to proper packing, crating and marking. Goods which are found to be improperly packed or crated will be sent to Port Quartermaster where these defects are remedied. All properly crated goods and those which are reconditioned by the Port Quartermaster will be sent to a Port warehouse after this inspection by the Port Transportation Division. All errors noted in marking on the crates will be corrected by the Port Transportation Division during their inspection of the goods.
- (b) Each separate container of household goods prepared for shipment to the Port for overseas movement will bear the following stenciled markings:
 - 1. TO: Port Transportation Office
 - 2. Name of Port of Embarkation
 - 3. City and State
 - 4. FOR: Name of individual (Name, rank, and serial number for Military Personnel)
 - 5. Name of overseas army community and country
 - 6. Priority number and month
 - 7. Package number, weight and cube

2. Movement of the Shipment of Household Effects to Shipside and Aboard Vessels:

a. Movement to Shipside:

- (1) The Water Division of this Port will notify the Port Transportation Division to move a specified amount of household effects to the pier for loading aboard vessels. Destination and priority will determine which household effects Port Transportation Division will deliver to piers.

b. Loading of Goods Aboard the Ship:

- (1) Water Division will utilize approved stevedoring equipment and labor. Necessary precautions will be exercised to insure that household effects are properly stowed. Necessary care will be exercised to prevent damage or pilferage during and after loading. Household effects will normally be stowed in holds on vessels available for this purpose, but will not necessarily be transported on same vessel as owner. Documentation will be performed in the normal manner prescribed in the movement of cargo to overseas theaters. The Shipping Manifest will be completed at sailing time and a copy will be sent to Port Transportation Division.

3. Shipments of Household Effects to Overseas Locations Other Than Those Serviced by Army Vessels:

- a. Procedure is identical to shipping of other household effects until the time for the moving of the effects to shipside.
- b. Effects will be stored by the Port Transportation Division in the Port warehouse until the time arrives for delivery to the shipping company.
- c. Authority: Special authority will be granted on the travel orders to ship the specific household effects commercially at Government expense.
- d. Arranging for Commercial Shipments: The Port Transportation Division will arrange with a commercial steamship company to ship the effects and will deliver the effects to the commercial company at the time specified. The steamship company will sign a dock receipt from which Port Transportation Division will prepare the Bill of Lading on the shipment.

4. Return of Household Effects from Overseas:

- a. Advance Planning: The Water Division will receive an advance overseas list and manifest. One (1) copy of the advance overseas list

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and two (2) copies of the manifest will be sent to the Port Transportation Division. Using these advance notices as a basis, Port Transportation Division will set up files and prepare warehouse space for the incoming household effects.

- b. Unloading and Delivery from Piers: Household effects will be unloaded and checked on the manifest by the Water Division at the piers. Water Division fork lifts will load household effects onto Port Transportation Division's tractor pulled trailers. Shipping documents will be prepared by Water Division and distributed in normal manner for returning cargo. Before moving household effects from the pier to Port Transportation Division's bonded warehouse the Customs will certify a transfer to this effect as follows:
- (1) When a shipment of household effects arrives, the Port Transportation Division will request a "transfer" from the Customs Officials. The transfer will authorize movement of the effects from the piers to the bonded warehouse. The transfer request, consisting of three parts, will have the following distribution:
 - (a) Reference Endorsement, Form 3101 (3 copies)
Two (2) to Customs House
One (1) to file
 - (b) Cover letter address to Collector of Customs (5 copies)
One (1) to Delivery Clerk on Pier
Two (2) to Customs House
One (1) to Household Effects Section, PTD
One (1) to File
 - (c) Permit to Transfer, Form 7500-A (2 copies)
Two (2) to Customs House
 - (2) Customs House will retain complete set of requests and return complete original set properly stamped to Port Transportation Division to be forwarded to Customs Inspector on Pier authorizing transfer.
 - (3) Receipt of Household Effects into the Bonded Warehouse: The Port Transportation Division will handle the movement of the household effects from the piers to the bonded warehouse. The Port Transportation Division will compile a Port List of all household effects from a physical check of the effects received in the warehouse. The Port List prepared from this date will be made up in thirteen (13) copies, five (5) of which go to Customs and eight (8) of which are retained by the Port Transportation Division.

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5. Customs Clearance at the Warehouse: Those household effects which are properly tagged with the prescribed Customs Clearance and those already inspected as indicated by certificate of Inspecting Officer attached to manifest will be given blanket clearance. Those not properly tagged nor bearing certificate of Inspecting Officer on manifest will be subject to individual customs inspection. The Port Transportation Division prepares the following customs forms which are necessary in order to get Customs Clearance.
- a. Consumptive Entry Permit, Form 7501-A (2 copies).
1 copy to Customs House
2 copies to file
 - b. Consumptive Entry, Form 7501 (3 copies)
3 copies to Customs House
 - c. Entry Record Receipt, Form 5101 (3 copies)
3 copies to Customs House

The Customs House will return one (1) copy of the Consumptive Entry Permit, Form 7501-A, to the Port Transportation Division with the proper entry number inserted. The Port Transportation Division will extract the Entry number on to the file copy of the Consumptive Entry Permit, attach certificate of Inspecting Officer thereto, and then forward the original to the Customs Inspector.

6. Disposition of Effects to the Consignee: The consignee will be contacted by the Port Transportation Division for certification of the destination address of the shipment. The consignee will also be asked to furnish copies of travel orders to authorize the shipment of the effects at government expense and to complete AGO Form 55-109 requesting shipment of household effects to destination in the event this form did not accompany the household effects. Then, after the Customs Clearance and after the receipt by the Port Transportation Division of competent travel orders, the household effects will be cleared through the Port Transportation Division and forwarded to the consignee. Any information regarding disposition will be obtained from the Baggage Clearance Unit especially in cases where the forwarding address of the goods is unidentifiable or unverified.
7. Temporary Storage: Will be made in accordance with War Department Circular No. 219, dated 14 August 1947.

REFERENCES:

AR 55-160, subject: "Transportation of Authorized Baggage", dated 26 April 1943, as amended.

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WD Circular No. 357, subject: "Overseas Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets, and Professional Books and Papers", dated 4 December 1946.

WD Circular No. 116, Section VI, subject: "Oversea Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets, and Professional Books and Papers", dated 7 May 1947.

WD Circular No. 219, Section IV, subject: "Oversea Shipment of Personal Baggage, Household Effects, Privately Owned Automobiles, Pets, and Professional Books and Papers", dated 14 August 1947.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

CHANGE NUMBER 2
SOP NUMBER 231
12 NOVEMBER 1947

A U T H O R I Z E D B A G G A G E O T H E R T H A N P E R S O N A L

S E C T I O N I I

R E C E I V I N G A N D P R O C E S S I N G O F P R I V A T E L Y - O W N E D V E H I C L E S A T N Y P E

Paragraph 3 a (1) (b) will be deleted and the following substituted therefor:

"Port Transportation Division will accept privately-owned vehicles with the proper authority for overseas shipment in the order of physical arrival at the Port. When space within NYPE does not permit further storage, Port Transportation Division will compile a Priority List of applicants for overseas shipment of privately-owned vehicles from requests for shipment made by individuals appearing on all sources of authorization. Vehicles will be called forward in accordance with this list."

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

CHANGE NO. 1
SOP NUMBER 231
8 September 1947

A U T H O R I Z E D B A G G A G E O T H E R T H A N P E R S O N A L

S E C T I O N I I

R E C E I V I N G A N D P R O C E S S I N G O F P R I V A T E L Y - O W N E D V E H I C L E S A T N Y P E

Section II, Standing Operating Procedure No. 231, subject: "Receiving and Processing of Privately-owned Vehicles at NYPE", is amended as follows:

1. Add to sub-paragraph 3 a (3) (b):

"Port Transportation Division will properly tag key, designating make of car, name of owner, and license plate number, if any."

2. Renumber sub-paragraphs indicated as follows:

3 a (4) (c) to 3 a (4) (d)

3 a (4) (d) to 3 a (4) (e)

3 a (4) (e) to 3 a (4) (f)

3. Add sub-paragraph 3 a (4) (c) as follows:

"Gasoline tank cap if removed will be replaced, radiator caps, gasoline tank plugs and engine block plugs will be removed and placed in an envelope and envelope taped securely to steering post. (Radiator cap will be replaced after draining radiator if radiator cap is located outside of hood.)"

4. Amend sub-paragraph 3 a (6) (c) to read:

"Keys will be collected from the Port Transportation Division at the time of delivery from Port Transportation Division areas to Water Division control. Water Division checker will segregate all keys by loading compartment, place them in envelopes so designated and turn envelopes over to the Ship Transportation Agent (or in his absence, the Mate) for surrender to the overseas theater port of discharge. Ship Transportation Agent (or in his absence, the Mate) will receipt for same."

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SOP NUMBER 231

Change No. 1

5. Delete sub-paragraph 4 b, Appendix I, and substitute the following:

"Radiator should be filled with sufficient anti-freeze to afford protection from freezing in a temperature of 10 degrees below zero. In the event anti-freeze does not afford such protection upon testing, radiator and block will be completely drained and all drain cocks will be left open."

SOP NUMBER 231
27 June 1947

A U T H O R I Z E D B A G G A G E O T H E R T H A N P E R S O N A L

S E C T I O N I I

R E C E I V I N G A N D P R O C E S S I N G O F P R I V A T E L Y - O W N E D V E H I C L E S A T N Y P E

P U R P O S E A N D S C O P E :

This SOP prescribes the procedure for receiving, processing, and forwarding privately-owned vehicles through NYPE, to and from overseas destinations aboard Army-owned or operated vessels.

D E F I N I T I O N S :

Privately-owned vehicle, as used herein, is a passenger type motor vehicle, excluding busses, which is the personal property of members of the Army, their dependents, War Department civilian employees and their dependents when traveling to and from overseas destinations under appropriate War Department Movement Orders.

P R O C E D U R E :

1. Staff Supervision over the provisions of this Section will be the responsibility of the Chief, Troop Movement and Training Division.
2. Limitations on Authorized Shipments to Overseas Destinations: Acceptance and shipment of privately-owned vehicles for personnel ordered overseas on permanent change of station orders, is limited to military personnel of the 4th grade or higher, or War Department civilians of CAF-4, P-1, or SP-5 classification and higher, unless lower grades or classifications are specifically included by name on a Theater Priority List. Shipment of privately-owned vehicles, accessories attached thereto and contents thereof, will be at owner's risk, and on a space available basis only.
3. Receiving and Handling at the New York Port of Embarkation:
 - a. Enroute to Oversea Theaters:
 - (1) Advance Planning: Scheduled movements will be planned in advance based upon the following information:
 - (a) Authority for shipment of privately-owned vehicles will be received by the Troop Movement and Training Division as follows:

1. Monthly Priority Lists from Overseas Command authorizing movement of dependents and their privately-owned vehicles.
2. Monthly Priority Lists from Overseas Command authorizing movement of privately-owned vehicles separately from movement of dependents.
3. Priority Lists from individual Armies containing authorizations given in Overseas Command Priority List for automobiles moving separately from dependents.
4. Authorization for shipment of privately-owned vehicles included in War Department Travel Orders.
5. Permanent change of station orders.
6. Temporary Duty and Leave Orders for personnel, indicating permanent assignment in an overseas theater.

Troop Movement and Training Division will furnish copies of all authorizations to Port Transportation Division.

See ch 2
~~(b) The Port Transportation Division will compile a Priority List of applicants for overseas shipment of privately-owned vehicles from all sources of authorization. Vehicles will be called forward in accordance with this list.~~

(c) A copy of Movement Orders and a certificate signed by owner or authorized agent, worded essentially as follows, must be presented to the Port Transportation Division prior to acceptance of vehicles on the Port Transportation Division Priority List:

"I certify that only one (1) privately-owned vehicle will be shipped overseas for me and/or my family in connection with Movement Orders attached dated _____. I further certify that vehicle to be shipped is the personal property of myself or my family. I understand that this shipment will be made at my own risk. This vehicle contains no personal property other than auto accessories, tools and spare parts. (SIGNATURE) ."

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- (d) Troop Movement and Training Division will furnish to all Armies, to Fort Hamilton, and to Camp Kilmer, copies of instructions for pre-delivery processing and delivery of privately-owned vehicles to NYPE for overseas shipment. A copy of this instruction sheet is included herein as Appendix I. These instruction sheets will be distributed to owners, dependents, or agents desiring same by the Armies, Fort Hamilton and Camp Kilmer.
- (2) Receiving Vehicles into Port: Delivery or shipment to Port will be at owner's risk and expense. Vehicles arriving without properly evidenced authority or certification, will not be accepted by NYPE. In the event storage facilities are not available within the Port for authorized vehicles, they will be refused and must be retained by owners or agents, or must be stored by them at their own expense until such time as storage facilities are available within the Port, at which time they will be called forward by Port Transportation Division.
- (a) Drive-in: Vehicles may be driven to NYPE by owners, dependents, or agents. They will be received by Port Transportation Division at Brooklyn Army Base, 1st Avenue and 58th Street, Brooklyn, New York, daily except Saturday, Sunday, and holidays between 0830 and 1530 hours.
 - (b) Shipped-in: Vehicles may be shipped to NYPE. They will be consigned to Port Transportation Officer, New York Port of Embarkation, 1st Avenue and 58th Street, Brooklyn, New York, and will be received and unloaded by Port Transportation Division.
 - (c) No personnel attached or assigned to or employed by Brooklyn Army Base will act as personal agent for any personnel desiring to ship a privately-owned vehicle overseas.
- (3) Storage: Vehicles shipped to Port and drive-in vehicles received at Brooklyn Army Base will, upon acceptance, be placed in temporary storage until processed and shipped. While vehicles are in Port storage areas, the following will be accomplished by Port Transportation Division:
- (a) A stripe of yellow paint will be put on the front right bumper guard and left front tire tread to identify vehicles scheduled for overseas movement.

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- (b) Keys will be surrendered to representatives designated by the Port Transportation Officer. *See Ch 1*
- (c) Seven (7) copies of War Department Shipping Documents will be prepared for each vehicle. Complete information will be entered thereon, including all details and conditions of the vehicle and accessories. Documents will be distributed as follows:
- 1 - fastened to vehicle steering post
 - 1 - to shipper for receipt
 - 2 - to Water Division - 1 copy to be attached to manifest and 1 copy to provide Master of vessel a receipt from Port of Debarkation for specially stowed cargo
 - 3 - to Port Transportation Division for record and file
- (d) Identification card showing owner's name and War Department Shipping Document Tally number will be pasted on inside windshield.
- (4) Processing: Vehicles accepted by the Port will be processed for movement overseas by the Port Ordnance and Chemical Division upon notification by the Port Transportation Division. Processing will include the following steps:
- (a) Gasoline will be drained and fuel lines blown out. Gasoline will be salvaged and turned into the Port Quartermaster and disposed of in accordance with Section III, Circular No. 185, WD, 25 June 1946.
- (b) Radiator will be tested and will be drained if not safe for anticipated intransit temperatures. Anti-freeze will be surrendered to owner or agent if they desire same.
- See Ch 1*
(c) Tires will be inflated to normal pressure plus five pounds. Flat tires will be repaired.
- (d) Battery will be disconnected and cable terminals taped to avoid accidental contacts.
- (e) A sticker will be placed on inside windshield indicating car has been properly processed and is ready for overseas movement.

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- (5) Movement to Shipside: Vehicles assembled by the Port Transportation Division will, upon completion of processing, be offered to the Water Division for shipment. The Port Transportation Division will thereafter remove to the farm area or other areas at the Brooklyn Army Base designated by the Water Division, such vehicles as are accepted for shipment. Vehicles will be assembled and shipped in the order of physical arrival at the Port.
- (6) Loading Aboard Ship: The Water Division will utilize approved stevedoring equipment and take all necessary precautions to insure that privately-owned vehicles are properly stowed and that necessary care will be exercised to prevent damage during and after loading.
- (a) Vehicles will be examined for open windows, unlatched doors and hoods, loose accessories, etc. When such conditions are found, they will be corrected prior to continuance of loading.
 - (b) Documentation will be performed in the normal manner prescribed for the movement of cargo to overseas theaters.
 - (c) ~~Keys will be collected from the Port Transportation Division at the time of delivery from Port Transportation Division areas to Water Division control. All keys for vehicles loaded aboard ship will be turned over to the Ship Transportation Agent (or in his absence, the Mats) for surrender to the overseas theater port of discharge.~~
 - (d) Side-port loading will not be employed unless it has been definitely established that ports of discharge have adequate facilities for handling discharge of vehicles by this method.
 - (e) All privately-owned vehicles will be loaded below deck and in such a manner as will protect them from war, shifting, and other potential sources of damage while aboard ship.

b. Returned from Overseas:

- (1) Advance Planning: Planning for the reception of privately-owned vehicles being returned from overseas, will be based on advance manifests received by Water Division, copies of

which will be distributed as follows:

- 1 - to Port Transportation Division
 - 1 - to Camp Kilmer, Personnel Center
 - 1 - to Fort Hamilton, Operations Division
- (2) Notification: On the basis of the advance information obtained in (1) above, the Port Transportation Division will notify the owner or agent, advising him of the date of arrival and name of vessel, and requesting in return, that the owner or agent furnish this Port with shipping instructions and bill of sale, registration or other positive proof of ownership.
- (3) Customs Entry Permit: For each vehicle listed on the advance manifest which can positively be established as acceptable for entry under Public Law No. 633, the Port Transportation Division will prepare Customs Entry Forms in quintuplicate (3 copies of Customs Form 7501, Consumption Entry; 2 copies of Customs Form 7501-A, Consumption Entry Permit). The Port Transportation Division will retain one (1) copy of the Entry Permit and forward the balance to the U. S. Customs Office at the Brooklyn Army Base, for initialing. Upon return to the Port Transportation Division, these Forms will be forwarded to the U. S. Customs, Bowling Green, New York, N. Y. Customs Entry Permits will be returned to the Port Transportation Division. That agency will then transcribe to the copy retained as prescribed above, the reference number applied by the Customs Office at Bowling Green. The copies received from the Bowling Green Office will then be forwarded to the Customs Office at the Brooklyn Army Base.
- (4) Unloading: The Water Division will unload vehicles from vessels upon arrival in Port, exercising necessary precautions and employing approved stevedoring equipment in the unloading process.
- (a) Vehicles will be inspected and tires inflated by Port Ordnance and Chemical Division on call of Water Division, and damage or other discrepancy will be clearly noted on all shipping documents received and initiated by the Port.
 - (b) Necessary shipping documents will be prepared by the Water Division and distributed in the normal manner prescribed for returning cargo. These documents will indicate any damage or discrepancies noted in (a) above.

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- (5) Storage: Upon completion of inspection by Port Ordnance and Chemical Division and documentation by Water Division, vehicles will be delivered by Water Division to Port Transportation Division, together with proper documents and keys. Pending disposition instructions from owner or agent, Port Transportation Division will be responsible for storage of vehicles.
- (6) Disposition - Pick-Up: Owners or agents may pick up vehicles by reporting to Port Transportation Division, Brooklyn Army Base, between the hours of 0830 and 1200 daily except Saturday, Sunday, and holidays. Owner or agent must bring proof of ownership when reporting for vehicle. Procedure for release of vehicles to owner or agent will be as follows:
- (a) Custom's Forms will be prepared and approved as prescribed in paragraph (3) above, if not previously prepared and approved because of inability to establish acceptability under Public Law No. 633.
 - (b) Port Ordnance and Chemical Division will process vehicles (upon call of Port Transportation Division) as follows:
 - 1. Check tires and repair or inflate as necessary.
 - 2. Fill radiators with water when required. Anti-freeze, if required, will be provided by owner or agent.
 - 3. Connect the battery.
 - 4. Place two (2) gallons of gasoline in the vehicle's tank.
 - 5. Start engine.
 - (c) Port Transportation Division will issue a written authorization for release of vehicle, TCNYP Form No. 1059, in triplicate.
 - (d) Owner or agent will present the three (3) copies of the authorization for release of vehicle to the U. S. Customs Office at the Brooklyn Army Base for insertion of approval stamp. One (1) copy will be

detached by the Customs Office and picked up by the Port Transportation Division as per arrangement with the Customs Office.

- (e) The second copy of the authorization for release of vehicle (stamped by Customs Office) will be surrendered by the owner or agent to the Port Transportation Division representative in the storage area where vehicle is located.
- (f) The third copy of the authorization for release of vehicle (stamped by the Customs Office) will be surrendered by the owner or agent to the Customs Officer stationed at the exit to the storage area.
- (7) Disposition - Commercial Shipment: Upon establishment of proof of ownership through correspondence with the Port Transportation Division, that agency will prepare a bill of lading for shipment to inland destination in accordance with shipping instructions received from the owner or agent. The Port Transportation Division will then present two (2) copies of the authorization for release of vehicle, TCNYP Form No. 1059, to the U. S. Customs Office for insertion of approval stamp. The Port Transportation Division will then retain one (1) copy for file and present the remaining copy to the Customs Officer at exit to storage area for release of the vehicle for commercial forwarding.

REFERENCES:

Circular No. 357, subject: "Overseas Shipment of Personal Baggage, Household Effects, Privately-Owned Automobiles, Pets and Professional Books and Papers", War Department, dated 4 December 1946.

Circular No. 391, Section IV, subject: "Transportation", War Department, dated 29 December 1945, as amended.

AR 55-160, subject: "Transportation of Authorized Baggage", dated 26 April 1943, as amended.

INSTRUCTION AND INFORMATION SHEET FOR PERSONNEL DESIRING
TO SHIP PRIVATELY-OWNED VEHICLES OVERSEAS THROUGH
THE NEW YORK PORT OF EMBARKATION

1. Authorization:

- a. Dependents - Indicated on Priority Lists submitted by overseas theater commander or on War Department Movement Orders.
- b. Military Personnel - Indicated on Theater Priority Lists or authorized by Permanent Change of Station Orders to overseas command for all officers and for enlisted men of Grade 4 and higher.
- c. War Department Civilian Personnel - Indicated on Theater Priority Lists or authorized by Permanent Change of Station Orders to overseas command for personnel of CAF-4, P-1, SP-5 Grades or higher.

2. Limitations:

- a. Only one vehicle per individual or family may be shipped for any given Permanent Change of Station Order.
- b. Individual or family requesting shipment must be owner of vehicle to be shipped.
- c. Shipment will be at owner's risk.
- d. Shipment or delivery to Port will be at owner's expense.
- e. Vehicle will not contain any personal property other than auto accessories, tools, and spare parts.

3. Delivery to Port: Port Transportation Division, New York Port of Embarkation, 1st Avenue and 58th Street, Brooklyn, New York, will accept vehicles from owner, authorized agent or common carrier, between the hours of 0800 and 1530 daily except Saturdays, Sundays, and holidays, subject to following limitations:

- a. Availability of storage space. (In the event storage space is not available within the Port, commercial storage will be at owner's risk and expense).
- b. Presentation of a copy of Movement Orders.
- c. Presentation of a certificate in substantially the following form:

"I certify that only one (1) privately-owned vehicle will be shipped overseas for me and/or my family in connection with movement orders attached dated _____. I further certify that vehicle to be shipped is the personal property of myself or my family. I understand that this shipment will be made at my own risk. This vehicle contains no personal property other than auto accessories, tools, and/or spare parts.

(SIGNATURE)"

4. Pre-Delivery Processing by Owner or Agent:

- a. Tires should be serviceable to extent that slow leaks do not exist. Tire valve cores must be free from leaks and all valve stems must be equipped with air tight valve caps.
- b. *See Ch 1* ~~Radiator and engine block should be filled with water or drained completely. NOTE: All drain cocks will be left open by Port employees who process vehicles to assure complete protection from freezing damage.~~
- c. All external accessories, such as driving lights, spot lights, radio aerials, windshield wiper arms and blades, rear view mirrors, hub caps, etc., should be removed, packed and boxed in trunk of vehicle.
- d. The front seat cushion and back and left front door inside panel, should be covered with a cloth or paper protective covering to avoid damage from greasy clothing of dock workers who load or handle vehicles.
- e. Tools should be greased and packed in a box which will be locked in the trunk.
- f. One complete set of keys, including key to trunk compartment, spare tire and gasoline tank, will accompany vehicle at all times.
- g. Thoroughly wash vehicle underneath as well as on body surfaces. Lubricate all grease points according to manufacturer's recommendations.
- h. Eliminate all oil or grease leaks which may cause grease to leak in the ship's hold, and become a fire hazard if excessive.
- i. Steam clean the motor and motor compartment to eliminate all grease, oil and dirt deposits that are a fire hazard.
- j. Vehicles should be thoroughly inspected and serviced by a reliable garage.

- k. Amount of gasoline in tank should be approximately three gallons. Any amount in excess of that necessary for processing vehicle in Port, will be drained prior to shipment and will be lost to owner.
- l. Exterior chrome surfaces should be covered with masking tape, liquid or grease to protect them from salt air and spray.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

CHANGE NO. 1
SOP NUMBER 231
23 MARCH 1948

AUTHORIZED BAGGAGE OTHER THAN PERSONAL

SECTION III

PETS AND MASCOTS

Delete paragraph 4 a (1) and substitute the following therefor:

- (1) New York Port of Embarkation is authorized to ship pets and mascots (dogs and cats only) to the European Command for all qualified personnel.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF CARGO
PERSONAL PROPERTY

SOP NUMBER 231
12 September 1947

A U T H O R I Z E D B A G G A G E O T H E R T H A N P E R S O N A L

S E C T I O N I I I

P E T S A N D M A S C O T S

PURPOSE AND SCOPE:

1. This Standing Operating Procedure prescribes the procedures for receiving, lodging, processing, and shipping of pets and mascots at NYPE.
2. The provisions of this Standing Operating Procedure are not applicable to pets and mascots of American Red Cross personnel (except stowaway animals).

RESPONSIBILITIES AND PROCEDURE:

1. Supervision:

- a. Chief, Troop Movement and Training Division will exercise general staff supervision over the provisions of this Standing Operating Procedure.
- b. Chief, Surgeon and Medical Supply Division will exercise staff supervision over the veterinary details of this Standing Operating Procedure.

2. General: Pets and mascots belonging to members of the United States Army, War Department civilian employees, or dependent members of families of such personnel, may be transported without charge for ocean transportation aboard cargo vessels owned by, under bareboat charter to or wholly allocated to the Army, subject to availability of such vessels.

3. Responsibilities:

- a. Chief, Troop Movement and Training Division will be responsible for all phases of this Standing Operating Procedure described in paragraph 4 a below unless otherwise indicated. He will maintain necessary records and receive and reply to all inquiries relative to the shipment of pets and mascots from the Zone of Interior to an oversea destination.
- b. Commanding Officer, Camp Kilmer, will be responsible for all phases of this Standing Operating Procedure described in paragraphs

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4 b and 5 c (2) below, unless otherwise indicated.

- c. Port Transportation Officer will be responsible for maintaining necessary records and receiving and replying to all inquiries relative to the shipment of pets and mascots from overseas to a Zone of the Interior destination.

4. From Zone of Interior to Oversea Destination:

a. Pre-shipment Planning:

- (1) ~~Priority lists or individual authorizations for shipment of pets and mascots will be received from overseas commanders.~~
- (2) The owner of the animal will make application for shipping instructions to the Chief, Troop Movement and Training Division. The application will be accompanied by a certificate of an Army or registered civilian veterinarian, showing that the animal has been vaccinated for rabies with an approved Habel mouse-tested rabies vaccine not less than 30 days nor more than five (5) months prior to the date of receipt at Camp Kilmer. If the animal is under two (2) years of age, a veterinarian's certificate must also be furnished, certifying that the animal has been permanently immunized against distemper.
- (3) Upon request from Troop Movement and Training Division, the Superintendent, Water Division, will furnish advice of available shipping space for pets and mascots. Based on this and the limitations of facilities for housing, feeding, and exercising the animals at Camp Kilmer, the owners will be authorized to ship their animals to Camp Kilmer. A copy of this authorization as well as copies of veterinarian's certificates received will be forwarded to the Commanding Officer, Camp Kilmer. Owners of animals will be required to furnish a substantial crate for housing and transporting the pet, collar and chain for exercising and handling, a porcelain pan for food and water, and, for cats, an additional receptacle for sand. The complete overseas address of the owner must be stencilled on the crate. Owners will further be required to submit certified check or money order in the amounts stipulated in paragraph 4 b (1), below.

b. Lodging and Processing:

- (1) A certified check or money order in the amounts listed will be received from the owner of the animal to pay for food

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while the pet is at the port and on board ship, and for handler's fee for the pet, viz:

- (a) To European Theater \$15.00
- (b) To Mediterranean Theater \$17.50

All monies thus received will be deposited in a Pet Maintenance Fund. A Custodian, Pet Maintenance Fund, will be appointed, who will purchase food for pets and mascots and pay personnel for handling of the animals.

- (2) Upon receipt of the pet, a metal identification tag, showing name of owner, breed, sex, and color of the animal will be prepared and securely fastened to the collar. The same information will then be stencilled on the crate.
- (3) All pets and mascots will be examined by the Post Veterinary Officer, who will verify the adequacy of the health certificates furnished by the owner for the animal, and file certificates for reference. If the certificates are not satisfactory, the animal will be vaccinated and immunized so that proper Health Certificate and Rabies Vaccination Certificate (WD AGO Form 5515) may be issued. Sick animals that do not recover sufficiently to be shipped overseas or that die while en route to or in the custody of the New York Port of Embarkation will be disposed of in accordance with prior instructions requested by Troop Movement and Training Division and received from the owner.
- (4) Adequate facilities for housing, feeding and exercising of the animals will be provided. Military personnel will be assigned to feed and exercise the animals as directed by the Post Veterinary Officer. A fee of \$1.00 per animal will be paid the handlers from the Pet Maintenance Fund.
- (5) All pets and mascots will be re-examined not more than twenty-four (24) hours prior to delivery to the Water Division, NYPE. A Veterinary Health Certificate (Form 101, Medical Department, U. S. Army) will be issued for each animal. Certificates will be prepared in triplicate and distributed as follows:
 - (a) One (1) copy to be mailed direct to Veterinarian, Port of Debarkation.
 - (b) One (1) copy to be placed in a water-proof envelope and securely attached to the animal's crate.

- (c) One (1) copy to be filed.
 - (6) In addition a Veterinary Health Certificate for the entire shipment will be prepared in quadruplicate and distributed as follows:
 - (a) One (1) copy to be mailed direct to Veterinarian, Port of Debarkation.
 - (b) One (1) copy to accompany shipping papers on the vessel.
 - (c) One (1) copy to Chief, Surgeon and Medical Supply Division, Attention: Port Veterinarian, NYPE.
 - (d) One (1) copy to be filed.
 - (7) A diet for the voyage of pets and mascots will be prescribed and food sufficient for the duration of the voyage will accompany the animals from Camp Kilmer, to Water Division, NYPE. The Custodian, Pet Maintenance Fund, will provide the money for payment of handler's fee during the voyage. When it is impractical to make arrangements with ship's personnel for the feeding and handling of animals on board ship, military personnel will be detailed to accompany and care for the animals during the voyage and until the responsibility of NYPE for such animals has been discharged. Handlers will be paid a fee of \$7.50 per animal to the European Theater and \$10.00 per animal to the Mediterranean Theater, as established by the North Atlantic Continental Freight Conference. A handler will not be assigned responsibility for more than an optimum of five (5) or a maximum of seven (7) animals.
 - (8) One set of War Department Shipping Documents will be prepared for each animal in accordance with existing regulations. Copy of WDSD will be furnished the Troop Movement and Training Division for file.
- o. Oversea Shipment:
- (1) The Superintendent, Water Division, will be responsible for coordinating arrangements to furnish handlers for pets and mascots during the voyage and until the responsibility of NYPE for such animals has been discharged. He will contract for such services, where practicable, with ship's personnel at the rate of \$7.50 per animal to the European Theater and \$10.00 per animal to the Mediterranean Theater. Simultaneously with delivery of pets and mascots to the Water Division,

the Custodian, Pet Maintenance Fund, will arrange to turn over to a representative of the Superintendent, Water Division, the fees to be paid to members of ship's personnel for the handling of animals. The Chief, Surgeon and Medical Supply Division, will be responsible for instructing handler's aboard ship in care and handling of pets and mascots.

- (2) Delivery of pets and mascots from Camp Kilmer at a designated time and place will be requested by a representative of the Superintendent, Water Division. A copy of this request will be furnished the Chief, Surgeon and Medical Supply Division. The Commanding Officer, Camp Kilmer, will be responsible for delivery of pets and mascots at the time and place specified. The animals, and food for their voyage, will be loaded aboard ship, where a representative of the Chief, Surgeon and Medical Supply Division will make a final physical inspection of pets and mascots, as well as of the allotted shipping space in order to determine its suitability and adequacy. He will further ascertain that each animal carries a proper identification tag and is being shipped in its correspondingly stencilled crate.

- (3) Notification of animals shipped will be included in Cargo Loading radios prepared in accordance with existing procedure.

5. From Oversea Theater to Zone of Interior:

a. Authorized Pets and Mascots from European Theater:

- (1) The overseas commander will grant permission for shipment of pets and mascots only upon condition that the owner make arrangements for receiving and delivering animals within the United States and that the U. S. Army will not be responsible nor be a party to arrangements for further shipment in the United States. Payment for such shipments is made in advance by the owner. The American Express Company is the commercial shipping agency engaged by owners of pets and mascots.
- (2) Upon receipt of extracts of sailing cable, indicating estimated time of arrival and number of pets aboard ship, Port Transportation Division will prepare, and mail to the American Express Company a "Carrier's Certificate and Release Order (U.S. Customs Service)".
- (3) The Superintendent, Water Division, will be responsible for advising the Port Transportation Division and the Port Veterinarian of exact time of arrival of the ship carrying pets.

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The Port Transportation Division will coordinate with the American Express Company to assure pick-up of (healthy and sick) animals at the time specified by the Superintendent, Water Division. Hospitalization of animals will be recommended to the American Express Company by the Port Veterinarian whenever animals, in his professional opinion, are unfit for immediate shipment.

- (4) Pets and mascots will be examined aboard vessel by the Port Veterinarian, who will be responsible for ascertaining that the information on the tag fastened to the animal corresponds to that stencilled on its crate. He will be responsible for assuring compliance with health and entry requirements for the animals, including requirements of other Federal agencies, such as United States Customs, Department of Interior, Department of Agriculture, United States Public Health Service, and requirements of local agencies, such as the Staten Island Board of Health.
 - (a) If an animal is diseased and ineligible to enter the United States, the Port Veterinarian, with the permission of the Quarantine Officer, will destroy the animal aboard ship and dispose of the remains. He will issue a death certificate which will be delivered to a representative of the American Express Company through Port Transportation Division.
- (5) The crated animals will be loaded by Water Division personnel on trucks furnished by the American Express Company. An out-tally will be prepared for the animals by the Port Transportation Division and signature obtained thereon from the representative of the American Express Company.

b. Authorized Pets and Mascots from Mediterranean Theater:

- (1) The procedure for receiving and shipping of pets and mascots will be similar to that outlined in preceding sub-paragraph except that shipment will be made "collect" via Railway Express Agency.
- (2) A deposit will be received from the oversea commander for the payment of shipping costs from NYPE to the Zone of Interior address furnished on the Transportation Manifest. The Port Transportation Officer will appoint a Custodian, Pet Maintenance Fund (MFO), who will administer the fund in conformity with Army Regulations. The Custodian will make refund of deposits to owners of animals when he is reasonably sure that

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delivery at the Zone of Interior address has been accomplished. The refund shall be accompanied by an itemized statement of any expenses incurred and deducted from the original amount of the deposit.

(3) Port Transportation Division will:

- (a) Arrange for clearance and entry through customs authorities in conjunction with Port Veterinarian.
- (b) Prepare a "Uniform Live Stock Contract for the Transportation of Animals other than Ordinary Live Stock" and retain one (1) copy of the executed contract.
- (c) Furnish necessary trucks and drivers.
- (d) Deliver animals to collection point of the Railway Express Agency.
- (e) Deliver sick animals to Post Veterinarian, Camp Kilmer.

(4) In the event that an animal dies while en route to or in the custody of the NYPE, the Port Transportation Division will so advise the owner.

(5) Sick animals will be cared for, housed, fed, and exercised under the supervision of the Post Veterinarian, Camp Kilmer. As soon as warranted, animals will be shipped "collect" via Railway Express Agency; a copy of Live Stock Contract will be furnished the Port Transportation Division. A statement will be prepared and submitted to the Custodian, Pet Maintenance Fund, Port Transportation Division, who will make reimbursement to the Commanding Officer, Camp Kilmer, for all expenses incurred in the handling and care of these pets and mascots.

(6) In the event that a pet or mascot received cannot be identified as to owner and destination, such animal, will be delivered by Port Transportation Division to Camp Kilmer, where it will be housed, fed, and cared for. It will be the responsibility of the Port Transportation Officer to immediately attempt to determine the identity of the owner and to obtain disposition instructions from him. The owner or intermediary contacts will be advised that animals will be turned over to the ASPCA twenty-one (21) days after receipt at Camp Kilmer unless disposition instructions have been received. Disposition instructions obtained will be relayed

to the Commanding Officer, Camp Kilmer, who will be responsible for:

- (a) Shipping the animal "collect" via Railway Express Agency in accordance with disposition instructions received from the owner through Port Transportation Division and furnishing a copy of the Live Stock Contract to Port Transportation Division.
- (b) Delivering the animal to the ASPCA if no disposition instructions have been received within twenty-one (21) days of receipt of animal, and advising Port Transportation Division.
- (c) Submitting to the Custodian, Pet Maintenance Fund (MTO) a statement of expenses incurred, and receiving reimbursement therefor.

c. Stowaway Pets and Mascots:

(1) En route and In Port:

- (a) The transporting of pets and mascots aboard passenger vessels owned by, under bareboat charter to, or wholly allocated to the Army is prohibited.
- (b) The Masters of vessels will be responsible for precautionary measures designed to prevent the placing of stowaway pets and mascots aboard vessels and to detect the presence of any stowaway animals aboard ship.
- (c) If any stowaway pets and mascots are discovered during the voyage, it shall be the responsibility of the Master to segregate such animals in a suitable location in order to prevent endangering the health or encroaching upon the comfort of persons aboard ship. He will require the owner of the animal to attend to all its needs while en route to NYPE and will advise the owner that a statement of all expenses incurred while the animal was aboard ship will be submitted to the Port Veterinarian, for inclusion in list of expenditures as described in paragraph 5 c (2) (b), below.
- (d) Upon boarding the vessel at NYPE, the Port Veterinarian will be advised by the Master of the presence of stowaway pets and mascots and will receive a statement of all expenses incurred for the animal. The Port Veterinarian will be responsible for assuring compliance with

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all health and entry requirements for the animal. If the provisions of AR 40-2090, as amended by Change 3 thereto have not been complied with, he will immediately administer the first of three rabies vaccine doses prescribed by Army Regulations and furnish Rabies Vaccination Certificate to the official of the Staten Island Board of Health. Animals which are diseased and/or ineligible to enter the United States will, with permission of the Quarantine Officer, be destroyed aboard ship.

- (e) The Port Veterinarian will obtain shipping instructions for the animal and mailing address from the owner and apprise him of the approximate amount of charges and methods prescribed for handling reimbursement and ultimate delivery of the pet or mascot. Copy of shipping instructions will be furnished the Port Transportation Division.
 - (f) The Commanding Officer, Camp Kilmer, will be responsible for making available at all times at the Staten Island Port Installation, two (2) empty crates for the transport of stowaway pets and mascots. The Port Veterinarian will place a temporary identification tag on the animal, and coordinate with the Port Transportation Officer who will furnish necessary trucks and drivers, deliver animals, together with shipping instructions and Master's statement of expenses to Camp Kilmer, and return empty crates to Staten Island Port Installation.
 - (g) All excess food and medical supplies arriving with pets and mascots from overseas will be collected and shipped with the animals to Camp Kilmer. Food and supplies so received at Camp Kilmer will be used for the care and feeding of any animals for which sufficient deposits could not be collected.
 - (h) The Chief, Intelligence and Security Division will be responsible for such precautionary measures as are necessary to prevent the debarkation of any unauthorized pets and mascots at NYPE.
- (2) At Camp Kilmer:
- (a) All animals will be furnished with a suitable crate at the owner's expense. Animals will be supplied with an identification tag and crates will be correspondingly stencilled.

- (b) Immediately upon arrival of the animal, and in no case later than three (3) days after arrival at NYPE, a statement of expenses incurred will be mailed to the address furnished by the owner through the Port Veterinarian. This statement will contain the following itemized charges:
1. Expenses incurred aboard ship.
 2. Cost of crate.
 3. Vaccination fee.
 4. Cost of food for two (2) weeks at Camp Kilmer.
 5. Transportation charges (as obtained from Railway Express Agency).
 6. Handler's fee at Camp Kilmer for two (2) weeks at the rate of \$1.00 per week.
- (c) Owners will be instructed to mail certified check or money order for the amount due by return mail, or in any case not to be received at Camp Kilmer later than fourteen (14) days after arrival of the animal at NYPE.
- (d) The second and third doses of rabies vaccine will be administered one and two weeks, respectively, after the first inoculation and Rabies Vaccination Certificate will be prepared and distributed as follows:
1. One (1) copy to be mailed to the owner.
 2. One (1) copy to Railway Express Agency.
 3. One (1) copy to Chief, Surgeon and Medical Supply Division, Attention: Port Veterinarian.
 4. One (1) copy for file.
- (e) Upon completion of rabies vaccination, and provided that check or money order to cover expenses has been received from the owner, the animal will be shipped as instructed, prepaid via Railway Express Agency. Custodian, Pet Maintenance Fund, will reimburse the Master of the vessel through the Superintendent, Water Division, for any expenses incurred as listed on the statement previously

rendered. Copy of Live Stock Contract will be furnished the Port Transportation Division. In the event that check or money order from the owner of the animal has not been received at completion of rabies vaccination the animal will be held for one additional week after which it will be turned over to the ASPCA. Port Transportation Division will be advised of any animals disposed of in this manner and, if statement of expenses incurred was submitted by him, the Master of the vessel will be advised through the Superintendent, Water Division, that collection for such expenses could not be made.

REFERENCES:

AR 55-485, subject: "Transportation of Animals on Transports", dated 1 September 1942, as changed.

AR 40-2090, subject: "Communicable Diseases of Animals", dated 15 September 1942, as changed.

Circular No. 357, Section IX, subject: "Movement of Pets to Ports of Embarkation", dated 4 December 1946. .

PROCESSING AND MOVEMENTS OF CARGO
DOCUMENTATIONSOP NUMBER 241
24 September 1947PREPARATION OF TRANSPORTATION AND SUPPLY MANIFESTS AND FLOW
OF SHIPPING INFORMATION OVERSEAS

SECTION I

GENERAL PROVISIONS

PURPOSE AND SCOPE:

The purpose of this Section of Standing Operating Procedure No. 241 is to prescribe the responsibilities and procedures in connection with the preparation and distribution of transportation information at NYPE.

DEFINITIONS:

Cargo Stowage Plan is an outline of the vessel showing top, tween deck, and hold or compartment arrangement which permits delineation of cargo stowage, in profile or perspective, according to port of discharge.

Stowage List is prepared in conjunction with and as a supplement to the Cargo Stowage Plan. It lists, for each hatch, the stowage number (consecutive number assigned to each separate shipment in the order of loading, which appears as item number on Ocean Manifest); quantity and type of package; Technical Service or other agency; brief description of commodity; weight, cube, and specific location where items are stowed in compartment or on deck.

Transportation Manifest is a document containing information required by transportation agents. It consists of an Army Ocean Manifest Recapitulation (composed of Army Ocean Manifest Recapitulation (WDAGO Form 55-50 series) and summary of cargo) and a full set of Army Ocean Manifest sheets, arranged by sections for each receiving activity. This arrangement facilitates the dissemination of information to the individual or activity receiving the cargo; and when bound together, forms a complete manifest of all cargo loaded.

Army Ocean Manifest Recapitulation is one of the two parts of the Transportation Manifest and is composed of Army Ocean Manifest Recapitulation (WDAGO Form 55-50 series) and Summary of Cargo. Together, these two components of the Manifest Recapitulation constitute a summarization of cargo by port of discharge and type of cargo for each Technical Service or other consignee.

Army Ocean Manifest Recapitulation (WDAGO Form 55-50 series) contains information relating to characteristics of the vessel; a listing of the

heavy lifts which the ship's gear cannot handle; weight in pounds and cube of cargo for each port of discharge, and grand total of cargo loaded aboard vessel.

Summary of Cargo is a summarization by port of discharge and type of cargo for each Technical Service or other consignee expressed to the nearest long ton and measurement ton.

Army Ocean Manifest is one of the two parts of the Transportation Manifest and is prepared on Army Ocean Manifest sheets (WDAGO Form 55-49 series). These sheets comprise a brief enumeration of the vessel cargo by separate shipments, arranged by Technical Service or other consignee order for each port of discharge.

Supply Manifest contains information required by supply agencies and is a combination of Transportation Manifest and shipping documents, listing by item the contents of each separate shipment aboard the vessel. The shipping documents will be either the War Department Shipping Documents or the Vendor's Shipping Document, backing up each item on the corresponding manifest sheets.

RESPONSIBILITY AND PROCEDURES:

1. The Superintendent, Water Division, will be responsible for the preparation and distribution of transportation information as prescribed in War Department Technical Manual TM 38-412, "United States Army and Navy Ocean Shipping Procedure (short title: OSPRO)", dated 22 July 1946. Papers other than those to be placed aboard ship will be dispatched within forty-eight (48) hours after departure of the vessel.
2. Vessel copies of shipping papers, which for any reason have not been placed on the vessel, will be air-flown to the appropriate port of discharge. Such papers will be marked "Vessel Copies".
3. Distribution of Transportation Manifests, Supply Manifests, and Stowage Plans and Lists will be in accordance with Appendix I and Appendix II hereto. Distribution of Manifests and stowage plans for cargo moving under special projects will be as prescribed in Sections II and III of NYPE Standing Operating Procedure No. 217, subject: "Freight Moving Under Special Projects", dated 11 August 1947.
4. Manifests covering Army Cargo loaded aboard commercially operated vessels will be prepared by Port Transportation Division and attached to ocean bills of lading. Port Transportation Officer will be responsible for local distribution; copies for overseas and ZI will be forwarded to Superintendent, Water Division, for distribution.
5. Descriptions on Army Ocean Manifest sheets will normally be based on the information found in the recapitulation box of the shipping document.

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If that information is incorrect or insufficient, to furnish adequate identifying description of the shipment, information in the body of the document will be used for the manifest description. Each entry in the shipping document recapitulation box will represent a single line item of the manifest.

- a. Deck lashing and other gear to be recovered will be listed on a separate page of the manifest.
- b. Dunnage will be listed on a separate page of the manifest.
6. One additional service section of the transportation manifest will be placed with each service section of the three supply manifests sent by air to the theater. The extra section of the transportation manifest will be inserted between the cover and first page of the corresponding service section of the supply manifest. The extra set will not be bound with the supply manifest but will be stapled to it.
7. Ammunition data cards covering shipments of ammunition are a part of the shipping document and will be treated as a part of the supply information. These cards will be attached to the corresponding shipping document of the supply manifest that goes aboard ship.
8. Procedures for shipments through outports are prescribed in Section I, NYPE Standing Operating Procedure No. 214, subject: "Movement of Freight Through Outports", dated 14 July 1947.

REFERENCES:

WD TM 38-412, subject: "United States Army and Navy Ocean Shipping Procedures (short title: OSFRO)", dated 22 July 1946.

TC Circular No. 90-9, subject: "Marking and Shipping - Ammunition Data Cards with Shipping Documents", dated 12 August 1944, as amended.

Letter from Superintendent, Water Division, NYPE, to C.G., S.F.P.E., file TCNYP-OW 569.4 (OPN), subject: "Flow of Shipping Information for Vessels Discharging Pacific Areas", dated 4 February 1947, and 1st Ind. thereto from C.G., S.F.P.E., dated 27 February 1947.

DISTRIBUTION OF MANIFESTS
(FOR CARGO ON OTHER THAN BERTH RATE VESSELS)

Cargo Destination	Cargo Stowage Plan and Stowage List		Transportation Manifest		Transportation Manifest Stencil		Supply Manifest	
	*On Vessel	Air Flown	*On Vessel	Air Flown	On Vessel	Air Flown	On Vessel	Air Flown
European Command	4	6	4	6		1	1	3
Italy	4	7	4	13		1	1	3
Newfoundland	4	2	4	2		1	1	3
Greenland	4	4	4	4		1	1	3
Iceland	4	4	4	4		1	1	3
Canada	4	4	4	4		1	1	3
Bermuda	4	4	4	4		1	1	3
Azores	4	3	4	7		1	1	3
Canal Zone	4	4	4	4		1	1	3
** Pacific and Far East Ports	4	***	4	1		1	1	3

* 1 copy for Ship Master; 1 copy for Ship Transportation Officer; 2 copies (Plus Supply Manifest) to Army Discharging Agency, Port of Discharge.

** Documents to CG, SFPE, ANSIA - PACWESCO.

*** As directed by CG, SFPE (varies).

APPENDIX I

DISTRIBUTION OF MANIFESTS

(FOR CARGO ON OTHER THAN BERTH RATE VESSELS)

In addition to the above, the following local and ZI distribution will be made:

Distribute To:	Cargo Stowage Plan and Stowage List	Transportation Manifest	Ocean Manifest Recapitulation
OCT, Washington, D.C.	1	1	8
U.S. Maritime Commission 45 Broadway, New York, N.Y.			1
Port Director, U.S.N., N.Y. Naval Shipyard Bldg. No. 77, Brooklyn, N.Y.		* 2	
Naval Supply Depot, Bayonne, New Jersey Attn: Waterfront Traffic Division		* 2	
U.S. Customs Office, NYPE		1	
Oversea Supply Division, NYPE		** 2	
Port Transportation Division		*** 1	

* Only when cargo is loaded aboard a Navy vessel. - When Navy Department Cargo is loaded aboard an Army owned, operated, or chartered vessel, three (3) copies of the Navy section of the Transportation Manifest will be furnished.

** 1 copy to be separated and distributed to appropriate Technical Service Divisions, NYPE (includes Middletown Air Materiel Area Representative NYPE). - 3 additional copies of Army Exchange sections will be furnished for transmittal to AES Representative, NYPE.

*** For berth rate cargo loaded at NYPE only.

APPENDIX II

DISTRIBUTION OF MANIFESTS
(FOR CARGO ON BERTH RATE VESSELS)

Advance Copies	Transportation Manifest	Supply Manifest
Water Division (for preparation of cargo radio)	1	
Oversea Supply Division	1	
Final Copies (B/Lading w/Rider attached)	Transportation Manifest	Supply Manifest
Water Division (for oversea distribution) Air-Flown	4	3
Water Division (for preparation of tonnage reports)	1	
Oversea Supply Division	* 2	
Fiscal Division	1	
U.S. Customs Office, NYPE	1	
Steamship Company	** 1	

* 1 copy to be separated and distributed to appropriate Technical Service Division, NYPE (includes Middletown Air Materiel Area Representative, NYPE). 3 additional copies of Army Exchange Sections will be furnished for transmittal to AES Representative, NYPE.

** Plus additional copies as required (varies).

MANUAL
OF
STANDING OPERATING
PROCEDURES

NEW YORK PORT OF EMBARKATION

PART III

PROCESSING AND
MOVEMENT OF PERSONNEL

SERIES 300

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

SOP NUMBER 300
7 July 1947

M I L I T A R Y P E R S O N N E L

PURPOSE AND SCOPE:

This directive prescribes the processing and movement of military personnel to and from overseas stations.

DEFINITIONS:

War Department Movement Order - A directive issued by The Adjutant General, Washington, D. C., to Commanding General, New York Port of Embarkation, directing that specified military personnel or units be called into NYPE staging area for movement overseas.

Port Call - Instructions issued by Troop Movement and Training Division to individuals or units specified in competent War Department movement order, through the Commanding Officer of the home station, ordering them to report to NYPE staging area for movement overseas.

Unit or Individual Assignment - Ship allocation for a specified number of military personnel moving overseas.

Embarkation or Debarkation Movement Order - As used herein, defines those instructions published directing the activities of all interested staging areas and Port Agencies to properly effect a movement of personnel to shipside and/or from shipside. Such orders will include transportation schedules and sequence of movement.

Embarkation or Debarkation Officer - As used herein, is that officer of the Troop Movement and Training Division who will supervise, and coordinate on the pier the activities of all staging areas and Port Agencies as required to be engaged in the movement of personnel and their baggage through the Port.

Staging Area - As used herein, defines those separate commands of the NYPE which are responsible for processing military personnel and/or their dependents and other civilians for overseas movement; receiving military personnel and/or their dependents and other civilians returning from overseas.

Port Agency - As described in Standing Operating Procedure No. 100, Section I, "Analysis and Control of Port Organization", dated 7 February 1947, and used herein, defines those separate divisions of the General and Special Staffs of the NYPE, which are responsible for processing certain civilians for overseas movement and receiving certain civilians from overseas.

STAFF RESPONSIBILITY:

Troop Movement and Training Division will exercise staff supervision over the provisions of this directive.

INDEX:

Section I - Processing and Embarkation of Military Personnel Destined for Overseas.

Section II - Debarkation and Processing of Military Personnel Returning from Overseas.

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

CHANGE NO. 1
SCP NUMBER 300
16 FEBRUARY 1948

M I L I T A R Y P E R S O N N E L

SECTION I

PROCESSING AND EMBARKATION OF MILITARY PERSONNEL
DESTINED FOR OVERSEAS

Delete paragraph 4a and substitute the following therefor:

"a. Movement to Shipline:

- (1) Upon receipt of Embarkation Movement Orders from Troop Movement and Training Division, the Staging Area will execute the following:
 - (a) Prepare and distribute to the Unit Troop Commander a breakdown of assigned transportation facilities.
 - (b) Deliver to Unit Troop Commander, prior to movement:
 - (1) Three (3) copies of corrected passenger list for delivery to Embarkation Officer.
 - (2) Service records of troops.
 - (c) Deliver the Medical Clearance Certificate for all personnel to be embarked to the Chief, Port Surgeon and Medical Supply Division, four (4) hours prior to embarkation.
 - (d) Provide transportation for movement of military personnel from staging area. Request additional required transportation from the Port Transportation Officer.
 - (e) Supervise the loading and discharge of troops at the staging area and at all intermediate points. Loading and discharge will be in passenger list order.
 - (f) Move the advance party to shipside twenty-four (24) hours prior to the embarkation of the main body.
 1. When two hundred (200) or more troops are to be embarked, the advance party will consist of the Senior Unit Commander and his entire voyage staff, including the necessary enlisted personnel.

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2. When less than two hundred (200) troops to be embarked, the advance party will consist of the Senior Unit Commander and a skeleton voyage staff composed of key personnel, commissioned and non-commissioned.
- (2) Port Surgeon and Medical Supply Division will deliver the Consolidated Medical Clearance Certificate to the Troop Movement and Training Division three (3) hours prior to embarkation.

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

SOP NUMBER 300
7 July 1947

M I L I T A R Y P E R S O N N E L

SECTION I

PROCESSING AND EMBARKATION OF MILITARY PERSONNEL DESTINED FOR OVERSEAS

PROCEDURE:

1. Prior to arrival at staging area:

a. Sources of personnel for overseas movement:

- (1) Military personnel processed through Personnel Center at Camp Kilmer, on the basis of unit or individual orders received from The Adjutant General, Washington, D. C.
- (2) Military personnel processed through Army Air Forces Oversea Replacement Depot at Camp Kilmer, on the basis of unit or individual orders received from the First Air Force.
- (3) Military personnel ordered directly into the staging area by Troop Movement and Training Division. That division will, upon receipt of a competent War Department movement order, issue to the individual or unit specified therein, through the Commanding Officer of the home station, a Port Call directing them to report to the NYPE staging area.
- (4) Enlisted personnel returning to post of duty overseas: Such personnel will be ordered into the staging area by the Commanding General, New York Port of Embarkation, through the Commanding Officer of the Reception Station.
- (5) Officers proceeding directly into staging area in accordance with basic orders.

b. Plans for reception, billeting and processing of troops will be prepared by the staging area upon receipt of a unit or individual assignment in the case of paragraph a (1) and (2), above, or copy of Port Call in the case of paragraph a (3) and (4), above.

2. Reception and billeting of troops: The Staging Area will receive, assign billets, and give initial orientation to arriving military personnel. When practicable, casualties will be formed into provisional shipment units.

3. Staging period:

- a. Processing of personnel: The staging area will:
 - (1) Check immunization records and bring them up to date.
 - (2) Place pay accounts of embarking personnel on a current basis. If debarkation date is between the 16th and the last day of the month, a partial payment will be made.
 - (3) Make a complete inspection of clothing and equipment, and replace shortages in accordance with current directives.
 - (4) Give prescribed orientation training to all personnel.
 - (5) Screen personnel records to insure their correctness.
 - (6) Conduct physical inspection of all embarking personnel within forty-eight (48) hours of sailing.
- b. Unit and individual assignments: Seventy-two (72) hours in advance of embarkation, Troop Movement and Training Division will issue and distribute to interested Port agencies, staging areas and Transport Commanders, copies of unit and individual assignments which will include:
 - (1) Shipment number.
 - (2) Vessel name and number.
 - (3) Number of officers and enlisted men scheduled to embark.
 - (4) Movement authority.
- c. Preparation of passenger list: Passenger lists will be prepared and kept up to date by the staging area; forty (40) copies will be delivered to Troop Movement and Training Division at least forty-eight (48) hours prior to embarkation. Troop Movement and Training Division will deliver one (1) completed copy to the Transport Commander twenty-four (24) hours prior to embarkation.
- d. Designation of Embarkation Officer: Embarkation Officer will be designated by Troop Movement and Training Division twenty-four (24) hours prior to embarkation.
- e. Designation of Unit Troop Commander: The senior line officer of the provisional shipment unit embarking for overseas will be appointed as Unit Troop Commander by the staging area. Members

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of the Commander's staff will be designated by the staging area from among the officers of the embarking contingent. The staging area will instruct the Unit Troop Commander and his staff in their duties and responsibilities during the movement to shipside.

- f. Cabin assignments: Transport Commander, Water Division, will assign cabin space to embarking personnel.
- g. Embarkation Movement Order: Troop Movement and Training Division will issue an Embarkation Movement Order which will include a transportation schedule submitted by Port Transportation Division.
- h. Inspection of vessels: Water Division will carry out an inspection of assigned vessels sufficiently in advance of embarkation to permit deficiencies to be corrected prior to arrival of troops.
- i. Pier space: Layout of pier space to be used for embarkation will be accomplished by Water Division in coordination with Troop Movement and Training Division.
- j. For insertion in the passenger list: Transport Commander will deliver thirty (30) copies of Next-of-Kin Report, covering personnel on his staff to Troop Movement and Training Division.

4. Embarkation of troops:a. Movement to shipside:

- Am
Ch*
- (1) Port Transportation Division will, at the request of Troop Movement and Training Division, provide facilities for the movement of military personnel from staging area to shipside. For movements scheduled during the period Monday through Friday, requests for transportation facilities will be submitted to Port Transportation Division at least twelve (12) hours prior to such scheduled movement. For movements scheduled on Saturdays and Sundays, requests for transportation facilities will, whenever possible, be made by 1600 hours on the preceding Thursday.

(2) Staging area will:

- (a) Upon receipt of Embarkation Movement Order, prepare and distribute a breakdown of assigned transportation facilities, to the Unit Troop Commander.
- (b) Deliver to Unit Troop Commander prior to movement, three (3) copies of passenger list which have been corrected at staging area for transmittal to Embarkation Officer.

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- (c) Direct the loading of troops on buses, trucks or trains in passenger list order; passenger list will be verified at this time.
 - (d) Deliver service records of troops to Unit Troop Commander prior to movement to shipside.
 - (e) Deliver the Medical Clearance Certificate for all personnel to be embarked, to the Port Surgeon, four (4) hours prior to embarkation time.
 - (3) Port Surgeon and Medical Supply Division will deliver the consolidated Medical Clearance Certificate to the Troop Movement and Training Division three (3) hours prior to scheduled embarkation.
 - (4) Port Transportation Division will:
 - (a) Move troops to embarkation pier, notifying the Troop Movement Embarkation Officer as to time of departure of the contingent from the staging area.
 - (b) Supervise the loading and discharge of troops from trains, trucks, and ferries, at all intermediate transfer points between the staging area and shipside, and insure that such activity is carried out in passenger list order.
 - b. Security measures: Intelligence and Security Division will provide sufficient guards at the pier to maintain internal security during movement aboard ship. Unauthorized personnel will not be allowed on the pier or aboard ship during this operation.
 - c. Movement aboard ship:
 - (1) Troop Movement Embarkation Officer will receive troops at pier and obtain from Unit Troop Commander three (3) copies of passenger roster; and after coordination with Transport Commander will direct movement of troops aboard ship in passenger list order in accordance with Embarkation Movement Order.
 - (2) Camp Kilmer Embarkation Officer will check at the gangplank the name of each embarkee, except General Officers, Colonels, and military personnel accompanied by dependents, against his name on the Troop Movement and Training Division loading copy of the passenger list.

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- (3) Fort Hamilton Embarkation Officer will check at the gangplank the name of each General Officer, Colonel, and military individual accompanied by dependents, and other armed force personnel and dependents against their name on the Troop Movement and Training Division loading copy of the passenger list.
- (4) Transport Commander will check at the gangplank the name of each embarkee against his name on the Water Division copy of the passenger list, and retain this copy for his use aboard ship, from which additional copies of the corrected passenger list will be prepared and delivered by him to the overseas Port Commander.
- (5) Troop Movement Embarkation Officer will:
 - (a) Deliver ten (10) copies of the uncorrected passenger list to the Transport Commander prior to embarkation.
 - (b) Deliver to the Transport Commander the consolidated Medical Clearance Certificate prior to embarkation.
 - (c) Obtain the corrected loading copy of the passenger list from the staging area Embarkation Officer and deliver it to the Troop Movement and Training Division and from this, additional copies of the corrected passenger list will be prepared and distributed to interested agencies.
- d. Notification of sailing: Troop Movement and Training Division will forward sailing cable to port of destination and other agencies concerned.
- e. Delivery of advance passenger lists overseas: Troop Movement and Training Division will transmit twelve (12) corrected copies of advance passenger list (forecast) to port of debarkation overseas, by airmail, immediately after departure of ship.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

CHANGE NO. 1
SOP NUMBER 300
16 FEBRUARY 1948

M I L I T A R Y P E R S O N N E L

SECTION II

DEBARKATION AND PROCESSING OF MILITARY PERSONNEL
RETURNING FROM OVERSEAS

Delete the last sentence of paragraph 2 d (2) and substitute the following
therefore:

"No one under fourteen (14) years of age will be admitted on a pier
unless accompanied by an adult."

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

SCP NUMBER 300
7 JANUARY 1948

M I L I T A R Y P E R S O N N E L

SECTION II

DEBARKATION AND PROCESSING OF MILITARY PERSONNEL RETURNING FROM OVERSEAS

PROCEDURE:

1. Prior to arrival at New York Port of Embarkation:

a. Information concerning arrival of personnel:

- (1) Messages, advance passenger lists, and sailing cable will be received by Troop Movement and Training Division from oversea port of embarkation, and information therein distributed to all Port agencies concerned.
- (2) Water Division will furnish Troop Movement and Training Division with available information pertaining to arrival of vessels, i.e. name and port of origin of vessel providing water transportation, date of departure from oversea port, estimated time of arrival at NYPE, pier, date and hour of berthing.
- (3) Upon receipt of cable by Troop Movement and Training Division from troop carrying vessel containing breakdown of personnel and respective disposition stations, a notification will be sent to the staging area or agency concerned, giving the number and class of personnel destined for reassignment or separation. Forecast of scheduled arrivals will be published and distributed by that division to interested agencies, and will include all data covering arrival of ship, pier, debarkation schedules, and numbers and officers and troops for each specific destination.
- (4) Information concerning patients and the Reconditioning Unit arriving from overseas will be received by Troop Movement and Training Division and Port Surgeon and Medical Supply Division from oversea port of embarkation. Detailed breakdown of patients, i.e. number of patients by class and disposition thereof, will be prepared by the Port Surgeon and Medical Supply Division. Liaison, however, will be maintained between Troop Movement and Training Division and Port Surgeon and Medical Supply Division, as to time of arrival and debarkation of ships carrying patients.

- b. Reply to inquiries received: Inquiries concerning arrival and debarkation of military personnel will be replied to by Troop Movement and Training Division.

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- c. Orientation of personnel aboard ship: The Transport Commander will be responsible for orientation of military personnel aboard ship, concerning ship life, debarkation procedure, and established procedure for subsequent movement from Port to final destination.
- d. Debarkation and Movement Orders: Such orders will be published by Troop Movement and Training Division and distributed to interested Port agencies, directing movement of personnel to respective stations as follows:
 - (1) General Officers, Colonels, military personnel accompanying dependents and emergency cases, to Fort Hamilton.
 - (2) Couriers, to Fort Hamilton.
 - (3) Pet Escorts, to Camp Kilmer.
 - (4) General Prisoners, to First Army Headquarters.
 - (5) Ship Transportation Officers not permanently assigned to NYPE, to Water Division, Ships Complement Branch, and then to Fort Hamilton.
 - (6) All other casualties will proceed to the staging area designated for processing and disposition in accordance with orders.
- e. Transportation will be provided by the staging areas concerned for the movement of all personnel and their baggage (except patients will be transported by Headquarters, First Army). When additional transportation is needed, a request will be forwarded to Port Transportation Officer.

2. Reception of personnel:a. General Procedure:

- (1) Water Division will clear pier space and provide the number of gangplanks and other necessary equipment as requested by the Troop Movement and Training Division.
- (2) Quarantine clearance will be given by a representative of the Surgeon and Medical Supply Division, and until such clearance is granted, no one will be permitted aboard ship.
- (3) Following quarantine clearance, normal debarkation will be effected.
- (4) Troop Movement and Training Division will receive overseas corrected passenger lists from the Transport Commander.

- (5) Troops will be debarked by staging area and/or Port agency personnel following clearance from Immigration, Customs, and Public Health officials, in accordance with debarkation movement order. Debarkation and disposition of personnel will be reported on corrected passenger lists.
- (6) Transport Commander will correct a copy of the passenger list by checking at the gangplank the name of each em-barkee against his name on the passenger list.
- (7) Troop Movement Embarkation Officer will collect the corrected unloading copy of the passenger list from the Transport Commander and return it to the Troop Movement and Training Division, from which additional copies of the corrected passenger list will be prepared and distributed to interested agencies.
- (8) Intelligence and Security Division will:
 - (a) Advise Provost Marshal Section, Headquarters, First Army, of the arrival of prisoners and other restricted personnel. (First Army will provide escorts and transportation to directed destinations).
 - (b) Provide guards at the gangplank of each ship and on board ship, when required.
- (9) Troop Movement and Training Division will insure that code designations and shipment numbers, if assigned by oversea port of embarkation, appear on all stencils and orders forwarded to personnel centers.

b. Patients:

- (1) The Port Surgeon and Medical Supply Officer will secure the necessary personnel to properly debark patients, and indicate by check on the passenger list their names and the hospital to which they were forwarded.
- (2) The Chief, Surgeon and Medical Supply Division, will request sufficient motor transportation from the Surgeon, Headquarters First Army, to transport patients to the appropriate debarkation hospitals. Such requests will be made as far in advance as possible and will include the expected time of arrival, the pier at which the ship will dock, and a complete breakdown of the class and number of patients to be evacuated. Changes in date and time of ship's arrival will be promptly relayed to the Surgeon, Headquarters First Army, who, upon the receipt of the above information will arrange for the appropriate number of vehicles and personnel to be used in the evacuation of patients to the appropriate hospitals.

- (3) Upon arrival of vehicles at the pier, the individual in charge of such vehicles will report their number by respective station, to the Evacuation Officer from the Surgeon's Office, First Army. Vehicles will enter the pier only on instructions from the Army Surgeon's representative or Military Police assisting him.
- (4) Patients will be evacuated to hospitals at the staging areas or at the direction of the First Army Surgeon, to other debarkation hospitals located in the First Army Area. If patients are evacuated to hospitals situated at Governors Island, a Staten Island Ferry priority pass will be provided.
- (5) First Army Provost Marshal: This officer will be responsible for maintaining traffic control, marking the route to the debarkation hospital(s), and patrolling the route thereto.
- (6) Ambulance Personnel:
 - (a) Unless otherwise instructed, each ambulance will be staffed by a driver and one (1) attendant, both preferably male, but at least one (1) will be male. It will be the responsibility of Commanding Officers of stations supplying attendants to insure their proper orientation and training in carrying out their duties and responsibilities, as stated herein.
 - (b) Stations furnishing drivers and attendants to be employed during normal messing hours, will provide such personnel with suitable box lunches to be eaten at waiting periods to and from piers or at any opportune time which will not interfere with operations. Personnel will not halt vehicles anywhere enroute for the purpose of eating.
 - (c) Drivers and attendants will be instructed as follows:
 - 1. Instructions of military and civilian police and civilian traffic regulations, will be obeyed. At no time will the thirty-five (35) mile per hour maximum speed limit be exceeded.
 - 2. Such personnel will remain in the vehicle unless specific permission is granted by the First Army Surgeon's representative to do otherwise.
 - 3. Smoking is prohibited on all piers.

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4. Such personnel will assist in loading ambulances and buses, if needed, and will understand their responsibilities in assuring that patients are transferred with all speed and comfort.
 5. When engaged in evacuation activities, one (1) brassard (Geneva Convention Item No. 9913500) will be worn on left sleeve of outer garment, and is to be kept neat and clean.
 6. Prior to departure from piers, any necessary first echelon maintenance will be performed and interior of vehicles will be thoroughly policed. Particular attention will be given to litter straps, hooks, braces, etc. Motors will be shut off, except during cold weather when it is necessary to keep the motor running to provide heat for the interior of the vehicle.
- (7) Report of unusual incidents: Drivers and senior assistants, upon return to home stations, will report any unusual incidents to the Surgeon or organization commander, who will transmit such information, when appropriate, to the Commanding General, First Army, attention: Surgeon (AHFMD) by the most suitable means of communication.
 - (8) Expendable items accompanying patients will be vouchered in accordance with current regulations concerning expendable property.
 - (9) Sufficient non-expendable property (litters and blankets) will be carried on ambulances engaged in debarkation to effect an exchange of such items between the Transport Surgeon and the driver of the ambulance.
- c. Reconditioning Unit: Following the debarkation of patients, personnel of the Reconditioning Unit will be debarked. Each member of the unit will wear a tag marked "Reconditioning Battalion" and will carry his own baggage.
- d. Visitors to piers:
- (1) Members of the press will be allowed the freedom of piers and ships at such times as the Intelligence and Security Division (with concurrence of Superintendent, Water Division) designates.
 - (2) Relatives of military returnees may be issued passes by the Intelligence and Security Division to observe the debarkation on a pier (visiting with troops will not be allowed) at such times and in such numbers as will not interfere with the efficient and orderly operation and debarkation of returnees. Troops will not be called off a ship or out of formation to visit relatives. The Intelligence and Security Division will designate places for barriers or inclosures behind or in which all visitors must remain. ~~No one under fourteen (14) years of age will be admitted on a pier.~~

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- (3) Other visitors seeking special consideration or unusual attention will be referred to the Intelligence and Security Division. That division will:
 - (a) Endeavor to obtain clearance from the Chief of Transportation.
 - (b) If time does not permit, admittance of such visitors on the pier may be authorized by Intelligence and Security Division. Facts and action taken on request for such admittances will be reported directly to the Chief of Transportation.

3. Staging period:

a. Processing of personnel:

- (1) After debarkation, personnel will be received, oriented, and billeted at staging area.
- (2) Clothing and individual equipment will be checked and replacement necessary for comfort and convenience issued.
- (3) Records of military personnel will be processed at the staging area.

b. Visitors to staging area:

- (1) Members of the press will be allowed the freedom of a staging area, except in places reserved by the Commanding Officer.
- (2) Relatives of military returnees will be admitted to a staging area at such times and places as the Commander thereof may deem proper, and which will not interfere or impair the efficiency and orderly processing of troops.
- (3) Passes may be issued by the Staging Area Commander to such troops to visit nearby communities in such number and in such times as will not impair the efficient and orderly processing and shipment of troops.

4. Departure of personnel:

a. Arrangements for departure:

- (1) Disposition of personnel will be made in accordance with theater orders and War Department directives by indorsement on, or issuance of, appropriate orders.

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- (2) Arrangements for transportation of personnel to directed Zone of Interior destinations, will be made in accordance with disposition orders.
- (3) Staging area will insure that a Group Supervisor is designated when more than one group moves on same train to same personnel center, and will also insure that stencils and four (4) copies of orders roster are carried by Group Supervisor for immediate delivery upon detrainment.

b. Departure:

- (1) Personnel will be dispatched and notification made to appropriate agencies.
- (2) Train Commanders, supervisors, and car leaders, will be cautioned regarding excessive drinking and lack of proper discipline enroute.

REFERENCES:

Letter, AG 370.5 (10 Aug 44)OB-S-SPMOT-M, subject: "Procedure for Return of Individuals" (Short title: PRI), WD AGO, dated 16 August 1944, as amended.

WD Readjustment Regulations No. 1-2, subject: "Personnel Procedure For Readjustment Movements", dated 11 April 1945, as amended.

Circular No. 58, subject: "Movement of Patients Within the First Army Area", Headquarters First Army, dated 27 December 1946.

Letter, 537 AHFMD, Headquarters First Army, subject: "Safe Operations of Ambulances", dated 15 August 1947.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF PERSONNEL
CIVILIAN PERSONNEL

CHANGE NO. 2
SOP NUMBER 340
25 MARCH 1948

C I V I L I A N P E R S O N N E L

SECTION I

PROCESSING AND EMBARKATION OF CIVILIAN
PERSONNEL DESTINED FOR OVERSEAS

Delete paragraph 3 (2) (e) and substitute the following therefor:

- "3. (2) (e) Intelligence and Security Division will issue WD AGO Identification Cards to such personnel. Identification cards not completed at sailing time will be cancelled by NYPE Intelligence and Security Division. It will then be necessary for these passengers to obtain Identification Cards from Theater Commander."

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

PROCESSING AND MOVEMENT OF PERSONNEL
MILITARY PERSONNEL

CHANGE NO. 1
SOP NUMBER 340
16 FEBRUARY 1948

C I V I L I A N P E R S O N N E L

SECTION I

PROCESSING AND EMBARKATION OF CIVILIAN
PERSONNEL DESTINED FOR OVERSEAS

1. Delete paragraph 1 e and substitute the following therefor:

- "1. e. Special Supply Items: Special items for Army controlled vessels will be obtained by submitting requisitions to the appropriate Technical Service thru Superintendent, Water Division.
- (1) Baby food and laundry facilities to Port Quartermaster Division.
 - (2) Playroom and nursery furniture, baby toilet seats and bathtubs to Port Procurement and TC Supply Division.
 - (3) Transport Exchange items, including safety pins, talcum powder, baby oil, and wash cloths to Special Service, Vessel Exchange, Troop Information and Education Supply Division.
 - (4) Other non-expendable items to the appropriate Technical Service."

2. Delete paragraph 2 a and substitute the following therefor:

- "2. a. Transportation facilities will be provided by Port Transportation Division for the movement of dependents from designated terminals to Fort Hamilton. When calls are received from dependents arriving at New York terminals, the organization or person receiving the call will assure dependents that transportation will be made available, and will then call the dispatcher of Port Transportation Division, Brooklyn Army Base, for the necessary transportation. "

3. Delete paragraph 4 c and substitute the following therefor:

- "4. c. Transportation to Shipside: Fort Hamilton will provide transportation for the movement of dependents and Department of the Army civilians quartered at that installation to shipside. Civilians quartered elsewhere will not be provided government transportation to shipside. "

PROCESSING AND MOVEMENT OF PERSONNEL
CIVILIAN PERSONNEL

SOP NUMBER 340
7 July 1947

C I V I L I A N P E R S O N N E L

SECTION I

PROCESSING AND EMBARKATION OF CIVILIAN
PERSONNEL DESTINED FOR OVERSEAS

PURPOSE AND SCOPE:

This directive prescribes the processing and movement of civilian personnel to and from oversea areas.

DEFINITIONS:

Civilian, as used herein, is an individual (not a member of the Armed Forces of the United States) moving through the New York Port of Embarkation under a competent travel order.

Dependent, as used herein, is a member of the family of United States Armed Forces Personnel and of United States Civil Service Personnel who are authorized by competent travel orders to move through the New York Port of Embarkation.

Travel Authorization or Order, as used herein, refers to a document issued by a War Department Agency authorizing movement of a civilian to oversea station.

Port Call, as used herein, is a notice requesting civilian, under competent travel order, to report by a specified date to the New York Port of Embarkation for movement overseas.

Staging Area, as used herein, defines those separate commands of the New York Port of Embarkation which are responsible for processing military personnel and/or their dependents and other civilians for overseas movement; receiving military personnel and/or their dependents and other civilians returning from overseas.

Port Agency, as used herein, and as described in SOP No. 100, defines those separate divisions of the General and Special Staffs of the New York Port of Embarkation which are responsible for processing certain civilians for overseas movement; receiving certain civilians from overseas.

Embarkation or Debarkation Officer, as used herein, is that officer of the Troop Movement and Training Division, who will supervise and coordinate on the piers the activities of all staging areas and Port agencies engaged in the movement of personnel and their baggage through the New York Port of Embarkation.

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STAFF RESPONSIBILITY:

Troop Movement and Training Division will have staff supervision over the provisions of this Standing Operating Procedure.

PROCEDURE:

1. Prior to arrival at NYPE:

a. Authorities for planning oversea movement:

- (1) Dependents - Priority lists and travel authorizations, received by Troop Movement and Training Division from The Adjutant General, Washington, D. C.
- (2) Other Civilians - Travel orders received by Troop Movement and Training Division from duly authorized War Department agencies.

b. Scheduling of transportation facilities:

(1) Allocation of Ship Space:

- (a) Troop Movement and Training Division will determine shipping space available within a specified period, for movement of civilians overseas.
- (b) Types of vessels provided for water transportation of civilian personnel overseas will include:
 1. Army controlled vessels.
 2. Commercial vessels, when available.
 3. Naval vessels, which will be secured through the Director, U. S. Navy.

(2) Troop Accommodations for Cabin Class Passengers:

- (a) Notification: When it is deemed necessary to berth cabin class passengers other than dependents in troop areas aboard ship, the Transport Commander will notify:
 1. Officer in Charge of Vessel Movements, Water Division, giving the number and category of passengers, e.g., War Department civilians,

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and the name of anticipated vessel to which they will be assigned. The above shall be accomplished forty-eight (48) hours to seventy-two (72) hours prior to sailing.

2. Ships Complement Branch, Water Division, Ext. 1066, giving the information as outlined in subparagraph (2)(a)1 above.
 3. Personnel Division, NYPE, when War Department civilians, authorized cabin class passage, are assigned to travel in troop class; information given will be as outlined in subparagraph (2)(a)1 above. Personnel Division will be responsible to see that such personnel receive appropriate notification.
- (b) Accommodations for cabin class passengers traveling in troop areas will be provided by the Water Division in the following manner:
1. Officer in Charge of Vessel Movements, upon receipt of notification (subparagraph (2)(a)1 above), will relay the information to the Port Steward, Water Division, who will:
 - a. Immediately alert Port Quartermaster Division and follow through on the required administrative procedures to obtain mattresses and pillows sufficient to provide one (1) for each cabin class passenger traveling troop class. An additional supply will be drawn to allow for soilage or other unforeseen replacement.
 - b. Maintain the stocks of linen and soap sufficient to provide the following items for each bunk assigned to a cabin class passenger traveling troop class:
 - One (1) pillow case
 - One (1) mattress cover
 - One (1) bar of soap per week
 - Two (2) sheets
 - Two (2) blankets, three (3) during winter months
 - Three (3) towels per week

- c. Arrange to load the above items aboard vessels.
 - d. Insure that prior to embarkation, beds will be made ready for occupancy and that one (1) towel and one (1) bar of soap will be provided for each bunk. Occupants of bunks will make their own beds daily except when linen is to be changed. For each voyage, the duration of which is expected to be in excess of nine (9) days, linen will be changed every seventh (7th) day.
 - e. Prior to embarkation, insure that the troop area will be well policed and that the sanitary facilities are cleaned, placed in working condition, and sanitary supplies are distributed.
 - f. Insure that troop areas and sanitary facilities are cleaned daily.
2. Ships Complement Branch, Water Division, will, upon receipt of notification (subparagraph (2) (a)2 above), insure that the Transport Commander will:
- a. Determine the most suitable troop area to berth cabin class passengers, considering the following factors:
 - (1) Ventilation.
 - (2) Stability of vessel.
 - (3) Sanitary facilities available.
 - (4) Mess area.
 - (5) Ease of access to ship services afforded other cabin class passengers not berthed in troop areas.
 - b. Indoctrinate his staff to show courtesy and a willingness to understand problems that might arise when cabin class passengers are berthed in troop areas.

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- c. Arrange the messing so that cabin class facilities are utilized to their fullest extent for all cabin class passengers.
 - d. Arrange equitable use of all facilities available to cabin class passengers so that no category may feel that it is being slighted, disregarded, or not the recipient of all available services.
 3. Upon receipt of proper requisitions from the Port Steward, Water Division (subparagraph (2) (b)1 a-above), the Port Quartermaster Division will be responsible to prepare for immediate delivery the number of mattresses and pillows requisitioned.
 4. The Port Quartermaster will be responsible for the delivery of mattresses and pillows to ship-side.
- c. Port Call: Upon the basis of priority lists, travel authorizations and orders, and allocation of ship space, Troop Movement and Training Division will issue a port call to:
- (1) Dependents - through appropriate Army commands or Military District of Washington.
 - (2) Other Civilians - through agencies issuing their travel orders.
- d. Forecast of passenger list: An advance passenger list including thereon, listing of all civilians scheduled for the embarkation, will be cabled to appropriate oversea port of debarkation at least twenty-four (24) hours prior to sailing of vessel. This passenger list will include the name of each civilian, age where five (5) years or less, sex, and in the case of dependents, the name, rank, serial number, and military address of person upon whom dependent.
- e. Requisitioning of special supply items: Special items for Army controlled vessels will be supplied upon the request of Water Division, as follows:
- (1) Baby food, laundry facilities, playroom and nursery furniture, baby toilet seats and bathtubs, and other non-expendable items, by Port Quartermaster Division.

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*See
ch (2)*

~~Transport exchange items, including safety pins, talcum powder, baby oil, and washcloths, by Special Service, Vessel Exchange, Troop Information and Education Supply Division.~~

2. Reception and billeting of civilians: Civilians arriving for processing prior to shipment overseas, will be offered Government billet at Fort Hamilton. At the request of War Department civilians, arrangements may be made by Personnel Division, Civilian Personnel Branch, in coordination with Army Hotel Reservation Bureau for local hotel accommodations.

*See
ch*

- a. ~~Transportation facilities will be provided by Port Transportation Division for the movement of dependents from designated terminals to Fort Hamilton.~~

- b. Adequate messing facilities, dispensary service, and hospitalization will be provided for civilians electing to be billeted at Fort Hamilton.

3. Billeting period:

a. Embarkation Passenger List:

- (1) War Department Civilians - Personnel Division will prepare passenger list (Roster) and deliver to the Troop Movement and Training Division at least forty-eight (48) hours prior to embarkation.
- (2) Dependents - Fort Hamilton will prepare passenger list (Roster) of dependents and deliver to the Troop Movement and Training Division forty-eight (48) hours prior to embarkation.

- b. Designation of Embarkation Officer: Embarkation Officer will be designated by Troop Movement and Training Division at least twenty-four (24) hours prior to embarkation.

- c. Cabin Assignments: Transport Commander, Water Division, will make berthing assignments at least twenty-four (24) hours prior to embarkation.

d. Processing of Civilian Personnel:

(1) Dependents:

- (a) Travel authorizations will be checked for competency, accuracy, and completeness by Troop Movement and Training Division.

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(b) Medical Clearance:

1. Medical Clearance Certificates listing those individuals who have failed to report for examination, will be furnished the Chief, Surgeon and Medical Supply Division at least four (4) hours prior to embarkation.
2. Chief, Surgeon and Medical Supply Division will forward the consolidated Medical Clearance Certificate to Troop Movement and Training Division at least three (3) hours prior to embarkation.

(c) Orientation: Appropriate orientation lectures will be given to embarking dependents at Fort Hamilton:

1. Initial lecture to be given by Fort Hamilton personnel.
2. Final ship orientation lecture to be given by Transport Commander.

(d) Fort Hamilton will issue WD AGO Identification Cards to dependents.

(e) Passports: Passports will be presented to dependents at Fort Hamilton at the time of embarkation movement. When not available for presentation prior to sailing, passports will be forwarded to oversea destination by airmail.

(2) Other Civilians:

(a) Travel orders will be checked for competency, accuracy, and completeness by Personnel Division.

(b) Medical Clearance: See paragraph 3a(1)(b) above.

(c) Personnel Division will assure the accuracy and completeness of the personnel (201) files of embarking civilians.

(d) Orientation lecture will be given by Personnel Division.

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(e) ~~Intelligence and Security Division will issue WD AGO Identification Cards to such personnel.~~

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4. Embarkation:

a. Notification of movement to shipside:

(1) Dependents - Embarkation Movement Order will be published by Troop Movement and Training Division and copies will be distributed to all agencies concerned.

(2) Other civilians will receive individual notification.

b. Travel on commercial vessels: Government transportation requests will be prepared by the Port Transportation Division for civilians traveling on commercial vessels or aircraft.

*See
ch 1* ~~c. Transportation to shipside: Arrangements will be made by Port Transportation Division to provide transportation facilities for the movement of dependents and ^{FH} Department civilians quartered at Fort Hamilton, to shipside. Civilians quartered elsewhere will not be entitled to Government transportation to shipside.~~

d. Security measures: Intelligence and Security Division will maintain Internal Security during movement aboard ship by providing guards at the gangplank, and when necessary, aboard ship. Unauthorized personnel will not be allowed on the pier or aboard ship during the embarkation operations.

e. Movement aboard ship:

(1) Embarkation Officer will receive civilian passengers at pier, and after coordinating with Transport Commander, will direct movement aboard ship in passenger list order, in accordance with Embarkation Movement Order.

(2) Troop Movement and Training Division Embarkation Officer will:

(a) Deliver Medical Clearance Certificate and Infant Food Formulae to the Transport Surgeon prior to embarkation.

(b) Deliver ten (10) copies of uncorrected passenger list to the Transport Commander.

(3) Fort Hamilton will provide the necessary personnel to check at the gangplank, the name of each dependent against his or her name on the Troop Movement and Training Division loading copy of the passenger list. Passengers who do not possess WD AGO Identification Cards, will not be allowed aboard ship. Passengers who have not been medically cleared, will not be permitted aboard ship until such clearance has been effected.

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- (4) Personnel Division will provide same as paragraph 4e(4) above, on War Department civilians.
- (5) Transport Commander will correct a copy of the passenger list by checking at the gangplank, the name of each em-barkee against his or her name on the passenger list, which will be retained by him for correcting the ten (10) additional copies which will be delivered to the overseas port commander.
- (6) Troop Movement and Training Division Embarkation Officer will collect the corrected loading copy of the passenger list and return it to the Troop Movement and Training Division, from which additional copies of corrected passenger list will be prepared and distributed to the interested Port agencies, Chief of Transportation, and overseas port of destination.

REFERENCES:

AR 55-120, subject: "Transportation of Individuals", dated 26 April 1943, as amended.

Circular No. 98, subject: "Overseas Movement of Dependents", WD, dated 30 March 1946, as amended.

Circular No. 286, Section III, subject: "Oversea Movement of Dependents", WD, dated 20 September 1946.

Circular No. 50, Section III, subject: "Immunization Requirements for Dependents of Military Personnel and War Department Civilian Employees Proceeding Overseas", Headquarters Second Service Command, dated 8 April 1946.

TC Circular No. 28, Section II, subject: "Passenger Lists and Passenger Summaries", dated 19 February 1947.

PROCESSING AND MOVEMENT OF PERSONNEL
CIVILIAN PERSONNEL

SOP NUMBER 340
7 JANUARY 1948

C I V I L I A N P E R S O N N E L

SECTION II

DEBARKATION AND PROCESSING OF CIVILIAN
PERSONNEL RETURNING FROM OVERSEAS

PROCEDURE:

1. Prior to arrival at New York Port of Embarkation:

a. Information concerning arrival of personnel:

- (1) Copies of advance passenger lists, messages and sailing cable containing revisions thereof, will be received by Troop Movement and Training Division from oversea port of embarkation, and information therein distributed to all port agencies concerned. Information received concerning war brides will include complete addresses of their Zone of Interior destinations.
- (2) Water Division will furnish Troop Movement and Training Division with available information pertaining to arrival of vessels, i.e. name and port of origin of vessel, date of departure from oversea port, estimated time of arrival at NYPE, pier, date and hour of berthing.
- (3) Upon receipt of cable by Troop Movement and Training Division from civilian carrying vessel, containing revised passenger list, forecast of scheduled arrivals will be published and distributed by that division to interested agencies and will include all data covering arrival of ship, pier, debarkation schedules and destinations of personnel.
- (4) Information concerning patients arriving from overseas will be received by Troop Movement and Training Division and Port Surgeon and Medical Supply Division from oversea port of embarkation. Detailed breakdown of patients, i.e. number of patients by category and disposition thereof, will be prepared by the Port Surgeon and Medical Supply Division. Liaison will be maintained between Troop Movement and Training Division and Port Surgeon and Medical Supply Division, as to time of arrival and debarkation of ships carrying patients.

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- b. Reply to inquiries received: Inquiries concerning arrival and debarkation of civilian personnel will be referred to Troop Movement and Training Division for action.
- c. Activities during voyage:
- (1) Orientation of personnel: The Transport Commander will be responsible for orientation of civilian personnel aboard ship, concerning ship life, debarkation procedure, and established procedure for subsequent movement from port to final destination.
 - (2) Customs Declarations:
 - (a) War Brides: Customs declarations, if not executed in oversea port of embarkation, will be executed by Ship's Transportation Agent during the voyage.
 - (b) Other Civilians: Customs declarations will be executed by Ship's Transportation Agent during the voyage.
 - (3) Immigration forms will be completed aboard transport by Ship's Transportation Agent, if not completed in oversea port of embarkation.
 - (a) For Aliens -- US Department of Justice, Immigration and Naturalization Service Form No. I-415.
 - (b) For US Citizens -- US Department of Justice, Immigration and Naturalization Service Form No. I-416.
 - (4) Landing cards will be completed aboard transport by Ship's Transportation Agent, if not completed in oversea port of embarkation. Passenger manifest number should be indicated on each landing card.
- d. Verification of war bride destinations: Addresses of war brides will be verified, and names of relatives arriving at NYPE to meet such dependents will be obtained, through the American Red Cross, by Fort Hamilton.
- e. Planning for movement subsequent to debarkation:
- (1) War Brides: Upon the receipt of Debarkation Movement Orders and Schedules furnished by the Troop Movement and Training Division, Fort Hamilton will provide the necessary motor transportation for the movement of war brides from the pier to the Staging Area.

(2) ~~Other Dependents:~~

- for
ch 1*
- ~~(a) Debarkation and movement orders will be published and distributed by Troop Movement and Training Division, directing movement subsequent to debarkation.~~
- ~~(b) Upon receipt of Debarkation Movement Orders and Schedules furnished by the Troop Movement and Training Division, the Port Transportation Division will provide the necessary transportation for the movement of dependents from the pier to Staging Area.~~

2. Reception of personnel:

a. General procedure:

- (1) Water Division will clear pier space and provide the number of gangplanks and other necessary equipment as requested by the Troop Movement and Training Division.
- (2) Quarantine clearance will be given by a representative of the Surgeon and Medical Supply Division, and until such clearance is granted, no one will be permitted to board ship and no passenger will be permitted to debark.
- (3) Following quarantine clearance normal debarkation will be effected.
- (4) Passengers will be debarked by Staging Area and/or Port agency personnel following clearance from Immigration, Customs and Public Health officials in accordance with Debarkation Movement Order. Debarkation and disposition information of personnel will be reported on corrected passenger list.
- (5) Troop Movement Debarkation Officer will receive the overseas corrected Passenger Lists from the Transport Commander. He will also receive a final corrected Passenger List, which has been corrected by the Transport Commander on the Pier, indicating the disposition and destination of personnel debarked. This Passenger List will be returned to the Troop Movement and Training Division where additional Passenger Lists will be finally corrected and appropriate distribution made.
- (6) Intelligence and Security Division will provide guards at the gangplank for each ship, and will provide guards aboard ship, when required.

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- (7) The termination of Government service of War Department civilian employees returning from overseas will be completed by the Personnel Division aboard the ship. Those individuals entitled to transportation to Zone of the Interior destinations at Government expense will be instructed to report to the Civilian Personnel Branch relative to final per diem payment and then to report to the Port Transportation Division for the necessary transportation request, itineraries and train schedules.
- (8) Troop Movement Debarkation Officer will supervise debarkation of civilians, following clearance by Immigration, Customs, and Public Health Officials, and establish subsequent movement as follows:
- (a) *See 1* ~~Dependents, including war brides (unless called for by their husbands or representatives thereof), to Fort Hamilton.~~ Facilities will be made available by the Commanding Officer, Fort Hamilton, for the billeting of such personnel on the post. If they desire local hotel accommodations, the Commanding Officer, Fort Hamilton, may make arrangements, including coordination with the Army Reservation Bureau, to secure such accommodations.
- (b) *See 1* ~~War Department employees will be released following clearance by Personnel Division.~~ If such persons desire assistance in securing local hotel accommodations, Personnel Division (Civilian Personnel Branch) may make arrangements in coordination with the Army Hotel Reservation Bureau to obtain such accommodations.
- (9) Crews on Army controlled vessels will remain aboard to service civilians until debarkation is completed.

b. Patients:

- (1) The procedure for handling debarkation of patients will be similar to that set forth in paragraph 2b, Section II, NYFE Standing Operating Procedure No. 300. All aspects in the handling of the debarkation of civilian patients, including the procurement of ambulances and provisions for the feeding of ambulance drivers and attendants will be similar to that outlined in the above reference.
- (2) War Department civilians returning as patients and hospitalized in an Army hospital, will be instructed to report to the Travel Sub-Section, Civilian Personnel Branch, upon release from the hospital. Any expenses

incurred by such patients who are unable to effect payment will be deducted from any salary payment due, upon receipt of written request from the hospital authorities. Hospital authorities will contact local Civilian Personnel Office, or in the absence of such office, the Travel Sub-Section, Civilian Personnel Branch, NYPE, upon the admittance of War Department civilian patients for any necessary information.

3. Departure of personnel from staging area:

a. Unaccompanied war brides: Fort Hamilton will:

- (1) Make arrangements with railroad representatives for transportation facilities including the establishment of train schedules and itineraries, to move such dependents to Zone of the Interior destinations. That headquarters will furnish the war brides with railroad tickets, itineraries and train schedules, and other necessary papers.
- (2) Provide if available, or request Port Transportation Division to provide motor facilities, to move war brides to railroad stations, and Fort Hamilton will place them aboard designated trains.
- (3) Send notification of the train departure of unaccompanied war brides by telegram to persons in the Zone of the Interior receiving such personnel giving time of departure, estimated place and time of arrival.

b. Other dependents: Fort Hamilton will:

- (1) Make arrangements with railroad representatives for transportation facilities, including the establishment of train schedules and itineraries to move such dependents to Zone of the Interior destination and will furnish the dependents with railroad tickets, itineraries, train schedules, and other necessary papers.
- (2) Provide motor transportation to move dependents to railroad stations. If transportation is not available, Port Transportation Officer will furnish same upon request by Commanding Officer, Fort Hamilton.

REFERENCES:

AR 55-120, subject: "Transportation of Individuals", dated 26 April 1943, as amended.

Circular No. 83, subject: "Transportation of Dependents from Overseas, Alaska and Canada", WD, dated 22 March 1946.

Circular No. 98, subject: "Overseas Movement of Dependents", WD, dated 30 March 1946, as amended.

Circular No. 58, subject: "Movement of Patients within First Army Area", Headquarters First Army, dated 27 December 1946.

Letter, 537 AHFMD, Headquarters First Army, subject: "Safe Operations of Ambulances", dated 15 August 1947.

PROCESSING AND MOVEMENT OF PERSONNEL
CIVILIAN PERSONNELCHANGE NO. 2
SOP NUMBER 340
16 FEBRUARY 1948

C I V I L I A N P E R S O N N E L

SECTION III

CARE OF INFANTS

1. Delete paragraph 2 b and substitute the following therefor:

"2. b. Infants found to be ill on the day of embarkation will be retained at the staging area. Upon embarkation, infants will be examined by the Transport Surgeon or by one of his Assistant Transport Surgeons. Infants found to have developed symptoms suggestive of any illness since examination at Fort Hamilton will be given a thorough physical examination to determine the cause of the illness. If on examination it has been determined that the illness is of a minor nature such as nasopharyngitis, tonsillitis, slight fever, etc., the infant will be hospitalized in the ship hospital. Serious illnesses such as acute central nervous system diseases (poliomyelitis, meningitis, encephalitis, etc.), diarrheal diseases not clearly due to dietary indiscretions, or other serious illnesses, will be disembarked and returned to Fort Hamilton for hospitalization.

However, all illnesses discovered on embarkation prior to sailing will be reported by the Transport Surgeon to the Port Surgeon, BAB, Extensions 8, 12, or 402."

2. Delete items listed under paragraph 3 b (1) and substitute the following therefor:

<u>Stock No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>
1-598-610	Blood Typing Serum, Anti-RH, 20 tests	Btl	1
3-119-760	Blood Vacuum, Blood, with Anticoagulant, 600 cc, 6's	Box	2
NS-1	Pertussis Serum, Prophylactic and therapeutic	Vial	10
NS-3	Needle, Tibia, Bone, Marrow, Infant	Set	1
3-744-800	Stopcock, 3 way, Syringe & Needle Attachment, Ayer	Each	5
7-883-965	Receptacle, Waste, Sanitary, Steel Enameled, 3 gal.	Each	2 per cabin w/infants
1-605-505	Globulin, Immune Serum, Human 10 cc	Btl	12 extra vials per vessel

PROCESSING & MOVEMENT OF PERSONNEL
CIVILIAN PERSONNEL

Change No. 1
SOP NUMBER 340
4 June 1947

C I V I L I A N P E R S O N N E L

SECTION III

CARE OF INFANTS

Section III, Standing Operating Procedure No. 340, subject: "Care of Infants", this headquarters, dated 14 April 1947, is amended as follows:

Delete paragraph 1 (e).

PROCESSING & MOVEMENT OF PERSONNEL
CIVILIAN PERSONNEL

SOP NUMBER 340
14 April 1947

C I V I L I A N P E R S O N N E L

SECTION III

CARE OF INFANTS

PURPOSE AND SCOPE:

The purpose of this Standing Operating Procedure is to prescribe those measures necessary to safeguard the health of infants traveling to, or arriving from oversea destinations, and during the interim period of their stay at the New York Port of Embarkation under the present operating facilities.

DEFINITIONS:

Infants; as used herein, are persons under two (2) years of age who are specifically authorized to proceed to, or depart from oversea destinations by appropriate War Department orders.

Children; as used herein, are persons through six (6) years of age who are specifically authorized to proceed to, or depart from oversea destinations by appropriate War Department orders.

PROCEDURE AND RESPONSIBILITIES:

1. Staging Area:

- a. Embarkees, debarkees, and unaccompanied war brides will be segregated in their own areas to the extent of available facilities.
- b. Families with infants will be housed in a separate unit, to the extent of available facilities.
 - (1) Families with infants under one (1) year of age will be housed in a specially designated building to the extent of available facilities.
 - (2) Matrons and other attendants in the billeting area will be given a food handler's examination prior to employment, with reexamination every six (6) months and with particular emphasis on those employees in the buildings that house infants under one (1) year of age.
- c. Mothers or guardians of infants will receive an orientation lecture by competent personnel, stressing the following pertinent points:

- (1) Importance of reporting illnesses among infants to the proper medical authorities at the staging area.
- (2) Importance of maintaining proper police and sanitation of living quarters.
- (3) Use of disposable diapers and the proper method for their disposal.
- (4) Correct procedure for laundering and sterilizing infants' diapers when other than disposable diapers are used.
- (5) Post Exchange facilities at the staging area and the items specifically stocked to meet infants' requirements.
- (6) Facilities available and method and procedure for preparing infants' formulae at the staging area.

d. The Transport Surgeon, or his authorized representative, will report to the staging area for the purpose of participating in the medical clearance of infants. Physical examination, including the taking of temperature of infants, will be performed on the day of embarkation.

See e. ~~Infants, hospitalized at the staging area, will not be permitted to embark for overseas travel until at least seventy-two (72) hours have elapsed from the time of discharge from the hospital, and during which time the infant must have been free from illness.~~

f. Infants will not be moved to the vessel for embarkation until the actual day of sailing.

2. Care Aboard Vessel:

a. The Transport Surgeon is responsible for the health and proper care of infants aboard his vessel and will supervise the enforcement of all sanitary measures and directives to the accomplishment of this end.

See b. ~~Infants found to be ill on the day of embarkation will be retained at the staging area. Upon embarkation, infants will be examined by the Transport Surgeon or his assistant and those infants found to be ill prior to vessel's departure will be disembarked and returned to the Fort Hamilton Station Hospital. Under no circumstances will any sick infant be permitted to continue the voyage regardless of the nature of the illness.~~

c. At the onset of each voyage, mothers and guardians will be assembled for an orientation lecture by the Transport Surgeon, or his assistant, stressing the following pertinent points:

- (1) Importance of reporting illness among infants to the Transport Surgeon without delay, and the dangers incumbent upon neglect in this matter.
- (2) Importance of maintaining proper police and sanitation of living quarters and latrines.
- (3) Use of disposable diapers and the proper method for their disposal. Disposable diapers will be disposed of in covered cans installed in each cabin where infants are quartered. Disposable diapers will be recommended to mothers and guardians rather than cloth diapers. However, those mothers and guardians insisting on the use of cloth diapers will be instructed to wash the diapers in a solution of sodium hypochlorite which will be furnished for this purpose. Washing of diapers will be performed in the laundry room, and sterilized by autoclaving wherever autoclaves are available.
- (4) Proper method of disinfection of infants' bathtubs and the importance of its use.
- (5) Vessel Exchange facilities and the items specifically stocked to meet infants' requirements.
- (6) Formulae will be prepared in the Formula Room by authorized Army personnel. Mothers and guardians will be instructed to call for their infants' formulae at specified times.
- (7) Infants' formulae will in no case be prepared outside the Formula Room, nor by any unauthorized personnel.
- (8) Mothers and guardians will be instructed as to the precautions to be followed in continuing the sterile technique of the Formula Room; i.e., nipples of bottles will not be tested by mouth for proper temperature or taste.
- (9) Mothers will be instructed concerning the precautions to take while children are out on deck, with emphasis placed on the danger of children climbing on railings and machinery.
- (10) Instruct mothers to accompany their children while walking on stairways, pointing out the hazards connected with children walking alone on stairways when the ship is in heavy seas.

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- (11) Fire hazards aboard ship will be stressed. Smoking in bed is prohibited. Mothers will be instructed to turn off irons at all times when they are not in use.
 - (12) Smoking in cabins where infants are berthed is prohibited.
 - (13) Mothers are to be instructed to return bottles, including unfinished bottles, to the Formula Room immediately after feeding. The danger involved in allowing milk to remain at a warm temperature over a prolonged period of time should be stressed.
- d. Facilities will be made available to provide adequate care for infants in a well baby nursery if the mother or guardian becomes indisposed and is unable to care for the infant.
- (1) Mothers or guardians will not be required, when indisposed, to place their infant in such a nursery. They will merely be instructed as to the advisability of such action.
 - (2) All personnel assigned to duty in the well baby nursery are to perform no other duties aboard the vessel, to the extent of available personnel aboard the vessel, and under no circumstance will such personnel be permitted to work in the Formula Room.
 - (3) Only persons assigned to duty in the well baby nursery will be allowed to come in contact with infants quartered there.
 - (4) All persons in attendance at the well baby nursery will wear masks and gowns at all times. Disinfectants for hands will be available for the convenient use of attendants, and their use will be enforced.
 - (5) Clinical records of all infants in the well baby nursery will be maintained and accurate daily recordings will be made, with special regard to rectal temperatures and number of stools per day.
 - (6) All attendants in the well baby nursery will have a nose and throat culture, anal culture, chest X-Ray, and serology every six (6) months at the Port Dispensary, and at such other times as the Transport Surgeon may direct.
- e. Families having infants will be berthed as a unit in a separate cabin, to the extent of available facilities. Infants will be berthed in cribs or in lower berths provided with protective screening. Children will be berthed in lower berths provided with protective screening.

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- f. Scheduled daily rounds of all cabins containing infants will be made by an Army nurse assigned to this duty by the Transport Surgeon. During these rounds the sanitation and care of infants by their mothers or guardians will be observed and actively supervised.
- (1) All cases of illness will be reported to the Transport Surgeon without delay.
 - (2) All discrepancies in the sanitation of the cabins will be brought to the attention of the Transport Surgeon, without delay, and appropriate action will be initiated for correction of deficiencies.
- g. Facilities will be made available for a sick baby ward and will be operated with the same preventive measures as outlined under paragraph 2d above.
- (1) Hand washing, hand dip, mask and gown technique will be practiced by attendants at all times in this ward.
 - (2) Personnel assigned to sick wards will not be assigned, to the extent of available personnel, for duty in the well baby nursery, and under no circumstances will they perform duty in, or otherwise enter the Formula Room.
 - (3) All attendants in the sick baby wards will have a nose and throat culture, anal culture, chest X-Ray, and serology every six (6) months at the Port Dispensary, and at such other times as the Transport Surgeon may direct.
- h. In the event of the appearance of a contagious disease among infants, the Transport Surgeon will designate an area to be used for the purpose of isolating the patients affected by the contagious disease, with a view towards preventing its further spread.
- (1) All preventive measures outlined in the preceding paragraphs will be strictly adhered to and enforced by the Transport Surgeon, in the operation of the isolation ward.
- i. Transport Surgeon will forward to the Port Quartermaster, after each voyage, all infant mattresses, used in hospital area, for fumigation and sterilization.
- j. After each voyage, the Ship's Transportation Agent will forward all infants' mattresses except those used in hospital area, to the Port Quartermaster for fumigation and sterilization.

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3. Facilities Aboard Vessels:a. Vessel Exchanges:

- (1) Aboard each dependent and bride carrying vessel, Vessel Exchanges will be stocked with disposable type diapers, diaper holders, baby powder, baby oil, safety pins, and such other authorized items as may be deemed necessary by the Transport Exchange Officer.

b. Medical Supplies:

- (1) In addition to the normal medical supplies stocked aboard vessels, the following pediatric supplies will be stocked to the extent available from the Port Medical Supply Officer:

for ch 2

<u>Stock No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>
1607900	RH Typing Serum, 20 Tests	Btle	1
1430700	Sodium Citrate, 6 btles per box	Boxes	2
NS-1	Pertussis Serum, Prophylactic and Therapeutic	Vial	10
---	Needle, Tibial, Bone Marrow, Infant	Set	1
3774710	Stopcock, Three-way	Each	5
77380	Cans, Covered, Foot-pedal (two (2) per cabin w/infants)		
---	Bathtubs, Infant, Enamel (20% of authorized infant lift)		
1605505	Immune Globulin, 12 <u>extra</u> vials per vessel		

c. Formula Room:

- (1) The Formula Room will be staffed by at least one (1) Army nurse, assigned for full time duty, and operating under the direct supervision of the Transport Surgeon.
- (2) All personnel assigned to the Formula Room for duty will have no other duties of any kind, aboard ship.
- (3) No personnel, other than the personnel assigned for duty in the Formula Room, will be permitted to enter the Formula Room at any time. Mothers and guardians will call at the Formula Room at specified times for their infants' formula.

- (4) Infants' formula will neither be prepared outside the Formula Room, nor by any unauthorized personnel.
- (5) Strict surgical sterile technique will be practiced at all times in the operation of the Formula Room.
- (6) Gowns and masks will be worn while at work in the Formula Room.
- (7) During the preparation of formulae, tables will be covered by means of sterile sheets.
- (8) All cooking utensils, silverware, etc., will be washed with soap and water and then autoclaved.
- (9) Feeding bottles will be washed with soap, water, and brush, rinsed and subsequently autoclaved before use.
- (10) All nipples and caps will be cleansed and sterilized by being placed in boiling water for fifteen (15) minutes.
- (11) Sterilizers will be drained and cleaned at least once daily. Refrigerators will be cleaned at least once daily by washing and subsequently rinsing with a solution of sodium bicarbonate.
- (12) Tops of all milk cans will be cleansed with alcohol before opening. All can openers must be sterilized before use. Whole milk will be boiled for at least ten (10) minutes, and evaporated milk should be heated to a temperature of 90° Centigrade for at least ten (10) minutes before dispensing.
- (13) Water is to be sterilized by boiling for twenty (20) minutes. No infant will receive any water by mouth that has not been so sterilized.
- (14) Formulae that have been prepared and bottled under the above sterile technique, will be placed in the refrigerator until called for by the mother or guardian.
- (15) Bottles of sterile water are to be kept adequately covered and protected until called for by mothers and guardians.
- (16) All personnel assigned for duty in the Formula Room will have a nose and throat culture, anal culture, chest X-Ray, and serology every six (6) months at the Port Dispensary, and at such other times as the Transport Surgeon may direct.

PROCESSING AND MOVEMENT OF PERSONNEL
RETURN OF WORLD WAR II DEAD

SOP NUMBER 380
6 October 1947

RECEIVING, PROCESSING AND DISPOSITION OF WORLD WAR II DEAD

SECTION I

PORT OPERATIONS

PURPOSE AND SCOPE:

This directive prescribes the procedure at the New York Port of Embarkation for the receipt of remains of American dead of World War II from overseas ports and the delivery of remains to designated American Graves Registration Distribution Centers in the United States. The guiding principle in this Standing Operating Procedure is to insure that operations will be conducted with dignity, solemnity, and reverence.

DEFINITIONS:

Return of American Dead of World War II: The disinterment and return of American dead of World War II to the next of kin or an authorized representative, as authorized by Public Law 383, 79th Congress.

Disinterment Directive: A directive emanating from Headquarters American Graves Registration Service, Washington, D. C., to the Operating Zone or American Graves Registration Service area overseas, directing disinterment of designated remains of American dead of World War II (QMC Form 1194).

Shipping Case: A plywood case covering the casket, on which will be stenciled:

- a. Name, rank, serial number, and organization of the deceased.
- b. Name and address of consignee.
- c. Code number of the designated American Graves Registration Distribution Center.
- d. Health Permit Marker (fastened on shipping case at United States Port).

Mortuary Ship: A ship (Z-EC2-S-C-5) with a capacity of 6,300 remains which has been specially converted and conditioned for transporting American dead of World War II from overseas ports to a United States port.

American Graves Registration Distribution Center: An officially designated depot in the United States to which ports of embarkation will ship remains for final delivery to place of burial, or next of kin.

American Graves Registration Division: A division at the Ports of Embarkation and/or Quartermaster Depots organized to operate and carry out the functions of an American Graves Registration Distribution Center. In Ports of Embarkation, the AGR Division is placed on the Special Staff level to exercise operational and administrative control of the functions of the AGR Distribution Center.

Mortuary Car: A converted hospital railroad car which has a capacity of 66 remains of American dead of World War II for shipment from ports of embarkation to designated AGR Distribution Centers.

Train Commander: An officer assigned to command a train carrying remains of American dead of World War II from a United States Port of Embarkation to an AGR Distribution Center.

Train Guard: Enlisted personnel detailed to guard a train carrying American dead of World War II from the United States Port of Embarkation to an AGR Distribution Center.

Escorts: Military personnel designated to accompany American dead of World War II from an AGR Distribution Center to the next of kin or an authorized representative.

RESPONSIBILITIES:

1. The Troop Movement and Training Division will exercise general staff supervision over the program outlined herein.
2. The Port Supply and Facilities Division will exercise staff supervision over those phases pertaining to space allocation, shops, and facilities required for the accomplishment of this mission.
3. The Port Chaplain will exercise staff supervision over all phases of the operation concerning religious matters.
4. The Chief, Public Information Division, will be responsible for exercising staff supervision over all phases of the operation concerning public relations, and will coordinate with the Port Chaplain in receiving and assisting any next of kin who may arrive at the New York Port of Embarkation to meet American dead of World War II.

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5. Port Ordnance and Chemical Division will be responsible for maintenance of service cars used for deceased personnel. Necessary personnel will be furnished by American Graves Registration Service and assigned to the Port Ordnance and Chemical Division.
6. The Port Transportation Officer will be responsible for arranging for transportation for movement of remains from Port to AGR Distribution Centers, and will furnish such temporary storage as is necessary.
7. Intelligence and Security Division will furnish the necessary security guards.
8. Port Transportation Officer will establish and operate a Shipping Case Replacement Shop on the upper level, Pier 3. The functions of this shop are limited to replacement of damaged shipping cases and stenciling of replaced cases. Repairs to shipping cases will not be undertaken in this shop. Damaged shipping cases, after substitution of a replacement case will be transferred directly to AGR Division Repair Shop, Bay 304, Building "B" East.

PROCEDURE:

1. Advance Planning Prior to Arrival of Remains at NYPE:

a. Information Received:

- (1) Headquarters, American Graves Registration Service, Washington, D. C., will send three (3) copies (Nos. 7, 8 and 9) of the applicable Disinterment Directive (QMC Form 1194) to Troop Movement and Training Division, NYPE, concurrently with the copies that are sent to the area of independent zone overseas. Troop Movement and Training Division will make distribution as follows:
 - (a) Copy No. 7 - Troop Movement and Training Division file.
 - (b) Copy No. 8 - Port Transportation Division.
 - (c) Copy No. 9 - Water Division.
- (2) In conjunction with QMC Form 1194, Troop Movement and Training Division will set up a locator and control system by inaugurating a Return of World War II Dead control card, alphabetically filed, containing appropriate spaces to indicate the name, rank, serial number of deceased, address of the consignee, name of the ship and date of arrival at NYPE, number of the AGR Distribution Center to which remains are to be shipped, main

number and car number on which the remains are transported, date of departure, and date of arrival at AGR Distribution Center.

- (3) Troop Movement and Training Division will receive, reply to, and route correspondence from and to the various Army Headquarters. Correspondence from next of kin and others requesting information concerning World War II Dead will be routed to the American Graves Registration Division concerned for reply.
- (4) Headquarters, American Graves Registration Service, Washington, D.C., will advise Troop Movement and Training Division by telegram of any late changes in the designation of the AGR Distribution Centers for names on passenger list (deceased). Disintegrated directive, locator card, and advance passenger list (deceased) when received will be corrected and interested port agencies informed.
- (5) Upon departure of a Mortuary Ship carrying American World War II Dead, the overseas port will dispatch to the Troop Movement and Training Division, NYPE, by air courier, three (3) copies of advance passenger list (deceased), with duplicate stencil, and the stowage plan, with stencil. Upon receipt of the advance passenger list (deceased), for each ship, Troop Movement and Training Division will assign a health permit number thereto, whereupon the following distribution will be made:
 - (a) Advance passenger list (deceased):
 - 1. Eight (8) copies - Port Transportation Division
 - 2. Fifteen (15) copies - Water Division
 - 3. Four (4) copies - Each AGR Distribution Center
 - 4. One (1) copy - Port Surgeon and Medical Supply Division
 - 5. One (1) copy - Public Information Division
 - (b) Stowage Plan:
 - 1. Four (4) copies - Port Transportation Division
 - 2. Three (3) copies - Water Division
 - 3. One (1) copy - AGR Division, NYPE

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The Troop Movement and Training Division will retain three (3) copies of the passenger list (deceased).

- (6) Concurrently with the dispatch of passenger list (deceased) overseas port will send to the Troop Movement and Training Division a sailing cable indicating total deceased, sailing date, and expected time of arrival. Troop Movement and Training Division will distribute this information to port agencies listed in paragraph 1 a (5), above.
- (7) Upon receipt of copy of passenger list (deceased) and sailing cable, Port Transportation Division will:
 - (a) Request mortuary cars and routing from the Chief of Transportation, Washington, D. C.
 - (b) Establish train schedules.
 - (c) Request necessary number of train commanders and train guards from Headquarters Commandant, NYPE, on the following basis:
 1. One (1) train commander (officer) and five (5) guards for each train destined to each AGR Distribution Center.
 2. When a train is to be split at a gateway for two (2) or more AGR Distribution Centers, sufficient guards will be assigned to each section to guard the remains to each AGR Distribution Center. If a car in bad order must be aided, a guard will be detailed to remain with that car until it is repaired and delivered to the proper AGR Distribution Center.
- (8) The next of kin will not be encouraged to meet the American dead of World War II at NYPE. However, in cases where next of kin do arrive, they will be directed to the Port Chaplain, who will gather and furnish such information as is requested. While any next of kin are at NYPE, they will be treated with the utmost respect and understanding, and made as comfortable as facilities will permit.

2. Arrival of Remains at NYPE:

a. Unloading from Ship:

- (1) Water Division will be responsible for unloading the remains from the ship in AGR Distribution Center order, as per stowage

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plan on the passenger list (deceased). Remains will be carefully checked against passenger list (deceased) prior to leaving hold; then they will be unloaded with special slings, two (2) caskets at a time from each hold, and manually set on wheeled conveyer for acceptance by Port Transportation Division.

- (2) Shipping cases will be draped with the U.S. Flag in the hold of the ship prior to removal of remains from the hold, and will remain draped until placed on the Pier.
 - (a) Disinterment directives (QMC Form 1194), at time of preparation, will be red-stamped "DISHONORABLE" in the upper right hand corner to indicate the dishonorable status of a World War II deceased. Disinterment directives for other categorized remains requiring special handling will be distinctly marked in a like manner.
 - (b) To indicate the remains of a dishonorably discharged person, a white ball is stenciled on both ends of the shipping case.
 - (c) No flag may drape the casket of a dishonorably discharged World War II deceased.
- (3) Port Transportation Division will receive from Transportation Agent, Water Division, copies Nos. 1 and 2 of passenger list (deceased) and copy No. 1 of Disinterment Directive (QMC Form 1194) in alphabetical order by Distribution Center. Copy No. 2 of passenger list (deceased) will be signed by Port Transportation Division and returned to Transportation Agent, Water Division, as release. Port Transportation Officer or his authorized representative, will forward copy No. 1 of the passenger list (deceased) to the Chief of Transportation, Washington, D. C., and sign copy No. 1 of Disinterment Directive (QMC Form 1194) as receiver of remains.
- (4) Port Transportation Division will also check the name, rank, serial number and AGR Distribution Center number appearing on the shipping case against the passenger list (deceased) for accuracy.
- (5) During unloading operations, Water Division will police piers and vessels so that cleanliness and order are maintained.
- (6) An inspection team comprised of a representative of Port Surgeon and Medical Supply Division, and Port Transportation Division will inspect each shipping case for leakage, odors, and damage. Those shipping cases damaged sufficiently to prevent further shipment by rail (to AGR Distribution Centers

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Nos. 2 to 15 inclusive) will be routed to Port Transportation Division Shipping Case Replacement Shop, upper level, Pier 3, for replacement. Replacement cases will be requisitioned from the Port Quartermaster. All shipping cases destined to AGR Division 2 through 15 that are leaking, or are broken open, will be routed to AGR Division, NYPE, Mortuary Section, for necessary correction. All shipping cases designated for AGR Division, NYPE, will be sent direct to the AGR Division, third floor, Building "B", regardless of condition of shipping cases or caskets. Port Transportation Division will secure a hand receipt for all cases destined to AGR Distribution Centers No. 2 to No. 15, inclusive, and delivered to AGR Division, NYPE, Mortuary Section, for repair.

- (7) Stencils for marking the shipping case will be found in each shipping case. If it should become necessary to re-stencil a shipping case, the stencil in the case will be used and returned to the case if remains are designated for AGR Distribution Centers Nos. 2 through 15.
- (8) When all the remains on a Mortuary Ship have been unloaded, checked and inspected, Troop Movement and Training Division will notify each interested AGR Distribution Center and Headquarters, American Graves Registration Service, Washington, D. C., by telegram, stating the number of remains received and noting any variances from the passenger list (deceased). Copy of telegram will be furnished the Chief, Public Information Division, NYPE, who will hold this information for forty-eight (48) hours and then release it to the wire service for publication.
- (9) A blanket Health Permit in the form of a Health Permit Marker will be used to certify that all customs, municipal clearance, and NYPE inter- and intra-state transit requirements concerning the preparation, inspection and transportation of remains have been complied with. The Chief, Surgeon and Medical Supply Division, will be responsible to see that the Health Permit Marker is properly numbered and affixed to the head of the shipping case in the designated location. No Health Permit Marker will be affixed to damaged shipping cases until after necessary repairs have been completed. AGR Division or Port Transportation Division Shipping Case Replacement Shop will notify the Port Surgeon and Medical Supply Division of the completion of such repairs. Port Surgeon and Medical Supply Division will then take steps to reinspect the shipping case and affix the Health Permit Marker. The Health Permit Marker number will be preceded by the letters "NY" and followed by the letter "R".

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- (10) Prior to the allocation of a Basic Health Permit Number, the Ship's Manifest (Passenger list, Deceased) should be carefully reviewed by an officer of the Surgeon and Medical Supply Division who, having assigned the Basic Health Permit Number will upon the completion of unloading, make a certificate to include the Health Permit Number, the name of the ship, the port and date of arrival, the number of bodies in the shipment and the statement that all bodies, being within the purview of Public Law 383, have been handled in accordance with the provisions of TM 10-281. A copy of this certificate will be given to the Quarantine Officer at the Port of Entry and a copy attached to the Ship's Manifest.
- (11) After the Health Permit Marker has been affixed to the shipping case, remains will be removed by the Port Transportation Division from upper level, Pier 3, BAB, for shipment to proper destination. Remains designated for AGR Division, NYPE, will be delivered directly thereto and receipts obtained on four (4) copies of passenger list (deceased) by Port Transportation Division for distribution as follows:
 - (a) One (1) copy - Office, Chief of Transportation
 - (b) One (1) copy - Office, Quartermaster General
 - (c) One (1) copy - Troop Movement and Training Division
 - (d) One (1) copy - Port Transportation Division
- (12) After delivery of remains destined for Distribution Center No. 1, the Transportation Division will turn over to AGR Division, NYPE, copy No. 1 of Disinterment, Direction (QMC Form 1194) covering each remains.
- (13) Troop Movement and Training Division will issue necessary movement orders for the movement of remains to each AGR Distribution Center, attaching thereto and making part thereof, a copy of the passenger list (deceased).

3. Departure of Remains from NYPE:a. Preparation for Departure:

- (1) Where remains are destined for AGR Distribution Centers Nos. 2 to 15, inclusive, the following action will be taken by Port Transportation Division:

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- (a) After rechecking name, rank, serial number and AGR Distribution Center number, remains will be moved directly from ship to mortuary cars, provided mortuary cars are available.
- (b) Provide guards for remains temporarily at rest in allocated areas when mortuary cars are not available; guards to be requested from Chief, Intelligence and Security Division.
- (c) Upon arrival, mortuary cars will be inspected for cleanliness and odors. Fumigation or other means of corrective action will be taken when necessary. Arrangements will be made with local carriers for operational inspections, outside car washing and maintenance. Railroad-owned baggage cars will be requested from local carriers when sufficient mortuary cars are not available.
- (d) Travel Orders for enlisted train guards accompanying mortuary trains will be published by the Headquarters Commandant.
- (e) Travel orders on officer personnel accompanying mortuary trains will be published by the Port Adjutant General, upon request by the Headquarters Commandant.
- (f) Schedule and arrange necessary mess stops and/or messing facilities en route, and arrange for issuance of meal tickets for all enlisted personnel involved in the movement.
- (g) Necessary Transportation Requests will be issued as follows:
 - 1. Covering total remains to each AGR Distribution Center (one (1) Transportation Request for each carload of remains or less).
 - 2. Where remains for two (2) or more AGR Distribution Centers are in one (1) car, a separate Transportation Request to each AGR Distribution Center will be issued for the total number of remains in that car destined to each AGR Distribution Center.
 - 3. Transportation Requests for train commanders and train guards will be provided for the return trip to NYPE.
- (h) Consolidated Car List (TCNYP Form No. 1044) will be accomplished by Port Transportation Division immediately after remains have been checked by name and destination

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and placed aboard car, and will be distributed as follows:

1. One (1) copy - Office, Chief of Transportation
 2. One (1) copy - Office, Quartermaster General
 3. One (1) copy - Troop Movement and Training Division
(See subparagraph (m) below)
 4. One (1) copy - Commanding Officer, Distribution Center
 5. Two (2) copies - Port Transportation Division
(Passenger Section - for use in Ticketing Car)
 6. Five (5) copies - Train guard (One (1) copy for
Commanding Officer, Distribution Center, and four (4)
copies to be signed by Commanding Officer,
Distribution Center; one (1) copy to be retained by
Train Guard and three (3) copies to be returned to
Port Transportation Division, Passenger Section, for
distribution as follows:
 - a. Troop Movement and Training Division
 - b. Port Transportation Division, Freight Handling
Branch, for file
 - c. Port Transportation Division, Passenger
Section, for file
- (i) Train Commander or Car Guard will sign copy No. 1 of
Disinterment Directive (QMC Form 1194) as Conveyer of
Remains and copies of Consolidated Car List.
- (j) Remains for the most distant AGR Distribution Center
will be loaded first when the remains for two (2) or
more AGR Distribution Centers are placed on one (1) car.
- (k) Train commanders and train guards will be briefed by Port
Transportation Officer or his representative concerning
their personal conduct and administrative matters en route,
and will be given any further instructions necessary.
- (l) Disinterment Directive, copy No. 1 (QMC Form 1194),
Consolidated Car Lists, Transportation Requests or tickets,
memorandum copy of Transportation Requests, travel orders,

movement orders to which are attached copy of passenger list (deceased), travel instructions and meal tickets for enlisted personnel or monetary allowance in lieu thereof, will be delivered to the Train Commander or guard by the Port Transportation Officer.

- (m) When the remains for any one (1) designated AGR Distribution Center (2 through 15) have been shipped, Troop Movement and Training Division will be furnished a Consolidated Car List, indicating name, rank, and serial number of deceased, AGR Distribution Center to which shipped, main number and car number on which remains are transported and date of departure. This information will be entered on locator and control card.
 - b. Rail Shipment of Remains Other than by Mortuary Cars: Shipment of fourteen (14) remains or less to any one AGR Division (except AGR Division, NYPE) will be made in Railroad Baggage Cars. The Port Transportation Division will make all necessary arrangements for such shipments.
 - c. Departure: Upon departure of mortuary train, the Port Transportation Division will forward a teletype to the Distribution Centers concerned (information copy to Headquarters, American Graves Registration Service; Office of the Chief of Transportation, and Troop Movement and Training Division), advising date and hour of departure of train, main number, car number, number of remains on each car, name and grade of guard or train commander, and the expected time of arrival at destination.
 - d. En route: The mortuary train will not be left unguarded at any time during the journey. The train commander will make emergency decisions en route and will contact the Office of Chief of Transportation, Movements Control Division, Washington, D. C., if necessary, at Government expense.
4. Arrival of Remains at AGR Distribution Center:
- a. The train commander will secure a receipt from the Commanding Officer of the designated AGR Distribution Center on the memorandum copy of the Transportation Request and on five (5) copies of the Consolidated Car List. He will also deliver copy No. 1 of Disinterment Directive (QMC Form 1194) and other pertinent papers to the Distribution Center Commander.
 - b. Return to NYPE: The train commander and train guards will return to NYPE without delay. Upon arrival at NYPE, three (3) signed copies of the Consolidated Car List will be delivered to the Port Transportation Division, Passenger Section, for distribution.

PROCESSING AND MOVEMENT OF PERSONNEL
RETURN OF WORLD WAR II DEAD

CHANGE NO. 1
SOP NUMBER 380
12 DECEMBER 1947

RECEIVING, PROCESSING AND DISPOSITION OF WORLD WAR II DEAD

SECTION II

AMERICAN GRAVES REGISTRATION DIVISION OPERATIONS

1. Delete that part of paragraph 1 c which reads: "four (4) copies of the passenger list (deceased) from oversea port through Troop Movement and Training Division, and".
2. Delete subparagraph 3 c (3) and substitute the following therefor:
 - "(3) Shipping cases and caskets in need of repair will be routed to Bay No. 304, Building "B", East, for repairs, painting, replacement, etc. depending upon the extent of damage. Replacement cases will be requisitioned from the Port Quartermaster. The normal stock will not exceed 60 shipping cases and 10 caskets on hand at any one time. Shipping cases or caskets will not show scratches or be marred in any way when prepared for delivery to next of kin".
3. Change subparagraph 4 b (1) to read:
 - "(1) Escorts will be billeted by the Commanding Officer, Detachment No. 5 (Escort Detachment-1300 ASU) as soon as they arrive at NYPE".
4. Add subparagraph 5 d, as follows:
 - "d. All next of kin and morticians are authorized to return the shipping case to the Distribution Center by government hearse or by express collect addressed to: Commanding Officer, Distribution Center No. 1, NYPE.
 - (1) Returned Shipping Cases: Any shipping cases returned by next of kin will be received and accepted by the Port Quartermaster Division for disposition in accordance with existing Stock Accounting procedures.
 - (2) Reclaimed caskets must have all former identification marks obliterated before being placed in stock by the Port Quartermaster."

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5. Under the heading "References":

a. Delete: WD Memorandum 30-1820-2, dated 25 September 1946.

b. Add: Department of the Army Memorandum 30-1822-3,
"Transportation Phases for Handling Remains of
World War II Dead", 27 October 1947.

PROCESSING AND MOVEMENT OF PERSONNEL
RETURN OF WORLD WAR II DEAD

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RECEIVING, PROCESSING AND DISPOSITION OF WORLD WAR II DEAD

SECTION II

AMERICAN GRAVES REGISTRATION DIVISION OPERATIONS

PURPOSE AND SCOPE:

This section prescribes the operating procedure of the American Graves Registration Division, New York Port of Embarkation, for receiving, holding, and distributing the remains of American dead of World War II to the next of kin or an authorized representative.

DEFINITIONS:

Certificate of Interment Expense: A certificate signed by the next of kin or an appointed representative other than the funeral director for which reimbursement from the United States Government (not to exceed \$75.00), will be made for interment expenses incurred.

National Cemetery: The cemetery designated by the Congress of the United States for burial of military personnel entitled to such honors. The National Cemetery near New York City is the Long Island National Cemetery at Farmingdale, L. I.

Inspection Check List: The list of items checked by an authorized checker at the AGR Division, NYPE. The checker is required to check the casket and shipping case received at the AGR Division.

Service Car, Deceased: A truck, 3/4-ton, ambulance, 4 x 4, which has been converted by Ordnance Department to be used as a hearse for delivery of remains from the AGR Division to consignees. This hearse is painted olive drab, has a roller conveyor on the floor, and has a capacity of one casket.

Roster of Burials: A roster of deceased personnel, prepared on QMC Form 355 by Memorial Division, OQMG, containing the following information:

Overseas Cemetery (in code)
Row, Plot and Grave
Name, Rank
Serial Number
Disinterment Directive Number

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Cemetery in U.S. (in code)
 Distribution Center
 Religion (in code)
 Race (in code)
 Arm of Service (in code)

293 File: An individual file for each deceased -- corresponds to a 201-File on a living person.

GENERAL RESPONSIBILITIES:

1. The Chief, American Graves Registration Division, will exercise operational and administrative control of the functions of AGR Distribution Center Number 1.
2. Transportation for the movement of remains from AGR Division, NYPE, to destination, by either rail or service cars, deceased, will be furnished by Port Transportation Division. Determination of the type of transportation to be furnished in each case will be the final responsibility of the Port Transportation Officer.
3. The inspection and reopening of shipping cases will be performed by qualified personnel only. Preparation of bodies for burial will be accomplished by licensed morticians.
4. Necessary Security Guards will be furnished by Intelligence and Security Division.

PROCEDURES:

1. Advance Planning Prior to Receipt of Remains:
 - a. The remains will be received from:
 - (1) San Francisco Port of Embarkation
 - (2) New York Port of Embarkation
 - b. Disinterment Directive:
 - (1) Upon receipt of Disinterment Directive (Copy #5) and Roster of Burials, QMC Form 355, from Headquarters, AGRS, Washington, D. C., for remains to be returned from Atlantic and Pacific areas, AGR Division, NYPE, will:
 - (a) Check Disinterment Directive, QMC Form 1194, against Roster of Burials, QMC Form 355. Report any discrepancies when acknowledging receipt to Memorial Division, CQMG.

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- (b) Prepare, but not dispatch, advance telegram to the next of kin.
 - (c) Deliver to Escort Control Officer and each Liaison Officer a recapitulation of each group of Disinterment Directives, QMC Form 1194, received, showing rank, sex and race in each case for the purpose of indicating escort requirements. A copy of each recapitulation will be furnished the Headquarters Commandant, NYPE, for planning quarters and messing requirements.
 - (d) Prepare inspection check list.
 - (e) Dispatch to each National Cemetery, in which remains to be delivered by Distribution Center #1 are to be buried, a copy of each Roster of Burials, QMC Form 355, that contains remains destined for that particular cemetery. The Roster of Burials will contain the name and address of each consignee and next of kin when dispatched from AGR Division.
 - (f) A copy of every Roster of Burials, QMC Form 355, received by AGR Division, will, after entry of name and address of consignee and next of kin, be forwarded with a recapitulation of escort requirements to Commanding General, First Army, Attention: Quartermaster.
 - (g) No deliveries are made to National Cemeteries until the Superintendent calls forward remains by date and hour.
 - (h) Prepare Certificate of Interment Expense.
- c. *See Ch 1* Receive four (4) copies of the ~~passenger list (deceased)~~ from ~~emerson port through Troop Movement and Training Division~~, and one (1) copy of passenger list (deceased) from Headquarters, AGRS, Washington, D. C.
- (1) First check the passenger list (deceased) against Disinterment Directive (QMC Form 1194) to insure that a QMC Form 1194 for each member of the passenger list (deceased) is on file.
 - (2) Remove the 293 files from suspense for each name on the passenger list (deceased) and place in active file.
 - (3) Discrepancies between Disinterment Directives (QMC Form 1194) and Passenger Lists (Deceased) will be reported to the Memorial Division, OQMF, for clarification.

- (4) Conform original requisitions for escorts for Army Ground Forces, U.S. Air Force, Navy, Marine Corps, and Coast Guard personnel. Each activity will be advised of any change from original requisition.

2. Arrival of Remains at New York Port of Embarkation:

a. Unloading from Ship:

- (1) Troop Movement and Training Division, NYPE, will inform AGR Division, NYPE, when the remains destined for AGR Distribution Center No. 1 have been unloaded and checked. Any variations from passenger list (deceased) will be made known.
- (2) A telegram will be received from the Commanding General, San Francisco Port of Embarkation, which will inform AGR Division, NYPE, when the remains destined for it have been unloaded and checked. Any variations from passenger list (deceased) will be set forth in the telegram.
- (3) AGR Division, NYPE, will upon receipt of the notification in paragraph 2 a (1) and (2), above, dispatch the prepared advance telegram to each next of kin. This telegram will state that the remains are expected in the near future. The next of kin is requested to confirm desires as to place of burial, name of funeral director, etc., previously made known to The Quartermaster General.

b. Information from the next of kin:

- (1) Collate telegram received from next of kin with the original information submitted by next of kin to the Office of The Quartermaster General.
- (2) Change AGR Division records according to new information received from next of kin.
- (3) Notify Troop Movement and Training Division, Port Transportation Division, NYPE, Escort Pool, Memorial Division, OQMG, and National Cemetery, where involved, of changes.

3. Receipt of Remains at AGR Division, NYPE:

- a. A telegram will be received from San Francisco Port of Embarkation, stating the number of remains shipped, etc.

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- b. Upon receiving and checking remains from San Francisco Port of Embarkation, or Port Transportation Division, NYPE, an authorized representative of the AGR Division, will sign copy No. 1 of the Disinterment Directive and retain same. In the case of remains from San Francisco Port of Embarkation, a copy of the Transportation Request will also be signed; in the case of remains from the Port Transportation Division, NYPE, four (4) copies of the passenger list (deceased) will also be signed.
- c. Inspection:
- (1) Each shipping case will be thoroughly inspected for damage. The cover of each shipping case will be removed and the casket will be carefully inspected for leaks, eders, scratches, or other defects. Inspection check list indicating that repairs are necessary will be attached in duplicate to the shipping case.
 - (2) If shipping case does not require replacement, stencil will be removed from inside case and destroyed. If the case is to be replaced, the stencil will be used for re-stencilling and then destroyed.
 - (3) *See ch 1* Shipping cases and caskets in need of repair will be routed to Bay No. 304, Building "B", East, for repairs, painting, replacement, etc., depending upon the extent of damage. Replacement cases will be requisitioned from the Port Quartermaster. Shipping cases or caskets will not show scratches or be marred in any way when prepared for delivery to next of kin.
 - (4) Only one such operation at a time will take place in each mortuary room when it is necessary to remove remains from the caskets.
 - (5) The information on the tag attached to the casket must be in agreement with the information on the end of the shipping case when the case is replaced. The head of the casket must correspond with the head of the shipping case.
- d. Temporary Resting Area:
- (1) Shipping cases or caskets not in need of repairs will be delivered to the Resting Area for disposition. Those diverted for repairs will be reported to the Chief, Surgeon and Medical Supply Division, immediately upon completion of such repairs, for reinspection and affixing of Health Permit Markers. Repaired shipping cases or caskets will then be moved to the Resting Area.
 - (2) Inspection check list will show the exact location of the remains in Resting Areas.

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- (3) Carbon copy of the check list will be returned to the Administrative Section indicating the remains are now ready for delivery to next of kin. One copy of the Inspection Check List will remain attached to the shipping case, to be removed immediately prior to shipment of remains. This copy, when removed, will be returned to the Administrative Section.

4. Departure of Remains:

a. Preparation for Departure:

- (1) Final adjustment of records is made when reply to the telegram sent to the next of kin is received. Headquarters, AGRS, Washington, D. C., will be notified and remains held in Resting Area pending instructions in those cases where no reply to telegram is received or when next of kin cannot be located.
- (2) An Escort Requisition, in duplicate, is sent to Escort Pool by Administrative Section when the inspection check list is received from Operations Section, indicating that remains are ready. Escort Pool enters name of designated escort and returns one copy to Administrative Section for preparation of orders.
- (3) Requests for transportation will be submitted to Port Transportation Division who will determine the most expeditious means of transportation and will then furnish such rail or motor transportation as is necessary for movement of remains. Three (3) copies of each special order in each case where commercial (rail) transportation is to be used are sent to Port Transportation Division. Transportation for the escort will be for a round trip. Port Transportation Division will enter routing and departure date on a Shipping List furnished by the AGR Division, Administrative Section.

b. Escorts:

- See Ch 1*
- (1) Escorts will be billeted by the Headquarters Commandant as soon as they arrive at NYPE.
 - (2) Grades of escorts will be prescribed in WD Pamphlet 21-40, July 1947, subject: "Military Escorts - Return of World War II Dead".
 - (3) The escort envelope will be prepared and will include:
 - (a) Special Orders
 - (b) Copy #1, Telegram Receipt, QMC Form R1193

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- (c) Certificate of Interment Expense, QMC Form R5048 (Quintuplicate)
- (d) Schedules, Tickets and Transportation Requests, when necessary.
- (e) WD instruction pamphlet and/or necessary written instructions.
- (f) Mourning Arm Band
- (g) Blank ammunition for Firing Squad
- (h) Official telegram blank for use in emergency requiring communication with AGR Division.
- (i) Official envelope addressed to CG, NYPE, for use in mailing back Certificate of Interment Expense when next of kin elects that method.
- (j) Spare flag.

c. Instructions to Escorts:

- (1) Escorts will be given an escort envelope and such verbal instructions as are considered necessary.
- (2) Each escort must be briefed on the importance of his mission by the Chief, AGR Division, or his representative.
- (3) No escort will be dispatched on an escort mission unless he has witnessed the motion picture "YOUR PROUDEST DUTY".
- (4) Written instructions to the escorts will contain a specific procedure to be followed in case of illness en route.

d. Departure:

- (1) The AGR Division, NYPE, will send a telegram to next of kin or authorized representative not less than twenty-four (24) hours in advance of the time of delivery of remains by rail transportation. The telegram will contain time of departure, train number, name of railroad, estimated time of arrival at destination, name and grade of escort.
- (2) A telegram will be sent to next of kin or authorized representative not less than twenty-four (24) hours in advance of time of delivery when remains are to go by service car, deceased. The telegram will contain time of departure, method and name and grade of escort.
- (3) Prior to departure from NYPE the escort will sign copy #2, telegram receipt (QMC Form R1193) acknowledging the fact that the remains have been placed in his custody. This receipt will be placed in the 293 file.

5. Arrival at Destination:

a. Receipt of Remains by Consignee:

- (1) The escort will secure a receipt for the remains and will countersign his own name as witness on the telegram-receipt (QMC Form R-1193) upon delivery of remains to consignee.
- (2) The escort will offer his services to assist and comfort the next of kin in every possible way. He will volunteer to stay for the funeral if the next of kin so desires. If the escort does remain for the funeral he will present the U.S. flag to the next of kin immediately after its removal from the casket. At the time of presentation he will make a short prepared statement contained in his written instructions.
- (3) The escort will remove the U.S. flag from the casket and present this to the next of kin when paying his respects in those cases where he is not invited to remain for the funeral.
- (4) In the event the next of kin indicates doubt as to the identity of the remains delivered, the escort will confine himself to the procedure set forth on page 14, WD Pamphlet 21-38 "Escorting American War Dead".

b. Return of Escorts to New York Port of Embarkation:

- (1) Escorts will return to the New York Port of Embarkation immediately upon completion of their mission and will surrender the delivery receipt to the AGR Division. A report of any unusual occurrences will be made at this time. The escort will specifically report whether or not the next of kin raised question of identification.
- (2) Where identity has been questioned, AGR Division, New York Port of Embarkation, will notify Memorial Division, OQMG, giving all pertinent facts in the case.

c. Final Disposition of Records:

- (1) The copy of the telegram-receipt signed by the consignee and copy No. 1, Disinterment Directive, will be transmitted to Headquarters, AGRS, Washington, D. C.

a. per Ch 1

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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REFERENCES:

WD Bulletin No. 13, Section III, subject: "Deceased Persons", 3 June 1946

WD Circular No. 223, Section VII, subject: "World War II Dead", 25 July 1946

WD Memorandum 30-1820-2, dated 25 September 1946

WD Memorandum 600-30-1, "Burial Honors in the United States for World War II Deceased", 31 December 1946

WD TM 10-281, "Permanent Interment of World War II Dead, 5 August 1947

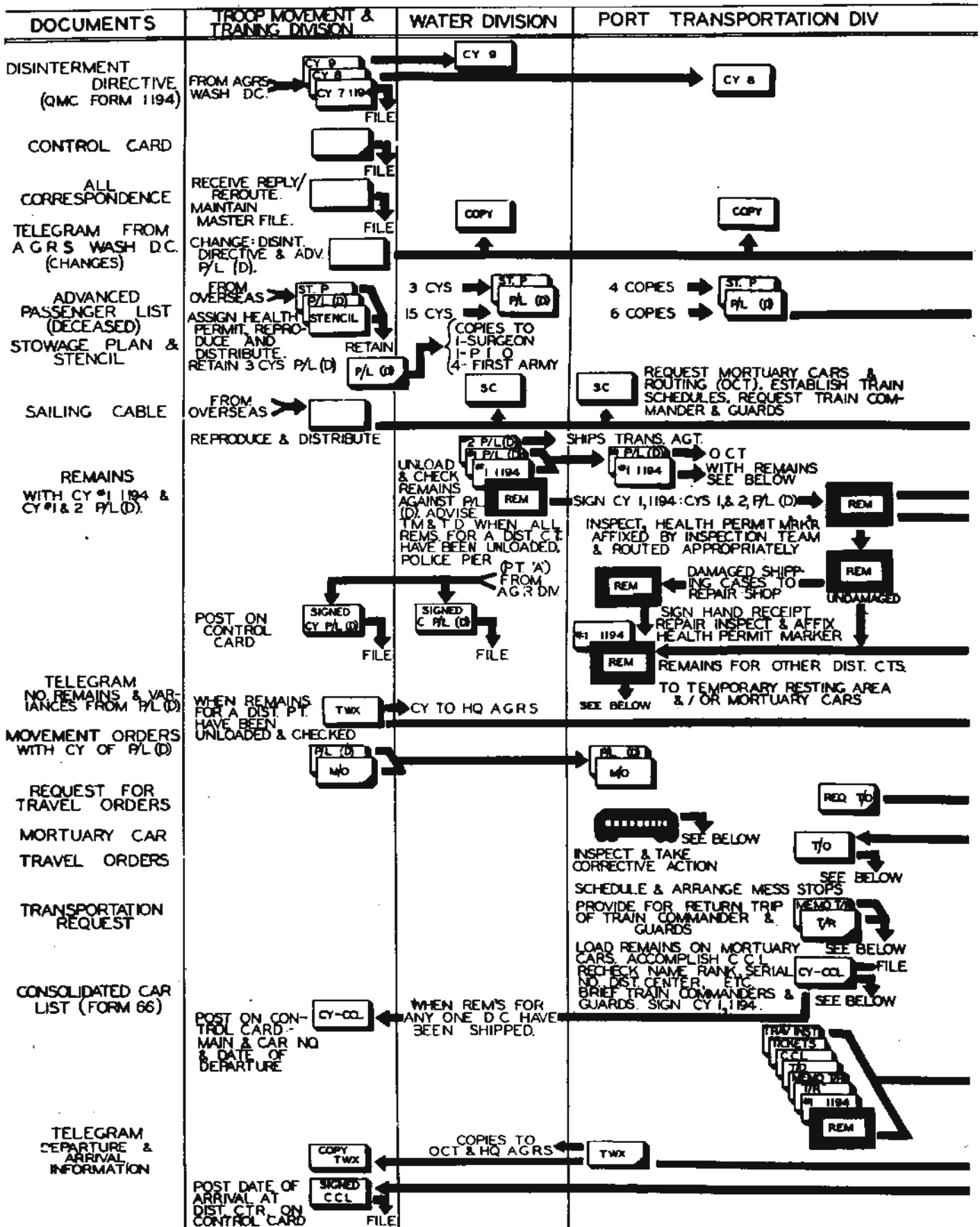
WD Pamphlet 21-38, "Escorting American War Dead", 26 March 1947

WD Pamphlet 21-40, "Military Escorts, Return of World War II Dead", July 1947

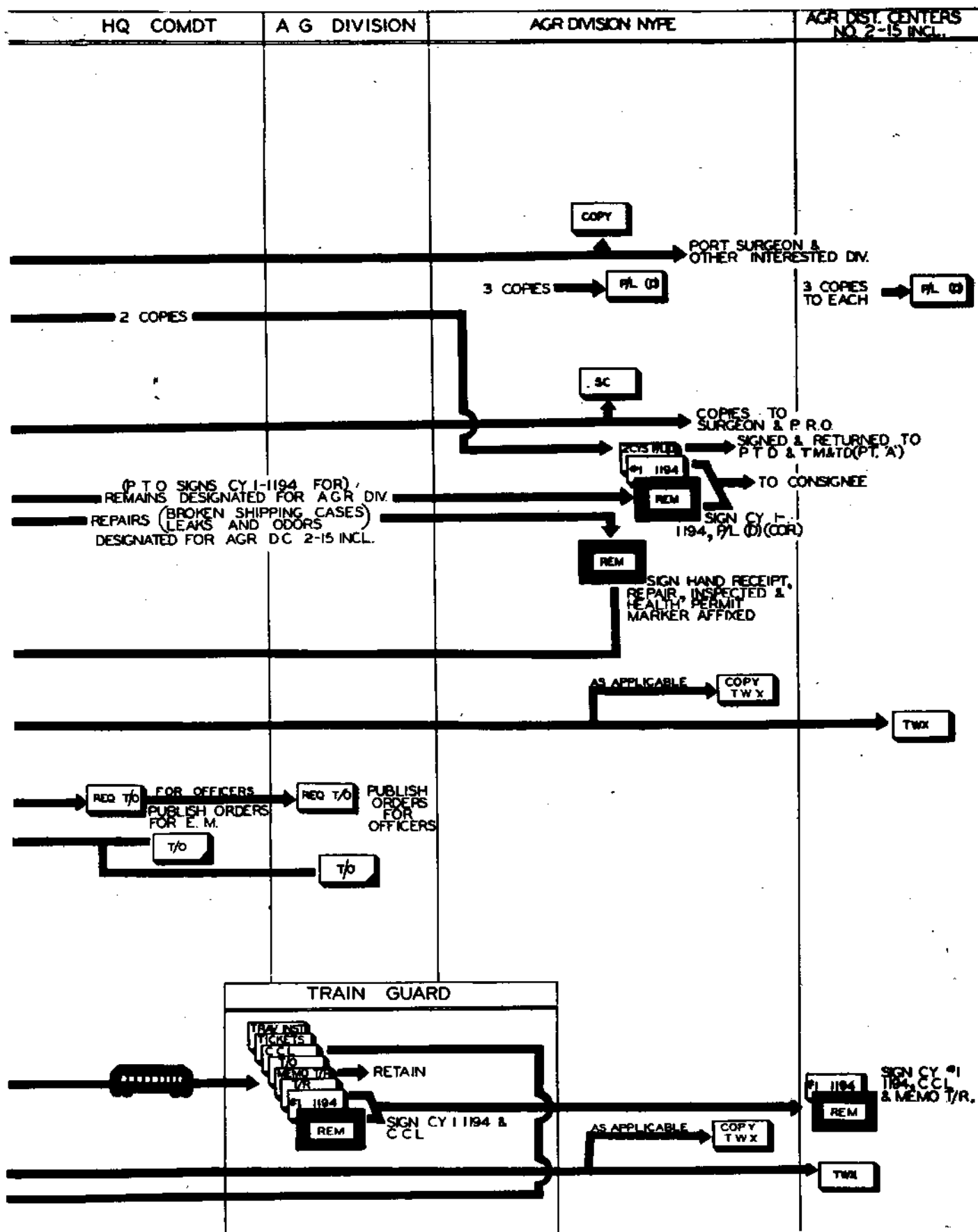
WD Circular 244, dated 5 September 1947, Section II, subject: "Interment Expense Allowance"

WD Circular 242, dated 3 September 1947, Section II, subject: "Financing Travel Incident to Program for Return of World War II Dead"

PROCEDURE - RETURN OF



WORLD WAR II DEAD



PROCESSING & MOVEMENT OF PERSONNEL
CASUALTIES ON THE HIGH SEAS

SOP NUMBER 390
24 April 1947

M E S S A G E S R E C E I V E D C O N C E R N I N G
C A S U A L T I E S O N T H E H I G H S E A S

PURPOSE AND SCOPE:

This directive prescribes the handling of messages received at Headquarters, NYPE from transport commanders, concerning serious illness, injury, report of missing or death of personnel on the high seas.

PROCEDURE:

1. Distribution of messages received during normal working hours and follow-up action:
 - a. The Superintendent, Water Division, will, in all cases where a message is received from a transport commander during the hours 0830 - 1715, Monday through Friday, transmit copies thereof to the following Port agency chiefs:
 - (1) If message reports an injury or death resulting from accident aboard ship:

Chief, Personnel Division
Chief, Surgeon and Medical Supply Division
Chief, Intelligence and Security Division,
Attention: Port Safety Director
 - (2) If message reports a serious illness, injury, disappearance or death aboard ship not as the result of an accident:

Chief, Personnel Division
Chief, Surgeon and Medical Supply Division
 - b. Port Safety Director, upon receipt of message reporting an injury or death resulting from an accident aboard ship, will forward to the Director of Personnel and Administration, WDGS, Washington 25, D. C., Attention: War Department Safety Director, a complete report of the accident, and will take other appropriate action in accordance with the provisions of NYPE Standing Operating Procedure No. 540, 1947.
 - c. The Chief, Personnel Division will, through the Chief, Military Personnel Branch or the Chief, Civilian Personnel Branch, as applicable:

- (1) Transmit the message in toto to The Adjutant General, Washington, D. C., Attention: Casualty Branch.
 - (2) In the case of report of missing or death of permanent personnel assigned to Ships' Complement Detachment, notify the Headquarters Commandant.
 - (3) In all cases of missing or death, notify the Chief, Troop Movement Division.
 - (4) In all cases of death where the message indicates that the remains will arrive at NYPE, notify the Mortuary Officer.
 - (5) Take any necessary follow-up action.
- d. Chief, Surgeon and Medical Supply Division will furnish to the transport commander any medical advice desired, or instructions concerning disposition of the seriously ill, injured, or dead personnel, upon request.

2. Distribution of messages received during Port Staff Duty Officer's tour of duty and follow-up action:

- a. The Superintendent, Water Division, will, in all cases where a message is received from a transport commander at a time other than during normal working hours, transmit such message to the Port Staff Duty Officer. The Superintendent, Water Division will also transmit a copy of message reporting injury or death resulting from an accident, to the Chief, Intelligence and Security Division, Attention: Port Safety Director, as soon as possible after 0830 hours on the following normal work day.
- b. The Port Staff Duty Officer will:
 - (1) Immediately notify the Chief, Surgeon and Medical Supply Division or his representative of the message received.
 - (2) Prepare a confidential TWX incorporating the message received from the transport commander, for transmission to The Adjutant General, Washington, D. C., Attention: Casualty Branch. Before dispatch, he will telephone and secure a clearance, if possible, from one of the following:
 - (a) Chief, Military Personnel Branch, or Chief, Civilian Personnel Branch, whichever is applicable.
 - (b) Chief, Personnel Division, or the Deputy Chief of Staff.

- (3) Upon the completion of his tour of duty, submit copies of messages received and transmitted, to the Deputy Chief of Staff, who will forward necessary information concerning the incident to the Chief, Personnel Division.
- c. The Chief, Personnel Division, Chief, Surgeon and Medical Supply Division, and the Port Safety Director if concerned, will comply with appropriate procedure in paragraph 1 above.
3. Messages regarding deaths aboard ship will be transmitted to the Port and to The Adjutant General, Washington, D. C., in code.
4. The Port Adjutant General will insure that a copy of this directive is attached to the Book of Instructions furnished the Port Staff Duty Officer.
5. The attached model messages addressed to The Adjutant General may be used in normal cases as a guide by all concerned.

REFERENCES:

AR 40-590, subject: "Administration of Hospitals, General Provisions", dated 21 January 1946, as amended.

AR 600-550, subject: "Deceased", dated 23 December 1944, as amended.

Standing Operating Procedure No. 540, subject: "Port Safety Program", this headquarters, dated 27 February 1947.

TWX REPORT IN THE EVENT ANY MILITARY PERSONNEL ARE SERIOUSLY ILL ABOARD
NYFE TRANSPORTS

TO: The Adjutant General
Washington 25, D. C.
Attention: Casualty Branch

In compliance with paragraph 2b (4) AR 40-590, the following report
of (injury) (disease) aboard the USAT _____, is
furnished: (Name of Vessel)

(1) _____
(Name) (Grade) (ASN) (Branch)

(2) _____
(Date of Diagnosis or Occurrence of Injury)

(3) _____ Longitude _____ Latitude

(4) Diagnosis: _____

(5) ETA (What Port) _____

TWX REPORT REQUIRED IN THE EVENT MILITARY PERSONNEL ABOARD NYE TRANSPORT
DIE OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES

TO: The Adjutant General
Washington 25, D. C.
Attention: Casualty Branch

In compliance with paragraph 5, AR 600-550, the following report of death aboard the USAF _____, is furnished:

(Name of Vessel)

- (1) _____
(Name) (Grade) (ASN) (Branch)
- (2) Date of Death: _____
- (3) _____ Longitude _____ Latitude
- (4) Cause of Death: _____

- (5) Not entitled to additional pay for qualifications or awards or
is entitled to additional pay for _____
(flying status, combat infantryman badge, etc.)
- (6) Line of Duty: _____
(Yes or No)
- (7) ETA (What Port) _____

TWX REPORT IN THE EVENT ANY CIVILIAN PERSONNEL ARE SERIOUSLY ILL ABOARD
NYPE TRANSPORTS

TO: The Adjutant General
Washington 25, D. C.
Attention: Casualty Branch

In compliance with paragraph 2b (4) AR 40-590, the following report of (injury) (disease) aboard the USAT _____, is furnished: (Name of Vessel)

- (1) _____
(Name)
- (2) Position Title (where applicable): _____
- (3) Status (WD civilian, dependent, or other): _____
- (4) Date of Diagnosis: _____
- (5) _____ Longitude _____ Latitude
- (6) Diagnosis: _____
- (7) ETA (What Port) _____
- (8) Next of Kin and Relationship: _____
- (9) Address of Next of Kin: _____

- *(10) Next of kin has not repeat has not been notified.

*Need not be included in message sent by Transport Commander.

INX REPORT REQUIRED IN THE EVENT CIVILIAN PERSONNEL ABOARD NYE TRANSPORT
DIE OUTSIDE THE CONTINENTAL LIMITS OF THE UNITED STATES

TO: The Adjutant General
Washington 25, D. C.
Attention: Casualty Branch

In compliance with paragraph 5, AR 600-550, the following report of death aboard the USAT _____, is furnished:
(Name of Vessel)

(1) _____
(Name)

(2) Position Title (where applicable): _____

(3) Status (WD civilian, dependent, or other): _____

(4) Date of Death: _____

(5) _____ Longitude _____ Latitude

(6) Cause of Death: _____

(7) ETA (What Port) _____

(8) Next of Kin and Relationship: _____

(9) Address of Next of Kin: _____

*(10) Next of kin has not repeat has not been notified.

*Need not be included in message sent by Transport Commander.

MANUAL
OF
STANDING OPERATING
PROCEDURES

NEW YORK PORT OF EMBARKATION

PART IV

SHIP OPERATIONS

SERIES 400

SHIPS OPERATIONS
SURVEY & INSPECTION

SOP NUMBER 400
7 April 1947

S H I P I N S P E C T I O N S

SECTION I

ADMINISTRATIVE SHIP INSPECTION

PURPOSE AND SCOPE:

This Standing Operating Procedure prescribes the procedure of inspection to assure the efficiency of ship personnel and equipment; the conditions and adequacy of facilities and supplies; to provide the maximum comfort and convenience to permanent personnel and passengers compatible with available resources, in compliance with provisions of paragraph 2b, AR 55-75, 1 June 1944.

PROCEDURE AND RESPONSIBILITIES:

1. Administrative pre-voyage ship inspection team, consisting of the Port Inspector General, Port Surgeon and the Superintendent, Water Division, or their commissioned representatives, will determine by inspection and verification that the items listed below, in this paragraph, have been accomplished and record the results of each inspection in the Report of Ship Inspection (TC-2 Form 527) prior to departure of the vessel, leaving one copy of the report with the Master and one copy with the Transport Commander.

a. Preliminary Pre-Voyage Inspection:

- (1) That the Master has submitted repair lists of all repairs, relative to the Engine, Deck and Steward Departments, to be accomplished by contract and Port Marine Repair Shop.
- (2) That the Marine Superintendent and/or the Marine Surveyor have resolved all controversial items with the Chief Engineer, Chief Officer and Chief Steward and agreed on action to be taken on each item on the repair lists.
- (3) That the Master has available a list of repairs to be accomplished by the crew clearly indicating which items will be accomplished while in Port and items which will be accomplished during the next voyage.
- (4) That the repairs to be accomplished during the voyage by the crew have been accomplished.

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- (5) That requisitions have been submitted by each department for repair parts and materials for work to be done by the crew:
 - (a) Parts and materials that must be supplied while in Port. (Requisition so marked and on special color paper)
 - (b) Parts and materials that will be needed at end of next voyage. (Date required shown on requisition)
- (6) That a high standard of police and sanitation is maintained on the vessel.
- (7) That the subsistence issue did not exceed the authorized allowance.
- (8) That information relative to Fire and Boat Drill, required in the Report of Ship Inspection, has been entered in the ship log.

b. Final Pre-Voyage Inspection:

- (1) That all repairs on approved list have been accomplished by the contractors and Port Marine Repair Shop.
- (2) That all repairs to be accomplished by the crew while in Port have been accomplished.
- (3) That items requisitioned for delivery while in Port have been delivered to the vessel.
- (4) That a high standard of police and sanitation is maintained on the vessel.
- (5) That the subsistence issue did not exceed the authorized allowance.
- (6) That information relative to Fire and Boat Drill, required in the Report of Ship Inspection, has been entered in the ship log.

2. The Inspector General will:

- a. Serve as Captain of the I. G. Inspection Team.
- b. Determine that members of the I. G. Inspection Team are qualified personnel and possess a thorough knowledge of the functions as well as the proper operating condition of facilities and equipment for which the Division or Section, which they represent, are responsible.

- c. Determine that members of the I. G. Inspection Team perform their duties in a manner satisfactory to the Commanding General, NYPE.
 - d. Have the Report of Ship Inspection prepared in triplicate on the vessel. One copy will be submitted to the Master or his representative, and one copy to the Transport Commander prior to departure of the I. G. Inspection Team from the vessel. The original will be retained in the files of the office of the Inspector General and used for preparation of the report to the agencies mentioned in paragraph 5 e, 'below.
3. The Superintendent, Water Division, will:
- a. Designate and assign a qualified marine engineer to represent the Superintendent, Water Division, on the I. G. Inspection Team.
 - b. Determine when the vessel will be ready for inspection and arrange the time and place at which each I. G. pre-voyage ship inspection will be conducted; the preliminary I. G. inspection to be scheduled within 24 hours of the arrival of the vessel; the final I. G. inspection to be scheduled within 24 hours of the departure of the vessel.
 - c. Take the necessary action to have the Master or the Chief Officer, the Chief Engineer, the Chief Steward, the Transport Commander, the Transport Surgeon, the Marine Superintendent and the Marine Surveyor present at the inspection.
 - d. Arrange for transportation of the I. G. Inspection Team when other than regularly scheduled transportation is necessary.
 - e. Notify all interested agencies of the time and place of the I. G. inspection.
4. The Port Surgeon and Medical Supply Officer will:
- a. Designate and assign a qualified medical officer, having full knowledge of proper standard of sanitation to be maintained aboard ship as well as the adequacy of facilities, accommodations and equipment for care of patients, as his representative on the I. G. Inspection Team.
 - b. Furnish the inspection team with a report of the potability of water on the vessel.
 - c. Furnish the inspection team with a report on the presence of vermin on the vessel and the date of last disinfestation.

5. Reports:

- a. The report will consist of a check and rating sheet (TC-2 Form 527), copy attached hereto, together with comments and recommendations.
- b. TC-2 Form 527 will be accomplished after the preliminary phase and again after the final phase of the administrative pre-voyage inspection.
- c. The ratings of items listed on the reverse side of TC-2 Form 527 will be determined by taking into consideration the pertinent factors affecting the area and the inspection average entered on the reverse side of the form. The operational rating will also be entered on the reverse side of the form. The average of the inspection and operational ratings will determine the average rating of the vessel.
- d. All ratings will be expressed in percentages; grading will be as follows:
 - 0 - 64% Unsatisfactory
 - 65 - 79% Satisfactory
 - 80 - 89% Excellent
 - 90 -100% Superior
- e. The following distribution of the inspection report will be made by the Port Inspector General:

(1) Chief of Staff	Original
(2) Superintendent, Water Division	1 copy
(3) Port Surgeon & Medical Supply Officer	1 copy
(4) Inspector General	1 copy (retains)

REPORT OF SHIP INSPECTION

ADMINISTRATIVE PRE-VOYAGE

REPORTS CONTROL SYMBOL TCNYP-A-9

NAME OF VESSEL

TO: THE COMMANDING GENERAL
NEW YORK PORT OF EMBARKATION
BROOKLYN, NEW YORK

DATE

☐ PRELIMINARY ☐ FINAL INSPECTION (Check One)

MASTER

TRANSPORT COMMANDER

I. PRELIMINARY INSPECTION

MAINTENANCE AND REPAIR

ENGINEER DEPARTMENT	COMMENT NO.	DECK DEPARTMENT	COMMENT NO.	STEWARD'S DEPARTMENT	COMMENT NO.
REPAIR LIST SUBMITTED AND ACTION ON EACH ITEM AGREED ON.		REPAIR LIST SUBMITTED AND ACTION ON EACH ITEM AGREED ON.		REPAIR LIST SUBMITTED AND ACTION ON EACH ITEM AGREED ON.	
REPAIR PARTS AND MATERIAL REQUISITIONED.		REPAIR PARTS AND MATERIAL REQUISITIONED.		REPAIR PARTS AND MATERIAL REQUISITIONED.	
a. REQUIRED WHILE IN PORT. (So Marked)		a. REQUIRED WHILE IN PORT. (So Marked)		a. REQUIRED WHILE IN PORT. (So Marked)	
b. REQUIRED AT END OF NEXT VOYAGE. (Routine)		b. REQUIRED AT END OF NEXT VOYAGE. (Routine)		b. REQUIRED AT END OF NEXT VOYAGE. (Routine)	
LIST OF REPAIRS TO BE DONE BY CREW.		LIST OF REPAIRS TO BE DONE BY CREW.		LIST OF REPAIRS TO BE DONE BY CREW.	
HAVE REPAIRS BEEN ACCOMPLISHED DURING VOYAGE BY CREW.		HAVE REPAIRS BEEN ACCOMPLISHED DURING VOYAGE BY CREW.		SUBSISTENCE STORES REQUISITIONED	
II. SUBJECT		SUBJECT		SUBJECT	
NO PERSONS ABOARD		SIGNAL EQUIPMENT		MAINTAINED PRODUCTION _____	
LIFE BOAT CAPACITY _____		VENTILATION		DOMESTIC USE _____	
RAFT AND FLOAT CAPACITY _____		HEATING		BOILER USE _____	
*NUMBER OF LIFE PRESERVERS _____		FRESH WATER		TANKS CLEANED DATE _____	
*INCLUDES _____ PRESERVERS FOR CHILDREN		TANK CAPACITY TONS _____		POTABILITY	
ESCAPES, HATCHES		ACTUALLY ABOARD TONS _____		PRESENCE OF VERMIN	
DIRECTIONAL SIGNS		EVAPORATOR CAPACITY TONS _____		DISINFESTED DATE _____	

III. FINAL INSPECTION

GENERAL CONDITION, POLICE, SANITATION, ADEQUACY OF SUPPLIES, SERVICE AND EFFICIENCY
WILL BE GRADED ON A PERCENTAGE BASIS WITH 100% AS MAXIMUM

SUBJECT			COMMENT NO.	%	SUBJECT			COMMENT NO.	%	SUBJECT			COMMENT NO.	%
A C C O M M O D A T I O N S	F I R S T C L A S S	CABINS			S U B H O S P I T A L	RATION ALLOWANCE \$ _____			C R E W		COURTESY			
		COMPARTMENTS				RATION ISSUE \$ _____					ALERTNESS			
		MESS HALL				OPERATING ROOM AND DISPENSARY					QUARTERS			
		LOUNGE				NURSERY					UNIFORM			
		LATRINES				FORMULA KITCHEN				B O A T & F I R E D R I L L	DATE LAST HELD AND MASTERS RATING			
		CHILDREN'S PLAY AREAS				DIET KITCHEN					MUSTER TIME _____			
	T R O O P	COMPARTMENTS			P O S T E X	PHARMACY LABORATORY AND STOREROOM				BOATS OVER SIDE _____				
		LATRINES AND WASH ROOMS				SALES STORE				BOATS IN WATER _____				
		MESS HALL				STORE ROOM				HOSE STRETCHED				
		RECREATION AREA				ADEQUACY OF SUPPLIES				PUMPS WORKING				
G A L L E Y A N D M E S S		GALLEYS			S P E C I A L S E R V I C E S	NO. FILMS _____								
		PANTRIES				NO. PROJECTORS _____								
		BAKERY				NO. SCREENS _____								
		BUTCHER SHOP				NO. MUSIC RECORDS _____								
		REFRIGERATORS				RADIO _____								
		STORE ROOMS				LIBRARY AND GAMES _____								
		MESS KIT WASHERS			M I L I T A R Y	COURTESY								
		DISH WASHERS				ALERTNESS								
		GARBAGE DISPOSAL				QUARTERS								
						UNIFORM								

COAST GUARD CERTIFICATE EXPIRES (Date) _____

RATING INSPECTION _____% OPERATIONAL _____% AVERAGE _____%

FOR INSPECTOR GENERAL

FOR SUPT., WATER DIVISION

SIGNATURE OF INSPECTING OFFICER

SIGNATURE OF INSPECTING OFFICER

FOR PORT SURGEON

APPROVED, PORT INSPECTOR GENERAL

SIGNATURE OF INSPECTING OFFICER

SIGNATURE

SHIP OPERATIONS
HEALTH AND SAFETY

SOP NUMBER 410
9 September 1947

F O R E I G N Q U A R A N T I N E

S E C T I O N I

G E N E R A L P R O V I S I O N S

PURPOSE AND SCOPE:

This directive prescribes a quarantine procedure to be followed by all vessels under operation and/or control of the New York Port of Embarkation entering any Port, either foreign or domestic.

DEFINITIONS:

Quarantine: The interdiction for a fixed period of time of all communication with persons or ships arriving from ports or places infected with contagious disease or having been exposed to such infectious disease on board. By international convention, the quarantinable diseases are cholera, plague, smallpox, louse-borne typhus, and yellow fever. In addition to these, the United States Public Health Service (hereafter referred to as USPHS) has been given specific authority to promulgate and enforce regulations to prevent the introduction, transmission or spread of the following: Anthrax, chancroid, dengue, diphtheria, favus, gonorrhea, granuloma inguinale, infectious encephalitis, leprosy, lymphogranuloma venereum, meningococcus meningitis, poliomyelitis, psittacosis, ringworm of the scalp, scarlet fever, streptococcal sore throat, syphilis, trachoma, tuberculosis, and typhoid fever.

Pratique: Permission granted by USPHS to the Master of a U. S. Army Transport to omit the following requirements:

- a. Flying "Q" flag on approaching Port.
- b. Stopping at the USPHS station (Rosebank, Staten Island) for clearance.

(pratique may be granted if an Army medical officer, permanently assigned as Transport Surgeon, states that no quarantinable disease is present aboard.)

SECTION I

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Medical Clearance Certificate:

- (1) A statement from the Commander of a Port of Embarkation (United States or foreign) certifying compliance with paragraphs 4 a (1) (2) (3) (4) (5), AR 40-225, subject: "Prevention of Dissemination of Infectious Diseases and Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947, delivered to the Transport Commander of the vessel before departure.
- (2) Certificate prepared by ship's surgeon for vessels arriving at foreign ports giving the following information:
 - (a) Date of last physical inspection of personnel to be debarked.
 - (b) Names of individuals aboard ship suffering from acute communicable diseases, including venereal diseases and the quarantinable diseases.
 - (c) List of ports touched during voyage, with statement of presence or absence of quarantinable diseases, threat and statement of opportunities for exposure of the personnel aboard ship to such diseases.
 - (d) Statement of immunization status of all personnel aboard. This certificate is to be signed by the ship's surgeon and the ship's master and presented, with a copy of the certificate prepared by the commander of the port of departure (see (1) above) to the port and/or quarantine authorities of the port of arrival. Foreign quarantine processing at such ports will be in accordance with local arrangements by the military and civil authorities concerned.

GENERAL RESPONSIBILITY:

The responsibilities of various Federal agencies for all port foreign quarantine procedures are set forth in paragraph 2, AR 40-225. Insofar as these regulations and procedures apply to Army activities at the New York Port of Embarkation, arrangements have been made whereby the Chief, Surgeon and Medical Supply Division has been granted authority by agreement with various Governmental agencies concerned, to carry out processing and enforcement of certain procedures of foreign quarantine. Technical supervision of all such activities under the control of the New York Port of Embarkation is the function of the Chief, Surgeon and Medical Supply Division.

RETURN OF DECEASED PERSONNEL TO THE NEW YORK PORT OF EMBARKATION:

1. World War II Dead:

SECTION I

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Procedure for repatriation of World War II Dead: This is set forth in Standing Operating Procedure No. 380, subject: "Receiving, Processing and Disposition of World War II Dead", and paragraph 9 b (5) of AR 40-225.

2. Current and Local Dead:

Procedure to return current and local dead: The provisions of this procedure are set forth in SOP No. 143, subject: "Contract Mortuary Operations". In addition, upon notification of the USPHS by the Chief, Surgeon and Medical Supply Division, the latter will cooperate fully in complying with all instructions and regulations laid down by the USPHS.

REFERENCES:

AR 40-210, subject: "Prevention and Control of Communicable Diseases of ~~Man~~", dated 25 April 1945, and Changes thereto.

AR 40-225, subject: "Presentation of Dissemination of Infectious Diseases of Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947.

AR 55-350, subject: "Medical Service on Transports", dated 14 September 1942, and Changes thereto.

AR 55-435, subject: "Routine of Passengers on Transports", dated 1 September 1942.

AR 55-445, subject: "Debarkation of Troops from Transports", dated 19 September 1942.

TB MED 47, subject: "Control of Diseases of Respiratory System and Other Diseases Transmitted by Discharge from Respiratory Tract", dated 28 May 1944.

TB MED 114, subject: "Immunization", dated 28 February 1947.

ARMY TRANSPORT MANUAL, NYPE

TRANSPORT SURGEON'S GUIDE, NYPE

SHIP OPERATIONS
HEALTH AND SAFETY

CHANGE NUMBER 1
SOP NUMBER 410
12 NOVEMBER 1947

F O R E I G N Q U A R A N T I N E

SECTION II

FOREIGN QUARANTINE PROCEDURE

Paragraph 1 b (4) will be deleted and the following substituted therefor:

Upon arrival at the pier no Port personnel, other than the representative of the Port Surgeon and Medical Supply Division, will board the vessel. If the health situation of the vessel has not changed since the granting of radio pratique, the representative of Port Surgeon and Medical Supply Division will announce that quarantine clearance has been granted. Following quarantine clearance normal debarkation will be effected, including clearance by Immigration Officers of all civilian passengers before they are debarked. (If upon arrival at the pier, the health situation has changed since the granting of radio pratique, the Chief, Port Surgeon and Medical Supply Division and USPHS will coordinate in quarantine measures). A copy of the ship's Quarantine Declaration, USPHS Form 1988, will be delivered to the USPHS.

SHIP OPERATIONS
HEALTH AND SAFETY

SOP NUMBER 410
9 September 1947

F O R E I G N Q U A R A N T I N E

SECTION II

FOREIGN QUARANTINE PROCEDURE

1. Clearance of Personnel:

- a. All U.S. Army controlled or operated vessels not carrying a permanently assigned medical officer will fly the "Q" flag when approaching Port and stop at the USPHS Quarantine Station, Rosebank, S.I., to await clearance by the USPHS in accordance with established commercial procedure.
- b. All U.S. Army controlled or operated vessels carrying an assigned medical officer will:
 - (1) Report their status in regard to quarantinable disease upon approaching port. This information will be contained in the routine radiogram dispatched to NYPE by the Transport Surgeon forty-eight (48) hours prior to the expected time of arrival. This report of quarantinable disease will be confirmed in the radiogram sent by Transport Surgeons to NYPE twenty-four (24) hours prior to the expected time of arrival. Any subsequent changes in this status will be reported without delay. The twenty-four (24) hours radiogram, in addition to the other required medical information regarding the number and type of patients to be evacuated, quarantinable diseases aboard and so forth, will contain the following information:
 - (a) A list of ports visited since touching at a port in the continental United States, its territories and possessions, or a list of ports visited during the past twenty-one (21) days.
 - (b) If the list of ports touched includes ports known to be or suspected of being infected with cholera, plague or yellow fever, or in which smallpox or louse-borne typhus is present in epidemic form, a positive statement that the necessary preventive medicine safeguards have been instituted for the vessel, crew, and passengers at such ports to prevent infection aboard. Such positive statements may be expressed in the radiogram by: "pre-embarkation precautions enforced at all ports".
 - (c) A positive statement that there is no case or suspected case of quarantinable disease aboard.

- (d) A positive statement that there are no other cases of communicable disease aboard or if there are, the diagnosis and a further statement that they are properly isolated.
- (2) If radio pratique is granted, a radiogram to this effect will be received from the Chief, Surgeon and Medical Supply Division. In this case, the Transport Surgeon will complete the USPHS Quarantine Declaration, Form 1988. Included in this will be a statement of time and place of issuance of the ship's certificate of deratization or deratization examination, and that all psittacine birds, pet cats, pet dogs, or pet monkeys aboard are either eligible for release on arrival, or will be kept aboard until the USPHS regulations are complied with. The original and duplicate of this form will be signed by both the master and Transport Surgeon and will be transmitted, with a copy of the medical clearance certificate, to the representative of the Surgeon and Medical Supply Division, who will board the vessel upon its arrival at the pier.
- (3) Upon the receipt of radio pratique, the vessel will proceed directly to the pier without having to fly the "Q" flag or stop at the USPHS Quarantine Station for clearance.
- (4) Upon arrival at the pier the vessel will be boarded by a medical officer, representative of the Surgeon and Medical Supply Division, who may be accompanied by a representative of the USPHS. No one else will either board or leave the vessel until verbal quarantine clearance has been given the ship by the representative of the Surgeon and Medical Supply Division. Following clearance, normal ship's operation will resume and debarkation effected. Civilian passengers, including dependents of military personnel, will not be debarked until cleared by immigration officers who require a representative of the USPHS to be present. At this time the ship's quarantine declaration, USPHS Form 1988, will be delivered to the representative of the Surgeon and Medical Supply Division by the Transport Surgeon, along with a copy of the medical clearance certificate. These, in turn, will be delivered to the representative of the USPHS if present, or will be mailed to the USPHS Quarantine Station by the Surgeon and Medical Supply Division if the representative is not present at the time of debarkation.
- (5) If radio pratique is not granted, the vessel will fly the "Q" flag upon approaching Port and stop at the USPHS Quarantine Station to await clearance by the USPHS in accordance with established commercial practice. All instructions received from the USPHS in this respect will be fully complied with.

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- c. Vessels under temporary Army control and non-Army controlled vessels to be berthed at Army piers or debarked under Army supervision (including Navy, major space charter, voyage charter vessels, and so forth).
 - (1) If no medical officer or permanently assigned ship's doctor is aboard, the vessel will fly the "Q" flag when approaching Port and stop at the USPHS Quarantine Station to await clearance by the USPHS in accordance with established commercial practices.
 - (2) If a medical officer or a permanently assigned ship's doctor is aboard, request for pratique will be made and the procedure as outlined in paragraph b above will be followed.
- d. All vessels carrying transient Army medical officers, upon approaching port, may request radio pratique, in which case they will follow the procedure set forth in paragraph b above.

2. Procedure for Animals Arriving at NYPE:

- a. The procedure for pets and mascots is outlined in Section III, subjects "Pets and Mascots" of SOP No. 231, subject: "Authorized Baggage Other Than Personal", and in paragraph 8, AR 40-225, subjects "Prevention of Dissemination of Infectious Diseases and Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947.
- b. Other animals: The Superintendent, Water Division, will notify Chief, Surgeon and Medical Supply Division, of the expected arrival of any animals at the NYPE, upon vessels controlled and/or operated by NYPE. The Chief, Surgeon and Medical Supply Division will be responsible for contacting the appropriate Federal agency involved in order to obtain clearance for the entry of these animals into the country or to obtain instructions for their proper disposition.

- 3. Procedure for the Importation of Plants, Plant Products, Birds, Animals, Animal Products, Garbage, Infectious Agents and Soil: Superintendent, Water Division, will notify the Chief, Surgeon and Medical Supply Division, of any Army controlled or operated vessel arriving at this Port carrying any of the above items. The Chief, Surgeon and Medical Supply Division, will then establish liaison with the appropriate Government agencies concerned, concerning the arrival of this material, and will cooperate with these agencies to assure that all regulations governing the importation of these materials have been fully complied with.
- 4. Infectious Agents: Special permits have been granted by the USPHS and the Department of Agriculture for importation into the United States,

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its territories and possessions, of infectious agents, tissues, or vectors, inoculated with pathogenic organisms or allied materials. These permits have been granted to the Medical Department of the U.S. Army (see paragraph 8, AR 40-225, subject: "Prevention of Dissemination of Infectious Diseases and Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947). The Chief, Surgeon and Medical Supply Division will be responsible for assuring that all provisions of these permits are fulfilled when any of these materials arrive at the NYPE.

5. Responsibilities:

a. The Superintendent of Water Division will:

- (1) Cause the USPHS to be informed of the expected time of arrival of all vessels referred to in this procedure.
- (2) Notify the Chief, Surgeon and Medical Supply Division, of the arrival of the vessels carrying any personnel, cargo or material which come under the foreign quarantine regulations of the various Federal agencies concerned (see AR 40-225, subject: "Prevention of Dissemination of Infectious Diseases and Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947).
- (3) Clear all messages to ships regarding foreign quarantine matters that are dispatched by the Chief, Surgeon and Medical Supply Division.
- (4) Notify masters, Transport Commanders, and Transport Surgeons of all provisions of this SOP, AR 40-225, subject: "Prevention of Dissemination of Infectious Diseases and Pests in International Travel and Shipping, Foreign Quarantine", dated 24 July 1947, AR 40-210, subject: "Prevention and Control of Communicable Diseases of Man", dated 25 April 1945, with changes thereto, and TB MED 114, subject: "Immunisation", dated 28 February 1947.

b. The Chief, Surgeon and Medical Supply Division, will:

- (1) Maintain liaison with all Federal agencies concerned in matters of foreign quarantine, and will cooperate with them fully to assure that all pertinent military and civilian regulations are strictly enforced.
- (2) Maintain technical supervision over all provisions of this SOP.
- (3) Inform the USPHS of the quarantine status of all ships arriving at this Port to which an Army medical officer is assigned, in

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order to arrange pratique for such vessels. He will notify the USPHS of all vessels carrying permanent civilian doctors or transient Army medical officers for the same purpose.

- (4) Notify the master of such vessels through the Superintendent, Water Division, whether or not pratique has been granted. If pratique has not been granted or is in doubt or delayed in any given case, the Chief, Surgeon and Medical Supply Division, will so inform the master of the vessels in question through the Superintendent, Water Division, and will keep these agencies informed as to any subsequent developments and the final decision of the USPHS. If pratique has been granted and is subsequently revoked in any given case, the Chief, Surgeon and Medical Supply Division, will so inform the master of the vessel in question through the Superintendent, Water Division.
- (5) *See above* Send a qualified medical officer representative to board those vessels to which pratique has been granted, upon arrival at the pier for the purpose of giving final quarantine clearance before anyone else can either board or debark from the vessel. This medical officer will be the officer in charge of the evacuation of patients under Army control from vessels.
- (6) Be responsible for securing any further information on medical technical matters relative to this subject that may be required.
- (7) Clear all outgoing messages to vessels through the Superintendent, Water Division.
- (8) Notify receiving stations of the significant occurrences of communicable diseases among the group while en route to the United States. In the case of a communicable disease debarked to other than a Government operated hospital, the Chief, Surgeon and Medical Supply Division, will notify the appropriate local Department of Health.

6. Vessels Entering Foreign Ports:

- a. Foreign quarantine processing in foreign ports will be in accordance with local arrangements by the military and civil authorities concerned.
- b. Upon arrival at a foreign port, vessels carrying permanently assigned medical officers will present the following:
 - (1) Medical clearance certificate from Commander at port of departure.

- (2) Medical clearance certificate prepared by ship's surgeon.
- (3) Any other information that may be required by the authorities at the port of arrival.

SHIP OPERATION
HEALTH AND SAFETY

SOP NUMBER 411
28 October 1947

SANITATION, FUMIGATION, AND EXTERMINATION ABOARD VESSELS

SECTION I

INSECT AND RODENT CONTROL ABOARD VESSELS

PURPOSE AND SCOPE:

This directive will govern the procedure applying to the extermination of rodents and insects aboard Army owned or operated vessels under the jurisdiction of the New York Port of Embarkation.

PROCEDURE:

These procedures are for general guidance and may be modified as local conditions require:

1. Methods of Control:

a. Rodents:

- (1) Elimination of nesting places.
- (2) Elimination of sources of feeding.
- (3) Rodent proof construction.
- (4) Killing.

b. Insects:

- (1) Elimination of breeding places and food sources.
- (2) Insect proof construction.
- (3) Killing.

2. Control Procedures:

a. Rodents:

- (1) Proper handling and storage of stores and equipment, discarded equipment, boxes, trash and similar items, incorporated with a knowledge of rodent habits, will appreciably lower the incidence of infestation by reducing opportunities for shelter and nesting.
- (2) Proper storage and protection, according to pertinent directives and Technical Manuals, of edibles and other stores palatable to rodents to eliminate food sources should be a prime consideration in rodent control.

- (3) Existing vessels and those newly constructed or recon-
verted will be rat proofed in accordance with the spec-
ifications of the United States Public Health Service.
- (4) Rat guards will be secured to all lines at least 6 feet
from the wharf; other avenues of access should be removed
at night.
- (5) Upon evidence of rodent infestation, killing will be
resorted to as specified in appropriate directives by:
 - (a) Trapping - (The wood base snap trap QM #42-T-12900
recommended for rats and wood base snap trap QM
#42-T-12-500 for mice); and poisoning.
 - (b) Fumigation with hydrocyanic acid gas in the form of
discoids or liquids HCN applied from steel cylinders
should be recommended only under the following con-
ditions:
 1. When extremely heavy infestations of rodents or
insects are encountered.
 2. When DDT Insecticide supplies are depleted.
 3. When advised by the Quarantine Division of the
United States Public Health Service.

The work must be done by a trained fumigation team,
otherwise services of the United States Public Health
Service will be utilized.

b. Insects:

- (1) Thorough removal or protection of all food sources and
breeding places. Constant coverage of foods; garbage;
trash. Thorough cleaning of spillage attractive to in-
sects; prompt disposal of all waste and trash, and similar
measures are essential in eliminating sources of nuisance
and disease resulting from insect infestation.
- (2) Food storage areas must be insect proofed by control of
points through which insects may gain access and by insect
proofing cupboards and similar items. Proper control and
vigilance will increase the efficiency of structural
proofing.
- (3) Killing will be accomplished by approved methods accord-
ing to pertinent directives which include:

- (a) Spraying (DDT).
- (b) Dusting with DDT powder.
- (c) Use of the "Aerosol Bomb".

3. Precautions:

Certain precautions must be observed in the use of DDT preparations, other insecticides, rodent poisons, and poisonous fumigants. These are listed as follows:

- a. Insecticide, DDT, residual effect: When DDT in kerosene solutions is applied as a residual spray, it should be guarded against such fire hazards as electric motors, light bulbs and other sparking or heating equipment should be kept from the zone of spray. Temperatures exceeding 100°F should be avoided. Remove soiled garments and wash contaminated skin inasmuch as kerosene alone will cause skin irritation. Coveralls and rubberized gloves should be worn. Wear suitable respirators when applying it for prolonged periods in closed spaces. Avoid contamination of food. In mess halls, cover food, utensils, and table tops when spraying with DDT.
- b. Insecticide Dusts: When dusting with an insecticide powder in galleys and mess areas, avoid contamination of food, utensils and table tops.
- c. Sodium Fluoracetate: This material should be used only under the direct supervision of the Surgeon or the United States Public Health Service.
- d. Hydrocyanic Acid Gas: When fumigation by HCN is applied, warning sign 14" x 18" will be placed at the foot of each gangway at about eye level, lettered conspicuously with red letters on a white background as follows: SHIP FUMIGATION - CYANIDE GAS - DEADLY POISON - KEEP OUT. Guards will be posted around the fumigated vessel before the release of gas to prevent unauthorized persons from approaching or entering vessel. All ships thoroughly inspected and loud vocal warnings will be issued just before releasing gas to make sure no occupant remains within. The Army Service gas mask M1A2 with special HCN canister is used for hydrocyanic acid gas. Masks will be adjusted so that they fit tightly and prevent twisted straps, and will be worn during release of gas, during unsealing, and while testing to determine that aeration of vessel is complete. Masks will be tested thoroughly for leaks before each use.

4. Responsibilities:

a. Chief, Surgeon and Medical Supply Division, will:

- (1) Maintain technical supervision over all matter pertaining to insect and rodent control aboard all Army owned or operated vessels under NYPE jurisdiction.
- (2) Inspect, or arrange for inspection by an appropriate U.S. Government Agency, all vessels covered by the provisions of this directive.
- (3) Maintain liaison with the U.S. Public Health Service in connection with rodent and insect control activities aboard vessels.
- (4) Inspect and make appropriate recommendations to the Superintendent, Water Division, regarding insect and rodent control measures aboard vessels.
- (5) Maintain records of insect and rodent control activities.

b. Superintendent, Water Division, will:

- (1) Maintain proper insect and rodent control aboard all Army owned or operated vessels under NYPE jurisdiction.
- (2) Act immediately on all recommendations received from the Chief, Surgeon and Medical Supply Division, or U.S. Public Health Service, pertaining to insect and rodent control measures aboard all Army owned or operated vessels under NYPE jurisdiction.
- (3) If necessary, provide the appropriate U. S. Government agency with the necessary equipment when fumigation has been determined necessary by the Chief, Surgeon and Medical Supply Division, or the U.S. Public Health Service.
- (4) When fumigation of a vessel is necessary, set the date and make all arrangements for the fumigation of the ship, utilizing the services of the U. S. Public Health Service through the Chief, Surgeon and Medical Supply Division, or his representative.
- (5) Maintain sufficient insect and rodent control supplies aboard vessels as determined by the Chief, Surgeon and Medical Supply Division.

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- (6) Instruct ships' crews in insect and rodent control, under technical supervision of Chief, Surgeon and Medical Supply Division, or his representative.

c. The Port Quartermaster will:

- (1) Maintain and provide personnel, equipment and supplies for the extermination (except fumigation with poisonous gas) of insects and rodents aboard Army owned or operated vessels.
- (2) Store and issue standard items for insect and rodent control in accordance with Memorandum No. 40-205-2, WD, dated 13 December 1946.

d. The Chief, Intelligence and Security Division, will:

- (1) Make periodic inspections of vessel where exterminating procedures are being accomplished to ascertain that all safety precautions are being exercised. (See paragraphs 3a,b,c,d).
- (2) Furnish a security guard for Army owned or operated vessels undergoing fumigation.

e. Chief, Ordnance and Chemical Division, will:

Maintain and issue to Superintendent, Water Division, the Army service gas mask MIA2 or equal with special HCN canister, which will be used for fumigation with hydrocyanic acid gas.

f. Chief, Engineer Division, will:

Store and issue standard items for insect and rodent control in accordance with WD Memorandum No. 40-205-2.

REFERENCES:

AR 40-205, subject: "Military Hygiene and Sanitation", dated 31 December 1942, as amended.

AR 40-210, subject: "Prevention and Control of Communicable Disease of Man", dated 25 April 1945, as amended.

AR 100-80, subject: "Repairs and Utilities", dated 10 August 1942.

WD Circular 161, Section V, subject: "Monthly Report of Insect and Rodent Control Activities", dated 19 June 1947.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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WD Circular 169, Section III, subject: "Fly Control", dated 28 June 1947.

WD Memo 40-205-2, subject: "Insect and Rodent Control", dated 13 December 1946.

TM 5-600, subject: "Guides and Procedures; Repairs and Utilities", dated 6 November 1945.

TB MED 144, subject: "Rodent Control", dated April 1945.

TB MED 194, subject: "DDT, Insecticides and their Usage", dated 17 August 1945.

TM 5-632, subject: "Insect and Rodent Control, Repair and Utilities", dated 16 October 1945.

TRANSPORTATION
SHIP OPERATIONS

SOP NUMBER 420
4 February 1947

C O M M U N I C A T I O N S

SECTION I

SHIP TO SHORE RADIO TRANSMISSION OF PERSONAL MESSAGES

PURPOSE AND SCOPE:

To prescribe the procedure for use of Army ship-shore radio communications for important personal messages. Nothing in this circular will be construed as prohibiting the sending of ship-shore commercial radiograms.

DEFINITIONS:

Important Personal Messages:

1. Personal messages will be considered important if they pertain to:
 - a. Serious illness or death, or expressions of condolence.
 - b. Allotments, interest payments and other unforeseen financial and business matters. Messages from commercial concerns will be transmitted only in reply to personal messages requesting same.
2. Personal messages will not be considered important if they pertain to:
 - a. Recurring business matters.
 - b. Holiday or anniversary greetings.
 - c. Obviously trifling matters.

PROCEDURES AND RESPONSIBILITIES:

1. Transport Commanders will be responsible for carrying out the provisions of this procedure and for strict adherence to the instructions outlined herein. In the absence of a Transport Commander, the Master of the vessel will assume responsibility. For shore to ship communications, the Port Signal Officer will assume the responsibilities outlined for Transport Commanders.
2. Conditions for Transmission: Personal messages will be accepted for transmission at the sender's risk, provided that they:
 - a. Are "important" as defined in paragraph 1a and b of DEFINITIONS.

- b. Do not interfere with government business transacted over the same channels. Precedence will be given to official, press and commercial business messages, in that order.
- c. Are brief, clear and confined to acceptable subject matter.
- d. Are not in code or in cipher.
- e. Are limited to ten (10) words in the body of the message. Such limit may be exceeded only when the necessity therefor has been certified by the Transport Commander.
- f. Are approved by the Transport Commander, or his designated representative.

3. Procedure for Transmission:

- a. Messages will be prepared in duplicate, on personal message forms and will be filed with the Transport Commander, or his designated representative, for approval. Under no circumstances will personal messages be filed by the sender directly with the radio station or radio operator.
- b. Charges will be collected by the Transport Commander, or his designated representative other than the Ship Transportation Agent or an officer handling appropriated funds, who will then forward approved messages to the ship's radio station for transmission.
- c. Messages will be transmitted in the same manner as official messages. The symbol "TLG" will be substituted for "WD" to indicate personal message to be refiled as commercial telegram. The charges collected will be included after the symbol "TLG" to indicate the telegraph rate, the Federal tax and the nominal charge, in that order. (Example: NRI, WUAC, CK 10 TLG 60/15/10)
- d. Shore receiving stations, when refiled messages, will indicate the true point of origin by inserting the vessel name after the message signature. In computing charges, three (3) additional words will be counted.
- e. Personal messages will not be transmitted under any circumstances over Army point to point circuits within the continental United States.

4. Charges:

- a. Responsibility for Collection: The Transport Commander, or his designated representative other than the Ship Transportation Agent or an officer handling appropriated funds, will at the time of filing, collect appropriate charges for the transmission of personal messages as

prescribed by the Signal Officer, NYPE. He will keep records of the funds so collected, under AR 210-50, that are separate and apart from any other funds for which he may be responsible. They will not be taken up as Special Deposit Funds in the manner in which private messages transmitted through commercial radio stations are handled.

b. Computation will:

- (1) Cover delivery via commercial telegraph from the receiving shore station to the addressee.
- (2) Include the commercial telegraphic rate computed from Western Union tariff book tables on square sheets supplied for this purpose; 25% Federal tax thereon; and a ten (10) cent nominal charge for each message.

c. Disposition of Money Collected:

- (1) The Chief Radio Operator aboard the U. S. Army transport will, for each Army shore receiving station, prepare in triplicate, WD AGO Form 11-60, "Abstract of Commercial Message Accepted and Charges Paid on U.S. Army Ship Radio Stations". The words "Personal Radiograms" will be substituted for the words "Commercial Messages". Column headings will be changed to read as follows:
 - a. Column 8 - "Nominal Charge": A charge of 10 cents for each message will be listed.
 - b. Column 9 - "LL TG Charge": The actual amount due the telegraph company will be listed.
 - c. Column 10 - "Federal Tax": The tax collected on each message will be listed.
- (2) WD AGO Form 11-60 will be distributed as follows:
 - a. The triplicate copy together with a duplicate copy of each message will be filed aboard the transport and destroyed after six (6) months.
 - b. The original and duplicate copies will, at the completion of each voyage, be delivered to the Port Signal Officer, together with the original copy of each message.

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- (3) Money collected will be forwarded by the Transport Commander, or his designated representative, to the Port Signal Officer by letter of transmittal at the time of submission of WD AGO Form 11-60. Letters of transmittal will be prepared and signed in duplicate, and will follow the form outlined below:

Date _____

I certify that I have, this date, turned over to the Port Signal Officer the sum of \$ _____, in payment for personal messages transmitted from USAT _____, during Voyage No. _____ from (date to date) _____.

Via WXCB	\$ _____
Via WXCC	\$ _____
	\$ _____

(Signature) _____
Transport Commander or Agent

I certify that I have, this date, _____, received the sum of \$ _____, in payment of the account listed above, and that this sum has been credited to the "Personal Radiograms" Account.

(Signature) _____
Port Signal Officer or Agent

5. The Port Signal Officer will:

- a. Receive from the Transport Commander, or his designated representative, upon completion of each voyage, all money collected as charges for the transmission of personal messages.
- b. Maintain a nonappropriated fund, to be designated "USAT Personal Message Fund", in accordance with provisions of AR 210-50, 13 December 1945.
- c. Money will be disposed of as follows:
 - (1) Charges collected for messages transmitted to Army shore receiving stations not under the jurisdiction of NYPE, will be forwarded, by check, within forty-eight (48) hours, to the Signal Officer having responsibility for such station.
 - (2) Charges collected for messages transmitted to Army shore radio stations under the jurisdiction of NYPE, will be disposed of as prescribed in Technical Manual 24-205, 20 January 1945.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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REFERENCES:

AR 55-360, "Transport Radio Service", 11 September 1946.

AR 210-50, "Nonappropriated Funds", 13 December 1945.

TM 24-205, "Administrative Procedures for Communication Services", 20 January 1945.

Memorandum No. W 35-3-43, "Instructions Relative to Quasi-Public Funds and Funds Surveyed by Comptroller General", War Department, 18 February 1943.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SHIP OPERATIONS
REPAIRS, CONVERSIONS, AND DECOMMISSIONING

CHANGE NO. 1
SOP NUMBER 430
7 MAY 1948

R E P A I R S O R C O N V E R S I O N O F V E S S E L S

S E C T I O N I

R E P A I R S , C O N V E R S I O N S A N D S U P P L I E S P E R T I N E N T T H E R E T O

Delete paragraph 1 o (1) (a) and (b), and substitute the following therefor:

- "1. o. (1) The Contract Accountable Property Officer will submit requisitions for government furnished property in accordance with Section III, Standing Operating Procedure No. 430, dated 17 February 1948"

SHIP OPERATIONS

REPAIRS, CONVERSIONS & DECOMMISSIONING

SOP NUMBER 430

10 NOVEMBER 1947

R E P A I R S O R C O N V E R S I O N O F V E S S E L S

SECTION I

REPAIRS, CONVERSIONS AND SUPPLIES PERTINENT THERETO

PURPOSE AND SCOPE:

The purpose of this Section of SOP 430 is to provide a standard method by which all Army owned or operated vessels will be repaired or converted and Government supplies and equipment pertinent thereto furnished to contractors.

DEFINITIONS:

Voyage repairs will include routine dry docking, repair of existing equipment, and renewal in kind (except major items).

Conversion is the changing of the service to be expected of the vessel.

Example: Changing a freighter to a transport.

Alteration is the altering of any type of existing equipment aboard a vessel; additions, such as installation of new piping or wiring systems; change of type of equipment, such as installation of a low pressure evaporator for a high pressure evaporator; change in accommodations; installation of new equipment; rearrangement of existing systems, and relocation of appurtenances.

Major repair: Any structural repair or renewal which is not specifically covered under the normal or voyage repairs, as defined above, will be considered unusual or major repairs.

PROCEDURE:

1. The Superintendent, Water Division will be responsible for the following:
 - a. Establish effective dates for performing all periodic or recurring maintenance work.
 - b. Inspect each vessel assigned to this Port to determine what repairs are necessary after each voyage, keeping indefinite items to the absolute minimum, and showing an estimated amount of the work required in instances where the inclusion of an indefinite item is essential.

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- c. Notify the Marine Casualty Investigating Officer of all marine casualties and survey damages to floating equipment, submitting reports thereon to said officer.
- d. Draft all plans and/or specifications pertaining to voyage repairs, conversions, or alterations, other than those prepared by the Office of the Chief of Transportation.
- e. Submit all plans and specifications, and estimated costs, for conversions, alterations, or major repairs to the Office of the Chief of Transportation for authorization.
- f. Submit purchase requests and commitment forms to the Chief, Fiscal Division, through the Chief, Port Procurement and TC Supply Division, and submit job order requests, plans and/or specifications to the Chief, Port Procurement and TC Supply Division with the authorization certified thereon. Authorizations will be either by the Office of the Chief of Transportation in the event of a conversion, alteration, or major repair, or, by virtue of the provisions of Transportation Corps Pamphlet No. 34 if it is a routine voyage repair.
- g. Maintain constant, competent supervision by use of technical inspectors to ascertain that the plans and specifications are being followed, and that the best interests of the Government are protected.
- h. Determine when additional work is required during the time vessel is undergoing voyage repair, and that such additional repairs do not exceed the financial limitations imposed by Transportation Corps Pamphlet No. 34. Issue specifications for the work to be performed.
- i. Determine when additional work is required on a conversion, alteration, or major repair, obtain authorization for the additional work from the Office of the Chief of Transportation, and issue specifications for the work to be performed.
- j. Obtain citation of additional funds from the Chief of the Port Fiscal Division, when additional work is required, and notify the Chief, Port Procurement and TC Supply Division as to the necessity for a Change Order to existing job order. See Section II, SOP 430 for procedure for preparing and processing Change Orders to Master Lump Sum Contracts.
- k. Determine, jointly with the Chief, Port Procurement and TC Supply Division, whether the price quoted by the contractor is fair and reasonable for performing the additional work. In addition render such assistance to the Chief, Port Procurement and TC Supply Division as may be required in negotiating price decreases due to cancellation of items.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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1. Submit to the Office of the Chief of Transportation on the date of issue, all changes, plans, and specifications. The following reports, pertinent to repairs, will be issued to the Chief of Transportation on completion of repairs:

- (1) Reports of Painting and Condition of Bottoms. (Reports Control Symbol TC-26 (R1))

- (2) Report of Boiler Condition. (Reports Control Symbol TC-12)

- m. Perform all annual inspections and submit such reports as required by AR 55-505, subject: "Inspecting, Repairing, Overhauling, and Painting Vessels", dated 5 February 1947.

- n. Submit a weekly report: "Transports Undergoing Repair and/or Conversion", (Reports Control Symbol TCWTS-4) as prescribed by TCP No. 34.

- o. Maintain accountability of Government property in the possession of contractors by the appointment of a Contract Accountable Property Officer.

- (1) ~~The Contract Accountable Property Officer will:~~

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- ~~(a) Submit requisitions for standard items to the appropriate Port Technical Service for supply, quoting appropriate shipping instructions thereon.~~

- ~~(b) Submit requisitions for standard TC items and all non-standard items to the Chief, Port Procurement and TC Supply Division.~~

- p. Perform dock trials, sea trials, and final inspections of all items covered by plans and/or specifications.

- q. Submit completion reports to the Chief, Port Procurement and TC Supply Division, certifying as to the completeness of work performed under each specification and duties relative thereto.

2. The Chief, Port Procurement and TC Supply Division will be responsible for the following:

- a. Request firms awarded "Master Lump Sum Contracts for Repair and Alteration of Vessels" to submit quotations on the proposed work.

- b. Award the contract in accordance with existing statutes, regulations, and directives.

- c. Assemble the cost data on all job orders involving ship repairs under a Lump Sum Contract, Change Orders or Purchase Orders, and submit the

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above information to the Office of the Chief of Transportation in the form of a "Final Cost Report of Vessel Repairs" (Reports Control Symbol - TC-3).

- d. Assemble all copies of documents pertaining to each vessel repaired during a calender month, and forward, to the Office of the Chief of Transportation, such documents in a manner prescribed by paragraph 4, letter SPTOW-MR 564, subject: "Purchase Orders Covering Repairs to US Army Transports", OCOT, dated 3 May 1946.
 - e. Prepare and distribute Change Orders in accordance with Section II, SOP 430, and determine, jointly with the Superintendent, Water Division, whether the price quoted by the contractor is fair and reasonable.
 - f. Negotiate, with the assistance of the Superintendent, Water Division, price decreases due to cancellation of items. Where cancellations result from the contractor's failure to perform, follow the procedure contained in the "Default" article of the Master Lump Sum Contract (Article 13), and Procurement Regulation 380-A.
 - g. Approve necessary invoices after the Maintenance and Repair Branch of the Water Division has accomplished the administrative certificate on the face thereof and submit same to the Finance Officer, US Army, for payment.
 - h. Furnish TC items available in stock to the Contract Accountable Property Officer upon receipt of requisition.
 - (1) Those items not available in stock, for which advices of availability or procurement action have not been received from the Office of the Chief of Transportation, will be extracted to the appropriate supply depot.
 - (2) Those items, for which advices of availability or procurement action have been furnished, will be extracted to the Office of the Chief of Transportation quoting the appropriate shipping instructions.
 - (3) Furnish a copy of all extract requisitions pertaining to paragraphs (1) and (2) above, to the Contract Accountable Property Officer, Water Division, NYPE, and a copy to Mr. Phillip E. King, Water Transport Service, Office of the Chief of Transportation, Washington 25, D.C.
3. All other chiefs of Port technical services will:
- a. Furnish to the Contract Accountable Property Officer, Water Division, those items available in local stocks in accordance with shipping instructions furnished.

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- (1) Those items not available locally will be extracted to the appropriate supply depot with shipping instructions as furnished by the Contract Accountable Property Officer.
- (2) Furnish a copy of all extract requisitions pertaining to paragraph (1) above to the Contract Accountable Property Officer.

4. The Chief, Port Fiscal Division will:

- a. Obtain funds necessary to meet anticipated obligations.
- b. Certify to the Chief, Port Procurement and TC Supply Division that there are sufficient funds available to pay for proposed vessel repairs.

REFERENCES:

AR 55-500, subject: "Marine Casualty Report, Investigation and Claims", dated 3 July 1943, as amended.

AR 55-505, subject: "Inspecting, Repairing, Overhauling and Painting Vessels", dated 27 October 1947.

AR 850-300, subject: "Inspection of Steam Boilers", dated 5 August 1944.

TC Pamphlet No. 6, subject: "Standard Inspection Practices", dated 22 February 1944, as amended.

TC Pamphlet No. 34, subject: "Repairs and Alterations to Vessels at Ports of Embarkation," dated 1 April 1945, as amended.

Letter, file SPTOW-MR 564, subject: "Submission of Final Cost Reports for Vessel Repair", OCOT, dated 17 May 1946.

Letter, file SPTOW-MR 564, subject: "Purchase Orders Covering Repairs to US Army Transports", OCOT, dated 3 May 1946.

SHIP OPERATIONS
REPAIRS, CONVERSIONS & DECOMMISSIONING

SOP NUMBER 430
2 OCTOBER 1947

R E P A I R S O R C O N V E R S I O N S O F V E S S E L S

SECTION II

PROCESSING CHANGE ORDERS TO "MASTER LUMP SUM CONTRACTS
FOR REPAIRS AND ALTERATIONS TO VESSELS"

PURPOSE AND SCOPE:

This Section of Standing Operating Procedure No. 430 prescribes the procedure to be followed in preparing, processing, and issuing Change Orders to Master Lump Sum Contracts for repairs and alterations to vessels.

RESPONSIBILITY:

The Chief of Staff will be responsible for exercising staff supervision over the provisions of this Section of Standing Operating Procedure No. 430 insofar as it pertains to operational activities.

The Chief, Port Supply and Facilities Division, will be responsible for exercising staff supervision over the provisions of this Section of Standing Operating Procedure No. 430 insofar as it pertains to contractual activities.

DEFINITIONS:

Master Lump Sum Contract for Repair and Alteration of Vessels is a form of contract which establishes the terms upon which the contractor will effect repairs, completion, alterations of and additions to Army vessels under lump sum job orders from time to time during the period of the contract. The contracting officer enters into the approved form of Master Lump Sum Contract for Repair and Alteration of Vessels with each repair yard with which he contemplates placing ship repair work. The Master Contract may be entered into with the contractor immediately or the contracting officer may wait until he is ready to place a ship repair job order (Agreed Price Job Order) with the contractor before entering into a master contract with such contractor.

Agreed Price Job Order is negotiated between the contracting officer and the contractor for work to be performed under the Master Lump Sum Contract for Repair and Alteration of Vessels. It is an order for work to be performed stating, for each job awarded under the Master Lump Sum Contract for Repair and Alteration of Vessels, the nature of the work to be performed, in accordance with plans and specifications attached to the job order, the period of time within which the work is to be performed, and the price agreed upon.

Change Order is a written authorization to change any term (plans, specifications or itemized work, etc.) of any job order. The price adjustment and adjustment in the completion date, if any, occasioned by the change are a part of the Change Order.

An Emergency, as used herein, is considered to exist in those cases wherein a delay in making an award would either appreciably increase the cost to the Government or would result in delaying a scheduled sailing of a vessel. An emergency may occur in the case of voyage repairs but will seldom, if ever, arise in connection with conversions.

PROCEDURE:

1. Originating of Change Orders:

- a. Change order requests originating with Contractor or Marine Surveyor in charge at contractor's plant shall be referred through channels, as described in paragraphs 2 and 3 below, to the Contracting Officer for review. When a request for a Change Order affects the plans and specifications, there shall be submitted with the request prints, drawings, or copies thereof (unless previously submitted and approved) of the proposed change.
- b. Change order requests originating with the Water Division will be coordinated as described in paragraphs 2 and 3 below.

2. Preliminary Negotiations:

- a. In the event it is deemed necessary, by the Government, to issue a Change Order, the Superintendent, Water Division, will be responsible for effecting the following action:
 - (1) A complete and detailed specification will be prepared describing the nature and extent of the proposed change in the work as outlined in the applicable Job Order.
 - (2) The specification of the proposed change in the work will be forwarded for quotation to the contractor through the Army Marine Surveyor in charge of the work at the contractor's plant. The Army Marine Surveyor will familiarize himself with the work and will promptly prepare and transmit to the Superintendent, Water Division, his estimate of the fair and reasonable value thereof, and change in performance period, if any. Thereafter, the Superintendent, Water Division, or such personnel to whom he may specifically delegate authority, shall obtain the contractor's quotation thereon.
 - (3) Minor changes which develop in the progress of the work not affecting cost or time and which can be settled on the job

by the Marine Surveyor in charge, will be reported promptly to the Superintendent, Water Division, upon satisfactory settlement. The report of the Marine Surveyor will fully describe all action taken and agreements made and will be in writing so that an amending Change Order to the original item and/or Job Order may be issued as a record of the change.

- (4) In the event changes develop in the progress of the work which involve cost or time, the Army Marine Surveyor in charge of the work at the contractor's plant will prepare the necessary specifications and forward them to the contractor for quotation, and also promptly prepare and transmit to the Superintendent, Water Division, a copy of the specification, a precise statement of the necessity thereof, and his estimate of the fair and reasonable value thereof, and change in performance period, if any. Thereafter, the procedure will be as in paragraph 2a(2) foregoing.

3. Final Negotiations

- a. The Superintendent, Water Division will negotiate all changes as to price and time up to the point that an agreement thereon is reached.
- b. In no event will negotiations go beyond the agreement stage, except, however, in the case of an emergency as herein defined. In emergency cases the Superintendent, Water Division, may authorize the contractor to proceed with the work, if practicable upon the prior verbal or written approval of the Contracting Officer. If the obtaining of such prior approval is not practicable, the Superintendent, Water Division, will promptly notify the Contracting Officer, in writing, of the action taken.
- c. Should negotiations fail in arriving at a satisfactory agreement, and it is essential to the Government that the work be accomplished, the matter will be referred to the Contracting Officer who will take appropriate action as prescribed in the Master Lump Sum Contract concerned.

4. Preparation of Change Orders

- a. Upon reaching an agreement to changes involving cost, and prior to recommending award to the Contracting Officer, the Superintendent, Water Division, will take the following actions:
 - (1) Obtain approval for the change from the Office of Chief of Transportation, provided the change is of a nature requiring such approval under the provisions of Transportation Pamphlet

No. 34, "Repairs and Alterations to Vessels at Ports of Embarkation", dated 1 April 1945.

- (2) Effect a reservation of the required funds with the Port Fiscal Officer.
-
- b. In the event an emergency award was made in accordance with paragraph 3(b), above, the Superintendent, Water Division, will initiate the action indicated in paragraphs 2a(1), 3a, and 4a(1) and (2) as soon as is practicable.
 - c. Upon reaching an agreement in accordance with paragraph 3a, the Superintendent, Water Division, will take the following action:
 - (1) For any item of work involving a negotiated price of \$15,000.00 or more, the following approvals will be obtained.
 - (a) That of the Chief of Staff, NYPE, if the amount involved is between \$15,000.00 and \$25,000.00 or more.
 - (b) That of the Commanding General, NYPE, if the amount involved is \$25,000.00 or more.
 - (c) That of the Director of Service, Supply and Procurement, War Department General Staff, through the Water Transport Service Office of the Chief of Transportation, if the amount involved is \$100,000.00 or more.
 - (2) Recommend to the Contracting Officer the award of the items, forwarding all pertinent papers required for the preparation and award of the Change Order.
 - d. Upon receipt of the recommendation from the Superintendent, Water Division, the Contracting Officer will take the following action:
 - (1) Award the work in accordance with existing regulations and so notify the Superintendent, Water Division, who may take independent action to notify the Officer in charge, or the Marine Surveyor in charge of the work at the contractor's plant that the award has been made. In no instance, except as provided in paragraph 3(b), above, will the Superintendent, Water Division, or any representative of the Water Division, notify the contractor of an award.
 - (2) In those instances where speed is of the essence, the Contracting Officer may contact a proper, authorized representative of the contractor and make the award verbally.

The provisions of the Change Order will be carefully reviewed and checked, the negotiated price and change in time (if any) verified and a positive and unmistakable identification number given to the contractor's representative. Upon completion of this verbal formal award the action outlined in paragraph 4d(3), below, will be followed.

- (3) A written Change Order, prepared in accordance with TC Circular No. 15-55-7, subject: "Purchasing and Contracting", dated 25 August 1947, will be promptly accomplished and dispatched to the contractor who will be required to sign the acceptance form thereon and return the prescribed number of copies to the Contracting Officer for his files.
 - (a) For the purpose of reducing administrative work, and where practicable without causing delay, several items of work may be grouped into one Change Order, provided however, the total amount of the Change Order is less than \$100,000.00.
 - (b) In no event will an item, exceeding \$100,000.00 in value, be broken down into two (2) or more Change Orders so as to circumvent the necessity of obtaining approval from the Director of Service, Supply and Procurement, WDGS.
 - (c) Upon award of any item of work as a change to a contract, the required performance period of which is in excess of the performance period of the work already in process, the change in performance period will be considered as applicable to the entire Job Order and the Change Order will be prepared accordingly.
 - (d) Change Orders will be identified by a letter, running alphabetically, preceded by the Job Order number which was originally assigned to the job. Thus the first Change Order to Job Order number 49 will be identified as 49 "A", the second as 49 "B", and so on. Each item referred to in a Change Order will be positively and unmistakably identified by citing decimal system number assigned to the item in the specification.
- (4) Copies of all Change Orders will be forwarded to the Office of the Chief of Transportation for review as to form and legality.
- (5) Distribution of the Change Order, after execution by the Government and contractor will be distributed in accordance with paragraphs 317 A and B of Procurement Regulations and TCPI's.

REFERENCES:

TC Circular No. 160-2, subject: "Purchasing and Contracting Procedure for Contracting for Ship Repairs", dated 1 October 1945.

TC Circular No. 15-55-7, subject: "Purchasing and Contracting Change Order Procedure for Transportation Corps Contracts", dated 25 August 1947.

TC Circular No. 3, Section I, subject: "Legal Review of Contracts at Ports and Other Installations", dated 8 January 1947.

W.D. Procurement Circular No. 41, dated 22 August 1947.

SHIP OPERATIONS
REPAIRS, CONVERSIONS, AND DECOMMISSIONING

SOP NUMBER 430
17 FEBRUARY 1948

R E P A I R O R C O N V E R S I O N S O F
A R M Y V E S S E L S

SECTION III

ACCOUNTING FOR GOVERNMENT PROPERTY FURNISHED
ON SHIP REPAIR AND CONVERSION CONTRACTS

PURPOSE AND SCOPE:

The purpose of this directive is to implement TM 14-911 and establish a uniform and simplified procedure of accounting for Government property furnished contractors on ship repair and conversion contracts. It is applicable to all contracts wherein government property is furnished contractors in the fulfillment of their contracts. Requests for deviation from, or problems arising in the interpretation of, the procedure prescribed herein or in TM 14-911 will be submitted to this headquarters, attention: Chief, Port Supply and Facilities Division, for transmission to higher authority.

SUPERVISION:

Staff supervision over the procedure described herein will be exercised by the Chief, Port Supply and Facilities Division, and he will assure himself by frequent inspections that the procedures employed by the responsible agencies are in conformity with the provisions of this directive and TM 14-911 and that deviations are not made without prior authority.

DEFINITIONS:

Prime Contracts. For the purpose of property accounting on ship repair and conversion contracts, either a contract or a job order issued under a master lump-sum contract may be considered as the PRIME CONTRACT as follows:

- a. If the lump-sum contract is definite, specifies the work to be accomplished, and cites funds therefor, it is the PRIME CONTRACT.
- b. If the master lump-sum contract is indefinite and requires the issuance of a job order which specifies the work to be accomplished and cites the funds therefor, the job order is to be considered the PRIME CONTRACT, and will be identified by the master lump-sum contract number and job order number.

Government Property. Refers only to property owned by the government and administered by the Department of the Army.

Furnished to. Refers to and includes all methods whereby government property comes into the possession of the contractors pursuant to the terms of their contracts.

Shipping Document. Includes War Department Shipping Documents, Vendor's Shipping Documents, Shipping Tickets and Property Issue Slips, whichever is in use at the installation concerned.

Contracting Officer. Includes the officer so designated, his successors, or his authorized representatives.

Accountable Property Officer. Refers to the officer or civilian property agent (see paragraph 7, TM 14-911) charged with maintaining required property accounting records.

Accountability. Means the requirement for maintaining records of government property as prescribed in this directive and TM 14-911.

Ship Supply Officer. Refers to the individual responsible for maintaining accountability for government property aboard Army vessels in accordance with Department of the Army Circular No. 30, dated 27 October 1947.

RESPONSIBILITIES:

1. The Contracting Officer will in all contracts and/or job orders under master contracts in which the government agrees to furnish certain items of property:
 - a. Designate in the PRIME CONTRACT (lump-sum or job order) the officer to be accountable for property which is to be government furnished.
 - b. Specify clearly in the contract or job order precisely what the government is to furnish and make the necessary changes currently in the event more or less property is actually furnished.
 - c. Furnish a schedule of property to be government furnished to the Contract Accountable Property Officer.
 - d. Furnish the Accountable Property Officer a copy of the contract and job orders and all changes thereto.
 - e. Maintain surveillance over the accountable property officer's supply records.

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- f. Require selective checks of the property account and periodic reports of the Accountable Property Officer of the condition of the account.
- g. Require a written statement from the Accountable Property Officer relative to the status of government furnished property or property which has come into the possession of the contractor as a result of conversion, prior to final settlement with the contractor.
- h. Take into consideration in the final settlement any shortages or unadjusted deficiencies of government furnished property.

2. Contract Accountable Property Officer will:

- a. Establish and maintain records in accordance with TM 14-911 and the procedure prescribed herein of government property furnished to contractors and property resulting from conversion of government property located in contractor's yard for those contracts for which he is designated as Accountable Officer. Records must be kept in such condition that, at any stage of completion of work under a contract, adequate information will be readily available for use in determining the contractor's liability, if any, for loss, damage, destruction or excessive use of government property. When requested by the Contracting Officer or other government representatives designated by the Chief of Transportation, the Contract Accountable Property Officer will submit any information shown on his property records. He will also render assistance in obtaining any additional information required with respect to property.
- b. Take action outlined in Paragraph 25, TM 14-911 when necessary.
- c. Determine by review that receiving reports, shipping documents, or other authorized lists of property are appropriately receipted. It is imperative that these receipts be obtained, since they represent the Government's basic records with respect to Government property furnished to contractors.

3. The Ship Supply Officer will:

- a. Maintain records of property for which he is accountable in accordance with AR 35-6520 and TM 38-403.
- b. Report all property removed from the vessel which is determined to be excess at the time of inventory to the appropriate Port technical service, requesting shipping instructions. Such lists will show classification as to serviceability.

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- c. Dispose of all property in accordance with shipping instructions received.
- 4. The Superintendent, Water Division, will initiate and submit requisitions to the Chief, Port Procurement and Transportation Corps Supply Division for government property to be furnished to contractors pursuant to the terms of the contract.
- 5. The Chief, Port Procurement and Transportation Corps Supply Division, will:
 - a. Receive and take appropriate supply action on requisitions submitted for government furnished property.
 - b. Maintain adequate follow-up to insure supply.
- 6. Port Technical Services will render shipping instructions by the most expeditious means to the Ship Supply Officer for excess property reported.

PROCEDURE:

- 1. Requisitioning and Shipment of Government Furnished Property to Contractors:
 - a. Requisitions for items of government property required to be furnished pursuant to the terms of the contract will be initiated by the Superintendent, Water Division, to the Chief, Port Procurement and Transportation Corps Supply Division. Such requisitions will be completed to show the PRIME CONTRACT number and funds to which the items contained on the requisition are chargeable. Further, these requisitions will contain the name and address of the contractor appearing in the contract to whom delivery is to be made, delivery due date and instructions that a copy of the Shipping Document be furnished the Contract Accountable Property Officer. Requisitions will contain the account serial number pertaining to the contract and instructions that shipment will be made to the contractor through the Contract Accountable Property Officer.
 - b. The Chief, Port Procurement and Transportation Corps Supply Division, will complete a requisition to include information furnished by the Superintendent, Water Division, and forward to the Schenectady General Distribution Depot for supply in accordance with current instructions. In those instances where the delivery due date is such as to preclude the processing of the requisition in accordance with paragraph 1 a and the Chief, Port Procurement and Transportation Corps

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Supply Division, can definitely ascertain that the required items are not available in the TC Supply system or other government agencies, procurement will be effected locally using conversion funds currently available. A copy of all requisitions or procurement instruments initiated by the Chief, Port Procurement and Transportation Corps Supply Officer, will be furnished to the Contract Accountable Property Officer.

- c. The Contract Accountable Property Officer will in all instances, when a Shipping Document is not received, request that acknowledgment of receipt of the property be furnished on the contractor's receiving report, tally, or equivalent form. Recurring instances of non-receipt of Shipping Documents will be reported to the Chief, Port Supply and Facilities Division, citing the complete circumstances, making specific reference to the requisition number and any other information which may be available.
- d. Government property furnished to the contractor from vessel stocks for installation in accordance with contract specifications, will be shipped to the contractor. A copy of the Shipping Document signed by the contractor or his authorized representative evidencing receipt of property shipped will be furnished to the Contract Accountable Property Officer named in the contract, for use in picking up accountability for the property shipped.

2. Accounting for Government Property Furnished Contractors:

- a. Government property furnished contractors will be accounted for in accordance with TM 14-911, dated 1 June 1944, and any authorized deviations therefrom.
 - (1) Contract Accountable Property Officers will be designated for each prime contract. Whenever possible, and in all major conversion programs, designated officers will take station at the yard of the contractor executing the work, and will be provided with such personnel as can be made available for maintaining property records. Account numbers will be assigned to each property account and will be used to identify all property transactions. The same officer may be designated Accountable Property Officer for a number of prime contracts; however, the accountable property officer will be designated in the pertinent prime contract.

- (2) A separate jacket file will be established for each PRIME CONTRACT. The jacket file (stock record account) will include the following:
- (a) A copy of the contract or job order with a schedule added to the contract listing the items to be furnished with reference to the specific article in the contract. (TM 14-911, Paragraph 13).
 - (b) A written statement from the contractor listing the names of persons authorized to receive and accept government property for the contractor. (TM 14-911, Paragraph 38).
 - (c) A register of property vouchers. (TM 14-911, Paragraph 56).
 - (d) Debit and credit vouchers in single numerical series. (TM 14-911, Paragraph 54).
 - (e) Stock record cards. (TM 14-911, Paragraph 47).
 - (f) A copy of the order if a change of accountable officer is authorized, together with a copy of the certificate of transfer. (TM 14-911, Paragraph 77).
 - (g) Copies of all written advices of the Contracting Officer. (TM 14-911, Paragraph 80).
 - (h) Copies of approved Reports of Survey. (TM 14-911, Paragraph 81).
 - (i) When property is sold, a copy of the document upon which the transfer was accomplished together with a copy of the Finance Officer's receipt for the proceeds received. (TM 14-911, Paragraph 82).
 - (j) A copy of government acceptance of completed end items. (TM 14-911, Paragraph 78).
 - (k) Copies of certificates of audit.
 - (l) All pertinent correspondence or other papers which will aid the auditor in his audit of this account, including orders appointing the Accountable Property Officer, and the assignment of the account number. (TM 14-911, Paragraph 11).

- (m) Government property furnished contractors under conversion contracts can, in most instances, be classified as "C-2". (TM 14-911, Paragraph 31).

3. Accounting for Government Property Removed from Vessels which will not be Returned:

- a. The Ship's Supply Officer will determine at the earliest possible time, the full description and quantity of property of all classes not intended for return to the vessel. This will include not only that property which is excess to the needs of the vessel, but also property the characteristics of which are such that its reuse is not contemplated. The Army technical inspector will assist in such determination, and will certify to the serviceability of the property. Disposition of this property will be the responsibility of the Ship Supply Officer regardless of the fact that this property appears in the inventory furnished by the contractor. Accountability for this property will not be assumed by the Contract Accountable Property Officer; however, an authenticated copy of each document evidencing shipment of excess property and that not intended for reuse will be furnished to the Contract Accountable Property Officer by the Ship Supply Officer and will be attached to the inventory for purpose of reflecting disposition of all property in the hands of contractors. Further, receipts will be furnished the contractor for all such property removed from his warehouse. Accountability for excess property for which disposition instructions have not been received at the completion of the contract will be transferred to the Contract Accountable Property Officer by means of a War Department Shipping Document and will be disposed of as contractor inventory in accordance with paragraph 26, TCP No. 35, dated 16 January 1947.
- b. Property which is determined to be excess during the course of the conversion, not a part of the original inventory, will not be disposed of by the Ship Supply Officer. Accountability therefor will be transferred to the Contract Accountable Property Officer by means of a War Department Shipping Document.
- c. Accountability for property determined not repairable at the time of the initial inventory or during conversion will in all instances be transferred to the Contract Accountable Property Officer for processing in accordance with paragraph 83, TM 14-911.

- d. The above procedure will maintain in all future conversions and/or where inventories of ships presently under conversion have not yet been completed.

4. Accounting for Government Property Removed from Vessels which will be Returned to the Vessel:

- a. Upon determination of the property which will be returned to the vessel, the Ship Supply Officer will transfer accountability therefor to the Contract Accountable Property Officer by means of a War Department Shipping Document, retaining a copy for his file as a credit voucher.
- b. Upon receipt of a certificate executed by the Army technical inspector that an item has been re-installed or returned to the vessel, the Contract Accountable Property Officer will transfer accountability to the Ship Supply Officer by means of a War Department Shipping Document.
- c. Property which is determined excess during the course of the conversion will be disposed of by the Contract Accountable Property Officer. (Paragraph 26, T.C.P. 35).

REFERENCES:

TM 14-911, "Accounting for Government Property Furnished under Fixed-Price Contracts", dated 1 June 1944.

Letter, Office of the Chief of Transportation, file TCSUP-M, subject: "Accounting for Government Property Furnished on Ship Repair and Conversion Contracts", dated 23 December 1947.

Letter, Office of the Chief of Transportation, file TCSUP-MP, subject: "Property Accountable Officer for Ship Repair and Conversion Contracts", dated 18 December 1947.

Transportation Corps Pamphlet No. 35, "Property Disposal Procedure", dated 16 January 1947, as amended.

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SHIP OPERATIONS

REPAIRS, CONVERSIONS AND DECOMMISSIONING

CHANGE NO. 3

SOP NUMBER 437

6 FEBRUARY 1948

D E C O M M I S S I O N I N G O F S H I P S

Substitute "WD AGO Form No. 446 (Property Issue Slip)" for "WD AGO Form No. 447 (Property Turn-In Slip)" in the following paragraphs:

4 b (1) (b)

4 c (1)

4 d (1)

4 d (2)

4 e (1)

4 f (1)

4 f (2)

4 g (4)

N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SHIP OPERATIONS
REPAIRS, CONVERSIONS AND DECOMMISSIONING

CHANGE NO. 2
SOP NUMBER 437
8 JANUARY 1948

D E C O M M I S S I O N I N G O F S H I P S

1. Delete subparagraph 4 a (1) (b) and substitute the following therefor:

"(b) Prepare WD AGO Form 447 (Property Turn-In-Slip) for salvage stores and prepare WD AGO Form 446 (Property Issue Slip) for serviceable stores."

2. Substitute "WD AGO Form No. 446 (Property Issue Slip)" for "WD AGO Form No. 447 (Property Turn-In-Slip)" in the following paragraphs:

4 a (3) (c)
4 b (1) (b)
4 c (1)
4 d (1)
4 d (2)
4 e (1)
4 f (1)
4 f (2)
4 g (4)

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SHIPS OPERATIONS

REPAIRS, CONVERSIONS AND DECOMMISSIONING

CHANGE NO. 1

SOP NUMBER 437

11 August 1947

D E C O M M I S S I O N I N G O F S H I P S

Standing Operating Procedure No. 437, subject as above, dated 19 June 1947, is amended as follows:

1. Paragraph 1 b (4) is rescinded and the following substituted therefor:

 "(4) Survey vessel prior to decommissioning and forward findings to the Office of the Chief of Transportation, Washington, D. C., with compilation of repairs necessary for the placing of vessel in operation. The survey will be accomplished in accordance with Section III of AR 55-520."
2. The following sentence is added to paragraph 8 b (1):

 "The inventory will be accomplished in accordance with Section II of AR 55-520."

SHIP OPERATIONS
REPAIRS, CONVERSIONS & DECOMMISSIONING

SOP NUMBER 437
19 June 1947

D E C O M M I S S I O N I N G O F S H I P S

PURPOSE AND SCOPE:

The purpose of this Standing Operating Procedure is to provide a uniform system for the decommissioning of vessels at the New York Port of Embarkation, and for the handling, classifying, and disposition of property removed therefrom.

RESPONSIBILITY:

Staff Supervision:

- a. The Chief, Port Supply and Facilities Division will exercise staff supervision over the provisions of this Standing Operating Procedure insofar as it applies to U. S. Army property to be removed from vessels.
- b. The Chief of Staff will exercise staff supervision over all other provisions of this Standing Operating Procedure.

PROCEDURE:

1. Preliminary Action:

- a. The War Department (Office of the Chief of Transportation) will notify the Port Commander to proceed with the necessary arrangements for the decommissioning and redelivery of vessels.
- b. Upon receipt of notification, the Superintendent, Water Division will take the following action:
 - (1) Notify the Master, Ship's Transportation Agent, Chief Engineer, and Chief Steward of the vessel to prepare for decommissioning.
 - (2) Notify the various Port Technical Services, in writing, the date the vessel is to be decommissioned. In case of more than one vessel, the priority of decommissioning will also be stated.
 - (3) Make all arrangements for receiving and berthing of the vessel, or, if the vessel is in Port, arrange for the transfer of the vessel to the decommissioning base as soon as is practicable.

*for
ch*

(4) ~~Survey vessel prior to decommissioning and forward findings to the Office of the Chief of Transportation with compilation of repairs necessary for the placing of vessel in operation. A complete inventory of the vessel will be effected and compared with the inventory taken at the time of the Army's assuming custody of the vessel. The survey and inventory will be accomplished in accordance with Sections II and III of AR 55-520.~~

(5) Arrange for dry-docking or repair work on vessel, if necessary.

(6) Insure that vessel is properly manned in accordance with Coast Guard and Maritime regulations.

2. Accountability: Property accountability for material removed from vessels will be retained by the Ship's Transportation Agent of the vessel until transferred to the Port Technical Service concerned, who will assume accountability and make appropriate disposition thereof.

3. Items to be Removed from Vessels:

- a. Lists of items which are in critical supply and should be removed from vessels will be established by the Port Technical Services and submitted to the Chief, Port Supply and Facilities Division. For those items whose cost of removal exceeds their replacement cost, careful judgment will be exercised to weigh extra cost against the importance of the need.
- b. Lists of additional supply items whose overall cost of removal, repair or placing in stock is definitely within their present market value, will be established by the Port Technical Services and submitted to the Chief, Port Supply and Facilities Division.
- c. The Superintendent, Water Division will furnish such estimates as may be required by the Port Technical Services in effecting the provisions of paragraph 3a and b above.
- d. The Superintendent, Water Division will, in coordination with the area representative of the Maritime Commission, prepare and submit to the Chief, Port Supply and Facilities Division, a minimum list of additional items that must be removed to make the vessel acceptable to the Maritime Commission. Attention is invited to the list concurred in by the Maritime Commission in Washington as contained in Miscellaneous Letter No. 89, subject: "Redelivery of Vessels to Maritime Commission", OCOT, dated 4 June 1947.

- e. The Superintendent, Water Division will be responsible for insuring that no item removed from any vessel is taken up on accountability, if such items are, in fact, unusable, and can be handled as sorted or unsorted junk. Only serviceable items are to be removed and returned to Port stocks. Obvious salvage, and property determined to be salvage by inspection, if removed from the vessel to satisfy Maritime Commission requirements, will be processed directly to the Port Salvage Officer.
 - f. Lists referred to in above paragraph 3a, b, and d, will be utilized by technical service inspectors in the removal of property from any Army vessel, and revised or amended as necessary, depending upon local storage and depot actions.
 - g. If the vessel being decommissioned is to sail under its own power to a port, the route of which is more than twenty miles from the nearest land or more than 200 miles in the open sea between the two consecutive ports, a suitable radio transmitter and receiver to permit communications on 500 KC will remain aboard. The Superintendent, Water Division will arrange with the Port Signal Officer for removal of this equipment at the final port of decommissioning.
4. Removal of Property from Vessels:
- a. Subsistence Stores:
 - (1) The Ship's Transportation Agent of the vessel being decommissioned will take the following action after determining that subsistence stores are excess:
 - (a) Immediately inform the Superintendent, Water Division, that he desires to turn in subsistence stores.
 - See ch 1* (b) ~~Prepare WDAGO Form 447 (Property Turn-In Slip), listing serviceable and salvage stores separately.~~
 - (c) Prepare WDAGO Form 15 (Report of Survey), for those subsistence stores salvaged or destroyed.
 - (d) Accompany subsistence stores being returned from vessel to Port Quartermaster warehouse and obtain a receipt for quantity delivered subject to inspection as to quality.
 - (2) The Superintendent, Water Division will take the following action upon notification from the Ship's Transportation Agent that subsistence stores are to be returned from the vessel being decommissioned:

- (a) Notify the Port Quartermaster that subsistence stores are to be returned.
 - (b) Make necessary arrangements to provide labor and transportation to effect removal.
 - (c) Deliver serviceable subsistence stores to the Port Quartermaster. Deliver obvious salvage from vessel to the Port Salvage Officer accompanied by an appropriate Report of Survey.
- (3) The Port Quartermaster, upon receipt of excess subsistence stores, will take the following action:
- (a) Furnish initial receipt subject to inspection as to quality.
 - (b) Inspect and classify excess subsistence stores and request such assistance as may be necessary from the Port Veterinarian.
 - (c) Prepare WDAGO Form 447 (Property ~~Turn-In~~ Slip), for all serviceable subsistence stores to be returned to stock and furnish two (2) copies to the Superintendent, Water Division for transmission to the Ship's Transportation Agent. *Issue*
 - (d) Prepare WDAGO Form 447 (Property Turn-In Slip), for subsistence stores determined to be salvage and furnish two (2) copies to the Superintendent, Water Division for transmission to the Ship's Transportation Agent for preparation of a Report of Survey.
 - (e) Deliver salvage subsistence stores to the Port Salvage Officer, together with a Property Turn-In Slip and certificate from the Port Veterinarian or Port Quartermaster Classifying Officer.
- (4) Under no circumstances will subsistence stores be transferred between vessels without prior approval from the Superintendent, Water Division and the Port Quartermaster.

b. Signal Equipment:

- (1) The Port Signal Officer, upon notification from the Superintendent, Water Division that a vessel is being decommissioned, will take the following action:

- (a) Remove all Signal equipment listed in OCT Miscellaneous Letter referred to in paragraph 3d above, as well as those items of Signal equipment appearing on list submitted in accordance with paragraph 3a above.
- (b) Prepare WDAGO Form 447 (Property Turn-In Slip), for the Signal equipment removed and furnish two (2) copies to the Superintendent, Water Division for transmission to the Ship's Transportation Agent.
- (c) Arrange with the Superintendent, Water Division, for transportation necessary for the removal of the Signal equipment.

c. Special Service Equipment and 16mm Entertainment Films:

- (1) Excess Special Service supplies and equipment and all 16mm entertainment films will be listed on WDAGO Form 447 (Property Turn-In Slip), by the responsible Transport Service Officer for the Ship's Transportation Agent, and turned in to the Port Special Service, Vessel Exchange, Troop Information and Education Supply Officer directly. Two (2) forms will be used, one (1) for Special Service equipment and one (1) for films.
- (2) Arrangements for transportation and labor for removal will be made with the Superintendent, Water Division, by the Transport Service Officer.

d. Chaplain's Equipment:

- (1) Chaplain's equipment, other than Bibles, Testaments, etc., will be turned in on a Property Turn-In Slip to the Port Quartermaster directly, by the Transport Chaplain.
- (2) Bibles, Testaments, etc., will be turned in on a Property Turn-In Slip to the Port Chaplain.
- (3) Arrangements for transportation and labor will be made with the Superintendent, Water Division, by the Transport Chaplain.

e. Medical Supplies and Equipment:

- (1) Excess medical supplies and equipment will be listed on WDAGO Form 447 (Property Turn-In Slip), by the Transport Surgeon, and delivered directly to the Port Surgeon and Medical Supply Officer.

- (2) Arrangements for transportation and labor to effect delivery will be made by the Transport Surgeon with the Port Surgeon and Medical Supply Officer.

f. Vessel Exchange Supplies:

- (1) Excess ~~vessel exchange supplies~~ will be listed on WDAGO Form 44 (Property ~~Turn-In Slip~~), by the Vessel Exchange Officer and turned in directly to the Port Warehouse Exchange Officer.
- (2) Following return of merchandise, ~~Vessel Exchange Officers~~ will submit receipted Property ~~Turn-In Slip~~ to Vessel Warehouse Exchange Office, for clearance of accountability.
- (3) Arrangements for transportation and labor to effect delivery will be made by Vessel Exchange Officer with the Superintendent, Water Division.

g. Other Supplies and Equipment:

- (1) Upon receipt of the notification from the Superintendent, Water Division that a vessel is to be decommissioned, Port Technical Services will furnish inspectors who will board the vessel and attach tags, or other means of Technical Service identification, to all equipment and/or supplies to be removed, belonging to their respective Services.
- (2) The Superintendent, Water Division, upon completion of the tagging process, will deliver the equipment and/or supplies to Section 5, Building "B" East, or other section or sections designated by him when Section 5 becomes inadequate. Signal equipment will be removed by representatives of the Port Signal Officer.
- (3) Items determined salvageable in Section 5, or other designated sections of the Water Division, will be segregated and turned in to the Port Salvage Officer by the Port Technical Service concerned. Property Turn-In Slips, incident to this removal, will be prepared by the Port Technical Service and two (2) receipted copies furnished the Superintendent, Water Division to be used as vouchers to the vessel's property account.
- (4) Equipment and/or supplies will be removed by the Port Technical Services from Section 5, or other designated sections of the Water Division, to inspection areas of the Technical Service concerned for inspection, classification, and prepara-

Issue

tion of the necessary Property ~~Turn-In~~ Slips. Two (2) copies of the receipted Property ~~Turn-In~~ Slip will be turned over to the Superintendent, Water Division, as vouchers to the vessel's property account.

5. Harbor Craft:

- a. Operational equipment for which there is a continuing requirement for further use on Army vessels, will be removed from the surplus harbor craft and returned to the Port Technical Services by the Superintendent, Water Division, except for Signal equipment which will be removed by representatives of the Port Signal Officer.
- b. Equipment which is to remain with the vessel upon final disposition, will be removed by the Superintendent, Water Division, and processed for safekeeping.
- c. Equipment from surplus harbor craft will not be disposed of after receipt of WAA Form 1001, which officially reports the vessel to the disposal agency for sale or other disposition.
- d. The War Department (Office of the Chief of Transportation), will declare harbor craft surplus, and so notify the Maritime Commission. No action of this nature is required of the New York Port of Embarkation.

6. Reporting of Costs:

- a. The Superintendent, Water Division will furnish the Chief, Fiscal Division, WDAGO Form 14-144 (Report of Actual Cost of Care and Handling Surplus and/or Real Property) in accordance with Circular No. 354, subject: "Financing and Reporting Costs of Care and Handling Surplus Property", WD, dated 30 November 1946, for those costs entailed incident to transfer of material to Surplus Property and/or Port Salvage Officer.
- b. Chief, Fiscal Division will submit WDAGO Form 14-144 (Report of Actual Cost of Care and Handling Surplus and/or Real Property), in accordance with Circular No. 354, W.D.

7. Transportation:

- a. The Port Transportation Officer will make the necessary arrangements for transportation incident to the movement of property upon request of the Superintendent, Water Division or other authorized person.

8. Final Action:

- a. Ship's Transportation Agents will retain accountability for property removed from a decommissioned vessel until complete settlement has been effected for all property for which he is accountable.
- b. The following activities will be performed by the Superintendent, Water Division:
 - (1) Effect final inventory (after removal of Army property) of vessel in conjunction with the Maritime Commission and/or other receiving agency representative. *See ch 1*
 - (2) Receipt redelivery certificate indicating property not removed from the vessel, the vessel number, authority for transfer and other pertinent information, and transmit to the Maritime Commission.
 - (3) Assume responsibility for enforcement of fire regulations while vessel is under decommissioning.
 - (4) Maintain constant liaison with the Maritime Commission or other receiving agency, and notify the Maritime Commission and the Office of the Chief of Transportation the date of completion and redelivery.

REFERENCES:

AR 35-6520, subject: "Property Accountability and Responsibility", dated 20 August 1946, as amended.

AR 35-6640, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 21 May 1947.

AR 55-520, subject: "Redelivery of Vessels", dated 1 September 1942.

AR 700-25, subject: "Salvage", dated 8 November 1946, as amended.

TC Pamphlet No. 35, subject: "Property Disposal Procedure", dated 16 January 1947.

TM 14-904, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 16 April 1945.

TM 38-400, subject: "Stock Control Manual for Stations", dated February 1947, as amended.

TM 38-403, subject: "Station Supply Procedure", dated 1 August 1944.

TM 38-419, subject: "Disposition of Excess and Surplus Personal Military Property in the Continental United States", dated March 1947.

TM 38-505, subject: "Salvage in Zone of Interior", dated 13 September 1945, as amended.

Circular No. 35, subject: "Classification of Unserviceable and Unclassified Supplies", War Department, dated 6 February 1946.

Circular No. 354, subject: "Financing and Reporting Costs of Care and Handling Surplus Property", War Department, dated 30 November 1946.

Memorandum No. 55-700-1, subject: "Disposition of Excess Principal Items of Marine Floating Equipment and Railroad Equipment", War Department, dated 8 November 1946.

War Department Supply Bulletin No. 55-12, subject: "Transportation Corps, Disposition of Excess Equipment Tools, and Supplies", dated 21 June 1946, as amended.

Miscellaneous Letter No. 89, File TCWTS-MO 560, subject: "Redelivery of Vessels to the Maritime Commission", OCT, dated 4 June 1947.

Miscellaneous Letter No. 90, File TCSUP-SP 400.703, subject: "Processing of Property Resulting from Conversions and Decommissioning of Ships", OCT, dated 4 June 1947.

SHIP OPERATIONS
SHIP SUPPLY

CHANGE NO. 2
SOP NUMBER 440
26 MARCH 1948

S H I P ' S S T O R E S A N D S U P P L I E S

S E C T I O N I

R E Q U I S I T I O N S F O R S H I P ' S S U P P L I E S

1. Delete paragraph 1 a, b, and (1) and substitute the following:

- "1. Requisitioning of Supplies and Equipment:

- a. The Ship Supply Officer, or the Ship Transportation Agent on those vessels where a Ship Supply Officer has not been assigned, is responsible for the preparation of requisitions for supplies and equipment for use on Army vessels.
 - b. Officers in charge of the various departments of the vessel, except Transport Surgeons or Vessel Exchange Officers, will submit their respective requirements, including subsistence stores, to the Ship Supply Officer or Ship Transportation Agent, who will prepare, for the Master's approval, requisitions as follows:
 - (1) Prepare Form WD AGO 446 (Property Issue Slip) using a ditto mat or ditto carbon, showing the correct stock number, nomenclature, quantity on hand, due in, and quantity desired. Requisitions will be prepared separately by technical service. Only one side of the Property Issue Slip will be used and will be double spaced."

2. Add to paragraph 3 a;

"Extract those items pertaining to other technical services directly to the technical service concerned. A certified true copy of the Property Issue Slip will be furnished to the supplying service."

3. Delete from paragraph 3, all references to "War Department Shipping Document" and insert "WD AGO Form 446 (Property Issue Slip)."

SHIP OPERATIONS
SHIP SUPPLY

CHANGE NO. 1
SOP NUMBER 440
18 NOVEMBER 1947

S H I P ' S S T O R E S A N D S U P P L I E S

SECTION I

REQUISITIONS FOR SHIP'S SUPPLIES

1. Add the following to paragraph 1b(1):

* * * for all supplies except subsistence and medical supplies which will be prepared on Form WD AGO 446.

2. Add the following:

Paragraph 2e. The Superintendent, Water Division, will submit confirming requisitions to cover telephonic requests for supplies from Army vessels.

3. Add the following to paragraph 3a(3):

Delivery of Red Cross supplies will be accomplished by the Port Quartermaster in the same manner as that for subsistence stores.

SHIP OPERATIONS
SHIP SUPPLY

SOP NUMBER 440
14 JULY 1947

SHIP'S STORES AND SUPPLIES

SECTION I

REQUISITIONS FOR SHIP'S SUPPLIES

PURPOSE AND SCOPE:

This procedure outlines the responsibilities of Port Agencies and Ship Transportation Agents in the requisitioning and furnishing of supplies and equipment for use on Army vessels.

RESPONSIBILITIES:

Staff supervision over the procedure outlined herein will be exercised by the Chief, Port Supply and Facilities Division.

PROCEDURE:

1. Requisitioning of Supplies and Equipment:

a. The Ship Transportation Agent is responsible for the preparation of requisitions for supplies and equipment for use on Army vessels.

b. Officers in charge of the various departments of the vessel, except Transport Surgeons or Vessel Exchange Officers, will submit their respective requirements, including subsistence stores, to the Ship Transportation Agent who will prepare, for Master's approval, requisitions as follows:

- See ch ✓*
- (1) Prepare Form WD AGO 445, using a ditto mat or ditto carbon, showing the correct stock number, nomenclature, quantity on hand, due in, and quantity desired. *See ch 1*
 - (2) Requisitions for normal replenishment requirements will be submitted on a white requisition form. Emergency requisitions will be used only in those cases where items are urgently needed for the safe operation of the vessel and will be submitted on a pink requisition form.
 - (3) Standard items appearing in the supply catalogs of the technical services will be utilized wherever possible. A separate requisition for non-standard items will be submitted to the Superintendent, Water Division, with justification therefor, and the reason why standard items will not meet the need.

- (4) In case requisitioned items cannot be furnished, no substitute will be issued except on approval of Chief, Port Supply and Facilities Division.
- (5) Ship Transportation Agents will, so far as possible, limit requests for supplies and equipment to three (3) requisitions as follows:
 - (a) Pre-voyage requisition for known requirements of supplies and equipment required for the subsequent voyage.
 - (b) Emergency requisitions for unforeseen requirements of essential supplies and equipment necessary for the continued safe operation of the vessel and for which no requisition was previously submitted.
 - (c) In-Port requisitions for those supplies required while in Port and for the pending voyage other than those referred to in paragraphs (a) and (b) above.

2. Method of Submitting Requisitions:

- a. Requisitions for subsistence stores, Quartermaster office supplies and equipment, Special Service supplies and Adjutant General publications will be submitted directly to the Port Technical Service concerned.
- b. Requisitions for Vessel Exchange supplies will be prepared and submitted in person by the responsible Vessel Exchange Officer to the Special Service, Vessel Exchange, Troop Information and Education Supply Officer within twenty-four (24) hours after arrival in Port.
- c. Requisitions for Medical supplies will be prepared by the Transport Surgeon using Form WD AGO 446 and submitted directly to the Port Surgeon and Medical Supply Officer without reference to the Master or Ship's Transportation Agent.
- d. Requisitions for all other supplies will be submitted to the Port Procurement and Transportation Corps Supply Officer, who will edit and distribute same to the appropriate Port Technical Services. A representative of the Port Procurement and Transportation Corps Supply Officer will board the vessel and pick up requisitions for that division. (See inclosed Flow Chart)

3. Supply:

- a. Port Technical Services are responsible for the maintenance of a well balanced stock to insure uninterrupted supply to Army vessels.

SECTION I

SOP 440

Upon receipt of a requisition from an Army vessel, Port Technical Service will:

- (1) Immediately edit for stock number, nomenclature, and availability.
- (2) Take appropriate action to effect supply.
 - (a) For those items not available in Port stock, but where delivery can be made by the stock control point prior to the scheduled sailing date, an emergency requisition will be submitted immediately by the most expeditious means.
 - (b) In those instances where delivery by the stock control point cannot be made in time to meet the vessel's sailing date, local procurement action will be taken as authorized in instructions published by the Chiefs of Technical Services concerned.
 1. Where no instructions have been issued by Chiefs of Technical Services, the purchase will be made in accordance with the provisions of Procurement Regulation 1187, using appropriate technical service funds.
 - (c) Local procurement will be limited to essential supplies required for the continued safe operation of the vessel.
 - (d) Other than essential items will be placed on back order and supplied on the vessel's return voyage.
 - (e) Unit cost of items furnished will be shown on all requisitions in accordance with WD Memo 55-305-2, dated 15 July 1946. Estimated costs will be shown where actual costs are not available.
- (3) Subsistence stores, Special Service, Vessel Exchange, and Medical supplies will be delivered directly to the vessel. (See inclosed Flow Chart)
 - (a) A Port Technical Service representative will accompany the subsistence stores and Special Service supplies to the vessel and obtain a receipt therefor on one (1) copy of the War Department Shipping Document from the Ship's Transportation Agent.

See ch 2

WD Memo 55-305-2 (1) copy of the War Department Shipping Document from the Ship's Transportation Agent.

(b) A Port Technical Service representative will accompany Vessel Exchange and Medical supplies to the vessel and obtain a receipt therefor on one (1) copy of the ~~War Department Shipping Document~~ from the Vessel Exchange Officer or the Transport Surgeon, as the case may be.

(4) All other supplies will be delivered to the Port Procurement and Transportation Corps Supply Division, Shiplside Shipping Unit, Door 18, Dock Level, Building "A". (See inclosed Flow Chart)

(a) A Port Technical Service representative will accompany the supplies to the Shiplside Shipping Unit, and obtain a receipt therefor on one (1) copy of the ~~War Department Shipping Document~~ from the Port Procurement and Transportation Corps Supply Division representative.

(5) Maintain a close follow-up with the Port Procurement and Transportation Corps Supply Division to insure that a copy of the ~~War Department Shipping Document~~, signed personally by the Ship's Transportation Agent, for the supplies referred to in paragraph 3a(4) above, is returned for inclusion in the files of the Port Technical Service concerned as a valid credit voucher.

4. Delivery:

a. The Port Procurement and Transportation Corps Supply Officer will:

(1) Coordinate with the Superintendent, Water Division, in establishing a schedule for delivery of supplies to the vessel.

(2) Call upon the Port Transportation Officer to furnish the necessary transportation for delivery of supplies to the vessel. Where water transportation is to be utilized, the Port Transportation Officer will request the Superintendent, Water Division, to furnish such transportation.

(3) Designate a representative to accompany shipment to shiplside and obtain the Ship Transportation Agent's signature on all vouchers evidencing delivery of material.

b. The Port Transportation Officer and the Superintendent, Water Division, will act as carriers and will not assume property accountability nor responsibility from the Port Procurement and Transportation Corps Supply Officer.

c. In the event water transportation is utilized, the Superintendent, Water Division, will furnish the necessary labor to load supplies aboard such water transportation.

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- d. In all instances, the Superintendent, Water Division, will furnish the necessary labor to discharge supplies at shipside.
- e. Copies of the voucher signed by the Ship Transportation Agent will be distributed as follows:
 - (1) Port Technical Service concerned.
 - (2) Water Division.
 - (3) Port Procurement and Transportation Corps Supply Division, Shipline Shipping Unit.

5. Reports of Survey:

a. The Port Procurement and Transportation Corps Supply Officer will:

- (1) In those instances where supplies received by the Transportation Agent differ from the amount of supplies shipped by the Port Technical Service, cause a Report of Survey to be submitted covering the shortage, to the Port Survey Board for action.
 - (a) Furnish one (1) copy of the approved Report of Survey to the Ship's Transportation Agent, through the Superintendent, Water Division, for inclusion in his respective files as a supporting voucher to the original voucher evidencing the receipt of supplies.
 - (b) Furnish one (1) copy of the approved Report of Survey to the Port Technical Service concerned, for inclusion in its respective files as a supporting voucher to the original voucher evidencing the issue of supplies.

REFERENCES:

AR 35-6520, subject: "Property Accountability and Responsibility", dated 20 August 1946, as amended.

AR 35-6640, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 21 May 1947.

AR 55-450, subject: "Supplies for Transports". dated 11 November 1944.

TM 14-904, subject: "Accounting for Lost, Damaged, and Destroyed Property", dated 16 April 1945.

TM 38-400, subject: "Stock Control Manual for Stations", 25 February 1947.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SECTION I

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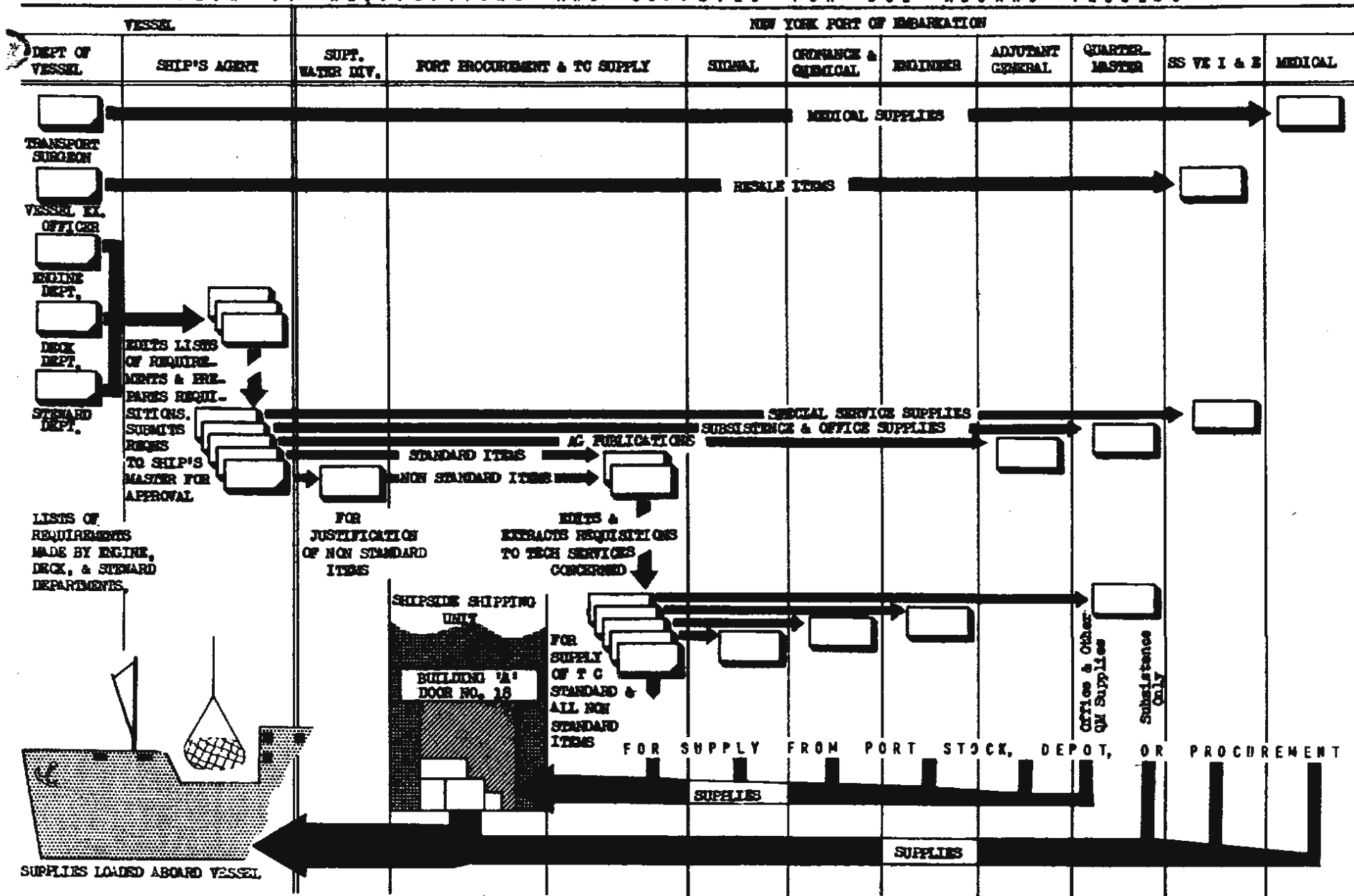
TM 38-403, subject: "Station Supply Procedure", dated 1 August 1944.

Memo No. 55-305-2, subject: Reports of Cost of Maintenance and Operation of Army Transports", War Department, dated 15 July 1946, as amended.

Memo No. 210-65-2, subject: "Army Exchanges on Troop-Carrying Vessels", War Department, dated 12 August 1946.

Memo No. 700-10-1, subject: "Supplies and Equipment for Army Vessels", War Department, dated 9 April 1947.

FLOW OF REQUISITIONS AND SUPPLIES FOR USE ABOARD VESSELS



N. Y. P. E. - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

SHIP OPERATIONS

SPECIAL SERVICE ACTIVITIES

Change No. 1

SOP NUMBER 460

8 July 1947

A R M Y M O T I O N P I C T U R E S E R V I C E

Standing Operating Procedure No. 460, subject: "Army Motion Picture Service", this headquarters, dated 7 April 1947, is amended by adding paragraph 8 b, as follows:

- "b. Prior to docking at this Port, the Master and the Transport Commander will cause to be made such inspections of the vessel, including the troop and crew's quarters as are necessary to ascertain that no films other than those authorized are aboard. The following certificate will be prepared and signed by both the Master and the Transport Commander:

'CERTIFICATE

(Date)

We, the undersigned, hereby certify that the vessel _____ has been carefully searched and that, to the best of our knowledge and belief, no films other than authorized prints received from the New York Port of Embarkation Vessel Film Exchange remain aboard this vessel. Any unauthorized film discovered in our search is listed on the attached Property Turn-In Slip for turn-in to the NYPE Vessel Film Exchange.

Signed: _____
(Transport Commander)

Signed: _____
(Master)

SHIP OPERATIONS
SPECIAL SERVICE ACTIVITIES

SOP NUMBER 460
7 April 1947

A R M Y M O T I O N P I C T U R E S E R V I C E

PURPOSE AND SCOPE:

The purpose of this Standing Operating Procedure is to establish and define procedures that will govern the supply and exhibition of entertainment motion pictures on U. S. Army transports and hospital ships operating out of NYPE.

DEFINITIONS:

Authorized Entertainment Film is that film issued to transport services officers, by the Special Service, Vessel Exchange, Information and Education Supply Officer for entertainment purposes.

Duties and responsibilities charged to transport and hospital ship transport services officers are charged to transport and hospital ship commanders in all instances where transport services officers are not assigned to vessels.

PROCEDURE:

1. Issue of Film Prints to Vessels:

a. The Special Service, Vessel Exchange, Information and Education Supply Officer will:

- (1) Issue to each troop carrying vessel, prior to departure from NYPE, sufficient entertainment films for the entire voyage, not to exceed one film print for each day of the average one-way voyage.
- (2) Receive from Ship's Transport Services Officer, properly accomplished Property Issue Slips (Memorandum Receipt) for all films issued to that vessel.

b. The Ship's Transport Services Officer will:

- (1) Keep under lock and key, all film prints not in use on the vessel, and retain possession of the key at all times.
- (2) Issue no films for further daily exhibitions until all films issued the previous day have been returned, or a certificate of loss or damage has been initiated.

2. Return of Film Prints from Vessels:

a. The Ship's Transport Services Officer will:

- (1) Not issue for showing on the day the vessel enters home port, any film covered by this SOP.
- (2) Prepare three (3) copies of a Property Turn-In Slip the day prior to the vessel's entry into a port within the continental limits of the United States, for all films to be returned. The description of the film prints will be listed exactly as appears on the Property Issue Slip.
- (3) Note on the Property Turn-In Slip, any loss or damage which may have occurred to the films during the voyage.

b. The Special Service, Vessel Exchange, Information and Education Supply Officer will send transportation to pick up films after the vessel has been berthed in the Port area.

c. The Ship's Transport Services Officer originally receiving film prints from NYPE, sailing to the San Francisco or Seattle Port of Embarkation, will turn in all entertainment film prints to the film exchange at either Port the day the vessel is berthed. The Ship's Transport Services Officer will have the following statement typed on the Property Turn-In Slip prior to return of films, mailing one (1) copy of same to the Special Service, Vessel Exchange, Information and Education Supply Officer:

"All film prints listed hereon will be shipped EXPRESS without delay to the Commanding General, NYPE, 1st Avenue and 58th Street, Brooklyn, New York, Attention: Special Service, Vessel Exchange, Information and Education Supply Officer; shipping charges will be prepaid."

d. The Ship's Transport Services Officer receiving film prints from NYPE sailing directly for the Pacific area, will, upon arrival at the first port after leaving Panama, turn the film prints over to the nearest available Commanding Officer of a post, camp or station. The Ship's Transport Services Officer will have the following statement typed on the Property Turn-In Slip, mailing one (1) copy to the Special Service, Vessel Exchange, Information and Education Supply Officer:

"All film prints listed hereon will be shipped by the most direct route, and without delay, to the Commanding General, NYPE, 1st Avenue and 58th Street, Atten-

tion: Special Service, Vessel Exchange, Information and Education Supply Officer; film will be shipped C.O.D."

3. Loss or Damage of Film Prints:

- a. The Ship's Transport Services Officer will, in case of complete or partial loss of a feature or short subject print, prepare in triplicate, a certificate explaining the loss, and forwarding same without delay to the Special Service, Vessel Exchange, Information and Education Supply Officer. If the explanation of the loss indicates negligence on the part of the vessel's personnel, the Special Service, Vessel Exchange, Information and Education Supply Officer will forward the original copy of the certificate to the Commanding General accompanied by a request for a board of officers to investigate the loss of film and determine the responsibility for the loss. The board of officers will present their findings and recommendations to the Commanding General. Two (2) copies of the board's findings and final action by the Commanding General of NYPE will be forwarded to the Special Service, Vessel Exchange, Information and Education Supply Officer.
- b. The Transport Services Officer, will, in case of damage to film, prepare in duplicate, a certificate explaining the damage and submitting same to the Special Service, Vessel Exchange, Information and Education Supply Officer, attached to the Property Turn-In Slip.

4. Payment of Entertainment Film Cost:

- a. The Special Service, Vessel Exchange, Information and Education Supply Officer will be governed by the provisions of TC Circular No. 13, Office of Chief of Transportation, dated 29 January 1947, insofar as it pertains to accounting for rental of film and cost of operation.

5. Vessel Attendance Reports for Exhibition of Entertainment Films:

- a. Vessel Attendance Record Forms (in duplicate) will be attached to Property Issue Slips when entertainment films are issued to a vessel. The Transport Commander will:
 - (1) Accomplish Attendance Record Form with the EXACT attendance immediately after each exhibition of entertainment films.
 - (2) Divide attendance report into separate counts for military and civilian personnel, and note separately on Attendance Record Form.

- (3) Assign a doorman to each entrance of the exhibition room for the purpose of taking an accurate count of spectators as they enter.
- (4) Under no circumstances make an "estimate" of the attendance.
- (5) At the end of the voyage, sign both copies of the Attendance Record Form and return them to the Ship's Transport Services Officer who will attach same to the Property Turn-In Slip when returning film prints to the Special Service, Vessel Exchange, Information and Education Supply Officer. The Attendance Record Forms will be completed by the Special Service, Vessel Exchange, Information and Education Supply Officer in accordance with the provisions of the aforementioned TC Circular No. 13.

6. Patronage Eligibility:

- a. Admission to entertainment film exhibitions will be limited to the following:
 - (1) United States military personnel and their dependents.
 - (2) United States Government civilian employees and their dependents.
 - (3) United States Government employed crew members.

7. Exchange of Film Prints with other Vessels:

- a. The exchange of film prints between vessels is forbidden, inasmuch as films are memorandum receipt property. The individual who signs for the film on the Property Issue Slip is responsible for the return of same to the Special Service, Vessel Exchange, Information and Education Supply Officer.

8. Disposition of Unlisted Film:

- a. The Ship's Transport Services Officer will initiate a Property Turn-In Slip and turn into the Special Service, Vessel Exchange, Information and Education Supply Officer any entertainment or commercial films not listed on current Property Issue Slips.

b. See Change 1
9. Inspection of Films on Vessels:

- a. The Ship's Transport Services Officer will:

- (1) Be responsible for the proper inspection of the films prior to returning same to the Special Service, Vessel Exchange, Information and Education Supply Officer.
- (2) Enter in the "Remarks" column of the Property Turn-In Slip one of the following appropriate symbols:

"SERVICEABLE"
 "DAMAGED (see attached certificate)"
 "DESTROYED (see attached certificate)"
 "LOSS (see attached certificate)"

b. The truck driver assigned to pick up film prints from the vessel, will:

- (1) Prior to acceptance, examine the film prints by comparing the titles to those listed on the Property Turn-In Slip to ascertain if the correct films are listed thereon.
- (2) Issue a certificate to the Ship's Transport Services Officer as a temporary clearance, pending a more complete inspection of the film prints at the warehouse of the Special Service, Vessel Exchange, Information and Education Supply Officer.
- (3) Prepare above mentioned certificate in quadruplicate, with distribution as follows: the original and one (1) copy to the Special Service, Vessel Exchange, Information and Education Supply Officer; one (1) copy to the Ship's Transport Services Officer, and one (1) copy to the Superintendent, Water Division, NYPE.

10. Inspection of Films at NYPE:

- a. The inspection of film prints by the Special Service, Vessel Exchange, Information and Education Supply Officer will be in accordance with the provisions of the Standing Operating Procedure, subject: "Return of 16mm Film Prints", War Department Army Motion Picture Service (Overseas Branch), dated 7 November 1946.

11. Forms Required:

- a. MASTER BOOKING RECORD (Unnumbered). This record with appropriate voucher number is prepared by the Special Service, Vessel Exchange, Information and Education Supply Officer on each shipment of film to and from the War Department Motion Picture Service.

- b. PRINT RECORD (WD Signal Corps Form 189, May 1942). This form serves as a stock record card for use in the Special Service, Vessel Exchange, Information and Education Supply Division only. One feature film with its attached short subjects is entered on each stock record card. The purpose of the card is to show which vessel received the film, the date of shipment to and from the vessel, and the recording of inspection data received from the Special Service, Vessel Exchange, Information and Education Supply Division.
- c. SHIP ATTENDANCE REPORT (Unnumbered). This form is prepared in duplicate by the Transport Commander following each exhibition of one feature and attached short subjects, to record exact attendance and audience reaction to each film. Copies will be distributed as outlined in 5a(5) above.
- d. PROPERTY ISSUE SLIP (WD AGO Form 446). This form is prepared in triplicate by the Special Service, Vessel Exchange, Information and Education Supply Officer and accompanies the film prints shipped to each vessel. The following description will appear thereon:

Item number
Name and type of feature picture
Name of short subjects
Number of reels and total footage
Quantity of each film print

The Special Service, Vessel Exchange, Information and Education Supply Officer will check from time to time to ascertain that, unless necessary, a film is not reissued to a vessel within six (6) months of its original showing on that vessel. The Property Issue Slip will be prepared and checked at least three (3) days before the departure of the vessel with the following notation appearing on each copy:

N O T I C E

"Film prints listed above will not be exchanged for prints from any other ship, oversea port, or within continental limits of U. S. These prints must be returned to the port of issue."

- e. PROPERTY TURN-IN SLIP (WD AGO Form 441). This form is prepared in triplicate by the Ship's Transport Services Officer, and accompanies the film prints returned to the Special Service, Vessel Exchange, Information and Education Supply Officer. The form bears the same description as the Property Issue Slip.
- f. FILM RENTAL REPORT, 16mm (Unnumbered). This form is prepared in quadruplicate and has listed thereon the rental due to the commercial

film company for each film. The form is initiated at the end of each four (4) week accounting period, certified as to correctness by the Special Service, Vessel Exchange, Information and Education Supply Officer, two (2) copies of which are retained for auditing purposes. The original and one (1) copy is then forwarded to the Army Motion Picture Service in accordance with TC Circular No. 13.

- g. VOUCHER AND RECAPITULATION (Unnumbered). This form is prepared in quadruplicate by the Special Service, Vessel Exchange, Information and Education Supply Officer and has listed thereon a recapitulation of the 16mm film rentals, and used as a cover sheet for the 16mm Film Rental Report.

12. Issue of Projection Equipment to Vessels:

a. The Port Signal Officer will:

- (1) Issue to each troop carrying vessel, film projection equipment in accordance with allowances set forth in Circular No. 51, subject: "16mm Motion Picture Projection Equipment and Film", War Department, dated 22 February 1947.
- (2) Prepare War Department Shipping Document for the transfer of accountability to the Ship's Transportation Agent.
- (3) Perform maintenance and repair on projection equipment as required.
- (4) Issue necessary spare parts upon request from the Ship's Transportation Agent.

b. The Ship's Transportation Agent will:

- (1) Post all non-expendable film projector items to the ship's stock record cards.
- (2) Initiate report of survey on any loss or damage prior to the return of the projection equipment to the Port Signal Office.

13. Training of Motion Picture Projector Operators:

a. The Port Signal Officer will ~~also~~:

- (1) Train personnel in the operation of motion picture projection equipment as required by the Transport Services Section, Ship's Complement Branch, Water Division, NYPE.

14. Staff Supervision:

- a. The Chief, Port Supply and Facilities Division, will exercise staff supervision over the provisions of this Standing Operating Procedure.

REFERENCES:

AR 55-450, subject: "Supplies for Transports", dated 11 November 1944.

AR 210-390, subject: "Army Motion Picture Service", dated 6 December 1946, and Change No. 1 thereto, dated 7 February 1947.

Circular No. 51, Section II, subject: "16mm Motion Picture Projection Equipment and Film", War Department, dated 22 February 1947.

TC Circular No. 13, Section II, subject: "Payment of Entertainment Film Cost", Office of the Chief of Transportation, dated 29 January 1947.

Recommended Operating Procedure for Ports of Embarkation, subject: "16mm Entertainment Film Exchange", Office Chief of Special Services, Army Motion Picture Service (Overseas Branch), dated 19 July 1946.

Standing Operating Procedure, subject: "Return of 16mm Film Prints", Office Chief of Special Services, Army Motion Picture Services (Overseas Branch), dated 7 November 1946.

MANUAL
OF
STANDING OPERATING
PROCEDURES

NEW YORK PORT OF EMBARKATION

PART V

OPERATIONAL CONTROL & PLANS

SERIES 500

OPERATIONAL CONTROL AND PLANS
SECURITY OF INSTALLATIONS

SOP NUMBER 520
5 August 1947

F I R E R E G U L A T I O N S

SECTION I

GENERAL

PURPOSE AND SCOPE:

These regulations are issued for the information and guidance of all concerned at installations under the jurisdiction and control of Headquarters New York Port of Embarkation.

DEFINITIONS:

Fire Prevention consists of all measures for the purpose of locating fire hazards and the taking of all necessary action to remove fire hazards.

Fire Protection: The provision, maintenance, repair, and operation of fire protection equipment, apparatus, sprinkler system, and alarm system; the provision, training, and supervision of necessary personnel, and the preparation of all plans for fire protection to insure technical sufficiency.

STAFF SUPERVISION over the regulations will be exercised by Chief, Intelligence and Security Division.

REFERENCES:

AR 55-470, subject: "Transportation by Water of Explosives, Inflammables and Chemical Materials", dated 30 December 1942, as amended.

AR 100-70, subject: "New Construction", dated 5 November 1942, as amended.

AR 210-10, paragraph 18, subject: "Damage to Public Property", dated 6 May 1947.

Circular No. 173, Section VII, subject: "Structural Fire Protection", War Department, dated 2 July 1947.

TM 5-600, subject: "Guides and Procedures, Repairs and Utilities", War Department, dated 6 November 1945, as amended.

TM 5-687, subject: "Inspection and Preventive Maintenance Services for Fire-Protection Equipment and Appliances", War Department, dated 15 January 1946, as amended.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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TC Pamphlet No. 33, subject: "Fire Prevention and Protection at Ports of Embarkation", dated 23 March 1945.

TC Circular No. 45-7, subject: "Fire Prevention and Protection", dated 24 August 1944, as amended.

TC Circular No. 45-23, subject: "Fire Prevention and Protection", dated 19 October 1945, as amended.

TC Circular No. 70-3, subject: "Fire Prevention for Harbor Boats in Storage", dated 15 February 1946.

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F I R E R E G U L A T I O N S

SECTION II

RESPONSIBILITIES AND DUTIES

RESPONSIBILITY has been delegated by the Commanding General, NYPE, to the Chief, Intelligence and Security Division, and through him to the Port Fire Marshal, NYPE.

1. Chief, Intelligence and Security Division:

- a. Develop fire prevention and fire protection plans and policies; recommend publication of fire prevention and fire protection regulations; issue standing orders, including those applying to firefighters, fire watch, fire prevention inspectors, and ship fire patrols.
- b. Coordinate with Commander, Third Coast Guard District, U. S. Coast Guard, 42 Broadway, New York, N. Y.

2. Port Fire Marshal is responsible to the Chief, Intelligence and Security Division for:

- a. All fire prevention and fire protection measures.
- b. Enforcement of all fire prevention and fire protection regulations and directives.
- c. Administrative, training, and operational supervision of fire prevention and fire protection personnel.
- d. Examination of all dangerous cargo arriving at the NYPE installations by water craft, rail or truck, for hazardous conditions.
- e. The enforcement of Headquarters NYPE regulations governing the proper segregation, safe intransit storage and safe handling of dangerous cargo arriving at or leaving the installations.
- f. Inspection of ships and all other water craft, while berthed at NYPE piers, for fire hazards, and the operating condition of the fire protective equipment; for the posting of smoking and restriction warnings.
- g. Fighting fires on ships and all other water craft, and for the decision as to when a ship or other water craft is to be removed from

the installation's waters. His control ends when the ship or other water craft passes the pier head line.

- h. To meet the aforementioned responsibilities, the Port Fire Marshal will be aided by the available facilities of the following:
 - (1) Superintendent of Water Division.
 - (2) Port Transportation Officer.
 - (3) Chief, Port Ordnance and Chemical Division.
 - (4) Chief, Engineer Division.
 - (5) Provost Marshal.
 - (6) Chiefs of all Port agencies and each section chief.
 - (7) Commander, Third Coast Guard District.
- 3. Individuals: It is the responsibility of every individual to realize the importance of fire prevention and protection, and the necessity for strict compliance with fire regulations.
- 4. Aboard Ships:
 - a. United States Navy: Has exclusive responsibility as regards vessels under jurisdiction of the Navy. Violations of Headquarters NYPE orders and regulations by personnel of such ships will be reported through channels.
 - b. Masters of Ships: Are directly responsible for enforcement of Port fire prevention and fire protection regulations when berthed at piers under the jurisdiction of Headquarters NYPE.
 - c. Transport Commanders: Are responsible as regards troops aboard ship from the time advance parties arrive for embarkation or until such time as debarkations are completed.
 - d. Port Fire Marshal: Is responsible for the enforcement of Port fire prevention and fire protection regulations on all water craft berthed at NYPE piers, except as noted in paragraph 4a above.

DUTIES:

- 1. Port Fire Marshal:
 - a. Maintain fire protection measures, including organization, training, supervision, and provision of firefighting personnel and equipment; supervise firefighting operations.
 - b. Inform the officer responsible for property in the area in which a fire is located.

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- c. Require periodical inspections of buildings and tests of fire systems apparatus and equipment, as required by existing regulations and orders.
- d. Inspect and assure himself that all fire protection devices and equipment are in serviceable condition, and to insure the maximum fire protection at all times.
- e. Enforce official regulations and orders for the reduction and elimination of fire hazards.
- f. Maintain liaison with the Superintendent, Water Division; assure himself that all vessels docking at the installation receive a full fire inspection upon arrival, and are afforded full fire protection while berthed.
- g. He will assign fire prevention inspectors to inspect all vessels during berth and take such precautionary measures as set forth in the provisions of these regulations when required.

2. Port Fire Chief:

- a. Maintain the technical efficiency of the firefighting personnel of his organization.
- b. Supervise firefighting operations.
- c. Maintain the mechanical operation of all apparatus and equipment assigned to his care.
- d. Assign firefighters and equipment to guard operations attended by abnormal fire risks.
- e. Maintain systematic inspections of buildings, piers, and open areas, and keep a record of such inspections, showing discrepancies reported and action taken.
- f. Maintain a log book and keep a daily record of activities of his organization, including tests, drills, fires, maintenance of fire appliance recharges, inspections, etc.
- g. Train auxiliary fire brigade in the operation of Fire Department equipment.

3. Chief Fire Prevention Inspector:

- a. Assign inspectors to piers, ships, and buildings as designated by the Port Fire Marshal, and by constant supervision ascertain that inspectors cover their respective assignments.

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- b. Inform Port Fire Marshal and Port Fire Chief when especially hazardous operations exist, and cooperate with the Fire Chief in providing the additional protection needed.
- c. Forward consolidated daily report and all special reports of his department to the Port Fire Marshal.
- d. Post for duty, civilian inspectors who are representatives of the Port Fire Marshal, and as such, their orders will be obeyed by all personnel within the Port area, exactly as orders of posted sentinels must be obeyed. Instruct fire prevention inspectors to exercise courtesy and sound judgment on all occasions and to issue pre-emptory orders only in case immediate action is required to prevent fire.

4. Superintendent, Water Division:

- a. Inspect ships for cleanliness and take corrective measures, assign berth, and give ship's Captain written orders regarding fire prevention and fire protection measures to be taken.
- b. Contact Port Signal Officer and arrange for telephone connection between the ship and Port telephone network, immediately after ship has docked.
- c. In case of a "dead" ship, or when ship's standpipe system is not operating, will furnish necessary personnel to stretch hose from pier to ship, under the direction of the NYFE Fire Department.
- d. In the case of dangerous cargo, have holds prepared in accordance with United States Coast Guard regulations.
- e. Issue instructions on handling and loading of nitrates.
- f. Appoint personnel at each pier, who in addition to their other duties, will serve as Fire Prevention Officers and by their special knowledge of ships, render technical advice pertaining to fire hazards of all water craft moored at or near the pier at which they are detailed.
- g. Provide sufficient tugs to move all vessels on berth, loaded or being loaded with dangerous cargo; and to clear slip whenever congested conditions exist.

5. Port Transportation Officer:

- a. Notify Port Fire Marshal of the impending arrival of dangerous cargo.

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- b. Cause freight cars on piers to be removed when a fire occurs on board ship or pier under jurisdiction of Headquarters NYPE.
- 6. Chief, Port Ordnance and Chemical Division: Assign military or civilian personnel with a thorough knowledge of ammunition and explosives and familiar with the handling and stowing operations at a Port, for the purpose of giving expert advice in the safe handling and stowing of hazardous Ordnance and Chemical materiel.
- 7. Chief, Engineer Division:
 - a. Install and maintain:
 - (1) Water systems for fire protection, including sprinkler system.
 - (2) Fire alarm system.
 - b. Inform Port Fire Marshal when any part of these systems are out of service.
 - c. Make repairs without delay.
 - d. Conduct flow and pressure tests of fire pumps, hydrants, standpipe and sprinkler systems, and furnish the Port Fire Marshal with data of tests.
- 8. Provost Marshal:
 - a. Perform all general police work which is of such nature as to enforce compliance with existing fire prevention regulations.
 - b. Provide personnel for ship fire patrol and supervise the execution of their duties.
 - c. Establish fire lines and report to the Port Fire Marshal or his representative. After arrival of the City Fire Department, any fire lines that have been established will be moved only by direction of the senior representative of the City Fire Department.
 - d. Alert a detail of guards to be held in reserve, close at hand, to lend assistance when required by the senior representative of the City Fire Department.
- 9. Each Port Agency at an installation, will appoint a Fire Prevention Officer to assist the Port Fire Marshal in the location and removal of fire hazards connected with their operations.

OPERATIONAL CONTROL AND PLANS
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F I R E R E G U L A T I O N S

SECTION III

FIRE PREVENTION PLAN

1. Storage - General:

a. Stock Piles:

- (1) Where stock heights are 15 feet or less, clearance between top of stack and lower edge of roof rafters or ceiling joints will be 18 inches. Over 15 feet clearance will be 36 inches.
- (2) Where supplies are stacked above the horizontal level of lower truss members, clearance between supplies and structural members or other installed devices subject to injury, will be 18 inches.
- (3) A clearance of 18 inches will be maintained below automatic sprinkler heads where such protection is installed.
- (4) Where stacking is up to or above the level of electric light fixtures, clearance on all sides of such fixtures will be 18 inches.
- (5) Solid blocks of supplies bounded by aisles, will occupy not more than 7,750 square feet.
- (6) The depth from wall to aisle of stacks along exterior wall will be limited to 30 feet.

b. Aisles will be maintained in locations and with minimum widths as indicated:

- (1) Next of pier sidewalls - 3 feet.
- (2) Across piers at each hose connection - 3 feet.
- (3) On either side of center line of railroad tracks - 10 feet.
- (4) Lengthwise of warehouses between the fire doors in section wall - 6 feet.

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- (5) Access aisles to electric equipment, firefighting equipment, and sprinkler valves - 3 feet.
- (6) Next to warehouse radiation, steam or hot water - 2 feet.
Next to warehouse radiation, space heaters, all types - 8 feet.

c. Clear space along interior walls:

- (1) A clear space of twenty-four (24) inches will be left between stored combustible supplies (including supplies packed in combustible containers) and sub-standard interior fire walls.
- (2) A clear space will not be mandatory between stored supplies and standard fire walls if incombustible nature.
- (3) Definitions:

- (a) Combustible Supplies: All supplies which can catch fire and burn; not just those which burn easily, such as paints, oils, greases, fibres, jute, hemp, packing material, etc.
- (b) Standard Interior Fire Wall: Walls between sections of a warehouse which are constructed of the following materials and with the following minimum thicknesses; Brick masonry - 12 inches; reinforced concrete - 11 inches; or hollow clay tile - 16 inches.
- (c) Sub-Standard Interior Fire Walls: Walls between sections of a warehouse which do not meet the standards set forth in sub-paragraph (b) above for standard fire walls, or walls not designed to withstand an exposure fire for at least a two-hour period.

- d. Partitions will not be erected to prevent proper distribution of water from any sprinkler.
- e. Nothing shall be hung from or fastened to any part of the sprinkler system.
- f. Fire Doors: Extreme caution should be taken to assure that all fire doors are closed when warehouses are not occupied by personnel. Care should be exercised to insure that fire doors are not blocked at any time and maintained in operating condition.
 - (1) When no space is left between stored supplies and interior fire walls, supplies will be stored so that a clear space of 24 inches will always be left around each fire door whether the door is open or closed.

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- (2) When a clear space of 24 inches is left between stored combustible supplies and sub-standard interior fire walls, no additional space will be required around each fire door.
- (3) This clear space around fire doors will permit inspection of each fire door and its mechanism, and will help to prevent damage to the mechanism from falling supplies. This clear space will also permit a hose stream to be played on the door in case of fire in the adjacent section, thereby preventing supplies near the door from igniting if flames should come in around door.
- g. Where it is necessary to close and block warehouse doors (cargo or personnel), permission will be obtained from the Fire Marshal and each door will be conspicuously marked on the outside; "This door blocked". At least one cross aisle and connecting exterior will be left open in each section.
- h. Provision should be made to avoid any obstruction by storage which might prevent the effective operation of hose stream through windows.
- i. No stock or equipment of any kind will be stored or left unattended on any interior or exterior loading platform, elevator, stairway fire exit, aisle, hose, or valve space.
- j. No lights, other than electric, will be used in any warehouse on any pier. Lamp shades, other than metal, glass or other non-combustible material, are prohibited. All extension cord light bulbs shall be inclosed in metal guards securely fastened to socket. All portable flood lights will be mounted on portable metal stand to prevent contact with combustible material.
- k. Crating and packing materials will be neatly stored in sites approved by the Port Fire Marshal, and at no other location.
- l. Waste lumber will be forwarded daily to salvage.
- m. Dunnage will be placed under stored commodities in such manner as will permit water from sprinklers or hose to flow uninterrupted to scuppers through exterior walls.
- n. The storage of lumber in open areas will conform to the following regulations:
 - (1) Lumber will be stacked in neat, individual piles, the length of which will be limited by uniform lengths of the stick forming the pile.

- (2) The width of the stack shall be limited to 10 feet, each stack being separated from the neighboring one in that row by distance equal to one-half ($\frac{1}{2}$) of the width of stack.
 - (3) No stack shall be higher than 15 feet and each shall have a binder course every 4 feet in height.
 - (4) Each block of lumber yard will be limited to 2 stacks in length and shall be separated by roadways not less than 20 feet wide. The two rows in the block shall be separated by an aisle not less than 6 feet wide.
 - (5) All fire lanes and patrol aisles shall be maintained in a clean manner for the free passage of watchmen and fire apparatus.
- o. When vehicles or supplies are placed in open storage between buildings, clear access to all sides of buildings, fire hydrants, and entrance and exit doors, will be maintained.

2. Storage - Combustibles (Volatiles):

- a. No gasoline, turpentine, oakum, kerosene, alcohol, acids, or other inflammable oils, combustibles, or asphyxiating substances, will be stored in warehouses, piers, or other buildings unless approved by the Port Fire Marshal.
- b. Paints, varnishes, lacquers, thinners, oils, acids, lime, alcohol, turpentine, kerosene, pitch and tarred paper, in bulk, will be stored in paint sheds and oil storehouses, or in fuel tanks, in locations and under such conditions as approved by the Port Fire Marshal.
- c. Wooden barrels containing oils, etc., will be wet down frequently to prevent leakage.
- d. All barrels or drums containing oils, turpentine, acids, etc., will be placed on dunnage with sufficient intervals to permit frequent inspections.
- e. All barrels, or drums containing oils, turpentine, acids, etc., and stored in outside areas, will be stored in tiers (where the barrels or drums are stored more than one (1) high, a pallet must be used between them) with the bungs up and successive intervals of 10 feet between groups of thirty (30) or forty (40) drums. A passageway of 25 feet to permit passage of apparatus between rows will be maintained.

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- f. Matches, excelsior, sawdust, packing pads, or other equally combustible material required for immediate use, will be kept in metal or metal lined containers approved by the Port Fire Marshal. All excelsior and sawdust held in bulk storage will be stored where directed by the Port Fire Marshal.
- g. Drip pans and sand boxes will be provided where required, and will be frequently cleaned. Sawdust will not be used to collect drip from waste oil.
- h. Sisal, hemp, flax, jute, kapok, and other similar fibres should not be stored in wooden structures but in sprinklered warehouses, in small quantities, in dry place, free from sun's rays, covered with tarpaulin, adequate aisle space every 40 feet, and isolated from gasoline, oils, acids, explosives, and human habitation.
- i. Calcium carbide or such substances causing an inflammable vapor when in contact with water or a saturated atmospheric condition, or such substances causing asphyxiation gases when in contact with water or moisture, will not be permitted to be stored in a sprinklered warehouse or piers. Storage of above hazardous material will be regulated in such manner, places, and quantities as designated by the Port Fire Marshal.
- j. No flammable liquids will be stored or transported in open containers.
- k. Storage of combustibles and inflammables:
 - (1) Chemicals: All receiving agencies in the Port will, upon expectation of receiving shipment of hazardous cargo such as gasoline, alcohol, benzene, medical supplies containing flammables, acids, or other flammable or corrosive liquids, will notify the Port Fire Marshal immediately of such expected shipment, giving the time and manner of the expected arrival.
 - (2) Paints and paint oils will not be kept in storerooms with other material. It is important that every precaution be taken to reduce to a minimum the fire risk arising from spontaneous ignition and to guard against carelessness in not removing and destroying all inflammable material such as rags, waste, etc., which have become impregnated with paints or oils. Linseed oil upon waste or rags is a hazard that is generally recognized, but all paints and oils will be considered hazardous with respect to spontaneous ignition.
 - (3) Ditto Ink: Storage of ditto ink and inflammable cleaning liquids in offices will be limited to 1 gallon for each machine.

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3. Loading and Unloading Vessels:

a. General Cargo:

- (1) All piers, ships, harbor craft, barges, and lighters shall be kept clear of all rubbish at all times.
- (2) All engine rooms shall be kept clean of oil or any flammables at all times. Oil soaked rags or waste shall be placed in proper metal containers and disposed of promptly. No accumulation of oil soaked rags will be tolerated.
- (3) All ships berthing at piers under the jurisdiction of Headquarters NYPE, will have adequate firefighting apparatus in good order and ready for instant use. Should fire pumps aboard ships not be in proper condition, hose lines shall be stretched aboard from the standpipes on the piers until the pump has been repaired.
- (4) All vessels berthing at piers under the jurisdiction of Headquarters NYPE, shall have spark arresters properly attached to funnels.
- (5) All ships shall maintain enough steam to move the vessel into the stream in the event of an emergency, and to operate electric or steam-driven fire pumps.
- (6) Ventilation of storage space: Method of providing ventilation for unventilated storage spaces carried out aboard such vessels while at sea shall be continued while in Port.
- (7) On all vessels, hatches not being worked, regardless of cargo, shall be covered during idle periods, except during lunch periods.

b. Dangerous Cargo: See Section II, "Explosives, Ammunition and Other Dangerous Cargo", Standing Operating Procedure No. 212, subject: "Freight Requiring Special Handling".

c. Restriction of Ship or Pier:

- (1) Ships will be restricted only upon the order of the Port Fire Marshal, Duty Officer, or Chief Fire Prevention Inspector. Civilian personnel of the Fire Prevention Inspection Branch will request this order of restriction immediately when they have determined that violations necessitating restriction exist.

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- (2) After an inspection reveals the necessity of the order of restriction or lifting of restriction, the person in charge of the ship, pier, or operation, will be notified in the quickest possible manner by the Port Fire Marshal or his representative.
- (3) The restriction will be lifted after inspection has disclosed that the condition which caused the restriction has been eliminated. The restriction will be lifted only by a person who has authority to order a restriction. No other person has the right to lift the restriction order.

4. Smoking:

- a. Smoking on Piers: Smoking, carrying or possessing a lighted cigar, cigarette, pipe, or match on any bulkhead, deck, pier, or wharf at this Port, is prohibited except on such portions thereof as may be specifically designated by the Port Fire Marshal. The guards will be instructed where smoking is permitted and will advise pier personnel accordingly.
- b. Smoking on Vessels:
 - (1) Smoking, carrying, or possessing a lighted cigar, cigarette, pipe, or match on board any ship, lighter, car float, scow, or other floating craft, when berthed or moored to a deck, wharf, or pier, or to a vessel made fast thereto at this Port, is prohibited except that the Master of any such water craft will designate a smoking area such as the dining room, mess room, or other safe place where the members of the crew, permanent personnel or other personnel on board the craft may smoke, except during restricted periods as designated in sub-paragraph c below.
 - (2) During the period of active embarkation or debarkation, there will be no smoking on the pier or vessel by any one, in any place, until the embarkation or debarkation is completed.
- c. Emergency Restricted Period: The Port Fire Marshal will declare an emergency restricted period at any time gasoline or volatiles are being loaded on any pier under his jurisdiction. When the Base is placed under emergency restricted period, there will be no smoking whatsoever within three hundred (300) feet of the nearest point or in, on, or about any water craft berthed at such piers. This includes staterooms, sleeping rooms, kitchens, and men's halls, on such water craft. The emergency restricted period will not be lifted until after the particular vessel has been loaded and battened down.

- d. Smoking is prohibited in all warehouses, shops, garages, laundries, outside storage areas, except in those locations specifically designated by the Port Fire Marshal.
- e. Enforcement of the restriction on smoking is the duty of every member of the armed forces of the United States and all personnel employed by or for the United States in connection with the operation of this Port.

5. Open Fires:

- a. Open fires or torches will not be used in any building, warehouse, or on any pier, except by authority of the Port Fire Marshal. When such approval is received there will be a special fire watch with extinguishing equipment at hand, approved by the Port Fire Marshal, for each such fire or use of torch.
- b. Open fires for burning rubbish, shavings, wood and coal are prohibited within the Port except where specifically authorized in writing by the Port Fire Marshal.
- c. Burning - Welding: All agencies in this Port having to do with welding, burning, brazing, caulking, etc., where open flame is used, shall notify the Port Fire Marshal of any contemplated work.
- d. There shall be no burning or welding unless the equipment is of an approved type, in good condition, and being used by an operator qualified for his work.
- e. No burning or welding or open flame is permitted on any covered pier. No burning, welding or open flame is permitted on bulkheads, barges or ships while loading or unloading gasoline, or taking on fuel oil or high explosives or if any inflammable vapor fumes can be detected near such operations.
- f. Flame Permit: Written flame permit will be required for all burning, welding or open flame operations. Permit will be typewritten by the requesting agency in duplicate and after investigation will be signed by a representative of the Port Fire Marshal. Permit will be carried by the civilian in charge of the detail and the duplicate copy left with the representative of the Port Fire Marshal. Upon completion of the job, the civilian in charge of the detail will turn in the original to a representative of the Port Fire Marshal for filing.

g. Contracting, Equipment and Operation: The officer directly in charge of any work done by contract will be responsible for the proper observance of fire safety rules as recommended by the Port Fire Marshal.

h. Special Precautionary Measures on Oil Tankers and Fuel Tanks of Vessels:

- (1) Before flame permits or any burning or welding operations are authorized aboard any oil tanker or fuel tanks of other vessels, the officer-in-charge of repair operations should be assured and inform the Port Fire Marshal that the following precautions have been taken:
 - (a) Inspection made to determine that tanks have been properly washed down with boiling water and steam ventilated.
 - (b) Inspection made to determine that all tank openings are securely dogged down and that all studs, dogs, and nuts on plates and covers are examined for worn threads.
 - (c) That a certificate be issued by a "Certified Chemist" every twenty-four (24) hours, stating such vessel is "gas free". A copy of such certificate shall be attached to request for flame permit.

6. General Housekeeping:

- a. All chimneys and flues used as outlets from furnaces, boilers, and flues from ventilating systems over ranges where cooking is done, will be kept free and clear of soot, greases and all foreign substances at all times.
- b. Stove pipes passing through combustible walls shall have one (1) inch of insulation between the pipe and the sleeve, and the sleeves will be held in metal plates covering a hole having a diameter twelve (12) inches in excess of the pipe's diameter.
- c. All structures or rooms in which inflammable liquids are used or handled will be kept scrupulously clean and free from any accumulation of oil, grease, or waste and to be vented at all times. Where such accumulations are to be expected, an adequate supply of standard metal waste cans, with self-closing covers, will be provided and proper disposition of their contents made daily.

- d. In buildings where smoking is permitted, metal or stoneware cuspidors or receptacles will be made available for cigar and cigarette stubs.
- e. Sawdust will not be used for absorbing oils from floors nor used in cuspidors.
- f. Spaces under stairways will not be used for storage purposes and will be kept free from accumulations of any kind.
- g. Cellars and basements must be kept free of accumulation of rubbish or material that has served its usefulness. This material will be disposed of promptly through proper channels.
- h. Clothes lockers will be kept clean and free of all cleaning fluids and other inflammable materials and be used exclusively for the storage of clothing.
- i. Spaces under desks and in the rear of cabinets, lockers, radiators, etc., will be kept clean and free from waste or inflammable material.
- j. No improvised lockers of any description will be permitted except under such conditions as approved by the Fire Marshal.
- k. Dry weeds and grass around buildings and railroad properties will be disposed of to prevent the spread of fire.

7. Alterations and New Construction:

- a. No new construction or alterations of existing buildings will be started prior to receipt of written clearance from the Chief, Engineer Division. "New Construction" includes all fixed structures of any size; also the erection of all partitions and all movable lockers, etc., over fifty (50) cubic feet in volume.
- b. Plans for all alterations and new construction involving interference with proper sprinkler protection, fire lines, exit facilities and the housing of hazardous operations, will be submitted to the Port Fire Marshal for approval.

8. Electrical Installations:

- a. All electrical installations will be in accordance with specifications of the National Electric Code, the National Electric Safety Code, and State or Municipal Ordinance.

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- b. All electrical equipment will be used and maintained in accordance with these standards and where deteriorated by use, abuse, or age, shall be replaced.
- c. No lights or lamps, other than electrically operated, will be used in any building, warehouse, shed or pier.

9. Fire Fighting Equipment:

- a. Extinguishers: The number, type and size of extinguishers placed for protection will be determined by the nature of occupancy, the material stored, and the construction of the building, complying with the table of allowance and will be conspicuously and accessibly located.
 - (1) Will be adequately protected from freezing and inspected at least once each month for defects and serviceability, tagged as to charge date, and date of last inspection.
 - (2) All extinguishers, with the exception of CO² and CTC, will be recharged at least once each year, conforming to TC Pamphlet No. 33. CO² and CTC extinguishers will be weighted every three (3) months, and recharged immediately after use.
 - (3) Will not be moved from designated locations without prior approval of the Port Fire Marshal.
 - (4) Inspection tags will not be removed or tampered with.
- b. Water barrels and buckets and sand pails will be kept full at all times and winterized to prevent freezing.
- c. Inspection of hose lines and standpipe valves and threads will be made frequently to see that they are readily accessible and in serviceable condition.
- d. Fire Hydrants: Will be inspected frequently, greased and drained, to prevent freezing, and kept in workable order.
 - (1) The use of fire hydrants for other than fire department purposes will be prohibited without authority from the Chief, Engineer Division.
 - (2) Only approved-type wrenches will be used in operating hydrants.

- e. Fire Doors and Fire Curtain Doors: Fuseable links will be free of paint; tracks not obstructed either by damage or by objects being placed so as to prevent proper operation and closing. Doors will be checked for damage.
- f. Sprinklers: In the event of repairs or interruptions of systems, the Fire Chief and Port Fire Marshal will immediately be notified.
 - (1) Clear aisles will be maintained to all control valves or sprinkler system.
 - (2) Inspection:
 - (a) Sprinklers will be free of any corrosion and there will be no paint on the surfaces of the fuseable links.
 - (b) No wiring or foreign objects will be hung from or attached to the sprinkler system.

10. Gasoline Driven Equipment:

- a. Replenishing the fuel supply of any portable engine, mule, tractor or any other type motor vehicle using gasoline as fuel is prohibited on piers or in buildings.
- b. The installation of any stationary internal combustion engine (gasoline) on any pier is prohibited.
- c. Portable engines, mules, tractors, trucks or any other type motor vehicles with fuel (gasoline) in tanks, shall not be left unattended at any time on piers.
- d. Ignition keys will be left in all military, commercial or private automobiles, buses and trucks when parked or left unattended in this Port.
- e. Handling, Dispensing, and Transporting of Gasoline: It shall be the responsibility of the officer-in-charge of operations to see:
 - (1) That all personnel under his jurisdiction, engaged in handling, dispensing, transferring or transporting gasoline from buried or portable tanks within the Port, have received instructions and training from the Fire Chief in the proper method and safe practices connected with such operations.

- (2) Personnel having passed the course of study outlined by the Fire Chief, will receive a "Certificate of Qualification" issued by the Port Fire Marshal and countersigned by the officer-in-charge of operations.
 - (3) Certificate of Qualification must be in the possession of each individual during such operations and must be exhibited to proper authority upon request.
- f. Metal parts of automobiles will not be cleaned with gasoline. Kerosene or other authorized cleaning fluids, as well as the steam method, will be used for this purpose.
- 11. Spray Painting:
 - a. Operations in any building or inclosure must be performed in a room or booth used exclusively for this purpose. Rooms or booths shall be provided with both induction and outlet flue, augmented by power fan. Vapor-proof lamps shall be provided and electrical fixtures will conform with National Board of Fire Underwriters' standards.
 - b. Rooms or booths shall have sprinkler protection and adequate first aid fire appliances. Paints, oils, etc., used in operations, shall be kept in metal lockers and in small quantities.
- 12. Exits:
 - a. All fire exits and fire doors will be left unlocked with the exception of the doors and exits which remain locked by written authority of the Fire Marshal.
 - b. No door will be blocked by storage. Sufficient clearance will be maintained to permit free passage of firefighting apparatus.
- 13. Harbor Boats in Storage: The Wet Boat Storage installation at Pralls Island will comply with TC Circular 70-3, and provide such additional protection as may be deemed necessary.

OPERATIONAL CONTROL AND PLANS
SECURITY OF INSTALLATIONS

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5 August 1947

F I R E R E G U L A T I O N S

SECTION IV

FIREFIGHTING AND EVACUATION PLAN

1. Organization of Port Agencies:

- a. Chiefs of each Port agency will assign personnel under their jurisdiction to positions in the following firefighting and evacuation plan. In organizing this plan, they will be assisted by the Port Fire Marshal. Fire brigade personnel will be sent to the Fire Station for instructions in their duties and in the use of auxiliary firefighting appliances.

NOTE: In the Administration Building, the following divisions will be responsible for supervising this plan by floor:

Dock level	- Port Surgeon and Medical Supply Division
1st	- Intelligence and Security Division
2nd	- Inspector General Division
3rd	- Control and Planning Division
4th	- Adjutant General Division

b. Duties:

Foreman: See that all required exits are kept unlocked while area which they serve is occupied by personnel. Have full charge to direct and enforce order of fire drills. He will assign duties, as below, and see that such assignments are always covered.

Watchman: See that all doors and windows are closed after employees have left.

Searchers: (Male and Female) Shall search all toilets, dressing rooms and emergency rooms of their respective sex; order all persons out, and assist those that may be disabled.

Alarm Box Runner: Shall be familiar with location of nearest fire alarm box and its operations, and pull same only when fire originates in own section.

N. Y. P. E. - - - S T A N D I N G O P E R A T I N G P R O C E D U R E S

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Fire Brigade: Shall have full charge of the operation of all auxiliary firefighting apparatus and endeavor to extinguish, or at least hold in check until the arrival of the Fire Department, any fire that may occur.

Exit Guards: Station selves at all exits and hold door open while others are passing out and command, in a natural tone of voice, "Keep Moving".

Squad Monitors: Lead personnel assigned under their leadership to nearest designated exit from building so as not to hamper operations of Fire Department.

- a. A copy of the following with the assignments filled in, will be kept current and available for inspection by the Port Fire Marshal:

	TITLE OF POSITION*	ALTERNATE
Foreman	#1 _____	#2 _____
Watchman	1 _____	2 _____
Male Searcher	1 _____	2 _____
Female Searcher	1 _____	2 _____
Alarm Box Runners	1 _____	2 _____
Fire Brigade	1 _____	2 _____
	1 _____	2 _____
Exit Guards	1 _____	2 _____
	1 _____	2 _____
Squad Monitors	1 _____	2 _____
	1 _____	2 _____

- * Assignments will be made by title of position, for example: #1: Chief Clerk; #2: Clerk.

2. **Fire Alarm:** All personnel will familiarize themselves with the location of the nearest fire alarm box.

- a. Turn in alarm at nearest fire alarm box for all fires regardless of size.

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- b. Remain at box until arrival of Port Fire Department and direct them to fire without loss of time.
 - c. If fire apparatus does not appear within a reasonable length of time, report location of fire by telephone.
3. Elevators in the area being evacuated will move to the highest level and stop. Elevators will be utilized for evacuation of disabled personnel only on authority of the Port Fire Marshal.
4. Telephone operators will remain at their post until escorted to safety by Fire Department personnel.
5. Yardmaster will immediately dispatch switch engine to the vicinity of a fire near freight cars and upon arrival will report to Port Fire Marshal or officer in charge and move such cars as may be directed.
6. At the sound of the first alarm in the area, evacuation to the street will begin under the guidance of squad monitors. One person may remain in each staff office to answer the telephone; these individuals will leave the building at the sound of the second alarm.
7. If the NYFE Fire Department cannot control fire immediately, the Municipal Fire Department will be called in.
 - a. Arrangements have been made by written agreement with the City Fire Department to secure response of men and apparatus.
 - b. Upon arrival of the City Fire Department, the senior representative in charge will assume command of all firefighting operations and the Port Fire Department will operate under his direction.
 - c. Personnel of City Fire Department will be invited to make frequent inspections within the Port area, to familiarize themselves with structural conditions, fire lines, sprinklers, and water supply, and fire hazards inside the Port, which knowledge will aid them in firefighting operations.

EXTERNAL REPORTS:

Chief, Intelligence and Security Division will prepare the following reports:

1. Summary Fire Report, Reports Control Symbol TCFSD-1.
2. Fire Protection, Inventory of Personnel and Equipment, Reports Control Symbol TCFSD-2.
3. Individual Damage Report, Reports Control Symbol ENG-7.

OPERATIONAL CONTROL AND PLANS
SECURITY OF INSTALLATIONS

SOP NUMBER 521
20 MAY 1948

S E C U R I T Y R E G U L A T I O N S

PURPOSE AND SCOPE:

These regulations are issued for the information and guidance of all concerned at installations of Headquarters, NYPE. None of these regulations are intended to relieve any personnel, civilian or military, from any duty or responsibility imposed by Army Regulations, laws, statutes or otherwise.

STAFF SUPERVISION:

Staff supervision over these regulations will be exercised by Chief, Intelligence and Security Division.

REFERENCES:

AR 45-80, subject: "Ordnance Property", Change 4, dated 29 June 1944, paragraph 15; "Safekeeping of Small Arms".

AR 55-155, paragraph 8; "Safeguarding Shipment of Supplies and Property",

AR 345-25, subject: "Duty Rosters", dated 10 April 1947.

AR 345-40, subject: "Guard Report", dated 30 June 1925.

AR 345-120, subject: "Identification Record", dated 1 May 1939.

AR 380-5, subject: "Safeguarding Military Information", dated 15 August 1946.

AR 280-10, subject: "Laws, Executive Orders, etc., Pertaining to Safeguarding Military Information", dated 20 September 1943.

AR 600-10, paragraph 6; "Political Activities of Persons in Military Service", dated 8 July 1944.

WD Circular 192, subject: "Communication Security", dated 24 July 1947.

TC Circular 45-20, subject: "Security Regulations of Waterfront Facilities at Port of Embarkation", dated 12 September 1945.

TC Circular 45-19, subject: "Safeguarding Ammunition in Transit", dated 17 May 1946.

TC Circular 50-60-4, subject: "Internal Security - On the Spot Reports" dated 6 October 1947.

TC Circular 70-75-9, subject: "Transportation of Supplies - Army Transports", dated 21 November 1947.

Hatch Political Activities Act, dated 2 August 1939.

FM 26-5; Interior Guard Duty.

Executive Order No. 9830, 1947, Rule IV, General Provisions, paragraph 4.1;
"Prohibition Against Political Activity".

Executive Order No. 9835, 1947.

OPERATION CONTROL AND PLANS
SECURITY OF INSTALLATIONS

SOP NUMBER 521
20 MAY 1948

S E C U R I T Y R E G U L A T I O N S

SECTION I

CONTROL OF PERSONNEL

1. Admittance to Installations will be restricted to personnel on duty therein and to such other persons who have official business to transact within the installation.
 - a. Representatives, officers, or employees of a foreign government having an official status must comply with the requirements set forth in AR 380-5.
 - b. All visitors on official business will be recorded by name, firm represented, purpose of visit and time in.
 - c. Visitors to staging areas: See Section II, SOP 300, subject: "Military Personnel".
 - d. Visitors to Piers:
 - (1) Members of the press will be allowed the freedom of piers and ships at such times as they receive clearance from the Public Information Division, NYPE. Superintendent, Water Division, will be notified of all such visits.
 - (2) Visitors to embarkations will be limited to those visiting Dependents, Department of the Army Civilians, and Red Cross personnel embarking for overseas.
 - (3) Visitors to debarkations will be limited to relatives of Military Returnees, Returning Dependents, Department of the Army Returnees, and Red Cross personnel returning from overseas.
 - (4) No one under fourteen (14) years of age will be admitted on the pier, unless accompanied by an adult.
 - e. Visitors to Ships at Berths:
 - (1) Navy personnel assigned to Navy vessels will meet members of their families at installation entrances and escort them aboard ship. Permission of visitors to board ship will be subject to the approval of the Commanding Officer or Executive Officer of the vessel. Superintendent, Water Division will be notified.

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- (2) Military personnel will meet members of their families at installation entrances and escort them aboard. Permission to board ship will be subject to the approval of the Transport Commander or the ship's Master. Enlisted men must exhibit written permission from their Transport Commander at installation entrances before their families will be admitted. Passes will not be required for families of Army Officers assigned to the ship, but the Superintendent, Water Division, will be notified upon their entry.
 - (3) Licensed civilian personnel will be required to have written permission to have visitors aboard ship. This permission will be signed by the ship's Master, or, in his absence, the Chief Officer. Superintendent, Water Division will be notified.
 - (4) No one under fourteen (14) years of age will be admitted, unless accompanied by an adult.
 - (5) Visiting hours on ships (other than Navy) will be from 0900 to 2200 hours.
2. Identification; The following badges and passes will be honored for entry into the Port;
- a. NYPE Permanent Picture Badge
 - b. Blue Permanent Pass - TCNYP Form #2004 (Old SPTAA Form #2004)
 - c. "A" Pass - Terminal (white) - TCNYP Form #2006 (Old SPTAA Form #2006)
 - d. "X" Pass - ISD - PT Form #13
 - e. Contractor's Pass - TCNYP Form #2006 (green)
 - f. Chartered Ship's Crew Pass - TCNYP Form #2002 (old SPTAA Form #2002)
 - g. Identification Card (Marine Personnel) - WD AGO Form #55-261
 - h. Longshoremen's Army Card - TCNYP Form 762 (old TC-2) plus Longshoreman's Shape-up Slip (TCNYP 757) dated day of presentation.
 - i. Visitor's Pass for Embarkation and Debarkation - TCNYP Form #967 (old TC Form 2-967)
 - j. Temporary yellow pass - TCNYP Form #2004 (old SPTAA Form #2004) for temporary employees.
 - k. Credentials issued by reputable concerns or U.S. government agencies

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1. Official service identification; example
(AGO Cards (WD AGO Form #65) all military personnel).
3. Passes issued will be examined at gates of entry and exit. Civilian personnel within the installation area may be required to show credentials at any time.
4. When passes are issued, records will be kept by Provost Marshal and gate guard will be furnished a copy of a list identifying any passes that may be lost.
5. Names of contractual employees and visitors will, in all cases, be checked against current exclusion lists prior to or as soon after admittance as is practicable. Any excluded person attempting to or gaining admittance will be escorted to the Criminal Investigation Division, NYPE, by guard, for proper disposition.
6. Crew lists; When a vessel arrives at NYPE, a civilian guard will meet the vessel and obtain two (2) copies of the crew list from the Ship's Transportation Agent if it is an Army vessel, or from the Purser, if it is a commercially operated vessel.
 - a. The Ship's Transportation Agent or the Purser will personally sign the following certification which should appear on a line immediately below the last name on one (1) copy of the crew list: "I certify that all of the above entries are correct".
 - b. All crew members on U.S. Army Transports will have recognized passes either Identification Card (WD AGO Form 55-261) or Referral Sheet (Form TCNYP 677 dated 5 December 1945) for either entering or leaving the port. On commercially operated vessels, the civilian guard who obtains the crew lists from the Purser, will deliver one (1) blank NYPE pass for each name appearing on the certified crew list. The Purser will be required to receipt for the total number of passes delivered to him.
 - c. The Master of any vessel berthing at NYPE, or his authorized representative will be responsible for;
 - (1) Each member of his crew having a properly authorized pass in his possession.
 - (2) The complete and proper accomplishment of such passes.
 - d. In cases of crew members being separated from service, with or without cause, the Ship's Transportation Agent will collect the Identification Card (WD AGO Form 55-261) or the Referral Sheet from the separating employee.

- (1) Collection of the mentioned identification forms will be made prior to the issuing of the Discharge Certificate (WD AGO Form 55-51).
 - (2) The Discharge Certificate (WD AGO Form 55-51) will serve as an exit pass for the departing crew member, and will be recognized as such by the guards on duty.
-
7. Union Delegates: The entrance of all union delegates into the installation will have approval of the Chief, Intelligence and Security Division prior to their admission to the Port or any of its agencies. Chief, Intelligence and Security Division will notify the appropriate division chief of the visit of any union delegate.
 8. Exclusion of Personnel: When it is contemplated that an individual be excluded from an installation, the Chief, Intelligence and Security Division will conduct an investigation. If the findings warrant, an exclusion order will be issued and the individual's pass will be withdrawn. The Chief, Intelligence and Security Division will notify the Chief of the division concerned and the Chief, Civilian Personnel Branch.
 9. Arrests, Warrants for: Individuals representing law enforcement agencies who are duly authorized to serve process, civil or criminal, when desiring to effectuate same on personnel employed in or on duty at this installation will be escorted by a guard, to the Staff Judge Advocate's office for clearance.
 10. AWOL's surrendered or Apprehended: Request for disposition of Military personnel who have been AWOL or who have deserted and are returning to military control at one of the installations of NYPE, will be made to The Provost Marshal, Headquarters First Army, Governor's Island, New York 4, New York, by the Provost Marshal, NYPE.
 11. Signatures: Specimen signatures of all personnel authorized by Ship's Master, Transport Commanders and all military and civilian personnel authorized by division Chiefs to sign property passes will be submitted to Chief, Intelligence and Security Division for purpose of verification at the Main Gate.

OPERATIONAL CONTROL AND PLANS
SECURITY OF INSTALLATIONS

SOP NUMBER 521
20 MAY 1948

S E C U R I T Y R E G U L A T I O N

SECTION II

CONTROL OF CLASSIFIED INFORMATION

1. GENERAL:

- a. All classified documents and material will be handled and stored in accordance with the provisions contained in AR 380-5.
- b. Responsibility for the safeguarding of classified information rests on all military personnel, civilian personnel of the Department of the Army, and of the management and employees of all commercial firms engaged in classified work of projects for the Department of the Army.
- c. It is the responsibility of the custodian of classified documents to provide adequate storage facilities for classified documents and material as prescribed in aforementioned AR.
- d. It is also the responsibility of chiefs of divisions to select only persons who have been proven reliable and are known to be loyal to handle classified matter. Prior to granting an individual access to classified matter, the Chief of the division concerned will submit to the Chief, Intelligence & Security Division the names, together with any other pertinent information requested, of the individuals selected who have not had previous clearance. The Chief, Intelligence and Security Division will conduct the appropriate investigation and forward the results to the Chief of the division concerned.

2. RESTRICTED MATTER:

- a. Documents, information, or material (other than Top Secret, Secret, or Confidential) which should not be published or communicated to anyone except for official purposes, shall be classified RESTRICTED.
- b. Written clearance by the Chief, Intelligence and Security Division, is not necessary for personnel selected to handle RESTRICTED matter.

3. CONFIDENTIAL MATTER:

- a. Documents, information, or material, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation, shall be classified CONFIDENTIAL.
- b. Written clearance by the Chief, Intelligence and Security Division, will be obtained for personnel selected to handle CONFIDENTIAL matter.

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4. SECRET MATTER;

- a. Documents, information, or material, the unauthorized disclosure of which, would endanger national security, cause serious injury to the interests of prestige of the nation or any governmental activity thereof, or would be of a great advantage to a foreign nation, shall be classified SECRET.
- b. Written clearance by the Chief, Intelligence and Security Division, will be obtained for personnel selected to handle SECRET matter.

5. TOP SECRET MATTER;

- a. Certain secret documents, information, and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation, shall be classified TOP SECRET.
- b. Written clearance by the Chief, Intelligence and Security Division, will be obtained for personnel selected to handle TOP SECRET matter.

6. ADMINISTRATIVE PROCEDURE FOR HANDLING TOP SECRET COMMUNICATIONS IN NYFE;

a. Examples of Top Secret Matter are as follows;

- (1) War Plans and plans or particulars of future major or special operations.
- (2) Particulars of important dispositions or impending moves of our forces or convoys in connection with (1) above.
- (3) Very important political documents dealing with such matters as negotiations for alliances and the like.
- (4) Certain information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services, or information which would imperil secret agents.
- (5) Certain new or specialized techniques or methods to be used in future operations, and the identity and composition of units, wherever located, which are specially intended for employment of such techniques or methods.
- (6) Critical information of new and important munitions of war, including scientific and technical developments.
- (7) Important particulars of cryptography and cryptanalysis.

b. Personnel: Officers designated to handle TOP SECRET documents will be known as TOP SECRET Control Officers.

- (1) Chiefs of divisions will be designated TOP SECRET Control Officers.

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- (2) Each division chief will appoint one deputy or senior assistant to act as alternate TOP SECRET Control Officer.
 - (3) The processing of TOP SECRET material will be limited to authorized TOP SECRET Control Officers only. In order to accomplish certain clerical work on such matters, the name of one (1) stenographer, secretary or clerk will be submitted to the Port TOP SECRET Control Officer for appropriate clearance, prior to working on any TOP SECRET material.
 - (4) In all cases, requests for clearance of personnel, will be directed to Chief, Intelligence and Security Division, Attention: Port TOP SECRET Control Officer (civilian requests to be submitted in triplicate.)
 - (5) Each agency will maintain an up-to-date list of both military and civilian personnel authorized to handle TOP SECRET documents. The Port TOP SECRET Control Officer will issue cards, authenticated by the Chief of Staff, authorizing certain military and civilian personnel to handle such material. Cards issued to civilian personnel will be held for safekeeping by the division chiefs concerned.
 - (6) Persons working on TOP SECRET matters will be individually warned against disclosing such matters to personnel whose duties do not require this information.
- c. Procedure for Handling TOP SECRET material: Under no circumstances will messages graded TOP SECRET be transmitted by registered mail or by electrical means in the clear.
- (1) Outgoing: TOP SECRET material originating in any office will be handled as follows:
 - (a) The originating office will make one (1) original copy; one (1) courtesy copy; and one (1) file copy. There will be no comeback copy, reader copy, or other duplication.
 - (b) The single file copy will be placed in a safe having a three-way combination lock (see "Qualifications of Safe" below) assigned to a TOP SECRET Control Officer, and all such documents will be kept in the safe of the TOP SECRET Control Officer when not in actual use.
 - (1) Qualifications of Safe: If three-way combination safe is not available, a fireproof file cabinet, equipped with push type lock, plus installation bar type lock for additional security, is authorized.
 - (c) The original and courtesy copies will be forwarded to the interested agency in the following manner:

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- (1) Within the same headquarters, at one physical location: Personally, by the officer originating and responsible for the paper.
 - (2) To installations in the United States not at one physical location: By Officer courier.
- (d) Receipts will be obtained for all TOP SECRET documents and a register kept of all personnel having handled them.
- (e) TOP SECRET documents, when transmitted, will be inclosed in double sealed envelopes, the inner one marked TOP SECRET. Typewritten matter in the document will be protected by a cover sheet, or by folding inward, from direct contact with the inner envelope. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked TOP SECRET so that the notation will be seen when the outer envelope is removed, and will contain a receipt form which will identify the addressor, the addressee, and the document as prescribed in paragraph 30, AR 380-5. The outer cover will be sealed and addressed in the usual manner with no notation to indicate its TOP SECRET classification.
- (2) Incoming: TOP SECRET material received by a headquarters office and requiring processing, will be handled as follows:
- (a) The TOP SECRET Control Officer (or his alternate) in the receiving office will:
 - (1) Assign a number to the document.
 - (2) Record document in register.
 - (3) Prepare receipt form.
 - (4) Prepare Record Sheet: "Personnel Having Knowledge of the Project".
 - (5) Deliver to the interested office, as provided in paragraph c (1) (c) above, and obtain signed receipt. TOP SECRET documents addressed by name on the inner envelope to a specific individual, will be delivered unopened to such addressee.
 - (6) File receipt.
 - (7) Complete recording in register, indicating disposition.
- (3) TOP SECRET documents received, whether or not requiring processing

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will when not in actual use, be kept secure, as outlined in paragraph 6c (1) (b) above.

- d. Information: Questions arising in the matter of proper handling of TOP SECRET material, the prescribed method of which is not covered in this Standing Operating Procedure, will be referred to the Intelligence and Security Division, NYPE, attention: Port TOP SECRET Control Officer.

7. PHOTOGRAPHY CONTROL: (See SOP No. 136, subject: Photographic Services)

- a. Taking of photographic or motion pictures within Brooklyn Army Base other than those taken by the Port Signal Officer will be authorized by the Chief, Intelligence and Security Division, or the Chief of Staff, except as set forth in the following sub-paragraph b.
- b. Press photographs will, when considered appropriate, be authorized by Public Information Officer, extension 187.

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SECURITY OF INSTALLATIONS

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S E C U R I T Y R E G U L A T I O N S

SECTION III

CONTROL OF VEHICLES

1. Responsibilities:

- a. The Chief, Intelligence and Security Division will be responsible for the policies and procedures governing the regulation of traffic within NYPE.
- b. The Provost Marshal will be responsible for the enforcement of traffic regulations within NYPE in all areas except on the piers of the installation.
- c. The Superintendent, Water Division will be responsible for the enforcement of traffic regulations on the piers of the installation.

2. This installation will be restricted to vehicles in the following categories:

- a. Private automobiles with authorized NYPE license plate, Fort Hamilton license plate, or Camp Kilmer license plate prominently displayed bearing personnel in possession of authorized identification.
- b. Official vehicles of the Armed Forces.
- c. Commercial vehicles entering for deliveries of packages and other authorized services. A record will be kept identifying all such vehicles, showing time in and time out of installation. This record will be kept by Port Transportation Division.
- d. Parking Regulations - Vehicle parking space will be assigned in block to Chief, Intelligence and Security Division, for reassignment in block to Division Chiefs.
 - (1) Requests by individuals desiring parking space for personal vehicles will be submitted in writing to their division chief, citing reasons therefor.
 - (2) Red colored NYPE license plates (one per vehicle) will be required for entry and parking at Brooklyn Army Base.
 - (3) Upon the assignment of space, NYPE license plates will be issued to owners of vehicles by his Division Chief.

- (4) NYPE license plates, and space assignment are non-transferable and will be surrendered to the Division Chief upon an owner's separation from duty at Brooklyn Army Base.
- (5) Division Chiefs will notify the Provost Marshal of any change in parking space assignment within his division.

3. Traffic Regulations:

- a. Privately owned cars, Army cars, private trucks and Army trucks; speed limit: Fifteen (15) miles per hour, except within the following areas, in which the speed limit shall not exceed eight (8) miles per hour.
 - (1) West drive along Pier heads and Bulkhead.
 - (2) Driveway along West side Building A.
 - (3) On all piers.
- b. Gasoline and electrically operated tractors, tractor-trailer units, tow-motor, lift trucks and all similar vehicles;
 - (1) Eight (8) miles per hour over straightaway.
 - (2) Three (3) miles per hour on turns, and on all piers.
 - (3) Full Stop at entrance coming from bridges into warehouse or going from warehouses to piers and any building entrance or exit door, and at bottom of ramp South end Building A. (West side) and head of driveway Pier No. 1.
- c. Operators will obey all "STOP" and "SLOW" signs.
- d. All vehicles will maintain a safe stopping distance when following other vehicles.
- e. The driver will permit only one passenger rider on a tractor and then only when absolutely necessary.
- f. The motors of gasoline driven vehicles will be turned off while vehicles are idle.
- g. All vehicles will slow down at building and pier intersections and when going over rises in the floor.
- h. Drivers of lift vehicles will be required to operate their machines in reverse when lift is loaded above the observation level and movement of the vehicle is required to transfer the load from one location to another.

- i. Frequent inspections of driving permits will be made by the Provost Marshal and anyone found operating without a permit will be taken to the Provost Marshal's office immediately. Appropriate disposition of such cases will be made by the Provost Marshal to Port Transportation Division.

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S E C U R I T Y R E G U L A T I O N S

SECTION IV

SAFEGUARDING OF PROPERTY

1. The Chief, Intelligence and Security Division will be responsible for the overall policies and enforcement of regulations and procedures pertaining to the safeguarding of property.
2. All personnel leaving or entering the installation will be subject to search at the discretion of and as required by the Chief, Intelligence and Security Division.
 - a. All packages being carried into or out of the installation will be subject to inspection.
 - b. Pedestrians, except officers and warrant officers, carrying property out of installation, will be required to present a property pass signed by a Division Chief, Section Officer in Charge, or other person properly authorized to sign such passes.
 - c. Drivers of vehicles carrying property out of installations will be required to present a properly executed property pass on properly stamped dray ticket, tally out, property issue slip, requisition, or bill of lading. Military personnel may carry official documents without a property pass.
3. Guards, both military and civilian, will be provided for all facilities of the Port in such numbers as to assure adequate protection.
4. Areas where remains of World War II Dead are being unloaded, loaded, processed or stored shall be under constant military guard to prevent fire, and access by unauthorized persons.
5. A sufficient number of weapons will be provided to equip two (2) full civilian guard shifts.
6. Military guards, from the Water Division, need not be maintained on gang-planks of transports or cargo vessels, except during embarkation and debarkation of troops, or during such periods that the vessel may be restricted.
7. Military guards, from the Water Division, will be maintained continuously on watch in each cargo space when loading cargoes of dangerous items of explosives or inflammable content.
8. Explosive Handling Facilities; See Section II, SOP 212, subject: "Freight Requiring Special Handling", AR 55-155, and AR 55-470.

9. Pilferage Control:

a. Responsibilities:

- (1) Chief, Intelligence and Security Division, is responsible for the necessary inspection and corrective action for prevention of pilferage.
 - (2) Superintendent, Water Division, will insure that personnel under his jurisdiction take all proper precautions for safeguarding pilferable or critical cargo, provide necessary lockers and/or corrals for safekeeping. He will furnish military guards for highly pilferable or critical cargo. He will advise ship's Master, Chief Officer and Transportation Agent as to location on vessel of pilferable or critical cargo. Extremely valuable packages will be placed directly in the care of the Chief Officer.
 - (3) Port Transportation Officer will insure that personnel under his jurisdiction take all proper precautions for safeguarding pilferable or critical cargo while said cargo is under his control. He will provide lockers and/or corrals for safekeeping, and notify the Superintendent, Water Division, when such cargo is present on piers.
 - (4) Chief, Ordnance and Chemical Division, will insure that accessories, tools, and pilferable parts on all military automobiles and trucks are secured by boxing and barricading.
 - (5) Chiefs of all supply divisions will be responsible for notifying the Superintendent, Water Division, when highly pilferable or critical cargo appears on manifests or other documents. In some cases, this information is coded and only the division concerned has knowledge of the nature of the cargo.
- b. Exceptionally valuable cargo, as determined by Chiefs of Technical Services, such as gold, currency, drugs, etc., may be stored in the Port Transportation Division vault, 7th floor, Building A, upon request to Port Transportation Officer.
- c. Military guards will be provided by Water Division, if available, when loading or unloading pilferable items, including Quartermaster and Army Exchange Supplies or when they are in storage on piers, except when stored in cribs.
- d. Guards, military or civilian, will be provided at all times on critical cargo (baggage, weapons, watches, medicine, narcotics, intoxicating beverages, or any other items of high

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monetary value) while being loaded, unloaded in warehouses or on piers, including piers outside the installation, unless such items are secured under lock and key.

- e. If sufficient military guards are not available at special posts for such critical cargo on piers within the installation, the military guard patrolling the particular pier will be assigned by Water Division, to make periodic inspections of the cargo.
 - f. When pilfered or broken cargo is observed on a pier, the military guard will notify the Superintendent, Water Division.
 - g. When pilfered or broken cargo is observed within the installation, other than on piers, the Provost Marshal, Extension 386 or 686, will be notified.
10. Classified Ammunition will be secured in accordance with TC Circular No. 45-19, dated 17 May 1945.
11. Arms and ammunition will be safeguarded in accordance with AR 45-80, Change No. 4, dated 29 June 1944.
12. Baggage and Mail Returning from Overseas:
- a. Immediately upon notification that hold of ship containing baggage or mail is to be opened, the Superintendent, Water Division, will require the Pier Officer to take the following action:
 - (1) Make an initial inspection of the hold upon opening, to determine condition of contents. Make a written report of any damage or evidence of pilferage. Have Signal Corps photographer take supporting pictures when necessary. Report any pilferage of mail to the Criminal Investigation Agent on duty at Extension 780 during normal working hours, Extension 728 at other hours.
 - (2) Post a guard in the hatch and instruct him to remain in the hatch until completely unloaded, and report to the Pier Officer any damage or evidence of pilferage uncovered by the removal of baggage or mail.
 - (3) Post a guard on the pier immediately upon starting of unloading operation and instruct him to inspect baggage and/or mail for damage or evidence of pilferage and if such is the case, to report it to the Pier Officer.
 - (4) Post a guard on all baggage and/or mail arriving by

barge immediately upon its arrival and instruct him to report any damage or signs of pilferage to the Pier Officer.

- (5) When baggage in the hold of a ship is found broken, it will be set aside on the pier and the Internal Security Officer notified. Broken baggage of this sort will remain on the pier until investigated and released by the Provost Marshal. When baggage is broken during unloading operation, the baggage will be recovered and a notation made.
 - (6) Pier Officers' reports will be filed in the Water Division for future reference.
13. Locking of Stairway Doors of Buildings A and B, Brooklyn Army Base;
- a. Stairway doors in Buildings A and B, Brooklyn Army Base, will be locked during non-working hours as indicated below (1800 to 0800 hours weekdays and all day Saturdays, Sundays, and holidays are normally considered non-working hours).
 - (1) All stairway doors in A will be locked.
 - (2) All stairway doors in Building B, except ground floor, outer door, Stairway No. 2 and inner stairway doors leading to the fourth floor, east, will be locked.
 - (3) Standard prescribed locks (two per door) and keys for all doors (internal fire doors and stairway doors) will be issued to the Provost Marshal for re-issuance to agencies within the Port.
 - (4) All Port agencies will be responsible to see that their sections are locked during non-working hours.
 - (5) Each port agency will be responsible for the installation of a glass-inclosed box with key for lock installed adjacent to the inside of all doors which are locked during non-working hours and normal working hours.
 - (6) Doors will be locked in such a manner that entrance may be gained by force from either side.
 - (7) Sign indicating nearest unlocked exit will be posted on both sides of door which is locked.

- (8) The Chief, Intelligence and Security Division, will specify the doors to be locked in each of the Port agencies.
- (9) Master keys will be kept with the Provost Marshal (Head Guard's Office).
- b. The following doors are equipped with "riot" or "crash" locks for exit in case of emergency and may be opened by persons inside the buildings:
 - (1) Building A, Stairways No. 1 and No. 2.
 - (2) Building B, Stairways Nos. 1, 2, 3, 4, 12, 13 and 14.
- c. Chiefs of divisions will instruct their employees working during the hours herein defined as "non-working" hours to utilize the exits enumerated in paragraph 13 b above.
- 14. When military or civilian guard details are necessary they will be requested through the Provost Marshal Branch, Extension 386 or 686, noting time, place, nature of duty, and officer to whom detail is to report, and approximate length of time detail will be required, except that details for military guards for ships or piers will be requested from Superintendent, Water Division.

OPERATIONAL CONTROL AND PLANS
SECURITY OF INSTALLATIONS

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S E C U R I T Y R E G U L A T I O N S

SECTION V

SPECIAL PROVISIONS

1. Alcoholic Beverages: The introduction of liquor (including beer or wine) of an alcoholic content in excess of 3.2 percent by weight, into the installation, or its possession within the installation area, except in lawful transactions (for medicinal purposes or for shipment overseas, etc.) is prohibited.
2. Drugs: The possession of marijuana or other habit-forming drugs within the installation area or aboard vessels berthed at the installation is prohibited except as prescribed by competent authority for medicinal purposes.
3. Firearms: All persons within the installation area are prohibited from having in their possession firearms or ammunition of any kind, except privately owned firearms registered with the Provost Marshal or firearms and ammunition issued to them for the performance of their official duty.
4. Cameras:
 - a. Official US Army photographers on official business will be permitted to enter the installations of the New York Port of Embarkation with cameras, after clearing through the Provost Marshal's office.
 - b. Crew members and all other personnel embarking for overseas are authorized to bring cameras into the New York Port of Embarkation on the date their ship is sailing from the Port. No film will be in the camera when brought into the Port.
 - c. All exposed film will be confiscated from all personnel leaving the New York Port of Embarkation by the Provost Marshal and forwarded to the Port Signal Officer for processing. After the film has been cleared, it will be forwarded by mail to the owner.
5. Fires: See Standing Operating Procedure No. 520, subject: Fire Regulations.
6. Smoking: See Standing Operating Procedure No. 520, subject: Fire Regulations.

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7. Gambling: Gambling in all its forms is prohibited within the installation area or aboard ships berthed thereat.
8. The following will not be permitted to enter New York Port of Embarkation unless given specific permission by this headquarters; Sales agents, collection agents, solicitors for funds or gifts, peddlers, hucksters, distributors of leaflets or pamphlets and sight-seers.
9. Circulars, Posters, Handbills, Notices, etc.: No distribution of circulars, posters, handbills, notices, etc. within the Port area will be made except by permission of Chief, Intelligence and Security Division.
10. Animals: The keeping of animals within the installation as mascots or pets is prohibited. See Standing Operating Procedure No. 231, Section III, subject: Pets and Mascots.
11. Military and civilian personnel are prohibited from using unauthorized signs, placards or devices bearing reproductions of military insignia on privately owned motor vehicles, purporting to represent that any such motor vehicle is used by the owner or operator thereof in an official capacity in connection with the army or business or operations of the installation.

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- c. Superintendent, Water Division Extension 70
 - d. Chief, Engineer Division Extension 175
 - e. Port Signal Officer Extension 139
2. The Superintendent, Water Division, will transmit information to vessels of the NYPE Fleet and insure protective measures for vessels berthed at NYPE piers.
 3. The Chief, Engineer Division, will insure protective measures for utilities and post facilities.
 4. The Port Signal Officer will insure protective measures for signal equipment.
 5. The Chief, Intelligence and Security Division, will insure the general security of the Port, and if necessary, effect the Disaster Plan by sounding the alarm.

REFERENCES:

AR 95-150, subject: "Army Weather Service, dated 19 May 1945.

Circular No. 225, Section IV, subject: "Hurricane Warning Service",
WD, dated 26 July 1946.

SPECIAL PLANS
EMERGENCY PLANS

SOP NUMBER 530
12 February 1947

D I S A S T E R P L A N

PURPOSE AND SCOPE:

The protection and salvage of Government property, the evacuation of military and civilian personnel, the care of the injured, and the dissemination of information in the event of a disaster occurring which affects in any way the Headquarters, New York Port of Embarkation is regarded as the purpose of this Disaster Plan. Such disaster might eventuate from any or several of the following causes: Explosion, fire, or lightning causing fire and/or explosion, collapse of structures, or other occurrences which have advanced to such a stage considered to be beyond the control of the Port personnel. This plan outlines preliminary arrangements for general lines of action and stations to be manned, but of necessity must be modified to meet any particular situation. Covered by, and included in the provisions of this plan are the Brooklyn Army Base, Staten Island Port Installation, Prall's Island, Caven Point, and the Army Postal Station.

INDEX:

- Section I Brooklyn Army Base
- Section II Staten Island Port Installation
- Section III Dissemination of Information During Time of Disaster
- Section IV Vessel Activities

SPECIAL PLANS
EMERGENCY PLANS

SOP NUMBER 530
12 February 1947

D I S A S T E R P L A N

SECTION I

BROOKLYN ARMY BASE

PROCEDURE AND RESPONSIBILITIES:

1. Alarm:

- a. The Disaster Alarm will consist of seven (7) blasts on the fire horn to be repeated at least four (4) times, at ten (10) second intervals. This alarm will be sounded at all times by the Headquarters Commandant, or his representative, upon the occurrence of a disaster of such proportions as to warrant the application of this plan.
- b. All guards, officers, enlisted men, and civilian personnel are instructed to take such actions which in all cases will result in the Internal Security Office, Brooklyn Army Base, Ext. 386, receiving the report of the emergency.

2. General Lines of Action:

- a. In the event of the Disaster Alarm sounding, the following headquarters will immediately be notified by a representative of the Headquarters Commandant:
 - (1) BAB Fire Department.....Ext 17
City Fire Department alarm will be turned in
by the BAB Fire Department.
 - (2) New York City Police Dept., 68th Precinct.....SO 8-7474
 - (3) New York City Police Dept., Harbor Patrol.....WH 4-1860
 - (4) Commanding General or Port Staff Duty Officer.....Ext 1, 72
 - (5) Headquarters Commandant.....Ext 119
 - (6) Intelligence & Security Division.....Ext 490
 - (7) Port Surgeon Division.....Ext 9
 - (8) Post Engineer's Division.....Ext 1021
 - (9) Port Signal Division.....Ext 136
 - (10) U.S. Coast Guard.....WH 3-2300

3. Traffic Control:

- a. Civilian guards on duty at gates or on perimeter, or on guard posts will remain on their posts, those on perimeter or on gate posts

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supplementing the Military Police in any action prosecuted for the protection of the Brooklyn Army Base and those on guard posts continuing their protective service at the same time directing others in their vicinity to the most accessible route of evacuation. All gates will be opened at once and will remain manned.

- b. Military personnel under jurisdiction of the Headquarters Commandant and civilian guards will control vehicular and pedestrian traffic, as indicated below, until relieved by the City Police at which time the City Police will assume control. Personnel, when so relieved, will return to the Command Post, reporting to the senior officer present for further assignment.
- c. 1st Avenue and 58th Street to 56th Street; 2nd Avenue and 61st Street to 56th Street will be reserved for:
 - (1) Outgoing traffic (any kind) carrying injured and/or evacuees.
 - (2) Incoming and outgoing civilian emergency vehicles.
 - (3) Incoming and outgoing military vehicles.
 - (4) Evacuation from the Brooklyn Army Base.
- d. Upon sounding the Disaster Alarm, the Headquarters Commandant will form two (2) groups consisting of one (1) NCO, armed with pistol, and eight (8) enlisted men each. These groups will report at the foot of Stairway 2, Building "B" East, all with helmets and brassards, and will proceed in trucks furnished by the Motor Pool with driver as follows:
 - Group 1: Will leave BAB via Main Gate, posting two (2) men at the following places:
 - (1) Across 1st Avenue and 56th to direct all traffic East, into 56th Street.
 - (2) At 2nd Avenue and 56th Street to direct all traffic northward after entering 2nd Avenue from the East.
 - (3) At 57th Street and 3rd Avenue to direct all traffic northward after entering 3rd Avenue from the East.

The truck will remain with the NCO for his use in controlling these points. Military and civilian emergency vehicles will be excepted in all cases referred to above.

Group 2: Will leave BAB via Main Gate, posting two (2) men at the following places:

- (1) 58th Street and 3rd Avenue, to permit exit of, but prevent entrance of any traffic from 58th Street into 3rd Avenue from the East.
- (2) At 59th Street and 3rd Avenue, to direct traffic from 59th Street northward into 3rd Avenue.
- (3) At 60th Street and 3rd Avenue, to direct traffic from 60th Street northward into 3rd Avenue.
- (4) At 61st Street and 3rd Avenue, to direct traffic northward into 3rd Avenue.

The truck will remain with the NCO for his use in controlling these points. Military and civilian emergency vehicles will be excepted in all cases referred to above.

- e. In the event it is deemed impracticable, because of conditions prevailing at the time of disaster, to utilize Port personnel in prosecuting the provisions of paragraph 3d above, the New York City Police Department, 68th Precinct, will be so informed and requested to effect this phase of the plan.
- f. If in the opinion of the Officer-in-Charge at the Command Post, it is deemed advisable to evacuate either all or part of the personnel from the Base, total or partial evacuation will be ordered as conditions warrant. In such case, two (2) interior lanes of evacuation will be formed. One leading to the Main Gate and East on 58th Street for evacuees of Building "A", Administration Building, and the Piers. The second leading to the East Gate for evacuation of Building "B", Building "C", and the Laundry. In the event that any of the above mentioned exits are for any reason unusable, alternate routes will be taken.
- g. Outbound traffic (any kind) that is aiding in evacuation will be accorded first priority unless conditions make this impossible. All vehicle gates will be carefully controlled to prevent bottlenecks.
- h. No one, except officers on explicit orders, will be allowed to move a privately owned automobile.

4. Personnel:

- a. Civilians, except key personnel charged with emergency duties, will be evacuated as soon as possible, but not to interfere with the removal of injured.

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- b. All officer and enlisted men on duty at the Brooklyn Army Base, and all civilian guards employed by the Brooklyn Army Base, are required to report to their own Commanding Officer, immediately upon hearing of the disaster at BAB.
- c. All news reporters, photographers, etc., will immediately, upon arrival at the Main Gatehouse, be restricted to the Main Gatehouse except when accompanied by an officer of the Intelligence and Security Division, specifically designated by the Chief, Intelligence and Security Division. Provisions of Section III, Dissemination of Information in Times of Disaster, will be strictly adhered to.

5. Reserves:

- a. All military personnel will form in their respective areas until authorized instructions are received. In each area the senior officer or NCO present will take command, and will report, either by runner to the Main Gatehouse, or by telephone to the Internal Security Officer, Extension 386.
- b. Mob Control: If any mob control is necessary, the Headquarters Commandant, or in his absence, the Internal Security Officer will utilize available reserves for this purpose. The use of tear gas, fire hoses, etc., will not be used to control mobs unless the Headquarters Commandant or the Internal Security Officer, or in the absence of both, the senior officer present at the Command Post orders them used.

6. Command Post:

- a. The Command Post will be located in the Main Gatehouse where the Internal Security Officer will be, and upon arrival, the Headquarters Commandant. In the event the disaster occurs during off-duty hours, the Intelligence and Security Division Duty Officer will take charge at the Command Post until the arrival of the Headquarters Commandant or the Internal Security Officer.
- b. Information regarding the disaster will clear only through the Command Post, subsequent to the approval of the Intelligence and Security Division representative.

7. Communications:

- a. The Command Post will be ready to function immediately upon notice of a disaster.
- b. Each Headquarters Detachment and the Civilian Guard Force will send one runner to the Command Post.

- c. The Port Signal Officer and the Administrative Motor Pool Officer will be ready to furnish and put to use any available equipment to aid in communications.

8. Subsequent Action:

- a. Emergency Plan of Port Chemical Officer, NYPE: The following action will be taken by the Port Chemical Officer, NYPE, and such personnel as may come under his control in the event of a disaster:
- (1) Warning Service: The repeated striking of a resounding metallic object will be understood as a "Gas Warning" when gases are released during any disaster.
 - (2) Supply: Requests for gas masks to be used by reserves and emergency squads will be filled by the Port Chemical Officer.
- b. Emergency Plan of Post Engineer, NYPE: The utilities phase of the Disaster Plan will cover the following activities at the time of disaster:
- (1) Liaison and Coordination: All elevator banks will be open for the movement of casualties and fire-fighting equipment. The office in the water tower between the center and north bank elevator penthouses on the roof of Building "A" (Extension 470), will be used as a message center.
 - (2) Routing Instructions and Special Duties:
 - (a) Office personnel will report to the scene of the disaster as the chief of section prescribes.
 - (b) Shop personnel will report to the Assistant Post Engineer in the Assembly Area.
 - (c) The Assembly Area is the Utilities Maintenance and Repair Shop, Building "B" East, Section 101. The Assistant Post Engineer Officer-In-Charge will form personnel reporting to this area into debris clearance crews, and designate leaders thereof.
 - (d) Plumbers:
 1. Two (2) men will take their post at the gas pit valve.
 2. Two (2) men will take their post at the gas-line tanks.

3. Two (2) men will take their post at the water main pits.
4. All remaining plumbers will report to the Assembly Area.
5. For nighttime operations, all men on duty will report to the Assembly Area to respond to telephonic requests for their services.

(e) Electricians:

1. One (1) man will take his post at the Main Switchboard on the Dock Floor of Building "B" West. This man will be under the supervision of the Post Engineer or his assistant, and will pull light and power switches when so directed.
2. All remaining electricians will report to the Assembly Area and stand by for instructions.
3. For nighttime operations, the instructions prescribed in paragraphs 1 and 2 above, will apply.

(f) Boiler House Personnel:

1. Senior Engineers: (on watch)
 - a. Secure the main steam valve and feed pumps.
 - b. Remain on operating level and stand by for orders as to fire pumps, etc.
 - c. Receive reports for relay to the Office of Chief Engineer-In-Charge.
2. Junior Engineers:
 - a. Secure all burning equipment.
 - b. Observe conditions of Boiler House, including roof, for possible fires.
 - c. Be prepared to fight fires on roof. Have available fire-fighting equipment at hand and ready for instant use.

3. Steamfitters:

- a. Secure all mechanical equipment.
- b. Assist the Junior Engineers.

4. All Other Personnel:

- a. Report to the Maintenance and Repair Shop, Section 101, Building "B" East.

(g) All Pier Mechanics:

- 1. Close all pier and elevator doors. See that all elevators are stopped at the nearest floor.

(h) Elevator Personnel:

1. Passenger Elevators:

- a. Stop all elevators at the nearest floor, leave elevators, shut the elevator gates and doors, and stand by. After power has returned, raise elevator to top floor (if the power was shut off).
- b. Stand by near elevator ready to be of assistance in moving casualties or equipment from floor to floor, if ordered. Elevators will be used only by Medical personnel and those moving fire-fighting apparatus.

2. Dispatchers:

- a. Raise all elevators to the 8th floor; see that all elevator doors and gates are shut; and remain at their posts. Power will be on and elevators will be used only for the evacuation of wounded and for equipment needed to fight fire or gas, or for such other purposes as the Headquarters Commandant, Internal Security Officer, Post Engineer, and/or Fire Marshal may order.

3. Penthouse Mechanics:

- a. Keep elevators operating on remote control.

- b. See that crews on the roof are on the "alert", and check for possible fires.

(i) Storeroom Personnel:

- 1. Remain in the Utilities Storeroom, acting as runners and operators of reserve equipment. This section will keep the platform door closed.

(j) Post Engineer:

- 1. The Post Engineer, or his representative, should the disaster at the Base affect the utilities in such a manner that the repairs cannot be handled successfully by the Post Engineer personnel, will call on outside help and services from the various Public Service companies in order that the Base may again be put in full operation as expeditiously as possible.

- c. Emergency Plan of Port Medical Personnel, NYPE: In the event of a disaster occurring at BAB, all medical personnel assigned to NYPE will proceed as instructed herein:

(1) Dispensaries:

- (a) There are two (2) dispensaries equipped for treating casualties:

- 1. Port Dispensary, on Ground Floor of Administration Building.
- 2. Civilian Industrial Dispensary, on Ground Floor of Administration Building.

- (b) These installations will have all the necessary medical and surgical equipment and supplies prepared and ready for immediate service.

- (c) Should the disaster be of so great a magnitude that the aforementioned dispensaries prove inadequate, or inoperative, the Port Mobile Collecting Company will be set up, and will function at the scene of the disaster if practicable, or in Enlisted Men's Barracks (Sections 409 and 411), 4th Floor, Building "B".

- (d) In the event of a disaster in one of the outlying areas of Brooklyn Army Base, the Port Mobile Collecting

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Company will be set up at the scene of the disaster for "on-the-spot" treatment and to evacuate patients to nearby hospitals.

(2) First-Aid:

- (a) Litters and first-aid kits will be stored in the Port Dispensary in sufficient numbers to supply the first-aid stations designated in paragraph (b) below.
- (b) Responsible officers and assistants will see that personnel familiarize themselves with the location of potential first-aid stations located as follows:
 - 1. Building "A" Assembly Areas:
 - Section 503, 5th Floor
 - Section 404, 4th Floor
 - Crib Office, Section 304, 3rd Floor
 - Electric Garage, Dock Floor
 - 2. Building "B" Assembly Areas:
 - Section 501, East End, 5th Floor
 - Mess Hall, 4th Floor
 - Section 305, 3rd Floor
 - 3. Pier No. 1:
 - Marine Repair Shop (Industrial Medical Aid Station)
 - 4. Administration Building Assembly Area:
 - Ground Floor, Hallway
 - (Medical attention will be administered on the Dock Floor, in the Port Dispensary)
- (c) Depending upon the site and extent of the disaster, the Port Surgeon, or his representative, will determine which of the first-aid stations will be utilized and will assign the appropriate personnel to each. The assigned personnel will transport the equipment from the Port Dispensary to the first-aid station.
- (d) Personnel on duty at any first-aid station will remain on duty to render first-aid and evacuate severe casualties to the Port Dispensary until recalled by the Port Surgeon.

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- (e) If deemed necessary, "shock teams" will be designated by the Surgeon-In-Charge of the Port Dispensary and assigned to specific first-aid stations. Each such team will obtain appropriate supplies from the Medical Warehouse, 5th Floor, Building "A", and will consist of:

One Medical Officer
One Nurse
One NCO

(3) Casualties:

- (a) All casualties will be evacuated to the Port Dispensary, Dook Floor, Administration Building, or to the Port Mobile Collecting Company, if such is established.
- (b) When desirable and practicable, electric trucks used for the transfer of freight, will be utilized for the transfer of patients within buildings or to the dispensaries.
- (c) In view of the proximity of the Civilian Industrial Dispensary to the Port Dispensary, these two dispensaries will function as one under the command of the Surgeon-In-Charge of the Port Dispensary.
- (d) All elevators may be used for the evacuation of casualties.

(4) Ambulances:

- (a) All casualties will be evacuated to hospitals, from the Port Dispensary or Mobile Collecting Company if such is established. Ten (10) ambulances are available for this purpose, and will be on the "alert" with driver in seat, on call in the garage, until assigned by the Port Surgeon, or his representative.
- (b) Two (2) Medical Department enlisted men will be assigned to each ambulance.
- (c) Military personnel will be evacuated to the Station Hospital, Fort Hamilton, N. Y. Civilians to municipal hospitals of New York City designated by the City Police of the 68th Police Precinct.

(5) Supply:

- (a) The Medical Supply personnel will report to their regular posts for distribution of extra medical supplies as required.

(6) Ships:

- (a) Transport Surgeons and Medical Department personnel assigned to transports will be present aboard their ships, unless called in by the Port Surgeon, or his representative, to supplement shore personnel.

(7) General and Specific Procedures in Event of Disaster:

- (a) All Medical and Dental personnel, both officer and enlisted, will report to the Port Dispensary, Dock Floor, Administration Building, for assignment by the Port Surgeon, or his representative.
- (b) In the event that this area is unavailable by reason of the disaster, the Assembly Area will be the Chapel, 2nd Floor, Gatehouse.
- (c) Between the hours of 1700 and 0830, the Medical Officer on duty at the Port Dispensary will contact as many Medical and Dental Officers as necessary by telephone, or if necessary, by radio broadcast.
- (d) Additional enlisted Medical personnel, Medical Officers, and/or Nurses, will be obtained as needed from Fort Hamilton at any time by the Port Surgeon, or his representative.
- (e) A list giving the proposed areas for First-Aid Stations will be posted on the bulletin board in the Port Dispensary.
- (f) An up-to-date list of names, addresses, and telephone numbers of all Medical and Dental Officers will be available to the Medical Duty Officer.

d. Fire Department:

- (1) The duties of the Fire Department in time of disaster differ little, if at all, from those prescribed in the Port Fire Plan. The Fire Department which is organized

into three (3) shifts, eight (8) hours each, is prepared to deal with all ordinary crises involving fire, day or night.

- (2) In the event an ordinary crisis reaches such proportions, or has advanced to such a stage as considered to be beyond the control of the Port personnel, then the provisions of this Disaster Plan will be effected.
- (3) It will be the responsibility of the Fire Marshal to notify the New York City Fire Department. Arrangements have been made by written agreement with the City Fire Department to secure response of men and apparatus.
- (4) Upon arrival of the City Fire Department, the Senior representative in charge will assume command of all fire-fighting equipment and operations and the Port Fire Department will operate under his direction.
- (5) Personnel of the City Fire Department will be invited to make frequent inspections within the Port area, to familiarize themselves with structural conditions, fire lines, sprinklers and water supply, and fire hazards inside the Port, which knowledge will aid them in fire-fighting operations.
- (6) During time of disaster, Fire Prevention Inspectors will patrol the Base and piers in order to detect fires which may be starting.

e. Classified Material:

- (1) If the disaster is considered by the Headquarters Commandant to be of sufficient magnitude to warrant the destruction of classified material, advice to that effect will be given by him to the parties concerned.
- (2) The destruction of cryptographic material and devices, if necessary, will be the responsibility of the Port Signal Officer.
- (3) In any event, wherever possible, classified material will be locked in fireproof cabinets, safes or files before vacating the premises. All other files, cabinets and drawers will be closed.

f. Assistance from First Army:

- (1) In the event of a disaster of major proportions, the Commanding General, NYPE, the Headquarters Commandant, or their representatives, will advise the Commanding General, First Army (WH 4-7700) as to the situation.

9. Available Equipment:

- a. All motor vehicles, i.e., staff cars, command cars, jeeps, special purpose vehicles, and trucks, are available at the Administrative Motor Pool (Extension 38). Upon call, the Motor Pool Officer will dispatch the following:
 - (1) One (1) sedan to the Main Gate.
 - (2) Two (2) $1\frac{1}{2}$ ton trucks to Building "B" East, Stairway 2.
 - (3) One (1) $1\frac{1}{2}$ and one (1) $2\frac{1}{2}$ ton truck to report to the Port Dispensary.
 - (4) All other vehicles will stand ready to move upon the order of Headquarters Commandant.
- b. Emergency communications equipment will be made ready by the Port Signal Officer, or Signal Duty Officer, to function in case of the breakdown of normal telephone communications. In case these cannot be made ready in time, messengers will be used.
- c. If outside medical assistance is required to supplement the facilities of the Base, the procedure will be as follows:

Call SO 8-7474 and say: "This is _____ Brooklyn Army Base. We need the aid of emergency medical service. It is estimated that _____ persons have been injured as a result of _____. This office can be reached at WI 9-5400".

The Main Gate will then be notified to send all emergency medical service personnel and equipment, as it arrives, to the Port Dispensary, Dock Floor, Administration Building. In addition, $1\frac{1}{2}$ and $2\frac{1}{2}$ ton personnel carriers will be used for the evacuation of the injured.

10. All-Clear Signal:

- a. The Headquarters Commandant will sound the All-Clear after he has determined the emergency to be ended. The All-Clear signal will

be one (1) long note (2 minute duration) at a steady pitch of the fire horn. All personnel will resume normal activities.

11. Outlying Properties Under BAB Jurisdiction:

- a. In the event these properties are visited with a disaster, the civilian guard on duty thereat will promptly notify the Internal Security Officer, BAB (Extension 386). Coordination in handling such situations will then be effected with the New York City Fire and Police Departments.
- b. In the event of a disaster occurring at the Army Postal Installation, the senior officer present will immediately notify the New York City Fire and Police Departments, and then will proceed to carry out all measures necessary to safeguard the Government property under his jurisdiction. As soon as practicable, a telephonic report will be made to the Chief, Intelligence and Security Division, NYPE. Dissemination of information will be in accordance with Section III of the Disaster Plan.

REFERENCES:

TM 5-687, "Inspection and Preventive Maintenance Services for Fire Protection Equipment and Appliances", 15 January 1946. *

TM 5-600, "Guides and Procedures, Repairs and Utilities", 6 November 1945.

AR 500-60, "W. D. Activities in Connection with Disaster Relief", March 1939.

TC Pamphlet No. 33, "Fire Prevention and Protection at Ports of Embarkation", 23 March 1945.

SPECIAL PLANS
EMERGENCY PLANS

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D I S A S T E R P L A N

SECTION II

STATEN ISLAND PORT INSTALLATION

PROCEDURE AND RESPONSIBILITIES:

1. Alarm:

- a. The Disaster Alarm will consist of seven (7) blasts on the fire horn to be repeated at least four (4) times, at ten (10) second intervals. This alarm will be sounded at all times by the Special Assistant to the Port Commander, or his representative, upon the occurrence of a disaster of such proportions as to warrant the application of this plan.
- b. All guards, officers, enlisted and civilian personnel, are instructed to take such action which in all cases results in the Internal Security Office, Room 1, Administration Building, Extension 466, receiving the report of the emergency.

2. General Lines of Action:

- a. In the event of the Disaster Alarm sounding, the following headquarters will immediately be notified by the Internal Security Officer, or his representative.
 - (1) New York City Fire Department.....any of the fire alarm boxes
 - (2) New York City Police Department.....SA 7-1200
 - (3) New York City Police Department, Harbor Patrol...WH 4-1860
 - (4) Special Assistant to the Port Commander.....Ext. 2, 3
 - (5) Commanding General or Port Staff Duty Officer....Ext. 1, 72 (BAB)
 - (6) U. S. Coast Guard.....WH 3-2300
 - (7) Industrial Medicine Branch.....Ext. 174
 - (8) Intelligence and Security Division, NYPE.....Ext. 291 (BAB)
 - (9) Post Engineer.....Ext. 228
 - (10) Chief Telephone Operator.....Ext. 12
 - (11) Commanding Officer, Fort Wadsworth.....GI 7-5100

3. Traffic Control:

- a. The Special Assistant to the Port Commander will be responsible for the control of vehicular and pedestrian traffic until his personnel are relieved by the City Police. Personnel, when so relieved, will

return to the scene of the disaster, reporting to the senior officer present at the Command Post for further assignment.

- b. The geographical area immediately surrounding the installation will be controlled by Military Police and civilian guards until the arrival of the City Police. Should this prove to be impracticable, the City Police will be so advised. This area will be reserved for:
 - (1) Outgoing traffic (any kind) carrying injured and/or evacuees.
 - (2) Incoming and outgoing civilian emergency vehicles.
 - (3) Evacuation from the installation.
- c. If in the opinion of the Officer-In-Charge at the Command Post, it is deemed advisable to evacuate either all or part of the personnel from the installation, total or partial evacuation will be ordered as conditions warrant. In such case, two (2) lines of evacuation will be formed; one will be along the road extending West of Pier 11 to the parking area at "B" Gate, at the intersection of Wave and Front Streets (personnel in Buildings No. 143, 154 and 155 will remain at their posts unless instructed by the Internal Security Officer to evacuate and move into the aforementioned area). The line of evacuation from Piers 13 and 14 will be along Pier 14 extension to the Canal Street "A" Gate, to the railroad area along Buildings 156A and 156B.
- d. The civilian guard in charge will cause to be effected a riot line stretching East and West from a point between Piers 14 and 15 to a point North of the Administration Building. This riot line will be patrolled by civilian guards to prevent entry of all unauthorized personnel within the installation.
- e. One (1) civilian guard will be dispatched to check entry of unauthorized personnel at Gate opposite Pier 10.
- f. Outbound traffic (any kind) that is aiding in the evacuation, will be accorded first priority unless conditions make this impossible. All vehicle gates will be carefully controlled to prevent bottlenecks.
- g. No one, except officers on explicit orders, will be allowed to move a privately owned automobile.

4. Command Post:

- a. The Command Post will be located in the Canal Street Gatehouse, where the Internal Security Officer will be, and upon arrival, the

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Special Assistant to the Port Commander. Information regarding the disaster will clear only through this control center, subsequent to the approval of a representative of the Intelligence and Security Division, NYPE, in accordance with Section III of the Disaster Plan.

5. Mob Control:

- a. If any mob control is necessary, the Special Assistant to the Port Commander, or in his absence, the Internal Security Officer will utilize available reserves for this purpose. The use of tear gas, fire hoses, etc., will not be used to control mobs unless they are ordered used by one of the aforementioned officers.

6. Personnel:

- a. Civilians, except key personnel charged with emergency duties, will be evacuated as soon as possible, but not to interfere with the removal of injured.
- b. All officer and enlisted men on duty at the installation, and all civilian guards employed by the installation, are required to report to the Command Post, immediately upon hearing of the disaster.
- c. All news reporters, photographers, etc., will immediately, upon arrival at the installation, be held at the Command Post, and will not be permitted anywhere in the installation except when accompanied by an officer of the Intelligence and Security Division, specifically designated by the Chief, Intelligence and Security Division.

7. Communications:

- a. The Command Post will be ready to function immediately upon notice of a disaster.
- b. The Port Signal Officer and Administrative Motor Pool Officer, will be ready to furnish and put to use any available equipment to aid in communications should the normal channels of communications be rendered useless.

8. Subsequent Action:a. Emergency Plan of Port Signal Officer:

- (1) The Port Signal Officer will be responsible for the installation of all emergency communication systems in case of disaster.

(2) In case of damage to the installation's switchboard caused by fire or explosion, emergency service can be established in one of several ways, depending upon the extent of the damage:

- (a) Minor damage to board and frame: - trouble will be sectionalized and remainder of board and frame continued in service.
- (b) Major damage to board and frame: - emergency switchboard with field telephones will be set up and by means of field wire, service will be established to the following:
 - 1. Command Post (Internal Security Office)
 - 2. Headquarters
 - 3. New York Telephone Company
 - 4. Dispensary
 - 5. Each Pier
 - 6. Motor Pool
 - 7. Post Engineer (Utilities)
- (c) Damage to any part of the communication system will be reported to the New York Telephone Company. Dial "Operator" and ask for "Gibraltar Wire Chief".
- (d) In the event of a major disaster disrupting all telephonic communications in the area between Staten Island and Brooklyn, radio equipment of harbor boats will be utilized to establish emergency communication with Headquarters, NYPE.
- (e) The personnel of the Signal Section will remain on duty throughout the disaster unless the Signal Building and equipment are directly affected, or, they are ordered to abandon their posts by authority emanating from the Command Post.

b. Emergency Plan for Administrative Motor Officer:

- (1) The Motor Officer will call in all vehicles of the Administrative Motor Pool and will dispatch them only on the order of the Special Assistant to the Port Commander or the Internal Security Officer.
- (2) Vehicles of any organization present at the installation at the time of a disaster will be turned over with the driver for use in the Administrative Motor Pool.

- (3) During the hours of 2400 to 0800, the Administrative Motor Pool, in times of disaster, will be operated by personnel made available from whatever reserve forces the Internal Security Officer may provide.

c. Emergency Plan for the Industrial Medical Section:

(1) The Industrial Medical Section will be responsible for:

- (a) The prompt evacuation of the injured.
- (b) Providing necessary care for casualties.
- (c) Communicating with outside agencies for additional medical personnel and assistance. All communications will be made through the Command Post.
- (d) Medical personnel aboard vessels docked at the installation may, at the discretion of the Officer-In-Charge of the Industrial Medical Section and upon orders from the Special Assistant to the Port Commander, be utilized to reinforce medical personnel at the shore facilities.
- (e) Evacuation will be made through the 120th Police Precinct.

(2) First-Aid:

- (a) First-Aid stations will be set up at the Industrial Medicine Dispensary and at such other places as may be deemed necessary at the time of the disaster.
- (b) Depending upon the casualty load of a particular First-Aid station, the appropriate number of medical personnel will be assigned.
- (c) All ambulances will stand by at the Industrial Medicine Dispensary.
- (d) Transport Surgeons and Medical Department personnel assigned to transports, will be present aboard their ship, unless called in by the Special Assistant to the Port Commander to supplement shore personnel.

- (3) During the hours of 1730 to 0800, the Internal Security Officer will, in the event of a disaster, call upon all medical personnel aboard vessels docked at the installation and request the 120th Police Precinct to furnish required medical assistance for the installation.

d. Emergency Plan for the Post Engineer: (Utilities)

- (1) The Assembly Area for Utilities personnel will be the Utilities Shop, Building 154, Extension 228.
- (2) Routing Instructions:
 - (a) Office personnel will respond to the Disaster Alarm by proceeding to the evacuation area prescribed for their locale.
 - (b) All shop personnel will report to the Assembly Area.
 - (c) The plumbing, electrical, and elevator personnel will proceed according to instructions outlined below.
 - (d) The storeroom personnel will remain in the Utility Storeroom, Building 154, to issue reserve equipment.

(3) Special Duties:

(a) Plumbing Department:

1. One (1) plumber will be available for closing all gas valves at the installation.
2. One (1) plumber will be available for closing any water valves at the installation in case it becomes necessary to isolate a building.
3. All remaining plumbers will report to the Assembly Area and remain on the "alert".
4. At night - all plumbers remain at the Assembly Area to respond to telephonic requests for their services.

(b) Electrical Department:

1. In the event of a disaster occurring at day or by night, all electricians will report to the Assembly Area and stand by for orders.

(c) Elevator Personnel on Piers:

1. When the Disaster Alarm sounds, raise all elevators to the top floor. Leave elevator, shut the gates and door.
2. Stand by near the elevator, ready to be of assistance in moving casualties or equipment.
3. Elevators will be used only by medical personnel and those moving fire-fighting apparatus.
4. During the hours of 1600 to 0800, in the event of a disaster, the elevators will be operated by personnel made available from whatever reserve forces the Internal Security Officer may provide.

9. Available Equipment:

- a. Motor vehicles will be dispatched upon call from the Command Post.
- b. All ambulances will report to the Industrial Medicine Dispensary.
- c. Emergency switchboard with field telephones and harbor boats equipped with radio, will be made available.

10. Miscellaneous Information:

a. Hospitals:

- (1) Nearest available bed capacity: Marine Hospital; 100 beds; Telephone GI 7-3010.
- (2) Next nearest available bed capacity: Staten Island Hospital; 40 beds; Telephone GI 7-6000.
- (3) Next nearest available bed capacity: St. Vincent's Hospital; 40 beds; Telephone Port Richmond 7-5100.

(4) Nearest Government hospitals:

Halloran Veteran's Administration, Telephone GI 2-7700.
Staten Island Area Station Hospital, Dongan Hills 6-3000.
Fort Wadsworth Station Hospital, GI 7-5100.

(5) Other hospitals:

Richmond Memorial Hospital, Tottenville 8-1900.
Seaview Hospital, Dongan Hills 6-2300.
Sunnyside Hospital, GI 2-6300.

b. Red Cross headquarters: Telephone GI 7-0810.

c. Headquarters, First Army: Telephone WH 4-7700. The Special Assistant to the Port Commander will make all requests for assistance from the First Army through the Commanding General, NYPE.

11. Outlying Properties:

- a. In the event these properties are visited with disaster, the civilian guard on duty thereat, will promptly notify the Internal Security Officer, Staten Island. Coordination in handling such situations will be effected with the New York City Police and Fire Departments.
- b. In the event of a disaster occurring at Prall's Island, the senior officer present will immediately notify the New York City Police and Fire Departments, and will then proceed to carry out all measures necessary to safeguard the Government property under his jurisdiction. As soon as practicable, a telephonic report will be made to the Chief, Intelligence and Security Division, NYPE. Dissemination of information will be in accordance with the provisions of Section III of the Disaster Plan. Special attention will be paid to the provisions of Transportation Corps Circular 70-3, 15 February 1946.
- c. In the event Caven Point is visited with disaster, the civilian guard on duty thereat, will promptly notify the Police and Fire Departments; the Internal Security Officer, Staten Island; the Superintendent, Water Division, NYPE; the Chief, Intelligence and Security Division, NYPE.

12. Fire Department:

- a. Personal contact will be established by the Internal Security Officer with the New York City Fire Department. All fire alarm boxes are connected with the Fire Alarm Telegraphic Bureau, Richmond, New York.

13. Classified Material:

- a. If the disaster is considered by the Special Assistant to the Port Commander to be of sufficient magnitude to warrant the destruction of

classified material, advice to that effect will be given to the parties concerned. In any event, wherever possible, classified material will be locked in fireproof cabinets, safes or files, before vacating the premises. All other files, drawers, and cabinets will be closed. The destruction of cryptographic material and devices, if necessary, will be the responsibility of the Port Signal Officer.

REFERENCES:

AR 500-60, "W.D. Activities in Connection with Disaster Relief", 23 March 1939.

TM 5-600, "Guides and Procedures, Repairs and Utilities", 6 November 1945.

TM 5-687, "Inspection and Preventive Maintenance Services for Fire Prevention Equipment and Appliances", 15 January 1946.

TC Pamphlet No. 33, "Fire Prevention and Protection at Ports of Embarkation", 23 March 1945.

TC Circular 70-3, "Fire Prevention for Harbor Boats in Storage", 15 February 1946.

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D I S A S T E R P L A N

SECTION III

DISSEMINATION OF INFORMATION DURING TIMES OF DISASTER

PURPOSE AND SCOPE:

The right of the United States troops to protect property of the United States by armed force in case of an emergency, is an accepted principle of our Government. In nearly all cases of disasters, the events in connection therewith are newsworthy items which are normally disseminated by the press, radio, and newsreel. The public is entitled to all such news. The policy of the War Department is that the legitimate activities of news agencies toward that end are to be respected by military personnel.

PROCEDURE AND RESPONSIBILITIES:

1. In conformity with War Department policy and in order to facilitate proper liaison and establish responsibility, the Chief, Intelligence and Security Division, is charged with the responsibility to supervise and assist the legitimate activities of representatives of news agencies insofar as the Headquarters, NYPE, is concerned. In the absence of the Chief, Intelligence and Security Division, or his representative, it will be the responsibility of the senior officer present at the scene of the disaster.
2. In order to assure direct and expeditious dissemination of information throughout the Port in the event of an emergency, the standard procedures herein outlined will be enforced.
3. Marine Disasters:
 - a. In the event of a marine disaster in New York Harbor at any time of the day or night, an operative of the Investigations Branch, Intelligence and Security Division, will be dispatched to the Office of the Chief, Harbor Boat Sub-Section, Water Division (Pier 2), to transmit telephonically to the following offices, a running account of the details of the disaster as they are divulged over the Harbor Boat Radio-Telephone Net:
 - (1) From 0830 to 1700 daily, except Sundays, operative so dispatched will transmit reports to the Chief, Intelligence and Security Division, Chief of Staff, and such other of the following agencies whose services will be required in connection with the disaster.

- (a) Deputy Port Commander
- (b) Water Division
- (c) Port Supply and Facilities Division
- (d) Port Transportation Division
- (e) Port Signal Division
- (f) Port Surgeon
- (g) Headquarters Commandant
- (h) J.A., Marine Casualty Investigative Branch

(2) From 1700 to 0830 daily and all day Sunday, operative will transmit reports to the Intelligence and Security Division Duty Officer (Extensions 291 and 789), who in turn will maintain continuous liaison with the Staff Duty Officer of the appropriate agency concerned.

- b. In order to assure authenticated reports, an operative of the Investigative Branch, Intelligence and Security Division, will be dispatched whenever possible, to the actual scene of the disaster on a radio equipped or other NYPE boat proceeding thereto.
- c. Availability of telephonic contact between the operative posted in the Office of the Chief, Harbor Boat Sub-Section, and Intelligence and Security Division offices, must be certain in order to assure operation of the above recommended procedures. Accordingly, other interested agencies will refrain from establishing procedures whereunder such channels might become obstructed or congested.

4. Internal Disaster:

a. 0830 to 1700 daily except Sunday:

- (1) In the event of disasters occurring inside BAB, an officer or operative will be sent by the Chief, Intelligence and Security Division, or his representative, to the scene of the disaster and will carry out the reportorial procedures as outlined in preceding paragraph 3a (1).
- (2) In the event of disasters occurring inside other installations of the NYPE, the Intelligence Officer or his representative will proceed to the scene of the disaster to carry out the action described in paragraph 3a (1).

b. 1700 to 0830 daily and all day Sunday:

- (1) A representative of the Intelligence and Security Division will be dispatched to the scene of the disaster and will carry out the procedures as outlined in preceding paragraph 3a (2).

5. Channels of Information:

- a. Information regarding all emergency situations will be channeled to the Intelligence and Security Division for dissemination to legitimate news agencies.

6. Normal Accident Reporting Procedure:

- a. It is not intended that reports of accidents now being prepared by any of the agencies will be eliminated or otherwise affected by reason of the presence of Intelligence and Security personnel at the disaster.

RESCISSIONS:

All previous instructions in conflict herewith are hereby rescinded. The provisions of paragraph 18, AR 210-10, as modified by Change No. 15, are not affected by this procedure and will remain in full force and effect.

REFERENCES:

Memorandum No. 500-50-2, subject: "Domestic Disaster", War Department,
dated 29 January 1947.

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D I S A S T E R P L A N

SECTION IV

VESSEL ACTIVITIES

PROCEDURE AND RESPONSIBILITIES:

1. All ships, when docked at the piers of any of the installations of Headquarters, NYPE, will be under the direct control of the Superintendent, Water Division, who will coordinate his functions with those of the Headquarters Commandant or Special Assistant to the Port Commander, or other party responsible for the protection of an installation of this headquarters.
2. Preliminary Precautions:
 - a. Superintendent, Water Division, will be responsible for:
 - (1) Complete supervision and instruction of all officers and personnel under his jurisdiction, for the execution of this plan insofar as the operations of the piers and ships docked at such piers are concerned.
 - (2) Complete supervision of organization for the piers, the entire pier areas, and to coordinate all elements.
 - b. The Internal Security Officer will be responsible for:
 - (1) Furnishing prompt advice and providing liaison facilities to, and coordinating procedures with the Superintendent, Water Division.
 - (2) Instructing civilian guards stationed at piers and pier areas in all phases of this plan.
 - c. The Fire Marshal will:
 - (1) Provide Fire Prevention Inspectors who will patrol the pier areas in order to detect probable starting points of fire.
 - (2) Inspect fire-fighting apparatus, testing same periodically to insure perfect performances when required.

3. Primary Action:

- a. The officer or NCO in charge of any activity or area in which a disaster occurs, will take immediate and definite action to restore order and maintain discipline.
- b. Ships' crews will man their stations and await further orders.
- c. Military personnel assigned to a vessel will remain aboard ship, provided however, instructions to the contrary have not been issued by the Superintendent, Water Division, Fire Marshal, Port Surgeon, or their representatives.
- d. Civilian personnel will be evacuated to areas designated in Sections I and II of the Disaster Plan, if deemed advisable or so ordered by the Superintendent, Water Division. (This does not apply to ship's crew.)
 - (1) Civilian personnel, excepting stevedores and longshoremen, will evacuate to designated areas under the control and direction of the evacuation leader.
 - (2) Stevedores and longshoremen will perform such duties as are required to prepare ships in getting under way, such as, removing loading equipment and gear; gangways; battening down hatches; singling up lines; running out fire hoses; etc.
- e. Crew members of non-propelled barges and lighters will remain with their craft to assist in moving them when so ordered.
- f. All vehicles will be moved from the piers, their motors shut off, ignition key left in vehicle, and personnel evacuated from the piers to designated areas.
- g. Pier officers will report to the Superintendent, Water Division, when all personnel not performing specific duties in connection with this plan are evacuated from the piers.

4. Ships' Operations:

- a. A report will be made by all ships' captains to the Pier officer as to their ability to move ships into the stream. Vessels will not move until ordered.
- b. The Pier officers will order removed from the sides of ships and moved into the stream, oil barges and those barges laden with highly inflammable or explosive materiel.

- c. Upon orders from the Superintendent, Water Division, Pier officers will instruct ships' captains to prepare to get under way.
 - (1) Main engines will be turned over.
 - (2) All hatches will be covered.
 - (3) Lines will be singled out. Axes will be provided should fore and aft lines have to be cut.
 - (4) Water hoses will be removed.
 - (5) Gangways will be removed.
 - d. Any vessel catching fire, or in any way damaged by the disaster, will immediately be reported to the Pier officer, who will render all possible assistance. This will also be reported to the Superintendent, Water Division.
 - e. After leaving the Pier and moving out into the stream, all ships come under the control of the U. S. Coast Guard.
5. Harbor Boat Operations:
- a. Upon sounding of the Disaster Alarm, the Harbor Boat Sub-Section of the Water Division, will immediately contact all tugs and hold them for orders emanating from the Office of the Superintendent, Water Division. The assistance of commercial tugs will be requisitioned when necessary.

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SOP NUMBER 540
27 February 1947

P O R T S A F E T Y P R O G R A M

PURPOSE AND SCOPE:

The purpose of this SOP is to establish and define procedures to be followed by Port agencies, separate commands and sub-installations in fulfilling the responsibilities incumbent upon the Port Commander, NYPE, for a Port Safety Program, as prescribed in paragraph 5, Section I, Circular No. 175, War Department, 1946, and Section II, Circular No. 187, War Department, 1946.

The objective of the program is to establish and maintain an efficient safety organization which will reduce the frequency and severity of, and prevent accidents, and consequent injury and damage to persons and property, material, and equipment.

This program applies to civilians while on duty, and to all military personnel.

DEFINITIONS:

SEPARATE COMMAND

As used in this SOP, the term "Separate Command" includes the Headquarters Commandant and the personnel under his jurisdiction, except as it applies to paragraph 6a.

SERIOUS INJURY

The term "Serious Injury" includes any injury which has resulted, or will result, in death or disability.

PROCEDURE AND RESPONSIBILITIES:

1. Chief, Intelligence and Security Division, will establish and maintain a Safety Branch under the supervision of a Safety Director, whose duties will include:
 - a. Staff supervision of the program.
 - b. Conducting accident investigations, safety surveys and inspections, including periodic inspection of vessels.
 - c. Aiding in selecting departmental safety personnel and in establishing departmental safety councils.

- d. Cooperating and coordinating with division chiefs in the fulfillment of the program.
 - e. Coordinating with the Training Division, and the Training Section, Civilian Personnel Branch, in the development of a Safety Training Program.
 - f. Making recommendations for corrective action to the divisions, separate commands and sub-installations.
2. Chiefs of divisions and commanding officers of separate commands and sub-installations, including Masters of vessels, are responsible for the safety of personnel within their jurisdiction.
- a. They will appoint qualified safety personnel, as directed by the Port Safety Director.
 - b. They will establish safety groups and councils composed of military and civilian personnel familiar with the agency's operations.
 - c. Agencies whose operations are predominantly clerical will not be required to establish safety boards and groups. It is desirable, however, that safety be stressed in periodic orientation talks.
3. Safety Council: The Safety Council consisting of Commanding General, Deputy Port Commander, Chief of Staff, chiefs of divisions and commanding officers of separate commands, will:
- a. Consider matters of policy relative to the efficiency and sufficiency of the Safety Program.
 - b. Review the NYPE Monthly Progress Report.
 - c. Compare NYPE experience with experience of other Ports of Embarkation.
 - d. Discuss accident trends.
 - e. Review fatalities and serious accidents.
 - f. Consider recommendations designed to implement and strengthen the Safety Program.
 - g. Consider such other matters as may be necessary or desirable.
 - h. Not sit in session as a full council unless so directed by the Commanding General, but conduct its functions as an integral phase of the third meeting each month of the regularly scheduled Commanding General's Staff meetings.

4. Civilian Personnel Safety Groups: Boards, groups or councils established under paragraph 2 above, will meet monthly and:
 - a. Submit minutes of meetings to the Port Safety Director.
 - b. Review current accident experience within the agency.
 - c. Review and take necessary action based on recommendations from the Port Safety Director.
 - d. Investigate all accidents and complete report of same, to be submitted in duplicate on WD AGO Form No. 438 to Port Safety Director.
 - e. Plan on-the-job employee safety instruction.
 - f. Disseminate educational and promotional safety literature supplied by the Port Safety Director.
 - g. Conduct a periodic inspection of work areas to determine existence of unsafe physical conditions and/or unsafe work practices and initiate immediate corrective action for the elimination thereof.

Military Personnel Safety Groups: Commanding officers of separate commands and sub-installations will:

- a. Investigate all accidents involving injuries to military personnel.
 - b. Initiate corrective action.
 - c. Conduct periodic safety inspections.
 - d. In compliance with paragraph 12, TC Circular No. 28, 12 August 1946, arrange for safety training courses for non-commissioned officers.
5. Marine Activities: Superintendent, Water Division, will establish and maintain adequate marine safety organizations.
 - a. The Master of each vessel will:
 - (1) Designate a Merchant Marine Officer as Vessel Safety Officer, whose duties will include:
 - (a) Investigation of all accidents.
 - (b) Daily vessel safety inspection.
 - (c) Recommendation and initiation of corrective action.

- (d) Dissemination of educational and promotional safety literature received from the Port Safety Director.
- (2) Organize a Vessel Safety Board, composed of the Master, Transport Commander or Ship's Transportation Officer, Chief Officer, Chief Engineer, Chief Steward, and Safety Officer. The Board will meet at least once during each voyage and will:
 - (a) Promulgate safety rules and regulations.
 - (b) Review safety suggestions recommended by the NYPE Port Safety Director.
 - (c) Take necessary corrective action.
 - (d) Submit reports of accidents to the NYPE Port Safety Director through the Superintendent, Water Division.
- (3) Assist representatives of the NYPE Port Safety Director in the conduct of periodic vessel safety inspections.

6. Motor Vehicle Activities:

- a. Selection and Training: Chiefs of divisions and commanding officers of separate commands to whom vehicles have been assigned, will:
 - (1) Comply with provisions of TC Circular No. 65-4, subject: "Minimum Standards for Driver Selection at Ports of Embarkation", dated 5 July 1945, and Circular No. 210, War Department, dated 15 July 1945.
 - (2) Make arrangements with Officer-in-Charge, Motor Vehicle Operations, for testing of both military and civilian personnel under their jurisdiction now operating motor vehicles. Tests will be accomplished in accordance with TC Circular No. 65-4, as follows:
 - Written Examination (Test #1)
 - Road Test (Test #2)
 - Physical Aptitude Test (Test #3)
 - (3) Forward results of tests to Office of Port Safety Director, from which office results of tests of civilian personnel will be forwarded to Chief, Civilian Personnel Branch, and

of military personnel to Chief, Military Personnel Branch, NYPE.

- (4) New civilian employees requiring U. S. Army Motor Vehicle Operators Permit (WD AGO 9-74) will be required to take tests referred to in AR 850-15, 1 August 1945, and Circular No. 210, War Department, 15 July 1946, before they will be permitted to operate a Government-owned motor vehicle.
 - (5) When desirable, place civilian employees who fail the written examination and/or the road test in a training program for retesting in order to meet the requirements indicated.
- b. The Officer-in-Charge, Motor Vehicle Operations, will in cases of operators, both military and civilian, who are re-examined under the provisions of paragraph 6a (5) above, indicate the date of this re-examination, and such other pertinent facts as may be necessary, on U. S. Army Motor Vehicle Operators Permit (WD AGO Form 9-74).
 - c. Port Transportation Officer and Chief, Civilian Personnel Branch, NYPE, will be responsible for establishing any additional training for motor vehicle operators which may be required.
 - d. The operators' official superior will, in the event that a civilian or military driver becomes involved in a vehicle accident, make proper determination as to the responsibility of the operator in connection with the accident. If it is ascertained that the operator contributed in any manner to the cause of the accident, his or her license will be revoked and he or she shall be required to submit to a physical examination, another aptitude test, and another road test. Until such time as the operator is found capable of driving, he or she will not be permitted to operate a Government owned vehicle.
 - e. Commanding officers of staging areas will set up procedures similar to those outlined above.
 - f. Motor Pool Officers, in addition to their other duties, will:
 - (1) Comply with minimum standards as outlined in:

AR 850-15, 1 August 1945

Circular No. 210, War Department, 15 July 1946

TC Circular No. 65-4, 5 July 1945

- (2) Investigate all motor vehicle accidents, making a report on WD AGO Form No. 438 and Standard Form No. 26-A, and submit same in duplicate to Port Safety Director.

7. Railroad Activities:

a. The Port Transportation Officer, NYPE, will:

- (1) Establish safety groups and council comprised of military and civilian personnel familiar with railroad yard operations, who will meet periodically to discuss safety activities.
- (2) Appoint qualified personnel responsible for the safe operation of railroad equipment.

8. Elevator Operation Activities:

a. The Post Engineer, NYPE, will:

- (1) Appoint qualified personnel for the safe operation of elevator equipment.
- (2) Establish safety groups comprised of military and civilian personnel familiar with elevator operation, who will meet periodically to discuss safety activities.

9. Operation of Freight Handling Equipment:

a. Control of Dispatching Vehicles:

- (1) Freight handling equipment dispatched from motor pools will be issued to each driver only after he has produced his Vehicle Operator's Permit.
- (2) The serial number from the driver's Vehicle Operator's Permit will be placed on the Operator's Trip Ticket above the operator's name, in ink, by the dispatcher.
- (3) The Operator's Trip Ticket, properly completed, will be in the driver's possession at all times.
- (4) Should another driver be assigned to a vehicle after it is dispatched from the motor pool, the foreman making the change will place the new driver's name and license number on the Operator's Trip Ticket and initial the change.

- b. Rules for Operation of Freight Handling Equipment: These rules will be issued to each licensed operator who will be required to have them in his possession while operating a vehicle.
- (1) Qualified operators will be issued a Motor Vehicle Operator's Permit (WD AGO Form No. 9-74) for the type of equipment they will operate. Permits will be numbered serially.
 - (2) Equipment will be operated only by a licensed operator possessing properly completed Operator's Trip Ticket.
 - (3) Permit will be in the possession of the operator at all times while operating equipment and will be shown upon request.
 - (4) The operator is charged with the responsibility for the proper care and handling of his machine while it is assigned to him.
 - (5) The operator will make an inspection of his machine before leaving the garage, using the check list on the Trip Ticket as a guide.
 - (6) The operator will report any defects to the dispatcher before leaving the garage. If defects cannot be corrected at once, another machine will be issued. Defects noted "during operation" will be reported to the operator's foreman. Defects noted "after operation" will be reported to the inspector at the gasoline station, and will be noted on the Trip Ticket.
 - (7) Operators are not authorized to make repairs or adjustments. Foreman will be notified when equipment breaks down.
 - (8) The operator will not push or pull another tractor or fork lift truck for any reason. In case of a breakdown or gasoline shortage, foreman will be notified and emergency aid requested from the dispatcher. When a disabled machine is under control of authorized Combined Shop Personnel, it may be towed or pushed as prevailing conditions warrant. All shop vehicles rendering emergency service will be properly identified with the words "Shop Emergency".
 - (9) The operator will report immediately any accident he may be involved in while operating his machine. A complete report giving all details of the accident will be turned in to the dispatcher.

- (10) Drivers will properly seat themselves so as not to be exposed to accident or injury.
- (11) Drivers will proceed cautiously in crowded aisles when approaching intersections, and when entering or leaving a building or pier. Horns will be sounded at intersections and blind corners.
- (12) Drivers will not permit more than one rider, other than themselves, on tractors, and never allow riders on electric tractors, fork lift trucks, or trailers.
- (13) Loads are dangerous if top heavy, projecting out from the truck or not properly stacked. Drivers will not move loads improperly stacked or in excess of the capacity of their machines.
- (14) When pulling trailers, drivers will see that couplings are properly locked in place and in good condition.
- (15) Drivers will always hook heavy loads next to the truck so as to reduce side pull and tipping when making turns.
- (16) Drivers will judge length of train so that they will clear all corners and intersections.
- (17) Drivers will glance back frequently, checking train of loads, while in transit.
- (18) Drivers will check loads prior to backing up.
- (19) Fork lift operators will not lift loads above mast height.
- (20) Operators will drive fork lift trucks in reverse when top of load obstructs forward view.
- (21) Drivers will not pass other trucks proceeding in the same direction, when operating loaded trucks within pier sheds and warehouses.
- (22) Drivers will neither stand on trucks nor ride on the forks of lift truck.
- (23) When driving an empty fork lift truck, forks will be kept a few inches above the ground. Forks will be fully lowered when machine is standing idle.
- (24) When entering an elevator, drivers will:

- (a) Wait until elevator car and doors come to a complete stop before entering or leaving with freight handling equipment.
 - (b) Center the truck and trailers in the elevator car.
 - (c) Respect the capacity of the elevator.
 - (d) Turn off the engine while on the elevator.
 - (e) Dismount from vehicle before operating elevator car or door controls.
 - (f) See that truck and load are immobile while on elevator.
- (25) When leaving machine, drivers will turn off ignition switch, and disengage controllers.
 - (26) When crossing railroad tracks or rough pavement, drivers will proceed slowly in low gear.
 - (27) Unless fitted with fifth wheel adapter, fork lift trucks will not be utilized for moving highway trailers.
 - (28) Drivers will use the coupling at rear of machine for towing or pulling. Use of the mast for this purpose may result in damage to the tilt jacks.
 - (29) Drivers of gas operated equipment will utilize proper acceleration with clutch engaged in lieu of racing the engine.
 - (30) Excessive checking of the motor, or driving with the choke button continually drawn out, is prohibited.
 - (31) In attempting to get out of a wet or slippery place, drivers will use sand or cinders to provide traction.
 - (32) Drivers will not slip the clutch when moving the vehicle and raising the forks at the same time.
 - (33) When shifting gears, clutch must be disengaged.
 - (34) Drivers will bring machine to a full stop prior to shifting from a forward speed to reverse.

- (35) Drivers will not remove side plates from the hood of any vehicle. This reduces the flow of air through the radiator and causes the engine to over-heat.
- (36) Operators will never, under any circumstances, stuff rags, paper or cardboard, into any openings in a fork lift truck or tractor. This interferes with cooling and may easily cause a fire. Newspapers and magazines will not be carried on freight handling equipment.
- (37) Drivers will maintain at least 18 inches clearance from sprinkler heads on all lift operations.
- (38) Drivers will use both forks in lifting loads.
- (39) Moving a large, heavy piece of freight by sliding forks under one side and skidding the case along the ground or pier, is prohibited.
- (40) Drivers will not use ends of forks to push another machine or piece of freight.
- (41) No operator will be permitted to operate his machine in any manner whereby he will expose himself or others to accident or injury. Drivers will observe all stop, slow and caution signs.

c. Traffic Regulations for Freight Handling Equipment:

- (1) Driving over eight (8) miles per hour over straightway, is prohibited.
- (2) Vehicles will be slowed to three (3) miles per hour over turns.
- (3) Racing or crowding other vehicles is prohibited.
- (4) Drivers will maintain a safe stopping distance from other trucks and pedestrians.
- (5) Freight handling equipment will not be used to carry passengers. Only the assigned worker in addition to the driver will ride on tractors. No passengers will be assigned or carried on fork lifts. Riding on trailers is prohibited.
- (6) Drivers will come to a full stop at entrances, coming from bridges into warehouses or going from warehouses to piers. All "Stop" and "Slow" signs will be obeyed.

- (7) When approaching pedestrians or blind intersections, drivers will slow down and sound the horn.
- (8) Within pier sheds and warehouses, trucks will not be operated two abreast. It is not permissible to pass another truck proceeding in the same direction when operating a loaded vehicle.
- (9) Horse play, or "Cowboy" driving of vehicles is strictly prohibited.

d. Penalties for Violation of the above Rules:

- (1) First Offense: Reprimand.
 - (2) Second Offense: Warning notice to operator, letter in 201 file.
 - (3) Third Offense: One day suspension.
 - (4) Fourth Offense: Three day suspension.
 - (5) Subsequent Violation: Indefinite suspension of permit.
 - (6) Reckless disregard of regulations will be cause for permanent suspension of permit at any time.
- e. Violations of rules and regulations will be reported by all guard personnel to the agency employing the operators charged with the violations. Upon notification of a violation of freight handling equipment rules by one of his employees, the Officer-in-Charge of that agency will enforce the penalties outlined within paragraph 9d above.
- f. These agencies will maintain individual driver's files indicating violations made by drivers within their respective agency and disciplinary action taken.
- g. It is the duty and responsibility of every officer and civilian supervisor to report infractions of freight handling equipment regulations to the local Internal Security Officer in the respective locality, citing vehicle number, time, location and nature of violation. Easy identification of the machine can be made by the large black letters and numbers painted on a yellow background on every vehicle.
- h. These regulations will apply to all War Department and Contractor personnel operating Government-owned or Contractor-owned freight handling equipment.

1. The Port Transportation Officer and Transportation Officers of separate commands will be responsible for complying with the provisions of AR 850-16, 21 May 1946.

10. Reports:

- a. Initial reports of accidents resulting in serious injury or death, will be radioed, telegraphed, or telephoned to the NYPE Port Safety Director (Staff Duty Officer, during other than regular working hours). If advice or disposition is requested of the Port Surgeon, note thereof will be made herein. A complete report of the accident will be forwarded by telegram to the Director of Personnel and Administration, WDGS, Washington 25, D.C., Attention: War Department Safety Director, by:
 - (1) Port Safety Director, NYPE, (or Staff Duty Officer) for injured personnel assigned to Headquarters, NYPE (including Headquarters Commandant).
 - (2) Commanding officers, separate commands (excluding Headquarters Commandant) for injured personnel assigned to their command.
- b. The Officer-in-Charge, or representative member of the Safety Board of the injured individual's assigned agency, will:
 - (1) Gather preliminary information necessary to complete WD AGO Form 438 (Reports Control Symbol MGS-83).
 - (2) Complete accident investigation, forwarding a report on WD AGO Form 438, in duplicate, to the Port Safety Director.
- c. Injuries to military and civilian personnel which will involve absence from duty beyond 2400 hours of the day of injury or hospitalization, will be reported on WD AGO Form 438, "Report of Injury" by the injured person's assigned agency (through the Commanding Officer, separate command), to the Port Safety Director's office. WD AGO Form 438, "Report of Injury", will be prepared and submitted, in triplicate, as follows:
 - (1) Section I, paragraphs 26-29 and 31, by the agency to which the injured person was assigned. Paragraph 30 will be signed by the attending physician. Paragraph 31 will be signed by the Officer-in-Charge of the section to which the injured person was assigned.
 - (2) Section II, paragraphs 1-5, will be completed by the injured person's immediate supervisor, and signed by the Officer-in-Charge of the agency concerned.

- d. The Port Surgeon will coordinate with the Port Safety Director in determining line of duty status of injured military and civilian personnel.
 - (1) The opinion of the medical officer will be final. Form 1664 will be used to indicate line of duty status and whether the injured person will:
 - (a) Return to duty.
 - (b) Be off duty only for the balance of the day.
 - (c) Be off duty for more than the balance of the day.
 - (d) Be hospitalized.
 - (2) No person, allegedly absent due to an accident incurred while on duty, shall be considered as returned to duty until so ordered by the doctor at the dispensary where such person originally reported for treatment. The dispensary doctor will determine whether time lost was actually due to injury or illness. (TC Circular No. 28, 12 August 1946.)
 - (3) The dispensary will notify the Port Safety Director prior to sending an injured person home, or to the hospital.
 - (a) When conditions permit, injured persons will report personally to their supervisors prior to leaving.
 - (b) In emergency cases, the dispensary will notify appropriate supervisors. The dispensary will notify the Port Safety Director of the disposition and extent of injury.
- e. Complete Reports of Injury, with analysis and recommendations for prevention, will be forwarded by the Port Safety Director to the agency within whose jurisdiction the accident occurred.
- f. Compensation Forms CA-1 and CA-2 will be prepared by the agency to which the injured person was assigned. (TC Circular No. 28, 1946.)
- g. Commanding officers with motor vehicle operations under their jurisdiction, in addition to other regularly submitted forms, will immediately prepare and submit to the Port Safety Director, a copy of Standard Form 26-A together with a statement of Motor Pool Officer's investigation and statement of witnesses.

- h. Chiefs of divisions and commanding officers of separate commands, in addition to other regularly submitted forms, will prepare and submit to the Port Safety Director, on or before the 22nd day of the month, the following monthly report, in triplicate, covering the 30 or 31 day period (28 day period for February) ending on the 20th day of that month: WD AGO Form 439, "Injury Summary Report" (Reports Control Symbol MGS-52R-1).
 - i. The Port Transportation Officer and commanding officers of separate commands will prepare and submit to the Port Safety Director in the same manner as outlined in 10h above, WD AGO Form 441, "Monthly Motor Vehicle Accident Summary Report" (Reports Control Symbol MGS 53R-2).
 - j. Civilian Personnel Branch, Personnel Division, will provide Port Safety Director with man-hour exposure figures required to complete the above reports.
 - k. Wherever and whenever an accident occurs upon the premises of the New York Port of Embarkation, causing injury to person or property of a contractor employee, the agency responsible for the employment of the contractor will make a complete report of the incident on WD AGO Form No. 438, submitting one (1) copy to the Port Safety Director, NYPE, and one (1) copy to the Claims Review Branch, Port Judge Advocate's Office, NYPE. Where an accident occurs, causing injury to a person or property of a dependent being processed or in transit, the Officer-in-Charge of the processing of such a movement will initiate and complete Accident Report WD AGO Form No. 438, forwarding one (1) copy to the Port Safety Director, NYPE, and one (1) copy to the Claims Review Branch, Port Judge Advocate's Office, NYPE. WD AGO Form No. 438 submitted for accidents to or caused by contractor employee or dependent, will be marked in the upper right hand corner of page 1, in large letters, "CONTRACTOR" or "DEPENDENT", as the case may be.
11. Safety Awards:
- a. Officers-in-Charge will initiate the following award system for personnel engaged in operation of motor vehicles:
 - (1) All drivers, military and civilian, who operate motor vehicles safely during the following periods of time, will be awarded separate Badges of Merit. Accidents which are not the fault of the operator will not be a bar toward presentation.
 - (a) 3 months consecutive driving.

- (b) 6 months consecutive driving.
 - (c) 12 months consecutive driving.
 - (d) Annually thereafter.
- (2) Drivers Award Badges which indicate safe vehicle operation for periods of time listed above, will be awarded to Civilian Motor Vehicle Operators. Military personnel will be awarded "Drivers" badges in accordance with the provisions of AR 600 XI, dated 22 September 1944, as amended by Circular No. 106, War Department, 4 April 1945.
- b. Officers-in-Charge will initiate the following award system for personnel engaged in operation of freight handling vehicles.
 - (1) All drivers who operate freight handling vehicles for periods of time listed in paragraph 11a (1) (a), (b), (c) and (d) above, will be presented Badge of Merit Awards.
 - c. Computation of time for determination of presentation of awards will be retroactive to 1 January 1945.
 - d. Records of drivers will be maintained, and each Driver Accident Report will be recorded from month to month.
 - e. Merit Awards and Safe Drivers Badges can be obtained on request from Chief, Safety Branch, Intelligence and Security Division, this headquarters.
 - f. This procedure will be brought to the attention of all personnel engaged in motor vehicle and freight handling equipment operations.
12. Safety Contest:
- a. Due to the dissimilarity of activities of the participating agencies, a separate contest is established for each of the following three groups:

<u>Group No. 1</u>	<u>Group No. 2</u>	<u>Group No. 3</u>
Hq. Commandant, BAB	Port Quartermaster	Personnel Div. (Civilian)
Camp Kilmer	Ordnance Div.	Oversea Supply Div.
Fort Hamilton	Port Signal Div.	Troop Movement & Equip. Div.
PTD (Motor Vehicle only)	Post Engineer	Special Service, Ves. Ex., Info. & Ed. Sup. Div.
	Water Division	Port Surgeon
	Port Trans. Div.	TC Board
	TC Supply Div.	Special Assistant to Port Commander (SIT)
		Procurement Div.
		Port Engineer
		Port Sup. & Fac. Div.

- b. Separate safety plaques will be awarded to the agencies listed in Group No. 1 which record the lowest frequency rate of accident in each of the following phases of the Safety Program: Military Personnel; Civilian Personnel; and Motor Vehicle Operation.
 - c. A safety plaque will be awarded monthly to the agency in Group No. 2 which records the greatest reduction in the accident frequency rate for civilian personnel over a preceding month.
 - d. A safety plaque will be awarded monthly to the agency in Group No. 3 which maintains the largest cumulative man-hour exposure without a disabling injury.
 - e. The above safety awards will be based on records maintained by the Port Safety Director, New York Port of Embarkation.
13. The names of all personnel designated as Safety Board, group and council members, or otherwise assigned safety responsibilities, and any subsequent changes thereto, will be immediately reported by division chiefs, commanding officers of separate commands, and other heads of Port agencies, to the Port Safety Director.

14. References:

- a. Circular No. 123, War Department, 27 April 1946, as amended by Section I, Circular No. 191, 27 June 1946, and further amended by Circular No. 212, War Department, 17 July 1946.
- b. Section VII, Circular No. 168, War Department, 11 June 1946.
- c. Section I, Circular No. 175, War Department, 14 June 1946, as amended by Section I, Circular No. 299, War Department, 4 October 1946.
- d. Section II, Circular No. 187, War Department, 26 June 1946.
- e. Section I, Circular No. 191, War Department, 27 June 1946, as amended by Section II, Circular No. 212, War Department, 17 July 1946, and Section VII, Circular No. 340, War Department, 19 November 1946.
- f. Section X, Circular No. 210, War Department, 15 July 1946.
- g. Section I, Circular No. 299, War Department, 4 October 1946, as amended by paragraph 3, Section I, Circular No. 364, War Department, 10 December 1946.
- h. TC Circular No. 28, 12 August 1946.
- i. AR 850-15, 1 August 1945.
- j. AR 850-16, 21 May 1946.

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OVERSEA SUPPLY DIVISION

Mission

To supervise and perform all oversea supply activities for the port and to advise the Port Commander in regard to all matters pertaining thereto.

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Organization and Functions

1. Chief:

- a. Establishes major policies for, and directs the work of the division, and advises the Port Commander and the Chief of Staff on oversea supply.
- b. For the Port Commander, maintains liaison with higher authority and with other agencies on oversea supply.
- c. When necessary, a Deputy Chief is authorized, who acts for and in the absence of the Chief, and, in addition, acts as Executive.

2. Management Branch:

- a. Acts for the chief of the division on all divisional administrative matters in accordance with established policies.
- b. Plans and recommends administrative policies.
- c. Handles the supervision and coordinates all office management methods and procedures, personnel, office services, and administrative activities in the division.
- d. Operates division message center.
- e. Receives, screens, controls, distributes, and dispatches all incoming and outgoing communications.
- f. Reviews routine correspondence for conformity with existing policies and regulations.
- g. Maintains internal follow-up of messages and communications.
- h. Issues office orders and memoranda.

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- i. Procures, stores, and issues office equipment and supplies.
- j. Furnishes stenographic and typing services to the division.
- k. Maintains supply procedures library for all services for overseas commands.
- l. Registers incoming overseas requisitions and follows-up to insure prompt and complete processing.
- m. Based on Department of the Army policies, prepares or recommends supply operating procedures, either intra-office or involving other Department of the Army agencies.
- n. Analyzes organizational set-up and functions, methods and procedures of overseas supply, including the relationship to other part or Department of the Army agencies; recommends appropriate changes.
- o. Interprets Department of the Army policies, circulars, and directives pertaining to supply of overseas commands and ascertains and disseminates interpretations and information to operating agencies of the division.
- p. Prepares plans and procedures for supply of overseas commands in accordance with policies proscribed by the Department of the Army and disseminates these procedures to agencies concerned.
- q. Analyzes future supply plans and recommends action by Overseas Supply Division to implement these plans.
- r. Makes detailed inspections and surveys within the division.
- s. Evaluates execution of policies and procedures determined by the Chief of the division, and recommends adjustments in policy, procedure, and organization.
- t. Controls Overseas Supply Division publications and blank forms.
- u. Maintains a vigorous program to insure that the records administration schedule is successfully executed.
- v. Continuously reviews files to ascertain that non-current files are retired and that valueless papers are destroyed.
- w. Collects, compiles, analyzes, evaluates, records, and disseminates statistical reports, studies, and supply data relative to overseas supply.

x. Coordinates reporting and statistical work in all branches of the division, including the statistical requirements of higher authority and outside agencies.

y. Maintains necessary liaison with port and other agencies to insure coordination.

z. Is responsible for the preparation of all statistical reports to insure coordination.

aa. Maintains history of the Oversea Supply Division.

3. Supply Branch:

a. Maintains records by means of which the status of each item on an oversea requisition may be known from the time the requisition is extracted on a source of supply until the last item is either loaded on a vessel or cancelled.

b. Edits oversea requisitions in accordance with current directives.

c. Issues port extract requisitions and forwards same to designated supply agencies for filling.

d. Initiates requisitions when required.

e. Furnishes oversea command with copy of each edited requisition with action taken indicated thereon.

f. Maintains contact with oversea commands, chiefs of technical services, primary ports, and Logistics Division, General Staff, relative to editing of oversea requisitions.

g. Follows-up on the filling of oversea requisitions in order to insure insofar as practicable, that supplies called for are made available to the port and actually shipped in accordance with the time schedule indicated on the appropriate shipping period cycle chart.

h. Edits Notices of Delayed Items and forwards to commands; initiates Change Orders to original requisition and makes proper distribution.

i. Prepares Delayed Items Report, analyzes and takes necessary action to reduce delays.

j. Initiates cancellations and makes substitutions.

k. Based on command requirements, establishes shipping priorities.

l. Receives oversea command requests for diversions from air to water or water to air shipments.

m. Receives expediting requests from commands and ascertains location of supplies.

n. Furnishes information on the status of requisitions to authorized agencies on request.

o. Maintains record of tonnages set-up and revises tonnage estimates based on available information.

p. Forwards tonnage revisions to Cargo Branch.

q. Notifies Cargo Branch if supplies are in port or enroute.

r. Maintains data on troop strength for oversea commands.

s. Maintains current list of shipping designators.

t. Maintains teletype conferences with oversea commands.

u. Maintains master files of oversea requisitions and action taken.

4. Cargo Branch:

a. Maintains close liaison with the Office, Chief of Transportation; Logistics Division, General Staff; United States Navy; United States Maritime Commission; chiefs of respective administrative and technical services; and port operating divisions to insure the timely and orderly movement of cargo to and from overseas in accordance with established priorities.

b. Plans for and coordinates with the Water Transport Division allocation of vessel space required for cargo movement.

c. Keeps currently informed and maintains records of the movement of ships and supplies to and through the port.

d. Maintains register of ship sailings and insures receipt of all manifests from Water Transport Division and outports whenever oversea shipments are involved.

e. Allots cargo to vessels by amounts and types in accordance with request from the Water Transport Division.

f. Assembles, charts, and distributes to all agencies concerned, information on cargo set-up and ships scheduled for current and future shipping periods.

g. Cooperates with Port Transportation Officer in direction and control of cargo flow through the port and its outports to oversea bases.

h. Advises all branches of the Oversea Supply Division of movement of ships and accomplished diversions of cargo.

i. Issues expediting instructions to Port Transportation Division and Water Transport Division for priority loading.

j. Receives requests for all diversions and information relative to status of cargo requested to be diverted and initiates action applicable to the specific type of diversion requested.

k. Receives requests from aerial ports of embarkation for filler cargo.

l. Initiates action to forward such cargo to aerial ports.

m. Obtains air priorities and clearances for all supplies to be shipped by air on which no APR is received with original requisition.

n. Receives all manifests on returned materials from overseas.

o. Inspects all material returned from overseas to the Zone of Interior for violations.

p. Submits all violations noted to Reports Section for preparation of formal notification of violation to agencies required to be notified by current directives.

q. Coordinates and supervises disposition of returned materiel in accordance with established policies and procedures.

r. Receives notification of frustrated cargo and initiates disposition action.

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