

Army Air Forces  
HEADQUARTERS, STATION #10  
NORTH AFRICAN WING  
Air Transport Command

APO 621, c/o Postmaster,  
Miami, Florida,  
10 May 1944.  
OPNS/FWW/wr

MEMORANDUM )

NO. 30-4 )

OPERATIONS

LOCAL INSTRUCTIONS TO TRANSIENT CREWS

1. AIRPLANE COMMANDERS: You are responsible for every member of your crew while at this base. Read and discuss these instructions with them before leaving the airplane.
2. FOR OPERATIONS: Complete your Form #1 and turn into Operations with "squaks" on your airplane. Bring in your old clearance, copy of orders, weather folder weight and balance properly filled in. Make out an Arrival Report and receive your Briefing Time. Turn in all manuals and papers to Briefing upstairs over Operations.
3. PARKING: Due to occasional gusty surface winds, make sure the landing gear wheels are blocked and tail wheel locked.
4. MAINTENANCE: Accomplish all maintenance problems and be sure of the status of your aircraft before asking for a pass off the base. Use taxi strips to run up your engines as rocks in the parking area are injurious to propellers.
5. GUARD: One member of your crew must remain on the aircraft as guard.
6. REFUELING: You will be refueled as soon after arrival as possible. Check to make sure you have been refueled to prevent late departure.
7. BRIEFING: Operations will furnish all Briefing Times.
8. DEPARTURES: Northbound Aircraft depart at night and must check Operations at 1800Z daily for departure schedule. Eastbound aircraft depart in the morning.
9. AMMUNITION: Armament maintenance and ammunition may be obtained from the Armament Department in the hangar south of Operations building. Ammunition is not necessary for east bound flights.
10. MESS AND BILLETING: Register at Transient Headquarters for Quarters. Make sure that you are in the quarters assigned so that you can be located. Enlisted men must furnish their own mess kits. Mess hours, Local Time:  
Crews arriving late or departing early may obtain mess passes from Transient Headquarters.  
Breakfast - 0600-0730  
Dinner - 1200-1330  
Supper - 1800-2000
11. UNIFORM: Sun Tans or Woolens Optional. Ties required off the Base. Uniform regulations must be complied with. Sleeves rolled down. Pants cuffs down.
12. TIME: Local Time is GMT plus ONE hour. All Operations are GMT. All Base activities are local time.

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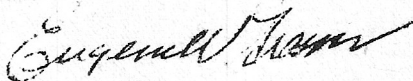
Memorandum No. 30-4, Hq, Station 10, NFW-ATC, dated 10 May 44, (cont'd).

13. ARMY EXCHANGE: Main store opens from 1100 to 1800 hours. Wet canteen open from 1900 to 2100 hours except Sundays. Obtain your ration cards at Transient Headquarters. Yellow seal or French money, only, is acceptable. Change your money at the Station Finance Office. Tailor and barber shop open from 0900 to 1800 hours.
14. SECURITY: You are in a foreign country and enemy agents are active. Do not talk SHOP at ANY time. Do not carry passengers on your airplane without written authority from this Headquarters. Check for stowaways before departure.
15. CLEARANCE: File Clearance with Operations before departure. Billeting clearance must be turned in before you will be cleared.
16. TRANSPORTATION: Transportation to and from your aircraft will be furnished by Operations. Busses to town and Mamounia Hotel run every five to ten minutes from Transient Headquarters.
17. PASSES: Passes authorize your absence from the Base between the hours of 1300 and 1800 local time. Persons returning after 1800 will cause passes to be lifted from his entire crew. Passes are issued at Medical Briefing in the Base Theatre at 1000 or 1200 Local Time. Medina (Native Quarter) is out of bounds to all Army Personnel.
18. BULLETIN BOARD: Check the bulletin board in Operations for announcements and instructions.
19. ATHLETICS AND RECREATION: Movies in the Base Theater every night. Athletic Equipment available at Special Service Office. Day room available.
20. LUNCHES: Pick up lunches at Transient Headquarters when you check out.
21. DISPENSARY: Sick Call at 0800 and 1500 hours local time daily.

By order of Colonel ASP:

EUGENE W. GREEN,  
Major, Air Corps,  
Adjutant.

OFFICIAL:



EUGENE W. GREEN,  
Major, Air Corps,  
Adjutant.

DISTRIBUTION:

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