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

To be regraded RESTRICTED on dates indicated below:

(1) 1 July 1947: Issues dated 31 January 1947.
(2) 1 August 1947: Issues dated 28 February 1947.
(3) 1 September 1947: Issues dated 31 March 1947.
(4) 1 October 1947: Issues dated 30 April 1947.

[AG 312.1 (23 Jun 47)]

III. INSTALLATION.—1. Effective 30 September 1947, Boca Raton Army Air Field, Boca Ratin, Florida, will be placed in the category of surplus.

2. Effective as of 20 June 1947, Gainesville Army Air Field, Gainesville, Texas, was placed in the category of surplus.

[AG 602 (19 Jun 47)]

IV. JANP 131.—1. JANP 131, Joint Communication Instructions—Joint Operating Signals, Change 1.—The following changes to JANP 131 have been approved for combined, United States joint, and intra-Army use. Changes indicated herein will become effective with JANP 131 on 1 July 1947.

a. Changes in instructions: Page 2, paragraph 3, under "Signal Strength": Change "1–Scarcely perceptible" to read "1–Hardly perceptible."

b. Changes in complementary groups:

(1) Page 56, in alphabetical sequence, insert "GND–Relative to Ground."
(2) Page 57, opposite "NDB," change to read "Nondirectional Radio Beacon."
(3) Page 57, opposite "OMN," change to read "Omnirange."

c. Deletions:

(1) Page 11, delete QGF *and* meanings.
(2) Page 13, delete QQL and substitute QDN.
(3) Page 37, delete QOZ *and* meanings.
(4) Page 16, delete *meanings* shown opposite QGF.
(5) Page 32, delete *meanings* shown opposite QOZ.
(6) Page 36, delete *meanings* shown opposite QQL.

d. Changes in meanings:

(1) Page 5, delete meanings of QAB and substitute the following:

QAB—	What is your destination? OR is your destination _____ (place)? OR Am I cleared to _____ (place and/or control)?	My destination is _____ (place). OR Proceed to _____ (place). OR You are cleared to _____ (place and/or control).

(2) Page 5, delete meanings of QAK and substitute the following:

QAK—	Is there any risk of collision?—	There is risk of collision. (This signal should be followed by instructions for avoiding collision.)

(3) Page 5, delete meanings of QAZ and substitute the following:

QAZ—	Are you flying in a storm?—	I am flying in a storm.

(4) Page 7, delete meanings of QDP and substitute the following:

QDP—	Will you accept _____ control—I will accept _____ control (or responsibility) of (for) _____?	(or responsibility) of (for) _____.

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

(5) Page 7, delete meanings of QDT and substitute the following:

QDT----	Are you flying in accordance with visual flight rules?	I am flying in accordance with visual flight rules. OR Fly at all times in accordance with visual flight rules. OR Flying under visual flight rules is permitted again at _____ (place) or from _____(place) to _____ (place).

(6) Page 7, delete meaning of QDX and substitute the following:

QDX--- ----------	I have accepted _____ control (or responsibility) of (for) _____.

(7) Page 27, delete meanings of QGH and substitute the following:

QGH----	May I land using the _____ (procedure or facility)?	-- You may land using the _____ (procedure or facility).

e. New signals and meanings:

(1) Page 9, insert new signal QCZ as follows:

QCZ----	May I use my abbreviated call sign?	You may use your abbreviated call sign until further notice.

(2) Page 33, insert new signal *QQW as follows:

*QQW----------	Message(s) ____ number(s) ____ not transmitted on this schedule (or on schedule ____) no longer needed.

(3) Page 39, insert new signal *QZV as follows:

*QZV----------	Use double-dash procedure.

(4) Page 51, insert new signal *QPO as follows:

*QPO----------	All transmissions will be authenticated ____ (1. On all circuits; 2. On this circuit; 3. On ____ (frequency)).

(5) Page 51, insert new signal *QQE as follows:

*QQE----------	You are using authenticator incorrectly ____ (1. Verify cryptosystem key; 2. Place authenticator in proper transmission position; 3. Check authentication of your last transmission).

f. Make changes in decode section corresponding to those appearing under *c*, *d*, and *e* above.

2. The above changes to Joint Operating Signals (JANP 131) are published for the information and guidance of all concerned, and will be included in Changes No. 1 of JANP 131, which is currently being printed and distributed.

[AG 461 (9 Jun 47)]

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

V--PRESIDENTIAL TESTIMONIAL.—1. The Joint Army-Navy Personnel Board, after examination of the present policies with respect to the issuance of the Presidential Testimonial, found that the wording is such that its issuance to members of the armed forces who have not served during the period of hostilities of World War II is inappropriate. At present the testimonial is issued to all honorably separated personnel who served in the United States Armed Forces for any period between 16 September 1940 and the date to be established as 6 months after the duration of the present emergency. The following policy with respect to the issuance of this testimonial has been agreed upon by the Board, and approved by the Secretary of War, the Secretary of the Navy, and the Acting Secretary of the Treasury:

a. 31 December 1946 (date of termination of hostilities as proclaimed by the President) will be established as the cut-off date with respect to eligibility for award of the Presidential Testimonial to honorably discharged service personnel.

b. The Army, Navy, Marine Corps, and Coast Guard will insure that the issuance of the Presidential Testimonial conforms to the following:

(1) Personnel honorably serving on active duty on 31 December 1946 are entitled to the testimonial.

(2) Immediate issue of the testimonial will be made to personnel currently on active duty who are entitled to and have not received the testimonial.

(3) Continued issue of the testimonial will be made, upon request of the individual concerned, provided such individual served for any period between 16 September 1940 and 31 December 1946, and was honorably separated without having received the testimonial.

2. Pursuant to the foregoing established policy, the testimonial by the President of appreciation for honorable service rendered to the nation by members of the armed forces during World War II, authorized for presentation to eligible individuals in accordance with WD Circular 330, 1945, will continue to be awarded to personnel who served honorably on active duty for any period between 16 September 1940 and 31 December 1946, and who have not received the testimonial. Personnel who initially entered upon active duty on 1 January 1947 or thereafter, are not entitled to receive the testimonial.

3. The testimonial will be presented as follows:

a. Immediate issue will be made by the custodian of personnel records to all personnel currently on active duty who entered the service on or prior to 31 December 1946, and who were serving honorably as of that date and have not previously received the testimonial.

b. Issue will be made by the commanding officer of any installation indicated below, to any individual who served for any period between 16 September 1940 and 31 December 1946 and was honorably separated without having received the testimonial, upon presentation by the individual, either in person or by mail, of a certificate of service or certificate of discharge in the case of former members of the Army, or a notice of separation in the case of former members of the Navy, Marine Corps, or Coast Guard. In those instances where officers were discharged or relieved from active duty prior to the time certificates of service or certificates of discharge became available, suitable evidence of discharge or release from active duty under honorable conditions, such as special orders, will be accepted in lieu of certificate of service or certificate of discharge.

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

U. S. Army	U. S. Navy	U. S. Marine Corps	U. S. Coast Guard
Forts. Camps. Army headquarters. General hospitals. Personnel separation centers and points. Airfields. Air bases. Ports of embarkation. Recruiting offices.	Separating activities. Naval district headquarters. Recruiting offices. Air stations.	Recruiting stations. Posts and stations, continental United States. Separating activities. Reserve district headquarters.	Coast Guard district office.

4. The Presidential Testimonial provides a line on which will be entered the individual's name in signature order: the first name, middle initial, and last name, typed in upper case letters.
[AG 201.22 (28 May 47)]

VI..TM 14-703.—Pending revision of TM 14-703, 12 July 1945, paragraph 3*a* of appendix I is changed as follows:

3*a*. Registers of Net Expenditures (FD Form 514) will be distributed by the Accounting Division, Army Finance Center, approximately 18 days after the close of each cycle in accordance with the following schedule:

Calendar dates of payment by disbursing officers	Calendar dates recorded by Accounting Division	Calendar mailing dates for registers of net expenditures
1–10	8–17	5*
11–20	18–27	15*
21–31	28– 7*	25*

*These dates are in the following month.

[AG 300.7 (20 Jun 47)]

BY ORDER OF THE SECRETARY OF WAR:

DWIGHT D. EISENHOWER
Chief of Staff

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

AGO 2637B

U. S. GOVERNMENT PRINTING OFFICE: 1947

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

Dist 12/4/47

Cir 23

CIRCULAR No. 23

WAR DEPARTMENT
WASHINGTON 25, D. C., 25 January 1947

Effective until 25 July 1948 unless sooner rescinded or superseded

	Section
CLASSIFICATION--Reduced on certain publications	I
CONTROL OF PERSONNEL TRAVELING ON PUBLIC CARRIERS-- Responsibility--AR 55-145 changed	II
INSTALLATION--Category of surplus	III

I. CLASSIFICATION. The CONFIDENTIAL classification of all Army-Navy Electronics Production Agency (ANEPA) Weekly Production Status Reports is reduced to RESTRICTED.
(AG 312.1 (20 Jan 47))

II. CONTROL OF PERSONNEL TRAVELING ON PUBLIC CARRIERS. 1. DEFINITIONS. a. Group; group movement(s). The term "group" and the term "group movement(s)" as used herein means a movement(s) of 2 to 14 persons (both inclusive) comprised exclusively of enlisted personnel or enlisted personnel and an officer(s), traveling by commercial carrier, at public expense, as one group under one group order from the same point of origin to the same destination.

b. Troops; troop movement(s). The term "troops" and the term "troop movement(s)" as used herein means 15 or more military personnel and/or other persons traveling by commercial carrier, at public expense, as one group under one group order from the same point of origin to the same destination.

c. Troop movement commander. The term "troop movement commander" as used herein, encompasses the applicable responsibilities and duties charged a "troop train commander" by War Department regulations and directives regardless of the type of commercial transportation used.

d. Commanding officer at station of departure. The term "commanding officer at station of departure" as used herein means the immediate commander who has the necessary authority to arrange for the movement of a group (as defined in a above), or for the movement of troops (as defined in b above), as the case may be. This may be the station commander, or the commander of a unit, detachment, or an organization at a station who is exempt from the command of the station commander.

2. APPLICATION. The provisions of this circular are applicable to the travel of group movements and troop movements (as defined in par. 1) between points in the continental United States (exclusive of Alaska) or between such points and ports of embarkation en route to or from oversea points, or between points in the continental United States (exclusive of Alaska) on the one hand and points in Canada or Mexico on the other hand.

3. CONTROL OF GROUP MOVEMENTS AND TROOP MOVEMENTS. a. General. To insure the orderly movement of personnel traveling under orders on public carriers, and the safe delivery of such personnel, and of property, if any, at destination station, the commanding officer at station of departure will, as early as practicable prior to departure, designate, in writing, a person in charge of each group movement, and a troop movement commander in command of each troop movement, observing the provisions of b and c below, provided that in the case of group movements or troop movements comprised exclusively of female military personnel, only female military personnel will be so designated.

b. Designation of person in charge of a group movement. The commanding officer at station of departure will designate the person

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

in charge of a group movement from among the personnel included in the group, a commissioned officer when one is included in the group, otherwise a noncommissioned officer when included in the group, or a competent acting noncommissioned officer of minimum grade if neither a commissioned officer nor a noncommissioned officer is included in the group, provided that when in the opinion of the commanding officer at station of departure the situation requires that a commissioned officer be in charge of a particular group movement, and such officer is not included in the group, the commanding officer at station of departure will detail a commissioned officer to accompany the group movement to the destination station as the person in charge, and return to proper station upon completion of such duty.

c. Designation of a troop movement commander.

(1) Subject to the provisions of (2) below, the commanding officer at station of departure will designate the troop movement commander from among the personnel included in the troop movement, a commissioned officer when one is included in the troop movement, otherwise a noncommissioned officer when one is included in the troop movement, or a competent acting noncommissioned officer of minimum grade if neither a commissioned officer nor a noncommissioned officer is included in the troop movement, provided that when in the opinion of the commanding officer at station of departure the situation requires that a commissioned officer or competent noncommissioned officer be in charge of a particular troop movement, and such officer or noncommissioned officer is not included in the movement, the commanding officer at station of departure will detail a commissioned officer or noncommissioned officer to accompany the troop movement to the destination station as the troop movement commander, and return to proper station upon completion of such duty. Subject to the provisions of (2) below, whenever a troop movement is comprised exclusively of persons other than military personnel, a qualified person from among those included in the troop movement, or otherwise, will be designated as the troop movement commander.

(2) Whenever a troop movement consists of 100 or more persons, or occupies more than one railroad car, or whenever a troop movement regardless of number is to be subsisted en route from a railroad troop kitchen car or kitchen baggage car, a commissioned officer shall be designated troop movement commander, and in the event a commissioned officer is not included in the troop movement the commanding officer at station of departure will detail a commissioned officer to accompany the troop movement to destination station as troop movement commander, and return to proper station upon completion of such duty. Whenever a troop movement traveling by railroad is of such number as to require the use of more than one special troop train, a troop movement commander will be designated for each special troop train.

4. EXTENT OF COMMAND OF PERSON IN CHARGE OF GROUP MOVEMENT; TROOP MOVEMENT COMMANDER. The person in charge of a group movement, or a troop movement commander, as the case may be, is in command of all personnel, and property, if any, from the time the movement departs from station of origin until the safe delivery of personnel and property at the destination station. It is the responsibility of the

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

person in charge of a group movement, or the troop movement commander, as the case may be, to assure the orderly movement of personnel and property placed under his command. He is charged to maintain proper standards of discipline among those under his command regardless of rank. His position is to be respected, and proper orders issued by him will be obeyed. Under the 68th Article of War, all officers and noncommissioned officers are responsible for maintaining order among military personnel at all times and in all places. Any officer or noncommissioned offficer failing to lend such assistance upon request from military personnel designated as in charge of a group movement, or designated as troop movement commander, will be reported to the proper authorities at destination for disciplinary action, or, if the situation requires it, to the military police at the nearest station. The person in charge of a group movement, or a troop movement commander, does not command carriers' personnel, but it is of great importance that he cooperate and work in harmony at all times with the carriers' operating officials, train personnel, and personnel operating vehicles other than trains which are used in the transporation of group movements or troop movements.

5. INSTRUCTIONS TO BE GIVEN BY COMMANDING OFFICER AT STATION OF DEPARTURE OR HIS REPRESENTATIVE; ALSO BY STATION TRANSPORTATION OFFICER. a. To persons in charge of group movements. The commanding officer at station of departure or his representative will instruct each person designated as in charge of a group movement as to the extent of his command, and his responsibility for maintaining order and safety while en route, and will instruct all other persons included in the same group movement as to their responsibility for maintaining order and safety while en route, and for carrying out in the proper manner the instructions of the person in charge of the group movement. The station transportation officer will instruct the person in charge of each group movement as to his responsibilities in connection with the proper handling of transportation requests, tickets (including meal tickets when furnished), and bills of lading, if any.

b. To troop movement commanders. The commanding officer at station of departure will be responsible for issuing one copy of the Troop Train Commander's Guide (WD Pamphlet 20-7) to each troop movement commander as soon as practicable after the latter's designation as such, and will instruct the troop movement commander that he is responsible for familiarizing himself with the provisions thereof. Although the instruction and duties set forth in the Troop Train Commander's Guide pertain primarily to troop movement commanders in command of troops traveling by railroad, the principles of that guide are hereby made applicable to troop movements traveling by any form of commercial transportation. The station transportation officer will instruct each troop movement commander, or movement transportation officer where such officer is designated by the troop movement commander, as to his responsibilities in connection with the proper handling of transportation requests, tickets (including meal tickets when furnished), bills of lading, if any, and other transportation matters which may arise in connection with the troop movement while en route.

6. RESCISSION. Pending revision of AR 55-145, 30 September 1942, that part of paragraph 14e(3) of those regulations which reads "In each group of two or more enlisted men one will be appointed 'in charge' and will be responsible that instructions having to do with the movement are carried out in a proper manner," is rescinded.

(AG 370.5 (14 Dec 46))

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

III. INSTALLATION. Effective 31 January 1947, Camp Blanding, Florida, with certain exceptions, is placed in the category of surplus. (AG 602 (16 Jan 47))

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

47-3066

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

Dist 12/4/47

Cir 33

CIRCULAR
No. 33

WAR DEPARTMENT
WASHINGTON 25, D. C., 5 February 1947

Effective until 5 August 1948 unless sooner rescinded or superseded

	Section
BULLETIN OF U. S. ARMY MEDICAL DEPARTMENT--Distribution and sources of back issues	I
CLASSIFICATION--Removed from TB Med 186	II
EQUIPMENT--Petroleum products, assignment of responsibility--Sec. III, WD Cir. 117, 1945, reinstated and amended	III
GRIDS AND PROJECTIONS--Used for military maps and surveys	IV
INSTALLATION--Category of surplus	V
STATION STOCK STATUS REPORT (SUBSISTENCE) (REPORTS CONTROL SYMBOL QMG-11)--Instructions for preparation	VI
WAR DEPARTMENT AND ARMY SERVICE FORCES PUBLICATIONS--WD Cir. 383, 1946, amended	VII

I. BULLETIN OF U. S. ARMY MEDICAL DEPARTMENT. 1. The Bulletin of the U. S. Army Medical Department, edited in The Surgeon General's Office since 1 December 1919, has been a monthly publication since October 1943. It contains material of informational, educational, professional, and training value to Medical Department personnel. Each officer of the Medical, Dental, Veterinary, and Sanitary Corps should receive a personal copy of the Bulletin each month and one copy should be retained in the professional library of each fixed installation of the Medical Department.

2. Beginning with the August 1946 issue the distribution of the Bulletin to the Army has been a function of The Adjutant General's Office. The publication officer at each post, camp, and station, shall submit monthly to the appropriate adjutant general publications depot requisition on WD AGO Form 12 (Monthly Requisition for Miscellaneous Publications), writing in the full title of the Bulletin and requesting sufficient copies to effect the distribution indicated above. The monthly issues of the Bulletin will not be stocked locally, nor should more copies be requisitioned than are needed to supply the personnel and libraries designated herein.

3. On receipt of each issue of the Bulletin, special care will be exercised to distribute it promptly to each officer of the Medical Department entitled to receive it.

4. Issues that are more than 90 days old may be requested direct from the Officer in Charge, Book Department, Brooke Army Medical Center, Army Medical Department Schools, Fort Sam Houston, Texas. (Note: The September 1945 issue of the Bulletin, a special condensation of previously published TB-MEDS, is out of print and out of stock.) Back issues that are less than 90 days old may be requisitioned on WD AGO Form 17 (Requisition for Publications and Blank Forms) through normal AG publications supply channels.

5. Any former officer of the Medical Department who has accepted a commission in the Medical, Dental, Veterinary, or Sanitary Corps Reserve may continue to receive the Bulletin, at his home address, provided he makes such request in writing to The Surgeon General, U. S. Army.

(AG 461 (29 Jan 47))

II. CLASSIFICATION. The RESTRICTED classification of TB Med 186, July 1945, is removed.

(AG 300.5 (29 Jan 47))

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

III. EQUIPMENT. 1. Section III, WD Circular 117, 1945, is reinstated and the expiration date is extended to 30 June 1947, unless sooner rescinded or superseded.

2. Paragraph 3, section III, WD Circular 117, 1945, is changed as follows:

a. Item b(2). Road tank trucks and trailers and auxiliary equipment (see WD Cir. 68, 1946); under column, "Development liaison"--now reads "Q,A" should read "T,A"; under column "Operation including 1st and 2d echelon maintenance"--now reads "Q" should read "T."

b. Item d(1). Item d(1) should read "All bulk supply pipelines including hoselines and transfer equipment (except items assigned under other subparagraphs):".

(AG 463.7 (22 Jan 47))

IV. GRIDS AND PROJECTIONS. 1. Reference paragraph 15c(1), AR 300-15, 29 November 1946, the transverse mercator projection and the transverse mercator grid will be used by the War Department from equator to latitudes 80° north and south. This grid will be designated as "The Universal Transverse Mercator Grid," and will consist of zones whose central meridians are 6° apart. In addition, there is provided an extension of $\frac{1}{2}$° on each side of the zones which provides an overlapping area of 1° in longitude. Owing to excessive convergence of meridians in higher latitudes, provision is made to maintain, in general, a minimum overlap of 50 miles in those portions of the zones. The northern and southern limits of the zones are 80° north latitude and 80° south latitude. Zones are designated by numbers beginning with No. 1 whose central meridian is 177° west longitude. Zone numbers increase in an easterly direction to zone No. 60 whose central meridian is 177° east longitude.

2. The application of the Universal Transverse Mercator Grid system to existing maps will be made progressively in the priority as follows:

a. Military training areas of the United States.

b. Mapping and map revision of foreign areas embraced in mapping projects accomplished under War Department directives.

c. General areas of the United States.

d. Other maps of foreign areas as reissued.

3. During the period of conversion from existing grids to the Universal Transverse Mercator Grid, new or reprinted maps issued by Army Map Service will carry the Universal Transverse Mercator Grid in full lines and the grid previously used will be shown by marginal ticks. Reprinting of existing map stocks or overprinting of existing stocks with the Universal Transverse Mercator Grid will be accomplished as rapidly as conditions permit. However, requisitions to be filled from such stocks will not be held up pending this reprinting. During the period of conversion when grid references are given on any grid system other than the Universal Transverse Mercator the name of the grid system used will be indicated.

4. For the polar caps in latitudes higher than 79°30' a polar stereographic projection and grid will be employed. This will provide an overlap of 30 minutes with the higher limits of the Universal Transverse Mercator Grid. Application of the polar stereographic grid will be made to new maps of the areas concerned as compiled and issued.

5. A War Department technical manual covering description and technical data pertaining to these two projections and grids is in course of preparation.

(AG 061.01 (28 Jan 47))

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

V. INSTALLATION. Effective 1 March 1947, the premises occupied by the 840th Army Air Forces Specialized Depot located at Camp Pinedale, Fresno, California, is placed in the category of surplus.
(AG 602 (27 Jan 47))

VI. STATION STOCK STATUS REPORT (SUBSISTENCE) (REPORTS CONTROL SYMBOL QMG-11). The Station Stock Status Report (Subsistence) required by paragraph 10, TM 10-215, and C2, will be prepared in accordance with the instructions contained therein. The provisions of paragraph 3, WD Circular 332, 1946, pertaining to the discontinuance of this report (formerly assigned Reports Control Symbol DDI-63), are changed accordingly.
(AG 319.1 (31 Jan 47))

VII. WAR DEPARTMENT AND ARMY SERVICE FORCES PUBLICATIONS. WD Circular 383, 1946, is changed as follows:

1. Paragraph 1, section I, is amended by adding section IV, WD Circular 161, 1945.
2. Section III is changed by deleting ASF manuals 402-2 and 802A.
3. Paragraph 2, section IV, is changed to read as follows:

2. ASF PUBLICATIONS. All ASF publications and instructions (except those listed in sections I, II, and III above, and those listed in Civilian Personnel Circular 62, 1946, as amended by Civilian Personnel Circular 1, 1947) which have not been specifically rescinded or superseded are considered as having served their purpose and are rescinded.
(AG 461 (20 Jan 47))

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

47-3844

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

Dist

Cir 185

CIRCULAR
No. 185

WAR DEPARTMENT
WASHINGTON 25, D. C., 16 July 1947

Effective until 16 January 1949 unless sooner rescinded or superseded

	Section
ATOMIC ENERGY ACT—Investigations of violations—Sec. I, WD Cir. 144, 1947, amended	I
ENGINEER REGIONAL MAINTENANCE OFFICERS—Duties	II
CIRCULAR—Expiration date extended	III
CLASSIFICATION—Reduced on certain Intelligence Division publications	IV
INSTALLATION—Category of surplus	V
RESCISSION—Certain WD publications	VI

I. ATOMIC ENERGY ACT.—Section I, WD Circular 144, 1947, is amended by adding paragraph 4 as follows:

4. The term "Restricted Data" shall, when applied to data originating in or in custody of the War Department, be construed to mean data, documents, equipment, material, or information, which are classified in any manner. Therefore, so far as War Department activities are concerned, the term "Restricted" used in Public Law 585 will include the classifications "Restricted, Confidential, Secret, and Top Secret."

[AG 000.91 (10 Jul 47)]

II. ENGINEER REGIONAL MAINTENANCE OFFICERS.—1. The Chief of Engineers has established a maintenance organization which functions in coordination with the general distribution depot system. The engineer supply officers of certain general distribution depots and the commanding officers of the Granite City and Marion Engineer Depots each has on his staff an engineer regional maintenance officer whose duties are—

a. To be a point of contact and a center of maintenance information for posts, camps, stations, ports, and all users of engineer equipment in the areas specified in paragraph 2.

b. To make maintenance inspections in the assigned area in order to—

(1) Provide appropriate base maintenance support of field and organizational maintenance.

(2) Arrange for the inspection of engineer equipment to determine economic repairability prior to evacuation in accordance with current instructions.

(3) Assist, in accordance with current instructions, in the evacuation of unserviceable equipment which cannot be efficiently and readily repaired by field maintenance.

(4) Improve the maintenance service for engineer equipment and spare parts.

(5) Render assistance on matters of organizational and field maintenance.

2. The addresses of engineer regional maintenance officers and the areas they serve are as follows:

Location	*Area served*
Engineer Section Schenectady General Distribution Depot Schenectady, New York	Connecticut, Delaware, Maine, Massachusetts, New Jersey, New Hampshire, New York, Rhode Island, Vermont, and the New York Port of Embarkation.

AGO 91B—July 750702°—47

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

Marion Engineer Depot Marion, Ohio	Indiana, Kentucky, Ohio, West Virginia, Maryland, Pennsylvania, Virginia and Military District of Washington.
Engineer Section Atlanta General Distribution Depot Atlanta, Georgia	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and the New Orleans Port of Embarkation.
Engineer Section San Antonio General Distribution Depot San Antonio, Texas	Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
Granite City Engineer Depot Granite City, Illinois	Colorado, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming.
Engineer Section Stockton General Depot Stockton, California	State of California north of 35° north latitude and west of 120° west longitude and the Seattle and San Francisco Ports of Embarkation.
Engineer Section Utah General Distribution Depot Ogden, Utah	California (except north of 35° north latitude and west of 120° west longitude), Idaho, Montana, Oregon, Utah, Nevada, and Washington.

Communications addressed to the above concerning maintenance matters should be marked Attention: Engineer Regional Maintenance Officer.
[AG 323.45 (5 Jun 47)]

III--CIRCULAR.—The expiration date of section IX, WD Circular 15, 1946, pertaining to visual training aids, is extended pending incorporation in an appropriate WD publication.
[AG 413.53 (14 Jul 47)]

IV--CLASSIFICATION.—1. The SECRET classification is removed from the Intelligence Division publication: Far Eastern Survey Report, 1942.

2. The CONFIDENTIAL classification is removed from the following Intelligence Division publications:

General Report Number Three on Free Balloons and Related Incidents, 31 March 1945.
List of Staff of the Japanese Army, 1 August 1945.
Friendly Japanese, 21 August 1945.
Japanese Free Balloons and Related Incidents, No. 8, 1 September 1945.

3. The CONFIDENTIAL classification is changed to RESTRICTED on the following Intelligence Division publications:

S30-780—Survey of the Japanese Empire (Vols. I, II, and III), 1 June 1942.
S30-782—Survey of Karafuto, 15 August 1942.
S30-783—Survey of the Island of Formosa (Taiwan), 1942.
S30-785—Survey of Nansei Shoto and Nampo Shoto, 15 February 1943.
S30-889—Survey of Liberia, 6 March 1943.
German and Japanese Solid-Fuel Rocket Weapons, 1 October 1945.

4. All copies and extracts affected by this action will be marked "Classification canceled per WD AGAD 7D 25," in complying with paragraph 16*a*, AR 380-5.
[AG 312.1 (7 Jul 47)]

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

V..INSTALLATION.—Effective as of 30 June 1947, Morrison Field, West Palm Beach, Florida, was placed in the category of surplus.
[AG 602 (7 Jul 47)]

VI..RESCISSION.—1. Paragraph 8, section VI, WD Circular 294, 1946, pertaining to centralized purchase of safety publications, is rescinded.
[AG 729.3 (11 Jul 47)]

2. The following tables of allowances are rescinded:
T/A 60–1, 1 August 1943, Amphibious Scout and Raider School, Joint.
T/A 60–2, 1 August 1943, Communications School, Joint.
T/A 60–3, 1 August 1943, Gunfire School, Joint.
T/A 60–4, 1 August 1943, Shore Party School, Joint.
T/A 60–5, 1 August 1943, Demolition School, Joint.
[AG 400.34 (3 Jul 47)]

BY ORDER OF THE SECRETARY OF WAR:

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

DWIGHT D. EISENHOWER
Chief of Staff

U. S. GOVERNMENT PRINTING OFFICE: 1947

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

IX..TM 38-400:—Pending the printing of changes in TM 38-400, 25 February 1947, paragraph 27*f* (1) is changed to read as follows:

(1) While instructions contained in paragraph 18 direct the inventorying of all supplies and equipment on the basis of a maximum 6-month cycle, all sized clothing items will be inventoried every 60 days. These inventories will be scheduled so as to permit necessary reconciliation of pertinent stock record cards prior to the submission of bimonthly replenishment requisitions in accordance with paragraph 11*b* (2).

[AG 300.7 (12 Jan 48)]

X..RESCISSION.—ASF Manual M-705, June 1944, pertaining to mail handling, is rescinded.

[AG 311.1 (16 Dec 47)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff, United States Army

U. S. GOVERNMENT PRINTING OFFICE: 1948

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

CIRCULAR
No. 13

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., 15 January 1948

Effective until 15 July 1949 unless sooner rescinded or superseded

	Section
AR 145–10—Administration and training of ROTC—Changed	I
AR 850–150—Authorized abbreviations and symbols—Changed	II
AMERICAN RED CROSS FUND CAMPAIGN—1948—Within United States—Sec. I, Cir. 34, WD, 1947, rescinded	
CLASSIFICATION—Downgrading	III
EQUIPMENT MODIFICATION LISTS—Cir. 56. Dept. of the Army. 1947, Rescinded	IV
MILITARY OCCUPATIONAL CLASSIFICATION OF ENLISTED PERSONNEL—Cir. 4, Dept. of the Army, 1948, amended	V
ROTC FUNDS—Finance offices, U. S. Army, designated to disburse—Sec. III, Cir. 55, Dept. of the Army, 1947 amended	VI
TM 8–233—Handbook for Pharmacy Technicians—Changed	VII
TM 38–400—Stock Control Manual for Stations—Changed	VIII
RESCISSION—ASF Manual M–705	IX
	X

I. AR 145–10.—Pending revision of AR 145–10, 28 May 1931, paragraph 84 of those regulations, pertaining to appointment from the junior division in essentially military schools, is rescinded.

[AG 062.12 (9 Jan 48)]

II. AR 850–150.—Pending the printing of changes in AR 850–150, 18 September 1944, paragraph 3*a* of those regulations is changed by the addition of the following:

Airways and Air Communications Service ..... AACS

III. AMERICAN RED CROSS FUND CAMPAIGN—1948.—**1.** The following memorandum from the Secretary of the Army, 14 January 1948, subject as above, is quoted for information and guidance of all military installations and Department of the Army agencies within the continental limits of the United States.

DEPARTMENT OF THE ARMY
Washington

January 14, 1948

MEMORANDUM FOR ALL DEPARTMENT OF THE ARMY FACILITIES:

Subject: American Red Cross Fund Campaign—1948

The American Red Cross will conduct its annual fund campaign throughout the United States during the month of March. The President is expected to issue a proclamation designating 1–31 March as "Red Cross Month" and has expressed his wish that Army officer personnel and civilian employees of the Department of the Army be extended the opportunity to contribute to this campaign.

2. Your personnel, I am sure, will desire to do their full share in helping this campaign to attain and pass its goal. Any assistance you are able to give the Red Cross in facilitating plans to solicit your officers and employees, and to accept renewal membership from enlisted personnel who wish to contribute, will be appreciated. A representative of the Red Cross chapter in your community will contact you to make arrangements enabling your people to contribute to the 1948 Red Cross campaign.

[Signed] Kenneth C. Royall
Secretary of the Army

2. Commanding officers of military installations and agencies of the Department of the Army within the continental United States will cooperate with the American Red Cross during its campaign to solicit contributions to its fund under the following policy:

a. There shall be *no* solicitation of enlisted men or women on military reservations for contributions to the Red Cross fund in the campaign to be held in March

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

Dist

Cir 13

1948. Unsolicited renewals of memberships or contributions will, of course, be accepted whenever tendered.

b. All others, including civilian employees, on military reservations will be solicited and urged to contribute to the fund. Suitable arrangements for this purpose will be made by the Red Cross field director with the approval of, and in cooperation with, the commanding officer concerned. Such arrangements may also be utilized to receive the unsolicited renewals of memberships and contributions by enlisted personnel.

3. Additional cooperation in providing speakers for meetings or the radio and newspaper and photographic material of a pertinent character to the press, as well as personnel, material, and local transportation in conjunction with campaign events may be furnished whenever, in the opinion of the commanding officer, these activities will not interfere with the proper performance of duty.

4. Section I, Circular 34, War Department, 1947, pertaining to the foregoing subject, is rescinded.

[AG 080 (14 Jan 48)]

IV. CLASSIFICATION.—Regrading of the security classification of TB 11-430-1, Maintenance of Batteries in Nontemperate Areas, 21 September 1944, is announced. Mark all copies, extracts and changes as follows:

Regraded *UNCLASSIFIED* order Sec Army by TAG/8N31

[AG 300.5 (24 Dec 47)]

V. EQUIPMENT MODIFICATION LISTS.—1. Effective as of 1 December 1947, all Special Lists of Equipment, Unit Special Lists of Equipment, and Standard Special Lists of Equipment are rescinded. The procedure for preparation and processing of the replacing instrument, Equipment Modification Lists, will be found in TM 20-410.

2. Circular 56, Department of the Army, 28 November 1947, pertaining to the above subject, is rescinded.

[AG 400 (6 Jan 48)]

VI. MILITARY OCCUPATIONAL CLASSIFICATION OF ENLISTED PERSONNEL.—So much of paragraph 1*a*, Circular 4, Department of the Army, 1948, (page 4), as reads "LIGHT WEAPONS AND ASSAULT CREWMAN (1745)" is changed to read **"LIGHT WEAPONS ASSAULT CREWMAN (1745)."**

[AG 210.01 (13 Jan 47)]

VII. ROTC FUNDS.—So much of paragraph 1, section III, Circular 55, Department of the Army, 1947, as reads—

"Illinois..... Omaha Finance Office, U. S. Army"

is changed to read—

"Illinois..... Chicago Finance Office, U. S. Army."

[AG 321 (15 Jan 47)]

VIII. TM 8-233.—Pending the printing of changes in TM 8-233, 20 November 1945, is changed as follows:

1. Paragraph 2*b* is changed by adding the following sentence to the second paragraph: "The United States Pharmacopoeia (U.S.P.) 13, was published and became official 1 April 1947."

2. Paragraph 13*b*, Table of approximate equivalents, is changed by deleting the figure "2.052" in line 8, and substituting the figure **"1.052"** therefor.

3. So much of the authentication page as reads "6 September 1945" is changed to read **"20 November 1945."**

[AG 300.7 (19 Dec 47)]

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

IX. TM 38-400.—Pending the printing of changes in TM 38-400, 25 February 1947, paragraph 27*f* (1) is changed to read as follows:

(1) While instructions contained in paragraph 18 direct the inventorying of all supplies and equipment on the basis of a maximum 6-month cycle, all sized clothing items will be inventoried every 60 days. These inventories will be scheduled so as to permit necessary reconciliation of pertinent stock record cards prior to the submission of bimonthly replenishment requisitions in accordance with paragraph 11*b* (2).

[AG 300.7 (12 Jan 48)]

X. RESCISSION.—ASF Manual M-705, June 1944, pertaining to mail handling, is rescinded.

[AG 311.1 (16 Dec 47)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff, United States Army

AGO 1187B

U. S. GOVERNMENT PRINTING OFFICE - 1948

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

Dist

Cir 191

CIRCULAR
No. 191

WAR DEPARTMENT
WASHINGTON 25, D. C., 23 July 1947

Effective until 23 January 1949 unless sooner rescinded or superseded

	Section
AR 210–10—Posts, camps, and stations—Administration—Changed	I
CLASSIFICATION—Downgrading of certain publications	II
FLYING PAY REPORT—Instructions—Sec. I, WD Cir. 58, 1947, rescinded	III
MEDICAL DEPARTMENT OFFICER—Assigned to Veterans Administration for duty—Sec. IV, WD Cir. 310, 1946, amended	IV
RESCISSION—WD letter	V
TM 5–600—Guides and procedures, repairs and utilities—Changed	VI
TM 38–405—Distribution and supply of War Department publications and blank forms—Changed	VII

I..AR 210–10.—Pending the printing of changes in AR 210–10, 6 May 1947, paragraph 41*b* of those regulations is changed as follows:

b. Any quarters at his permanent station voluntarily accepted and occupied by an officer **who has no dependents, or by an officer** with his dependents, will be conclusively presumed to be adequate.

[AG 323.361 (8 Jul 47)]

II..CLASSIFICATION.—**1.** The RESTRICTED classification is removed from TM 38–414, 21 May 1945, Army Marking Directive, including C 1, 3 October 1945. All copies and extracts affected by this action will be marked "Classification canceled per WD AGAD 7D 27," in complying with paragraph 16*a*, AR 380–5.

2. World War II, A Chronology, Dec. 41–Dec. 43, Military Intelligence Service, is regraded RESTRICTED. All copies and extracts affected by this action will be regraded citing "per WD AGAD 7J00," in complying with paragraph 16*a*, AR 380–5.

3. So much of paragraph 4, section IV, WD Circular 185, 1947, as reads "Classification canceled per WD AGAD 7D 25" is amended to read "Classification changed per WD AGAD 7D 25."

[AG 300.7, AG 312.1 (21 Jul 47)]

III..FLYING PAY REPORT.—**1.** The act of 18 February 1946 (Public Law 301—79th Cong.) provides that on or before 1 January, annually, the Secretary of War shall certify to the Congress by rank and age group, the number of officers above the rank of major in the Army with the average monthly flight pay authorized by law to be paid to such officers during the 6-month period preceding the date of the report. It has been administratively determined that the period to be covered by this report will be the 6-month period commencing 1 April and ending 30 September of each year.

2. In order that the above may be accomplished, the following instructions are published for the guidance of all concerned:

a. Commanding officers at all echelons will require each officer under their jurisdiction above the rank of major on flying status to file an extra (one only) copy of his pay voucher for each month during the period, 1 April to 30 September. If an officer is not claiming flying pay for a particular month, he will write "No flying pay claimed for month of ————————," on the front of the completed extra (one only) copy of his pay voucher. The officer will place his date of birth in the top left corner of the additional April pay voucher. The officer will also place the name of the command, air force, or division headquarters to which he is assigned in the top margin of the additional pay vouchers each

AGO 129B—July 750702°—47

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

month. The extra copies of the pay vouchers will be stamped, written, or typed "Statistical Control Copy," at the top of the vouchers. These vouchers will be given to the agent or accountable disbursing finance officer. Commanding officers will coordinate closely with agent and accountable disbursing officers of the Finance Department.

b. After payment or receipt of flying pay vouchers has been made and scheduled in the accounts of accountable disbursing officers, the statistical control copies will be completed to include the following information:

(1) Base and longevity pay.
(2) Foreign service pay.
(3) Flying pay.
(4) The complete accounting reference (voucher number, name of disbursing officer, and date of payment) in order that duplication of reports may be detected.

c. Accountable disbursing officers will forward copies of the vouchers marked "Statistical Control Copy" to command headquarters in the United States, to air force headquarters overseas, and to division headquarters in the Army Ground Forces. Such headquarters will be the command, air force or division headquarters to which the officer being paid is assigned. In handling War Department, military mission, military attaché personnel, and other similar cases the accountable disbursing officer will forward the vouchers direct to Commanding General, Army Air Forces, Washington 25, D. C., Attention: Statistical Control Division. Headquarters of commands, air forces and divisions, after checking the total number of vouchers for completeness in reporting against their personnel strength, will forward the vouchers by air mail to Commanding General, Army Air Forces, Washington 25, D. C., Attention: Statistical Control Division.

3. Section I, WD Circular 58, 1947, pertaining to the foregoing subject, is rescinded.

[AG 111 (18 Jul 47)]

IV--MEDICAL DEPARTMENT OFFICER.—**1.** Paragraph 3*d* (2), section IV, WD Circular 310, 1946, is rescinded and the following substituted therefor:

(2) Requests for final action on orders for permanent change in station; promotion; reassignment to an Army installation; and separation from military service, will be made by the deputy administrator to the appropriate army headquarters. Army headquarters will forward requests for permanent change in station to the Director, Personnel and Administration, War Department General Staff, Washington 25, D. C., and requests for promotions, reassignment to an Army installation and for separation from military service to The Surgeon General, Washington 25, D. C. In the case of commissioned officers occupying centralized positions, prior approval will be obtained from the central office.

2. Section VI, WD Circular 28, 1947, pertaining to the foregoing subject, is rescinded.

[AG 210.31 (18 Jul 47)]

V--RESCISSION.—WD letter (AG 400 (30 Nov 45) OB-S-SPDDP-M) 3 December 1945, Supply of Atlantic and Pacific Areas, is rescinded.

[AG 400 (18 Jul 47)]

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

VI..TM 5-600.—Pending revision of TM 5-600, 6 November 1945, paragraph 1.69 is rescinded and the following substituted therefor:

1.69. Publications for preventive maintenance program.—It is of utmost importance that post engineers have readily available the necessary technical manuals, technical bulletins, and lubrication orders for use in the preventive maintenance program.

a. War Department publications. All War Department publications are listed in FM 21-6 (published quarterly). Publications listed therein may be obtained upon requisition from the appropriate adjutant general publications depot in accordance with AR 310-200.

Army Air Forces headquarters, offices, organizations, and activities will submit requisitions as prescribed by the Commanding General, Army Air Forces.

b. Manufacturers' informal manuals for engineer equipment. Using organizations desiring operation, maintenance, and repair instructions and spare parts lists not listed in FM 21-6 and not available locally, should send requisitions (giving full nomenclature, including make and model of the equipment and all attachments, serial numbers, United States registration numbers, and engine make and model) through channels to the Chief of Engineers.

[AG 300.7 (1 May 47)]

VII..TM 38-405.—Pending the printing of changes in TM 38-405, 16 April 1947, par 4*a*(6) of that manual is changed by adding AR 850-150 to the list of Army Regulations and changes thereto which are distributed to all companies and similar organizations. Adjutant general publications depots and air matériel area depots will make a supplemental distribution of AR 850-150 and current changes to post publications stockrooms for redistribution to all companies and similar organizations.

[AG 300.7 (14 Jul 47)]

BY ORDER OF THE SECRETARY OF WAR:

DWIGHT D. EISENHOWER
Chief of Staff

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

U. S. GOVERNMENT PRINTING OFFICE: 1947

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

Dist 9/30/47

Cir 115

CIRCULAR
No. 115

WAR DEPARTMENT
WASHINGTON 25, D. C., 6 May 1947

Effective until 6 November 1948 unless sooner rescinded or superseded

	Section
BRANCH IMMATERIAL—Use of term discontinued	I
CLASSIFICATION—Removed from TM 11-2032	II
DRY BATTERIES—Definitions, responsibilities, and procedures	III
NATIONAL GUARD—Enlistments—Sec. VI, WD Cir. 283, 1946, amended	IV
OVERSEA MOVEMENT OF DEPENDENTS—New weight limitations of household goods	V
REPORT—Sample study of effectiveness of men inducted for limited service—Sec. II, WD Cir. 103, 1946, amended	VI

I..BRANCH IMMATERIAL.—1. The term "branch immaterial" will be discontinued from all Army usage and instead the term "staff and administrative" will be used.

2. Hereafter a position will be termed "staff and administrative" whenever the duties of that position can be performed by personnel of any arm or service.

3. TM 20-205, Dictionary of United States Army Terms, is being amended accordingly.

[AG 300.7 (14 Nov 46)]

II..CLASSIFICATION.—1. The RESTRICTED classification is removed from TM 11-2032, 21 September 1944, D-C Regenerative Telegraph Repeater (Packaged Equipment).

2. All copies and extracts affected by the above action, and not being destroyed under the provisions of section III, AR 15-15, will be amended accordingly, citing as downgrading authority "per WD AGAD 7FO6" in lieu of the entry "by authority of (officer authorized to change)" prescribed for reviewing officer's notation per paragraph 16*a*, AR 380-5.

[AG 300.7 (30 Apr 47)]

III..DRY BATTERIES.—1. **Purpose.**—Pending incorporation in appropriate War Department publications, the following information regarding definitions, responsibilities, and procedures concerning dry batteries and their utilization in dry-battery-operated equipment is published for the information, guidance, and compliance of all concerned.

2. **Definitions.**—The term "technical service" as used herein includes Army Air Forces, Army Security Agency, administrative and technical services, and separate and independent commands of the War Department. A dry battery is a battery consisting of one or more primary cells. A primary cell is a cell designed to produce electric current through an electrochemical reaction which is not efficiently reversible, and hence the cell when discharged cannot be effectively recharged by electrical current.

3. **Responsibilities of the Chief Signal Officer.**—Under policies prescribed by the War Department, the Chief Signal Officer is responsible for—

a. Research, development, design, specifications, procurement (except for batteries needed by Army Exchange Service for domestic resale), funds, inspection, storage and issue of dry batteries of all types, and for the selection of suitable complements for dry-battery-operated equipment developed by the technical services.

b. Determination as to whether the dry battery complement of all equipment existing or hereafter standardized or otherwise adopted within the technical services, conforms with the policy for limitation of types and selection when necessary as a substitute complement.

AGO 2323B—May 716130°—47

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

c. Approval of the dry battery equipment each time dry-battery-operated commercial equipment is to be procured by the technical services; selection of a substitute complement where such approval has not been given previously. Every effort will be made by technical services to limit the procurement of equipment to that utilizing standard batteries.

d. Computation, on a long-range basis, of the detailed requirements of dry batteries of each type for equipping and maintaining all dry-battery-operated equipment of a given type, whether for housekeeping, operational, or tactical purposes, within the jurisdiction of the technical services.

e. Publication of the following information concerning dry-battery-operated equipment of the technical services. (This information which is at present applicable only to Signal Corps equipment is given in WD Supply Bulletin SB 11–6, Dry Battery Supply Data):

(1) The type and quantity of "in use" and "spare" batteries, the total of which will also constitute the maximum quantity of batteries authorized to be on hand in an organization or installation at any one time for such equipment. The type of battery will be identified by its Signal Corps stock number, and the name of the manufacturer, or other complete identification, will be given in lieu of such nomenclature.

(2) The "original supply."

(3) The consumption factor (rate of consumption) of batteries under representative conditions.

f. Publication of a cross-reference table indicating the JAN nomenclature, if any, and the Signal Corps stock number, of each dry battery to which a stock number had been assigned by other technical services prior to the assignment of storage and issue responsibility to the Chief Signal Officer.

g. Publication of the authorized allowances of dry batteries for all dry-battery-operated equipment listed in the bulletin or catalog section referred to *e* above, and for all organizations and installations listed in the data referred to in paragraph 4 *a* (5).

h. Determination and notification to all interested agencies of the date or dates on which shipment of batteries with equipment will be terminated. For domestic shipments coordination will be accomplished with the chiefs of the other technical services; for oversea shipments coordination will be accomplished with the chiefs of the other technical services and port commanders.

4. Responsibilities of chiefs of technical services to—

a. Provide the Chief Signal Officer—

(1) Complete description or other identification for each type of dry battery utilized by that service which is not standard and is not identified as a commercial type.

(2) Data as to the utilization of dry batteries in all equipment existing at the date of this circular or hereafter standardized or otherwise adopted by that technical service. Such data will include: the battery complements; current drains; voltages and use schedules; and where available, field information on consumption of dry batteries in such equipment and changes made in the utilization of dry batteries in existing equipment.

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

(3) Periodically, for each type of dry-battery-operated equipment, data regarding current and projected quantities of dry-battery-operated equipment expected to be in the hands of troops as initial issue; such statement to indicate specific quantities or percentages of equipment to be used in specified oversea areas.

(4) Coincident with the initiation of procurement of dry-battery-operated equipment:

(*a*) Official nomenclature and identification of the equipment and procurement made.

(*b*) Number and types of "in use" and "spare" batteries for all equipment. (The "in use" and "spare" batteries should be separately stated. If the battery bears Joint Army-Navy (JAN) nomenclature, this should be stated; otherwise the commercial type number and the name of the manufacturer, or other complete identification, should be given.)

(*c*) If applicable, data called for by (3) above.

(5) Information as to such authorized allowances of dry batteries as cannot practicably be stated on a "per unit of equipment" basis and therefore must be stated on a "per organization" or "per installation" basis. The allowances which are thus indicated on a "per organization" or "per installation" basis will be supplemental to, and not inclusive of, the "in use" and "spare" batteries which are authorized to such organization or installation on a "per unit of equipment" basis by reason of equipment authorized to it. Where allowances are indicated on a "per organization" or "per installation" basis, information will also be furnished as to why such allowances cannot be expressed in terms of equipment. Allowances on a "per organization" or "per installation" basis should normally be shown only for those organizations whose particular missions require authorization of supplemental allowances. Dry batteries for administrative or housekeeping use will be issued as required, and it will not be necessary to establish a table of allowance for dry batteries for housekeeping use.

b. Provide that in any publication issued by such service which gives information regarding dry batteries required for equipment, such information is consistent with that given in publication referenced in paragraph 3*e*. The latter will, however, be considered the basic source of information.

c. Provide in any publication listing organizational spare parts intended for first or second echelon use, covering each dry-battery-operated equipment within the jurisdiction of such technical service, data as to the "in use" and "spare" dry batteries of each type needed for such equipment. Each type of battery will be identified by JAN nomenclature, if any, and by Signal Corps stock number. If it has no Signal Corps nomenclature, the commercial type number and the name of the manufacturer, or other complete identification, will be given instead. However, such data will include a statement to the effect that the dry batteries mentioned are not part of the equipment but are used with it.

d. Delete immediately, upon receiving the publications listing allowances of expendable supplies referred to in paragraph 39, all references (other than a cross-reference to these publications) to allowances of dry batteries from publications of such technical service which list allowances of expendable supplies.

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

5. Responsibilities of port commanders are to—

a. Stock sufficient quantities of batteries to meet administrative or housekeeping requirements for a period of 30 days. In cases where the port commander is required to make shipment of major equipment complete with batteries, the required batteries for these shipments will be requisitioned through established Signal Corps channels.

b. Forward, without editing, oversea requisitions for dry batteries through established Signal Corps channels for action (notwithstanding present provisions governing the editing of requisitions by the port commander). Additional supply information available to the port, concerning dry batteries, will be forwarded with the requisition including such data as time phasing required by the shipping schedule and a statement of any inaccuracies known by the port to exist in the requisition, such as excessive or duplicate requests.

c. Notify each oversea commander to whom shipment is being made, in accordance with *a* above, of the quantity of each type of battery which is to accompany the shipment and which is to be included in a subsequent shipment. In the latter case, the date of such subsequent shipment will also be stated.

6. Responsibilities of commanders of posts, camps, and stations are to—

a. Submit to the local supply officer in accordance with present procedure all requisitions for dry batteries. Such officer will fill the requisition from local stock, if available, or otherwise will route the requisition to the Signal Corps depot, or signal section of a general depot, serving the area.

b. Requisition all batteries required for "in use," "spare," or "original supply" and maintenance purposes, for all equipment shipped after the date of termination of shipment of batteries with equipment to domestic destinations (see par 3*h*).

c. Maintain post, camp, and station stocks of dry batteries only by the signal property officer, except that stations utilizing a consolidated stock record account which contains Signal Corps items may maintain such stocks. In the latter case, all stock records pertaining to dry batteries will be kept under that portion of the consolidated account which contains Signal Corps items.

7. Responsibilities of oversea commanders are to—

a. Requisition all batteries required for "in use," "spare," or "original supply," and maintenance purposes, for all equipment shipped after the date of termination of shipment of batteries with equipment to such command (see par. 3*h*).

b. Minimize the number of batteries which, under the provisions of paragraph 5*a*, are requested to accompany equipment.

8. General.—The method of supply of dry cell batteries for hearing aids is covered in WD Supply Bulletin 8–28.

[AG 412.42 (25 Mar 47)]

IV. NATIONAL GUARD.—So much of paragraph 2*h*, section VI, WD Circular 283, 1946, as amended by section III, WD Circular 102, 1947, as reads, "Applicants who have been awarded decorations of the Silver Star or higher will be accepted for enlistment with regard to the requirements of age until their 55th birthday" is further amended to read "Applicants who have been awarded decorations of the Silver Star or higher will be accepted for enlistment without regard to the requirements of age until their 55th birthday."

[AG 325 (25 Apr 47)]

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

V..OVERSEA MOVEMENT OF DEPENDENTS.—1. Effective with the approved list of dependents authorized for oversea movement to Japan and Korea during June 1947, military and War Department civilian personnel authorized entry or ordered to Japan and/or Korea will be limited to the following allowances for movement of household effects:

a. Military personnel authorized to move dependents—25 percent of basic allowance or 2,000 pounds, whichever is greater.

b. War Department civilian employees authorized to transport dependents overseas at Government expense—maximum allowance of 3,125 pounds, regardless of grade.

c. Personnel (military or War Department civilian) who are not authorized the movement of dependents overseas, or who do not desire such movement, will be limited to the hold and cabin baggage weight allowance authorized for permanent change of station, as follows:

	Pounds
General officers	800
Field grade officers	600
Company grade officers	400
Enlisted men	200
All civilians	400

d. Non-War Department personnel may continue to have their household effects shipped without weight restriction in accordance with current War Department directives regarding the furnishing of transportation services and theater personnel entry requirements.

2. The above restrictions on weight allowances do not preclude the shipment of professional books and privately owned automobiles by personnel of any of the above War Department categories, and the weight of such shipments is exclusive of the above allowances.

3. All persons concerned will be informed of the above allowances and that the weights authorized are sufficient to accommodate all of the personal property necessary to insure their comfort while in Japan or Korea. Shortages of rugs, beds, stoves, and refrigerators still exist, but the shipment of the latter two items is discouraged because of the difficulties encountered in the operational adjustment of American-made equipment to local facilities and in the procurement of replacement parts.

4. The movement of pets to Japan and Korea is *prohibited.*

5. It is desired that all agencies provide the widest distribution to the above restrictions and take the necessary action to insure that the weight limitations cited above are not exceeded.

6. WD letter (AGAO–C 510 (31 Jan 48)), 7 February 1947, Overseas Movement of Dependents—Shipment of Household Goods, and WD letter (AGAO–C 510 (21 Feb 47) WDGSP) 13 March 1947, same subject, and applicable portions of WD Circular 357, 1946, are rescinded.

[AG 510 (29 Apr 47)]

VI..REPORT.—1. So much of section II, WD Circular 103, 1946, as amended, pertaining to sample study of effectiveness of men inducted for limited service, as refers to the time limitation on the completion and forwarding of WD AGO Form 01069 (Enlisted Man's Performance Form) (Report Control Symbol MED–13), is amended to extend the termination date of this portion of the study to 30 September 1947.

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

2. Copies of WD AGO Form 01069 will continue to be prepared periodically by the unit commanders of those soldiers for whom WD AGO Forms 01068, (Enlisted Man's Identification Form) (Report Control Symbol MED–12) were previously completed at a reception center. Unit commanders will prepare reports on each of these men under their command on 30 June and 30 September 1947. In addition, a report will be prepared for each of these men upon his transfer from the unit or separation from the service if such transfer or separation occurs before 30 September 1947, the new termination date.

3. Those portions of section II, WD Circular 103, 1946, as amended, which refer to WD AGO Form 01068 (Enlisted Man's Identification Form) (Report Control Symbol MED–12), are rescinded.

[AG 201.6 (10 Apr 47)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

AGO 2323B

U. S. GOVERNMENT PRINTING OFFICE: 1947

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

SECURITY ADVISORY BOARD
FEB 1 71947

File army

*AR 380-5
1-2

ARMY REGULATIONS
No. 380-5

WAR DEPARTMENT
WASHINGTON 25, D. C., 15 August 1946

SAFEGUARDING MILITARY INFORMATION

		Paragraphs
SECTION I.	General	1-23
II.	Nonregistered documents	24-33
III.	Registered documents	34-46
IV.	Cryptographic security	47-60
V.	Matériel	61-74
VI.	Visitors	75-78
VII.	Air space reservations, restricted areas, and reserved areas	79-81
VIII.	Troop movements, individual travel, and movement of supplies	82-95

SECTION I

GENERAL

	Paragraph
Military information	1
Need for classification	2
Definitions	3
Categories	4
Top secret matter	5
Secret matter	6
Confidential matter	7
Restricted matter	8
Grading	9
Authority to classify	10
Classification of matter from other governmental agencies	11
Dissemination of classified matter	12
One classification only	13
Overclassification	14
Responsibility	15
Cancellation or change of classification	16
Loss or subjection to compromise	17
Reproduction of classified matter	18
Photographs or other reproductions of classified matter	19
Requests for military information	20
Dissemination of classified military information	21
Testimony before Congress	22
Legislation pertaining to War Department	23

1. Military information.—The War Department defines military information (including intelligence) as all information primarily under the control and jurisdiction of the War Department or of primary interest to it. This meaning rests primarily on the idea of control, jurisdiction, origin, or degree of interest, rather than on substance of the information.

2. Need for classification.—Military information is of varying degrees of value to enemies and potential enemies of the United States and therefore requires corresponding degrees of protection. Official matter must be examined and, if protection is required, graded in accordance with the degree of protection necessary. The policies and definitions stated herein are furnished to insure accurate and uniform grading and appropriate protection of military information.

*This pamphlet supersedes AR 380-5, 6 March 1946.

AGO 385B—Aug. 705554*—46——1

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

3. Definitions.—*a. Active theater of operations.*—A theater of operations in which there is organized enemy resistance.

b. Aircraft.—The term "aircraft" includes all weight-carrying devices or structures designed to be supported by the air, either by buoyance or by dynamic action.

c. Air space reservation.—An air space reservation is the air space located above an area on the surface of the land or water, designated and set apart by executive order of the President or by a State, Commonwealth, or Territory, over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes.

d. Approved circuits.—Approved circuits are electrical means of signal communication which have been approved by competent authority for the transmission of information of a secret, confidential, or restricted classification.

e. Classified military information.—Classified military information is military information which requires grading to indicate the degree of precaution necessary for its safeguarding.

f. Cryptographic material.—Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

g. Cryptographic security.—Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

h. Cryptographic system.—Code and/or cipher and instructions therefor.

i. Documents.—Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; charts, maps, relief maps, photomaps, and aerial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; recorded engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

j. Downgrading.—The lowering of classification of classified documents and material, including declassification when appropriate.

k. Engineering data.—The term "engineering data" comprises drawings, blueprints, photostats, photographs, mathematical calculations, formulas, processes, and all similar items that can be reduced to documentary form.

l. Foreign government.—The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

m. Impedimenta.—The term "impedimenta" refers to organizational equipment which accompanies troop movements.

n. Inactive theater of operations.—A theater of operations in which organized enemy resistance has ceased. Competent authority normally will announced when a theater of operations becomes inactive.

o. Matériel.—Any article, substance, or apparatus. The term "matériel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction, models that show features in whole or in part, design, mock-ups, jigs, fixtures, and dies, and all other components or accessories of military equipment.

p. Munitions of war.—Any item used for war.

q. Numbered documents.—Any document numbered for administrative convenience but for which no short title or accounting is necessary.

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

r. Order of battle.—Important disposition of armed forces with the identities of the units and formations composing those forces.

s. Paraphrasing.—To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

t. Photomap.—A reproduction of a photograph or mosaic upon which grid lines, marginal data, and place names may be added.

u. Plain text, clear text, or plain language.—"Plain text," "clear text," or "plain language" is the text of a message which, on its face, conveys an intelligible meaning in any known language. Such a message is said to be sent "in the clear."

v. Registered matter (document).—Any document or device registered usually by number and periodically accounted for. See section III, Registered Documents.

w. Short title.—A short title is a designation applied to a classified document, matériel, or device for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, and if registered usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or content of the document, matériel, or device.

x. Technical information.—"Technical information" shall be deemed to include information on weapons and equipment, including instructions on maintenance and operation and any descriptive matter or components. It further includes means of manufacture, techniques, and processes of weapons and equipment, together with information pertaining to the various sciences relating to weapons and equipment and to direct and indirect measures which may be employed in warfare. Information of a strategic or tactical nature is specifically excluded from the meaning of this term as are "user" aspects such as functioning and general instructions for tactical use and employment.

y. Travel.—The term "travel" refers to the movement of an individual who is not part of a troop movement.

z. Troop movements.—The term "troop movements" applies to the moving of units.

aa. Unit.—An organized group of personnel with its authorized organizational impedimenta. Organized detachments, even though temporarily organized as such for the purpose of the movement, are considered units when organizational impedimenta is authorized for them. When a code designation such as a shipment number is assigned to a troop movement, each unit therein is normally designated by shipment number and letter.

ab. United States.—The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. *Sec. 1, Title XIII, act 15 June 1917 (40 Stat. 231; 50 U. S. C. 40; M. L., 1939, sec. 2187).*

ac. Visitor.—As used in these regulations a visitor is any person admitted to a Government or civilian establishment or area in which classified work or project is being conducted for the War Department, except—

(1) A person employed on the work or project, or

(2) A person directly and officially concerned with the work or project.

4. Categories.—Official matter requiring classification shall be examined, graded, and marked top secret, secret, confidential, or restricted. Top secret is a special grading given to certain secret matter.

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

5. Top secret matter.—*a. When classified top secret.*—Certain secret documents, information, and matériel, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the Nation shall be classified TOP SECRET.

b. The following are examples of matter which normally will be graded TOP SECRET.

(1) War plans and plans or particulars of future major or special operations.
(2) Particulars of important dispositions or impending moves of our forces or convoys in connection with (1) above.
(3) Very important political documents dealing with such matters as negotiations for alliances and the like.
(4) Certain information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or information which would imperil secret agents.
(5) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.
(6) Critical information of new and important munitions of war, including scientific and technical developments.
(7) Important particulars of cryptography and cryptanalysis.

6. Secret matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the Nation, or any governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.

b. The following are examples of matter which normally will be graded SECRET:

(1) Particulars of operations in progress.
(2) Plans or particulars of operations, or war plans, with necessary inclosures thereto, not included under TOP SECRET.
(3) Instructions regarding the employment of important new munitions of war.
(4) Important improvements to existing munitions of war until accepted for service use.
(5) Information relating to new matériel of the type described in *a* above.
(6) Certain information concerning specific quantities of war reserves.
(7) Certain development projects.
(8) Information of enemy or potential enemy matériel, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it.
(9) Certain reports of operations containing information of vital interest to the enemy.
(10) Vital military information on important defenses.
(11) Adverse reports on general morale affecting major operations.
(12) Important cryptographic devices and material unless assigned to a lower category.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing vulnerable points or vital installations except that such classification must be approved by either the Director of Intelligence,

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

War Department General Staff, the chief of a technical service, the commanding general of a defense command, or the army commander concerned.

(*b*) In oversea possessions or foreign territory occupied by forces of the United States, those showing the layout of permadefense works and naval bases, other vulnerable points or vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element of permanent defense works and naval bases.

(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign country concerned.

(*d*) Maps, relief maps, charts and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of subparagraph (13), and not by the classification of directives ordering its accomplishment.

(14) Information indicating the strength of our troops, identity or composition of units or quantity of specific items of equipment pertaining thereto in active theaters of operation except that mailing addresses will include organizational designations.

(15) Information on the order of battle of a foreign nation will be classified according to the means by which it was obtained and the importance of concealing that we possess it.

(16) Certain new or specialized techniques or methods to be used in future operations and identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.

(17) Photographs, negatives, photostats, diagrams, or models of secret matter.

7. Confidential matter.—*a.* Documents, information, or matériel, the unauthorized disclosure of which, while not endangering the national security, would be prejudical to the interests or prestige of the Nation, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign Nation shall be classified CONFIDENTIAL.

b. The following are examples of matter which normally will be graded CONFIDENTIAL:

(1) Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

(2) Routine operational and battle reports which contain information of value to the enemy but are not of vital interest to him.

(3) Routine intelligence reports.

(4) Military radio frequency allocations of special significance or those which are changed at frequent intervals for security reasons.

(5) Military call sign assignments of special significance which are changed at frequent intervals for security reasons.

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

(6) Meteorological information of designated areas.
(7) Information which indicates strength of our troops, identity or composition of units, or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation.
(8) Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.
(9) General tactical lessons learned as a result of operations which it is desirable to withhold from any foreign nation.
(10) Regulations governing joint action of the Army and Navy.
(11) Information relating to the design and development of new matériel and containing information of the type described in *a* above.
(12) Certain cryptographic devices and material.
(13) Certain military maps and aerial photography.
(*a*) In the continental United States, those showing lay-out of the permanent defense works and naval bases considered vital to the defense of the United States, and those that serve to fix definitely the location of any element of such permanent defense works and naval bases, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as CONFIDENTIAL.
(*b*) In oversea possessions and foreign territory occupied by the forces of the United States, those not classified as SECRET, showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area vital to defense.
(*c*) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign-government concerned.
(*d*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(14) Technical information, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in *a* above.
(15) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs. *See sec. 5a, added to act 3 June 1916, by sec. 5, act 4 June 1920 (41 Stat. 764; 10 U. S. C. 1193; M. L., 1939, sec. 1925).*
(16) Certain information relative to specific quantities of war reserves.
(17) Photographs, negatives, photostats, diagrams, or models of confidential matter.

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

8. Restricted matter.—*a.* Documents, information, or matériel (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes shall be classified RESTRICTED.

b. The following are examples of matter which normally will be graded RESTRICTED:

(1) Information indicating the strength of our troops, identity or composition of units, or the total quantity of specific items or equipment pertaining thereto in areas remote from active theaters of operation.
(2) Training and technical documents for official use only or not intended for release to the public.
(3) Photographs, negatives, photostats, diagrams, or models of restricted matter.
(4) Certain parts of mobilization plans and regulations.
(5) Documents relating to the design and development of new matériel containing information of the type described in *a* above.
(6) Certain procurement plans.
(7) Certain cryptographic devices and material.
(8) Certain documents regarding engineering principles and design details, composition, method of processing or assembling, which are vital to the functioning or use of an article of matériel.
(9) Certain military maps and aerial photography.
  (*a*) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered vital to the defense of the United States.
  (*b*) During times of active hostilities, photographs and negatives not otherwise classified of territory under our or enemy control in or adjacent to active theaters of operation, and of territories under our control remote from active theaters of operation.
  (*c*) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof or the provisions of paragraph 6*b*(13) and not by the classification of directives ordering its accomplishment.
(10) Compilations of permanently assigned call signs or allocations of frequencies that are individually unclassified.

9. Grading.—*a.* The designation of persons responsible for grading and regrading will be made by authorities listed in paragraph 10.

b. Each document will be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from previously classified documents except messages. See paragraphs 51*c*, 56*b*, and 57*d*.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein. A letter of transmittal will be graded at least as high as any of its inclosures.

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

d. Whenever practicable the classifying authority will place a notation on the document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or canceled without reference to the originating or higher authority.

10. Authority to classify.—*a. Top secret and secret.*—Matters may be classified as TOP SECRET or SECRET only by or by authority of the Secretary of War, the Under Secretary of War, an Assistant Secretary of War, the Chief of Staff, the Commanding General of the Army Air Forces, the Commanding General of the Army Ground Forces, a director of a division of the War Department General Staff, the chief of a technical service, a general officer, the commanding officer of a depot, post, camp, station, or independent command, the commandant of a general or special service school, the chief of a military mission, a military attaché, or a military observer.

b. Confidential.—Documents, development projects, matériel, or technical information may be classified as CONFIDENTIAL by any commissioned officer.

c. Restricted.—Documents, development projects, technical data, and matériel may be classified as RESTRICTED by any commissioned officer.

11. Classification of matter from other governmental agencies.—Matter obtained from the Navy Department, other governmental agency, or friendly foreign government will be placed in the same or equivalent classification category as that in which it was placed by the originating agency.

12. Dissemination of classified matter.—No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

13. One classification only.—A document or article of matériel will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of matériel will bear only one over-all classification.

14. Overclassification.—Documents or matériel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information of matériel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

15. Responsibility.—The safeguarding of classified military information is the responsibility of all military personnel, civilian employees of the War Department, and of the management and employees of all commercial firms engaged in classified work or projects for the War Department. Classified military information will be disclosed only to military or civilian personnel having a legitimate interest therein.

16. Cancellation or change of classification.—*a.* The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to ———, by authority of (officer authorized to change), by (name and grade of officer making the change and the date thereof)." This paragraph will in no way be construed as a limitation upon paragraph 54.

b. The authority making the original classification or higher authority may cancel or change the classification of matériel by letter of instruction to all offices or personnel concerned. See paragraph 62.

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

c. In the case of messages which have been previously cryptographed no change in classification will be made unless the text has been carefully paraphrased or unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

d. It is the obligation of all authorities to keep classified matter of current interest or continuing value constantly under review and to down grade it as soon as conditions permit.

e. When documents of the same type which accumulate in bulk have been down graded, individual documents in the file series need not be stamped as provided in *a* above until the document is charged out of file for use. The change or cancellation of security classification will be indicated inside the file drawer.

f. Matter which has been classified solely to accord with conditions imposed by a foreign nation may be down graded or declassified with the consent of the nation concerned or the approval of the State Department.

17. Loss or subjection to compromise.—Any person in the military service or in its employ who may have knowledge of the loss or subjection to compromise of to secret, secret, confidential, or registered documents, or articles of matériel, or restricted codes or ciphers will promptly report that fact to the custodian of the document or matériel who, in turn, will notify the proper commanding officer. The proper commanding officer will notify the office responsible for its issue by the fastest means available of the loss or subjection to compromise of all top secret, secret, or registered items, confidential or restricted codes or ciphers, or confidential operational plans, weapons, or equipment of vital importance to current or future operations, and will then make a thorough investigation of the circumstances, fix the responsibility, and send to The Adjutant General, through military channels, a report with his recommendations in the case.

18. Reproduction of classified matter.—*a.* Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

b. The commandants of the general and special service schools are responsible that the printing or reproduction plants of their respective commands release no classified information to personnel or agencies not entitled thereto.

c. The Commanding Generals, Army Air Forces, Army Ground Forces, and chiefs of technical services, are responsible that service magazines or journals published under their supervision comply with the provisions of these regulations relative to security of classified military information, and will submit all doubtful material for such publications to the Bureau of Public Relations for review and action before release.

d. Whenever correspondence, documents, drawings, prints, photographs, or models pertaining to top secret, secret, confidential, or restricted matériel disclose information regarding engineering principles, design details, composition, methods of processing or of assembly which are vital to the manufacture, functioning, or use of the matériel, they will be appropriately classified.

e. Preparation of press releases based on coded messages.—Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service.

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

The clear texts of cryptographed messages will never be released verbatim but will be carefully paraphrased before being released to the public unless they have been transmitted in a cryptographic system not requiring such protection and are marked to indicate that they may be handled as correspondence of similar classification.

f. For additional instructions relative to the discussion of military, political, diplomatic, and classified subjects, see AR 600-10 and AR 600-700.

19. **Photographs or other reproductions of classified matter.**—Photographs or other reproductions of classified features of military equipment or of other classified items will be made by members of the military service, by civilian employees of the War Department, or by civilians specifically authorized by proper authority to photograph or reproduce such classified matter, only when necessary in the conduct of their official duties. Agencies of the War Department may have such materials developed, printed, processed, or otherwise reproduced in commercial facilities if adequate Government facilities are not available, but in such event are responsible to insure that the material is safeguarded at such facilities in accordance with the provisions of these regulations.

20. **Requests for military information.**—*a.* All requests from private individuals, firms, or corporations and Federal or State agencies or departments for classified military information (except those requests defined under *b* and *c* below) are subject to policies established by the Director of Intelligence, War Department General Staff.

b. (1) Exchanges of classified or unclassified military information, other than technical information, with foreign nationals will be made only through or with the express permission of the Director of Intelligence, War Department General Staff.

(2) Exchanges of classified or unclassified technical information with foreign nationals will be made in accordance with existing War Department instructions issued on this subject to the Commanding Generals, Army Air Forces, Army Ground Forces, and chiefs of technical services.

c. Applications for information or records compiled and furnished at the request of the War Department for its use in the assurance of adequate provision for the mobilization of matériel and industrial organizations essential to wartime needs will be referred to the Under Secretary of War for necessary action. The service of any process or subpoena for the production of any such record will be reported immediately by the person on whom it is served to the United States attorney for the district in which the service is made and, at the same time, direct to the Under Secretary of War.

21. **Dissemination of classified military information.**—*a. Classified military information.*—When classified military information is disseminated under the provisions of these regulations to persons not subject to military law, they will be informed that it affects the national defense of the United States within the meaning of the Espionage Act and that its transmission to an unauthorized person is prohibited. See also paragraph 24*b*.

b. Publication of articles or books.—The inclusion of classified military information in any article or book published by a member of the Army of the United States or by a civilian employee of the Military Establishment is prohibited unless specifically authorized by the War Department. For additional information relative to publication of articles, see AR 310-10, AR 600-10, and AR 600-700.

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

c. Oral discussions of classified military information.—Either public or private discussion of classified military information with or in the presence or hearing of any person not authorized to have knowledge thereof is strictly forbidden.

d. Legal instrument.—The disclosure of the place of execution or acknowledgment on a legal instrument by one in or with the armed forces overseas is authorized, provided *that in wartime* the military necessity of secrecy of strength and location of troops does not require suppression of such information, such disclosure is necessary to the legality of the instrument, the execution of the instrument cannot be deferred without undue hardship, and the information disclosed will be of no substantial value to the enemy when and if it may reach him.

22. Testimony before Congress.—*a.* When a person in the military service appears before a committee of the Congress and is called upon to give testimony which he knows to be *confidential or restricted*, he will respectfully request that his statements be taken in executive session only and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.

b. When called upon to give testimony which he knows to be top secret or secret, unless he has previously been authorized by the Secretary of War to give such testimony, he will respectfully state that he is not authorized to disclose the information desired, and will inform the appropriate Member of Congress that a written request for the specific information should be transmitted to the Secretary of War. Testimony of a secret nature, when authorized by the Secretary of War, will be given only in executive session under the conditions cited in *a* above.

c. With regard to policies and facts which the public interest does not require to be kept top secret, secret, confidential, or restricted, see AR 600–10.

23. Legislation pertaining to War Department.—*a.* Recommendations to the War Department for legislation will be classified until released by the Secretary of War. Prior to such release, no information as to any legislative recommendation will be revealed to any individual or association not under War Department control except as may be required by law.

b. The nature and content of reports of the War Department on bills referred to it by committees of the Congress will not be disclosed to individuals or agencies outside the War Department.

SECTION II

NONREGISTERED DOCUMENTS

(For handling, accounting, and disposition of registered documents see sec. III.)

	Paragraph
Marking of classified documents	24
Transmission of certain messages by electrical means	25
Handling and transmission of secret matter	26
Handling and transmission of top secret matter	27
Handling and transmission of confidential matter	28
Handling and transmission of restricted matter	29
Correspondence, receipts, and returns	30
Storage of classified documents not registered	31
Return of top secret, secret and confidential documents	32
Destruction of classified documents	33

24. Marking of classified documents.—*a. Manner of marking.*

(1) Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspiciously marked or stamped, *not typed*, top secret, secret, confidential, or

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

restricted on the cover, title page, first page, back page, and back cover.

(2) Classified communications and other material not permanently and securely fastened together, except as indicated in (3), (4), and (5) below, will be marked or stamped, *not typed*, with the appropriate classification at the top and bottom of each page. The marking at the top will be so placed that it will not be hidden from view when the pages are clipped or stapled together.

(3) Classified drawings or tracings will carry a legend of the proper classification in such a position that it will be reproduced on all copies made therefrom. Whenever practicable, classified photographic negatives will be marked in the same manner. Continuous cover aerial reconnaissance and mapping negatives in roll form will be marked with the appropriate classification at the beginning and ending of each roll. These and any other negatives which do not lend themselves to marking will be handled on a classified basis, and will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled. Photographs and reproductions made from negatives which do not carry a legend will be marked on the front and on the back with the appropriate classification. Classified motion picture films will be kept in containers, properly secured, which will bear the classification mark to which the contents are entitled, and in addition, will state in the title the classification thereof. Classified sound recordings will be marked with the appropriate classification if practicable. If marking of the recording is not practicable, its container will be marked.

(4) Contracts for the manufacture of classified matériel will be plainly and conspicuously marked, *not typed*, with the proper classification on the first page.

(5) Classified maps and photomaps will be appropriately marked under the scale.

b. Additional marking of classified documents issued to authorized civilians.—Documents containing classified military information furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked top secret, secret, confidential, or restricted, bear the following notation:

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U. S. C., 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

c. Special marking of top secret and secret documents.—All top secret and secret documents will show the authority for the classification, the initials of the classifying officer, and the date affixed. See paragraph 10*a*.

25. Transmission of certain messages by electrical means.—*a*. The highest grade cryptographic systems available will be used for the transmission of top secret and secret messages.

b. Secret, confidential or restricted messages will not be transmitted by electrical means in the clear, except in accordance with the provisions of paragraph 58*b*(2) or over approved circuits. In time of war the War Department may

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

delegate authority to approve electrical circuits for the transmission of all classifications of traffic, except top secret, to theater commanders and department commanders for use in their theaters or departments under policies prescribed by the War Department.

26. Handling and transmission of secret matter.—*a. Between offices of same headquarters or stations.*—At headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of interoffice transmission of secret documents.

b. Except as in a above, secret mater will be handled and transmited in accordance with the following rules:

(1) *Preparation for transmission.*—Secret documents when transmitted will be inclosed in double sealed envelopes, the inner one marked secret. Typewritten matter in the document will be protected by a cover sheet, or by folding inward, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

(2) *Receipt system.*—Transmission and custody of secret documents and matériel will be covered by a receipt system.

(3) *Responsibility of officer or civilian.*—It is the responsibility of the officer or the civilian holding a position equivalent to that of a commissioned officer having custody of secret documents to insure that all security precautions are taken to guard such documents at all times.

(4) *Secret documents.*—Secret documents will be transmitted by officially designated courier. Where officially designated courier service is not available, secret documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.

c. Subject to the foregoing standards, secret documents will be transmitted by any of the following means:

(1) *Within continental United States.*

(*a*) Officially designated couriers (officer messenger or officer courier, including warrant or flight officers).

(*b*) Registered mail (including registered air mail).

(*c*) Protected commercial express, air or rail, under billing which assures the highest degree of protective handling. See also paragraph 74.

(*d*) Military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.)

(2) *Outside continental United States.*—Includes transmission of secret documents, except secret cryptographic material, from points within the continental United States to points outside the United States, and vice versa, and between points outside the continental United States.

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

(a) Officially designated couriers (officer courier, including warrant or flight officers).
(b) United States Post Office registered mail through Army or Navy postal facilities, provided the documents do not pass through a foreign postal system. Secret documents may, however, be transmitted to and from United States installations in Canada by United States and Canadian registered mail, with return receipt.
(c) State Department diplomatic pouch. (This means will be used exclusively for transmission through or within a neutral country.)
(d) United States or Allied military aircraft. (The documents will be entrusted to a responsible officer or crew member on such aircraft with instructions regarding their security and delivery.) See *e* below.
(e) Commanding officers of United States Army transports.
(f) Reliable citizens of the United States (that is, officers or officials of other Government departments or masters of vessels of United States registry).
(g) For specific means of transmission of secret cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

d. Action upon receipt of secret matter.

(1) Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.
(2) The inner cover marked secret will be opened only by the addressee or his duly designated representative. The receipt form will be dated, signed, and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

e. Security of secret documents.—If a military aircraft carrying secret documents is forced down in enemy territory, the documents will be destroyed by burning. If not subject to burning, they will be destroyed by such other means as are necessary to render them beyond recognition. Similar action will be taken if forced down in neutral territory, if capture appears imminent. If the aircraft is forced down at sea, the documents will be sunk by the most practical method. For detailed instructions on destruction of classified documents in emergencies, reference should be made to letter on this subject issued by the War Department.

27. Handling and transmission of top secret matter.—*a.* Top secret matter will be handled in accordance with the rules given in paragraph 26*b* with additional safeguards as follows:

(1) Under no circumstances will top secret matter be transmitted by registered mail.
(2) Under no circumstances will top secret messages be transmitted by electrical means in the clear.
(3) It is mandatory that transmission and custody of top secret matter be covered by a receipt system.

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

(4) The unnecessary dissemination of top secret information will be avoided. Only the minimum of information necessary to proper planning and appropriate action of a subordinate echelon will be released to it.

(5) The transmission of top secret information will be effected by direct contact wherever practicable.

(6) *Transmission within a headquarters.*—The method of handling and transmission of top secret matter within a headquarters commanded by an authority qualified to make a top secret classification is discretionary with the headquarters commander, except that the principles stated in (1), (2), (3), (4), and (5) above and paragraph 26*b* will be observed.

(7) *Transmission outside of a headquarters.*—The handling and transmission of top secret matter outside of a headquarters will be by military couriers who will be commissioned, warrant, or flight officers not acting as airplane pilots or by specially designated civilian couriers, i. e., State Department or other high Government officials, etc.

b. Receipt of top secret matter.—Commanders will appoint certain officers in their headquarters to be known as top secret control officers, who will receive and maintain a register of all top secret matter. Top secret control officers will open and deliver top secret correspondence to such individuals as must see and work on the correspondence. Persons who work on top secret matters will be kept to a minimum and will be individually warned against disclosing such matters to personnel whose duties do not require it. Top secret matter which is addressed by name on the inner envelope to a particular individual will be delivered unopened to such addressee.

28. Handling and transmission of confidential matter.—*a.* Confidential matter will be handled in accordance with the following rules:

(1) Confidential documents will be prepared for transmission in the same manner as secret documents, except that the inner cover will contain a receipt form only when the sender deems it necessary.

(2) Confidential documents, except registered, will be transmitted by approved official means.

(3) Registered confidential documents will be handled in the same manner as secret documents.

(4) It is the responsibility of the commanding officer or equivalent official having custody of confidential documents to insure that appropriate security precautions are taken at all times.

b. Subject to the foregoing standards, confidential documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*—Confidential documents will be transmitted in the same manner as secret documents, except—

(*a*) Any authorized messenger may be used instead of an officer messenger.

(*b*) Confidential documents, except registered, may be transmitted by ordinary mail when in the opinion of the forwarding officer no serious consequences will be entailed by their loss.

(2) *Outside continental United States.*—The handling and transmission of confidential documents except confidential cryptographic mate-

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

rial from points within the continental United States to points outside United States, and vice versa, and between points outside the United States, will be done in the same manner as prescribed for secret documents.

(*a*) *Specific means of transmission of confidential cryptographic material.*—Reference should be made to letter instructions on this subject issued by the War Department.

(*b*) *Action upon receipt of confidential matter.*—The standards prescribed in paragraph 26*d*(1) will be adhered to.

(*c*) *Security of confidential documents.*—The same precautions as prescribed in paragraph 26*e* will be adhered to.

29. Handling and transmission of restricted matter.—*a.* Restricted matter will be handled and transmitted to provide a reasonable degree of security. Registered restricted documents will be transmitted in the same manner as secret documents.

b. Subject to the foregoing standards, restricted documents will be transmitted by any of the following means, whichever is most suitable:

(1) *Within continental United States.*

(*a*) Authorized messenger.

(*b*) Ordinary mail.

(*c*) Express (rail or air).

(d) Freight.

(2) *Outside continental United States.*—Includes transmission of restricted documents, except restricted cryptographic material, from points within the continental United States to points outside the United States and vice versa, and between points outside the continental United States.

(*a*) Vessels or aircraft of United States registry, Allied registry, or such vessels or aircraft, although not of United States or Allied registry, which are controlled and operated by the United States, provided such vessels are not subject to foreign postal inspection.

(*b*) United States Post Office registered mail through Army or Navy Postal facilities, provided the documents do not pass through a foreign postal system. Restricted documents may, however, be transmitted to and from United States installations in Canada and in Alaska through the Canadian postal system.

(*c*) State Department diplomatic pouch will be used exclusively for the transmission of restricted documents through or within a neutral country.

(*d*) For specific means of transmission of restricted cryptographic material, reference should be made to letter instructions on this subject issued by the War Department.

30. Correspondence, receipts, and returns.—Correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified documents is made by file number, date, and subject, provided the subject does not contain information which is classified. If the subject contains classified information a short title will be used for the subject.

31. Storage of classified documents not registered.—*a. Top secret, secret, and confidential documents.*— Top secret, secret, and confidential documents, other

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

than registered documents, will be stored in the most secure files available. Unless such matter is stored in a three-combination safe or an equivalent secure steel file cabinet, it will be kept in a secure room which is locked when not in use and which is approved for such purpose by the officer in charge of the building or the commanding officer of the installation. Such approval will not be construed as relieving the officer concerned of any responsibility. If the foregoing safeguards are not available, the documents will be kept under armed guard when not in use.

b. Storage of restricted documents.—Restricted documents will be stored and handled in such a manner as to insure a reasonable degree of security.

c. Daily inspection.—All holders will make a daily inspection to insure that all classified documents are properly stored and that all cryptographic documents and devices are properly accounted for and properly stored.

d. Security in field.—In tactical operations, actual or simulated, the commanding officer of the unit concerned is responsible that all documents are given the maximum security possible under the circumstances. Classified documents will not be taken further forward in combat areas than is absolutely necessary. No secret cryptographic document will be taken forward of battalion command post. Field commanders will include instructions in standard operating procedures for the emergency destruction of TOP SECRET, SECRET, and CONFIDENTIAL documents when capture is imminent.

e. Security aboard ship.—Where a ship's strong room is available, classified documents in transit will be stored therein.

32. **Return of top secret, secret, and confidential documents.**—*a.* Upon change of station or separation from the military service, an officer will return to the source from which received, or otherwise properly account for, all top secret, secret, and confidential documents which have been issued to him.

b. Restricted documents, if nonregistered, may be disposed of at the discretion of the officer.

33. **Destruction of classified documents.**—*a. Top secret, secret, confidential, and registered restricted documents.*

(1) When destruction is authorized, (see AR 15-15 and TM 12-259) top secret, secret, or confidential documents and registered restricted documents will be burned by the custodian thereof in the presence of a disinterested officer. When destroying cryptographic material, it is not necessary for the witnessing officer to be cleared for cryptographic duties, provided his inspection is limited to the cover page to verify the short title and register number. A certificate of destruction will be signed by both the custodian and the witnessing officer in the case of top secret or secret documents and submitted to the officer directing the destruction. If a registered confidential or registered restricted document is destroyed, a certificate of destruction will be similarly prepared. Certificates of destruction of all registered documents will be sent to the officer directing the destruction, who will forward them to the office of record indicated in the registered documents. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the War Department.

(2) Preliminary draft, carbon sheets, plates, stencils, stenographic notes, and work sheets containing top secret, secret or confidential data will be destroyed by the person responsible for their production

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

immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them.

b. Restricted documents.—Restricted documents will be destroyed in any way which will render them useless.

SECTION III

REGISTERED DOCUMENTS

	Paragraph
Definition and identification	34
Office of record	35
Title page	36
Additional markings	37
Correspondence and reports	38
Handling and transmission	39
Storage of registered documents	40
Revision or reproduction	41
Notification of change of classification	42
Inventory and report of possession	43
Report of transfer and destruction	44
Prescribed forms	45
Disposition or destruction of registered cryptographic material	46

34. Definition and identification.—*a.* A registered document is a top secret, secret, or confidential document, or a restricted cryptographic document, or device, carrying a register number, a short title, and instructions to account for it periodically. A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purpose only, and for which no accounting is required. In the absence of markings required above, the document will not be reported upon.

b. Documents will be registered only if it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. Officers authorized to originate and issue top secret, secret, or confidential documents and restricted cryptographic documents will designate as registered only such documents as they deem necessary in the interest of national defense.

35. Office of record.—The office of record is the office to which reports of possession, transfer, and destruction on registered documents are sent. It is not necessarily the office of origin.

36. Title page.—The title page or inside front cover of a registered document will state that it is a registered document, will show the register number, both the long and short title, the office of origin, also the office of record to which returns will be made, and instructions covering the returns for its accounting, and for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering the disposal of the obsolete document. If any accountable document consists of more than one volume, each volume will bear a separarte short title. If the above is not practicable, the required data will accompany the registered document on a separate sheet.

37. Additional markings.—Each registered document issued after 1 January 1946 will be marked "Registered Document," on the front cover. For the manner of marking the classification of registered documents, see paragraph 24. For the authority to classify, see paragraph 10.

38. Correspondence and reports.—All references to registered documents in possession or transfer reports, ordinary reports of destruction, or unclassified

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

documents or correspondence will be by register number, date, and short title only and such reports or correspondence need not be classified. In using a short title, every symbol of the short title will be included. Any correspondence or paper which refers to a registered document by a title other than the short title will be assigned a minimum classification of restricted, if the reference discloses that the document is registered.

39. **Handling and transmission.**—Top secret registered documents will be handled in accordance with the provisions of paragraphs 26*b* and 27. Secret, confidential, and restricted registered documents will be handled in accordance with paragraph 26.

40. **Storage of registered documents.**—*a.* Registered documents will be stored in the most secure space or file available, preferably the equivalent of a three-combination safe. If a three-combination safe or its equivalent is not available, then the document will be kept constantly under armed guard. Field lock safes in continuous custody of military personnel will be considered the equivalent of three-combination safes for the storage of registered documents for units serving in the field outside of posts and garrisons.

b. Only commissioned officers, warrant officers, and specially trusted enlisted men and civilian employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.

c. Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

d. Cryptographic documents, so far as practicable, cipher tables, alphabets, and keys will not be kept in the same container as classified code books, documents, and devices to which they apply.

41. **Revision or reproduction.**—*a.* A new or revised edition of an old registered document may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

b. Reproduction of a registered document in whole or in part is forbidden except by authority of the office of origin. When authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition, the office of record will be notified.

42. **Notification of change of classification.**—When the classification of a registered document is changed, the office of record will notify all offices to which it has been issued.

43. **Inventory and report of possession.**—*a.* Custodians will keep a complete inventory of all registered documents except those listed in *c* below and will make, or have made, on 30 June and 31 December of each year, an accurate return therefor to the proper office of record. See paragraph 35 for definition of office of record.

b. In making a semiannual report of possession the following details will be observed:

(1) Each item will be physically inspected and its register number checked against the inventory.

(2) At headquarters having two or more commissioned officers the custodian and one disinterested officer will make the inventory and both will sign the report. If the headquarters has only one commissioned officer, the report will so state.

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

documents or correspondence will be by register number, date, and short title only and such reports or correspondence need not be classified. In using a short title, every symbol of the short title will be included. Any correspondence or paper which refers to a registered document by a title other than the short title will be assigned a minimum classification of restricted, if the reference discloses that the document is registered.

39. Handling and transmission.—Top secret registered documents will be handled in accordance with the provisions of paragraphs 26*b* and 27. Secret, confidential, and restricted registered documents will be handled in accordance with paragraph 26.

40. Storage of registered documents.—*a*. Registered documents will be stored in the most secure space or file available, preferably the equivalent of a three-combination safe. If a three-combination safe or its equivalent is not available, then the document will be kept constantly under armed guard. Field lock safes in continuous custody of military personnel will be considered the equivalent of three-combination safes for the storage of registered documents for units serving in the field outside of posts and garrisons.

b. Only commissioned officers, warrant officers, and specially trusted enlisted men and civilian employees will be permitted to have access to the containers of registered documents or the combination or keys thereto.

c. Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

d. Cryptographic documents, so far as practicable, cipher tables, alphabets, and keys will not be kept in the same container as classified code books, documents, and devices to which they apply.

41. Revision or reproduction.—*a*. A new or revised edition of an old registered document may be assigned a new short title but, where this is undesirable, the old short title followed by a symbol which will differentiate the new edition from the old edition is permissible.

b. Reproduction of a registered document in whole or in part is forbidden except by authority of the office of origin. When authorized, reproductions will show the reproducing office, authority for such reproduction, and the number of copies reproduced. In addition, the office of record will be notified.

42. Notification of change of classification.—When the classification of a registered document is changed, the office of record will notify all offices to which it has been issued.

43. Inventory and report of possession.—*a*. Custodians will keep a complete inventory of all registered documents except those listed in *c* below and will make, or have made, on 30 June and 31 December of each year, an accurate return therefor to the proper office of record. See paragraph 35 for definition of office of record.

b. In making a semiannual report of possession the following details will be observed:

(1) Each item will be physically inspected and its register number checked against the inventory.

(2) At headquarters having two or more commissioned officers the custodian and one disinterested officer will make the inventory and both will sign the report. If the headquarters has only one commissioned officer, the report will so state.

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

c. No semiannual report of possession will be made of—

(1) Registered documents which have been issued, subsequently destroyed and a destruction report rendered thereon within a single semiannual report period.

(2) Registered documents which have been placed in custody or storage for historical purposes with the expressed approval of the office of record.

d. Whenever a registered document is discovered which is not charged to the finder, and the custodian thereof cannot be located, the proper office of record will be notified immediately. The document will be properly safeguarded until disposition instructions are received from the office of record.

e. Holder of naval registered documents will make semiannual report to the appropriate Army office of record.

44. Report of transfer and destruction.—*a.* When a registered document is transferred from one person to another, or if the custodian remains the same but the organization's designation changes, a certificate of transfer in triplicate will be made. The certificate will be signed by the transferring officer, and will be dated and signed by the officer acknowledging receipt. If the receiving officer is a newly appointed custodian, that officer will have his name, grade, and Army serial number typed below his signature on the initial report submitted to the office of record.

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded direct to the office of origin. A copy of the certificate of transfer will be retained by each of the officers concerned.

c. Whenever a registered document is removed from its proper place of custody and issued for temporary use to another person in the same headquarters, the custodian will require a written receipt. No report of such transaction will be made to the office of record.

d. Registered documents will not be accounted for as prescribed for ordinary property in AR 35–6520. The forms described in paragraph 45 will be used in lieu of shipping tickets, memorandum receipts, stock record cards, etc.

e. The issuing authority normally designates when registered documents will be destroyed and upon such notification registered documents will be destroyed as indicated in paragraph 33 and report of destruction forwarded.

45. Prescribed forms.—*a.* War Department Form 32 (Record Card—Registered Documents or Devices), or similar form, will be used for recording all temporary transactions involving an individual registered document.

b. War Department Form 33 (Record Card—Documents (or Devices)—Post or Station), or similar form, will be used by each officer making a consolidated record of all transactions concerning registered documents. It serves as a check to prevent the undiscovered loss of the individual card, WD Form 32, or similar form.

c. War Department Form 34 (Seminnnual or Transfer Report of Registered Document (or Devices)) will be used in issuing or transferring registered documents or devices.

d. War Department Form 34a (Semiannual Report of Registered Documents (or Devices)) will be used in reporting a semiannual inventory of registered documents or devices.

e. Other forms authorized by separate branches for special purposes such as report of destruction will be employed where applicable.

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

46. Disposition or destruction of registered cryptographic material.—*a.* Whenever a person who has been issued registered secret, confidential, or restricted codes, ciphers, cipher devices, or documents pertaining thereto, has no further need for them, he will report that fact to the Chief, Army Security Agency or in the case of the field forces in time of war to the signal officer of the headquarters charged with the issue of such documents.

b. When it has become highly probable that cryptographic material will be subject to loss or compromise, all documents and translations of messages will be destroyed by burning, and the cipher machines or devices will be destroyed beyond use or repair, and if possible, beyond recognition.

SECTION IV

CRYPTOGRAPHIC SECURITY

	Paragraph
Authorization of cryptographic systems	47
Restrictions on use of authorized codes	48
Personnel authorized to perform cryptographic duties	49
Responsibility for security	50
Precautions necessary to insure cryptographic security	51
Responsibility for classification of messages	52
Drafting messages	53
Selection of cryptographic system	54
Paraphrasing messages	55
Method of handling outgoing secret messages	56
Method of handling incoming secret messages	57
Method of handling outgoing and incoming confidential messages	58
Method of handling restricted messages	59
Transmission of literal plain text and paraphrased versions of classified messages	60

47. Authorization of cryptographic systems.—All codes, ciphers, and cipher devices intended for use in the military service will be authorized only by the War Department. For forces in the field in time of war, this authority may be delegated to theater commanders and to oversea department commanders for special use within their theaters or departments.

48. Restrictions on use of authorized codes.—*a.* The use of any authorized code, cipher system, or cipher device for cryptographing personal messages is forbidden.

b. Messages for other departments of the Government and for commercial firms engaged in producing war material under Government contract may, when necessary, be cryptographed in War Department systems provided the text as supplied by the other Government department, *except the Navy Department*, or firm is paraphrased, without being referred to the originator, prior to transmission and also prior to delivery to an agency outside the Mililtary Establishment, except as provided in instructions pertaining to cryptographic systems issued by the War Department.

49. Personnel authorized to perform cryptographic duties.—*a. General.*—No authorized crytographic system will be employed by any person who is not thoroughly familiar with the provisions of these regulations and all instructions pertaining to the cryptographic system to be employed.

b. Classified messages.—The cryptographing and decryptographing of messages classified as top secret, secret, confidential or restricted will be performed under the supervision of a commissioned officer, but not necessarily in the immediate presence of such officer. For the specific qualifications of personnel who may

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

be permitted actually to perform cryptographic work, reference should be made to letter instructions on this subject issued by the War Department.

50. **Responsibility for security.**—*a.* At each headquarters holding cryptographic material the commander will be responsible for all measures necessary to insure cryptographic security and physical security of cryptographic material. He will appoint a commissioned officer, properly cleared in accordance with War Department letter of instructions, as cryptographic security officer. At a headquarters where a message center is maintained, the cryptographic security officer will ordinarily be the officer in charge of the message center. The cryptographic security officer will be the custodian of cryptographic material and will represent the commander in all cryptographic security matters and all matters relating to the physical security of cryptographic material. It is the responsibility of the commander to make, or cause to be made by a commissioned officer cleared for cryptographic duties, other than the cryptographic security officer, a thorough periodic check to ascertain that cryptographic material is being properly handled and accounted for and that all directives pertaining to cryptographic operations are being strictly observed.

b. If the cryptographic security officer believes that, in view of his knowledge of other messages on the same or like subject, a message has been incorrectly classified, or if he believes that the regulations governing the drafting and classifying of the message have been violated, he will request the originator to make the necessary change in the message or in its classification. If the originator does not comply with the request of the cryptographic security officer, the matter will be referred to the commanding officer of the headquarters concerned for final decision.

51. **Precautions necessary to insure cryptographic security.**—In order to insure cryptographic security the following principles must be observed:

a. Cryptographic material will be given the most secure storage available and will never be left unattended except when locked in a three-combination safe or its equivalent. See also paragraph 31*c* in this connection. At a headquarters not maintaining a message center the files of literal plain text messages and of cryptograms must be stored in different locked containers. The literal plain text copies of messages must be stored in a three-combination lock safe or its equivalent.

b. Classified messages must be carefully drafted. The originator of a classified message is responsible for strict compliance with the provisions of paragraph 53.

c. The classification of messages must receive careful consideration by the originator, since overclassification and underclassification are equally to be avoided. Each message will be classified according to its contents in compliance with existing rules governing the classification of information (see pars. 11 and 13 to 17 incl.), subject to the modifications in *d* and *e* below.

d. Each message making a direct reference to a classified message by subject matter or reference number will be classified at least RESTRICTED except for a mere acknowledgment or as provided in *e* below.

e. One or more of the following italicized words may be used to make a plain language reply to a classified message the address of which is transmitted in the clear, provided the plain language reply consists only of a reference to the date-time group (which is transmitted in the clear) of the classified message and one or more of the following italicized words:

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

(1) *AFFIRMATIVE*, means "yes," "permission granted," "granted," "authorized," "concur," "approved," "recommend approval," "action completed," and equivalent expressions.

(2) *NEGATIVE*, means "no," "permission not granted," "not granted," "not authorized," "do not concur," "not approved," "do not recommend approval," "recommend disapproval," "action not completed," and similar expressions.

(3) *INTERROGATORY*, means "question," "I do not understand," "need more information," "meaning not clear," and similar expressions.

(4) *COMPLY*, includes "will comply," "have complied," or "you are to comply," according to the contents of the message to which it refers.

(5) *LETTER*, includes the meanings "letter follows," "replying by letter," "by letter," and "reply by letter."

(6) *ACKNOWLEDGED*, means message has been received.

f. The selection of the proper cryptographic system is a responsibility of the cryptographic security officer or the custodian of cryptographic material where there is no cryptographic security officer. He will be governed by the provisions of paragraph 54.

g. If time and availability of personnel permit, the cryptographed text of messages will be checked prior to transmission. The check should determine that the instructions governing the system employed are carefully followed. Particular care must be taken to assure that no plain text appears in the body of the message.

h. The handling and filing of both plain and cryptographed text will conform to the procedure described in paragraphs 56 to 60 inclusive.

i. Paraphrasing is resorted to as a protection to the cryptographic system and will not warrant loose handling of classified messages. Paraphrasing is to be employed when—

(1) The content of previously cryptographed messages is released to the public or given a wide distribution within the Army.

(2) It is necessary to send in cryptographic form—

(*a*) All or portions of a message previously transmitted in plain text.

(*b*) Extracts from publications, regulations, or instructions.

(3) It is necessary to transmit in plain text all or portions of a message previously sent in cryptographic form.

(4) A classified message is recryptographed in a different cryptographic system.

(5) A classified message is recryptographed in the same system.

Exceptions to the necessity for paraphrasing may be granted only in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

j. When it is necessary to indicate in the text of a classified message information as to the ultimate addressee or the signature of the writer, such information will be buried within the text of the message before cryptographing and will not appear either at the beginning or at the ending of the message.

52. **Responsibility for classification of messages.**—*a.* Within the limitations prescribed in paragraph 58*b* the originator of a message is responsible that the classification given to it conforms to the definition given in paragraphs 5, 6, 7, and 8. He is also responsible for the proper marking of the message before forwarding it for transmission.

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

b. A message will be marked top secret, secret, confidential, restricted, or unclassified in accordance with its contents, except as prescribed in paragraph 58*b*(2).

53. Drafting messages.—*a.* Routine reports and messages which must be given a wide distribution, or the contents of which have been or may eventually be furnished the press, or which contain extracts or quotations from a newspaper, magazine, or any other document available to the public, will if possible be prepared so as to permit their transmission in the clear or will be crypographed in special systems which permit the handling of the plain texts of the messages as correspondence of similar classification, otherwise, such reports and messages will be paraphrasad in accordance with *d* below.

b. Standardization of the content and form of such documents as field orders and operation instructions is necessary, but when fixed expressions are repeated in a message, cryptographic security is greatly endangered. Hence stereotyped phraseology and set form of expression, especially at the beginning or ending of a message which is to be cryptographed will not be used. A list of words considered universally to be stereotyped is furnished by the War Department. Except as specifically provided for in certain cryptgraphic systems or as specifically authorized by the War Department, the use of dummy letters or irrelevant text as "padding" for the purpose of concealing stereotypic phraseology is prohibited. Personnel concerned with the drafting of classified messages will guard against repeated use of the same words or phrases.

c. Words not important to the sense will be omitted. Conjunctions, prepositions, and punctuation marks will be reduced to a minimum. Unless it is known that a message will be sent in clear text over an approved circuit or in a cryptographic system capable of enciphering punctuation marks as such, all punctuation marks included in the body of the message will be spelled either in full or abbreviated form. In similar circumstances, numbers will be also spelled out.

d. Except when it is known that a classified message will be sent in clear text over an approved circuit or in a cryptographic system not requiring the protection afforded by paraphrasing, the originator of all classified messages will paraphrase such portions as are quoted from—

(1) A message in clear text.
(2) A message in the same or another cryptographic system.
(3) A newspaper, magazine, or document.

54. Selection of cryptographic system.—*a.* Cryptographic systems are supplied for handling messages of all classifications. All classified messages, except those transmitted in accordance with the provisions of paragraphs 25*b* and 58*b*(2), will be transmitted in cryptographed form, unless specific exception is made by the War Department.

b. Selection of the cryptographic system to be employed for the cryptographing of a message will be based on the following considerations:

(1) A system authorized for the particular type and classification of message will be used.
(2) Where all addressees can be reached by the same system, the least widely held system available will be used, unless a definite operational advantage will be gained by using a more rapid system for one or more of the addressees. Where all addressees cannot be reached by the same system, the same principle will be applied to the extent permitted by the available systems. Cryptographing of the same or related subject matter in different systems will be

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

kept to a minimum. Headquarters or commands in frequent communication should normally use the same system for exchange of the same type of messages.

c. The determination of the need for paraphrased versions is a function of the cryptographic security officer who may require the assistance of the originator of the message in the preparation of the necessary paraphrases. Where practicable, the cryptographic security officer will furnish copies of the paraphrased versions to the originator, except as noted ir paragraph 48*b*.

55. **Paraphrasing messages.**—*a.* In paraphrasing, it is not sufficient to paraphrase only the beginning or ending of the message. The entire message will be subjected to the process.

b. When paraphrasing must be employed, all of the following processes will be applied to the message:

(1) Changing the sequence of the paragraphs.
(2) Changing the sequence of the sentences in each paragraph.
(3) Shifting the positions of the subject, predicate, and modifiers in each sentence.
(4) Changing from active to passive voice or vice versa.
(5) Substituting synonyms or equivalent expressions.
(6) Changing the length of the paraphrased version of the message in order that the final ciphe.' text will not resemble the original cipher text with respect to length.

c. A paraphrase of a message normally will be accorded the same classification as the original message.

56. **Method of handling outgoing secret messages.**—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. Except as noted in *c* below or as authorized in accordance with the intructions pertaining to certain cryptographic systems issued by the War Department, the originator will prepare and number all copies of secret messages, send the original to the message center, and may retain, when security is not imperiled thereby, one copy for temporary file. Other carbon copies, all numbered and bearing the following notation, may be sent to local officers directly concerned:

The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to the originator without delay.

All such copies will be carefully accounted for by the originator and will be destroyed wher returned. The copy in the temporary file will also be destroyed upon determination that the message has been correctly dispatched.

c. Messages pertaining to tactical operations, simulated or actual, may be prepared in triplicate. One carbon may be retained by the originator and the original and one carbon delivered to the message center.

d. The original plain-text copy sent to the message center by the originator will be cryptographed at the cryptographic section of the message center. The number of copies of the cryptogra phed message will be kept at a minimum commensurate witb the necessity for furnishing copies to the various transmission agencies. All work sheets used in cryptographing the message will be destroyed by burning. The placing on the origina' plain-text copy of any marks or notations to indicate the steps following in cryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of columns

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

of keys, etc. is forbidden. All copies of cryptographed messages retained by transmitting agencies will be safeguarded so as not to fall into unauthorized hands.

e. The original copy of the literal plain text will be marked SENT (date) and returned to the originator who will place it in his secret file for outgoing messages and destroy the retained copy by burning.

f. The transmitting agency will send the cryptographed message, retaining at least one copy in its file of outgoing messages for final disposition in accordance with local regulations.

g. When certain cryptographic systems are used in which no copy of the cipher text is available, a copy of the plain text may be retained by the message center for file.

h. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a*(2) and (3).

57. Method of handling incoming secret messages.—*a.* The procedure hereinafter described will be followed at all headquarters, except the War Department in which the procedure will be as determined by the Chief of Staff.

b. The original copy of an incoming cryptographed message as made by the receiving operator will go to the cryptographic section of the message center. A duplicate copy may be made by the receiving operator for the files of the receiving station or message center, where it will be disposed of in accordance with local regulations.

c. A cryptographer will decryptograph the message, making only one copy of the decryptographed literal plain text, which will be marked SECRET and delivered to the addressee. The cryptographed version will be retained in the files of the message center, where it will be disposed of in accordance with local regulations. All work sheets used in decryptographing will be destroyed by burning. The cryptographic section will not retain any copy of the plain text for its files, except as provided in paragraph 56*g*. The placing on the message blank of any marks or notations to indicate the steps followed in decryptographing the message, such as underlining key words, indicating groupings corresponding to lengths of colums of key, etc., is forbidden.

d. Except where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department, the addressee may make and circulate only a limited number of literal copies for the information of other officers directly concerned. These carbon copies will all be numbered and bear the following notation:

> The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and marked SECRET. This copy will be safeguarded with the greatest care and will be returned to ———— without delay.

All such information copies will be carefully accounted for by the addressee and will be destroyed when returned.

e. The method of handling top secret messages will conform to the procedure outlined above as modified by the provisions of paragraph 27*a*(3).

58. Method of handling outgoing and incoming confidential messages.—*a.—Procedure.*—The procedure to be followed in the handling of messages in confidential codes or ciphers will be substantially the same as that prescribed for those transmitted in secret code or cipher, except within the War Department, in which the procedure will be as determined by the Chief of Staff. They will, however, be marked and safeguarded in accordance with provisions of these regulations governing confidential documents.

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

b. In tactical operations, simulated or actual.

(1) All messages not classified secret will be regarded as confidential but need not be so marked. All wire and radio messages except those noted in (2) below will be transmitted in cryptographic form.

(2) When the information to be transmitted, if intercepted by the enemy, cannot be acted upon in time to influence the situation in question and time cannot be spared for cryptographing, the commanding officer or his authorized representative may order the transmission of a message in plain language by a radio station serving his headquarters or command. Such written messages will be marked SEND IN CLEAR over the signature of the commander or his authorized representative.

59. Method of handling restricted messages.—The procedure to be followed in the handling of messages in restricted codes and ciphers will be substantially the same as that prescribed for those in confidential code or cipher.

60. Transmission of literal plain text and paraphrased versions of classified messages.—*a.* The sending by any means whatsoever of the literal plain text of a message which has been or will be transmitted in crytographed form is strictly prohibited except as stated below:

(1) Authorized specifically by the War Department.

(2) Authorized local distribution within a headquarters by messenger.

(3) In exceptional cases, when necessary in the performance of his duties, an authorized person may carry the literal plain text of a classified message provided the security requirements pertaining to the transmission of classified material are observed.

(4) Where authorized in accordance with instructions pertaining to certain cryptographic systems issued by the War Department.

b. In cases of emergency or necessity paraphrased versions of the plain text of a cryptographed message will be sent—

(1) In accordance with the provisions of paragraphs 51*f* and 55*c*.

(2) In accordance with the provisions of paragraph 26 as applied to secret cryptographic material.

(3) When it is necessary to send between headquarters by mail or courier a paraphrased copy of a message which has been or will be cryptographed, copy will be marked or stamped "This is a paraphrase."

SECTION V

MATÉRIEL

	Paragraph
Authority to classify	61
Notification of classification or reclassification	62
Responsibility for safeguarding technical information	63
Classification of information from commercial firms	64
Dissemination of classified technical information	65
Destruction of classified matériel	66
Invitations for bids and contracts	67
Consultations with responsible manufacturers	68
Responsibility of Army representatives or inspectors	69
Responsibility of Government contractors	70
Tests of classified matériel	71
Public display of classified matériel	72
Release of information or sale of matériel	73
Protection of shipments via commercial carriers within United States or its possessions	74

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

61. Authority to classify.—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that the maintenance of any degree of secrecy regarding them is sufficiently important to the national defense, he will classify it as top secret, secret, confidential or restricted.

62. Notification of classification or reclassification.—Whenever the chief of a technical service in charge of a research project, design, development, test, or production of a unit of matériel or component thereof shall determine that matériel of interest to other commands should remain classified after issue or that a change or cancellation of classification is desired, he will notify The Adjutant General, who in turn will inform all concerned.

63. Responsibility for safeguarding technical information.—*a.* Chiefs of technical services engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified matériel are responsible for the promulgation of such additional instruments as may be required for the safeguarding of information in the offices, establishments, laboratories, shops, or Army posts under their jurisdiction.

b. All top secret, secret, confidential, or restricted models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

64. Classification of information from commercial firms.—Information obtained from civilian manufacturers concerning proprietary processes will be classified as confidential unless otherwise authorized by the firm concerned.

65. Dissemination of classified technical information.—Classified information concerning technical projects or developments may be imparted only to those individuals whose official duties require such knowledge or possession, and to accredited representatives of foreign nations in accordance with the provisions of paragraph 20*b*.

66. Destruction of classified matériel.—*a. Authority to direct.*—Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of matériel or a component thereof shall determine that their destruction is necessary to safeguard information thereof, he will issue the necessary directive.

b. Procedure in destruction of classified matériel.—When destruction of classified matériel has been directed—

(1) The custodian thereof will remove all components of a classified nature and destroy them by burning or by mutilation in the presence of a disinterested officer. The balance of the matériel will then be processed in accordance with existing regulations for the disposition of unserviceable property, or for salvage.

(2) If the above is not practicable, the custodian will destroy the entire article of matériel by burning or by mutilation in the presence of a disinterested officer.

(3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the headquarters has only one com-

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

missioned officer, the report will so state. Exception hereto may be authorized only by the War Department.

67. Invitations for bids and contracts.—*a.* Prior to furnishing a prospective bidder, subbidder, contractor, or subcontractor with drawings, specifications, or other pertinent information concerning any project or projects of a top secret, secret, confidential, or restricted nature and annually thereafter so long as such documents, etc., are in his custody, clearance will be obtained in accordance with separate letter instructions and a general secrecy agreement reading substantially as follows will be signed by the individual or by a responsible officer on behalf of the firm or corporation concerned:

In consideration of the receipt of drawings, specifications, and accompanying inclosures, models, or matériel, and information disclosed orally, concerning projects of a top secret, secret, confidential, or restricted nature, delivered to the undersigned prior to or coincident with the date of this agreement and listed on Exhibit A which is attached hereto and made a part hereof, or to be issued to the undersigned subsequent to the date of this agreement, the following terms are agreed to by or on behalf of the undersigned individual, firm, or corporation, and any and all representatives, agents, employees, or subbidders or subcontractors thereof:

1. The undersigned will neither supply nor disclose any information regarding the drawings, specifications, and accompanying inclosures or models or matériel, or information disclosed orally, referred to herein to any unauthorized person, or incorporate in other projects special features of design or construction peculiar to such drawings, specifications, and accompanying inclosures, or models or matériel, or information disclosed orally.

2. (*a*) The undersigned will *not permit any alien* employed or to be employed by the undersigned or by any subbidder or subcontractor to have access to the drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to engineering principles, compositions, subassemblies, or assemblies which are vital to the functioning or use of the article or to the work under any contract for the production thereof, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

(*b*) If the project or projects bear a top secret or secret classification, the undersigned will *not permit any individual* to have access to the top secret or secret drawings, specifications, and accompanying inclosures, or models or matériel referred to herein, or to the top secret or secret engineering principles, compositions, assemblies, or subassemblies, or to work under any contract for the production of such top secret or secret items, or to work in connection with the contract trials, without the written consent *beforehand* of the Secretary of War.

3. The undersigned will not make or permit to be made reproductions of the drawings, specifications, and accompanying inclosures, or of the models or matériel, except as specifically authorized by the contracting officer or his duly authorized representative. If reproduction of any drawings, specifications, and accompanying papers, or of models or matériel, is authorized, the undersigned will promptly submit the product obtained to the contracting officer or his duly authorized representative for censorship or such other action as he may deem necessary.

4. If a bid is not submitted on a project of a top secret, secret, confidential, or restricted nature as to which classified drawings, specifications, and accompanying inclosures, and models or matériel have been issued to the undersigned, or if a bid is made and not accepted, or in case award is made, upon the completion of the contract, the undersigned will promptly return by hand, by registered mail, or by insured express, such drawings, specifications, and accompanying papers, or models or matériel, together with all copies thereof, to the office from which the original copies were received. Registered mail or insured express will not be used in returning top secret matter.

5. (*a*) The undersigned agrees to bring or cause to be brought to the attention of all persons engaged in the preparation of the bid, whether submitted or not, including subbidders and their employees, the following provisions of law:

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

Espionage Act: Subparagraphs (d) and (e), sec. 1, act 15 June 1917 (40 Stat. 217); sec. 1, act 28 March 1940 (54 Stat. 79; 50 U. S. C. 31; M. L., 1939, Supp. I, sec. 2181).

Sec. 1, act 12 January 1938 (52 Stat. 3; 50 U. S. C. 45; M. L., 1939, sec. 2187a), and E. O. 8381, 22 March 1940; 5 F. R. 1147; 50 U. S. C. 45; M. L., 1939, Supp. III, sec. 2187a.

Second War Powers Act, 1942, sec. 1402, 1403, act 27 March 1942 (Public Law 507—77th Cong.), as extended by act 20 December 1944 (58 Stat. 827; 50 U. S. C. Supp. IV, sec. 645).

(*b*) If the successful bidder on any project, the undersigned agrees also to bring or cause to be brought to the attention of all persons engaged in the performance of the contract, including persons employed on subcontracts, the provisions of the law enumerated in (*a*) above.

6. The undersigned further agrees that no information in connection with any confidential or restricted project will be given to any person not in the contractor's or subcontractor's employ except upon the written consent beforehand of the contracting officer or his duly authorized representative.

b. The execution of the general secrecy agreement required in *a* above with any individual, firm, or corporation whether it be the prime contractor or subcontractor, prior to the delivery of any classified military information, and the annual secrecy agreements executed thereafter, will constitute authority for delivery to such individual, firm, or corporation from time to time of other or additional classified information pertaining to any top secret, secret, confidential, or restricted project, without the necessity of executing a specific secrecy agreement in each case. A receipt substantially as follows will be obtained when the additional classified data are submitted to those who have entered into such agreement:

Receipt is acknowledged of _____ and it is recognized that these data are classified and come within the purview of the secrecy agreement signed by _____ on _____.

c. If the project(s) or contract(s) bear a top secret or secret classification, two copies of the executed secrecy agreement or agreements and two copies of each annual secrecy agreement executed thereafter will be transmitted promptly by the procuring agency to the commanding general of the army within the area in which the work will be, or may be, performed. The commanding general of the army concerned will retain one copy and forward one copy to the Provost Marshal General.

d. It is the responsibility of each representative of the War Department who invites bids in connection with a project or projects of a top secret or secret classification, to transmit promptly the following information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

(1) The name and addresses of each prospective bidder or subbidder.
(2) The address; full first and last names and middle initial; date and place of birth, of each officer and director and of all persons who will have access to the top secret and secret matériel.
(3) The location of the facility at which the work involved will be, or may be, performed.
(4) The date of invitation for bids.

e. It is the responsibility of each representative of the War Department who enters into a contract classified as top secret or secret, to transmit promptly the following additional information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

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

(1) The name and address of each contractor or subcontractor.
(2) The address; full first and last names and middle initial; date and place of birth, of each employee or other person who will have access to the top secret or secret matériel not included in *d* (2) above.
(3) The location of the facility at which the work involved will be, or may be, performed.
(4) The date of award of contract or subcontract, and probable date of commencement of work thereunder.

f. The commanding general of the army concerned will retain one copy and forward one copy of the reports received in accordance with *d* and *e* above, to the Provost Marshal General.

68. Consultation with responsible manufacturers.—The commanding officers of arsenals and depots and other officers engaged in work on Government contracts are authorized to consult with all interested manufacturers or their representatives, inventors, and other persons concerning technical matters in which they have a legitimate interest. They will, however, inform all such persons of the classification of the projects, works, and developments.

69. Responsibility of Army representatives or inspectors.—*a.* The Army representatives or inspectors of the technical service are the local representatives of the War Department and will take the necessary measures to insure the safeguarding of classified information or projects in the hands of the contractors or subcontractors or in process of manufacture in their plants.

b. Army representatives or inspectors will advise contractors or subcontractors as to their responsibilities and the practical measures to be taken to safeguard top secret, secret, confidential, or restricted matters, and will act favorably, if practicable, on any suggestion or request of the company tending to preserve secrecy. If at any time conditions at any plant, or any action of a company or its employees, jeopardize the security of classified matter pertaining to the War Department or violate the provisions of the Espionage Act, the Army representative or inspector will request the contractor or subcontractor to take prompt remedial action. If adequate precautionary measures are not taken immediately, he will report promptly to the chief of the technical service concerned and, if the situation requires, to the commanding general of the army in which the item is in process of manufacture.

c. When Army and Navy inspectors are on duty at the same plant, the Army inspector will coordinate all security measures with the Navy inspector in order to avoid conflicting demands upon contractors.

70. Responsibility of Government contractors.—*a.* A private individual, firm, or corporation which enters into a contract to engage in technical work for the War Department becomes responsible in matters within his or its control for the safeguarding of all top secret, secret, confidential, or restricted matters that may be disclosed or that may be developed in connection therewith. A clause to this effect will be included in such a contract, but its omission will not release the contractor from his responsibility under the Espionage Act and other pertinent laws.

b. Contractors are responsible that all classified projects allotted to subcontractors or agents are fully protected by a similar agreement.

c. Whenever for any reason a contract agreement or subcontract has been made which does not include a security clause but later is found to involve top secret, secret, confidential, or restricted matter, the technical service concerned will take the necessary steps to insure that the project or work is properly

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

classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

71. Tests of classified matériel.—Tests of classified matériel will be adequately safeguarded by all responsible officers.

72. Public display of classified matériel.—*a.* Commanding officers are responsible that all classified parts, components, or features of matériel are properly safeguarded during maneuvers, drills, parades, ceremonies, assemblages, demonstrations, or exhibitions, or exhibitions, open to the general public.

b. (1) Photographs of equipment while in process of development or those revealing processes of manufacture are prohibited unless authorized by the chief of technical service concerned. After an article of equipment has been issued to combat units, release of photographs is permissible unless specifically prohibited by the instructions issued therewith.

(2) Requests for permission to take photographs of classified matériel, projects, or processes of manufacture will be referred to the War Department through the proper chief of technical service. If authority is granted, it will be with the understanding that the resulting photographs will be submitted to the War Department for review prior to release.

73. Release of information or sale of matériel.—*a. General.*—Domestic sale, divulging information in connection with negotiations for foreign sale, and foreign manufacture of items of Army and Navy matériel and equipment are not permitted unless the War and Navy Department are agreed that military secrecy is not compromised thereby.

b. International traffic in arms.

(1) The State Department administers international traffic in arms and military matériel coming within the scope of the Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.

(2) The State Department will not release for foreign sale any item comwithin the scope of these regulations until the War and Navy Departments have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

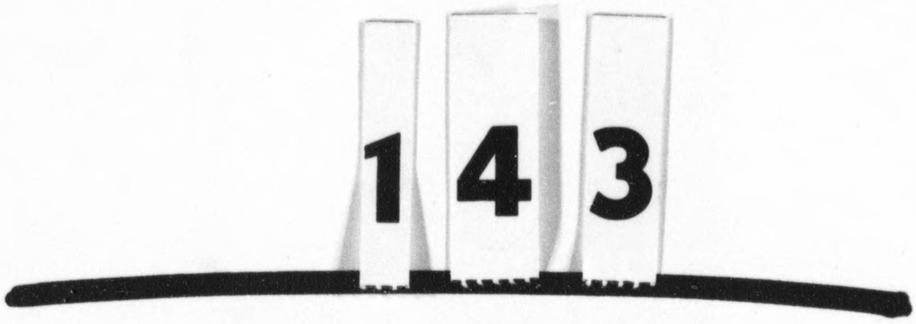
74. Protection of shipments via commercial carriers within United States or its possessions.—*a. Selection of shipping method.*—Disclosure of information pertaining to classified matériel will be prevented during transportation by one of the following methods of shipment, to be determined by a commissioned officer of the service, force, or organization authorizing its movement qualified to make such classification, by a higher authority so qualified, or by a military attaché.

b. Protection documents.—If size and quantity permit, classified matériel may be handled in the same manner as provided for similarly classified documents in paragraphs 26 to 29 inclusive. In cases where matériel is of such size or quantity as to create suspicion of its character and entail additional risk when transported in the same manner as documents, another method will be used.

c. Railway express service protected by carrier's guards.—Top secret, secret, or confidential shipments may be shipped via Railway Express Agency, Incorporated, after advance arrangements have been made for carrier to guard matériel from the time it leaves the hands of consignor until delivered to consignee. Notwithstanding the general prohibition of insurance on Government shipments any classified shipments may be shipped at their actual value and notation of such

SWNCC

Box XX



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

value made on the bills of lading. (See AR 55-105, AR 55-155, and TM 55-550.) The officer determining the method of shipment will certify to the officer issuing the bill of lading the valuation to be used.

d. Ordinary railway express service protected by military guards.—This method of shipment may be chosen for top secret, secret, or confidential matériel as provided in *a* above. In such case the principles of regulations governing guarding of freight shipments (see par. 8, AR 55-155) will be followed so far as appropriate for express service, with the definite exception that guards with express shipments will be furnished with transportation requests. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements.

e. Air express via commercial air lines protected by military guards.—The provisions of *d* above will govern generally.

f. Rail freight service protected by military guards.—See paragraph 8, AR 55-155.

g. Ordinary motor truck freight protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. Only one guard will be used for short runs unless more are necessary.

h. Water freight service protected by military guards.—The principles of paragraph 8, AR 55-155, will govern. When vessels are used which have arrangements for carrying passengers, transportation requests will be issued. When vessels are used which do not have arrangements for carrying public passengers, carriage free or at a reasonable charge, appropriate arrangements for meals will be negotiated.

i. Straight or mixed troop trains.—Classified matériel accompanying troops will be adequately guarded by organization personnel.

j. Guards.—Guards sufficiently armed will be provided in accordance with paragraph 8, AR 55-155. Neither carrier's nor military guards will be used for the sole purpose of preventing disclosure of information of restricted matériel. Guarded service may be used on any shipment when necessary to prevent physical sabotage. When possible, where concealment of the arm is not necessary, submachine guns, automatic rifles, or rifles should be provided in preference to pistols.

k. Shipment, confidential matériel without guard.—Shipments of confidential matériel, except crytographic equipment and components thereof may, at the discretion of the chief of the technical service involved, be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

l. Shipment, restricted matériel without guard.—Shipments of restricted matériel, except cryptographic equipment and components thereof, may be shipped by one of the following methods, without guard:

(1) Protected express.
(2) Sealed freight or express cars.
(3) Sealed truck under own motive power.
(4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the

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

car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

m. Shipment, cryptographic matériel.—For specific means of shipments of cryptographic matériel reference should be made to letter instruction on this subject issued by the War Department.

n. Shipment, classified files.—Shipments of classified files to records depots and War Department records depositories will be made as follows:

(1) When the quantity of top secret, secret, or confidential documents remainng after down grading is small, the documents will be transmitted under separate cover as provided elsewhere in these regulations for the transmission of individual documents. A charge-out will be placed in the folder which contained the document and the document will be properly identified as to the file and folder from which extracted prior to transmission.

(2) When the quantity of top secret, secret, and confidential documents which cannot be down graded makes the procedure above impracticable, the files in which such documents are maintained will be packed in the standard records boxes prescribed by TM 12-259, securely fastened by flat steel straps. The outside of the box will contain no indication of the classified character of the files. The boxes will be shipped under security regulations applicable to bulk shipments of classified matériel except that top secret and cryptographic documents and messages in all cases will be accompanied by an officer courier in addition to armed guards.

(3) Shipment of restricted files. Such files will be shipped in standard records boxes in the same manner as prescribed for unclassified files.

SECTION VI

VISITORS

	Paragraph
Classification	75
Authority for admission	76
Responsibility of commanding officer, Army representative, or inspector	77
Responsibility of Government contractors	78

75. Classification.—*a. Foreign nationals.*— For the purpose of these regulations, the term "foreign nationals" includes all persons not citizens of the United States, and citizens of the United States while a representative, official, or employee of a foreign government, firm, corporation, or individual.

b. United States citizens.—All citizens of the United States not included in *a* above.

76. Authority for admission.—*a. General.*—Correspondence and communications relating to visits will be routed direct between the various offices concerned.

b. Foreign nationals. (See par. 75*a*.)

(1) Subject to the approval of the facility concerned, foreign nationals may be authorized by local authority to visit commercial facilities provided no classified work or project is shown or discussed.

(2) Foreign nationals may be admitted to military installations for social purposes, for activities open to the general public, and in connection with emergency landings, by authority of the commanding officer provided no classified features are shown or discussed.

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

(3) Foreign nationals may be admitted to Government facilities; military installations except as provided in (2) above; and commercial facilities where classified work, projects or features will be shown or discussed, only on written authority of the Director of Intelligence, War Department General Staff.

(4) Application for visits which require War Department authorization will be made through the appropriate diplomatic representatives, except in the case of foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States for whom applications will be submitted by their employers, approved by the commanding officer or management of the facility to be visited, and forwarded with the recommendation of the chief of the technical service or appropriate commanding general of the army concerned to the Director of Intelligence, War Department General Staff, who will secure the recommendation of the Navy Department. Applications submitted through either of the channels described above will include the following information:

(*a*) Name in full.
(*b*) Official title or position.
(*c*) Name of plant or plants, posts, camps, or airfields to which admission is desired.
(*d*) Date of visit or dates between which visits are desired.
(*e*) Purpose of visit.

For foreign nationals employed by citizens of the United States or by firms or corporations owned or controlled by citizens of the United States the following additional information will be required:

(*f*) Nationality.
(*g*) Length of service with present employer.

(5) Prior to authorizing a visit to a War Department installation or to a commercial facility where classified work, projects, or features will be shown or discussed, the Director of Intelligence, War Department General Staff, will secure the recommendations of the Navy Department and the chief of the technical service concerned. Members of the armed forces of Canada and Mexico may, however, be admitted to Army posts, camps, and airfields near the borders of those countries for occasional visits on the authority of the commanding general of the army, defense command, or air force command having jurisdiction over such posts, camps, or airfields, without reference to higher authority.

c. United States citizens.—Subject to the approval of the commanding officer or the contractor, United States citizens, except those representing a foreign government, firm, or corporation, may be admitted to War Department or commercial manufacturing establishments engaged on classified work or projects under the following conditions:

(1) Casual visitors may be admitted provided no classified work or project is shown or discussed.

(2) Representatives of other United States Government agencies, manufacturers, or their representatives, engineers, and inventors cooperating in War Department work and having a legitimate interest

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

therein may be shown such works or projects as are considered necessary and desirable by the responsible chief of technical service. Authority for admission will be in writing.

(3) Accredited reporters, photographers, and other representatives of publicity agencies may be admitted to War Department installations or manufacturing establishments engaged on work for the War Department, *provided*, classified matter, projects, or processes of manufacture are not shown or discussed with them.

77. Responsibility of commanding officer, Army representative, or inspector.—*a.* The commanding officer of a military establishment or the Army representative or inspector at a commercial establishment is the local representative of the War Department in all matters regarding the admission of visitors. If, in his opinion, the situation at the time makes the admission of a visitor inadvisable, he is empowered to postpone the visit and request instructions from the office which authorized it.

b. The commanding officer or Army representative will make a report to the Director of Intelligence, War Department General Staff, through the appropriate chief of technical service or commanding general of the army concerned, giving the following information concerning foreigners who visit establishments engaged in classified projects:

(1) Name, official position, and nationality.
(2) Authority for the visit.
(3) Matters in which the visitors showed the greatest interest.
(4) General nature of questions asked.
(5) Expressed object of the visit.
(6) Inspector's estimate of the real object of the visit.
(7) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(8) A brief list of what was shown and explained.

78. Responsibility of Government contractors.—*a.* Contractors or subcontractors engaged in work for the War Department must place such restrictions on the movements of persons employed or entering their plants or offices as will give adequate security to top secret, secret, confidential, or restricted matters in their possession. In view of the wide differences in organization, arrangement, and physical make-up of individual plants, no specific rules are practicable. Therefore, local conditions at the plant and the classification of the project will determine the security measures to be adopted.

b. The following general procedure in regard to visitors at establishments or plants engaged in classified projects for the War Department is prescribed:

(1) Visitors will be accompanied during their stay at the plant by the inspector or Army representative, a member of his office, or some responsible person who is specifically informed as to the necessary limitations or restrictions, the scope of the visit, and the information which may be furnished.

(2) Unless specifically authorized by the authorities mentioned in paragraph 76, visitors will not be allowed in any shop, laboratory, drafting room, or section of a plant where top secret, secret, confidential, or restricted matériel is located or where classified work is in progress, nor will they be permitted to take photographs.

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

c. (1) War Department contractors will submit to the commanding general of the army or chief of technical service, whichever is appropriate, immediately upon completion of the visit, a report of all visitors, except United States citizens, who have gained information concerning the classified work or projects. The reports will include the following information:

(*a*) Name, official position, and nationality.
(*b*) Authority for visit.
(*c*) Matters in which the visitors showed the greatest interest.
(*d*) General nature of questions asked.
(*e*) Expressed object of the visit.
(*f*) Estimate of the real object of the visit.
(*g*) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
(*h*) A brief list of what was shown and explained.

(2) The commanding general of the army or chief of technical service, whichever is appropriate, will submit the reports to the Director of Intelligence, War Department General Staff, through the appropriate chief of technical service.

SECTION VII

AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED AREAS

	Paragraph
Air space reservations	79
Restricted areas	80
Reserved areas; establishment	81

79. Air space reservations.—*a. Establishment.*—Air space reservations over military installations or reservations over which the flight of aircraft is prohibited or restricted for the purpose of national defense or for other governmental purposes are established by executive order of the President of the United States, or by a State, Commonwealth, or Territory.

b. Responsibility of commanding officers.—The commanding officer of a military reservation, post, camp, station, or installation over which an air space reservation has been established is responsible for the surveillance of the designated air space and for prompt report to The Adjutant General, through military channels, of any illegal flight therein.

80. Restricted areas.—*a. Designation.*—The commanding officer of a military reservation, post, camp, station, or installation is responsible for the designation and proper safeguarding of restricted areas in his military reservation, post, camp, station, or installation. If local conditions dictate, he will mark all ordinary entrances or approaches to such areas with a sign reading as follows:

WARNING

RESTRICTED AREA

It is unlawful to enter within this _____ without written permission of _____.
(Area, building, etc.) (Authority)

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

b. Procedure in case of violation.

(1) The commanding officer of a military reservation, post, camp, station, or installation will cause any person not subject to military law who enters a restricted area or building to be detained, warned of his rights, and interrogated by proper authority. If it is a first offense and there is no evidence of deliberate intent, the offender may be warned against repetition and released upon the surrender of any unlawful photograph, sketch, picture, drawing, map, or graphic representation in his possession. Otherwise the offender will be delivered without unnecessary delay to the nearest United States marshal with a written statement of the facts, the names and addresses of the witnesses, and such pertinent exhibits as may be available.

(2) When an investigation reveals that a person not subject to military law has entered such a restricted area or building, custody of the individual not having been effected, the commanding officer will promptly forward in writing to the nearest United States district attorney a report of all the facts, including the names and addresses of the witnesses.

(3) A report will be made through military channels to the commanding general of the army concerned of each case brought to the attention of civil authority and will include a brief of all the facts and copies of all pertinent communications.

81. Reserved areas; establishment.—Areas reserved for military or national defense purposes, admittance to which is either restricted or prohibited, are set apart by executive order of the President of the United States or by order of the Secretary of the Interior.

SECTION VIII

TROOP MOVEMENTS, INDIVIDUAL TRAVEL, AND MOVEMENT OF SUPPLIES

	Paragraph
General	82
Classification requirements	83
Dissemination of information	84
Rail and motor movements	85
In staging areas	86
Embarkation	87
Movement of vessels in harbors	88
At sea	89
Returns to continental United States	90
Movements by air	91
Theater of operations in continental United States	92
Higher classification	93
Reason for classification	94
Periods of peace or following termination of hostilities	95

82. General.—*a. Application.*—The provisions of *b* below and paragraphs 83 to 94 inclusive, will apply during periods of hostilities. The provisions of paragraph 95 will apply during periods of peace or following the termination of hostilities and before peace is formally declared.

b. Responsibility of commanding officers.—Commanding officers of units, replacements, or individuals affected by the provisions of this section are responsible that such personnel are instructed in these provisions, advised of their appli-

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

cability, and warned of the danger involved in the disclosure to unauthorized persons of classified information concerning troop movements or movement of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations.

83. Classification requirements.—*a. Movement of personnel or supplies.*— Information of movements of personnel or supplies will be classified, when appropriate, as secret, confidential, or restricted by, or by authority of, any officer authorized to make or authorize secret classifications under paragraph 10*a*. In order to insure proper and uniform classification, it is essential that documents concerning movements be classified, when appropriate, in accordance with the principles contained in this section.

b. Troop movements or travel of replacements to theater of operations.— The following elements of information concerning troop movements or travel of replacements or individuals to a theater of operations will normally be classified as indicated, except as stated in paragraph 91:

(1) *Secret.*—Documents which contain any one of the following elements, either directly or by implication, require a classification of secret:
- (*a*) Oversea or intertheater destination in the clear, when such destination is an active theater of operations or a specific location within an active or inactive theater of operations.
- (*b*) A specific port of destination within continental United States for return to continental United States in travel by water.
- (*c*) Date and time of departure from a port of embarkation, a port of debarkation en route, a port of aerial embarkation, or a port of aerial debarkation en route.
- (*d*) Route, name, or destination of ship or convoy.
- (*e*) Estimated time of arrival at an oversea or intertheater destination, or at ports or airports of debarkation en route.
- (*f*) The meaning of an assigned shipment number so far as it represents a specific oversea or intertheater destination.
- (*g*) The oversea or intertheater destination represented by a temporary APO number.
- (*h*) Events en route involving enemy action.

(2) *Confidential.*—Documents which contain any of the following elements will be classified confidential:
- (*a*) Inactive theater of operations as a destination, in the clear, provided the exact destination within the theater is not shown.
- (*b*) Information or description of unit movements of nonoperational significance within areas in or adjacent to active theaters of operations.
- (*c*) A list or tabulation of two or more units combined with and included under a single shipment number or other comparable code designation. The combination of a single unit with its oversea shipment number and letter, or other comparable code designation, however, is restricted information.

(3) *Restricted.*—The following types of information, or documents containing this information, except as indicated in (1) and (2) above, will normally be classified restricted:
- (*a*) Orders, communications, reports, and other documents con-

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

cerning troop movements, oversea or domestic travel of replacements, or oversea travel of individuals. However, reports and communications concerning movements need not be classified if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment number and letter (or other comparable code designation), by temporary APO number, or by main number.

(*b*) Troop movements between inactive theaters of operations, between the United States and inactive theaters of operations, within inactive theaters of operations, and domestic troop movements whithin continental United States, provided such movements are not associated with further movement to an active theater of operations.

(*c*) Continental United States as a destination in the clear, provided the specific port of debarkation in travel by water is not shown.

c. Domestic travel within continental United States.—Domestic travel within continental United States of individuals which is not associated with further movement to a theater of operations or with classified activities will not normally require classification.

d. Movement of supplies.

(*1*) Movements of supplies and impedimenta which are to accompany units, or are destined for, or otherwise associated with specific units or specific troop movements will be governed by the classification requirements set forth in *b* above.

(*2*) Movements of supplies which are not associated with specific units or troop movements:

(*a*) Movements will normally carry a coded destination symbol such as a shipping designator or shipment number. Documents covering such shipments which by inference or by literal reference compromise the meaning of the coded destination symbol will require a classification at least as high as that of the meaning of such coded symbol.

(*b*) Movements may be addressed in the clear to oversea destination when authorized by the Secretary of War. This method of addressing will not normally be used when the presence of military installations such as oversea ports, combat airfields, harbor defenses, or similar establishments will be exposed thereby.

(*c*) When a coded designation of specific shipments, projects, or locations, such as a consignee combination, is used in combination with a coded destination symbol, the coded designation will be classified at least as high as the meaning of the coded destination symbol. Documents and reports covering shipments may be unclassified where the meaning, coded destination symbols, coded shipment designations, or other coded data covering the shipment are not revealed or otherwise compromised.

e. Movement of personnel or supplies by hospital ship.—Orders for movement of personnel or supplies by hospital ship will be unclassified if it is necessary

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

that such orders accompany the personnel or supplies aboard the hospital ship. See AR 55–530.

84. **Dissemination of information.**—*a.* All persons connected with the military service who receive information concerning movements of personnel or supplies classified in accordance with paragraphs 83, 90, 91, and 92 are forbidden to make public or to inform unauthorized persons concerning the classified elements of such movements.

b. When it is necessary to advise relatives or other persons of approaching departure, individuals connected with the military service will not disclose any classified information.

c. Arrival in a theater of operations does not diminish the necessity of safeguarding classified elements of information concerning the movement. After such arrival, no information will be given to unauthorized persons concerning names, destinations, or organizations, names of vessels, data concerning convoys, routes pursued, measures taken to avoid attack, date of arrival, debarkation or departure, or number of troops, or kind of cargoes carried.

85. **Rail and motor movements.**—*a.* Reports concerning arrivals and departure of rail or motor movements within the United States which for any reason are classified, may be transmitted to persons authorized to receive such reports, unclassified, provided unit designations are not included therein.

b. When rail or motor movements or travel of personnel are made preliminary to movement to a theater of operations, cars, baggage, and impedimenta will not be marked in the clear to show oversea destination, date of departure, name of ship, or other classified elements of information. In such cases, impedimenta will be marked with the assigned shipment number and letter or other comparable code designation. The unit designation will not be used as a marking on impedimenta, although the company letter or abbreviation may be used to identify the impedimenta of each company or similar unit in the movement.

86. **In staging areas.**—*a.* Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of ports or airports of embarkation are authorized to restrict to prescribed limits all personnel under orders for movement to a theater of operations for a period not to exceed 48 hours prior to departure. During this period of restriction, communication with other military personnel and civilians may be prevented or limited as may be considered necessary by the port or airport commander concerned. Special authority must be obtained from the War Department (if in the United States) or the theater commander (if overseas) for placing personnel in restriction more than 48 hours prior to the expected sailing or departure date.

87. **Embarkation.**—*a.* Troop movements will be made so far as practicable without attracting undue attention. Authority to use bands during embarkation of troops is left to the discretion of port commanders, where, in their opinion, the playing of a band will not jeopardize the security of the movement.

b. All persons not on official business will be excluded from the piers at all times.

c. Personnel may take cameras within the limits of the pier or overseas, subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

d. Members of families, relatives, or friends of personnel under oversea movement or travel orders will not be allowed in the vicinity of piers on the day of sailing.

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

88. Movement of vessels in harbors.—Vessels loaded with personnel or supplies will be moved under cover of darkness whenever possible.

89. At sea.—*a.* After sailing from the port of embarkation, the destination will be disclosed to members of units, replacements, or individuals aboard ship only as necessary for training or indoctrination en route. When such information is disclosed, personnel will be warned of the classification thereof. Particular care will be taken to insure that this warning is given all personnel who are allowed ashore at intermediate stopping points.

b. Events at sea concerning or resulting from enemy action will be considered as secret information by all individuals concerned.

90. Returns to continental United States.—Classification requirements are the same as those enumerated in paragraphs 83 and 91.

91. Movements by air.—*a.* Generally, the same requirements for water movements apply to movements by air of units or subdivisions thereof to a theater of operations.

b. In documents containing information of travel to a theater of operations by military aircraft of replacements, and individuals, as distinguished from units, the inclusion of the following elements normally will require a classification of restricted only:

(1) Oversea or intertheater geographical destinations, unless the presence of troops or particular military installations at such destinations is classified higher than restricted.

(2) Date and time of departure from port of aerial embarkation, or airports en route, subsequent to such departure.

(3) Air route, unless the air route is classified higher than restricted.

(4) Estimated time of arrival at specific oversea intertheater destination or airports en route, subsequent to departure from port of aerial embarkation.

(5) Oversea or intertheater destination represented by a temporary APO number.

c. The provisions of paragraph 83 will apply to information concerning the oversea travel of replacements and individuals when both air and water transportation are employed.

d. Orders and allied papers for oversea travel by commercial aircraft of replacements and individuals may be unclassified, even though they contain elements of information for which a classification of restricted is required by *b* (1), (2), (3), and (4) above.

e. All individuals involved in air movements, communicating from intermediate stopping points, will refrain from disclosing classified information.

f. Operational messages limited to information concerning movements of aircraft in a theater of operations may be sent in the clear when authorized by the theater commander.

g. The specific airport of destination within continental United States for returns to the United States by air from theaters of operation is restricted information.

92. Theater of operations in continental United States.—The foregoing paragraphs of this section are based on the assumption that theaters of operations will be located overseas. However, should any portion of continental United States become a theater of operations, the provisions of the foregoing paragraphs nevertheless will apply, subject to the following:

a. The portion so designated will be treated as an "oversea designation."

b. The terms "continental United States" and "United States" will refer only to the zone of interior (see FM 100–5).

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

c. The movements or travel by rail or motor from the zone of interior to the theater of operations, the security provisions applicable to ports of embarkation will also apply to points in the zone of interior from which direct movement to the theater commences, and the provisions applicable to water movement or travel will apply to land movement or travel.

93. Higher classification.—A higher classification than that indicated in this section may be assigned if the order, message, or other communication contains information which should be protected by a higher classification.

94. Reason for classification.—Whenever a classification higher than restricted is assigned to a movement order, the reason for such higher classification will normally be included therein. An *example* of an explanatory paragraph is as follows:

> The following secret and confidential elements of information are contained herein: secret equipment (par. 11*c*); tabulation of units (par 1); confidential mission (pars. 2 and 3). All other elements of this order are restricted.

95. Periods of peace or following termination of hostilities.—*a. Application.*—The provisions of this paragraph will apply only during periods other than those of hostilities.

b. Normal seurity requirements.—Information or documents concerning movement of personnel or supplies will normally be unclassified.

c. Classification requirements.

(1) Elements of information (such as destination, mission, and other elements which should be safeguarded) concerning movements of personnel or supplies, other than movements within oversea areas in which United States Army forces are stationed, will be classified secret, confidential, or restricted only when such classification is authorized by the War Department. Separate instructions directing such classification will be issued to the offices and personnel concerned.

(2) Commanders of United States Army forces stationed in oversea areas are authorized to classify elements of information concerning movement of personnel or supplies within their respective areas.

(3) The provisions of paragraphs 84, 85, 86, and 87 will apply to classified movements.

(4) Whenever a movement order is classified, the reason for such classification will normally be included therein. An example of an explanatory paragraph is as follows:

> The following classified elements of information are contained herein. Secret equipment (par 11*a*); confidential mission (par. 1); restricted consignee combination (pars. 2 and 3). All other elements of this order are unclassified.

[AG 380.01 (2 Aug. 46)]

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

DWIGHT D. EISENHOWER
Chief of Staff

DISTRIBUTION.
A; E

U. S. GOVERNMENT PRINTING OFFICE: 1946

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

CIRCULAR
No. 41

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *22 March 1949*

Effective until 22 September 1950 unless sooner rescinded or superseded

CLASSIFICATION—Correspondence on V. H. F. Pack Radio Set, AN/TRC 7, declassified ..... Section I
MAILING ENVELOPES—Specifications, requirements, funds, purchase, inspection, storage, and issue—Sec. IV, DA Cir. 67, as amended, further amended II
PUBLICATION INDEXES—Announcement of future publications in Special Regulations III
SUPERSESSION—WD and DA circulars and memorandums superseded IV
RESCISSION—Certain publications V

I. CLASSIFICATION.—The Joint Communications-Electronics Committee downgraded the correspondence on V. H. F. Pack Radio Set AN/TRC 7 to unclassified, effective as of 24 February 1949.

[AG 413.44 (7 Mar 49)]

II. MAILING ENVELOPES.—Paragraph 1*e*, section IV, DA Circular 67, 1947, is added as follows:

e. Army and Air Force Motion Picture Service.

[AG 462 (8 Mar 49)]

III. PUBLICATION INDEXES.—**1.** The last edition of FM 21–6 to be published and distributed is dated 1 January 1949.

2. In the future the indexes of publications and blank forms now published in FM 21–6, AR 1–5, and 1–10 will be published in the following Special Regulations:

SR 310–20–3, Index of Field Manuals, Training Circulars, Firing Tables and Charts, Graphic Training Aids, Army Training Programs, JANAP's, Combined Communications Board publications, Tables of Organization and Equipment, Tables of Allowances, and Tables of Basic Allowances.

SR 310–20–4, Index of Technical Manuals, Technical Bulletins, Supply Bulletins, Lubrication Orders, and Modification Work Orders.

SR 310–20–5, Index of Administrative Publications (Army Regulations, Special Regulations, Readjustment Regulations, Mobilization Regulations, Joint Army-Air Force Adjustment Regulations, General Orders, Bulletins, Circulars, Commercial Traffic Bulletins, Joint Procurement Circulars, and Department of the Army Pamphlets).

SR 310–20–6, Index of Blank Forms and PRT's.

3. For ready reference to superseded and redesignated publications, the old designation together with the new designation will be published in a paragraph entitled, "Cumulative list of superseded and redesignated publications," in section II of the pertinent Special Regulations listed in paragraph 2.

[AG 300.7 (21 Mar 49)]

IV. SUPERSESSION.—The WD or DA circulars and memorandums and their amendments listed below have been superseded as indicated. The circular amendments are listed after the circular in parentheses preceded by the letter "A".

AGO 1733B—Mar. 800559°—49

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

CIRCULAR	Subject	Superseded by—
1945		
209–I	AR 55–105—Par. 7 rescinded.	C 15, AR 55–105.
240–III, par. 1	Sleeping car accommodations—Changes in AR's.	C 15, AR 55–105.
1946		
194–II	AR 55–105—Par. 15 rescinded.	C 15, AR 55–105.
285–I	AR 55–105—Transportation by commercial means, general.	C 15, AR 55–105.
285–VI	AR 55–165—Transportation of animals.	C 3, AR 55–165.
WAR DEPARTMENT—1947		
48–I (A: Par. 2, Sec. II, DA Cir. 248, 1948).	AR 30–2320—Inventory of subsistence stores.	AR 30–20.
60–I (A: Par. 3, Sec. V, Cir. 264, 1948).	AR 55–155—Transportation of public property.	C 10, AR 55–155.
69–I (A: 264, Sec. V, par. 6, 1948).	AR 55–105—Transportation by commercial means.	C 15, AR 55–105.
84–IV, par. 1 (A: par. 11, sec. V, DA Cir. 264, 1948).	Interdepartmental transfers..	C 1, AR 35–900.
128, par. 2, 3, 4, 6, & 7 (A: par. 7*a*, Cir. 322, 1948).	Disposal of buildings and improvements at command Installations.	AR 405–90.
129–II (A: Par. 2, Sec. II, Cir. 329).	AR 55–105—Transportation by commercial means.	C 15, AR 55–105.
189–IV, par. 3*i*	Mounts—Private and public.	C 3, AR 55–165.
237–II, par. 2*a* (A: par. 1, Sec. III, Cir. 37, 1948, and Cir. 58, 1948).	Enlisted personnel—Requisitioning procedures for zone of interior assignments (other than AAF) Sec. I, WD Cir. 272, 1946.	C 3, AR 40–505.
238 (Restated without change, except nomenclature) (A: DA Cir. 8–III; Cir. 12–I and Cir. 68, III, 1947).	Assignment of hospital patients.	SR 600–145–11.
255–IV	Land—Decentralization of responsibility for initiating action to acquire Federal Jurisdiction.	SR 405–20–1.
DEPARTMENT OF THE ARMY—1947		
I–II	AR 45–75—Sales of Ordnance property.	C 4, AR 45–75.
8–VI	Ordnance property—Sales list.	C 4, AR 45–75.

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

MEMORANDUM	*Subject*	*Superseded by—*
140–5–9	Space scale for Organized Reserve Corps leased facilities.	SR 140–80–5.
210–50–1	Establishment of welfare funds at Armies and Air Commands.	AR 210–50.
210–50–7, par. 5	Staff supervision over Army exchange service and motion picture service.	AR 210–50.
210–50–8	Reorganization of the Board of Directors Army Central Welfare Fund.	AR 210–50.
350–3300–1	Enrollment report for section 55*c* NDA units—Reports control symbol AG–25.	AR 350–3300, C 1.

[AG 300.5 (21 Mar 49)]

V. RESCISSION.—1. Section III, WD Circular 165, 1947, pertaining to microfilming, and section IV, DA Circular 23, 1947, pertaining to microfilming project production report, are rescinded. (See C 1, TM 12–257.)

[AG 300.7 (21 Feb 49)]

2. Memorandum 100–70–3, 21 November 1947, pertaining to new construction projects, is rescinded.

[AG 600.12 (16 Mar 49)]

3. Memorandum 400–35–1, 1 July 1947, pertaining to War Department maintenance boards, is rescinded.

[AG 334 (9 Mar 49)]

4. DA letter (AGPA–G 334 (16 Sep 47)), 22 September 1947, subject: Supplementary Information No. 1, is rescinded.

[AG 334 (9 Mar 49)]

5. DA letter (AGAM–PM 334 (29 Oct 47) CSGSP/D1), 12 November 1947, subject: Supplementary Information Letter No. 2, is rescinded.

[AG 334 (9 Mar 49)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

OMAR N. BRADLEY
Chief of Staff, United States Army

AGO 1733B

U. S. GOVERNMENT PRINTING OFFICE: 1949

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

CIRCULAR
No. 37

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *18 March 1949*

Effective until 18 September 1950 unless sooner rescinded or superseded

SHORT STORY CONTEST

1. An Army short story contest is announced for all Army personnel. This contest, which is sponsored by the Chief of Special Services, is designed to stimulate creative writing among Army personnel. Commanders will publicize this contest to assure that all officers and enlisted personnel are informed and given an opportunity to participate.

2. Command and installation librarians will assist in the publicity program for this contest by preparing displays, exhibits, posters, etc., to be placed in all library facilities.

3. In order to stimulate the widest possible interest and to avoid the necessity of judging an excessively large number of entries, preliminary contests will be held at installation and command levels as determined by the major commander concerned. Command and installation librarians will assist in the selection of qualified personnel to serve as judges for the respective contests.

4. The best entries in the major command contests will be forwarded to the Chief of Special Services, Washington 25, D. C., Attention: Chief, Library Branch. The maximum which may be submitted from each major command to the final contest is one entry per 2,000 troop strength.

5. *a.* It is suggested that entries be submitted and judged according to the following time schedule: installation, 15 August–15 September 1949; major command, 15 September–1 November 1949.

b. All entries for the Department of the Army competition will be submitted in time to reach the Chief of Special Services on or before 1 November 1949.

6. A screening board designated by the Chief of Special Services will select the entries to be submitted to the final judges.

7. A committee made up of outstanding authors, reviewers, and editors will judge the final entries.

8. The first three winning stories will be published in Collier's Weekly. The authors of these stories will receive $1,000 each in payment from the publisher.

9. Ten or more of the best stories will be published in a collected volume by Rinehart and Company of New York. All royalties accruing from the sale of the book will be divided equally among the authors.

10. Copyrights for all stories published will be secured by the publisher concerned and assigned to the respective authors.

11. Manuscripts will be edited by the publisher concerned prior to publication of stories.

12. The following rules for the contest will prevail:

a. All Army personnel are eligible, including members of Reserve components on active duty for a period of more than 90 days.

b. No manuscripts will be returned to contestant.

AGO 1707B—Mar. 800559°—49

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

c. All manuscripts will be submitted on 8- by 10½-inch paper, typewritten on one side of the paper only, and double-spaced. Manuscripts will be securely fastened and covered with a protective paper, preferably a manila folder.

d. Only manuscripts of stories previously unpublished in any form and of which the author is sole owner and proprietor of the publishing rights will be submitted.

e. Contestants will certify that manuscripts submitted are free and clear of libel.

f. Contestants may submit as many entries as desired.

g. Entries will be judged first on originality of story and freshness of approach; second, on literary style and technique. A combination of these factors will merit the greatest attention. The decision of the judges will be final.

h. It is not contemplated that the contest will interfere with normal execution of military duties.

i. Contestants will agree to the publication of story, as described in paragraphs 8 and 9, if selected by the judges.

j. Stories submitted will not exceed 8,000 words.

k. No responsibility can be assumed by the Army for damage or loss of any entry submitted.

13. Each entrant will fill out DA AGO Form R-5598 (Entry Blank—Army Short Story Contest) and attach it securely to the manuscript being submitted. Local reproduction on 5¼- by 8-inch paper is authorized. Each reproduced copy will contain form number, title, and date.

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

ENTRY BLANK ARMY SHORT STORY CONTEST	Date
Last Name - First Name - Middle Initial (Print or type)	
Grade or Rank	Army Serial Number
Military Address	
Permanent Home Address	
Hometown Newspapers	
The contestant warrants that the manuscript submitted herewith is original, has never before been published and is solely his own property. Further, the contestant has read and agrees to abide by the rules and regulations established by DA Circular 37, 1949.	
Title of Manuscript	
I certify that the attached manuscript, title as above, is free and clear of libel.	
Signature of Contestant	

DA AGO Form
1 March 49 R- 5598

FIGURE 1.

[AG 009 (14 Feb 49)]

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

BY ORDER OF THE SECRETARY OF THE ARMY:

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

AGO 1707B

U. S. GOVERNMENT PRINTING OFFICE: 1949

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

Cir 33

CIRCULAR
No. 33

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *11 March 1949*

Effective until 11 September 1950 unless sooner rescinded or superseded

	Section
ARMY REGULATIONS AND SPECIAL REGULATIONS—Issued during February 1949	I
CLASSIFICATION—First and Third Army Reports of Operations, WW II, declassified	II
ENLISTMENT IN EUROPEAN COMMAND—Special 6-month extension	III
EXTENSION COURSE MATERIAL—Expedition to certain enlisted reservists	IV
JANAP 116 (B)—Joint delivery group book, second revision—Distribution of C 1 announced	V
RESCISSION—Certain DA circulars	VI

I—ARMY REGULATIONS AND SPECIAL REGULATIONS.—The Army Regulations, Special Regulations, and changes listed below were issued during February 1949. These regulations were distributed according to the class indicated. Regulations indicated with "S" distribution have been distributed to all commands and agencies concerned. Requisitioning agencies will limit requests for missing copies to only those to which they are entitled under the provisions of DA Circular 343, 1948, as complete files of all regulations are neither required nor authorized for all agencies.

1. Army Regulations and changes.

a. Army Regulations.

No.	Title	Distribution
AR 10–125	Army Security Agency	B.
AR 10–260	Corps of Engineers	C.
AR 30–20	Classification and Care of Subsistence Stores	B.
AR 35–6580	Accounting for Property and Subsistence Supplies on Vessels.	B.
AR 55–350	Medical Service on Transports	C.
AR 65–5	General Provisions	C.
AR 345–105	Historical Reports	B.

b. Changes.

C 2, AR 30–2290
C 1, AR 35–780
C 1, AR 35–900
C 1, AR 35–1495
C 1, AR 40–250
C 2, AR 40–1705
C 1, AR 145–20
C 2, AR 145–30
C 1, AR 420–5
C 1, 605–15
C 9, AR 615–40
C 3, AR 615–360
C 3, AR 615–361
C 1, AR 700–105
C 2, AR 850–50
C 5, AR 850–75

AGO 1632B—Mar. 800559°—49

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

2. Special Regulations and Changes.

a. Special Regulations.

No.	Title	Distribution
SR 10–10–1	Headquarters, Department of the Army, Organization and Position Titles.	S.
SR 10–10–2	Headquarters, Department of the Army, Organization Statements and Charts.	S.
SR 22–125–5	Establishment of Summary Courts in Towns, Cities, and Recreational Areas.	C.
SR 30–45–20	Report of Oversea Perishable Subsistence Losses (Reports Control Symbol QMG–69).	S.
SR 32–210–5	Classification of Serviceable Used Clothing and Equipage.	A.
SR 40–590–10	Hospital Fund Limitations	C.
SR 40–590–50	Donations of Cigarettes to Hospitals	S.
SR 52–10–10	Radioactive Isotopes and Other Dangerous New Chemicals.	A.
SR 55–100–10	Travel Orders for Military Personnel	C.
SR 55–305–40	Responsibility for Cargo Lost or Damaged During Ocean Shipment.	S.
SR 55–350–1	Medical Service on Transports	C.
SR 55–350–2	Transport Surgeon's Report	C.
SR 105–85–2	Joint Military Characteristics for Communications-Electronics Equipment.	C.
SR 135–450–50	Allocation and Distribution of Training Ammunition to ORC and ROTC Units (Zone of Interior, Alaska, Hawaii, and Puerto Rico).	D (except ORC); plus U. S. Army, Pacific, Caribbean, Alaska; ORC—A.
SR 140–80–5	Space Scale for Leased Facilities	C (ZI) plus Hawaii, Alaska, and Caribbean.
SR 140–460–10	Retention of Issued Clothing at Unit Installations.	D (except ORC), plus U. S. Army, Pacific, Caribbean, Alaska; ORC—A.
SR 290–10–5	National Cemetery Report (Reports Control Symbol QMG–21 (R1)).	S.
SR 310–20–1	Numbering of Department of the Army Publications.	B.
SR 325–10–1	List of Approved Recurring Reports	D plus oversea major commands; base commands.
SR 330–10–1	Military Personnel and Organizations	S.
SR 330–40–1	Processing of the Unit and Station Equipment Status Report (Reports Control Symbol CSGLD–212.	S.
SR 330–100–1	Echelon Code	S.
SR 330–105–1	Troop Program Sequence Number, Code 105.	S.

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

No.	Title	Distribution
SR 330–115–1	Organization Master List, Code 67 (Current as of 31 December 1948).	S.
SR 340–10–2	Mail Addresses for Offices of Military and Air Attachés.	D plus overseas.
SR 345–50–16	Officer Roster for Reassignment Planning (Reports Control Symbol CSGPA–100 (R3)).	S.
SR 345–105–1	Preparation of Historical Reports	B.
SR 375–305–5	Motor Vehicle Operators' Examinations.	D plus oversea major commands; base commands.
SR 385–105–1	General Standards and Inspection List.	B.
SR 385–105–2	Standard Operating Requirements (General).	A.
SR 600–240–5	Marriage in Oversea Commands	B.
SR 600–490–1	Veterans' Reemployment Rights	A.
SR 600–620–20	Monthly Report of Operating Personnel and Work Load, Continental United States (Reports Control Symbol CSACS–68).	D
SR 605–60–50	Training Programs for Women's Medical Specialist Corps Officer Procurement.	D.
SR 615–110–5	Reception Processing	S.
SR 615–120–6	Opportunities for Men Enlisting in the Territory of Hawaii.	B.
SR 615–220–51	Assignment of Enlisted Men Awarded Combat or Expert Infantryman Badge.	B.
SR 710–60–50	Alllocation and Distribution of Training Ammunition and Explosives within the Zone of Interior.	D.
SR 715–10–187	Transfer of Purchase and Inspection Responsibility for Reference Books and Charts.	D.
SR 715–110–50	Local Purchase of Ordnance Supplies	S.
SR 725–10–52	Supply of Spare Parts for Typewriters and Office Appliances.	C.
SR 750–10–5	Engineer Regional Maintenance Offices.	D.
SR 755–150–25	Donation of Surplus Property to Authorized Agencies.	D.
SR 780–13–1	Missions—Medical Department	D.

b. Changes.

C 1, SR 20–10–12
C 1, SR 55–750–1
C 2, SR 55–750–1
C 2, SR 140–5–1
C 1, SR 325–10–1
C 1, SR 615–120–5
C 1, SR 615–120–11

[AG 300.3 (10 Mar 49)]

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

II. CLASSIFICATION.—Announcement is made of the declassification of the following listed documents. This supersedes all prior downgrading notices with respect to these documents.

1. *a.* Report of Operations, First U. S. Army, 20 October 1943–1 August 1944, consisting of seven books as follows:

(1) Book I, Basic Report.
(2) Book II, Annexes 1 & 2.
(3) Book III, Annex 2 Cont'd.
(4) Book IV, Annex 2 Cont'd.
(5) Book V, Annexes 3–11.
(6) Book VI, Annexes 12–14.
(7) Book VII, Annexes 15–20.

b. Holders are directed to cancel classification marks and post their copies as follows:

Regraded UNCLASSIFIED order Sec Army by TAG/8F 300.

2. *a.* Report of Operations, First U. S. Army, 1 August 1944–22 February 1945, consisting of four books as follows:

(1) Book I, Basic Report.
(2) Book II, Annexes 1–3.
(3) Book III, Annexes 4–8.
(4) Book IV, Annexes 9–14.

b. Holders are directed to cancel classification marks and post their copies as follows:

Regraded UNCLASSIFIED order Sec War per ltr. AGAM–PM 319.1 (28 Jun 46) PR, 10 July 1946.

3. *a.* Report of Operations, First U. S. Army, 23 February–8 May 1945, consisting of three books as follows:

(1) Book I, CG, First U. S. Army and Hq Staff Sections.
(2) Book II, Annexes 1–8.
(3) Book III, Annexes 9–14.

b. Holders are directed to cancel classification marks and post their copies as follows:

Regraded UNCLASSIFIED order Sec Army by TAG/9B 71.

4. *a.* Report of Operations, Third U. S. Army, 15 May 1945, consisting of two volumes and a map supplement. The map supplement was published without classification.

(1) Volume I, After Action Report—The Operations.
(2) Volume II, After Action Report—Staff Section Reports.

b. Holders are directed to cancel classification marks and post their copies as follows:

Regraded UNCLASSIFIED comd CG Third Army per ltr AG 370.2 (GNMCF) (12 Oct 46), 14 Feb 1947.

[AG 312.1 (3 Mar 49)]

III. ENLISTMENTS IN EUROPEAN COMMAND.—As an exception to the provisions of paragraph 12*c*, Circular 66, 1948, as amended, under special authority granted by the Department of the Army, Regular Army enlisted men in the European Command during the period 9 September 1948, to 31 December 1948, were authorized to extend their enlistment for a 6-month period. In some instances, these 6-month extensions were the second extension effected by an enlisted man who had previously extended to one of the authorized enlistment periods. Accordingly, the records of enlisted men subsequently returned to the

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

zone of interior which indicate that a 6-month extension was accomplished in the European Command during the afore-mentioned period are proper and correspondence will not be forwarded to The Adjutant General in this regard.

[AG 342 (3 Mar 49)]

IV--EXTENSION COURSE MATERIAL.—**1.** Under the provisions of paragraph 7, DA Circular 306, 1948, enlisted personnel in the Organized Reserve Corps between 28 and 32 years of age applying for commissions in the Organized Reserve Corps are required to complete the 10-series of the Army Extension Courses prior to 1 October 1949. Due to the time limit imposed, it is essential that the delivery of lessons in the various subcourses to students applying under this circular be expedited. In order to provide the student with sufficient timely material, the following procedure will be adopted in Army service schools administering the 10-series of the Army Extension Courses.

a. Upon receipt of student's application to be enrolled in the 10-series, the school will mail the student all lessons in the first subcourse.

b. After the student has returned the last lesson of the first subcourse, the school will forward him the examination or review for the first subcourse and all lessons for the second subcourse.

c. This process will continue until all subcourses in the 10-series have been completed.

2. Reserve unit instructors will indorse the application of a student in this category to the appropriate school, in substance as follows:

This applicant for enrollment in the 10-series of the Army Extension Courses is preparing himself for examination for commission under the provisions of paragraph 7, DA Circular 306, 1948. It is requested that the delivery of lessons, examination, and reference material be expedited.

3. The provisions of this circular do not apply to the European and Far East Commands.

[AG 352.6 (14 Feb 49)]

V--JANAP 116 (B).—C 1, JANAP 116 (B), Joint Delivery Group Book—Second Revision, now being distributed by The Adjutant General has been approved by the Joint Communications-Electronics Committee for joint use and is approved for intra-Army use. This change is effective upon receipt.

[AG 311.23 (24 Jan 49)]

VI--RESCISSION.—Section VII, DA Circular 17, 1947, pertaining to vouchers covering payments for the procurement of postage stamps, and section IV, DA Circular 33, 1947, pertaining to statements of payments under contracts involving liquidated damages, are rescinded. (See C 9, TM 14–504.)

[AG 300.7 (17 Feb 49)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

AGO 1632B

U. S. GOVERNMENT PRINTING OFFICE: 1949

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

Cir 29

CIRCULAR
No. 29

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *1 March 1949*

Effective until 1 September 1950 unless sooner rescinded or superseded

JANAP 143

1. JANAP 143, Communication Security, was rescinded 9 February 1949 by the Joint Communications-Electronics Committee. Provisions contained therein may be found in JANAP's 121 and 122.

2. Holders desirous of retaining JANAP 143 may do so, but must delete the short title of "JANAP 143" therefrom. Henceforth, it shall be designated as "Historical Examples of Communication Security."

3. Copies of JANAP 143 now on hand shall be destroyed when no longer required.

[AG 311.23 (15 Feb 49)]

BY ORDER OF THE SECRETARY OF THE ARMY:

OFFICIAL:

EDWARD F. WITSELL
Major General
The Adjutant General

OMAR N. BRADLEY
Chief of Staff, United States Army

AGO 1545B—Mar. 800559°—49

U. S GOVERNMENT PRINTING OFFICE: 1949

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

JOINT ARMY AND AIR FORCE ADJUSTMENT REGULATIONS No. 1-11-55

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
WASHINGTON 25, D. C., *3 February 1949*

ORGANIZATION

ESTABLISHMENT OF ARMY-AIR FORCE POSTAL SERVICE

	Paragraph
General	1
Functions	2
Troop basis spaces and civilian personnel authorizations	3
Personnel to accompany spaces and authorizations	4
Funds	5
Supplies and equipment	6
Records	7
Administrative instructions	8

1. General.—*a. Authority.*—Pursuant to the authority contained in the National Security Act of 1947 (act, 26 Jul 47; Public law 253—80th Cong.; WD Bul. 11, 1947) and in Transfer Orders 1 (DA Bul. 1, 1947), 4 (JAAF Bul. 1, 1948), and 31 (JAAF Bul. 2, 1949), National Military Establishment, the administrative adjustments prescribed herein are published for the information and compliance of all concerned.

b. Reference.—Memorandum, together with attachments thereto, from The Adjutant General, and the Air Adjutant General, to the Deputy Chief of Staff, United States Army, and the Vice Chief of Staff, United States Air Force, 14 October 1948, subject: "The Establishment of the Army-Air Force Postal Service." (This reference is cited for historical record purposes only. No distribution of it will be made.)

2. Functions.—*a.* Effective as of noon, 1 January 1949, by Transfer Order No. 31, National Military Establishment, the Secretary of Defense ordered as follows:

(1) There are hereby transferred to and vested in the Secretary of the Air Force and the Department of the Air Force, insofar as they may pertain to the Department of the Air Force or the United States Air Force or their property or personnel, all the functions, powers, and duties relating to mail clerks and postal services which are vested in the Secretary of the Army or the Department of the Army or any officer of that Department by the following laws, parts of laws, Executive orders, and agreements as limited by other laws, parts of laws, Executive orders, and agreements, whether or not specifically set forth herein:

(*a*) Act of 21 August 1941, chapter 392, (55 Stat. 656), as amended by the act of 30 June 1947, chapter 170, (61 Stat. 211; 39 U. S. C. 138).

(*b*) The general agreement between the United States Post Office Department and the War Department concerning Army Postal Service, 19 March 1940.

(*c*) All other laws, parts of laws, including applicable provisions of appropriations acts, Executive orders, pertinent United States Post Office regulations, and Department of the Army—Post Office agreements, which vest in the Secretary of the Army or the Department of the

AGO 1371B—Feb. 800555°—49

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

Army, or any officer of that Department, functions, powers, and duties relating to mail clerks and postal services, insofar as they pertain to the Department of the Air Force or the United States Air Force, or their property or personnel.

(2) The Department of the Air Force will utilize the services of the Department of the Army, and the Department of the Army will utilize the services of the Department of the Air Force for such types of service relating to mail clerks and postal services as are presently performed by one for the other, subject to such adjustments as from time to time are jointly determined to be necessary or desirable by the Secretaries of the two Departments.

(3) It is expressly determined that the functions herein transferred are necessary and desirable for the operations of the Department of the Air Force and the United States Air Force.

b. The intent of the foregoing is to vest equally in the Secretary of the Air Force and the Department of the Air Force the same degree of responsibility with respect to military postal and security courier services as they apply to the Department of the Air Force, as is vested in the Secretary of the Army and the Department of the Army with respect to military postal and courier services pertaining to the Department of the Army. In consonance with this recognition of departmental responsibilities, and in accordance with the principle that maximum efficiency and economy in administration and operation of parallel and common facilities can best be obtained through joint policies for the operation by the two Departments of the Army and Air Force postal and security courier service, those services will be administered, effective 1 January 1949, on an integrated basis pursuant to the following:

(1) *Joint Postal Policy Board, Army-Air Force Postal Service.*

(*a*) A Joint Postal Policy Board, Army-Air Force Postal Service, hereafter referred to as the Board, will be established. It will consist of an equal number of officers, not less than three, appointed by each of the two Departments. This Board will represent equally the Secretaries of the Departments of the Army and the Air Force in carrying out the functions hereinafter assigned thereto.

(*b*) The functions and responsibilities of this Board are—

1. Planning, development, integration, and coordination of policies to govern the Army-Air Force Postal Service and the Army-Air Force Security Courier Service.

2. The formulation of agreements on a departmental level pertaining thereto.

3. The solution of controversial problems affecting the postal and security courier services.

4. The determination of general and affiliated postal reserve mobilization objectives of both Departments and the furnishing of appropriate information relating thereto to authorities concerned in each Department.

5. The development and appropriate promulgation of integrated postal plans for wartime operations, including both military and civilian disaster operation plans for application both in the zone of interior and without the continental United States in coordination with other responsible agencies concerned.

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

(*c*) Chairmanship of the board will alternate between the Department of the Army and the Department of the Air Force at 2-year intervals, with the chairman initially being provided by the Department of the Air Force.

(*d*) The chairman of the board, and the acting chairman in his absence, will implement decisions, actions, and agreements of the board through use of the joint command line of the Secretaries of the Army and the Air Force.

(*e*) Implementation of all policies, decisions, and agreements affecting operations and planning of the Army-Air Force Postal Service and the Security Courier Service will be by the Departments singularly concerned, or by the Army-Air Force Postal Service Headquarters as provided in *b* (2) below.

(2) *Army-Air Force Postal Service Headquarters.*

(*a*) There will be established an Army-Air Force Postal Service Headquarters, under administrative supervision of The Adjutant General. It will be charged with the following functions and responsibilities:

1. Administration and coordination of joint functions of the Army-Air Force Postal and Courier Service according to the policies established by the Board.

2. Drafting of joint Army-Air Force technical postal and security courier service manuals and instructions and their submission to the Board for approval.

3. Maintenance of necessary operating liaison with the Post Office Department and other agencies concerned in effectuating policies and agreements established and promulgated by the Board, Army-Air Force Postal Service.

4. General supervision and direction of the Army-Air Force Security Courier Service.

5. The preparation of necessary postal and security courier service technical operating directives and instructions applicable to the establishment of a new oversea or tactical command, the integrating of the system established with other systems as required, and the recommendation of same to the Board for approval and appropriate promulgation through concerned departmental channels.

6. The review and technical editing of text and instructional material for use in postal school courses, and the submission of such material to the board for approval.

(*b*) The Chief and the Deputy Chief, Army-Air Force Postal Service Headquarters, will respectively be appointed from the Army and the Air Force for 2-year alternating terms, with both Departments being represented concurrently. Initially, the Chief will be from the Department of the Army and the Deputy Chief from the Department of the Air Force.

(3) *Army-Air Force Security Courier Service.*

(*a*) There will be established a joint Army-Air Force Security Courier Service, under the direction of the Chief, Army-Air Force Postal Service Headquarters, to administer, coordinate, integrate, and direct the operation of the security courier service activities performed by

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

the Departments of the Army and the Air Force in accordance with policies established by the board as heretofore provided.

(*b*) The Chief, Army-Air Force Security Courier Service, will be the senior officer, Army or Air Force, assigned to the Army-Air Force Security Courier Service Headquarters, Washington 25, D. C.

(4) *Army-Air Force postal school courses.*—Appropriate courses, using the material approved by the board, will be established at the Adjutant General's School to provide technically trained postal officers and enlisted personnel to operate Army and Air Force postal activities as required.

3. Troop basis spaces and civilian personnel authorizations.—There will be transferred from the Office of The Adjutant General, Department of the Army, to the Department of the Air Force—

a. Military troop spaces as follows:

(1) Officers	15	Effective 1 January 1949.
(*a*) Departmental	4	
1. Major	1	
2. Captains	3	
(*b*) Field	11	
1. Captains	5	
2. Lieutenants	6	
(2) Enlisted	9	Effective 1 January 1949.
(*a*) Departmental	3	
1. Grade 2	1	
2. Grade 3	1	
3. Grade 4	1	
(*b*) Field	6	
1. Grade 1	1	
2. Grade 2	1	
3. Grade 3	2	
4. Grade 4	1	
5. Grade 5	1	

b. Civilian personnel authorizations as follows:

Departmental graded	6	Effective 1 January 1949.

c. Civilian personnel required for operation of the board and the Headquarters, Army-Air Force Postal Service, will be provided by the Army and the Air Force in a ratio based on Army to Air Force strengths at commencement of each fiscal year.

d. Adjustment of troop spaces of T/O & E Army postal units and base post offices between the Department of the Army and the Department of the Air Force, except as indicated under *a* above, will be as provided in JAAFAR 1-11-50, 5 November 1948, subject: "Organization—Temporary Adjustment of Military Troop Basis Spaces for the Performance of Air Force Base Level Service Support Overseas."

e. Personnel ceilings will be adjusted accordingly.

4. Personnel to accompany spaces and authorizations.—*a.* Those Department of the Army officers and enlisted men occupying the troop spaces specified in paragraph 3*a* will be attached for duty with the Department of the Air Force, effective 1 January 1949, for a period of time not to extend beyond 30 June 1949, in accordance with the provisions of the reference in paragraph 1*b* as modified by the effective date prescribed in paragraph 3.

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

b. The civilian encumbents of the departmental graded positions provided for in paragraph 3*b* will be transferred to the Department of the Air Force, effective 1 January 1949, in accordance with the provisions of the reference in paragraph 1*b*.

c. Established administrative procedures will be followed in effecting the transfers and reassignments directed.

5. Funds.—Adjustments will be made in Army and Air Force fund allocations as may be necessary by virtue of the changes directed herein. Fund adjustments will be based upon those dates upon which funding responsibility actually passes to the receiving department and following which the receiving department, from funds allocated to it, assumes full responsibility for payment.

6. Supplies and equipment.—Supplies and equipment will be reissued as necessary to the Department of the Air Force in accordance with the provisions of the reference in paragraph 1*b*, effective 1 January 1949.

7. Records.—Current working records, agreements, etc., applicable to and singularly required by the agencies established in these regulations, and which pertain to the functions thereof, will be transferred thereto by the Department or Departments concerned.

8. Administrative instructions.—*a.* The changes prescribed herein will become effective 1 January 1949, unless otherwise specified.

b. Postal operations, military postal administration, and technical operations will be the responsibility of all echelons of command through command channels in accordance with applicable directives.

c. The Army Postal Service and similar Air Force postal activities are redesignated the Army-Air Force Postal Service jointly to provide unified postal services for the Departments of the Army and the Air Force.

d. The designation "APO" will represent Army or Air Force post offices regardless of which Department is charged with immediate operational responsibility therefor.

e. Postal and security courier service functions, including provision of personal postal services when required by one Department for the other, are authorized and will be impartially performed by any appropriate postal agency of either Department coming within the purview of these regulations, except when the exigencies of a particular military situation preclude such servicing. In the latter case a report thereof containing recommendations will be made through channels to the Chairman, Joint Postal Policy Board, Army-Air Force Postal Service.

f. Army-Air Force courier transfer stations in the zone of interior will be administered, operated, and technically supervised by the Department concerned pursuant to joint policies established by the Board.

g. Army-Air Force courier transfer stations in oversea commands and stations will be administered and operated by the oversea commanders concerned under the technical direction and supervision of the responsible Department.

h. Standard supplies, equipment, and forms, including accountable rotary locks and keys, peculiar to the Army Security Courier Service will continue to be used and subsequently modified for application to joint operations as required.

i. Army and Air Force officers, including the Chief and Deputy Chief, Army-Air Force Postal Service Headquarters, will be assigned for duty to the Headquarters, Army-Air Force Postal Service, in appropriate numerical ratios based on Army and Air Force strengths in effect at the commencement of each fiscal year.

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

j. Military personnel to operate the Army-Air Force Security Courier Service will be allocated by the Army and the Air Force in a ratio based on Army and Air Force strengths, except that in oversea commands, the assignment of personnel solely of one Department may be made at the discretion of the commander concerned.

k. Instructors and other military personnel required for instruction and operation of the Postal Courses at The Adjutant General's School will be allocated by the Army and the Air Force in a ratio based on their respective student participation in the courses. Student quotas will be allocated in accordance with the needs of the joint postal service as determined by the Chief, Army-Air Force Postal Service Headquarters, and as approved by the Joint Postal Policy Board, Army-Air Force Postal Service.

l. The provisions of these regulations will not serve as authority for the establishment of dual Army and Air Force postal installations unless manifestly warranted by postal requirements nor will it serve to authorize blanket changes in postal responsibilities unless so specified.

m. All current directives governing the functions and responsibilities referred to herein, with the exception of any provisions of such directives which conflict with these joint regulations, will continue in force until such time as they may be replaced by joint regulations.

[AG 040 (17 Jan 49)]

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
L. L. JUDGE
Colonel, USAF
Air Adjutant General

HOYT S. VANDENBERG
Chief of Staff, United States Air Force

DISTRIBUTION:
A

AGO 1371B
U. S. GOVERNMENT PRINTING OFFICE: 1955

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

JOINT ARMY AND AIR FORCE

BULLETIN NO 2

DEPARTMENTS OF THE ARMY AND THE AIR FORCE

WASHINGTON 25, D. C., *2 February 1949*

	Section
TRANSFER ORDER 31—Transfer from Department of the Army to Department of the Air Force of certain functions relating to mail clerks and postal service	I
EXECUTIVE ORDER—District of Columbia National Guard, administration and supervision	II
APPROVAL BY JOINT CHIEFS OF STAFF—Action on papers submitted	III
ARMED SERVICES MEDICAL PROCUREMENT BOARD—Establishment	IV

I—TRANSFER ORDER 31.—Transfer Order 31, issued by the Secretary of Defense, is published for the information and guidance of all concerned:

[Transfer Order 31]

ORDER TRANSFERRING FROM DEPARTMENT OF THE ARMY TO DEPARTMENT OF THE AIR FORCE CERTAIN FUNCTIONS RELATING TO MAIL CLERKS AND POSTAL SERVICES

Pursuant to the authority vested in me by the National Security Act of 1947 (act of July 26, 1947; Public Law 253, 80th Congress) and in order to effect certain transfers authorized or directed therein, it is hereby ordered as follows:

1. There are hereby transferred to and vested in the Secretary of the Air Force and the Department of the Air Force, insofar as they may pertain to the Department of the Air Force or the United States Air Force or their property or personnel, all the functions, powers, and duties relating to mail clerks and postal services which are vested in the Secretary of the Army or the Department of the Army or any officer of that Department by the following laws, parts of laws, Executive Orders, and agreements as limited by other laws, parts of laws, Executive Orders, and agreements whether or not specifically set forth herein:

a. The act of August 21, 1941, c. 392 (55 Stat. 656) as amended by the act of June 30, 1947, c. 170 (61 Stat. 211; 39 U. S. C. 138).

b. The general agreement between U. S. Post Office Department and the War Department concerning Army Postal Service, dated March 19, 1940.

c. All other laws, parts of laws, including applicable provisions of Appropriations Acts, Executive Orders, pertinent United States Post Office regulations, and Department of the Army—Post Office agreements which vest in the Secretary of the Army or the Department of the Army, or any officer of that department, functions, powers, and duties relating to mail clerks and postal services, insofar as they pertain to the Department of the Air Force, or the United States Air Force, or their property or personnel.

2. The Department of the Air Force will utilize the services of the Department of the Army, and the Department of the Army will utilize the services of the Department of the Air Force for such types of service relating to mail clerks and postal services as are presently performed by one for the other, subject to such adjustments as from time to time are jointly determined to be necessary or desirable by the secretaries of the two departments.

3. It is expressly determined that the functions herein transferred are necessary and desirable for the operations of the Department of the Air Force and the United States Air Force.

4. The Secretary of the Army, the Secretary of the Air Force or their representatives are hereby authorized to issue such orders as may be necessary to effectuate the purposes of this order. In this respect the transfer of such related personnel, property, records, installations, agencies, activities, and projects as the Secretaries of the Army and the Air Force shall from time to time jointly determine to be necessary, is authorized.

5. Nothing contained in this order shall operate as a transfer of funds.

6. This order shall be effective as of 12:00 noon, January 1, 1949.

JAMES FORRESTAL,
Secretary of Defense.

JANUARY 17, 1949.

AGO 1366B—Feb. 800555°—49

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

II..EXECUTIVE ORDER.—The following Executive Order (No. 10030) is published for the information and guidance of all concerned:

EXECUTIVE ORDER 10030

ADMINISTRATION AND SUPERVISION OF THE DISTRICT OF COLUMBIA NATIONAL GUARD

By virtue of the authority vested in me by the Constitution and the laws of the United States, particularly section 6 of the act of March 1, 1889, 25 Stat. 773 (39 D. C. Code 112), and section 118 of the act of June 3, 1916, 39 Stat. 213 (32 U. S. C. 17), it is hereby ordered as follows:

1. The Secretary of Defense is authorized and directed to supervise and control, on behalf of the President and through such official or officials of the National Military Establishment as the said Secretary shall designate, the administration of the affairs of the District of Columbia National Guard: *Provided*, that the foregoing provision shall not be effective whenever the said National Guard is in active Federal service or on active emergency duty in the District of Columbia after being ordered to such duty pursuant to law.

2. The Secretary of Defense shall at such times as may be appropriate submit to the President recommendations with respect to the appointment of the Commanding General and the Adjutant General of the said National Guard.

HARRY S. TRUMAN

THE WHITE HOUSE,
January 26, 1949.

III..APPROVAL BY JOINT CHIEFS OF STAFF.—The following information from the Secretariat, Joint Chiefs of Staff, is published for the information and guidance of all concerned:

1. It is emphasized that in acting on papers submitted to them the Joint Chiefs of Staff approve only the recommendations therein. In some instances the recommendations may call for the approval of the conclusions set forth in the paper, or the approval of attached memoranda to be dispatched when the approved recommendations are implemented. The decision sheet on an approved J. C. S. paper indicates specifically that the recommendations therein have been approved, and may, on occasion, also indicate other portions of the paper included within the recommendations.

2. Those portions of papers submitted to the Joint Chiefs of Staff not specifically acted upon by them in approving the recommendations represent only the originator's thought processes leading toward these recommendations. Therefore the discussion, facts bearing on the problem, etc., should not be subject to a detailed analysis by the services with a view toward recommending amendments to those portions of J. C. S. papers which in effect have only an indirect bearing on action to be taken by the Joint Chiefs of Staff, nor should extracts from the discussion, facts bearing on the problem, etc., be used as an authoritative source of a Joint Chiefs of Staff position or doctrine in support of views expressed in a subsequent paper.

8 January 1949.

[AG 334 (19 Jan 49)]

IV..ARMED SERVICES MEDICAL PROCUREMENT BOARD.—1. On 28 October 1948, the Munitions Board approved the establishment of the Armed Services Medical Procurement Board under the following charter, which is published for the information and guidance of all concerned:

CHARTER OF THE ARMED SERVICES MEDICAL PROCUREMENT BOARD

1. The Army-Navy Medical Procurement Agency is hereby reconstituted as the Armed Services Medical Procurement Board, with duties and responsibilities as hereinafter set forth relating to medicines and medical, surgical, hospital, dental, and veterinary supplies, hereinafter referred to as medical items.

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

2. The Armed Services Medical Procurement Board shall consist of the Surgeons General of the Army and the Navy and the Air Surgeon of the Air Force, or their respectively designated representatives.

3. The Armed Services Medical Procurement Board shall be responsible to the Secretaries of the Army, Navy, and Air Force for inter-service planning, and coordination of effort in the field of procurement of medical items and shall be responsible for making recommendations to, and performing such services, duties and functions in medical matters as may be required of it by the Munitions Board, the Research and Development Board, and the Joint Chiefs of Staff as they exercise their respective statutory and delegated functions for the Secretary of Defense.

4. The Board shall select a Chairman from among its members who shall serve for a term of two years unless relieved of duty. The Chairman shall sign correspondence, reports, decisions, and orders for and in the name of the Armed Services Medical Procurement Board, and in general conduct the business of the Board and perform such other duties as may be determined by the Board.

5. The Armed Services Medical Procurement Board shall be responsible for its own internal administration, including supervision of its personnel, control of its records, space, and facilities, and determination of its budget, staff, space and facility requirements which shall be met by the Departments of the Army, Navy, and Air Force on such basis as may be agreed among them.

6. The Armed Services Medical Procurement Board shall have under its jurisdiction an Armed Services Medical Procurement Agency with duties and responsibilities as hereinafter set forth relating to the procurement of medical items.

7. The Agency shall consist of such officers and civilian employees as may be determined necessary by the Armed Services Medical Procurement Board, and the budgetary, staff, space, and facilities requirements of the Agency shall be met by the Departments of the Army, Navy, and Air Force on such basis as may be agreed upon among them.

8. The Armed Services Medical Procurement Board shall select from one of the three Services an officer to serve as Commanding Officer of the Agency who shall serve for a term of two years unless relieved of duty at the discretion of the Board. There will likewise, and similarly, be selected a Deputy Commander from a Department other than that of the Commanding Officer. The Commanding Officer, under the direction of the Board, shall supervise the personnel, records, and facilities; sign and execute for and in the name of the Agency, correspondence, reports, decisions, contracts, and orders, and all other necessary papers; and shall in general conduct the business of the Agency as "head of a procuring activity" and perform such other services as may be assigned to the Agency by the Board. The authority of the Commanding Officer may be delegated to personnel of the Agency.

9. The Armed Services Medical Procurement Agency, within the limits of allotments of appropriations made available for such purposes by each of the Departments of the Army, Navy, and Air Force and in accordance with the requirements established by the Departments, shall have the following responsibilities:

a. Procure medical items (in accordance with the consolidated requirements of the three Departments) by means of formal advertising or negotiation, in accordance with the requirements of Section II and III of the Armed Services Procurement Regulations respectively;

b. Supervise the administration and performance of contracts, and for this purpose shall arrange for inspection and audits, utilizing such facilities and services of the Departments as may be made available therefor;

c. Consolidate transportation requirements and arrange for delivery to storage or to installations through the appropriate office of the Departments involved in transportation but without having any responsibility for operational control of transportation facilities;

d. Within the policies and procedures of the Munitions Board Cataloging Agency, catalog medical supplies and equipment for the Armed Services;

e. Within the policies and procedures of the Munitions Board Standards Agency, prepare specifications for the medical items for the Armed Services;

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

f. Perform developmental engineering in connection with medical items for the Armed Services;

g. Supervise the operation of the Joint Medical Technical Maintenance Course;

h. Within the policies of the Munitions Board, formulate plans for industrial mobilization and procurement in the event of mobilization as prescribed by the three Departments; and

i. Perform such other functions as may be assigned by the Armed Services Medical Procurement Board.

10. All procurement by the Agency shall be effected in accordance with the requirements of the Armed Services Procurement Regulation and the procedures prescribed by the Department of the Army. However, the Agency is a joint agency of the Departments of the Army, Navy, and Air Force for the central procurement of medical items, notwithstanding the fact that, for the purposes of this regulation and procedures thereunder, the Agency shall be considered a procuring activity of the Department of the Army.

11. The Armed Services Medical Procurement Agency shall utilize the procedures and forms prescribed by the Armed Services Procurement Regulations.

/s/ Gordon Gray	/s/ W. John Kenney	/s/ Eugene M. Zuckert
The Assistant Secretary of the Army	Under Secretary of the Navy	for the Under Secretary of the Air Force

2. In accordance with paragraph 6 of the above Charter, effective as of 1 January 1949, the Army-Navy Medical Procurement Office is redesignated the Armed Services Medical Procurement Agency with duties and responsibilities as set forth in the Charter, with location at 84 Sands Street, Brooklyn 1, New York.

[AG 334 (31 Dec 48)]

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

OFFICIAL:
EDWARD F. WITSELL
Major General
The Adjutant General

OMAR N. BRADLEY
Chief of Staff, United States Army

OFFICIAL:
L. L. JUDGE
Colonel, USAF
Air Adjutant General

HOYT S. VANDENBERG
Chief of Staff, United States Air Force

AGO 1366B

U. S. GOVERNMENT PRINTING OFFICE: 1949

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

*SR 345-920-1

SPECIAL REGULATIONS
No. 345-920-1

DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *15 March 1949*

RECORDS AND REPORTS

RECORDS ADMINISTRATION—DISPOSITION OF RECORDS

		Paragraphs
PART I.	Responsibilities Procedures and Facilities	
CHAPTER 1.	Introduction	
Section I.	General	1–3
II.	Definitions	4–25
III.	Duties and responsibilities	26–31
CHAPTER 2.	Records Disposition Procedures	
Section 1.	Evaluation of records	32–34
II.	Records disposition schedules	35–44
III.	Methods for disposal of files	45–49
IV.	Retirement of files	50–57
V.	Reporting procedures	58–63
CHAPTER 3.	Records Depositories	
Section I.	Objectives	64–65
II.	Types and purposes	66–69
III.	Packing and shipping procedures	70–75
IV.	Loan of and access to transferred files	76–87
PART II.	Retirement and Disposal of Files	
CHAPTER 4.	General Disposition Instructions	88–94
5.	Management Files	95–107
6.	Budgetary and Fiscal Services Files	108–113
7.	Informational Services Files	114–118
8.	Legal Administration Files	119–124
9.	Civilian Personnel Administration Files	
Section I.	General	125
II.	Personnel management files	126–132
III.	Personnel placement and processing files	133–143
IV.	Classification and wage administration files	144–146
V.	Employee relations files	147–150
VI.	Employee training files	151–156
VII.	Civilian service award files	157–161
VIII.	Pay and leave administration files	162–177
IX.	Civilian personnel travel files	178–180

*These regulations supersede SR 345-920-1, 30 December 1948; TM 12-259, 31 July 1945, including C 1, 5 December 1945, C 2, 5 November 1946, and C 3, 2 December 1946; WD Pamphlet 12-14, 15 September 1945; Memorandum 15-46, 13 June 1946, including C 1, 10 June 1947; Memorandum 15-15-1, 13 September 1946; Memorandum 15-15-2, 31 December 1946; Memorandum 15-15-4, 4 March 1947; Memorandum 15-15-6, 20 June 1947; Memorandum 15-15-11, 22 April 1948; section VII, WD Circular 88, 1946, as amended by paragraph 3, section I, DA Circular 5, 1947; section II, WD Circular 367, and section VI, WD Circular 375, 1946, as amended by paragraphs 1 and 2, respectively, section III, DA Circular 172, 1948; section VI, WD Circular 209, 1947, as amended by paragraph 3*b*, section VII, DA Circular 39, 1947, and paragraph 2, section II, DA Circular 189, 1948; sections I and IV, WD Circular 236, 1947, as amended by section II, DA Circular 170, 1948; paragraph 1, section VIII, DA Circular 15, 1947, as amended by section V, DA Circular 74, 1947; section IV, DA Circular 35, and section VII, DA Circular 39, 1947; DA Circular 35, 1948, as amended by DA Circular 279, 1948; DA Circular 47, section V, DA Circular 250, and DA Circulars 251, 258, 284, 290 319, and 325, 1948.

824242°—49——1

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

		Paragraphs
CHAPTER 10.	Military Personnel Administration Files	
Section I.	General	181
II.	Personnel management files	182–191
III.	Personnel services files	192–195
IV.	Personal affairs program files	196–200
V.	Chaplain's activities files	201–204
VI.	Military police files	205–217
VII.	General prisoners administration files	218–223
VIII.	Post guardhouse administration files	224–226
CHAPTER 11.	Military Training Activities Files	227–236
12.	Medical Administration Files	
Section I.	General	237
II.	Hospital and dispensary administration files	238–242
III.	Medical and surgical services files	243–249
IV.	Dental services files	250–252
V.	Medical research and experimental files	253–256
VI.	Laboratory services files	257–262
VII.	Sanitary engineering and sanitation files	263–264
VIII.	Veterinary services files	265–273
CHAPTER 13.	Memorial and Cemeterial Administration Files	274–276
14.	Intelligence and Security Administration Files	277–283
15.	Communication Service Files	284–290
16.	Transportation Services Files	291–294
17.	Supply Administration Files	
Section I.	General	295
II.	Research and development files	296–299
III.	Procurement files	300–304
IV.	Seizure requisition files	305
V.	Supply distribution and storage files	306–313
VI.	Maintenance files	314–316
VII.	Supply services files	317–318
VIII.	Conservation files	319
IX.	Supplies disposition files	320–323
CHAPTER 18.	Facilities Administration Files	324–335
APPENDIX I.	Records Depositories	
II.	Standard Record Box Requirements	
III.	References	
		Page
INDEX		265

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

PART I

RESPONSIBILITIES, PROCEDURES, AND FACILITIES

CHAPTER 1

INTRODUCTION

SECTION I. GENERAL

1. Purpose.—*a.* The accumulation of masses of files in operating offices not only reduces administrative efficiency by impeding the use of current files but decreases immeasurably the utility of records for legal or historical purposes. Therefore a comprehensive program for the retirement of noncurrent files and for the orderly disposal of valueless papers is essential. The general purposes of this program, which is an integral part of the Army records administration program, are to—

(1) Assure the protection of permanent records and to facilitate their use, and

(2) Provide for the orderly disposal in accordance with statutory requirements of all other files.

b. The objective of these regulations is to implement the records administration program of the Army so far as it relates to the disposition of records by—

(1) Establishing the responsibilities of the heads of Army agencies under the program;

(2) Describing the purpose and technique of records disposition procedures;

(3) Explaining the function and scope of activity of records depositories to which noncurrent files are retired; and

(4) Furnishing detailed instructions for the retirement and disposal of files of field units and installations.

2. Scope.—These regulations constitute the basic authority for the disposition of noncurrent files of all elements of the Army. Procedures for the handling or maintenance of current files are included only when necessary to an understanding of instructions relating to disposal or retirement.

3. Exceptions.—Exceptions to the provisions of these regulations will be permitted only by the written authority of The Adjutant General.

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

SECTION II. DEFINITIONS

4. Armies, zone of interior.—As used in these regulations, the term "Armies, zone of interior," will include the Military District of Washington unless otherwise specified.

5. Current files.—Files that have not been retired to a records depository and to which frequent reference is made in the conduct of current administrative work.

6. Disbandment.—The discontinuance of a unit and the withdrawal of its designation from current records of the Army. The expression "demobilize" is not used in this sense.

7. Discontinuance.—The placing on an inactive or surplus status of an installation or activity within an installation in which all military functions have ceased.

8. Disposal.—The elimination of files by destruction or salvage.

9. Disposal Standard.—The retention period established by the Department of the Army and approved in accordance with statutory requirements governing the destruction or salvage of specified types of files. It applies both to classified (security) and unclassified files of the types described.

10. Disposition.—Retirement of files, reduction of files by microphotographic process, and elimination of files by destruction, salvage, or transfer to other than an Army agency.

11. Files.—The term "files" is used to include any papers or photographs, record or nonrecord, accumulated in filing equipment, boxes, or on shelves, and occupying office or storage space.

12. Headquarters, Department of the Army.—This term refers collectively to the following agencies located at the seat of Government in Washington, D. C.: The Office of the Secretary of the Army and his assistants; the Office of the Chief of Staff, United States Army; the divisions of the General and Special Staffs, United States Army; and the offices of the heads of the administrative and technical services.

13. Inactivated unit.—A unit from which all personnel has been withdrawn, but whose designation is continued in the current records of the Army. For purposes of disposition of records, the term "*inactivated unit*" will be construed as including units reduced to zero strength.

14. Inactive installation.—An installation at which all activities, except those necessary for protection of property, have ceased, but which again may be brought into operation by the Army.

15. Installations.—All installations, including both command and industrial installations.

16. Major command headquarters.—The headquarters of armies, zone of interior, the Military District of Washington, and head-

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

quarters of oversea commands which report direct to the Department of the Army.

17. Noncurrent files.—Files which are not required or are infrequently required in the conduct of current administrative work, including files of inactivated, discontinued, and disbanded units and installations. (See par. 50.)

18. Nonrecord material.—Papers and documents that can be disposed of without authorization from the Congress. For detailed explanation, see paragraph 93.

19. Oversea records depots.—An intermediate depository in an oversea command to which noncurrent files are retired by elements of the command and at which they are processed and administered pending either destruction or transfer to the Organization Records Branch, AGO.

20. Records.—All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the creating agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of data contained therein.

21. Records center.—An intermediate depository in the zone of interior to which noncurrent files, other than certain classes of specialized files, are retired and at which they are processed and administered pending either destruction or transfer to a permanent depository.

22. Records depository.—A facility established for the receipt, processing, housing, and administration of noncurrent files of the Army. Records depositories consist of a records center, oversea records depots, and special records depositories.

23. Retirement.—Transfer of noncurrent files to a records depository.

24. Special records depositories.—Specified depositories used for the receipt of specialized classes of files.

25. T/O&E Unit.—A unit regularly constituted and activated in accordance with a Department of the Army table of organization and equipment, or special table of organization and equipment (see AR 220–5), for the type unit.

Section III. DUTIES AND RESPONSIBILITIES

26. The Adjutant General.—The Adjutant General is charged with full responsibility for staff supervision, coordination, and direction of the records administration program of the Army. He will direct