312.1
Mil Pers.

ADMINISTRATIVE AREA CIRCULAR
No. 25-16

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
UNITED STATES ARMY
WASHINGTON 25, D. C.
23 October 1947

MILITARY PERSONNEL ADMINISTRATION

Stabilization of Enlisted Personnel

(This circular supersedes War Department Group Circular No. 25-16, 9 June 1947, of the same title.)

1. Reference is made to:

a. Section II, Circular 108, War Department, 1947, subject as above, as amended by Section V, Circular 204, War Department, 1947 and Section II, Circular 212, War Department, 1947, and Section VI, Circular 15, Department of the Army, 1947.

b. Section V, Circular 188, War Department, 1947, "Screening of Personnel for Oversea Movement," as amended by Section V, Circular 250, War Department, 1947.

2. In order to insure equitable selection of personnel for foreign service, a report "POR Qualified EM by Length of Oversea Service," Reports Control Symbol CSGPA-112, will be prepared by all activities of the Department of the Army Administrative Area in the Zone of the Interior having enlisted men assigned to the activity, except those activities who have enlisted personnel for duty and are assigned to Headquarters Company, Department of the Army, South Post, Fort Myer, Virginia.

a. Frequency, due date, and routing. As of the end of each calendar month (beginning with the month of October) each activity will prepare the report and forward it to reach the Management Office, Office of the Chief of Staff, United States Army, The Pentagon, Washington 25, D. C., Attention: Military Personnel Section, by the 10th day of the following month.

b. Form. The report will be prepared on DA AGO Form R-5529 (Attachment 1.) Copies of the form are being forwarded with this circular. Additional copies may be obtained from the Management Office, Office of the Chief of Staff.

c. Data to be reported. The report will cover all POR qualified enlisted men assigned to each activity. The following personnel will be excluded from the report.

(1) Pipeline personnel
(2) Personnel with less than 15 months service prior to their expected date of separation from the service.

377

(3) Personnel physically disqualified for oversea service.
(4) Personnel who have served less than 12 months in the Zone of the Interior since their last return from foreign service unless they are volunteers for oversea duty.
(5) Personnel who enlist or who have enlisted for direct initial assignment to units and/or installations within the Zone of the Interior until one year after the date of enlistment or reenlistment unless they are volunteers for oversea duty.

d. Instructions for preparation

(1) Line 1 will be the sum of corresponding entries on lines 2 through 5 which will show the breakdown by length of service overseas since 7 December 1941. The length of service will be the total service regardless of the number of tours.
(2) Column B will be on the sum of corresponding entries in columns C and F. Column C will be the total of columns D and E which will show data on the number of white (to include all races except Negro) enlisted men in grades 1-3 and 4-7, respectively. Column F will be the total of Columns G and H which will show data on Negro enlisted men in grades 1-3 and 4-7, respectively.

BY ORDER OF THE SECRETARY OF THE ARMY:

1 Attachment
DA AGO Form
R-5529, 1 Oct 47

J. LAWTON COLLINS
Lieutenant General, GSC
Deputy Chief of Staff, United States Army

DISTRIBUTION
"A"
(All activities of the Department of the Army Administrative Area)

OVERSEA SERVICE SINCE 7 DEC 41	TOTAL	WHITE			NEGRO		
		All Grades	Grades 1, 2 & 3	Grades 4-7	All Grades	Grades 1, 2 & 3	Grades 4-7
A	B	C	D	E	F	G	H
1. Total							
2. No Service							
3. Less Than 1 Year							
4. 1-2 Years							
5. Over 2 Years							

TO:

ATTN:

Headquarters | Date

Signature

Typed Name, Grade and Title

Reports Control Symbol
CSGPA-112

DA AGO Form 1 Oct 1947 R-5529

REPORT OF POR QUALIFIED EM BY LENGTH OF OVERSEA SERVICE 47 20916

File
MVB

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE
Washington, D. C.

312.1
Mil Per

29 October 1947

SUBJECT: AGO Forms 66-1 and 66-2

TO: The Adjutant General
Department of the Army
Washington, D. C.

Inclosed are obsolete AGO Forms 66-1 and 66-2 for inclusion in individuals 201 files.

MAX V. BROKAW
Major, AGD

3 Incls:
1. Form 66-1 (Lt. Col. Field)
2. Form 66-1 (Capt. Turner)
3. Form 66-2 (Maj. Brokaw)

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3.2.1
Mil

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

Washington, D. C.

23 October 1947

SUBJECT: Leave of Absence

TO: Lt. Col. Virgil F. Field,
Army Section, Secretariat, SANACC

1. Leave of absence for five (5) days is granted Lt. Col. Virgil F. Field, O-470144, GSC, effective on or about 27 October 1947.

2. Paragraph 20, AR 600-115, 20 Aug 1946 requires that a duplicate of WD AGO Form 481, Officer's Record of Leave Taken, be kept current by the individual officer.

W. A. SCHULGEN,
Colonel GSC,
Senior Army Member,
Secretariat, SANACC

Copy furnished:
Lt. Col. Field, Pers. O.

MEMO FOR RECORD: Leave as indicated in letter above is requested. I have 90 days of annual leave as of 1 June 1947. I am not engaged upon any special assignment of the Chief or Deputy Chief of Staff. My address while absent will be: 3069 South Buchannan Street, Arlington, Virginia.

VField

V. F. FIELD
Lt. Colonel, GSC

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File MB

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE
Washington, D. C.

312.1 Mil Misc

29 October 1947

SUBJECT: AGO Forms 66, Col. William A. Schulgen

TO: Commanding General
Army Air Forces
Washington, D. C.

1. Inclosed are accomplished AGO Forms 66 pertaining to Col. William A. Schulgen, GSC, on duty with the Secretariat, State-Army-Navy-Air Force Coordinating Committee.

2. Also inclosed is AGO Form 66-1 pertaining to the above named officer for inclusion in his 201 file.

MAX V. BROKAW
Major, AGD

4 Incls:
1. Form 66 (Hq AAF Copy)
2. Form 66 (AAF Command Copy)
3. Form 66 (Career Man. Copy)
4. Form 66-1

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File 312.1 Misc Ops

DEPARTMENT OF THE ARMY
The Adjutant General's Office
Washington 25, D. C.

AGAS-M

24 September 1947

SUBJECT: Special Roster, Air Force Officers Assigned to Non-AAF Organizations (Reports Control Symbol AFW-SC-SP11).

TO: Commanders of all agencies and organizations serviced by the Machine Records Section, AGO.

1. The inclosed rosters contain the names of all officers assigned to your command whose BASIC ARM OR SERVICE IS AIR CORPS. It is desired that the following information be added and copies 1 and 2 be returned to the Machine Records Section, AGO, within 48 hours after receipt.

a. Column A - enter codes to indicate following:

Code 1 - Rated on flying status (including temporary suspension).
Code 2 - Rated but permanently suspended.
Code 3 - Non-rated on flying status.
Code 4 - Non-rated not on flying status.

b. In order to secure above information, it may be necessary to interview officer or secure such information from his 201 file. In any event, there will be an entry for each officer, using one of the above code numbers.

23 Oct 45 c. Column MOS - enter month and year of initial assignment to non-AAF type organization, i.e., Sep 38, Oct 46, etc.

d. Names will be deleted or added in the regular manner prescribed for monthly personnel rosters.

2. It is important that the military personnel officer give this matter his personal attention and that the rosters be returned promptly as prescribed in paragraph 1 above.

BY ORDER OF THE SECRETARY OF THE ARMY:

On Col Schulgen

E. E. Blount
Adjutant General

Incls.
AGO Form No. 305

323

OSW Office Memorandum
Subject Series No. 10

25-27
1 Page
Page 1

ADMINISTRATIVE AREA CIRCULAR
No. 25-7.2

312.1

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
UNITED STATES ARMY
WASHINGTON 25, D. C.
3 October 1947

MILITARY PERSONNEL ADMINISTRATION

Promotion of Officers on Relief from Active Duty

1. Reference is made to War Department Groups Circular No. 25-7, 13 June 1947 and No. 25-7.1, 2 July 1947.

2. In accordance with the provisions of WCL 21902, 16 September 1947, the deadline date of 30 September 1947 for expressing desire for terminal leave promotion is extended to 31 October 1947.

BY ORDER OF THE SECRETARY OF THE ARMY:

DISTRIBUTION
"A"
(All activities of the Department of Army Administrative Area)

J. LAWTON COLLINS
Lieutenant General, GSC
Deputy Chief of Staff, United States Army

SWNCC SECRETARIAT

State Member
Army Member
Navy Member
Ass't State Member
Ass't Army Member
Ass't Navy Member
Executive Secretary
Ass't Exec. Secretary
State Adm. Assistant
Army Adm. Assistant
Navy Adm. Assistant
File

372

3121
Mail

19 September 1947

Subject: Issuance of Medals.

Thru: Commanding General,
Military District of Washington,
Washington, D. C.

To: Commanding Officer,
Fort Myer, Virginia

1. Under the provisions of paragraph 2 b, Memorandum No. 600 - 65 - 1, War Department dated 28 July 1947 request the following medals be issued for Officer personnel on duty with this office:

Medal	No. Required
Victory Medal	3
American Defense Medal	3

2. When the above medals are ready for distribution request they be forwarded to:

State-War-Navy Coordinating Committee,
Room 2225, New State Department Building,
21st and Virginia, N. W.,
Washington 25, D. C.

V. F. FIELD
Lt. Colonel, GSC
Assistant Secretary, SWNCC

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

312.1
Mail Ro

16 September 1947

Memorandum for Chief, Management Branch, OSW:

In compliance with OSW Office Memorandum No. 10-1, dated 2 September 1947, attached in triplicate are Table of Distribution, Summary and Recapitulation of SSN's for the SWNCC Secretariat.

V. F. FIELD
Lt. Colonel, GSC
Assistant Secretary, SWNCC

Enclosures

File
MB

370

SWNCC, SECRETARIAT

OFFICE, SECRETARY OF WAR

16 September 1947

T/D 400 - 1480

Line	1	2	3	4
1	SWNCC Secretariat	Specification Serial Numbers	SWNCC Secretariat	Total
2	Colonel		2	2
3	Deputy Secretary	2165	(1)	
4	Ass't Secretary	2165	(1)	
5	Lt. Colonel		1	1
6	Ass't Secretary	2165	(1)	
7	Major		1	1
8	Ass't Secretary	2120	(1)	
9	Captain		1	1
10	Ass't Secretary	2600	(1)	
11	1st. Sergeant		1	1
12	Chief Clerk	502	(1)	

SWNCC, SECRETARIAT

OFFICE, SECRETARY OF WAR

16 September 1947

T/D 400 - 1480

SUMMARY

Line	1	2	3	4
1	SWNCC Secretariat	Washington, D.C.	Field Office	Total
2	Colonel	2	0	2
3	Lt. Colonel	1	0	1
4	Major	1	0	1
5	Captain	1	0	1
6	Total Commissioned	5	0	5
7	1st Sgt.	1	0	1
8	Total Enlisted	1	0	1
9	Aggregate	6	0	6

RECAPITULATION OF SSN's

16 September 1947

T/D 400 - 1480

OFFICERS

SSN	Colonel	Lt. Colonel	Major	Captain	1st. Lt.	2nd.Lt.	Total
2165	2	1					3
2120			1				1
2600				1			1
TOTAL	2	1	1	1			5

ENLISTED PERSONNEL

SSN	M/Sgt. or 1st. Sgt.	T/Sgt.	S/Sgt.	Sgt.	Cpl.	PFC	Pvt.	Total
502	1							1
TOTAL	1							1

25-23
1 Page
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-23

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
21 August 1947

MILITARY PERSONNEL ADMINISTRATION

Retired Regular Army Officers on Active Duty

War Department WCL 42416, 12 August 1946 is quoted for your information and guidance:

" 1. This message applies to all Regular Army retired officers on active duty except general officers and those who are occupying positions which are specifically provided for by law. Retired general officers on active duty are being returned to retired status by separate action.

" 2. Unless sooner relieved and returned to retired status under current policy all retired officers except those in the category specified in paragraph 3 below will be returned to retired status on 31 July 48.

" 3. Retired officers on active duty with the following civilian agencies will be returned to their retired status upon being released from their present assignments with the agencies concerned; such as Foreign Liquidation Board, War Assets Administration, State Department and Selective Service, etc.

" 4. The officers will be advised that the date of reversion to retired status will not be delayed because an individual is hospitalized. It is the concurrent responsibility of the retired officer, of his commander, and where appropriate, of the hospital commander to determine whether the officer's physical condition in retired grade is such that an Army retiring board is necessary in order to determine whether the officer is eligible for increased benefits under provisions of Public Law 101, 78th Congress upon his reversion. It is in the interest of the officer to have any such determination as may be necessary made prior to 31 July 48.

" 5. It is desired that each such officer comply with section 3 Circular 59, 46 as amended by section 3 Circular 346, 46."

BY ORDER OF THE SECRETARY OF WAR:

DISTRIBUTION "A"
(All agencies of the War Department Groups)

J. W. BOWEN
Lieutenant Colonel, GSC
Secretary, General Staff

369

MISCELLANEOUS
REPORT FORM

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C
PERSONNEL ROSTER 31	AUGUST 1947				01		T				
STATE WN COCONN											
WASHINGTON D C											
PREPARED BY WDMRS											
ASSIGNED											
SCHULGEN WILLIAM A OPER OFF GEN STAFF	O-017988	COL	AC AC	1	01		C	21653	21653		C
FIELD VIRGIL F OPER OFF GEN STAFF	O-470144	LTC	ACD AC	1	01			21653	21653	1	C
BROKAW MAX V ADMINISTRATIVE OFFICER	O-347639	MAJ	ACD AC	1	01			22603	31120		C
TURNER EMMETT L ADMINISTRATIVE ASSISTANT	O-428829	CPT	FA FA	1	01			0280	38001		1
										2015	
	4										

This roster of 1 sheets contains the names and required classification data of all personnel assigned and attached unassigned to the above organization. The strength of this organization as of the effective date of this roster includes 0 colored and 4 other than colored assigned and attached unassigned personnel as supported by correct designation of each individual listed on this roster. The strength of this roster agrees with the morning report strength of the same date.

T T FIELD
Lt Col GSC
Authenticating Officer

Name and rank

WD AGO FORM 305
1 MAY 1945

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

DIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C	D	E	F
OSTER 51	AUGUST 1947				01		T				01	4704	2	
COCOMM														
ON D C														
HDNRS														
LLIAM A	O-0[illegible]	COL	AC		101		C	2165	2165		02	2	0810	5
F GEN STAFF			AC											
L F	O-470146	LTC	AGD		101			2165	2165		02	2		
F GEN STAFF			AG											
V	O-3476[illegible]	MAJ	AGD		101			2260	2120		08	2	2111	5
TRATIVE OFFICER			AG											
ETT L	O-42[illegible]	CPT	FA		101			0820	2600		16	2	3011	4
TRATIVE ASSISTANT			FA											
										2015				
	4													

the names and
personnel
to the above
organization as
includes 0
and
supported by
listed on
agrees with
date.

ating Officer

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET

5

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

AGAS-M

1 September 1947

SUBJECT: Instructions for Correction of Monthly Personnel Rosters of Officers.

TO: Commanders of all agencies and organizations serviced by the War Department, Machine Records Section, AGO.

1. The attached personnel rosters have been prepared to reflect entries recorded on morning reports, special reports, etc., submitted up to and including 31 August 1947, and WILL BE CORRECTED AS OF THAT DATE. PRIOR TO CORRECTING ROSTERS, READ THIS LETTER AND CODE SHEET CAREFULLY.

2. a. PERSONNEL WHO SHOULD NOT APPEAR ON THE ROSTER WILL BE DELETED BY DRAWING A THIN LINE THRU THE ENTIRE ENTRY AND THE DATE OF THE MORNING REPORT ON WHICH THE CHANGE OCCURRED WILL BE ENTERED.

b. Personnel added to the roster will be entered at the end of the roster under the proper basic status (assigned, or attached from other organizations) with complete information and THE DATE OF THE MORNING REPORT ON WHICH CHANGE OCCURRED. (NOTE: DO NOT ENTER CHANGES THAT APPEAR ON [redacted] MORNING REPORTS AS HAS BEEN DONE IN THE PAST. THIS ROSTER WILL ONLY REFLECT THE CONDITION OF A COMMAND THRU 31 AUGUST 1947).

c. FOR PERSONNEL OVERSEAS, ENTER IN COLUMN E, DATE ELIGIBLE FOR RETURN TO U.S. DO NOT ENTER MONTHS OVERSEAS ON PERSONNEL SERVING OUTSIDE UNITED STATES. For personnel in ZI, enter months overseas, 3rd and 4th printing positions, Column D; and date return from overseas, Column E.

3. a. Inasmuch as the name is mechanically limited to 19 spaces, it is necessary to eliminate printing that portion of a name exceeding 19 spaces. In view of the foregoing, it is not necessary to enter the missing portions of the name as corrections.

b. The appearance of ZEROS to the left of the first number of a serial number does not indicate an error. They are printed from cards and serve as a mechanical function in the Machine Records Unit.

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all commissioned officers will carry a competent Arm or Service as provided in the afore-mentioned circular. Only Arms or Services authorized for Active Duty will be shown. Several inactive Reserve Arm or Services are not authorized on Active Duty. See WD Memorandum 330-61-1 dated 26 June 1947.

(1) The Detailed Arm or Service, printed on the same line as the name is that in which currently serving. Warrant Officers will continue to reflect "NO" as a Duty Branch. Note: Duty Arm or Service for National Guard Bureau is "NGB".

(2) The BASIC Arm or Service, printed below Duty Arm or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm or Service and the Basic Arm or Service may be the same. In any event, the accurate

entry is stressed and in all cases there will be two entries to reflect an Arm or Service. See abbreviations in Appendix II, WD Memorandum 330-61-1, dated 26 June 1947.

d. Attached Personnel: For personnel attached from other organizations, verify only name, grade, ASN and Duty Arm or Service.

e. When correcting duty code and description of primary MOS, use only codes and descriptions shown in TM 12-406. Do not enter any duty title or code unless they are in agreement with TM 12-406.

4. a. Add under Arm or Service, BASIC, for all Warrant Officers, the classification numbers, NOT SSN, referred to in paragraph 4a AR 610-10, 6c (2) AR 610-15 and paragraph 2, Section 7, WD Circular 370, 1946. Warrant Officers, Army Mine Planter Service and Band Leaders' Basic Arm or Service will be designated by 98 and 99 respectively. (Note: Classification Number for Warrant Officers, Administrative Clerical, is 1, SSN 2600. Do not use the SSN. Classification Number will not exceed two digits).

b. Detailed Arm or Service of Special Service, "SPS", will be used to designate officers detailed therein.

c. Enter Code Number 1 to indicate Volunteer for Overseas Service; Code Number 2 to indicate Non-volunteer. 1st Printing Position, Column D (applies to ZI officers only).

d. Enter on all officers whose Duty or Basic Branch is AC, the Aeronautical Rating in Column B. If not rated, enter the number zero. There will be some type entry for all AC officers - see Code Sheet.

5. Within 48 hours after receipt, the corrected rosters will be forwarded to the address indicated below. Rosters will be authenticated in the space provided at the end of the roster. THE STRENGTH OF THE ROSTER WILL BE IN EXACT AGREEMENT WITH THE STRENGTH REPORTED ON THE MORNING REPORT DATED 31 AUGUST 1947.

COPY NO.	FORWARD TO
1, 2 & 3	Officer-In-Charge War Department, Machine Records Section, AGO Room 1-D-816, The Pentagon Washington 25, D. C.
5 & 6	Retain for your own use.
4	Forward to your next higher administrative headquarters, if applicable.

6. The attached code sheet will be used to correct rosters and will assist in lining up the columns containing specified information. It will also assist in decoding the roster by providing a visual presentation of information printed thereon.

BY ORDER OF THE SECRETARY OF WAR:

C. E. Bennett
Adjutant General

Incls.
WD, AGO Forms No. 305
Info Code Sheet

MISCELLANEOUS
REPORT FORM

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C
PERSONNEL ROSTER 31	AUGUST 1947				01		T				
STATE WR COCOMN											
WASHINGTON D C											
PREPARED BY WDWRS											
ASSIGNED											
SCHULGEN WILLIAM A OPER OFF GEN STAFF	O-0[illegible]COL		AC AC		101		C	21651	2165		
FIELD VIRGIL F OPER OFF GEN STAFF	O-470144LTC		ACD AC		101			21653	21651		
BROKAW MAX V ADMINISTRATIVE OFFICER	O-347635MAJ		ACD AC		101			21603	2120		
TURNER ERNEST L ADMINISTRATIVE ASSISTANT	O-436[illegible]CPT		PA PA		101			02203	24001		
									2015		

This roster of 1 sheet [illegible] required classification data of [illegible] assigned and attached unassigned [illegible] organization. The strength of this organization [illegible] the effective date of this roster includes 0 [illegible]ed and 4 other than co[illegible]ed assigned [illegible] attached unassigned personnel [illegible] supported [illegible] correct designation of each individual listed [illegible] this roster. The strength of this roster agrees with the morning report strength of the same date.

Authenticating Officer

V F FIELD
Lt Col GSC

WD AGO FORM 305
1 MAY 1945

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

IVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C	D	E	F
OSTER 31	AUGUST 1947				01		1T				01	4704	2	
COCOMM														
N D C														
WDHRS														
LLIAM A	O-017982	COL	AC		101		C	2165	12165		02 2	0810	5	
GEN STAFF			AC											
L F	O-470144	LTC	ACD		101			2165	32165	1	02 2			
GEN STAFF			AG											
V	O-347635	MAJ	ACD		101			2260	32120		02 2	2111	5	
RATIVE OFFICER			AC											
TT L	O-436829	CPT	FA		101			0280	326001		16 2	1011	4	
RATIVE ASSISTANT			PA											
									2015					
	4													

...ve
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...ganization
...includes 0
...ed assigned
...supported
...idual listed
...ter agrees wit
...same date.

.....
...ing Officer

.....
...and title

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET

DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MCO	C
ASSIGNED											
JONES, HERMAN W DIR OR CHIEF MAJ DEPART	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110	8 09

NAME LIMITED TO 19 SPACES
UNDER NAME IS DUTY DESCRIPTION TITLE

Check ASN against 66-1

Expiration date of category VI, VII, VIII & category V Med Off

RATING

Primary MOS taken from TM 12-406

Duty Code Taken From TM 12-406 (See letter)

CATEGORY

UPPER LINE IS PRESENT OR DETAILED ARM OR SERVICE
LOWER LINE IS BASIC ARM OR SERVICE. THIS IS A OR S IN WHICH OFFICER WAS COMMISSIONED OR TRANSFERRED.
A OR S "AUS", "BI", "NO" NOT AUTHORIZED SEE WD CIR 40 cs. SEE LETTER INSTRUCTIONS FOR BASIC A OR S FOR WARRANT OFFICERS.
Note: A or S has been shortened to 2 letters. The carrier A or S for RA is as indicated (see letter).

USE RACE CODE: 1-White, 2-Colored, 3-Chinese, 4-Japanese, 5-Hawaiian, 6-American Indian, 7-Filipino, 8-Puerto Rican (W), Q-Puerto Rican (Col), 9-Others.

USE CODE FOR AERONAUTICAL RATING AS FOLLOWS:

C-COMD PILOT
S-SR PILOT
P-PILOT
Z-SERV PILOT
Y-SR SERV PILOT
G-GLIDER PILOT
J-BALLON PILOT
F-FLIGHT SURGEON
M-AVIATION MEDICAL EXAMINER
W-FLIGHT NURSE

D-AIRCRAFT OBSERVER, BOMBARDIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBARDIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER
ZERO (0)-NON-RATED

UNDER COMPONENT USE CODES
1-RA, 3-ORC, 4-NG
5-PS, 6-AUS, 9-WAC

Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for overseas on all officers in ZI.

1-Liaison Pilot
2-Parachutist
3-Glider Trooper
4-Diver (Submarine)
5-Mine Planter

6-Combat Inf. Badge
7-Expert Inf. Badge
8-Combat Medical Badge
9-Parachutist - Gliderman

ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 31 AUGUST 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.

H-MC (COMB) PARACHUTIST
I-MC (COMB) GLIDER
L-COMBAT INF PARA

O-COMB-INF - GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

IDUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MGO	C	D	E	F
	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110	8	09	36	12 5
S IPTION TITLE	Check ASN against 66-1					Expiration date of category VI, VII, VIII & category V Med Off	RATING	Primary MOS taken from TM 12-406		Duty Code Taken From TM 12-406 (See letter)	CATEGORY	YEAR OF BIRTH	TOTAL MONTHS OVERSEAS TO CURRENT DATE	For ZI Mo. & Year return from overseas For O/S personnel. Date eligible for ret to US

DETAILED ARM OR SERVICE
OR SERVICE. THIS IS A OR S
MISSIONED OR TRANSFERRED.
NOT AUTHORIZED SEE
R INSTRUCTIONS FOR
OFFICERS.
hortened to 2 letters. The
r RA is as indicated (see letter).

2-Colored, 3-Chinese, 4-Japanese,
ndian, 7-Filipino, 8-Puerto Rican (W),
Others.

L RATING AS FOLLOWS:
RCRAFT OBSERVER,
MBARDIER, NAVIGATOR
AIRCRAFT OBSERVER
RCRAFT OBSERVER
RCRAFT OBSERVER
RCRAFT OBSERVER, NAVIGATOR
RCRAFT OBSERVER, BOMBARDIER
RCRAFT OBSERVER, RADAR
RCRAFT OBSERVER, FLIGHT ENGINEER
RCRAFT OBSERVER, FLEXIBLE GUNNER
CHNICAL OBSERVER
(O)-NON-RATED

UNDER COMPONENT
USE CODES
1-RA, 3-ORC, 4-NG
5-PS, 6-AUS, 9-WAC

Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for overseas on all officers in ZI.

mbat Inf. Badge
pert Inf. Badge
mbat Medical Badge
rachutist - Gliderman

O-COMB-INF - GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 31 AUGUST 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.

OSW OFFICE MEMORANDUM
NO. 14-29

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 28 August 1947

TEMPORARY INFORMATION AND INSTRUCTIONS

Officer Personnel Act of 1947

1. Attached is a brief summary of the Officers Personnel Act of 1947 for the information of all officer personnel in the Office, Secretary of War.

2. The complete text of the act will be published as a War Department Bulletin in the near future.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant

1 Attachment
Summary

DISTRIBUTION
"X"
(All Officer Personnel in the Office, Secretary of War)

SEP 4 - 1947

Col Schulgen has a copy
MB

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OFFICERS PERSONNEL ACT OF 1947 - A SUMMARY Attachment No. 1

The enactment of the "Officers Personnel Act of 1947" gives the Army a new and comprehensive system for the appointment, promotion and elimination of Regular Army officers. This system was evolved after more than a year of detailed research, study and consultation among the major components and agencies of the Army. The purpose of this summary is to acquaint all officers with the significant features of the Act.

General. The Regular Army and the Air Force are authorized an active list strength of 51,000 commissioned officers. Separate promotion lists will be established for the Army, Air Corps, Medical Corps, Dental Corps, Medical Service Corps, Veterinary Corps, and Chaplains Corps. Within each list, maximum numbers in each grade are established as a percentage of the authorized strength of that list. These percentages cannot exceed: colonel, 8 percent; lieutenant colonel, 14 percent; major, 19 percent; captain, 23 percent; first lieutenant, 18 percent; second lieutenant, 18 percent. Additional strength is authorized in any grade to compensate for shortages in higher grades. The numbers in general officer grade are also prescribed by specific strength percentages.

Upon the establishment of the United States Air Force under the provisions of the Unification Act the Air Corps list will become a U. S. Air Force promotion list. The provisions of the Officers Personnel Act of 1947 will then be applicable to the U. S. Air Force. Ultimately this U. S. Air Force list will consist of officers now in the Air Corps and those who transfer to the U. S. Air Force during the two-year transition period.

Appointment. Officers will be appointed in the Air Corps, the several Corps of the Medical Department, the Chaplains Corps, and as professors of the Military Academy. All other officers will be appointed in the Regular Army without reference to branch. Officers will continue to be members of a particular army or service, but this will be by virtue of assignment rather than appointment. Transfers between branches will be accomplished b direction of the Secretary of War without the requirement of a new presidential appointment.

Promotion. Will be by selection for all grades above first lieutenant, and all officers, regardless of branch, will have the same opportunity for advancement. Medical Department officers, Chaplains and JAG officers are placed on the same promotion schedule as other officers. However, to adjust their promotion standing to reflect the extra years of education required by their profession, officers appointed to these lists after 1 January 1948 will receive constructive service credits for promotion purposes (four years of doctors, three for dentists, chaplains and lawyers, and two for veterinarians). Preintegration officers of the Medical Department and Chaplains Corps also receive certain service credits for promotion purposes to insure them proper seniority on their list. Additionally, officers appointed from the Reserves in 1942-45, inclusive, will receive promotion credit for active commissioned Federal service performed after 7 December 1941, as is now given officers appointed under the integration program.

Second lieutenants may be promoted to first leitenant, in order of seniority, to fill vacancies in that grade; however, they will be promoted automatically on completion of 3 years service regardless of vacancy. Though promotion for this group is not be selection, those found to be not fully qualified shall have their commissions revoked.

The maximum time in grade for promotion to captain, major, and lieutenant colonel is lowered to 7, 14, and 21 years respectively. Promotions to these grades may be made in a shorter time from among those recommended by selection boards composed of senior officers. Those recommended as "fully qualifield" are placed on permanent recommended lists in the order of their seniority, and are promoted from that list to fill vacancies in the higher grade. No officer will be considered for selection without considering all others senior to him on the appropriate promotion list, and no officer will be promoted before any officer ahead of him on the recommended list. Officers on a recommended list will be promoted to captain, major, and lieutenant colonel on reaching 7, 14, and 21 years service, even though the authorized percentages in those grades may be thereby temporarily exceeded.

To meet initial requirements in the above three grades promotions will be made on or about 1 July 1948. Those officers who, on 30 June 1948, will have served 7, 14, and 21 years will be promoted to the grade of captain, major, or lieutenant colonel. To the extent that additional vacancies will exist, additional promotions will be made from officers selected by selection boards as "fully qualified" or selected as "best qualified" from a list of named officers furnished by the Secretary of War. No officer may be listed for consideration without considering all officers senior to him on the applicable promotion list (except in the case of officers who served in temporary general officer grades during the War). However, officers with outstanding war records may be considered for selection to a higher grade ahead of their seniors in permanent grade. No limitation is placed on the number of officers who may be listed for consideration. Officers not selected for this initial promotion will not be deemed to have failed of selection for purposes of forced elimination hereinafter mentioned.

Selection boards will select and recommend the "best qualified" officers for promotion to colonel, brigadier general, and major general from among officers in the next lower grade listed for consideration by the Secretary of War, in the order of their seniority. After 30 June 1949, officers will be eligible for consideration and appointment in these grades upon completion of 1 year in the next lower grade of permanent appointment.

Chiefs and assistant chiefs of the various services will be selected from qualified officers, down to and including lieutenant colonels who have had actual extended duty in that particular service. An appropriate list will be furnished by the Secretary of War to a board of five general officers for consideration. Provision is made for adequate representation on this board of officers of the branch concerned. The board will recommend a minimum of three names to the President for the appointment. When appointed, the officer will be permanently appointed to the general officer grade specified for the office, which grade will be retained by the officer after termination of the assignment. These provisions become effective for each office on the date that office is vacated by its present incumbent.

In addition to the permanent promotion and the initial promotion provisions already discussed, temporary promotion authority will be retained during the period that the total active strength of the Army exceeds the authorized Regular Army strength. Temporary promotions will be made, under centralized War Department control, to fill authorized requirements, with due regard being given to seniority, ability and efficiency.

Elimination of Mandatory Retirement. Officers in the grade of first lieutenant, captain and major who twice fail to be recommended for promotion will be removed from the active list. They will be given a severance allowance equal to 2 months base and longevity pay for each year's service, but not to exceed 2 years pay. If such officers are within two years of becoming eligible for retirement, however, they will be retained on the active list and retired when eligible. When so retired, they will receive retired pay computed at 2-1/2 percent per year of service (or per year of service credit for pay purposes, if greater). Year of service used in this sense includes, for officers integrated under Public Law 281, the constructive service awarded them on appointment. As mentioned above, officers not selected for an initial promotion on or about 1 July 1948, are not considered to have failed to be recommended for promotion for purposes of elimination under these provisions.

Lieutenant colonels not recommended for promotion will be retired upon completion of 28 years service. Colonels and brigadier generals, unless recommended for promotion, will be retired upon completion of 5 years in that permanent grade but not before completion of 30 years total service. Major generals who complete 5 years service in that permanent grade and 35 years total service and are not occupying higher temporary grades, will be retired. However, regardless of time in grade or total service, new age ceilings require retirement of major generals at age 62 and of officers of lower grade at age 60.

Effective dates. The promotion provisions pertaining to second lieutenants are effective 31 December 1947. Promotions to the grades of captain, major and lieutenant colonel will be made under prior law until 31 December 1947, after which date promotions will be suspended until 1 July 1948. Thereafter, the new law will apply. The suspension of promotions in these grades is to provide integrated officers an equal opportunity for initial promotion.

The system of selection for generals and colonels is effective as of the date of enactment of the law.

The provisions for involuntary retirement affecting general officers become effective 6 months after date of enactment and those relating to colonels and lieutenant colonels after 30 June 1953. However, if at any time the Secretary of War considers that there exists an excessive number of such officers with more than 30 years service, he may appoint a board to recommend the retirement of an appropriate number.

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-19.1

WAR DEPARTMENT 312.1
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D.C.
6 August 1947

MILITARY PERSONNEL ADMINISTRATION

Regular Army Enlistment Policy

1. The following instructions as contained in War Department WCL 39934, 1 August 1947 and WCL 38642, 29 July 1947, are furnished for the information, guidance, and compliance of all concerned.

"1. The enactment of PL 239 on 25 July 1947 stops the accrual of veterans benefits under the socalled GI Bill of Rights at 12 o'clock midnight, 24 July 1947. Men enlisting or reenlisting in the Regular Army after 12 o'clock midnight 24 July 1947 will not accrue veterans benefits under the GI Bill of Rights. Men extending first enlistments contracted prior to 6 October 1946 will continue to accrue veterans benefits for the duration of that first extended enlistment. Men extending enlistments contracted on or after 6 October 1946 will accrue no further veterans benefits under the GI Bill of Rights after 12 o'clock midnight, 24 July 1947. These benefits include the following: Education and training, guarantee of loans, unemployment compensation, and vocational rehabilitation. All personnel engaged in enlistment, reenlistment or extension of enlistment activities will insure that enlistees are so informed.

"2. Because of the delay in disseminating the above information, certain men have been enlisted since the enactment of this legislation with the impression that they were eligible for veterans benefits. Commanders of all echelons overseas and within the continental limits of the United States will insure that every individual enlisted between 12 Midnight, 24 July 1947 and the time that the information contained in this message is disseminated, is interviewed and offered the following options:

(a) Discharge for the convenience of the Government under the provisions of Paragraph 1, AR 615-365.

(b) Retention in the service notwithstanding the fact that legislation had been enacted which deprives the individual of the aforementioned veterans benefits.

"3. If an individual in the category in question chooses option B, described in the preceding paragraph, notation will be made under "Remarks" on the qualification card and under "Remarks Administrative" in the service record as follows: "Option for retention in service under (cite WCL 39934 and WCL 38642) elected (date of election).

"4. Other than terminating the war for the purposes of the GI Bill of Rights and thus stopping the accrual of benefits as of 12 Midnight, 24 July 1947, PL 239 does not alter the scope or intent of previous legislation in this regard. Individuals who contracted a first enlistment prior to 6 October 1946 will continue to accrue veterans benefits for the duration of that first enlistment. Individuals who enlisted on or after 6 October 1946 but prior to 12 Midnight, 24 July 1947 are precluded by PL 239 from the accrual of further benefits for service on or after 25 July 1947."

BY ORDER OF THE SECRETARY OF WAR:

DISTRIBUTION
"A"
(All agencies of the
War Department Groups)

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

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

312.1 Mil. Pers

13 August 1947

SUBJECT: Leave of Absence

TO: Captain Emmett L. Turner
Army Section, Secretariat, SWNCC

1. Leave of absence for five (5) days is granted to Captain Emmett L. Turner, 0-426229, FA, effective on or about 18 August 1947.

2. Paragraph 20, AR 600-115, 20 Aug 1946 requires that a duplicate of WD AGO Form 481, Officer's Record of Leave Taken be kept current by the individual officer.

W. A. SCHULGEN,
Colonel, GSC,
Senior Army Member
Secretariat, SWNCC

Copy furnished:
Lt. Col. Field, Pers. O.

MEMO FOR RECORD: Leave as indicated in letter above is requested. I have 90 days accrued leave as of 1 June 1947. I am not engaged upon any special assignment of the Chief or Deputy Chief of Staff. My address while absent will be: Route 3, Box 519, Alexandria, Virginia.

Emmett L. Turner
EMMETT L. TURNER
Captain, F.A.

Approved: [illegible] Ex. Sec., SWNCC.

365

File: War 312.1

OCS FORM 59
REV. 19 JUNE 1947

WAR DEPARTMENT GROUPS
PERSONNEL AUTHORIZATION

SERIAL NO. 4

(AGENCY) (GROUP)
TO: State-War-Navy Coordinating Committee Secretary of War Group

DATE 11 August 1947

PURSUANT TO THE PROVISIONS OF WAR DEPARTMENT MEMORANDUM NO. 3-15-1, 14 FEBRUARY 1947, "WAR DEPARTMENT GROUPS", THE FOLLOWING PERSONNEL ATHORIZATIONS ARE APPROVED.

(FOR FURTHER INFORMATION CALL EXT. 2271)

NOTED
MANAGEMENT BRANCH
OSW

C. Clough, Jr. Lt. Col. GSC
for BERND G. BAETCKE, Lt Col, GSC
Chief, Management Office, OCS

LINE NO.	CATEGORY	(COLUMN 1) TOTAL AUTHORIZATION ZI	(COLUMN 2) SPECIAL LIMITATIONS ON PERSONNEL AUTHORIZED IN COLUMN 1		(COLUMN 3) NO. FOR FOREIGN ASSIGNMENT
			(2A) NO. WHICH MAY BE IN D.C. & ARL. CO. VA.	(2B) NO. FOR ASSIGNMENT WITHIN ZI OUTSIDE D.C. & ARL. CO. VA.	
1	ALL TYPES-TOTAL	*	*		
2	MILITARY PERSONNEL-TOTAL	6	6		
3	OFFICER-TOTAL	5	5		
4	GENERAL OR COLONEL	2	2		
5	LIEUTENANT COLONEL	1	1		
6	MAJOR	1	1		
7	CAPTAIN	1	1		
8	FIRST LIEUTENANT				
9	SECOND LIEUTENANT				
10	WARRANT OFFICER-TOTAL				
11	CHIEF				
12	JUNIOR GRADE				
13	ENLISTED-TOTAL	1	1		
14	GRADE 1	1	1		
15	GRADE 2				
16	GRADE 3				
17	GRADE 4				
18	GRADE 5				
19	GRADE 6				
20	GRADE 7				
21	CIVILIAN PERSONNEL-TOTAL	*	*		
22	DEP'L.-GRADED (SEE REVERSE)				
23	FIELD-GRADED (SEE REVERSE)				
24	UNGRADED				

REMARKS: This authorization supersedes WD Groups personnel authorization No. 3, 25 April 1947, and is issued to establish personnel ceilings approved by the Deputy Chief of Staff for the third quarter calendar year 1947.

* Civ Pers will be sub-authorized by Management Office, OSW

COPIES FURNISHED:
Addressee
Pres-WDMB
Dir-O & T Div
Dir-P & A Div
CMB-Mgt Off
TAG-SAB
TAG-MRU

S/W (Mr. Yingling)
C/ Mil Pers Sect
Col Wilson, 2E 612

364

47 13368

GRADE CEILINGS ESTABLISHED WITHIN TOTAL CIVILIAN GRADED AUTHORIZATION ARE AS FOLLOWS:

GEOGRAPHICAL LOCATION	TOTAL GRADED	GROUP A CAF-13-14-15	GROUP B CAF 11-12 P-6-7-8	GROUP C CAF 9-10 P 3-4-5	GROUP D ALL OTHER
TOTAL GRADED CIVILIAN AUTHORIZATION (LINE 22&23)					
DEPARTMENTAL					
FIELD IN DC-AC AREA					
FIELD OUT DC-AC AREA					

MISCELLANEOUS REPORT FORM

313.1 Mil Pers.

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C
PERSONNEL ROSTER 31	JULY 1947				01	11					
STATE WN COCOMM											
WASHINGTON D C											
PREPARED BY WDMRS											
ASSIGNED											
SCHULGEN WILLIAM A OPER OFF GEN STAFF	O-017923	COL	AC AC	1	01		C	2165	1	2165	
FIELD VIRGIL F OPER OFF GEN STAFF	O-470144	LTC	AGD AG	1	01			2165	3	21651	
TURNER EMMETT L ADMINISTRATIVE ASSISTANT	O-426229	CPT	FA FA	1	01			0220	3	26001	
										2015	
	3										

This roster of ...1.... sheets contains the names and required classification data of all personnel assigned and attached unassigned to the above organization. The strength of this organization as of the effected date of this roster includes ...0... colored and ....3.. other than colored assigned and attached unassigned personnel as supported by correct designation of each individual listed on this roster. The strength of this roster agrees with the morning report stength of the same date.

.....
Authenticating Officer
V F FIELD
Lt Col GSC

.....
Name, grade and title

WD AGO FORM 1 MAY 1945 305 — EDITION OF 1 JUL 43 MAY BE USED

SHEET

DIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C	D	E	F
ROSTER 31	JULY 1947				01	11					04	4308		
COCOMM														
ON D C														
NDNRS														
LLIAN A	O-017923	COL	AC	1	01		C	2165	1	2165	02	0810	5	
GEN STAFF			AC											
L F	O-470144	LTC	AGD	1	01			2165	3	21651	02			
GEN STAFF			AG											
TT L	O-426229	CPT	FA	1	01			0220	3	26001	16	3011	4	
RATIVE ASSISTANT			FA											
										2015				
	3													

...eets contains the names ...data of all personnel ...unassigned to the above ...of this organization as ...roster includes ....er than colored assigned ...personnel as supported ...each individual listed on ...this roster agrees with ...of the same date.

.....
...Officer

.....
...and title

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET

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

AGAS-M

1 August 1947

SUBJECT: Instructions for Correction of Monthly Personnel Rosters of Officers.

TO: Commanders of all agencies and organizations serviced by the War Department, Machine Records Section, AGO.

1. The attached personnel rosters have been prepared to reflect entries recorded on morning reports, special reports, etc., submitted up to and including 31 July 1947, and WILL BE CORRECTED AS OF THAT DATE. PRIOR TO CORRECTING ROSTERS, READ THIS LETTER AND CODE SHEET CAREFULLY.

2. a. PERSONNEL WHO SHOULD NOT APPEAR ON THE ROSTER WILL BE DELETED BY DRAWING A THIN LINE THRU THE ENTIRE ENTRY AND THE DATE OF THE MORNING REPORT ON WHICH THE CHANGE OCCURRED WILL BE ENTERED.

b. Personnel added to the roster will be entered at the end of the roster under the proper basic status (assigned, or attached from other organizations) with complete information and THE DATE OF THE MORNING REPORT ON WHICH CHANGE OCCURRED. (NOTE: DO NOT ENTER CHANGES THAT APPEAR ON AUGUST MORNING REPORTS AS HAS BEEN DONE IN THE PAST. THIS ROSTER WILL ONLY REFLECT THE CONDITION OF A COMMAND THRU 31 JULY 1947.

c. FOR PERSONNEL OVERSEAS, ENTER IN COLUMN E, DATE ELIGIBLE FOR RETURN TO U.S. DO NOT ENTER MONTHS OVERSEAS ON PERSONNEL SERVING OUTSIDE UNITED STATES. For personnel in ZI, enter months overseas, 3rd and 4th printing positions, Column D; and date return from overseas, Column E.

3. a. Inasmuch as the name is mechanically limited to 19 spaces, it is necessary to eliminate printing that portion of a name exceeding 19 spaces. In view of the foregoing, it is not necessary to enter the missing portions of the name as corrections.

b. The appearance of ZEROS to the left of the first number of a serial number does not indicate an error. They are printed from cards and serve as a mechanical function in the Machine Records Unit.

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all commissioned officers will carry a competent Arm or Service as provided in the afore-mentioned circular. Only Arms or Services authorized for Active Duty will be shown. Several inactive Reserve Arm or Services are not authorized on Active Duty. See WD Memorandum 330-61-1 dated 26 June 1947.

(1) The Detailed Arm or Service, printed on the same line as the name is that in which currently serving. Warrant Officers will continue to reflect "NO" as a Duty Branch. Note: Duty Arm or Service for National Guard Bureau is "NGB".

(2) The BASIC Arm or Service, printed below Duty Arm or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm of Service and the Basic Arm or Service may be the same. In any event, the accurate

entry is stressed and in all cases there will be two entries to reflect an Arm or Service. See abbreviations in Appendix II, WD Memorandum 330-61-1, dated 26 June 1947.

d. Attached Personnel: For personnel attached from other organizations, verify only name, grade, ASN and Duty Arm or Service.

e. When correcting duty code and description of primary MOS, use only codes and descriptions shown in TM 12-406. Do not enter any duty title or code unless they are in agreement with TM 12-406.

4. a. Add under Arm or Service, BASIC, for all Warrant Officers, the classification numbers, NOT SSN, referred to in paragraph 4a AR 610-10, 6c (2) AR 610-15 and paragraph 2, Section 7, WD Circular 370, 1946. Warrant Officers, Army Mine Planter Service and Band Leaders' Basic Arm or Service will be designated by 98 and 99 respectively. (Note: Classification Number for Warrant Officer, Administrative Clerical, is 1, SSN 2600. Do not use the SSN. Classification Number will not exceed two digits).

b. Detailed Arm or Service of Special Service, "SPS", will be used to designate officers detailed therein.

c. Enter Code Number 1 to indicate Volunteer for Overseas Service; Code Number 2 to indicate Non-volunteer. 1st Printing Position, Column D (applies to ZI officers only).

d. Enter on all officers whose Duty or Basic Branch is AC, the Aeronautical Rating in Column C. If not rated, enter the number zero. There will be some type entry for all AC officers - see Code Sheet.

5. Within 48 hours after receipt, the corrected rosters will be forwarded to the address indicated below. Rosters will be authenticated in the space provided at the end of the roster. THE STRENGTH OF THE ROSTER WILL BE IN EXACT AGREEMENT WITH THE STRENGTH REPORTED ON THE MORNING REPORT DATED 31 JULY 1947.

COPY NO.	FORWARD TO
1, 2 & 3	Officer-In-Charge War Department, Machine Records Section, AGO Room 1-D-816, The Pentagon Washington 25, D. C.
5 & 6	Retain for your own use.
4	Forward to your next higher administrative headquarters, if applicable.

6. The attached code sheet will be used to correct rosters and will assist in lining up the columns containing specified information. It will also assist in decoding the roster by providing a visual presentation of information printed thereon.

BY ORDER OF THE SECRETARY OF WAR:

J D Bellamy
Adjutant General

Incls.
WD, AGO Forms No. 305
Info Code Sheet

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MCO	C
ASSIGNED											
JONES, HERMAN W DIR OR CHIEF MAJ DEPART	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110	8 09
NAME LIMITED TO 19 SPACES UNDER NAME IS DUTY DESCRIPTION TITLE	Check ASN against 66-1					Expiration date of category VI, VII & VIII	RATING	Primary MOS Taken from TM 12-406		Duty Code Taken From TM 12-406 (See letter)	CATEGORY

UPPER LINE IS PRESENT OR DETAILED ARM OR SERVICE
LOWER LINE IS BASIC ARM OR SERVICE. THIS IS A OR S IN WHICH OFFICER WAS COMMISSIONED OR TRANSFERRED.
A OR S "AUS", "BI", "NO" NOT AUTHORIZED SEE WD CIR 40, cs. SEE LETTER INSTRUCTIONS FOR BASIC A OR S FOR WARRANT OFFICERS.
Note: A or S has been shortened to 2 letters. The carrier A or S for RA is as indicated (see letter).

USE RACE CODE: 1-White, 2-Colored, 3-Chinese, 4-Japanese, 5-Hawaiian, 6-American Indian, 7-Filipino, 8-Puerto Rican (W), Q-Puerto Rican (Col), 9-Others.

USE CODE FOR AERONAUTICAL RATING AS FOLLOWS:

C-COMD PILOT
S-SR PILOT
P-PILOT
Z-SERV PILOT
Y-SR SERV PILOT
G-GLIDER PILOT
J-BALLON PILOT
F-FLIGHT SURGEON
M-AVIATION MEDICAL EXAMINER
W-FLIGHT NURSE

D-AIRCRAFT OBSERVER, BOMBARDIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBARDIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER
ZERO (0)-NON-RATED

UNDER COMPONENT USE CODES
1-RA, 3-ORC, 4-NG
5-PS, 6-AUS, 9-WAC

Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for overseas on all officers in ZI.

1-Liaison Pilot
2-Parachutist
3-Glider Trooper
4-Diver (Submarine)
5-Mine Planter

6-Combat Inf. Badge
7-Expert Inf. Badge
8-Combat Medical Badge
9-Parachutist - Gliderman

H-MC (COMB) PARACHUTIST
I-MC (COMB) GLIDER
L-COMBAT INF PARA

O-COMB-INF - GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 31 JULY 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.

DUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MCO	C	D	E	F
RT	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110	8 09	36	12 5	
CES SCRIPTION TITLE	Check ASN against 66-1					Expiration date of category VI, VII & VIII	RATING	Primary MOS Taken from TM 12-406		Duty Code Taken From TM 12-406 (See letter)	CATEGORY	TOTAL MONTHS OVERSEAS TO CURRENT DATE	For ZI Mo. & Year return from overseas For O/S personnel. Date eligible for ret to US	Date eligible for release. Cat V Med Off.

OR DETAILED ARM OR SERVICE
M OR SERVICE. THIS IS A OR S
OMMISSIONED OR TRANSFERRED.
O" NOT AUTHORIZED SEE
TER INSTRUCTIONS FOR
NT OFFICERS.
shortened to 2 letters. The
for RA is as indicated (see letter).
e, 2-Colored, 3-Chinese, 4-Japanese,
Indian, 7-Filipino, 8-Puerto Rican (W),
9-Others.
CAL RATING AS FOLLOWS:
-AIRCRAFT OBSERVER,
BOMBARDIER, NAVIGATOR
-SR AIRCRAFT OBSERVER
-AIRCRAFT OBSERVER
-AIRCRAFT OBSERVER, NAVIGATOR
-AIRCRAFT OBSERVER, BOMBARDIER
-AIRCRAFT OBSERVER, RADAR
-AIRCRAFT OBSERVER, FLIGHT ENGINEER
-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
-TECHNICAL OBSERVER
ERO (O)-NON-RATED

UNDER COMPONENT
USE CODES
1-RA, 3-ORC, 4-NG
5-PS, 6-AUS, 9-WAC

Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for overseas on all officers in ZI.

-Combat Inf. Badge
-Expert Inf. Badge
-Combat Medical Badge
-Parachutist - Gliderman

ST O-COMB-INF - GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 31 JULY 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.

MISCELLANEOUS REPORT FORM

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C
PERSONNEL ROSTER 30 JUNE 1947					01	1	1				
STATE WN COCOMM											
WASHINGTON D C											
PREPARED BY WDMRS											
ASSIGNED											
SCHULGEN WILLIAM A OPER OFF GEN STAFF	O-017923	COL	AC AC	1	01		C	21651	2	21651	
FIELD VIRGIL F OPER OFF GEN STAFF	O-470144	LTC	AGD AG	1	01			21653	2	21651	
TURNER EMMETT L ADMINISTRATIVE ASSISTANT	O-426229	CPT	FA FA	1	01			02203	2	26001	
										2015	
	3										

This roster of 1 sheets showing the names and required classification data of all personnel assigned and attached unassigned to the above organization. The strength of this organization as of the effective date of this roster includes 0 colored and 3 other than colored assigned and attached unassigned personnel as supported by correct designation of each individual listed on this roster. The strength of this roster agrees with the morning report strength of the same date

[signature]
Authenticating Officer

[signature]
Name, grade and title

V. F Field

WD AGO FORM 1 MAY 1945 305 EDITION OF 1 JUL 43 MAY BE USED

SHEET OF

US

INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C	D	E	F
ROSTER 30 JUNE 1947					01	1	1				04	4515		
COCOMM														
TON D C														
Y WDMRS														
ILLIAN A	0-017923	COL	AC	1	01		C	2165	1	2165	02	0810	5	
F GEN STAFF			AC											
IL F	0-470144	LTC	AGD	1	01			2165	3	21651	02			
F GEN STAFF			AG											
ETT L	0-426229	CPT	FA	1	01			0220	3	26001	16	3011	4	
TRATIVE ASSISTANT			FA											
										2015				
		3												

...ntitling the names and ... of all personnel ...signed to the above ... of this organization as ...oster includes ... colored assigned and ...el) as supported by ... individual listed on ... this roster agrees with ... of the same date

...nitting Officer

...grade and title

F Field

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET

4

MISCELLANEOUS REPORT FORM

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO
PERSONNEL ROSTER 30 JUNE 1947					01	1	1			
STATE WN COCOMM										
WASHINGTON D C										
PREPARED BY WDMRS										
ASSIGNED										
SCHULGEN WILLIAM A OPER OFF GEN STAFF	O-017923	COL	AC AC		101		C	2165	12165	
FIELD VIRGIL F OPER OFF GEN STAFF	O-470144	LTC	AGD AC		101			2165	32165	1
TURNER EMMETT L ADMINISTRATIVE ASSISTANT	O-426229	CPT	FA FA		101			0220	326001	
										2015
	3									

This roster of 1 sheets contains the number and required classification data of all personnel assigned and attached unassigned to the above organization. The strength of this organization as of the effective date of this roster includes 0 colored and 3 other than colored assigned and attached unassigned personnel as supported by correct designation of each individual listed on this roster. The strength of this roster agrees with the morning report strength of the same date.

Authenticating Officer

Name, grade and title

Hd Cal Asc

V F Field

WD AGO FORM 305
1 MAY 1945

EDITION OF 1 JUL 43
MAY BE USED

SHEET

IVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERVICE OF INDIVIDUAL	RACE	SUB. UNIT NO.	A	B	MOS	COMP.	MCO	C	D	E	F
ROSTER 30 JUNE 1947					01		11				04	4815		
COCOMM														
ON D C														
WDMRS														
LLIAM A	O-017983	COL	AC		101		C	21651		21651	02	0810	8	
GEN STAFF			AC											
L F	O-470144	LTC	AGD		101			21653		21651	02			
GEN STAFF			AG											
TT L	O-426229	CPT	FA		101			02203		26001	16	3011	4	
RATIVE ASSISTANT			FA											
										2015				
	3													

the dates
personnel
to the above
organization
includes
assigned
supported
individual listed
agrees with
same date.

ing Officer

and title

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET

NAME OF INDIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MCO
ASSIGNED JONES, HERMAN W DIR OR CHIEF MAJ DEPART	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110
NAME LIMITED TO 19 SPACES UNDER NAME IS DUTY DESCRIPTION TITLE	Check ASN against 66-1					Expiration date of category VI, VII & VIII	RATING	Primary MOS Taken from TM 12-406		Duty Code Taken From TM 12-40

UPPER LINE IS PRESENT OR DETAILED ARM OR SERVICE
LOWER LINE IS BASIC ARM OR SERVICE. THIS IS A OR S
IN WHICH OFFICER WAS COMMISSIONED OR TRANSFERRED.
A OR S "AUS", "BI", "NO" NOT AUTHORIZED SE
WD CIR 40, cs. SEE LETTER INSTRUCTIONS FOR
BASIC A OR S FOR WARRANT OFFICERS.

USE RACE CODE: 1-White, 2-Colored, 3-Chinese, 4-Japanese, 5-Hawaiian, 6-American Indian, 7-Filipino, 8-Puerto Rican (W), Q-Puerto Rican (Col), 9-Others.

USE CODE FOR AERONAUTICAL RATING AS FOLLOWS:

C-COMD PILOT
S-SR PILOT
P-PILOT
Z-SERV PILOT
Y-SR SERV PILOT
G-GLIDER PILOT
J-BALLON PILOT
F-FLIGHT SURGEON
M-AVIATION MEDICAL EXAMINER
W-FLIGHT NURSE

D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBADIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER
ZERO (0)-NON-RATED

UNDER COMPONENT USE CODES
1-RA, 3-ORC, 4-NG
5-PS, 6-AUS, 9-WAC

Indicate by 1 if volunteer overseas service; 2 if non volunteer for overseas on a officers in ZI.

1-Liaison Pilot
2-Parachutist
3-Glider Trooper
4-Diver (Submarine)
5-Mine Planter
6-Combat Inf. Badge
7-Expert Inf. Badge
8-Combat Medical Badge
9-Parachutist - Gliderman

H-MC (COMB) PARACHUTIST
I-MC (COMB) GLIDER
L-COMBAT INF PARA
O-COMB-INF - GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

ROSTER WILL BE AUTHENTICATED BY AN OFF
AUTHENTICATE CERTIFICATE WILL BE FILLE
TO REFLECT STRENGTH OF UNIT AS REPORTE
ON MORNING REPORT DATED 30 JUNE 1947.
RETURN WITHIN 48 HOURS AS INDICATED IN
LETTER.

DIVIDUAL	SERIAL NUMBER	GRADE	ARM OR SERV.	RACE	SUB UNIT NO	A	B	MOS	COMP.	MCO	C	D	E	F
DEPART	0-003785	MAJ	AGD AC	1		7 8	C	2110	3	2110	8 09	36	12 5	
SPACES DESCRIPTION TITLE	Check ASN against 66-1					Expiration date of category VI, VII & VIII	RATING	Primary MOS Taken from TM 12-406		Duty Code Taken From TM 12-406	CATEGORY	MONTHS OVERSEAS SINCE 7DEC41ZI ONLY	For ZI Mo. & Year Return from Overseas ___ For O/S Personnel. Date Eligible for ret to US	MOS Serv Med. Corps Off. who are Cat. V to 30 NOV 46
T OR DETAILED ARM OR SERVICE. ARM OR SERVICE. THIS IS A OR S COMMISSIONED OR TRANSFERRED. "NO" NOT AUTHORIZED SEE LETTER INSTRUCTIONS FOR RANT OFFICERS.											YEAR OF BIRTH			
te, 2-Colored, 3-Chinese, 4-Japanese, an Indian, 7-Filipino, 8-Puerto Rican (W), 9-Others.														
TICAL RATING AS FOLLOWS: D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR V-SR AIRCRAFT OBSERVER A-AIRCRAFT OBSERVER N-AIRCRAFT OBSERVER, NAVIGATOR B-AIRCRAFT OBSERVER, BOMBADIER R-AIRCRAFT OBSERVER, RADAR E-AIRCRAFT OBSERVER, FLIGHT ENGINEER U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER T-TECHNICAL OBSERVER ZERO (0)-NON-RATED						UNDER COMPONENT USE CODES 1-RA, 3-ORC, 4-NG 5-PS, 6-AUS, 9-WAC								
						Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for overseas on all officers in ZI.								
6-Combat Inf. Badge 7-Expert Inf. Badge 8-Combat Medical Badge 9-Parachutist - Gliderman			ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 30 JUNE 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.											
IST O-COMB-INF - GLIDER Q-COMB-INF - EXPERT INF. W-EXPERT INF - PARACHUTIST X-EXPERT INF - GLIDER														

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

AGAS-M

9 July 1947

SUBJECT: Instructions for Correction of Monthly Personnel Rosters of Officers.

TO: Commanders of all agencies and organizations serviced by the War Department, Machine Records Section, AGO.

1. The attached personnel roster have been prepared to reflect entries recorded on morning reports, special reports, etc., submitted up to and including 30 June 1947, and WILL BE CORRECTED AS OF THAT DATE. PRIOR TO CORRECTING ROSTERS, READ THIS LETTER AND CODE SHEET CAREFULLY.

2. a. PERSONNEL WHO SHOULD NOT APPEAR ON THE ROSTER WILL BE DELETED BY DRAWING A THIN LINE THRU THE ENTIRE ENTRY AND THE DATE OF THE MORNING REPORT ON WHICH THE CHANGE OCCURRED WILL BE ENTERED.

b. Personnel added to the roster will be entered at the end of roster under the proper basic status (assigned, or attached from other organizations) with complete information and THE DATE OF THE MORNING REPORT ON WHICH CHANGE OCCURRED. (NOTE: DO NOT ENTER CHANGES THAT APPEAR ON JULY MORNING REPORTS AS HAS BEEN DONE IN THE PAST. THIS ROSTER WILL ONLY REFLECT THE CONDITION OF A COMMAND THRU 30 JUNE 1947.

c. FOR PERSONNEL OVERSEAS, ENTER IN COLUMN E, DATE ELIGIBLE FOR RETURN TO U.S. DO NOT ENTER MONTHS OVERSEAS ON PERSONNEL SERVING OUTSIDE UNITED STATES. For personnel in ZI, enter months overseas, 3rd and 4th printing positions, Column D; and date return from overseas, Column E.

3. a. inasmuch as the name is mechanically limited to 19 spaces, it is necessary to eliminate printing that portion of a name exceeding 19 spaces. In view of the foregoing, it is not necessary to enter the missing portions of the name as corrections.

b. The appearance of ZEROS to the left of the first number of a serial number does not indicate an error. They are printed from cards and serve as a mechanical function in the Machine Records Unit.

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all commissioned officers will carry a competent Arm or Service as provided in the afore-mentioned circular. Only Arms or Services authorized for Active Duty will be shown. Several inactive Reserve Arm or Services are not authorized on Active Duty.

(1) The Detailed Arm or Service, printed on the same line as the name is that in which currently serving. Warrant Officers will continue to reflect "NO" as a Duty Branch. Note: Duty Arm or Service for National Guard Bureau is "NGB".

(2) The BASIC Arm or Service, printed below Duty Arm or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm or Service and the Basic Arm or Service may be the same. In any event, the accurate

entry is stressed and in all cases there will be two entries to reflect an Arm or Service.

d. Attached Personnel: For personnel attached from other organizations, verify only name, grade, ASN and Duty Arm or Service.

4. a. Add under Arm or Service, BASIC, for all Warrant Officers, the classification numbers, NOT SSN, referred to in paragraph 4a AR 610-10, 6c (2) AR 610-15 and paragraph 2, Section 7, WD Circular 370, 1946. Warrant Officers, Army Mine Planter Service and Band Leaders: Basic Arm or Service will be designated by 98 and 99 respectively. (Note: Classification Number for Warrant Officer, Administrative Clerical, is 1, SSN 2600. Do not use the SSN. Classification Number will not exceed two digits).

b. Detailed Arm or Service of Special Service, "SPS", will be used to designate officers detailed therein.

c. Enter Code Number 1 to indicate Volunteer for Overseas Service; Code Number 2 to indicate Non-volunteer. 1st Printing Position, Column D (applies to ZI officers only).

d. Enter on all officers whose Duty or Basic Branch is AC, the Aeronautical Rating in Column C. If not rated, enter the number zero. There will be some type entry for all AC officers - see Code Sheet.

5. Within 48 hours after receipt, the corrected rosters will be forwarded to the address indicated below. Rosters will be authenticated in the space provided at the end of the roster. THE STRENGTH OF THE ROSTER WILL BE IN EXACT AGREEMENT WITH THE STRENGTH REPORTED ON THE MORNING REPORT DATED 30 JUNE 1947.

COPY NO.	FORWARD TO
1, 2 & 3	Officer-In-Charge War Department, Machine Records Section, AGO Room 1-D-816, The Pentagon Washington 25, D. C.
5 & 6	Retain for your own use.
4	Forward to your next higher administrative headquarters, if applicable.

6. The attached code sheet will be used to correct rosters and will assist in lining up the columns containing specified information. It will also assist in decoding the roster by providing a visual presentation of information printed thereon.

BY ORDER OF THE SECRETARY OF WAR:

K D Beckemeyer
Adjutant General

Incls.
WD, AGO Forms No. 305
Info Code Sheet

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-21

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
17 July 1947

MILITARY PERSONNEL ADMINISTRATION

Overseas Assignment of Officer Personnel

1. Non-regular Army officers alerted for overseas movement who are, or who will be within one year, eligible for separation at their own option prior to expiration of their current category statements (see Sec V, Cir 72, WD, 1947, Release Because of Age; and War Department Groups Circular 25-7, 13 June 1947, regarding terminal leave promotions), will when alerted, state irrevocably in writing whether or not they desire to be separated under applicable authority.

2. Commanders receiving initial overseas alert notices for non-regular Army officers from the Career Management Branch, Personnel and Administration Division, War Department General Staff, will immediately:

a. Determine whether any of the officers is eligible for separation as stated in paragraph 1 above.

b. Obtain from each eligible officer a written statement as to whether or not he desires to be separated under applicable authority. This signed statement will be prepared in duplicate. The original will be filed in the appropriate field 201 file and the copy will be forwarded to the Career Management Branch, Personnel and Administration Division, War Department General Staff, Attention: War Department Groups Representative. Appropriate remarks will be entered on the respective WD AGO Form 66 (Officers, Warrant Officers, and Flight Officers Qualification Record) by the officer maintaining this record.

c. Within seventy-two (72) hours after receipt of alert orders, reply to the Career Management Branch, Personnel and Administration Division, War Department General Staff, Attention: War Department Groups Representative, by the most expeditious means stating whether or not the officer being alerted desires separation under the provisions described in paragraph 1 above. As overseas orders will be held in abeyance, it is of utmost importance that expeditious action be taken regarding this requirement.

3. Overseas assignment orders will not be issued on those officers desiring to be separated and separation procedure will be initiated at an early date. Officers alerted for overseas assignment who do not desire separation, will serve a normal tour of duty in the overseas area to which assigned (see Sec II, Cir 272, WD, 1947) unless otherwise eligible for earlier return to the Zone of Interior.

4. It is requested that records of all non-regular Army officers presently alerted, or under overseas movement orders, who have not yet departed from the Zone of Interior be checked and that the officers eligible for and desiring separation as stated in paragraph 1 above be reported by the most expeditious means to the Career Management Branch, Personnel and Administration Division, War Department General Staff, Attention: War Department Groups Representative, and that they not be moved from their present stations until amending orders are issued.

BY ORDER OF THE SECRETARY OF WAR:

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

DISTRIBUTION
"A"
(All agencies of the
War Department Groups)

OSW Office Memorandum
Subject Series No. 10

JUL 24 1947

312.1
Mil P 25-19
2 Pages
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-19

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
2 July 1947

MILITARY PERSONNEL ADMINISTRATION

Regular Army Enlistment Policy

1. The following instructions as contained in War Department WCL 29570 dated 27 June 1947, are furnished for the information, guidance, and compliance of all concerned.

2. Pursuant to provisions of amendment to the Armed Forces Voluntary Recruitment Act of 1945 the following changes in Regular Army enlistment policy are effective 1 July 1947:

a. Original enlistments in Regular Army (except Army Air Forces) are authorized for periods of two, three, four, and five years only. (Original enlistment as used herein means enlistment in Regular Army of any man who has not heretofore served in the Regular Army.)

b. Reenlistments in Regular Army are authorized for periods of three, four, and five years only. (Reenlistments as used herein means reenlistment in the Regular Army of any man who has previously served in the Regular Army, regardless of time previous service was performed.)

c. Extensions of enlistments to three years will be continued as currently authorized.

d. Grades, choice of assignment, enlistment allowance, reenlistment travel allowance, and reenlistment leave currently being offered to three year enlistees will be extended to any man enlisting or reenlisting for a period of three, four, or five years.

e. Enlistments for Army Air Forces are limited to men enlisting for three, four, or five years.

f. Individuals enlisting or reenlisting in the Regular Army on and after 1 July 1947 are not eligible to receive mustering out pay at time of discharge.

3. Pending revision of the following, and any other recruiting directives affected, the provisions of these directives which are in conflict with the provisions of paragraph 2 above are rescinded:

Circular 31, War Department, 1947
Pamphlet 12-16, War Department, 25 June 1946
Memorandum 600-750-7, War Department, 20 December 1946

361

Memorandum 600-750-9, War Department, 27 December 1946
Memorandum 600-750-11, War Department, 15 May 1947
Memorandum 600-750-14, War Department, 8 May 1947
Memorandum 600-750-16, War Department, 28 May 1947

4. As modified above, authority is granted to accept enlistments and re-enlistments in the Regular Army under provisions of Circular 31, War Department, 1947, after 30 June 1947, notwithstanding provisions of paragraph 1 thereof.

BY ORDER OF THE SECRETARY OF WAR:

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

DISTRIBUTION
"A"
(All agencies of the
War Department Groups)

WAR DEPARTMENT PAMPHLET NO. 29-11

MOVEMENT REGULATIONS FOR OVERSEA MOVEMENT OF UNITS, CASUALS, REPLACEMENTS, AND INDIVIDUALS

WAR DEPARTMENT MAY 1947

WAR DEPARTMENT PAMPHLET NO. 29-11

This pamphlet supersedes WD Pamphlet 29-3, 7 December 1945

MOVEMENT REGULATIONS FOR OVERSEA MOVEMENT OF UNITS, CASUALS, REPLACEMENTS, AND INDIVIDUALS

WAR DEPARTMENT MAY 1947

CONTENTS

This pamphlet supersedes WD Pamphlet 29–3, 7 December 1945

CHAPTER 1

PREPARATION OF OVERSEA TRAVEL ORDERS

Section I. INTRODUCTION

1. Purpose and Scope

a. The procedures prescribed herein are for the use of agencies issuing oversea travel orders for military personnel traveling as casuals, replacements, and individuals; for civilians and representatives of foreign governments and foreign military agencies who are invited or directed to proceed to oversea theaters or departments. A procedure describing the use of a special system of shipment numbers and variations thereof, and the classification, content, and effect of references in oversea travel orders are also covered.

b. (1) Chapter 1 of this pamphlet contains data and instructions of primary interest to the agencies authorized to issue oversea travel orders for casuals, replacements, and individuals.

(2) Chapter 2 contains instructions and information of primary interest to the individual traveler moving overseas under travel orders or travel authorizations published in accordance with chapter 1, and to those agencies responsible for his movement, equipment, and immunization. Chapter 2, when so directed by the travel order, becomes a part of the order and requires the same compliance by the traveler.

(3) Chapter 3 contains instructions and procedures governing the movement of units (see par. 28*b* for definition of units as applied herein) from the continental United States to oversea commands.

c. Immunization of dependents will be as required by chapter 2 of this pamphlet; however, their movement is governed by other War Department regulations.

2. Definitions

a. A *destination number* is a *three-digit* number preceded by a series letter (as B 123), assigned for use in oversea travel orders to represent a specific oversea location in oversea travel orders issued during a stated period of time. The series letter is an integral part of the destination number.

b. A *shipment number* for the movement of *casuals, replacements,* and *individuals* is a combination of identifying letters and destination number (as AD–B123 (d)), used to represent an individual, a group, or groups of individuals who are placed under oversea travel orders. Reference in paragraph 4*b*(1) to the two identifying letters preceding the destination number will be interpreted to mean the two letters which precede and are separated from the destination number by a dash, as the identifying letters AD are separated from the destination number B123 in the shipment number AD–B123 (d). The first of these two letters (as A) will be known as the agency letter, signifying as it does, the War Department agency which issued the order.

c. A *shipping designator* is a four-letter code word or a pronounceable combination of four letters, assigned to represent a specific oversea theater, base, port, or area, for use as an address for shipments of supplies and equipment to that oversea location. Shipping designators are listed in WD Pamphlet 38–4.

d. An *individual,* for the purpose of this pamphlet, is any person, military or civilian, except dependents (see par. 1*c*), who is placed under oversea travel orders.

e. A *casual,* as used in this pamphlet, is a military individual awaiting orders or transportation, at a post or station to which he is not attached or assigned.

f. A *destination in-the-clear* is a destination stated as a proper name in plain geographic terms (as London, Australia, etc.).

(1) When an oversea destination in-the-clear is substituted for a destination number (as OM-Paris-AA (a)) (see par. 7*d*), the resultant combination of letters and geographic destination will be known as a destination in-the-clear, not as a shipment number.

(2) The same combination of letters minus the geographic destination (as OM-AA (a)) will be known as a shipment identifier.

g. The term *agency issuing travel orders* (or agency authorized to issue oversea travel orders) as used in this pamphlet, refers to the office or command which prepares such orders under War Department authority.

h. Port of Embarkation applies equally to a water port of embarkation and a port of aerial embarkation. It includes personnel centers or such other personnel processing facilities as are operated by the port of embarkation in connection with the movement of personnel or units to or from oversea stations.

Section II. METHODS AND PROCEDURES FOR INDICATING OVERSEA DESTINATIONS

3. Methods of Indicating Oversea Destination

The destination of oversea travel orders will be shown by—

a. A shipment number (destination number and letters) to represent the oversea destination, with intermediate destinations within the United States shown by geographic terms used in-the-clear; or

b. Geographic terms used in-the-clear for destinations both within and without the United States.

4. Shipment Numbers

Oversea travel orders which employ the use of shipment numbers will be issued in accordance with the following procedures:

a. Lists of Destination Numbers. The Director, Service, Supply, and Procurement, War Department General Staff (Service Group, Movements Branch) periodically will furnish lists of destination numbers representing oversea areas in which troops of the United States Army are located, to the Chief of Transportation, to commanders of ports of embarkation, to all oversea commanders, and to the agencies listed in *b* below. Destination numbers are used in oversea travel orders to indicate oversea destinations of casuals, replacements, and individuals. They will not be used in orders directing travel from oversea areas to the United States.

b. Identifying Letters. Two identifying letters only will be used before the destination number as follows:

(1) The agency letter, that is, the first of the two letters preceding the destination number will identify the War Department agency issuing oversea travel orders as follows:

*A– or C—Military Personnel Division, Assistant Chief of Air Staff-1, AAF.
I—Operations Branch, AGO.
O—Assignment Branch, AGO (Officer Personnel Only).
E– R– or H—Assignment Branch, AGO.
*S & T—Air Transport Command.
N—Office of Secretary of War, Civilian Personnel Division, Oversea Branch.

(2) The letter next preceding the destination number will be a serial letter which may be changed as desired by the agency issuing the order and may be used to indicate such meanings as the agency issuing the order desires. It is the responsibility of an agency issuing oversea travel orders to inform all necessary agencies of the special meanings of such letters.

c. Following Letters. (1) Each individual or group for whom an oversea travel order is issued may be designated by a letter or letters following the destination number to indicate such meanings as the agency issuing the order may desire, but with the following restrictions:

(*a*) The letter O will not be used.

(*b*) Certain lower case letters in parenthesis following destination numbers are reserved to indicate the types of military personnel shipped. These letters (a), (n), (t), (h), or (s), become integral parts of their shipment numbers. Neither they or any of the letters preceding them will be omitted from related orders of subordinate agencies based upon War Department orders. Their meanings are:

(a) Replacements.
†(n) Military personnel not chargeable to authorized strength of theater or department.
(t) Military personnel chargeable to the strength of an oversea command, but

* Oversea travel orders identified by A, C, S, or T, as the agency letters, usually are issued by Military Personnel Division, Assistant Chief of Air Staff-1, AAF.

† The letter (n) will indicate military personnel chargeable to the strength of another theater, Air Transport Command, military missions or legations, etc., which are chargeable to the War Department or to other troop basis.

temporarily in the United States; for return of such personnel to their oversea stations under War Department orders.

(h) Regular Army reenlistees returning to the same theater or department after furloughs in ZI.

(s) Regular Army reenlistees coming from other theaters, departments, or from the ZI, having enlisted for a period of 3 years and desiring service in the theater or department of destination.

(*c*) *Examples:* An Army Air Forces shipment of replacement personnel might be issued as AB-B111 (a). An Army Ground Forces shipment for return of personnel to an oversea station might be issued as RH-B111 (t).

(2) Following letters may be doubled or tripled as a means for obtaining a greater number of meanings for various subdivisions of individuals or groups shipped under the same shipment number (as RA-B123 (a)-AA or AD-B567 (d)-BBB).

(3) Both officers and enlisted men may be included in one oversea travel order (as RP-B321C (a)).

(4) As far as practicable, all agencies will combine oversea travel orders to minimize the total number published.

5. Use of Shipment Numbers

All agencies issuing oversea travel orders will observe the following instructions:

a. Accurate and complete lists of assigned shipment numbers will be maintained by the order issuing agencies.

b. A shipment number once used to indicate a particular individual, group or groups, will not be used again. Such a shipment number, if canceled, will not be reused.

c. The oversea commander and the commander of the port of embarkation will be informed promptly of special meanings assigned to a letter next preceding the destination number and to a letter or letters following it.

6. Change in Mode of Travel

a. Air to Water. (1) When the mode of travel of personnel located in the continental United States and under orders for oversea travel by air is to be changed to oversea travel by water, the Commanding General, Army Air Forces (Commanding General, Air Transport Command) will inform the appropriate order issuing agencies (see par. 11) of the projected change in mode of travel and will request amendment to oversea travel orders to direct travel by water. Personnel under orders will proceed to the port of embarkation only upon the call of the port commander.

(2) When the mode of travel indicated by an oversea travel order with its geographic oversea destination in-the-clear, is to be changed from oversea travel by air to oversea travel by water, or by air and water, the oversea travel order will be rescinded and a new oversea travel order will be issued in full compliance with all requirements for travel by water or by air and water.

b. Water to Air. When the mode of travel of personnel located in the continental United States and under oversea travel orders for oversea travel by water is to be changed to oversea travel by air, the agency desiring the change in mode of travel will request the agency which prepared the oversea travel orders (see par. 11) to issue necessary amendment(s) to authorize oversea travel by air.

c. Delegation of Authority To Amend Travel Orders. When a "Movement Control Officer" who is a field member of the Movements Control Center, Office of the Chief of Transportation, is located at a port of embarkation and has been specifically delegated authority to amend movement orders, thereby changing the mode of travel, orders need not be returned to the issuing agency as required in *a* and *b* above, but may be amended upon his authorization. The agency which issued the original order will be included in the distribution.

7. Geographic Destinations Shown In-the-Clear

a. The use of geographic destinations in-the-clear will be employed to designate intermediate destinations within the continental United States (such as replacement depots, ports of embarkation) and to designate final destinations in Canada, Mexico, or Alaska, when travel is by air, rail, or motor.

b. Oversea destinations necessarily must be shown in-the-clear when a destination number has not been assigned for the oversea location concerned, or when oversea travel by commercial aircraft is directed.

c. Unclassified oversea travel orders which show their oversea destinations in-the-clear will not contain shipment numbers or destination numbers when these numbers are classified.

d. Agencies preparing oversea travel orders for oversea travel wholly by air are authorized to substitute geographic destinations in-the-clear for destination numbers, and to use with those geographic destinations the identifying and following letters which are authorized in paragraph 4*b* and *c*.

Example: OM-Paris-AA (a).

Section III. PROCESSING REQUIREMENTS

8. Clothing and Equipment

a. Specified in Orders. Oversea travel orders will specify the clothing and equipment (if any) which is required to accompany individuals to oversea destination (see applicable sections of chapter 2).

b. Authorization of Special Clothing and Equipment. When an agency issuing a request for a travel order desires that the travel order authorize clothing and/or equipment not authorized by section IV chapter 2 of this pamphlet, it forwards the request to the order writing agency through the Director, Service, Supply, and Procurement, WDGS, whose approval or disapproval will govern the action taken by the order writing agency. (See par. 26 *a*(7)).

c. Uniform Clothing for Civilian Personnel. Travel orders for civilian personnel will include the following statement:

"Uniform clothing is not required prior to arrival in the oversea command. Theater Commanders may require or authorize the wearing of the uniform, but when this is done they will make provisions for its purchase in the theater."

d. For Travel by Air. Oversea travel orders for travel of United States military personnel (male) by air, will make references to the appropriate clothing and equipment columns in WD Pamphlet 38–6, "Itemized Baggage List." Orders for oversea travel by air of personal other than United States military personnel (male) will contain limitations of the weight allowances of personal baggage authorized to accompany individuals, and will refer to the appropriate columns in WD Pamphlet 38–6, which will be used as a guide in the selection of clothing.

9. Immunization

a. Oversea travel orders will require immunizations to be administered in accordance with AR 40–210 and TB Med 114.

(1) Orders for military personnel will specify that they will receive all required immunizations except those for smallpox, tetanus, and typhoid-paratyphoid, or the orders will direct compliance with appropriate paragraph of chapter 2, this pamphlet.

(2) Orders for other than military personnel will specify that they will receive all required immunizations. This includes any orders or directives involving movement of dependents (see sec. III, ch. 2). Dependents receiving immunizations from civilian physicians will obtain signed certificate from the physician to cover immunization received.

b. Initial immunizations of personnel to be assigned to field duty status with the Army ordinarily require a minimum of 6 weeks. The immunization of other persons for oversea travel requires a minimum of 2 weeks, except that diphtheria immunization, when indicated, may require 6 weeks.

10. Supplies and Equipment Shipped Separately

All requests for travel orders, requiring authorization of separate shipments of supplies and/or equipment in excess of authorized baggage allowance, will be coordinated with the Service, Supply, and Procurement Division (Movements Branch, Service Group), WDGS.

Section IV. PREPARATION OF TRAVEL ORDERS

11. Agencies Authorized To Issue Oversea Travel Orders

a. Authority to issue oversea travel orders for military personnel is governed by AR 35–4890.

b. The oversea order writing agencies are listed with their identifying letters in paragraph 4*b*(1).

c. Under authority of Civilian Personnel Regulation No. 155, Civilian Travel, the Director of Civilian Personnel and Training, Office of the Secretary of War, issues regulations concerning travel at Government expense of all civilians, wherever stationed, who travel for the War Department.

d. Commanding generals, all armies, zone of interior, and Military District of Washington have been delegated authority to issue travel authorizations for dependents. This delegation of authority does not relieve these agencies from the requirement of obtaining from the Chief of Transportation (Movements Control Center) authorization for oversea movement of personnel and/or cargo by commercial aid in accordance with existing regulations.

12. Air Priority

An oversea travel order for travel by air will contain the theater air priority designator if the theater commander has assigned one, otherwise the order will contain the air priority designator assigned by the Chief of Transportation (Movements Control Center).

13. Contents of Orders

(See TM 12-256)

a. ALL ORDERS, EITHER WATER OR AIR. Orders will include the following items:

(1) The lowest appropriate classification, if any.

(2) An APO number in accordance with current instructions.

(3) Permanent change of station or, if temporary oversea duty is specified, the order will be marked or stamped prominently "TEMPORARY DUTY." Orders that direct military personnel to proceed to a staging area en route overseas, "PCS" being stated, will contain the phrase after the designation of the staging area "for service overseas", or a similar phrase.

(4) Required immunizations (see par. 9 and sec. III of ch. 2).

(5) Authorized clothing and equipment (see par. 8 and sec. IV, ch. 2).

(6) Baggage allowance (including any special allowances) (see par. 22).

(7) Instructions for marking and shipping personal baggage (see par. 23) including port of embarkation through which baggage will be shipped.

(8) When charges for transportation costs are to be made against individuals or against agencies other than the War Department, oversea travel orders will state specifically the name of the United States Government department or agency, the private concern, or the individual responsible for the payment of transportation charges. When such charges are to be made against representatives of a foreign government or a foreign military agency, the oversea travel order will state how the transportation costs are to be charged, or whether payable direct by the individual or agency.

(9) To assist the operating personnel at oversea ports of debarkation to identify traveling personnel, agencies preparing oversea travel orders are authorized to include in orders references to the oversea requests or requisitions for that personnel, by brief references to the theater radio or requisition numbers, or to theater file numbers of appropriate correspondence. Example of references meeting these requirements:

Reference theater radiogram 12345, 2 Dec. 46.

Reference theater requisition No. 9, 3 Dec. 46.

Reference theater letter, file ...., 2 Dec. 46.

(10) *No* designation of race will be shown on oversea travel order or travel authorizations issue for movement of dependents or War Department civilian employees.

b. ORDERS BY WATER. Orders will include the following items:

(1) A shipment number as prescribed by paragraph 4*a*.

(2) The name of the PE or replacement depot, its address, and when or by whom personnel will be ordered to the port.

c. ORDERS BY AIR. Orders will include the following items:

(1) A shipment number, an oversea destination in-the-clear, or a shipment identifier.

(2) A theater air priority designator or an air priority designator assigned by the Chief of Transportation (Movements Control Center).

(3) Instructions to report to the commanding officer of a port of aerial embarkation, its address, and a specified date to report.

14. Distribution of Orders—Information to Agencies

a. DISTRIBUTION. Agencies issuing oversea travel orders will furnish necessary copies of orders to the appropriate military agencies at points of departure from the United States (ports of embarkation). Traveling personnel will be furnished additional ex-

tract copies of secret or confidential oversea travel orders, as prescribed in AR 35-4890.

b. INFORMATION FOR TRANSSHIPPING AGENCIES. Agencies issuing oversea travel orders will dispatch separate communications to transshipping agencies, giving any necessary information concerning priorities, special equipment, specific points of destination, and the like.

c. INFORMATION FOR OVERSEA COMMANDERS. Agencies issuing oversea travel orders are responsible that letters or messages are dispatched to oversea commanders, giving such special information as is necessary to insure complete understanding of the purposes for which oversea travel has been directed.

15. Ports of Embarkation

Casuals, replacements, and individuals moving overseas will normally clear through the following port or ports of embarkation:

a. WATER PORTS OF EMBARKATION.

Port	*Area*
New York	Greenland, Iceland, Europe, Africa, Middle East, *India*, Burma, and *South America*.
New Orleans	Caribbean Defense Command and *South America*.
San Francisco	Pacific Islands, *Japan*, China, Australia, and *India*.
Seattle	Alaska, *Japan*, and Korea.

Note: Areas *underlined* are served by more than one water port, in these cases the order writing agency will indicate both ports in the travel order and the port call will be received from the port through which embarkation is to take place.

b. AERIAL PORTS OF EMBARKATION.

Port	*Area*
Morrison Field, West Palm Beach, Florida.	U. S. Army Forces in South Atlantic, Caribbean Defense Command.
Westover Field, Chicopee Falls, Mass.[1]	Newfoundland Base Command, Greenland Base Command, Eastern Canada, European Theater, Iceland Base Command, Mediterranean Theater, U.S. Army Forces, Africa-Middle East Theater, Bermuda Base Command.
East Base Army Air Base, Great Falls, Montana.	Alaskan Department.
Fairfield-Suisun Army Air Base, Fairfield, California.[2]	Japan, Korea, U. S. Army Forces, China Theater, Philippine Islands, Ryukyu Retto, Hawaiian Islands, Marianas Islands, New Guinea, Australia. South Pacific Base Command (including New Caledonia, New Zealand, Solomon Islands).
Washington National Airport Army Air Base, Washington, D. C.[1]	European Theater, Mediterranean Theater, U.S. Army Forces, Africa-Middle East Theater.

[1] Personnel moving to areas listed under both Westover Field and Washington National Airport will be routed by Air Transport Command. Correct port of aerial embarkation and air priority will be specified in orders.

[2] Personnel under orders directing travel by military aircraft from Washington, D. C. to areas served by Fairfield-Suisun will be directed to report to the Commanding Officer, Washington Port of Aerial Embarkation for processing.

c. TEMPORARY PORTS OF EMBARKATION. Travel orders directing movement outside the limits of the continental United States, when personnel will not travel through an established port of embarkation, will designate the place where the functions required by War Department Pamphlet No. 29-2 (POR) of a port of embarkation will be provided.

d. INFORMATION REGARDING PORTS OF EMBARKATION. Order writing agencies desiring information on correct port of embarkation, except temporary ports (see *c* above), will contact the Movement Control Center, Office Chief of Transportation.

Section V. SECURITY REQUIREMENTS (SPECIAL REQUIREMENTS WHEN SHIPMENT NUMBERS ARE CLASSIFIED)

16. Classification of Orders

a. The classification of oversea travel orders is governed by AR 380-5. Oversea travel orders containing elements of classified military information will be classified appropriately, otherwise they will be unclassified.

b. Officers preparing extract copies of classified orders will comply with AR 35-4890.

c. Oversea travel orders will not be classified "Top Secret" except when specifically so directed by competent War Department authority.

17. Special Requirements When Shipment Numbers Are Classified

a. TRAVEL VIA INTERMEDIATE OVERSEA DESTINATIONS. When travel is to be directed by classified travel orders, to an oversea location for which a

destination number has not been assigned, and when no new destination number is to be assigned to accommodate the order, the following procedures will govern:

(1) *For travel by water.* The agency issuing the order will obtain from the Chief of Transportation (Movements Control Center), a routing for the shipment via an intermediate point in the general area where the final destination is located. The oversea travel order then will employ the current destination number of the location selected in the general area. The agency issuing the order promptly and by separate letter or message, appropriately classified, will inform the following agencies as to the final destination of the shipment:

(*a*) The Chief of Transportation (Ocean Traffic Branch, Water Transport Service).

(*b*) The commander of the appropriate port of embarkation.

(*c*) The oversea commander of the intermediate destination indicated by the destination number used.

(2) *For travel by air.* If the agency issuing the order desires to use a shipment number, the Chief of Transportation (Movement Control Center) will be consulted for a routing by military aircraft via an intermediate location. The agency issuing the order then will employ a shipment number appropriate to the intermediate location specified, and promptly will inform the following agencies by separate letter or message, appropriately classified, as to the final destination of the shipment:

(*a*) The Commanding General, Air Transport Command (Assistant Chief of Staff, A-4, Ports of Aerial Embarkation Division, and Assistant Chief of Staff A-6, Traffic).

(*b*) The commander of the appropriate port of aerial embarkation.

(*c*) The commander of the intermediate location.

(3) *By air and water.* When such travel is by air and by water, appropriate parts of both (1) and (2) above will be complied with.

b. APO NUMBERS. A permanent APO number will not be prescribed in any oversea travel order which indicates the oversea destination by the use of a classified shipment number.

c. MARKING OF BAGGAGE. (1) When a classified shipment number is employed to indicate the oversea destination, a shipping designator will not be prescribed as a marking for personal baggage.

(2) When a classified oversea travel order authorizes separate shipment of personal baggage by water, the order normally will employ a shipment number to indicate the oversea destination and to be used as a marking for personal baggage shipped separately.

CHAPTER 2

REQUIREMENTS FOR OVERSEA TRAVEL OF CASUALS, REPLACEMENTS, AND INDIVIDUALS

Section I. GENERAL INSTRUCTIONS FOR THE TRAVELER

18. General

a. The instructions contained herein include those which are of a temporary nature as well as the permanent requirements which are effected only when set forth specifically within the travel orders. Those paragraphs concerned with special allowances of clothing and immunization requirements are subject to change. It is therefore essential that revision by published changes to this pamphlet be posted immediately upon receipt so that the pamphlet may be kept up-to-date.

b. Travel orders may refer to War Department Pamphlet 29-2, "Preparation for Oversea Movement of Individual Replacements" (Short Title POR), and to this pamphlet. In such cases the references in this pamphlet become a part of the positive requirements of the travel orders. The preparation of the individual under the conditions set forth by the travel orders is prescribed by POR.

c. The commanding officer of each installation will be responsible for the furnishing of pertinent extracts of chapter 2 to each person under his command ordered to duty overseas under the provisions of this pamphlet.

19. Preparation for Foreign Service

a. MILITARY PERSONNEL. The preparation of United States military personnel for oversea travel is covered by War Department Pamphlet 29-2, Preparation for Oversea Movement of Individual Replacements (Short Title POR).

b. CIVILIAN PERSONNEL. (1) WD Civilian Personnel Regulations No. 155 governs the administration of oversea travel of civilian employees.

(2) Wearing of service uniform by civilians will be in accordance with AR 600-40. Uniform clothing is not required prior to arrival in the oversea command. If authorized or required by the theater commander it will be made available for purchase in the theater.

20. Official Couriers

Officers whose orders designate them as official couriers for the purpose of transporting classified papers will have each package or envelope containing official matter that is to be exempted from examination bear on its exterior cover the inscription "Official United States Army Communication Exempted from Censorship", followed by the signature and official title of the competent authority dispatching the documents. Officers will obtain from customs letters describing communications that are to be exempted from examination.

21. Factors of Delay

Difficulties and delays will be experienced by persons arriving at replacement depots and ports of embarkation if requirements as to clothing and equipment, immunization, and the marking and shipping of personal baggage have not been complied with fully.

Section II. PERSONAL BAGGAGE

22. Baggage Allowances

Weight allowances of personal baggage for military personnel and War Department civilian employees moving overseas is, subject to any special provisions in the travel order, as follows:

a. HOLD BAGGAGE. (1) On temporary change of station:

(*a*) General officers—800 pounds.
(*b*) All others—175 pounds.
(2) On permanent change of station:
(*a*) General officers—800 pounds.

(*b*) Field grade officers—600 pounds.

(*c*) Company grade officers—400 pounds.

(*d*) Enlisted men—200 pounds.

(*e*) Civilians (other than dependents)—400 pounds.

b. Hand Baggage. Not more than two pieces of baggage carried by the individual for personal use during the voyage.

23. Marking and Shipping

a. For Shipment by Water. Personal baggage will be marked plainly (stenciled) with the owner's full name, serial number, and grade (if any) and will be shipped to the appropriate port of embarkation, addressed as in the following example:

TO: PORT TRANS O (PB)
NY PE
BROOKLYN, N. Y.
FOR: FC-B123 (a).

b. For Shipment by Air. Personal baggage to accompany the individual by air will be marked plainly (stenciled) with the owner's full name, serial number, and grade (if any), and will accompany the individual to the port of aerial embarkation.

c. Travel by Air, Separate Baggage by Water. When an individual (or group) is to travel by air and is authorized to ship additional personal baggage by water, the additional baggage will be shipped to the port of embarkation responsible for supplying the area to which travel is directed. Baggage will be marked as indicated in the applicable paragraph below.

(1) When a shipment number is used to indicate the oversea destination—the baggage will be marked plainly (stenciled) with the individual's full name, serial number, and grade (if any), and addressed as in the following example:

TO: PORT TRANS O-*PRIBAG*
NY PE
BROOKLYN, NY
FOR: AB-B123 (d).

(2) When an unclassified oversea travel order indicates the oversea destination in-the-clear—the baggage will be marked plainly (stenciled) with the individual's full name, serial number, and grade (if any), and addressed as in the following example (in which the term BIVE represents an unclassified shipping designator listed in WD Pamphlet 38-4):

TO: PORT TRANS O-*PRIBAG*
NY PE
BROOKLYN, NY
FOR: BIVE.

(*a*) When no unclassified shipping designator exists for the desired oversea destination, the marking of separate personal baggage may show the oversea destination in-the-clear.

(b) When an unclassified oversea travel order states the oversea destination in-the-clear (as OM-Paris-AA (a) or employs a shipment identifier as OM-AA (a)), and authorizes separate shipment of personal baggage by water, an unclassified shipping designator may be specified as a marking, or a marking in-the-clear under circumstances as outlined in (*a*) above.

(*c*) When a classified shipment number is used to indicate the oversea destination, a shipping designator will not be used in marking personal baggage.

(*d*) Charges. Personal baggage will not be shipped to a port of embarkation with transportation charges collect.

(*e*) *Marking data.* Personal baggage (duffel bags, flying bags, trunk lockers, hand baggage, and bedding rolls) will be stenciled, using lead paste (paint), with the individual's full name (first name, middle initial (s), and last name), full serial number (if any), grade, in the case of officers, and the appropriate shipment number, shipping designator, or other marking prescribed as above, except that—

1. Baggage to accompany personnel traveling by air will not be marked to indicate oversea destinations in-the-clear.

2. Officers' trunk lockers will be marked on at least three surfaces.

d. Personal baggage and equipment not carried by the individual, but intended to accompany the individual (or group), will be shipped to the designated port in time to arrive at least 48 hours prior to the arrival of personnel, otherwise it will be brought to the port in the physical possession of the traveler.

Section III. IMMUNIZATION

24. Requirements

a. Immunization requirements for all personnel moving under the provisions of this pamphlet and for dependents are given in tables I and II. Satis-

factory evidence (medical record or certificate from physician) of immunization within the required time limits, will be accepted in lieu of repeating these immunizations.

b. Agencies responsible for the processing of civilians other than dependents and for the processing of representatives of foreign governments or foreign military agencies for oversea travel will, after plans for such travel are reasonably certain, make necessary arrangements for a medical officer of the Army to administer any required immunizations to the personnel concerned, in accordance with War Department policies relating to immunizations required prior to travel to the oversea theaters or areas to which travel is contemplated.

c. Immunization requirements for dependents will be detailed in each order or directive involving their movement. Data given in the immunization table, so far as it pertains to dependents, is for the use of order writing agencies and other military personnel concerned with their movement. Military agencies are responsible for the immunization of dependents as required by other directives.

d. COMPLETION OF IMMUNIZATIONS. (1) *For travel by air.* (*a*) Personnel under orders for oversea travel by air will have completed required immunizations prior to arrival at ports of aerial embarkation, except as provided in *e* (1) below. The agency processing personnel is responsible for insuring that all immunization requirements have been complied with.

(*b*) Cholera, typhus, yellow fever, and other special immunizations will be accomplished at home stations or at the nearest stations where those vaccines are available (see TB Med 114).

(2) *For travel by water.* Personnel under oversea travel orders for travel by water will have completed required immunization at home stations or at replacement depots, except for emergencies which do not permit time for completion and request has been made in writing to the commander of the port of embarkation that immunizations be completed at the port or on board the transport.

e. EXCEPTIONS. (1) Immunizations may be waived and oversea travel by air may be permitted in circumstances of great urgency only, upon approval of the commanding officer of the appropriate port of aerial embarkation after recommendation of the surgeon thereof, provided, however, that the yellow fever immunization will not be waived unless its requirement officially has been waived by the governments to and through which travel will occur.

(2) Personnel of foreign nationalities for whom certain immunizations may not be required for oversea travel (see par. 10*f*, AR 40–210) will be informed of the advantages of such immunizations and immunization will be administered upon request.

25. Immunization Table with Notes

Table I. Immunization requirements for travel of military and civilian personnel and dependents to oversea areas

I. *Routine.*

a. *Smallpox* and *typhoid-paratyphoid*: All personnel within 1 year (see table II for children).

b. *Tetanus:* All military personnel and civilians on field duty status. Initial series required, followed after 1 year by single booster dose.

II. *Special* (see table II for children; see also footnotes). The following immunizations when required, or a stimulating injection if previously immunized, must have been accomplished within 1 year, *except* yellow fever vaccination, which is valid for 4 years:

Area	Immunization Against—			
	Typhus fever	Cholera	Yellow fever	Diphtheria
Europe, including British Isles.	See Note 1			See Note 2
Africa	X		See Note 3	See Note 2
Asia	X	X		See Note 2
Japan, Korea	X	X		See Note 2
Philippine Islands, Ryukyus		X		See Note 2
Central and South America	See Note 1 Not required for Panama		See Note 3 not required for Panama.	See Note 2

Legend: X indicates immunization required for travel to area specified. For travel to areas not listed above, there are no special requirements except Diphtheria immunization for dependents under age 15 (see Note 2).

Note 1. Typhus immunization is required for travel to the following countries in the Western Hemisphere: Mexico, Guatemala, Colombia, Ecuador, Peru, Bolivia, and Chile. Individuals traveling to Europe whose destinations are *known* to be east of 18° East longitude, i.e., east of Germany, will be immunized against typhus fever.

Note 2. Diphtheria immunization, or a Schick-negative status, is required for all military and civilian personnel and dependents proceeding to the European or Mediterranean Theater if under the age of 35 years. All dependents under the age of 15 years, proceeding to any oversea area, are required to be immunized or Schick negative.

Note 3. Yellow fever immunization is required for travel to or through all endemic areas indicated below. This vaccination must have been accomplished at least 10 days before departure from the United States if travel is to be through an endemic area en route to a non-endemic area.

a. *In Africa:* TB Med 114 contains precise definition of area. For order writing purposes, consider all countries of central portion of Africa (between latitude 15° N and latitude 10° S) as requiring yellow fever vaccine. Not required for North Africa.

b. *In South America:* TB Med 114 contains precise definition of area. Required for northern portion of continent east of Andes Mountains, including Colombia, Venezuela, the Guianas, Bolivia, eastern Peru, and northern and central Brazil, west of 45° W longitude and north of 15° S latitude. All major ports of the eastern coast of South America and all airports regularly visited by ATC planes *are exempted from the vaccination requirement. Vaccination is not required for travel to Panama Canal Department.*

Table II. Age limits for immunization of children

Immunizing Agent	Age limit
Smallpox vaccine	All ages.
Typhoid-paratyphoid vaccine	Over 1 year.*
Typhus vaccine	Over 1 year.*
Cholera vaccine	Over 3 months.*
Yellow fever vaccine	Over 3 months.
Diphtheria toxoid	3 months to 15 years unless Schick negative.

* Dosage reduced as determined by physician.

Section IV. CLOTHING AND EQUIPMENT

26. Allowances

Clothing and equipment issued in accordance with AR 615-40 will be the mandatory allowances for areas of destination as authorized and defined in T/A 21, subject to the following exceptions:

a. Specific instructions given in the travel orders take precedence over other directives.

b. Movement of male military personnel for oversea destination by air transportation will be based upon WD Pamphlet 38-6, Itemized Baggage List. War Department civilian employees and female military personnel traveling by air will use WD Pamphlet 38-6 as a guide for their requirements within the baggage allowance authorized for air travel. All female personnel will wear slacks when traveling aboard Air Transport Command aircraft.

c. The following equipment is not authorized:

Tents, shelter, half.
Poles, tent, single section.
Pins, tent, wood.
Helmets, steel, M-1 (complete).
Releases, chin strap, T-1 (for helmet, steel, M-1).
Canteens, plastic (not authorized for personnel traveling to Alaska, Canada, Greenland, Iceland and Newfoundland).
Bags, sleeping, wool, M1945 (blankets, wool, od, M1934 (2 per individual) will be substituted).
Case, water repellent, bag, sleeping, M1945.
Roll, bedding, waterproof, M1935.
Blankets, wool, od, M1934, are not authorized for officers.

d. Officers are authorized to take personally owned sleeping bags, if they desire; in these cases the issue of rolls, bedding, waterproof, M1935, and cases, water repellent, bag, sleeping M1935, is authorized.

e. The following clothing is authorized for comfort en route. This clothing if already in possession of the enlisted personnel on receipt of movement orders will be retained; if necessary to be issued it need not be better than Class CS. Modifications of clothing and equipment prescribed herein for the oversea movement of enlisted personnel will serve as a guide for officers and warrant officers. The basis of issue to or requirement for purchase as indicated in T/A 21 is not affected by the modifications prescribed herein. Officers and warrant officers may take such additional items of summer or winter clothing that may be required for comfort.

(1) *For *tropical destination—enlisted male personnel:*

(*a*) *May through September, inclusive:* One set of woolen outer garments (cap, garrison, od; shirt, flannel, od; and trousers, wool, od) per EM.

(*b*) *October through April, inclusive:* One set of woolen outer garments (cap, garrison, od; glove inserts, wool; overcoat, wool, od; shirt, flannel, od; and trousers, wool, od) per EM.

(2) *For *tropical destinations—enlisted WAC personnel:*

(*a*) *October through April inclusive,* for comfort on the journey to the port of embarkation: One set of WAC winter clothing per EW (overcoat, WAC, enlisted women's; skirt, WAC, winter; jacket, WAC, winter; cap, garrison, wool, WAC; pajamas, WAC, winter; gloves, wool, od, women's).

(*b*) *October through April inclusive,* for comfort on the voyage to the port of debarkation: One set of WAC winter clothing per EW (pajamas, WAC, winter; gloves, wool, od, women's).

(3) *For destination within the Mediterranean, *Pacific, and *Far East Theaters—enlisted male personnel:* October through April, inclusive—Overcoat, wool, od.

(4) *For all Arctic destinations and Army of Occupation in Europe—enlisted male personnel:*

(*a*) May through September, inclusive, for comfort during journey to the port: One set of cotton khaki outer garments (cap, garrison, khaki; shirt, cotton khaki; and trousers cotton khaki) per EM.

(*b*) Overcoats, wool, od, are authorized for comfort en route to the port of embarkation for personnel moving to Arctic destinations. At the port of embarkation this overcoat will be turned in and overcoat, parka type, with pile liner, will be issued (one per officer, warrant officer, or enlisted man).

(5) *For all Arctic destinations and Army of Occupation in Europe—enlisted WAC personnel:* May through September, inclusive, for comfort during journey to the port: One set of summer garments per EW (skirt, WAC, summer, tropical worsted, khaki; jacket, WAC, summer, tropical worsted, khaki; waist, tropical worsted, khaki, women's; cap, garrison, tropical worsted, WAC; pajamas, WAC, summer).

(6) All military personnel moving to Arctic destinations, *except* Alaska and Eastern Canada, will be equipped at the port of embarkation with any additional items of Arctic clothing and equipment indicated as discretionary items, as may be required for comfort en route to destination.

f. The following items of Army Air Forces flyer's clothing and equipment are authorized per individual for field artillery liaison pilots of units:

One each—Bag, assembly, flyer's clothing, type B4, Stock No. 8300-022100.

One pair—Glasses, flying, sun, Stock No. 8300-290400.

One each—Helmet, flying, summer, type A-10A, Stock No. 8300-416580 to 416610.

One each—Jacket, flling, intermediate, type B15, Stock No. 8300-470728 to 470738.

One each—Headset, HS-38, Stock No. 1600-207625000.

Two each—Suit, flying, very light, K-1 cotton twill, Stock No. 8300-809970 to 810040.

or

Two each—Suits, flying, light, type L-1 gabardine, Stock No. 8300-784850 to 784920.

g. Army Air Forces personnel assigned to duty with Military Attache Offices:

(1) The Director of Intelligence, War Department General Staff, when requesting order writing agencies to issue travel orders on Army Air Forces personnel assigned to duty with the Military Attache Officers, is authorized to include in his request special Army Air Forces items of clothing and equipment deemed essential to the accomplishment of the mission and which will not be available at the traveler's new station.

(2) This clothing and equipment will be listed by individual items giving proper nomenclature and stock numbers. Before requesting the order writing agency to publish the order, the Director of Intelligence will clear with the Director of Service, Supply, and Procurement (Movement Branch, Service Group), WDGS, any unusual items or those not normal to the category of personnel. Travel orders must detail each item authorized.

* Woolen clothing will not be issued for comfort en route between the port of embarkation and the Caribbean Defense Command unless considered essential by the port commander.

The wool gloves and overcoats as applicable, authorized herein for comfort en route, will not be taken unless the "agency to issue movement orders" determines them to be necessary for the journey to the port or has information from the port commander that these items are required either for the stay in the staging area, for the voyage, or both. The port commander will include information in his call as to whether overcoats and woolen gloves will or will not be required after arrival at the port area. If the items are taken to the port, they may be withdrawn by the port commander if he considers them unnecessary for the voyage.

CHAPTER 3

OVERSEA MOVEMENT OF UNITS

Section I. GENERAL INSTRUCTIONS

27. General

War Department movement directives will be prepared for movement overseas of—

a. All units, including equipment and supplies authorized to accompany them.

b. Supplies and equipment set up for specific troops when these supplies are intended for assignment to the troops at some later phase of the movement.

c. Casuals moving with amounts of special equipment or other organizational equipment too great or too bulky to permit hand carriage (this does not include T/A 21 or T/O & E individual clothing and equipment issued for the use of the casual).

28. Definitions

a. SHIPMENT NUMBERS. A shipment number for movement of *units* from the United States to oversea destination consists of a four-digit number with a following letter or letters to designate specific elements of the shipment. These numbers are assigned in the movement directive and will not be changed or reassigned. The following letters will be used in shipment numbers *only* to indicate specific conditions as given below—*I*, *X*, and *Z*. *V* is never used in the double combination. *O* and *Q* are never used. When one of the following letters is used as the last letter in the shipment number it indicates:

Letter *I*—an air echelon.

Letter *X*—an advance detachment (air or water).

Letter *Z*—a flight echelon in organic aircraft.

EXAMPLE: An air echelon for Shipment Number 1234-A would be written: 1234-A1.

b. UNIT. As used in this pamphlet "unit" refers to division, wing, regiment, group, separate battalion, squadron (air), separate company (or similar organization), or a detachment. A detachment may comprise a specific group or individuals, replacements or casuals, whom it is desired to move as a unit rather than on travel orders.

c. THEATER COMMANDER. As used herein "theater commander" refers to oversea commanders of theaters, defense commands, departments, and areas, and other commanders who are directly under the control of the War Department.

29. Related Directives

Directives related to the oversea movement of units and their equipment are listed in the appendix.

30. Coordination

The War Department will effect the necessary coordination between the major forces of the Army and the theater commander concerned.

31. Preliminary Procedures

a. When the need for units overseas is determined, the War Department will direct the Commanding General, Army Air Forces, the Commanding General, Army Ground Forces, or the chiefs of technical and administrative services, as appropriate, to nominate specific units to meet the requirement.

b. When this nomination is made it will include the T/O & E, its date, number of changes, and any modifications of equipment, including recommended authorizations of discretionary items, under which the units will move, also the recommended readiness date. The command responsible for the nomination of the units will issue necessary warning orders to the units of the impending move. The status of training and equipment will be reported to the War Department in accordance with current directives.

c. The actual movement of the units will be made in accordance with the movement directive issued by the War Department. The processing of the movement directive will be as given in the "Oversea Movements Table II" of section V, WD Pamphlet 29-10, Movement Regulations for Movement of Units Within the Zone of Interior.

32. Movement of Units

a. Units will be moved from the continental United States to oversea destination only on authority of the War Department. These moves will be for permanent change of station unless specifically stated otherwise in the movement directive.

b. Units under orders for movement overseas will be moved to a new station within the United States only with the prior approval of the War Department.

c. Units upon arrival at oversea destination (port of debarkation) pass to the control of the appropriate theater commander unless the movement directive directs otherwise.

33. Readiness Date and Port Call (For Definitions See POM)

a. The readiness date established in a movement directive will be advanced or a new date will be established only by the War Department. Unavoidable postponement of not exceeding 15 days may be made by the Commanding General, Port of Embarkation.

b. Under normal circumstances, port calls for the movement of troops and impedimenta to the port will be made in sufficient time to give units concerned at least 5 days' notice prior to actual departure from present station. If calls for movement to the port have not been issued by the readiness date established in the movement directive, the Commanding General, Port of Embarkation, will give units 10 days' notice prior to departure from present stations unless a new readiness date is announced, in which case only 5 days' advance notice need be given.

c. MOVEMENT BY AIR. (1) When units and equipment move by air and the movement directive specifies an *air priority designator,* the readiness date given in the directive is the date of arrival at the aerial port of embarkation and no port call will be issued. (The air priority designator appears in the movement directive in the paragraph headed "Method of Movement.")

(2) When units and equipment move by air and the movement directive does *not* specify an *air priority designator* they will receive a port call from the aerial port of embarkation under the procedures as given in *a* above.

34. Modification of Movement Directives

Movement directives will not be modified without the authority of the War Department.

35. Clothing, Equipment, and Supplies

Clothing, individual equipment, organizational equipment, and supplies to accompany the movement will be prescribed in each movement directive. Specific authorization for discretionary items will be included if appropriate, otherwise only mandatory allowances will accompany the movement. Normally, units will be accompanied by not less than the clothing and equipment prescribed for the individual in the appropriate T/A 21, and other minimum essential equipment as defined by POM, except that units or their component parts moving by air will normally take individual clothing and equipment as prescribed in War Department Pamphlet 38-6 Itemized Baggage List.

36. Shipment of Equipment with Units

Every effort will be made by all concerned to insure that the equipment which accompanies the units to the port or which is to be married-up with the units at the port, accompanies the unit overseas, or is shipped from the port in time to arrive at destination concurrently with, or prior to, the arrival of the unit, unless the movement directive specifies otherwise.

37. Advance Detachments to Theater from Units Ordered Overseas

Port of Embarkation commanders are authorized to move an advance detachment of not to exceed six individuals, from each unit to oversea destination by air, providing the theater commander requests the advance detachment and furnished the necessary air priorities. Should the theater commander's request for this advance detachment require its shipment overseas by air prior to the port call, the agency responsible for preparing the unit for oversea movement will request his oversea order writing agency to issue necessary travel order for the personnel. Information copy of this travel order will be furnished the port of embarkation commander through whose port the unit, less the detachment, will move.

38. Movement to Port of Embarkation

Movement from home station to the port of embarkation by commercial carrier will be in accordance with the provisions of AR 55-130 and other pertinent directives. Shipments of property from home station, other than accompanying baggage and impedimenta, will be governed by TM 55-235.

39. Direct Communication

Direct communication between the addresses is authorized with respect to advance detachments and/or other details of the movement, except as set forth in paragraph 30, and as required for submission of reports in paragraph 41.

Section II. PREPARATION OF OVERSEA MOVEMENT DIRECTIVE

40. Movement Directive

For each movement one War Department movement directive applicable to all the commands concerned will be issued through The Adjutant General. This directive will be in accordance with the following procedure.

a. Assignment of a shipment number and letter to each unit in the shipment is made by the War Department when it advises the Commanding Generals, Army Air Forces, Army Ground Forces, and the chiefs of technical and administrative services concerned that the units are to move overseas. Upon receipt of this notification the Commanding General, Army Air Forces, or the Commanding General, Army Ground Forces will prepare and forward to the War Department the draft of his portion of the movement directive prepared in accordance with separate instructions furnished on procedures for the preparation of a movement directive. At the time of submission of this draft to the War Department, reference will also be made to exceptions and special requirements which the submitting agency desires included in that portion of the movement directive not prepared by it.

b. Upon receipt of this draft the War Department will complete the movement directive and forward it to The Adjutant General for publication to all concerned.

c. The movement directive for units assigned to the technical and administrative services at the time of movement will be prepared by the War Department.

41. Reports

The following reports pertaining to the shipment of units will be prepared and forwarded by the designated Commander or authorized subordinate, by the most expeditious means of communication consistent with the security classication required:

a. To Theater Commander of Destination. (1) *By War Department.* Designation of units and shipment number assigned.

(2) *By port of embarkation.* Shipment number of units, strength of units, cargo summary, and approximate date of arrival.

b. To War Department. (1) *By theater commander of destination upon arrival of any elements of shipment at destination.* Shipment number of units, strength of each unit, date of arrival, and port of debarkation.

(2) *By port of embarkation.* Date and time of arrival of units at the port of embarkation.

c. Other reports in connection with the movement of troops to oversea destinations are prescribed in the references quoted in the appendix.

42. Classification

a. During Active Operation Against Hostile Forces. Movement directives or orders will normally be classified *confidential,* except for the following information, which will be issued separately, will be classified *secret,* and will be limited in distribution:

Destination.
Route.
Date or time of departure from port of embarkation.
Name of ship or designation of convoy.

b. During Periods of Peace or Following Termination of Hostilities. Movement directives or orders will normally be classified as *restricted,* unless specific contents require a higher classification in accordance with AR 380-5.

APPENDIX

REFERENCES

1. Preparation for Oversea Movement (Short Title: POM) (to be reissued as a War Department Pamphlet).

2. Additional Preparation for Oversea Movement for AAF Units (Short Title: AIR-POM) (to be reissued as a War Department Pamphlet).

3. TM 38-414, Army Marking Directive.

4. TM 55-235, Movement of Supplies to ports of Embarkation, Canada, and Mexico.

5. WD Pamphlet 29-10, Movement Regulations for Movement of Units Within the Zone of Interior.

6. ASF Manual M401, War Department Shipping Document (to be republished as a Technical Manual of the TM 38- series).

★U. S. GOVERNMENT PRINTING OFFICE: 1947—706414

File

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

In reply refer to:
AGPR-A 201 Field, Virgil Forman
(10 Jul 47)

10 July 1947

312.1
Mil Pers

SUBJECT: Oath of Office

THROUGH: Commanding Officer
The State-War-Navy Coordinating Committee
Washington, D. C.

TO : Lieutenant Colonel Virgil F. Field
The State-War-Navy Coordinating Committee
Washington, D. C.

1. Reference is made to the recent appointment in the Officers' Reserve Corps tendered to you under the provisions of Circular 97, War Department, 1947.

2. The oath of office submitted is not acceptable for the reason indicated below:

_____ Oath is not signed

__X__ It has not been executed before an officer authorized to administer oaths

_____ It has not been properly authenticated with the seal of the Notary Public

_____ Proper identification of the official before whom the oath was administered is not recorded on the oath

3. It is requested that the inclosed form for oath of office be properly executed, as of current date, and returned to this office with the least practicable delay, in order that your records may be completed.

BY ORDER OF THE SECRETARY OF WAR:

Roy Alexander
Adjutant General

1 Incl
oath of office

JUL 11 1947

STATE WAR & NAVY COORDINATING COMMITTEE

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WAR DEPARTMENT GROUPS CIRCULAR
No. 25-7.1

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
2 July 1947

MILITARY PERSONNEL ADMINISTRATION

Promotion of Officers on Relief from Active Duty

1. Reference is made to War Department Groups Circular No. 25-7, dated 13 June 1947.

2. It has come to the attention of the War Department that many officers who are not eligible for terminal leave promotion under the provisions of Circular 140, War Department, 1946, as supplemented by WCL 23722, 6 June 1947, are being returned to the Zone of Interior and sent to Separation Centers for separation processing under provisions of the above cited directives. Commanders will insure that no officer is returned to the Zone of Interior or sent to a Separation Center for separation processing under the provisions of these directives unless he is properly eligible for terminal leave promotion insofar as both minimum time in grade and minimum efficiency index requirements are concerned, and unless he has expressed in writing the desire to take advantage of terminal leave promotion.

BY ORDER OF THE SECRETARY OF WAR:

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

DISTRIBUTION
"A"
(All agencies of the War Department Groups)

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315.4 Mil Pers Mis

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-20

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
Washington 25, D. C.
3 July 1947

MILITARY PERSONNEL ADMINISTRATION

Assignment of Officers

1. ASSIGNMENT: A request for the assignment of an officer to any agency of the War Department Groups will be prepared by the requesting agency and addressed to the Chief, Management Office, Office of the Chief of Staff, Attention: War Department Groups Representative, Career Management Branch, for review and forwarding to The Adjutant General for issuance of orders.

a. Requests for assignment of specific officers by name are authorized only in exceptional cases. Exceptional cases will be considered only when the position is Group Chief (see WD Memorandum 3-20-1, 7 Feb 47, "Organization and Position Titles") or above and, in addition, there are valid and specific reasons for requesting an officer by name.

b. A request for assignment will include:

(1) Title and brief description of duties of position to which an officer is to be assigned.

(2) Grade, branch, MOS, and other pertinent information.

(3) Desired effective date of change on morning report.

(4) Statement that position is available under current allotment of officer positions established for the requesting agency.

2. ASSIGNMENT TO WDGS: Established procedure for the filling of vacancies on the War Department General Staff contemplates submission of several names from which Directors will select those to be assigned. The qualifications below will be used as a guide in selecting officers for assignment to the War Department General Staff. Exceptions will be made when an officer is in a "duty with" status for the purpose of carrying on administrative or courier duties.

a. A minimum of 10 years commissioned service (active or constructive credit).

b. Be a graduate of, or have equivalent credit for, regular course at the Command and General Staff College or higher level school.

c. Command experience desirable for assignment to the War Department General Staff.

d. Reassignment to the War Department General Staff will be under the following restrictions:

(1) Return assignments to War Department General Staff will be made only after a minimum of 5 years on other duty, except as provided below:

(a) Officers who are sent to school for specific instruction under the sponsorship of a General Staff Division, after a very short period in the War Department General Staff, may be reassigned to the War Department General Staff on completion of the course. However, in such cases the individual will not spend more than 4 in any 5 years in the War Department General Staff.

(b) During period 1942-1946 many officers were relieved from assignment to the War Department General Staff. Personnel who served less than one year in the War Department General Staff during this period may be reassigned without regard to time spent on other duty.

BY ORDER OF THE SECRETARY OF WAR:

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

DISTRIBUTION
"A"
(All agencies of the War Department Groups)

File

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

In reply refer to:
AGPR-A 201 **Field, Virgil Forman, 0470144**

23 Juue 1947

SUBJECT: Appointment under Section 37
National Defense Act, as amended

TO : **Senior Army Member, Army Section**
State-War-Navy Coordinating Committee
Room 2027, New State Department Building
Washington 25, D. C.

1. Inclosed is a letter of appointment in the Officers' Reserve Corps for the individual named in the above classification.

2. This appointment is tendered in accordance with Circular No. 97, War Department, dated 15 April 1947. It is requested that entries on subject officer's WD, AGO Form No. 66 and proper morning report entries be made in compliance with paragraph 11a, c, and d of aforementioned circular.

BY ORDER OF THE SECRETARY OF WAR:

Roy W. Gibson Jr
Adjutant General

1 Incl
Letter of appointment w/incl
(WD, AGO Form No. 71)

756

csw/1C 470

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON 25, D. C.

IN REPLY REFER TO:

AGPR-A 201 (addressee shown below) 23 June 1947

SUBJECT: Appointment under Section 37
National Defense Act, as amended

TO: Lieutenant Colonel Virgil Forman Field, AG-Res
The State-War-Navy Coordinating Committee
Washington, D. C.
0-470144

1. By direction of the President, you are tendered appointment in the Officers' Reserve Corps, Army of the United States, effective this date, in the grade, section and with serial number shown in address above, for a period of five (5) years.

2. There is inclosed herewith a WD AGO Form 71 (Oath of Office) which you are requested to execute and return to the agency from which you received it. The lower portion of the oath pertaining to entry on active duty is not to be completed. The execution and return of the required Oath of Office constitute an acceptance of your appointment. No other evidence of acceptance is required. Upon receipt in the War Department of the Oath of Office, properly executed, a commission evidencing your appointment will be sent to you.

3. Your prompt action is requested since the regulations require cancellation of the tender of appointment if acceptance is not received within a reasonable time.

4. This does not affect your current active duty status and you will not perform the duties of an officer under this appointment until so directed by competent orders.

5. After relief from active duty, changes of address or status will be reported on WD AGO Form 603.

BY ORDER OF THE SECRETARY OF WAR:

Edward F. Witsell

EDWARD F. WITSELL
Major General
The Adjutant General

1 Inclosure
WD AGO Form 71

Copies Furnished:
CG, 6th Army
AG Branch, AGO

FL-118

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File

312.1
Not Pers

1st Ind.

From: Army Section, State-War-Navy Coordinating Committee, Room 2027, New State Department Building, Washington 25, D. C.

To: Adjutant General, Washington 25, D. C.

1. Approved.

2. Officer is physically qualified for active military service. His annual or final type physical examination report given on 12 February 1947 was used as a basis.

W. A. SCHULGEN
Colonel, GSC
Senior Army Member
SWNCC

1 Incl.
WD AGO Form 66
(in duplicate)

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

12 June 1947

SUBJECT: Appointment in the Officers' Reserve Corps

TO: Adjutant General, Washington 25, D. C.

1. It is requested that I be appointed a Lt. Colonel, Adjutant General's Department, in the Officers' Reserve Corps under the provisions of WD Circular 97, 1947.

2. The following information is submitted:

a. Field, Virgil Forman

b. Lt. Colonel, Adjutant General's Department, O-470144

c. Category I

d. Ordered to extended active duty from Ft. Lewis, Washington

3. I certify that I am not undergoing an investigation, have not been ordered before a reclassification board, nor are court-martial charges pending against me.

V. F. Field
Lt. Col., GSC (AGD)

War

OSW Office Memorandum
Subject Series No. 10

25-17
2 Pages
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-17

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
16 June 1947

MILITARY PERSONNEL ADMINISTRATION

Officers' Leave

1. REQUEST AND ORDER. To expedite the consideration of officers' requests for leave of absence, the granting of leave, and the issuance of leave orders, the procedure outlined below is recommended for use in agencies of the War Department Groups. Under this procedure a request for leave will be initiated by the requesting officer and the leave order will be signed by the head of the agency to which the requesting officer is assigned.

2. PROCEDURE. The attached sample of a letter form combines in one communication the request for leave and the leave order.

a. The officer requesting leave prepares a military letter, in triplicate, addressed to himself for signature of the head of the agency. The letter contains the number of days of leave granted, the approximate effective date of leave, and a statement to the effect that the officer is required to keep a duplicate of WD AGO Form 481, Officer's Record of Leave Taken.

b. A "Memo for Record" including the officer's request for leave, the number of days accrued leave due him, his address while on leave, and the titles of approving officers is typed on the file copy of the letter. The officer signs the Memo for Record and forwards the letter (original, courtesy copy, and file copy) through channels to the head of the agency.

c. Approval of the request as it passes through intermediate offices within the agency is indicated by the initials of appropriate officers in the space provided in the Memo for Record.

d. Signature of the head of the agency on the letter indicates that the leave has been granted. The signed letter constitutes the leave order, and the original and courtesy copy are forwarded to the requesting officer. The file copy is forwarded to the individual who has custody of the WD AGO Forms 66-1 and 481 for officers in the agency.

3. LEAVE RECORD. The record of an officer's leave will be maintained as follows:

a. The total number of days of leave taken will be entered on WD AGO Form 481, which has been provided to accompany the Officer's and Warrant Officer's

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Qualification Card (WD AGO Form 66-1, 66-2, or 66-3). Entries will be made by the individual who has custody of the cards for officers assigned to the agency.

b. A duplicate of WD AGO Form 481 will be kept current by the officer (AR 600-115, paragraph 20).

BY ORDER OF THE SECRETARY OF WAR:

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

1 Attachment
Sample of Request for
Leave and Leave Order

DISTRIBUTION
"A"
(All agencies of the War
Department Groups)

Attachment 1

SAMPLE OF REQUEST FOR LEAVE
AND LEAVE ORDER

WAR DEPARTMENT
War Department Special Staff
Washington 25, D. C.

3 June 1947

SUBJECT: Leave of Absence

TO: Major John R. Doe
Planning Section, Analysis Branch
Public Information Division, Washington 25, D. C.

1. Leave of absence for ten (10) days is granted to Major John R. Doe, O-12345, GSC, effective on or about 6 June 1947.

2. Paragraph 20, AR 600-115, 20 Aug 1946 requires that a duplicate of WD AGO Form 481, Officer's Record of Leave Taken be kept current by the individual officer.

Richard M. Roe
RICHARD M. ROE
Major General, GSC
Chief, Public Information Division

Custodian of WD AGO Forms 66-1 & 481

Copy furnished:
Miss Jane Smith, Adm Office

On file copy only

MEMO FOR RECORD: Leave as indicated in letter above is requested. I have 36 days accrued leave as of 1 June 1947. I am not engaged upon any special assignment of the Chief or Deputy Chief of Staff. My address while absent will be: In care of Mrs. Robert M. Doe, 1911 North Greenville Street, Topeka, Kansas.

John R. Doe
JOHN R. DOE, Major, GSC

Approved: JCU Chief, Planning Section

Chief, Analysis Branch

HEADQUARTERS, ARMY GROUND FORCES
Career Management Branch
Washington 25, D.C.

350.1 (13 Jun 47) WDGPA-O-S&AA 13 June 1947

SUBJECT: Nomination of Officers to Attend French Schools

TO: Commanding Generals,
First, Second, Third, Fourth, Fifth and Sixth Armies,
The Armored Center,
The Artillery Center,
The Infantry Center,
The Ground General School Center,
The AAA and Guided Missile Center,
The Administrative School Center,
Commandant,
The Command and General Staff College,
Assistant Commandant, The Artillery School,
Seacoast Branch, Fort Winfield Scott, California,
Director,
Physical Training and Athletic Directors Course,
President,
AGF Board No. 1
State-War-Navy Coord Committee, Attn: Col Field, Room 2027 New War Dept Bld
21st and Va. Avenue
Washington, D. C.

1. The French Government has extended an invitation for two officers of the United States Army to attend courses at the following schools during the years 1947, 1948 and 1949:

a. Ecole Superieure de Guerre - This school is the ground element of the Ecole Superieure des Forces Armees and is comparable to the Command and General Staff College. Its purpose is to prepare officers for high staff and command positions such as Chief of Staff, Combined Operations; Commanders of Divisions or higher; Military Counsellors to high civilian personages; Chiefs of Staffs of Divisions, Corps, or higher; and for Military Attache duties.

b. Ecole d'Etat - Major - This school prepares junior officers for duty as staff assistants at all levels. It has no counterpart in our school system.

2. The course of instruction at the "Ecole Superieure de Guerre" will be in Paris, France, from on or about 1 December 1947 to on or about 1 May 1949. Prerequisites for attendance at this course are:

a. Grade of Colonel or Lieutenant Colonel.

b. Not over 42 years of age nor less than 32 years of age.

c. Commissioned in Ground Arms.

d. Graduate of Advanced Course of officer's basic arm, and Command and General Staff College, actual or constructive.

e. Must be able to speak fluently, and read and write proficiently the French language. Such ability to be supported by a certificate to that effect by the individual.

f. General efficiency rating of Superior.

g. At least 6 months combat command experience.

h. Regular Army.

3. The course of instruction at the "Ecole d'Etat - Major" will be in Paris, France, from on or about 3 November 1947 to on or about 31 July 1948. Prerequisites for attendance at this course of instruction are:

a. Grade of Lieutenant Colonel, Major, or Captain.

b. Not over 35 years of age nor less than 28 years of age.

c. Commissioned in Ground Arms.

d. Graduate of Advanced Course of officer's basic arm, actual or constructive.

e. Must be able to speak fluently, and read and write proficiently the French language. Such ability to be supported by a certificate to that effect by the individual.

f. General efficiency rating of Superior.

g. At least 6 months combat experience, command or staff.

h. Regular Army.

4. Nominations of qualified officers will be submitted to The Adjutant General, Washington 25, DC, Attention: WDGPA-O-S&AA, not later than 25 July 1947, and will include a copy of the officer's WDAGO Form 66-1 (Officer and Warrant Officer Qualification Card).

BY COMMAND OF GENERAL DEVERS:

H. S. Junker

H. S. JUNKER
Major, A. G. D.
Asst Ground Adjutant General

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-7

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
13 June 1947

MILITARY PERSONNEL ADMINISTRATION

Promotion of Officers on Relief from Active Duty

(This circular supersedes War Department Groups Circular No. 25-7.1, 26 May 47, of the same title.)

1. Reference is made to:

a. War Department Circular No. 140, 1946

b. War Department WCL 38668, 19 December 1946

c. War Department WCL 48388, 20 May 1947

2. The following instructions as contained in War Department WCL 23722, 6 June 1947, are furnished for the information, guidance, and compliance of all concerned.

3. The purpose of these instructions is to stop terminal leave promotions under provisions of Circular 140, War Department, 1496. WCL 38668, 19 December 1946, established 30 June 1947 as the date after which no time-in-grade credit would accrue for a terminal leave promotion. There is no change in that date. All non Regular Army officers eligible for promotion under the above circular, as amended, may forego such promotion and continue on active duty for the period of their category statement in which case they will be promoted under provisions of Circular 97, War Department, 1947 to the higher grade in the Officers' Reserve Corps upon application; or they may request separation to avail themselves of such promotion. No promotions will be accomplished under Circular 140 after 31 December 1947.

4. All non Regular Army officers, except those indicated in paragraph 7 below, who are or will be eligible for this promotion on or before 30 June 1947, and who indicate, prior to 30 September 1947, the desire to avail themselves of promotion upon entry on terminal leave will be processed for separation so as to complete the terminal leave by 31 December 1947, citing Readjustment Regulations 1-1 and WCL 23722 as authority, and will be promoted upon entry on terminal leave. Regular and non Regular Army officers now hospitalized or hospitalized on or before 30 September 1947 who are eligible for a terminal leave promotion will not be required to indicate a choice. If the Army Retiring Board action results in determination that they are physically disqualified for active duty, these individuals will be separated and promoted on entry on terminal leave upon completion of hospitalization. If the Army Retiring Board action results in

determination that they are not physically disqualified for active duty, non Regular Army officers who are eligible for terminal leave promotion and do not desire retention on active duty, and those who desire retention but for whom no suitable assignment exists, will be promoted upon entry on terminal leave.

5. Non Regular Army officers who elect retention on active duty in lieu of separation under provisions of WCL 23722 will, upon separation in the future, enter on terminal leave in the grade held immediately prior to processing for separation. This applies to all non Regular Army officers regardless of whether or not they were once promoted on terminal leave, relieved from active duty and subsequently recalled in lower grade, or demoted without prejudice under the officer grade readjustment program. Since WCL 23722 governs only promotion in the Army of the United States on terminal leave it does not effect appointment or promotion under Circular 97, War Department, 1947, which authorizes appointment in a higher grade in the Officers' Reserve Corps of those officers who meet eligibility requirements as prescribed by Circular 140. It should be noted that no eligibility for this promotion can be attained after 30 June 1947. The application for this appointment may be made at any time.

6. Any officer indicated under paragraph 4 above, may avail himself of a terminal leave promotion prior to 30 September 1947. A notation of the elected terminal leave promotion will be made on the officer's qualification card (WD AGO Form 66-1, 66-2, or 66-3) by the custodian of the cards. For example: "Officer elects terminal leave promotion, 28 June 1947." The date up to and including 30 September 1947, will be that on which the officer signs a statement making his election under the provisions of WCL 23722.

7. The following groups of officers will not be permitted separation under the provisions of WCL 23722 until they have completed their contracted period of service or the expiration of their category statement. Upon separation they will be eligible for promotion under the provisions of Circular 140.

a. Officers whose military occupational specialty denotes linguistic ability, who are being utilized in such capacity, and who are being retained on active duty to complete 42 months of service.

b. All Medical Department officers including nurses, dieticians, physical therapists, etc.

8. Separation centers and separation points will advise all individuals who have been separated under the provisions of WCL 44165 (5 May 1947) or WCL 48388 (20 May 1947) that if they so desire they may request recall to active duty. Officers who request recall to active duty under the provisions of WCL 23722 will be ordered to active duty by the War Department, in the grade held prior to entry on terminal leave, for a period ending not later than 31 December 1947, including accrued leave earned during this period. Applications for recall to active duty will be forwarded to The Adjutant General, AGPR-D, citing the provisions of WCL 23722 as authority and will include the following information: Name, branch, serial number, MOS if known, grade held prior to entering separation processing, and permanent home address as well as temporary

mailing address if different. A copy of the separation order must be attached. The above provisions will also apply to those who are now on a terminal leave status. Such officers may apply for recall to active duty while on terminal leave, but will be recalled effective upon completion of terminal leave.

9. Officers now enroute to separation centers and points under provisions of WCL 44165 or WCL 48388 will be afforded opportunity to elect immediate separation or retention on active duty for a period not to extend beyond 31 December 1947, including terminal leave. Officers electing retention on active duty will be reported by radio to The Adjutant General, attention, AGPA-U, quoting WCL 23722 as authority for request for reassignment together with the following information: Name, grade, Army serial number, race, age, physical status, MOS, current arm or service, basic arm or service, and efficiency index. Such officers will not be granted leave but will be retained at separation centers pending receipt of War Department assignment instructions.

10. Officers electing recall or return to active duty until 31 December 1947 under the provisions of WCL 23722 will not be permitted to change their present category.

BY ORDER OF THE SECRETARY OF WAR:

DISTRIBUTION
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(All agencies of the War Department Groups)

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

OSW OFFICE MEMORANDUM
SUBJECT SERIES NO. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-4

MANAGEMENT OFFICE
OFFICE OF THE CHIEF OF STAFF
WASHINGTON 25, D. C.
5 May 1947

was

MILITARY PERSONNEL ADMINISTRATION

Recall to Active Duty

1. An application for extended active duty in accordance with the provisions of War Department Circular 227, 1946, will, for all agencies of the War Department Groups, be submitted to The Adjutant General through the Management Office, Office of the Chief of Staff, Attention: War Department Groups Representative.

2. The application will be submitted in duplicate on WD AGO Form No. 160 (Application for Extended Active Duty). Particular attention is invited to the instructions contained on the reverse side of WD AGO Form No. 160.

BY ORDER OF THE SECRETARY OF WAR:

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

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(All agencies of War Department Groups)

OSW OFFICE MEMORANDUM
SUBJECT SERIES NO. 10

war

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-3

WAR DEPARTMENT
OFFICE, CHIEF OF STAFF
WASHINGTON 25, D. C.
5 May 1947

MILITARY PERSONNEL ADMINISTRATION

Officer Demotions

War Department Message WCL 42023, dated 28 April 1947, is interpreted as follows, for your information and guidance with particular attention invited to paragraph 4.

1. The purpose of this message is to announce the policy and procedure to be followed in effecting the reduction of an increment of officers from the grade of colonel to the grade of lieutenant colonel. Surplus of officers in grade of colonel over-authorized requirements on 1 July 1947 necessitates the demotion of approximately 640 colonels to the grade of lieutenant colonel. No Medical Department or Chaplain Corps officers will be demoted. Regular Army officers will be demoted in inverse order of permanent seniority. Non-Regular officers will be demoted in inverse order of temporary rank of colonels. Ratio of Regular Army officers to non-Regular Army officers demoted will be the same as currently exists in grade of colonel.

2. No colonels will be demoted who have previously been demoted from the grade of general officer. Officers demoted will take date of rank as lieutenant colonel as of date of rank of their original appointment in that grade provided service has been continuous in that or a higher grade. Officers who are integrated into the Regular Army subsequent to 30 June 1947 whose seniority is such that they would have been reduced as Regular officers under this program will be demoted upon integration. Officers who were scheduled for demotion under a previous program and have not been demoted because of deferment will be demoted under this program if their seniority so dictates. Officers previously scheduled for demotion under a previous program whose demotions have not been effected prior to 30 June 1947 and whose seniority on that date is such that they are not affected by this program will not be demoted under this or any previous grade readjustment program. Any officer scheduled for demotion who has been found permanently incapacitated by an Army Retiring Board but who has not yet been notified by the War Department of the final decision in his case will not be affected. Such officers will not be demoted if the War Department directs retirement but will be demoted if and when it is finally determined by the

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War Department that they are not permanently incapacitated incident to service. Any officer promoted under the provisions of War Department Circular 215, 1946, eligible for demotion under this program, will not be demoted until he has served four months in grade or if hospitalized, until his return to duty whichever date is later. Officers being processed for separation or on terminal leave will not be demoted. No deferments from demotion other than temporary deferments for non-effective officers specifically cited above will be granted under this program.

3. Demotions will be effective on 30 June 1947. Officers scheduled for demotion include the following:

a. All Regular Army officers other than Medical Department, Chaplains Corps, and Air Corps serving in grade of temporary colonel whose permanent rank on 1 July 1947 will be captain or lieutenant. Regular officers who are eligible for promotion to permanent grade of major prior to 1 July 1947 will not be demoted.

b. All non-Regular Army officers other than Medical Department, Chaplains Corps, and Air Corps whose date of rank as temporary colonel is on or after 1 December 1944.

c. The 43 junior Regular Army Air Corps officers serving in grade of temporary colonel and the 7 non-Regular Air Corps officers last promoted to grade of temporary colonel. (These officers will be demoted by the Commanding General, Army Air Forces.)

4. All agencies will review records of all temporary colonels other than Air Corps and transmit without delay a list of officers scheduled for demotion under the provisions of the above paragraphs by the most expeditious means to the Authorization and Military Personnel Section, Management Office, Office of the Chief of Staff, together with names of all officers to be deferred from demotion in view of their non-effective status and reasons therefor. This office will be notified immediately of any subsequent change in assignment or status of officers subject to demotion. Each agency will immediately notify by letter each officer other than Air Corps under his command who is affected by this policy that "By direction of the President his temporary appointment as colonel, AUS, is terminated without prejudice effective 30 June 1947, and he is reappointed a lieutenant colonel, AUS, effective 1 July 1947."

5. The Commanding General, Army Air Forces, will accomplish the demotion of Air Corps officers world-wide regardless of assignment in accordance with paragraphs 2, 3, and 4 above and 7 below.

6. Commanding Generals of Major Army Air Force Commands within the Zone of Interior and Commanding General, Seventh Air Force, will accomplish the demotion in paragraphs 2, 3, and 4 above and 7 below, of officers other than Air Corps under the provisions of this policy.

7. Formal acceptance of reappointment in lower grade will be executed in the following form: "I accept temporary appointment effective 1 July 1947 in the grade of lieutenant colonel, AUS." This office will be notified without delay of any Regular or non-Regular officer who does not accept demotion. Officers declining demotion will indicate such declination in a letter addressed to the Authorization and Military Personnel Section, Management Office, Office of the Chief of Staff, The Pentagon. Officers will execute an oath of office on the appropriate portion of WD AGO Form No. 71, 1 May 1945. Oaths of office will not be executed prior to 1 July 1947. Oath of office and acceptance will be mailed to the Authorization and Military Personnel Section, Management Office, Office of the Chief of Staff, The Pentagon. Upon receipt of acceptance and oaths of office, The Adjutant General will publish confirmatory orders which will include date of rank in readjusted grade. In event WD AGO Form No. 71 is not available, oath will be prepared locally in the following form: "I (first name, middle name, last name) having been appointed a lieutenant colonel, Army of the United States, do solomnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: So help me God." This oath of office will be signed by the officer and he will indicate his grade and organization and arm or service. This oath of office will be administered by an officer authorized to administer oaths of this type who will execute the following certification: "Sworn to and subscribed before me, at (location) this (number) day of (month) 1947." The certifying officer must sign certification and indicate his arm or service. Oaths of office will be taken before a civil official who is authorized by laws of the United States or by local municipal law to administer oaths, or before an officer authorized to administer oaths under provisions of Article of War 114 or AR 25-300, 3 January 1946. Officers of the Army other than those specified above are not authorized by law to administer such oaths. If oath is administered by an Army officer, his authority to administer oaths must be shown. If administered by a civil official, oath must bear seal of person administering oath or if he does not use a seal, his official capacity to administer oaths must be certified to under seal by a clerk of court or other proper local official. A Regular Army officer declining to accept new appointment in lower grade will revert automatically to his permanent grade. A non-Regular Army officer declining

to accept new appointment in lower grade will be relieved without delay from active duty without demotion. RR 1-1 will be cited as separation authority.

8. Desire you give this policy and procedure expeditious disposition so as to reach all officers as soon as possible. Implementation of this plan will require persistent alert attention by all concerned.

BY ORDER OF THE SECRETARY OF WAR:

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

DISTRIBTUION
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(All agencies of the War
Department Groups)

OSW OFFICE MEMORANDUM
NO. 10-0

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 2 May 1947

WCS

MILITARY PERSONNEL POLICY AND PROCEDURES

General

1. After thorough study of the area of military personnel administration, the Office, Chief of Staff has established a new administrative issuance which will contain information and instructions on matters relating to such administration in the Five War Department Groups. This new publication will be entitled War Department Groups Circular and will be issued under the following numerical categories and corresponding general titles:

0 - General
10 - Authorizations General
15 - Civilian Personnel Authorizations
20 - Military Personnel Authorizations
25 - Military Personnel Administration
30 - Miscellaneous

2. Joint discussions between the Office, Secretary of War and the Office, Chief of Staff concerning the applicability of War Department Groups Circulars in the Office, Secretary of War resulted in the following determinations:

a. Only the War Department Groups Circulars issued under the Subject Series Nos. 25 and 30 will be distributed throughout the Office, Secretary of War. The provisions of Circulars issued under the remaining subject series will be issued, if applicable, in the form of OSW Office Memorandums.

b. War Department Groups Circulars issued under Subject Series Nos. 25 and 30 will be recognized as component parts of the OSW Office Memorandum series of publications and will be equally as binding upon all activities in the Office, Secretary of War having military personnel.

c. War Department Groups Circulars will normally be distributed on the basis of one to each activity having military personnel and should be filed in Subject Series No. 10 of the OSW Office Memorandum series.

d. Previous OSW Office Memorandums relating to military personnel and issued in Subject Series Nos. 10 and 14 will be replaced by an appropriate War Department Groups Circular.

3. A limited supply of extra copies of War Department Groups Circulars may be obtained from the OSW Supply and Service Section.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant
Office, Secretary of War

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OSW OFFICE MEMORANDUM
No. 14-16

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 28 February 1947

TEMPORARY INSTRUCTIONS AND INFORMATION

Suspension of Officer Temporary Promotions

The Office, Secretary of War is in receipt of the following information from the Authorization and Military Personnel Section, Management Branch, Office, Chief of Staff. Any questions regarding this matter should be addressed to that office.

War Department Message WCL 24858, dated 26 February 1947, is quoted:

" 1. The purpose of this message is to announce the suspension of officer temporary promotions from the grades of captain to major and from 1st lieutenant to captain in addition to present suspension of promotion to lieutenant colonel and colonel.

" 2. Effective 1 March 1947 temporary promotions to the grades of major and captain are suspended. All recommendations for promotions to major and captain, AUS, being processed will be returned without action.

" 3. Exceptions to the above policy are:

"a. Promotions upon relief from active duty prescribed in War Department Circular 140, 46 as amended.

"b. Promotions of combat wounded officers prescribed in War Department Circular 215, 46 as amended.

"c. Promotions of recovered personnel under provisions of War Department Memorandum 580-5-1, 46.

"d. Promotion of Medical Department officers from 1st lieutenant to captain and captain to major as prescribed in paragraph 6 AR 605-12."

FOR THE ADMINISTRATIVE ASSISTANT:

GEORGE E. BREWER
Assistant Administrative Assistant
Office, Secretary of War

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

AGAS-M 21 February 1947

SUBJECT: Officers Appointed in Regular Army.

TO: Commanders all agencies and organizations serviced by the War Department, Machine Records Section, AGO.

1. Following is an example of a model morning report remark to be used by reporting appointments in the Regular Army, of officers that are on active duty, not on terminal leave, on the date of acceptance.

"Harris Charles E (AGD) 0269789 Maj 6201
accepted APMT 15 Feb 47 as Capt in RA,
ASN O-30980, Basic A/S Fin, Date of RA rank
4 Jan 45 auth SO 28 WD, 10 Feb 47".

2. Officers on terminal leave and officers on inactive status, who accept appointment in the Regular Army, will be reported as attached unassigned to appropriate officer replacement pool and the morning report remark will show, in addition to data normally included in a gain remark required by AR 345-400, that data indicated in the model remark shown in paragraph 1 above.

BY ORDER OF THE SECRETARY OF WAR:

K D Beckenger
Adjutant General

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OSW OFFICE MEMORANDUM
No. 14-7

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 27 January 1947

TEMPORARY INSTRUCTIONS AND INFORMATION

Surplus Officers

The Office, Secretary of War is in receipt of the following information from the Authorization and Military Personnel Section, Management Branch, Office, Chief of Staff. Any questions regarding this matter should be addressed to that office.

1. The authority to separate as surplus to the needs of the Army, officers who are in excess of your requirements and who have efficiency indices below 35 in the company grades or below 40 in the field grades, as contained in message WCL 21511 and WCL 22381 dated 17 Oct 46, is hereby rescinded. Officers already under orders citing WCL 21511 as authority will continue processing but effective the date following receipt of this message no additional personnel will be placed on orders citing WCL 21511, as authority.

2. The authority to return to Zone of Interior for separation as surplus to needs of the Army, officers who are in excess of your requirements and who have efficiency indices below 35 in the company grades or below 40 in the field grades, as contained in WCL 23006 is hereby rescinded. Officers already under orders citing WCL 23006 as authority will continue processing but effective the date following receipt of this message no additional personnel will be placed on orders citing WCL 23006, as authority.

3. Neither of the above provisions is intended to limit in any way the separation under the provisions of WARX 83443 of the inapt and of personnel unable to absorb profitably further military training. Criteria contained in WARX 83443 should continue to be vigorously employed.

4. It is requested that all officers declared surplus in the Zone of the Interior under the above provisions be reported to the Management Branch, Office, Chief of Staff, Room 4A 936, Pentagon Building, Washington 25, D. C., for separation.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant
Office, Secretary of War

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(All Activities having
military personnel, OSW)

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OSW OFFICE MEMORANDUM
No. 14-9

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 27 January 1947

TEMPORARY INSTRUCTIONS AND INFORMATION

Promotion of Officers

The Office, Secretary of War is in receipt of the following information from the Authorization and Military Personnel Section, Management Branch, Office, Chief of Staff. Any questions regarding this matter should be addressed to that office.

Quoted from WD radio WCL 38668 dated 19 December 1946:

"Active duty credit for application toward time in grade for promotion under the provisions of War Department Circular 140, 1946 will not accrue after 30 June 1947. No terminal leave promotions in the AUS will be made after 30 June 1947, except in the case of those officers who were eligible for promotion prior to that date."

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant
Office, Secretary of War

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File

Mil Pers

Room 2027, New War Dept Bldg

20 January 1947

Subject: Monetary allowance in lieu of rations.

To : CO, Hq Co, WD, S. Post, Ft Myer, Va.

1. Under the provisions of AR 35-4520 request that 1st Sgt Ursen F. Ouellette, RA6242966, Hq Co., War Department, be authorized monetary allowance in lieu of rations for the noon day meal, Monday through Friday of each week, Saturdays, Sundays and holidays excluded.

2. 1st Sgt Ouellette was placed on duty in this office per par 3, SO#48, Hq 7025th ASU, dated 9 Dec 46. Request that orders authorizing monetary allowances as requested in par 1 above be made retroactive to include 23 Dec 46, Saturdays, Sundays and holidays excluded.

3. Request that 1st Sgt Ouellette be issued tokens for travel on commercial bus line from South Post to the New War Dept Bldg daily for periods as indicated above.

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

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Mil Pers.

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

AGAS-M

6 June 1947

SUBJECT: Special Officers Rosters.

TO: Commanders of all agencies and organizations serviced by the War Department, Machine Records Section, AGO.

1. Attached hereto is a special roster of all officers (male and female) and warrant officers, other than Regular Army, who were assigned or attached unassigned to your agency as of 31 May 1947.

2. a. It is desired that DATE OF RANK in current grade, entered in Columns MOS, Component, MCO and C, be verified or completed.

b. Enter in Column E and F, DAY, MONTH and YEAR of BIRTH.

3. The corrected roster, original and copy Number 2, will be returned to the War Department, Machine Records Section, AGO, Room 1-D-816, The Pentagon, Washington 25, D. C., within 48 hours after receipt.

4. It is imperative that the required information be entered for each officer present on 31 May 1947 and every means used to insure completeness and prompt return of the attached roster.

BY ORDER OF THE SECRETARY OF WAR:

K D Bekkamayer
Adjutant General

Incls.
WD AGO Form No. 305

Corrected Roster forwarded to office referred to in Par 3 on 19 June 47. ap

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