

Doctor Allen

CORRECTED COPY

NOTE: ASF Circular No. 71, being dispatched by mail, will not be transmitted by teletype.

(Cir. 70)

ASF Circular)
No. 70)

Headquarters Army Service Forces,
Washington 25, D. C., 2 September 1943.

Section

Educational discounts on textbooks, drafting, medical, dental, and veterinary instruments, slide rules, and other trainee supplies-----	I
Conversion from crude to the synthetic rubbers-----	II
Procedure for stock control at reception centers-----	III
Editing of Signal Corps requisitions for supplies and equipment covering fixed signal communications systems-----	IV
National War Fund-----	V
Physical training periods at Army Specialized Training units--	VI

I--Educational discounts on textbooks, drafting, medical, dental, and veterinary instruments, slide rules, and other trainee supplies.--

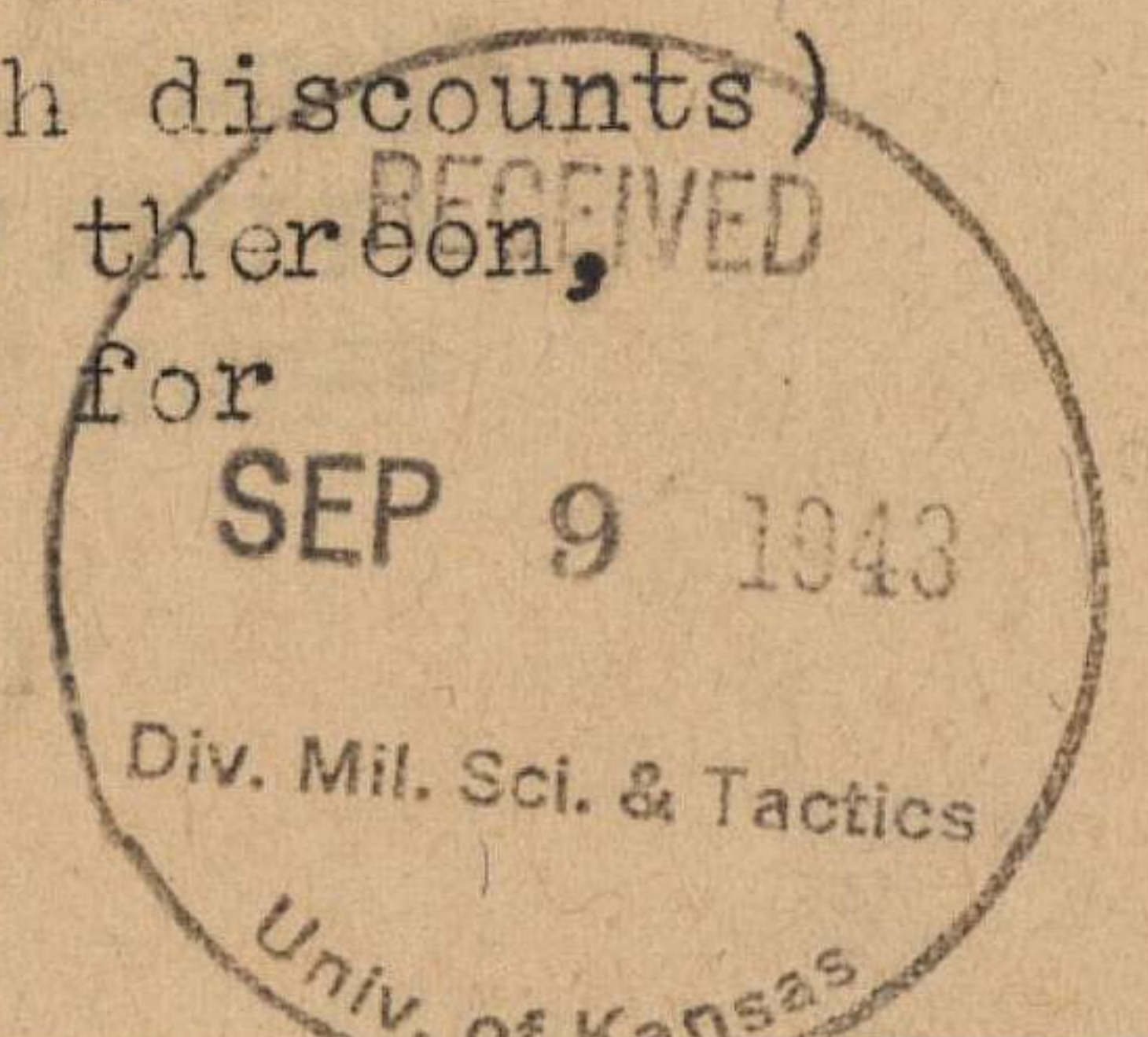
1. In order to eliminate the confusion that has been found to exist in Army Specialized Training branches, schools, and school book stores with respect to publishers' discounts, the following is set forth for the guidance of all concerned:

a. Schools or colleges are the sources through which subject items are to be procured for Army Specialized Training units, including medical, dental, and veterinary units. It is immaterial whether the schools or college secure the subject items through local book stores or from publishing houses, manufacturers, or jobbers.

b. Publishing houses, manufacturers, or jobbers normally allow a discount of a least 20 percent of list or published prices of textbooks to book stores and educational institutions. For drafting instruments, the discount is generally 30 percent to 40 percent; medical, dental, and veterinary instruments, 25 percent to 35 percent of published prices. Such educational discounts allowed will be passed on to the Government in the form of reduced prices, regardless of whether the contracting institution purchases the items from the book store or direct from the publishing house, manufacturer, or jobber.

c. In the procurement of the textbooks, instruments, or other trainee supplies by the school (including book store), a reasonable allowance will be made for such handling.

(1) Where the staff of the commandant of the school is adequate to dispose of the textbooks, instruments, and other trainee supplies, in strict accordance with the terms of the contract, an allowance for administrative expense of 3 percent of the net cost (list prices less educational and cash discounts) of such items, plus transportation charges thereon, is the maximum charge permitted the school for



- for procuring such trainee supplies.
- (2) In those instances where the school receives the items procured for the trainees and issues them initially for the commandant, due to his inadequate personnel, an allowance of 5 percent of the net cost (list prices less educational and case discounts) of the purchases, plus transportation charges thereon, is the maximum charge permitted. An administrative charge of 3 percent is not allowable in addition to the 5 percent mentioned above.

2. A statement will be included in the Working Data Forms supporting training unit contracts to the effect that educational discounts have or have not been deducted from the prices of the textbooks, instruments, slide rules, or other trainee supplies listed therein.

(SPX 164 (30 Aug 43)OB-D-SPASF-MB-A)

II--Conversion from crude to the synthetic rubbers.--Quoted below is text in full of memorandum from the Under Secretary of War on the above subject. Such action as is necessary will be taken immediately to place this policy in full effect.

MEMORANDUM FOR THE COMMANDING GENERAL, ARMY SERVICE FORCES.
THE COMMANDING GENERAL, ARMY AIR FORCES.

Subject: Conversion from Crude to the Synthetic Rubbers.

1. Great progress has been made on the program of conversion from crude to the synthetic rubbers. Much has been done - much remains to be done. The stockpile of crude rubber and latex is rapidly dwindling. The replenishment of this stockpile is extremely problematical, both as to time periods and amounts.
2. There is and will be an ample supply of synthetic rubbers to satisfy all military needs.
3. The Rubber Director, War Production Board, has properly ordered industry to convert to the use of the synthetic rubbers and has implemented this order by reducing crude and increasing synthetic rubber allotments to the individual rubber manufacturers. In subsequent quarterly allotments, the ratio will be changed until only nominal amounts of crude will be permitted.
4. The War Department has concurred in this policy. The Army Air Forces and the Army Service Forces have the following operational responsibilities under this policy:
 - a. To compel all manufacturers to discontinue the use of crude wherever possible and to expedite the conversion to synthetic rubbers.

(Cir. 70)

b. To cooperate actively with industry on the various problems presented and to press constantly for results.

c. To provide industry with technical information on service and performance requirements and to develop simplified testing procedures that will expedite decisions on conversion.

d. To review current specifications for rubber products and modify where necessary for synthetic products provided such modifications do not jeopardize required service characteristics.

e. To change specifications immediately when synthetic rubber products are approved.

f. To coordinate technical activities with Procurement Offices in order that approved conversions, when written into specifications, will be immediately translated into procurements.

5. It is the responsibility of the Commanding General, Army Air Forces, and the Commanding General, Army Service Forces, to see that this policy is brought to the attention of all echelons under their commands and that this policy is vigorously and successfully prosecuted.

By direction of the Under Secretary of War:

EDWARD S. GREENBAUM,
Brig. Gen. U.S.A.
Executive Officer

(SPX 451.9 (28. Aug 43)OB-P-SPUPU-MB-A)

III--Procedure for stock control at reception centers.--1. Purpose.--
With a view toward the improvement and standardization of the methods used in supply of clothing and individual equipment to reception centers, the procedures outlined below are adopted and will be placed in effect at all reception centers at the earliest practicable date.

2. Records.--a. Reception centers will operate on the basis of maintaining a model stock by replacing issues. No stock record account will be maintained and the only records will be as follows:

- (1) List of model stock.
- (2) Abstracts of issues supported by W.D., Q.M.C. Form No. 32 indicating the issue.
- (3) Action copies of requisitions to the station supply officer concerned.

b. The steps in maintaining the model stock are as follows:

- (1) Issues will be abstracted daily or for the requisition period.
- (2) Requisitions will be placed periodically as indicated in paragraph 5 to replenish items issued for the period involved.
- (3) A physical inventory will be taken monthly for the purpose of adjusting errors and re-establishing the model stock.

3. Model stock levels.--a. A model stock level for reception centers will be established in terms of number of days' supply, based on the average estimated induction rate of a particular reception center. The model stock will be limited to the amount of storage space available to the reception center but will in no event exceed 10 days' supply. The initial levels and revisions thereof will be determined by agreement between the reception center and station commanders.

b. The reception center commander will convert the above into a model stock in definite quantities on each item and size of clothing and individual equipment to be carried in the reception center stocks. The tariff to be used for establishment of levels of sized items will be based upon the issue experience of the reception center as provided in paragraph 56b(3), TM 38-220.

4. Reorder point.--A reorder point for a reception center as defined in paragraph 19, TM 38-220, will not exist. Items will be reordered based upon issues as explained in paragraph 5.

5. Requisitions.--a. Requisitions will be submitted periodically. The frequency of requisitions will be determined by agreement between the reception center and station commanders, and generally should be calculated on the basis of $1/3$ the period of time for which the model stock level is established: that is, if the level is a 6-day level, requisitions should be placed every other day; if the level is a 9-day level, requisitions should be placed every 3 days; if the level is a 10-day level it should also be placed every third day.

b. Requisitions will be submitted on W.D., A.G.O. Form No. 446. They will be prepared in triplicate, the first page showing the number of pages forming the requisition, and will be distributed as follows:

(1) Original and second copy to the station supply officer concerned.

(2) Third copy retained by the reception center.

c. Upon issue of the supplies to the reception center, the following procedure will be observed:

(1) The original requisition will be receipted by the reception center supply officer or his representative and returned to the property officer concerned for use by the latter as a voucher for dropping property from the stock record cards.

(2) The second copy showing quantities issued and those items not available and canceled will be returned to the reception center, indicating action taken.

d. The original requisition will not be considered a valid voucher for the property account unless all unfilled spaces in the "Approved" column have been crossed out. Any quantities called for but not issued will be marked "0". This procedure will be followed at the time of issue.

6. Due-in procedure.--Quantities called for on reception center requisitions which are not immediately available will not be back-ordered

(Cir. 70)

but will be canceled. Subsequent requisitions will reflect the quantity previously canceled plus any subsequent issues by the reception center. When additional station stock becomes available, the reception center will be issued the quantity it requires at that time.

7. Inspection.--a. Monthly inspection of reception center stocks will be made by a representative of the station commander to determine that--

- (1) Stocks on hand and on requisition do not exceed the authorized model stock established pursuant to instructions contained herein.
- (2) Any quantities on hand in excess of such authorized levels will be returned to station stocks immediately.
- (3) Only authorized issues are made and such safeguards are provided with respect to the storage and handling of reception center stocks as are necessary adequately to protect the interests of the Government.

b. Unless otherwise prescribed by the Commanding General, Army Service Forces, this monthly inspection will supplant the customary audit of property accounts by service command property auditors.

8. The stock carried at reception centers will be considered as an addition to and not forming a part of the normal station stock level when computing future requirements of the station, or in submitting station stock status reports. Issues to the reception center will be posted in the initial issue column by the property officer concerned.

9. In cases where a reception center is the only using organization on a post it will operate as a separate station under the provisions of TM 38-220.

(SPX 420 (1 Sep 43)OB-P-SPDDI-MB-A)

IV--Editing of Signal Corps requisitions for supplies and equipment covering fixed signal communications systems.--The first sentence of section IV, ASF Circular No. 69, this headquarters, 2 September 1943, is changed to read: "Memorandum No. S105-25-43, this headquarters, 13 July 1943, subject as above is rescinded."

(SPX 475 (24 Aug 43)OB-P-SPDDM-MB-A)

V--National War Fund.--1. The President of the United States has asked that the War Department cooperate to the fullest with the National War Fund Campaign.

2. The following copy of letter, being sent by the Under Secretary of War to all facilities producing for the War Department which employ one thousand or more persons, is published in order that commanding generals of service commands and chiefs or technical services may be familiar with the desire of the Under Secretary of War that all possible support

be given to this campaign:

1. The 1943 National War Fund campaign will be conducted throughout America in October. The Fund will mobilize agencies aiding the war effort, with local war and community chests, into one great national campaign. The President has requested "abundant and prompt support" for this Fund as one of the "essential parts of our war effort," and wishes that all persons be given the privilege of contributing.

2. I am confident that many of your employees will want to contribute to the National War Fund. Any way in which you can assist the Fund in developing plans for solicitation of your employees and in providing for the collecting of their gifts through the point of employment will be greatly appreciated.

3. It is suggested that you make arrangements with the representatives of the National War Fund in your community to permit your employees to contribute to the Fund.

(SPX 123 (30 Aug 43)OB-C-SPEX-MB-A)

VI--Physical training periods at Army Specialized Training units.--

1. Reference is made to paragraph 11b(1), Memorandum No W350-47-43, The Adjutant General's Office, 1 March 1943, subject, "Army Specialized Training Program, Organization and Operation," and to paragraph 2b, Army Specialized Training Division Program of Physical Training, revised, 12 March 1943.

2. It has been reported that the requirement that physical training be conducted in three 2-hour periods per week has caused difficulty in making up class schedules at some units. Where this is the case the commanding generals of the several service commands are authorized, upon application from the commandants of units and under conditions set forth below, to make exceptions to this requirement and allow the substitution of six 1-hour periods for the prescribed three 2-hour periods.

3. Such applications will be approved only after it is established that the locations of the physical training facilities at the institutions in question are such as to be readily accessible to the trainees and that other conditions make possible a satisfactory program within the 1-hour periods. Assurances will be obtained that not less than 35 minutes of each 1-hour physical training period will be available for instruction, and exercise. Otherwise units will adhere to the prescribed 2-hour periods for physical training.

(SPX 353 (28 Aug 43)OB-D-SPASO-MB-A)

(Cir. 70)

By command of Lieutenant General SOMERVELL:

W. D. STYER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
Adjutant General.

Reproduced at Hq Seventh Serv C, ASF, Omaha 2, Nebr 6 Sep 43 (SPKBE)

DISTRIBUTION: (DL-11)

THREE (I) O, P, S (less 1a), T, and U.
THREE (II) A, B, C, D, E, G, H, J, K, M, and N-1.
FOUR (3 each) W-1 (Attn: Post Engineer) and X.

September 30, 1943.

Messrs. Howard Porter
Vernon Hayes
Jack Austin

Dear Friends:

Because of the trip to Denver which the football team and coaches are making on Friday and Saturday this week, I would appreciate it if the classes of Elmer Scheake could be combined with other classes meeting at the same hour on these two days.

I suggest that the 7:30 Friday class meet with Vernon Hayes section; that the 8:30 Saturday class be combined with Jack Austin's section; and that the 12:30 Saturday class be combined with Howard Porter's section.

We are making arrangements for season football tickets for you fellows to reciprocate in a small way for your kindness in taking over the classes during Coach Scheake's absence on trips. Your cooperation is deeply appreciated, I assure you.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

ARMY SPECIALIZED TRAINING PROGRAM
UNIVERSITY OF KANSAS
LAWRENCE, KANSAS

OFFICE OF THE
UNIVERSITY COORDINATOR

September 6, 1943

Dr. F. C. Allen
Physical Education
Robinson Gym

Dear Dr. Allen:

Enclosed are blanks which Col. McMorris would like to have you use for any cases which may be indicated on the sheet.

Please make two copies and send the original to Col. McMorris and the carbon to me. There is no date specified for sending these in, but you should refer any case at any time the occasion demands.

Sincerely yours,

Bert A. Nash
Director AST Program

BAN:mo

ARMY SPECIALIZED TRAINING PROGRAM

UNIVERSITY OF KANSAS

DEPARTMENT OF -----

DATE-----

Colonel W. L. McMorris
Military Commandant
University of Kansas

Dear Col. McMorris:

For your information, I wish to report the following men
(or man) for the reason indicated:

Name	Class Hr	Date	Subject	Reason

Remarks:

Instructor -----

This report is to cover any cases of insubordination, lack of cooperation, repeated tardiness, inattention, or any other evidence of indifference in the program.

COPY

SNOWDEN MIZE ATHLETIC GOODS CO.
Atchison, Kansas

July 22, 1943

Dr. Forrest C. Allen
Director of Physical Education
University of Kansas
Lawrence, Kansas

Dear Doc:

Thanks very much for yours of the 20th inquiring about athletic equipment for your Army Specialized Training Program.

I am enclosing quotations on merchandise which I feel that we can supply sufficient quantities to take care of your needs. We have a sizeable stock on all of these items on hand. However, I have made four similar quotations in the past three days and will not have enough merchandise to take care of the four institutions which I have quoted.

We have on hand, or in transit, 600 pairs of the #82B shoes. On the #73 gym pants, we have commitments and will have 150 dozen between now and September 1st.

T-shirts are one of the most difficult items and it will be necessary that you favor us with the A3 priority in order that we can obtain the yarn to make the shirts. Our mill has been giving prompt service on priority orders. Possibly with what we have in stock, we can tide you over until we are able to get a complete shipment through on your priority certificate.

The story on the sweat shirts and pants is the same as T-shirts, only worse. We can deliver no shirts without a priority and only a limited quantity with a priority and very slow delivery on them. We do have two or three gross on hand.

If I can be of further assistance to you, I will be glad to run down and submit samples on the items quoted. Assuring you of our full cooperation in getting this equipment to you and with kindest personal regards and best wishes, I am

Very truly yours,

(Signed) Bud Widick

SNOWDEN MIZE ATHLETIC GOODS CO.
ATCHISON, KANSAS

82B - Gym shoe	4.50 pr.
7473 - Khaki gym pants	.90 ea.
7005 - T-shirt	.45 ea.
5C - supporters	.37 $\frac{1}{2}$ ea.
#35 - Sweat sock	.28 $\frac{1}{3}$ pr.
TO - Sweat shirt	1.10
TOP - Sweat pant	1.40

LOWE & CAMPBELL ATHLETIC GOODS

SIZE REPORT FORM

	6	6 $\frac{1}{2}$	7	7 $\frac{1}{2}$	8	8 $\frac{1}{2}$	9	9 $\frac{1}{2}$	10	10 $\frac{1}{2}$	11	11 $\frac{1}{2}$	12
500 prs. #B57			12	24	48	60	84	84	72	60	30	18	8
250 prs. #B23			6	12	24	30	42	42	36	30	15	9	4

Memo to Dr. Nash

Memo to Capt. Smith

These are the sizes that Mr. Royer of Lowe & Campbell suggested for assorted sizes. It will be interesting to check and see how closely the suggested sizes come out with the measured sizes.

I have told Bert Nash that you will get these sizes through your own system at Lindley Hall. As soon as you have them please send them to my office and I will transmit them to Mr. Royer at once.

F.C.A.

August 5, 1943.

Mr. Harris Frazier,
The Bike Web Company,
41 West 25th Street,
Chicago, Illinois.

Dear Mr. Frazier:

In reply to your letter of August 2nd, I am enclosing herewith a statement signed by Col. William C. Washington, Commandant, A.S.T. Program, certifying that the supporters ordered through the Snowden-Mize Company are for the personal use of Army Specialized Training selectees.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

Lawrence, Kansas

August 4, 1943

Re: Order for 116-2/3 doz. STRAP Supporters
placed with Snowden-Mize Athletic Goods Co.
for University of Kansas, Lawrence, Kansas.

The supporters included on this order will be issued
or sold only for the personal use of Army Specialized
Training selectees.



THE BIKE WEB COMPANY

41 WEST 25TH STREET, CHICAGO, ILLINOIS

August 2, 1943

Dr. F. C. Allen
Director of Physical Education
Kansas University
Lawrence, Kansas

Dear Doctor Allen:

We have the order for 116-2/3 dozen STRAP Supporters which you placed with Mr. Widick of the Snowden-Mize Drug Company in Atchison, Kansas.

The way the War Production Board has set up the procedure for shipping these supporters, a priority is of no avail. We need one of the following statements to permit us to ship:

"The supporters included on this order will be issued or sold only for the personal use of Army specialized training selectees."

(To be signed by military officer or responsible official in charge of selectees training.)

Or

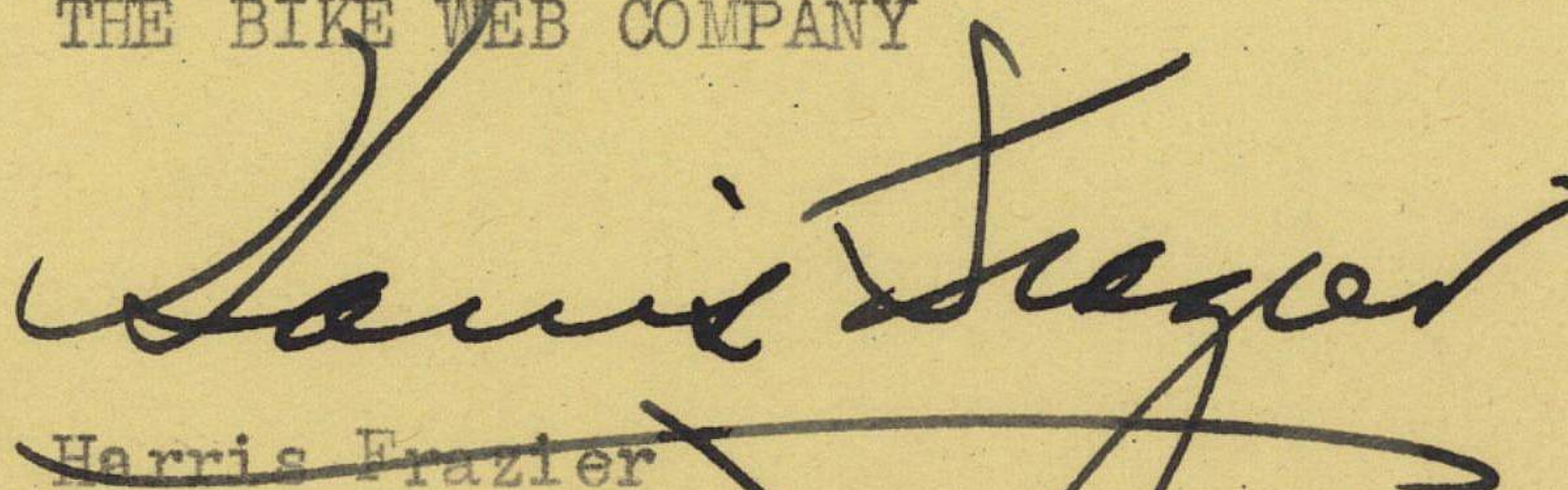
"The supporters included in this order will be issued or sold only for the personal use of those members of the student body actually enrolled and participating in the national physical fitness training courses."

(To be signed by official directing the physical fitness courses.)

Will you not be kind enough to send us one of these statements, properly executed, so we can make shipment?

Yours very truly,

THE BIKE WEB COMPANY


Harris Frazier

HF:jc

August 5, 1945.

Dr. Bert Nash,
Coordinator, A-12 Program,
University of Kansas.

Dear Bert:

I am enclosing copy of a letter I received this morning from Bud Widiok in regard to our order with the Snowden-Mize Athletic Goods Company for certain gym equipment.

The matter mentioned in the first part of his letter has been taken care of. We have mailed to the Bike Web Company the statement signed by Col. Washington certifying that the supporters are for the personal use of the students in the Army Specialized Training Program.

In regard to the AA-3 priority certificate, I would suggest that you check with Karl Klooz and trace this through. It might facilitate shipment.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

August 5, 1943.

Mr. Bud Widick,
Snowden Mize Athletic Goods Co.,
Atchison, Kansas.

Dear Bud:

I am in receipt of your letter of the 4th instant, and beg to inform you that the statement regarding the supporters has been sent to the Bike Web Company. It was signed by Colonel William C. Washington, Commandant of the A. S. T. Program.

I immediately got in touch with Dr. Bert Nash, the University coordinator for the A-12 program, with regard to the AA-3 priority certificate required for the T-shirts, socks and pants. I have asked him to trace it and I feel sure you will receive it in a very short time.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FOA:AH



Snowden-Mize
ATHLETIC GOODS CO.

WHOLESALEERS OF
**ATHLETIC
EQUIPMENT
AND SUPPLIES**

ATCHISON, KANSAS
201 209 MAIN STREET



August 4, 1943.

Dr. F. C. Allen,
Director of Physical Education,
University of Kansas,
Lawrence, Kans.

Dear Doc:

I have just received a communication from the Bike Webb Company, that before releasing shipment of the supporters on your order for the Army Trainees, that it would be necessary for you to sign a statement that the merchandise is for the exclusive use of the Trainees or University Fitness Program.

They advise me that they sent you one of these statements direct from the factory and if you will sign it and return it to them, they will make immediate shipment.

Regarding the T-shirts, socks, and pants, I wish to advise that we will make immediate shipment of the socks and part of the pants just as soon as we receive your AA3 priority certificate. As I explained, it will be necessary for us to have this certificate before we can even enter the order for T-shirts with the mill.

Assuring you that I greatly appreciate your placing this business with me and with kindest personal regards, I am

Yours very truly,

Bud

Bud Widick,
SNOWDEN MIZE ATHLETIC GOODS CO.

RHW:BM



THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

EDUCATIONAL CLINIC
READING AND STUDY LABORATORY

August 5, 1943

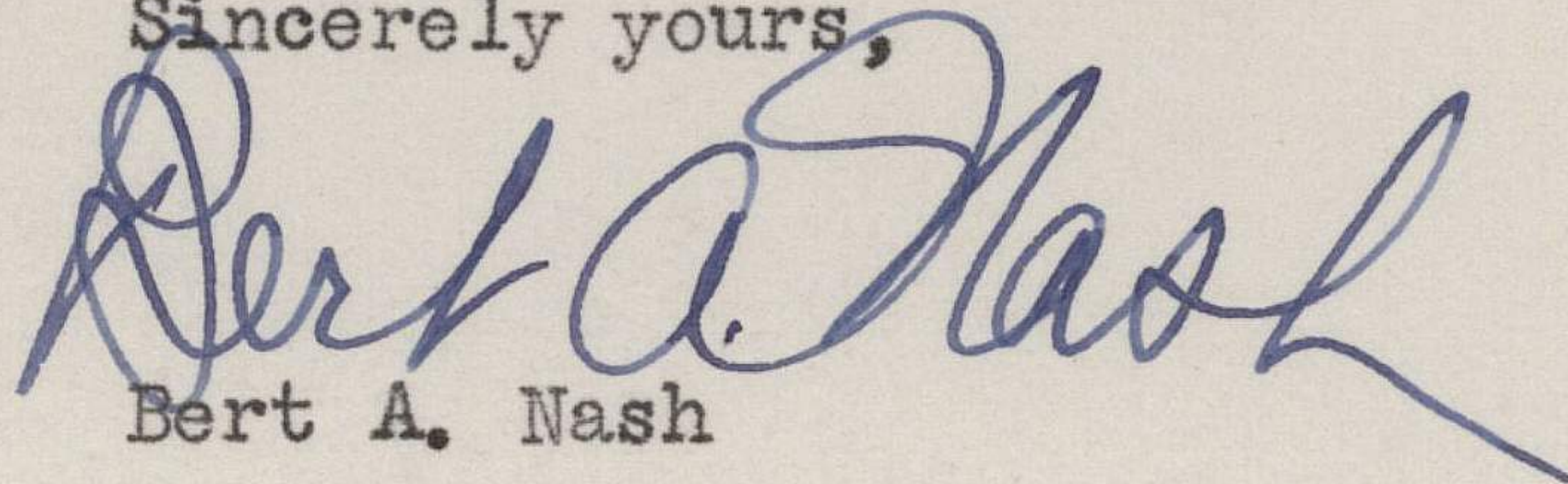
Dr. F. C. Allen
Physical Education Building

Dear Mr. Allen:

The revised schedule of the AST Program will continue the refresher courses program of this week through Saturday and Monday.

The late arrivals will be tested on Monday and registration and enrollment will be Tuesday, August 10. Classes will start Wednesday, August 11, in the regular term.

Sincerely yours,



Bert A. Nash

BAN/meo

"Upon arrival at a training unit, or as soon thereafter as can be arranged, each trainee will provide himself with the following items:

- 1 pair gymnasium shoes
- 2 pairs gymnasium trunks
- 2 gymnasium shirts
- 2 athletic supporters
- 2 pairs athletic socks

"At certain installations it may also be desirable that trainees have some, or all, of the following additional items:

- 1 sweat shirt
- 1 pair sweat pants
- 1 pair swimming trunks

"For purposes of anticipating costs the following estimates, based on the lowest wholesale prices for the articles as specified, may be used. Handling charges would be in addition to these prices.

- a. Shoes, similar in design to the U.S. Rubber Company shoe commonly known as the 'Big Leaguer', or equal, including black duck upper, molded rubber sole, built-in flexible arch, cushion heel, arch insole, white laces, side stays, pull proof eyelets: \$1.85.
- b. Gym trunk, Cramerton Army Khaki No. 1 shade or equal, 9-ounce cloth, full cut with saddle seat, draw-string waist: \$.90 each.
- c. Gym shirt, white, medium weight, flat stitched with quarter sleeves: \$.25 each.
- d. Athletic supporter, Bike No. 5 or equal: \$.25 each.
- e. Socks, cushion foot, wool and cotton, 6-inch top: \$.30 per pair.
- f. Sweat shirt, 11-lb. material, oxford grey, fleece lined, crew neck, knit bottom: \$.75.
- g. Sweat pants, 11-lb. material, oxford grey, fleece lined, draw-string waist, tie bottom: \$1.
- h. Swim trunks, wool and cotton mixed, draw-string waist, built-in supporter, no leg inseam: \$.75.

"If suitable costumes of other design or material are available, there is no objection to their use. However, uniformity of dress within a unit is desirable.

"If difficulty is encountered in obtaining the necessary items through usual channels, attention is invited to the following:

a. Authority has been granted to use a priority rating of AA-3 on Preference Rating Certificate, Form PD-3A, for purchases from unit funds. On the Form PD-3A, in the Army and Navy Munitions Board Code No., or authority section, the following will be inserted: '1st Ind. A.N.M.B., 6-18-43, JSL.'

b. PD-3A Certificates will be prepared in quintuplicate and when the purchases involved do not exceed \$500 the original only will be signed by the commandant in the space marked 'Countersignature and title of U. S. Government official', and the copies will be disposed of as follows:

- (1) The original will be sent direct to the supplier, that is, the commercial concern furnishing the supplies.
- (2) The duplicate copy will be forwarded through the service command having jurisdiction to the Director, Army Specialized Training Division, Army Service Forces, Room 2E-640, The Pentagon, Washington 25, D. C.
- (3) The triplicate need not be forwarded when purchasing from unit funds and when the amount involved is less than \$500.

(4) The quadruplicate need not be forwarded when purchasing from unit funds and when the amount involved is less than \$500.

(5) The quintuplicate will be retained by the issuing officer (when under \$500, the commandant). This is the official War Department files copy and must be retained for at least 6 months after the completion of the contract.

c. On purchases involving items exceeding \$500, the PD-3A Certificates will be completed and forwarded, unsigned, through the appropriate service command, in quintuplicate; together with a covering letter, to the Director, Production Division, Army Service Forces, Attention, Chief, CMP Priorities Branch, for further consideration.

d. PD-3A forms should be secured from the local War Production Board Office. If difficulty is encountered in obtaining them, request for a supply may be directed to the commanding general of the service command having jurisdiction.

e. For articles to be purchased from unit funds, the certificate prescribed by paragraph 3, Memorandum No. W350-82-43, this office, 1 April 1943, subject, Priority Procedure for Educational Institutions Under Contract with the War Department, is not required.

2. This is in line with the present policy of the War Department to require the trainees to purchase their own equipment for physical training. Inasmuch as AST Units have no unit funds, it probably may be necessary for the College to purchase this equipment in quantity on the priority mentioned above and then in turn to be sold to the trainees.

For the Commanding General:

H. H. Slaughter
Colonel, GSC
Director, Training Division

Section	Time	Days	Number of Students		No. on Monday
A	8:30-10:20	MWF	86	two sections	175
B	10:30-12:20	MWF	86	" "	175
C	1:30- 3:20	MWF	86	" "	175
D	3:30- 5:20	MWF	86	" "	175
E	8:30-10:20	MTT	86	" "	
F	10:30-12:20	MTT	86	" "	
G	1:30- 3:20	MTT	86	" "	
H	3:30- 5:20	MTT	86	" "	
			<u>708</u>		<u>700</u>

Dressing facilities for A-12 Men. If Hoch Auditorium is used for the A-12 program in physical conditioning, the following recommendations are made concerning dressing rooms, showers, etc.

The additional load imposed upon existing shower and dressing facilities in Robinson Gym would be too great, therefore it is recommended that A-12 boys report to physical education classes in gym apparel ready for work. This should be easy for the A-12 boys since Lindley Hall is almost as close to Hoch Auditorium as is Robinson Gym. The A-12 boys can change clothes in Lindley Hall before and after class. Showers will be available there. This plan would eliminate all problems of handling equipment, crowded dressing rooms, etc., since the boys would be "at home" in Lindley Hall and could take care of their own problems relating to dressing and undressing, valuable, showers, etc.

*2. Consideration of 200 to 400
 1. 200 to 400
 2. 400 to 600*

WAR DEPARTMENT
Army Service Forces
Headquarters, Seventh Service Command
Omaha, Nebraska

13 July 1943

Wearing Apparel for Physical Training Activities, Army Specialized Training Program.

1. . . . it is highly desirable that trainees wear appropriate clothing for the activities in effect under this program.

2. . . . Upon arrival at a training unit, or as soon thereafter as can be arranged, each trainee will provide himself with the following items:

- 1 pair gymnasium shoes
- 2 pairs gymnasium trunks
- 2 gymnasium shirts
- 2 athletic supporters
- 2 pairs athletic socks

3. At certain installations it may also be desirable that trainees have some, or all, of the following additional items:

- 1 sweat shirt
- 1 pair sweat pants
- 1 pair swimming trunks

. . . .

6. If difficulty is encountered in obtaining the necessary items through usual channels, attention is invited to the following:

- a. Authority has been granted to use a priority rating of AA-3 on Preference Rating Certificate, Form PD-3A, for purchases from unit funds. . . .
- b. PD-3A Certificates will be prepared in quintuplicate and when the purchases involved do not exceed \$500 the original only will be signed by the Commandant in the space marked 'Countersignature and title of U. S. Government official,'

.

This is in line with the present policy of the War Department to require the trainees to purchase their own equipment for physical training. Inasmuch as AST Units have no unit funds, it probably may be necessary for the College to purchase this equipment in quantity on the priority mentioned above and then in turn to be sold to the trainees.

ARMY SPECIALIZED TRAINING DIVISION
PROGRAM OF PHYSICAL TRAINING

1. Objective

2. Organization.

a. Institutional personnel to conduct physical training . . .

b. Six hours each week, consisting of three periods of two hours each, are to be devoted to the physical training program. In addition, trainees electing to do so should be encouraged to devote part of their daily and week-end periods of free time to training for, or participation in, intramural sports.

c. . . . schedule must be integrated with the academic and military training schedules to the end that classes may be conducted throughout each day.

d. . . . program should begin immediately upon the assignment of trainees to classes, and should develop progressively throughout training course.

. . . .

3. Standards

By the end of the first week tests should be made to screen out those who require special training. Further tests are to be made at the end of each term (and at such other times as may be desired) to measure progress and to determine when those of inferior development may be qualified to participate in the general program.

The physical efficiency testing program is designed to measure the principle factors in general physical fitness which are strength, endurance, agility and coordination.

1. Push-ups - average performance, 23 times.
2. Squat Jumps (32 times)
3. Sit-ups (33 times)
4. Pull-ups (8 times)
5. 100 yard pick-a-back (26 seconds)
6. Burpee test, 20 seconds (10 times)
7. 300 yard run (46 seconds)

. . . .

Reports of trainees' physical efficiency tests are to be submitted at the conclusion of each 12-week term. Forms will be provided.

There should be such additional testing in the area of aquatics as may be necessary to classify trainees for instructional purposes. Non-swimmers, inadequate swimmers, and satisfactory swimmers should be segregated and assigned to appropriate programs of instruction.

The following War Department publications are to be used as the basis of instruction:

- (1) Training circular No. 87WD
- (2) FM 21-20 Basic Field Manual - Physical training
- (3) TM 21-220 Technical Manual - Sports and Games

4. Suggested Program.

Suggested that the first four weeks be devoted to general conditioning, testing, and orientation with a sampling of all basic activities.

For remainder of first term, . . . trainees should be assigned to activities in which their deficiencies are greatest . . .

After first four weeks activities be grouped into four basic areas as follows:

1. Aquatics
2. Combatives
3. Gymnastics and obstacle courses
4. Team sports

Daily program should begin with a period of calisthenics or other conditioning exercises for a period of approximately 15 minutes followed, whenever practicable, by a short run.

During second and each succeeding term all trainees except those who may require further special work in general conditioning should be assigned to two of the four basic areas for training. . . .

It is expected that each trainee will receive training in all four areas of activity before his course is concluded.

. . . Intramural contests in competitive team sports be strongly encouraged. It is anticipated that as early in the course as competitive groups can be organized, much of the Saturday afternoon free time could be devoted to such contests.

"Upon arrival at a training unit, or as soon thereafter as can be arranged, each trainee will provide himself with the following items:

- 1 pair gymnasium shoes
- 2 pairs gymnasium trunks
- 2 gymnasium shirts
- 2 athletic supporters
- 2 pairs athletic socks

"At certain installations it may also be desirable that trainees have some, or all, of the following additional items:

- 1 sweat shirt
- 1 pair sweat pants
- 1 pair swimming trunks

"For purposes of anticipating costs the following estimates, based on the lowest wholesale prices for the articles as specified, may be used. Handling charges would be in addition to these prices.

- a. Shoes, similar in design to the U.S. Rubber Company shoe commonly known as the 'Big Leaguer', or equal, including black duck upper, molded rubber sole, built-in flexible arch, cushion heel, arch insole, white laces, side stays, pull proof eyelets: \$1.85.
- b. Gym trunk, Graherton Army Khaki No. 1 shade or equal, 9-ounce cloth, full cut with saddle seat, draw-string waist: \$.90 each.
- c. Gym shirt, white, medium weight, flat stitched with quarter sleeves: \$.25 each.
- d. Athletic supporter, Biko No. 5 or equal: \$.25 each.
- e. Socks, cushion foot, wool and cotton, 6-inch top: \$.30 per pair.
- f. Sweat shirt, 11-lb. material, oxford grey, fleece lined, crew neck, knit bottom: \$.75.
- g. Sweat pants, 11-lb. material, oxford grey, fleece lined, draw-string waist, tie bottom: \$1.
- h. Swim trunks, wool and cotton mixed, draw-string waist, built-in supporter, no leg in seam: \$.75.

"If suitable costumes of other design or material are available, there is no objection to their use. However, uniformity of dress within a unit is desirable.

"If difficulty is encountered in obtaining the necessary items through usual channels, attention is invited to the following:

- a. Authority has been granted to use a priority rating of AA-3 on Preference Rating Certificate, Form PD-3A, for purchases from unit funds. On the Form PD-3A, in the Army and Navy Munitions Board Code No., or authority section, the following will be inserted: '1st Ind. A.N.M.B., 6-18-43, JSL.'

b. PD-3A Certificates will be prepared in quintuplicate and when the purchases involved do not exceed \$500 the original only will be signed by the commandant in the space marked 'Countersignature and title of U. S. Government official', and the copies will be disposed of as follows:

- (1) The original will be sent direct to the supplier, that is, the commercial concern furnishing the supplies.
- (2) The duplicate copy will be forwarded through the service command having jurisdiction to the Director, Army Specialized Training Division, Army Service Forces, Room 2E-640, The Pentagon, Washington 25, D. C.
- (3) The triplicate need not be forwarded when purchasing from unit funds and when the amount involved is less than \$500.

(4) The quadruplicate need not be forwarded when purchasing from unit funds and when the amount involved is less than \$500.

(5) The quintuplicate will be retained by the issuing officer (when under \$500, the commandant). This is the official War Department files copy and must be retained for at least 6 months after the completion of the contract.

c. On purchases involving items exceeding \$500, the PD-3A Certificates will be completed and forwarded, unsigned, through the appropriate service command, in quintuplicate; together with a covering letter, to the Director, Production Division, Army Service Forces, Attention, Chief, CMP Priorities Branch, for further consideration.

d. PD-3A forms should be secured from the local War Production Board Office. If difficulty is encountered in obtaining them, request for a supply may be directed to the commanding general of the service command having jurisdiction.

e. For articles to be purchased from unit funds, the certificate prescribed by paragraph 3, Memorandum No. W350-82-43, this office, 1 April 1943, subject, Priority Procedure for Educational Institutions Under Contract with the War Department, is not required.

2. This is in line with the present policy of the War Department to require the trainees to purchase their own equipment for physical training. Inasmuch as AST Units have no unit funds, it probably may be necessary for the College to purchase this equipment in quantity on the priority mentioned above and then in turn to be sold to the trainees.

For the Commanding General:

H. H. Slaughter
Colonel, GSC
Director, Training Division