

HEADQUARTERS
Disposition Area #1
Camp Filmer
New Brunswick, New Jersey

FES/wry

Date 13 Nov

Subject: Processing Order (RE, RO, and TD Groups)

To : Group Leader, Group RE 3416-29.

1. As Group Leader, you have been designated to control the members of your group from the time of overseas departure until arrival at reception station designated on your orders. The following is published for strict compliance by all concerned to enable you to accomplish all required processing at this Post.

2. Your group will be billeted as follows:

a. Officers - Buildings 109
b. Enlisted Men - Buildings 141

3. You will insure that all personnel under your command:

- a. Claim their hand baggage immediately upon having been billeted.
- b. Report to mess hall in a group at 1505, Dining Room A.
(1) Information relative to mess after first meal will be posted on barracks bulletin board.
- c. Claim hold baggage at Building #137 immediately after messing, if necessary.

4. The following will be reported to Area Headquarters immediately:

- a. Personnel who were hospitalized subsequent to embarkation.
- b. Personnel absent at debarkation.
- c. Personnel who absent themselves at this station.
- d. Personnel under court martial sentence or awaiting trial.
- e. Any obvious errors in designation of reception station of individuals.

5. Group leaders will insure that an officer is on duty with his group at all times. If there is no officer in the group, the senior non-commissioned officer will be designated.

6. Processing:

a. Each enlisted man will be given one copy of the indorsement to the D & E Adjustment Form which is inclosed herewith. Soldier will print his name, group number and reception station designation at the top of both parts of this form prior to reporting to the Processing Building.

(1) Your unit will report to Processing Building # 133,
Door # at 1600 hours on 13 Nov.

(2) All enlisted personnel will take the indorsement form to the Processing Building and turn same into the supply clerk upon completion of the processing.

b. Personnel will bring with them to the Processing Building gas mask, protective clothing, steel helmet and liner in their possession. Head band and neck band will be removed from liners prior to entering the Processing Building.

c. All group leaders will be present with their groups; other officers are not required. All enlisted personnel will go through the processing line regardless of the necessity for their being issued clothing and equipment at the end of the processing line.

Processing Order (RE, RO, and TD Groups) (Cont'd.)

e. Hand baggage will be inspected in barracks at 1330 hours on 14 NOV.

7. There will be a departure meeting for all Reception Station Group Leaders in Building # 133 at _____ hours on TIME LATER 15 NOV
THUR. 11.

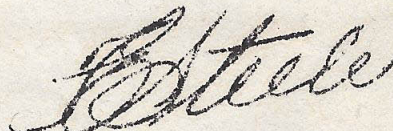
a. All personnel of your unit will be alerted and remain in barracks from thirty minutes after the scheduled time of the group leaders meeting until the group leaders return, at which time group leaders will inform their personnel of the time of departure and any other pertinent information relative to same.

8. A Suggestion Sheet is inclosed for your remarks and criticism. It is hoped you will avail yourself of the opportunity of bringing to the attention of this headquarters your suggestions for the improvement of procedures relative to processing debarked personnel at this post. You may deliver this sheet to Area Headquarters at any time prior to your departure.

9. For further information contact:

- a. Area Adjutant, Building #102, Ext. # 218.
- b. Area Supply Officer, Building # 133, Ext. # 416.
- c. Area Billeting & Custodial Officer, Building # 134, Ext. # 359.
- d. Area Baggage Officer, Building # 137, Ext. 2269.

BY ORDER OF CAPTAIN KELLER:



F. E. STEELE
1st Lt., T.C.,
Adjutant.