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Description of contents

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C 18

TELEPHONE DIRECTORY  
CIVIL AFFAIRS SECTION GHQ, SCAP  
(After duty hours call 26-5805)

11 September 1950

<u>Chief</u>	<u>Office No.</u>	<u>Quarters</u>	<u>Quarters No.</u>
Maj Gen W. P. Shepard	26-5805 64-1155 Ext 7	Imperial Hotel	26-7551 Ext 208
<u>Deputy Chief, Civil Affairs</u> Brig Gen E. C. B. Danforth Jr.	64-1155 Ext 5	U. S. House 405	48-4368
<u>Executive</u> Col Frank Kowalski Jr.	64-4192 64-1155 Ext 1	U. S. House 51	48-4470
<u>Asst Executive</u> Lt Col W. Glover	64-4192 64-1155 Ext 72	U. S. House 209	02-4476
M/Sgt C. Rateliff	64-1155 Ext 2	Bldg 50 CAS	26-5805
<u>Administration</u> CWO J. A. O'Brien	64-0129 64-2112 Ext 11	House L-B Area 1	261-25891
M/Sgt A. W. Martin	64-2112 Ext 11	Mitsubishi Main Apt 503	26-6530
<u>Field Trip Liaison</u> Miss S. Matsumoto	64-0128 64-2112 Ext 14	Old Kaijo Hotel	26-7241 Ext 260
<u>Civilian Personnel</u> Mr. R. A. Anderson	64-2115 64-2112 Ext 17	U. S. House 925	08-4826
<u>Comptroller</u> Lt Col P. Feyereisen	64-4195 64-1156 Ext 21	Wash Hts 111-C	64-3994
<u>Logistics</u> Lt Col H. R. Westman	64-4193 64-1156 Ext 24	Grant Hts 456-C	86-7090
<u>Operations</u> Lt Col W. M. Albergotti	64-1157 Ext 23	Dai Iti Hotel	26-7741
<u>School</u> Lt Col D. A. Pryor	64-1157 Ext 37	Dai Iti Hotel	26-7741 Ext 431
<u>NPR Personnel</u> Lt Col C. E. Knowlton	64-2110 64-1157 Ext 3	Wash Hts 230	46-3827
<u>G-2 Liaison</u> Lt Col R. P. Desonier	64-1156 Ext 4	Dai Iti Hotel	26-7741 Ext 471
<u>Public Welfare Division</u> Mr P. Borish	64-2111 Ext 52-53	Dai Iti Hotel	26-7741 Ext 47



Public Health Division  
Col L. C. Shellenberger

Office No.  
64-2111 Ext 54 U. S. House 417

Quarters  
46-3657

Civil Education Division  
Dr. R. B. Bowers

64-1176 Ext 47 Dai Iti Hotel

26-7741 Ext 266

Civil Information Division  
Mr. T. F. Yates

64-1176 Ext 47 Dai Iti Hotel

26-7741 Ext 233

Economics Division  
Col B. R. Papan

64-1158 Ext 45 U. S. House 602

49-5797

Labor  
Mr. J. W. Doherty

64-1159 Ext 46 Wash Hts 199-2

46-3921

Natural Resources  
Mr. C. F. Tom

64-1159 Ext 42 U. S. House 665

46-3247

Price & Distribution  
Mr. W. L. Pensworth

64-1159 Ext 59 Wash Hts 553-B

46-3519

Industry  
Maj G. C. Freeman

64-1158 Ext 56 Wash Hts 233

46-3256

Legal and Government Division  
Mr. H. D. Porter

64-2111 Ext 12 Dai Iti Hotel

26-7741 Ext 315



C O P Y

HEADQUARTERS  
KOBE BASE  
APO 317

26 August 1950

MEMORANDUM:

TO: Chiefs, All Staff Sections, Hq, Kobe Base.

General Orders No. 22, GHQ, FEC, 24 August 1950, established the "JAPAN LOGISTICAL COMMAND" effective on 25 August 1950, as a major command of the Far East Command.

The geographical area of responsibility of the Commanding General, Japan Logistical Command, is that formerly assigned to the Commanding General, Eighth Army, exclusive of Korea.

All correspondence and other communications originating in this headquarters or in units under jurisdiction of this headquarters, formerly required to be addressed to the Commanding General, Eighth Army, will hereafter be addressed as follows:

Commanding General,  
Japan Logistical Command,  
APO 343.

BY COMMAND OF BRIGADIER GENERAL CLARKE:

GEOFFREY CLARK  
Lieut.Col, AGD  
Adjutant

C O P Y



O O  
 EX  
 BH  
 PW  
 ECON  
 CH  
 CE  
 LABOR  
 LEGAL  
 SPLY  
 DPO  
 ADJ  
 SGT MAJ

HEADQUARTERS  
 JAPAN LOGISTICAL COMMAND  
 Office of the Commanding General  
 APO 343

28 August 1950

GENERAL ORDERS  
 NUMBER 9

Announcement of Staff

1. COLONEL JOSEPH P DONNOVIN, 010278, General Staff Corps, is announced as Chief of Staff, this headquarters.
2. LT COL BARCLAY T RESLER, 042068, General Staff Corps, is announced as Secretary of the General Staff, this headquarters.
3. LT COL JOHN V RATHBONE, 042424, Transportation Corps, is announced as Comptroller, this headquarters.
4. COLONEL RAYMOND R TOURTILLOTT, 06932, Infantry, is announced as Assistant Chief of Staff, G-1, this headquarters.
5. COLONEL CARLISLE C DUSENBURY, 011672, General Staff Corps, is announced as Assistant Chief of Staff, G-2, this headquarters.
6. COLONEL WILLIAM H BARTLETT, 012695, General Staff Corps, is announced as Assistant Chief of Staff, G-3, this headquarters.
7. COLONEL CLAYTON H STUDEBAKER, 014832, Artillery, is announced as Assistant Chief of Staff, G-4, this headquarters.
8. COLONEL JOHN W DONNELL, 041431, Adjutant General's Corps, is announced as Adjutant General, this headquarters.
9. CHAPLAIN (COLONEL) J. H. AUGUST BORLEIS, 018652, United States Army, is announced as Chaplain, this headquarters.
10. LT COL HOUSTON C JOYNER, 0211284, Chemical Corps, is announced as Chemical Officer, this headquarters.
11. MAJOR MARVIN J ENGQUIST, 0412586, Infantry, is announced as Civilian Personnel Officer, this headquarters.
12. COLONEL PASCHAL N STRONG, 014904, Corps of Engineers, is announced as Engineer, this headquarters.
13. COLONEL CLARENCE A FRANK, 021818, Finance Corps, is announced as Finance Officer, this headquarters.
14. LT COL JOSEPH S BEDFORD, 0309270, Infantry, is announced as Headquarters Commandant, this headquarters.



General Orders No 9, Hq Japan Logistical Command, 28 Aug 50, Cont'd.

15. COLONEL RICHARD H GRINDER, 016464, Artillery, is announced as Information Officer, this headquarters.

16. COLONEL RICHARD A ERICSON, 012117, Inspector General's Department, is announced as Inspector General, this headquarters.

17. LT COL CHARLES W LAWRENCE JR, 041613, Judge Advocate General's Corps, is announced as Judge Advocate, this headquarters.

18. COLONEL OLAF P WINNINGSTAD, 07075, Ordnance Corps, is announced as Ordnance Officer, this headquarters.

19. COLONEL MAYLAN E SCOTT, 08407, Artillery, is announced as Procurement Officer, this headquarters.

20. LT COL HARLEY L MOORE JR, 040729, Military Police Corps, is announced as Provost Marshal, this headquarters.

21. COLONEL LLOYD R WOLFE, 010117, Quartermaster Corps, is announced as Quartermaster, this headquarters.

22. COLONEL PAUL L NEAL, 011684, Signal Corps, is announced as Signal Officer, this headquarters.

23. COLONEL NOBLE J WILEY JR, 017228, Infantry, is announced as Special Services Officer, this headquarters.

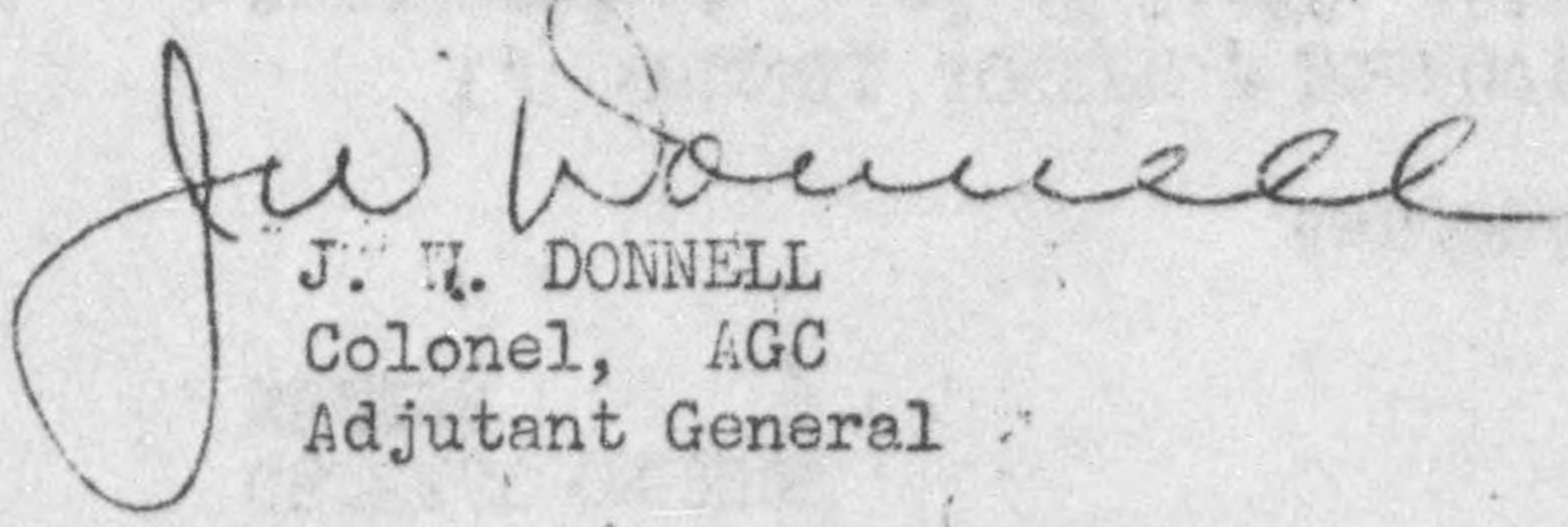
24. COLONEL JOHN A WORELL, 016367, Medical Corps, is announced as Surgeon, this headquarters.

25. COLONEL FREDERICK R WUNDERLICH, 03999, Dental Corps, is announced as Dental Surgeon, this headquarters.

26. COLONEL EDWARD A KLEINMAN, 015003, Transportation Corps, Headquarters, 2d Transportation Medium Port, APO 503, is, in addition to his other duties, announced as Transportation Officer, this headquarters.

BY COMMAND OF MAJOR GENERAL WEIBLE:

OFFICIAL:

  
J. W. DONNELL  
Colonel, AGC  
Adjutant General

J. P. DONNOVIN  
Colonel, GSC  
Chief of Staff

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Chief Ed. Film Unit



CIV INFO

F-1076

CIVIL AFFAIRS SECTION  
(After duty hours call 26-5803) 1 July 1950

	<u>Office No</u>	<u>Quarters</u>	<u>Quarters No.</u>
<u>Chief</u> Maj Gen W. P. Shepard	26-5805	Imerial Hotel	26-7551 Ext 208
<u>Deputy</u> Brig Gen H.C.B. Danforth, Jr	26-5801	U. S. House 405	48-4568
<u>Executive</u> Col Frank Kowalski, Jr	26-5801 26-5805	U. S. House 51	48-4470
<u>Asst Executive</u> Lt Col W. Glover Miss Amy Oki	26-5803 26-5801	U. S. House 209 Old Kaijo Hotel	02-4776 26-7241 Ext 260
<u>Administration</u> CWO J. A. O'Brien M/Sgt C. E. Ratcliff Miss G. Seaman	26-5803 26-5917 26-5918	Yokohama Hse #1-B Area 1 Old Kaijo Hotel	261-26891 26-7241 Ext 260
<u>Field Trip Liaison</u> Miss S. Matsumoto	26-5905	Old Kaijo Hotel	26-7241 Ext 260
<u>Civilian Personnel</u> Mr. R. A. Anderson Miss M. Klocksion Miss C. Matsumoto	26-5919 26-5919 26-5893	U. S. House 925 Old Kaijo Hotel Old Kaijo Hotel	08-4826 26-7241 Ext 428 26-7241 Ext 624
<u>Public Welfare Division</u> Mr. P. Dorish Mr. H. C. Mosher, Jr.	26-5869 26-5869	Dai Iti Hotel Yuraku Hotel	26-7741 Ext 476 26-7791 Ext 406
<u>Public Health Division</u> Lt Col L. C. Whellenberger Miss M. McHugh	26-5872 26-5873 26-5872	U. S. House 417 Old Kaijo Hotel	46-3657 26-7241 Ext 359
<u>Civil Education Division</u> Lt Col W. M. Albergotti Dr. R. B. Bowers Mrs. C. Crist Mrs. E. L. Johnstone	26-5848 26-7774 26-5848 26-5848 26-5848	Dai Iti Hotel Dai Iti Hotel Osaka Hotel Hayama Hse #17	26-7741 Ext 447 26-7741 Ext 266 57-81111 Ext 417 Camp McGill 617
<u>Civil Information Division</u> Mr. F. T. Yates Mr. H. H. Soulen	26-5830 26-7774 26-5830	Dai Iti Hotel Dai Iti Hotel	26-7741 Ext 233 26-7741 Ext 614



	<u>Office No</u>	<u>Quarters</u>	<u>Quarters No</u>
<u>Economics Division</u>			
Lt Col B. R. Papan	26-5867	U. S. House 602	49-5797
Lt Col L. S. Wellendorf	26-5865	Dai Iti Hotel	57-8151 Ext 833
Miss W. Miller	26 5865	Old Kaijo Hotel	26 7241 Ext 367
<u>Labor</u>			
Mr. J. W. Doherty	26-5850	Wash Hts 199-2	46-3921
Capt G. James	26-9223	U. S. House 895	02-5444
<u>Natural Resources</u>			
Mr. W. F. Johnson	26-5857	Yuraku Hotel	26-7791 Ext 703
Mr. C. F. Tom	26-7441	U. S. House 665	46-3247
<u>Price Distribution</u>			
Mr. W. L. Ponsworth	26-5860	Wash Hts	46-3519
Mr. J. J. Heineman	26-7348	Yuraku Hotel	26-7791 Ext 428
<u>Industry</u>			
Maj G. W. Freeman	26 8031	Wash Hts 235	46 3256
Mr. B. D. Woodward	26-5852	Yokohama	261-20229
<u>Legal and Government Division</u>			
Mr. H. D. Porter	26-5891		
	26-5876	Dai Iti Hotel	26-7741 Ext 815
Miss A. R. Burke	26-5376	Dai Iti Hotel	26- 7741 Ext 720
Miss L. Smith	26-5876	Old Kaijo Hotel	26 7241 Ext 744



DEWEY-DECIMAL  
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 River, Harbours & Waterways



16 April 1951  
0930 hrs

Mr Smith :

1. Phone call was received by Civil Information 16 April 1951 from Mr. Patrick, Educational Film Unit, CI&E, GHQ, SCAP.

a. He asks that the following address be used for correspondence to the Educational Film Unit:

*Per SI office  
this date*

Chief, Civil Information and Education  
GHQ, SCAP  
APO 500  
Attn: Educational Film Unit

Chief, Educational Film Unit  
CI&E, GHQ, SCAP  
APO 500

b. Memos and correspondence concerned are Film Shipment Receipts (to and from SCAR), all reports covering delinquent films (damaged, lost, stolen, or destroyed), Audience Reaction Questionnaires, receipts concerning utilization materials.

2. Mr. Patrick stated that a memo ~~is~~ is to come at a later date.

rk



## PREPARATION OF MILITARY (SUBJECT-TO) LETTERS

### Section 1. General

#### Definition

The military (Subject-To) letter is used for communication with military, naval, air, and coast guard personnel and between activities of the Departments of the Army, the Navy, and the Air Force. The nonmilitary (Personal Type) letter is used for correspondence with the Secretaries of the Army, the Navy, and the Air Force, with other governmental departments, with civil agencies.

#### Style

Military (Subject-To) letters follow a fundamental style, varying only in their details. Each military (Subject-To) letter has the same three main elements as a civilian letter: heading, body, and close. However, none of these elements is put on paper in the same manner as in a civilian letter. Moreover, a military (Subject-To) letter has no salutation or complimentary close. Each element of a military (Subject-To) letter varies in its details, depending on the office in which it is written. The general style of a military (Subject-To) letter is shown in figure 4. The style of military correspondence should be dignified and direct. When reference is made to materiel, sufficient official nomenclature should be used to identify it properly. Nicknames, such as "jeep," should not be used.

#### Paper

Military (Subject-To) letters are typed on paper 8 by 10 $\frac{1}{2}$  inches in size, and only one side of the sheet is used. Carbon copies are made on thin paper.

#### Letterhead

a. **REQUIREMENTS.** Printed letterhead stationery is normally used for the first page. If letterhead stationery is not available, a typed letterhead may be substituted. Each headquarters has its own letterhead. On offices where more than one kind of letterhead is used, the nature of the letter will determine which letterhead is proper. Courtesy and all carbon copies are made on plain tissue. Top of the letterhead is normally placed  $\frac{3}{4}$  inch below the top edge of the paper.

b. **LETTERHEAD.** Letterheads used by Department of the Army agencies are substantially the forms outlined in appendix 11.



### Copies

Ordinarily, two carbon copies (thin paper) are prepared. (See Par. 6.) One copy accompanies the original, the other is kept for file. An exception to this rule occurs when a letter is sent from an office not authorized to keep records, in which case both copies accompany the original, one for the recipient and the other for the first office of record. Another exception occurs when copies are furnished to individual organizations not mentioned in the address. There may be other exceptions; when they arise instructions are obtained from the commanding officer or supervisor.

### Placement

a. MARGINS (see fig. 4). The following blank spaces are those normally left for margins:

Top, first page (without printed letterheads), typed letterhead,  $\frac{3}{4}$  inch (5 spaces down).

Top, second and succeeding pages,  $1\frac{1}{4}$  inches (7 spaces down).

Left,  $1\frac{1}{4}$  inches (15 spaces).

Right,  $\frac{3}{4}$  inch (9 spaces).

Bottom,  $1\frac{1}{4}$  inches.

b. POSITION ON SHEET (See fig. 4) The heading (sec. 11) including the address, appears on the upper third of the sheet, so that when the sheet is folded the address can be seen through the glassing window of an envelope. On a military (Subject-To) letter addressed to a single addressee, about five blank spaces between the last line of the inside address and the body of the letter are needed to meet this requirement. This rule of placement is followed even though a window envelope is not used. The body (see 111) of the letter is placed on the lower two-thirds of the sheet, extending to one or more extra sheets if necessary. It is followed by the close (see 1V).



HEADQUARTERS XXX CORPS  
Camp Claiborne, La.

AKPMP

10 March 1948

SUBJECT: Military (Subject-To) Letter

TO: Commanding General  
121 st Infantry Division  
Camp Polk, La.

1. The military (Subject-To) letter is used for communication with military, naval, air, and coast guard personnel and between activities of the Departments of the Army, Navy, and Air Force and may not be used for communication with the other Governmental Departments or with civil agencies.

2. Margins are  $1\frac{1}{4}$  inches (15 spaces - elite type) on the left side and  $\frac{3}{4}$  inch (9 spaces) on the right side. The right margin is kept as even as possible. When no printed letterhead is available, the top margin of the typed letterhead is approximately  $\frac{3}{4}$  inch (5 spaces) from the top of the paper. On the second and succeeding pages, the top margin is approximately  $1\frac{1}{4}$  inches (7 spaces). At the bottom, the margin is not less than  $1\frac{1}{4}$  inches (about 7 spaces).

3. Single spacing with a double space between paragraphs and subparagraphs is usually the practice. If the letter is less than nine lines and neither reply nor further action is anticipated, it may be double spaced.

4. Only one side of a sheet of paper is used. The office symbol of the office of preparation is typed in the upper left corner as shown on this sample, and the list of inclosures is typed in the lower left corner in line with the typed name of the officer. The complimentary close is never used.

BY COMMAND OF MAJOR GENERAL ROE:

1 Incl  
Example of continuation  
page

JOHN B. DOE  
Colonel, AGD  
Adjutant General



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON 25, D.C.

Suspense Date 10 April 1948  
Date 1 April 1948

AGCZ 312.2

SUBJECT: Suspense Date Stationary

TO: Commander-in-Chief  
European Command  
APO 757, c/o Postmaster  
New York, N.Y.

1. Where it is important that the reply to a communication is received by a certain date, the letter is typed on suspense date stationery. The relative importance of the contents of the letter is not a factor in determining the use of suspense date stationery. The sole consideration is the time element.

2. On the same line with the printed word "Date" at the top of the page is inserted the date on which a reply is expected by the originating office. It ends at the right margin. In setting this date, reasonable time must be allowed for transmitting to and from the addressees.

3. In all other respects letters on suspense date stationery are prepared in the same manner as the military (Subject-To) letter.

BY ORDER OF THE SECRETARY OF THE ARMY:

Adjutant General



## Section 11. HEADING

### Components

a. **HEADING.** All of the material above the first line of the body of the letter is termed the heading.

b. **CONTENT.** The heading comprises office of origin and a dress, file references, identifying initials, current data, subject, channels through which the letter will pass, and address to which letter is being sent.

### FILE REFERENCES

a. **PLACEMENT.** Identifying file references are placed at the left margin, usually two spaces below the letterhead and on the line with the date. These references vary according to the individual item of correspondence. Their use is not mandatory.

b. **EXPLANATION.** Each part of the reference has a meaning. File numbers are explained in War Department Decimal File System, Revised Edition, 1943. (See par. 99 for symbols.) For example:

AGAM-P 676.1

AG stands for The Adjutant General's Office; A for the Administrative Services Division; M for the Army Publications Service Branch; P for the Publishing Section; and 676.1 for file on telephone systems.

c. **SUBSEQUENT PAGES.** File references are also used as identifying information on the second and subsequent pages (see par. 22)

d. **SERIAL NUMBER.** When a file reference is placed on correspondence pertaining to individual military personnel, it may include the serial number.

Example:

SIGAB-5 201 Spencer, William F.  
33689605 (27 Jan 47)

### INITIALS

Some offices place the surname or the initials of the dictator and initials of the typist on letters. This practice varies because of the difference in size and functions of the various offices. The initials or the military grade (if applicable) and surname of the individual who dictated the correspondence and the initials of the typist are placed in the upper right corner on the first page of all copies or on the file copies only depending on instructions issued by the commanding officer or supervisor. In large installations, the extension number of the dictator may be added. Examples:

Lt Col Doe/tm/72917 or Brown/tm or GHB/tm



#### DATE

a. Date. The date of signature on the letter is placed at the right of the second line below the letterhead, and ends at the right margin. It is expressed by day, month, and year, in that order. The day and year are in numerals. The month may be spelled out or abbreviated. The year may be shortened to the last two digits.

27 December 1944

3 Aug 1944

3 Aug 44

-b. Suspense Date. See figure 5 for use of suspense date.

#### SUBJECT

Every military (Subject-To) letter is assigned a subject, which is stated in as few words as possible - it should not exceed 10-after the word SUBJECT. In general, a letter refers to one subject only. The phrase describing it starts two spaces below the file reference and two typewriter spaces to the right of the colon. Title capitalization rules are used in the subject phrase. When the subject extends into two lines, the second line is blocked under the first letter of the first word in the SUBJECT. Example:

SUBJECT: Tables of Organization and Equipment

#### CHANNELS

When letters are routed through intermediate headquarters, the fact is stated four spaces below the subject. The following form is used:

SUBJECT: Application for  
Transfer

THRU: Commanding General  
Fifth Army  
Chicago 10, Illinois

TO: The Adjutant General  
Department of the Army  
Washington 25, D.C.

#### ADDRESS

a. PLACEMENT. The address preceded by "TO" is placed as in the example in paragraph 15. It is written in block style, with open punctuation, and is placed four spaces under "SUBJECT."



b. FORM. (1) Official correspondence is normally addressed to the commanding officer or chief of a command or installation by his title.

TO: Commanding Officer  
121 st Infantry  
Fort Bragg, N.C.

TO: Chief, Training Aids Division  
1 Park Avenue  
New York 6, N.Y.

(2) The name of the commander or any other individual is avoided in addresses of military (Subject-To) letters. Violation of this principle frequently cause delay in answering correspondence when the individual addressed is absent from his office. The only occasion upon which a military (Subject-To) letter is addressed to an individual by name is when the communication pertains to him personally.

(3) Military (Subject-To) letters are never addressed just to headquarters or offices.

(4) When the command is normally that of a general officer the expression "Commanding General" is used in addressing the commander thereof even though an officer of lower grade is temporarily exercising command.

c. CONTENT. (1) The address must be complete and accurate. However, Army rules concerning the protection of valuable information must be observed. Location of oversea units, except those listed in Department of the Army circulars as unclassified headquarters, are never shown in the same piece of mail on which an APO number appears, (See pars. 89-94 for information regarding classification.) Some examples of oversea addresses are:

(a) To the commander of a classified or an unclassified headquarters -

TO: Commanding General  
United States Army, Caribbean  
APO 834, c/o Postmaster  
New Orleans, La.

(b) To the commander of a numbered unit outside the continental limits of the United States -

TO: Commanding Officer  
731st Tank Battalion  
APO 810, c/o Postmaster  
New York, N.Y.

(2) When letters are routed to several addressees, the entire address of each is placed on a single line if possible;



TO: Commanding General, Rock Island Arsenal, Rock Island, Ill.  
Commanding General, Watervliet Arsenal, Watervliet, N.Y.  
Commanding Officer, Watertown Arsenal, Watertown 72, Mass.  
Commanding Officer, Picatinny Arsenal, Dover, N.J.  
Commanding Officer, Frankford Arsenal, Philadelphia 37, Pa.  
IN TURN

A tissue copy is made for each addressee, and when the letter reaches him he withdraws his copy which is identified by a check mark.

(3) To speed routing, some communications are addressed to the attention of an individual or to the head of a subdivision of an organization either by reference to the name of the subdivision or by the use of correspondence identification symbols. The name of the individual is used on rare occasions when it is positively known that the individual will be at his office on receipt of the letter and there is some special reason for addressing him. This form must be used with care. The writer must know positively whether the addressee handles the type of letter concerned. Example are:

(a) Addressed to the attention of a branch of an agency -

TO: Chief of Transportation  
Department of the Army  
Washington 25, D.C.  
ATTN: Chief, Ocean Traffic Branch

(b) Addressed to the attention of an individual-

TO: Commanding General  
Fourth Army  
Fort Sam Houston, Texas  
ATTENTION: Col John J. Doe

#### Section 111. BODY

##### DEFINITION

The body of a letter is that part of the typed letter which is placed between the heading and the close. It is the substance of the letter as distinct from the formal beginning and ending.

##### LINE SPACING

The body is single spaced, with double spacing between paragraphs. If a letter is less than nine lines and neither reply nor further actions is anticipated, it may be double spaced.











a military (Subject-To) letter this is the office symbol, the file number, the basic date, and the subject. The current date is placed so that it ends at the right margin. The letter is continued two spaces below the identification line. See figure 6.

c. CARRY-OVER TO FINAL PAGE. The signature is not separated from the text. If the body of the letter would be completed on the first or a succeeding page so near to the bottom that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page.

#### PAGE NUMBERING

The first page is not numbered. Subsequent pages including those on which indorsements are prepared are numbered consecutively, beginning with the second page as 2. Numbers are arabic and are centered an inch from the bottom of the page. The number stands by itself and is not set off by dashes, parentheses, or other punctuation.

#### Section IV. CLOSE

##### COMPONENTS

a. CLOSE. The close always includes a signature and usually a command or authority line (see par. 25).

b. NOTATIONS. If notations of inclosures or copies furnished are necessary, entry is made in this section.

##### COMMAND OR AUTHORITY LINE (App. 111)

The nearest counterpart in military correspondence to the complimentary close used in civilian practice is the command or authority line. However, it has an additional function. It is related to the concept of command (see par. 3) which delegates authority. The following general rules govern the use of command lines:

a. SIGNATURE OR INDIVIDUAL. When an officer signs for himself, no command or authority line is used.

b. PHRASE. When a letter carries such a statement as "The Secretary of the Army directs" or "The Commanding General desires," the command or authority line is omitted because it would be duplication.

c. SIGNATURE FOR ANOTHER. When an officer signs for someone else, the command or authority line varies according to the nature of the letter and the rank of the commander. To insure accuracy in preparing command lines, the clerk must be completely familiar with the place of his or her office in the organization of the Army (see par. 3, and fig.2). Examples of command or authority lines are:



AJVR 676.1

22 Jan 48

SUBJECT: Telephone systems

amount representing the product of the total quantity and the unit price. A note will be entered on the face of the service order substantially as follows:

- (1) The facilities covered by this item, within the limits of the quantity shown, may be installed, disconnected or moved upon informal request of the Commanding Officer of the military establishment involved.
- (2) Nonrecurring installation charges and charges for moves and changes will be at unit rates.
- (3) Total recurring charges will be based on actual number of units in service during the billing period.

3. Instructions printed on the reverse side of DA AGO Form 11-110, Commercial Service Authorizations, are rescinded or amended to conform with such procedure.

4. Inquiries concerning the foregoing should be directed to the Chief Signal Officer, Department of the Army, ATTENTION: Chief, Army Communications Service Division, Washington 25, D.C.

BY COMMAND OF LIEUTENANT GENERAL ROE:

1 Incl  
DA AGO Form 11-110

JOHN DOE  
Col, AGD  
Adjutant General

Copies Furnished:  
SigO  
DCofS



(1) For a general officer who has a command function (that is, the authority to command troops) - and addressed to a member of his command:

BY COMMAND OF MAJOR GENERAL DOE:

- if not addressed to a member of his command:

FOR THE COMMANDING GENERAL:

(2) For an officer below the grade of brigadier general - if addressed to a member of his command:

BY ORDER OF COLONEL DOE:

- if not addressed to a member of his command:

FOR THE COMMANDING OFFICER:

(3) For the head of a section of a staff who is addressing an individual in another part of the Army:

FOR THE JUDGE ADVOCATE GENERAL:

d. STAFF OFFICER. A staff officer may sign under the command line "BY ORDER OF \_\_\_\_\_" or "BY COMMAND OF \_\_\_\_\_" only when authorized by his commander and when the letter is addressed to an individual or headquarters under the command of that commander.

e. PLACEMENT. The command or authority line, if used, begins on the second line below the last paragraph, directly under the first letter of the first word of the receding major paragraph. A command or authority line is typed in capitals. Abbreviations are never used.

f. TO NAVAL OR AIR FORCE ACTIVITIES. Letters to naval or Air Force activities are prepared with or without an authority line. When used, authority lines, such as "FOR THE COMMANDING GENERAL" or "FOR THE COMMANDING OFFICER" are correct.

SIGNATURE (see appendix 111)

a. CONTENT. The signature includes -

(1) The name of the officer (usually first name, middle initial, and last name), signed in ink, or, when necessary, indelible pencil.

(2) The name typed, stamped, or printed in capital letters identical with the written name.

(3) The officer's grade, arm or service, and title (unless he is on duty in the Office of The Adjutant General, in which case they are omitted and "Adjutant General" is typed under his signature). See AR 340-20 governing signatures.



(4) The use of double signatures is avoided. In stead of double signatures, designated individuals may sign their own names and add the word "For" in front of the typed name in the signature. If an individual in the military service signs "For", the grade of the signing individual may be shown.

b. PLACEMENT. The typewritten portion of the signature begins approximately one space to the right of the center of the page five lines below the command line or body.

d. FORM. Block style and open punctuation are used. (See fig 4) Abbreviations of grade, arm or service, and title may be used.

#### INCLOSURES

a. PURPOSE. Inclosures are supplementary documents which are sent with communications to provide additional information.

b. NOTATION. When a letter has one or more inclosures, the fact is entered at the left side of the page in the following manner:

3 Incls

1. DF fr C/P&O, 11 Jun 46
2. Draft of Amdt to  
AR 340-15 (indup)
3. AR 350 -15

The total number of inclosures is written on the same line as the first line of typed signature. Each inclosure is listed by number and is briefly described, making maximum use of authorized abbreviations.

c. IDENTIFICATION. (1) The inclosure number is penciled in the lower left corner of the first page of an inclosure. Thus the notation may be erased when the inclosure is withdrawn for use with another communication. A copy of the original communication is not an inclosure. If an inclosure consists of more than one copy, an additional number is placed to the right and above the inclosure number to indicate whether it is the first, second, or other copy. For example:

ORIGINAL	DUPLICATE	TRIPPLICATE
Incl 4 <sup>1</sup>	Incl 4 <sup>2</sup>	Incl 4 <sup>3</sup>

(2) When an inclosure is sent separately from the main correspondence, a copy of the basic letter or an explanatory notation on a separate sheet of paper is attached, and a notation such as "Under separate cover," is typed on the original communication.

d. WITHDRAWAL OR ADDITION. (1) So that inclosures may be readily accounted for, each withdrawal or addition is noted at the bottom of the indorsement, written by the office which removed or added it. Indorsements are considered in chapter 3. Reference to an inclosure is made by number only. For example:



2 Incls

Withdrawn 2 incls -- 2 and 3

Added 1 incl

4. Cy ltr fr Army Decorations Bd  
2 Mar 44 (in trip) with 3 incls  
and 6 incls

3 Incls

Dup copy incl 2 w/d

(2) If an indorsing office makes no change, the notation at the bottom of its indorsement reads:

3 Incls

No change (or n/c)

#### COPIES FURNISHED OTHER OFFICES

The notation concerning copies furnished is typed immediately under, and separated by at least one space from, the notation of inclosures. It may take any clear form. Here is an example:

Copies furnished:

The Surgeon General

Chief Signal Officer

Chief of Transportation

The Quartermaster General

This information is omitted from original and courtesy copy unless specifically desired by the individual preparing the letter.

#### SPECIAL MAIL HANDLING

Correspondence sometimes requires special mail handling. When this is necessary, words such as "Air Mail," "Special Delivery," etc., are stamped or typed in the center at the top and bottom of the first page on military communications. However, on the original of nonmilitary letters, a slip appropriately stamped is attached on top of the papers before routing to the distribution center. See paragraph 86.



## PREPARATION OF INDORSEMENTS

### Section 11. TYPED INDORSEMENTS

#### COPIES AND NUMBERING

a. COPIES. An original and normally two copies of each indorsement are prepared.

b. NUMBERING. Beginning with the first, indorsements are numbered consecutively with arabic numbers.

#### COMPONENTS

An indorsement includes the heading, body, and close.

a. HEADING. The following items are placed in sequence and in the general manner indicated.

(1) File data or any necessary additional identifying matter.

(2) Serial number of the indorsement.

(3) The initials or the military grade (if applicable) and surname of the individual who dictated the correspondence and the initials of the typist (see par 12). This information, when used, is placed on all copies or on the file copies only, depending on instructions issued by the commanding officer or supervisor.

(4) Official designation and address of the head quarters or office from which the indorsement is being sent.

(5) The date of the indorsement.

(6) The suspense date, if one is needed. Whenever an indorsement calls for an answer or report of action by a certain day, that date - called the suspense date - is placed above the surname or initials when used. It is written thus:

1st Ind

S-25 Sept 47  
Tuck/mmc

(7) The word "TO!" followed by the official designation and address of the person to whom the indorsement is being sent. This is separated from the typing above and below by two spaces.

b. BODY. The body of an indorsement is prepared according to the same general rules that govern the preparation of the body of a letter.

c. CLOSE. An indorsement is closed with a command or authority line, if applicable, and a signature. Inclosures or changes thereto, if any, are noted (see par. 27 and app. 111).



## SPACING AND PLACEMENT

a. **SPACING.** If there is enough space at the end of the basic letter, the indorsement is written there.

b. **CONTINUATION.** Where there is insufficient space to complete the indorsement on the basic letter, it is begun on that page and continued to an additional sheet. When the basic letter fills the first page, the indorsement is written on a separate sheet of plain bond paper. An indorsement is never written on the back of a page. On each page after the first, the office symbols, file number, number of the indorsement, and subject are placed beginning at the left margin  $1\frac{1}{4}$  inches from the top edge of the paper. When an indorsement is started on a new page, or is continued to a new page, the subject appears at the left margin, directly below the office symbols, file number, and basic date. When the indorsement begins in the middle of a page, the subject is omitted. Example:

AGCM-D 330.33  
SUBJECT: Morning Report

3d Ind

The remainder of the indorsement is typed two spaces below the heading.

c. **PLACEMENT.** (1) The first line (such as S-25 Sep 47) begins  $\frac{1}{2}$  inch below the written matter of the basic letter or previous indorsement.

(2) The first line on a separate sheet begins  $1\frac{1}{2}$  inches from the top of the sheet.

(3) The designation and address of the headquarters begins at the left margin two spaces below the file data or other identifying matter. When this phrase takes up more than one line, the second and succeeding lines are blocked from the left margin. (4) The word "TO:" is placed on the second line below the headquarters line, beginning at the left margin. When the address takes up more than one line, the second and succeeding lines are blocked from the left margin of the address. (5) The command or authority line, if used begins on the second line below the last paragraph of the indorsement, directly under the first letter of the first word of the preceding major paragraph. A command or authority line is typed in capitals. Abbreviations are never used.

(6) The typewritten signature begins five lines below the command or authority line or body, unless lack of space prevents. The signature is not placed alone on a page (see par. 22c).

(7) Inclosure notation begins at the left margin and on the same line as the first line of the typewritten signature, as in a letter.

## PHRASOLOGY

a. **BREVITY.** Language of indorsements conforms to military demands for brevity, clarity, and courtesy.

b. **EXPRESSIONS.** (1) The expression "Not favorably considered" is used instead of "Disapproved" to a higher headquarters in returning a communication which was forwarded over the signature of a general officer.



HEADQUARTERS  
759TH MILITARY POLICE SERVICE BATTALION  
APO 712,  
Berlin, Germany

201 Doe, John J. (Enl)  
RA 36581297

15 Dec 1947

SUBJECT: Award of Silver Star Medal

TO: The Adjutant General  
Department of the Army  
Washington 25, D.C.

1. Attached is photostatic copy of award of Silver Star Medal obtained by Cpl John J. Doe, RA 36581297.
2. Request the Silver Star Medal be forwarded to this headquarters for presentation to Cpl John J. Doe.

FOR THE COMMANDING OFFICER:

1 Incl  
Photostatic copy  
of award

JAMES E. MORRIS  
Capt. CMP  
Adjutant

ACPD-C 201 Doe, John J. 1st Ind  
RA 36581297 (15 Dec 47)

AGO, Dept of the Army, Washington 25, D.C., 30 December 1947

TO: Commander-in-Chief, European Command, APO 757, c/o PM, New York, N.Y.

1. Extract copy of the general orders announcing the award of the Silver Star to Cpl John J. Doe and Silver Star Certificate are inclosed.
2. It is desired that the medal be furnished from stock available in your command.

BY ORDER OF THE SECRETARY OF THE ARMY:

2 Incls  
Added 1 incl  
2. Extract copy GO 35,  
Hq 28 Inf Div, 13 Apr 45

Adjutant General





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

Cir 79

CIRCULAR  
NUMBER 79

2 November 1948

SECTION I - DISTRIBUTION SYMBOLS.  
SECTION II - EIGHTH ARMY PUBLICATIONS.  
SECTION III - RESCISSIONS.

Section I - Distribution Symbols.

The following symbols employed to indicate standard distribution of publications originating in or reproduced at this headquarters are published for information and guidance:

Distribution "A" - All units in Eighth Army (assigned or attached) to include companies.

Distribution "B" - Headquarters of Corps, Kobe Base, Yokohama Command and BCOF.

Distribution "C" - Headquarters of divisions.

Distribution "H" - Headquarters of units (assigned or attached) reporting directly to this headquarters.

Distribution "L" - Hospitals.

Distribution "M" - All United States Air Force units and installations in Japan.

Distribution "X" - Each staff section this headquarters.

Distribution "Y" - Each officer this headquarters.

Distribution "Z" - Each staff section this headquarters, Headquarters Special Troops, and Headquarters Company, Eighth Army.

(AGRC 312.4 (Symbols))

Section II - Eighth Army Publications.

1. Eighth Army Administrative Matter.

Administrative matter originating at this headquarters will be published in numbered circulars, numbered weekly directives and numbered operational directives.

2. Distribution of Eighth Army Publications.

Headquarters of corps, Kobe Base, Yokohama Command, and divisions are designated as distributing agencies. Eighth Army publications will be supplied in bulk to these agencies for prompt redistribution to organic, assigned and attached units.



a. Eighth Army Circulars will be distributed as follows:

- (1) Unclassified circulars will be furnished distributing agencies in sufficient quantities to effect distribution, to include company and detachment level regardless of the content.
- (2) Unclassified circulars will be furnished all United States Air Force units and installations in Japan.
- (3) In addition to the above, information copies will be distributed as follows:

Supreme Commander for the Allied Powers  
Commander-in-Chief, Far East  
Philippines Command  
Ryukyus Command  
Korea Base Command  
XXIV Corps  
San Francisco Port of Embarkation  
Seattle Port of Embarkation  
6th Infantry Division  
7th Infantry Division

- (4) Classified circulars will be distributed as directed by this headquarters, in accordance with AR 380-5. In lieu of classified circulars given distribution other than as described above, the next unclassified circular published by this headquarters will contain the following information: "Circular number \_\_\_ was classified and given distribution "B," "C," etc. See paragraph 2a(4), Section II, Circular 79, this headquarters, 2 November 1948, subject: "Eighth Army Publications."

b. All other Eighth Army administrative matter will be distributed as indicated by distribution symbols shown on the publication.

3. Organizations not included in paragraph 2 will be supplied publications direct by this headquarters.

4. Commanders receiving insufficient copies of publications will notify this headquarters. (AGRC 461)




Section III - Rescissions.

Sections I and II, Circular 71, this headquarters, 2 May 1947, subjects: "Distribution Symbols" and "Eighth Army Publications," respectively.

BY COMMAND OF LIEUTENANT GENERAL WALKER:

OFFICIAL:

  
J.W. DONNELL  
Colonel AGD  
Adjutant General

M.B. HALSEY  
Major General, GSC  
Chief of Staff