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## Description of contents

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HEADQUARTERS EIGHT ARMY
United States Army
Office of the Commanding General
APO 343

STAFF MEMORANDUM
NUMBER 26

23 April 1948

SECTION I - PROCEDURE FOR PREPARATION OF EIGHT ARMY PUBLICATIONS.
SECTION II - RESCISSION.

Section 1 - Procedure for preparation of Eighth Army Publications.

1. The purpose of this Staff Memorandum is to outline policies relative to publications issued by this headquarters.

2. Circulars.

a. Circulars will contain matters pertaining to Army administration.

b. A draft of each circular will be prepared by the originating section and submitted by mulaiple carrier notes to interested staff sections for concurrence; telephonic concurrence will be secured if feasible. Final draft will be submitted to the Adjutant General for editing, prior to submission to Chief of Staff for approval. A model draft for guidance is attached as inclosure 1.

c. Paragraph 2, Section 11,Circular 71, this headquarters, 2 May 1947, subject: "Eighth Army Publications," lists distribution of circulars.

d. All sample forms, charts, maps etc., to be used as inclosures for circulars will be prepared in final form for publication by originating section. Special paper prepared for photographic process must be used and may be obtained from the Adjutant General(Miscellaneous Division). Only typewriters with pica (large) type should be used and keys must be clean.

e. General Headquarters, Far East Command has requested that when any Eighth Army circular is published which is intended to apply to personnel throughout Japan which will include Supreme Commander for the Allied Powers and foreign representatives, the curcular in final form be presented to the G-1 Section, Far East Command, where appropriate action to apply the provisions thereof to personnel under Supreme Commander for the Allied Powers control will be taken, concurrent with return of the circular to this headquarters for publication.

3. Operational directives.

a. Operational directives will contain matter pertaining to occupational administration.

b. A draft of each operational directive will be prepared by the originating section and submitted to interested staff sections by multiple

Page 2 Par 4 missing



carrier notes, if necessary, for concurrence; telephonic concurrence will be secured if feasible. Final draft will be routed through the Adjutant General for editing, prior to submission to Chief of Staff for approbal. After approval, the draft will be returned to the originating section for preparation of stencils, which will be authenticated by the chief of the general staff section concerned. After stencils have been signed, they will be routed to the Adjutant General for numbering and publication. A model draft for guidance is attached as inclosure 2.

c. The distribution desired for operational directives will be indicated by distribution symbols whichaare listed in Section I, Circular 71, this headquarters, 2 May 1947, subject: "Distribution Symbols." If additional distribution is desired, this will be shown in the following form:

DISTRIBUTION:
"B" plus "X"
Each Mil Govt Team (4)
CINDFEC (10)
CG, FEAF (10)
G-3, Eighth Army (35)

4. Mimeographed messageforms. The following provisions apply only to courier massageforms, not radio messageforms.

(b) a. Mimeographed messageforms will be prepared in linu of circulars will be processed in the same manner as circulars as indicated in paragraph 2b above. Draft will be returned to originating section for preparation of stencils. Stencils will be forwarded to the Adjutant General Section for suthentication, publication and disribution. A bond sheet should be used as an inter sheet in typing stencils for reading purposes. A model draft for guidance is attached as inclosure 3.

c. Distribution of mimeographed messageforms will be as indicated in paragraph 3c above.

5. All reports will be processed in accordance with the provisions of Staff Memorandum 1, this headquarters, 2 January 1948, subject: "Reports Control Procedure."

6. Drafts will be approved by section chirf or excutive officer in his absence by indication on carrier note.

Section II - Rescission

Staff Memorandum 29, this headquarters, 3 June 1946, subject: "Procedure for Preparation of Eighth Army Publications," as amonded, is rescinded.

Staff Memorandum 26, Hq Eighth Army, 23 April 1948, contd.

BY DIRECTION OF THE CHIEF OF STAFF:

J. M. GLASGOW
Colonel, AGD
Adjutant General

3 Inds:
1 - Model draft of Circular
2 - Model draft of Operational Directive
3 - Model draft of Messageform.

DISTRIBUTION:
"Z"

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

CIRCULAR
NUMBER ___

Date

SECTION I - PREPARATION OF DRAFT OF EIGHTH ARMY CIRCULAR.
SECTION II - INCLOSURES ACCOMPANYING DRAFTS OF EIGHTH ARMY CIRCULARS
SECTION III - RESCISSIONS.

Section I - Preparation of Draft Eighth Army Circular.

1. The body structure, i.e., section, outlining etc., of circular drafts will be as shown in this guide, except drafts will be double spaced. The subject of the circular will be typed in upper case letters in the heading and in lower case letters in the body of the circular. The subject should be stated in as few words as possible. Rescissions will be listed in the last section of the circular.

2. Amendments to circulars will carry the same title and file number as the circular being amended. The following are examples of amendments.

a. Section __ - Payment for Laundry Service.

Paragraph 7, Section I, Circular 000, this headquarters, 15 March 1948, subject as above, is amended to read:

"7. This model will be used when only one (1) paragraph or item of a circular is being completely change. If sentence or subparagraph is being added or deleted, the words "to read" will be changed to "to add" or to "to delete" as shown below."
(AG111) (RC)

Paragraph 7, Section I, Circular 000, this headquarters, 15 March 1948, subject as above, is amended to delete subparagraph n.
(AG 111) (RC)

Paragraph 7, Section I, Circular 000, this headquarters, 15 March 1948, subject as above, is amended to add:

"n. This model will be used when a subparagraph or sentence is being added."
(AG 111) (RC)

That portion of the "Unit or Areas Served" column of paragraph 7 Circular 000, this headquarters, 15 March 1948, subject as above , as pertain to CO, 298th Infantry, is amended to read:



Inclosure 1 to Staff Memorandum 26, Hq Eighth Army, 23 April 1948.

Cir __, Hq Eighth Army

"This model will be used when an item is being changed. The word sentence or other phrase will be substituted if sentence in paragraph or inclosure is being amended. For example: The last sentence of paragraph 7, Section I, Circular 000, this Headquarters, 15 March 1948, subject as above, is amended to read:

"Quote the sentence or phrase."

(AG 111) (RC)

b. Section __ - Payment for Laundry Service.

Section III, Circular 000, this headquarters, 15 March 1948, subject as above, is amended as follows:

1. Paragraph 2 to read:

"2. This model will be used when more than one amendment is being effected."

2. By deleting paragraph 4.

3. Paragraph 5a.

a. By deleting:

"(1) Note that each section of a circular is followed by the subject file number and section symbol of the originating section."

b. By adding:

"(7) The file number of the subject matter will be followed by the staff section or sub-section of a staff section originating the circular and will be indicated at the end of each complete section of the draft."

4. Paragraph 6.

a. Subparagraph e to read:

"e. Copy of circular being amended or rescinded, marked in red pencil to indicate changes, will accompany each draft. When words draft."

b. Subparagraph d to read:

"d. Copies of circulars may be obtained from the Publication Section of the Afjutant General Section, telephone number 2-1285."

5. By adding the following paragraphs.

"9. The following phraseology will be used to publish information contained in letters, publications and radiograms:

a. Letter, (issuing headquarters),(file number), (date), (subject), is published for information and compliance. For example: Letter, General Headquarters, Far East Command, AG 714.83 (15 March 48)ABC, 15 March 1948, subject: "Payment for Laundery Service," is published for information and guidance.

b. Paragraph or section (if any) (publication and number), (headquarters), (subject), is published for information and guidance. For example: Paragraph 7, Section II, Circular 000, Department of the Army, 15 March 1948, subject: "Payment for Laundry Service," is published for information and guidance.

c. Radio, (cite number), (headquarters), (date), is published for necessary action. For example: Radio, ZX 00000, General Headquarters, Far East Command, 15 March 1948, is published for necessary action.

10. In subsequent references to a publication in the same circular, it is not necessary to quote the subject of the directive.

11. It is not necessary to list APO's of units referred to in circulars.

12. Paragraphs must have an introductory phrase before subparagraphs."
(AG 111) (RO)

Section II - Inclosures Accompanying Drafts of Eighth Army Circulars.

1. All sample forms, charts, maps etc., to be used as inclosures for circulars will be prepared by the originating section in final form for publication. Inclosures requiring typing only will be prepared by the Adjutant General Section from accompanying draft.

2. Special paper for photographing process must be used when prepared in final form and may be obtained from the Adjutant General Miscellaneous Division as required. Margins on this paper are different for odd and even numbered pages and must not be exceeded. If erasures are made, they must be absolutely clean. Use only pica (large) type if typewriting is necessary.

3. Inclosures prepared in final form will not be numbered, will not be folded or fastened and will be enclosed in an envelope for routing.

Cir __, Hq Eighth Army

4. Inclosures will be listed on draft of circulars in the same manner as when accompanying a letter. When it is necessary to add or revise an inclosures to a circular that is being amended, a notation will be included as follows:

Incl 1 - Report of Arrest
( Incl 4 to Cir OO, Hq Eighth Army, 27 June 47)

or

Incl 1 - Report of Arrest
(Revised Incl 2 to Cir OO, Hq Eighth Army, 27 June 47)
(AG 111) (RC)

Section III - Rescissions.

1. In listing rescissions of circulars or directive which are to be amended, only the original directive will be listed. For example:

Section II, Circular OOO, this headquarters, 17 July 1947, subject:

"Payment for Laundry Service," as amended, is rescinded.

2. Operational circulars may be rescinded by unclassified circulars provided reference is made by section, circular number, date and subject, and the subject does not contain information which is classified.
(AG 111) (RC)

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

OFFICIAL:

J. A. LESTER
Major General, GSC
Chief of Staff

J. W. GLASGOW
Colonel, AGD
Adjutant General

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

OPERATIONAL DIRECTIVE)
)
NUMBER )

Date

**PREPARATION OF DRAFT OF OPERATIONAL DIRECTIVES**

1. To obtain consistancy in all operational directives, the body structure, i.e., outlining will be as shown in this guide, except draft will be double spaced. In the heading subject, all letters are in capitals and underlined. The subject will be stated in as few words as possible. Rescissions will be listed in last paragraph.

2. Amendments to operational directives will have the same title as the directive being amended. A new operational directive number will not be given but amendment number added i.e., Operational Directive 000/1 for 1948. The following are examples of amendments.

a. OPERATIONAL DIRECTIVE)
)
NUMBER 00/2 for 1948 )

PREPARATION OF DRAFT

Paragraph 1, Operational Directive 000, this headquarters, 15 March 1946, subject as above, is amended to read;

"1. References.

a. References will be listed giving paragraph, section number (if any), headquarters, date and subject. For example; Paragraph 7, Section II, Circular 00, General Headquarters, Far East Command, 15 March 1948, subject; "Payment for Laundry Service."

b. In citing a reference in an operational directive which was not distributed to all units, a notation should be made after the reference indicating its distribution. For example; Memorandum from General Headquarters, Supreme Commander for the Allied Powers, to the Japanese Government, AG 458 (15 March 48) EPT/HI (SCAPIN 0000), 15 March 1948, subject: "Payment for Laundry Service." (Previously distributed to all military government teams only).

c. The words "number", "dated" and "file number" are not used in quoting references."



Inclosure 2 to Staff Memorandum 26, Hq Eighth Army, 23 April 1948.

b. OPERATIONAL DIRECTIVE)
)
NUMBER 00/2 for 1946 )

PREPARATION OF DRAFT

Operational Directive 00, this headquarters, 15 March 1948, subject as above, as amended, is further amended as follows:

1. Paragraph 3 by adding:

"z. This form will be used when more than one amendment to a directive is being effected.

y. Note that reference is made in the intoductory phrase to the fact that directive has been previously amended and is being further amended."

2. Paragraph 6 to read:

"6. A copy of the directive being amended or rescinded, marked in red pencil to indicate changes or rescissions, will accompany each draft. When words or sentences are added, they may be indicated by underlining additions on the draft. Copies of operational directives may be obtained from the Publications Section of the Adjutant General Section, telephone number 2-1285."

3. By delating paragraph 7.

4. By adding the follwoing paragraphs:

"9. The follwoing phrascology will be used to publish information contained in letters, publications and radiograms:

a. Letter, (issuing headquarters), (file number), (date), (subject), is published for information and compliance. For example: letter, General Headquarters, Far East Command, AG 714.83 (15 March 48)ABC, 15 March 1948, subject: "Payment for laundry Service," is published for information and guidance.

b. Paragraph or section (if any), (publication and number), (headquarters), (subject), is published for information and guidance. For example: Paragraph 7, Section II, Circular 000, Department of the Army, 15 March 1948, subject: "Payment for Laundry Service," is published for information and guidance.

c. Radio, (cite number), (headquarters), (date), is published for necessary action. For example: Radio, ZX 00000, General Headquarters, Far East Command, 15 March 1948, is

b. OPERATIONAL DIRECTIVE)
)
NUMBER OO/2 for 1946 )

PREPARATION OF DRAFT

Operational Directive OO, this headquarters, 15 March 1948, subject as above, as amended, is further amended as follows:

1. Paragraph 3 by adding:

"z. This form will be used when more than one amendment to a directive is being effected.

y. Note that reference is made in the intoductory phrase to the fact that directive has been previously amended and is being further amended."

2. Paragraph 6 to read:

"6. A copy of the directive being amended or rescinded, marked in red pencil to indicate changes or rescissions, will accompany each draft. When words or sentences are added, they may be indicated by underlining additions on the draft. Copies of operational directives may be obtained from the Publications Section of the Adjutant General Section, telephone number 2-1285."

3. By delating paragraph 7.

4. By adding the follwoing paragraphs:

"9. The follwoing phrascology will be used to publish information contained in letters, publications and radiograms:

a. Letter, (issuing headquarters), (file number), (date), (subject), is published for information and compliance. For example: letter, General Headquarters, Far East Command, AG 714.83 (15 March 48)ABC, 15 March 1948, subject: "Payment for laundry Service," is published for information and guidance.

b. Paragraph or section (if any), (publication and number), (headquarters), (subject), is published for information and guidance. For example: Paragraph 7, Section II, Circular 000, Department of the Army, 15 March 1948, subject: "Payment for laundry Service," is published for information and guidance.

c. Radio, (cite number), (headquarters), (date), is published for necessary action. For example: Radio, ZX 00000, General Headquarters, Far East Command, 15 March 1948, is

published for necessary action.

10. Inclosures will be listed on draft of operational directives in the same manner as when accompanying a letter. When it is necessary to add or amend an inclosure to an operational directive that is being amended, a notation will be included as follows:

Incl 1 - Report of Arrest
(Incl 4 to OD OO, Hq Eighth Army, 27 June 47)

or

Incl 1 - Report of Arrest
(RE vises Incl 3 to OD OO, Hq Eighth Army, 27 June 47)

11. In subsequent references to a publication in the same operational directive, it is not necessary to quote the subject.

12. All pages will be numbered at the bottom and will carry at the top of the second and succeeding pages the following note:

'Operational Directive _____, Hq Eighth Army, _____ (month) (year), cont'd.'

13. Paragraphs must have an introductory phrase before subparagraphs."

5. Rescissions.

a. Operational Directive OO, 10 June 1947, OO/1, 10 July 1947, this headquarters, subject: "Payment for Laundry Service," is rescinded.

b. Operational Directive OOO, this headquarters, 31 December 1947, subject: "Laundry Service," is rescinded.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

J. A. LESTER
Major General, GSC
Chief of Staff

OFFICIAL:

SCHANZE
G-4

DISTRIBUTION:
"Z"

HEADQUARTERS EIGHTH ARMY
United Stated Army
Office of the Commanding General
APO 343

MESSAGEFORM

Date
File No. AG 111.1 (RC)
Office of Origin AG Misc

FROM: CG, EIGHTH ARMY, APO 343 PRECEDENCE: COURIER

TO : SEE DISTRIBUTION INITIALS :

MESSAGE: SUBJECT: "Preparation of Mimeographed Messageforms."

1. This model will be used as a guide in the preparation of mimeographed messageforms except drafts will be double spaced.

a. The body of the message will be typed in the same manner as a military letter.

b. A file number but no cite number will be used.

c. The date will be left blank and typed in when authenticated by the Adjutant General.

d. Single spacing with double spsoes between paragraphs and subparagraphs will be used. If the messagaform is less than nine (9) lines, it may be double spaced.

2. The foolowing phrascology will be used to publish information contained in letters, publications and radiograms:

a. Letter, (issuing headquarters), (file number), (date), (subject), is published for information and complience. For example; Letter, General Headquarters, Far East Command, AG 714.83 (15 March 48)ABC, 15 March 1948, subject; "payment for Laundry Service," is published for information and guidance.

b. Paragraph or section (if any) (publication and number), (headquarters), (subject), is published for information and guidance. For example; Paragraph 7, Section II, Circular 000, Department of the Army, 15 March 1948, subject; "Payment for Laundry Service, " is published for information and Guidance.



Inclosure 3 to Staff Memorandum 26, Hq Eighth Army, 23 April 1948.

DECLASSIFIED E.O. 12065 SECTION 3-402 / NNDG NO. 775045



c. Radio, (cite number), (headquarters), (date), is published for necessary action, For example; Radio, ZX 00000, General Headquarters, Far East Command, 15 March 1948, is published for necessary action.

3. The distribution desired will be indicated by distribution symbols which are listed in Section I, Circular 71, this headquatters, 2 May 1947, this will be shown in the following form:

DISTRIBUTION:
"B" plus "X"
Each mil Govt Team (4)
CINCFEC (10)
CG, FEAF (10)
G-3, Eighth Army (35)

EICHELBERGER

OFFICIAL:

A. R. HANILTON
Major, AGD
Asst. Adj Gen,

DISTRIBUTION:
"Z"

NOTE: Staff Memorandum #65 is the last series for 1947.

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

STAFF MEMORANDUM
NUMBER 1

2 January 1948

SECTION I - REPORTS CONTROL PROCEDURE.
SECTION II - RESCISSIONS.

Section I - Reports Control Procedure.

1. References.

a. AR 305-15, 25 August 1947.

b. Circular 181, General Headquarters, Far East Command, 17 October 1947, subject: "Reports Control Procedures."

c. Circular 1, this headquarters, 2 January 1948, subject: "Reports Control Procedures."

2 . The following provisions are applicable to all recurring and non-recurring reports initiated by staff sections of this headquarters.

a. Each report is subject to the review of titles, form, instructions and reporting procedures by the Reports Control Branch, prior to approval by the Deputy Chief of Staff.

b. Each report approved by the Deputy Chief of Staff is assigned a reports control symbol, to indicate approval and represents the sole authority of the initiating agency to require the report, and of the preparing agency to comply with instructions directing the submission of the report.

c. The reports control symbol will be shown in the upper right hand corner of each approved report. In cases of multipage reports, the reports control symbol will be shown on the cover sheet or first page of the report. Each request for a report, or answer to a directive requiring a report, will include in the reference a citation of the approved reports control symbol and the approved title of the report.

d. Each change, modification or revision of an approved report, its title, instructions or reporting procedures, is subject to review by the Reports Control Branch prior to approval by the Deputy Chief of Staff.

3 . Applications for new reports or for a complete revision of existing reports (e.g., the substituting for existing reports, reports that a re basically different in form, content and scope) will be made on WD AGO Form 335

prepared in duplicate and submitted to the appropriate general staff section having primary interest. The staff section will submit the application to the Deputy Chief of Staff through the Reports Control Branch for approval and assignment of a Reports Control Symbol. One copy of the draft of the requiring directive for the report (including all forms, instructions and reporting procedures proposed to be issued) will be submitted with WD AGO Form 335, "Application for Approval of Reports," in accordance with paragraph 11, AR 5 05-15.

a. Department of the Army, General Headquarters, Far East Command, or Supreme Commander for the Allied Powers reports, which have been assigned reports control symbols by those headquarters, will not be submitted to the Reports Control Branch for approval, but will be handled in accordance with notmal staff procedure by the staff section required to render the report. However, a copy of the Department of the Army, General Headquarters, Far East Command or Supreme Commander for the Allied Powers directive requiring the report, will be furnished to the Reports Control Branch.

b. Department of the Army, General Headquarters, Far East Command, or Supreme Commander for the Allied Powers reports (recurring and non-recurring), which do not have an assigned reports control symbol, and are not exempted under paragraph 8 below, will be brought to the attention of the Reports Control Branch, by the action staff section.

c. Should it become necessary to request a report from commands on the same level as this headquarters, (i.e., FEAF, XXIV Corps, PHILRYCOM, etc.), WD AGO Form 3 3 5 will be prepared in duplicate and submitted as prescribed in paragraph 3 above. The Reports Control Branch, in turn, will request General Headquarters, Far East Command for approval and assignment of a reports control symbol.

d. If a report will be required of General Headquarters, Far East Command or Supreme Commander for the Allied Powers, WD AGO Form 335 will be completed in triplicate and submitted as prescribed in paragraph 3 above. The Reports Control Branch will request General Headquarters, Far East Command for approval and the assignment of a reports control symbol.

e. If a report will be required of other commands and General Headquarters, Far East Command or Supreme Commander for the Allied Powers, the procedures set forth in paragraph 3d above will be followed.

4. Major revisions of existing reports in respect to format, content, definitions or instructions will be reported by preparing WD AGO Form 335, in dplicate, and submitted through the Reports Control Branch, to the Deputy Chief of Staff for approval. These revisions will be reflected in subsequent directives and in the List of Recurring Reports, Eighth Army, by the addition to the original reports control symbol of "(R-1)," "(R-2)," etc.

5. Minor revisions, amending the original directive in scheduling, routing, reporting procedured or preparing agencies, will be reported to the Reports Control Branch, on informal check slip. A minor revision will not require approval of the Deputy Chief of Staff not the addition of the symbol denoting a revision to the original reports control symbol.

6. To discontinue a report required by this headquarters, Staff sections will submit an informal check slip to the Reports Control Branch, setting forth the title, reports control symbol, requiring directive and basis for discontinuing the report. The Reports Control Branch will take the required action to inform the preparing agencies that the report is to be discontinued.

7. Immediately upon issuance of the directive requiring the report or effecting the revision, the staff section concerned will insure that a copy of the directive and all forms, instructions and procedures issued to the preparing agencies are transmitted to the Reports Control Branch.

8. Reports prescribed in paragraph 4, AR 305-15, although exempted form reports control procedured, will be routed through the Deputy Chief of Staff for approval.

9. Reports which are not exempt from reports control procedured, but which require a report to be rendered but once, will be prepared and submitted as prescribed in paragraph 3 reports by the addition of the symbol "(OT)" placed in the reports control symbol. Example: "Reports Control Symbol D-(OT) -35."

Section II - Rescissions.

1. Staff Memorandum 23, this headquarters, 22 October 19944, subject: "Reports," is rescinded.

2. Staff Memorandum 63, this headquarters, 27 December 1946, subject: "Reports Control Procedures," is rescinded.

Staff Memorandum #1, Hq Eighth Army, 2 January 1948, Cont'd.

BY DIRECTION OF THE CHIEF OF STAFF:

J.M. GLASGOW
Colonel, AGD
Adjutant General

DISTRIBUTION: "Z"

GENERAL HEADQUARTERS

SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

DAILY BULLETIN

NUMBER 128

APO 500
2 June 1948

EXTRACT

3. MISUSE OF PSEUDO-OFFICIAL LETTERS AND DOCUMENTS.

Issuance of quasi-official certificates, authorizations, and permits by occupation personnel is creating difficulties for law enforcement and investigative agencies. In many instances non-occupation holders of documents signed by occupation personnel have used such papers in connection with illegal activities.

Any paper bearing the heading of an occupation agency and/or the signature of an occupation member is subject to misinterpretation and acceptance as an official document by Japanese authorities, resulting in embarrassment to the writer as well as to occupation officials.

Papers bearing such phrases as "This is to certify _____," "There is no objection to _____," "To Whom It May Concern," and "The bearer has permission to _____," have been used repeatedly to pass Japanese check points with illegal goods, to obtain access to controlled items and for other activities never intended by the writer.

It is the individual responsibility of all occupation personnel to refrain from such practices involving unwarranted assumption of authority. Any request for such a document which merits consideration should be referred to an agency empowered to take official action. In this connection, attention is invited to paragraph 6, SCAP Circular 8, 18 March 1948.