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

JUN 18 1947

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

MISCELLANEOUS REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL ROSTER 31 MAY 1947 | | | | | 01 | | 49 | | | | |
| STATE HN COCOMH | | | | | | | | | | | |
| WASHINGTON D C | | | | | | | | | | | |
| PREPARED BY WDHRS | | | | | | | | | | | |
| ASSIGNED | | | | | | | | | | | |
| SCHOLGEN KILLIAN A OPER OFF GEN STAFF | O-017983 | COL | AC AC | 1 | 01 | | C | 21651 | 2165 | | |
| FIELD VIRGIL F OPER OFF GEN STAFF | O-470144 | LTC | AGD AGD | 1 | 01 | | | 21656 | 21651 | | |
| TURNER EMMETT L ADMINISTRATIVE ASSISTANT | O-486289 | CPT | FA FA | 1 | 01 | | | 02203 | 26001 | | |
| | | | | | | | | | | 2015 | |
| | 3 | | | | | | | | | | |

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

.....
Authenticating Officer

.....
Name, grade and title

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

| VIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OSTER 31 | MAY 1947 | | | | 01 | | 49 | | | | 07 | 18 | 1 | |
| OCOMM | | | | | | | | | | | | | | |
| N D C | | | | | | | | | | | | | | |
| HDHRS | | | | | | | | | | | | | | |
| LLIAM A<br>GEN STAFF | O-017983 | COL | AC<br>AC | 1 | 01 | | C | 2165 | 1 | 2165 | 02 | 08 | 10 | 5 |
| L F<br>GEN STAFF | O-470144 | LTC | ACD<br>ACD | 1 | 01 | | | 2165 | 6 | 21651 | 02 | | | |
| TT L<br>RATIVE ASSISTANT | O-486289 | CPT | FA<br>FA | 1 | 01 | | | 0220 | 3 | 2600<br>2015 | 16 | 30 | 11 | 4 |
| | 3 | | | | | | | | | | | | | |

...s the names a...
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...ned to the above
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5

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

## SPECIAL OFFICERS ROSTER

Office of the Assistant Secretary of War

Army Section,
State-War-Navy Coordinating Committee

14 June 1946

Washington 25, D. C.

Sheet 1 of 1 Sheets

| NAME | SERIAL NO | BRANCH | RACE | GRADE | MOS | DUTY SSN (OFF) | COMP (OFFS) | DATE OF BIRTH | ASRS. | Cat Sel Cl Ve |
|---|---|---|---|---|---|---|---|---|---|---|
| **OFFICERS** | | | | | | | | | | |
| Reid, Alexander D. | O-15234 | INF | W | Col. | 2165 | 2165 | RA | 15 Feb 1901 | Not applicable | Not applicable |
| Schulgen, William A. | O-17923 | AC | W | Col. | 2165 | 2165 | RA | 27 Apr 1902 | Not applicable | Not applicable |
| Field, Virgil F. | O-470144 | AGD | W | Lt.Col | 2165 | 2165 | AUS | 20 Apr 1902 | 95 | Category I |
| Karbel, Howard W. | O-452720 | INF | W | Major | 2165 | 2165 | AUS | 5 Dec 1914 | 137 | Category I |
| Turner, Emmett L. | O-426229 | FA | W | 1st Lt | 0220 0222 | 2600 | ORC | 21 Nov 1916 | 87 | Category I |
| **WAC OFFICER** | | | | | | | | | | |
| Catlett, Mary R. | L-501398 | WAC | W | Capt | 2600 | 2600 | AUS | 15 Aug 1919 | 32 | Category IV |

I certify that this roster consisting of 1 sheet contains the names of all personnel assigned, attached unassigned and attached from other organizations and that the data entered hereon are correct.

ALEXANDER D. REID, O-15234
Colonel, GSC (Infantry),
Secretary, SWNCC.

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

# SPECIAL OFFICERS ROSTER

The Assistant Secretary of War

14 June 1946

...
...vy Coordinating Committee  Washington 25, D. C.  Sheet 1 of 1 Sheets

| | SERIAL NO | BRANCH | RACE | GRADE | MOS | DUTY SSN (OFF) | COMP (OFFS) | DATE OF BIRTH | ASRS. | Cat Sel Cl Vol | Month of Sep or Commission |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ... | O-15234 | INF | W | Col. | 2165 | 2165 | RA | 15 Feb 1901 | Not applicable | Not applicable | Not applicable |
| ... A. | O-17923 | AC | W | Col. | 2165 | 2165 | RA | 27 Apr 1902 | Not applicable | Not applicable | Not applicable |
| | O-470144 | AGD | W | Lt.Col | 2165 | 2165 | AUS | 20 Apr 1902 | 95 | Category I | Not applicable |
| | O-452720 | INF | W | Major | 2165 | 2165 | AUS | 5 Dec 1914 | 137 | Category I | Not applicable |
| | O-426229 | FA | W | 1st Lt | 0220 0222 | 2600 | ORC | 21 Nov 1916 | 87 | Category I | Not applicable |
| | L-501398 | WAC | W | Capt | 2600 | 2600 | AUS | 15 Aug 1919 | 32 | Category IV | 1 July 1946 |

I certify that this roster consisting of 1 sheet contains the names of all personnel assigned, attached unassigned and attached from other organizations and that the data entered hereon are correct.

ALEXANDER D. REID, O-15234
Colonel, GSC (Infantry),
Secretary, SWNCC.

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

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

AGAS-M

9 June 1947

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

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

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

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

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

c. FOR PERSONNEL OVERSEAS, ENTER IN COLUMN E, DATE ELIGIBLE FOR RETURN TO U.S. DO NOT ENTER MONTHS OVERSEAS ON PERSONNEL SERVING OUTSIDE UNITED STATES.

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

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

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all commissioned officers will carry a competent Arm or Service as provided in the afore-mentioned circular.

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

(2) The BASIC Arm or Service, printed below Duty Arm or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm or Service and the Basic Arm or Service may be the same. In any event, the accurate entry is stressed and in all cases there will be two entries to reflect an Arm or Service.

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



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

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

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

c. Use Code Number 1 to indicate Volunteer for Overseas Service; Code Number 2 to indicate Non-volunteer.

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

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

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

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

BY ORDER OF THE SECRETARY OF WAR:

K D Beckham

Adjutant General

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

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

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

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

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

USE CODE FOR AERONAUTICAL RATING AS FOLLOWS:

| | |
|---|---|
| C-COMD PILOT | D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR |
| S-SR PILOT | V-SR AIRCRAFT OBSERVER |
| P-PILOT | A-AIRCRAFT OBSERVER |
| Z-SERV PILOT | N-AIRCRAFT OBSERVER, NAVIGATOR |
| Y-SR SERV PILOT | B-AIRCRAFT OBSERVER, BOMBADIER |
| G-GLIDER PILOT | R-AIRCRAFT OBSERVER, RADAR |
| J-BALLOON PILOT | E-AIRCRAFT OBSERVER, FLIGHT ENGINEER |
| F-FLIGHT SURGEON | U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER |
| M-AVIATION MEDICAL EXAMINER | T-TECHNICAL OBSERVER |
| W-FLIGHT NURSE | ZERO (O)-NON-RATED |

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

~~On 2d line, enter date of rank, current grade.~~

~~On 2d line, enter Month and Year of Birth.~~

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

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

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

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

| IDUAL | SERIAL NUMBER | GRADE | ARM OR SERV. | RACE | SUB UNIT NO | A | B | MOS | COMP | MCO | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EPART | 0-003785 | MAJ | AGD AC | 1 | | 7 8 | C | 2110 | 3 | 2110 | 8 09 | 36 | 12 5 | |

SPACES
DESCRIPTION TITLE

Check ASN against 66-1

NT OR DUTY ARM OR SERVICE
ARM OR SERVICE. THIS IS A OR S
S COMMISSIONED OR TRANSFERRED.
, "NO" NOT AUTHORIZED SEE
LETTER INSTRUCTIONS FOR
RRANT OFFICERS.

hite, 2-Colored, 3-Chinese, 4-Japanese,
can Indian, 7-Filipino, 8-Puerto Rican (W),
), 9-Others.

UTICAL RATING AS FOLLOWS:

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

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

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

Expiration date of category VI, VII & VIII

RATING

Primary MOS Taken from TM 12-406

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

Duty Code Taken from TM 12-406

~~On 2d line, enter date of rank, current grade.~~

~~On 2d line, enter Month and Year of Birth.~~

CATEGORY

YEAR OF BIRTH

MONTHS OVERSEAS SINCE 7 DEC 41 ZI ONLY

For ZI Mo. & Year return from Overseas

For O/S Personnel. Date Eligible for ret to US

Indicate by 1 if volunteer for overseas service; 2 if non-volunteer for O/S on all officers

Mos Serv Med. Corps Off. who are Cat. V to 30 NOV 46

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

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

3-12.1 Mil Pers-

AGAS-M

13 June 1947

SUBJECT: Morning Reports.

TO: Chief
State War-Navy Coordinating Committee
OASW
2027 War Department Building
21st & Virginia Ave., N.W.
Washington, D. C.

1. Morning reports, dated 7 and 8 May 1947 for personnel assigned to your unit are missing from files in this office.

2. Request that certified true copies be submitted.

BY ORDER OF THE SECRETARY OF WAR:

K. D. Beckemeyer
Adjutant General

AGAS-M 1st Ind.
STATE-WAR-NAVY COORDINATING COMMITTEE, OASW, Room 2027 New State Department Building, Washington, D. C. 17 June 47

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

Complied with.

FOR THE ARMY SECTION, SWNCC SECRETARIAT:

E. L. TURNER
Capt., FA,
Ass't. Secretary.

Incl.
M/R for 7 & 8 May 47.

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

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

# MORNING REPORT

ENDING 2400 DAY — MONTH May YEAR 1947

ORGANIZATION (HQ, CO, DET, ETC.) (PARENT UNIT) (ARM OR SERVICE)

State War Navy Coordinating Committee

STATION OR LOCATION

War Dept Wash D C

| NAME | SERIAL NUMBER | GRADE | MOS | CODE |
|---|---|---|---|---|
| No change | | | | |
| CERTIFIED A TRUE COPY:: | | | | |
| E L TURNER<br>Capt FA | | | | |

| (1) | ASGD (2) | ATCHD UNASGD (3) | TOTAL (4) | ATCHD FR OTHER ORG'S (5) | PRESENT FOR DUTY (6) | PRESENT NOT FOR DUTY (7) | ABSENT TD DS (8) | ABSENT SK (9) | ABSENT CONF (10) | ABSENT LV FUR (11) | ABSENT AWOL (12) | ABSENT MISSING (13) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GEN | | | | | | | | | | | | |
| COL | 1 | | 1 | | 1 | | | | | | | |
| LT COL | 1 | | 1 | | 1 | | | | | | | |
| MAJ | 1 | | 1 | | | | | 1 | | | | |
| CAPT | 1 | | 1 | | | | | | | 1 | | |
| 1ST LT | | | | | | | | | | | | |
| 2ND LT | | | | | | | | | | | | |
| TOTAL | 4 | | 4 | | 2 | | | 1 | | 1 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| M SGT 1SGT | | | | | | | | | | | | |
| T SGT | | | | | | | | | | | | |
| S SGT TEC-3 | | | | | | | | | | | | |
| SGT TEC-4 | | | | | | | | | | | | |
| CPL TEC-5 | | | | | | | | | | | | |
| PFC | | | | | | | | | | | | |
| PVT | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

I CERTIFY THAT THIS MORNING REPORT IS CORRECT: PAGE 1 OF 1 PAGES

SIGNATURE

NAME TYPED OR PRINTED

V F Field

GRADE Lt Col

ARM OR SERVICE GSC

2

WD AGO FORM 1
1 NOVEMBER 1944 COPY RETAINED BY REPORTING ORGANIZATION

THIS FORM SUPERSEDES WD AGO FORM NO. 1, 1 MAY 1944 WHICH MAY BE USED UNTIL EXISTING STOCKS ARE EXHAUSTED

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

CONTINUATION

| MORNING REPORT | DAY | MONTH | YEAR |
|---|---|---|---|
| | 2400 | | 194 |

ORGANIZATION (HQ, CO, DET, ETC.) (PARENT UNIT) (ARM OR SERVICE)

STATION OR LOCATION

| NAME | SERIAL NUMBER | GRADE | MOS | CODE |
|---|---|---|---|---|
| | | | | |

2

PAGE OF PAGES

COPY RETAINED BY REPORTING ORGANIZATION

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

# MORNING REPORT

ENDING 2400 — DAY — MONTH May — YEAR 1947

ORGANIZATION (HQ, CO, DET, ETC.) (PARENT UNIT) (ARM OR SERVICE)

State War Navy Coordinating Committee

STATION OR LOCATION

War Dept Wash D C

| NAME | SERIAL NUMBER | GRADE | MOS | CODE |
|---|---|---|---|---|
| No change | | | | |

CERTIFIED A TRUE COPY

E L TURNER
Capt FA

| | ASGD (2) | ATCHD UNASGD (3) | TOTAL (4) | ATCHD FR.OTHER ORG'S (5) | PRESENT FOR DUTY (6) | PRESENT NOT FOR DUTY (7) | ABSENT TD DS (8) | ABSENT SK (9) | ABSENT CONF (10) | ABSENT LV FUR (11) | ABSENT AWOL (12) | ABSENT MISSING (13) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | | | | | | | | | | | | |
| GEN | | | | | | | | | | | | |
| COL | 1 | | 1 | | 1 | | | | | | | |
| LT COL | 1 | | 1 | | 1 | | | | | | | |
| MAJ | 1 | | 1 | | | | | 1 | | | | |
| CAPT | 1 | | 1 | | | | | | | 1 | | |
| 1ST LT | | | | | | | | | | | | |
| 2ND LT | | | | | | | | | | | | |
| TOTAL | 4 | | 4 | | 2 | | | 1 | | 1 | | |
| M SGT 1SGT | | | | | | | | | | | | |
| T SGT | | | | | | | | | | | | |
| S SGT TEC-1 | | | | | | | | | | | | |
| SGT TEC-4 | | | | | | | | | | | | |
| CPL TEC-5 | | | | | | | | | | | | |
| PFC | | | | | | | | | | | | |
| PVT | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

I CERTIFY THAT THIS MORNING REPORT IS CORRECT: PAGE 1 OF 1 PAGES

SIGNATURE

NAME TYPED OR PRINTED

2 V F Field

GRADE: Lt Col

ARM OR SERVICE: 2 GSC

WD AGO FORM 1
1 NOVEMBER 1944 — COPY RETAINED BY REPORTING ORGANIZATION

THIS FORM SUPERSEDES WD AGO FORM NO. 1, 1 MAY 1944 WHICH MAY BE USED UNTIL EXISTING STOCKS ARE EXHAUSTED

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

1st Ind.

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

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

1. Approved.

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

3. Officer is now serving in a Staff and Administrative position.

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

1 Incl.
WD AGO Form 66
(in duplicate)

201 file

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

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

12 June 1947

SUBJECT: Appointment in the Officers' Reserve Corps

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

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

2. The following information is submitted:

a. Field, Virgil Forman

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

c. Category I

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

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

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

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

mil. Pers.

JUN 16 1947

OSW Office Memorandum
Subject Series No. 10

25-16
2 Pages
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-16

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

MILITARY PERSONNEL

Stabilization of Enlisted Personnel

1. Reference is made to Section II, Circular 108, War Department, 29 April 1947, subject as above.

2. There is no guaranteed tour of duty for enlisted personnel assigned to agencies of the War Department Groups unless they are employed as members of the instruction and administrative staffs of service schools or unless they have completed a normal tour of foreign service. In each of these cases they may serve a one year tour before going overseas or returning overseas.

3. In order that the Management Office, Office of the Chief of Staff may discharge the responsibility set forth in paragraph 3 of the above circular, the following report of POR qualified 3 year enlisted personnel as of 30 June 1947 will be prepared and submitted in duplicate to reach this office by 7 July 1947.

a. Roster of enlisted personnel in pay grades 1, 2, and 3, showing as vulnerable for overseas, personnel in the following order:

(1) Volunteers for foreign service

(2) Personnel with no foreign service

(3) Personnel with more than 1 year Zone of Interior service since return from foreign service, in the order of those with the least total foreign service since 7 December 1941 as follows:

(a) Less than 1 year

(b) Over 1 year and less than 2 years

(c) Over 2 years

b. The personnel in group 3a (3) above will be further identified by the actual number of months overseas.

c. The roster referred to in paragraph 3 a above will show also the branch, MOS, MCO if applicable, and choice of theater for each enlisted man included in the roster. (Attachment No. 1 is the form to be used for submission of this information.)

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



d. The same type information is required on Attachment No. 2 for enlisted personnel in pay grades 4, 5, 6, and 7.

4. Effective 1 July, it is requested that all future morning reports show POR qualification as well as the date of enlistment and the tour of duty for all enlisted personnel newly assigned to your command. Submission of this needed information will obviate the necessity for this office to request additional rosters from time to time.

BY ORDER OF THE SECRETARY OF WAR:

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

2 Attachments
1. Overseas roster for Pay Grades 1,2,3
2. Overseas roster for Pay Grades 4,5,6,7

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

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

OVERSEAS ROSTER

POR Qualified Enlisted Personnel Pay Grades 1,2,3

| Name | Rank | ASN | Branch | MOS | Color | Volunteer for Overseas Yes | Volunteer for Overseas No | Theater Choice | Months of Overseas Service | Months of ZI Service since return from O/s | Termination date of current enlistment |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

Attachment 1

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

OVERSEAS ROSTER

POR Qualified Enlisted Personnel Pay Grades 4,5,6,7

| Name | Rank | ASN | Branch | MOS | Color | Volunteer for Overseas | | Theater Choice | Months of overseas service | Months of ZI service since return from o/s | Termination date of current enlistment |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Yes | No | | | | |
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Attachment 2

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

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

WMB:ejm:2E613a

AGPA-U 210.711 (9 June 47)

SUBJECT: Leave of Absence. 9 June 1947.

TO: Each Officer Named.

Leave of absence is granted to each of the following-named officers, effective on or about the date specified:

Colonel John L. Chamberlain, Jr 016117, GSC, ten days, 30 June 1947. (Public Information Division, WDSS, Room 2C882, Pentagon)

Colonel George F. Herbert 010253, AGD fourteen days, 11 June 1947. (Executive Office, AGO, Room 4E808, Pentagon)

Colonel Stanley R. Larsen 022094, Infantry, thirty days, 4 July 1947. (Public Information Division, WDSS, Room 2C882, Pentagon)

Colonel James H. Phillips 012331, GSC, fifteen days, 16 June 1947. (Public Information Division, WDSS, Room 2C882, Pentagon)

Lieutenant Colonel Earle E. Ewing 0110470, AGD, nine days, 18 June 1947. (Personnel Actions Br, Casualty Sec, AGO, Room 5D800, Pentagon)

X Lieutenant Colonel Virgil F. Field 0470144, GSC, fifteen days, 16 June 1947. (State-War-Navy Coordinating Committee, Room 2027, New War Dept Bldg)

Noted wfo

Lieutenant Colonel Gerald K. Gifford 0360299, AGD, thirty days, 27 June 1947. (Assignment Branch, AGO, Room 2E512, Pentagon)

Lieutenant Colonel Joseph F. Ruth 0190706, AGD, three days, 10 June 1947. (Assignment Branch, AGO, Room 2E520, Pentagon)

Lieutenant Colonel John B. Sullivan 018363, Infantry, thirty days, 29 June 1947. (Armed Forces Staff College, Norfolk 11, Virginia)

Lieutenant Colonel James J. Winn 017724, FA, thirty days, 10 June 1947. (Room 2E524, Pentagon)

Major Donald E. Boves 0394778, Infantry, fifteen days, 16 June 1947. (Public Information Division, WDSS, Room 2C882, Pentagon)

Major Taylor Drysdale 032194, Air Corps, seven days, 9 June 1947, and seven days, 23 Jun[illegible]nt Research and Development Board)

JUN 11 [illegible]

WAR & NAVY COORDINATING COMMITTEE

10 JUN 1947
M. C. 1
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AGPA-U 210.711 (9 June 47) WNB:ejm:2E613a

Major Irvin W. Lippman 0439147, AGD, three days, 10 June 1947.
(Career Management Branch, AGO, Room 2C655, Pentagon)

Major Allan J. McDonnell 0489303, AGD, fifteen days, 16 June 1947.
(Army Postal Service Branch, Room 2E927, Pentagon)

Major Joseph J. Spisick 0480986, AGD, twelve days, 18 June 1947.
(Army Postal Service Branch, Room 2E927, Pentagon)

Captain Brian Gunderson 0886230, Air Corps, twelve days, 16 June 1947.
(Personnel Research and Procedures Br, AGO, Room 1E933, Pentagon)

Captain Leonard B. Lincoln 0244773, Air Corps, twelve days, 9 June 1947.
(Historical Division, WDSS, Room 5E715, Pentagon)

Captain Margaret A. Long L200079, AGD, five days, 23 June 1947.
(Assignment Branch, AGO, Room 2E624, Pentagon)

Captain Gerald S. Tate 01284236, Infantry, fifteen days, 16 June 1947.
(Public Information Division, WDSS, Room 2C882, Pentagon)

Captain Frederick C. Wright 0311191, Air Corps, nine days, 11 June 1947.
(Historical Division, WDSS, Room 5E715, Pentagon)

First Lieutenant Laurence G. Byrnes 01290027, Infantry, four days, 30 June 1947. (Historical Division, WDSS, Room 5E715, Pentagon)

BY ORDER OF THE SECRETARY OF WAR:

THE ADJUTANT GENERAL'S OFFICE WAR DEPARTMENT OFFICIAL

Wm F Barnes
Adjutant General.

Distribution:

Public Information Division, WDSS, Room 2C882, Pentagon (5)
Personnel Actions Branch, AGO, Room 2E550, Pentagon
State-War-Navy Coordinating Committee, Room 2027, New War Dept Bldg
Assignment Branch, AGO W/D
Joint Research and Development Board W/D
Organization and Training Div., WDGS, Room 3E756, Pentagon
New York Sec Courier Off, APO Concentration Center, Long Island City, 1, NY
Historical Division, WDSS, Room 5E715, Pentagon (3)
Career Management Branch, AGO, Room 2C655, Pentagon
Army Postal Service Br, Room 2E927, Pentagon (2)
Personnel Research and Procedures Br, AGO, Room 1E933, Pentagon W/D
Executive Officer, AGO, Room 4E808, Pentagon
Each Officer's 201 File W/D
2E613a W/D

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

WDOAS:AHS:MGB

9 June 1947

MEMORANDUM FOR THE CENTRAL OFFICERS ASSIGNMENT GROUP:

The attached request for officer replacement within SWNCC is approved by this office and forwarded for favorable consideration.

For the Assistant Secretary of War:

(SIGNED)
A. H. SHIMKUS
Major, G. S. C.
Assistant Executive to the
Assistant Secretary of War

Enc.
Memo 4 Jun 47 Lt.Col.V.F.Field to
Chief, Management Branch, OSW.

Dispatched ASCW
Date: 9 June 47

JUN 9-

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

OSW Office Memorandum
Subject Series No. 10



WAR DEPARTMENT GROUPS CIRCULAR
No. 25-7.1

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

MILITARY PERSONNEL ADMINISTRATION

Promotion of Officers on Relief from Active Duty

(This circular supersedes War Department Groups Circular No. 25-7, 12 May 1947, of the same title.)

1. Reference is made to:

a. War Department Circular No. 140, 1946.

b. War Department WCL 38668, 19 December 1946 (copy attached).

2. The following instructions as contained in War Department WCL 48388, 20 May 1947, are furnished for the information, guidance, and compliance of all concerned.

3. The purpose of these instructions is to stop terminal leave promotions under provisions of War Department Circular 140, 1946, and to offer all non-Regular Army officers who are or who will be eligible for promotion under that circular as amended by WCL 38668 dated 19 December 1946 an opportunity of foregoing such promotions and continuing on active duty for the period of their category statement and/or requesting separation to avail themselves of such promotions.

4. No promotions will be accomplished under the provisions of War Department Circular 140 after 30 June 1947. Exceptions will be made for all non-Regular Army officers who are or will be eligible for promotion on or before 30 June 1947 and who indicate prior to that date their desire to avail themselves of promotion upon entry on terminal leave. These individuals, except those indicated in paragraph 5 below, will be processed for separation without delay citing Readjustment Regulations 1-1 and War Department WCL 48388 as authority and will be promoted upon entry on terminal leave whether or not terminal leave commences after 30 June 1947. Hospitalized non-Regular Army officers who are qualified and indicate prior to 30 June 1947. their desire for promotion will be processed for separation immediately upon completion of hospitalization and promoted upon entry on terminal leave. Regular Army officers hospitalized prior to 30 June 1947 and retired for physical disability without return to duty status will be promoted upon entry on terminal leave if eligible. Under no conditions will any officer be promoted under the provisions of War Department WCL 48388 if he is not qualified under the provisions

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



of Circular 140, War Department, 1946. The custodian of the qualification card will enter in the Remarks Section of the Qualification Card the following statement: "Officer elects terminal leave promotion _____." This date must
date
be prior to 30 June.

5. Non-Regular Army officers who elect retention on active duty in lieu of separation under the provisions of War Department WCL 48388 will upon separation in future enter on terminal leave in grade held immediately prior to processing for separation. This applies to all non-Regular Army officers regardless of whether or not they were once promoted on terminal leave, relieved from active duty and subsequently recalled in lower grade, or demoted without prejudice under Officer Grade Readjustment Program. Since War Department WCL 48388 governs only promotion in the Army of the United States on terminal leave, it does not effect promotion in Officers Reserve Corps authorized under Circular 97, War Department, current series.

6. The following groups of officers will be permitted to avail themselves of this promotion under the provisions of War Department WCL 48388 providing they express that desire prior to 30 June 1947:

a. Officers whose Military Occupational Specialty denotes linguistic ability, who are being utilized in such capacity, and who are being retained on active duty to complete forty-two months of service.

b. Medical Department officers who are critical specialists or have primary or secondary classification A, B, or C in specialties prescribed in WCL 46177, 23 September 1946, as amended, and are being retained by The Surgeon General to insure proper care of patients. However, these officers will not be processed for separation until they have been released from critical specialists category or until the completion of their contract, at which time they will be promoted if eligible, upon entry on terminal leave.

7. However, as set forth in WCL 38668, 19 December 1946, no time in grade credit will accrue to any officer after 30 June 1947 for application towards a terminal leave promotion.

BY ORDER OF THE SECRETARY OF WAR:

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

1 Attachment
Cy of WCL 38668, dtd
19 Dec 46

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(All agencies of the War Department Groups)

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COPY OF WCL 38668, 19 DECEMBER 1946.

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

Lt Col J. O. Moore, ext 74272 DTG 1921002, Dec 46 5 C 600

ATTACHMENT 1

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

OSW Office Memorandum
Subject Series No. 10

25-15
1 Pages
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-15

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

MILITARY PERSONNEL ADMINISTRATION

Monthly Personnel Roster

1. The monthly personnel roster (WD AGO Form 305) prepared by the Machine Records Unit of The Adjutant General's Office is a compilation of the information which has been entered on the daily morning reports. The importance of the information contained in these rosters cannot be over-emphasized; therefore, the utmost care should be exercised by the agencies concerned in correcting them. Strict compliance with the instructions contained in the AG letter accompanying the roster when returned for correction will expedite their handling and preclude the necessity for further contact or the possibility of having the roster returned again for completion.

2. Special attention should be given to:

a. Returning copies of rosters to the Machine Records Unit of The Adjutant General's Office, Washington 25, D. C., by the most expeditious means and within forty-eight (48) hours after receipt, as specified in the letter of instruction.

b. Making corrections where necessary and in the manner prescribed in the letter of instruction.

c. Entering appropriate data in any columns which may be blank due to incomplete information on the morning reports.

d. Authenticating the roster; the certification statement must be signed in ink or indelible pencil showing the rank and title of the authenticating officer.

e. The strength of the roster which must agree with the morning report strength as of the date specified.

BY ORDER OF THE SECRETARY OF WAR:

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

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(All agencies of the War Department Groups)

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OSW Office Memorandum
Subject Series No. 10

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1 Page
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-14

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

MILITARY PERSONNEL ADMINISTRATION

Report of Surplus Enlisted Personnel

1. Reference is made to Circular 272, War Department, 1946.

2. Unless otherwise instructed by this office, all agencies of the War Department Groups authorized enlisted personnel will submit a consolidated report of surplus enlisted personnel on WD AGO Form R-5444 to the Managment Office, Office of the Chief of Staff, attention: Authorization and Military Personnel Section. The reports will be forwarded in sufficient time to reach that office by the 10th day of each month.

3. WD AGO Form R-5444, as illustrated in Circular 272, War Department, 1946, may be reproduced locally. *

BY ORDER OF THE SECRETARY OF WAR:

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

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(All agencies of the War
Department Groups)

*If required, WD AGO Form R-5444 may be procured through regular supply channels.

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OSW Office Memorandum
Subject Series No. 10

25-13
1 Page
Page 1

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-13

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

MILITARY PERSONNEL ADMINISTRATION

Enlisted Personnel Requisitions

1. Reference is made to Circular 272, War Department, 1946.

2. Unless otherwise instructed by this office, all agencies of the War Department Groups authorized enlisted personnel will submit a consolidated requisition on WD AGO Form R-5443 for such personnel, to the Management Office, Office of the Chief of Staff, attention: Authorization and Military Personnel Section. The requisition will be forwarded in sufficient time to reach that office by the 10th day of each month.

3. WD AGO Form R-5443, as illustrated in Circular 272, War Department, 1946, may be reproduced locally.*

BY ORDER OF THE SECRETARY OF WAR:

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

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

*If required, WD AGO Form R-5443 may be procured through regular supply channels.

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OSW OFFICE MEMORANDUM
NO. 12-4

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

OFFICE SERVICES

Long Distance Telephone Usage

1. This memorandum supersedes OSW Office Memorandum No. 2-2, dated 8 January 1947, subject as above, and the policies and procedures set forth herein are effective immediately.

2. The following procedures will be strictly enforced:

a. Personal long distance calls will not be made through the Department's switchboard but will be made from coin box telephones located throughout the building.

b. No long distance calls will be made over leased line or commercial facilities, by any person in the Office of the Secretary of War in Washington for the transaction of official business, unless the call is specifically authorized in advance by the Division Chief or by persons to whom he has delegated authority for such approval.

c. Additions, deletions, and changes to the present list of individuals authorized to approve long distance calls will be forwarded to the Management Branch, Supply and Service Section, Room 3C-1057.

3. Each person responsible for approving long distance calls will:

a. Examine each request to place a long distance telephone call to determine if the call is necessary or if radio, telegraph, air mail or some other form of communication will suffice.

b. Coordinate requests so that several people in the same office who may have to call the same point can do so on one call.

c. Schedule all approved official calls so that, wherever possible, they are made before 0930, between 1200 and 1400, and after 1700 hours, inasmuch as the traffic volumes are lightest at these hours.

d. Maintain a ten-day report sheet (WD Form 66, Report of Long Distance Calls), on which the necessary information will be entered, immediately upon authorization, by the person who is to make the call. Calls which are incompleted at the end of each day will be reported for cancellation to the War Department operator but will not be removed from the WD Form 66. A new authorization must be granted and recorded before the call can be placed again. WD Form 66 may be obtained through regular supply channels. This ten-day report will be signed by the authorized person and sent to the Supply and Service Section, Room 3C-1057, on the 6th, 16th and 26th of each month for the following periods:

6th of each month -- from 26th through the 5th of the current month.

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16th of each month -- from 6th through 15th day.

26th of each month -- from the 16th through the 25th day.

4. After the WD Forms 66, Report of Long Distance Calls, have been checked, they will be forwarded to the Director of Communications who will check the calls listed thereon against the War Department telephone bill prior to certification of the bill for payment. All unauthorized calls will be reported to the Chief, Management Branch who will take appropriate action to insure future compliance with the procedure set forth herein.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant

DISTRIBUTION
"B"
(Division, Branch and
Section Chiefs, OSW)

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

OSW OFFICE MEMORANDUM
NO. 12-5

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

OFFICE SERVICES

Electrically Transmitted Messages

1. The term "message" as used herein refers to any message which is electrically transmitted or received through Army communication facilities and/or commercial facilities. Messages will be sent only when such expeditious means of communication is required for the conduct of official business and when delay resulting from transmission by ordinary or air mail would be prejudicial to the public interest. Commercial facilities will not be used for the transmission of messages unless Army communication facilities are not available.

2. Instructions for preparation of messages are contained in TM 12-253, Correspondence. Unclassified messages will be prepared on WD AGO Form No. 11-168, 15 June 1945, Messageform, and classified messages will be prepared on WD AGO Form No. 0990, 7 September 1944, Outgoing Classified Message. All messages will be forwarded, in the original and two copies, to Staff Communications Branch, Office, Chief of Staff, Room 5A-936, for transmission to the addressee(s). In the event it becomes necessary to utilize commercial facilities the originator will immediately forward a certified copy of the message to the Management Branch, Supply and Service Section, Room 3C-1057, The Pentagon. In addition, the sender should be prepared, upon request, to adequately justify the use of commercial facilities.

3. Division, Branch, or Section Chiefs may accept incoming collect messages, which are determined to be necessary, at Government expense. Collect messages received from commercial facilities will be certified as official business and forwarded to the Supply and Service Section immediately upon receipt. If retention of the message content is necessary for file purposes, a copy will be prepared for that purpose and the original forwarded as indicated above.

4. The monthly telegraph bill will be received by the Supply and Service Section whose responsibility it will be to check the originals of messages against the bill to insure that all messages billed thereon were sent or received by OSW activities and that each was necessary to the conduct of official business. The bill will then be forwarded to the Director of Communications for certification for payment.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant

DISTRIBUTION
"B"
(Division, Branch, and
Section Chiefs, OSW)

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

ANWGC 537(Regs)
(27 May 47)

HEADQUARTERS MILITARY DISTRICT OF WASHINGTON
Office of Army Headquarters Commandant
Washington 25, D. C.

27 May 1947

WAR DEPARTMENT MOTOR CENTER TRANSPORTATION

1. PURPOSE. This memorandum contains information regarding and instructions governing War Department Motor Center bus, passenger car, and truck transportation provided for official use by War Department employees within Military District of Washington. It is intended especially for the guidance of Office Transportation Officers, who should become entirely familiar with the local transportation policy. This memorandum will be effective 8 June 1947.

a. Use on official business. All War Department Motor Center transportation is to be used exclusively for official purposes. Attention is invited to Sec. 202, P. L. 334, 79th Congress, which states in part that official purposes:

> ". . . shall not include the transportation of officers and employees between their domiciles and places of employment . . . Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned motor-propelled passenger-carrying vehicle . . . for other than official purposes or otherwise violates the provisions of this sub-section shall be suspended from duty . . . without compensation . . . or removed from office . . ."

b. Use of buses. Necessity for utmost economy and efficiency in use of War Department Motor Center transportation demands that scheduled bus service be used whenever possible, and without regard for personal convenience of individuals. Use of special staff cars to buildings on or near official bus routes or adjacent to commercial transportation will be restricted to official emergencies. Use of cars will not be permitted to points within five blocks of scheduled bus routes. Arrangements for issuance of special tickets for use on commercial streetcars and buses can be made through Headquarters, Military District of Washington.

2. BUS SERVICE. Frequent official bus service is provided between major War Department buildings during normal working hours. Stops at Government buildings on route will be made on signal to driver.

a. Routes and schedules. Scheduled service is described on page 4.

b. Restrictions on use. Official buses will not be used on personal business, nor between place of residence and work. They may be used by:

(1) Officers in uniform.
(2) Civilian employees with gold-bordered identification passes.
(3) Others with official War Department bus passes or trip tickets, which may be obtained through Office Transportation Officers.



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3. SPECIAL SERVICE. In official emergencies or for trips to points not on or near official bus routes special passenger car and truck service is available, and requests for such service from Office Transportation Officers will be accepted by the Motor Center. Staff cars will be under the control of commissioned personnel at all times, except that certain key civilians who have been individually authorized in writing by the Army Headquarters Commandant may ride in staff cars when unaccompanied by commissioned officers.

4. OFFICE TRANSPORTATION OFFICERS. Office Transportation Officers are appointed by the Army Headquarters Commandant within established quotas at request of the major Central Administrative Agencies, after being designated by their respective offices to coordinate the use of local official motor transportation.

a. Authority. Personnel appointed to act in this capacity are authorized to call directly upon the War Department Motor Center for available special service. Normally requests will be accepted only from these officers, but transportation for use in accordance with pertinent regulations will be provided on request by:

(1) Duty officers of major agencies, outside of normal office hours.
(2) General officers, for use by their subordinates.
(3) Anyone, when car is to be used by a general officer in person.

b. Duties. Office Transportation Officers will:

(1) Refuse requests for special service to points on or within five blocks of official bus lines when these buses are in operation, or to which commercial bus or streetcar service exists.
(2) After determining that other available transportation cannot be used, coordinate requests for special service so as to insure that this service is used in the most efficient and economical manner. In placing requests for service a complete address should be given to avoid confusion.
(3) Place requests for passenger vehicles not more than one-half hours, and trucks not more than 24 hours, before time vehicle is needed. Dispatch stations, open on 24 hour basis, are located at:

Passenger transportation, The Pentagon Ext. 74111
Cargo transportation, Fort Myer Code 8120 Ext. 2228

(4) Submit written requests for special scheduled service, when justification exists for frequent use of vehicles with schedulable regularity.
(5) Office Transportation Officers who fail to participate actively in attempts to promote efficient use of available transportation will be relieved.

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



5. GENERAL LIMITATIONS ON USE. In addition to restrictions cited above or in other pertinent War Department regulations, the following general limitations on War Department Motor Center vehicles and personnel are applicable.

a. Vehicles. War Department Motor Center vehicles are restricted to use within Military District of Washington on official business.

(1) The Army Headquarters Commandant, acting for the Deputy Chief of Staff, is authorized to permit use of vehicles outside Military District of Washington only when justification clearly indicates that the use of commercial transportation is impracticable.
(2) Vehicles will not be used for transportation of persons or baggage to or from terminals, clubs, restaurants, hotels, or private residences, other than:

(a) General officers, to or from any terminal.
(b) Groups of four or more officers, between any terminal and a central point in downtown Washington.

b. Drivers. Drivers are not permitted to:

(1) Accept requests for service.
(2) Wait more than 15 minutes to pick up passengers, nor more than 30 minutes at destination, unless "remain with" authorization has been issued by Transportation Branch, Army Headquarters Commandant.
(3) Act as messengers.
(4) Overload or leave their vehicles.
(5) Disregard speed or other traffic laws.

6. APPARENT VIOLATIONS. In the event of apparent misuse of official vehicles, data for further investigation will be prepared by War Department Motor Center. Any misuse will result in revocation of transportation privileges and such further disciplinary action as circumstances warrant.

7. ASSISTANCE. Additional information and policy interpretations may be obtained from Transportation Branch, Office of Army Headquarters Commandant (Ext. 3866).

a. Instances of reckless driving, discourtesy, unmilitary bearing or conduct, or violation of local traffic laws by War Department Motor Center personnel should be reported to the Garage Commander, Ext. 73540.

b. Inquiries concerning articles left in War Department Motor Center vehicles should be addressed to the Chief Clerk, Ext. 71982.

BY COMMAND OF BRIGADIER GENERAL FERENBAUGH:

Douglas S. Mapes

DOUGLAS S. MAPES
Lt. Colonel, GSC
Army Headquarters Commandant

Distribution:
All Office Transportation Officers
All WD Central Administrative Agencies

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

(Effective 8 June 1947)

HEADQUARTERS MILITARY DISTRICT OF WASHINGTON
Office of the Army Headquarters Commandant
Transportation Branch

# SCHEDULE OF WAR DEPARTMENT MOTOR CENTER OFFICIAL BUS SERVICE

Buses are for official use only. They will not be used for travel between quarters and office nor for travel on personal business. For additional information call War Department Extention 3866.

## Route W D - 1

### Southbound
(From New State Bldg., via 21st St., Constitution Ave., Memorial Bridge, The Pentagon, Bldg. T-7, ATC)

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New State Bldg. | Lv. | ---- | ---- | ---- | ---- | 0900 | | 1645 | 1700 | 1715 | ---- | ---- |
| The Pentagon (C-3) | Arr. | ---- | ---- | ---- | ---- | 0910 | Every | 1655 | 1710 | 1725 | ---- | ---- |
| The Pentagon (C-3) | Lv. | ---- | 0830 | 0845 | 0900 | 0915 | 15 | 1700 | ---- | ---- | ---- | ---- |
| Bldg. T-7 (Rear) | Arr. | ---- | 0835 | 0850 | 0905 | 0920 | minutes | 1705 | ---- | ---- | ---- | ---- |
| ATC Terminal | Arr. | ---- | 0837 | 0852 | 0907 | 0922 | | 1707 | ---- | ---- | ---- | ---- |

### Northbound
(From ATC Terminal, via Building T-7, The Pentagon, Memorial Bridge, Bacon Dr., Constitution Ave., Munitions Bldg., north on 18th St., west on G St., south on 21st St., to New State Bldg., formerly New War Bldg.)

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ATC Terminal | Lv. | ---- | 0837 | 0852 | 0907 | 0922 | | 1607 | 1622 | 1637 | 1652 | 1707 |
| Bldg. T-7 (Front) | Lv. | ---- | 0839 | 0854 | 0909 | 0924 | Every | 1609 | 1624 | 1639 | 1654 | 1709 |
| The Pentagon (C-4) | Lv. | 0830 | 0845 | 0900 | 0915 | 0930 | 15 | 1615 | 1630 | 1645 | 1700 | 1715 |
| Munitions Bldg. | Lv. | 0840 | 0855 | 0910 | 0925 | 0940 | minutes | 1625 | 1640 | 1655 | ---- | ---- |
| 18th & G St., NW | Lv. | 0845 | 0900 | 0915 | 0930 | 0945 | | 1630 | 1645 | 1700 | ---- | ---- |
| New State Bldg. | Arr. | 0850 | 0905 | 0920 | 0935 | 0950 | | 1635 | 1650 | 1705 | ---- | ---- |

## Route W D - 2

### Eastbound
(From The Pentagon via Highway Bridge, Maine Ave., P St., SW, Army War College, 2nd St., to Bldgs. A, B, and C)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| The Pentagon (C-4) | Lv. | 0830 | 0900 | 0930 | 0945 | Every | 1430 | 1500 | 1530 | 1600 | 1630 |
| Army War College | Lv. | 0841 | 0911 | 0941 | 0956 | 30 | 1441 | 1511 | 1541 | 1611 | 1641 |
| Tempo B Bldg. | Arr. | 0844 | 0914 | 0944 | 0959 | minutes | 1444 | 1514 | 1544 | 1614 | 1644 |

### Westbound
(From Tempo B and C Bldgs., via 2d St., V St., 1st St., P St., Maine Ave., and Highway Bridge, to Pentagon)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tempo B Bldg. | Lv. | 0845 | 0915 | 0945 | 1015 | Every | 1445 | 1515 | 1545 | 1615 | 1645 |
| Army War College | Lv. | 0849 | 0919 | 0949 | 1019 | 30 | 1449 | 1519 | 1549 | 1619 | 1649 |
| The Pentagon (C-4) | Arr. | 0900 | 0930 | 1000 | 1030 | minutes | 1500 | 1530 | 1600 | 1630 | 1700 |

## Route W D - 3

### Eastbound
(From New State Bldg., via 21st St., Constitution Ave., Munitions Bldg., to 4th St., to P St., Army War College, 2nd St., to Bldgs. A, B, and C)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| New State Bldg. | Lv. | 0845 | 0915 | 0945 | 1015 | | 1445 | 1515 | 1545 | 1615 | 1645 |
| Munitions Bldg. | Lv. | 0849 | 0919 | 0949 | 1019 | Every | 1449 | 1519 | 1549 | 1619 | 1649 |
| Army War College | Lv. | 0857 | 0927 | 0957 | 1027 | 30 | 1458 | 1528 | 1558 | 1628 | 1658 |
| Tempo B Building | Arr. | 0859 | 0929 | 0959 | 1029 | minutes | 1500 | 1530 | 1600 | 1630 | 1700 |

### Westbound
(From Tempo B via 2d St., V St., 1st St., P St., 4th St., Constitution Ave., 21st St., to New State Bldg.)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tempo B Bldg. | Lv. | 0900 | 0930 | 1000 | 1030 | Every | 1500 | 1530 | 1600 | 1630 | ---- |
| Army War College | Lv. | 0904 | 0934 | 1004 | 1034 | 30 | 1504 | 1534 | 1604 | 1634 | ---- |
| Munitions Bldg. | Lv. | 0913 | 0943 | 1013 | 1043 | minutes | 1513 | 1543 | 1613 | 1643 | ---- |
| New State Bldg. | Arr. | 0915 | 0945 | 1015 | 1045 | | 1515 | 1545 | 1615 | 1645 | ---- |

## Official Bus Service Provided By Other War Department Installations From The Pentagon
(For additional information call indicated telephone numbers)

To Andrews Field - From Lane C-4, at 1030, 1400, and 1600 hours (Code 8123, Dispatcher)

To Bolling Field - From Lane C-4, at 1100, 1400, 1600, 1640, and 1710 hours (Code 8111, Ext. 452)

To The Engineer Center (formerly Ft. Belvoir) - From Building T-7, Gravelly Point, at 0900, 1100, 1300, 1500, and 1710 hours. Stops at Post Hqs. and Engineer Board - Connection with shuttle to Hospital (WD Oper., Engineer Center, Ext. 3269)

To Army Map Service - By reservation only, from Lane C-1, hourly from 1005 to 1605 hours, (Code 8122, Ext. 300)

47-12001

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

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

22 May 1947

MEMORANDUM FOR THE ADJUTANT GENERAL:

SUBJECT: Leave of Absence

1. Request that I be granted leave of absence for twelve (12) days, effective on or about 1 June 1947.

2. I have sufficient accured leave to cover this request.

3. My address while on leave will be:

303 North Cherry Street
Falls Church, Virginia

W. A. SCHULGEN
Colonel, GSC

APPROVED:

SIGNED

F. P. Munson
Colonel, General Staff Corps
Executive to the Assistant Secretary of War

DISPATCHED FROM O.A.S.W. MAY 26 1947

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

OSW OFFICE MEMORANDUM
NO. 14-23

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

TEMPORARY INSTRUCTIONS AND INFORMATION

MOS Inventory and Projected Requirements

1. Since the war, continued efforts have been made to improve and perfect certain administrative functions affecting military personnel (personnel recording, classification, assignment, etc.) which of necessity were neglected during the period of active hostilities. It is believed that this will accomplish a dual benefit in that it will make available to the operating and planning agencies more accurate strength and requirements reports, resulting in the assignment of qualified personnel to positions where their training and experience will be more effectively utilized.

2. To accomplish this purpose, it is necessary to inventory the potential source of personnel qualified in specific Military Occupational Specialties (MOS) to determine existing resources and to set into motion mechanics for procuring the personnel either by reassignment or by training, if it is found that the available resources are not sufficient to meet the requirements. To assist the Management Office, Office of the Chief of Staff in determining present and projected requirements and the resources and to aid the Personnel and Administration Division and the Organization and Training Division in planning proper procurement, training, and distribution of this personnel, it is requested that the information outlined below be prepared as a one-time report and forwarded to the Management Office, Office, Chief of Staff, Room 4A-936, not later than 10 June 1947.

3. Estimate of Military Personnel Requirements by MOS. The total number of officer and enlisted personnel reported on Attachment No. 1 will be in agreement with the estimated requirements (OCS Form 97) for 30 September 1947, submitted for your office by the Management Branch, Office, Secretary of War. A photostatic copy of the OCS Form 97 relative to your office is attached (Attachment No. 3). The line numbers from OCS Form 97 will be used to identify the corresponding lines on Attachment No. 1. Careful planning and consideration should be given this MOS requirement since the information will be used as a basis for determining future training quotas.

4. Personnel Inventory by Name and Qualified MOS. A separate alphabetical report will be prepared on Attachment No. 2 for officer and enlisted personnel showing name, grade, serial number, present MOS, and other MOS's acquired by schooling or apprentice training and experience. This data will be used as a source record for future reference and the information will be posted to the Personnel Information Card (OCS Form 85) maintained in the Management Office, OCS. The personnel reported on this report should agree in number and type with the Morning Report of 30 April 1947.

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

GEORGE E. BREWER
Assistant Administrative Assistant

DISTRIBUTION
"X"
(To all activities having
military personnel, OSW)

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

**State-War-Navy Coordinating Committee**

Agency

Estimated Personnel Requirement

Period 1 July thru 30 Sept. 1947

| | I Total Zone of the Interior (Col II + Col III) | II Total No. which may be asgnd in the DC and Arlington County | III Total No in Z/I which are asgnd outside DC and Arlington County | IV Total for Foreign Assignment |
|---|---|---|---|---|
| 1. TOTAL PERSONNEL | 10 | 10 | | |
| 2. TOTAL MILITARY | 6 | 6 | | |
| 3. TOTAL TO/E | - | - | | |
| 4. TOTAL BULK | 6 | 6 | | |
| 5. Total officers | 5 | 5 | | |
| 6. General or Colonel | 2 | 2 | | |
| 7. Lt Col | 1 | 1 | | |
| 8. Major | 1 | 1 | | |
| 9. Captain | 1 | 1 | | |
| 10. 1st Lt | | | | |
| 11. 2nd Lt | | | | |
| 12. Total Warrant Officers | | | | |
| 13. Chief | | | | |
| 14. Junior Grade | | | | |
| 15. Total Enlisted | 1 | 1 | | |
| 16. Grade 1 | 1 | 1 | | |
| 17. Grade 2 | | | | |
| 18. Grade 3 | | | | |
| 19. Grade 4 | | | | |
| 20. Grade 5 | | | | |
| 21. Grade 6 | | | | |
| 22. Grade 7 | | | | |
| 23. TOTAL CIVILIANS | 4 | 4 | | |
| 24. Total Graded | 4 | 4 | | |
| 25. Departmental | 4 | 4 | | |
| 26. Group A(CAF 13-15 incl) | - | - | | |
| 27. Group B(CAF 11-12 incl and P6-8 incl) | - | - | | |
| 28. Group C(CAF 9-10 incl and P 3-5 incl) | - | - | | |
| 29. Group D(All Others) | 4 | 4 | | |
| 30. Field | | | | |
| 31. Group A(CAF 13-15 incl) | | | | |
| 32. Group B(CAF 11-12 incl and P 6-8 incl) | | | | |
| 33. Group C(CAF 9-10 incl and P 3-5 incl) | | | | |
| 34. Group D(All Others) | | | | |
| 35. Total Ungraded | | | | |
| 36. Departmental | | | | |
| 37. Field | | | | |
| 38. PART TIME CIVILIANS (do not include in above totals) | | | | |
| 39. In Washington | | | | |
| 40. Outside Washington (ZI only) | | | | |

Personnel Estimates Form
OCS Form 97
6 May 47 ATTACHMENT 2

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

PENTAGON ADJUTANT GENERAL DEPOT
WASHINGTON 25, D. C. JUN 4- 1947

EDS

DEPOT INFORMATION BULLETIN
NO. 21

29 MAY 1947


| | SECTION |
|---|---|
| OPERATING INFORMATION | I |
| INFORMATION ON PUBLICATIONS AND BLANK FORMS HANDLED BY THE ADJUTANT GENERAL | II |
| INFORMATION ON PUBLICATIONS AND BLANK FORMS NOT HANDLED BY THE ADJUTANT GENERAL | III |
| INITIAL DISTRIBUTIONS COMPLETED | IV |
| CORRECTIONS IN STATUS OF PUBLICATIONS AND BLANK FORMS | V |


## SECTION I - OPERATING INFORMATION.

Changes to Purchase Notice Agreements frequently are issued immediately after the basic issue has been released for printing, due to present rapid fluctuation in prices of QM items. As a result of this, changes are sometimes printed and delivered to this depot in advance of basic issues. Whenever this occurs on Purchase Notice Agreements, this depot will accomplish initial distribution on changes without waiting for delivery of basic, as notices included in such changes may be utilized immediately by purchasing officers.

## SECTION II - INFORMATION ON PUBLICATIONS AND BLANK FORMS HANDLED BY THE ADJUTANT GENERAL.

1. So much of par 1b, Section IV, Depot Information Bulletin No. 19, dated 16 May 1947, which reads WD LO 9-225 is changed to read WD LO 9-224.

2. Stocks of TM 11-267 have reached a critical level. Supply action will be taken only on requisitions originating at Signal Corps Laboratories and for not more than two (2) copies. Attention is invited to par 5, Section I, Depot Information Bulletin No. 4, dated 28 January 1947.

3. a. "Manual of Evaluation Standard for Civilian Jobs in the War Department" is now in the process of being printed.

b. Attention is invited to par 1-2d of CPR 1 dated 17 December 1946 wherein it is stated:

> "Manual of Evaluation Standards for Civilian Jobs in the War Department will replace the War Department Manual of Classification Standards for Civilian Positions. All material previously issued under the old manual will be included within the manual of evaluation standards. The manual is divided into three parts: Part I, Standards for Classification Act Jobs; Part II, Standards for Wage Board Jobs; Part III, Occupational Definitions, section I, Definitions of Occupational Groups and Series, and section II, Definitions Job Families and Series. Supplements to the manual will be issued periodically through normal distribution channels and will include standards of the Civil Service Commission and the



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and the Civilian Personnel Division, OSW. These standards are the basis for the determination of services and grades for all jobs in the War Department subject to the Classification Act".

4. Stock of the publications listed below was received during the period 20 May 1947 through 26 May 1947 and all back orders established for listed publications are being processed:

TM 14-1010, C1
TM 3-215, C2
TM 55-1017
TM 5-600, C4
TM 11-260
TM 21-305
TM 3-215
TM 3-215, C1
TM 11-4313
TM 11-4412
TM 11-4312
TM 10-407
TM 38-205,
Part 1 & 2, C1
TM 9-1527

FM 4-86
FM 8-35
FM 3-70
FM 17-59, C1
FM 21-7
FM 5-20H
FM 9-10
FM 17-67
FM 5-31, C15
FM 9-10, C1
FM 23-70, C3
FM 20-15
FM 5-20G
FM 8-10, C1
FM 23-30, C1

TB QM 36
TB 37-2810-1
TB QM 9
TB QM 38
TB 5-3068-1
TB MED 165
TB 5-9720-3
TB MED 66
TB ENG 11
TB 9-1314-1

WD AGO Form 14-123
WD AGO Form 14-29
WD AGO Form 0177
WD AGO Form 846
WD AGO Form 11-68
WD AGO Form 726
WD AGO Form 449
WD AGO Form 819

AR 600-65
AR 50-5, C3
AR 10-20
AR 30-455
AR 35-1800
AR 345-25

WD LO 9-738
WD LO 9-759-2
WD LO 9-U317

SIG 8-CF-3
ORD 10 SNL N-9
Tent C2
ORD 9 SNL J-216
ORD 7-8-9 SNL G-103
Vol 2&8, C3
SIG 8-MP-22
SIG 8-ML-224
SIG 8-MC-509
SIG 8-MX-155/GT
ORD 10 SNL N-187
ORD 8 SNL B-3
ORD 7 SNL F-298
ORD 5 SNL H-2
ORD 9 SNL J-119
ORD 9 SNL J-129
ORD 9 SNL J-386, C1
SIG 7&8-TP-6
ORD 7 SNL A-39
ORD 9 SNL A-50
ORD 8 SNL G-136
ORD 7 SNL G-185

ORD 5, Sec "C"
ORD 6, G-27, Sec 2
ORD 13 G-9, Part 4
ORD 5-3-3, C1
SIG 7-PU-41/G
SIG 7-SCR-511
SIG 7-TS-268/U
SIG 8-AN/MRA-2
SIG 8-PH-406
SIG 8-RA-36
SIG 8-SCR-543
ENG 6-410-02
SIG 8-BC-794
SIG 8-BC-1032
SIG 8-BC-1364
SIG 8-BD-61
SIG 8-BD-96
SIG 8-PH-29
ORD 8 SNL J-166, Add
ORD 8 SNL J-188, Add
ORD 9 SNL J-304
ORD 9 SNL J-428
ORD 8 SNL J-450, Add
ORD 8 SNL J-468, Add
ORD 10 SNL N-7
C2, Tentative
ORD 10 SNL N-318,
Tentative
ORD 10 SNL N-319,
Tentative
ORD 10 SNL N-325, C5
Tentative
ORD 10 SNL N-316
SIG 7&8 OR-8

Memo 145-10-20
Memo 35-6520-1
Memo 145-10-1
Memo 145-10-16
Memo 145-10-18
Memo 145-10-19
Memo 400-20-2

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SECTION III - INFORMATION ON PUBLICATIONS AND BLANK FORMS NOT HANDLED BY THE ADJUTANT GENERAL.

Requests have been received in this depot for Standard Form 78 which has not yet been prescribed for use in the War Department. War Department installations will continue to use CSC Form 2413 and WD Form 91. Attention is invited to Civilian Personnel and Payroll Letter 9-47, 24 April 1947, which was furnished to all personnel officers.

SECTION IV - INITIAL DISTRIBUTIONS COMPLETED.

1. The publications listed below were distributed between 20 May 1947 and 26 May 1947. If additional copies are required or copies have not been received requisitions will be submitted on WD AGO Form 17.

a. Administrative Distribution: Miscellaneous administrative publications such as Army Regulations, WD Circulars, etc., are distributed to Class I and Class II installations and WD Overhead in accordance with the monthly requirements submitted on WD AGO Form 12.

Military Review
Vol XXVII, No. 3
CTB #2, C117
AR 850-7
AR 615-366
AR 615-362
AR 615-365
WD Cir. 122
WD Cir. 124
WD Cir. 125
WD GO 43
CTB 12
CP Cir. 31
Proc Cir. 23
WD Cir. 126
WD Cir. 127
WD Cir. 128
AR 35-4880
AR 615-361
AR 35-6620
AR 55-120, C18
AR 210-65, C6
CP Cir. 30
CP Cir. 32
Proc Cir. 25
T/O & E 30-520
Army Talk 177
Memo 380-5-2, C2
AR 600-395, C2
AR 260-15
Proc Cir. 24
CP Reg 61, C1
WD GO 45
WD Cir. 129
CP Reg 80, C1
WD Cir. 130
WD Cir. 118
(Corrected Copy)
AR 345-25

b. Formula Distribution: Publications listed below are mailed in accordance with the distribution formula in the publications and the instructions of the originating agency and/or requests from distribution agencies.

Cat ENG 6 225-500
Memo 305-15-10, C1
Memo 700-50-9, C4
(Corrected Copy)
Cat ENG 6 630-01
Cat ENG 6 320-021
SB 10-280
SB 10-286
T/A 10-100
SB 10-314, C1
Cat SIG 7&8-TD-1
TM 11-2573, C1

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

| | |
|---|---|
| WD Poster 16-4 | WD LO 5-1246 |
| SB 10-26, C3 | WD LO 5-1250 |
| TM 20-410 | T/A 10-100-1 |
| Cat QM 9-8 | CAT QM 5-1-C |
| SB 10-259, C3 | Cat QM 6 |
| TB ORD 348 | TB 12-240-1 |
| FM 10-35, C1 | SB 10-276, C1 |
| JANP 116, C10 | SB 55-8-N |
| TB 14-700-1 | Awards Review No. 7 |
| SB 9-83 | SB 10-26, C4 |
| SB 10-354 | SB 10-383, C1 |
| SB 10-314 | TB FIN 3, C2 |
| SB 9-84 | ORD 8 SNL A-4, C1 |
| SB 10-349 | Cat ENG 6 320-031 |

SB 5-22

SECTION V - CORRECTIONS IN STATUS OF PUBLICATIONS AND BLANK FORMS.

1. Reference is made to page 249, FM 21-6, 10 Oct 46. Information that TB 11-2525-1 is superseded by TM 11-2522 is erroneous. TB 11-2525-1 dated Jan 45 is current.

2. WD AGO Form 11-65 Tag, 12 Jun 44, will be reprinted as an unnumbered label.

3. The following publications are current but will not be reprinted:

| | |
|---|---|
| GTA 8-16, 1944 | AR 25-220, 29 May 45 |
| ASF Manual M 354-13, Civil Affairs Handbook (Japan) | T/A 20-40T, 27 Apr 46 |
| | MTP 20-10, 27 Apr 46 |
| | MTP 20-7, 27 Jul 45 |

4. WD AGO Form 437 has been declared obsolete and existing stocks of this form will be salvaged.

5. GTA 8-8, 12 Oct 44 is obsolete and existing stocks, if any, will be salvaged.

6. WD Commercial Traffic Bulletin 24, 12 May 45 is rescinded by CTB No. 10, 10 April 1947.

7. The following publications are under revision:

| | | |
|---|---|---|
| AR 600-395, 28 Mar 44 | AR 600-375, 17 May 43 | LO 10-1640, 2 Jan 46 |

8. The following publications have been superseded:

| | |
|---|---|
| CPR 50, Mar 1945 | (S/S by CPR 50, 18 Apr 1947 |
| C1, Aug 1945 | ( " " |
| C2, Dec 1945 | ( " " |
| C3, Dec 1945 | ( " " |

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| | |
|---|---|
| CPR 75, Jul 1944 | |
| C1, Oct 1944 | (S/S by CPR 75, Mar 1947 |
| C2, Dec 1944 | ( " " |
| C3, Dec 1944 | ( " " |
| C4, Aug 1945 | ( " " |
| C5, Oct 1945 | ( " " |
| C6, Nov 1945 | ( " " |
| C7, Mar 1946 | ( " " |
| C9, Jul 1946 | ( " " |
| C10, Sep 1946 | ( " " |
| CPC 117, Oct 1946 | (S/S by CPR 104, Apr 1947 |
| CPC 81, Jul 1945 | (S/S by CPR 75, Mar 1947 |
| CPC 98, Sep 1945 | ( " " |
| SB 38-4-QM, 4 Mar 1946 and so much of SB 38-4-WD, 11 Aug 45, as pertains to the Quartermaster Corps. | (S/S by SB 38-4-QM, 21 Mar 1947 |
| SB 10-334, 9 May 1946 | (S/S by SB 10-334, 2 May 1947 |
| C2, 21 Jan 47 | ( " " |
| SB 10-305, 5 Apr 46 | (S/S by SB 10-305, 2 May 1947 |
| C1, 14 May 1946 | ( " " |
| C2, 7 Jun 1946 | ( " " |
| C3, 17 October 1946 | ( " " |
| C4, 24 Dec 1946 | ( " " |
| SB 10-308, 5 Apr 46 | (S/S by SB 10-308, 5 May 1947 |
| C2, 3 Sep 46 | ( " " |
| C5, 11 Feb 47 | ( " " |
| SB 10-381, 14 Apr 47 | (S/S by SB 10-381, 1 May 1947 |
| SB 10-204, 27 Jun 46 | (S/S by SB 10-204, 30 Apr 47 |
| C1, 9 Dec 46 | ( " " |
| C2, 21 Jan 47 | ( " " |
| C3, 30 Jan 47 | ( " " |
| C4, 11 Feb 47 | ( " " |
| C5, 25 Feb 47 | ( " " |
| TM 5-250 (Tentative), 5 Nov 42 | (S/S by TM 5-248, 1 Jul 46 |
| Cat ORD 11 SNL P-4, 1 Jul 45 | (S/S by Cat ORD 11 SNL P-4, 24 Mar 47 |
| TM 12-275, 27 Jun 44 | (S/S by TM 12-275, 2 Apr 47 |

9. Continued stockage of the following publications is no longer required:

| | |
|---|---|
| CPR 120, C7, 1945 | T/O & E 18-25, C5, Dec 1945 |
| T/O & E 9-8, Nov 1944 | T/O & E 6-125, C1, Dec 1943 |
| C1, Jun 1945 | T/BA 35, C1 May 1943 |

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10. T/O & E 6-166, 1944 is under revision.

11. CPC 97, 1946 is rescinded per CPC 26, 1947.

12. Stocks of the following publications are exhausted and will not be reprinted:

SB 10-54, C2, Oct 1945
TM 1-455 Lab, 11 Apr 46
TM 5-540-8
TM 5-1316
TM 5-1336
TM 5-1484
TM 5-2046
TM 5-2083
TM 5-2089
TM 5-2120
TM 5-2312
TM 5-3269
TM 5-3522
TM 5-3524
TM 5-3541
TM 5-3557
TM 5-3581
SB 55-3, C3, 1 Aug 1946
TM 5-3244, Apr 44
TM 5-5088, 15 Nov 43
TM 5-5407
TM 5-5408
TM 5-7105, 1 Dec 42
TM 5-7130
TM 5-9166, 22 Jun 44
TM 5-9197, 25 May 45
TM 5-9290, Feb 44
TM 5-9294, 1 Aug 44
TM 5-9304, 8 Jun 44
TM 5-9440
TM 5-9469
TM 5-9576
TM 5-9728, 17 May 44
Cat QM 8-MHE-31, 23 May 45
Cat SIG 8-PH-398, 11 Oct 44

E. L. WHITE
Major, A.G.D.,
Commanding.

DISTRIBUTION:
Distributing agencies - MDW, First
Second and Third Army Areas.

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

File misc officer

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

WMB/jp/djj/2E613a

AGPA-U 210.711 (27 May 47)

27 May 1947

SUBJECT: Leave of Absence

TO: Each Officer Named

Leave of absence is granted to each of the following-named officers, effective on or about the date specified:

Colonel William A. Schulgen 017923, GSC, twelve days, 1 June 1947.
(The State-War-Navy Coordinating Committee, Washington, D. C.)

Lieutenant Colonel George C. Cassaday 032658, FA, sixteen days, 29 May 1947.
(Secretary of War's Discharge Review Board, Room 5C867, Pentagon)

Lieutenant Colonel Maurice J. Halper 039072, AGD, two days, 27 May 1947.
(Management Planning Branch, AGO, Room 4E774, Pentagon)

Major Daniel R. Thoma 0315001, Ord. Dept., twenty-five days, 2 June 1947.
(Historical Division, WDSS, Room 5B715, Pentagon)

Major Stephen N. Zarpas 040505, AGD, ten days, 27 May 1947.
(Officer Procurement Branch, MPPS, AGO, Room 5D620, Pentagon)

Captain Carmen A. Rossi 01003027, AGD, fifteen days, 30 May 1947.
(Officer Procurement Branch, MPPS, AGO, Room 5D620, Pentagon

BY ORDER OF THE SECRETARY OF WAR:

THE ADJUTANT GENERAL'S OFFICE WAR DEPARTMENT OFFICIAL

Wm Barnes
Adjutant General.

DISTRIBUTION:
The State-War-Navy Coordinating Committee, Washington, D. C.
Secretary of War's Discharge Review Board, Room 5C867, Pentagon
Management Planning Branch, AGO, Room 4E774, Pentagon
Historical Division, WDSS, Room 5B715, Pentagon
2-Officer Procurement Branch, MPPS, AGO, Room 5D620, Pentagon
Executive Officer, Room 4E808, Pentagon
Each Off 201 File W/D
Tdy. Lv & Misc. Sub-Unit, Room 2E613a, Pentagon

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

22 May 1947

MEMORANDUM FOR THE ADJUTANT GENERAL:

SUBJECT: Leave of Absence

1. Request that I be granted leave of absence for fifteen (15) days, effective on or about 16 June 1947.

2. I have sufficient accured leave to cover this request.

3. My address while on leave will be:

3069 South Buchanan
Arlington, Virginia

V. F. Field
Lt. Col., GSC

APPROVED:

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

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

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

OPD 201 Karbel, Howard W. (O) 2 June 1947
(2 June 47)

SUBJECT: Transmittal of Records

TO: Commanding Officer, Detachment of Patients
Walter Reed General Hospital
Army Medical Center
Washington, D. C.

Attached herewith is WD AGO 66-1 and allied papers of Major Howard W. Karbel, O 452 720, Infantry, transferred to your detachment per transfer order dated 26 May 1947 pursuant to paragraph 2 b (2), War Department Circular 87, 1946.

For the Senior Army Member, SWNCC:

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

Enclosure:
Record Jacket containing
WD AGO 66-1 and
Allied Papers

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

# TRANSFER ORDER

| NAME (Last, First, Middle Initial) | | ARMY SERIAL NUMBER | DATE |
|---|---|---|---|
| KARBEL Howard | | 0-452720 | 26 May 1947 |
| ORGANIZATION State War & Navy Coordinating Committee New War Dept Bldg Wash DC | GRADE Major | DATE OF HOSPITALIZATION 24 Feb 1947 | |

PURSUANT TO PAR. 2 b (2) WD Cir 87/1946 THE ABOVE NAMED PERSON WILL BE RELIEVED FROM HIS PRESENT ASSIGNMENT AND TRANSFERRED IN GRADE TO THE DETACHMENT OF PATIENTS, WRG HOSPITAL AMC Wash 12 DC [redacted], NO SPECIAL ORDER WILL BE REQUIRED.) *EFFECTIVE DATE OF CHANGE ON MORNING REPORT 28 May 1947.

| HOSPITAL | FOR THE COMMANDING OFFICER |
|---|---|
| Please forward WD AGO Form 66-1 | H O PALMER CWO USA<br>Asst CO Det of Patients H. O. Palmer |

*NOT APPLICABLE IF S/R AND AP HAVE BEEN PREVIOUSLY INDORSED AND TRANSFERRED TO THE DETACHMENT OF PATIENTS. ONLY ACTION NECESSARY IS MORNING REPORT REMARK CHANGING STATUS OF ENLISTED PERSON FROM "ABSENT SICK" TO "TRANSFERRED TO DETACHMENT OF PATIENTS, _____ HOSPITAL _____".

WD AGO FORM 8-186
1 OCT 1945

GPO O - 45 - 668543

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

MAY 8R 1967

STATE WAR & NAVY COORDINATING
COMMITTEE

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

File

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

4 June 1947

MEMORANDUM FOR Chief, Management Branch
Office Secretary of War

SUBJECT: Replacement of Officer

It is requested that the Army Section, State-War-Navy Coordinating Committee, be furnished with a replacement for Major Howard W. Karbel, Infantry, who has been transferred to the Detachment of Patients, Walter Reed General Hospital for appearance before a retiring board.

In view of the peculiar nature of the duties of the State-War-Navy Coordinating Committee, it is difficult to requisition replacements by MOS. It has been the past custom to select an individual whose qualifications are well known and who has the necessary experience to qualify him for the position. For this reason, it is requested that Major Max V. Brokaw, 0347639, AGD, presently on duty with Headquarters, Airway and Air Communication Services, Army Transport Command, be assigned as a replacement for Major Karbel effective on or about 1 July 1947.

Colonel Stanley McGee, Assistant Chief of Staff, Personnel, AACS, ATC, has been contacted with a view to securing Major Brokaw's release and has indicated that this request will be given just and due consideration by that office.

For the Senior Army Member, SWNCC:

V. F. Field
Lt. Col., GSC

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

OSW Office Memorandum
Subject - Series No. 10*

ERS

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-5

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

312.1
Mil Pers.

MILITARY PERSONNEL ADMINISTRATION

Status Cards

1. The Management Office, Office of the Chief of Staff, is charged with the responsibility of providing central administrative control and accountability of all military personnel assigned to agencies of the War Department Groups.

2. To provide this central administrative control and accountability, certain basic information is required. The Personnel Information Card (Military), OCS Form No. 85, and the Military Position Card, OCS Form No. 86, are the forms established by this office to reflect the current status of assigned personnel as well as authorized positions. A Personnel Information Card will be filled out for commissioned, warrant, and enlisted personnel assigned to agencies of the War Department Groups. The Military Position Card will be filled out for each authorized officer position. This card is no longer needed for enlisted positions. The Personnel Information Card will be stapled to the Military Position Card for the assigned position. If a vacant position exists, the Military Position Card will be forwarded and when the position is filled, the required Personnel Information Card will be forwarded with a penciled note on the reverse side indicating the position to which the individual is assigned.

3. The cards are a continuing requirement and each time a gain in assigned personnel takes place, a Personnel Information Card will be forwarded attached to the morning report indicating the change. In the event the information is not available on the EDCMR date, a note will be attached to the morning report showing when the card may be expected. New cards will be prepared when any of the following changes occur:

a. Military Position Card - OCS Form No. 86 (for officer positions only)

(1) Increase in authorized positions

(2) Reduction in authorized positions (this office will be advised of the specific position declared surplus)

(3) Change in position description necessitating change of SSN assigned to the position

(4) Changes in authorized grade

b. Personnel Information Card (Military) OCS Form No. 85

(1) When personnel are assigned to the organization

*Rescinds OSW Office Memorandum No. 10-5
dated 17 March 1947

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

4. The information for each item on OCS Forms Nos. 85 and 86 will be properly entered in accordance with the attached Instruction Sheet (Attachment 1). Since several reports are prepared by extracting information contained on the cards, it is absolutely essential that the cards on file be correct and in agreement with the number of positions authorized as well as the number and grade of personnel assigned to each agency. The Management Office will keep the OCS Form 85 current from information extracted from the daily morning reports. Additional cards will be supplied by the Management Office upon request.

5. Letter, this office, dated 27 December 1946, subject: "Military Personnel Administration," is rescinded.

BY ORDER OF THE SECRETARY OF WAR:

1 Attachment
Instruction Sheet

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

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

NOV 10 1947

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

# INSTRUCTION SHEET

The Personnel Information Card (Military) - OCS Form 85 will be filled out with the typewriter for assigned personnel, according to the following definitions of terms used. Where no definition is shown, the information requested is self-explanatory.

ASN - Army Serial Number
GSC Status - Show whether detailed as member of GSC (detailed), duty with (dy/w), or detailed as member of GSC with troops (w/troops).
RA or Category - If other than RA, show category and the expiration date of that category.
Date assigned - Date assigned to present organization.
Overseas Service Since 7 Dec 1941 - Show total number of months of overseas service.
Date Returned to U. S. - Show date of last return if the person has served more than one tour of duty overseas.
Schools and Dates Attended - Exclude civilian schools (except civilian schools attended while on active duty), basic training, or OCS.

The Military Position Card - OCS Form 86 will be filled out with the typewriter by the agency according to the following definitions of terms used. This card will be completed for Commissioned and Warrant Officers ONLY.

Grade Authorized - The grade as it appears on the consolidated grades for your agency on your last voucher OCS 59, War Department Groups Personnel Authorization.
Arm or Service - REF: WD Cir 40, 1947
Duty SSN - Enter the specification serial number which the duties of the position indicate. REF: TM 12-406.
Title of Position - Enter organization title, such as Executive Officer, Troop Movements Officer, etc., rather than what might be the MOS of the person occupying the position.
Description of Duties - This need not be a detailed job description, but should include sufficient information so that qualifications required for a replacement can be ascertained. The description of duties may cover the width of the card.

MAY 19 1947

WAR & NAVY COORDINATION

Attachment 1

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

HEADQUARTERS, ARMY AIR FORCES
WASHINGTON

16 May 1947

MEMORANDUM FOR: All Flying Personnel, other than Headquarters, AAF, Attached to Bolling Field

SUBJECT: Flying Proficiency

Bolling Field Command has sufficient aircraft to permit all personnel to complete proficiency flying as prescribed in AAF Regulation 60-2. Your attention is invited to letter, Headquarters Bolling Field Command, dated 11 April 1947, subject: "Operations Instructions and General Information," copies of which have been distributed to all flying personnel assigned or attached to Bolling Field for flying.

FOR THE COMMANDING GENERAL:

H. G. CULTON
Colonel, Air Corps
Air Adjutant General

MAY 19 ...
WAR & NAVY COORDINATING COMMITTEE

7-8290, AF

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-11

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

MILITARY PERSONNEL ADMINISTRATION

Promotion of Enlisted Personnel

1. The following policy on the promotion of enlisted personnel assigned to or on duty in the agencies of the War Department Groups is announced for the information, guidance, and compliance of all concerned.

2. Recommendations for the promotion of enlisted personnel on duty in an agency of the War Department Groups, except where authority to promote assigned enlisted personnel has been delegated to a specific agency, will be submitted to the Management Office, Office of the Chief of Staff. Recommendations will be submitted so as to reach the Management Office on or before the 7th day of each month, since promotions in these agencies will be effective on the 16th day of each month.

3. Promotions must be in all cases to the next higher grade, except at the discretion of the head of the agency who may recommend promotions from the seventh to the fifth grade. In all cases the statement must be made that, "a vacancy exists in the grade to which this promotion is recommended."

4. A minimum of one month in grade must be served for promotion to the sixth or fifth grades, and two months in grade for promotion to higher grades. Inasmuch as these are minimum time periods, it is desired that only in exceptional cases will agencies recommend promotions when the minimum time in grade has been served.

5. No individual will be appointed to the line grade of corporal, sergeant, or staff sergeant unless the individual exercises actual command over a group of enlisted personnel.

6. Letter, this office, WDCMB, dated 3 February 1947, subject, "Promotion of Enlisted Personnel," is rescinded.

BY ORDER OF THE SECRETARY OF WAR:

MAY 21 1947

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

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

*Rescinds OSW Office Memorandum No. 10-3 dated 11 February 1947

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-9

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

MILITARY PERSONNEL ADMINISTRATION

General Staff Corps Status

A request for the detail of an officer as a member of General Staff Corps, duty with the War Department General Staff, duty with the War Department Special Staff, or duty with appropriate agencies as described below will be addressed to the Chief, Management Office, Office of the Chief of Staff, Attention: Authorization and Military Personnel Section, for review and forwarding to The Adjutant General for the issuance of orders.

a. WAR DEPARTMENT GENERAL STAFF (includes Office, Chief of Staff; Office, Deputy Chief of Staff; and the War Department General Staff.)

(1) Detailed member of General Staff Corps.

(a) Position. The position must be one involving duties relating to the formulation and coordination of basic principles, concepts, and General Staff plans for the military program of the Army. A request for this type of assignment of an officer will be accompanied by a justification indicating how the particular duties contribute to the military program of the Army. It is not intended that officers performing purely administrative or statistical work be included in the category of detailed members.

(b) Number. There is no restriction until the termination of the act of 5 June 1942 (56 Stat. 314; 50 U.S.C. App.) Sup. V, 762; M. L. 1939, Sup. III, sec. 134, note) as provided in section 16 thereof on the number so designated. The provisions of this paragraph are not retroactive, but officers who are presently assigned and qualified within its scope may be made detailed members.

(c) Grade. The officer must be captain or above.

(d) Assignment. The officer will be "detailed as a member of the General Staff Corps." This specific language will be used in requesting the assignment.

(e) Insignia. The officer will wear the General Staff Corps insignia. After he has served one year as a detailed member of the General Staff Corps a certificate signed by the Secretary,

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

General Staff will be forwarded to the appropriate office or division, authorizing the officer to wear the War Department General Staff Identification Device.

(2) Duty with the War Department General Staff.

(a) Position. Officers in the Office, Chief of Staff; Office Deputy Chief of Staff; and the War Department General Staff who are not detailed as members of the General Staff Corps may be assigned to duty with the War Department General Staff.

(b) Grade. The officer must be captain or above.

(c) Assignment. The officer will be assigned to "duty with the War Department General Staff." This specific language will be used in requesting the assignment.

(d) Insignia. The officer will wear the General Staff Corps insignia.

b. WAR DEPARTMENT SPECIAL STAFF.

(1) Position. The position must be one involving duties relating to the formulation and coordination of basic principles, concepts, and specialized plans for the military program of the Army. A request for this type of assignment of an officer will be accompanied by a justification indicating how the particular duties contribute to the military program of the Army. Officers performing administrative or statistical work will not be included in the above category.

(2) Grade. The officer must be captain or above.

(3) Assignment. The officer will be assigned to "duty with the War Department Special Staff." This specific language will be used in requesting the assignment.

(4) Insignia. The officer will wear the General Staff Corps insignia.

c. SECRETARY OF WAR AND JOINT CHIEFS OF STAFF GROUPS (includes Office, Secretary of War, Under Secretary of War, Assistant Secretary of War, Assistant Secretary of War for Air, Army-Navy Munitions Board, Army-Navy Explosives Safety Board, Joint Research and Development Board, State-War-Navy Coordinating Committee, Central Intelligence Group; Office, United States Joint Chiefs of Staff, Army-Navy Petroleum Board, Inter-American Defense Board, Joint Security Control, Joint Strategic Survey Committee, Joint Intelligence Objectives Agency, and United States Representation, Military Staff Committee, United Nations.)

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

# OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD COPY

ORIGINAL WD AGO FORM 66-1 RECEIVED YES ☐ NO ☐

(1) NAME _____ (LAST NAME) (FIRST NAME) (MIDDLE NAME)

| (2) SERIAL NUMBER | (3)—Ⓣ ARM OR SERVICE | (4)—Ⓣ COMPONENT | (5) FT. / IN HEIGHT | (6) LBS. WEIGHT | (7)—Ⓑ DATE OF BIRTH |
|---|---|---|---|---|---|
| | | | | | |

| (9)—Ⓣ WAR SERVICE | YEARS | MONTHS | ARM OR SERVICE | COMBAT OR ADMIN. DUTY |
|---|---|---|---|---|
| | | | | |

| (10)—Ⓣ C. C. C. SERVICE | YEARS | MONTHS | CORPS AREA | TYPE DUTY |
|---|---|---|---|---|
| | | | | |

(11)—Ⓑ LIMITED SERVICE PHYSICAL _____ OVER-AGE IN GRADE _____ RETIRED _____

(12)—Ⓣ SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S. LOCATION _____ YEARS _____ MONTHS

(13) ENTRY ON EXTENDED ACTIVE DUTY (RES., N. G., RET. & A. U. S. OFFICERS ONLY) DATE OF ENTRY _____ AUTHORITY: PAR _____ S. O. _____ HQ _____ DATE _____

(14)—Ⓣ GRADE—APPOINTMENTS AND PROMOTIONS

| | WARRANT OFFICER (JUNIOR GRADE) | CHIEF WARRANT OFFICER | 2D LIEUTENANT | 1ST LIEUTENANT | CAPTAIN | MAJOR | LT. COLONEL | COLO |
|---|---|---|---|---|---|---|---|---|
| DATE APPOINTED OR PROMOTED | | | | | | | | |
| DATE OF RANK IN GRADE | | | | | | | | |

(15)—Ⓣ RECORD OF SERVICE (ONLY PRINCIPAL DUTY OF 3 MONTHS OR MORE DURATION)

| TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS | TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE |
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DECLASSIFIED E.O. 11652 Sec. 3(E) and 5(D) or E NNDG # 740132

# OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD COPY

| (LAST NAME) (FIRST NAME) (MIDDLE NAME) | (2) SERIAL NUMBER | (3)—Ⓣ ARM OR SERVICE | (4)—Ⓣ COMPONENT | (5) FT. IN HEIGHT | (6) LBS. WEIGHT | (7)—Ⓑ DATE OF BIRTH | (8) RACE |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| YEARS | MONTHS | ARM OR SERVICE | COMBAT OR ADMIN. DUTY |
|---|---|---|---|
| | | | |

| YEARS | MONTHS | CORPS AREA | TYPE DUTY |
|---|---|---|---|
| | | | |

(11)—Ⓑ LIMITED SERVICE PHYSICAL _____ OVER-AGE IN GRADE _____ RETIRED _____

(12)—Ⓣ SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S. LOCATION _____ YEARS _____ MONTHS _____

(13) ENTRY ON EXTENDED ACTIVE DUTY (RES., N. G., RET. & A. U. S. OFFICERS ONLY) DATE OF ENTRY _____ AUTHORITY: PAR _____ S. O. _____ HQ _____ DATE _____

(14)—Ⓣ GRADE—APPOINTMENTS AND PROMOTIONS

| | WARRANT OFFICER (JUNIOR GRADE) | CHIEF WARRANT OFFICER | 2D LIEUTENANT | 1ST LIEUTENANT | CAPTAIN | MAJOR | LT. COLONEL | COLONEL |
|---|---|---|---|---|---|---|---|---|
| R PROMOTED | | | | | | | | |
| M GRADE | | | | | | | | |

(15)—Ⓣ RECORD OF SERVICE (ONLY PRINCIPAL DUTY OF 3 MONTHS OR MORE DURATION)

| UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS | TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS |
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SIGNATURE OF CERTIFYING OFFICER

NAME, GRADE, ARM OR SERVICE OF CERTIFYING OFFICER

(16)—Ⓡ SPECIAL SERVICE SCHOOLS

| SCHOOL | COURSE | SUCCESSFUL COMPLETION YES | SUCCESSFUL COMPLETION NO |
|---|---|---|---|
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(17)—Ⓣ GENERAL SERVICE SCHOOLS

| COMMAND AND GENERAL STAFF SCHOOL | ARMY WAR COLLEGE | ARMY INDUSTRIAL COLLEGE | NAVAL WAR COLLEGE |
|---|---|---|---|
| YEAR AND COURSE | YEAR | YEAR | YEAR |

(18)—Ⓣ LANGUAGES

| | SPANISH | FRENCH | GERMAN | CHINESE | RUSSIAN | JAPANESE | OTHER |
|---|---|---|---|---|---|---|---|
| SPEAK | | | | | | | |
| WRITE | | | | | | | |
| TRANSLATE | | | | | | | |

Check One

A TRUE COPY
A TRUE EXTRACT

66-4 This form supersedes WD AGO 068, 1 October 1944, which may be used until existing stocks are exhausted.

16—43081-1

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

# OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD COPY

ORIGINAL WD AGO FORM 66-1 RECEIVED YES ☐ NO ☐

(1) NAME _____ (LAST NAME) (FIRST NAME) (MIDDLE NAME)

| (2) SERIAL NUMBER | (3)—Ⓣ ARM OR SERVICE | (4)—Ⓣ COMPONENT | (5) FT. | IN | (6) LBS. | (7)—Ⓑ DATE OF BIRTH |
|---|---|---|---|---|---|---|
| | | | HEIGHT | | WEIGHT | |

| (9)—Ⓣ | YEARS | MONTHS | ARM OR SERVICE | COMBAT OR ADMIN. DUTY |
|---|---|---|---|---|
| WAR SERVICE | | | | |

| (10)—Ⓣ | YEARS | MONTHS | CORPS AREA | TYPE DUTY |
|---|---|---|---|---|
| C. C. C. SERVICE | | | | |

(11)—Ⓑ LIMITED SERVICE PHYSICAL _____ OVER-AGE IN GRADE _____ RETIRED _____

(12)—Ⓣ SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S. LOCATION _____ YEARS _____ MONTH

(13) ENTRY ON EXTENDED ACTIVE DUTY (RES., N. G., RET. & A. U. S. OFFICERS ONLY) DATE OF ENTRY _____ AUTHORITY: PAR S. O. HQ _____ DATE _____

(14)—Ⓣ GRADE—APPOINTMENTS AND PROMOTIONS

| | WARRANT OFFICER (JUNIOR GRADE) | CHIEF WARRANT OFFICER | 2D LIEUTENANT | 1ST LIEUTENANT | CAPTAIN | MAJOR | LT. COLONEL | COL |
|---|---|---|---|---|---|---|---|---|
| DATE APPOINTED OR PROMOTED | | | | | | | | |
| DATE OF RANK IN GRADE | | | | | | | | |

(15)—Ⓣ RECORD OF SERVICE (ONLY PRINCIPAL DUTY OF 3 MONTHS OR MORE DURATION)

| TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS | TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE |
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(16)—Ⓡ SPECIAL SERVICE SCHOOLS

| DATES FROM— | DATES TO— | SCHOOL | COURSE | SUCCESSFUL COMPLETION YES | SUCCESSFUL COMPLETION NO |
|---|---|---|---|---|---|
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(17)—Ⓣ GENERAL SERVICE SCHOOLS

| | COMMAND AND GENERAL STAFF SCHOOL | ARMY WAR COLLEGE | ARMY INDUSTRIAL COLLEGE | NAVAL COL |
|---|---|---|---|---|
| YEAR AND COURSE | | YEAR | YEAR | YEAR |

(18)—Ⓣ LANGUAGES

| | SPANISH | FRENCH | GERMAN | CHINESE | RUSSIAN | JAPANESE | OTHER |
|---|---|---|---|---|---|---|---|
| SPEAK | | | | | | | |
| WRITE | | | | | | | |
| TRANSLATE | | | | | | | |

SIGNATURE OF SUBJECT OFFICER

WD AGO FORM 66-4 1 DEC 1944 This form supersedes WD AGO 068, 1 October 1944, which may be used until existing stocks are exhausted.

16—

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

# OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD COPY

| (LAST NAME) | (FIRST NAME) | (MIDDLE NAME) | (2) SERIAL NUMBER | (3)—Ⓣ ARM OR SERVICE | (4)—Ⓣ COMPONENT | (5) FT. IN HEIGHT | (6) LBS. WEIGHT | (7)—Ⓑ DATE OF BIRTH | (8) RACE |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

| YEARS | MONTHS | ARM OR SERVICE | COMBAT OR ADMIN. DUTY |
|---|---|---|---|
| | | | |

| YEARS | MONTHS | CORPS AREA | TYPE DUTY |
|---|---|---|---|
| | | | |

(11)—Ⓑ LIMITED SERVICE PHYSICAL _____ OVER-AGE IN GRADE _____ RETIRED _____

(12)—Ⓣ SERVICE OR RESIDENCE OUTSIDE CONTINENTAL U. S. LOCATION _____ YEARS _____ MONTHS _____

(13) ENTRY ON EXTENDED ACTIVE DUTY (RES., N. G., RET. & A. U. S. OFFICERS ONLY) DATE OF ENTRY _____ AUTHORITY: PAR _____ S. O. _____ HQ _____ DATE _____

(14)—Ⓣ GRADE—APPOINTMENTS AND PROMOTIONS

| | WARRANT OFFICER (JUNIOR GRADE) | CHIEF WARRANT OFFICER | 2D LIEUTENANT | 1ST LIEUTENANT | CAPTAIN | MAJOR | LT. COLONEL | COLONEL |
|---|---|---|---|---|---|---|---|---|
| ED OR PROMOTED | | | | | | | | |
| NK IN GRADE | | | | | | | | |

(15)—Ⓣ RECORD OF SERVICE (ONLY PRINCIPAL DUTY OF 3 MONTHS OR MORE DURATION)

| DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS | TYPE OF DUTY | UNIT, ORGANIZATION OR STATION | DATES FROM— | DATES TO— | MANNER OF PERFORMANCE | INITIALS |
|---|---|---|---|---|---|---|---|---|---|---|---|
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(16)—® SPECIAL SERVICE SCHOOLS

| TO— | SCHOOL | COURSE | SUCCESSFUL COMPLETION YES | SUCCESSFUL COMPLETION NO |
|---|---|---|---|---|
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(17)—Ⓣ GENERAL SERVICE SCHOOLS

| COMMAND AND GENERAL STAFF SCHOOL | ARMY WAR COLLEGE | ARMY INDUSTRIAL COLLEGE | NAVAL WAR COLLEGE |
|---|---|---|---|
| YEAR AND COURSE | YEAR | YEAR | YEAR |

(18)—Ⓣ LANGUAGES

| | SPANISH | FRENCH | GERMAN | CHINESE | RUSSIAN | JAPANESE | OTHER |
|---|---|---|---|---|---|---|---|
| SPEAK | | | | | | | |
| WRITE | | | | | | | |
| TRANSLATE | | | | | | | |

SIGNATURE OF CERTIFYING OFFICER

NAME, GRADE, ARM OR SERVICE OF CERTIFYING OFFICER

Check One A TRUE COPY ☐ A TRUE EXTRACT ☐

FORM 66-4 This form supersedes WD AGO 068, 1 October 1944, which may be used until existing stocks are exhausted.

16—43981-1

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-10

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

MILITARY PERSONNEL ADMINISTRATION

Changes to Technical Manual 12-425, Personnel Classification

1. Reference is made to:

a. Technical Manual 12-425, Personnel Classification.

b. War Department WCL 45826, dated 9 May 1947.

2. In accordance with reference 1b above, pending printing of changes, paragraph 29 (pertaining to enlisted classification) and paragraph 66 (pertaining to officer classification) to Technical Manual 12-425 are amended by adding the following: All entries on the qualification card will be made only as prescribed by manual (TM 12-425) and changes thereto, or by War Department directives. Local regulations prescribing permanent entries are prohibited. Agencies of the War Department Groups desiring to record information permanently on the qualification card which is not specifically authorized by the manual or changes thereto, will submit their recommendations for such entries to The Adjutant General, Washington 25, D. C., Attention: AGPP-P.

3. Upon publication of the changes referred to in paragraph 2 above, this circular is rescinded.

BY ORDER OF THE SECRETARY OF WAR:

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

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

MAY 21 1947

STATE WAR & NAVY COORDINATING COMMITTEE

316

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

file

THE STATE-WAR-NAVY COORDINATING COMMITTEE

WASHINGTON, D. C.

**Room 2027**
**New State Department Bldg**

AGAS-M 16 May 1947

Subject: Special Officers Rosters, Reports Control Symbol, WDGPA-CT-99.

To : Machine Records Section, SAB, AGO,
Room 1-D-816,
The Pentagon, Washington 25, D. C.

1. Completed Special Officers Rosters returned herewith and verified as correct in compliance with Letter, AGO, AGAS-M, Subject as above, dated 9 April 1947.

2. Delay in completing said rosters due to fact that they were misdirected to Office of Joint Chiefs of Staff, and not received in this office until recent date.

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

Incls. n/c

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

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

AGAS-M

9 April 1947

SUBJECT: Special Officers Rosters, Reports Control Symbol, WDGPA-OT-99.

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

1. The attached special rosters pertaining to all officers assigned or attached unassigned to your agency or organization were prepared as of 31 March 1947, will be corrected in accordance with instructions contained in paragraph 2.

2. a. Verify Name, Serial Number, Grade, Duty Branch and Basic Branch.

b. Enter following Branch, date officer was assigned or attached unassigned.

c. For those officers scheduled for separation prior to 1 July 1947, enter word "SEPARATION" in lieu of date of assignment.

d. For those officers scheduled for overseas shipment prior to 1 July 1947, enter word "OVERSEAS" in lieu of date of assignment.

e. Do not enter the names of those officers assigned or attached unassigned AFTER 31 March 1947.

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

BY ORDER OF THE SECRETARY OF WAR:

Adjutant General

Incls.
WD AGO Form 305

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| OFFICERS ROSTER . | | | | | | | | | | | |
| DETAIL BRANCH ADJUTANT GENERALS DPT | | | | | | Assigned | | 17 January | | 1945 | |
| 31 MARCH 1947 WAR DEPT N R S | | | | | | | | | | | |
| REPORTS CONTROL WDCPA OT 99 | | | | | | | | | | | |
| STATE WN COCONM WASHINGTON D C | | | | | | | | | | | |
| FIELD VIRGIL F | O-470144 | LTC | 78 | 1 | | | | | | | |

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

SHEET OF

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

| IVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
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| 47 WAR DEPT M R S | | | | | | | | | | | | | | |
| TROL WDCPA OT 99 | | | | | | | | | | | | | | |
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MAY BE USED

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MO |
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| OFFICERS ROSTER | | | | | | | | | | |
| BASIC BRANCH ADJUTANT GENERALS DPT | | | | | | Assigned | | 17 January 19 | | |
| 31 MARCH 1947 WAR DEPT M R S | | | | | | | | | | |
| REPORTS CONTROL WDGPA OT 99 | | | | | | | | | | |
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PATENTED-MOORE BUSINESS FORMS, INC., NIAGARA FALLS, N.Y.

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

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

ANEOUS
FORM

| OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E |
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| RANCH ADJUTANT GENERALS DPT | | | | | | Assigned | | 17 January 1945 | | | | | |
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MAY BE USED

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

MISCELLANEOUS REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
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| OFFICERS ROSTER | | | | | | | | | | | |
| BASIC BRANCH INFANTRY | | | Assigned 1 October 1945 | | | | | | | | |
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| REPORTS CONTROL WDCPA OT 99 | | | | | | | | | | | |
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| KARBEL HOWARD W | O-452720 | MAJ | INF | 1 | | | | | | | |

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
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| OFFICERS ROSTER | | | | | | | | | | | |
| DETAIL BRANCH INFANTRY | | | Assigned 1 October 1945 | | | | | | | | |
| 31 MARCH 1947 WAR DEPT M R S | | | | | | | | | | | |
| REPORTS CONTROL NDGPA OT 99 | | | | | | | | | | | |
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| KARBEL HOWARD W | O-452720 | MAJ | 10 | 1 | | | | | | | |

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

SHEET OF

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

MISCELLANEOUS REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO |
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| OFFICERS ROSTER | | | | | | | | | | |
| BASIC BRANCH FIELD ARTILLERY | | | Assigned 2 June 1946 | | | | | | | |
| 31 MARCH 1947 WAR DEPT M R S | | | | | | | | | | |
| REPORTS CONTROL WDGPA OT 99 | | | | | | | | | | |
| STATE WN COCOMM WASHINGTON D C | | | | | | | | | | |
| TURNER EMMETT L | O-426229 | CPT | FA | 1 | | | | | | |

PATENTED—MOORE BUSINESS FORMS, INC., NIAGARA FALLS, N.Y.

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
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| OFFICERS ROSTER | | | | | | | | | | | |
| DETAIL BRANCH FIELD ARTILLERY | | | Assigned 2 June 1946 | | | | | | | | |
| 31 MARCH 1947 WAR DEPT M R S | | | | | | | | | | | |
| REPORTS CONTROL NDCPA OT 99 | | | | | | | | | | | |
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| TURNER EMMETT L | O-426229 | CPT | 30 | 1 | | | | | | | |

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

SHEET OF

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-8

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

MILITARY PERSONNEL AUTHORIZATIONS

Promotion of Officers

A recommendation for the promotion of an officer assigned to any agency of the War Department Groups will be addressed to The Adjutant General through the Management Office, Office of the Chief of Staff, and will be signed by the head of the recommending agency or his authorized representative. See AR 605-12, "Temporary Promotions in the Army of the United States."

BY ORDER OF THE SECRETARY OF WAR:

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

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(All agencies of the War Department Groups)

MAY 19 1947

WAR & NAVY

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314

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-7

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

MILITARY PERSONNEL ADMINISTRATION

Promotion of Officers on Relief from Active Duty

1. Reference is made to:

a. War Department Circular No. 140, 1946.

b. War Department WCL 38668, dated 19 December 1946.

2. The following instructions as contained in War Department WCL 44165, 5 May 1947, are furnished for the information, guidance, and compliance of all concerned.

3. The purpose of these instructions is to stop terminal leave promotions under the provisions of War Department Circular 140, 1946, and to offer all Non-Regular officers who are or will be eligible for promotion under that circular, as amended by WCL 38668, dated 19 December 1946, an opportunity of foregoing such promotions and continuing on active duty for the period of their category statement and/or requesting separation to avail themselves of such promotion.

4. No promotions will be accomplished under the provision of War Department Circular 140 after 30 June 1947. Exceptions will be made for all Non-Regular officers except Category V who are or will be eligible for promotion on or before 30 June 1947 and who indicate prior to that date their desire to avail themselves of promotion upon entry on terminal leave. These individuals will be processed for separation without delay citing RR 1-1 and War Department WCL 44165 as authority and will be promoted upon entry on terminal leave whether or not terminal leave commences after 30 June 1947. Hospitalized Non-Regular officers who are qualified and indicate prior to 30 June 1947 their desire for promotion will be processed for separation immediately upon completion of hospitalization and promoted upon entry on terminal leave. Regular Army officers hospitalized prior to 30 June 1947 and retired for physical disability without return to duty status will be promoted upon entry on terminal leave, if eligible.

5. Non-Regular officers who elect retention on active duty in lieu of separation will upon separation in the future enter on terminal leave in grade held immediately prior to processing for separation. This applies to all Non-Regular officers regardless of whether they were once promoted on terminal leave, relieved from active duty and subsequently recalled in lower grade, or demoted without prejudice under Officer Grade Readjustment Program. Since this governs only promotion in AUS on terminal leave, it does not affect promotion in ORC authorized under the provision of War Department Circular 97, current series.

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

6. Regardless of eligibility for terminal leave promotion on or before 30 June 1947, Category V officers will not be permitted separation under the provisions of War Department WCL 44165, 5 May 1947.

BY ORDER OF THE SECRETARY OF WAR:

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

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

MAY 19 1947

STATE WAR & NAVY COORDINATING COMMITTEE

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE | RACE | SUB UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ASSIGNED<br><br>JONES, HERMAN W<br>DIR OR CHIEF MAJ DEPART | 0-003785 | MAJ | AGD<br>AC | 1 | | 7 8 | C | 2110 | 3 | 2110 | 8 |
| NAME LIMITED TO 19 SPACES<br>UNDER NAME IS DUTY DESCRIPTION TITLE | Check ASN against 66-1 | | | | | Expiration date of category VI, VII & VIII | RATING | Primary MOS Taken from TM 12-406 | | Duty Code Taken from TM 12-406 | CATEGORY |
| UPPER LINE IS PRESENT OR DUTY ARM OR SERVICE<br>LOWER LINE IS BASIC ARM OR SERVICE. THIS IS A OR S IN WHICH OFFICER WAS COMMISSIONED OR TRANSFERRED.<br>A OR S "AUS", "BI", "NO" NOT AUTHORIZED SEE WD CIR 40, cs. SEE LETTER INSTRUCTIONS FOR BASIC A OR S FOR WARRANT OFFICERS. | | | | | | | | | | | |
| USE RACE CODE: 1-White, 2-Colored, 3-Chinese, 4-Japanese, 5-Hawaiian, 6-American Indian, 7-Filipino, 8-Puerto Rican (W), Q-Puerto Rican (Col), 9-Others. | | | | | | | | | | | |

USE CODE FOR AERONAUTICAL RATING AS FOLLOWS:

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

D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBADIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER

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

On 2d line, enter date of rank, current grade.

On 2d line, enter Month and Year of Birth.

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

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

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

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

ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 30 APRIL 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER.

WD AGO FORM 305

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

| DIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE | RACE | SUB UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | R |
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| DEPART | 0-003785 | MAJ | AGD AC | 1 | | 7 8 | C | 2110 | 3 | 2110 | 8 09 | 36 | 12 5 | |
| SPACES DESCRIPTION TITLE | Check ASN against 66-1 | | | | | Expiration date of category VI, VII & VIII | RATING | Primary MOS Taken from TM 12-406 | | Duty Code Taken from TM 12-406 | CATEGORY CY EAR OF BIRTH | MONTHS OVERSEAS SINCE 7 DEC 41 ZI ONLY | For ZI Mo. & Year return from Overseas<br>For O/S Personnel. Date Eligible for ret to US 46 | Mos Serv Med. Corps Off. who are Cat. V<br>to 30 N O V N L Y |
| NT OR DUTY ARM OR SERVICE<br>ARM OR SERVICE. THIS IS A OR S<br>S COMMISSIONED OR TRANSFERRED.<br>. "NO" NOT AUTHORIZED SEE<br>E LETTER INSTRUCTIONS FOR<br>ARRANT OFFICERS. | | | | | | | | | | | | | | |
| ite, 2-Colored, 3-Chinese, 4-Japanese,<br>ican Indian, 7-Filipino, 8-Puerto Rican (W),<br>1), 9-Others. | | | | | | | | | | | | | | |
| NAUTICAL RATING AS FOLLOWS:<br>D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR<br>V-SR AIRCRAFT OBSERVER<br>A-AIRCRAFT OBSERVER<br>N-AIRCRAFT OBSERVER, NAVIGATOR<br>B-AIRCRAFT OBSERVER, BOMBADIER<br>R-AIRCRAFT OBSERVER, RADAR<br>E-AIRCRAFT OBSERVER, FLIGHT ENGINEER<br>U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER<br>T-TECHNICAL OBSERVER | | | | | | UNDER COMPONENT USE CODES: 1-RA, 3-ORC, 4-NG, 5-PS, 6-AUS, 9-WAC | | | | | | | Indicate by 2 if volunteer for overseas service on all officers. | |
| | | | On 2d line, enter date of rank, current grade. | | | On 2d line, enter Month and Year of Birth. | | | | | | | | |
| 6-Combat Inf. Badge<br>7-Expert Inf. Badge<br>8-Combat Medical Badge<br>9-Parachutist - Glideman | | | | | | | | | | | | | | |
| UTIST O-COMB-INF - GLIDER<br>Q-COMB-INF - EXPERT INF.<br>W-EXPERT INF - PARACHUTIST<br>X-EXPERT INF - GLIDER | | | ROSTER WILL BE AUTHENTICATED BY AN OFFICER. AUTHENTICATE CERTIFICATE WILL BE FILLED IN TO REFLECT STRENGTH OF UNIT AS REPORTED ON MORNING REPORT DATED 30 APRIL 1947. RETURN WITHIN 48 HOURS AS INDICATED IN BASIC LETTER. | | | | | | | | | | | |

5

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
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| PERSONNEL ROSTER 30 APR 1947 | | | | | | 1 | | | | | |
| STATE WN COCONN | | | | | | | | | | | |
| WASHINGTON D C | | | | | | | | | | | |
| PREPARED BY WDNRS | | | | | | | | | | | |
| ASSIGNED | | | | | | | | | | | |
| SCHULGEN WILLIAM A OPER OFF GEN STAFF | O-017983 | COL | AC (5 Nov 43) | | 101 | | C | 2165 | 1 Apr | 2165 | |
| FIELD VIRGIL F OPER OFF GEN STAFF | O-470144 | LTC | AGD (26 Apr 45) | | 101 | | | 2165 | Apr | 21651 | |
| KARBEL HOWARD W OPER OFF GEN STAFF | O-488720 | MAJ | INF (3 Nov 44) | | 101 | | | 2175 | Dec | 21651 | |
| TURNER EMMETT L ADMINISTRATIVE ASSISTANT | O-426229 | CPT | FA (18 Nov 46) | | 101 | | | 0320 2015 | Nov | 386001 | |

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See 4th Ltr 8 May 47 4

This roster of ..... sheets contains the name ... required classification data of all personnel ...ssigned and attached unassigned to the above ...rganization. The strength of this organization o... ...f the effective date of this roster includes ...colored and ..... other than colored assigned ar... ...ttached unassigned personnel as supported b... ...correct designation of each individual listed o... ...his roster. The strength of this roster agrees wit... ...he morning report strength of the same date.

.....
Authenticating Officer

.....
Name, grade and title

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

SHEET OF

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

| IVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
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| N D C | | | | | | | | | | | | | | |
| WDNRS | | | | | | | | | | | | | | |
| LLIAM A<br>GEN STAFF | O-017933 | COL | AC<br>AC (8 Nov 43) | 101 | | | C | 2165 | 1 Apr | 2165 | 02 | 0810 | 5 | |
| L F<br>GEN STAFF | O-470144 | LTC | AGD<br>A (26 Apr 45) | 101 | | | | 2165 | 6 Apr | 21651 | 02 | | | |
| RD W<br>GEN STAFF | O-482720 | MAJ | INF<br>A (3 Nov 44) | 101 | | | | 2175 | 6 Dec | 21651 | 14 | 3312 | 4 | |
| TT L<br>RATIVE ASSISTANT | O-426289 | CPT | FA<br>FA (18 Nov 46) | 101 | | | | 0220 | 3 Nov | 260001 | 16 | 3011 | 4 | |
| | | | | | | | | 2015 | | | | | | |

8 May 47 4

the name ... personnel ... to the above ... organization o... includes ... ed assigned or ... supported b... dual listed o... ... agrees wit... same date.

... Officer

... and title

EDITION OF 1 JUL 43
MAY BE USED

SHEET OF SHEET 5

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL ROSTER 30 APR 1947 | | | | | | 1 | | | | | |
| STATE WN COCOMM | | | | | | | | | | | |
| WASHINGTON D C | | | | | | | | | | | |
| PREPARED BY MDMRS | | | | | | | | | | | |
| ASSIGNED | | | | | | | | | | | |
| SCHULGEN WILLIAM A<br>OPER OFF GEN STAFF | O-017983 | COL | AC<br>A (8 Nov 43) | | 101 | | C | 2165<br>Apr | 2165 | | |
| FIELD VIRGIL F<br>OPER OFF GEN STAFF | O-470144 | LTC | AGD<br>A (26 Apr 45) | | 101 | | | 2165<br>Apr | 21651 | | |
| KARBEL HOWARD W<br>OPER OFF GEN STAFF | O-458720 | MAJ | INF<br>I (3 Nov 44) | | 101 | | | 2175<br>Dec | 21651 | | |
| TURNER EMMETT L<br>ADMINISTRATIVE ASSISTANT | O-426229 | CPT | FA<br>F (18 Nov 46) | | 101 | | | 0220<br>2015<br>Nov | 326001 | | |

This roster of ..... sheets contains the ... required classification data of all personn... assigned and attached unassigned to the ... organization. The strength of this organizatio... of the effective date of this roster includes ... colored and ..... other than colored assigned ... attached unassigned personnel as supported ... correct designation of each individual listed o... this roster. The strength of this roster agrees wit... the morning report strength of the same date.

.....
Authenticating Officer

.....
Name grade and title

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

SHEET OF

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

| VIDUAL / | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ROSTER 30 APR 1947 | | | | | | 1 | | | | | 07 | 79 | 1 | |
| COCOMM | | | | | | | | | | | | | | |
| ON D C | | | | | | | | | | | | | | |
| NDMRS | | | | | | | | | | | | | | |
| LLIAN A F GEN STAFF | O-017983 | COL | AC A (6 Nov 43) | | 101 | | C | 2165 | Apr | 2165 | 05 | 0810 | 5 | |
| L F F GEN STAFF | O-470144 | LTC | ACD A (26 Apr 45) | | 101 | | | 2165 | Apr | 21651 | 02 | | | |
| RD W F GEN STAFF | O-452720 | MAJ | INF I (3 Nov 44) | | 101 | | | 2175 | Dec | 21651 | 14 | 3312 | 4 | |
| TT L TRATIVE ASSISTANT | O-426259 | CPT | FA F (28 Nov 46) | | 101 | | | 0280 | Nov | 32601 | 16 | 3011 | 4 | |
| 4 | | | | | | | | 2015 | | | | | 1 | |

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...to the ...
...organizatio...
...includes
...assigned
...supported ...
...idual listed o...
...er agrees wit...
...same date.

...g Officer

... and title

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

OSW Office Memorandum
Subject Series No. 10

WAR DEPARTMENT GROUPS CIRCULAR
No. 25-6

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

MILITARY PERSONNEL ADMINISTRATION

Personnel Receiving Additional Pay (Other than AAF) (Reports Control Symbol WDGPA-98)

1. To provide the War Department with data necessary to prepare accurate statistics and to determine future budget requirements, information is required for all personnel receiving additional pay for specified ratings (exclusive of personnel under assignment jurisdiction of the Commanding General, Army Air Forces, and personnel assigned to Air Forces type units in overseas commands). The data will be furnished on WD AGO Form R-5498, copy attached which will be reproduced locally on 8 by 10½ inch paper. Each reproduced copy of this form will include title, number, date, and reports control symbol.

2. As of 30 June 1947, and quarterly thereafter, a report will be prepared by each agency of the War Department Groups, except those otherwise instructed, and forwarded to this office reflecting totals by grade of all officers, warrant officers, and enlisted personnel (other than Air Forces type personnel) who receive additional pay under the following categories: Liaison Pilots, Non-rated Officers Required to Perform Habitual Flights, Glider Troopers, Diving Duty, and Parachutists. This report will also indicate the number of rated and non-rated officers, warrant officers, and enlisted personnel (Air Forces type only) serving with ground type units, by grade, receiving flying pay.

3. This report will be forwarded to the Management Office, Office of the Chief of Staff, The Pentagon, by air mail or other equally expeditious means so as to arrive seven days after the effective quarterly date.

4. Letter AGO, dated 22 April 1947, file AGAS-F 241.17 (12 Mar 47), subject: "Personnel Receiving Additional Pay (Other than AAF) (Reports Control Symbol WDGPA-98)," and 1st Indorsement, this office, dated 25 April 1947, is rescinded.

BY ORDER OF THE SECRETARY OF WAR:

1 Attachment
WD AGO Form R-5498

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

MAY 12 1947

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

STATE WAR & NAVY COORDINATING COMMITTEE

311

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

WD AGO Form R-5498
1 May 1947

OSW Office Memorandum
Subject Series No. 10

REPORT OF PERSONNEL RECEIVING ADDITIONAL PAY — REPORTS CONTROL SYMBOL WDG

COMMISSIONED PERSONNEL (Other than AF Type Personnel)

| Category A | Gen B | Col C | Lt Col D | Maj E | Capt F | 1st Lt G | 2nd Lt H | WO I | FO J |
|---|---|---|---|---|---|---|---|---|---|
| Liaison Pilots | | | | | | | | | |
| Non-Rated Officers Required to Perform Habitual Flights | | | | | | | | | |
| Glider Troopers | | | | | | | | | |
| Diving Duty | | | | | | | | | |
| Parachutists | | | | | | | | | |
| TOTALS | | | | | | | | | |

COMMISSIONED PERSONNEL (AF Type Only) SERVING WITH GROUND TYPE UNITS

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Receiving Flying Pay | Rated | | | | | | | | | |
| | Non-Rated | | | | | | | | | |

ENLISTED PERSONNEL (Other than AF Type Personnel)

| Category | M/Sgt | 1/Sgt | T/Sgt | S/Sgt T/3 | Sgt T/4 | Cpl T/5 | PFC | Pvt | Cadet |
|---|---|---|---|---|---|---|---|---|---|
| Glider Troopers | | | | | | | | | |
| Diving Duty | | | | | | | | | |
| Parachutists | | | | | | | | | |
| TOTALS | | | | | | | | | |

ENLISTED PERSONNEL (AF Type only) SERVING WITH GROUND TYPE UNITS

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Receiving Flying Pay | Rated | | | | | | | | | |
| | Non-Rated | | | | | | | | | |

Remarks:

Attachment 1

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

WD AGO Form R-5498
1 May 1947

REPORT OF PERSONNEL RECEIVING ADDITIONAL PAY — REPORTS CONTROL SYMBOL WDGPA-98

COMMISSIONED PERSONNEL (Other than AF Type Personnel)

| Category A | Gen B | Col C | Lt Col D | Maj E | Capt F | 1st Lt G | 2nd Lt H | WO I | FO J | TOTALS K |
|---|---|---|---|---|---|---|---|---|---|---|
| ison Pilots | | | | | | | | | | |
| -Rated Officers Required to form Habitual Flights | | | | | | | | | | |
| der Troopers | | | | | | | | | | |
| ding Duty | | | | | | | | | | |
| achutists | | | | | | | | | | |
| TOTALS | | | | | | | | | | |

COMMISSIONED PERSONNEL (AF Type Only) SERVING WITH GROUND TYPE UNITS

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| eiving Flying | Rated | | | | | | | | | | |
| | Non-Rated | | | | | | | | | | |

ENLISTED PERSONNEL (Other than AF Type Personnel)

| Category | M/Sgt | 1/Sgt | T/Sgt | S/Sgt T/3 | Sgt T/4 | Cpl T/5 | PFC | Pvt | Cadet | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|
| der Troopers | | | | | | | | | | |
| ding Duty | | | | | | | | | | |
| achutists | | | | | | | | | | |
| TOTALS | | | | | | | | | | |

ENLISTED PERSONNEL (AF Type only) SERVING WITH GROUND TYPE UNITS

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| eiving Flying | Rated | | | | | | | | | | |
| | Non-Rated | | | | | | | | | | |

arks:

achment 1

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

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

312.1
Mil Pers

AGAS-M

8 May 1947

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

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

1. The attached personnel rosters have been prepared to reflect entries recorded on morning reports, special reports, etc., submitted up to and including 30 April 1947, and WILL BE CORRECTED AS OF THAT DATE.

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

b. Personnel added to the roster will be entered at the end of roster under the proper basic status (assigned, attached unassigned, or attached from other organizations) with complete information and the date of the morning report on which change occurred. (NOTE: Do not enter changes that occurred in May 1947, as has been done in the past. This roster will only reflect the condition of a command thru 30 April 1947).

c. FOR PERSONNEL OVERSEAS, ENTER IN COLUMN E, DATE ELIGIBLE FOR RETURN TO U.S. DO NOT ENTER MONTHS OVERSEAS ON PERSONNEL SERVING OUTSIDE UNITED STATES.

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

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

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all commissioned officers will carry a competent Arm or Service as provided in the afore-mentioned circular.

(1) The Duty Arm or Service, printed on the same line as the name is that in which currently serving. Warrant Officers will continue to reflect NO as a Duty Branch.

(2) The BASIC Arm or Service, printed below Duty Army or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm or Service and the Basic Arm or Service may be the same. In any event, the accurate entry is stressed and in all cases there will be two entries to reflect an Arm or Service.

d. On the same line as duty description and basic branch in Column A, enter date of rank (2 Jan 45) in current grade - Column C, enter month and year of birth as Oct 08, etc.



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



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

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

c. Use Code Number 2 to indicate Volunteer for Overseas Service.

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

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

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

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

BY ORDER OF THE SECRETARY OF WAR:

K D B Eckenger

Adjutant General

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

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

OSW OFFICE MEMORANDUM
NO. 10-0

DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 2 May 1947

MILITARY PERSONNEL POLICY AND PROCEDURES

General

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

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

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

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

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

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

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

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

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer

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

DISTRIBUTION
"X"
(All Activities having
military personnel, OSW)

309

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

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

AGAS-M

4 April 1947

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

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

1. The attached personnel rosters have been prepared to reflect entries recorded on morning reports, special reports, etc., submitted up to and including 31 March 1947, and WILL BE CORRECTED AS OF THAT DATE.

2. a. Personnel who should not appear on the roster will be deleted by drawing A THIN LINE thru the entire entry and the date of the morning report on which the change occurred will be entered.

b. Personnel added to the roster will be entered at the end of roster under the proper basic status (assigned, attached unassigned, or attached from other organizations) with complete information and the date of the morning report on which change occurred. (NOTE: Do not enter changes that occurred in April 1947, as has been done in the past. This roster will only reflect the condition of a command thru 31 March 1947).

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

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

c. Under the provisions of War Department Circular Number 40, 1947, the Arms and Services "NO", "BI", and "AUS" were eliminated. Therefore, all officers will carry a competent Arm or Service as provided in the afore-mentioned circular.

(1) The Duty Arm or Service, printed on the same line as the name is that in which currently serving.

(2) The BASIC Arm or Service, printed below Duty Arm or Service, is that in which an officer was originally commissioned or to which transferred. The Duty Arm or Service and the Basic Arm or Service may be the same. In any event, the accurate entry is stressed and in all cases there will be two entries to reflect an Arm or Service.

4. a. Add under Arm or Service, BASIC, for all Warrant Officers, the classification numbers referred to in paragraph 4a AR 610-10, 6c (2) AR 610-15 and paragraph 2 Section 7 WD Circular 370, 1946. Warrant Officers, Army Mine Planter Service and Band Leaders' Basic Arm or Service will be designated by 98 and 99 respectively.

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

c. Physical Status is no longer required. Use Code Number 2 to indicate volunteer for overseas service.

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



312.1

Mil. Pers

5. Within 48 hours after receipt, the corrected rosters will be forwarded to the address indicated below. Rosters will be authenticated in the space provided at the end of the roster. The strength of the roster will be in exact agreement with the strength reported on the morning report dated 31 March 1947.

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

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

BY ORDER OF THE SECRETARY OF WAR:

ITD Beckham

Adjutant General

Incls.
WD AGO Forms No. 305
Info Code Sheet



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

MISCELLANEOUS
REPORT FORM

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

NAME LIMITED TO 19 SPACES
UNDER NAME IS DUTY DESCRIPTION TITLE

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

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

Expiration date of category VI, VII & VIII

RATING

Primary MOS Taken from TM 12-406

Duty Code Taken from TM 12-406

CATEGORY

YEAR OF BIRTH

USE CODE FOR RATING AS FOLLOWS:

C-COMD PILOT
S-SR PILOT
P-PILOT
Z-SERV PILOT
Y-SR SERV PILOT
G-GLIDER PILOT
J-BALLOON PILOT
F-FLIGHT SURGEON
M-AVIATION MEDICAL EXAMINER
W-FLIGHT NURSE
O-NON-RATED
H-MC (COMB) PARACHUTIST
I-MC (COMB) GLIDER
L-COMBAT INF PARA

D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBADIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER
O-COMB-INF. GLIDER
Q-COMB-INF - EXPERT INF.
W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

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

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

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

WD AGO FORM 305

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

| INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE | RACE | SUB UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DEPART | 0-003785 | MAJ | AGD AC | 1 | | 7 8 | C | 2110 | 3 | 2110 | 8 09 | 36 | 12 5 | |

SPACES DESCRIPTION TITLE — Expiration date of category VI, VII & VIII — RATING — Primary MOS Taken from TM 12-406 — Duty Code Taken from TM 12-406 — CATEGORY — YEAR OF BIRTH — MONTHS OVERSEAS SINCE DEC 41 — For ZI Mo. & Year return from Overseas ——— For O/S Personnel. Date Eligible for ret to US — Mos Serv Med. Corps Off. who are Cat-V to 30 NOV 46

NT OR DUTY ARM OR SERVICE
ARM OR SERVICE. THIS IS A OR S
S COMMISSIONED OR TRANSFERRED.
, "NO" NOT AUTHORIZED SEE
E LETTER INSTRUCTIONS FOR
ARRANT OFFICERS.

hite, 2-Colored, 3-Chinese, 4-Japanese,
ican Indian, 7-Filipino, 8-Puerto Rican (W),
1), 9-Others.

NG AS FOLLOWS:

D-AIRCRAFT OBSERVER, BOMBADIER, NAVIGATOR
V-SR AIRCRAFT OBSERVER
A-AIRCRAFT OBSERVER
N-AIRCRAFT OBSERVER, NAVIGATOR
B-AIRCRAFT OBSERVER, BOMBADIER
R-AIRCRAFT OBSERVER, RADAR
E-AIRCRAFT OBSERVER, FLIGHT ENGINEER
U-AIRCRAFT OBSERVER, FLEXIBLE GUNNER
T-TECHNICAL OBSERVER
O-COMB-INF. GLIDER
Q-COMB-INF - EXPERT INF.
TIST W-EXPERT INF - PARACHUTIST
X-EXPERT INF - GLIDER

5-Mine Planter
6-Combat Inf. Badge
7-Expert Inf. Badge
8-Combat Medical Badge
9-Parachutist - Gliderman
e)

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

Indicate by 2 if volunteer for overseas service.

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

5

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

file

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL ROSTER 31 MAR 1947 | | | | | | 4 | | | | | |
| STATE WN COCOMM | | | | | | | | | | | |
| WASHINGTON D C | | | | | | | | | | | |
| PREPARED BY WDMRS | | | | | | | | | | | |
| ASSIGNED | | | | | | | | | | | |
| SCHULGEN WILLIAM A OPER OFF GEN STAFF | O-017923 | COL | AC AC | 1 | 101 | | C | 21651 | 2 | 21655 | |
| FIELD VIRGIL F OPER OFF GEN STAFF | O-470144 | LTC | AGD AGD | 1 | 101 | | | 21656 | 2 | 21651 | |
| KARBEL HOWARD W OPER OFF GEN STAFF | O-452720 | MAJ | INF INF | 1 | 101 | | | 21756 | 2 | 21651 | |
| TURNER EMMETT L ADMINISTRATIVE ASSISTANT | O-426229 | CPT | FA FA | 1 | 101 | | | 02203 | 2 | 26001 | |
| | | | | | | | | 2015 | | | |

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

Authenticating Officer

Name, grade and title

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

SHEET OF

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

| DIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OSTER 31 | MAR 1947 | | | | | 4 | | | | | 07 | 19 | 1 | |
| OCOMM | | | | | | | | | | | | | | |
| N D C | | | | | | | | | | | | | | |
| WDNRS | | | | | | | | | | | | | | |
| LLIAM A<br>GEN STAFF | O-017923 | COL | AC<br>AC | 1 | 01 | | C | 21651 | | 21651 | 02 | 08 | 10 | 5 |
| L F<br>GEN STAFF | O-470144 | LTC | AGD<br>AGD | 1 | 01 | | | 21656 | | 21651 | 02 | | | |
| RD W<br>GEN STAFF | O-458780 | MAJ | INF<br>INF | 1 | 01 | | | 21756 | | 21651 | 14 | 13 | 18 | 4 |
| TT L<br>TRATIVE ASSISTANT | O-426229 | CPT | FA<br>FA | 1 | 01 | | | 02203<br>03015 | | 26001 | 16 | 30 | 11 | 4 |

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the names and personnel to the above organization as includes d assigned and supported by dual listed on agrees with same date.

Officer

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

MISCELLANEOUS
REPORT FORM

| NAME OF INDIVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PERSONNEL ROSTER 31 | MAR 1947 | | | | | | | | | | |
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| NASHINGTON D C | | | | | | | | | | | |
| PREPARED BY NDMRS | | | | | | | | | | | |
| ASSIGNED | | | | | | | | | | | |
| SCHULGEN HILLIAN A<br>OPER OFF GEN STAFF | O-017983 | COL | AC<br>AC | 101 | | | C | 21651 | 21651 | | |
| FIELD VIRGIL F<br>OPER OFF GEN STAFF | O-470144 | LTC | AGD<br>AGD | 101 | | | | 21656 | 21651 | | |
| KARBEL HONARD N<br>OPER OFF GEN STAFF | O-458720 | MAJ | INF<br>INF | 101 | | | | 21756 | 21651 | | |
| TURNER EMMETT L<br>ADMINISTRATIVE ASSISTANT | O-436229 | CPT | FA<br>FA | 101 | | | | 08203 | 86001 | | |
| | | | | | | | | 2015 | | | |

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

.....
Authenticating Officer

.....
Name, grade and title

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

| IVIDUAL | SERIAL NUMBER | GRADE | ARM OR SERVICE OF INDIVIDUAL | RACE | SUB. UNIT NO. | A | B | MOS | COMP. | MCO | C | D | E | F |
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| OSTER 31 | MAR 1947 | | | | | 4 | | | | | 07 | 19 | 1 | |
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| N D C | | | | | | | | | | | | | | |
| WDNRS | | | | | | | | | | | | | | |
| LLIAN A<br>GEN STAFF | 0-017983 | COL | AC<br>AC | 101 | | | C | 21651 | 21651 | | 02 / | 0810 | 5 | |
| L F<br>GEN STAFF | 0-470144 | LTC | AGD<br>AGD | 101 | | | | 21656 | 21651 | | 02 / | | | |
| RD N<br>GEN STAFF | 0-452730 | MAJ | INF<br>INF | 101 | | | | 21756 | 21651 | | 14 / | 3312 | 4 | |
| TT L<br>RATIVE ASSISTANT | 0-426229 | CPT | FA<br>FA | 101 | | | | 0220 | 3 | 26001 | 16 / | 3011 | 4 | |
| | | | | | | | | 2015 | | | | | | |

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

OCS FORM 59

# WAR DEPARTMENT GROUPS
## PERSONNEL AUTHORIZATION

SERIAL NO. 3 312 1

(AGENCY) (GROUP)

TO: State-War-Navy Coordinating Committee — Secretary of War Group

DATE 25 April 1947

PURSUANT TO THE PROVISIONS OF WAR DEPARTMENT GENERAL STAFF CIRCULAR 10-3, "PERSONNEL ALLOTMENT, AUTHORIZATIONS, AND STRENGTH - WAR DEPARTMENT GROUPS," THE FOLLOWING PERSONNEL AUTHORIZATIONS ARE APPROVED

BY DIRECTION OF THE DEPUTY CHIEF OF STAFF:

C. Clough Jr.

C. CLOUGH, JR., Lt Col, GSC
Chief, Management Br, OCS

(FOR FURTHER INFORMATION CALL EXT. ~~xxxxxxxxxxxx~~ 5879, Mr. Yingling

| LINE NO. | CATEGORY | (COLUMN 1) TOTAL AUTHORIZATION ZI | (COLUMN 2) SPECIAL LIMITATIONS ON PERSONNEL AUTHORIZED IN COLUMN 1 | | | |
|---|---|---|---|---|---|---|
| | | | (2A) NO. WHICH MAY BE IN D.C. & ARL CO, VA. | (2B) NO. FOR ASSIGNMENT WITHIN ZI OUTSIDE D.C. & ARL CO. VA. | (2C) NO. FOR FOREIGN ASSIGNMENT | (2D) NO. WHICH MAY BE WAC |
| 1 | ALL TYPES - TOTAL | * | * | | | |
| 2 | MILITARY PERSONNEL - TOTAL | 6 | 6 | | | |
| 3 | OFFICER - TOTAL | 5 | 5 | | | |
| 4 | GENERAL OR COLONEL | 2 | 2 | | | |
| 5 | LIEUTENANT COLONEL | 1 | 1 | | | |
| 6 | MAJOR | 1 | 1 | | | |
| 7 | CAPTAIN | 1 | 1 | | | |
| 8 | FIRST LIEUTENANT | | | | | |
| 9 | SECOND LIEUTENANT | | | | | |
| 10 | WARRANT OFFICER - TOTAL | | | | | |
| 11 | CHIEF | | | | | |
| 12 | JUNIOR GRADE | | | | | |
| 13 | ENLISTED - TOTAL | 1 | 1 | | | |
| 14 | GRADE 1 | 1 | 1 | | | |
| 15 | GRADE 2 | | | | | |
| 16 | GRADE 3 | | | | | |
| 17 | GRADE 4 | | | | | |
| 18 | GRADE 5 | | | | | |
| 19 | GRADE 6 | | | | | |
| 20 | GRADE 7 | | | | | |
| 21 | CIVILIAN PERSONNEL - TOTAL | * | * | | | |
| 22 | DEP'L - SUBJ. TO B.B.D. | | | | | |
| 23 | FIELD - SUBJ. TO B.B.D. | | | | | |
| 24 | NOT SUBJ. TO B.B.D. | | | | | |

*REMARKS:* This authorization supersedes WD Groups personnel authorization No. 2 dated 23 Jan 47, and is issued in accordance with WDMB Estimate of Personnel for the Second Quarter Calendar Year 1947 as approved by Asst Deputy Chief of Staff, 19 April 1947. This authorization will continue in effect until 30 June 1947 unless sooner revised.

COPIES FURNISHED
Addressee
Pres, WDMB
TAG, Col Wilson 2E 612
Dir, O & T
COAG, WD Grps (Major Carmack)
Secretary of War, Mr. Yingling
File
Management Office

307

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

25 95326

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

WAR DEPARTMENT

# DISPOSITION FORM

SECURITY CLASSIFICATION (If any)

3.2.1 Mil Pers

FILE No. WDCMO-A 201 Ouellette, Ursen F (Enl)

SUBJECT Change in Military Personnel Authorization for the Army Section, State-War-Navy Coordinating Committee

TO Office, Assistant Secretary of War

FROM Management Office OCofS

DATE 25 March 1947

COMMENT No. 1 Walsh/2271

THRU: Management Branch, OSW

There is no existing authorization under which Sergeant Ouellette can be assigned to the State-War-Navy Coordinating Committee. War Department Policy precludes the assignment of additional enlisted personnel to activities in Washington during peace time and every effort is now being made to separate enlisted personnel now on duty in Washington. The request contained in the inclosure is therefore not considered favorably. Sergeant Ouellette should be either returned to the Military District of Washington or reported for reassignment to the Management Office, Office of the Chief of Staff.

FOR THE DEPUTY CHIEF OF STAFF:

C. Clough Jr.

C. CLOUGH, JR., Lt Col, GSC
Chief, Management Office

1 Incl
Memo for OASW fr State-War-Navy Coord. Committee dtd 19 Mar 47

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TO: State-War-Navy Coordinating Committee
Room 2027
New War Department Building

FROM: Management Br. OSW

DATE: 8 April 1947

COMMENT NO: 2 CENicklas/72612

1. Reference Comment No. 1 from the Office, Chief of Staff. Inasmuch as there is no existing authorization for Sergeant Ouellette, the establishment of an authorization for him represents the assignment of additional enlisted personnel to an activity in Washington. In accordance with an informal memorandum, dated 9 March 1947, between Brig. Gen. H. I. Hodes, Assistant Deputy Chief of Staff, and Major Gen. W. S. Paul, Director of Personnel and Administration, WDGS, the request for such an authorization must be accompanied by a detailed justification.

2. Therefore, if the services of Sergeant Ouellette are still desired, a very complete and detailed justification for the position must be submitted <u>through</u> this office to the Management Office, Office, Chief of Staff. It will be noted that the Office, Chief of Staff has already considered the request unfavorably and that this justification, in effect, will be an appeal of that decision.

R. M. Yingling

R. M. Yingling
Chief, Management Branch
Office, Secretary of War

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

WDOAP Ext. 72612
CEN/bac

TO: State-War-Navy Coordinating Committee
Room 2027
New War Department Building

FROM: Management Br. OSW

DATE: 8 April 1947

COMMENT NO: 2
CENicklas/72612

1. Reference Comment No. 1 from the Office, Chief of Staff. Inasmuch as there is no existing authorization for Sergeant Ouellette, the establishment of an authorization for him represents the assignment of additional enlisted personnel to an activity in Washington. In accordance with an informal memorandum, dated 9 March 1947, between Brig. Gen. H. I. Hodes, Assistant Deputy Chief of Staff, and Major Gen. W. S. Paul, Director of Personnel and Administration, WDGS, the request for such an authorisation must be accompanied by a detailed justification.

2. Therefore, if the services of Sergeant Ouellette are still desired, a very complete and detailed justification for the position must be submitted <u>through</u> this office to the Management Office, Office, Chief of Staff. It will be noted that the Office, Chief of Staff has already considered the request unfavorably and that this justification, in effect, will be an appeal of that decision.

R. M. Yingling
Chief, Management Branch
Office, Secretary of War