ADMINISTRATIVE HISTORY PROGRAM

of the

Bureau of Medicine and Surgery, Navy Department

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1. In the Bureau of Medicine and Surgery, there was, prior to the formation of the Administrative History Section, a field of activity which for all intents and pruposes was unattended. This field concerned the recording of administrative developments and the compiling of a narrative of accomplishments of the Bureau and the Medical Department. The need for recording administrative developments and compiling material on accomplishments has been shown by requests to the Bureau from the Congress, the President, the Secretary of the Navy, and other high authority, for summary reports, statements, and even narrative accounts. Closely related to recording and compiling administrative history data, are (a) the preservation and care of the Bureau's and the Medical Department's written records, (b) the accounting for Bureau Directives, and (c) the preparation of management and administrative reports. These functions have been added, therefore, to the Administrative History program.

2. The activities of the Administrative History Section, in accordance with the organization of the Section and the general functions described above, are discussed below under the following subheadings: (a) Narrative history, (b) Organizational history, (c) Special reports, (d) Records Administration, (e) Registry of circular letters, (f) Personnel and assignment of duties in the Administrative History Section, (g) Relationship with BuMed offices and other Naval Activities. In addition, a section "Appendix and Exhibits" has been added. Basic directives for the establishment of and assignment of duties to the Administrative History Section are given in part I of the Appendix and Exhibits.

Narrative History

3. Narrative History, as it is being prepared by the Administrative History Section, deals with broad Medical Department events and accomplishments. It comprises a chronological account of the activities of the Medical Department as a part of the over-all history of the naval establishment. In connection with the current war, for example, the Administrative History Section is preparing accounts describing medical plans and medical support furnished to the Navy and Marine Corps in such actions as Coral Sea, Midway, Guam, Sicily, Bougainville, Normandy, Leyte, Iwo Jima, Okinawa, etc. The purpose of the narrative history, therefore, is to tell the story of the Medical Department in relation to the history of the naval establishment as a whole, which general naval medical history, aside from the purposes of the record, is intended for information and instruction of Naval Medical Department personnel. It will also be of interest to personnel of the Navy as a whole in depicting the part played by the Medical Department in over-all Navy events.

4. In preparing the narrative history, standard historical techniques have been employed. A bibliographical survey has been made, a summary written, and principal basic sources explored, including existing files and records and special reports. Every effort is being made to obtain data from as many reliable sources as possible in order to prepare a balanced narrative, and to assure that adequate checks are maintained against possible error. In this regard, an annual report has been required of and has been submitted from Medical Department activities of all ships and stations. These reports have been received for the years 1943 and 1944 and have proved to be fruitful sources of information. Also, operational reports, special administrative reports, correspondence of a policy or non-routine type, official reports, Congressional documents, personal notes and diaries, archival materials, special manuscript collections, pamphlets, and rare books are being reviewed. Material gathered from these sources and others is noted, abstracted, or copied, and then filed in a comprehensive decimal subject file. In order to obtain better perspective and balance in narrative writings, regularly scheduled interviews have been held with persons who have either witnessed specific events or have had some type or organizational or typical experience which would be helpful to the Administrative History Section. Transcripts of these interviews are kept on file, but the material is considered confidential and direct quotations are used only if authorized by the witness interviewed.

5. At present, the narrative history project has progressed through the bibliographical review stage, and the staff is now completing the overview or "working draft" stage. This overview, which is a compilation of data derived from the more easily available sources is now receiving final typing. Its purpose is to provide a framework upon which to base further research and investigation. It contains over 500 typed pages. Although any page of the overview might form the basis for an intensive investigation, it is the present intention to keep within the bounds of time limits and personnel limitations. Therefore, selection of material will be made, and final work kept to the smallest limits which the canons of professional historical research and writings will permit. It is the present intention also, to aim at the preparation of one, but not more than two, volumes of narrative history.

6. The next step on the narrative history program is the establishment of time tables and dead-lines. These will deal with the period of time to be allotted for investigation and writing of various topics. While such time tables must, of course, be somewhat flexible, it is believed that they may be established with a fair degree of accuracy on the basis of experience gained in preparing the bibliography and compiling the overview. As soon as topical assignments have been defined and scheduled, they will be assigned for investigation to historical officers, each responsible for his own chronological period but all working together in accordance with a common outline and purpose..

7. Examples of the standard procedures and clerical aids in use in connection with narrative history are given in part II of the section Appendix and Exhibits. These examples show: (1) bibliographical methods and aids, (2) filing system and procedures, (3) research techniques and

methods, and (4) scope of present overview.

Organizational History

8. Organizational history in the program of the Administrative History Section comprises that part of history usually titled administrative history, which concerns internal organization, administrative relationships, and management developments and accomplishments. Emphasis is given to organizational and functional needs as these have been developed by the Bureau and the Medical Department. The recording of management aspects and organizational and functional developments of the Medical Department, is intended for use in determining, maintaining, or modifying administrative policies and programs of the Medical Department as necessity arises. Also it serves the purpose of recording administrative changes, improvements, and developments, thus it will provide an historical management blue print of the organization and administration of the Medical Department. In addition, this material has in other agencies and activities of the Federal government proved to be of especial value in records administration and determination of claims on the government.

9. First, attention will be given to the Bureau itself, beginning with the most recent era. As in the case of the narrative history, a summary account or "overview" from the more easily available sources will be prepared first. Approximately 100 typed pages should suffice for this overview. Then attention will be turned to field activities. In the case of the field activities, an historical roster will be prepared based upon the administration pattern and the chain of command. This roster, divided into certain broad, chronological periods, similar to those adopted for the narrative history, will indicate the following data for each activity: (a) exace legal name of activity, (b) date of commissioning or establishment, (c) date of decommissioning or disestablishment, (d) geographical location, if appropriate, (e) general functions, (f) any change in functions, including why such changes were made and whether such changes involved removing functions from other activities or transferring functions to other activities, (g) relationship to other activities and to the administrative and military chains of command, (h) reason for disestablishment, and (i) activities to which functions were transferred upon decommissioning or disestablishment.

10. The first rough draft of the roster prepared from the more readily available sources will be approximately 150 pages in length.

11. Further investigation into statutes, Executive Orders, Secretarial directives, Bureau directives, and local command directives, as well as administrative reports, will provide material for enlarging the overview of the Bureau to final draft form. Also, similar investigations will establish any uncertain or missing data in the historical roster of field activities.

12. The next step in the organizational history will be the preparation of special studies. The first of these studies will comprise an historical summary of Medical Department logistics, with special emphasis upon the

administrative and management aspects of the program. Next in sequence will be studies of the more significant or typical Medical Department activities. These studies will, as in the case of those relating to the Bureau, deal with organizational, administrative, and management aspects. A bibliographical review is now in progress. However, since most sources will be of a "legal" or "directive" nature, early completion of the bibliographical review is contemplated. Files of "legal" and "directive" materials are usually well-known and meticulously administered. Time tables and deadlines will be established as soon as preliminary work has advanced to a stage which would make forecasts feasible.

13. Examples of standard procedures and clerical aids in use in connection with the organizational history are the same as those given for the narrative history (Appendix and Exhibits, part II). Such variations in procedure as exist are indicated in the paragraphs immediately preceding.

Special Reports

14. Certain narrative, administrative, and management reports have been assigned for preparation to the Administrative History Section. This has been done because, in assembling data as a result of its historical and corollary duties, the Administrative History Section has possessed a fund of information especially adapted to the preparation of these reports. For convenience, the reports are listed in Appendix and Exhibits, part III, in tabular form, divided into "regularly recurring reports" and "unscheduled reports". "Title," "frequency," and "to whom made" are also indicated.

Records Administration

15. Preservation, care, and disposition of Medical Department records create both technical and professional problems. The science of records administration, while long recognized in many European countries - for example France, Germany, and Spain - has only in the last few decades been given special attention by the United States Federal Government. Thus, after World War I, through lack of a program in this regard, many valuable files and records became scattered, dislocated, or lost. Other records of only temporary or routine value, on the other hand, occupied valuable Government storage space for years. The Medical Department likewise suffered. Records of overseas and war-created activities have been almost irretrievably lost or scattered. Attempts to assemble the material have so far met with little success, and only a few fragments, having little continuity, have been discovered.

16. Steps were taken by the office of the Special Assistant to the Surgeon General early in 1943 to establish a comprehensive records program for the Medical Department. Bureau files were listed and inventoried, useless records were listed for destruction in accordance with law after obtaining necessary authority through the National Archives from Congress, and correspondence and filing practices were studied and recommendations made for their improvement. These recommendations included a comprehensive revision of form letters. Also, valuable, permanent inactive records were transfer-

red to the National Archives or naval storage areas where they would receive proper care. In the case of field Medical Department records, studies were made as to types, series, administrative and professional importance, and extent of duplication with Bureau files. Records of a temporary nature having no further administrative, professional, or historical value were reported through the National Archives, to Congress, from whom authority was received to destroy them. Provision was made for all other files to be given adequate storage.

17. As part of the program, three Records Management Centers were established in which the Medical Department maintains units. These were: a Naval Records Management Center on the West Coast (Los Angeles) where western continental and Pacific area records are received; a Naval Records Management Center on the East Coast (Philadelphia) where eastern Continental and Atlantic area records are received; a Records Management Center in the District of Columbia where Bureau records are received. In the Management Centers on the two coasts, complements of two pharmacist's mates were authorized. These personnel were indoctrinated by the Administrative History Section in the requirements for care, custody, repair, preservation, inventorying, and servicing of records. Procedures were then established whereby decommissioned Medical Department activities would ship their records routinely upon decommissioning to the appropriate Records Management Center. Also, procedures for transferring inactive records from activities still in commission to the Management Centers, were established. During the transfer procedures, the Administrative History Section is kept informed of all actions. The Administrative History Section maintains card files on the holdings of the Management Centers as well as on decommissioning of activities. Also, reports of accessions at each Management Center, and inventories of materials accessioned, are furnished the Administrative History Section monthly. A chief pharmacist's mate billet has been established in the Washington Management Center. Besides administering the records in the Washington Management Center, the chief pharmacist's mate will be assigned duties as liaison with the National Archives where the more inactive of the permanent records--both from the field and the Bureau--will be housed. He will also assist in coordinating servicing of records between the Management Centers on the two coasts, the Washington Management Center, the National Archives, and the Bureau. This system of Management Centers provides a means whereby Medical Department records have an established program to give them proper stowage, segregation, inventorying, and servicing.

18. Furture steps in the records administration program will include: a review of Bureau files procedures, a review of form letters, a schedule for the disposition of all Bureau records, a review of files in Bureau Divisions to determine needs for decentralization or centralization in regard to central files, a review of field activity records administration in order to obtain both greater standardization and greater effectiveness. Possible applications of microfilm will also be explored. Surveys in the field are contemplated as to adequacy of stowage and servicing facilities and advice as to the application of Bureau schedules will be given.

19. Basic directives in regard to records care and disposition, Management Centers, and required forms etc, are given in Appendix and Exhibits, part IV. Also included are samples of inventories and monthly reports.

Registry of Circular Letters

20. The purpose of the registry of circular letters (frequently designated "multiple address letters") is to maintain an orderly record of circular letters and service dispatches; this provides a means for maintaining an account of all letters currently in effect; and for recording changes in the "Manual of the Medical Department" and in other Navy manuals. The registry, through its files and procedures, provides for clearance and distribution of circular letters and service dispatches in a simple and convenient manner. Furthermore, the registry brings together in its indexes all letters upon related subjects and indicates any duplication of documents or contradiction in directives in time to avoid their official issuance by the Bureau, by providing a channel whereby routine tasks relating to its form, format, clearance, and distribution can be performed.

21. The registry relieves the various operating divisions of many tedious responsibilities. In general, operating divisions submit a draft of a proposed letter to the Administrative History Section. The section then obtains clearance with other divisions in the Bureau and, where not previously done, with other naval bureaus and offices. All comments and suggestions arising during clearance are taken to the Assistant to Bureau for his decision and approval. The entire file, together with comments and notations from the Assistant to Bureau, is then returned to the division of origin for final draft and signature by the Chief of Bureau. If signed, the letter is then sent a second time to the Administrative History Section together with all attached comments and memoranda and is prepared for release by the Administrative History Section.

22. Besides circular letters originating in the Bureau those from other Bureaus requiring clearance in BuMed are processed through the Administrative History Section. This is done so that proper channels will be followed and a central record kept of the Bureau's action. For the same reasons, all correspondence prepared for the signature of the Secretary of the Navy, Under Secretary of the Navy, Assistant Secretary of the Navy, and Assistant Secretary of the Navy for Air, is sent via the Administrative History Section where the correspondence is checked to determine whether it is in correct form and has the prescribed number and types of copies.

23. At present all Bureau circular letters subsequent to the manual revision of 1939 have been assembled, checked with the Divisions to determine status, and are being prepared for publication as a special bulletin. Supplements to this bulletin will be issued annually so that all Medical Department Activities will be apprised of current directives and the status of each directive (in effect, modified, or canceled). Also, annually new page changes for the Manual of the Medical Department will be issued. These will be assembled from advance changes (corrections to the Manual) as issued in circular letters.

24. A booklet describing the procedures and files of the Registry of Circular Letters, a booklet describing procedures for preparation of SecNav letters, a chart of monthly frequency of issue of circular letters, and a chart of time required to circulate and clear circular letters during 1944, are given in Appendix and Exhibits, part V.

Personnel and Assignment of Duties in the Administrative History Section

25. Personnel of the Administrative History Section comprise four officers, one Specialist (X) 1c, one Pharmacist's Mate 3c, one WAVE Yeoman 3c, and one civilian CAF4. Attached to the Section but on temporary loan to the Manual Revision Project are a Specialist (X) 2c, and one WAVE Yeoman 1c. All of the officers have academic degrees of Ph. D. in history and have demonstrated their writing ability through publications. All other personnel have had special training or qualifications, and have been indoctrinated in historical procedure.

26. Assignment of duties among the officers is as follows: (a) one as Head, Administrative History Section; (b) one as Historian charged with period 1943--; (c) one as Historian charged with period 1921-1942; and (d) one as Historian charged with Organizational History. The period 1776-1921 is yet unassigned.

27. Assignment of duties to enlisted and civilian personnel as follows: (a) Sp(X)1c - Registry of multiple address letters; (b) PhM3c - Research assistant, special attention to period 1943; (c) WAVE Y3c - Secretary to Head of Section and coordinator of clerical assignments to assure smooth flow of work; (d) one civilian - typist stenographer with general duties in Section.

28. Present personnel and division of work indicate a need for two more enlisted research assistants. One of these men would be assigned to the special narrative history period 1921-1942, and one research assistant would be assigned to the organizational history program. This latter assignment is deemed the more pressing of the two. There is further a need for two more typist stenographers, one of these to be assigned work in connection with the registry and work part-time with the historical period 1921-1942. The second typist stenographer would be assigned principally to the preparation of organizational history. In all cases, assignment of work will be kept largely on a fluid basis so that there is no overloading of any one person when someone else might be available for additional assignments.

29. Inasmuch as the registry of circular letters will doubtless continue as a permanent project in the Bureau, attention should be given eventually to the assignment of an officer or a civilian of professional grade, to supervise this project. Such a person can also be assigned the task of maintaining organizational history on a current basis, and possible records administration work. The need for such a person, however, will not become urgent until after the new manual has been published and the work of the registry increases as a result of the addition of some of the duties now

performed by the manual revision project.

30. Policy in regard to the employment of personnel has been that historians of sound professional training and standing are assigned the task of digesting and writing narrative and organizational history. Supporting these, are carefully selected and indoctrinated research assistants and stenographers who maintain current files; assist in certain spade-work assignments in discovering sources; prepare abstracts, digests, or exact copies of materials needed; perform special searches for specific data as directed; and, in general, act in clerical and supplementary capacities to the historians. It is further the policy to indoctrinate the personnel with the necessity of meeting established deadlines so that upon termination of the work of the Section as a result of demobilization, definite contributions towards the Medical Department history will have been made.

Relationship with other BuMed and Naval Activities

31. For purposes of generally coordinating and integrating the various history programs in the Navy, the Office of the Director of Naval History was established under the Secretary of the Navy. The Director requires a quarterly report of progress from the Bureau, and reviews billet justifications for historical officers from all Navy.

32. In the Bureau additional coordination has been obtained by the establishment of a Medical History Board, which functions principally as a coordinating editorial and liaison body. The head of the Administrative History Section (Secretary to the History Board) and one of the historians are members of the Board, which includes, besides members of the Administrative History Section, a chairman (Capt. Roddis), and two other members.

33. Liaison is also maintained with the National Research Council; the Office of Records Administration, EXOS; the Office of the Surgeon General of the Army; the National Archives; and other agencies with duties relating to those of the Administrative History Section.

34. Directives for the establishment of the History Board and of the Office of the Director of Naval History are given in Appendix and Exhibits, part VI.

A P P E N D I X

and

E X H I B I T S

APPENDIX AND EXHIBITS

A P P E N D I X and E X H I B I T S

C O N T E N T S

PART I

PART I BASIC DIRECTIVES

Section 1 Outline of History Program for the Medical Department, U. S. Navy

Section 2 Registry Directives

a. Registry of Multiple Address Letters in the Administrative History Section, Administration Division

b. Preparation of Bureau multiple address letters

c. "Registry for Multiple-Address Letters and Service Dispatches" (NAVMED 240); Change in

Section 3 Directives re Historical Data in Sanitary Reports

a. Historical Data, Inclusion of in Annual Sanitary Report

b. Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals) - Advance Change in Manual of the Medical Department

c. Historical Supplement to Fourth Quarterly Sanitary Report; Cumulative Report for Period of World War II

Section 1

Outline of History Program for the Medical Department, U.S. Navy

DO NOT ADDRESS THE SIGNER OF THIS LETTER
BUT ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON, D. C.

AND REFER TO NO.

BUMED-E-AIJ
A12-1/EN(062-42)

WASHINGTON, D. C.

18 Dec 1943

To: Lt. Comdr. Arnold F. Emch, H-V(S), USNR, Chief, Administration Division.

Attn: Lt. (jg) Chester L. Guthrie, H-V(S), USNR, Head, Administrative History Section.

Subj: Outline of History Program for Medical Department, U. S. Navy.

GENERAL

1. The history program of the Administrative History Section of the Administration Division, as outlined herewith, is approved and shall be initiated and developed as soon as practicable.

2. A program for the compilation and writing of the Navy Medical Department history, comprising three parts, shall be undertaken in BuMed. There shall be prepared (a) a "general narrative history" subdivided into "recent narrative" and "past narrative," (b) an analytical and detailed compilation of "administrative history," and (c) a technical presentation of a "professional activities history." Each of these three parts is discussed below with regard to purposes, types of data to be collected, and accounts to be prepared. The over-all purpose of this program is to supply information relating to present and past activities of the Medical Department. This information should be designed to be of use in the development of policy, in the execution of administrative tasks, and in advising the public of accomplishments of the Medical Department.

3. All historical projects contemplated or in progress in BuMed and all multiple address letters prepared for distribution within the Medical Department shall be referred to the Administrative History Section for coordination with its program. Divisions and offices of BuMed shall furnish the Administrative History Section with such material as may be required in the development of the history program.

GENERAL NARRATIVE HISTORY

4. In order to obtain a clearly defined classification of the over-all history program as relates to the needs and functions of the Medical Department, three principal parts have been established: "general narrative history," "administrative history," and "professional activities history." By "general narrative history" is meant a narration of

events primarily intended as a means for informing the staff of the Medical Department, the Navy as a whole, and the public at large of the accomplishments of the medical establishment. For convenience, general narrative history has been subdivided into "recent narrative" and "past narrative," as described below. "Administrative" as well as "professional activities" history, as distinguished from "general narrative history," deals with that portion of history which experience has shown would be touched on only lightly, if at all, in a general narrative history. More specifically, administrative history is concerned with the internal operations of the organization of the Medical Department, and the administrative relationships of the Medical Department with other agencies and activities. It describes and analyzes organizational structures and functions, and portrays changes in relation to the past, with a view toward assisting in present and future administrative effectiveness. "Professional activities history" deals with the professional experience (medical, surgical, etc.) of the Medical Department. It should be written for the use of members of the medical profession, and will serve to supply background material for the establishment of future medical policies and plans. To summarize, "general narrative history" is concerned with a general presentation of events and accomplishments; "administrative history" deals, in detail, with organizational functions, structures, operations, and interrelationships; and "professional activities history" recounts the professional experiences of the Medical Department in the performance of its functions.

5. Recent Narrative. Material relating to current developments in the Medical Department, beginning with each calendar year, shall be reviewed and assembled in as complete a form as is practicable for the purpose of preparing special and summary reports of current activities as required. To accomplish these purposes it will be necessary to brief, abstract, digest and file copies of all pertinent directives, letters relating to operations, and reports.

6. Past Narrative. Research into all available sources of data, prior to the current calendar year, shall be undertaken with a view towards preparing (a) narrative accounts on especially important topics (i.e., hospital, hospital ships, bases, episodes, etc.), and (b) an over-all history of the Medical Department. Copies of or abstracts from directives, witness accounts, policy correspondence, reports, laws, published Congressional and Executive documents, pamphlets, private papers, press releases, monographs, and source books shall be assembled.

ADMINISTRATIVE HISTORY

7. As indicated above, "administrative history" is concerned with the internal operations of the Medical Department and with the administrative relationships with other agencies and activities. Administrative

history thus deals with the reporting of management aspects of operations, emphasizing organizational and functional matters.

8. An account of the organization and administration of the Medical Department shall be prepared. This account will (a) describe the structure of the Medical Department, (b) aid in devising future policies by comparison with past results of similar actions, (c) indicate long-term trends which may require amplification on the one hand or rectification on the other, (d) assist in determining legal and legislative bases for current actions, (e) clarify relationships within the Medical Department, with other Navy activities, and with other Government agencies, and (f) aid in exploiting archival material relating to the history of the Medical Department.

9. As part of the administrative history program, the Administrative History Section shall record and preserve all multiple address letters, including such items as are now termed "ALNAVS" and "Circular Letters." Multiple address letters shall be referred directly to the Administrative History Section for editing, coordination with the work of other affected divisions, and for routing to the proper service units for duplication and distribution. Furthermore, the Administrative History Section shall prepare, from the new directives and multiple address letters, current revisions for the United States Navy Regulations and the Manual of the Medical Department.

PROFESSIONAL ACTIVITIES HISTORY

10. "Professional activities history" comprises a technical history of the professional experience (medicine, surgery, etc.) of the Navy Medical Department in the performance of its functions. It would consider medical methods, procedures, techniques, and accomplishments, and would thus be concerned with the professional aspects of the development and practice of medicine within the Navy. This history shall be prepared as soon as possible, and shall be undertaken by members of the professional corps of the Medical Department in close cooperation with the personnel engaged in preparing the narrative and administrative history.

Ross T. McIntire

ROSS T. McINTIRE
Rear Admiral (MC) USN
Chief of Bureau.

Section 2

Registry Directives

a. Registry of Multiple Address Letters in the Administrative History Section, Administration Division

b. Preparation of Bureau multiple address letters

c. "Registry for Multiple-Address Letters and Service Dispatches" (NavMed 240); Change in

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.

AND REFER TO NO.
BUMED-E-AIJ
A2-11/EN10(093)

20 Dec 1943

WASHINGTON 25, D. C.

To: Chiefs of Divisions, BuMed.

Subj: Registry of Multiple Address Letters in the Administrative History Section, Administration Division.

Encl: Ltr to Bureau Divisions, A2-11/EN10(093), 20 Sept 1943.

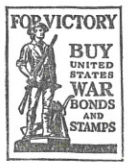
1. Enclosure is hereby amended to the extent that the Administrative History Section of the Administration Division shall assume the functions (previously performed by the Publications Division) of reviewing, editing, obtaining necessary clearance, and routing to the proper service units for processing and distribution of all multiple address letters. Other provisions of enclosure will remain in effect.

2. In addition, the Administrative History Section shall maintain a registry of all multiple address letters and Alnavs for ready reference by chiefs of offices or divisions and their accredited representatives. The registry shall indicate the various functions of the Bureau of Medicine and Surgery and the Medical Department affected by the multiple address letters and Alnavs, and also shall indicate the extent to which previous multiple address letters and Alnavs have been modified, amplified, or canceled as a result of new multiple address letters and Alnavs.

3. From the registry of multiple address letters and Alnavs, current revisions shall be maintained relating to the Manual of the Medical Department, the Manual of the Bureau of Naval Personnel, and the U. S. Navy Regulations.

/s/
ROSS T McINTIRE
Rear Admiral (MC) USN
Chief of Bureau

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO NO.



BUMED-C-LET
A2-11/EN10(093)

WASHINGTON 25, D. C.

20 Sep 1943

To: All Bureau Divisions

Subj: Preparation of Bureau multiple address letters.

1. The following directive applies to ALL multiple address letters prepared in BuMed.

2. A letter for multiple address distribution within the Naval service may be originated by any division. Such letter will be submitted by the originating division to the Division of Publications in duplicate for review and editing, both as to form and context.

3. It will then be referred to the Civilian Assistant and all Divisions concerned. Upon completion of this circulation, it will be returned to the originating office for final preparation and signature of the Chief of Bureau and then back to Publications.

4. If for a broad distribution within the purview of SecNav letter of 14 May 1942, the letter will be forwarded to Administrative Office, Navy Department (Publications Division), for issuance in the Semi-Monthly Bulletin. If for a limited distribution not within that purview, it will upon completion be delivered by the Division of Publications to the Bureau Printing and Binding Section for reproduction and distribution.

5. If the letter is one directing changes in the Manual of the Medical Department, after the above intra-Bureau approval copies will be forwarded by Publications to the Chief of Naval Operations, to all Bureaus, to the Office of the Judge Advocate General and to the Commandant of the Marine Corps for comment and return. It will then in accordance with Article 74(a), Navy Regulations, be submitted to the Secretary of the Navy for final approval, bearing with it the written comment of each bureau or office.

6. All letters for general distribution which involve policy modifications without actual change in the Manual should indicate clearly all Manual paragraphs or section references which are affected. The letter also should contain an instruction to Manual holders to make note at the paragraph or section affected the date and number of the modifying letter.

L. SHELDON, JR.
Rear Admiral (MC) USN
Assistant to Bureau

BUMED-E-BHL
A2-11/EN10(093)

18 Jan 1945

MEMORANDUM

To: Chiefs of Divisions

Subj: "Registry for Multiple-Address Letters and Service Dispatches" (NavMed 240); Change in.

Ref: (a) Subject pamphlet, para. 2 (a), General Procedure.

1. Ref (a) requires that an original and two copies of each multiple-address letter be submitted to the Administrative History Section for clearance. Reference shall now read "an original and five copies," in order that additional copies of multiple-address letters may be circulated.

2. Although circulation of multiple-address letters in the past has been accomplished very expeditiously, a need for urgent handling of such letters must be stressed.

3. The change described in paragraph 1 above is intended to shorten to a minimum the time required to circulate multiple-address letters.

/s/ W. J. C. AGNEW
Rear Admiral (MC), USN
Assistant to Bureau

Section 3

Directives re Historical Data in Sanitary Reports

a. Historical Data, Inclusion of in Annual Sanitary Report

b. Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals) - Advance Change in Manual of the Medical Department

c. Historical Supplement to Fourth Quarterly Sanitary Report; Cumulative Report for Period of World War II

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO NO.
BUMED-Y-Hs
A9-1/P2-4(113)

25 November 1943

WASHINGTON 25, D. C.

To: All Ships and Stations

Subj: Historical Data, Inclusion of in Annual Sanitary Report.

1. In conformity with the directive of the President stressing the importance of "Preserving for those who come after us an accurate and objective account of our present experience," governmental agencies have intensified their efforts to compile and preserve historical records. The Bureau will attempt the preparation of a narrative account of Medical Department activities during the present War.

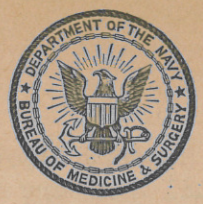
2. It is requested, therefore, that data of historical interest be included in the Annual Sanitary Report under the heading "Historical Data." The historical data should be conceived of as an annual narrative report. With variations according to type and activity of ship or station, the historical data should be summarized under the following headings: (a) general, (b) administration, (c) summary of events (with indication of part played by the medical establishment), (d) battle and crises experiences, (e) clinical and professional notes (including data relative to (1) preventive medicine, (2) clinical practices, (3) employment of and results from new and improved techniques or drugs, (4) noteworthy cases, (5) suggestions for research). Furthermore, observations believed to have "personal interest" should be included.

3. The above instructions shall be complied with in the preparation of the Annual Sanitary Report for the calendar year 1943.

/s/ D. G. SUTTON
Rear Admiral (MC), USN
Acting Chief of Bureau

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO

BUMED-Y-BHL
A2-2/EN10



30 November 1944

WASHINGTON 25, D. C.

To: All Ships and Stations

Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

Refs: (a) Manual of the Medical Department, pars. 2691, 2697, 2698, 2700, and 2701.
(b) BuMed ltr. A9-1/P2-4(113), of 25 Nov. 1943, "Historical Data, Inclusion of in Annual Sanitary Report"; N. D. Bul. Cum. Ed. 1943, 43-1636, p. 492.

1. The changes in the Manual of the Medical Department outlined herein shall be made in the present edition pending a general revision of the manual.

2. The changes in sanitary reports for shore stations, outlined herein, in no way affect the present requirements and procedures for submitting the annual sanitary report for ships.

3. The annual sanitary report for 1944 shall be submitted as usual. Effective 1 January 1945, monthly and annual sanitary reports for shore stations, including hospitals, are hereby canceled and superseded by quarterly sanitary reports.

4. Paragraphs 2691, 2697, 2698, 2700, and 2701 of the Manual of the Medical Department (ref. (a)) are canceled. Also, ref. (b) is modified as indicated below. The following instructions shall govern the preparation of the sanitary reports for shore activities (including hospitals), and shall become paragraph 2698 of the present edition of the Medical Department Manual:

"2698. Quarterly Sanitary Report, Shore Stations.--(a) The medical officer of each shore station (including hospitals) shall submit the quarterly sanitary report to the Bureau of Medicine and Surgery as of 31 March, 30 June, 30 September, and 31 December, to be forwarded not later than the 15th day of the following month. It shall be routed via official channels for endorsement and comment with reference specifically to all recommendations and action to be taken thereon. It is essential that all endorsers include brief statements as to desirability of taking action on recommendations. In cases of specific recommendations made for action by higher authority, the practice of stating "Forwarded" as the only endorsement will defeat a major purpose of the report. District medical officers shall discourage this practice and endeavor to secure endorsements that constitute an evaluation of recommendations and proposed remedial action. Copies of endorsements and comments shall be returned for information of reporting officer.

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Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"(b) The discontinuance of the monthly sanitary report does not affect the responsibility of medical officers to conduct frequent inspections of sanitary conditions, and to submit such additional reports as are deemed necessary to the commandant and Bureau of Medicine and Surgery. The purpose of the change is to provide the Bureau of Medicine and Surgery with information that will be more helpful in the direction of a sanitary program for the Navy than the former monthly statements of inspections completed.

"(c) Occurrence of food poisoning, mild or water borne infections, infectious disease outbreaks believed to be insect borne or related to the prevalence of rodents, or otherwise attributed to insanitary conditions, shall be reported immediately through official channels to the Bureau of Medicine and Surgery, using the subject "Special Sanitary Report."

"(d) Preparation of the new quarterly sanitary report shall be guided by the following three major purposes which these reports are intended to serve. First, to inform the commanding officer of the sanitary conditions on the station, in order to recommend for his consideration needed corrective actions and to report on actions initiated or under way during the period covered. Second, to make recommendations and to report on actions relative to corrective measures which fall under the cognizance of higher authority. And third, to contribute information which will serve as basis for (a) establishing sanitation policies, standards, and practices of the Navy; (b) initiating research on or for improving equipment, facilities, procedures, organization for sanitation; and (c) securing action of Navy Department bureaus having cognizance over activities that are causing insanitary conditions in particular areas.

"(e) The quarterly sanitary report shall conform to the following outline, but deviations may be made if deemed essential by the medical officer in the presentation of pertinent or related facts.

"Q U A R T E R L Y S A N I T A R Y R E P O R T

"OF THE

.....

"For the period ending .....

"1. Average Strength

"State the average strength for the period covered by the report, showing the number of officers, enlisted personnel, and civilians, and designating the number of male and female under each of the three categories. Average strength of enlisted personnel is obtained from number of rations issued and commuted.

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Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"2. Changes in Basic Data

"'Basic Data' is interpreted to include those environmental factors or conditions and structural details or installations of a fundamental or relatively fixed nature that are related to health and sanitation. For example, topography and climate, buildings, prison spaces, water supply and sewerage installations, and sick-bay facilities.

"If general basic data for the station has been submitted in an earlier sanitary report, each quarterly report should include only an account of the changes in basic data occurring during the particular quarter.

"3. Evaluation of Sanitation in Terms of Fixed Standards and Minimum Requirements

"Fixed standards and minimum requirements shall be interpreted as those established by Navy Regulations, Manual of the Medical Department, and Bureau of Medicine and Surgery directives and recommendations.

"This section of the report shall give consideration to such subjects as: Living quarters, toilet and bathing facilities, water supply and cross connections, swimming pools, mess sanitation, fresh milk supply, and Navy ration.

"The content shall be limited to those conditions that do not meet fixed standards and minimum requirements. The reasons for failure of not meeting the standards, and an appraisal of the potential danger shall be discussed in detail.

"4. Evaluation of General Sanitary Conditions

"General sanitary conditions are interpreted to include such subjects as: disposal of sewage, garbage and refuse; prevalence and control of insects and rodents; adequacy of clothing and laundry facilities; fungus infections; extra cantonment health hazards; industrial health hazards; sanitary discipline and general 'housekeeping' standards.

"Discussion of these subjects shall be limited to practices that are not considered satisfactory in the opinion of the medical officer.

"5. Special or Unusual Sanitary Problems

"This section shall include a detailed discussion of any special or unusual sanitary problems that may develop during the quarter and action taken to correct the situation.

Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"6. Recommendations

"The recommendations of the medical officer shall consist of three sections:

"A. Action taken and progress to date of recommendations made (if any) in last sanitary report and any special reports made during the last quarter, including sanitary surveys and sanitation recommendations made by naval epidemiology units and by other investigators and inspectors.

"B. Recommendations for action within the local command, or a statement of action being taken or to be taken within the command relative to unsatisfactory conditions discussed in the current quarterly report.

"C. Recommendations for action by higher authority of a statement of action being taken or to be taken by authority other than local command in connection with conditions discussed in the current quarterly report.

"(f) For the preparation of the quarterly sanitary report outlined in paragraph (e), the following list of subjects are submitted as an indication of the scope of information and problems to be covered in this report. The report shall include information pertaining to these subjects only when conditions do not meet the Navy sanitary standards and practices. Additional data not included in the following list of subjects but which are pertinent to the sanitary problems of any station shall be made a part of the quarterly sanitary report.

"1. Topography and Climate--Drainage, flooding, dust, prevailing winds, temperature and humidity extremes and averages.

"2. Public Buildings--Buildings (other than barracks, galleys, mess halls, hospitals, dispensaries, sick bays), with particular reference to sanitation of entertainment centers, theaters, recreation halls, chapels, club buildings, office buildings, and other places where personnel congregate.

"3. Prison Spaces--Cubic capacity, ventilation, heating, lighting, and sanitation of cells.

"4. Facilities for Treatment of the Sick--Sick bay (including dispensary, wards, operating rooms, medical storerooms, and venereal-disease prophylaxis rooms), capacity in square feet of floor space and cubic feet, number of berths, equipment and fittings, ventilation, heating, lighting and arrangements for storing medical and surgical supplies, number of sick-bay cots or beds allotted or separated off for surgical, medical isolation, psychiatric, urologic, and other type cases by service.

"5. Living Quarters--Number of personnel berthed in quarters, particular attention being given to overcrowding and ventilation; approximate amount of air per person per hour, approximate floor space per person; lighting--amount, means, defects; heating--adequacy, means, defects; screening, general housekeeping standards.

Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"6. Toilet and Bathing Facilities--Facilities in terms of the number and ratio to personnel of washbowls, faucets, showers, urinals, and water closets. Particular attention should be devoted to potential or actual cross connections and protection against back siphonage. The discussion should include facilities for civil employees as well as naval personnel.

"7. Water Supply--Source of supply, protection of source from contamination, method of purification, continuity and adequacy of operation and laboratory control of filter plant, method of chlorination, cross connections in purification plant and distribution system, protection against contamination through cross connection of ships fire and flushing systems to potable supply ashore, chlorination of new mains or those emptied for repairs, chlorine residuals throughout the distribution system, bacteriologic examinations and statement as to safety and adequacy of supply.

"8. Swimming Pools and Bathing Beaches--Capacity, bathing load, recirculation of water or frequency of change, filtration, chlorination, bacterial counts, cross connections, adequacy and safety of swimming pools. General statement on safety and use of bathing beaches with reference to sewage contamination or potential sources of contamination and bacterial counts.

"9. Sanitation of Food Storage Spaces, Galleys (including flight ration galleys), Mess Halls, Scullerys--Buildings or space, including Ship's Service stores and other places where food is stored, prepared, or served; adequacy and efficiency of refrigeration and water-heating facilities; cleanliness of food handlers and hygiene of civilians employed in places where food is stored, prepared, and served; cleanliness of mess gear, utensils, and equipment; screening of mess halls, galleys, and other places where food is prepared and served. Include messing facilities for civilians employed on the station.

"10. Fresh Milk Supply (including ice cream and other dairy products)--Standards maintained in procurement, handling, preservation, bacteriologic examination and serving.

"11. Navy Ration--Quality, adequacy, variety, preparation.

"12. Disposal of Sewage, Garbage and Refuse--Methods in use, adequacy of facilities, and efficiency of operation.

"13. Insect Control--Prevalence of mosquitoes, flies, bedbugs, cockroaches, and other insects; control measures and effectiveness.

"14. Rodent Control--Dangers of the problem (if any) and the effectiveness of measures in operation.

"15. Clothing--Adequacy, suitability, and laundering facilities.

"16. Fungus Infections--Prevalence and the effectiveness of control measures.

"17. Extra Cantonment Public Health Hazards that affect, or may affect the standards of hygiene and sanitation within the naval establishment or endanger the health of the naval or civilian personnel.

Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"18. Industrial Health Hazards--Consider significant, potential, or real current exposures of civilian or enlisted personnel to industrial health hazards and report the condition or the type of toxic material, number of individuals exposed, and methods of control

"(g) Supplement to fourth quarterly sanitary report, historical data. The historical data shall be treated as an annual narrative report to be included in the fourth quarterly report only. It shall be prepared on separate sheets and attached to the sanitary report so that upon its arrival at Bu Med it may be detached and routed to the appropriate office. It shall be a complete account in itself, and independent of the sanitary report, even though this may mean a certain amount of repetition. While recognizing the necessity for keeping reports at a minimum, a complete and accurate record of the experiences of the Medical Department in this war will be of inestimable value for informational purposes and as a guide to plans for future medical organization and activities. With variations according to the type and activity of station, the historical data shall be summarized under the following headings:

"1. Chronology

"Tabular statement giving specific dates, places, and outstanding events associated with the history of the station (or Marine Corps activity).

"2. Organization

"Outline the organization of the station and its relation to the larger naval picture (chain of command).

"3. Narrative Account

"Narrative account of medical activities of the station (or Marine Corps activity) and of battle experiences, with emphasis on how the medical system worked and its relation to the larger naval picture, rather than on clinical medicine and surgery. (The account shall be complete and accurate and it shall be given whatever classification is necessary for security purposes.)

"4. Additional Data and Sidelights on Special Subjects When Applicable

"A. Caring for the sick and wounded.
"B. Evacuation.
"C. Noteworthy incidents in relation to epidemic diseases.
"D. Clinical and professional notes (including data relative to (1) preventive medicine, (2) clinical practices, (e) employment of and results from new and improved drugs, (4) noteworthy cases, (5) other data).
"E. Special problems or noteworthy adaptations in regard to supplies and equipment.

Subj: Quarterly Sanitary Report, Establishment of, and Discontinuance of Monthly and Annual Sanitary Report for Shore Stations Only (Including Hospitals)--Advance Change in Manual of Medical Department.

"F. Interesting incidents or 'human interest' stories to illustrate particular points.

"G. Any other topics believed to be important in the medical history of the station (or Marine Corps activity).

"5. Conclusion

"A. Most effective portions of the medical program of the station (or Marine Corps activity).

"B. Least effective portions of the medical program of the station (or Marine Corps activity)."

W. J. C. AGNEW
Rear Admiral (MC), USN
Assistant to Bureau

ADDRESS YOUR REPLY TO
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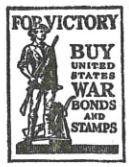
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO

BUMED-E-LG
A2-2/EN10

ADVANCE COPY



1 Sept 1945

WASHINGTON 25, D. C.

To: All Ships and Stations

Subj: Historical Supplement to Fourth Quarterly Sanitary Report; Cumulative Report for Period of World War II.

Ref: (a) BuMed CirLtr 44-1389, BUMED-Y-BHL, A2-2/EN10, 30 Nov 1944, Navy Dept. Bul. 15 Dec 1944.

1. With the termination of the war it has been decided, in accordance with general naval policy, to complete within the next few months the historical accounts of Medical Department activities during World War II. Ref (a) is therefore modified in regard to the 1945 report, to the extent that the "supplement to the fourth quarterly sanitary report, historical data" will be prepared as a cumulative account of the experiences of the medical department of each ship or station during World War II. This report, insofar as records are available, should begin with the Pearl Harbor attack on 7 Dec 1941, or with the commissioning of the activity if such date is subsequent to 7 Dec 1941, and continue through 31 Aug 1945. Subject reports shall be submitted in time to reach the Bureau of Medicine and Surgery by 1 Dec 1945.

2. With variations according to the type or function of the ship or station, historical data should be summarized under the following headings:

(a) Chronology--tabular statement giving specific dates, places, and outstanding events associated with the history of the ship or station.

(b) Organization--organization of the activity and its position in the naval chain of command.

(c) Narrative Account--medical activities of the ship or station, and battle experiences, with emphasis on how the medical organization functioned and its position in the naval chain of command rather than on clinical medicine and surgery. The account must be complete and accurate, and shall be given whatever classification is necessary for security purposes.

(d) Additional Data--sidelights, whenever applicable, upon care of the sick and wounded; evacuation; noteworthy incidents in relation to epidemic diseases; clinical and professional notes, including data relative to preventive medicine, clinical practices, employment of and results from new and improved drugs, and noteworthy cases; special problems or noteworthy adaptations with regard to supplies and equipment; interesting incidents to illustrate particular points; and any other topics believed to be important in the medical history of the station, hospital, or Marine Corps activity.

(e) Conclusion--summary of the most effective and least effective portions of the local medical program.

/s/ ROSS T McINTIRE
Vice Admiral (MC), USN
Chief of Bureau

PART II

PART II SAMPLES OF STANDARD PROCEDURES AND CLERICAL AIDS

Section 1 Bibliographical methods and aids

a. Exploration of sources

b. Sample bibliographical card

c. Card record of Sanitary Report

Section 2 Filing system and procedures

a. Filing system

b. Filing scheme

c. Sample data sheet

d. Sample cross reference sheet

Section 3 Research Techniques and methods
General Research Procedures

Section 4 Scope of Present Overview

Section 1

Bibliographical methods and aids

a. Exploration of sources

b. Sample bibliographical card

c. Card record of Sanitary Report

EXPLORATION OF SOURCES

1. Classification of materials. For purposes of convenient classification, the following outline is used:

I

PUBLISHED MATERIALS

A. Bibliographies
B. General Works
C. Monographs (including pamphlets)
D. Autobiographies and Memoirs
E. Government Documents
   1. Manuals
   2. Reports (including reports to Congress)
   3. Hearings
   4. Executive Orders
   5. Statutes
F. Periodicals and Clippings

II

UNPUBLISHED MATERIALS

A. Governmental Archives
   1. Directive files
   2. Policy Correspondence files
   3. Report files
   4. Data files
B. Non-Governmental Archives
   1. Manuscript collections held by institutions
   2. Manuscript collections held by private persons and families
C. Witness Accounts
   1. Recordings
   2. Interviews

2. Repositories of materials. Entries, in the classified list, of all reference and source materials is conceived of as being a long-term project, to be developed as the history program itself develops. However, certain essential materials must be searched out at once. This will be done by exploratory visits to such libraries and institutions as follows:

(a) For published material:

Office of Naval Records and Library
Library of Congress
National Research Institute
Medical Library, National Naval Medical Center
Public Health
Library of the Surgeon General

(b) For unpublished material:

Bureau of Medicine and Surgery - Central files and Division files (most of this has already been done)
The National Archives
Office of Naval Records and Library
Special Events Section of Office of Public Relations

Other major repositories and private manuscript collections can be explored later, except that the potentialities of special collections at Hyde Park Library should be given attention as soon as possible.

Haagensen, C. D. and Lloyd, E. B. W.

A Hundred Years of Medicine

New York: Sheridan House, 1943

Remarks: A good general survey for the layman

Good bibliography

USS MANILA BAY (CVE 61)
1944
Received: 9 Mar 1945
Circulation:

Returned for filing:

Abstracted for data files:

Section 2

Filing system and procedures

a. Filing system

b. Filing scheme

c. Sample data sheet

d. Sample cross reference sheet

ESTABLISHMENT OF NECESSARY FILES

1. In order to obtain an efficient, flexible, and well-ordered filing system, which would most effectively serve the needs of the Administrative History Section, the scheme described below has been devised. The files are divided into four categories; namely, (a) Administrative History Section Official Files (for official administration of the Section), (b) History Sub-files (specialized and data files), (c) Personal Files (professional activities of staff), (d) Published Reference Works (largely library loans). An outline indicating the major divisions of the various filing categories is given below. In addition, because of the great importance of a properly arranged and systematized method of filing notes, abstracts, copies, and other similar historical materials, that portion of the History Sub-files termed the "Data Files" is described in detail.

2. <u>General filing scheme:</u>

I. ADMINISTRATIVE HISTORY SECTION OFFICIAL FILES
(Merged with those of the Management Branch)

A. Management
B. Records Administration
C. History Program

II. HISTORY SUB-FILES

A. Data Files
1. Decimal Files
2. Index File

B. Registry Files
1. Registry Journal
2. Subject Index
3. Reference File of Letters
4. Service Dispatch
(a) Service Dispatch Receipt Ledger
(b) Subject Index
(c) Service Dispatch File (physical)
(d) BuMed Service Dispatch Release Ledger
(e) Manual Change Sheet

C. Source Files
1. History Supplement
2. Report Files (none arranged for as yet)
3. Index

D. Bibliographical Files

E. Booklets and Pamphlets

III. PERSONAL FILES
(Subdivided according to personnel)

IV. PUBLISHED REFERENCE WORKS

NAVY MEDICAL HISTORY FILING SCHEME

Indicating chronological periods (First two digits)

000.000 General and Background (Earliest times to date)

010.000	General
020.000	Prior to 1774

100.000 Establishment of the U. S. Navy 1786-1860

100.000	General	
110.000	1775-1785	(Revolutionary War)
120.000	1786-1800	(Quasi War with France)
130.000	1801-1810	(Barbary Wars)
140.000	1811-1814	(War of 1812)
150.000	1815-1841	(Pre Bulfed period)
160.000	1842-1852	(Organization of Bulfed)
170.000	1853-1860	(Trend to War)

200.000 Era of the Civil War, 1861-1865

200.000	General
210.000	1861
220.000	1862
230.000	1863
240.000	1864
250.000	1865

300.000 Era of Maritime Eclipse, 1866-1897

300.000	General
310.000	1866-1880
320.000	1880-1890
330.000	1890-1897

400.000 Era of the Spanish American War, 1898-1909

400.000	General
410.000	1898-1900
420.000	1901-1905
430.000	1905-1909

500.000 Era of World War I, 1910-1921

500.000	General
510.000	1910-1916
520.000	1917-1918
530.000	1919-1921

600.000 Between the Wars, 1922-1938

600.000	General
610.000	1922-1933
620.000	1934-1938

700.000 Era of World War II, 1939-1945

700.000	General
710.000	1939-1941
720.000	1942
730.000	1943
740.000	1944
750.000	1945
760.000	1946

800.000 Vacant

900.000 Administrative History

910.000	General
920.000	Office of Chief of Bureau
930.000	Planning Functions

NAVY MEDICAL HISTORY FILING SCHEME

Indicating subject subdivision within chronological periods (third and fourth digits)

xx0 General

- xx0.000 General folder
- xx0.100 Illustrations

xx1 Operations (battle)

- xx1.000 General folder
- xx1.100 Logistic planning (BuMed and Navy Dept.)
- xx1.200 Campaigns and battles, etc.
  - xxx.210 Any specific battle requiring folder
- xx1.300 Hygiene, sanitation and preventive medicine during an operation

xx2 Health of the Navy

- xx2.000 General folder
- xx2.100 Care of the sick and injured
- xx2.200 Dental Care
- xx2.300 Maintenance and promotion of health of Navy
- xx2.400 Rehabilitation

xx3 Personnel

- xx3.000 General folder
- xx3.100 Medical officers
- xx3.200 Dental officers
- xx3.300 Female nurses
- xx3.400 Medical enlisted personnel
- xx3.500 Civilian

xx4 Administration

- xx4.000 General folder
- xx4.100 Navy Department
- xx4.200 Bureau of Medicine and Surgery
- xx4.300 Boards and commissions
- xx4.400 Organization of Medical Department shore establishments in the United States
- xx4.500 Organization of the Medical Department afloat
- xx4.600 Organization of Medical Department shore establishments outside the United States

xx5 Finance

xx5.000	General folder
xx5.100	Estimates and budgets
xx5.200	Appropriations
xx5.300	Special funds and other sources of revenue
xx5.400	Expenditures
xx5.500	Accounts

xx6 Supply

xx6.000	General folder
xx6.100	Manufacturing
xx6.200	Purchasing
xx6.300	Testing
xx6.400	Storing
xx6.500	Distributing
xx6.600	Inspecting
xx6.700	Checking

xx7 Advancement of Medical Science

xx7.000	General folder
xx7.100	Research, experimentation, investigations, inquiries
xx7.200	Inventions, discoveries, innovations, improvements, revisions (in theory and practice of medicine)
xx7.300	Publications
xx7.400	Medical Associations

xx8 Vacant

xx9 Vacant

Additional folder subdivisions (fifth and sixth digits) have been devised for use as necessary.

DATA SHEET
DATA FILE
NAVMED-209

ADMINISTRATIVE HISTORY SECTION

CLASSIFICATION OF DATA	
☐ SECRET	☐ RESTRICTED
☐ CONFIDENTIAL	☐ UNCLASSIFIED

FILE _____ x _____ SOURCE _____

SUBJECT

DATE _____

PAGE NO.	

CROSS REFERENCE SHEET
DATA FILE
NAVMED-208

File in GENERAL *folders only*

ADMINISTRATIVE HISTORY SECTION

FILE NO._____ x _____
(cross reference sheet)

FILE NO._____ x _____
(Data material)

SUBJECT

DATE _____

DATE OF DOCUMENT

REMARKS

Section 3

Research Techniques and methods

General Research Procedures

GENERAL RESEARCH PROCEDURES

1. For the actual processes of collecting data and preparing accounts, the following procedures have been adopted. These procedures are based upon standard methods of historical research and are so devised as to permit the employment of a staff in the compilation of historical material.

2. General survey. The first operation will comprise a general review of certain basic, standard works in order to derive data relative to the activities of the Medical Department throughout the history of the U. S. Navy. As a result of this general survey, a brief summary (approximately 50 to 100 typed pages) of the entire period will be written. This step is for the purpose of orientation.

3. Bibliographical investigations. Subsequent to and, indeed, to a large extent concurrent with the general survey, an investigation into the various sources of material, as indicated in paragraph 1 above, will be performed. This exploration will be carried beyond the initial steps indicated in paragraph 1 to as thorough a compilation of source references as is practicable. This investigation will serve as a foundation for all further operations.

4. Determination of major topics and subtopics. Based upon data derived in steps described in paragraphs 2 and 3 above, major topics and important subtopics will be determined and given a place in the decimal data filing system. In this way, topics requiring research and investigation will be established and in a sense given an official registered number.

5. Assignment schedules. Once major topics and subtopics have been determined and numbered, they will be scheduled and assigned to members of the staff of the Administrative History Section for necessary review, research, and drafting into narrative accounts.

6. Detailed perusal of sources. After assignment of a topic, all pertinent sources will be given a detailed perusal in order to obtain data necessary for the development of the topic. During the perusal process, any noteworthy items which may relate to topics, other than the one under consideration, will of course be noted for filing in the general decimal data files.

7. Data collection methods. The methods by which information will be gathered throughout the perusal process will be as follows: (a) such passages as are felt by the researcher to be of especial value to the topic will be copied in full - this, as far as is possible, will be done by stenographic help; (b) such passages as contain general items and information considered by the researcher to be of value, but which are not required in full, will be abstracted for the substance - this will be done either by dictation to stenographic help, or by such notations as may guide clerical assistants in abstracting the desired passages; (c) whenever isolated data of significance are found within passages, notation of these will be made by the researcher either for further exploration or for filing.

All data so collected by copying, abstracting, or noting, will be assigned to appropriate places within the decimal file.

8. Preliminary organization and outlines of material. In order to prepare first drafts from material collected through the research processes indicated above, the materials will be arranged in a logical order and preliminary outlines will be prepared. These operations will serve as bases for discussion as to general relationship of specific topics to the history project as a whole, and as guides to the researcher.

9. Preparation of preliminary accounts. As soon as the major - and easily obtained - sources have been perused for data relating to a topic, and a preliminary outline has been prepared, a first account will be written. This account will serve as a guide for the more detailed research necessary to explore the various aspects of the topic, and it will aid in the planning and preparation of final drafts.

10. Specialized intensive research. In so far as preliminary drafts have indicated need for additional information, or for the exploration of new aspects of the topic, specialized intensive research into the sources will be conducted. This will provide such additional material as is required for the preparation of final drafts.

11. Final organization and outlines. As soon as the specialized intensive research described in paragraph 10 above has been completed, a final arrangement and outline of the material relating to a topic will be made. This will give an opportunity for additional review of the operation as it relates to the overall program of the Administrative History Section.

12. Preparation of drafts for editing. As soon as the final organization and outline of a topic have been decided upon, a draft of the topic, in more or less final form and ready for editing will be made.

13. Editing of drafts. Editing of drafts prepared by the Administrative History Section will be for two purposes: (a) for the preparation of pamphlets or monographs in form for processing or publication; (b) for the preparation of sections or chapters for a comprehensive history of the Medical Department.

14. General comments. Since under normal circumstances most topics are more or less interrelated, it will be necessary to perform concurrently many of the preliminary steps indicated above for most of the topics within a general period before the final drafting and editing processes are undertaken. Emphasis will be given to topics dealing with the period of the present war. This will provide material for reports required of the Medical Department and for such pamphlets as may be desired for informational purposes. It is further intended that topics dealing with administrative history will be explored as rapidly as possible. This is desirable because of the close relationship of administrative history to good management.

Section 4

Scope of Present Overview

SCOPE OF PRESENT OVERVIEW

OUTLINE OF OVERVIEW OF NARRATIVE HISTORY PROJECT

(1775 -)

Period	Pages
1775 - 1785	5
1785 - 1801	5
1801 - 1811	13
1811 - 1814	13
1815 - 1842	27
1842 - 1852	28
1853 - 1860	19
1861 - 1865	69
1866 - 1880	23
1880 - 1897	49
1898	22
1899 - 1917	69
1917 - 1918	120
1918 - 1921	12
1921 - 1933	28
1934 - 1940	8
1940 to date	34
Total	544
Footnotes (approximately)	35
Charts and Illustrations (approximately)	35
Grand total	614

PART III

PART III SPECIAL REPORTS

Section 1 Regularly Scheduled Reports

Section 2 Unscheduled Reports

Section 1

Regularly Scheduled Reports

SPECIAL REPORTS

REGULARLY RECURRING REPORTS		
Subject	Frequency	To Whom
Annual Report of Surgeon General	Annual	SecNav
Annual Report for Admiral King	Annual	Cominch
Report of Administrative Accomplishments	Quarterly	UnderSecNav
Report of Manual of Organization Charts of Bureaus and Offices of the Navy Department	Monthly	UnderSecNav
Report of Progress of Administrative History Program	Quarterly	Director of Naval History
Estimate of Personnel Needs	Quarterly	BuPers
Estimate of Space Needs	Quarterly	Bureau Services Branch, Administration Division

Section 2

Unscheduled Reports

SPECIAL REPORTS

UNSCHEDULED REPORTS	
Subject	To Whom
Requests from Congress or other high authority for narrative summaries	Authority requesting
Report of institution of form letters	Administrative Office, EXOS
Report of compliance with disposal authorizations	Administrative Office, EXOS
Special administrative and organizational reports	Authority requesting

PART IV RECORDS ADMINISTRATION

Section 1 Directives

a. Inactive Medical Department Records and Medical Department Records of Decommissioned Activities; Transfer to Naval Records Management Centers

b. Field Records Schedule for the Bureau of Medicine and Surgery - Authorization for Records Disposition

c. Care and Custody of Medical Department Records; Instructions in regard to

d. Servicing of Medical Department Records; Instructions in regard to

Section 2 Transfer form

Section 3 Disposition form

Section 4 Sample of Management Center Inventory

Section 5 Sample of Management Center Monthly Report

Section 6 Sample of card indicating activity decommissioning (from which records should be transferred to a Records Management Center)

Section 7 Sample of card showing that records of an activity have already been transferred to a Records Management Center

PART IV

Section 1

Directives

a. Inactive Medical Department Records and Medical Department Records of Decommissioned Activities; Transfer to Naval Records Management Centers

b. Field Records Schedule for the Bureau of Medicine and Surgery - Authorization for Records Disposition

c. Care and Custody of Medical Department Records; Instructions in regard to

d. Servicing of Medical Department Records; Instructions in regard to

BUMED-E-BHL
H3-4/EN(073-40)

11 August 1944

To: All Ships and Stations

Subj: Inactive Medical Department Records and Medical Department Records of Decommissioned Activities; Transfer to Naval Records Management Centers.

1. Arrangements have been made by BuMed whereby the newly established Naval Records Management Centers may be used for the housing of records of all decommissioned activities, and of old inactive records of such medical activities remaining in commission as may have accumulated records of permanent value for which no adequate stowage space exists.

2. Naval Records Management Center, Eastern Division, will serve activities in Naval Districts 1 through 10, in the Severn River Naval Command, and in the European-Africa-Middle East area. Naval Records Management Center, Western Division, will serve activities in Naval Districts 11 through 17 and in the Asiatic-Pacific area. Addresses of the Naval Records Management Centers are as follows:

Naval Records Management Center, Eastern Division
253 North Broad Street
Philadelphia, Pennsylvania

Naval Records Management Center, Western Division
417 South Spring Street
Los Angeles, California

3. Upon decommissioning of a medical activity, the correspondence files and records shall be properly arranged, packaged in numbered boxes or other suitable containers (numbering of boxes to contain reference to total boxes of shipment thus: box no. 1 of 20, box no. 2 of 20, etc.) and each box and container inventoried. Inventories shall be prepared in triplicate; one copy to be placed in the appropriate box or container, one copy to be transmitted to Naval Records Management Center, and one copy to be transmitted to BuMed. After records have been packaged and inventoried, a letter of notification shall be prepared and sent air-mail to the appropriate Naval Records Management Center. This letter shall state the appropriate cubic footage and the general character of the records to be transferred, and shall also have attached copies of the inventories of the various record containers. Carbon copies of the letter of notification and inventories shall be sent to BuMed. The packaged records may then be shipped to the appropriate Naval Records Management Center.

4. Medical Department activities having accumulations of old inactive records may obtain authority for transferring these records to the Naval Records Management Centers by sending a request for such action to BuMed, together with a descriptive list of the records, as well as an estimate of the cubic footage of the records to be transferred. BuMed will then obtain necessary clearances and issue instructions.

L. SHELDON, Jr.
Rear Admiral (MC), USN
Acting Chief of Bureau

BUMED-E-MGT
A6-6/EN10

12 June 1945

To: All Ships and Stations

Subj: Field Records Schedule for the Bureau of Medicine and Surgery - Authorization for Records Disposition.

Ref: (a) BuMed cir ltr BUMED-E-BHL over H3-4/EN(073-40) dated 11 Aug 1944.

Encl: 1. (HW) BuMed Field Records Schedule.

1. Enclosure contains a list of records which have been authorized by Congress for destruction or have been listed for permanent retention. This list comprises the files and records housed at present in field Medical Department activities.

2. Instructions for destruction (by burning or shredding) are given in enclosure 1.

3. Instructions for the transfer of records listed for permanent retention when they have become inactive (i.e. not requiring constant administrative or professional reference by medical activities) are contained in reference (a). However, to facilitate transfer of records from Fleet activities to Records Management Centers, paragraph 4 of reference (a) shall be modified by the addition of the following:

> "However, units of the Fleet may transfer inactive records to Management Centers without obtaining prior authority from the Bureau of Medicine and Surgery, upon conforming to instructions in paragraph 3 above."

ROSS T McINTIRE
Vice Admiral (MC), USN
Chief of Bureau

BUREAU OF MEDICINE AND SURGERY FIELD RECORDS SCHEDULE

PREFACE

Scope

This document shall be called the Bureau of Medicine and Surgery Field Records Schedule which authorizes disposition of records enumerated herein. It covers the files of all District Medical Offices, all Naval Hospitals and Medical Centers, all Naval Dispensaries and Sick Bays, all Medical Departments afloat, including those aboard hospital ships, and all medical supply depots, storehouses or facilities.

All record copies, when used in this BuMed Field Records Schedule, simply refer to all copies normally kept by an office. The original of any form required by the Manual, or other instruction, will continue to be transmitted to the Bureau.

This BuMed Field Records Schedule does not pertain to any records filed by the Bureau in Washington.

Disposition

Records shall be destroyed by burning or shredding (for paper salvage purposes) in the presence of an officer, who shall so report to the Bureau by Schedule item number of, time period covered by, and cubic footage of the records involved (the same procedure shall be followed for records transferred to Naval Records Management Centers). No officer will be liable to produce any records destroyed in accordance with this BuMed Field Records Schedule.

Items in this schedule marked "retain" may, when they become inactive, be transferred to Naval Records Management Centers upon request in accordance with BuMed circular letter: BUMED-E-BHL over H3-4/EN(073-40) dated 11 Aug 1944.

Service

The Naval Records Management Centers will service upon request all records transferred to their custody.

CLINICAL AND PERSONNEL RECORDS

1. Report of Cases of Syphilis and Arsenical Treatments (NavMed Form A)
   All record copies
   To be destroyed when 1 year old

2. Abstract of Patients (NavMed Form F) obsolete
   All record copies
   To be destroyed when 2 years old

(NOTE: Items 3 through 114 omitted)

Notes:

1. General Correspondence files maintained by Hospitals, Dispensaries and Medical Departments afloat may be transferred to the nearest Naval Records Management Center when 2 years old.

2. Stowed records of decommissioned medical units (consisting of patient's jackets, muster cards, X-rays, Lab Books, General Correspondence, journals, logs, etc.) should be transferred to the nearest Naval Records Management Center.

253 North Broad Street, Philadelphia 7, Pennsylvania, or
417 South Spring Street, Los Angeles 13, California.

BUMED-E-LG
A6-6/EN10

23 Dec 1944

To: Naval Records Management Center
Western Division
417 South Spring Street
Los Angeles, California

Via: Director of Records Administration

Subj: Care and Custody of Medical Department Records; Instructions in regard to.

1. The following instructions have been prepared for the guidance of addressee in the care and custody of Medical Department records. These instructions reflect the purposes and policies of the Bureau of Medicine and Surgery.

Records Administration

2. In general, good records administration practices as are now being performed under the supervision of the Officer-in-Charge of the Center are considered proper for the records of the Medical Department. However, for clarity's sake, a general outline of duties and responsibilities in this regard are indicated below. Note especially specific instructions under "SERVICING":

DUTIES AND RESPONSIBILITIES

I. ACCESSIONING
   A. To receive records from two sources - all records of decommissioned Medical Department activities and inactive records of continuing Medical Department activities.

II. INVENTORYING
   A. To check inventory received in the records.
   B. To identify series.
   C. To make appropriate notations on inventory to make it square with records received.

III. LABELING AND SHELVING
   A. To follow proper archival principles.
   B. To keep records of each agency together - that is, keep them identifiable and do not interfile.
   C. To protect papers from damage.

IV. ANALYTICAL CHECKLISTING
- A. To obtain essential administrative data re activities.
- B. To list material in logical groupings thereunder chronologically.
- C. To discover missing series and note especially noteworthy ones which may show organization, divisions, functions, etc., of agencies.
- D. To prepare such supplementary finding mediums as experience may show to be desirable.

V. SEGREGATION FOR DISPOSAL
- A. To discover duplicated material - in the files of the same Medical Department activity - in the files of other agencies.
- B. To determine material which is of neither administrative value or historical interest.
- C. To determine time limits of holding (general list now being prepared by BuMed).
- D. To recommend to BuMed via official channels on disposal of records.

VI. SERVICING
- A. To charge out documents and receive back documents.
- B. To abstract data.
- C. To obtain photographic copies, etc.
- D. To follow regulations of BuMed:
  1. Medical records to be serviced by Medical Department personnel.
  2. Requests from Medical Department activities may be answered direct from Center.
  3. Requests from all other sources must be endorsed over to BuMed, and a statement made as to whether file exists in Center. If record is needed to supplement those in BuMed, it will be requested by BuMed.
- E. To maintain simple journal of services.

VII. REPAIR AND PRESERVATION
- A. To maintain as far as possible optimum storage conditions.
- B. To repair only so far as is necessary.

3. For the purpose of performing the duties outlined above, complement has recently been increased to the extent of two pharmacist's mates. Should additional help become necessary, recommendation for additional personnel should be made to the Bureau of Medicine and Surgery. Since Medical Department records are held to be professionally confidential, and since the Bureau of Medicine and Surgery is charged with so guarding

and caring for these records, it is necessary that only Medical Department personnel or the Officer-in-Charge of the activity be given access to them.

Reference Data

4. Information required in the performance of the duties outlined under "Records Administration" above may be obtained from the following sources: (a) from data contained in files themselves (letterheads, directives, inventories, etc.); (b) from official publications of the Navy Department (most useful of these are: Regulations of the Navy Department, Cumulative Edition of the Navy Department Bulletin, Standard Distribution List, and certain classified lists of activities); (c) from publications of the Bureau of Medicine and Surgery (obtainable via official channels - most useful are: Manual of the Medical Department, lists of publications and forms, Handbook of the Hospital Corps, Hospital Corps Quarterly, Naval Medical Bulletin, etc.); (d) from Bureau of Medicine and Surgery (for data not obtainable from sources indicated above).

Reports

5. In addition to such reports as are required for personnel and administrative purposes, it is requested that a brief monthly tabulation of records administration in regard to Medical Department records be transmitted to the Bureau of Medicine and Surgery. This tabulation should include: (a) List of holdings (to be made on first report only); (b) list of receipts during month; (c) statement of number of services during month, subdivided into items furnished, photostats or transcripts furnished, and data furnished; (d) copies of descriptive lists as have been prepared during month; and (e) lists of all records disposed of in accordance with Congressional authority during month.

ROSS T. McINTIRE
Vice Admiral (MC), USN
Chief of Bureau

BUMED-E-IG
A6-6/EN10

24 Jan 1945

To: Naval Records Management Center
Western Division
417 South Spring Street
Los Angeles 13, California

Subj: Servicing of Medical Department records; Instructions in regard to.

Ref: (a) BuMed ltr, A6-6/EN10, dated 23 Dec 1944, re Care and Custody of Medical Department Records.

1. Paragraph 2 (VI) is modified as indicated herewith.

2. In general, present regulations which require that requests for data or records received from other than Medical Department activities should be referred to BuMed, remain in effect. However, requests for information of a non-medical nature from Medical Department records (e.g. names of next of kin, etc.) may be given directly from the Center. Requests received from properly authorized officials of the Veterans Administration or requests received from the Army, may also be serviced directly from the Records Management Center without prior reference to BuMed. In all other cases, requests should be referred to BuMed for action, and in cases of emergency, TWX, dispatches, or telephone facilities should be employed.

/s/ W. J. C. AGNEW
Rear Admiral (MC) USN
Acting Chief of Bureau

Section 2

Transfer form

RECORDS TRANSFER REQUEST

NAVEXOS-342 REV. 5-45

INSTRUCTION: *Prepare in triplicate. Submit original and one copy to Director of Records Administration. Retain other copy for file.*

(See reverse side for instructions for filling out this Request)

DATE

NAVY DEPT. RECORDS CENTER JOB NO.

TO: ADMINISTRATIVE OFFICE, NAVY DEPARTMENT (DIRECTOR OF RECORDS ADMINISTRATION)

(Bureau) *(Division)* *(Section)*

FROM:

(Check one)

☐ **THE NATIONAL ARCHIVES WASHINGTON, D. C.**

☐ **NAVY DEPT. RECORDS CENTER WASHINGTON, D. C.**

IT IS REQUESTED THAT THE RECORDS LISTED BELOW BE TRANSFERRED TO

(Relatively inactive records of permanent value or historical interest may be offered to the NATIONAL ARCHIVES)

(Relatively inactive records not immediately acceptable to ARCHIVES and which cannot be immediately destroyed may be offered to the Navy Dept. Records Center)

LOCATION OF RECORDS *(Building)* *(Room)* NAME OF CUSTODIAN EXTENSION

ITEM NO.	CLASSIFICATION (✓) SECRET	CONFI-DENTIAL	RE-STRICTED	UNCLASS-IFIED	QUANTITY (In cubic feet)	PERIOD COVERED BY RECORDS	DESCRIPTION	KIND OF RECORD COPIES (Sole, Dupl.,	FOR RECORDS CENTER TRANSFERS ONLY PROPOSED DISPOSITION DATE	PROPOSED EVENTUAL DISPOSITION	IF ON RECORDS RETIREMENT SCHEDULE IDENTIFY BY PAGE AND ITEM NO.

FILING EQUIPMENT OCCUPIED BY RECORDS

SQ. FT. OF FLOOR SPACE OCCUPIED BY RECORDS

ESTIMATED REFERENCE PER WEEK

SIGNATURE *(Bureau Records Officer, if there is one, otherwise Division Head)*

TITLE OF POSITION

TO BE FILLED IN BY NAVY DEPT. RECORDS CENTER

APPROVED BY DATE

PICKED BY DATE

(P)

INSTRUCTIONS FOR FILLING OUT RECORDS TRANSFER REQUEST

1. Insert the date the Records Transfer Request is made by the Bureau.

2. Insert the name of the Bureau, Division, and Section making the request.

3. Indicate by an "X" whether the transfer is to be made to the National Archives or to the Navy Dept. Records Center.

4. Insert the present location of the records (building and room no.) and custodian (name and extension of the person in charge).

5. Number each item listed.

6. Designate by an "X" the classification of the records (whether secret, confidential, restricted, or unclassified), so that proper security can be given at the Records Center and at the National Archives and so that proper disposal (burning, shredding, sale as waste) can be made when authorized.

7. Indicate the quantity of the records in cubic feet (estimate 2 cubic feet to a file drawer).

8. Indicate the inclusive dates covered by the records (by month and year).

9. Give a concise but identifiable description of the records.
   (a) On forms, state the form number and title of the form.
   (b) On general files, state how they are arranged (by subject, alphabetically, etc.), and what function of the office they serve.

10. Indicate the kind of record copies (sole or duplicate). ("Sole record copy" means the only known official file copy; "duplicate record copy" means that another or other official file copies exist in the Naval establishment.)

11. For transfers to the Records Center only:
    (a) Under "Proposed Disposition Date", indicate in terms of month and year how long the records are to be held at the Records Center.
    (b) Under "Proposed Eventual Disposition", indicate the method by which disposition is to be made (destruction, sale as waste paper, transfer to National Archives, etc.).

12. State whether the records are listed on a records retirement schedule; if listed, identify by page and item number.

13. Indicate the filing equipment occupied by the records (e.g., 4 file drawers; 3 linear feet of shelving; etc.).

14. Indicate the square feet of floor space occupied by the equipment containing the records (estimate 7 square feet to a file cabinet).

15. Indicate the estimated number of calls per week that will be made for the records.

16. The Request should be signed by the Bureau Records Officer, if there is one, or by the head of the Division concerned, and the title of his position should be designated.

Section 3

Disposition form

*National Archives Form 108 (8-43)
COMPREHENSIVE OR DISPOSAL SCHEDULE (PAPERS, ETC.)
(Submit ribbon copy and one carbon)

For use of National Archives
Job No. _____
Date received _____
Assignment No. _____
Date completed _____
Appraiser _____ *(signature)*

_____
(Agency)

_____
(Major subdivision or class of subdivisions)

_____
(Minor subdivision or class of subdivisions)

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period of time specified in each instance, of all or certain included items of records, of the form or character specified, as being records that have accumulated in the custody of the agency named above or that may accumulate therein at any time after the submission of this schedule and that apparently will not after the lapse of the period specified in each instance have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) _____ Date: _____
Representing the head of the agency named above

(Title) _____

Location of accumulated records. _____

Name and title of person in charge: _____

Item No.	Sample submitted herewith (or date)	File or form numbers; title and description Period of time to be retained; kind of copies	Do not use this space
		The records that are proposed for disposal in this schedule are to be disposed of after the lapse of the period of time specified <u>or</u> after they have been photographed or microphotographed in accordance with regulations of the National Archives Council. All Navy Department and Bureau circular letters, Alnavs, and manuals; extra copies of mimeographed or otherwise processed material; library reference material; extra copies of letters maintained for convenience of reference; and surplus stocks of blank forms and supplies are <u>non-record material</u>. Such material should be turned in to the issuing offices or otherwise disposed of in the manner prescribed by existing instructions and without reporting for authorization.	

Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach schedule in other form supplying information called for by the above headings.

National Archives Form 108 (8-43)
COMPREHENSIVE OR DISPOSAL SCHEDULE (PAPERS, ETC.)
(Submit ribbon copy and one carbon)

For use of National Archives
Job No. _____
Date received _____
Assignment No. _____
Date completed _____
Appraiser _____ (signature)

_____
(Agency)

_____
(Major subdivision or class of subdivisions)

_____
(Minor subdivision or class of subdivisions)

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period of time specified in each instance, of all or certain included items of records, of the form or character specified, as being records that have accumulated in the custody of the agency named above or that may accumulate therein at any time after the submission of this schedule and that apparently will not after the lapse of the period specified in each instance have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) _____ Date: _____
Representing the head of the agency named above

(Title) _____

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		The records that are proposed for disposal in this schedule are to be disposed of after the lapse of the period of time specified <u>or</u> after they have been photographed or microphotographed in accordance with regulations of the National Archives Council. All Navy Department and Bureau circular letters, Alnavs, and manuals; extra copies of mimeographed or otherwise processed material; library reference material; extra copies of letters maintained for convenience of reference; and surplus stocks of blank forms and supplies are <u>non-record material</u>. Such material should be turned in to the issuing offices or otherwise disposed of in the manner prescribed by existing instructions and without reporting for authorization.	

Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach schedule in other form supplying information called for by the above headings.

*National Archives Form 100 (8-43)
DISPOSAL LIST OR SCHEDULE, CONTINUATION SHEET

Page No._____

Item No.	Information on each item as called for by the basic form being used		Do not use this space
			Job_____ Page_____

National Archives Form 100 (8-93)
DISPOSAL LIST OR SCHEDULE, CONTINUATION SHEET

Page No. _____

Item No.	Information on each item as called for by the basic form being used	Do not use this space

Job _____
Page _____

Section 4

Sample of Management Center Inventory

RECORDS OF THE HOSPITAL SHIP USS RELIEF

The files of the hospital ship USS RELIEF are the only complete hospital records of a ship received to date. The files extend from 1925 to 1940. USS RELIEF is the chief hospital ship of the fleet. The USS ARGONNE acted as a relief ship during her infrequent periods of refitting. The USS RELIEF is classed as Auxiliary Hospital No. 1. She was commissioned on 28 December 1920 and carries an average complement of 30 officers, 12 nurses, and 300 enlisted men, including 55 corpsmen. Files are poorly organized and are not complete prior to 1928. Material follows Navy filing system. One or more years files may be found in one jacket. The files comprise the following items: Patients' jackets, administrative files, duplicate cards (forms jacket index), officer of the day logs and journals of the medical department, miscellaneous logs, bagroom chits, radiograms, and accounting records. 33 cubic feet.

1. Administration Files, 1927 - 1940. Correspondence and reports relating to hospital administration. Arranged according to the Navy filing manual. 12 cubic feet.

2. Commissary Records, 1927 - 1940. Comprise food purchase vouchers, bills, inventories, ration reports, daily menus, estimates of ration costs, certificates of inspection, orders for supplies and commissary reports. Arranged chronologically. 5 cubic feet.

3. Accounting Records, 1921 - 1939. Comprise monthly, quarterly and yearly reports of expendable and non-expendable supplies. Includes articles surveyed, supplies issued, burial expense, dental supplies, laundry, naval hospital funds, arsenicals, provender, provisions, and blood transfusions. Filed in large brown jackets according to the subject and year. 12 cubic feet.

4. Medical Officer of the Day's Log and Journal of the Medical Department, 27 Apr. 1921 - 16 July 1940. On 8 May 1935 the Journals of the Medical Department became the "Officer of the Day Log", and is the record of the medical officer in charge covering duties, inspections, discipline, liberty, leave, admissions, and discharges of patients, incoming and outgoing chronologically. 1 cubic foot.

5. Miscellaneous Logs, 1927 - 1940. Miscellaneous logs relating to hospital administration, comprised of the following: Liberty lists (1937 - 1940), Chief of the Day (1930 - 1935), Mate of the Day (1940), dispatches sent and received (1936), emergency watch list (1935), register of visitors (1927 - 1929), register of letters received (1932 - 1934), and accounting logs (1927 - 1937). Arranged chronologically. 2 cubic feet.

6. Patients' Bagroom Chits, 1935 - 1939. NMS hospital form No. 25 shows name, rate, date received, date discharged, bag, hammock and rack number, and remarks. Arranged alphabetically by year. 1 cubic foot.

7. Duplicate NMS Form "F", Patients' Muster Cards, 1923 - 1939. Shows file number, name, rate, total service, date and place of birth, race, transferred from, diagnosis letter, diagnosis number, date of diagnosis, origin, disposition and date, sick days, hospital and remarks. Arranged alphabetically and forms an index to patients' jackets. 5 cubic feet.

8. Patients' Jackets, 15 Mar. 1921 - 1 Jan. 1940. Filed in jackets bearing name, rate, diagnosis and file number on front. Some contain: (a) File number, rank or rate, service number, transferred from and date, diagnosis, diagnosis changed and date, disposition and date, duty station.
(b) Enlisted record: place, date, term, religion, nearest kin or friend, relationship and address.
(c) Paper received and transmitted, hospital ticket, health record, service record, gunnery and torpedo record, C.S.C. number, pay accounts, deposit book.
There are many gaps in the early files. Arranged numerically, 30 to 38734. 273 cubic feet.

9. Pathological Record Cards & NMS Form No. 57, 1926 - 1939. NMS form No. 57 is 8¼" x 10½" card, special examination requests; bearing name, rate, date, diagnosis, examination desired, name of doctor authorizing examination and doctor making examination and findings. (Filed in green jackets for 1926 - 1930). Pathological record cards - 1930 - 1939, are 5 x 8" size and show name, rate, ward, diagnosis, type of examination desired and findings. The two types of files form a yearly alphabetical index to pathology records. 6 cubic feet.

10. Glass Slides, 1934 - 1938. Glass slides, size 1" x 3", with autopsy, appendix to pilonidal cysts, specimens mounted for microscopy. Packed in boxes. Many are broken. Filed numerically by type of specimen and partially arranged according to year. 5 cubic feet.

11. Pathological Specimen Logs, 24 May 1932 - 13 Mar. 1939. Show name, rate, type of specimen, examined. Arranged alphabetically in 2 small books.

12. Miscellaneous Logs. Logs relating to ward administration covered by the following: AM and PM ward reports, TPR record (1934 - 1940), pathological studies and record (1932 - 1933), Form No. 27, (pasted on leaves), Kahn Tests (1931 - 1938),

serology (1932 - 1933), doctors' order books (gaps, 1935 - 1940), admissions to wards (1930 - 1938), narcotic and alcohol logs (gaps, 1934 - 1940), innoculation and blood type (1936 - 1938), operating room record (1933 - 1937), laboratory record (1935 - 1938). Arranged chronologically, when possible. 9 cubic feet.

13. Death Journal Log, 3 June 1924 - 31 Dec. 1931. One bound volume showing name of deceased, rate, ship or station, cause of death, disposition of body, expenses incurred by USS RELIEF. Entries chronological.

Prepared: William F. Shonkwiler,
PhM2c - 30 March 1945

Section 5

Sample of Management Center Monthly Report

COPY

2436

NAVY DEPARTMENT

NAVAL RECORDS MANAGEMENT CENTER
Eastern Division
253-55 North Broad Street
Philadelphia 7, Pa.

1 March 1945

To: Chief of Bureau of Medicine and Surgery
Via: Director of Records Administration, Administrative Office (EXOS)

Subj: Holdings, Receipts, Services, Disposals, Care and Custody of Medical Department Records: Monthly Report of NRMC:ED for February 1945.

Ref: (a) BuMed ltr. E-LG/A6-6/EN10 to NRMC:ED, dtd 23 Dec 1944
(b) NRMC:ED ltr. serial #2211 dtd. 2 February 1945

1. This report is in compliance with paragraph 5 of Reference (a), and gives the required information regarding the care and custody of the records of the addressee by the Naval Records Management Center, Eastern Division.

a. A list of holdings, comprising 1541 cubic feet, was compiled as Enclosure A to reference (b). This covered accessions 1 through 56.

b. The list of receipts for February forms Enclosure A to this letter. Accessions 57 through 65 are thus reported.

c. Services for February:
1. To BuMed: Forms H-8 on nine officers found in shipment from LST 295.
2. To BuMed: Medical History Record of Hackney, Wayne (n), MoMM2c V-6 USNR, found in shipment from USN Adv. Amphib. Training Base, Appledore, Devon, England.
3. Veterans Administration Facility, Atlanta, Ga. Via BuMed for Carmichael, Warren Chandler Ex-CM1c V-6 USNR. Ltr answered.

There are on hand four requests pending arrival of shipment.

d. Brief descriptive list follows each list of holdings. Full descriptive list available upon request.

e. The only disposal of records performed at this activity as of February 28, 1945 was transferring Accession 57 to BuMed.

C O P Y

NRMC/EN:2436 1 March 1945

2. The complement of hospital corpsmen at this activity consists of two billets presently filled by David Dominick BAZZO, PHM1c and William Edwin SAWYER, PHM3c.

Everett O. Alldredge
Officer in Charge

Encl. HW: List of Holdings

- -

End-1 RA-EJL:DE 2 March 1945

To: Chief, Bureau of Medicine and Surgery

1. Forwarded.

Emmett J. Leahy
Director of Records Administration

C O P Y

FEBRUARY 1945 LIST OF NEW ACCESSIONS
(Accessions 1-56 reported previously

57. USS LST 295, c/o F. P. O., New York, N. Y.
Forms H-8 — Neglible

58. U.S. Naval Training School, Camp MacDonough, Plattsburg, N. Y.
Medical Department Correspondence Files
Log Books
Patients Jackets, Jan. 1944 to Dec. 1944 — 15 cu ft

59. U. S. Naval Air Facility, Navy 624
c/o F.P.O., San Francisco, California
Medical Department Correspondence Files
Log and Journal Books
Ledger Books, 1943-1944 — 1 cu ft

60. U. S. Naval Training School, Keystone School, Inc.
Bedford Springs, Pennsylvania
Medical Department Correspondence Files
X-ray Pictures, 1943-1944 — 6 cu ft

61. U. S. Naval Training School, Ohio Wesleyan University
Delaware, Ohio
Medical Department Correspondence Files, 1943-1944
$1\frac{1}{2}$ cu ft

62. U. S. Naval Prison, Navy Yard, Portsmouth, N.H.
Medical Department Correspondence Files, 1937-1944
$\frac{1}{2}$ cu ft

63. USS Parrott, DD 218
Medical Department Correspondence Files
Ledger Book, 1943-1944 — 1 cu ft

64. U. S. Naval Hospital, National Naval Medical Center,
Bethesda, Maryland
Patients Hospital Jackets, 1914-1942 — 454 cu ft

65. USS Republic, c/o F.P.O., New York, N. Y.
Medical Department Correspondence Files
Logs and Ledger Books, 1941-1945 — 5 cu ft

Total Volume of Bulked Records on Hand as of 28 Feb. 1944 -- 2025 cu ft

ENCLOSURE A

Section 6

Sample of card indicating activity decommissioning (from which records should be transferred to a Records Management Center)

NTSch,(Yeomen) NTC Great Lakes Illinois
Date of Letter: 15 May 1945 File: NM3/A4-2
Repository:

Amount:
Inventory:
Remarks: To be discontinued 8 Oct 1945

Section 7

Sample of card showing that records of an activity have already been transferred to a Records Management Center

NTSch (Indoctrination) Camp MacDonough, Plattsburg, N.Y.

Date of Letter: 1 Jan 1945 File: NC256/A6-6

Repository: Naval Records Management Center
Eastern Division, 253 N. Broad St.
Philadelphia, Pennsylvania

Amount: 18.5 cu. ft.

Inventory: Yes

Remarks: Decommissioned 31 Dec 1944

PART V REGISTRY OF CIRCULAR LETTERS

Section 1 Booklet for Registry

Section 2 Booklet for preparation of SecNav letters

Section 3 Chart of monthly frequency issue of circular letters

Section 4 Chart of time required to circulate and clear a circular letter

PART V

Section 1

Booklet for Registry

REGISTRY

for

MULTIPLE-ADDRESS LETTERS AND SERVICE DISPATCHES

NAVMED 240

A description of the operations and functions of the BuMed REGISTRY, issued for information and guidance in the preparation of multiple-address letters and service dispatches for release to Naval activities

- Prepared by -

Administrative History Section
Administration Division, BuMed

REGISTRY

for

Multiple-Address Letters
and Service Dispatches

Administrative History Section
Administration Division, BuMed

Purpose and Need

1. The purpose of the Registry is to maintain an orderly record of multiple-address letters and service dispatches; to provide a means for maintaining an account of all such letters currently in effect; and to record changes in the "Manual of the Medical Department," and in other Navy manuals. The Registry through its files and procedures provides for clearance and distribution of multiple-address letters and service dispatches in a simple and convenient manner. Furthermore, the Registry brings together through its indexes all letters on related subjects and indicates any duplication of directives or contradiction in directives in time to avoid their official issuance by the Bureau. By providing a long-needed channel whereby routine tasks relating to form, format, clearance, and distribution can be performed, the Registry relieves the various operating divisions of many tedious responsibilities.

General Procedures

2. The following steps are taken in registering and processing proposed multiple-address letters:

(a) Multiple-address letters, as described in, and in accordance with, the directive contained in Exhibit I, are transmitted from the various originating divisions and offices of BuMed to the Administrative History Section. All letters of this nature must be accompanied by at least two carbon copies to facilitate operations in the Administrative History Section.

(b) The Administrative History Section, upon receipt of multiple-address letters, assigns to them registry numbers, prepares proper index cards, and edits the letters for form and format.

(c) When letters have been edited for form and format, they are then placed in clearly marked messenger pouches and circulated among the various division chiefs for review and comment.

(d) When the multiple-address letters have been reviewed by division chiefs, all comments, together with the original letter, are presented

to the Assistant to the Bureau for review and advice.

(e) Multiple-address letters are then transmitted, with all comments by the division chiefs and the Assistant to the Bureau, to the originating divisions. The originating divisions then make such revisions to the letters as may be necessary, and obtain the signature of the Chief of Bureau.

(f) The signed letters, together with such papers and notations as have been transmitted to the originating divisions, are then sent to the Administrative History Section for processing and release.

Special Procedures

3. Should a multiple-address letter involve a change in a manual, all necessary clearances for this change are obtained by the Administrative History Section during and concurrent with the process of circulating the letter to the various divisions. Also, when necessary, special steps are taken to speed the clearance and review of a letter by circulating a number of copies of the letter by special messenger. It has been possible in cases where a lengthy review was not necessary, to get letters through all the required steps in approximately two to six hours. Normally, three to four days are required to finish the steps indicated.

Service Dispatches

4. Service dispatches are handled in a manner similar to multiple-address letters. However, circulation of such dispatches may be considerably limited when great speed of release is required. Special additional records are kept on service dispatches, including dispatches originating with other naval activities, so that the entire dispatch picture is always clear and current. The method by which this is done is shown in a subsequent section on records.

Changes in Manual

5. When changes of manual are proposed, they are reviewed and cleared in the same manner indicated for multiple-address letters, including clearances required from other bureaus and offices. A special edit sheet is prepared for each change in the manual. This sheet is intended to serve in the preparation of "advance changes" and of "page changes" themselves.

Records

6. The principal files used in the Registry comprise a journal, recording multiple-address letters, service dispatches, or manual changes as the case may be; alphabetical subject indexes; file copies of material registered;

and an edit file for manual changes. The entries in the journal are arranged in numerical order as documents of various classes are received. An alphabetical, subject control of material registered is obtained through the indexes. Control according to originating divisions is achieved through arranging file copies of registered material under the names of the various divisions from which they have been received. The edit file for manual changes is arranged in accordance with the chapters and paragraphs of the manual affected. Thus, regardless of the type of request for data from the Registry files -- whether it be for a definite numbered letter, a letter on a special subject, a letter on a related subject, a letter prepared by any single division, or for a change affecting any portion of a manual -- there is always an avenue of approach through the various controls and filing arrangements maintained.

Exhibits

7. The following exhibits which bear on the Registry for multiple-address letters and service dispatches are attached:

Exhibit I	-	Original Directive Establishing Registry
Exhibit II	-	Instructions to Divisions
Exhibit III	-	Outline of Registry Files with Attached Forms
Exhibit IV	-	Circulation List (Mail Room Control Sheet)

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.

AND REFER TO NO.
BUMED-E-AIJ
A2-11/EN10(093)

20 Dec 1943

WASHINGTON 25, D. C.

To: Chiefs of Divisions, BuMed.

Subj: Registry of Multiple Address Letters in the Administrative History Section, Administration Division.

Encl: Ltr to Bureau Divisions, A2-11/EN10(093), 20 Sept 1943.

1. Enclosure is hereby amended to the extent that the Administrative History Section of the Administration Division shall assume the functions (previously performed by the Publications Division) of reviewing, editing, obtaining necessary clearance, and routing to the proper service units for processing and distribution of all multiple address letters. Other provisions of enclosure will remain in effect.

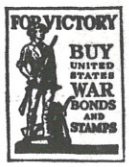
2. In addition, the Administrative History Section shall maintain a registry of all multiple address letters and Alnavs for ready reference by chiefs of offices or divisions and their accredited representatives. The registry shall indicate the various functions of the Bureau of Medicine and Surgery and the Medical Department affected by the multiple address letters and Alnavs, and also shall indicate the extent to which previous multiple address letters and Alnavs have been modified, amplified, or canceled as a result of new multiple address letters and Alnavs.

3. From the registry of multiple address letters and Alnavs, current revisions shall be maintained relating to the Manual of the Medical Department, the Manual of the Bureau of Naval Personnel, and the U. S. Navy Regulations.

/s/
ROSS T McINTIRE
Rear Admiral (MC) USN
Chief of Bureau

(EXHIBIT I)

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO NO.



BUMED-C-LET
A2-11/EN10(093)

WASHINGTON 25, D. C.

20 Sep 1943

To: All Bureau Divisions

Subj: Preparation of Bureau multiple address letters.

1. The following directive applies to ALL multiple address letters prepared in BuMed.

2. A letter for multiple address distribution within the Naval service may be originated by any division. Such letter will be submitted by the originating division to the Division of Publications in duplicate for review and editing, both as to form and context.

3. It will then be referred to the Civilian Assistant and all Divisions concerned. Upon completion of this circulation, it will be returned to the originating office for final preparation and signature of the Chief of Bureau and then back to Publications.

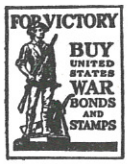
4. If for a broad distribution within the purview of SecNav letter of 14 May 1942, the letter will be forwarded to Administrative Office, Navy Department (Publications Division), for issuance in the Semi-Monthly Bulletin. If for a limited distribution not within that purview, it will upon completion be delivered by the Division of Publications to the Bureau Printing and Binding Section for reproduction and distribution.

5. If the letter is one directing changes in the Manual of the Medical Department, after the above intra-Bureau approval copies will be forwarded by Publications to the Chief of Naval Operations, to all Bureaus, to the Office of the Judge Advocate General and to the Commandant of the Marine Corps for comment and return. It will then in accordance with Article 74(a), Navy Regulations, be submitted to the Secretary of the Navy for final approval, bearing with it the written comment of each bureau or office.

6. All letters for general distribution which involve policy modifications without actual change in the Manual should indicate clearly all Manual paragraphs or section references which are affected. The letter also should contain an instruction to Manual holders to make note at the paragraph or section affected the date and number of the modifying letter.

L. SHELDON, JR.
Rear Admiral (MC) USN
Assistant to Bureau

ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON 25, D. C.
AND REFER TO NO.



BUMED-E-CLV
A2-11/EN10(093)

WASHINGTON 25, D. C.

28 Dec 1943

To: Chiefs of Divisions, BuMed.

Subj: Outline of steps in the preparation and release of multiple address letters and service dispatches.

Ref: (a) BuMed ltr A2-11/EN10(093), Dec. 20, 1943.

1. As a guide to the simplified procedure indicated in above reference, the following outline of steps for preparation and release of multiple address letters and service dispatches is given:

A. Originating division prepares unsigned first draft.

B. To Administrative History Section, Administration Division for registry, editing, clearance, and reference to other divisions concerned.

C. To originating division for final draft and signature.

D. To Administrative History Section for processing, distribution, and revisions of manuals.

2. As may be seen in the above outline, in so far as operational procedure is concerned, the originating division is responsible only for the preparation of the first draft and later for obtaining signature. This, it is believed, will relieve the originating division of many time-consuming operations.

L. SHELDON, Jr.
Rear Admiral (MC), USN
Assistant to Bureau

(EXHIBIT II)

REGISTRY FILES

for

Multiple-Address Letters
Service Dispatches
and Manual Changes

Multiple-Address Letters

I. REGISTRY JOURNAL

A. Data
Date; registry number; subject; originating division; distribution; action (routing and channeling, clearance, service function, manual changes); cross reference (reference to existing regulations, reference to existing letters).

B. Arrangement
Chronological, thereunder, numerical by registry number.

C. Physical
Card, 5" x 8" (See attached sample).

II SUBJECT INDEX

A. Data
Subject, registry number, registry numbers of related letters, originating division, remarks (as to any special location problems).

B. Arrangement
Alphabetical by subject, cross referenced by secondary elements in subject (key words).

C. Physical
Card, 3" x 5" (See attached sample).

III REFERENCE FILE OF LETTERS

A. Data
Full copy of letters (with copies of references and enclosures and comments of division chiefs).

(EXHIBIT III)

B. Arrangement
Alphabetical by Division, thereunder, chronologically filed in two parts; (1) action file, (2) completed file.

C. Physical
Folders and guides (letter size).

Service Dispatches

I SERVICE DISPATCH RECEIPT LEDGER

A. Data
Date; receipt number; subject brief; action (none, card prepared, manual affected, manual reference).

B. Arrangement
Chronological, thereunder, numerical by receipt number.

C. Physical
Bound volume.

II SUBJECT INDEX

A. Data
Subject brief; receipt number; date bureau release; date SecNav release; serial number; cross reference file indication; action (edit for contents, reference to divisions concerned, clearance for manual changes).

B. Arrangement
Alphabetical by subject, cross reference by secondary key words.

C. Physical
Card, 3" x 5" (See attached sample).

III SERVICE DISPATCH FILE

A. Portion of file either relating to BuMed or requiring action by BuMed.

1. Data
   Full copy of dispatch, and typed copy with copy of references.

2. Arrangement
   Chronological; filed in two parts (1) action file, (2) completed file.

3. Physical
   Folders (letter size).

B. Portion of file either not relating to BuMed or requiring no action by BuMed.

1. Data
   Full copy of dispatch.

2. Arrangement
   Chronological.

3. Physical
   Folders (letter size).

IV BUMED SERVICE DISPATCH RELEASE LEDGER

A. Data
   Date; subject brief; division; action (manual, manual reference).

B. Arrangement
   Chronological.

C. Physical
   Bound in volume with service dispatch receipt ledger.

Manual Changes

I DOCKET (letters requiring revision of manuals and requests for revision of manuals)

A. Data
   Registry number, subject, division, manual or manuals affected.

B. Arrangement
Chronological, (numerical).

C. Physical
Bound volume (See attached page sample).

II EDIT FILE (for revisions to manuals)

A. Data
Registry number, subject, division, reference to affected manuals, proposed text for manual revisions.

B. Arrangement
By manual, thereunder by internal arrangement of manual concerned.

C. Physical
8 x 10½ sheets, guides and folders (See attached sample).

REGISTRY JOURNAL

DATE	REG. NO.	SUBJECT	ORIG. DIV.	DISTRIBUTION

ACTION	
	EDIT FOR FORM AND CONTENT
	REFERENCE TO DIVISIONS
	RETURN FOR SIGNATURE
	TO SECNAV *(Semi-monthly Bulletin)*
	CLEARANCE FOR MANUAL CHANGES
	TO SECNAV *(manual)*
	PRINTING AND FORMS CONTROL
	DISTRIBUTION TO FIELD

CROSS REFERENCE

REGISTRY CARD **NAVMED 167**
3663

(Sample)

SUBJECT INDEX (Letters)

SUBJECT	
ORIGINATING DIVISION	REGISTER NO.
REGISTRY NUMBER OF RELATED LETTERS	
REMARKS	

SUBJECT INDEX (LETTERS) NAVMED - 166

3664

SUBJECT INDEX (Dispatches)

SUBJECT BRIEF			
RECEIPT NO.	DATE BU. RELEASE	SERIAL NO.	DATE SECNAV RELEASE
CROSS REFERENCE			

ACTION	
	EDIT FOR CONTENTS
	REFERENCE TO DIVISION CONCERNED
	CLEARANCE FOR MANUAL CHANGES

SUBJECT INDEX (DISPATCHES) NAVMED - 165

3665

(Samples)

SERVICE DISPATCH RECEIPT LEDGER

DATE	REG. NO.	SUBJECT	ACTION				
			NONE	CARD PRE-PARED	MANUAL AFFECTED		
					NONE	NAME	REFERENCE
1-3-44	1	ALNAV #1, Promotion List	X				
1-3-44	2	ALNAV #2, Property being returned by naval and Marine Corps personnel to U. S. from war zones	X				
		etc.					

(Sample)

SERVICE DISPATCH RELEASE LEDGER

DATE	SUBJECT BRIEF	DIVI-SION	ACTION	
			MANUAL	MANUAL REFERENCE
3-7-44	Vaccination of all personnel destined for Africa, Europe & Middle East (Small Pox)	Y	None	
3-21-44 ALNAV #65	Members of Navy Nurse Corps designated by commissioned rank	N	MMD	Chap. 4, Para.310 "The Nurse Corps"
	etc.			

(Sample)

DOCKET OF REVISIONS OF MANUAL

REG. NO.	SUBJECT	DIVI-SION	MANUAL
44-2	Reports of Medical Survey in the Cases of Enlisted Men after Three Months on the Sick List	R1	Para. 3423(a)(2) Medical Dept.
44-45	Venereal Disease Control - Prep. of Form F Card	Y	Para. 2405 Medical Dept.
	etc.		

(Sample)

EDIT SHEET
NAVMED-168

ORIGINATING DIVISION	REGISTER NO.

SUBJECT

MANUAL CONCERNED

- [ ] MANUAL OF MED. DEPT.
- [ ] GENERAL ORDERS
- [ ] BUPERS MANUAL
- [ ] SUPPLY TABLE
- [ ] NAVY REGULATIONS
- [ ] SANDA MANUAL
- [ ] UNIFORM REGULATIONS
- [ ]

SECTION CONCERNED

PROPOSED WORDING

(EDIT SHEET SAMPLE)

CIRCULATION LIST
NAVMED 159

BLDG.	ROOM	DIV. OR SECT.	REQ. NO. DATE	REQ. NO. TIME	REQ. NO. DATE	REQ. NO. TIME	REQ. NO. DATE	REQ. NO. TIME	REQ. NO. DATE	REQ. NO. TIME	REQ. NO. DATE	REQ. NO. TIME	REQ. NO. DATE	REQ. NO. TIME
10	14	INSPECTIONS												
10	22	FINANCE												
1	3	PERSONNEL												
1	6	AVIATION MEDICINE												
1	27	DENTISTRY												
1	30	PUBLICATIONS												
2	23	MATERIEL												
4	40	ADM. HISTORY SECT.												
4	18A	CIV. ASST. TO THE S.G.												
4	26	PLANNING												
4	40	ADMINISTRATION												
4	4	RED CROSS NAVAL ACT.												
3	01	RESEARCH												
CORCORAN ANNEX	302	PQ AND MR												
5	1A	PREVENTIVE MEDICINE												
4	40	ADM. HISTORY SECT.												
4	10	ASST. TO BUREAU												
4	40	ADM. HISTORY SECT.												

CIRCULATION LIST
(Mail Room Control Sheet)

Kept in duplicate--one copy in Mail Room and one copy in Administrative History Section. Data for entries provided by telephone to Administrative History Section as messenger pouches pass through Mail Room.

			REQ. NO.		REQ. NO		REQ. NO.		REQ. NO.		REQ. NO.		REQ. NO.	
10	14	INSPECTIONS												
10	22	FINANCE												
1	3	PERSONNEL												
1	6	AVIATION MEDICINE												
1	27	DENTISTRY												
1	30	PUBLICATIONS												
2	23	MATERIEL												
4	40	ADM. HISTORY SECT.												
4	18A	CIV. ASST. TO THE S.G.												
4	26	PLANNING												
4	40	ADMINISTRATION												
4	4	RED CROSS NAVAL ACT.												
3	01	RESEARCH												
CORCORAN ANNEX	302	PQ AND MR												
5	1A	PREVENTIVE MEDICINE												
4	40	ADM. HISTORY SECT.												
4	10	ASST. TO BUREAU												
4	40	ADM. HISTORY SECT.												

3634

(Exhibit IV)

Section 2

Booklet for preparation of SecNav letters

INSTRUCTIONS FOR PREPARING LETTERS FOR SIGNATURE

of

SecNav

Under SecNav

AstSecNav

AstSecNavAir

NAVMED-840 (7/45)

NAVY DEPARTMENT
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D. C.

INTRODUCTION

The following instructions, based upon directives issued by the Secretary's Office, provide information needed by stenographers and typists in BuMed for preparing correspondence for the signature of SecNav, UnderSecNav, AstSecNav, or AstSecNavAir.

Especial care is required in the preparation of such correspondence, and certain regulations as to usage, format, copies, and assembly must be followed.

In order to assist stenographers and typists to prepare properly correspondence of this type, the instructions and illustrations on the succeeding pages have been compiled by the Administrative History Section, Administration Division, which section has been charged with logging and checking all such correspondence.

CONTENTS

* * * * * * * * * *

STATIONERY

Use special letterhead for the first page as follows: (1) When the letters are addressed to an activity or individual *within the naval service*, and to other Government agencies or companies which have adopted the naval or similar form of correspondence, the special letterhead imprinted "Navy Department, Washington 25, D. C." shall be used; and (2) when addressed to an organization or person *not in the naval service*, which have *not* adopted the naval or similar form of correspondence, the letterhead imprinted with the title of the signing official shall be used. (See pp. 11 and 12 for samples of these two types of letterheads.)

Use plain bond paper for the second and succeeding pages.
Use letterhead tissue paper for copies prepared to accompany the original.
Colored tissue, and if necessary plain white tissue, is used for other copies.

The number of copies required of a letter prepared for signature is as follows:

1 Original white letterhead.
1 Letterhead tissue to accompany original letter when addressed to the head of a Government agency, a Cabinet Member, the White House, a Member of Congress, etc.
2 Green tissues (1 for SecNav files, 1 for SecNav stamp and return to BuMed files).
1 Pink tissue for SecNav files.
1 Yellow or white tissue for originating office files.
1 Letterhead tissue for each addressee listed in "VIA:" heading.
1 White tissue for each individual or office listed in "CC:" (carbon copy).

All stationery and supplies may be ordered from the Bureau supply room.

REFERENCES AND FILE NUMBERS

For letters addressed to persons *within the naval service*, type in the space below "Address Reply to:" the authorized abbreviation of the signer of the letter (i.e., SecNav or UnderSecNav or AstSecNav or AstSecNavAir); and in the space below "And Refer to Initials and No." type the BuMed office identification and the file number. (See p.12 for sample.) Type the file number and office identification on the original special letterhead and all carbon copies.

For letters addressed to persons *outside the naval service*, type the file number and office identification in the upper left corner of the *carbon copies*, but not on the special letterhead or the carbon copy which is to be sent with the original letter. (See p. 11 for sample of proper letterhead to use.)

Type the name of the person who prepared the letter and the originating Division and Bureau in the lower left-hand corner of the file copies of all correspondence prepared for signature.

Example: Prepared by
Comdr. J. Doe
Planning Division
BuMed

DATE

Type the date on the Bureau file copy only. All other copies will be date-stamped by the Secretary's Office when signed.

FORMS OF ADDRESS, SALUTATION AND COMPLIMENTARY CLOSE

Letters addressed to Federal, State, and city officials and other persons *not* in the naval service who have *not* adopted the naval form of letters are prepared as follows:

Forms of address are illustrated on pp. 5, 6, 7 & 8.

Examples of proper salutations are given on pages 5, 6, 7 & 8 and must be followed in all cases, *except* where (1) the basic correspondence indicates that a personal relationship exists between signing official and addressee, in which case use the same form and spirit as the incoming letter presents in preparing the reply unless advised otherwise by the signing official, or (2) the letter is addressed to Federal, State, and city officials and other persons not in the naval service who *have* adopted the naval form of letter. When writing to Federal, State, and city officials or other persons not in the naval service who *have* adopted

the naval form of letter, prepare the reply in naval form. (See p. 12 for sample.)

Complimentary closings are illustrated on pp. 5, 6, 7, and 8 and must be used unless otherwise directed by the signing official.

SIGNATURE

Do not type the signature or title on the letter. Near the location where the written signature will appear, attach a slip bearing the words "For Signature of the Secretary of the Navy" or "For Signature of the Under Secretary of the Navy," etc.

All letters submitted for signature must be initialed by the Chief or Acting Chief of BuMed on the Bureau green copy prior to submission to the Administration Division (Letter Registry), Bldg. 4, Room 40.

Note: "By Direction of the Secretary of the Navy" is used only by the Office of the Judge Advocate General.

ENCLOSURES

If a letter is addressed to some one *within the naval service* and contains one or more enclosures, type the abbreviation "Encl:" or "Encls:" at the left margin, seven line spaces below the body of the letter. (See p. 8, Example A, for sample.)

Enclosures are numbered 1, 2, 3, etc., at the left margin, followed by a brief description of the enclosure, using authorized abbreviations. After the number, and immediately preceding the description of the enclosure, type the abbreviation "(HW)" or "(SC)" to indicate whether the enclosure will be transmitted "herewith" or under "separate cover." If all of the enclosures are to be forwarded with the original letter, type "(HW)" after the abbreviation "Encls:." If all of the enclosures are to be forwarded under separate cover, type "(SC)" after the abbreviation "Encls:."

If enclosures are to be forwarded under separate cover, prepare an official address label with sufficient information typed in the lower left-hand corner to identify the enclosure. (See p. 8, Example B, for sample.)

If enclosures are to be forwarded to someone *outside the naval service*, type at the left margin seven line spaces below the body of the letter, the abbreviation "Encl," "Encls-2," "Encls-3," etc., as appropriate to indicate the number of enclosures. Omit the abbreviation "(HW)" or "(SC)" and the description of the enclosures. (See p. 9, Example C, for sample.)

When enclosures are forwarded with a letter they are identified on the enclosure itself as follows:

For letters to addresses *within the naval service* --

ENCL 1 (BuMed ltr, P3-2/EN10, 5 May 1945)

For letters to addresses *outside the naval service* --

ENCLOSURE 1 (Bureau of Medicine and Surgery
letter 5 May 1945)

"CC" NOTATIONS

If carbon copies of a letter are prepared for the information of individuals, offices, or activities other than the addressee, type the abbreviation "CC:" (carbon copies) at the left margin, two line spaces below the enclosure notation or seven line spaces below the body of the letter if no enclosure is indicated. (See p. 9, Examples A and B, for sample.)

On the next line below the "CC:" notation type the names of the individuals and/or their functional titles, and the names of bureaus or activities (in abbreviated form) to whom carbon copies are to be sent. When assembling these carbon copies, place a check mark or arrow before the name of the addressee for whom the copy is intended.

In case an enclosure or enclosures are also forwarded with the "CC:" copies this is noted

after the "CC:" addressee as follows:
CC: Planning Division (with copies of encls).

If the original letter is addressed to someone *within the naval service*, and informational copies are to be forwarded to addressees other than those within the office originating the letter, type the distribution list on the original and all copies of the letter. Distribution to individuals within the originating office is indicated only on the carbon copies. (See p. 9, Example A, for sample.)

If the original letter is addressed to someone *outside the naval service*, type the distribution list only on the copies, and not on the original or on the letterhead tissue, if such copy is required. (See p. 9, Example B, for sample.)

ENVELOPES

Special white envelopes are used with special letterheads. This type of envelope is prepared in the regular manner. (See p. 10, for samples.) When the envelope is attached to the correspondence, use a plain tissue sheet to protect the envelope from carbon smudges.

ASSEMBLING

Arrange correspondence with copies, encls, and basic correspondence in succession as follows:

Assemble the original (ribbon copy) of an outgoing letter consisting of more than one page in reverse order; i.e., the first page on the bottom and the last (signature) page on top.

Assemble enclosures, if any, in regular order (first page on top). Staple or clip the enclosures under the letter.

Assemble the extra letterhead carbon copy to accompany the original letter (if such a copy is to be sent to the addressee) in regular order (first page on top). Place the extra carbon copy below the original and enclosures (if any).

When properly assembled, clip the original letter and the enclosures and/or extra carbon copy together. If an envelope is prepared by the originating office, place it horizontally under the original letter and attachments, and attach a plain tissue sheet under the typed envelope to avoid soiling the envelope with carbon.

Assemble plain white tissue informational copies (for bureaus or activities listed under the "CC:" notation) with pages in regular order (first page on top). Copies of enclosures are not attached to the informational copies unless such attachment is indicated under the "CC:" notation.

Assemble the pink and green tissues (SecNav file copies) in regular order (first page on top). Copies of enclosures and basic correspondence are not attached to these file copies unless such attachment is indicated by the person who prepared the letter.

Clip the basic correspondence to the BuMed green file copy. Allow green file copy to protrude about one-half inch on left-hand side for the initials of the Chief of Bureau or the Acting Chief of Bureau.

The illustration on page 13 shows the arrangement of a properly assembled letter.

CHECKING

After the letter has been assembled, acquire the habit of making a final check as follows:

1. **Has the proper stationery been used?**
2. **Has the letter been transcribed accurately?**
3. **Has the letter been proofread for typographical errors, punctuation, spelling, and word division?**
4. **Have correct abbreviations been used?**
5. **Has the letter been checked for the correct typing of initials?**
6. **Is each page clean, with no strikeovers, half erasures, finger marks, or smudges?**
7. **Are all pages numbered in a letter of more than one page?**
8. **Have the prescribed number of carbon copies been prepared?**
9. **Are all carbon copies legible?**
10. **Have the informational copies been marked to show the proper destination?**
11. **Have the enclosures been indicated properly? Are they all attached and numbered?**

12. Has the address label for the "separate cover" enclosures been attached to the original letter if the enclosures are not sent "herewith"?
13. Has the appropriate signature slip been attached to the original letter prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air?
14. Is an envelope necessary?
15. Has the letter been assembled properly?

If the letter conforms to these standards, then it is ready to be delivered to the person preparing letter for final review if required and initialing by the Chief of the Bureau or Acting Chief of Bureau.

LAST STEP

Transmit letter, after it has been initialed by the Chief of Bureau or Acting Chief of Bureau, to the Administrative History Section, Administration Division, where it will be logged and delivered to the signing office.

ILLUSTRATIONS

FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE.

The following are examples of the forms of address, salutation, and complimentary close used in the preparation of letters addressed to Federal, State, and city officials and other persons *not* in the naval service who have *not* adopted the naval form of letter.

Letters addressed to the President of the United States and Cabinet Officers are always prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air.

Although the title Mr. is shown in the following addresses and salutations, substitute Mrs. or Miss when appropriate.

FEDERAL OFFICIALS

PRESIDENT OF THE UNITED STATES.

The President
White House

Dear Mr. President:

Sincerely yours,

VICE PRESIDENT OF THE UNITED STATES.

The Vice President
United States Senate

Dear Mr. Vice President:

Sincerely yours,

CHIEF JUSTICE.

The Chief Justice
The Supreme Court

Dear Mr. Chief Justice:

Sincerely yours,

SPEAKER OF THE HOUSE OF REPRESENTATIVES.

Hon. - - - - - - - -
Speaker of the House of Representatives

Dear Mr. Speaker:

Sincerely yours,

CABINET OFFICER.

(for routine correspondence)
The Honorable
The Secretary of - - - - - -

Sir:

Respectfully,

(for correspondence of a personal nature)
Hon. - - - - - - - - - - -
Secretary of - - - - - - -

Dear Mr. Secretary:
(or Dear Madam Secretary:)
Sincerely yours,

UNITED STATES SENATOR.

Hon. - - - - - - - - - - -
United States Senate

Dear Senator - - - - - - - :

Sincerely yours,

UNITED STATES REPRESENTATIVE.

Hon. - - - - - - - - - - -
House of Representatives

Dear Congressman - - - - - - :

Sincerely yours,

TERRITORIAL DELEGATE.

Hon. - - - - - - - - - - -
Delegate of (Name of territory)
House of Representatives

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

RESIDENT COMMISSIONER.

Hon. - - - - - - - - - - -
Resident Commissioner of (name of territory)
House of Representatives

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

COMPTROLLER GENERAL.

Hon. - - - - - - - - - - -
Comptroller General of the United States

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

DIRECTOR OF BUREAU OF BUDGET.

Hon. - - - - - - - - - - - - - -
Director, Bureau of the Budget
Washington 25, D. C.

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

ADMINISTRATOR OF GOVERNMENT AGENCY.

Hon. - - - - - - - - - - - - - -
Administrator of - - - - - - - -
Washington 25, D. C.

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

CHAIRMAN OF A GOVERNMENT AGENCY.

Hon. - - - - - - - - - - - - - -
Chairman of - - - - - - - - - -
Washington 25, D. C.

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

COMMISSIONER OF A GOVERNMENT AGENCY.

Hon. - - - - - - - - - - -
(name of agency)
Washington 25, D. C.

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

(name of agency)
Washington 25, D. C.

(or)
Dear Commissioners:

Sincerely yours,

DIPLOMATIC OFFICIALS

AMERICAN AMBASSADOR.

The Honorable
- - - - - - - - - - - - - - - - -
American Ambassador
(Foreign city)

Dear Mr. Ambassador:

Sincerely yours,

AMERICAN MINISTER.

The Honorable
- - - - - - - - - - - - - - - - - -
American Minister
(Foreign city)

Dear Mr. Minister:

Sincerely yours,

AMERICAN CONSUL GENERAL, CONSUL, OR VICE CONSUL.

- - - - - - - - - - - - - - - - -, Esq.
American Consul General
(Foreign city and country)

Dear Mr. - - - - - - - - - -:

Sincerely yours,

FOREIGN AMBASSADOR IN UNITED STATES.

His Excellency
- - - - - - - - - - - - - - - - - -
Ambassador of (name of country)
Washington, D. C.

Dear Mr. Ambassador:

I am, my dear Mr. - - - - -,
Sincerely yours,

FOREIGN MINISTER IN UNITED STATES.

His Excellency
- - - - - - - - - - - - - - - - - -
Minister of (name of country)
Washington, D. C.

Dear Mr. Minister:

I am, my dear Mr. - - - - -,
Sincerely yours,

FOREIGN CONSUL IN UNITED STATES.

Hon. - - - - - - - - - - - - - -
Consul of (name of country)
(city and state)

Dear Mr. - - - - - - - - -:

Sincerely yours,

STATE OFFICIALS

GOVERNOR.

Hon. - - - - - - - - - - - - - -
Governor of - - - - - - - -
(city and State)

Dear Governor - - - - - - - - -:

Sincerely yours,

LIEUTENANT GOVERNOR.

Hon. - - - - - - - - - - - - - -
Lieutenant Governor of - - - -
(city and State)

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

STATE SENATOR.

Hon. - - - - - - - - - - - - - -
The State Senate
(city and State)

Dear Senator - - - - - - - - -:

Sincerely yours,

MEMBER OF STATE HOUSE OF REPRESENTATIVES.

Hon. - - - - - - - - - - - - - -
House of Representatives
(city and State)

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

MEMBER OF STATE ASSEMBLY.

Hon. - - - - - - - - - - - - - -
The State Assembly
(city and State)

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

CITY OFFICIALS

MAYOR.

Hon. - - - - - - - - - - - - - -
Mayor of the City of - - - - -
(city and State)

Dear Mr. - - - - - - - - - - -:

Sincerely yours,

CITY MANAGER.

Mr. - - - - - - - - - - - - - - -
City Manager
(city and State)

Dear Mr. - - - - - - - - - - - -:

Sincerely yours,

MISCELLANEOUS

PRESIDENT OF A COLLEGE OR UNIVERSITY.

Dr. - - - - - - - - - - - - - - - -
President, - - - - - - University
(city and State)

Dear President - - - - - - -:

Sincerely yours,

COLLEGE OR UNIVERSITY PROFESSOR.

Professor - - - - - - - - - - - -
Department of - - - - - - - - - -
(name of University)
(city and State)

Dear Professor - - - - - - -:

Sincerely yours,

BUSINESS FIRM.

- - - - - - - - - - - - - and Company
1801 Constitution Avenue, NW.
Washington 6, D. C.

Attention Mr. - - - - - - - - - - - -

Gentlemen:

Sincerely yours,

PHYSICIAN.

- - - - - - - - - - - -, M.D.
1801 Constitution Avenue, NW.
Washington 6, D. C.

Dear Dr. - - - - - - - - - -:

Sincerely yours,

GENERAL PUBLIC.

Mr. - - - - - - - - - - - - - - -
1801 Constitution Avenue, NW.
Washington 6, D. C.

Dear Mr. - - - - - - - - -:

Sincerely yours,

ENCLOSURE IDENTIFICATION

. . . . . (last line of body of letter) . . . . . .

7 line spaces

(Space for written signature)

Encls:
1. (HW) Instructions for use of NAVMED-145.
2. (SC) Supply of form NAVMED-145.

EXAMPLE A

NAVY DEPARTMENT
Washington, D. C.

- - - - - - - -
Official Business

Penalty for Private Use to Avoid
Payment of Postage $300

Commandant
First Naval District
North Station Office Building
150 Causeway Street
Boston 14, Mass.

Encl - 2 to AstSecNav ltr
BUMED-E-jjl of 23 Sept 1944

EXAMPLE B

. . . . . (last line of body of letter) . . . . . .

(Space for written signature)

7 line spaces

Encls-2

EXAMPLE C

"CC" CARBON COPY NOTATIONS

. . . . . (last line of body of letter) . . . . . .

7 line spaces

(Space for written signature)

Encls:
1. (HW) .....
2. (HW) .....
3. (SC) .....

CC:
BuAer (with encl 1)
BuShips (with encls 1 and 2)
BuOrd (without encls)
Lt. John White, USNR, Planning Div.
Wm. H. Jones, Planning Div.

(distribution within originating office typed only on carbon copies)

EXAMPLE A

. . . . . (last line of body of letter) . . . . . .

7 line spaces

(Space for written signature)

CC:
BuAer
BuShips

(distribution typed only on carbon copies)

EXAMPLE B

ENVELOPES

THE SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage $300

Hon. Charles G. Weedon
House of Representatives
Washington, D. C.

THE UNDER SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage $300

THE ASSISTANT SECRETARY OF THE NAVY
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage $300

THE ASSISTANT SECRETARY OF THE NAVY FOR AIR
Washington

Official Business

Penalty for Private Use to Avoid
Payment of Postage $300

THE SECRETARY OF THE NAVY

WASHINGTON

BUMED-E-adb ←——————(type only on carbon copies)
A2-2/EN10

(leave blank for date)

Mr. - - - - - - - - - - - -
1801 Constitution Avenue, N. W.,
Washington 6, D. C.

Dear Mr. - - - - - - :

This is an exhibit of the form to be used for letters addressed to offices or persons *outside the naval service* who have *not* adopted the naval form of letter. Letters of this type are prepared on the letterhead bearing the functional title of the appropriate Secretary who will sign the letter.

The address, salutation, and complimentary close in this type of letter are governed by the person or office to which addressed. Correct forms of address, compiled from the State Department Style Manual, are contained on pp. 5, 6, 7, and 8.

One extra green tissue and one extra pink tissue are required in addition to the regular number of file copies. One extra white letterhead (to accompany the original letter) is also required when the letter is addressed to the head of a Government agency, a Cabinet Member, the White House, a Member of Congress, etc. The file number and office symbol are typed only on the carbon copies and not on the original letterhead nor on the extra tissue letterhead. A typewritten signature should not be indicated. An addressed envelope to match the letterhead is required.

Sincerely yours,

(leave signature line blank but attach appropriate signature slip)

ILLUSTRATION FOR PREPARING LETTERS TO OFFICES OR PERSONS OUTSIDE THE NAVAL SERVICE WHO HAVE NOT ADOPTED THE NAVAL FORM OF LETTER

(Type the abbreviated title of the signer of the letter; e.g., SecNav, Under SecNav, AstSecNav, or AstSecNavAir.)

ADDRESS REPLY TO
SecNav
AND REFER TO INITIALS AND NO.
BUMED-E-adb
A2-2/EN10

NAVY DEPARTMENT
WASHINGTON 25, D. C.

(Type the office symbol prefaced by BUMED and the file number.)

(leave blank for date)

To: (Activities or persons within the naval service)

Subj: Letters to activities or persons within the naval service for signature of SecNav; instructions for preparations of.

1. This exhibit is prepared in the regular naval form as used in preparing letters for the signature of division chiefs or the Chief of Bureau, except for the following:

a. Letters addressed to naval activities and prepared for the signature of the Secretary of the Navy, the Under Secretary, the Assistant Secretary, or the Assistant Secretary for Air are typed on this special letterhead. The authorized abbreviation of the functional title of the signer of the letter is typed in the space below "Address Reply to." The identification of the Bureau and office preparing the letter is typed on the line below "And Refer to Initials and No." and consists of the file number and office symbol prefaced by the abbreviation BUMED, typed on the original and all copies.

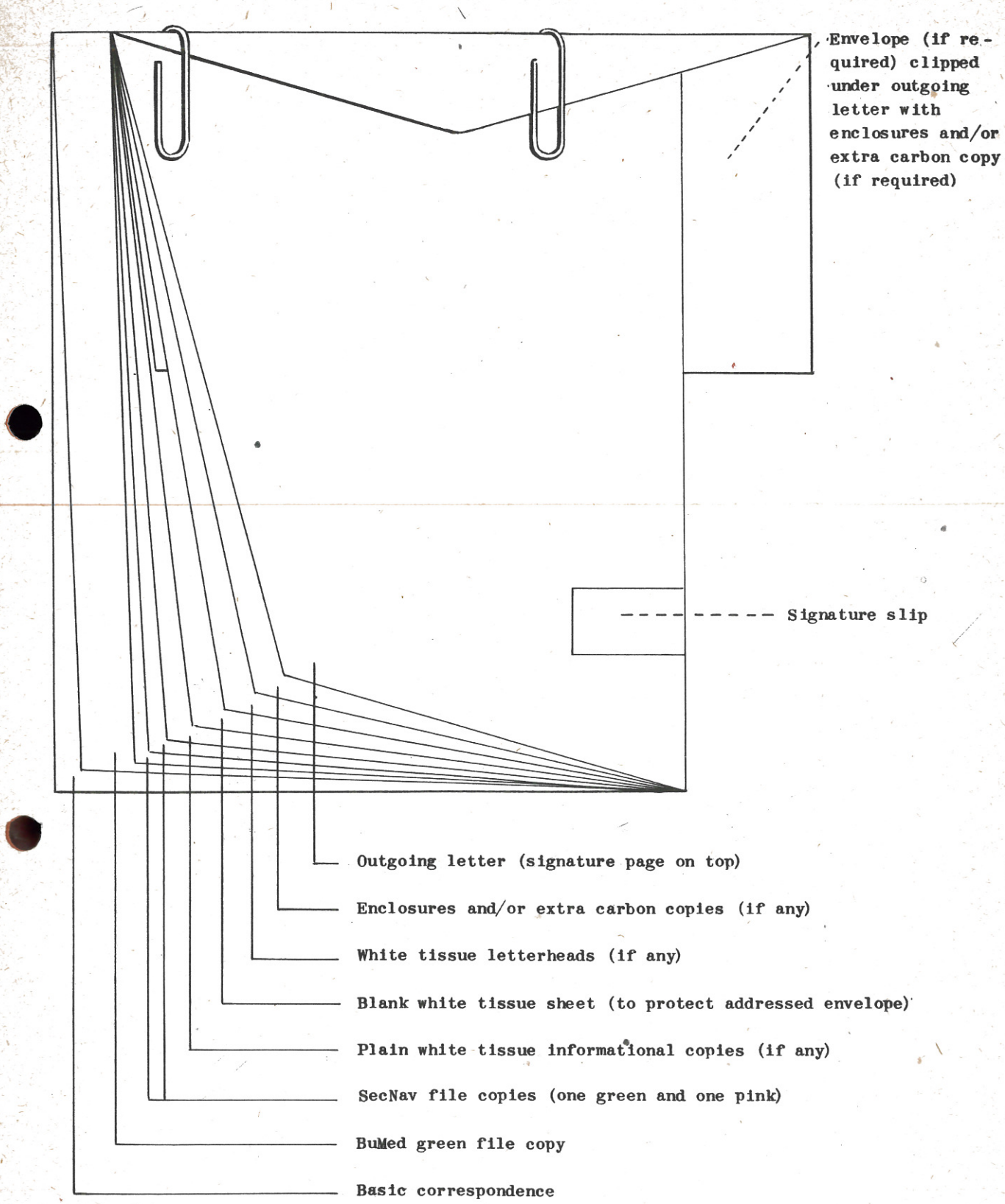
b. When this form is used for circular letters, four line spaces below the file number the words "CIRCULAR LETTER" are typed and the appropriate "STANDARD DISTRIBUTION" is typed on the left-hand margin seven line spaces below the body of the letter.

c. One extra green tissue and one extra pink tissue copy are required in addition to the regular file copies.

d. A typed signature is not included on letters prepared for the signature of the Secretary of the Navy, Under Secretary, Assistant Secretary, or Assistant Secretary for Air.

Leave signature line blank but attach appropriate signature slip

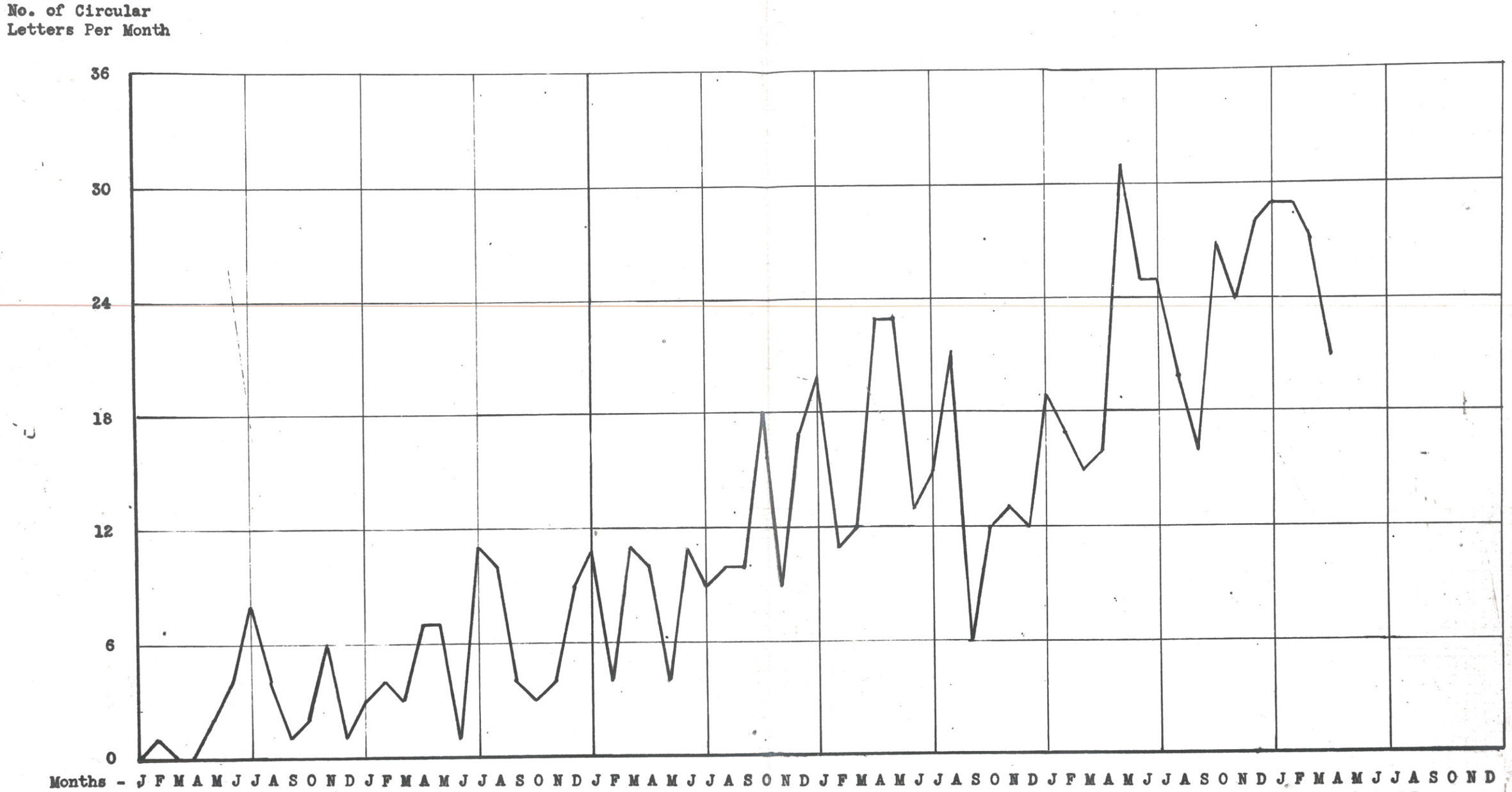
INSTRUCTIONS FOR PREPARING LETTERS TO ACTIVITIES OR PERSONS IN THE NAVAL SERVICE OR PERSONS OUTSIDE THE NAVAL SERVICE WHO HAVE ADOPTED THE NAVAL FORM OF LETTER


Envelope (if required) clipped under outgoing letter with enclosures and/or extra carbon copy (if required)
Signature slip
Outgoing letter (signature page on top)
Enclosures and/or extra carbon copies (if any)
White tissue letterheads (if any)
Blank white tissue sheet (to protect addressed envelope)
Plain white tissue informational copies (if any)
SecNav file copies (one green and one pink)
BuMed green file copy
Basic correspondence

Section 3

Chart of monthly frequency issue of circular letters

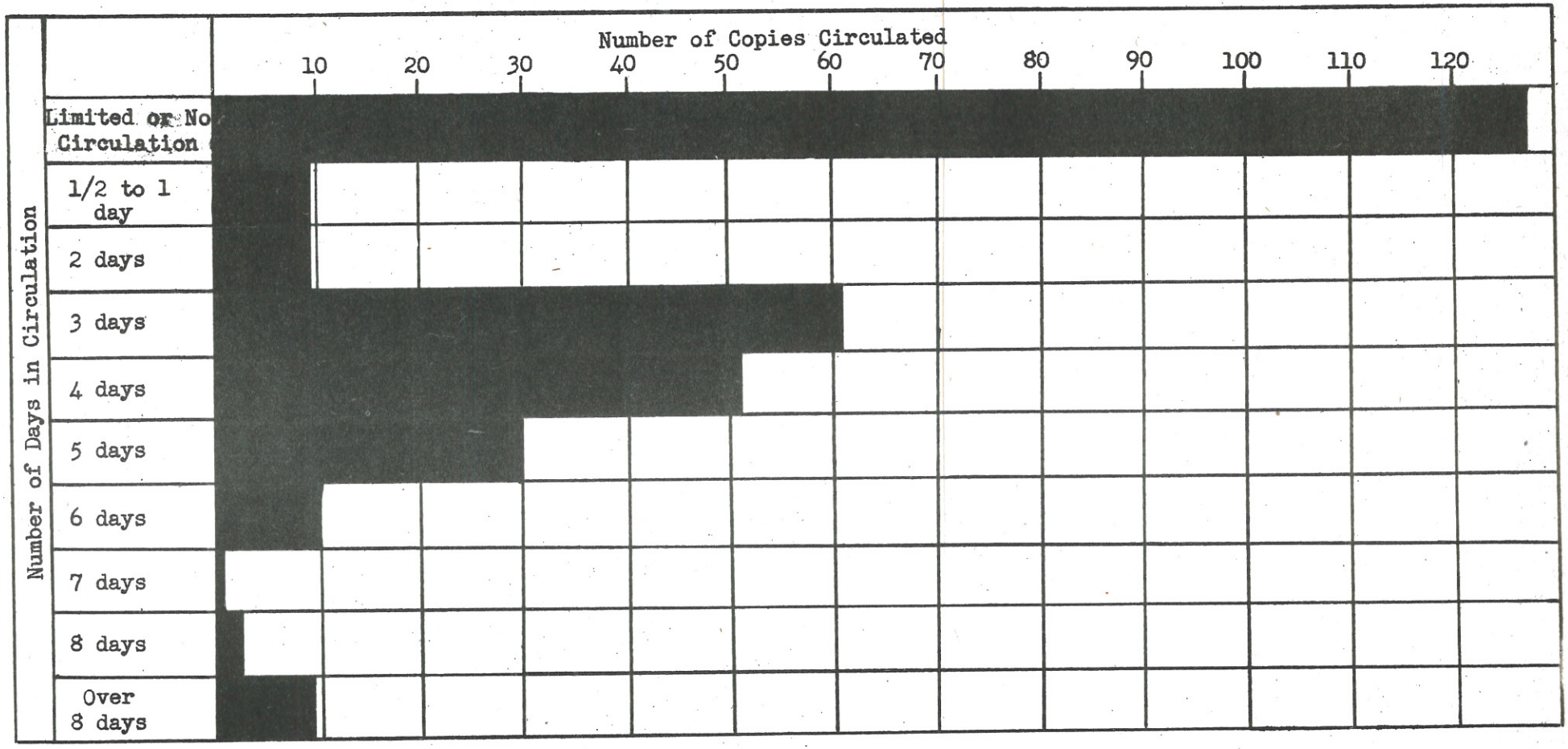
FREQUENCY OF RELEASE OF
CIRCULAR LETTERS PER MONTH
1940 - 1945 (April)



Section 4

Chart of time required to circulate and clear a circular letter

TIME REQUIRED TO CIRCULATE AND
CLEAR CIRCULAR LETTERS
SUMMARY FOR 1944



NOTE: The greater percentage of circular letters made the complete BuMed circulation in 3 to 4 days. Column "Limited or No Circulation" indicates the number of letters which, because of their limited scope, were cleared with a selected group of divisions, or in some cases, procedures were reduced to registering, approval by the Assistant to Bureau, and return for signature. Every case requiring more than 8 days has been accounted for to the satisfaction of all parties concerned.

(P)

PART VI RELATIONSHIP TO BUMED OFFICES AND OTHER NAVAL ACTIVITIES

Section 1 Appointment of Director of Naval History

Section 2 Outline of considerations governing the preparation of Naval History

Section 3 Establishment of Medical History Board

Section 4 First Draft Narratives, Form and Binding of

Section 1

Appointment of Director of Naval History

3668
Pers-3-SF-6
12 July 1944

From: The Secretary of the Navy.
To: Admiral Edward C. KALBFUS, USN, Retired,
The General Board,
Navy Department.

Via: Chairman, The General Board.

Subj: Coordination of effort in the preparation of Naval history.

1. You are hereby designated as Director of Naval History. You will coordinate the preparation of all histories and narratives of the current wartime activities in the naval establishment in order to assure adequate coverage to serve present and future needs and effectively to eliminate nonessential and overlapping effort. You will further initiate and approve essential new projects, amend existing projects, and take whatever steps are necessary to obtain the purposes desired.

2. You will establish the necessary administrative organization and designate an individual to act in your absence.

3. In carrying out these duties you are authorized to utilize the services of Navy Department personnel engaged in this and related projects, and to call on bureaus and offices for necessary additional help.

4. This assignment is in addition to your regular duties.

/s/ JAMES FORRESTAL

Section 2

Outline of considerations governing the preparation of Naval History

NAVY DEPARTMENT
OFFICE OF NAVAL HISTORY
WASHINGTON, D. C.

Serial CL-162

19 February 1945.

From: The Director of Naval History.
To : DISTRIBUTION LIST ATTACHED.

Subject: Outline of considerations governing the preparation of Naval History.

References: (a) SecNav ltr of 12 July 1944.
(b) SecNav ltr of 31 July 1944.
(c) Director of Naval History ltr of 2 August 1944.
(d) Director of Naval History ser 101 dated 23 November 1944.
(e) Director of Naval History ser CL-103 of 2 December 1944.
(f) CominCh ser 772 of 14 February 1945.

1. The following outline is for the information of the addressees and for the guidance of all concerned. Since much of the matter contained in references (c), (d) and (e) is here repeated or modified, these references are hereby cancelled.

2. Histories of the current war, the foundations of which are now being laid with the official files as a source, are intended to serve three main purposes of official utility:

1. To enable the responsible officials of the future to take advantage of the successes of the current war and to avoid its mistakes,

2. To meet the needs of naval education in the future, and

3. Those of future historical reference.

3. A further, secondary, purpose is to inform the public, within due limits of time and security, as to the established facts concerning the occurrences of the war. In this connection, the Secretary of the Navy has approved the withholding from publication of all history prepared from official documentation until at least two years after the termination of hostilities, and publication is to take place then only if, in the opinion of the Secretary, the circumstances warrant. Moreover, in order to safeguard the future welfare of the country, it is entirely possible that the record of certain phases and aspects of the war must remain in a classified status for an indefinite period.

4. There being a clear dividing line between the activities of the shore establishment, including command headquarters offices located ashore, and the combat and other operations in which the vessels themselves are engaged, the events and happenings of the current war are considered to fall in two main categories; i.e., Operational and Administrative.

Subject: Outline of considerations governing the preparation of Naval History.

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5. On the Operational side, no additional reports are being required. The War Diaries and the Action and Patrol Reports, supplemented by the Operational Summaries and film-recorded narratives, meet all essential requirements. Commander Samuel E. Morison, U.S.N.R., to whom these reports are available, has been given the special assignment of preparing a general, overall history of naval operations in all theatres of war, with the specific end in view of ultimate publication. Suitably identified, he may be expected to visit various commands for the purposes of obtaining first-hand information and gathering additional material. Commander Morison's assignment is not, however, intended to preclude the preparation, by a commander or his designated subordinate, or operational narratives or monographs which that commander may consider necessary within the field under his cognizance.

6. On the Administrative side, the program calls for the compilation of the history of Sea Frontiers, Naval Districts, Bureaus of the Navy Department, and all other commands whose administrative headquarters are located ashore or aboard ships of equivalent status, together with that of all subordinate shore-based activities. The administrative program does not include commands whose administrative headquarters are located aboard ships engaged in active operations.

7. In the Office of the Secretary of the Navy, the Office of Naval Operations and the various Bureaus of the Navy Department, Historical Officers are already at work upon the administrative history of the Department. These officers are under the general supervision of Dr. Robert G. Albion. Suitably identified, Dr. Albion may be expected to visit various shore establishments and out-lying bases to keep in touch with the progress of historical work and to offer pertinent suggestions. In addition, it is desirable that commanders provide for close contact between their Historical Sections and the Historical Officers in Offices and Bureaus having cognizance of the activities involved.

8. In the compilation of administrative history the objective is a written, documented record so complete as to be a source of definite information and valuable as a future guide. Such a record will depict the necessity, as demonstrated by the trend of events, that required the establishment of administrative commands in certain areas and the construction, in the face of whatever obstacles, of out-lying bases in certain locations. Other essential features to be covered will be the methods employed in handling problems of procurement, maintenance and supply of both personnel and material, the several courses of training, and in resolving the many other perplexities connected with modern warfare. Knowledge of these and of all matters of similar import may prove of far-reaching benefit in possible future emergencies.

9. Adequate overall historical coverage is best assured through the establishment by commanders, upon their own and, as necessary, upon subordinate echelons with headquarters offices ashore, of one or more Historical Sections. In a given command, the number of sections, their composition and their strength of personnel, will depend upon the scope of shore-based activities of that command.

10. Many commands already include officers qualified by previous experience for historical duties, and, where possible, it is preferable that such officers be so utilized because of their existing identification with the workings of the command. It is, however, highly undesirable that an officer be so transferred from a post in which he is already contributing markedly to the progress of the war. It is also undesirable that an Historical Officer be assigned additional duties and, because of the sharp distinction between the duties of Historical Officer and those of Public Relations Officer, it is particularly important that these duties not be combined in the same person.

11. The identity of qualified officers on active duty in the Naval Service is known, within reasonable limits, to the Director of Naval History. He may, therefore, be able, upon request, to take steps to arrange for the assignment of one or more such officers to historical duties in cases where a command cannot supply its own needs from within.

12. Documentation is the major historical function requiring immediate attention and, since the general files of each unit necessarily are the main source of its history, due care in the completion, arrangement and preservation of these files is essential. This requires that transcripts of oral discussions and decisions on weighty matters, which might otherwise escape the written record, be included in the files. The documents form the basis of a complete history which, however, cannot be written until the events it records have been correlated and are seen in true perspective.

13. In each higher command organization there are also required one or more brief, overall, factual "first" narratives, prepared from the standpoint of and at the level of its own command echelon but generally inclusive of the salient features of the activities of the subdivisions within the echelon. These narratives will bring the files into manageable form and provide interpretive digests of the most significant events. The portrayal of these events will be found in the record of the steps taken in the formation of major policies, in the erection of the administrative structure, in the development of relations with other commands, and the like. The cause underlying an event, the event itself, and its effect require equally thorough treatment. The mere statement of a decision reached is of little value unless accompanied by a weighing of the factors considered in reaching the decision. Adequate factual descriptions of difficulties encountered will include the measures taken to overcome them and the success or failure of such measures. The "first" narratives will thus link together the official documents, including minutes of oral conferences, memoranda by participating officers, notes on telephone conversations and, occasionally, excerpts from personal correspondence. A record prepared in this manner will be readily available for later correction and elaboration of the narratives.

14. When documentation, along the lines indicated, becomes sufficiently complete, each subject covered by a "first" narrative will be susceptible of expansion in the form of a "first" monograph. In turn, each such monograph may later be corrected and elaborated for ultimate use in the histories. The selection of suitable topics and the preparation of these "first" monographs is to be encouraged, subject to availability of time and personnel.

Subject: Outline of considerations governing the preparation of Naval History.

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15. During the progress of the war the relative importance of a base or of a geographical area may increase or diminish. A change in the location of shorebased headquarters may be required. The completion of a mission may be followed by a reorganization of forces. A change in the identity of a commander may of itself mark the end of a period of administrative history, as may also the end of a calendar or fiscal year. For these and similar reasons, the preparation of a series of "first" narratives (monographs) is likely to be required of each command. If the documentation warrants, the narrative and monographs of a period so defined should be terminated at the end of the period and copies forwarded to the Office of Naval Records and Library.

16. The services of this last-named office are not available by mail. Personal access to its files will be afforded Historical Officers upon suitable representation to the Director of Naval History and after approval by the Commander in Chief, United States Fleet. Depending upon available transportation and other circumstances commanders are urged to encourage such visits whenever they will serve to increase the adequacy and accuracy of the documentation.

17. By direction of the Secretary of the Navy, no person who, in the prosecution of his duties as an Historical Officer, has been given access to the files and records of the Naval Establishment, shall currently write or furnish information for articles for publication, deliver lectures outside the Service or engage in interviews with the press. In case connection with the Service is later severed, then, in the absence of specific Departmental authority, professional ethics will be the deciding factor as to whether information gained through access to official files during war may be utilized.

18. The Operational and Administrative histories of the Marine Corps and of the Coast Guard are being compiled under the supervision of the Commandant of each. Wherever appropriate, it is desirable that contact be established with their Historical Officers, to ensure adequate coverage of all joint activities.

19. In order that the Director of Naval History may assure that the coverage is adequate to serve present and future needs, it is necessary that he be kept informed of the extent to which officers and enlisted men are engaged in historical work. Accordingly, it is requested that addressees who have not already done so furnish the Director with the names and ranks or ratings of those exclusively so engaged (excepting those occupied primarily in arranging and preserving the files) together with an opinion as to whether personnel, in greater or lesser numbers, or of different qualifications, is required. The Director should also be kept informed of changes in personnel as they occur. It is further requested that brief reports of general progress be made as of 1 January, 1 April, 1 July and 1 October of each year. As provided in reference (b), these reports and other communications connected with the details of the work, may be made directly to the Director of Naval History.

E. C. KALBFUS

Section 3

Establishment of Medical History Board

WASHINGTON, D. C.

DO NOT ADDRESS THE SIGNER OF THIS LETTER
BUT ADDRESS YOUR REPLY TO
BUREAU OF MEDICINE AND SURGERY
NAVY DEPARTMENT, WASHINGTON, D. C.

AND REFER TO NO.

BUMED-E-BHL
A12-1/EN(062-42)

20 Dec 1944

To: Chiefs of Divisions, BuMed

Subj: Establishment of Medical History Board.

1. There is established herewith a Medical History Board in the Bureau of Medicine and Surgery, which shall consist of a Chairman, a Secretary, and such other additional members as may be required in the fulfillment of its purpose. The Board, through its Chairman, shall report to, advise, and assist the Surgeon General on all matters within its scope as hereinafter defined.

2. The functions of the Medical History Board shall be (a) to plan, cause to be prepared, and edit an official history of the Medical Department of the U. S. Navy; (b) to coordinate historical activities within the Bureau of Medicine and Surgery and the Medical Department, as well as with the Office of Naval History, Navy Department; and (c) to maintain liaison with such other military and civilian historical agencies as may be required in the prosecution of the functions of this Board.

3. Establishment of said Board does not preclude Medical Department personnel or activities preparing historical accounts on subjects of special cognizance, concern, or interest, but any and all of these must be submitted to said Board for review, coordination, and approval before they can be recommended for official publication.

/s/ ROSS T McINTIRE
Vice Admiral (MC), USN
Chief of Bureau

Section 4

First Draft Narratives. Form and Binding of

NAVY DEPARTMENT
OFFICE OF NAVAL HISTORY
WASHINGTON, D. C.

Serial CL-429

10 August 1945

From: The Director of Naval History
To: DISTRIBUTION LIST ATTACHED

Subj: First draft narratives, form and binding of.

Ref: (a) DirNavHist CL-162 dated 19 February 1945.

1. First draft narratives, when received in this office, are being bound in cloth covers for preservation as source material and for future reference. It is therefore requested that two copies of such narratives be forwarded to the Office of Naval History as soon as completed in order that the carbon may also be bound and returned to the originating office or command. The last sentence of paragraph 15 of the reference is hereby modified accordingly.

2. Manuscripts should be 8" x 10½" paper, without perforation, with the text double-spaced, showing a margin of about 1¼" at the left. They should be accompanied by a letter from the head of the organization, indicating his approval.

3. For general convenience, bound volumes not greater than 500 to 600 pages, including photographs, diagrams and other illustrative material, are contemplated. It is requested that, wherever possible, extensive narratives or series of narratives be divided into parts not greater than this. Paragraph 15 of the reference suggests convenient and acceptable methods for determining the scope of a particular narrative.

4. Adequate documentation will normally require no more than a footnote identification of directives, letters or reports referred to or partly quoted in the text of a narrative. With footnotes as guides, future historians should be able to locate any details needed. It should rarely be necessary to include in an appendix the whole document in question. Decision as to the vital or unique importance to a command narrative of any particular document necessarily must, however, be made by the Historical Officer of the organization, subject to the approval of its head.

E. C. KALBFUS