

**DECLASSIFIED**

Authority: E.O. 13526

By: NDC NARA Date: Dec 31, 2012

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CASU-44

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26 September 1944

COMMANDING OFFICER'S MEMORANDUM

Subj: Organization Set-Up and Function Thereof.

1. Effective this date the following is the operating organization of this unit with duties and responsibilities indicated.

(a) Executive Asst (Lt. Rhodes)

(1) Shall be responsible for seeing that all orders and policies of the Commanding Officer are carried out. All officers will take up routine administrative matters with the executive assistant whose orders shall be considered as emanating from the Commanding Officer.

(2) Shall handle all disciplinary cases, including preliminary mast, in conjunction with the Personnel Officer.

(3) As Division Officer of the "X" Division, shall be responsible for the proper functioning of the MAA Force.

(4) Temporarily shall serve as liaison officer with ACORN-39 on all matters.

(5) Shall be responsible for administrative headquarters.

(b) Personnel Officer (Lt. Fansett)

(1) Shall handle all personnel reports, transfers or receipts of personnel, entries in service records, etc.

(2) Shall handle all disciplinary matters, mast, deck or summary courts as directed by the executive assistant.

(3) Shall handle all chow chits and matters of meal hours.

(4) Shall handle all special work details as directed by executive asst on matters he shall deal directly with department or division heads. He is responsible for seeing that work details report at prescribed time and that food is provided when necessary.

(c) Asst Personnel, Education & Communication Officer (Lt(jg) Hightower)

(1) Assist the personnel officer as directed.

(2) Handle all matters having to do with education and advancement.

(3) Receive all in coming classified communications, logging in and securing same, and routing all such correspondence or material to the proper department. All classified material must clear through this officer.

(d) Medical Officer (Dr. Gulash)

(1) Shall hold sick call in CASU area and perform other duties, including flight surgeon work, as directed by the ACORN senior medical officer.

(e) Asst Medical Officer & Sanitation Officer (Dr. Smoot)

(1) Shall hold sick call in CASU area and perform other duties, including flight surgeon work, as directed by the ACORN senior medical officer.

(2) Shall be responsible for sanitation in the CASU and Flight Areas in accordance with existing directives, coordinating such activities with the Camp Officer in the case of the CASU Camp Area.