



WAR DEPARTMENT
OFFICE OF THE CHIEF OF STAFF
WASHINGTON 25, D. C.

23 January 1946

MEMORANDUM FOR CHIEFS OF ALL MILITARY ACTIVITIES IN THE
PENTAGON:

It is directed that you inform all military personnel on duty in your division that representatives of The Inspector General of the Army, under provisions of Paragraph 2c of AR 20-5, will be in rooms 3B-254, 3A-310, 4D-769, 3D-858, 5C-526, and 5A-728, on 25 January and 28 January 1946, from 0900 to 1645 each day, for the purpose of hearing complaints of military personnel relative to their essentiality in the service. It is further directed that any individual in the military service on duty in the Pentagon who desires to make such a complaint to The Inspector General be afforded the opportunity to do so.

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:

H. I. HODES
Brigadier General, GSC
Assistant Deputy Chief of Staff



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WAR DEPARTMENT
OFFICE OF THE CHIEF OF STAFF
WASHINGTON 25, D. C.

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28 January 1946

MEMORANDUM FOR: CHIEFS OF ALL WAR DEPARTMENT GENERAL AND
SPECIAL STAFF DIVISIONS
CG ARMY AIR FORCES
CG ARMY GROUND FORCES
CG ARMY SERVICE FORCES
CG MILITARY DISTRICT OF WASHINGTON

SUBJECT: War Department Reorganization

The Chief of Staff has designated Lieutenant General W. H. Simpson to act for him and the Deputy Chief of Staff in deciding all reorganizational matters under the Simpson plan, as modified, that cannot be resolved by the interested parties. In addition General Simpson will monitor and direct the initiation of the plan. All communications and questions concerning the reorganization will be addressed to or presented to General Simpson.

General Simpson will be assisted by such individuals assigned to the Board of Officers on Organization of the War Department as he may desire. The Special Planning Division will render such assistance as may be requested.

General Simpson is located in Room 2E 840, Pentagon Building, telephone extension 5530 or 6663.

A. I. HODES
Brigadier General, GSC
Assistant Deputy Chief of Staff

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WAR DEPARTMENT
Washington

18 January 1946

OSW OFFICE MEMORANDUM)
NO. 7-46)

Subject: Efficiency Rating Committee

1. Effective 21 January 1946 Mr. Everett L. Butler will replace Mr. J. Rhodes Mitchell on the Office, Secretary of War Efficiency Rating Committee.


For the Administrative Assistant:

George E. Brewer

George E. Brewer
Assistant, Administrative Assistant
Office, Secretary of War

DISTRIBUTION: A
To All Division Chiefs, OSW

(83)


The Secretary of
the Navy

Serial 081P21
(SC)A4-3/ND9

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CONFIDENTIAL

It is requested that the Navy Department be informed of the plans of the Army engineers regarding further operation of the bridges, specifically on the following points:

- (a) Whether the Army engineers will arrange for continued operation of the bridges, or
- (b) Whether they will require the owners to operate the bridges at their own expense by a determination that the bridges will constitute an unreasonable obstruction to navigation unless kept operable, or
- (c) Whether the bridges will be permitted to become inoperable and the shipping traffic in the canal to revert to a pre-war basis.

On the basis of the decision of the Army Engineers on the foregoing points, the Navy Department will determine:

Whether to terminate its contracts with the bridge owners for the operation of the bridges or to transfer such contracts to the Army Engineers, or

Whether to terminate its contracts with the bridge owners and attempt to sell the Government's physical investment in the bridges to the bridge owners, should the Army require the bridge owners to operate the bridges at their own expense, or

Whether to terminate its contracts with the bridge owners, salvage the machinery that can be salvaged, and abandon the remainder, if the bridges are not to be kept operable.

Respectfully,

cc: Com 9
BuShips
Op-23
Op-89
SWNCC

First Floor - State

The Honorable,
The Secretary of War.

JAMES FORRESTAL

SWNCC	
COL. MCCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. SEILFUSS
MR. H. W. MOBELEY
MR. J. P. BARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

The Secretary of
the Navy

Serial 081P21
(SC)A4-3/ND9

CONFIDENTIAL

7 JAN 1946

Sir,

The question has arisen as to the Navy's future interest in the opening of certain bridges over the Chicago Sanitary and Ship Canal and also the policy to be followed in permitting commercial traffic requiring the opening of the bridges to pass through the canal.

All naval vessels being built on the Great Lakes, which would require bridge openings for passage through the Chicago Sanitary and Ship Canal, with the exception of five minesweepers have been completed. The five minesweepers will be completed during the spring of 1946, the last vessel being scheduled for delivery the last of May. It is possible, of course, to take these five remaining ships out through the St. Lawrence Waterway. The Navy Department has been informed that the Coast Guard and the Army have no vessels building on the Great Lakes which will require bridge openings after November.

The Navy Department has been informed by the Maritime Commission that, if the Ship Sales Bill now before Congress is passed, any ships not sold to private ship operators by 31 December 1947 must be placed in the National Defense Reserve. Since the Commission does not contemplate maintaining a reserve fleet on the Great Lakes, it will be necessary to move the unsold ships from the Great Lakes to the coast via the Chicago Sanitary and Ship Canal within the next two years.

The bridges over the Chicago Sanitary and Ship Canal were made operable with Navy Department funds as a matter of war necessity in order that shipbuilding on the Great Lakes might be employed most effectively in the construction of ocean tonnage. It was the intention of the Navy and the bridge owners that openings of the bridges would be made only when necessary for the prosecution of the war or for national defense. It is not considered that it is the function of the Navy to control the operation of bridges over inland waterways or to regulate commercial shipping on such waterways after the war need has ceased. The only interest of the Navy in having the bridges kept operable in the future is to assure the continued availability of the shipbuilding potential of the Great Lakes area.

In the interest of national security the Navy Department recommends that the bridges be kept operable to ensure availability on reasonable notice as a means of exit from or entrance to Lake Michigan, at least until another and equal waterway for such purpose may become available.

WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

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14 December 1945

MEMORANDUM FOR THE STATE-WAR-NAVY COORDINATING COMMITTEE:
(Attn.: Lt. Col. Field)

SUBJECT: Overseas Service for Officers

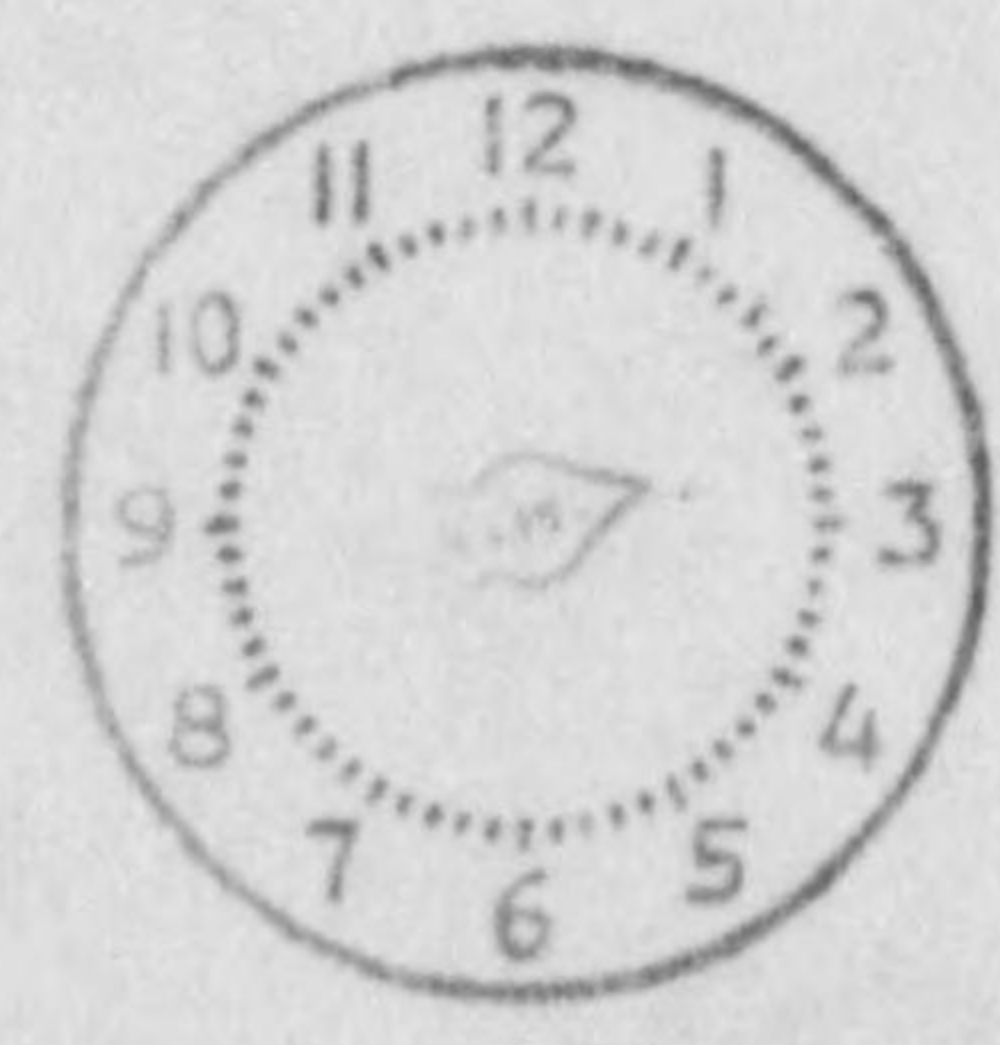
1. It is requested that a list of officers now on duty in your office who are physically qualified and eligible for overseas service be submitted in accordance with Enclosure 1.

2. Eligibility for overseas service is detailed in Enclosure 2.

A. H. Shimkus
A. H. SHIMKUS,
Major, CMP,
Assistant Executive.

Encl.-2

DEC 19 1945



STATE WAR AND NAVY COORDINATING
COMMITTEE

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COPY

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

AGPO-A-R-A 210.31 (27 Nov 45)

6 December 1945

SUBJECT: Oversea Service for Officers

TO: Joint Chiefs of Staff Group
Secretary of War's Group
Chief of Staff Group
As outlined in Cir 427, WD, 1944 as amended
Commanding General, Army Air Forces
Commanding General, Army Ground Forces

1. It is desired that you submit to the Adjutant General (Attn: Officers' Branch, Room 2316 Munitions) lists of the names of officers, now on duty in your Headquarters, who are physically qualified and eligible for overseas service. One list will include officers with no overseas service; one list will include officers with less than six (6) months overseas service.

2. The following information will be furnished regarding each officer: rank, name, Army serial number, current arm or service, basic arm or service if different from current arm or service, age, General Efficiency Rating, present station and duty assignment, and pertinent remarks, and estimated date of availability to include pre-embarkation leave of absence.

3. The lists will be prepared in a form suitable for transmittal to eight overseas Commanders.

BY ORDER OF THE SECRETARY OF WAR:

Copies Furnished	EDWARD F. WITSELL
Secretariat, Joint Chiefs	Major General
of Staff Attn. CWO Ulino	Acting The Adjutant General
Chairman, Joint Strategic	
Survey Committee	
President, Army-Navy Petroleum Board	
Joint Security Control	
President, Joint Communications Board	
President, Inter-American Defense Board	
Commandant, Army-Navy Staff College	
Director, Office of Strategic Services	
Director, Joint Intelligence Objectives Agency	
Attn: Col Ernest W. Gruhn, GSC	
Office, Secretary of War	
Office, Under Secretary of War	
Office, Assistant Secretary of War	
Office, Assistant Secretary of War for Air	
Chairman, Joint Army and Navy committee (Welfare and Recreation)	

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WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D. C.

AG 370.01 (11 Dec 45)OB-S-A-M

EM/dhf 2B-939 Pentagon

VIA AIR MAIL

12 December 1945

SUBJECT: Screening of Personnel for Overseas Movement

TO: The Commanding Generals,
Army Air Forces
Army Ground Forces
Army Service Forces
The Commander-in-Chief, U.S. Army Forces, Pacific
The Commanding Generals,
Theaters of Operations
Defense Commands
Alaskan Department
First thru Ninth Service Commands
Ports of Embarkation
Air Transport Command
Military District of Washington
Independent Commands under the War Department
The Commanding Officers,
Ports of Embarkation
Ports of Aerial Embarkation
Army Air, Ground and Service Forces Overseas Replacement Depots
Chief of Transportation

1. Letter, AG 370.01 (31 Oct 45)OB-S-A-M, 7 November 1945, subject: Screening of Personnel for Overseas Movement, is superseded by this letter, except as provided in paragraph 8, below.

2. Effective immediately, individuals whose length of service or adjusted service rating score or age is equal to or above those indicated in the following subparagraphs will not be moved from the United States to a theater on temporary or permanent duty or returned to a theater from temporary duty in the United States except as indicated in paragraph 3, below:

- a. Officers other than medical department: Individuals having more than 2 years 9 months service, or an ASR score 48 or age 49.
- b. Medical department officers:
 - Medical Corps, ASR score 45, or age 40, or 2 years 6 months service.
 - Dental Corps, ASR score 45, or age 40, or 2 years 6 months service.
 - Sanitary Corps, ASR score 30, or age 35, or 2 years 6 months service.
 - Veterinary Corps, ASR score 30, or age 35, or 2 years 6 months service.

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AG 370.01 (11 Dec 45)OB-S-A-M (Contd) 12 December 1945

Medical Administrative Corps, ASR score 30, or age 35, or 2 years 6 months service.

Nurses, ASR score 12, or age 30

Dieticians, ASR score 15, or age 30

Physical Therapists, ASR score 15, or age 30

c. Enlisted men: Individuals having more than 21 months of service, or an ASR score 36, or age 37, or age 34 for individuals with more than one year of service.

d. WAC personnel will not be moved overseas except as provided in paragraph 3 g (3) (a) below and except for WAC officers moved overseas prior to 1 February 1946 on temporary duty of 90 days or less.

e. Length of service as used herein includes total active commissioned and enlisted service since 16 September 1940 and continues to accrue with the passage of time.

f. Adjusted service rating score as used herein is the score computed for each individual as of 2 September 1945.

3. Exceptions to paragraph 2, above, are as follows:

a. Regular Army Personnel.

b. Officers whose MOS is on the War Department's list of scarce categories of officer specialists in Section VII of WD Circular 321, 20 October 1945.

c. Officers who are qualified as language specialists providing they are not eligible for separation and have less than 39 months of service.

d. Enlisted men who are qualified as language specialists providing they are not eligible for separation and have less than 27 months of service.

e. Medical, Dental and Veterinary Corps officers who were commissioned through ASTP and have less than 30 months of active commissioned service.

f. Volunteers (except WAC personnel) who sign one of the following certificates:

(1) (Officers) (Sect IV, WD Cir 366, 7 Dec 45)

(a) "I elect to continue on extended active duty for an unlimited length of time."

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AG 370.01 (11 Dec 45)OB-S-A-M

(Contd)

12 December 1945

- (b) "I elect to continue on extended active duty until 30 June 1947".
- (c) "I elect to continue on extended active duty until 31 December 1946."
- (d) "I elect to continue on extended active duty until _____".

(This certificate will be sufficient only if the unexpired term thereof is a period of 6 months or more from date of embarkation).

(2) (Enlisted Men) (Changes No. 2 to RR1-1)

"Regardless of any eligibility which I may have now or in the future for discharge under Readjustment Regulations, or the length of my term of service, or on account of my age, I elect to remain in the Army as a Class _____ Volunteer."

(Class 1 and 2 as defined in Changes No. 2 to RR 1-1)

g. Special exceptions not otherwise provided above:

(1) Temporary Duty:

(a) Personnel assigned to a Zone of Interior installation or activity, the normal functions and operations of which require exit from and entry to the Zone of Interior within short periods of time under temporary duty orders. (An individual who is eligible for separation or who will become eligible for separation, prior to his scheduled date of return will not be ordered overseas under this provision).

(b) Any officer or enlisted man who volunteers in writing for duty outside the continental limits of the United States for a period of time sufficient to complete the mission to which he is assigned under temporary duty orders, even though he is eligible or may become eligible for separation prior to his scheduled date of return.

(2) Overseas Returnees:

(a). Officers returned from a theater to the United States to accomplish a specific mission and report back in person to the theater command.

(b) Any male officer or enlisted man who has been returned to the United States on temporary duty for rest, rehabilitation and recuperation and who volunteers in writing to return to the theater for a period of service of 6 months or more.

(3) Transfer to Accept Civilian Employment:

(a) Any officer or enlisted personnel who desires to be transferred to a theater in a military status for relief from active duty or discharge to accept civilian employment, provided that documentary evidence is presented to establish the fact that the individual has a civilian job with the United States Government in the theater to which he has requested transfer.

RESTRICTED

AG 370.01 (11 Dec 45)OB-S-A-M (Contd.) 12 December 1945

4. The certificate or volunteer statement signed by the individual to qualify for exception from the provision of paragraph 2 will be included on or attached to and transmitted with the individual's WDAGO Form No. 66-1 or service record.

5. Movement orders for personnel excepted from the provisions of paragraph 2 of this letter will include a citation to the subparagraph under which the exception is made in the following statement:

"Personnel included herein are excepted from screening procedures under subparagraph () of letter, AG 370.01 (11 Dec 45) OB-S-A-M, 12 December 1945, subject: Screening of Personnel for Overseas Movement.

6. Personnel removed from overseas shipments under the provisions of this directive will be reassigned by the Major Force concerned.

7. The EDCMR of personnel in the United States on temporary duty, leave or furlough from a theater and relieved from overseas assignment will be 14 days after date of order reassigning such personnel to the Zone of Interior. Copies of such orders will be forwarded to the interested agencies by air mail.

8. Orders prepared in accordance with subparagraphs 3 b and 3 c of letter AG 370.01 (31 Oct 45)OB-S-A-M, 7 November 1945, subject: Screening of Personnel for Overseas Movement, will be considered sufficient to authorize exception to paragraph 2 hereof. The revocation of all outstanding statements whereby an officer has volunteered to continue on extended active duty set forth in Paragraph 4 of Section IV of WD Circular 366, 7 December 1945, does not revoke any volunteer statement signed by an individual for the purpose of complying with the provisions of subparagraphs 3 b and 3 c of letter AG 370.01 (31 Oct 45)OB-S-A-M, 7 November 1945, subject: Screening of Personnel for Overseas Movement.

By order of the Secretary of War:

Edward F. Witsell

EDWARD F. WITSELL
Major General
Acting The Adjutant General

COPIES FURNISHED:

The Commanding Generals,
Air Technical Service Command (10)
First Army (10)
Second Army (10)
VII Corps (10)
Replacement and School Command (10)
Antiaircraft Command (10)
Airborne Command (10)
Continental Air Forces (10)

FOR ADDITIONAL COPIES FURNISHED SEE PAGE 2

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AG 370.01 (11 Dec 45)OB-S-A-M

(Contd)

12 December 1945

COPIES FURNISHED: (Contd)

The Commanding Generals,
 Army Air Forces Training Command (10)
 Army Air Forces:
 AC/AS, OC&R (10)
 AC/AS, M&S (10)
 AS, Plans (10)
 AS, Training (10)
 AS, Personnel
 Personnel Centers (10 each)
 Training Centers (10 each)
 Divisions of the War Department General Staff (5 each)
 Divisions of the War Department Special Staff (5 each)
 Joint War Plans Committee (5)
 Joint Logistics Plans Committee (5)
 Director of Plans & Operations, ASF (5)
 Deputy Chief of Staff for Service Commands (5)
 Director of Personnel, ASF (5)
 Director of Training, ASF (5)
 Director of Supply, ASF (5)
 Director of Plans & Operations, ASF:
 (Attn: Mobilization Division) (5)
 (Attn: Planning Division) (5)
 (Attn: Requirements & Stock Control Division) (5)
 Director, Distribution Division, ASF (5)
 Director, Military Personnel Division, ASF (5)
 Director, Information and Education Division, ASF (5)
 Director, Military Training Division, ASF (5)
 Fiscal Director, ASF (5)
 Chiefs of Technical Services, ASF

DISTRIBUTION I

STATE-WAR-NAVY COORDINATING
COMMITTEE

STATE

- Mr. Cox
- Mr. Moseley
- Mr. Gardiner

WAR

- Colonel Reid *RR*
- Colonel Schulgen
- Lt. Col. Field
- Major Karbel
- Lt. Weiner

NAVY

- Commodore Austin *BA*
- Commander Richardson
- Ensign Whiteside

- Note
- Circulate
- File

Mr. Stackhouse notified

REMARKS:

State Dept. has previously indicated that there is no objection to this downgrading. This matter was taken up with Mr. Murphy in Germany

DECLASSIFIED



THE JOINT CHIEFS OF STAFF
WASHINGTON 25, D. C.

312.1

Miss. General.

JOINT SECURITY CONTROL

JSC/D9(D)
Serial 129

JAN 8 1946

MEMORANDUM FOR: Secretary, Joint Strategic Survey Committee
Secretary, Joint Staff Planners
Secretary, State-War-Navy Coordinating Committee

Subject: Classification of Papers, Review of

1. At the request of the Chief of Staff, U. S. Army, Joint Security Control has been directed by the Joint Chiefs of Staff to review the classifications presently assigned to, among others, the CCS 320 series of papers, with a view to their downgrading as far as possible to permit their use for instructional purposes at the service schools.

2. Acting under this directive, Joint Security Control has recommended that the CCS 320 series be reclassified as indicated in the enclosed Memorandum of concurrence from the British Joint Staff Mission.

3. Since the JCS 577 series is related to the CCS 320 series, and in order that it may be similarly reclassified, Joint Security Control recommends that the papers in the JCS 577 series be reclassified as indicated below:

JCS 577-577/3, incl.	-from US SECRET (Security)	to CONFIDENTIAL
JCS 577/4	-from US SECRET (Security)	to SECRET Crypto security
JCS 577/5-577/8, incl	-from US SECRET (Security)	to CONFIDENTIAL
JCS 577/9-577/11, incl	-from TOP SECRET	to CONFIDENTIAL
JCS 577/12	-from TOP SECRET	to SECRET Crypto security
JCS 577/13	-from TOP SECRET	to CONFIDENTIAL
JCS 577/14-577/17, incl	-from TOP SECRET	to SECRET Crypto security
JCS 577/18-577/20, incl	-from TOP SECRET	to CONFIDENTIAL
JCS 577/21-577/23, incl	-from TOP SECRET	to SECRET Crypto security
JCS 577/24	-from TOP SECRET	to RESTRICTED
JCS 577/25-577/27, incl	-from TOP SECRET	to CONFIDENTIAL
JCS 577/28-577/34, incl	-from TOP SECRET	to RESTRICTED
JCS 577/35	-from TOP SECRET	to SECRET Crypto security
JCS 577/36-577/37, incl	-from TOP SECRET	to RESTRICTED
JCS 577/38-577/39, incl	-presently unclassified	

4. It is requested that the addressees of this Memorandum obtain the concurrence or comments of their several Committees to the recommended reclassification of those papers in the JCS 577 series in which they have an interest, and inform Joint Security Control of their Committees' views as soon as convenient.

5. It is further requested that if there is any disagreement with the proposed reclassification of the CCS 320 series, such be also indicated.

W. E. STOCKHAUSEN
Acting Secretary

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BRITISH JOINT STAFF MISSION
OFFICES OF THE COMBINED CHIEFS OF STAFF
Washington

7 January, 1946.

MEMORANDUM FOR JOINT SECURITY CONTROL

Subject: Reclassification of CCS Papers

Reference: Serial 1277, 19 December, 1945
Memo to Joint Security Control,
2 January, 1946.

London agree to the reclassification of
C.C.S. 320 - 320/37 as under:-

320-320/3	to RESTRICTED
320/4 (Revised)	to CONFIDENTIAL
320/5	to SECRET
320/6 & 320/7	to RESTRICTED
320/8 - 320/10	to CONFIDENTIAL
320/11	to RESTRICTED
320/12 & 320/13	to RESTRICTED
320/14 & 320/15	to SECRET
320/16 & 320/17	to RESTRICTED
320/18	to SECRET
320/19 & 320/20	to RESTRICTED
320/21	to CONFIDENTIAL
320/22 - 320/25	to RESTRICTED
320/26 - 320/30	to CONFIDENTIAL
320/31	to SECRET
320/32 - 320/36	to CONFIDENTIAL
320/37	to RESTRICTED

Our memorandum of 2nd January, 1946 suggested
that C.C.S. 320/38 - 320/44 should remain SECRET.

/s/ R. M. MUNRO

/s/ R. M. Munro, Major
Secretary
British Joint Security
Classification Committee.

WAR DEPARTMENT
Washington

3 January 1946

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OSW OFFICE MEMORANDUM)
NO. 3-46)

Subject: Telegraph, Cable, and Radio Service

1. That part of Section II, paragraph 4 (a) of OSW Office Memorandum 26-45, 21 June 1945, which requires submission to the Director of Communications of an extra carbon copy of each message prepared, is rescinded.

2. It is again necessary to invite the attention of everyone to the requirements of Section III, paragraph 8 (b) of the above cited memorandum which states,

"The delivered telegrams received from the commercial telegraph company or the signal message centers should be certified as in paragraph 7 and forwarded to the Director of Communications, Office, Secretary of War, room 1-A-275, The Pentagon, on the 1st day of each month. If retention of the message content is necessary for file purposes, a copy should be prepared for that purpose and the original forwarded as indicated above."

For the Administrative Assistant:

George E. Brewer

George E. Brewer
Assistant, Administrative Assistant
Office, Secretary of War

DISTRIBUTION: B
(To All Division, Branch, and Section Chiefs
Washington Office--OSW)

SWNCC	
COL. MCCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. SEILFUSS
MR. H. W. MOSELEY
MR. J. P. GARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

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Miss

Miss

8 December 1948

MEMORANDUM FOR: Mr. J. Rhodes Mitchell
Chairman, Administrative Intern Committee
Office, Secretary of War

SUBJECT: Third Administrative Intern Program.

The Army Section, State-War-Navy Coordinating
Committee has no qualified candidates for nomination
to the Third Administrative Intern Program.

V. F. FIELD
Lt. Col., GSC
Executive Secretary

SWING FILE

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WAR DEPARTMENT
WASHINGTON, D. C.

19 November 1945

*If no nomi-
nations are made,
Negative report
is desired.*
ASR

MEMORANDUM FOR: Colonel Charles W. McCarthy, Chairman
State, War-Navy Coordinating Committee
Room 178, State Department Building

SUBJECT: Nomination and Selection of Administrative Interns
Third Administrative Intern Program.

1. The Civil Service Commission has invited nominations for the third Administrative Intern training program which will start on 21 January 1946. A copy of the Civil Service Commission announcement outlining the purpose of the program and the basic eligibility requirements for nomination is attached for your information.

2. It is requested that each Division or Board in the Office, Secretary of War at once alert its supervisory personnel to the program and stress the fact that all nominations must originate with the supervisor. Nominations should be prepared in appropriate memorandum form and will transmit a form 57 for each candidate. Nominations will be screened at top echelon for each Division or Board prior to being forwarded to the chairman, Committee for Administrative Interns, Office, Secretary of War, Room 1A-269, The Pentagon.

3. For the purpose of screening nominations at top echelon of each Division or Board prior to submission, the following factors will be taken into consideration.

(a) The availability of the employee for six months' absence from the job must be established by all echelons of approval. Candidates finally selected will be detailed to the office of the Assistant to the Administrative Assistant for the duration of the program.

(b) Although no quota has been established for the Office, Secretary of War, or the Department, the program can accommodate only thirty interns selected from all government agencies on the basis of the candidates' past work records, written examinations, and personal interviews.

(c) Only qualified candidates who have expressed a desire for and have a reasonable expectancy of a career in the Federal service should be considered.



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4. Nominations must be received by 10 December 1945 to be considered by the Office, Secretary of War Committee. It is desired that a negative report be submitted if no nominations are to be submitted.

J. Rhodes Mitchell

J. Rhodes Mitchell
Chairman, Administrative Intern Committee
Office, Secretary of War

Incl. 1

UNITED STATES CIVIL SERVICE COMMISSION
Examining and Personnel Utilization Division

Extension 491

November 2, 1945

ANNOUNCEMENT
of
THIRD ADMINISTRATIVE INTERN PROGRAM

The Civil Service Commission is starting the third administrative intern training program on January 21 1946. All agencies of the Federal Government are invited to nominate candidates for participation in the program. From among those nominated, a group of not more than thirty will be selected as interns. A program of orientation planned work experience, and personal counseling and supervision will be developed for each intern on the basis of his individual needs. This work will be supplemented by after-hour study and weekly group discussions.

Purpose of Program

The purpose of this program is to assist Government agencies in the discovery and training of potential administrative personnel to provide the selected employees with work experience that will lead to the utilization of their skills and abilities to the fullest possible extent.

Administration of Program

The program is sponsored by an interdepartmental Committee on Administrative Interns composed of representatives designated by the head of each cooperating agency. The Committee selects the interns and advises on the conduct of the program.

Training advisers on the staff of the Civil Service Commission conduct the program.

Nomination and Selection of Candidates

Only persons who are employed by Government agencies and who meet the conditions listed below will be considered. Each candidate must be recommended by his immediate supervisor and endorsed by the head of the agency in which he is employed. Any Federal employee who is nominated by his agency will be given consideration regardless of the type of work he is now performing. Final selection of interns to participate in the program will be made on the basis of careful study of the candidates' past work records, the agency recommendations, written examinations, and personal interviews.

280-56/46

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Candidates for the program must --

1. Have a minimum of two years of successful, progressive work experience;
2. Not be above CAF-9, P-3, or equivalent grades at the time of nomination;
3. Have a positive interest in a career in the Federal service, and reasonable expectancy of continuance in Federal employment.
4. Have shown that they possess good personal qualities and an aptitude for leadership in their work or in other activities;
5. Be in good health, adequate for an intensive program of work and after-hours activity.

Nominations must be made by December 14, 1945, and should be forwarded to the Civil Service Commission, attention Administrative Intern Program, Room 209 Ouray Building, Washington 25, D. C. Candidates who are selected will be notified not later than the first week in January.

Program Content

The training will consist of --

1. Orientation, initial personal counseling, and a program of training and work experience for each individual. The orientation will provide a rapid over-all view of the Federal Government, stressing its administrative operations. The needs of each intern will be carefully analyzed and his internship activities planned in advance so as to add to his practical knowledge of Government administration, both by study and by actual participation.
2. Performance of work assignments which will provide experience in various phases of Government administration. These may be in personnel management, budgeting and financial administration, management analysis or work programming; or in the administrative work of an operating unit, such as the office of the division chief, bureau director, or secretary of the department.
3. General supervision of the intern by a designated Government official of the employing agency to provide competent guidance throughout the period of the internship.
4. Weekly group discussions with recognized governmental and other authorities for the purpose of giving the intern an opportunity to acquire a broad perspective of Government and its activities.
5. Instructional conferences with the training advisers, periodic work reports, guided reading, and other instructional devices, to assure systematic attention to the accomplishment of each intern's objectives.

6. Any other contacts that will contribute to the intern's professional development, such as participation in the meetings of the Society for Personnel Administration, Washington chapters of the American Society for Public Administration, the Society for Advancement of Management, and the National Office Managers Association.

Collateral University Education

Interns are required to pursue outside studies on a college level at any institution of their choosing. The American University has made available to each intern a one-course scholarship in either the graduate or the undergraduate school which will meet this requirement of the program. The American University further contributes to the program by administering the tests which are a basis for the selection and guidance of the interns, and provides personal counseling regarding courses which will most nearly meet the objectives of the internship.

Utilization of Interns Following the Program

No commitment is made either by the Civil Service Commission or by the cooperating agency as to specific utilization of interns following the program. It is expected that if the interns are successful in their administrative training, the agency will effect a maximum utilization of their newly-acquired knowledge and skills.

Additional Information

Inquiries concerning the program may be addressed to the Civil Service Commission, attention Administrative Intern Program, Room 209 Ouray Building, Washington 25, D. C.



THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



27 September 1945

Received from the State-War-Navy Coordinating Committee this date the following papers:

<u>SHORT TITLE</u>	<u>COPY NO.</u>	<u>REMARKS</u>
SWNCC 176/3 ✓	62	Corrigendum attached.
SWNCC 176/4 ✓	64	Corrigendum and Decision Amending attached.
SWNCC 79/1 ✓	55	
SWNCC 101/2 ✓	55	
SWNCC 101/1 ✓	58	Corrigendum attached.
Memo for Info No. 20	49	
Memo for Info No. 19	49	
SWNCC 21/8 ✓	70	
SWNCC 21/6 ✓	84	
SWNCC 70/11 ✓	49	
SWNCC 70/10 ✓	60	Decision Amending attached.
SWNCC 70/5 ✓	55	
SWNCC 65/8 ✓	50	
SWNCC 65/7 ✓	5	
SWNCC 65/2 ✓	42	
SWNCC 57/3 ✓	55	
SWNCC 60/5 ✓	55	
SWNCC 58/9 ✓	5	
SWNCC 186/3 ✓	46	
SWNCC 186/1 ✓	49	
SWNCC 186/D ✓	58	
SWNCC 181/1 ✓	60	Decision Amending attached.
SWNCC 162/1 ✓	47	
SWNCC 162/D ✓	60	
SWNCC 149/1 ✓	52	
SWNCC 52/4 ✓	42	Corrigendum attached.
SWNCC 150/4/A ✓	98	

Secretary's Office, Navy Dept.

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SECRET

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



27 September 1945

Received from the State-War-Navy Coordinating Committee this date the following papers:

- ✓ 1 carbon copy Agreement on Control Machinery in Germany (as amended to include France)
- ✓ 1 carbon copy Attachment to the Secret Protocol of the Moscow Conference--Annex 2--22 Dec 43.
- ✓ 1 copy Radio Bulletin No. 184, Department of State, August 2, 1945.
- ✓ Copy No. 35 SWNCC 185 and Addendum to SWNCC 185.
- ✓ Copy No. 195 IPCOG 2/2
- ✓ Copy No. 48 IPCOG 1/4
- ✓ Copy No. 55 SWNCC 30/3 and Corrigendum to SWNCC 30/3.
- ✓ Copy No. 96 IPCOG 9/2 and Addendum to IPCOG 9/2.
- ✓ Copy No. 96 Corrigendum to Addendum to IPCOG 9/2.

Secretary's Office, Navy Department.

SECRET

312-1

WAR DEPARTMENT
Washington

22 October 1945

OSW OFFICE MEMORANDUM
NO. 34-45)Applicable to: Washington and Field Offices

Subject: Coordination, Review and Simplification of Reports

1. Attention is invited to the provisions of War Department Circular No. 303 dated 4 October 1945, attached. The purpose of this memorandum is to provide the Office, Secretary of War, in all divisions, with standard instructions for carrying out a coordinated plan to:

- a. Eliminate or prevent unnecessary or duplicating reporting.
- b. Insure that instructions, forms, and procedures for reporting are clear and complete.
- c. Insure that required reports provide data adequate for the purposes intended.
- d. Insure that all necessary reporting is done by the simplest and most direct methods with the minimum expenditure of time and effort.

2. Responsibility for the establishment, administration, and maintenance of the reports control systems as prescribed in War Department Circular No. 303, is vested in the Administrative Assistant to the Secretary of War and is hereby delegated to the Management Branch, Office, of the Assistant Administrative Assistant. That office, acting as the reports control office is responsible for:

- a. Examination of all existing and proposed reports to determine:
 - (1) Justification of report in terms of usage.
 - (2) Clarity and completeness of forms and instructions.
 - (3) Present availability of data in some other report or form.
 - (4) Whether presentation of data is clear enough to avoid misinterpretation.
- b. Assignment of reports control symbols to approved reports.
- c. Maintenance of files of approved reports applications and supporting documents.
- d. Publication of notifications of reports control actions.

(76)

e. Making decisions as to whether reports are subject to the procedures set forth in War Department Circular No. 303, in case of doubt.

3. The attached procedural guide has been developed to illustrate the successive steps necessary to the accomplishment of this program. No additional report including any revision to or recision of an existing report, will be initiated until it has been approved and assigned a reports control symbol.

4. In order to carry out the provisions of this memorandum as they affect reports now in existence, the chief of each activity will forward on or before 31 October 1945 to the Administrative Assistant, Attention: Management Branch, 4-E-929, The Pentagon, the following: (See Part III of attached manual.)

a. Two (2) blank copies of each report which is prepared by the activity due to request of any other office or authority.

b. Two (2) blank copies of each report which has been initiated by the activity. (WD AGO Form 335, in duplicate, will be prepared, and attached to each initiated report. This form will be obtained through normal supply channels.)

c. One (1) copy of request or directive that activated report will be attached to each report. If report was activated by verbal order so state upon "D AGO 335 (Item 14) giving name and title of person so authorizing and date of authorization.

5. In accordance with the provisions of paragraph 7 b of WD Circular No. 303, requests received from other activities within the War Department will not be complied with unless the reports control symbol of the initiating office is cited. Such requests will be returned to the requesting office for compliance with the circular.

/S/ John V. Martyn
JOHN V. MARTYN
Administrative Assistant

Inclosures: (2)
W.D. Cir. 303, 1945
Procedure Guide

DISTRIBUTION: A
(To All Division Chiefs, OS")

Cir 303

CIRCULAR }
No. 303 }WAR DEPARTMENT
WASHINGTON 25, D. C., 4 October 1945

Effective until 4 April 1947 unless sooner rescinded or superseded

WAR DEPARTMENT REPORTS CONTROL PROCEDURES

1. PURPOSE. The purpose of this circular is to provide the War Department with standard instructions for carrying out a coordinated plan to--
 - a. Eliminate or prevent unnecessary or duplicating reporting.
 - b. Insure that instructions, forms, and procedures for reporting are clear and complete.
 - c. Insure that required reports provide data adequate for the purposes intended.
 - d. Insure that all necessary reporting is done by the simplest and most direct methods with the minimum expenditure of time and effort.
2. RESPONSIBILITIES. Responsibilities for the establishment, administration, and maintenance of the reports control systems as prescribed in this circular rest with--
 - a. The Administrative Assistant to the Secretary of War, for all activities identified as the Secretary of War Group. This group, for the purposes of this circular will be considered as a command.
 - b. The Deputy Chief of Staff, United States Army, for the War Department General and Special Staffs and the continental defense commands (considered collectively for the purposes of this circular as one command).
 - c. The Commanding General, Army Air Forces, for his respective command.
 - d. The Commanding General, Army Ground Forces, for his respective command.
 - e. The Commanding General, Army Service Forces, for his respective command.
 - f. The commanding general of each oversea theater and separate command for his respective command.
3. DEFINITIONS.
 - a. Report. An oral, narrative, tabular, or graphic presentation of information transmitted from one agency to another.
 - (1) Recurring report. One which conveys essentially the same type of information either regularly at prescribed intervals, or as required upon occurrence of an event or situation of certain prescribed characteristics.
 - (2) Nonrecurring report. A special report prepared one time only.
 - (3) External report. A report prepared by one command and initiated by an agency outside of that command is a report external to that command. A report prepared by one agency of a command and initiated by another agency of the same command is external to the preparing agency although internal to the command.
 - (4) Internal report. A report initiated by an agency of one command and prepared by an agency of the same command is internal to that command. Within that command a report initiated by one agency and prepared by a component of the same agency is internal to that agency.
 - b. Directing agency. The agency which issues the basic order for the establishment of a report or which provides the basic directive by which the necessity for a report is implied or established. If, in addition, this agency performs actions described in c below it is also the initiating agency.

Cir 303

2

APPLICATION FOR APPROVAL OF REPORT		REPORTS CONTROL SYMBOL
1. TITLE OF REPORT		
2. INITIATING AGENCY (Specify Organization, Division and Branch)		
3. DIRECTING AGENCY (If same as initiating agency enter same as above. If not, give full details and references as to how the reporting requirement was imposed.)		
4. PREPARING AGENCIES (List by name or indicate definitive class or group)		
5. FORM NUMBER	6. <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	7. METHOD OF TRANSMISSION
8. CHECK ONE <input type="checkbox"/> NEW REPORT <input type="checkbox"/> REVISION OF APPROVED REPT <input type="checkbox"/> EXISTING REPT		
9. AGENCIES WHICH MUST PREPARE "FEED" REPORTS OR SUPPLY DATA TO PREPARING AGENCIES		
10. FREQUENCY	11. PERIOD COVERED OR AS OF DATE	12. DUE DATE
13. SOURCE RECORDS AND FEEDER REPORTS		
14. REQUIRING DIRECTIVE (Cite paragraph reference)		
15. REPORTS TO BE SUPERSEDED BY PROPOSED REPORT (Cite Title, Symbols, Form Numbers and Requiring Directives)		
16. NUMBER OF COPIES AND DISTRIBUTION		
17. DESCRIPTION OF DATA TO BE REPORTED		
18. GENERAL DESCRIPTION OF PROCEDURES IN PREPARATION		

WD AGO FORM 335
1 OCT 1945

EDITION 1 JUNE 1945 MAY BE USED.

Figure 1 (front)

19. IS THE REPORT TO BE SUMMARIZED OR USED IN THE PREPARATION OF OTHER REPORTS? IF SO, EXPLAIN BRIEFLY AND SPECIFY UNIT IN WHICH SUMMARY OR OTHER REPORTS WILL BE MADE.		
20. EXPLAIN IN DETAIL THE NEED FOR THE REPORT AND HOW IT IS TO BE USED, INCLUDING SPECIFIC TYPES OF DECISIONS TO BE MADE AND CORRECTIVE ACTION TO BE TAKEN ON THE BASIS OF THE REPORT.		
21. IS RELATED INFORMATION AVAILABLE IN OTHER REPORTS? IF SO, LIST TITLES AND SYMBOLS AND STATE WHY THEY DO NOT MEET NEED DESCRIBED IN 20.		
22. HOW LONG WILL THIS REPORT BE REQUIRED?	23. ESTIMATED TOTAL MAN-DAYS REQUIRED PER MONTH BY ALL AGENCIES IN 4 TO PREPARE PROPOSED REPORT (include time for typing, printing, etc.)	24. ESTIMATED TOTAL MAN-DAYS REQUIRED PER MONTH IN ALL AGENCIES IN 9 TO MAINTAIN RECORDS AND PREPARE FEEDER REPORTS NEEDED ONLY FOR PROPOSED REPORT
25. CONCURRENCES (Name, Office and Telephone)		
26. REFER QUESTIONS TO (Name, Office and Telephone)		
27. PERSON REQUESTING APPROVAL (Signature, Office and Telephone)		DATE
28. REVIEWED BY (Name and Telephone)		29. APPROVED (Signature and Date)

Figure 1 (back)

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c. Initiating agency. The agency which develops and prescribes the specific report form and instructions and procedures to govern actual report preparation.

d. Preparing agency. The agency which performs the actual compilation or preparation of data for forwarding as the report required by the initiating agency.

e. Using agency. The agency which receives a copy of the report. This may be other than either the directing or initiating agency.

f. Reports control symbol. A symbol of identification for an approved report to indicate its approval and authorize its initiation and preparation. (See par. 11.)

4. SPECIFIC EXEMPTIONS. Specific exemptions from the provisions of this circular are the following:

a. Forms which are prescribed to complete routine procedural processes and which pertain to one person, one piece of equipment, one shipment, one audit, one inspection, or one supply, property, fiscal, personnel, or similar action.

b. Orders, authorizations, requisitions, receipts, certificates, notifications, bulletins, and vouchers.

c. Reports on inspections by personnel functioning as inspectors general and similar types of inspection reports.

d. Intelligence reports submitted to intelligence agencies.

e. Reports of investigative committees appointed to inquire into a particular subject and report its findings. (Reports initiated by these committees in the conduct or as the result of their investigations are not exempt.)

f. Nonrecurring reports requested of one preparing agency on one specific matter and covering data conveniently available within that agency.

5. APPLICATION. a. The reports control procedures prescribed in this circular are mandatory so far as they relate to--

(1) Recurring reports initiated by one of the commands mentioned in paragraph 2 and prepared by an agency external to that command.

(2) Nonrecurring reports initiated by one of the commands mentioned in paragraph 2 and prepared within another of those commands.

b. Each of the commands specified in paragraph 2 will extend reports control, to apply to recurring reports interchanged between component agencies of that command, appropriately to meet their administrative needs. Any such extension will be subject to procedures outlined herein. Existing reports control systems will be modified when necessary to comply with this circular.

c. Each of the commands may control nonrecurring reports initiated by that command, other than those specified in a(2) above, by such procedures and to the extent determined by the command.

6. STRUCTURE. The reports control system will be administered by reports control offices in each command, with functions as follows:

a. Examination of all existing and proposed reports to determine--

(1) Justification of report in terms of usage.

(2) Clarity and completeness of forms and instructions.

(3) Present availability of data in some other report or form.

(4) Whether presentation of data is clear, in order to avoid

misinterpretation.

b. Assignment of reports control symbols to approved reports.

c. Maintenance of files of approved reports, applications, and supporting documents.

d. Publication of notifications of reports control actions.

e. Making decisions as to whether reports are subject to the procedures set forth in this circular in cases of doubt.

7. PROCEDURES FOR CONTROL OF EXTERNAL REPORTS INITIATED BY COMMANDS.

a. Control provisions.

- (1) Prior review. External reports initiated by commands are subject to specific approval of title, form, instructions, and procedures by the reports control office of the initiating agency.
- (2) Reports control symbol. Indication of approval and authorization to initiate the report will be made by the assignment of a reports control symbol by the reports control office of the initiating agency.
- (3) Identification. Each approved report will bear the reports control symbol in the upper right corner of the cover sheet in cases of multipage reports and in the same position on single page reports.
- (4) Reference in publications. Each reference to the report in any publication or communication will include a reference to the title of the report exactly as approved and to the reports control symbol.
- (5) Report revisions. Each change, modification, or revision of an approved report, its title, or the instructions or procedures for its preparation will be subject to specific approval of the reports control office.
- (6) Feeder reports. Feeder reports initiated to provide preparing agencies with data required to complete an approved report will be assigned the same reports control symbol as the master report, provided that all data required in the feeder report are necessary to the preparation of the master report.

b. Action by agencies of the War Department.

- (1) Initiating agency. No agency of a command will initiate a report until it has been approved and assigned a reports control symbol. To accomplish this assignment, WD AGO Form 335 (Application for Approval of Report) (see fig. 1), with attached copies of drafts of the directive and report forms, will be forwarded to the reports control office for action.
- (2) Preparing agency. No agency of the War Department will prepare such a report unless it has been assigned a reports control symbol by the reports control office of the initiating agency. Any request or directive which is received for a report not authorized in accordance with this circular will not be complied with but will be returned to the initiating agency for compliance with this circular.
- (3) Publishing agency. No agency of the War Department will publish or issue any publication referring to such a report unless the approved title and reports control symbol are cited.

8. PROCEDURES FOR IDENTIFICATION OF EXTERNAL RECURRING REPORTS INITIATED BY FEDERAL AGENCIES OUTSIDE WAR DEPARTMENT. a. Registry. Reports of this type will be assigned reports control symbols by the reports control office in the Office of the Deputy Chief of Staff. The reports control symbols so assigned are not indication of approval and authorization, since such action is not required, but are used only to identify and register the reports for the convenience of commands.

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b. Reference in publications. The reports control symbol will be cited in all publications of the commands referring to such reports.

c. Preparation. Compliance or noncompliance with requests for reports initiated by Federal agencies outside the War Department will be in accordance with existing policy. If a request or directive is received for a report of this type which has no reports control symbol, compliance with the request will not be denied or deferred due to the lack of such symbol but the report will be called to the attention of the report control office of the Office of the Deputy Chief of Staff so that a report control symbol may be assigned.

9. DUPLICATION. Reports (regardless of whether properly approved by a reports control office) which duplicate other reports or cover data outside the scope of the mission of the initiating agency will be called to the attention of the reports control office of the initiating agency.

10. EFFECTIVE DATE. All reports initiated on or after 4 October will be subject to this circular and by 1 November all existing reports will be brought under provisions of this circular.

11. IDENTIFICATION OF REPORTS CONTROL SYMBOLS. For purposes of identification, the following are samples of reports control symbols used by--

a. Secretary of War (Management Branch, Office, Assistant Administrative Assistant for the Secretary of War Group).

(1) Recurring report. The symbols used identify the initiating agency (the assigned correspondence symbols will be used) and the report itself by a sequence number. Example: WDOIC-01 would indicate a report initiated by the Army Industrial College, Office, Under Secretary of War, the figure 01 would indicate that this was the first report registered under this particular classification.

(2) Nonrecurring reports. The symbol is similar with the addition of the figure (1) between the correspondence symbol and the sequence number. The report referred to in example for recurring reports would be identified as a nonrecurring report as follows: WDOIC (1)-01.

b. Deputy Chief of Staff (Statistics Branch, Office Chief of Staff, for the War Department General and Special Staffs and the continental defense commands).

(1) The symbol used for recurring reports identifies the initiating agency, the subject matter, and the report itself by a sequence number. Example: G1-P1-01 would indicate a report initiated by G-1 of the War Department General Staff; the subject would be Personnel, Accessions and Separations, and 01 would indicate that this was the first report registered under this particular personnel classification.

(2) The symbol assigned for nonrecurring reports is the same as that for recurring reports with the exception that in all cases the third and fourth digits of the symbol will be 01.

c. Commanding General, Army Air Forces (Office of Statistical Control for Army Air Forces). A symbol is used identifying the initiating agency, the office of origin, and the subject classification and numerical sequence. Example:

(1) Recurring report AAF-AP-P1 would indicate the initiating agency as Headquarters AAF (applicable to continental United States only); AC/AS, Personnel, as the office of origin; and the first personnel report registered. (If the same report is required from oversea commands, the reports control symbol would be AFO-AP-P1.)

(2) Nonrecurring report (special) AAF-AP-SP101 would indicate the initiating agency as Headquarters AAF; AF/AS, Personnel, as the office of origin; and the one hundred first special report registered.

d. Commanding General, Army Ground Forces (Ground Statistics Section for Army Ground Forces). The symbol used is composed of the correspondence symbol of the preparing agency, with an assigned numerical sequence number. Example: GNSTA-01 would indicate the first report registered by the Ground Statistics Section.

e. Commanding General, Army Service Forces (Control Division for Army Service Forces).

(1) The symbol used for recurring reports is the correspondence symbol of the initiating agency plus an assigned sequence number. Symbols assigned by Control Division, Headquarters ASF, delete the letters SP from the correspondence symbol. Those assigned by other agencies of ASF maintain the full correspondence symbol. Example: AP-1 would indicate the first registered report initiated by the Director of Personnel, Army Service Forces (whose correspondence symbol is SPAP). Had this report been initiated by the Director of Personnel of the Transportation Corps, the symbol would be SPTPC-1.

(2) The symbol to be used for nonrecurring (one time) reports if similarly composed except that the letters OT are inserted between the correspondence symbol and the sequence number. Reports will be numbered in the same sequence as recurring reports. Example: The one hundred first report initiated by the Director of Personnel, ASF, if a nonrecurring report would be assigned AP-OT-101.

12. RESCISSION. WD Circular 168, 1945, is rescinded. (AG 319.1 (18 Sep 45))

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
Acting The Adjutant General

G. C. MARSHALL
Chief of Staff

OSWD-1

Office of the Secretary of War
PROCEDURE MANUAL

REPORTS CONTROL

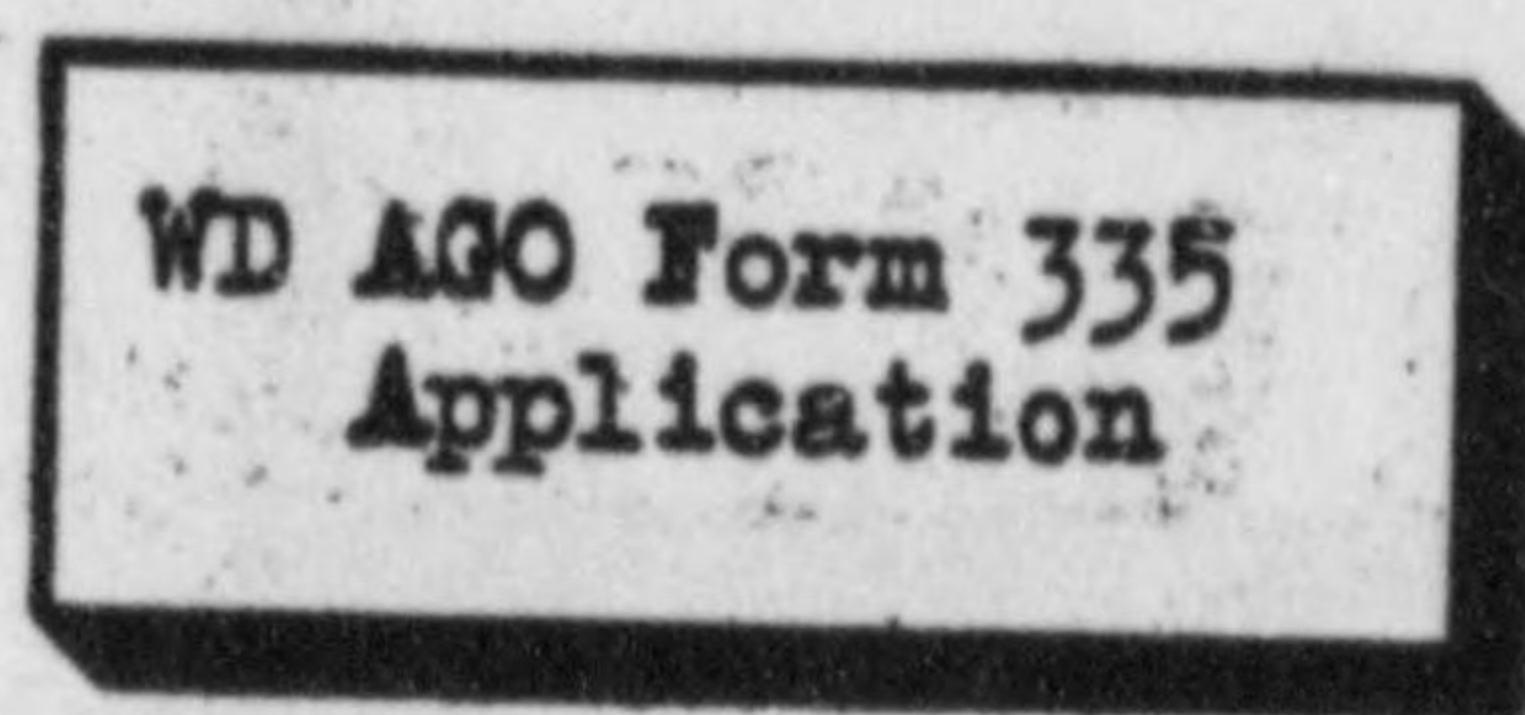
15 October 1945

FOREWORD

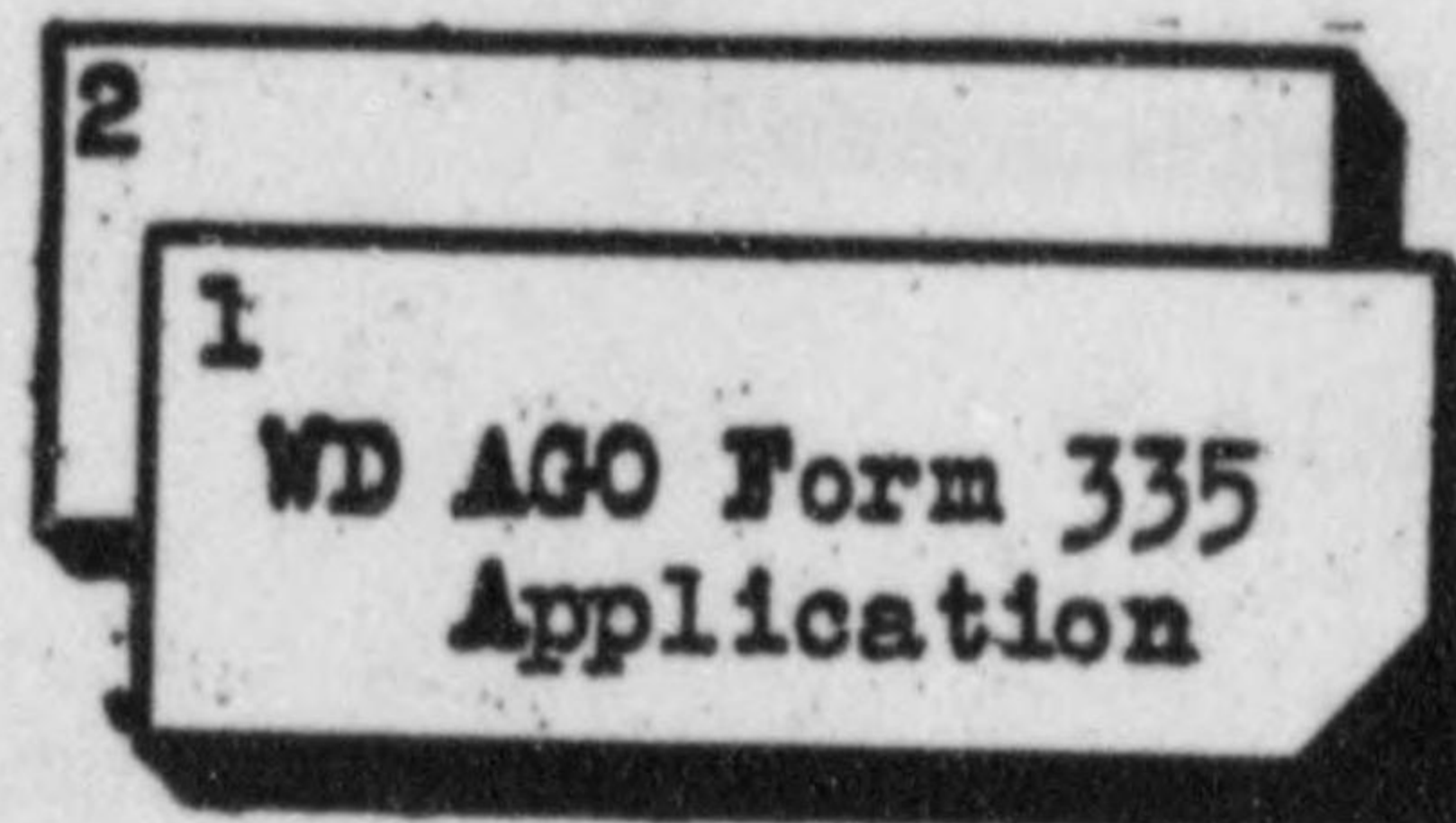
The procedures included in this manual are designed to implement the requirements of Bureau of the Budget Regulation (Federal Reports Act of 1942), War Department Circular no. 303, 1945, and OSW Office memorandum 34-40; to simplify and standardize the processes to the fullest extent practicable; and to serve as a general procedural guide.

Throughout the manual attention has been given to the need for presentation of the procedures in a sufficiently flexible form to be generally applicable and useful in all activities of the Office, Secretary of War.

The procedure charts used in this manual are intended to illustrate graphically, where applicable, the flow of the documents and the action taken during each step of the processes. A rectangular block, example 1, which is shaded along the lower and right edges represents a document. The same block, figure 2, shaded in the lower right corner, indicates that the document is prepared or originated by the organization shown in the column heading.



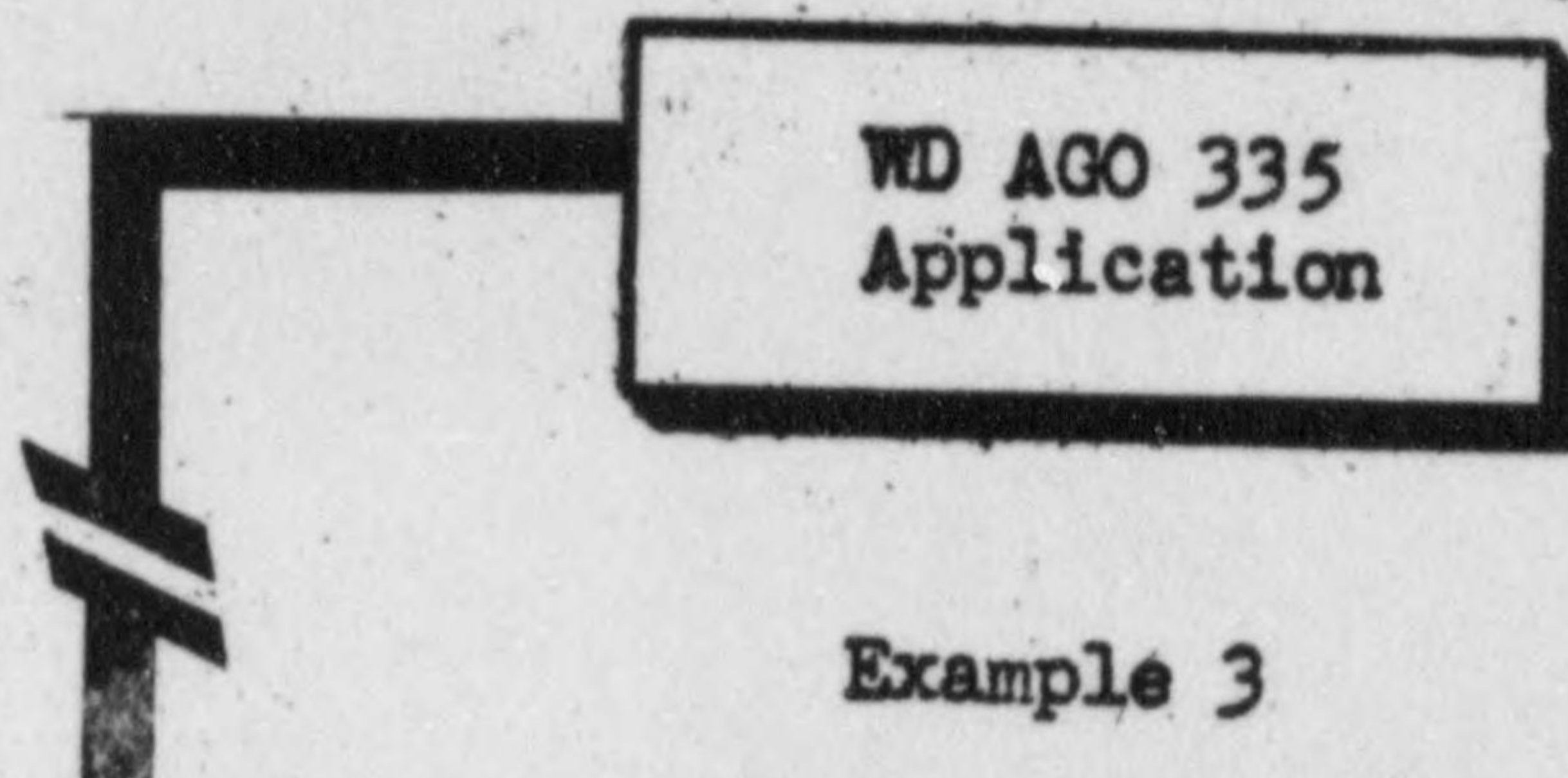
Example 1



Example 2

The numbers appearing in the upper left corners of the examples, are copy numbers. The original copy is indicated by number 1, the duplicate copy by number 2, and so forth. The numbers do not necessarily appear on the forms.

A broken flow line, example 3, indicates a suspense action in the flow of documents:



Example 3

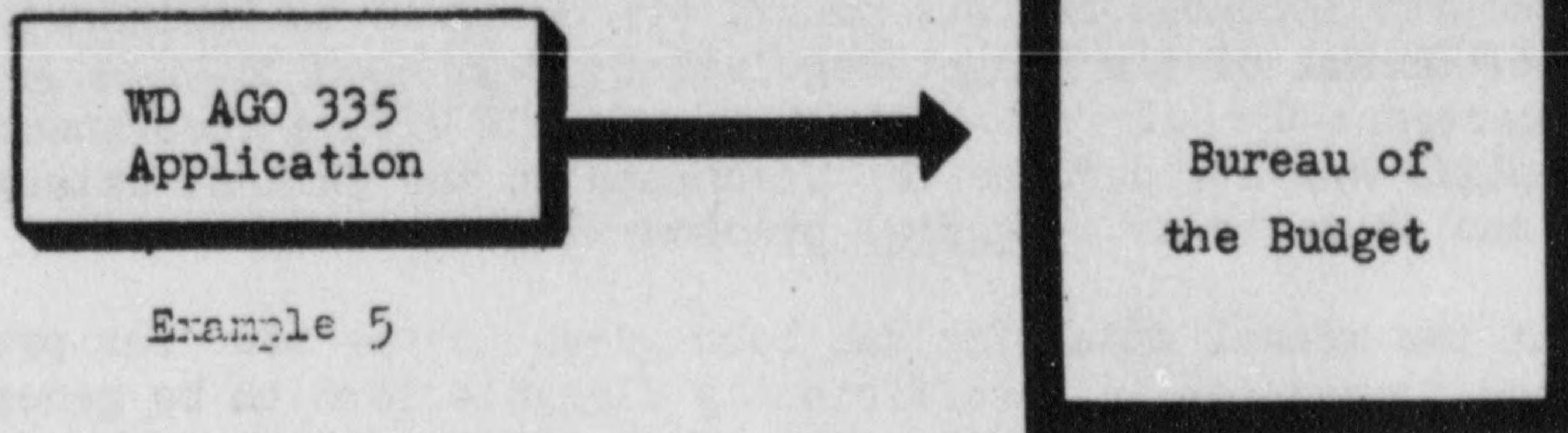
Every step shown in each chart is numbered in the order or sequence in which it occurs, see example 4, below:

Example 4:



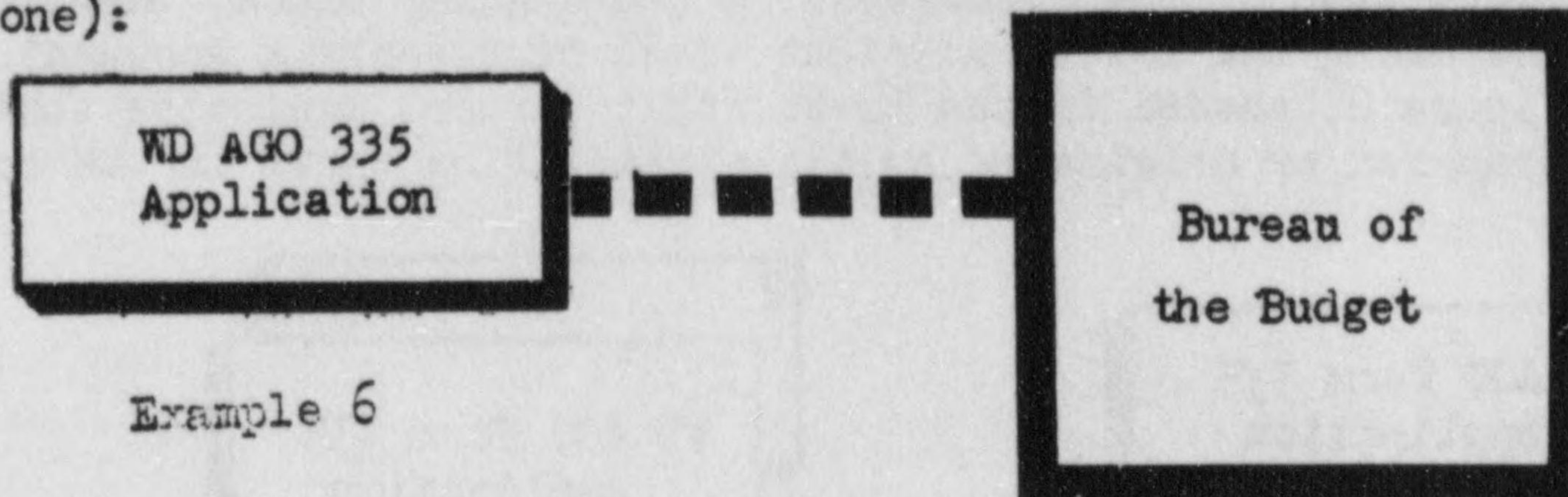
1. Prepares application.
2. Forwards application.

Documents forwarded to an organization not included in the column headings of the chart, example 5, are shown by a flow line to a box containing the name of the organization:



Example 5

A continuing broken flow line, example 6, indicates that the document is not physically transferred to another organization, but that the information contained in the document is transmitted informally (usually by telephone):



Example 6

Illustrations showing the documents necessary for each process are included.

Suggestions regarding this manual are solicited and should be forwarded to The Administrative Assistant, Attention: Management Branch.

10/15/45

PART I GENERAL

1. Organization and Maintenance of the Manual.

a. The manual is divided into parts. Part I contains a general introduction to the subject as it is presented in the manual. The succeeding parts portray graphically the broad procedures to be applied in a reports control program for the Office, Secretary of War.

PART I - General

PART II - Procedure Charts

PART III - Illustrations & necessary documents

b. Changes to this manual will be supplied on a page basis. Pages which represent changes may be inserted in the appropriate places in the manual as such changes are received.

c. Each page of the manual bears a date in the upper inside corner. This date is the date of publication. Each page which represents a change will carry the date and the number of the change.

d. Pages are numbered consecutively throughout the manual. Each added page will carry an alphabetical suffix, "A", "B", "C", etc. For example, if a new page is added between 8 and 9, the added page will be numbered 8-A. A second additional page would be numbered 8-B.

e. Paragraphs are numbered consecutively. If new main paragraphs are added, each will carry a decimal suffix. For example, a paragraph numbered 10.1, represents the first addition to paragraph 10.

f. The charts are numbered consecutively throughout the manual.

2. Personnel to Whom the Manual is Applicable.

a. The procedures presented in this manual are applicable to all military and civilian personnel of the Office, Secretary of War.

3. Purpose. -- The purpose of this manual is to provide the Office, Secretary of War with standard instructions for carrying out a coordinated plan to:

a. Eliminate or prevent unnecessary or duplicating reporting.

b. Insure that instructions, forms, and procedures for reporting are clear and complete.

c. Insure that required reports provide data adequate for the purposes intended.

10/15/45

d. Insure that all necessary reporting is done by the simplest and most direct methods with the minimum expenditure of time and effort.

4. Definitions.

a. Report.--An oral, narrative, tabular, or graphic presentation of information transmitted from one agency to another.

(1) Recurring report.--One which conveys essentially the same type of information either regularly at prescribed intervals, or as required upon occurrence of an event or situation of certain prescribed characteristics.

(2) Nonrecurring report.--A special report prepared one time only.

(3) External report.--A report prepared by one major command and initiated by an agency outside that command is a report external to that major command. A report prepared by one agency of a major command and initiated by another agency of the same command is external to the preparing agency although internal to the major command. Since this manual is to serve primarily as a guide for personnel in the various divisions of Office, Secretary of War, external reports are defined as including all reports except those described in (4) below.

(4) Internal report.--A report initiated by one division of Office, Secretary of War and prepared by a component of the same division is internal to that division.

b. Directing agency.--The agency which issues the basic order for the establishment of a report or which provides the basic directive by which the necessity for a report is implied or established. If, in addition, this agency performs actions described in c below it is also the initiating agency.

c. Initiating agency.--The agency which develops and prescribes the specific report form and instructions and procedures to govern actual report preparation.

d. Preparing agency.--The agency which performs the actual compilation or preparation of data for forwarding as the report required by the initiating agency.

e. Using agency.--The agency which receives a copy of the report. This may be other than either the directing or initiating agency.

f. Reports control symbol.--A symbol of identification for an approved report to indicate its approval and authorize its initiation and preparation. (See paragraph 6.)

10/15/45

5. Responsibility.

a. Reports Control Office.--The Reports Control program for the Office, Secretary of War, will be administered by the Management Branch, Office of the Administrative Assistant, with functions as follows:

- (1) Examination of all existing and proposed reports to determine--
 - (a) Justification of report in terms of usage.
 - (b) Clarity and completeness of forms and instructions.
 - (c) Present availability of data in some other report or form.
 - (d) Whether presentation of data is clear enough to avoid misinterpretation.
- (2) Assignment of reports control symbols to approved reports.
- (3) Maintenance of files of approved reports applications and supporting documents.
- (4) Publication of notifications of reports control actions.
- (5) Making decisions as to whether reports are subject to the procedures set forth in this manual in cases of doubt.

b. Reports Control Representative.--Each division of the Office, Secretary of War is required to designate a Reports Control Representative and to assign reports control symbols to internal reports. An internal report is prepared solely within the division that initiated it. Procedures as outlined in this manual will be followed, and each Reports Control Representative is required to prepare lists of internal reports for the information of their component offices.

6. Control provisions.

a. Prior review.--External reports are subject to specific approval of title, form, instructions, and procedures by the reports control office.

b. Reports control symbol.--Indication of approval and authorization to initiate the report will be made by the assignment of a reports control symbol by the reports control office.

c. Identification.--Each approved report will bear the reports control symbol in the upper right hand corner of the cover sheet in cases of multi-page reports and in the same position on single page reports.

d. Reference in publications.--Each reference to the report in any publication or communication will include a reference to the title of the report exactly as approved and to the reports control symbol.

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e. Report revisions.--Each change, modification, or revision of an approved report, its title, or the instructions or procedures for its preparation will be subject to specific approval of the reports control office.

f. Feeder reports.--Feeder reports initiated to provide preparing agencies with data required to complete an approved report will be assigned the same reports control symbol as the master report provided that all data required in the feeder report are necessary to the preparation of the master report.

7. Action by divisions of Office, Secretary of War.

a. Initiating agency.--No division of Office, Secretary of War will initiate a report until it has been approved and assigned a reports control symbol. To accomplish this assignment, WD AGO Form 335, Application for Approval of Report (See Figure 1, Part III), with attached copy of the requiring directive and copies of drafts of the instructions and report forms, will be forwarded to the reports control office for action.

b. Preparing agency.--No component of Office, Secretary of War (including oversea commands and regardless of whether the preparing element is operating reports control procedures) will prepare such a report unless it has been assigned a reports control symbol by the reports control office of the initiating agency. Any request or directive which is received for a report not authorized in accordance with this manual will not be complied with but will be returned to the initiating agency for compliance with this manual.

8. Identification of reports control symbols.--The symbol used is composed of the correspondence symbol of the initiating agency, with an assigned sequence number. Example: WDOAP-01 would indicate the first report registered for "The Office of the Assistant Administrative Assistant."

a. External reports.-- (See page 6.)

- (1) Recurring reports.--The symbol used for recurring reports is the correspondence symbol of the initiating agency plus an assigned sequence number. Example: WDOAP-01.
- (2) Nonrecurring reports.--The symbol used for nonrecurring (one time) reports is similarly composed except that the figure (1) is inserted between the correspondence symbol and the sequence number. Example: WDOAP-(1)-01.

b. Internal Reports.--(See page 7.)

- (1) Recurring reports.--The symbol used for internal reports is the correspondence symbol of the initiating agency, except that the first two letters "WD" are omitted. Serial numbers are assigned in sequence. Example: OAP-01, OAP-02, OAP-03, etc.

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- (2) Nonrecurring reports.--The symbol used for nonrecurring reports is similarly composed except that the figure (1) is inserted between the correspondence symbol and the sequence number. Example: OAP-(1)-01, OAP-(1)-02, etc.

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CORRESPONDENCE SYMBOLS--OFFICE, SECRETARY OF WAR
(Used to identify external reports.)

WDOSW	The Secretary of War
WDOUS	Office, Under Secretary of War
WDOAS	Office, Assistant Secretary of War
WDOAA	Office, Administrative Assistant
WDOAP	Office of the Assistant to the Administrative Assistant
WDOER	Army Emergency Relief
WDOPL	War Department Library
WDOCC	War Department Section State, War and Navy Coordinating Committee
WDOIC	Army Industrial College
WDOLC	Office, Army-Navy Liquidation Commissioner
WDORB	War Department Army Retiring Board
WDOJB	Army-Navy Explosives Safety Board
WDOJC	Joint Army and Navy Committee (Welfare & Recreation)
WDOPB	Secretary of War's Personnel Board
WDOSE	Secretary of War's Separations Board
WDORD	Secretary of War's Discharge Review Board
WDORC	Secretary of War's Disability Review Board
WDOBS	United States Strategic Bombing Survey
WDOBA	War Department Civilian Awards Board
WDOLP	Civilian Legal Personnel Committee
WDOCM	Civilian Medical Division
WDOPM	Office, Personnel Manager
WDOCP	Civilian Personnel Division
WDOPA	Procurement and Accounting Division
WDOCO	Communications Division
WDOWA	War Department Wage Administration Agency
WDOWC	Office, Chief of Council (War Crimes)

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CORRESPONDENCE SYMBOLS--OFFICE, SECRETARY OF WAR
(Used to identify external reports.)

WDOSW The Secretary of War
WDOUS Office, Under Secretary of War
WDOAS Office, Assistant Secretary of War
WDOAA Office, Administrative Assistant
WDOAP Office of the Assistant to the Administrative Assistant
WDOER Army Emergency Relief
WDOPL War Department Library
WDOCC War Department Section State, War and Navy Coordinating Committee
WDOIC Army Industrial College
WDOLC Office, Army-Navy Liquidation Commissioner
WDORB War Department Army Retiring Board
WDOJB Army-Navy Explosives Safety Board
WDOJC Joint Army and Navy Committee (Welfare & Recreation)
WDOPB Secretary of War's Personnel Board
WDOSB Secretary of War's Separations Board
WDORD Secretary of War's Discharge Review Board
WDORC Secretary of War's Disability Review Board
WDOBS United States Strategic Bombing Survey
WDOBA War Department Civilian Awards Board
WDOLP Civilian Legal Personnel Committee
WDOCM Civilian Medical Division
WDOPM Office, Personnel Manager
WDOCP Civilian Personnel Division
WDOPA Procurement and Accounting Division
WDOCO Communications Division
WDOWA War Department Wage Administration Agency
WDOWC Office, Chief of Council (War Crimes)

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CORRESPONDENCE SYMBOLS--OFFICE, SECRETARY OF WAR
(Used to identify internal reports.)

OSW The Secretary of War
OUS Office, Under Secretary of War
CAS Office, Assistant Secretary of War
OAA Office, Administrative Assistant
OAP Office of the Assistant Administrative Assistant
OER Army Emergency Relief
OPL War Department Library
OCC War Department Section State, War and Navy Coordinating Committee
OIC Army Industrial College
OLC Office, Army-Navy Liquidation Commissioner
ORB War Department Army Retiring Board
OJB Army-Navy Explosives Safety Board
OJC Joint Army and Navy Committee (Welfare & Recreation)
OPB Secretary of War's Personnel Board
OSB Secretary of War's Separations Board
ORD Secretary of War's Discharge Review Board
ORC Secretary of War's Disability Review Board
OBS United States Strategic Bombing Survey
OBA War Department Civilian Awards Board
OLP Civilian Legal Personnel Committee
OCM Civilian Medical Division
OPM Office, Personnel Manager
OCP Civilian Personnel Division
OPA Procurement and Accounting Division
OCO Communications Division
OWA War Department Wage Administration Agency
OWC Office, Chief of Council (War Crimes)

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SPECIFIC EXEMPTIONS TO REPORTS CONTROL PROGRAM

Specific exemptions from the provisions of this manual are the following:

1. Forms which are prescribed to complete routine procedural processes and which pertain to one person, one piece of equipment, one shipment, one audit, one inspection, or one supply, property, fiscal, personnel, or similar action.
2. Orders, authorizations, requisitions, receipts, certificates, notifications, bulletins, and vouchers.
3. Reports of inspections by personnel functioning as inspectors general.
4. Intelligence reports submitted to intelligence agencies.
5. Reports of investigative committees appointed to inquire into a particular subject and report its findings. (Reports initiated by these committees in the conduct or as the result of their investigations are not exempt.)
6. Nonrecurring reports requested of one preparing agency on one specific matter and covering data conveniently available within that agency.

Borderline cases should be referred to the Reports Control Office for decision in order that uniform interpretations may be applied to the definitions throughout Office, Secretary of War.

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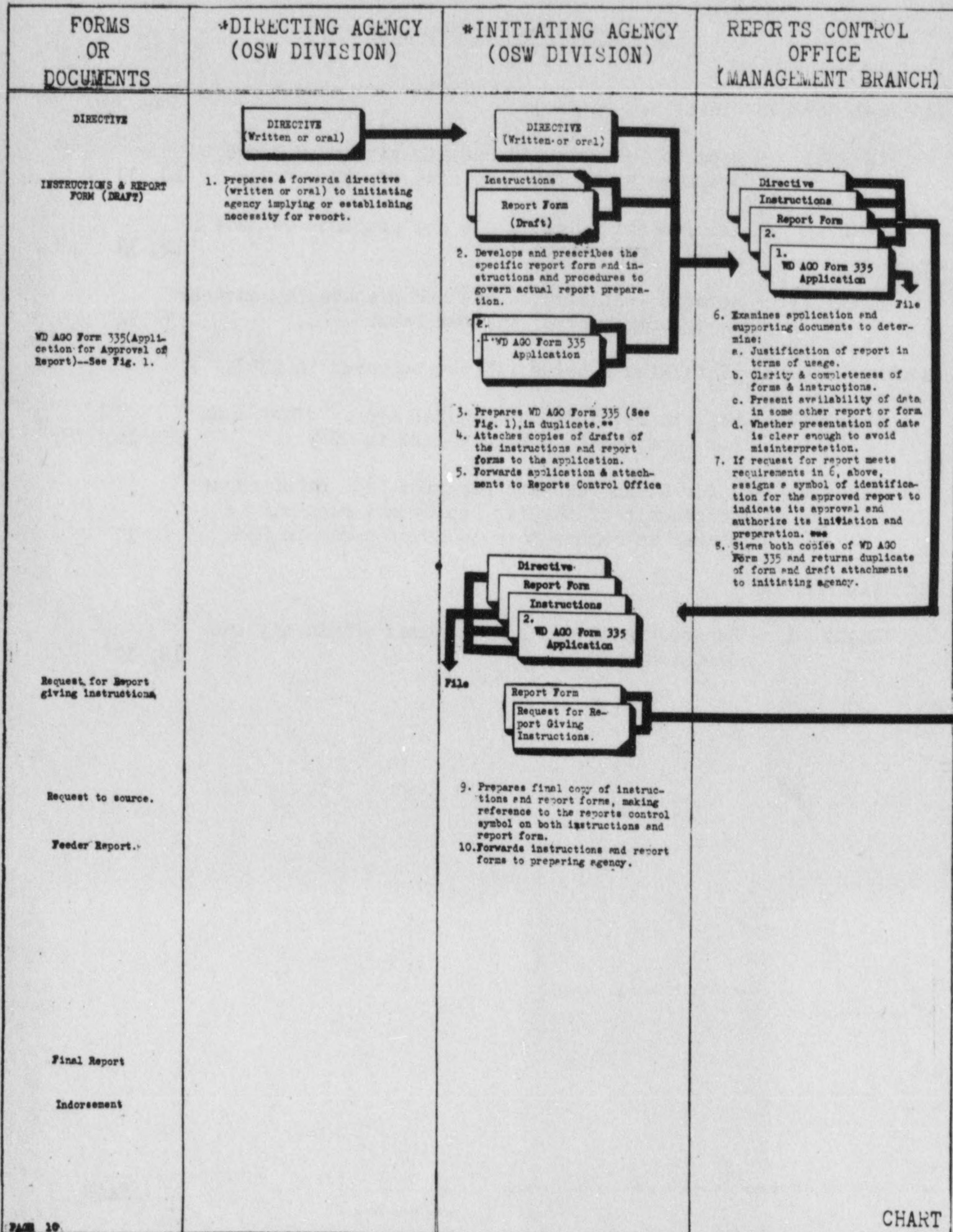
PART II

GUIDE TO PROCEDURE CHARTS

	Page No.
EXTERNAL REPORTS (Initiated in OSW):	
CHART I - Reports initiated in one Division of OSW and prepared by another Division of OSW.	10, 11
CHART II - Reports initiated in OSW and prepared outside of War Department.	12, 13
CHART III - Reports initiated in OSW and prepared by another major component of the War Department.	14
EXTERNAL REPORTS (Initiated outside OSW but prepared in OSW):	
CHART IV - Reports requested by Federal Agency other than War Department to be prepared in OSW.	16
CHART V - Information requests received from other major components of the War Department requiring an answer in report form to be prepared in OSW.	17
INTERNAL REPORTS	
CHART VI - Reports initiated and prepared within any one Division of OSW.	18, 19

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EXTERNAL REPORTS INITIATED BY ONE DIVISION AND

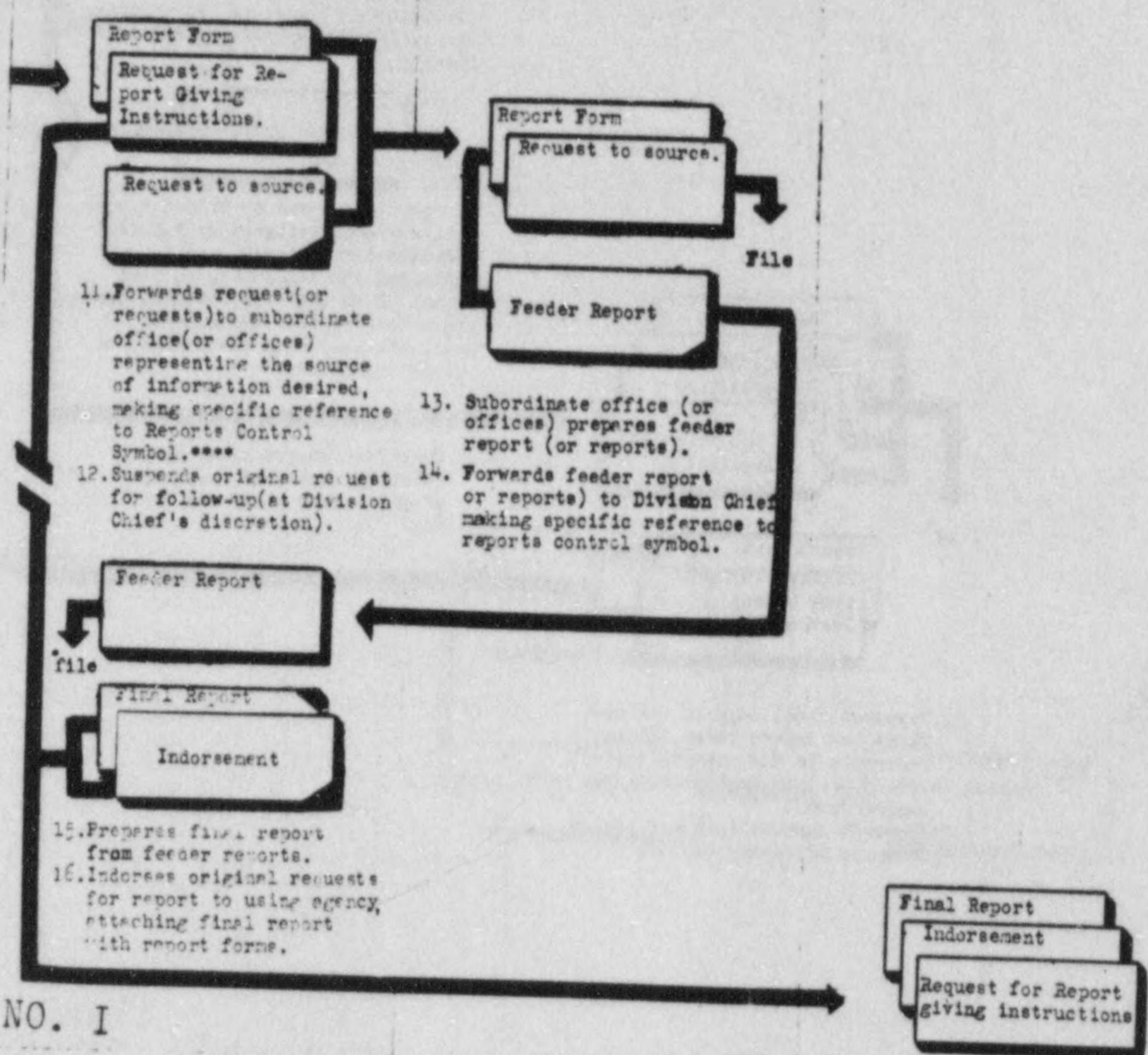


CHART

10/19/45

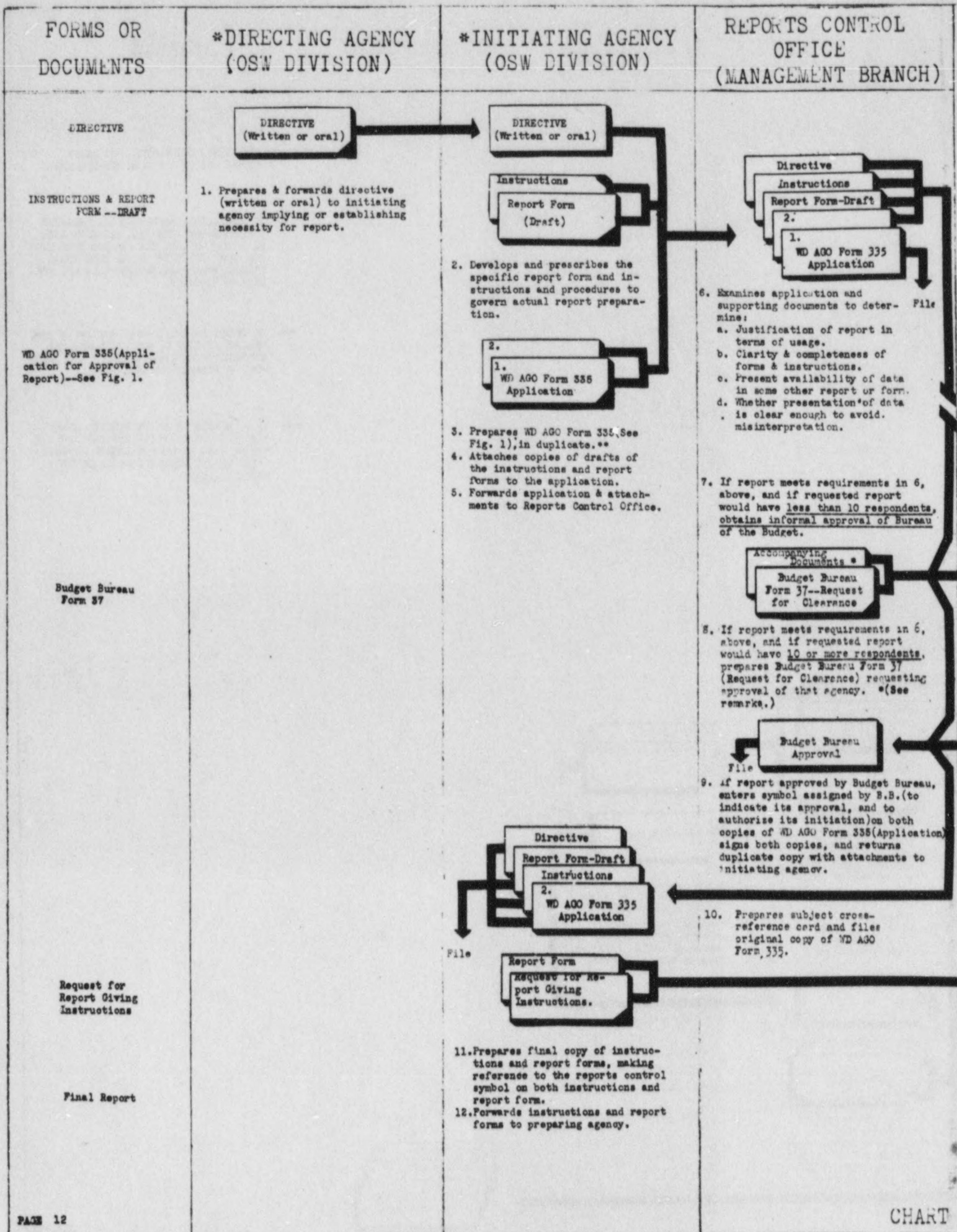
PREPARED BY ANOTHER DIVISION WITHIN OSW

PREPARING AGENCY		*USING AGENCY	REMARKS
OSW DIVISION CHIEF	SUBORDINATE OFFICE		
			<p>* DIRECTING, INITIATING, AND USING AGENCY MAY BE THE SAME ORGANIZATION.</p> <p>** IF ORAL DIRECTIVE RATHER THAN WRITTEN DIRECTIVE WAS RECEIVED, ENTER IN ITEM 14 OF THE APPLICATION (WD AGO FORM 335) THE NAME AND TITLE OF THE INDIVIDUAL ISSUING SUCH ORAL INSTRUCTIONS AND THE DATE OF ISSUANCE.</p> <p>*** IF REPORT IS DISAPPROVED FOR ANY OF THE REASONS IN ITEM 6, DOCUMENTS WILL BE RETURNED TO INITIATING AGENCY WITH STATEMENT OF REASONS FOR DISAPPROVAL.</p> <p>**** IF NO REFERENCE TO THE REPORTS CONTROL SYMBOL IS FOUND ON THE INSTRUCTIONS AND REPORT FORM, PREPARING AGENCY FORWARDS MATERIALS TO REPORTS CONTROL OFFICE WITHOUT ACTION.</p>



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EXTERNAL REPORTS INITIATED WITHIN OSW



10/15/45

TO BE PREPARED OUTSIDE THE WAR DEPARTMENT.

	PREPARING AGENCY	*USING AGENCY	REMARKS
<div data-bbox="419 1539 683 1806" style="border: 1px solid black; padding: 5px; text-align: center;"> BUDGET BUREAU DIVISION OF STATISTICAL STANDARDS </div> <div data-bbox="737 2188 1284 2439" style="margin-top: 200px;"> <pre> graph TD A[Report Form] --> B[Request for Report Giving Instructions] B --> C[Final Report] B --> D[File] C --> E[Final Report] </pre> </div>			<p>• THE REQUEST FOR CLEARANCE, BUDGET BUREAU FORM 37, MUST BE ACCOMPANIED BY TWO (2) COPIES OF THE MATERIAL SUBMITTED FOR CLEARANCE, OF THE SUPPORTING DOCUMENTS, INCLUDING COVERING LETTER AND INSTRUCTIONS FOR THE USE OF THE FORM. THE REQUEST MUST BE ACCOMPANIED BY TWO (2) COPIES OF A STATEMENT COVERING THE FOLLOWING:</p> <ol style="list-style-type: none"> (1) JUSTIFICATION FOR THE FORM OR REPORTING REQUIREMENT IN ITS RELATION TO OPERATING AND RESEARCH PROGRAMS. IF THE SUBMITTAL IS A REVISION, STATE THE NATURE OF THE CHANGES TO BE MADE, AND THE REASONS FOR SUCH CHANGES. (2) JUSTIFICATION OF THE FREQUENCY OF COLLECTION AND OF THE ITEMS OF INFORMATION. (3) COVERAGE AND EITHER (a) JUSTIFICATION, IF COMPLETE COVERAGE OF THE RESPONDENT GROUP IS PLANNED, OR (b) METHOD OF SELECTING RESPONDENTS, IF THE COVERAGE IS NOT COMPLETE. (4) ANY RESTRICTIONS ON THE USE OF THE INFORMATION BY OTHER PERSONS OR ORGANIZATIONS, SUCH AS LOCATION, CONFIDENTIAL CHARACTER, LAW OR REGULATION, ETC. (5) RELATED FORMS OR OTHER MATERIALS WHICH ARE BEING OR WILL BE SUBMITTED FOR CLEARANCE, SUCH AS COVERING LETTER, INSTRUCTIONS TO ENUMERATORS, TABULATION PLANS, ETC. (6) CLEARANCE WITHIN THE SUBMITTING DEPARTMENT OR INDEPENDENT ESTABLISHMENT. <p>** IF ORAL DIRECTIVE RATHER THAN WRITTEN DIRECTIVE WAS RECEIVED, ENTER IN ITEM 14 OF THE APPLICATION (WD AGO FORM 335) THE NAME AND TITLE OF THE INDIVIDUAL ISSUING SUCH ORAL INSTRUCTIONS AND THE DATE OF ISSUANCE.</p> <p>NOTE: FOR SINGLE-TIME PROJECTS, ESTIMATE TOTAL COST; FOR REPETITIVE PROJECTS, ESTIMATE COST PER MONTH, QUARTER, OR OTHER STATED TIME PERIOD.</p>

10/15/45

EXTERNAL REPORTS INITIATED IN OSW TO BE PREPARED BY OTHER COMPONENTS OF WAR DEPARTMENT

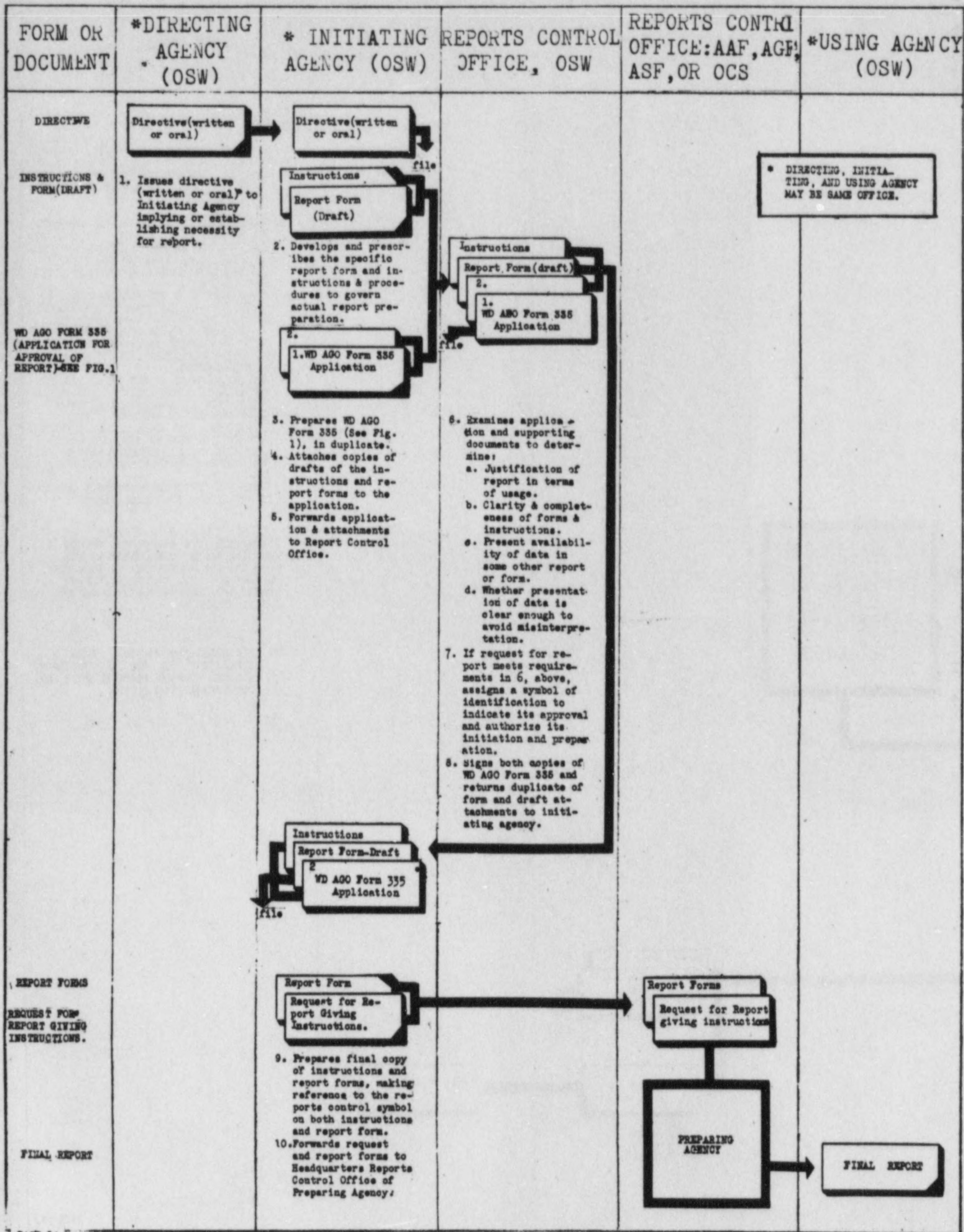


CHART NO. III

10/15/45

IDENTIFICATION OF EXTERNAL RECURRING REPORTS
INITIATED BY FEDERAL AGENCIES OUTSIDE WAR DEPARTMENT

Paragraph 8, WD Circular No. 303, 4 October 1945, provides:

"a. Registry. Reports of this type will be assigned reports control symbols by the reports control office in the Office of the Deputy Chief of Staff. The reports control symbols so assigned are not indication of approval and authorization, since such action is not required, but are used only to identify and register the reports for the convenience of commands.

"b. Reference in publications. The reports control symbol will be cited in all publications of the commands referring to such reports.

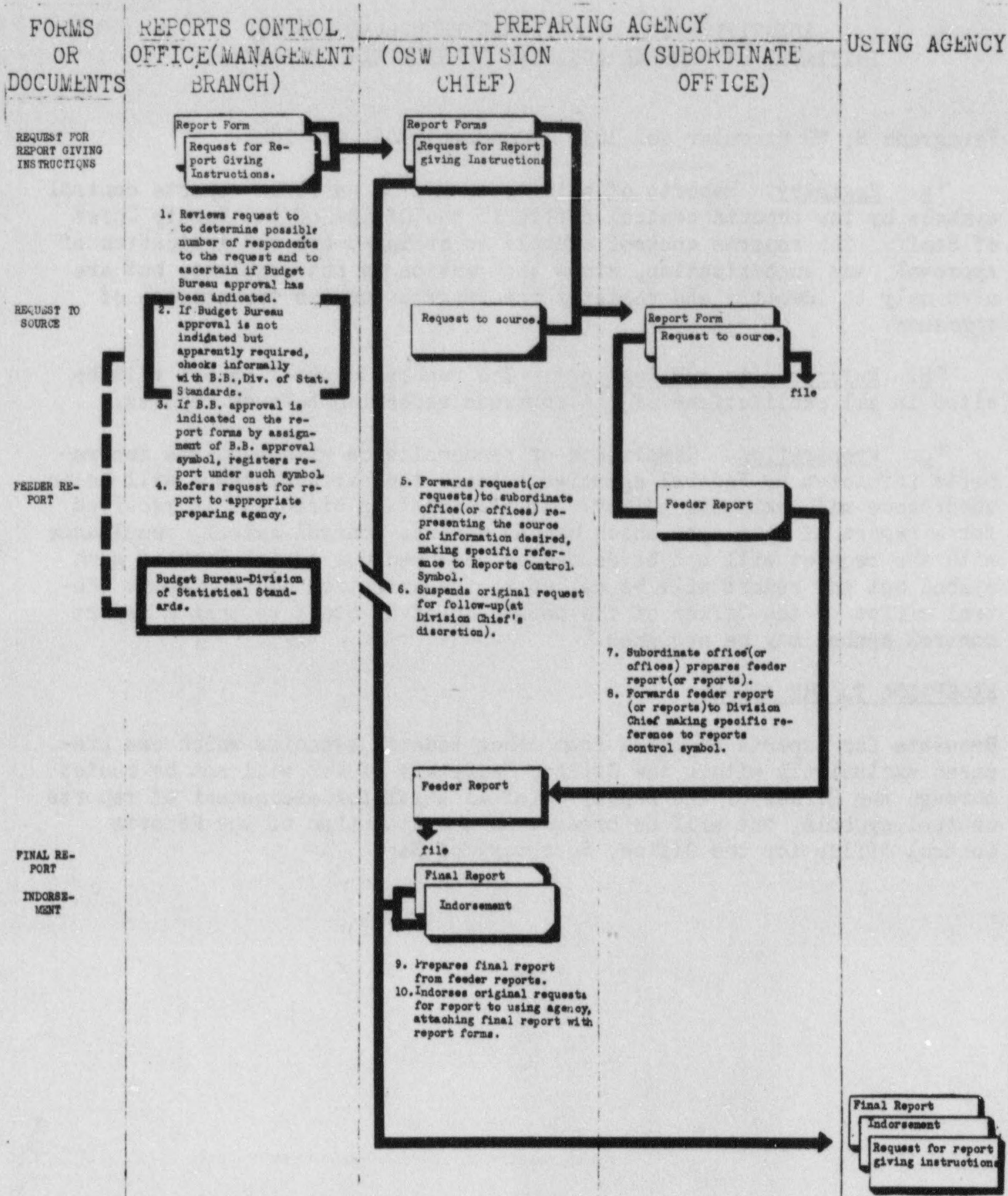
"c. Preparation. Compliance or noncompliance with requests for reports initiated by Federal agencies outside the War Department will be in accordance with existing policy. If a request or directive is received for a report of this type which has no reports control symbol, compliance with the request will not be denied or deferred due to the lack of such symbol but the report will be called to the attention of the report control office of the Office of the Deputy Chief of Staff so that a report control symbol may be assigned."

EXCEPTION TO THE ABOVE:

Requests for reports received from other Federal agencies which are prepared exclusively within the Office, Secretary of War will not be routed through the Office of the Deputy Chief of Staff for assignment of reports control symbols, but will be brought to the attention of the Reports Control Office for the Office, Secretary of War.

10/15/45

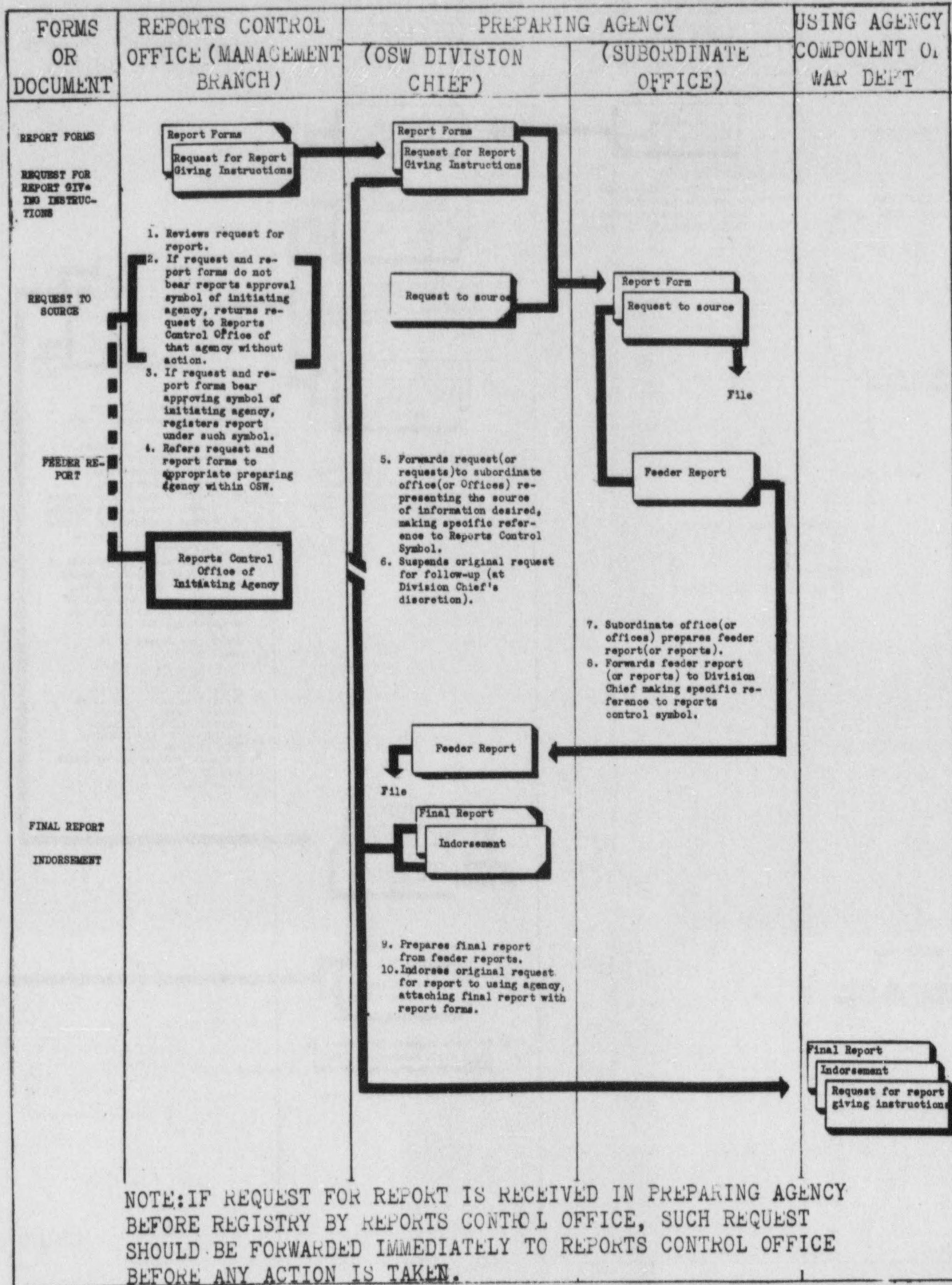
EXTERNAL REPORTS INITIATED BY FEDERAL AGENCIES OTHER THAN
WAR DEPARTMENT -- TO BE PREPARED IN OSW



NOTE: If request for report is received in preparing agency before registry by reports control office, action on the report should not be deferred but such request for report should be brought to the attention of the Reports Control Office.

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EXTERNAL REPORTS--INFORMATION REQUESTS FROM OTHER COMPONENTS OF THE WAR DEPARTMENT REQUIRING AN ANSWER IN REPORT FORM FROM AN ACTIVITY OF OSW

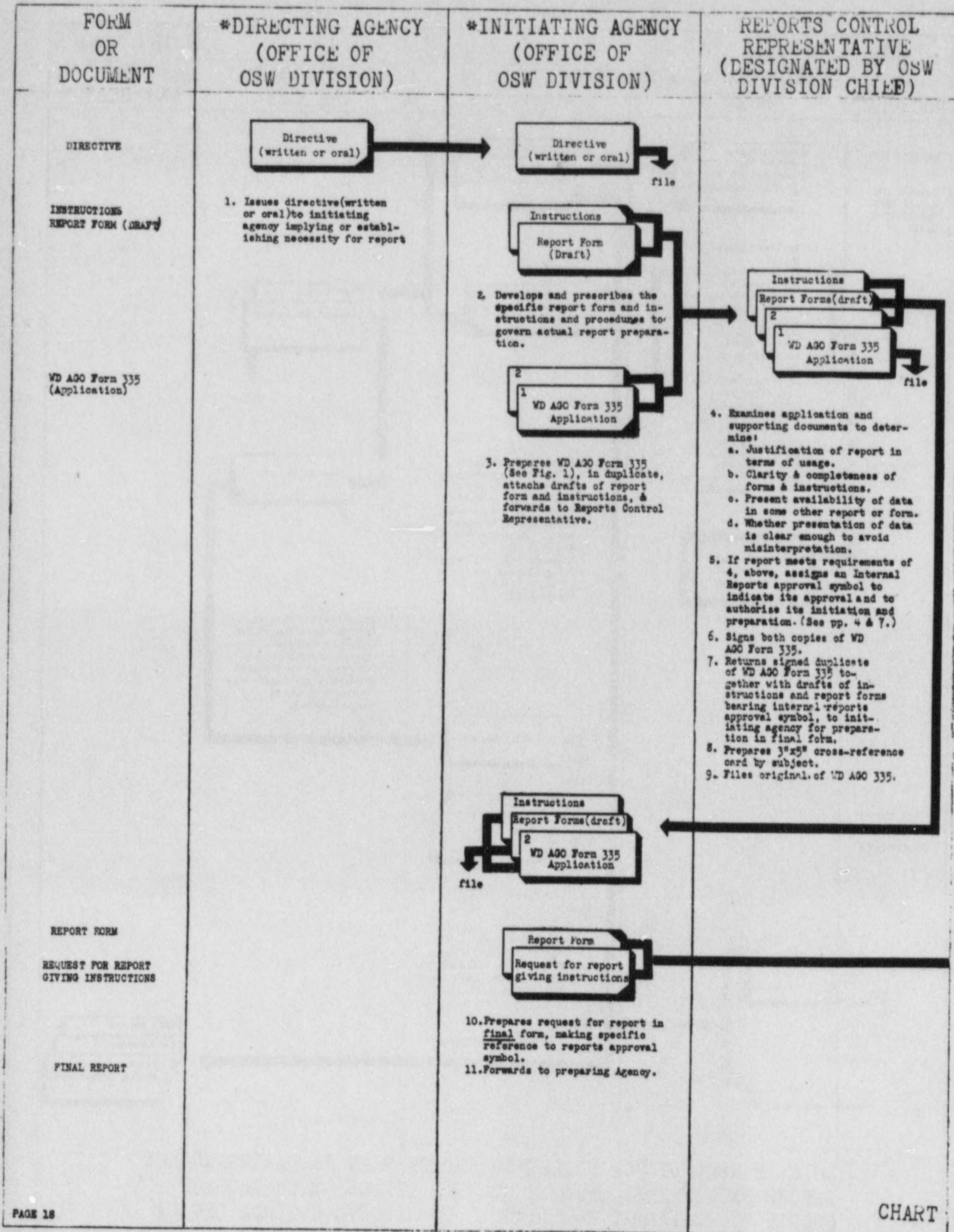


NOTE: IF REQUEST FOR REPORT IS RECEIVED IN PREPARING AGENCY BEFORE REGISTRY BY REPORTS CONTROL OFFICE, SUCH REQUEST SHOULD BE FORWARDED IMMEDIATELY TO REPORTS CONTROL OFFICE BEFORE ANY ACTION IS TAKEN.

CHART NO. V

10/15/45

INTERNAL REPORTS--INITIATED AND PREPARED



10/15/45

WITHIN ANY ONE DIVISION OF OSW

PREPARING AGENCY (OFFICE OF OSW DIVISION)	*USING AGENCY (OFFICE OF OSW DIVISION)	REMARKS
<pre> graph LR A[Report Form] --> B[Request for report giving instructions] B --> C[Final Report] B -- file --> D[Final Report] C --> E[Final Report] </pre> <p>12. Prepares report in final form.** 13. Forwards final report to Using Agency.</p>		<p>* DIRECTING, INITIATING, AND USING AGENCY MAY ALL BE ONE OFFICE.</p> <p>** IF REQUEST FOR REPORT RECEIVED IN PREPARING AGENCY DOES NOT BEAR REPORTS APPROVAL SYMBOL, FORWARD REQUEST TO REPORTS CONTROL REPRESENTATIVE WITHOUT ACTION.</p>

NO. VI

10/15/45

PART III

ILLUSTRATIONS AND NECESSARY DOCUMENTS

10/15/45

FORM USED IN APPLYING FOR APPROVAL OF REPORT

APPLICATION FOR APPROVAL OF REPORT			REPORTS CONTROL SYMBOL
1. TITLE OF REPORT			
2. INITIATING AGENCY (Specify Organization, Division and Branch)			
3. DIRECTING AGENCY (If same as initiating agency enter same as above. If not, give full details and references as to how the reporting requirement was imposed.)			
4. PREPARING AGENCIES (List by name or indicate definitive class or group)			
5. FORM NUMBER	6. SECURITY CLASSIFICATION	7. METHOD OF TRANSMISSION	8. CHECK ONE <input type="checkbox"/> NEW REPORT <input type="checkbox"/> REVISION OF APPROVED REPT <input type="checkbox"/> EXISTING REPT
9. AGENCIES WHICH MUST PREPARE FEEDER REPORTS OR SUPPLY DATA TO PREPARING AGENCIES			
10. FREQUENCY	11. PERIOD COVERED OR AS OF DATE	12. DUE DATE	
13. SOURCE RECORDS AND FEEDER REPORTS			
14. REQUIRING DIRECTIVE (Cite paragraph reference)			
15. REPORTS TO BE SUPERSEDED BY PROPOSED REPORT (Cite Titles, Symbols, Form Numbers and Requiring Directives)			
16. NUMBER OF COPIES AND DISTRIBUTION			
17. DESCRIPTION OF DATA TO BE REPORTED			
18. GENERAL DESCRIPTION OF PROCEDURES IN PREPARATION			

WD AGO FORM 335
1 JUN 1945

FIGURE I, FRONT PAGE

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FORM USED IN APPLYING FOR APPROVAL OF REPORT

19. IS THE REPORT TO BE SUMMARIZED OR USED IN THE PREPARATION OF OTHER REPORTS? IF SO, EXPLAIN BRIEFLY AND SPECIFY UNIT IN WHICH SUMMARY OR OTHER REPORTS WILL BE MADE.		
20. EXPLAIN IN DETAIL THE NEED FOR THE REPORT AND HOW IT IS TO BE USED, INCLUDING SPECIFIC TYPES OF DECISIONS TO BE MADE AND CORRECTIVE ACTION TO BE TAKEN ON THE BASIS OF THE REPORT.		
21. IS RELATED INFORMATION AVAILABLE IN OTHER REPORTS? IF SO, LIST TITLES AND SYMBOLS AND STATE WHY THEY DO NOT MEET NEED DESCRIBED IN 20.		
22. HOW LONG WILL THIS REPORT BE REQUIRED?	23. ESTIMATED TOTAL MAN-DAYS REQUIRED PER MONTH BY ALL AGENCIES IN 4 TO PREPARE PROPOSED REPORT (include time for typing, printing, etc.)	24. ESTIMATED TOTAL MAN-DAYS REQUIRED PER MONTH IN ALL AGENCIES IN 9 TO MAINTAIN RECORDS AND PREPARE FEEDER REPORTS NEEDED ONLY FOR PROPOSED REPORT
25. CONCURRENCES (Name, Office and Telephone)		
26. REFER QUESTIONS TO (Name, Office and Telephone)		
27. PERSON REQUESTING APPROVAL (Signature, Office and Telephone)		DATE
28. REVIEWED BY (Name and Telephone)	29. APPROVED (Signature and Date)	

FIGURE I, BACK PAGE

10/15/45

FORM USED IN APPLYING FOR APPROVAL OF REPORT

C.S.
S.S.
No.

FORM 37: REQUEST FOR CLEARANCE
 IN COMPLIANCE WITH BUREAU OF THE BUDGET REGULATION A
 FEDERAL REPORTS ACT OF 1942

FORM OFFICIAL
 SECRET ORDER NO. 68-5200-1

A separate Request for Clearance (two copies) should be provided for each form, reporting requirement, or other matter submitted for clearance. Attach two (2) copies of the material submitted for clearance, of the supporting documents, including covering letter and instructions for the use of the form, and of the statement required in (2) below.

To: DIVISION OF STATISTICAL STANDARDS, BUREAU OF THE BUDGET Date _____

From: _____ Bureau _____ Division _____

Name and title of person with whom you confer. _____

Signature of officer responsible for final approval of forms and projects of this agency _____

1. Title of form or reporting requirement _____ Form number or other identification _____

2. a) Form Reporting requirement Other
 b) New Revised Extension of approval
(If a revision or extension, attach copy of revised form or reporting requirement.)
 c) Related forms or requirements _____
 d) Forms or requirements to be replaced _____

3. Frequency of use _____
(See instruction on reverse.)

4. Suggested expiration date _____

5. Information to be obtained chiefly by: Mail Personal interview
 Other (Specify): _____

6. Will the data be summarized or tabulated? _____
 By whom: _____

7. Estimated cost of project \$ _____
(See instruction on reverse.)

8. Individuals with whom this material has been discussed, excluding persons within the sponsoring division or unit.

Person	Agency or Company	Tel. Ext.

9. Source of mailing list _____

10. Type of Respondents and Number Covered by the Form or Reporting Requirement

Number of respondents to be covered (actual or estimated) <input checked="" type="checkbox"/>	Code number <input checked="" type="checkbox"/>	SUPPLEMENTAL DESCRIPTION	Total in this class regardless of whether covered (estimated)
		DESCRIBE COMPLETELY: e.g., "Steel fabricators and distributors holding title and executive inventories of iron castings," "retailers of fuel oil in Eastern States," "migratory farm workers in California," "applicants for railroad unemployment insurance benefits," "farm purchasing cooperatives."	

For applications as registrations, estimate the number to be filed in a stated time period, as 5000 per year, 20 per month, etc.
 See instruction on reverse.

11. THIS REQUEST MUST BE ACCOMPANIED BY TWO (2) COPIES OF A STATEMENT COVERING THE FOLLOWING:

a. Justification for the form or reporting requirement in its relation to operating and resource programs. If the material is a revision, state the nature of the changes to be made, and the reasons for such changes. b. Justification of the frequency of collection and of the items of information. c. Coverage and either (1) justification, if complete coverage of the respondent group is planned, or (2) method of selecting respondents, if the coverage is not complete.	d. Any restrictions on the use of the information by other persons or organizations, such as location, confidential character, law or regulation, etc. e. Related forms or other materials which are being or will be submitted for clearance, such as covering letter, instructions to enumerators, tabulation plans, etc. f. Clearance within the submitting department or independent establishment.
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(Revised December 1943) SEE INSTRUCTIONS ON REVERSE

FIGURE 2, FRONT PAGE 2

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FORM USED IN APPLYING FOR APPROVAL OF REPORT

INSTRUCTIONS

ITEM 3. Indicate frequency as "annual," "quarterly," "monthly," "weekly," etc., for regularly repetitive forms; "on occasion" for forms used infrequently, and when required (such as applications and registrations); "single-time" only for forms which from the point of view of the agency are non-repetitive or of non-continuing use.

ITEM 7. For single-time projects, estimate total cost; for repetitive projects, estimate cost per month, quarter, or other stated time period.

ITEM 10. TYPES OF RESPONDENT GROUP

<p>I. INDIVIDUAL RESPONDENTS (NON-BUSINESS)</p> <p>II. BUSINESS ENTERPRISES; INSTITUTIONS; PROFESSIONS</p> <p>A. Agriculture, Forestry and Fisheries</p> <p>10. Farms and Agricultural Services</p> <p>11. Forestry (except Logging Camps)</p> <p>12. Fisheries</p> <p>B. Mining</p> <p>13. Metal Mining</p> <p>14. Bituminous and Other Soft-Coal Mining</p> <p>15. Crude Petroleum and Natural Gas Production</p> <p>16. Other Non-Metallic Mining and Quarrying</p> <p>C. Construction</p> <p>17. Construction—Contractors and Sub-Contractors</p> <p>D. Manufacturing</p> <p>18. Meat Products</p> <p>19. Dairy Products</p> <p>20. Canned and Preserved Fruits, Vegetables, Sea Foods</p> <p>21. Grain-Mill Products (except Bakery Products)</p> <p>22. Alcoholic Beverage and Malt Industries</p> <p>23. Other Food and Kindred Products</p> <p>24. Tobacco Manufactures</p> <p>25. Textile-Mill Products</p> <p>26. Apparel, Furnishings, Accessories, etc.</p> <p>27. Lumber and Timber Basic Products</p> <p>28. Furniture and Finished Lumber Products</p> <p>29. Chemicals and Allied Products</p> <p>30. Products of Petroleum, Coal and Natural Gas</p> <p>31. Iron and Steel and Their Products</p> <p>31a. Non-ferrous Metals and Their Products</p> <p>32. Machinery (including Electrical)</p> <p>33. Transportation Equipment (except Automobiles)</p> <p>34. Automobiles and Automobile Equipment</p> <p>35. Other Products of Manufacturing</p> <p>35i. Paper and Allied Products</p> <p>35j. Printing, Publishing, and Allied Industries</p> <p>35k. Rubber Products</p> <p>35l. Leather and Leather Products</p> <p>35m. Stone, Clay, and Glass Products</p> <p>35n. Miscellaneous Manufacturing Industries</p>	<p>E. Wholesale and Retail Trade</p> <p>36. Wholesale Merchants, Agents, etc.</p> <p>37. Manufacturers' Sales Branches and Offices</p> <p>38. Retail—Department Stores</p> <p>39. Retail—General Home, Apparel, Accessories, except Department Stores</p> <p>40. Retail—Filling Stations</p> <p>41. Retail—Liquor</p> <p>42. Other Retail Trade</p> <p>F. Finance, Insurance and Real Estate</p> <p>43. Banks</p> <p>44. Credit Agencies Other than Banks</p> <p>45. Investment Trusts and Companies, Holding Companies</p> <p>46. Security and Finance, n.e.c.</p> <p>47. Insurance Carriers</p> <p>48. Insurance Brokers and Agents</p> <p>49. Real Estate</p> <p>G. Transportation, Communication and Other Public Utilities</p> <p>50. Transportation</p> <p>51. Communications</p> <p>52. Heat, Light and Power</p> <p>53. Other Public Utilities</p> <p>H. Paraprofessional, Business, Recreational, Public, Semi-Public, Professional, and Other Services</p> <p>54. Hotels, Amusement Places, Clubs, etc.</p> <p>55. Personal and Domestic Services</p> <p>56. Business Services, n.e.c., Garages, Repair Services</p> <p>57. Motion Pictures, Other Amusements, Recreation, etc.</p> <p>58. Medical and Other Health Services</p> <p>59. Legal, Engineering, Other Professional Services</p> <p>60. Educational Services</p> <p>61. Non-Profit Membership, Charitable, and Religious Organizations</p> <p>III. GOVERNMENT</p> <p>62. State Government—Health and Welfare Agencies</p> <p>63. State Government—Other Agencies</p> <p>64. Local Government—Health and Welfare Agencies</p> <p>65. Local Government—Other Agencies</p> <p>66. Federal Government Agencies</p> <p>67. Foreign Governments and Persons in Foreign Countries</p>
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FIGURE 2, BACK PAGE

10/15/45

FORM USED IN ANALYZING REPORTS

FORMS ANALYSIS CHART OF RECURRING DATA										PAGE 1 OF 1 PAGES	
ACTIVITY	TITLE OF REPORT									TOTAL	
NORTHLY REPORTS	C-S.C. STRENGTH REPORT	E. D. MANPOWER RD. REPORT	REPORT OF TOTAL ACCESSIONS	REPORT OF TOTAL SEPARATIONS	STATUS OF ALLOTMENT REPORT	DEED REPORT	AUTHORIZATION AND STRENGTH REPORT	REPORT ON LEAVE WITHOUT PAY	REPORT ON TOTAL MILITARY EMPLOYERS		
DATE OF ANALYSIS	1	2	3	4	5	6	7	8	9		
ANALYZED BY	ITEMIZED DATA										
1	X		X								2
2	X			X					X		3
3	X	X			X		X				4
4	X										1
5	X							X			2
6		X			X		X				3
7						X					1
8	X						X				2
9											
10											
11											
12											
13	(1) ANALYSIS OF THE ABOVE WOULD INDICATE THAT ALL THE INFORMATION REQUESTED IN REPORT										
14	3, 4, 8, AND 9 IS INCLUDED IN REPORT NO. 1. FURTHER STUDY MIGHT REVEAL THAT EXTRA										
15	COPIES OF REPORT NO. 1 COULD BE USED TO REPLACE REPORTS NOS. 3, 4, 8, AND 9.										
16											
17	(2) THREE REPORTS (NOS. 2, 5, AND 7) INCLUDE BREAKDOWNS OF BOTH CEILING AUTHORIZATIONS										
18	AND TOTAL STRENGTH. PERHAPS THESE THREE REPORTS COULD BE COMBINED INTO ONE.										
19											
20	(3) REPORT NO. 6 REQUIRES A BREAKDOWN BY SERVICE CLASSIFICATION AND BY SEX. INQUIRY THROUGH										
21	THE REPORTS CONTROL OFFICE (MANAGEMENT BRANCH) MIGHT REVEAL THAT THIS INFORMATION IS										
22	ALSO BEING COMPILED AT SOME CENTRAL LOCATION OF OFFICE, SECRETARY OF WAR; IN THIS										
23	INSTANCE, PERHAPS THE RECORDS GROUP OF THE PERSONNEL MANAGER'S OFFICE WOULD HAVE THIS										
24	INFORMATION AVAILABLE AND COULD SUPPLY IT BY TELEPHONE PERIODICALLY TO THE OFFICE										
25	WHICH ORIGINALLY INITIATED THE REPORT.										
26											
27											
28	EXAMPLE-- FOR ILLUSTRATION ONLY										
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WD, AGO. FORM NO. 584
30 APRIL 1944

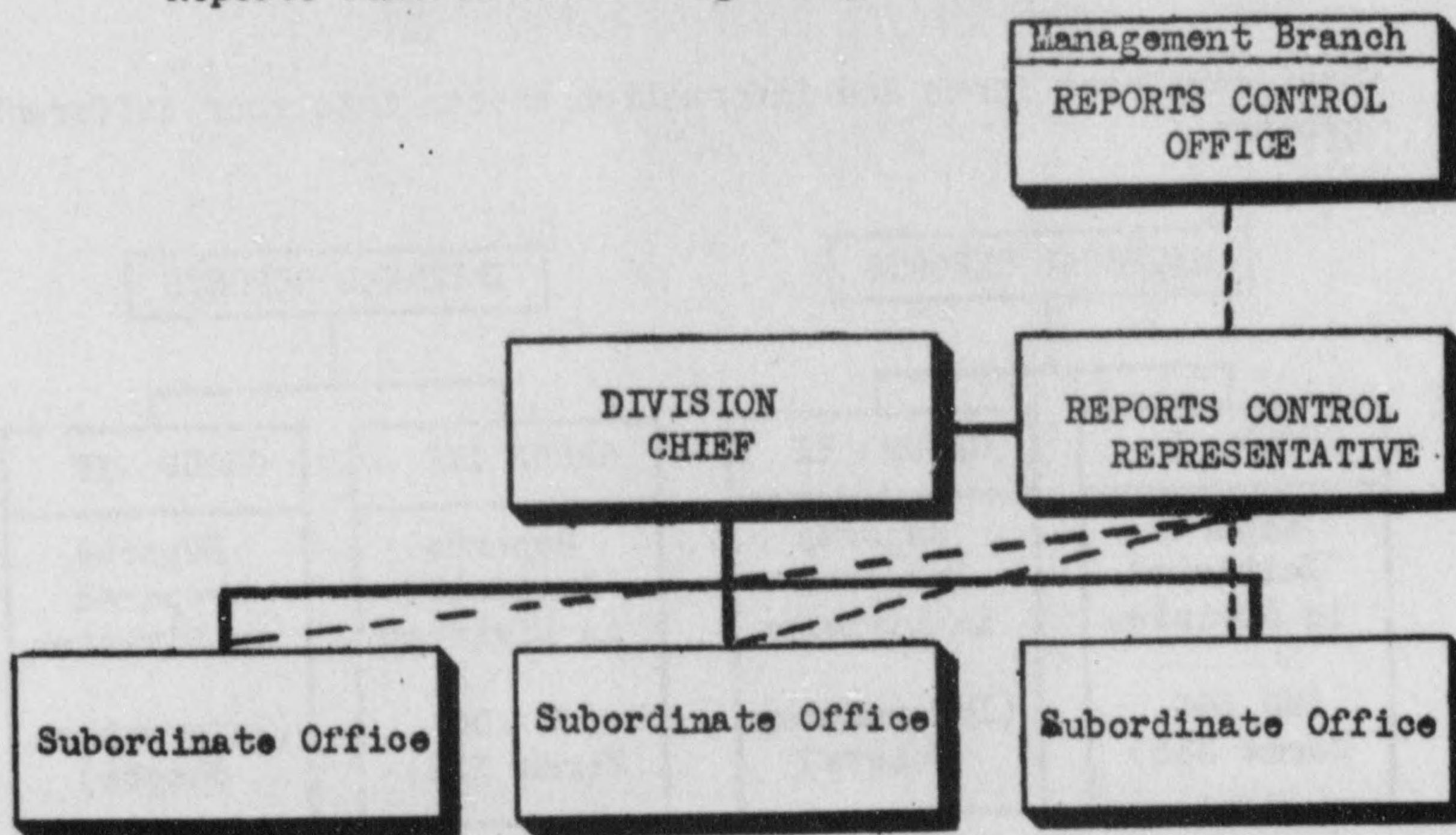
U. S. GOVERNMENT PRINTING OFFICE: 1943 O - 68444

FIGURE 1

10/15/45

STEPS TO BE TAKEN BY DIVISIONS TO ESTABLISH A PROGRAM OF REPORTS CONTROL:

Step 1: Designate a Reports Control Representative to be responsible for approving internal reports initiated and prepared within the division and to establish a working relationship with the Reports Control Office regarding external reports.



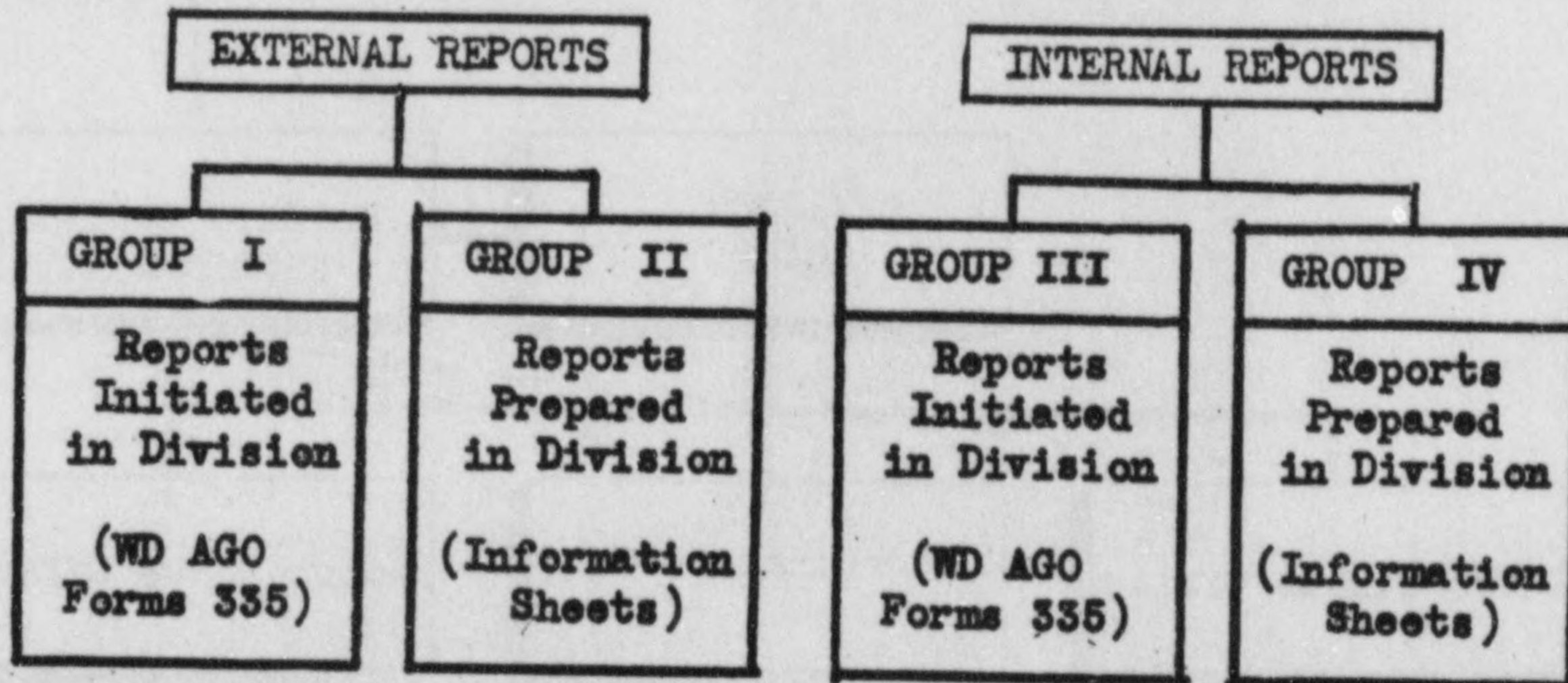
Step 2: Notify all activities of the initiation of the Reports Control Program and of the designation of a Reports Control Representative. Include in this notification a mandatory requirement that all internal reports initiated in the division will require the prior approval of the Reports Control Representative; and that all external reports initiated within the division will require the prior approval of the Reports Control Office, to be obtained through the Reports Control Representative. Also notify all activities that any request received for the preparation of a report which does not bear a reports approval symbol will be returned to the Reports Control Office (through the Reports Control Representative) without action.

Step 3: Survey all activities of the division to determine: (1) what reports are initiated in the division--both internal and external; and (2) what reports are prepared in the division--both internal and external. This can be accomplished by requesting each office of the division to fill in WD AGO Form 335 (Application for Approval of Report) in duplicate--See Figure 1--on each existing report initiated in the division and submit to the Reports Control Representative with two copies of the reporting forms used and the instructions issued for its preparation; and by requesting all

10/15/45

Step 3: (Cont'd) offices of the division to fill in an information sheet on each report prepared in the division, attaching copies of the report forms used. Such information sheet should include substantially the same information as shown in Items 1, 2, 5, 6, 7, 8, 10, 11, 12, 13, 14, 16, 17, 18, and 26 of WD AGO Form 335. It is helpful to establish a deadline for the submission of the above forms and information sheets.

Step 4: Sort completed forms and information sheets into four different groups:



Step 5: Forward Groups Nos. 1 and 2 to Reports Control Office (Management Branch) for review and assignment of reports control symbol to initiated reports. (See Step No. 15 below.)

Step 6: Match WD AGO Forms 335 (Application for Approval of Report) in Group 3 with information sheets in Group 4 to assure complete coverage.

Step 7: Analyze each individual report to determine necessity for its preparation, and analyze each individual item on each report to determine necessity for its inclusion, reviewing information given on WD AGO Form 335 and by consultation with officials of the office initiating the report.

Step 8: After establishing actual necessity for each report, analyze the reports as a group to determine what information is being duplicated on two or more reports to ascertain if there is a possibility of combination of two or more reports in one. This review can be accomplished by recording the information required on each report on WD AGO Form No. 554. (See Figure 3.)

10/15/45

- Step 9: Analyze the reports to determine if they are being prepared and transmitted in the simplest and most direct method. Are elaborate systems being maintained to provide information for a report when simple blotter records, periodic compilations, or other existing sources of information could be used? Are informational reports being referred forward through disinterested persons or offices? Are reports being transmitted by memorandum when a change of heading on the report form used would be sufficient? Are reports being typed that could be transmitted by telephone?
- Step 10: Analyze the report forms to determine if the wording thereon is clear, concise, and in terms sufficiently simple to prevent any misunderstanding as to the information requested.
- Step 11: After analysis (Steps 7 through 10), assign an internal reports control symbol (see pages 4 & 7, Part I) to each approved report.
- Step 12: Notify both the initiating and the preparing office of the reports control symbol assigned to each report, requesting that each report, each report form, or cover sheet bear the assigned symbol in the upper right-hand corner and that all correspondence or publications concerning the report make reference to the assigned symbol. Return duplicate copies of applications (WD AGO Forms 335) to the initiating office requesting that all future revisions or recisions of reports be submitted for the approval of the Reports' Control Representative.
- Step 13: Prepare subject cross-reference cards on each report.

Note: A report may fall under one general classification, such as "Personnel"; but, since a number of reports may have this same general classification, the report content should be broken down further on the cross-reference to allow quick reference and to allow easy sorting for study in connection with future reports.

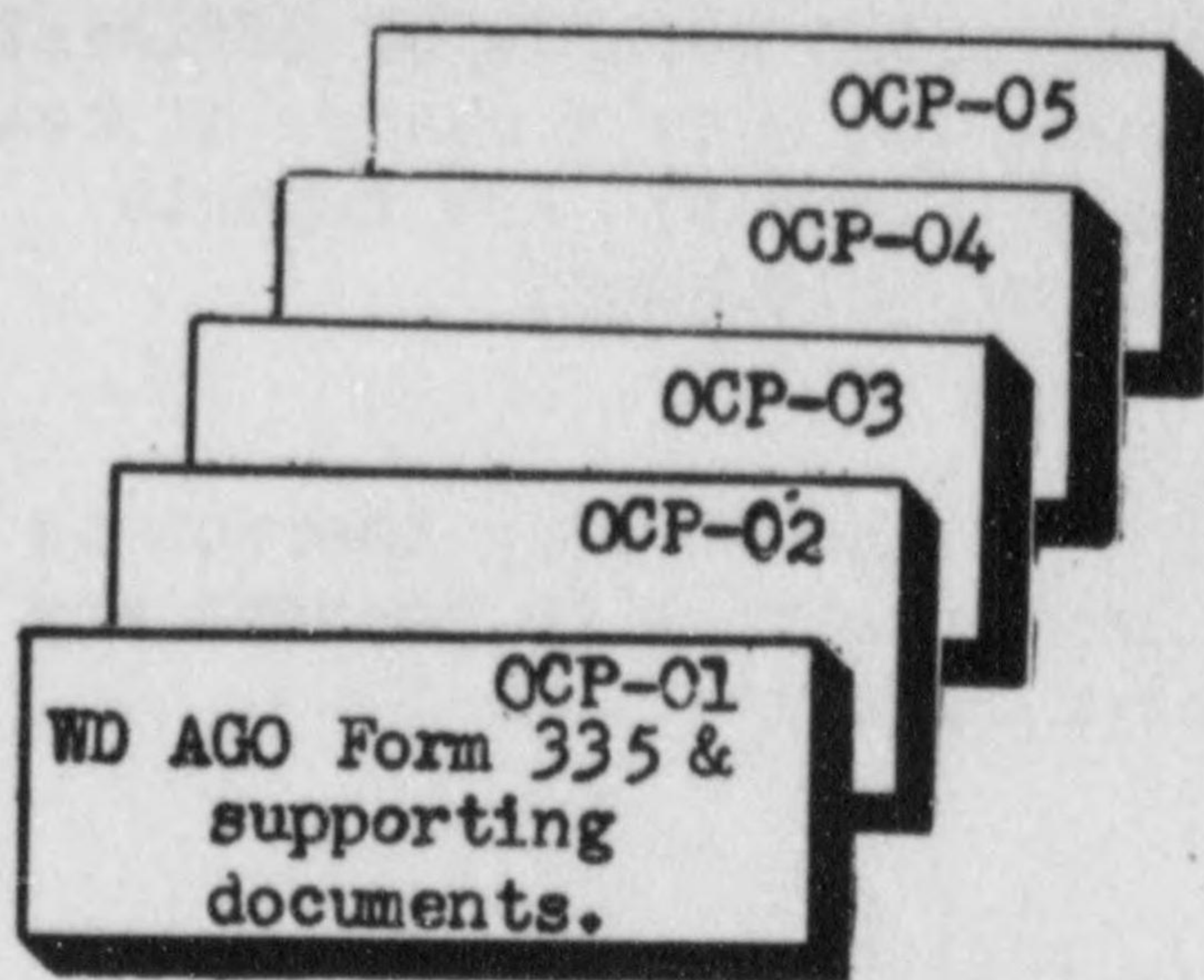
Example: A report which requires the number of stenographers trained, together with their grades, might be cross-referenced as follows:

3 x 5" Cards

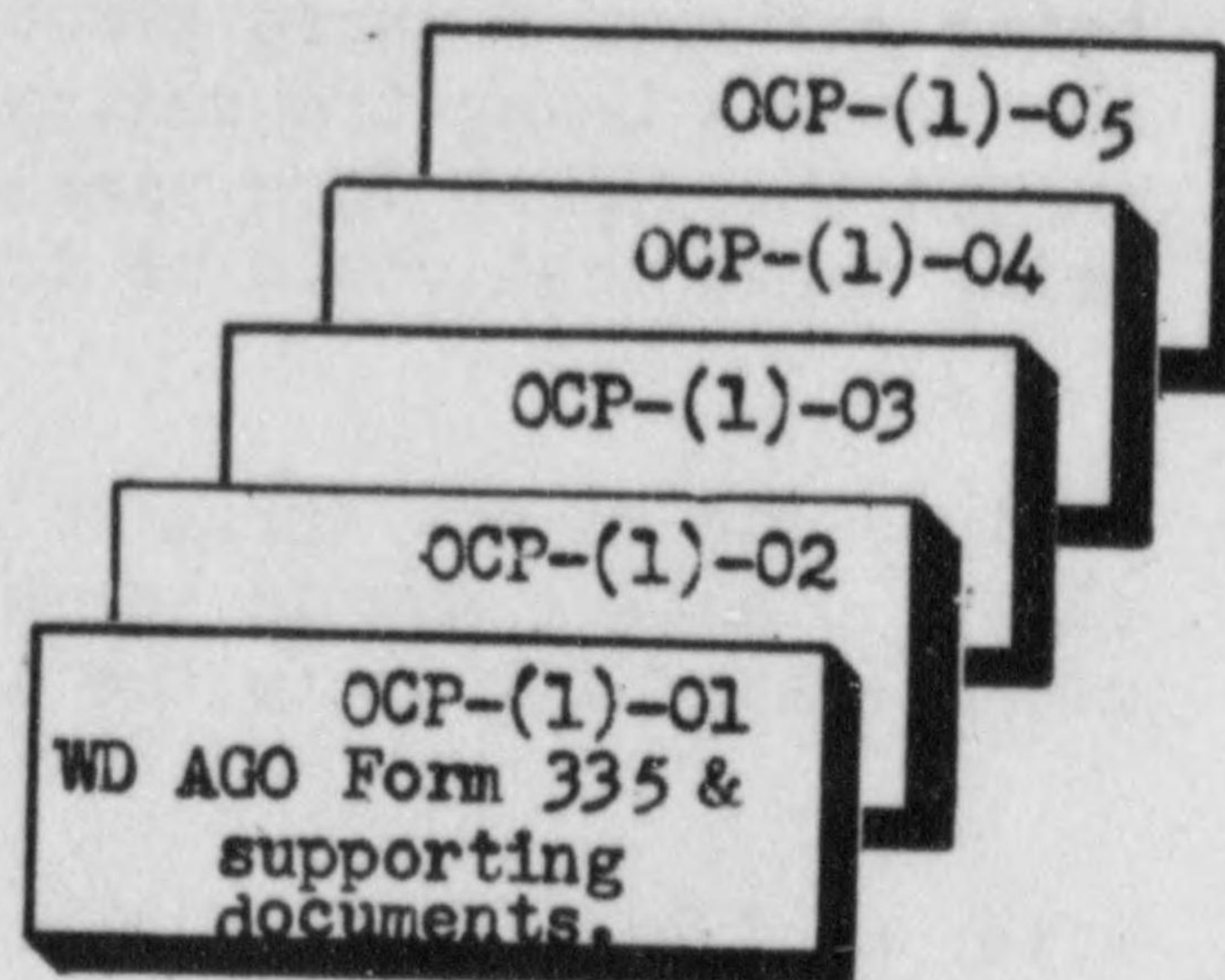
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Stenos OCP-01
---Grades OCP-01
Training OCP-01
--Stenos
Personnel OCP-01
--Training
----Stenos.
-----Grades

10/15/45

Step 14: File original Forms 335, together with supporting documents and forms, in numerical sequence of reports control symbol assigned. Recurring and nonrecurring (one time) reports should be filed separately:



INTERNAL RECURRING REPORTS FILE



INTERNAL NON-RECURRING (one-time) REPORTS FILE

Step 15: After receipt from the Reports Control Office (Management Branch) of the duplicate copies of applications (WD AGO Forms 335) indicating the reports control symbols assigned to approved external reports which are either initiated or prepared in the division, establish a register of approved external reports and prepare 3 x 5" cross-reference cards by subject (as illustrated in Step 13). Notify interested activities within the division of the external reports control symbol assigned and file the duplicate copies of the application forms for further reference.

EXTERNAL RECURRING REPORTS				INITIATED BY _____		
				PREPARED BY _____		
TITLE AND INITIATING AGENCY	CLASSIFICATION	FREQUENCY	REPORTS CONTROL SYMBOL	OSW REGISTRY NUMBER	REQUIRING DIRECTIVE	REMARKS
OSW Form 24						

SAMPLE REGISTER OF EXTERNAL REPORTS

Sumner

WAR DEPARTMENT
The Adjutant General's Office
Washington 25, D.C.

Muse
Sumner

AGOB-T-SPGAC 210.66
(19 Sep 45)

21 September 1945

SUBJECT: Pan-American Course - Post Hostilities Training.

TO: Commanding General; Western Defense Command
Commanding General; Eastern Defense Command
Commanding General, Caribbean Defense Command
Each Agency of the Five War Department Groups.

1. The first of a series of courses of instruction to prepare senior staff officers for assignment to positions where knowledge of Latin-American affairs is essential will begin on 12 November 1945 with an enrollment of forty students. A War Department Circular with complete information is currently being published. Pending its distribution, the attached memorandum is furnished for information of all concerned.

2. Officers assigned to your command may be recommended to attend the first Pan-American Course. Recommendations will be forwarded to the major command which has jurisdiction over the officer; and he will be considered for nomination with officers within the command. In order to receive consideration, recommendations nominating officers for the first course must reach the major command headquarters not later than 1 October 1945.

BY ORDER OF THE SECRETARY OF WAR:

Edward F. Witsell
EDWARD F. WITSELL
Major General
Acting The Adjutant General.

	SWNDC	
1 Incl.	COL. McCARTHY	<i>adh</i>
Memo re Pan-Am	COMDR. RICHARDSON	<i>adh</i>
Course.	MR. R. E. COX	
	LT. COL. PENNOYER	
	LT. COL. SILFUSS	
	MR. H. W. MOSELEY	
	J. P. GARDINER	
	LT. COMDR. ROCKEFELLER	
	LT. COL. V. F. FIELD	<i>X</i>
	MAJOR W. E. GUNTHER	
	1ST LT. E. SPITZALL	
	ENS. F. WHITESIDE	
	FILE	

75

MEMORANDUM:

SUBJECT: Pan-American Course - Post Hostilities Training.

1. Effective on or about 12 November 1945, a Post Hostilities Course will be established to prepare senior staff officers for assignment where knowledge of Latin American affairs is essential. Complete information describing the school will be contained in a War Department Circular currently being published. In order to afford your headquarters maximum time to select qualified officers for attendance at the first course, the following information is provided at this time:

2. Description of the Course:

a. Objectives:

- (1) General. - The training objective is to prepare senior staff officers who will serve on military missions to Latin American countries or who will otherwise serve in positions requiring them to work with representatives of these countries or which require special knowledge of Latin America. This course is designed to give these officers the background necessary for such service.
- (2) Specific. - In order to have the essential background to perform his duties, the graduate of the course should:
 - (a) Be broadly informed on the history of the United States and the history of Latin American countries, especially in relation to the United States.
 - (b) Know the geography and contemporary social, political and economic institutions of Latin American countries.
 - (c) Be familiar with recent and current developments in Pan-American affairs, especially plans for future cooperation among American nations and of American nations with the rest of the world.

b. Time Available:

- (1) Length of course - 14 weeks. Probable added language course, making course a total of 6 months.
- (2) Hours per week - 22 contact hours, 22 hours required study.

c. The Program of Instruction:

(1) History of the Americas.

(a) Instruction in history will emphasize the history of the relations of the United States with other American countries. The period emphasized will be from 1919 to the present, but due attention will be given to the more remote history of Latin American countries. Reference to the history of the United States will be included where it is necessary to clarify relationships between the United States and other American countries. Similarly, reference to the history of countries outside North and South America will be included where it is necessary to clarify relationships between these countries and the Americas.

(b) Instruction in history will include the following topics: chronology of important events; growth of national sentiment, traditions, and political organizations; legal and governmental institutions; international relationships; military history; boundary questions and rivalries; important past alliances, peace settlements and treaties; religious institutions; technological, commercial, industrial, and agrarian development; labor movements; important historical figures; cultural influences.

(2) Geography of Latin America. Instruction in geography will include the following topics; climate, land forms, coastal and interior waters; vegetation; types of animal life; natural resources; facilities for travel and communication; ethnic and linguistic origins and survivals; migrations; natural and man-made barriers and avenues.

(3) Contemporary institutions of Latin American countries. Instruction in Contemporary Institutions will include the following topics; governmental agencies and procedures centralization and decentralization of government; the current political and economic situation; political parties and factions; important economic blocs and factions, vital statistics; public health and sanitation; domestic economy; folk ways; religious institutions and their influences; class and caste divisions; education; popular and classical literature; popular amusements and sports; facilities and content of public information; relation of civilian to military.

(4) Current International Developments. Instruction in current international developments will include emphasis on plans for future cooperation among American nations and of American nations with the rest of the world.

d. Methods of Instruction. The chief formal instruction will be by means of lectures supplemented by seminars, problem periods, assigned readings, written reports, and tests prepared by the academic authorities.

3. Number of Students:

For planning purposes, it is proposed that classes will consist of 40 students.

4. Qualifications of students:

a. The success of this project depends on the proper selection of students to attend the course. It is apparent that the specific objectives of this course could not be obtained in 14 weeks unless the officers to be trained were very carefully selected. Officers selected should:

- (1) Be informed in one or more of the three elements of the course, as it is briefed in paragraph 2a(2) above.
- (2) Be officers of the Regular Army or such other officers whose availability is assured during the anticipated need for their services.
- (3) Be in the grade of temporary field grade or higher.
- (4) Have efficiency ratings of predominantly superior, with particular attention to the ratings in personality, tact, diplomacy, judgment, military bearing and appearance.
- (5) Be physically qualified to perform the duties for which trained.
- (6) Have a knowledge of the French, Spanish, or Portuguese languages, but this is not essential. The language qualifications alone should not determine the selection of the officers to be trained.



IN REPLY REFER TO SPXMA-S(24 Sep 45)

HEADQUARTERS ARMY SERVICE FORCES
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

DPA/gww

John
SMAL
SAVE

24 September 1945

SUBJECT: War Department Administrative Publications

To: STATE WAR-NAVY COORDINATING COMMITTEE
ROOM 178
STATE DEPARTMENT BUILDING
WASHINGTON, D. C.

203

1. At present the AG Pentagon Depot is forwarding War Department administrative publications by automatic distribution to the above address.
2. It is requested that the present requirements of your office be reviewed and the depot advised the title and number of copies of War Department administrative publications still needed.
3. Consistent with the War Department policy regarding curtailment of printing as set forth in WD Memo 310-45, dated 17 August 1945, it is requested that your office list only those publications which are necessary for your efficient operation.
4. It is further requested that the information reach the depot by 15 October 1945.

FOR THE COMMANDING GENERAL:

C. Cass
Adjutant General.

	SWNCC
COL. McCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. SEILFUSS
MR. H. W. MOSELEY
MR. J. P. GARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE



STATIONER'S COPY
MAIL DELIVERY DIVISION
1000 LAD
MAIL ROOM PUBLICATION DIVISION

STANDARD FORM NO. 64

312.1
Man
Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, State-War-Navy Coordinating Comm. DATE: 10 October 1945
178 State
FROM : Frank B. Bourn - Special Assistant
SUBJECT: Forecast of post War Space Requirements

With reference to the accompanying copy of memorandum from the Army Headquarters Commandant, it is requested that the information called for in paragraph three (3) be indicated on the attached form, the original and one carbon copy of which should be returned to this office on or before 1600, 11 October 1945.

Attention is also invited to accompanying copy of letter from the Director, Bureau of the Budget, to the Secretary of War.

For the Administrative Assistant.

Frank B. Bourn
Frank B. Bourn
Special Assistant

AHC 310.2
(5 Oct 45)

HEADQUARTERS
MILITARY DISTRICT OF WASHINGTON
WASHINGTON, D.C.

5 October 1945.

MEMORANDUM FOR:

Subject: Forecast of Postwar Space Requirements.

1. Attention is invited to the attached copy of letter from the Budget Director to the Secretary of War, dated 25 September 1945.

2. In an interim reply the Commissioner of Public Buildings has been informed that the War Department basic plan contemplates that by 1 July 1946 all departmental activities will be housed in The Pentagon, the Munitions Building, and the New War Department Building, the latter to be used principally for the accommodation of the Joint and Combined Chiefs of Staff and related activities. More specific information, to include designation of buildings and approximate dates by which it is expected the various phases of the program can be accomplished, has been promised Commissioner Reynolds at the earliest practicable date.

3. To provide the data necessary for the compilation of the detailed report required, it is requested that the personnel and space requirements of the command or element addressed, broken down by major elements, at the dates indicated, be forecasted as accurately as possible in the light of all information presently available, and indicated on the attached form, the original and one carbon copy of which should be returned to this office on or before 12 October 1945, with a covering memorandum giving any desired information not provided for on the form, together with recommendations, if any, as to the buildings or areas thereof in which the various components should be permanently located.

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:

H. W. Isbell

H. W. ISBELL,
Colonel, GSC,
Army Headquarters Commandant.

2 Incls.
Incl. #1 - Ltr 25 Sep 45
 Budget Director to Sec. War
Incl. #2 - blank report forms.

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(C
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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

Washington 25, D.C.

(C
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SEP 25 1945

My dear Mr. Secretary:

The President has been informed that some of the agencies are beginning to make preparations to return to Washington some of their bureaus or other subdivisions which were moved to other cities because of the office and housing shortage in Washington, and he feels that it would be a grave mistake, in view of the continued shortage, to return any such office before six months or a year.

In his memorandum to me, the President directs that departments and agencies be instructed not to arrange for the return of decentralized offices until such time as the Bureau of the Budget deems it advisable.

There is no question as to the need for central planning and control of space assignments for the next twelve months. During the first postwar year we can expect numerous changes in the space requirements of the Federal agencies now located in the District of Columbia. Most of the temporary war agencies will be liquidating their affairs within the year. The military services are planning to reduce their military and civilian personnel as rapidly as demobilization requirements permit. On the other hand the OWMR, SPB, Veterans Administration and several of the departments will continue to expand. Departments and agencies which, during the war, surrendered choice space in permanent buildings to the war agencies and occupied temporary quarters both in and outside the District of Columbia have a right to expect an early and satisfactory adjustment of their housing problems.

I am sure you will agree that these space problems cannot be handled expeditiously unless there is an appreciation of the overall situation, adequate planning, and proper timing of the necessary moves. To this end I suggest that you immediately file with the Commissioner of Public Buildings, if you have not done so already, your forecast of the postwar space requirements of your department and the estimated employment relative to activities which in your opinion should be located in the District of Columbia. By so doing, you will greatly assist me in carrying out the instructions of the President.

Very truly yours,

/s/ Harold D. Smith
Director

The Honorable

The Secretary of War

Incl. #1

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TOP SECRET

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.



BWN- 3360
5 October 1945

MEMORANDUM FOR MR. MATTHEWS
MR. LOVETT
MR. GATES

Subject: Report on SWNCC Activities for September 1945.

I. Completed Papers in September 1945. The following 32 papers were completed during September 1945:

<u>PAGE</u>	<u>Title</u>	<u>Description</u>
SWNCC 3	UNITED NATIONS CLAIMS TO GERMAN PROPERTY.	Recommendation by Assistant Secretary of War that U.S. policy be formulated and a reparations and restitution division of the Control Council set up. Withdrawn from agenda as already covered by other papers.
SWNCC 5/7 5/8 5/9	POSTWAR STRATEGIC CO-OPERATION OF THAILAND WITH UNITED NATIONS.	Advice to Secretary of State on measures for post-war strategic co-operation respecting Thailand.
SWNCC 19/17 19/18/D 19/19 19/20	CONSTRUCTION OF A MILITARY AIRFIELD AT DHAHRAN.	Policy on completion of the military airfield at Dhahran.
SWNCC 38/13 38/15	U.S. POST-WAR MILITARY BASE REQUIREMENTS IN ICELAND.	Advice to Secretary of State on position to be taken with British and Soviet Union respecting post-war bases in Iceland.
SWNCC 38/16 38/17	UNITED STATES POST-WAR MILITARY BASE REQUIREMENTS IN GREENLAND.	Advice to Secretary of State describing the minimum acceptable rights and the maximum desired to fulfill U.S. post-war military base requirements in Greenland.

TOP SECRET

SWNCC FILE

(70)

TOP SECRET

<u>Paper</u>	<u>Title</u>	<u>Description</u>
SWNCC 52/3 52/4	BASIC DIRECTIVE FOR POST-SURRENDER MILITARY GOVERNMENT IN JAPAN PROPER.	Basic initial post-surrender directive - general and political. Sent to Joint Chiefs of Staff for forwarding to MacArthur.
SWNCC 53/1	RELATIONS OF THE MILITARY GOVERNMENT OF FORMOSA WITH CHINA AND THE CHINESE.	Formulation of policy. Withdrawn from agenda along with other Formosa items.
SWNCC 56	JAPANESE INVESTMENTS IN FORMOSA.	Formulation of policy. Withdrawn from agenda along with other Formosa items.
SWNCC 58/6 58/7 58/8 58/9	DEMOBILIZATION AND REPATRIATION OF JAPANESE ARMED FORCES SUBSEQUENT TO SURRENDER.	Formulation of policy. This paper was a revision in certain details of the statement of policy on this subject as previously contained in SWNCC 58/5. Forwarded to Joint Chiefs of Staff for transmittal to MacArthur.
SWNCC 68/1	NATIONAL COMPOSITION OF FORCES TO OCCUPY FORMOSA.	Formulation of policy. Withdrawn from agenda along with other Formosa items.
SWNCC 73	SPECIAL FORMOSA PROBLEMS: LAND TENURE.	Formulation of policy. Withdrawn from agenda along with other Formosa items.
SWNCC 74	SPECIAL FORMOSA PROBLEMS: CURRENCY.	Formulation of policy. Withdrawn along with other Formosa items.
SWNCC 88 88/1/D 88/2	INITIAL ALLIED CONTROL MACHINERY FOR THE JAPANESE EMPIRE.	Formulation of policy. Withdrawn from agenda in view of fact that subject covered in SWNCC 70/10.
SWNCC 90	JAPANESE POLITICAL STRUCTURES UNDER MILITARY GOVERNMENT DURING THE POST-SURRENDER PERIOD.	Formulation of policy. Withdrawn from agenda as action no longer considered necessary. Being covered in other papers.
SWNCC 150/5 150/4/D	UNITED STATES INITIAL POST-DEFEAT POLICY RELATING TO JAPAN.	Statement of policy. Forwarded to Joint Chiefs of Staff for transmittal to MacArthur. Approved by President and published.

TOP SECRET

TOP SECRET

<u>PARAG</u>	<u>Title</u>	<u>Description</u>
SWNGC 166 166/1	TRANSMISSION OF COPIES OF "REPORT ON THE DESTRUCTION OF MANILA AND JAPANESE ATROCITIES" TO SOVIET UNION, SPAIN AND THE SOUTH AND CENTRAL AMERICAN REPUBLICS.	Advice to Secretary of State on release of information to Soviet Union, Spain and the South and Central American Republics.
SWNGC 170/D 170/1	DISPOSITION OF U.S. EQUIPMENT FURNISHED ITALIAN COMBAT UNITS AND ITALIAN UNITS OF THE INTERNATIONAL COMMITMENT.	Advice to Joint Chiefs of Staff for Theater Commander on disposition of equipment furnished Italian combat units.
SWNGC 170/2	DISPOSITION OF U.S. EQUIPMENT FURNISHED ITALIAN COMBAT UNITS AND ITALIAN UNITS OF THE INTERNATIONAL COMMITMENT.	Message from Joint Chiefs of Staff to CG, USAF, Mediterranean Theater of Operations, circulated for information of Committee.
SWNGC 171/D 171/1 171/2	WITHDRAWAL OF UNITED STATES ARMY AND NAVY CONTINGENTS FROM CURACAO, ARUBA AND SURINAM.	Advice to Secretary of State on withdrawal of U.S. contingents.
SWNGC 172 172/1	UNITED STATES POST-WAR MILITARY REQUIREMENTS IN ECUADOR, INCLUDING THE GALAPAGOS ISLANDS.	Advice to Secretary of State in reply to certain questions respecting military expenditures, etc. in Ecuador and the Galapagos Islands.
SWNGC 173/2	REPATRIATION OF CHETNIKS AND CROAT TROOPS IN YUGOSLAVIA.	Information for Joint Chiefs of Staff in reply to inquiry from the Commanding General, U.S. Forces, European Theater.
SWNGC 176/4	THE BASIC INITIAL DIRECTIVE TO THE COMMANDER IN CHIEF, U.S. ARMY FORCES IN THE PACIFIC FOR THE ADMINISTRATION OF CIVIL AFFAIRS - KOREA SOUTH OF 38 DEGREES NORTH LATITUDE.	Directive for MacArthur. Forwarded to Joint Chiefs of Staff for dispatch to him.
SWNGC 177 177/1	AMERICAN PARTICIPATION IN SOUTHEAST ASIA COMMAND (SEAC) AFTER CESSATION OF JAPANESE RESISTANCE.	Advice to Joint Chiefs of Staff on when U.S. Forces should be withdrawn from the Southeast Asia Command (SEAC). (CCS not to be in

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TOP SECRET

TOP SECRET

<u>Paper</u>	<u>Title</u>	<u>Description</u>
		formed until agreement between the Supreme Allied Commander and the Thai Government is completed.)
SWNGC 181/D 181/1	CUSTODY OF JAPANESE ARCHIVES AND DIPLOMATIC PROPERTY.	Instructions to MacArthur on whether or not he should direct that Japanese Government archives and diplomatic property there to be turned over.
SWNGC 181/2 181/3	CUSTODY OF JAPANESE ARCHIVES AND DIPLOMATIC PROPERTY.	Statement by President on MacArthur's authority forwarded to him and published.
SWNGC 182 182/1	PROPOSED QUADRIPARTITE AGREEMENT ON CERTAIN ADDITIONAL REQUIREMENTS TO BE IMPOSED ON GERMANY.	Advice to Secretary of State on report of European Advisory Commission. (Formerly IPCOG 12)
SWNGC 183	INTERNED ENEMY AIRCRAFT.	Advice to the Air Coordinating Committee on disposal of planes in Sweden.
SWNGC 185 185/1	FRENCH POSITION RELATIVE TO THE DIVISION OF GERMAN NAVAL AND MERCHANT SHIPS.	Advice to Secretary of State on French complaint over division of German naval and merchant ships.
SWNGC 188	TRANSFER OF UNITED STATES PLANES TO ITALY.	Advice to Joint Chiefs of Staff on disposal of U.S. planes (P-38's and P-39's).
SWNGC 189 189/1 189/2	TRAINING OF NETHERLANDS MARINES IN THE UNITED STATES.	Advice to Secretary of State on further training of Netherlands Marines in the United States.
SWNGC 191/D 191/1	TYPE OF GOVERNMENT TO BE ESTABLISHED ON VARIOUS PACIFIC ISLANDS.	Memorandum by Assistant Secretary of War on this subject was withdrawn by him.
SWNGC 198	EVACUATION OF GERMANS FROM UNITED STATES ZONE, AUSTRIA.	Advice to Joint Chiefs of Staff on this subject, agreeing to prompt evacuation to Germany.

TOP SECRET

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II. New Papers in September 1945.

(Note: "New Papers" include not only entirely new subjects, but also old SWNCC series or subjects on which new questions have been raised requiring action by SWNCC.)

The following 23 new papers were introduced in September 1945:

<u>Paper</u>	<u>Title</u>
SWNCC 5/7 5/8 5/9	POSTWAR STRATEGIC COOPERATION OF THAILAND WITH UNITED NATIONS. (Completed in September)
SWNCC 46/4/D	USE OF U.S. TROOPS IN REPATRIATING SOVIET CITIZENS.
SWNCC 55/1/D	TREATMENT OF THE EMPEROR OF JAPAN (Joint Resolution)
SWNCC 83/2/D 83/3 83/4	POLICY OF THE UNITED STATES TOWARD CHINA WITH SPECIAL REFERENCE TO U.S. MILITARY RESPONSIBILITY IN THE TRAINING AND EQUIPMENT OF CHINESE ARMED FORCES.
SWNCC 173/2	REPATRIATION OF CHETNIKS AND CROAT TROOPS TO YUGOSLAVIA. (Completed in September)
SWNCC 182 182/1	PROPOSED QUADRIPARTITE AGREEMENT ON CERTAIN ADDITIONAL REQUIREMENTS TO BE IMPOSED ON GERMANY. (Completed in September)
SWNCC 184/D 184/1	WITHDRAWAL OF U.S. FORCES FROM CZECHOSLOVAKIA.
SWNCC 185 185/1	FRENCH POSITION RELATIVE TO THE DIVISION OF GERMAN NAVAL AND MERCHANT SHIPS. (Completed in September)
SWNCC 186/D 186/1 186/2 186/3	DISPOSITION OF COMBAT VESSELS OF THE JAPANESE NAVY.
SWNCC 187/D	CONTINUATION OF SAGO AGREEMENT.
SWNCC 188	TRANSFER OF UNITED STATES PLANES TO ITALY. (Completed in September)
SWNCC 189 189/1 189/2	TRAINING OF NETHERLANDS MARINES IN THE UNITED STATES. (Completed in September)

TOP SECRET

<u>PAPER</u>	<u>Title</u>
SWNCC 190/D	INTER-AMERICAN MILITARY COLLABORATION.
SWNCC 191/D 191/1	TYPE OF GOVERNMENT TO BE ESTABLISHED IN VARIOUS PACIFIC ISLANDS. (Completed in September)
SWNCC 192/D	EXERCISE OF CRIMINAL AND CIVIL JURISDICTION OVER UNITED NATIONS NATIONALS.
SWNCC 193/D	DISPOSITION OF ENEMY WAR MATERIAL CAPTURED BY YUGOSLAV FORCES IN AREAS UNDER ALLIED MILITARY CONTROL.
SWNCC 194/D	UNITED NATIONS ASSETS SEIZED BY JAPANESE OR PUPPET AUTHORITIES.
SWNCC 195/D	RADAR DEMONSTRATION IN SWITZERLAND.
SWNCC 196/D	DISPOSITION OF EQUIPMENT SURRENDERED TO ALLIED FORCES.
SWNCC 197/D	ESTABLISHMENT OF SPECIAL CIVIL POLICE FORCE FOR THAT PART OF VENEZIA GIULIA WEST OF THE MORGAN LINE.
SWNCC 198	EVACUATION OF GERMANS FROM UNITED STATES ZONE, AUSTRIA. (Completed in September)
SWNCC 199	WITHDRAWAL OF BRITISH FORCES FROM THE ISLANDS OF TERCEIRA AND FAXAL UNDER THE AZORES AGREEMENT.
SWNCC 200	REQUESTS FOR RELEASE OF STATE PAPERS.

III. Comparison of Activities in July, August and September.
 A comparison of SWNCC activities during July, August and September is as follows:

	<u>Completed Papers</u>	<u>New Papers</u>
July	28	17
August	37	16
September	32	23

IV. Activities since Organization. A photostatic copy of a chart is attached indicating the meetings of SWNCC and the number of papers completed by it by months since the organization of the Committee. (See Tab "A")

TOP SECRET**V. Personnel.**

1. Ad Hoc Committee on French protest relative to the division of German shipping. This Committee was appointed at the 23rd meeting of SWNGC on 5 September 1945. It was composed of the following personnel:

Mr. J. C. Bonbright, Steering Member (State)
 Mr. H. L. Deimel (State)
 Lt. Colonel John D. Bristor (War)
 Captain R. L. Dennison (Navy)
 Mr. Huntington Merse (War Shipping Administration)

2. Subcommittee on Rearmament. Colonel Curtis B. Dall, A. C., was designated as a member vice Lt. Colonel W. M. Burgoyne, A. C., relieved.

3. Subcommittee for Technical Information and Security Control. Major Robert L. Abbey, A. C., was designated as an alternate for Brigadier General A. R. Crawford vice Colonel W. W. Goodman, A. C., relieved.

4. Subcommittee for the Near and Middle East. Lt. Colonel Franklin E. Schroeck, A. C., was designated as a member vice Lt. Colonel Maurice E. Parker, A. C., relieved.

VI. Summary of Outstanding Papers as of 30 September 1945:

<u>Paper</u>	<u>Title</u>	<u>Description</u>
SWNGC 46/4/D	USE OF U.S. TROOPS IN REPATRIATING SOVIET CITIZENS.	Request from General Eisenhower through Joint Chiefs of Staff for instructions concerning repatriation of Soviet citizens. Referred to European Subcommittee. Action deferred pending advice from Secretary of State.
SWNGC 52 Series	BASIC DIRECTIVE FOR POST-SURRENDER MILITARY GOVERNMENT IN JAPAN PROPER.	Parts II and III of basic directive (Economic and Civilian Supply and Financial) are in preparation by Far East Subcommittee in collaboration with JCS agency.
SWNGC 55/1/D	TREATMENT OF THE EMPEROR OF JAPAN.	S.J. Res. 94 urging that Emperor be treated as war criminal referred to Far East Subcommittee for recommendation whether departmental action required.

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<u>Paper</u>	<u>Title</u>	<u>Description</u>
SWNCG 57/3 57/4	THE APPREHENSION AND PUNISHMENT OF WAR CRIMINALS.	Report by Far East Subcommittee, with JCS comments, including statement of U.S. policy and directive to Supreme Commander on war criminals, is before the Committee. (Approved at 2 October meeting)
SWNCG 70/10 70/11	ALLIED CONTROL MACHINERY FOR THE JAPANESE EMPIRE.	Report of Far East Subcommittee, with JCS comments, setting forth proposed U.S. policy on control machinery for Japan, is before the Committee. (Action deferred at 2 October meeting in view of British proposal)
SWNCG 79/1	STRUCTURE AND COMPOSITION OF CIVIL AFFAIRS ADMINISTRATION IN KOREA.	Report by Far East Subcommittee recommending that zonal occupation of Korea be superseded as soon as possible by trusteeship, is before JCS for comment.
SWNCG 83/4	POLICY OF THE U.S. TOWARD CHINA WITH SPECIAL REFERENCE TO U.S. MILITARY RESPONSIBILITY IN THE TRAINING AND EQUIPMENT OF CHINESE ARMED FORCES.	Report by Far East Subcommittee outlining assistance which should be given by U.S. for training and equipment of Chinese armed forces, is before JCS for comment.
SWNCG 99/1	POLICY WITH RESPECT TO FISHING AND AQUATIC INDUSTRIES IN JAPAN.	Report by Far East Subcommittee setting forth proposed U.S. policy on treatment of Japanese fishing industry, is before JCS for comment.
SWNCG 101/1 101/2	A TEMPORARY INTERNATIONAL AUTHORITY IN KOREA.	Reports by Far East Subcommittee recommending prompt establishment of international trusteeship for Korea, leading to independence, with proposed statement of U.S. policy and press release, is before JCS for comment.

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<u>Paper</u>	<u>Title</u>	<u>Description</u>
SWNCG 122/5/D 122/6	PRESERVATION OF ARCHIVES AND RECORDS FOUND IN GERMANY.	Report by European Subcommittee recommending negative reply to Librarian of Congress' proposal for central repository for German archives and records under him, is before Committee. (Approved on 2 October)
SWNCG 155 155/1	TREATY OF PEACE WITH ITALY.	Report by <u>ad hoc</u> committee on military articles of treaty of peace with Italy, is before JCS.
SWNCG 162/D 162/1	POSITIVE POLICY FOR REORIENTATION OF THE JAPANESE.	Proposal by Navy member for development of positive policy for reorientation, is before Far East Subcommittee with direction to call in outside experts.
SWNCG 176/6	BASIC INITIAL DIRECTIVE FOR ADMINISTRATION OF CIVIL AFFAIRS IN KOREA, SOUTH OF 38 DEGREES NORTH LATITUDE.	Revision of Part III (Financial) of directive prepared by Far East Subcommittee and is before JCS for comment.
SWNCG 179	SURPLUS NAVY PROPERTY ABROAD--POSSIBILITY OF UTILITY TO STATE DEPARTMENT FOR TRADING PURPOSES IN NEGOTIATIONS.	Special committee is charged with developing procedure for utilizing surplus military property abroad in negotiations of State Department.
SWNCG 184/D 184/1	WITHDRAWAL OF U.S. FORCES FROM CZECHOSLOVAKIA.	Recommendation by Eisenhower through JCS that U.S. forces be withdrawn from Czechoslovakia, is awaiting action by the State Department.
SWNCG 186 Series	DISPOSITION OF COMBATANT VESSELS OF THE JAPANESE NAVY.	Recommendation by Admiral Nimitz through JCS that combatant Japanese vessels be destroyed, is awaiting action by the State Department.
SWNCG 187/D 187/1	CONTINUATION OF SAGO AGREEMENT.	Report by Far East Subcommittee recommending termination of SAGO agreement, is before Committee. (Report amended and approved on 2 October)

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<u>Paper</u>	<u>Title</u>	<u>Description</u>
SWNCG 190/D	INTER-AMERICAN MILITARY COLLABORATION.	Navy memorandum concerning future status of various Inter-American defense boards and committees, is before Latin American Subcommittee.
SWNCG 192/D	EXERCISE OF CRIMINAL AND CIVIL JURISDICTION OVER UNITED NATIONS NATIONALS.	Army recommendation that instructions by General MacArthur concerning jurisdiction of Japanese courts over United Nations nationals is before Far East Subcommittee.
SWNCG 193/D	DISPOSITION OF ENEMY WAR MATERIAL CAPTURED BY YUGOSLAV FORCES IN AREAS UNDER ALLIED MILITARY CONTROL.	Request by JCS for SWNCG advice concerning U.S. position as to disposition of enemy war material captured by Yugoslav forces in areas under Allied military control, is before European Subcommittee.
SWNCG 194/D	UNITED NATIONS ASSETS SEIZED BY JAPANESE OR PUPPET AUTHORITIES.	British Aide Memoire proposing establishment of machinery for recording and restoring such assets, is before Far East Subcommittee.
SWNCG 195/D	RADAR DEMONSTRATION IN SWITZERLAND.	Swiss proposal for Radar demonstration, not within approved policy on release of Radar information, before Technical Information Subcommittee.
SWNCG 196/D	DISPOSITION OF EQUIPMENT SURRENDERED TO ALLIED FORCES.	State Department recommendation concerning surrender of equipment in SEAC, is before Far East Subcommittee and JCS.
SWNCG 197/D	ESTABLISHMENT OF SPECIAL CIVIL POLICE FORCE FOR THAT PART OF VENEZIA GIULIA WEST OF THE MORGAN LINE.	JCS request for advice on subject, is before European Subcommittee.

TOP SECRET

<u>Page</u>	<u>Title</u>	<u>Description</u>
SWNCC 199	WITHDRAWAL OF BRITISH FORCES FROM THE ISLANDS OF TERCEIRA AND PAYAL UNDER THE AZORES AGREEMENT.	British Aide Memoire proposing withdrawal of British forces from the Azores, is before JCS for comment.
SWNCC 200	REQUESTS FOR RELEASE OF STATE PAPERS.	JCS proposal that SWNCC establish machinery for handling Congressional requests for release of politico-military documents, is before Committee. (Action deferred 2 October for State Department study)

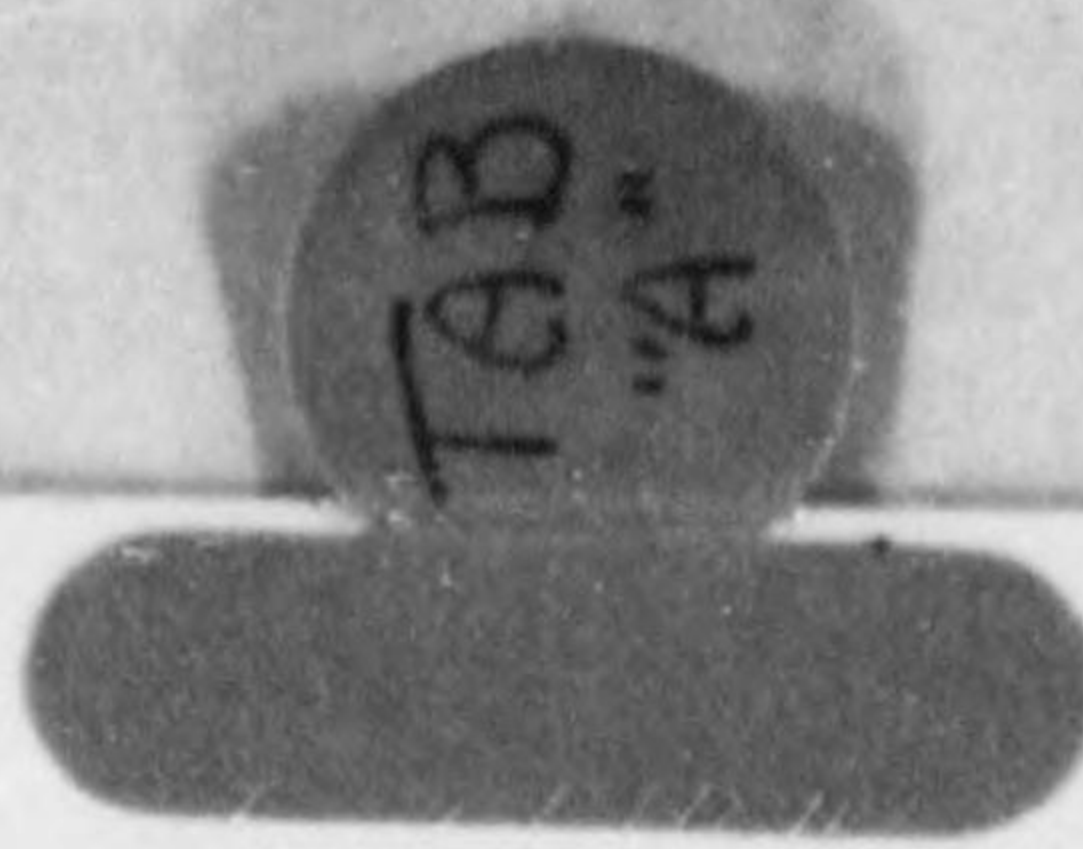
In addition there are pending within one of the three Departments or in the Far East Subcommittee 37 studies, the scope of some of them already outlined in numbered SWNCC papers and others as yet undeveloped.

CHARLES W. McCARTHY,
Secretary

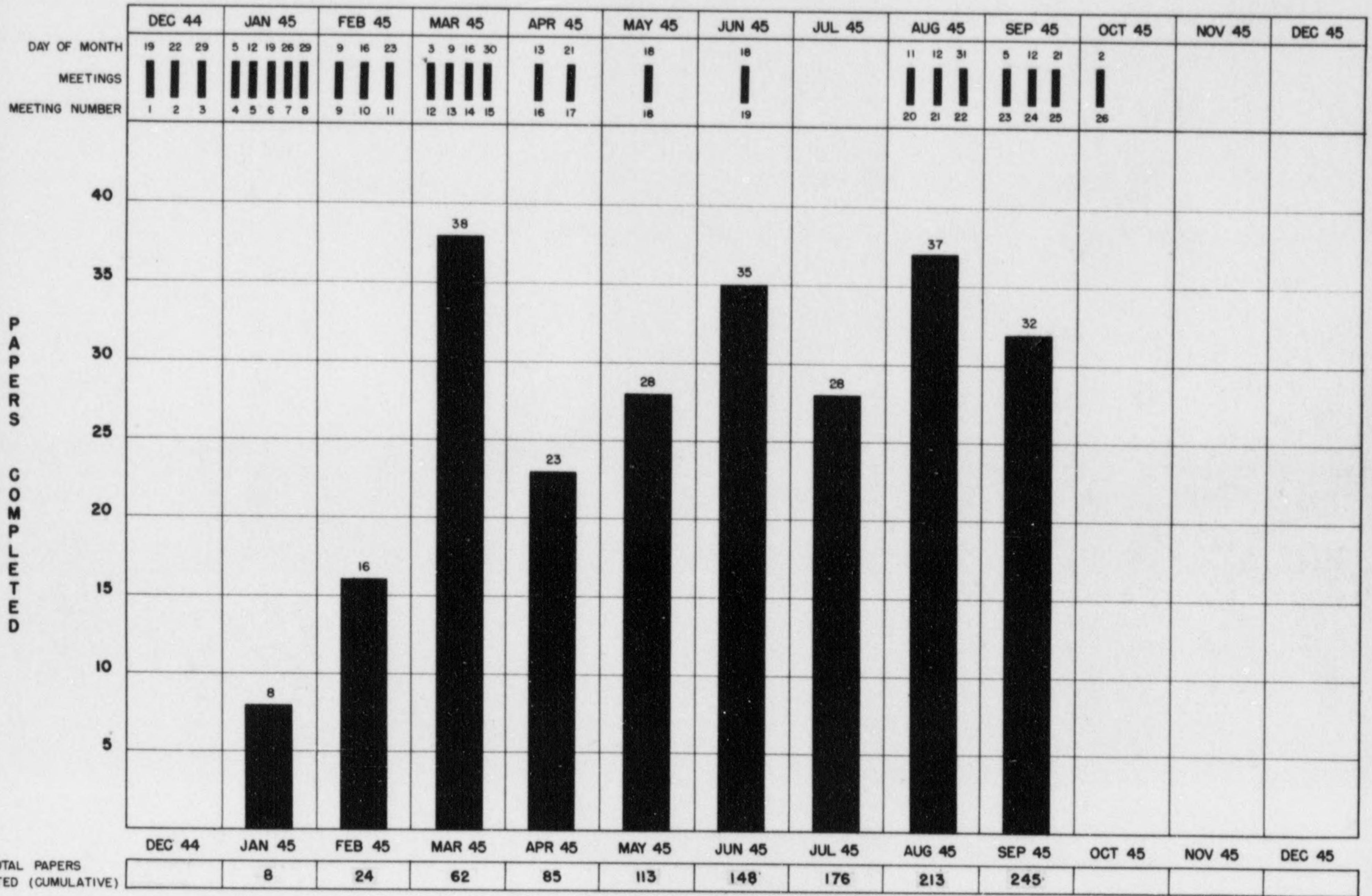
Incl:
Photostatic copy chart
SWNCC activities.

- 11 -

TOP SECRET



SWNCC MEETINGS AND PAPERS COMPLETED



31
misc. Gen -

SPFEF 132/491362

The Honorable
The Secretary of State

COL. MCCARTHY
COMDR. RICHARDSON
MR. R. E. COX
LT. COL. PENNOYER
LT. COMDR. SEILFUSS
MR. H. W. MOSELEY
MR. J. P. GARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

SWNCC
SEP 26 1945

Dear Mr. Secretary:

Reference is made to your letter dated 6 July 1945, file 102.2 Accounts/S-145 and to my reply dated 23 July 1945 relative to the question of an Army Disbursing Officer being assigned at Nassau, Bahamas to handle disbursing work for the two military units stationed there instead of the American Consulate disbursing funds under "Authorization to Make Certain Types of Disbursements on Behalf of the War Department."

The Commanding Officer, Caribbean Division, ATC, West Palm Beach, Florida has advised that military personnel of the Air Transport Command now stationed at Nassau are being paid by Treasury check, and in some instances, by cash from Finance Offices located within the continental limits of the United States. Further, that since there are no transient personnel arriving and departing from Nassau, at present, the establishment of an Accountable Disbursing Office or a Class "B" Agent Office of the Air Transport Command would be unwarranted at this time. The District Engineer, Miami, Florida District has advised that the Executive Officer, Office of the Post Engineer, Nassau, Bahamas is a Class "B" Agent Finance Officer; that such Agent Finance Officer makes payment of native civilian payrolls and of local purchase vouchers, and that military personnel and continental civilians assigned to that office are paid by check by the Finance Officer in the Miami Air Technical Service Command, Miami, Florida. Therefore, from the foregoing, it appears that no demands are being made on the Consulate at Nassau for disbursing service in connection with the activities under the jurisdiction of either of the two above-cited agencies. In the event activities of the War Department increase in this area, steps will be taken to insure that adequate finance service is rendered by disbursing officers of the War Department.

Sincerely yours,

(Signed) ROBERT P. PATTERSON

Acting Secretary of War

1043

Information Copy for the Secretariat, SWNCC

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3/2.1
Mec.

SWN-3323
28 September 1945

MEMORANDUM FOR THE SECRETARY, JOINT CHIEFS OF STAFF:

Subject: Downgrading of IPCOG Documents.

- References:**
- a. IPCOG 1 Series.
 - b. IPCOG 9 Series.
 - c. JCS 1067 Series.
 - d. JCS 1369 Series.

1. The Department of State has requested that the State-War-Navy Coordinating Committee downgrade IPCOG 1/4 and IPCOG 9/2, JCS 1067 and JCS 1369 series respectively, from SECRET to unclassified.

2. It is requested that the State-War-Navy Coordinating Committee be advised if there is any objection from a military point of view to downgrading the above documents with a view to releasing the true texts of these Directives to the press.

For the State-War-Navy Coordinating Committee:

CHARLES W. McCARTHY
Secretary

SWNCO FILE

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bureau
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**SWN-3306
25 September 1945**

MEMORANDUM FOR THE SECRETARY, JOINT CHIEFS OF STAFF:

Subject: Removal of Items from the SWNCC Agenda.

**References: a. SWNCC 53 and 53/1
b. SWNCC 58 and 58/1
c. SWNCC 59 and 59/1**

1. AS its 25th meeting the State-War-Navy Coordinating Committee agreed that no further action is required on the following SWNCC papers:

SWNCC 53 POLITICO-MILITARY PROBLEMS IN THE FAR EAST: RELATIONS OF THE MILITARY GOVERNMENT OF FORMOSA WITH CHINA AND THE CHINESE.

SWNCC 58 POLITICO-MILITARY PROBLEMS IN THE FAR EAST: NATIONAL COMPOSITION OF FORCES TO OCCUPY FORMOSA.

SWNCC 59 POLITICO-MILITARY PROBLEMS IN THE FAR EAST: BASIC DIRECTIVE FOR PRE-SURRENDER MILITARY GOVERNMENT IN FORMOSA, INCLUDING POLITICAL, ECONOMIC AND FINANCIAL DIRECTIVES.

2. Accordingly the above papers have been removed from the SWNCC agenda.

For the State-War-Navy Coordinating Committee:

**CHARLES W. McGEARNEY
Secretary**

(64)

SWNCC FILE

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3/2/45
RESTRICTED

COPY NO. 4017 September 1945STATE-WAR-NAVY COORDINATING COMMITTEEMEMORANDUM FOR INFORMATION NO. 26CHANGES IN SWNC SUBCOMMITTEESNote by the Secretaries

1. Colonel Curtis B. Dall, A.C. (W-6722) is designated as a member of the State-War-Navy Coordinating Subcommittee on Rearmament vice Lieutenant Colonel W. M. Burgoyne, A.C., relieved.

2. Major Robert L. Abbey, A.C. (W-71145) is designated as an alternate for Brigadier General A. R. Crawford on the State-War-Navy Coordinating Subcommittee for Technical Information Security Control vice Colonel W. W. Goodman, A.C., relieved.

3. Lieutenant Colonel T. B. Coughran, CAD, W.D. (W-71523) is designated as a member of the working party to review directives and procedures for seizure of captured enemy archives (European Subcommittee) vice Major J. H. Pritchard, CAD, W.D., relieved.

CHARLES W. McCARTHY

ALVIN F. RICHARDSON

RAYMOND E. COX

Secretariat

(67)

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C. 25



DEPARTMENT OF STATE
WASHINGTON

In reply refer to
TISC - FEx

August 31, 1945.

MEMORANDUM FOR THE SECRETARY, STATE-WAR-NAVY
COORDINATING COMMITTEE:

I am informing you of the following change in
the Subcommittee for Technical Information Security
Control:

Colonel W. W. Goodman, Army Air Forces,
alternate on the Subcommittee for
Brigadier General A. R. Crawford, has
been replaced by Major Robert L. Abbey,
A. C., serial no. 0885043, (War, extension
71145).

Charles D. Martin

Charles D. Martin
Munitions Control Section



SECRET

Full



HEADQUARTERS, ARMY AIR FORCES
WASHINGTON

IN REPLY REFER TO:

4 SEP 1945

MEMORANDUM FOR: Colonel Charles W. McCarthy
Room 178, State Department Building
Washington 25, D. C.

SUBJECT: Member of the Subcommittee of State-War-Navy
Coordinating Committee on Rearmament.

(W-6722)

1. It is deemed necessary by Army Air Forces to submit the name of Colonel Curtis B. Dall, A.C., O-472626, to be a member of subject subcommittee vice Lt. Colonel W. M. Burgoyne, relieved.
2. It is requested in this connection that you submit to Mr. McCloy Colonel Dall's name for approval.
3. Colonel Dall is at present assigned to the Strategy and Policy Division, AC/AS-5.

APPROVED

[Signature]
The Assistant Secretary of War

[Signature]
HARRISON A. GERHARDT
Colonel, General Staff Corps
Executive to Ass't Secretary of War

[Signature]

REUBEN C. HOOD, JR.
Brigadier General, U. S. Army,
Deputy Chief of Air Staff.

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(R)

312-1

WDOPD/2818
Lt Col Floger/em

OPD 510 (30 August 45)

SEP 6 1945

The Honorable
The Secretary of State
Dear Mr. Secretary:

In your letter of 30 August I note your urgent request that the War Department endeavor to provide transportation from India to the United States, during September, for 340 Indian students. It is unfortunate that the request is made at this time when the War Department is bending every effort to return to the United States from the Far East the many veterans who are eligible for discharge from the Army. As a result of the emphasis being placed on the early release from service of those soldiers who have high point scores, I do not feel I can justify the retention of more than 300 of them to allow all of the 340 students you mention to travel to the United States.

The War Department recognizes the advantage to be gained by giving American universities, research laboratories and industrial concerns an early opportunity to serve as agencies for expanding American influence abroad. As stated in my letter of 4 September, an allocation of 175 transportation spaces monthly for travel from China, Burma and India to the United States has been made for travel sponsored by the State Department. While that allocation was ostensibly to encourage the restoration of international trade, I can perceive no objection to the use of some or all of those spaces for the transportation of students, since their travel can also be considered as being in the national interest.

In closing, I wish to add that there are overseas at present many American citizens desiring repatriation and dependents of service personnel who are unable to return to the United States until the transportation situation is less critical.

Sincerely yours,

SWNCC	
COL. McEARTHLY
COMDR. RICHARDSON
MR. R. E. BOB
LT. COL. PENNOYER
LT. COMDR. WEILFUSS
MR. H. W. MOSELEY
MR. J. P. GARDINER
LT. COMDR. ROCKEFELLER
LT. COL. V. F. FIELD
MAJOR W. E. GUNTHER
1ST LT. E. SPITTALL
ENS. F. WHITESIDE
FILE

HENRY L. SIMMONS
 Secretary of War
 INFORMATION COPY FOR SWNCC

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FOR IMMEDIATE DELIVERY TO: P O S T P U B L I C A T I O N S O F F I C E R

ARMY SERVICE FORCES
THE ADJUTANT GENERAL'S OFFICE
PUBLICATION DIVISION
AG PENTAGON DEPOT
THE PENTAGON
Washington 25, D. C.

DEPOT INFORMATION BULLETIN
No. 36

11 September 1945

	<u>SECTION</u>
OPERATING INFORMATION	I
INFORMATION ON PUBLICATIONS AND BLANK FORMS HANDLED BY THE ADJUTANT GENERAL	II
INFORMATION ON PUBLICATIONS AND BLANK FORMS <u>NOT</u> HANDLED BY THE ADJUTANT GENERAL	III
INITIAL DISTRIBUTIONS COMPLETED	IV
STATUS OF PUBLICATIONS AND BLANK FORMS	V

SECTION I - OPERATING INFORMATION

1. All stocks of the following forms at post publication stock rooms in excess of a thirty (30) day supply will be returned to the AG Pentagon Depot, Confidential Unit, East Loading Platform, The Pentagon, Washington 25, D. C.:

- WD AGO Form 30-5
- 38
- 38-1
- 53-1
- 53-55
- 53-56
- 53-57
- 53-97
- 53-98
- 53-99
- 53-280

2. All separation forms will be requisitioned on a separate WD AGO Form 17 submitted in triplicate inasmuch as one copy of each requisition must be forwarded to The Adjutant General. Separation forms will be requisitioned in quantities which will result in a stock of not more than a thirty (30) day supply.

65

3. WD AGO Form R-5084, Reports Control Symbol DDI-62, prescribed for use of post publication stock rooms when reporting excess stocks of publications and blank forms, is illustrated on page 20, ASF Manual M 419, Aug 1945. This form will not be stocked at this depot. Copies should be re-produced locally as required.

4. Attention is invited to Change 5, AR 310-200, 2 May 1944 and Section I, Depot Information Bulletin No. 8, 27 October 1944 which outlines the procedure for returning excess publications to this depot.

SECTION II -- INFORMATION ON PUBLICATIONS AND BLANK FORMS HANDLED BY THE ADJUTANT GENERAL.

1. The following formula is to be substituted for distribution formula printed in FM 6-82 (July 1945): Service of the Piece, 155-mm Howitzer Motor Carriage M 41:

AAF(5); AGF(40); ASF(2); Arm & Sv Bd 6, 17(1); PG9(1); Gen & Sp Sv Sch(2) except FA Sch (150), Armd Sch(10); USMA(5); RTC 6(5); A(1); CHQ(1); D(1); T/O & E 6-435(5); Special Distribution.. For explanation of distribution formula, see FM 21-6.

2. The following formula is to be substituted for distribution formula printed in ASF CAT Sig 5-5, Pricing Guide for Signal Corps Equipment. August 1945:

AAF(10); AGF(10); ASF(2); Dept(10); Arm & Sv. Board(1); Def Comd(5) except EDC(3); S Div ASF(1); Tech Sv(5); Sv C(5); Air Tech Sv C(5); FC(1); Class III Instls(1); PE(25); ASF Dep(75) except New Cumberland and Belle Meade (10); AF Dep and Sub Dep(5); Gen Overseas SOS Dep (50); Gen & Sp Sv Sch(5); Sig C Sv Sch(25); AGF Tng C(5); Sig C Rep Shops(5); A(4); CHQ(4); T/O & E 11-7(1); 11-15(2); 11-25(2); 11-47(4); 11-57(4); 11-65(2); 11-85(4); 11-127(17); 11-137(4); 11-187(4); 11-217(4); 11-227(4); 11-237(4); 11-247(4); 11-257(4); 11-287(4); 11-327(4); 11-400 Bn Hq(4); 11-411S(4); 11-500 Bn Hq (4); 11-557(4); 11-587(4); 11-592(4); 11-597(4).

3. Copies of WD AGO Form 8-140 (2-part) 1 Aug 45 (Unit Sheet) Monthly Sanitary Report, are available upon requisition.

4. The periodical publications listed below will be discontinued after issues now in process are printed:

Publication

"New Materiel"
 What the Soldier Thinks-No. 15
 Intelligence Bulletin No. 1, Vol IV

B. Formula Distribution: Publications listed below are mailed in accordance with the distribution formula in the publication and the instructions of the originating agency. This depot is not authorized to change the allowances.

WD Pamphlet 11-4, C2	ASF Cat Sig 5 - Suppl. 1
WD Pamphlet 35-4	ASF Cat Sig 5-5
WD LO 9-U 530	ASF Cat Sig 7 & 8-HD 2/FSM-1
T/A 71-1010-1	ASF Cat Sig 7 & 8-VO-4
T/A 3-3	ASF Cat Sig 7 & 8-RL-31
TM 14-700, C 16	ASF Cat TC 7-AC 1
TM 11-4407	ASF Cat TC 7-C 2
TM 10-704	ASF Cat TC 9-E 104
TM 30-544	ASF Cat QM 5-43
TM 19-500, C4, Chapter 5	ASF Manual 410, C4
TM 12-240, C2	ASF Cat CW-9-564910
TB Med 195	ASF Cat Ord 6 SNL N 600, C2
TB Med 196	ASF Cat Ord 10 SNL N-500-EB, C1
TB Med 198	ASF Cat Ord 8 SNL G-243
TB 5-9804-1	ASF Cat Ord 8 SNL A-47, C4
Intelligence Bulletin	ASF Cat Ord 5 SNL J-14
ASF Cat TC 7-S G 15	ASF Cat Ord 9 SNL C-20, C3
ASF Cat TC 7-PM 17	ASF Cat Ord 8 SNL F-92
ASF Cat TC 7-BO 12	ASF Cat Ord 11 SNL R 8
ASF Cat TO 7-PM 147 C	ASF Cat Ord 7 SNL C-36, C2
ASF Cat TC 7-PM 147 B	ASF Cat Ord 8 SNL F-223
ASF Cat TC 7-PM 147	ASF Cat Ord 7 SNL F-223
ASF Cat Sig 7-IE-17	ASF Cat Ord 8 SNL D-4 2, Sec. 1
ASF Cat Sig 7-1-56	ASF Cat Ord 8 SNL F-139
ASF Cat Sig 6-IE 29	TB 11-499-13
ASF Cat Sig 7 & 8-TS-9	TB 5-3340-1
ASF Cat Ord 7 SNL J-406, C2	TM 3-320
ASF Cat Ord 9 SNL G-509, C2	TM 11-375 B, C1
ASF Cat Ord 8 SNL F-246	FM 6-82
ASF Cat Ord 8 SNL G-510 & G. 694, C2	SB 55-8-N-500-EB
ASF Cat Ord 8 SNL G-128	SB 55-8-N-621
ASF Cat Ord 8 SNL J-406, C4	SB 55-8-N-500-GA
SB 11-94	SB 55-8-N-257
SB 55-8-N-57	SB 55-8-N-10
SB 3-25-21	SB 55-8-N-611
SB 3-25-29	SB 55-8-N-600
SB 3-25-34	SB 55-8-N-500 EA
SB 3-25-14	TM 5-600
SB 3-25-10	TM 11-267
SB 3-25-33	TM 11-268
SB 55-4	TA 6-2, C3
SB 3-25-26	MWO QM 28
SB 55-8-N-187	TB 11-1505-7
SB 3-25-8	TB 5-9078-2
SB 3-25-40	SB 38-3 QM, C2

5. Stock of "The Army Service Forces, An Introduction for Newly Assigned Officers" is exhausted and the publication will not be reprinted.

SECTION III (NOT USED).

SECTION IV. - INITIAL DISTRIBUTIONS COMPLETED.

1. The publications listed below were distributed between 4 September 1945, and 10 Sept 1945. If additional copies are required or copies have not been received, requisition will be submitted on WD, AGO Form No. 17 in accordance with AR 310-200 and instructions on reverse side of WD AGO Form No. 17. If after making full distribution surplus copies remain, it is suggested that the distributing agency follow the provisions of par. 1E, AR 310-200, 1 May 1943, as amended by change 5.

A. Administrative Distribution: Miscellaneous administrative publications such as Army Regulations, W.D. Circulars, etc., are distributed to Class I, II, and IV installations in accordance with the monthly requirements submitted on WD AGO Form No. 12. In this connection attention is invited to Section I, W.D. Cir. 177, 1945, and the instructions on the reverse side of WD AGO Form No. 12.

CS Acts and Rules Transmittal Sheet #12	T/O & E 6-200-1T, C1
CS Acts and Rules Transmittal Sheet #13	T/O & E 6-185, C2
CS Acts and Rules Transmittal Sheet #14	T/O & E 1-12 R, C1
WD Cir. #269	T/O & E 1-12, C4
CP Cir. #104	T/O & E 7-85
WD Cir. 266	T/O & E 7-29, C1
WD Cir. 267	T/O & E 6-186, C2
WD Cir. 265	T/O & E 6-50-1, C2
AR 30-3010, C1	T/O & E 55-310 T, C1
AR 615-500, C2	T/O & E 7-25, C1
AR 30-3000, C2	T/O & E 6-187, C2
AR 850-150, C2	T/O & E 5-400
W.D. Cir. #263	T/O & E 1-760-1, C1
W.D. GO #72	WD Cir. 264
AR 600-40, C6	CP Cir. 102
CP Cir. #101	CP Cir. 103
CPR #155	CPP Manual #1
CPP #17	T/O & E 1-600
Federal Personnel Man. Transmittal Sheet # 10	T/O & E 7-86
AR 615-361, C6	WD Cir. #270
T/O & E 11-97, C2	WD Cir. 268
	AR 40-590, C4

SB 3-25-13	ASF Cat Ord 7 SNL A-50, C2
ASF Cat TC 7-PM 15	ASF Cat Ord 12 SNL OGS 5, C1
ASF Man. M # 216	ASF Cat Ord 8 SNL F-70
SB 10-87, C1	ASF Cat Ord 6 SNL B-20, C2
FM 4-15, C2	ASF Cat Ord 9 SNL F-277, C5
FM 6-87	ASF Cat Ord 9 SNL C-70
FR-TF 3-1454	ASF Cat Ord 5 SNL J-8
ASF Cat Ord 12 SNL OGS 7	ASF Cat Ord 5-3-7
ASF Cat Eng 9-9046	ASF Cat Ord 12 SNL OGS-8
ASF Cat Sig 7 & 8-H-16/U	ASF Cat TC 7-G 122
ASF Cat Ord 9 SNL F-298	ASF Cat TC 7-AC 12
ASF Cat Ord 9 SNL G 104, Vol. 6, 11 and 14	ASF Cat TC 7-W 103
ASF Cat Ord 8 SNL C-39, C4	ASF Cat TC 6-R 18
ASF Cat Ord 8 SNL F-154, C1	ASF Cat TC 7-AC-23
ASF Man. M 214	ASF Cat QM 8-Misc 29
SB 11-6	ASF Cat Sig 8-PH-115
TB 5-1458-1	ASF Cat Sig 8-TS-147/UP
SB 38-4 CWS	ASF Cat Sig 7-AN/TMQ-4
SB 38-1-5	ASF Cat Sig 8-IE-9
TB 5-1248-1	ASF Cat Sig 8-1-245-A
TB 5-3194-1	ASF Cat Sig 8-PH-131
TB 5-1188-2	ASF Cat Sig 8-AN/UPA-1
TB 5-1254-1	ASF Cat Sig 5-4, Suppl. 1
TB 5-277-10	ASF Cat Eng 4 B-4-2, C1
TB 5-1492-1	ASF Cat Eng 4 B 6-2, C1
TB Med 178	ASF Manual M 7, C1
TM 3-360	MWO Ord E 19-W 36
TM 8-292	MWO Eng 9113-1
TM 11-4316	WD LO 11-1160
TM 14-705	WD Pamphlet 35-3
TM 19-500, Chapters 8 & 9	SB 3-25-4
TME 30-480, C5	SB 9-1
	SB 3-25-5
	SB 10-208, C1

SECTION V - STATUS OF PUBLICATIONS AND BLANK FORMS.

1. The following publications and blank forms have been superseded or rescinded, and existing stock is to be salvaged when stock of revised publications or blank forms is received:

WD Posters 28-1, 28-2, 28-3 and 28-4) Obsolete for the purposes for which they were produced and publicized within the continental United States. Stock is to be shipped to Headquarters USAFI, Madison 3, Wisconsin.