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WAR DEPARTMENT

TECHNICAL MANUAL



THE ARMY CLERK

April 1, 1943

UNIVERSITY OF CALIFORNIA

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WAR DEPARTMENT,
WASHINGTON, April 1, 1943.

THE ARMY CLERK

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CHAPTER 1

ORGANIZATION OF THE ARMY

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SECTION I

ARMY OF THE UNITED STATES

1. This description of the organization of the Army is planned to help you as a clerk in regimental headquarters to understand your place and that of your immediate commander in the total picture of the Army of the United States. It should also assist you to visualize the chain of command and the channels of communication that connect your headquarters with successively higher headquarters up to the War Department itself.

2. The objective of all military organization and operation is *success in combat*. Your particular job, however small and routine, and the War Department organization, however large and complicated, both are planned with this objective in view. It is important therefore that, as you read the following account, you attempt to understand the relationship of your job, of your unit, of higher units, and of the whole Army organization to this chief and ultimate objective.

3. The Army of the United States is constructed like a pyramid. Its broad base consists of all officers and enlisted men who are engaged in training or combat activities at home or in foreign theaters of operation. Upon this base, in narrowing layers, are arranged the successively higher tactical commands and administrative offices. The War Department is the apex of the pyramid.

4. In order that this huge aggregation of men, matériel, and installations may bring our wars to a successful conclusion, large questions of strategy and administrative policy must be decided. This is the duty of the War Department General Staff, which is directed for the Secretary of War by the Chief of Staff. These two high officials act in the name of the President, who is Commander-in-Chief.

5. The Chief of Staff is advised by his General and Special Staffs. He exercises his command function through the Commanding Generals of the Army Ground Forces, the Army Air Forces, and the Army Service Forces.

6. Of these three major commands the first two are primarily training and combat commands. The Army Service Forces is administrative in function and has the mission of providing for the Army military services and supplies except those that are peculiar to the Army Air Forces. The headquarters of the Army Ground Forces, the Army Air Forces, and the Army Service Forces are parts of the War Department in Washington, D. C.

7. Figures 1, 2, 3, and 4, adapted and simplified from official charts, should assist you to get a picture of the organization of the Army and of the War Department in Washington. Figure 1 shows how the Chief of Staff, advised by the General and Special Staffs, directs the Army for the Secretary of War, who in turn acts for the President. Figures 2, 3, and 4 illustrate how the Commanding Generals of the three major commands of the War Department, also advised by their staffs, exercise control over the commands entrusted to them.

SECTION II

ARMY GROUND FORCES

8. The Army Ground Forces form one of the important parts of the Army of the United States. As a clerk in the headquarters of an infantry regiment, you will be concerned with Army Ground Forces units.

9. The largest of these units, a very flexible one, is an army. It may contain two or more corps as well as other units assigned to it as "army troops." The number of corps in an army will vary with the tactical situation, and the corps themselves may be widely scattered as to location. An army is both a tactical and an administrative unit.

10. A corps is likewise a large, flexible, tactical unit. It is composed of a number of divisions and of additional regiments and battalions from many different arms and services. It also has assigned to it and administers certain units known as "corps troops."

11. The modern infantry division is triangular in organization. This means that it consists basically of three infantry regiments plus four artillery battalions and smaller units of the various arms and services. For tactical purposes a division is normally organized as three "combat teams," each formed by an infantry regiment supported by a field artillery battalion and having detachments of service units attached. A division is both an administrative and a tactical unit with an approximate war strength of 15,000 officers and men.

12. Your own unit, a regiment, is normally commanded by a colonel. He is assisted by his staff officers, six in number, who act as his advisers on training, tactics, supply, intelligence, and administrative

ORGANIZATION OF THE ARMY

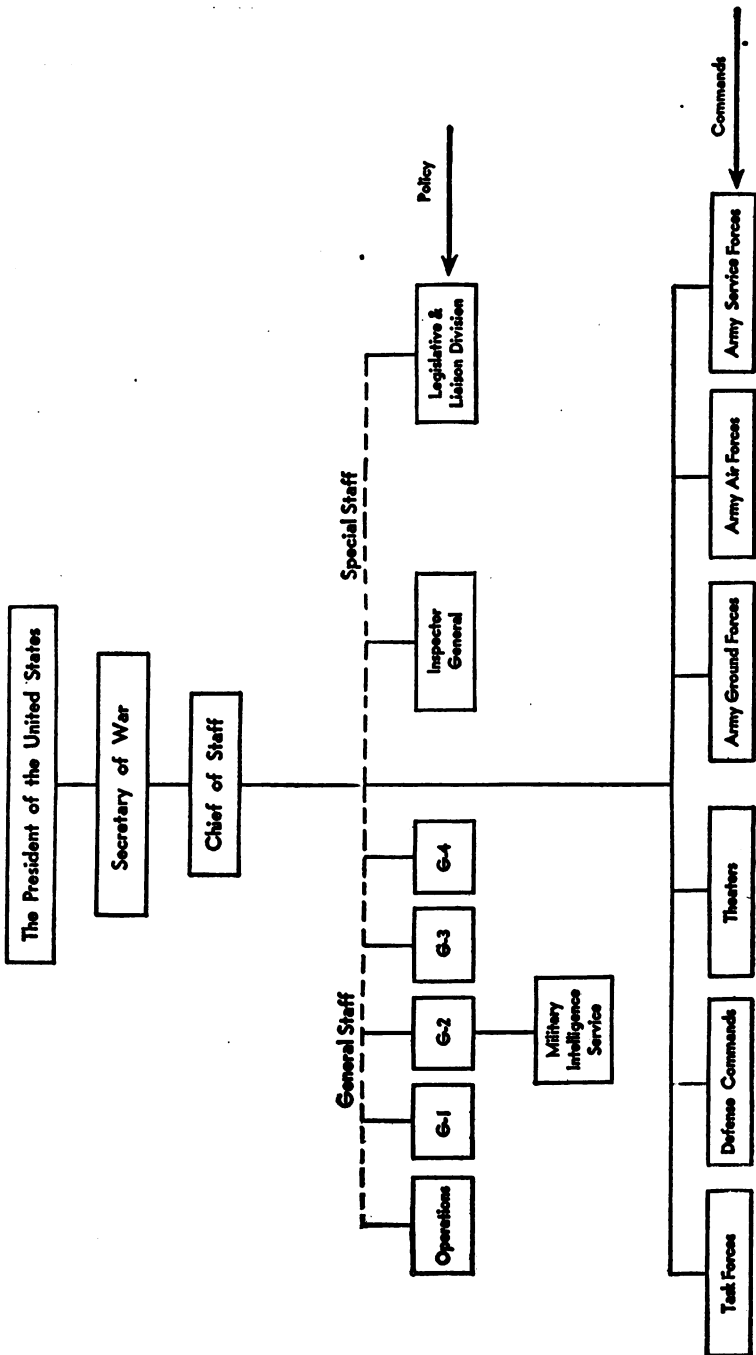


FIGURE 1.

ORGANIZATION OF THE ARMY GROUND FORCES

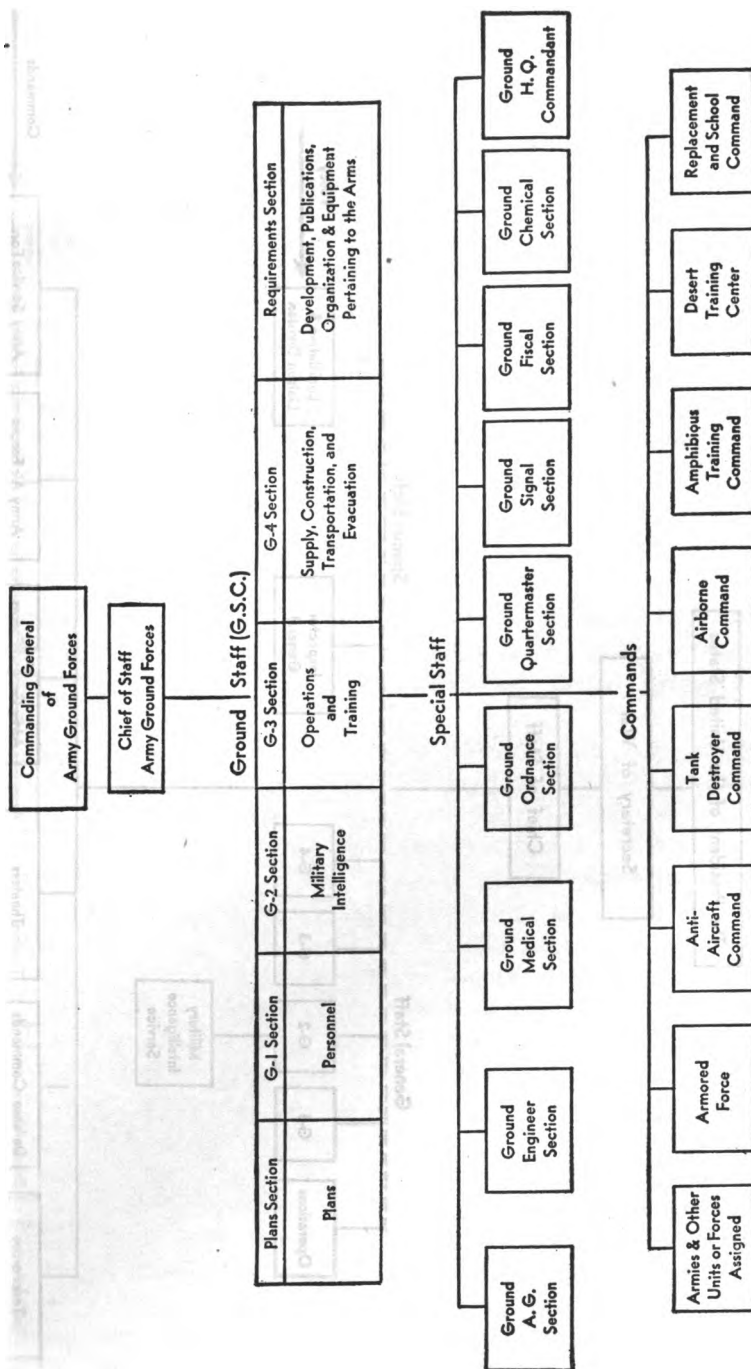


FIGURE 2.

ORGANIZATION OF THE ARMY SERVICE FORCES

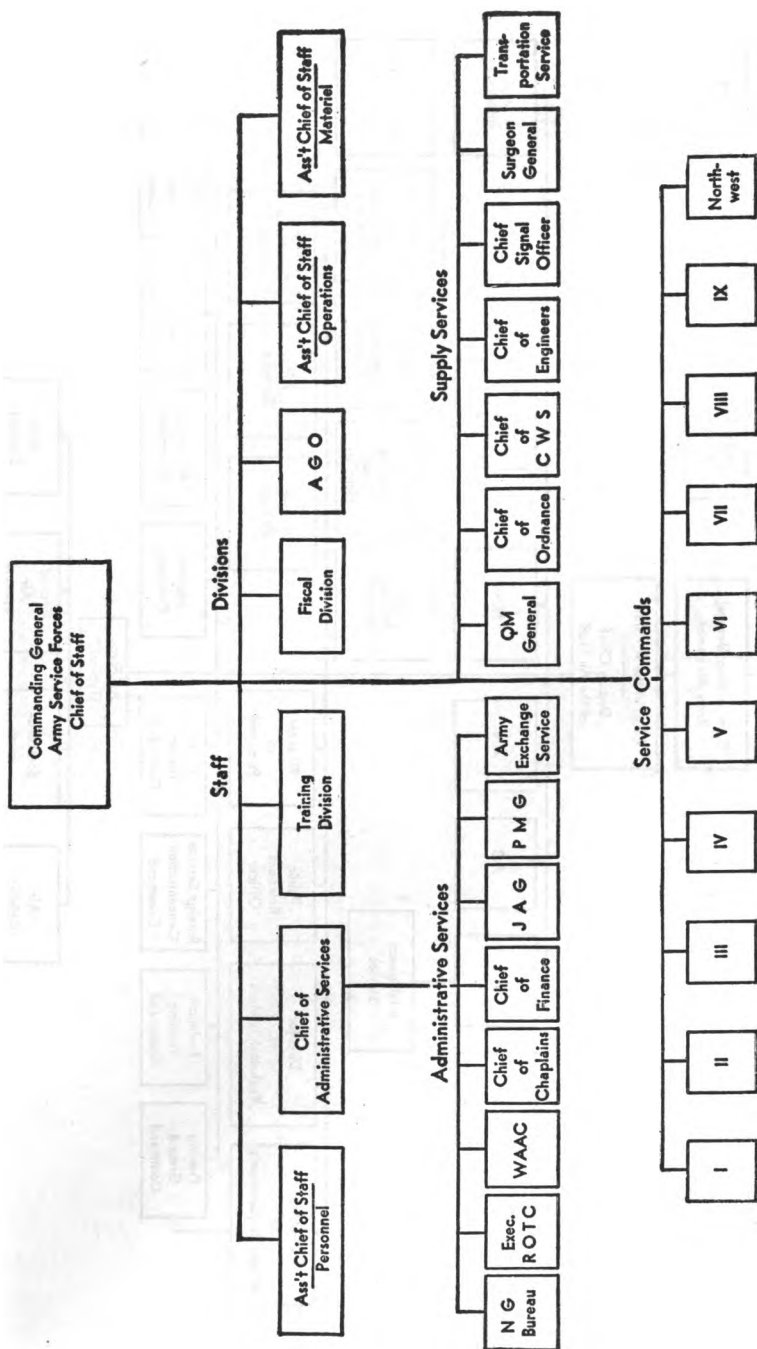


FIGURE 4.

matters. The responsibilities of the staff officers are given in detail in chapter 2, but in each case the staff officer never exercises command over regimental personnel except over those individuals who are assigned to his own office. Thus, when a staff officer issues orders *through* the adjutant to units of the regiment, he always does so in the name of the commander.

13. Figure 5 shows the organization of the units that compose a regiment. It indicates that the chain of command passes through battalion commanders to company commanders. In administrative matters, which do not affect training and tactics, the company commanders communicate directly with regimental headquarters. The reason for this is that the battalions are organized for purely tactical purposes, and their commanders are to be freed as much as possible from administrative routine.

14. In arms other than the Infantry, units similar to those just described also exist. Sometimes, however, they are known by other names. A company would be paralleled in the Artillery by a "battery," in the Cavalry by a "troop," and in the Army Air Forces by a "flight." The comparable unit to an Infantry battalion in the Army Air Forces or in the Cavalry is called a "squadron," while in the Army Air Forces a "group" is similar to a regiment and a "wing" corresponds to the now obsolescent brigade.

SECTION III

CHAIN OF COMMAND

15. Every officer or enlisted man is under the direct command of another. The private in an infantry company is a member of a squad which is led by a sergeant. The sergeant is under the command of the lieutenant in charge of his platoon. The lieutenant is commanded by the captain of his company, the captain by the lieutenant-colonel or major of his battalion, and the battalion commanders by the colonel of the regiment. From the regimental commander, this continuous chain of command reaches upward through the commanding generals of the division, the corps, the army or the defense command, and the Army Ground Forces to the Chief of Staff, who is responsible to the Secretary of War and the President.

16. The first basic principle which underlies the concept of command in the Army of the United States is that any commander exercises his authority over the units in his command through the lower commanders of these units. For example, a regimental commander issues orders involving the training, discipline, or welfare of any part of his command, but he normally does so through the battalion, com-

ORGANIZATION OF AN INFANTRY REGIMENT

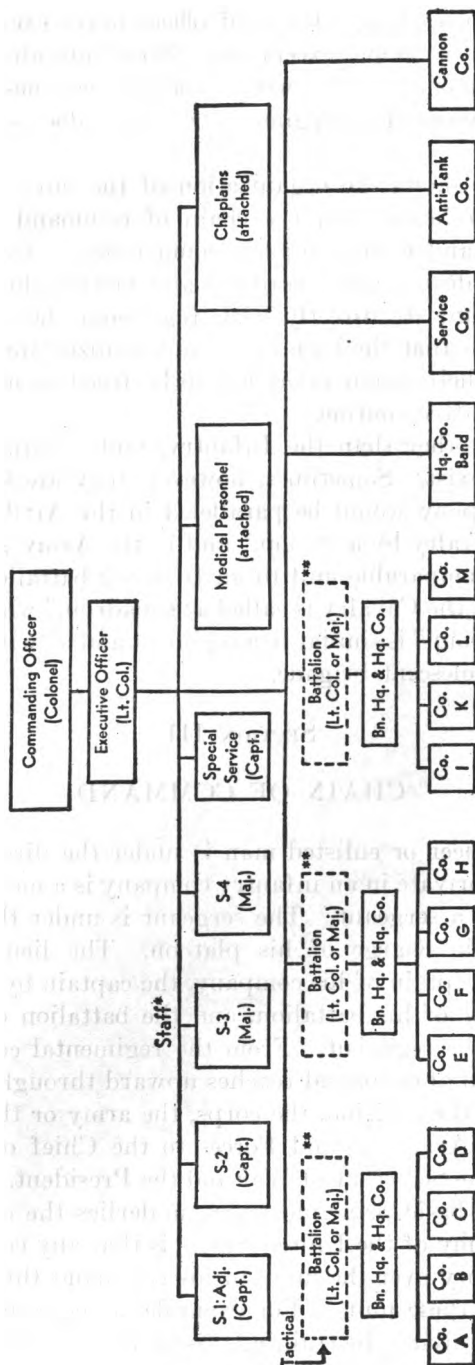


FIGURE 5.

pany, and platoon commanders, successively. This principle is important because it preserves the authority of the commanders in each echelon over their units—authority that is essential if they are to be made responsible for their units. Similarly, matters originating in lower echelons and requiring decision by higher headquarters normally pass through intermediate headquarters and commanders.

17. There is one particular situation in which it is necessary that all concerned have clearly in mind how the command responsibility functions: when units of the field forces like a division, separate regiments, or separate battalions are stationed on a post. In such instances there is at the same station a post commander as well as a commander of a division or other unit of the field forces. AR 210-10 and 600-20 and War Department, Army Service Forces Organization Manual, section 406.01 indicate the line to be drawn between the authority of the post commander and that of the commander of the field unit. The post commander manages the buildings, equipment, and utilities of the post. His mission is to facilitate the training of tactical units. He is responsible, through the service command (formerly called corps area), to the Commanding General of the Army Service Forces. This arrangement secures continuity in the policy of administering these permanent installations. In addition, it facilitates the ready movement of field force units away from a post without interrupting the continuity of this policy. A division, for instance, may be stationed at a post for 12 months of training. Under this arrangement the division may be quickly moved out and another one immediately moved in without affecting the smooth operation of the permanent installations. Furthermore, the division commander upon arrival at a post will only have to requisition quarters, equipment, and utility services from the post commander and can thus devote his energies to training his troops for the field. At posts where units of the field forces are located, post commanders are directed to give primary consideration to furnishing every possible service and assistance to such field forces.

18. The duties of the post commander include the safety and defense of the post; the welfare of military personnel; and the discipline, conduct, bearing, and appearance of military personnel *under his command*. This means that there is a distinction drawn between the personnel belonging permanently to the post and the personnel of the field force unit stationed there for training. The post commander and his staff have authority in all matters that concern the former; they furnish to the commander and staff of the field forces such services as quarters, equipment, supplies, and utilities. For example, the post quartermaster issues equipment needed by the field force unit, but once

issued it is the responsibility of the unit quartermaster to issue it to the officers and men of his unit. The commander of the field force unit located on the post still retains his complete authority over the discipline and training of his own troops.

SECTION IV

CHANNELS OF COMMUNICATION

Reference: AR 340-15, section II

19. "Channels of communication" is the term applied to the routes by which military directives, official correspondence, and reports proceed from the initiating individual or headquarters to the addressee. When each directive, military letter, or report is prepared by an individual, he must decide through what higher or lower headquarters the communication should pass before reaching its destination.

20. AR 340-15, section II, lays down the rules by which this question should be answered. It establishes in paragraph 11, three general principles which are to be observed:

a. Communications, whether from subordinate to superior or vice versa, routed through intermediate commanders.—This rule is applied for communications relating to the initiation of new or changes in existing policies and regulations, or those requiring decision or action affecting the command as a whole. Direct routing of communications will be resorted to only when it is obvious that such procedure will result in expediting action. When the latter procedure is followed, copies of the communication will be furnished to all interested, intermediate commanders.

b. Communications, whether from subordinate to superior or vice versa, routed direct.—Communications other than the above, routine in nature, may bypass intermediate headquarters whenever it is apparent that intermediate headquarters are not interested and no action by them is required. Communications will not be routed through a headquarters which has no interest in the matter and which is not expected to act thereon.

c. Communications, to whom addressed.—Communications for service command headquarters and tactical units, to include division headquarters or smaller units, will be addressed to the commanding general or the commanding officer of the headquarters concerned, with a notation inviting attention to the appropriate subdivision therein.

21. Upon the three foregoing principles all of the detailed channels described in AR 340-15 are based. In section II, those regulations prescribe:

- a. How communications are handled between War Department agencies.
- b. To what agencies of the War Department communications from the Army are addressed.
- c. What types of communications are addressed to The Adjutant General.
- d. How communications are sent to the Army by the War Department.
- e. To whom communications pertaining to Government insurance are addressed.

22. You will also need to learn the routing of communications within your own headquarters, and between your headquarters and those which are geographically close to yours and with which yours has frequent contact. Within each organization you will discover some special customs as to channels and means of communication. On certain matters slight variations from normal channels may be prescribed by your headquarters or by higher local headquarters. The use of the telephone, telegraph, and courier service is more and more encouraged as a substitute for ordinary mail. These matters are not described in detail here, but you will have to acquaint yourself with them on the job. It is possible, however, to describe the typical routing of documents and communications within a regimental headquarters personnel section. This will be done in chapter 3.

23. A fourth general principle, however, may help you. Official military communications may roughly be divided into two classes:

- a. Communications that are primarily administrative, involving financial, supply, personnel, and similar matters.
 - b. Communications that primarily involve training and tactics.
- Communications of the first class will of course proceed from the regiment to such higher headquarters as are administrative in function—the division; the corps, in matters for which it has administrative responsibility; the army; the service command, as the nature of the communication may determine; and The Adjutant General, who receives and retains communications directed to the War Department. Communications of the second class will proceed through training and tactical headquarters; that is, through the division, the corps, the army or the defense command, to the Army Ground Forces if going upward, or through the battalion and company, if going downward.

24. Channels of communication in the Army will become relatively simple for you to understand if you will do three things: Keep in mind the four general principles mentioned in this section. Acquaint yourself in detail with section II of AR 340-15. Learn promptly the channels commonly used in your particular headquarters.

25. The application of the general rules for official communications is merely a matter of common sense. To illustrate, suppose that a company commander discovers that the name or serial number of one of his men is in error on the service record. He will direct that the enlisted man write a letter to the commanding general of the service command through his immediate company commander requesting that the error be corrected. This letter will go from the company to the regimental headquarters and from there direct to the commanding general of the appropriate service command. Since the request will in no way affect the training program of the battalion commander, he needs to have no knowledge of it. Nor will it be necessary for the division, or other intervening higher echelon to see this letter. However, if a lieutenant in a company requests leave, his request will normally pass through the battalion commander for approval before going on to regimental and divisional headquarters. This is done because the absence of a company officer may definitely affect the training program of the battalion.

26. You will understand from this illustration how the rule that communications should pass through interested commanders is applied in practice. In every case someone in the headquarters must exercise sound judgment in determining what channels should be used. You will find that certain reports, records, and types of official correspondence customarily pass through well-defined channels. These channels are determined in a common sense manner. Thus you should have no trouble learning which to use, if you inquire into the reasons why they are used.

CHAPTER 2

ORGANIZATION OF REGIMENTAL HEADQUARTERS

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III. Organization of adjutant's office.....	33-44

SECTION I

GENERAL

27. A regimental headquarters is organized to govern all matters that concern approximately 3,500 individuals. In fact the headquarters can be compared to a town or city government which operates and establishes policies for the welfare of its citizens. The work which this headquarters does, however, is much more extensive than the governmental activities in a town of the same population. Headquarters must not only provide services equivalent to the usual municipal ones, but also arrange to train officers and men; to direct them effectively on maneuvers or in combat; to feed, clothe, house, and pay them; and to provide recreation for them.

28. If all of these training and welfare activities are to be carried on successfully, you can see that careful and detailed organization is essential. Without definite assignments of duties to individuals and without a clear statement of individual responsibility, none of the objectives of the commander can be achieved. It is for this reason that the commander appoints certain advisers, known as his staff, and directs one of them, the adjutant, to administer the affairs of the regiment.

SECTION II

STAFF

29. The regimental staff is a team which makes it possible for one man, the commanding officer, to exercise his leadership over 3,500 individuals. It is obvious that the regimental commander cannot keep in personal touch with all members of his command. Nor can he alone attend to all the details of disciplining, feeding, housing,

and equipping his men. While these functions are his responsibility, they must actually be performed by others under his orders. For this purpose he selects as his assistants officers who are known as his staff. None of these staff officers has a command function in himself; each represents only the will of the commander and is merely the medium through which the commander's orders are transmitted.

30. Six officers form the commander's team of assistants. At the head of this staff in an infantry regiment or similar unit is the executive officer (a lieutenant colonel). His duties, like those of the chief of staff of a larger unit, are to plan, supervise, and coordinate the work of subordinate staff officers. He corresponds to the general manager of a business, to whom each department head is directly responsible.

31. In an infantry regimental headquarters there are five subordinate staff officers:

a. S-1 is the adjutant (a captain). He has in his charge all administrative matters pertaining to both commissioned and enlisted personnel. He is directly responsible for interpreting the will of the commander in all official relationships, for maintaining accurate records throughout the regiment, for supplying accurate reports to other units, for carrying on all official correspondence, and for promulgating orders other than field orders. His responsibility, furthermore, extends to all those staff functions which are not specifically delegated to others. In his relationship to the enlisted personnel assigned to his office, he is, like an office manager, responsible for their training and efficiency.

b. S-2 is the intelligence officer (a captain). He must keep the regimental commander informed of enemy disposition, location, strength, and probable intention; he must maintain up-to-date and accurate information regarding our own and enemy forces; he must supply maps within the regiment and must maintain S-2 information on the position and operation maps. In a training program, his chief responsibilities are the training of regimental intelligence personnel and the investigation of subversive activities.

c. S-3 is the operations officer (a major) during combat or field operations; during training periods he is the plans and training officer. He executes the combat or training policies of the commander. In addition, he advises the commander in the formulation of these policies, keeps him constantly informed of the status of the regiment's training and combat efficiency, issues combat orders, and performs such other appropriate duties as the commander may direct.

d. S-4 is the supply officer (a major). He is responsible for the supply of clothing, equipment, rations, and ammunition of the regiment as well as for the transportation of men and supplies. Although

he is a member of the staff, as commander of the regimental supply service, he normally maintains his headquarters with the Service Company.

e. The special service officer (a captain) may be called upon to advise and assist the commanding officer in matters affecting morale. He is responsible for the development and the coordination of recreation, welfare, athletics, and nonmilitary education for regimental personnel. He supervises facilities provided for these activities.

32. Of the five subordinate staff officers the adjutant is the key man. His special importance emanates primarily from his duty to assume all responsibilities not specifically assigned to other staff officers. All affairs of the regiment, except certain orders of S-3, pass through the office of the adjutant since his is the office of record in the regiment. Because the regimental clerks actually keep the personnel and historical records of the regiment and prepare regimental orders and bulletins, they in part share the adjutant's responsibilities. This is one important reason why you, as a regimental clerk, should perform your duties with particular faithfulness. The care with which you work has a direct bearing upon the welfare of every officer and man in the regiment.

SECTION III

ORGANIZATION OF ADJUTANT'S OFFICE

33. The organization and operation of headquarters, the administrative department of the regiment, is the task of the adjutant, your commander. The specific duties of the adjutant prescribed in paragraph 8, AR 15-5, are—

a. Management of official correspondence.

b. Operation of all activities at the headquarters pertaining to assignment, transfer, promotion, retirement, discharge, classification, procurement and replacement of personnel; leaves of absence and furloughs; assignment of quarters; decorations, citations, honors, and awards.

c. Authentication and distribution of all orders and instructions, except those pertaining to combat operations and military intelligence.

d. Preparation and submission of returns and of reports on strength, casualties, captured matériel, and prisoners of war.

e. Preparation and distribution of the station list.

f. Upon mobilization, the direction and supervision of the Army Postal Service within the command.

34. You will understand from paragraph 33*b* that the adjutant is charged with heavy responsibilities toward all regimental personnel. In fact the operation of the Army Personnel System (AR 345-5) as-

signs the major part of personnel record keeping to the regimental or unit personnel section—a part of the adjutant's office. Much of the personnel administration and record keeping which was formerly done by the company commanders is now done there.

35. In order to perform these varied duties efficiently, the adjutant is provided with officer and enlisted personnel. Table of Organization for an infantry regiment (T/O 7-11) give him from the service company—

- 1 captain, to be personnel officer with the title of assistant adjutant.
- 1 warrant officer, also called assistant adjutant, to direct miscellaneous (non-personnel) activities. (From Headquarters Company.)
- 17 enlisted men.

In addition, AR 345-5 provides that he may use in the unit personnel section the 20 company clerks (corporals) of the regiment or as many of them as, in the opinion of the commander, may be needed.

36. By examining figure 6 (Organization of an Adjutant's Office) you will observe *one* way in which an adjutant may group the two assistants and the enlisted men available to him. Figure 7 shows a floor plan adapted to this method of organization. While these charts do not represent the only method of grouping for efficient operation, they picture a flexible organization. By utilizing all of the company clerks in the unit personnel section and a nucleus of assigned T/O personnel in each subsection, the plan makes possible the rotation of company clerks in the several jobs while the assigned T/O personnel remain fixed. Under this plan also the personnel officer may release one or more company clerks from each subsection during periods of slack work.

37. You will note as well that figure 6 shows the chain of command in the office. Command runs directly from the adjutant through the warrant officer and sergeant major to the miscellaneous and postal sections; in another direction it runs from the adjutant through the personnel officer to the personnel section and thence to five subsections.

38. While the adjutant bears the ultimate responsibility for the efficient operation and coordination of every activity in his office, he thus acts through his two chief assistants, the personnel officer and the warrant officer. He keeps himself constantly informed as to the work in all sections of his office. His personnel officer, however, is responsible to him for the operation of the personnel section, while his warrant officer, through the sergeant major who is chief clerk, supervises the detailed work of the miscellaneous and postal sections.

39. Under this arrangement the required duties may be broken down and assigned to sections as follows:

a. Miscellaneous section.—The miscellaneous section is directed by a technician 4th grade (sgt) as section chief. He will distribute the duties to be performed by his section among the personnel assigned to him including himself. Those duties consist of distributing mail that comes in for headquarters personnel; preparing "miscellaneous" correspondence, general orders, memoranda, bulletins, circulars, fatigue details, officer of the day and officer of the guard rosters, and duty rosters for boards and courts; maintaining the decimal files of "miscellaneous" correspondence, including the policy files; operating the mimeograph; issuing publications, office supplies, and office equipment; providing messenger service.

b. Postal section.—The postal section is directed by a technician 4th grade (sgt) as section chief. His duties and those of his assigned personnel are to receive mail from the Army Post Office (APO), to distribute it down to the companies, and to bundle mail received from the companies and dispatch it to the APO.

c. Personnel section.—The personnel officer (assistant adjutant, a captain) is the chief of this section and is responsible to the adjutant for the proper functioning and coordination of all activities having to do with individual officers and enlisted men. A technical sergeant, the chief clerk of the section, supervises the detailed operation of the five subsections into which the personnel section is divided.

(1) *Enlisted subsection.*—This subsection maintains service records; it prepares pay rolls, final statements, statements of charges, applications for insurance and allotments of pay, discharges, and reenlistments; it keeps records of enlisted men's pay; it maintains the enlisted 201 files (in which are placed all communications and reports pertaining to individual men) and enlisted locator card files; it checks the monthly rosters of enlisted men.

(2) *Officers' subsection.*—The officers' subsection maintains the officers' 201 files and status cards; it checks officers' efficiency reports; it prepares the active duty reports of Reserve officers, and officers' pay and mileage vouchers; it maintains the officers' locator card files; and it checks the monthly rosters of officers.

(3) *Reports and returns subsection.*—This subsection completes and forwards reports of change, checks morning reports daily, prepares a daily abstract of the morning reports, checks daily ration reports, and prepares ration and strength returns as required.

(4) *Correspondence and orders subsection.*—This subsection prepares all correspondence that concerns individual officers or enlisted men, and drafts all special orders.

ORGANIZATION OF AN ADJUTANT'S OFFICE

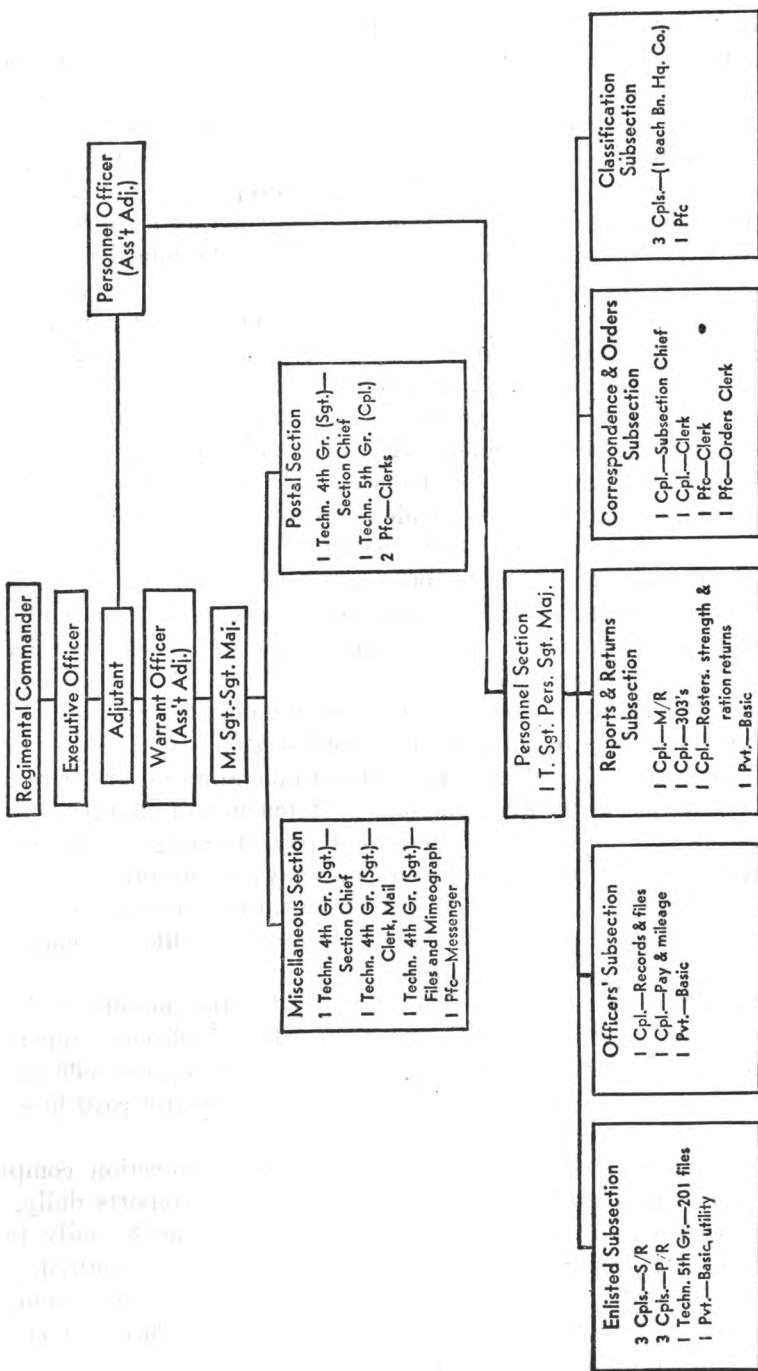


FIGURE 6.

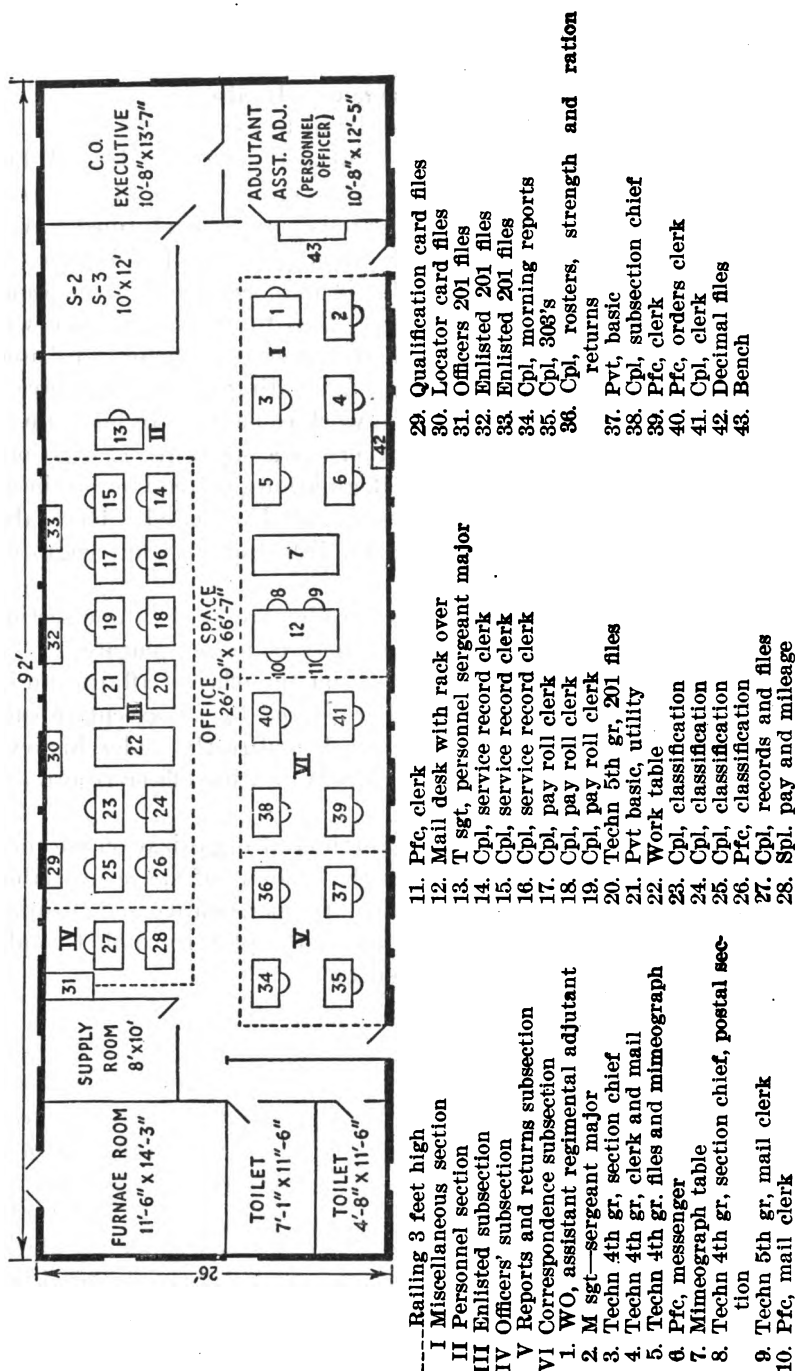


FIGURE 7.

(5) *Classification subsection.*—The classification subsection maintains enlisted men's classification cards (Soldier's Qualification Card, WD, AGO Form No. 20). When enlisted men are to be reclassified, this section conducts the necessary interviews. It also recommends enlisted men for reclassification and for detail to service schools.

40. In practice you will find many variations of this plan. What has been described, therefore, you should recognize as simply one possible way in which the adjutant's functions may be performed. Any adjutant may quite properly decide upon a different allocation of duties or may plan sections that differ in number as well as in function. Since these matters are not prescribed by regulation, you will understand that the plan presented here is merely a suggestion based on practical field experience. Your commanding officer may have a plan that is even better adapted to the work to be done in his office.

41. In some offices, for example, there is a separate publications and supply section. Here Army Regulations, directives, printed forms, and similar material are stored and distributed. Here also regimental directives of all types are published and all mimeographing is done.

42. In some offices all correspondence files are kept in one section so that the filing, done by trained men, may be more accurate.

43. Sometimes the adjutant believes that the officers' affairs can be more carefully and confidentially administered by an executive subsection of the miscellaneous section, which is directly under his own supervision; in this case he will assign only routine officer records to the personnel section.

44. You will also realize that any method of organization adopted by an adjutant will be influenced by the amount of space available, the training and experience of personnel, the personality and training of the personnel officer, the adaptability of the plan to combat conditions, and the adjutant's own preferences.

CHAPTER 3

UNIT PERSONNEL SECTION PROCEDURES

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SECTION I

CLERK'S RESPONSIBILITY

45. The Army is the biggest business in the world. To accomplish its mission, success in battle, the huge administrative machine must move with precision in every part. The judgment and accuracy with which you do your job therefore contributes directly to the success of the war effort.

46. Certain procedures followed in the unit personnel section are described in this chapter. They are not mandatory, but are adapted from the experiences of clerks who have worked in the field. They will vary according to local conditions and the type of organization. The exact procedure to be followed is a prerogative of the adjutant and personnel officer, acting for the regimental commander.

47. The unit personnel section is organized to obtain simplicity in administrative procedures and to cut red tape. Each member of the team must be alert and constantly must watch for ways in which the system can be improved. Any improvement must conform to Army Regulations and to the policies of the commander. When you discover a short-cut or an improved method, do not, therefore, assume that it is authorized. Consult with your section chief, who will present the suggestion, if it is a good one, to the personnel officer, and the latter will present it to the adjutant.

48. Examples of simplified procedure are frequently used in the following instructions. You will note that often you are advised to make telephone calls for the records you need for a given task. At other times you are advised to visit an organization and ask personally for such records. Short-cuts like this should be used rather than the usual method (employed by many unit personnel offices to the prejudice of speed and simplicity) of writing formal letters asking for information or records that can be obtained by telephone or runner. In the appendix, containing carefully annotated forms, you will find a valuable aid which will show you how to accomplish many forms not requiring extended discussion.

49. In order to make the description of personnel section procedures lifelike, it is assumed in each description that you are one of the specialized clerks in an appropriate section of the office. Of course different clerks are involved in different procedures, so that you will have occasion to shift mentally from being, for example, an enlisted subsection clerk to being an orders subsection clerk. Unless you make this mental shift when it is indicated, you may get the false idea that every clerk no matter what his assignment must carry out all the procedures. This is not so. It is important, however, for you to understand all common procedures. You will then be equipped for any specialized job.

SECTION II

INITIAL RECORDS; RECEIVED AND CHECKED BY UNIT PERSONNEL SECTION

50. In the following example it is assumed that a group of enlisted men, who were recently inducted, have joined your regiment from a recruit reception center. The records listed below were delivered to the personnel officer or the sergeant major of the unit personnel section. Your instructions are to check them over carefully, make the necessary entries, and distribute them to the proper subsections within the unit personnel section.

Service Record (W. D., A. G. O. Form No. 24).

Soldier's Qualification Card (W. D., A. G. O. Form No. 20).

Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

Immunization Register (W. D., M. D. Form No. 81).

A copy of the reception center or replacement training center special order assigning the men to the regiment.

51. Service Record (W. D., A. G. O. Form No. 24) (*Reference: AR 345-125*).—*a. Purpose.*—The service record is the compiled military record of the individual enlisted man. It is initiated for each enlisted man at entrance into the service, whether by enlistment, reenlistment, draft, or induction, as well as for each retired enlisted man and enlisted reservist called to active duty. It contains a complete record of his service from the date of enlistment, reenlistment, draft, induction, or call to active duty until the date of discharge, relief from active duty, or death. It accompanies him continuously until he is separated from the service. Finally it is forwarded to the War Department and becomes a permanent record in the files of The Adjutant General's Office. You will understand the importance of the service record when you consider that millions of dollars of Government funds have been paid on claims which were based on entries in it and that other millions of dollars claimed have been disallowed on the same basis. An erroneous entry by you in this record may have the effect in later years of depriving the man of benefits to which he is entitled by law. Conversely, it may act to allow payment of a claim to which the individual is not properly entitled. Authenticated extracts from the service record are accepted as evidence in courts, both martial and civil. Furthermore, a record once closed and filed, cannot be altered except upon approval of the Secretary of War and then only when based upon indisputable proof of the error in the entry and of the correctness of the entry to be substituted.

b. The personnel officer is responsible for and is charged with the proper posting, transferring, and closing of all service records, except for two entries. These pertain to the character and the efficiency rating of the enlisted man, and are entered and initialed by the enlisted man's company or detachment commander, or by the personnel officer under certain circumstances (AR 345-125). You as a clerk must share this responsibility with your personnel officer as the entries are actually made by you for him.

c. The information to be posted in the service record will come to you from various sources, some of which are: morning report, sick report, court martial records, general and special court martial orders. Other information, such as change in beneficiary, date on which Ar-

ticles of War are read, change of home address, and so forth, will be furnished by the company or detachment commander.

d. All entries in the service record will be made with blue-black ink, except in cases where pencil notations are specifically authorized. After any entry is made in the service record, the service record must be submitted to the personnel officer for his initials or, if his initials are not required, for his information. If an erroneous entry is made, it will *not* be erased. A thin line will be drawn through the erroneous entry, and immediately above it will be written the correct entry with date. The correction is then submitted for the initials of the personnel officer.

e. Frequently it becomes necessary for the personnel officer for the first time to initial an entry in the service record of a new man. Before submitting such a service record to him, turn to page 24 and on the first unused line print his name, grade, and organization. He will place his initials opposite your entry on the same page at the time he first initials the entry concerning the enlisted man. This is done so that initials in the service record can always be identified.

f. In order to expedite the handling of the record by the personnel officer, do the following before submitting it to him for initialing or other action. Open the record to the page where the entry was made and use a paper clip to hold it open with a small square of paper inserted under the clip containing a note as to exactly which entry on that page requires the officer's initials. If his initials are required on page 24, that fact should be noted also. When a record is returned to you by the personnel officer, always check it to insure that he has overlooked no entry.

g. If at any time it is necessary to remove a service record from the headquarters for any reason, you must ask permission from the personnel officer to do so. He is charged with the safekeeping of all records in the section so that they must not be removed from the office without his permission.

h. *Action required.*—In order to process the service record when it first comes to you upon the arrival of a new man, turn to page 5 and make the appropriate entry under original assignments. Turn to page 16, 1st indorsement, and enter the date upon which enlisted man reported, noting also whether he has authorized any insurance or allotment deductions, and date of last payment. Now turn to page 13, "Remarks financial" and enter all pay data. These entries will later be transcribed to the pay roll upon which the enlisted man is paid. Print or type the name, grade, and title of the personnel officer on page 24. The record is now ready for the initials of the personnel officer. It should be routed to him through the personnel sergeant major by informal note clipped on it stating the exact pages and items in the

service record where the initials of the personnel officer are necessary. Upon its return to you, inspect it to insure that all entries have been initialed as requested. Finally, place it in the service record file.

52. Soldier's Qualification Card (W. D., A. G. O. Form No. 20) (*Reference: AR 615-25*).—*a. Purpose.*—In order to utilize effectively the varied skills and potentialities that are poured into a recruit reception center from local selective service boards, a highly efficient classification system must operate. As a basis for classification each individual is carefully questioned, studied, and if necessary, tested by means of especially prepared trade tests. The information thus gained is recorded on the soldier's qualification card.

b. This card is so constructed that the information on it can be coded by using the numbered holes around the edges. Once the numbered holes have been punched or coded it is possible for any department which must handle hundreds of cards at one time (classification subsection of the unit personnel section) to sort out speedily, by means of a needle selector device, a group of men with any particular qualification desired.

c. The card thus accomplished forms the basis of each man's initial classification. As his skills develop and his value to the Army increases, his development is recorded on his qualification card. You must make these entries accurate, precise, and legible. Inasmuch as this form cannot be rolled, folded, or creased, you write entries only with pen and ink. Do not use a typewriter.

d. Action required.—The information to be entered on this form you will receive from various records and reports, many of them informal memoranda from the organization commander. Before you make any entry on the form, you should first consult AR 615-25. If at any time an informal memorandum from an organization commander changes the classification of any man under item 26, you should seek the advice of the personnel officer. This form is important because it accompanies the enlisted man's service record during his entire period of service. When he leaves the Army, the qualification card is sent to The Adjutant General, along with other pertinent records, and is permanently filed. To facilitate each man's return to civil life, extracts of this card are forwarded to a job placement agency in the home town of the enlisted man. There, aided by Form No. 20 data, an effort is made to place him in an occupation similar to that which he held before entering the service.

e. The soldier's qualification cards are usually sent to the organization commander along with copies of the special order which shows the assignment of the enlisted men. The company commander will study these cards, acquaint himself with the qualifications as shown on them and return them to the unit personnel officer for file in the

enlisted subsection. Before releasing these forms from the office, you as clerk should make a record of the fact that the cards have been sent to the company and, if they are not returned in a reasonable length of time, you should notify the personnel officer who will request their return from the company. You make your record on a Replacement Card (W. D., A. G. O. Form No. 20-1). This is a form memorandum prepared for the purpose. It is illustrated in figure 31, TM 12-250.

53. Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32) (*Reference: AR 35-6680; 35-6560; 615-40*).—This record is maintained in the files of the organization commander and should be sent to him by informal action sheet through the message center.

54. Immunization Register (W. D., M. D. Form No. 81) (*Reference: AR 40-210 and par. 219, TM 12-250*).—Careful inspection of this form discloses that the enlisted man has received only one of a series of three inoculations required. Forward this record to the regimental infirmary by informal action sheet, stating on it the reason the record is sent and the organization to which the man belongs. The regimental surgeon will take the necessary action to insure completion of the inoculations at the proper time.

55. Special order.—Always withdraw from the records of each man the special order sending him to the regiment and route it to the files section. This order will be the first document entered in the 201 file of the enlisted man (his individual file).

56. Miscellaneous (insurance and allotments).—Checking pages 9 and 10 of the service record will disclose whether or not the enlisted man has authorized deductions or allotments. If he has authorized deductions for payments of premiums on Government insurance, or allotments of his pay for support of dependents, duplicate copies of this form, W. D., A. G. O. Form No. 29 (Authorization for Allotment of Pay) will also be included among the records when they are handed to you. They should be folded and inserted in the service record and filed with it.

SECTION III

SPECIAL ORDER; PREPARATION OF ASSIGNMENT ORDER

57. The first step in assigning new men to an organization is for the officer in charge of the arriving selectees to deliver their records to the personnel officer. Among these records will be found a Soldier's Qualification Card (W. D., A. G. O. Form No. 20) for each man. A large number of these cards, each representing an individual man, will be sorted into occupational groups by a classification section clerk

by means of a needle selector device. Each of these groups will represent men who have had special training and experience in one kind of occupation.

58. The personnel officer, of course, already knows the occupational needs of the various organizations in the regiment. His next step, therefore, is to distribute the various skills represented on the cards so that each organization receives its share of the new men according to its needs. This distribution takes the form of a list containing the names of the selectees and their proposed assignments. The list together with the Form No. 20 for each man will be passed to the special orders subsection. From this material you, as a clerk in the special orders subsection, will prepare the special order which assigns the men to appropriate organizations. If you were this special order clerk, what would you do?

59. **Preparing special order** (*Reference: AR 310-50; TM 12-250*).—*a. General characteristics of all special orders.*—Special orders have to do with personnel, that is, individuals or groups of individuals. Appointments, assignments, relief, discharge, and retirement of all Army personnel are accomplished by special order. Special orders are directive in nature, individual in application, and either temporary or permanent in effect.

b. Special orders are numbered by numbering "1" the first special order published in a given headquarters regardless of the date upon which the headquarters activated. The next succeeding numbers are used to designate the special orders that are published on succeeding days. If on Sunday, for example, no order is published, the next number after Saturday's is assigned to Monday's order. A new series begins each calendar year with number "1" issued on the first day in January; (January 2 if no order is issued on New Year's Day). Use only one number for any given day.

c. These orders may consist of any number of paragraphs, each in effect being an order in itself. Each paragraph is numbered. Each one deals with one subject, such as the assignment of a man to an organization or the promotion of another man. More than one individual may be included in a paragraph provided that the subject, "assignment" for example, is the same. When all the paragraphs prepared on a certain day are printed or mimeographed together on one special order and this order is given a number, you have what is called a consolidated order.

d. All orders contain four components:

Heading.

Designation.

Body.

Authentication.

These four components and their arrangement are illustrated in the model special order in paragraph 60. Of these the body is most important. It must contain certain elements so that it may be subject to one interpretation only; namely, the will of the commander. If you are to include all these essential elements, you should ask yourself and ANSWER these questions:

What is to be done?

Who is to do it?

Why is it to be done?

When is it to be done?

How is it to be done?

Where is it to be done?

e. In the written special order the sequence in which the answers to these six key questions appear does not matter. But it *does* matter that the answer to each appears somewhere. The best procedure for you is always to ask yourself each question in turn and *write down the answer*. Once you have the answers down on paper, the arrangement of the elements for clarity and conciseness is simplified.

60. Assignment to organization by special order (*Reference: AR 310-50; pars. 434-464, TM 12-250*).—a. Assume now that you are the special orders clerk. You are given a list of men, the name of each being followed by his assignment. You are also given the Form No. 20 of each man. You must draw up the order. Here is what you do. Since this will be the first paragraph of the day's special order, you determine by reference to your special order file that the next number to be used is 93. From the storage cabinet you obtain a stencil; insert it in your typewriter, and set the marginal guides and ribbon control. You inspect your machine to be sure the type is clean before you start. Then you type the heading (headquarters and date) and the designation (Special Orders No. 93) on the stencil. Now ask and ANSWER the six questions about the subject of the order. The assignment of a group of men. When you have written your answers on a scratch pad, you will probably have something like this:

Who: Each of the named enlisted men (Kelsey and Simms).

What: Are hereby assigned.

When: This date.

Where: To organization indicated.

Why: For duty.

How: (This question is answered literally only when travel is involved in the order. In this particular case it is assumed to be answered since Kelsey and Simms are already at their proper station and no travel is involved).

When you arrange these answers in logical sequence, you will have a completed order like this:

HEADQUARTERS

100th Infantry

Fort Dix, N. J.
3 June, 1942

SPECIAL ORDERS

NO. 93

1. Each of the following-named enlisted men, component and specification serial number as indicated, assigned to this regiment by paragraph 14, Special Order 108, Headquarters, Recruit Reception Center, Fort Blank, N. Y., having arrived this station by rail this date from the recruit reception center for further assignment, is hereby assigned (this date) to the organization indicated below for duty. Last rationed to include the noon meal this date.

ASSIGNED TO COMPANY L

Private Kelsey, Michael J.	36100543	MSSN	521
Private Simms, Roy W.	36100547	MSSN	521

By order of Colonel ATWATER:

/t/ THOMAS A. DUBOIS

Captain, 100th Infantry,
Adjutant.

OFFICIAL:

/s/ Thomas A. Dubois

/t/ THOMAS A. DUBOIS

Captain, 100th Infantry,
Adjutant.

DISTRIBUTION:

CG 6th DIV—5

CO Co L—3

Ea Sec & Subsec—1

Persons concerned—1

Postal officer—2

Extra—5

b. The preceding order has been given you in long form so that you may see more easily how it was composed. Paragraph 4f, AR 310-50, August 8, 1942, directs that authorized abbreviations and symbols as prescribed in AR 850-150 be used to the maximum extent consistent with clarity. Below you will find the assignment order just described as it would be phrased in terms of authorized abbreviations.

HQ 100th INF

SO 93

Ft. Dix, N. J.

3 June 1942

1. Following EM asgd this regt by par 14 SO 108 Hq RRC Ft. Blank NY jd this date are asgd as indicated:

CO L

Pvt Kelsey, Michael J.	36100543	MSSN	521
Pvt Simms, Roy W.	36100547	MSSN	521

By order Col ATWATER:

/t/ THOMAS A. DUBOIS
 Capt 100th Inf
 Adj

OFFICIAL:

/s/ Thomas A. Dubois
 /t/ THOMAS A. DUBOIS
 Capt 100th Inf
 Adj

DIST'N

CG 6th Div—5
 CO Co L—3
 Ea sec & subsec—1
 Pers concerned—1
 Postal officer—2
 Extra—5

c. The usual system employed in the unit personnel section by the special orders clerk is to place a stencil in a typewriter at the beginning of the day. The clerk then types the heading and designation of the order, and as the need for various paragraphs develops during the day, each paragraph is typed. This process is continued until the latter part of the afternoon, about 1500, when the order is closed out by adding the authentication. Additional paragraphs are included in the next day's order. The order is then presented to the adjutant, through the sergeant major and personnel officer, for signature; then it is sent to the publications section for reproduction and eventual distribution by the message center. The process of authentication, signature, and reproduction is so timed by you that the finished order will be distributed so as to reach any offices and individuals concerned before the close of the day's business, preferably not later than 1600. If you use the system described, it will not be necessary for you to keep

a record of each extract published for eventual consolidation, since this order is already consolidated as published.

d. If during the day an occasion arises necessitating the immediate issuance of a paragraph, go to another typewriter, or remove the stencil from the one in use, and prepare the extract order on bond and tissue sheets for immediate use. When this extract is finished, replace the stencil containing the consolidated order in the machine and type the paragraph just finished as a part of your consolidation.

e. An important thing to remember is to follow through on the finished order. After you have passed the stenciled order to the adjutant through the sergeant major and personnel officer for signature and routing to the publications subsection for mimeograph reproduction, keep it moving until it reaches the clerk who operates the mimeograph machine in the publications subsection. Then make it your business to see that it is promptly reproduced and passed to the distribution subsection or message center. Remember that you have a goal in view: copies of the order must reach those affected before the end of the day. Assume the responsibility of seeing that the goal is attained. The "follow through" principle should be applied by every good clerk to every phase of his work.

61. Checking.—When you have completed an order, you should check it carefully as soon as you have removed it from your typewriter. Ask one of your fellow workers to check the stencil closely as you read your original written draft of the order. He should observe for correctness names, assignment, dates, spelling, grammar, punctuation, order number, paragraph numbers, and all other details. An incorrect or poorly prepared special order, once distributed, can cause an unlimited amount of embarrassment to all those concerned with its publication. The special order is the most widely read type of publication in any unit because the special order deals with individuals. Remember also that, although the ultimate responsibility for the accuracy of the order rests with the officer who signs it, nevertheless this officer has entrusted the job of writing it to you and depends upon you to complete it correctly. This is one of the many times when you should not forget that small, sometimes boring details may have great importance.

62. Reproducing.—*a.* In most unit personnel sections the mimeograph machine will be located with the distribution clerks in the message center (part of the miscellaneous section). The machine is operated by the same personnel. Assume that you are a clerk in this section and the special order above is deposited in your basket for reproduction. Any routine work upon which you are engaged should be laid aside so that the reproduction and distribution of the special order may be given your immediate attention.

b. First determine how many copies of the order are required. This should be indicated on the stenciled order itself in the lower left-hand corner under the heading "DISTRIBUTION." There you find listed the activities, offices, sections, and individuals to whom a copy or copies of this order must be distributed. To the total of the required copies a few extra copies should be added for the extra file, usually about 5 percent of the total needed for distribution. Assume the list indicated that 90 copies will be necessary for distribution. Add 5 percent for the extra file. This will make a total of 95 copies to be produced.

c. Place the stencil on the machine, and turn out a couple of copies by hand. Examine these for marginal spacing and proper printing, and read the text of the order as a further check against grammatical or other obvious errors before proceeding. The latter process having disclosed no errors, set the counting device on the machine to 95 copies and proceed.

63. Distributing.—a. The order is now ready for distribution. As a further check on the correctness of the special order, the first copy to be distributed should be given to the officer who signed the order or to his sergeant major. Since the personnel officer has his office in the same building as yours, either take him a copy or send it to him right away. Stand by while he reads it. If he does not indicate that you may go ahead, ask him if it is in proper form for distribution. When he has found the order correct, you proceed to distribute all copies.

b. First, take one copy of the order as a master copy. As you distribute the others in the company boxes which are within your section, check them off on the master copy. For example, as the enlisted men concerned are assigned to Company L and this organization will need copies of the order, you will find under "DISTRIBUTION" a remark similar to the following:

DISTRIBUTION:

Co L—3 ✓

Strip three copies from the pile of orders, checking the master copy as shown above and place these copies in the box assigned to Company L. Continue this process until every item has been checked on the distribution list of the master order. This master order then is placed in the consolidated file of special orders. It is your assurance that all activities and personnel requiring copies of the order have been properly furnished their copies.

c. Those copies prepared for ultimate delivery to individuals should have the name of the individual written on each. Likewise those

copies for interoffice distribution within the unit personnel section should bear the title of the individual who is to receive them. For example the adjutant, personnel officer, and, among others, the enlisted subsection would be furnished copies of this order. A suitable number of copies would be so marked. Deliver these copies to the offices or desks of the individuals who should have them. You do this by depositing each copy in the "IN" basket of the officer or section chief. The alert distribution clerk will picture mentally those activities, individuals, and sections who are affected by the information contained in any publication and be sure that all so affected receive this information even though they may not be shown in the distribution list of the order itself.

SECTION IV

MORNING REPORT; HOW PROCESSED

Reference: AR 345-400

64. Company Morning Report.—*a.* A new morning report form has been adopted that permits a simpler, more efficient way in which to keep and maintain a record of the daily history of an organization. The morning report is one of the most important records in the military service. Not only is it the daily history of an organization or detachment, but it also furnishes the basic information for many other vital records. Therefore, the sergeant who prepares it, and the reports and returns clerk who checks and makes abstracts of it, should do their work with absolute accuracy.

b. By looking at the illustration shown in the Appendix, page 177, you will see that the new morning report resembles a salesbook, 4¼ inches by 10¼ inches in size. This book consists of sets of forms in triplicate. The sets are bound together at the bottom. The forms are punched at the bottom for binding after they are completed. Thus at any time reference to a particular morning report day is to be made, the date is at the top and easily visible.

65. Preparation.—*a.* Normally the morning report is prepared by the organization first sergeant and is signed by the organization commander, then submitted to the unit personnel officer daily. The first sergeant may use a typewriter to make out the forms, or he may make them out in pencil, depending on the circumstances. If a typewriter is used, the set of three forms may be removed from the binder by tearing along the row of perforations at the base of the forms. The tab at the top is left secured to facilitate insertion in the typewriter. When the report is finished and authenticated by the com-

pany commander, the first sergeant will give the original and triplicate copies of the report to the company clerk who in turn will deliver them to the personnel sergeant major in the unit personnel section upon reporting for duty each morning. If the first sergeant fills out the report in pencil, the same procedure is followed except that the forms are not removed from the binder until the report is completed. On receipt of the morning reports of the various units by the unit personnel sergeant major, he passes them on to the clerk whose duty it is to check them for accuracy and completeness and to extract from them certain information which is to be entered in various other personnel records maintained in that office. The morning report will at some time or other contain information concerning every man in the company. This information must be disseminated to the various offices and individuals for recording on other records. This may be done by means of an abstract of the morning report or, in personnel sections of smaller units, by passing the two copies of the morning report to the various sections of the office which are concerned with the entries recorded for a particular day.

b. In addition to the remarks concerning individuals of the company, the record of events affecting the organization as a whole are also entered in the morning report at the bottom of the upper part of the form.

66. Checking.—*a.* You, as the morning report clerk, should read the morning report regulation (AR 345-400) very thoroughly so that you may be competent to perform your duty of checking the reports for accuracy and of preparing the abstracts. While this is the responsibility of the unit personnel officer, it is also a case in which he entrusts you, his clerk and coworker, with doing a job for him as though you were obliged to shoulder the responsibility alone.

b. The most important function you have as a morning report clerk is to check these morning reports for accuracy. After you have received the original and triplicate copies of the morning reports of all the companies and detachments of the regiment from the personnel sergeant major, check the remarks section of each morning report for completeness and clearness and for the authentication by the company commander. Next, check the strength section to see that the figures agree with the remarks section. If both are correct and agree with one another, you can proceed to check the rations section, using the information in both the remarks and the strength sections.

c. The largest portion of the morning report form is provided for the remarks section. You must check these remarks daily for accuracy and completeness. In order to do this and have complete control of your job as morning report clerk, you must devise ways and means of keeping informed of changes which have occurred during the

day and which should appear on the morning reports when they reach you. Keep close contact with the discharge group, special orders clerk, and service record group, and any other individuals who may have information that will be helpful in checking the morning reports. Make it a part of your daily routine to ask each of these groups if they know about any changes which may affect the morning reports. For instance, a remark in a morning report showing the discharge of an enlisted man can be verified merely by asking Doakes, the discharge clerk, who sits at the desk directly behind yours, if that man was actually discharged. If, during the day, Doakes states that one man was discharged from Company C, you will naturally check the morning report of Company C tomorrow to insure that Company C has dropped him as a loss to the company.

d. In the lower fourth of the page are two sections. The first one is the strength section containing the daily strength of the company. It is very easy to compute this by taking the preceding day's strength and either subtracting or adding the changes in the personnel of the company for today. The total arrived at is the correct daily strength figure. AR 345-400 describes in detail how the strength is computed. Study the example shown in the appendix, and you can easily understand how the strength figures are determined.

e. The second part is the ration section. This, too, has been reduced to its simplest calculation. In the space provided for each entry, is the explanation of each figure to be entered. Rations can thus be determined very rapidly.

f. Frequently you will discover errors in the morning reports. If an error is exceptional or serious, you should bring it to the immediate attention of the personnel officer. If it is a minor error, make a notation on a small card and place it in a suspense file to check on the morning report of the next day to see that the error was corrected. In the meantime, notify the appropriate first sergeant so that he may make the correction by remark on the following day. Check your suspense file each day to see that the organizations have made appropriate remarks to correct the errors you have reported to them. *Do not* correct any errors in the morning report yourself. Once the report is submitted, the entries must not be changed. Corrections are made by making the appropriate remark on the following day.

67. Abstract of Morning Report (Reference: TM 12-250, Part One, Chap. 6, Sec. II; Part Two, Chap. 7, Sec. I, and paragraph 203).—*a.* When the morning reports are found to be correct, you must furnish the information they contain to the various subsections of the office for entry in other pertinent records. This may be done in two ways. Since two copies are available in the unit personnel section, in small units they may be passed from one desk to another for extraction

of the information required by each section. In larger installations, however, it may be considered expeditious by the personnel officer to have abstracts of the morning reports prepared in order that the various sections may do their work simultaneously. If this is the practice in your personnel section, prepare the abstracts and pass a copy to each of the subsections concerned. There is no prescribed form for this abstract, but you will find a good model in figure 22, TM 12-250. Normally copies will be furnished to the following subsections: payroll group, service record group, officers subsection, classification subsection, postal subsection, report of change clerk, locator card clerk, and any others designated by the personnel officer. As the clerk who prepares these abstracts, you must be certain that they are correct and contain the same information as the morning reports. Always ask a fellow clerk to check them with you before passing them to the various sections and clerks.

b. When the morning reports have been completely checked, all errors have been noted, and the abstracts of the morning reports have been prepared and distributed, the morning reports themselves are ready to be submitted through the sergeant major to the personnel officer. After the personnel officer has noted the morning report entries, you will route them to the distribution clerk who will place the original in the distribution box for forwarding to the Machine Records Unit or Statistical Control Unit together with the Reports of Change prepared therefrom. The triplicate is filed after a check is made to insure that all sections concerned either saw a copy of the morning report or was furnished an abstract therefrom.

68. Headquarters Morning Report.—a. The headquarters morning report (W. D., A. G. O. Form No. 2) is used for all personnel who do not belong or are not attached to an organization using a company morning report. The adjutant general or the adjutant is responsible for its daily preparation and also signs it as authenticating officer. The report is made in triplicate each day. The duplicate is retained in the headquarters making the report and the original is forwarded to the Machine Records Unit with the daily reports of change (W. D., A. G. O. Form No. 303) prepared therefrom. The triplicate is forwarded to the unit personnel section.

b. The headquarters morning report is accomplished in much the same manner as the company morning report, except that the section of the report devoted to strength is in more detail as to commissioned personnel and there is no section for the calculation of rations, since none is needed. Examine carefully the illustration of the new headquarters morning report in the Appendix. Read carefully the Army Regulation No. 345-400 describing it and you will have no difficulty in checking the report for accuracy. After you have checked the report,

it is processed in the same manner as the company morning report. In the event of error, you may go to the adjutant's desk and ask that he correct the error before you submit it to the personnel officer or distribution clerk for forwarding.

69. Consolidated Morning Report.—Although regulations do not specify the use of a consolidated morning report, it may be the custom in your unit of preparing some improvised form of consolidation for the use of your commander. This may be required by him daily, or periodically at prescribed intervals. If a consolidated morning report is used in your unit, you should consult your unit personnel officer or personnel sergeant major for information on the form to be used and the dates on which it is to be prepared.

SECTION V

REPORT OF CHANGE; HOW PROCESSED

Reference: AR 345-800; pars. 203, 404-407, TM 12-250

70. The Report of Change card (W. D., A. G. O. Form No. 303), is the medium by which information recorded on the morning report is transmitted to the machine records unit for tabulation. From the machine records unit it is sent to The Adjutant General where it is permanently filed as a historical record of the enlisted man or officer concerned. It is a basic record and upon its accuracy and completeness depend to a large extent the usefulness and value of the entire Army personnel accounting system. You, as a clerk assigned the task of preparing reports of change, must be thoroughly familiar with the provisions of AR 345-800 and all other directives pertaining to this record.

71. Selecting information to be reported (*Reference: Par. 17, AR 345-800*).—*a.* It is not practical to record here all the various conditions under which a report of change would be required. However, you should check every entry appearing on the morning report against AR 345-800 to be sure that you overlook none that should be reported. A good clerk will extract this information from the above Army Regulations for his desk file so that they may be handy for daily reference.

b. Here is a practical working plan for selecting information from the abstract of morning report prior to the actual preparation of the reports of change: Reading over the abstract of remarks, check each entry with the types of changes shown in paragraph 17, AR 345-800. If, according to these regulations, the remark requires the rendition of a report of change, underline the remark with a colored pencil. Continue this process until you have underlined all remarks requiring

a report of change. Take, for example, the remark pertaining to Kelsey; it will appear on the abstract of morning report: "Pvts Kelsey & Simms asgd and jd 1500." This constitutes a gain to the regiment and organization to which they are assigned. Turning to paragraph 17, AR 345-800, you find that gains to organizations are reported on a report of change form. Underline this remark with a colored pencil.

72. Preparation of card (*Reference: AR 345-800; pars. 203, 404-407, TM 12-250*).—*a.* The cards are furnished in book form and are so arranged that following each original card are two other copies. Remove all three copies of the report from the book and insert them (with necessary carbon paper) in the typewriter, if one is used. The original and one copy only need to be prepared for enlisted men. The original card is so constructed from heavy paper that it can be run through various types of electric accounting machines. The information presented on it is transcribed mechanically to other records in the machine records unit. If these cards are to be successfully processed by this machine method they must reach the machine records unit well preserved and without mutilation. Do not use punctuation marks on the typewritten cards since indentations may cause holes that would result in mechanical difficulties in processing the cards through the machine records unit. As the clerk preparing these cards, you must exercise extreme care when handling them, especially when inserting and removing them from the typewriter. The card must not be torn and the edges must not be damaged. You should not use paper clips, stapling machines, or other mechanical fasteners to bind the cards together. The proper way to keep them together is to place them between pieces of cardboard slightly larger than the change cards and secure with a rubber band around the entire package.

b. Prepare a report of change for each remark you have underlined on the abstract. The report should contain the information required by AR 345-400 for morning report remarks. When constructing a remark, however, bear in mind that you must present a clear word picture on the card of the exact change in status of the individual. Take Kelsey again as an example: It is not sufficient to state that "Pvt Kelsey asgd and jd". This is not a true picture of what actually has happened. The following remark would be appropriate in this case: "Pvt Kelsey asgd to Co K fr Reception Center Fort Dix NJ jd sd". In the latter remark you have given the full information of what happened to Kelsey, although the morning report did not. The abbreviations mean: "asgd"—assigned; "fr"—from; "jd"—joined; "sd"—same date.

c. When you have completed this operation, bundle the original

cards as described above, secure them with a rubber band, and route them to the personnel sergeant major or to the personnel officer for signature. The duplicate copies for officers should likewise be routed to the personnel sergeant major or personnel officer. The file copies should be passed to the classification section, which will extract from them any remarks pertaining to duties of officers and enlisted men, enter this information on the appropriate records, and send the copies to the filing section. There they will be filed either in the 201 files of the personnel concerned or chronologically by organization.

d. The distribution given above applies only to the copies which are to be retained in the office. The personnel officer will initial all copies that are to be sent forward. They will then be returned to the sergeant major, who will dispatch the original cards to the division adjutant general or next higher administrative headquarters, where they will be further checked and forwarded to the machine records unit. The duplicate (white) copies of officer, but not enlisted men, will be forwarded as directed by paragraph 16e, AR 345-800. Normally this outside distribution is made by the personnel officer or personnel sergeant major.

SECTION VI

DISCHARGE OF ENLISTED MEN; HOW PROCESSED

(Reference: AR 345-470; 615-360, November 26, 1942; Cir. 48, W. D., 1943, and pars. 314, 324, 325, TM 12-250)

73. The processing of records for the discharge of enlisted men, as set forth in this section, is the method which will normally be followed to effect discharge. However, paragraph 5c, AR 615-360, November 26, 1942, authorizes commanders exercising discharge authority, when it is to the best interest of the service, to direct the transfer of the enlisted man to be discharged by indorsement of his service record to the station complement, that is, service command or air service command agency, of the post, camp, or station, at which the enlisted man is then serving. Hence, when the discharging authority directs the transfer of the enlisted man, the unit personnel section will follow the procedure outlined in section VII to transfer the enlisted man to be discharged to the appropriate service command agency.

74. Assume that you are a clerk in the enlisted subsection. The personnel officer notifies you that on August 30, two days hence, Corporal Kelsey is to be discharged for the convenience of the Government in order to accept a commission. You should take the following steps immediately.

75. By telephone remind the first sergeant of the organization to which Cpl. Kelsey is assigned, that Kelsey is due for discharge and that you will need a list of property shortages and a clearance certificate showing that Kelsey has paid all his debts to Government agencies.

76. The sergeant will direct Kelsey to bring all public property issued to him to the organization supply room. There it will be checked against his Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32). He will be credited with the property he turns in. Such property will be shown in the proper column of his record. The record itself will have been initialed by the enlisted man and his organization commander.

77. He is allowed to keep certain articles of clothing that are serviceable (AR 615-40, Sept. 1, 1942). It is found, upon checking this property, that Kelsey is short two items of Government property: One blanket, woolen, olive-drab, and one carrier, pack, M1910. The list of these property shortages will reach you informally and should bear the signature of the organization commander. From this you can prepare a Statement of Charges (W. D. A. G. O. Form No. 36) (See appendix).

78. The clearance certificate, after completion, will be delivered to you. The enlisted man about to be discharged or transferred is required to take this in person to the several agencies to which he may be indebted. The officer in charge of each agency will indicate on the certificate the amount Kelsey owes and will sign or initial the paper beside the amount.

79. You are now ready to organize your work to complete the discharge. The following blank forms will be needed and should be obtained from the storage cabinet or from the personnel sergeant major:

- 2 copies of W. D., A. G. O. Form No. 38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement).
- 3 copies of W. D., A. G. O. Form No. 36 (Statement of Charges).
- 1 copy of W. D., A. G. O. Form No. 25 (Extract from Service Record).
- 1 copy of W. D., A. G. O. Form No. 55 (Discharge Certificate).
(Regulations require that final statement and discharge certificate forms be kept in the personal custody of the officers listed in par. 4, AR 345-475, and par. 1f, AR 345-470.)
- 1 War Department Form No. 370 (Final Statement) (in duplicate).

80. From the service record file within the personnel section obtain Corporal Kelsey's service record. If he has deposited any funds with the Finance Department during this enlistment, you will find a record of these deposits in a small folder, known as the Deposit Book (W. D., F. D. Form No. 33), kept along with the service record. Likewise you will need the Soldier's Qualification Card (W. D., A. G. O. Form No. 20). This will also be obtained from the files in the unit personnel section.

81. Back at your desk, you now have all the necessary records and blank forms to proceed with the clerical work involved in executing the discharge. What is the necessity for these various forms and records? In separating any individual from the service three requirements must be satisfied:

a. Complete financial settlement between the Government and the individual and his return to the place from which the Government accepted him for service.

b. Record of his physical condition upon separation from the service, in order to determine that he either returns to civil life in the same physical condition as when he entered the service or receives adequate compensation for disability.

c. A complete chronological record of his service for the files of The Adjutant General from which can be compiled certain statistical and historical data.

As you accomplish the following forms and records, bear these three requirements in mind, and the need for each will become apparent.

82. Statement of Charges (W. D., A. G. O. Form No. 36) (*Reference: AR 345-300*).—a. From the list of property shortages furnished you, proceed with the preparation of the statement of charges. This form is used when any article of public property is lost, damaged, or destroyed by the fault or negligence of an enlisted man. Such enlisted man is required to pay the value of this property. When an enlisted man is to be discharged and there is a charge against him for property lost, damaged, or destroyed, the statement of charges is processed as shown in the appendix and the charge is entered on his final statement. In the event the enlisted man feels that the articles were not lost, damaged, or destroyed through his fault or negligence, he has the right to demand the action of a surveying officer to determine his liability. If the findings and recommendations of the surveying officer are that the enlisted man should be charged with the value of the property and if the report of survey is approved by the commanding officer, the statement of charges will be executed without his signature. The statement of charges, however, will be supported by a copy of the approved report of survey as a subvoucher.

b. In this case Corporal Kelsey has acknowledged the correctness of the charges and will sign the statement of charges. The statement is prepared in triplicate, and the total money value of the lost, damaged, or destroyed property is then entered in the service record on page 13 under "Remarks financial." When this form and the others to follow are completed put them in a large envelope or manila folder and place them in a drawer of your desk until all are ready for signature. After signature, the statement of charges is distributed as follows: original and duplicate are sent to the organization commander; the triplicate is retained in personnel section files. In the event that the organization commander desires the replacement of the lost, damaged, or destroyed articles by the supply officer, a certificate will be accomplished on the face of the original of the statement of charges (see appendix). Upon delivery of this signed original bearing the certificate, the supply officer will issue the replacement article. If, however, no replacement is desired, the statement of charges as prepared by you, without the above mentioned certificate, is delivered to the supply officer by the organization commander, whereupon credit will be given the organization commander for the property lost, damaged, or destroyed.

83. Certificate of clearance.—There is no printed form for a certificate of clearance. Each headquarters usually mimeographs its own. Furthermore, since enlisted men are no longer extended credit at the exchange, the barber shop, and so forth (Cirs. 328 and 336, W. D., 1942), the items on it will be few. On the clearance certificate the company commander has noted that Kelsey owes the post laundry \$1.50. This debt is now to be entered on page 13 as follows: "Due PL Ft Dix NJ \$1.50." When you have carefully checked the clearance certificate against the entries you have made under "Remarks financial" in the service record, you will be sure that all required entries have been made. The clearance certificate may then be put in the envelope with the statement of charges. Later you will submit it along with the final statement for the signature of the personnel officer.

84. If Kelsey has dependents and has executed a class F deduction, see that notice is given to the Office of Dependency Benefits, 213 Washington St., Newark, N. J., that Kelsey's deduction is to be discontinued.

85. You have now entered in the service record all obligations which have been shown by the statement of charges and the certificate of clearance. Your next step is to transcribe these entries individually from S/R page 13 to the final indorsement on S/R page 23 under the heading, "Due United States." The last entry under this heading should be a closing statement worded substantially as follows: "Indebtedness settled in full on final statement, August 1942 accounts of

J. W. McManus, Major FD." The final indorsement in the service record of an enlisted man will be filled out when the man is discharged, dies, retires, returns from active duty to inactive status on the retired list. You can now complete the final indorsement. In effect you are writing the closing page of the book containing the official history of Corporal Kelsey during his period of service in the Army. The history must be closed carefully and conscientiously in all fairness to Kelsey and the Government. If you have done a good job, the record now contains all the information you need to proceed with the preparation of the final statement.

86. Soldier's Individual Pay Record (W. D., A. G. O. Form No. 28) (*Reference: Par. 12, AR 345-155*).—This booklet is issued by the enlisted man's personnel officer at the time his service record is initiated. The enlisted man is required to retain it on his person at all times. When he is detached from his organization, he cannot receive pay without it. Instructions for alterations in the record are provided on page 8 of the record. Upon the discharge of an enlisted man, Form No. 28 is to be attached to the service record and forwarded to The Adjutant General. You should secure Kelsey's Form No. 28, reconcile it with his service record if necessary, and prepare to forward it as instructed.

87. Final Statement (W. D., Form No. 370) (*Reference: AR 345-475*).—*a.* This form, when properly completed, is a statement to the disbursing officer of the enlisted man's final accounts. From the information shown on the final statement the disbursing officer will compute the amount of pay, travel pay (not due in this case), deposits, and other allowances due the enlisted man. From this total he will deduct the amount of his indebtedness to the Government. The difference will be paid by the disbursing officer to the enlisted man either by Government check or by cash on the date of discharge. After the enlisted man has been paid, he is required to sign the final statement, certifying that he has received his final pay. This record then becomes a voucher for the accounts of the disbursing officer: The original copy eventually reaches the General Accounting Office, Washington, D. C., for final audit. Your work must be planned so as to have this form checked, signed, and fully completed for submission to the disbursing officer at least 24 hours in advance of the date of discharge. The disbursing office is a very busy place. Sufficient time for the proper handling of this form within this office must be allowed. When you have completed the final statement, you should check it thoroughly against the service record and the certificate of clearance. Then it should be ready for submission to the personnel officer for signature, along

with the service record, statement of charges, certificate of clearance, and (if the man has savings) the deposit book.

b. The personnel officer will check the final statement against the other records which were the sources of the items appearing on it. When he does so, he will want you to stand by to answer questions about the correctness of the form or to receive instructions about any changes he considers necessary. (If even minute changes are necessary, each must be initialed by the personnel officer.)

c. After the personnel officer has signed the statement, he may direct you to deliver it to the disbursing office. If the enlisted man has deposits, the deposit book must accompany the final statement. Be sure that the final statement is properly protected against mutilation during delivery. For this purpose, place it in an envelope or manila folder of appropriate size. The service record, clearance certificate, and statement of charges will be returned to you for suspense until the rest of the records are fully completed. At that time all will be submitted to the personnel officer for his signature.

88. Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement (W. D., A. G. O. Form No. 38) (*Reference: AR 40-100*).—a. Every enlisted man not discharged for physical disability will execute on W. D., A. G. O. Form No. 38, a declaration of his physical condition. He will be required to undergo a thorough physical examination by a medical officer, when such officer is available, within a period of 72 hours prior to his honorable discharge or retirement from active Federal service. When a medical officer is not available, the examination will be omitted, unless the enlisted man, in his own opinion or in the opinion of his commanding officer, has a physical disability. In this event a civilian physician will be employed to make the examination. When a man is discharged on account of a sentence to confinement by a civil court, the execution of the declaration of physical condition will be omitted and no physical examination is required.

b. Page 1 of Form No. 38 is divided into three parts: the upper third provides spaces for the enlisted man's name, Army serial number, grade, organization, and occupation prior to entry in the service. Immediately below follows the declaration of the enlisted man, and following that is the certificate of the immediate commanding officer.

c. From the service record of Corporal Kelsey you obtain the information necessary to complete the upper third of this form, but it will be necessary to have Kelsey visit your desk for the completion of the declaration of enlisted man. He should be asked each question on the declaration separately, and his answers to each should be recorded in their proper spaces. The first question is: "Have you

any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health whether or not incurred in the military service?" If the enlisted man's answer to this is in the affirmative, you should notify the personnel officer before filling out the form further. If a medical examination confirms the enlisted man's statement, the personnel officer will take action as prescribed in paragraph 8*d*(1), (2), and (3), AR 40-100. If, however, the answer is in the negative, you can complete the balance of the declaration for the signature of Kelsey.

d. The immediate commanding officer or detachment commander should execute the certificate on the lower half of the form and affix his signature. When you prepare this certificate, it is best for you to type only the name, grade, organization, station, and date in the proper places, leaving the printed certificate above for the signing officer to complete as he desires. After the report has been signed by the organization commander, it is ready for the medical examiner's record of physical examination on page 46.

e. Place the report in an envelope and direct Kelsey to deliver it to the medical officer at the hospital or infirmary.

89. Discharge Certificate (honorable) (W. D., A. G. O. Form No. 55) (*Reference: AR 345-470*).—*a.* No enlisted man can be discharged from the service without a certificate of discharge, signed by a field officer of the regiment or other organization to which the enlisted man belongs or by the commanding officer when no such field officer is present. The certificate of discharge referred to above is the matter printed on the face of the form and does not include matter printed on the back. The latter is known as the enlisted record and is signed by the personnel officer. Blank forms for discharge will be kept in the personal custody of the commanding officer of your unit, as required by Army Regulations. Discharges will be prepared on printed forms only and not in duplicate. Improvised or typewritten forms will not be used for this purpose.

b. Discharge certificates will be prepared with pen and ink or on a typewriter. All entries must be neatly and legibly made. In preparing this record you must exercise great care to insure its correctness, neatness, and presentability since it is the official record of service furnished the discharged enlisted man. To him, it represents a period of honest, faithful service and will be proudly displayed to his friends and relatives in the ensuing years.

c. A certificate of discharge for Corporal Kelsey will be obtained by the personnel officer and handed to you for preparation. All of the necessary information for completion will be shown in the service record. All spaces will be completed except that pertaining to the

character and efficiency rating. These entries must be made and initialed by the organization or detachment commander in longhand with pen and ink.

d. The enlisted record on the reverse side will be signed by both Corporal Kelsey and the personnel officer after the enlisted man has placed his right thumbprint in the space provided on the form. After the personnel officer has signed the discharge, he will deliver it to the unit commander for his signature on the face.

e. On the date Kelsey is due for discharge the certificate will be presented to him either by the personnel officer or the organization or detachment commander, except when the discharge is for the convenience of the Government to enable the man to accept a commission. At such a time the delivery of the discharge certificate is delayed until arrangements for the acceptance of the commission are completed. Corporal Kelsey will then call at the office of the disbursing officer where he will be paid his final pay and allowances. The amount paid will be noted on the discharge certificate by the disbursing officer.

90. Certificate of Service (W. D., A. G. O. Form No. 280) (*Reference: AR 345-500*).—This form will not be completed in Kelsey's case because he is given an honorable discharge certificate. Refer to the appendix for the use of and the method of completing W. D., A. G. O. Form No. 280.

91. Soldier's Qualification Card (W. D., A. G. O. Form No. 20) (*Reference: AR 615-25*).—The soldier's qualification card is the basic record used in classification. It is accomplished for every man enlisted, inducted, "called," or "ordered" into the Army of the United States and will accompany that man's records wherever he is transferred. It is used as a means of determining what assignment or reassignment will best fit the individual and will at the same time best meet the needs of the service. Upon an enlisted man's entry into the service, it is filled out primarily to assist in making the best possible initial assignment. The data on it, however, must be kept current throughout the enlisted man's service to assure proper assignment or reassignment at some future date. After initial classification all entries on this form will be made under the supervision of the classification officer, or of the personnel officer, from information furnished by the enlisted man's organization commander. In cases of discharge, desertion, retirement, death, or release from active duty, the qualification card is forwarded to The Adjutant General with the service record. Care should be exercised not to fold, roll, or crease this card. When it is forwarded by mail, a heavy protecting envelope of appropriate size should be used.

92. Extract from Service Record (W. D., A. G. O. Form No. 25) (*Reference: section III, AR 345-125*).—An extract of service record is prepared each time an indorsement, final or otherwise, is entered in a service record prior to its being forwarded for any reason. Properly completed this extract contains the most important entries appearing in the service record. It is filed in the unit personnel section either in the consolidated file of extracts or in the 201 file of the enlisted man. One copy only is prepared, except in the case of a National Guardsman or an enlisted man who is transferred to or remains assigned to the Enlisted Reserve Corps. Then a duplicate will be prepared and distributed as directed in paragraph 6f, AR 615-360.

93. The following forms have been completed and should be clipped together or placed in a large folder in orderly fashion:

Statement of Charges (W. D., A. G. O. Form No. 36) in triplicate.

Certificate of Clearance, one copy only.

Soldier's Individual Pay Record (W. D., A. G. O. Form No. 28).

Soldier's Qualification Card (W. D., A. G. O. Form No. 20).

Certificate of Discharge (W. D., A. G. O. Form No. 55).

Service Record (W. D., A. G. O. Form No. 24).

Extract from Service Record (W. D., A. G. O. Form No. 25).

Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement (W. D., A. G. O. Form No. 38, in duplicate).

As each completed form is placed in the folder, you should check it carefully for omissions, proper signatures, and errors. The signature of Corporal Kelsey should appear on all copies of statement of charges; on the certificate of discharge; in the service record; on the report of physical examination of enlisted man. In addition his right thumbprint should be on the back of the certificate of discharge.

94. The signature of the organization commander should appear on all copies of certificate of clearance and on the report of physical examination of enlisted man. In addition the personnel officer may secure on an informal memorandum signed by the company commander the character and efficiency ratings of the enlisted man. He may enter and initial these ratings in pen and ink in the service record (C4, AR 345-125). Either he or the organization commander must perform this duty, but *the organization commander must make this entry himself* on the certificate of discharge.

95. After obtaining the signature of Corporal Kelsey and the or-

ganization commander on the forms listed above, you are now ready to submit the forms to the personnel officer for his signature. He will sign all copies of statement of charges, soldier's qualification card, enlisted record on certificate of discharge, service record, extract from service record. Normally the signed records and forms will be distributed by the personnel sergeant major as follows:

- a. *To The Adjutant General, U. S. Army, Washington, D. C.*
 - Service record.
 - Soldier's individual pay record.
 - Soldier's qualification card.
 - Original copy of report of physical examination.
 - Duplicate copy of certificate of service (if furnished).
- b. *To organization commander.*
 - Original and duplicate of statement of charges.
- c. *To enlisted man.*
 - Certificate of discharge,
 - or
 - Original copy of certificate of service.
 - (Not required when discharge certificate is furnished.)

$$\left. \begin{array}{l} \text{Never} \\ \text{both} \end{array} \right\}$$
- d. *To files in personnel section.*
 - Clearance certificate.
 - Extract from service record.
 - Duplicate copy of report of physical examination.
- e. *Destroyed.*
 - Emergency Addressee and Personal Property Card (W. D., A. G. O. Form No. 43).

SECTION VII

TRANSFER OF ENLISTED MEN; HOW PROCESSED

(Reference: **AR 615-200**, March 15, 1943, Cir. 327, W. D., 1942, and pars. 297-302, **TM 12-250**)

96. During the present war and for a period of 6 months thereafter, an enlisted man may be transferred from one organization or station to another organization or station only for the convenience of the Government between units listed in AR 615-200. Requests for transfer of an individual out of his command ordinarily are initiated by either of the organization commanders concerned; that is, by his present commander or by the commander who is seeking the in-

dividual. Applications for transfer may also originate with the individual enlisted man if he feels that he possesses special qualifications which better fit him for another assignment. Such applications must be indorsed by the man's immediate commander or by his personnel officer, and by the commanding officer of the unit to which he requests transfer.

97. You are the company clerk of Company C, 14th Infantry. Your place of duty is in the unit personnel section of the 14th Infantry, under the supervision of the unit personnel officer. Before your departure for the unit personnel section one morning, your company commander directs that you prepare a letter requesting the transfer of Corporal James B. Carter, 16043321, to another organization and that you deliver the letter to him in the orderly room when you return to the company from your office. You should take the following action upon reaching your office.

98. Inform your section chief or the sergeant major of the desire of your company commander and request the use of the Army Regulations pertaining to the transfer of enlisted men. Your section chief or sergeant major will furnish you with the appropriate Army Regulation (AR 615-200). Study the regulation carefully and at the same time draw up a complete draft of the letter of application you are required to prepare for the company commander. When you have prepared the draft, you are ready to type the letter.

99. As this is the first job of the day to be done on your typewriter, brush off the type, with the small brush furnished for this purpose, and dust the entire machine to remove any dust gathered during the night. This should be your regular, daily habit. Insert one bond sheet and three tissue sheets with clean usable carbon paper in the machine and set the marginal guides for proper spacing. Prepare the letter in the prescribed military style (chapter 5) for the signature of the organization commander. After completing the letter, withdraw it from the machine and remove the carbon paper carefully to avoid finger or carbon smudges. After checking it carefully to insure accuracy, place it in a manila folder on your desk until you are ready to return to your organization. Upon reaching the company, present it to the commander for his signature. He will check it carefully for accuracy and completeness. If the job has been well done, he will probably sign it with a comment that it is a neat piece of work and hand it back to you. Withdraw one of the three carbon copies and place it in the company file basket in the orderly room. It will later be placed in the company files.

100. In most organizations it is a company policy for the clerk to deliver all outgoing communications to the headquarters at the time he reports for duty each day. If this is the custom in your regiment, you will be directed to deliver the letter to the mail and distribution clerk (miscellaneous section) at the headquarters. The mail clerk (usually a sergeant) of regimental headquarters will record the communication on a record of incoming correspondence for the day. He will also stamp the letter (see pars. 185-190, TM 12-250) showing the time of receipt, date, and headquarters of receipt. This communication, along with others that have accumulated for interoffice distribution, will then be delivered by an office messenger at a specified time to the proper office within the headquarters. In segregating these communications for interoffice distribution, the sergeant who is mail clerk is guided by the general principle that those communications which primarily affect an individual or groups of individuals are routed to the personnel officer. Those communications having to do with training, discipline, policy, or other matters not directly concerning individuals are routed through the sergeant major to the adjutant.

101. The office messenger will deposit the letter requesting the transfer of Corporal Carter in the "In" basket on the personnel sergeant major's desk. The sergeant major will read it, check the reference quoted in the request, AR 615-200 to determine whether or not a transfer for the reason stated is authorized. He will obtain from the morning report clerk in the same office a tabulation of the strength of the organization from which the request emanated in order to compare this tabulation with the strength authorized for the organization. He will attach the tabulation to the letter. He will then pass the entire matter to the personnel officer, who will obtain from the regimental commander his approval or disapproval. The letter will again reach you with instructions to type on it the forwarding indorsement. The information to be typed will appear on an informal action sheet attached to the communication when it reaches you. After carefully typing the required indorsement, return the communication to the personnel sergeant major. He will route it to the personnel officer to sign as assistant adjutant. After it has been signed, it will be placed in an "Out" basket on the desk of the signing officer, where it will again be picked up by an office messenger and returned to the mail clerk. The mail clerk will now withdraw a carbon copy of the entire communication for file. He will record the communication on the record of outgoing communications for the day and dispatch it to the office designated in the indorsement on the request.

102. If the office of the commander having authority to make the final decision in the matter and to issue the transfer order (in this case the division commander) is located at the same post or camp, the letter will be delivered to his headquarters by messenger along with other accumulated records and reports. Here it is again processed through the various offices of this headquarters in a manner similar to that just described. If approval for the transfer is given at division headquarters, the organization to which Corporal Carter is to be transferred will be designated and the communication will be routed to the special orders clerk in the division headquarters. He will issue a special order directing that the transfer be effected. Copies of this order will be routed back through the message centers of both headquarters in much the same manner as the original communication until copies of the order reach the unit personnel section of your regiment, and finally the organization commander and Corporal Carter, who is to be transferred. This special order is the authority under which Corporal Carter will be transferred. It is needed before you can begin processing the records preparatory to their being forwarded to the organization to which the man is to be transferred.

103. Copies of the special order of transfer will be handed you by the personnel officer or sergeant major with verbal instructions for you to proceed immediately with the preparation of the required records. In order to be an efficient clerk, you should know exactly which forms and records are needed to accomplish the transfer without further instructions from the section chief.

104. Your action upon receipt of special order.—Go to the telephone immediately and call the first sergeant of the company to which Carter belongs and tell him that an order transferring Carter has just been received. Ask him for a certificate of clearance, list of property shortages, and the Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32) of the enlisted man. Carter will be directed to bring all public property issued to him to the company supply room where it will be checked against his individual clothing and equipment record. Property turned in will be shown in the proper column on this record, and the record itself will be initialed by both Carter and the company commander. All clothing in his possession will be inventoried. Any differences between the number of articles in his possession and those shown on his Form No. 32 as having been issued to him will be charged against him on a statement of charges. These shortages will reach you by informal memorandum and should bear the signature of the company commander. From this list you can prepare the statement of charges.

105. The clearance certificate, after completion, will also be delivered to you. This the enlisted man about to be transferred or discharged is required to take in person to the several agencies to which he may be indebted. It must be signed or initialed by the persons in charge of each agency and should show the amounts owed by the enlisted man. (See section VI for treatment of certificate of clearance.)

106. Go to the service record subsection chief and obtain the service record of Carter. Next inform the pay roll clerk that Carter is being transferred and that you will need all the pay data from Carter's pay account for entry in the service record. The pay roll clerk will amend his pay roll to show the necessary changes, since Carter will now be paid with the organization to which he is being transferred.

107. Obtain from the section chief of the classification subsection Carter's Soldier's Qualification Card (W. D., A. G. O. No. 20).

108. Assembling all of the above information will take the better part of 1 day. For this reason, as the required data reaches you, place it all in a manila folder for tomorrow's use. The following day, when all the necessary information has reached you, you can prepare the records.

109. **Service Record (W. D., A. G. O. Form No. 24).**—Open to the first unused indorsement and enter all required information. This indorsement properly accomplished will contain all information needed by the new personnel officer who will be required to pick up Carter on his official records. You must exercise extreme care in entering the pay data in the record. Check each item carefully and conscientiously. Remember that you are doing it for your personnel officer; do it as he would himself.

110. **Soldier's Qualification Card (W. D., A. G. O. Form No. 20).**—This must be forwarded with the service record. No entry concerning transfer is required in it at this time. When, however, it reaches the enlisted man's new regimental headquarters, the organization to which he is transferred will be entered on the card in the proper space by the unit personnel officer of his new organization.

111. **Extract from Service Record (W. D., A. G. O. Form No. 25).**—One copy only is prepared and, after this has been signed by the personnel officer, it is filed in *your* unit personnel section.

112. **Letter of transmittal.**—Whenever the records of an enlisted man are sent from one office or headquarters to another office or headquarters upon the transfer of an enlisted man, these records are forwarded to the new office or headquarters along with a letter of transmittal addressed to the commanding officer of the new unit. The letter of transmittal is a military letter and simply states the reason why

the records are forwarded, to whom they pertain, and the authority for the transfer (in this case the divisional special order). It also requests the receiver to acknowledge the receipt of the records. On the letter is listed as an inclosure each record that accompanies it. Normally this letter is prepared in triplicate for the signature of the personnel officer. When the records of the enlisted man are received in the unit personnel section serving the organization to which the man is transferred, they will be checked against the list on the letter of transmittal. If all records are as listed, receipt for them will be entered by indorsement on the letter of transmittal and it will be returned to your personnel section for permanent file. The letter thus indorsed is the personnel officer's evidence that the records were properly forwarded to the organization of the transferred enlisted man.

113. You should have the following records now ready:

Service record.

Soldier's qualification card.

Extract from service record.

Letter of transmittal.

Clearance certificate.

Statement of charges (if any property shortages).

Copy of the special order.

Clothing and equipment record.

Emergency Addressee and Personal Property Card (W. D., A. G. O. Form No. 43).

Those requiring signature will be signed by the personnel officer. He will also enter and initial on the indorsement of the service record the character and efficiency rating of the enlisted man as it has been given to him by the organization commander. C4, AR 345-125, authorized the company commander to forward the character and efficiency rating to the personnel officer by memorandum. The personnel officer may have it copied and may initial it in the service record.

114. The Soldier's Individual Pay Record (W. D., A. G. O. Form No. 28), may require changing if the enlisted man is to be transferred in a different status from the one he occupies at time of transfer. If a change in Form No. 28 is made, it must be signed by the personnel officer. In the case of Corporal Carter no change in Form No. 28 is required, and Carter will carry his pay record with him.

115. After the unit personnel officer or company commander has entered the character and efficiency rating on the service record, the personnel officer or the sergeant major will see that all records are dispatched to the new organization. The extract of service record will be withdrawn from the records after signature by the personnel officer and returned to the enlisted subsection for file.

116. The procedure for transfer between companies of the same regiment or comparable units will be handled in the same manner except that no special order is required for the transfer. Circular No. 233, War Department, 1942, stipulates that such transfers be accomplished by informal memoranda or instructions rather than by special order.

SECTION VIII

RECORDS OF AN ABSENTEE; HOW PROCESSED

Reference: AR 615-300, January 30, 1943

117. Assume that you are the clerk in the enlisted subsection who handles all papers in connection with absence without leave of enlisted men. The extract of morning report which has been prepared by the morning report clerk and passed to you discloses a remark to the effect that an enlisted man has been dropped from the rolls as an absentee. Prior to this time, however, certain other administrative action has taken place. At the time the enlisted man first absented himself from his organization, the company commander immediately caused an officer of the company to search for, secure, and credit on his individual clothing and equipment record all Government property, including clothing, for which the absentee was responsible, including clothing in the hands of a Government laundry or other agency. The absentee's personal effects were likewise gathered together, inventoried, packaged, and put away for safekeeping. If any Government property, except clothing, had been lost as a consequence of the absence, the value of the articles lost were charged against him on W. D., A. G. O. Form No. 36 (Statement of Charges). The company commander also caused an entry to be made in the morning report to show the enlisted man absent without leave, stating the hour when the absence commenced, or, if that could not be determined, the hour when the absence was discovered.

118. **Extract copy of morning report.**—Prior to this time, the company commander will have prepared and signed an Extract Copy of Morning Report (W. D., A. G. O. Form No. 44), showing the change of status to AWOL. This will have been attached to the absentee's service record. This action takes place immediately after the fact of absence becomes known.

119. **Descriptive list of absentee wanted by United States Army.**—Another report that will have been prepared and signed by the commanding officer is W. D., A. G. O. Form No. 45 (Descriptive List of Absentee Wanted by the United States Army). Copies of

this form will have been sent to the commanding general of the service command in which the absence occurred, and to the service command of the absentee's residence and the residence of the next of kin, and to such other service commands as may have been deemed useful. Copies of the form will have been sent also to the absentee's local board, the field agency of the Federal Bureau of Investigation nearest the absentee's residence, the chief of police of the town and the sheriff of the county of the absentee's residence, and to the law enforcement authorities of any other place to which it was likely that the absentee may have gone. A list of the names and addresses of persons notified of the absence by W. D., A. G. O. Form No. 45 will have been prepared and attached to the enlisted man's service record, together with a copy of the report.

120. The action outlined above takes place either immediately after the enlisted man absents himself or when he has been absent without leave for 5 days, depending on the circumstances surrounding the absence. (See par. 7b, AR 615-300, January 30, 1943.) The various copies of W. D., A. G. O. Form No. 45 will have been prepared by the personnel officer for the signature of the commanding officer, and mailed by him to the persons named in paragraph 119.

121. Also, prior to the time of dropping the absentee from the rolls, the reports of change clerk in the personnel section has taken the following action. Based on the remark concerning the enlisted man's absence without leave, he has rendered a report of change to the machine records unit showing the status changed to absent without leave. The service record clerk in the enlisted subsection has made an entry on page 7 of the absentee's service record showing the date the absence began.

122. If a pay roll was prepared since the enlisted man's absence, the pay roll clerk has shown the enlisted man as absent without leave since the date the absence began, and the space where the absentee would normally sign the pay roll has been lined out with red ink and initialed by the personnel officer. If the enlisted man absented himself after signing the pay roll but before being paid, his name will be similarly lined out and initialed by the witnessing officer.

123. The present entry in the morning report changing the status of the absentee from absent without leave to dropped from rolls was the result of action taken by the company commander in accordance with paragraph 6, AR 615-300, January 30, 1943. At the time the enlisted man absented himself, the organization commander made a thorough investigation of the facts and circumstances surrounding the absence. The chief purpose of this investigation was to discover any facts or circumstances which might help him in deciding whether

he had, at the time he absented himself, the intention of returning to his post and station, or of avoiding hazardous duty, or of shirking important service. The results of this investigation by the organization commander together with the names and addresses of witnesses and information as to the testimony they can give will have been recorded and filed for future use in the investigation and trial of charges. AR 615-300 directs that an enlisted man be carried as AWOL until he returns to military control or until the expiration of 1 year from date of absence unless his unit is ordered outside the United States or the enlisted man absents himself at the port of embarkation. See paragraph 6, AR 615-300.

124. As a result of the action taken by the organization commander, several records have been prepared by him. You will need them to complete the task of dropping this enlisted man from the rolls of the unit. Obtain the following records or documents from the company commander:

a. Statement of Charges (W. D., A. G. O. Form No. 36) (if applicable).

b. Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

c. Report of the investigation made by the organization commander stating the facts and circumstances surrounding the absence.

125. All of these records should be prepared in the company and delivered to you on the day that the absentee is dropped from the rolls as a deserter on the morning report. You will often find that these reports will not be rendered by the responsible person as promptly as they should be. At these times you may have to make repeated telephone calls to the organization concerned until you have all these records at your desk. You may even find it necessary to visit the organization and ask personally for the needed records. Remember, you have been given the task to complete and, although the responsibility rests with the personnel officer, you must assume this responsibility for him and get the job done.

126. *a.* After having gathered together all these records, place them in a folder on your desk for safekeeping. You are now ready to prepare certain other records necessary in a case of absence without leave. You will need the following blank forms:

(1) Extract from Service Record (W. D., A. G. O. Form No. 25).

(2) Pay roll (War Department, Forms Nos. 366, 366a, and 366b).

b. You now must obtain from the service record subsection the service record of the absentee and from the classification subsection the Soldier's Qualification Card (W. D., A. G. O. Form No. 20).

127. Service Record (W. D., A. G. O. Form No. 24) (*Reference: AR 345-125*).—For complete explanation of the service record, see appendix. When you are dropping an absentee, you must prepare the service record for forwarding to The Adjutant General for filing. Open the record to the next unused indorsement and complete this indorsement to show that the enlisted man is dropped from the rolls. One change must be made in the indorsement to make this clear. Change the word "transferred" which appears in the fourth line to read "absented himself (date)" and cross out the word "per." Except for these minor changes, you complete the indorsement in the usual way, giving careful attention to the entries pertaining to the absentee's debts. These, of course, you extract from the statement of charges, if any, and from the clearance sheet. The service record must be signed by the personnel officer after he or the organization commander has entered and initialed the character and efficiency ratings. It is then closed out and ready for final disposition.

128. Notification of discontinuance of allotment (*Reference: AR 35-5520 and Circular No. 44, War Department, 1943*).—a. When an enlisted man has been AWOL for 15 days (or through his fault or neglect causes himself to be placed in a nonpay status), the payment of all class "D" (Government life insurance), class "E" (commercial insurance, bank account, or support of dependents), class "N" (National Service life insurance), and class "B" (United States War Savings Bonds), allotments in force at that time are to be stopped. Notification of discontinuance of class "E" allotments will be sent to the Office of Dependency Benefits, 213 Washington St., Newark, N. J.; class "D" and class "N" allotments will be sent to Examination Division, Building X, 19th and B Streets, NE., Washington, D. C.; W. D., A. G. O. Form No. 30-7 (Request for Discontinuance of Class "B" Allotment of War Savings Bonds) will be sent to the Army War Bond Office, Finance Department, 366 West Adams St., Chicago, Ill. If for any reason a notification by mail may not reach the Office of Dependency Benefits or the Examination Division in sufficient time to stop the next payment to the allottee, notification must be made by radiogram or telegram. The radiogram or telegram should be followed by formal notification of discontinuance by mail on W. D., A. G. O. Form No. 30 (Notification of Discontinuance of Allotment). For example, if the enlisted man absents himself as late as the 25th of the month, a radiogram would be sent to the Office of Dependency Benefits or to the Examinations Division, requesting that the allotment which would be paid on the last day of the month be discontinued. Form No. 30 would then be mailed to verify the action requested in the radiogram. Notification of discontinuance of class "B" allotment need not be made by radiogram or telegram.

b. In other cases in which an enlisted man may be in a non-pay status for a period of time (such as sick not in line of duty), action may be taken to suspend payment on the allotment until he is placed back in a pay status. Suspensions of allotments are covered in paragraph 14, AR 35-5520. In most cases it is much better to discontinue the allotment entirely and, at such time as the allottee is again placed on a pay status, initiate a new allotment if the allottee so requests.

c. Upon completing Form No. 30 you should make an entry in the service record on page 9 or 10 to show when the request for discontinuance was forwarded. This is a very important point to remember, especially if you are working in the service record or pay roll subsection. Whenever an abstract of morning report indicates that an enlisted man is on a non-pay status, his service record should be checked immediately to ascertain whether or not he has an allotment in force. If the service record indicates he has, bring it to the immediate attention of the personnel officer or the personnel sergeant major for decision. This, of course, is the responsibility of the personnel officer, but he expects you to share with him this responsibility as a member of his team.

d. *Family allowances under Servicemen's Dependents Allowance Act of 1942.*—These allowances, called class "F" deductions, are treated differently from the allotments for insurance and so forth referred to above. (See Circulars Nos. 225 and 288, War Department, 1942, and Circular No. 28, War Department, 1943.) Class "F" deductions continue in force for the benefit of an absentee's dependents until he is convicted of desertion or until he has been absent without leave for 3 months, whichever occurs first. Whenever an enlisted man has been absent without leave for 3 months, notification must be forwarded to the Office of Dependency Benefits, 213 Washington St., Newark, N. J., giving the date on which he was first AWOL.

129. Supplemental pay roll (*Reference: AR 345-155, and sections II and III, chapter 5, part two, TM 12-250*).—In all cases of desertion the enlisted man's account will be stated in full on a supplemental pay roll. Use War Department Forms Nos. 366, 366a, and 366b for this record. Prepare these blanks in triplicate from the information shown on the statement of charges (if any), certificate of clearance, and the service record. In preparing this record be sure that all accounts are fully stated so that the disbursing officer can compute accurately a full settlement between the Government and the enlisted man. After the pay roll is completed and signed by the personnel officer, it is submitted to the local disbursing officer who will make a settlement of the absentee's accounts based on the remarks you have entered on the pay roll. For complete details covering the preparation of an absentee's supplemental pay roll, see AR 345-155.

130. Extract from service record (*Reference: AR 345-125 as changed by C 11*).—One copy of the Extract from Service Record (W. D., A. G. O. Form No. 25) is prepared and, after signature by the personnel officer, is filed in the unit personnel section. This record should be carefully prepared to insure that information appearing in the service record is stated in full because it may be needed upon the return of the absentee to military control. After the service record and allied papers have been forwarded to The Adjutant General, this extract is the only record of the entire proceeding which is retained at regimental headquarters.

131. a. After you have prepared all the records and reports, check them carefully for omissions or errors. Take each one separately and check it against the source record. When you have completed this operation, place the records in order for the signature of the personnel officer. You should have the following records completed:

Service Record (W. D., A. G. O. Form No. 24).

Extract from Service Record (W. D., A. G. O. Form No. 25).

Extract Copy of Morning Report (W. D., A. G. O. Form No. 44) (attached to service record).

Acknowledgment of request for discontinuance of voluntary allotments (par. 128).

Statement of Charges (W. D., A. G. O. Form No. 36) (if applicable).

Supplemental pay roll, War Department Forms Nos. 366, 366a, and 366b.

Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

Report of investigation by organization commander.

Soldier's Qualification Card (W. D., A. G. O. Form No. 20).

List of persons informed of the absence by means of W. D., A. G. O. Form No. 45 (Descriptive List of Absentee Wanted by the United States Army) (attached to service record).

Emergency Addressee and Personal Property Card (W. D., A. G. O. Form No. 43).

b. Place all these records in logical order and submit them through the personnel sergeant major to the personnel officer for signature. Distribution of these various records is usually made by the personnel officer or sergeant major; you may, however, be asked to do this also. The records are disposed of as follows:

(1) *To The Adjutant General.*

Service record.

Extract copy of morning report (attached to service record).

Acknowledgment of request for discontinuance of voluntary allotments.
 Individual clothing and equipment record.
 Report of investigation by organization commander.
 Soldier's qualification card.
 List of persons informed of the absence (attached to service record).

NOTE.—For disposition of above records when absentee is dropped from rolls when unit is ordered outside United States, see paragraph 6c, AR 615-300, January 30, 1943.

(2) *To organization commander.*—Statement of charges, original and duplicate.

(3) *To file in unit personnel section.*

Extract from service record.

Copy of extract copy of morning report.

Copies of acknowledgment of request for discontinuance of voluntary allotments together with copies of the requests for discontinuance, W. D., A. G. O. Forms Nos. 30 and 30-5.

Triplicate copy of deserter's supplemental pay roll.

Copy of report of investigation by organization commander.

Copy of list of persons informed of the absence by means of W. D., A. G. O. Form No. 45.

Certificate of clearance.

Emergency addressee and personal property card.

SECTION IX

PAY ROLL; HOW PROCESSED

Reference: Appendix, AR 345-155, and part two, chapter 5, sections II and III, TM 12-250

132. One of the most important functions of the personnel section is the preparation of the monthly and supplemental pay rolls. The clerk who prepares these records must be a trained and trusted individual. He must be familiar with all the regulations applicable to pay of enlisted men. A complete list of these regulations is contained in TM 12-250. The personnel officer is solely responsible for the timely and accurate preparation of the pay roll. Because of his various other responsibilities, however, he can do little more than supervise its preparation in a general way. He will leave the details of its preparation to you, the pay roll clerk, if you prove to him that you are an accurate, capable worker.

133. Preparation.—*a.* The first step should be a mental schedule or plan covering the various steps involved. You will be told the exact date the pay roll must be in the local disbursing office. Assume that it is the 20th of the month. From the complexity of the roll and number of names to be included, determine the starting date. You should allow enough time for the roll to be typed and sent to the organization concerned for the signatures of the enlisted men. This will probably necessitate starting the roll about the 16th or 17th, dispatching it to the organization for the signatures of the enlisted men on the 18th, having it returned to the personnel office for check and signature of the personnel officer on the morning of the 19th, and submitting it to the local disbursing officer on the afternoon of the 20th. Having formulated this plan, call the first sergeants of the organizations for which you are preparing the roll, notify them that the roll will be ready for signature on the 18th at a specified hour. They can then make the necessary arrangements to have all members of their organizations present at that time.

b. Your first act of preparation is to arrange the service records on your desk in the order in which the men must appear on the pay roll, that is, by component (Regular Army and other components), and alphabetically in each grade. This done, take the retained copy of last month's pay roll, on which all changes in pay data have been entered throughout the month. The actual preparation of the roll is little more than a copy job. Because, however, the pay roll is a financial record on which funds will be disbursed and since your personnel officer is responsible and liable for any overpayments, you must take all precautions to avoid errors. Thus, as you type the name of each man and his pay data, check the service record thoroughly. A comprehensive, detailed explanation of the proper preparation of the roll is contained in part two, chapter 5, sections II and III, TM 12-250. Constant reference should be made to this manual as well as to pertinent Army Regulations.

c. Checking pay roll.—Although you have exercised scrupulous care in the preparation of the roll, you must check it just as thoroughly upon completion. This is best done by asking the assistance of a fellow worker. Have him sit opposite you at the desk with the finished pay roll. Go through each service record yourself, reading off each item that should be included on the roll. At this time note any discrepancies on your scratch pad and, as soon as the roll is completely checked, make the corrections. If you have followed your original plan, it will now be time for the roll to be signed by the enlisted men concerned. (The quadruplicate is retained until the last day of the month at which time appropriate entries will be made to reflect all

changes occurring subsequent to date of preparation. The corrected copy of the pay roll is then forwarded to TAG.)

d. Signing pay roll.—If you cannot find time to leave the office to deliver the roll to the organization, call the first sergeant and request that he send a messenger to the personnel office for this purpose. It is much better, however, if you yourself take the roll to the organization and supervise the actual signing of the roll by the enlisted men, because at this time any errors you may have overlooked may be discovered by the enlisted man himself. As each man presents himself to sign the roll, you should caution him to read any remarks and all pay data on the line carrying his name and to mention any discrepancies he may notice. If any errors are discovered at this time, note them on a pad and make the corrections when you return to the office. There will be some men in the hospital. This makes it necessary for you to take the pay roll to them there for signature. If you do not take it yourself to the hospital for this purpose, carefully explain to the person who does take it exactly how each one is to sign his name on the roll. You will find many enlisted men who must be cautioned as to the exact manner in which they are to write their names on the roll each time it is presented to them for signature. Be sure each enlisted man knows the line number containing his name and the exact way his name is to be signed before he takes up the pen to sign. Careless supervision at this time can cause an otherwise neat pay roll to become a sloppy record. Also, men who sign their names in an incorrect manner will not be paid.

e. Checking roll with unit personnel officer.—After the roll has been signed by all members of the organization, it is now ready for the signature of the personnel officer on the cover page. Go to the personnel officer and ask if he would rather check it at his desk or at yours. He will probably come to your desk to eliminate the necessity of carrying all the service records from one office to another. If this is the first pay roll you have prepared he will check it very carefully against each service record, item for item. It is at this time that you can prove to him that you are a capable, accurate worker. If he discovers no mistakes, he will have confidence in your ability from that time on. You can foster this feeling of confidence on his part by doing every routine job in the office just as carefully and conscientiously as you have the pay roll. When the personnel officer is satisfied that the pay roll is correct, he will sign it and send it to the local disbursing office.

f. Extending roll.—Using the remarks and various entries on the pay roll, the disbursing officer will enter in the proper columns the actual amounts of money that each enlisted man is to be paid on pay

day. Since these figures are entered on the original and duplicate copies of the pay roll only, the triplicate that has been retained in the unit personnel section must be completed to show these figures also. This is usually done by the pay roll clerk. The disbursing officer will notify the personnel officer when you may call at the disbursing office to make this extension on the triplicate copy of the roll. From the original copy of the roll, copy each figure in the corresponding space of the triplicate. The triplicate copy is now complete in every respect and is the official file copy for the pay roll subsection of the unit personnel section. It can now be used to record any changes in pay data throughout the month, for entry in the next pay roll.

g. Payment of enlisted men.—At a time designated by the commanding officer, each organization commander, as an appointed class A agent disbursing officer, will call at the local disbursing office, where he will be given the necessary funds to pay each man the amount owed him as shown on the pay roll. After each man has been paid, this fact must be noted in the service record. This entry in the "Remarks financial" section in the S/R should follow the last entry concerning pay data. All pay data entries in the service record to be included on the next pay roll should be made just below this entry which states the fact of payment. Bear in mind that it is at this time also that errors not discovered in the checking process will come to light. Any enlisted man who is short in his pay will mention this fact in no uncertain terms to the paying officer, who in turn will notify the personnel officer. You, the clerk who prepared the pay roll, will then be called upon to make the necessary corrections for the following month's pay roll. If the error is serious, you may lose the confidence of the personnel officer. It is not possible to state here all the various check systems a good pay roll clerk will initiate to insure accuracy in his work. The most important phases of pay roll preparation are the maintenance of the individual pay records on a daily schedule and close cooperation with the various subsections of the personnel section to insure receipt of various source records such as special orders, extracts of morning reports, statements of charges, laundry lists, and so forth. If you attend to these matters and are sincere in your effort to master your job, you will prepare accurate pay rolls.

SECTION X

FURLOUGH; HOW PROCESSED

Reference: AR 615-275, TM 12-250, and appendix

134. The certificate of furlough (W. D., A. G. O. Form No. 31) is frequently used by clerks. It is prepared in the unit personnel section, usually upon memorandum from the company commander. Properly accomplished and delivered to the enlisted man, it is his authority to be absent from his duties, organization, and station for the period stated on it.

135. Preparation.—*a.* The usual custom is to prepare certificates of furlough in duplicate on the typewriter, although in some unit personnel sections it is the policy to prepare a third copy on a tissue sheet. You will find all the information necessary for the preparation of this form in the service record of the individual except that you will be obliged to obtain directly from the enlisted man his address while on furlough. The upper third of the front page of the furlough may be signed for the commanding officer by his adjutant. Both the "Memoranda from Company Commander" on the front page and the "Certificate of Soldier's Immediate Commanding Officer as to his Return from Furlough" on the back page may be signed by the personnel officer. (See appendix.) The original will then be returned to the organization for delivery to the enlisted man concerned. The duplicate will be routed to the service record clerk in the unit personnel section. This clerk will make an entry in the service record on page 6, showing the dates of the furlough and authority for it. The entry as to the time the enlisted man rejoined his organization after furlough is not made until you are notified that he actually has rejoined his organization for duty. When the service record clerk has entered the dates of furlough and the authority in the service record, he folds the duplicate furlough certificate to appropriate size and files it with the service record. There it is held until the enlisted man's return from furlough.

b. Upon return of the enlisted man from furlough, you will be notified in two ways. First, the original certificate of furlough will be taken up from the enlisted man by his company or detachment commander and routed to you in the enlisted subsection for preparation of the certificate of return, which is printed on the reverse side of the form. Second, the following day the morning report abstract furnished you by the morning report clerk will contain a statement that the enlisted man has returned from furlough. From the enlisted man's service record, remove the duplicate furlough certificate and prepare the certificate of return on the reverse side of both copies.

The date of return from furlough to be entered on this certificate must not be a later date than that shown on the face of the furlough certificate unless the enlisted man actually overstayed his period of furlough. In this case the period of unauthorized absence must be excused by a higher authority, usually the regimental or similar commander, before you can complete the certificate of return. If the absence is excused, the face of the furlough will be amended to show an extension of the furlough. If it is not excused, the enlisted man will lose his furlough ration money for the entire period of the furlough, but will lose his pay only for the period of unauthorized absence.

c. After you have completed the certificate of furlough, send the form to the personnel officer for his signature. It is still correct, however, to send it to the company commander for his signature instead. If your headquarters adopts the latter procedure, you must note in your suspense file the fact that the furlough has been sent to the company for signature. The following day, if the furlough is not returned to you properly signed, follow through and see that it is returned. This is another case where you have been given a job to finish, so that you must keep track of this record until it is finally completed by you. (Signature by the personnel officer has been authorized in order to eliminate this last step and thus relieve the company commander of administrative detail.)

136. There will be many times when you will send various records for signature or other action to other persons or offices who will not return them to you as promptly as they should. For this reason you will find a growing pile of memoranda in your basket or suspense file concerning documents and records sent out for signature or other action. In some cases you will find that the persons to whom some of these records were sent for action have returned them promptly as they should, but the records themselves have not been routed back over your desk because of inexperienced clerical help in your office. In other cases the records in question may have been lost or misplaced by some careless individual. This latter probability is the reason why a check system must be kept by any good clerk on records sent out for signature or for other action. Think of it this way, every record with which you deal in the personnel section is the responsibility of the personnel officer. If any of them are lost or misplaced, he will have to answer for it. It is your duty as a clerk to set up and maintain whatever systems and checks are necessary to see that *his* records are handled and dealt with by all people in the manner he would wish. When you find that some organization or individual is repeatedly dilatory, you must and should feel free to report this fact to the personnel officer. Those who show carelessness or laxity

in handling any documents and records must be weeded out of Army offices. They are dangerous. There is no place for them in this phase of Army work.

137. When the certificate of return has been signed on the furlough, you must make the entry on page 6 of the service record to show the date of the enlisted man's return. Then both the furlough and the service record are submitted to the sergeant major or the personnel officer. The furlough will be dispatched by the sergeant major to the local disbursing officer, who will give the enlisted man the ration allowance due him for the period of absence. The furlough thus becomes a voucher to the accounts of the disbursing officer covering the expenditure of the funds involved. The original copy eventually reaches the General Accounting Office in Washington for final audit and file. The duplicate is permanently retained in the local disbursing office as a record of the entire transaction.

SECTION XI

CHANGE IN DESIGNATION OF BENEFICIARY; HOW PROCESSED

Reference: AR 600-600 and appendix

138. A new designation of beneficiary or beneficiaries on W. D., A. G. O. Form No. 41 (Designation or Change in Address of Beneficiary) must be executed by each officer, warrant officer, Army nurse, and enlisted man when the eligibility of any relative as beneficiary begins or ceases by reason of marriage or death; divorce of wife or husband; birth of child; or cessation of dependency of a child by reason of death. The details of this subject are covered in AR 600-600. Those regulations should be consulted whenever it is necessary to initiate a change in beneficiary for any personnel.

139. Preparation of Form No. 41.—A clerk preparing this form will find it necessary personally to question the individual requesting the change in beneficiary. If it cannot be arranged to have the individual visit the personnel section, it may be necessary for you to visit the organization to which the person belongs. You will find printed in Form No. 41 the detailed instructions for the actual entries to be made on it. You may also refer to the appendix for a completed model and instructions. These instructions must be followed explicitly. The form is to be signed by the designator and by a witness, who must be an officer or a notary public.

140. Service record entry.—Upon completion of Form No. 41, the entry on page 2 of the service record must be amended to conform with the information entered on the form. This is done by making

the notation "See Remarks Administrative" on the margin of page 2 and entering the information from the new Form No. 41 on page 15 of the service record. Both the service record and Form No. 41 must then be submitted to the personnel officer for his information and verification.

141. Disposition.—The Form No. 41 is mailed direct to The Adjutant General, Washington, D. C., for permanent file. A letter transmitting this form to The Adjutant General is not necessary.

SECTION XII

APPOINTMENT OF NONCOMMISSIONED OFFICER; HOW PROCESSED

Reference: AR 615-5

142. The procedure of appointing a noncommissioned officer is relatively simple. A promotion is usually based on a recommendation by the organization or detachment commander of the enlisted man. This recommendation in the form of a letter will be handed you by the personnel officer or the personnel sergeant major, after the promotion has been approved by the regimental commander, with instructions to include announcement of the promotion as a paragraph of the special order of the day. In drafting the order follow the same procedure outlined in section III of this chapter.

143. Noncommissioned Officer's Warrant (W. D., A. G. O. Form No. 58).—Prior to November 13, 1942, every enlisted man who was appointed a noncommissioned officer was furnished a warrant, W. D., A. G. O. Form No. 58. However, sec. III, Circular No. 373, War Department, 1942, directed that, for the duration of the present war and 6 months thereafter, the issuance of warrants to noncommissioned officers, including technicians, be suspended. In lieu thereof, they will be furnished a copy of the order or other instrument announcing their appointment.

144. Soldier's Individual Pay Record (W. D., A. G. O. Form No. 28).—This booklet you must secure from the enlisted man who is appointed a noncommissioned officer, because his pay status changes. The change must be recorded in his Form No. 28 so that he may be paid if at any time he is away from his organization when pay is due. Make the proper change according to instructions on the form, have the change signed by the personnel officer or commanding officer, and return it to the enlisted man.

SECTION XIII

CHANGE IN SOLDIER'S QUALIFICATION CARD; HOW PROCESSED

Reference: AR 615-25, 615-26, 615-28

145. In order to demonstrate the mechanics involved and your responsibilities for entries on the Soldier's Qualification Card (W. D., A. G. O. Form No. 20), assume that an organization commander desires that an enlisted man be reclassified. An informal note expressing this desire and bearing the signature of the commander has been approved by the personnel officer and has been referred to you. From the file obtain the qualification card of the enlisted man. Before you make any entry on the card, you should refer to AR 615-25. This regulation will guide you in selecting the information to be recorded. Having selected the proper remark to be entered on the card, make the entry in pen and ink. It will then be necessary for you to change the coding in the proper field on the edge of the card so that it will reflect the new classification of the enlisted man. The mechanics of making this change is also described in AR 615-25.

146. The amended qualification card, along with the informal note from the organization commander, you now pass to the personnel officer for inspection. Although it is not required by regulation, some personnel officers wish to place their initials on any changes that are made on the qualification card. If this is the custom in your section, the card will be initialed and returned to you. You must now prepare a Report of Change card (W. D., A. G. O. Form No. 303), so that the new information reflected by the change in the Form No. 20 can be reported to the machine records unit. This information will appear on the monthly roster of the organization to which the enlisted man belongs. You prepare this report of change and submit it in the manner described in section V of this chapter.

147. The above is a simple procedure and one which can be accomplished in a short time. For this reason, you may be tempted to let the memoranda directing changes accumulate for processing at some future time. Avoid forming this bad habit. Make all changes promptly, as they are reported to you. The qualification cards will then be current at all times and will serve the purpose for which they are intended. In addition, you are doing the job as it should be done and as the personnel officer expects it to be done.

SECTION XIV

PURCHASE OF INSURANCE; HOW PROCESSED

148. Two enlisted men, Kelsey and Simms, decide that the National Service life insurance offered by the Government to members of the armed forces is a wise investment, and each has decided to apply for a policy. The company commander instructs you, the clerk, to prepare the necessary papers today or to have the proper section prepare them.

149. **Preparation of application.**—*a.* From the blank forms cabinet obtain two Veterans Administration Insurance Forms Nos. 350 or 350a. Form No. 350a should be used if the applicant has been in the service more than 120 days. Glancing over the form you see that, in order to complete it properly, you will need the two service records and also some additional information from the two enlisted men. The latter information will be rather detailed and will be more readily obtained by having them both visit the office. Call the first sergeant of their company and request that the two men be permitted to visit the office. When they come, have them sit beside you at the typewriter as you record their answers to the questions on the forms. You will also obtain from them at this time their individual pay records (W. D., A. G. O. Form No. 28).

b. Since they have both elected to have the premiums deducted monthly from their pay, you will now have to complete in duplicate for each enlisted man an Authorization for Allotment of Pay (W. D., A. G. O. Form No. 29). Obtain these forms and have the men sign both copies before they leave the office. The preparation of these forms is practically self-explanatory. You determine the amount of the premium by the chart on the reverse side of Form No. 350. If you are a noncommissioned officer, you may sign Form No. 350 or 350a as a witness.

c. On each man's individual pay record make the necessary entry to show that he has authorized an allotment for the insurance premium. This you should do in accordance with instructions on the form. The entry is to be authenticated by the signature of the personnel officer before you return the pay records to their owners.

d. Obtain the service records from the files and on page 10 enter the necessary information. Also under "Remarks financial" make the entry which is to be transcribed to the pay roll at the proper time. *See paragraph 23, AR 345-125.*

e. The records are now ready for submission to the personnel officer for his signature. Arrange them in a logical, neat order with the service records open at the proper page for signature before submitting them to him. The disposition of the forms usually is made

by the sergeant major. The duplicate copy of Form No. 29 will be returned to you for file with the service records.

f. Enlisted men may also desire to execute allotments of pay for the payment of insurance premiums to commercial insurance companies, of additional sums above those required by law for the support of dependents, or of sums to be placed in banks to their own credit. W. D., A. G. O. Form No. 29 is used for all these purposes. It is shown in the appendix. These *allotments*, which are voluntary, are to be distinguished from the required *deductions* from pay for the support of dependents, toward which the Government contributes. The form for family allowance *deductions* is W. D., A. G. O. Form No. 625 (Application for Dependency Benefits).

SECTION XV

MONTHLY PERSONNEL ROSTER; HOW PROCESSED

Reference: AR 345-900

150. A monthly personnel roster is a list of the names of individuals assigned to or attached for duty to an organization or a headquarters. It is compiled as of 2359 on the last day of each month. The purpose of the monthly roster in general is to show the status of each individual on the date specified. There are two classes of monthly rosters: roster of officers, Army nurses, warrant officers, and contract surgeons; roster of troops, containing the names of all enlisted personnel.

151. Preparation.—Rosters are prepared on W. D., A. G. O. Form No. 305A (Miscellaneous Report Form) by the machine records unit servicing the organization. (For complete details of the information shown on these rosters refer to par. 6, AR 345-900, and current directives.) After preparation, the rosters are sent by the machine records unit to the unit personnel section for complete verification of the information shown on them. Although the roster is not actually prepared in the unit personnel section, the information it presents is based on the individual reports of change you have prepared and submitted to the machine records unit throughout the month (see sec. V). If these reports have been accurate in every detail and have been dispatched promptly to the machine record unit each day, you will find that the roster is reasonably accurate and will require little or no correction. On the other hand, if the reports of change have been carelessly prepared and dispatched from your unit personnel section, the roster will require several hours of close, hard work in order to be made cor-

rect. The errors on the roster are in direct proportion to the errors on your daily reports of change. Thus the reports of change clerk can judge the accuracy of his work by the condition of the monthly roster when it is received.

152. Checking roster.—You will find detailed instructions covering roster corrections in paragraph 8, AR 345-900. You should read them over carefully before attempting to make any corrections or deletions on the roster. As these rosters must be returned to the machine records unit within 48 hours after receipt, the corrections must be made promptly. You should lay aside any routine work when you are assigned the task of correcting the roster, so that it will be returned within the time limit.

153. Checking facilitated by keeping special locator card file.—Obtain from the locator card file the locator cards of the personnel shown on the roster. Normally these cards are filed by grade within each organization. Checking the roster is greatly facilitated if all information on the roster requiring verification is included on your locator cards. The keeping of special locator cards, so designed in columnar form that it carries all the information in the same order in which it is to appear on the roster, has been found very convenient. If such a system is employed, the actual checking process then consists of a mere comparison of the locator cards with the roster. These cards are kept current by making daily entries on them from the abstract of morning report discussed in section IV. One point to remember in making the daily entries on the locator cards is that the cards must be held static from the last day of the month, so that they will reflect the status of each man as of that time. Changes occurring after the last day of the month, which would normally be entered on the locator cards, must be recorded and preserved for entry on the cards after the roster has been checked. Normally the roster will be received in the unit personnel section between the 3d and 6th of the month, depending on the distance between your personnel section and the machine records unit. Thus, the locator cards will have to be held in this static condition from 3 to 6 days.

154. Action to be taken.—*a.* Obtain the assistance of another clerk and have him sit beside you. While he counts the number of locator cards in each grade, you count the number of men in each grade on the roster. Compare the two figures for each grade and when any differences are revealed, check within that grade for the name of the person omitted from the roster. During this process you should use the last carbon copy of the roster in order to preserve in good condition the original and other copies that are to be returned to the machine records unit. When any omissions are discovered,

insert the name of the person omitted in the proper place on the roster. You must be careful, however, to assure yourself that what may seem to be an omission is not merely an incorrect entry by grade. In other words Sergeant Jones may be listed as Corporal Jones and a correction of grade only is necessary rather than the insertion of Sergeant Jones under the heading of sergeants on the roster and a deletion of Corporal Jones from under the heading of corporals. When you have completed this process, the roster should be accurate in count.

b. Now have your assistant repeat aloud the information shown on the locator cards while you verify the correctness of the roster. Each item listed in paragraph 8, AR 345-900 must be checked. As you discover errors, make the necessary corrections on the carbon copy of the roster and in addition note them on a pad, stating the nature of the error. This list of errors you will need later in preparing corrected reports of change to substantiate the corrections made on the roster. After you have finished this procedure, you will have the last carbon copy of the roster containing all corrections and a complete list of all errors that you have found. Go over the list, indicating the nature of each error, and mark those that require a report of change, in order to reconcile the machine records unit record with your up-to-date locator cards. Give this list to your assistant and instruct him to prepare the substantiating reports of change. You must now make the corrections on the original and remaining copies of the roster so that each agrees with the last carbon copy. Make these corrections as neatly as possible. Avoid finger smudges and do not mutilate the original or other copies of the roster when making these corrections.

c. After you have made the corrections on the roster and your assistant has prepared the accompanying reports of change, your next step is to number each page of the roster in the space provided. Now complete the certificate on the last page of the roster. Next attach the reports of change to the roster pages to which they pertain. After this the roster is ready for the signature of the personnel officer. The personnel officer will sign the roster, initial each report of change, and make distribution as shown in paragraph 7, AR 345-900.

d. In addition to the locator cards, it may happen that various other source records (that is, service records, morning reports, and carbon copies of reports of change submitted during the month) will have to be checked to insure accuracy of the roster. These records may be kept in various files in the personnel section and to obtain such information may require much research and effort. Because of this, do not take for granted the correctness of any information on the roster. Look it up and verify it, regardless of the amount of effort it may take. Your personnel officer must certify that the information it contains is correct and you must see that it is.

155. Checking the roster is an important task. The entire process once started must be carried through to completion. The information which the roster reflects must be accurate or its purpose will be defeated. It is important that you do your best in checking this record. It is true that the responsibility rests with the personnel officer, but here again he trusts you to share his responsibility.

CHAPTER 4

USE OF REFERENCES

	Paragraphs
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SECTION I

USE OF ARMY REGULATIONS AND DIRECTIVES

156. All decisions made and all action taken in the Army must conform to Army Regulations. "The President, as the constitutional Commander in Chief of the Army," states AR 1-15 "is vested with a general and exclusive authority to make and publish regulations for the Army and may, in the due execution of the laws for the government of the Army, make needful and proper regulations without any legislative authority whatever." When you are told that Army Regulations have the force of law, you must distinguish between these executive rules and the statutes passed by Congress. The latter are "the law of the land." Army Regulations are law only to the Army and to others whom they concern. As you have seen in chapter 1, the President exercises his authority as Commander in Chief through the Secretary of War, by whose order Army Regulations are published. Thus the Army Regulations are directives of the President.

157. Gathered together in several thick volumes, the hundreds of Army Regulation pamphlets appear to the inexperienced man a confused and mystifying collection of documents. When the constant stream of changes, circulars, bulletins, orders, and letter directives coming into the office is added to them, they do indeed make a formidable mass of rules governing the administration of the Army. Yet all this material is organized according to a definite plan. Once you know the plan, the regulations and other directives become usable and intelligible guides to action.

158. The system under which Army Regulations are titled and numbered is described in AR 1-15. Here it is in brief. Each Army Regulation has a title consisting of two parts: the general title and the subtitle. For example, the title of one regulation is PER-

SONNEL—RANK AND PRECEDENCE. The first part, **PERSONNEL**, is the general title and will be found on all regulations concerned primarily with personnel matters. The system of general titles, by grouping regulations in several series, is an indexing device intended to assist you in finding the exact reference you wish. The second part of the title, **Rank and Precedence**, is the subtitle and will be used only for one regulation.

159. Each regulation is designated also by two numbers joined by a dash. The numbering system is similar to the system of titles. The first number before the dash corresponds to the general title and is the same for a whole series of regulations. The second number differentiates a particular regulation from all others in its series. For example, the number of the pamphlet entitled **Personnel—Rank and Precedence** is 600-15. 600 is the series or “base” number for all regulations about Personnel, while 15 is the subnumber of a particular regulation in this series, **Rank and Precedence**. The base number and subnumber of an AR are printed for convenient reference on the upper and outer corner of each page. Underneath these numbers appear the numbers of the paragraphs contained on that page. The entire pamphlet is indexed by section at the beginning of the regulation and by paragraphs at the head of each section.

160. These pamphlets are not numbered consecutively, but blank numbers are left for future use. When an Army Regulation is revised and reprinted, the new pamphlet ordinarily bears the same number as the current edition. A few suggestions may help you to use the regulations efficiently.

161. First: You should most certainly have on your desk for ready reference this list of the base numbers of the Army Regulations:

- 1—Army Regulations
- 6—Assistant Secretary of War for Air
- 10—General Staff
- 15—Adjutant General's Department
- 20—Inspector General's Department
- 25—Judge Advocate General's Department
- 30—Quartermaster Corps
- 35—Finance Department
- 40—Medical Department
- 45—Ordnance Department
- 50—Chemical Warfare Service
- 55—Transportation Corps
- 60—Chaplains
- 75—Infantry

- 80—Cavalry
- 85—Field Artillery
- 90—Coast Artillery Corps
- 95—Army Air Forces
- 100—Corps of Engineers
- 105—Signal Corps
- 130—National Guard
- 140—Officers' Reserve Corps
- 145—Reserve Officers' Training Corps
- 150—Enlisted Reserve Corps
- 170—Service Commands and Departments
- 190—Military Police
- 210—Posts, Camps, and Stations
- 220—Organizations
- 235—Regiments
- 240—Battalions
- 245—Companies
- 250—Bands
- 260—Flags
- 265—Tactical and Training Inspections
- 270—Ports of Embarkation and Debarkation
- 300—Mapping and Charting
- 310—Military Publications
- 330—Machine Records Codes
- 340—Correspondence
- 345—Military Records
- 350—Military Education
- 380—Safeguarding Military Information
- 410—Litigation
- 420—Boards of Officers for Conducting Investigations
- 490—Petty Offenses Committed by Civilians
- 500—Employment of Troops
- 600—Personnel
- 605—Commissioned Officers
- 610—Warrant Officers
- 615—Enlisted Men
- 620—Civilian Employees
- 625—Officer Candidates
- 700—Supplies
- 750—Range Regulations for Firing Ammunition
- 760—Targets and Target Equipment
- 775—Qualification in Arms and Ammunition Training
- Allowances
- 850—Miscellaneous

162. *Second*, you must realize at once that you will not often find in one AR pamphlet all the regulations required for one job assigned to you. For example, when an enlisted man dies, it is necessary to use several Army Regulations in order to accomplish the notification of his next of kin and The Adjutant General, to have his remains prepared for burial and shipped to his home, and to close his accounts. In this case the following will be needed:

- AR 600-550 (Personnel—Deceased), the basic regulation.
- AR 40-1080 (Medical Department—Current Statistical Reports, Tables, and Charts), for report of cause of death.
- AR 345-400 (Military Records—Morning Reports), for remarks to go on the morning report of the organization.
- AR 615-40 (Enlisted Men—Clothing and Equipage), for settlement of clothing accounts.
- AR 35-2600 (Finance Department—Soldiers' Deposits), for disposal of the enlisted man's deposits.
- AR 35-2480 (Finance Department—Payment of Enlisted Men Upon Separation From the Service), for procedure to pay any amount due the enlisted man to his legal heirs.
- AR 35-1540 (Finance Department—Gratuity Upon Death and Settlement of Arrears of Pay), for gratuity to legal heirs.
- AR 55-120 (Transportation Corps—Transportation of Individuals), for transportation of remains.
- AR 30-1830 (Quartermaster Corps—Burial Expenses), for preparation for burial, furnishing casket, and supplying clothing and the flag.
- AR 345-475 (Military Records—Final Statement), for preparation of final statement closing out accounts of the deceased enlisted man.

In the list above the general title and subtitle as well as the number of each regulation have been given so that you may see how the base numbers and subnumbers correspond to the general titles and subtitles.

163. *Third*, you can find the regulations which may be needed in a problem only by thinking the problem through. Thus, if the question concerns enlisted men, the general title will be Personnel or Enlisted Men and the 600 and 615 series of pamphlets will be primary references. If a question of pay is also involved, the Finance Department is interested; its regulations are covered in the 35 series. If rations, or equipment, are part of the problem, the Quartermaster

Corps is involved and the 30 series will be needed. Or suppose the question has to do with exchanges. Exchanges pertain to posts, camps, and stations. The base number concerning posts, camps, and stations is 210. Going further and referring to exchanges you will find that AR 210-65 covers the subject you need.

164. *Fourth*, when you have had sufficient experience on your job to know your commonest problems, you should prepare a number of check lists of Army Regulations needed to accomplish various processes. These will be similar to the one given above for the death of an enlisted man, but need contain only the number and a brief form of the title. They should be kept in your desk for ready reference. Once you have solved a constantly recurring problem, such a prepared check list is easy to make; it will save you much time and trouble in the future; and it will add greatly to your efficiency.

165. *Fifth*, you should be careful to note and apply every change in the Army Regulations which you must use. If you do not, your work will be inaccurate, will not accord with current rules, and will have to be done over. It will thus reflect not only upon your own efficiency, but also upon that of your section and of the whole headquarters.

SECTION II

CHANGES IN ARMY REGULATIONS

166. Changes in Army Regulations are announced to the service by the War Department in AR Changes. Whenever AR Changes are published, that fact is noted in current War Department circulars. AR Changes (AR 1-15) are ordinarily published in one- or two-page leaflets, similar in format to Army Regulations so that they may be filed in binders with the regulations themselves. If the amount of matter to be changed in relation to the matter contained in the current regulation is large, a new AR rather than a change is published. Changes since August 7, 1942, are not cumulative unless so indicated. This means that all changes, except in the case of cumulative changes, need to be retained upon receipt and filed with the Army Regulations to which they pertain.

167. At each headquarters one or more clerks are normally given the responsibility for inserting printed AR Changes in their proper places in the binders of Army Regulations. It is their duty also to record and file the War Department bulletins, circulars, general orders, memoranda, or mimeographed letters.

168. There are various ways of recording all changes that are published. According to one plan, when a change is received, the responsible clerk should turn immediately to the office copy of the

pertinent regulation. He should find the paragraph or subparagraph that is changed. Then he should note the change conspicuously in the margin of the affected paragraph. His note should be phrased thus:

“Changed by C 4, March 22, 1938”

Under this plan, anyone referring to an AR paragraph beside which such a notation has been made should consult the publication mentioned before he takes any action under the authority of that paragraph.

169. Some headquarters use a card file system or a visible index card system. In either case the clerk makes a card for each AR and notes upon it by paragraph each published change. When anyone uses a regulation under these plans, he must check the card file or visible index each time. One advantage of a card file or visible index is that either may also include information from circulars or other publications that do not refer to a paragraph in any Army Regulation. For this purpose, topical cards may be made and filed alphabetically.

SECTION III

OTHER DIRECTIVES

170. Certain other War Department publications may affect the use of Army Regulations, while they do not make any basic changes in them.

171. **War Department AGO memoranda.**—*a.* Circular No. 264, War Department, 1942, announced that memoranda would be used after August 15, 1942, in place of unclassified mimeographed letters to promulgate certain routine orders and instructions of the War Department which are directive, advisory, or informative in nature and either temporary or permanent in duration. The use of War Department memoranda is to be kept to a minimum.

b. There are two series of War Department memoranda: one series is issued by the Secretary of War and is identified by the letter W placed before its classification file number; the other, issued by the Commanding General of the Army Service Forces, is identified by the letter S similarly placed.

c. Both series are numbered serially within the classification in each calendar year. Here is a sample file classification and serial number for a War Department memorandum:

Memorandum
No. S210-1-42

S means that it comes from the Commanding General, Army Service Forces. The number, 210, is the classification of its subject, based on the system of numbering the subjects of Army Regulations (AR 1-10). The subject of the above memorandum is "Names for Government-owned Plants." Its classification number thus is 210—Posts, Camps, and Stations. The next part, 1, is the serial number within the classification 210. It indicates that this is the first memorandum pertaining to the 210 subject classification which has been published in 1942 by the Army Service Forces. The last part, 42, is the last two numbers of the year in which the memorandum was issued.

172. War Department bulletins.—These publications usually contain matter that is informative or advisory in nature and of permanent duration. When, for example, Congress enacts legislation affecting Army Regulations, the new law may be incorporated in a bulletin and thus brought to the attention of all personnel.

173. War Department circulars.—Circulars usually contain matter that is directive in nature, general in application, but temporary in duration. They may be used to announce a temporary change in policy, for example. Before August 7, 1942, they were also used to promulgate changes in Army Regulations until the changes could be incorporated in new regulations. Since that date, however, circulars have not been so used.

174. War Department general orders.—General orders usually include directives, general in application and of permanent duration, which cannot readily or immediately be incorporated in the established forms of regulations. War Department general orders have been used to redesignate corps areas as service commands, to establish military districts and reservations, and to grant or to revoke the authority of certain commanding officers to appoint general courts martial.

175. War Department mimeographed letters.—These letters, though limited in use by Circular No. 264, War Department, 1942, are used for the dissemination of matter that has been classified as secret, confidential, or restricted.

SECTION IV

MANUAL FOR COURTS MARTIAL

176. Manual for Courts Martial, U. S. Army.—This manual, published in 1928, contains the Articles of War and much matter that interprets them. Together with Army Regulations, this manual forms the basis of military law.

177. All procedures of courts martial are the responsibility of officers. Normally an Army clerk will have no more to do with courts martial than to prepare a court-martial order and to type the Charge Sheet (see appendix) or the record of trial according to exact instructions from an officer. It is, however, helpful to a clerk to be acquainted with the following parts of the manual:

- Table of Maximum Punishments, pages 97-101
- Articles of War, appendix 1.
- Forms for Orders Appointing Courts Martial, appendix 2.
- Charge Sheet, appendix 3.
- Forms for Charges and Specifications, appendix 4.
- Form for Record of Trial by General Court Martial, and Revision Proceedings, with Notes, appendix 6.
- Form for Record of Trial by Special Court Martial, appendix 7.
- Form for Record of Trial by Summary Court Martial, appendix 8.
- Forms of Sentences, appendix 9.
- Forms for Action by Reviewing Authority, appendix 10.
- Forms for Orders of Promulgation—Forms for Orders Vacating Suspensions, appendix 11.

SECTION V

MISCELLANEOUS REFERENCES

178. Listed in this section are a number of publications which are valuable references for any headquarters clerk. They can be made available to him by being included in the headquarters library.

a. War Department publications.

(1) *TM 12-250 (Administration)* published by the War Department, describes company and regimental administration and illustrates many common administrative printed forms. It describes many of the processes discussed in this manual and is an almost indispensable reference for Army administrators.

(2) *TM 12-220 (Administration—The Division and Large Installations)* published by the War Department, is intended to assist adjutants general during the formative period of large units or upon first assignment to duty in the adjutant general's section of a large unit.

b. General publications.

(1) *Dictionary*: Some good abridged dictionary should be available.

(2) Secretarial handbooks, a style manual, and books on office practice are useful.

179. **Index to certain Army Regulations and other references.**—This index has been prepared as of special interest to an

Army clerk. Copy it if you cannot keep this volume at your elbow.
(Most of the topics listed below are treated in detail in TM 12-250.)

Abbreviations (authorized)	AR 850-150
Active duty reports (Reserve officers)	AR 140-5
Agent officers	AR 35-320
Allotments	AR 35-5520, 345-155
Allotments, appropriation	WD Circulars 206, 235, 269, 314, 334, 346, 403, 1942
Allowances (lieu rations, quarters)	AR 35-4520
AR's and how to use them	AR, 1-5, 1-10, 1-15
A WOL	<i>see</i> Deserters
Blank forms	AR 310-100, 310-105, 310-200, 310-245
Baggage (authorized)	AR 35-4850, 55-110, 55-160, 55-410
Boards (line of duty, death, injury, etc.)	AR 420-5, 345-415, 40-100, 35-3420, 35-1440, 35-4120, 25-20, 35-7030, 35-7040, 35-7050, 600-550, 210-10, 615-360
Chain of command	AR 600-10, 600-15
Channels of communication	AR 340-15, 140-5, 145-10
Classification and assignment	AR 615-25, 615-26, 615-28, 605-230
Classification of correspondence	AR 380-5, 340-15, 345-620
Clearance from post or station	TM 12-250
Correspondence	AR 340-15, 380-5, 105-25, 345-620
Correspondence file	AR 345-620
Courts martial	AR 35-2460, 35-4120, MCM 1928
Deceased	AR 600-550
Dependents' travel	<i>see</i> Travel (dependents)
Deserters	AR 615-300, 600-355, 35-1420, 35-2460, 35-5520
Discharge (release, requirement)	AR 615-360, 345-465, 345-470, 345-500, 35-2480, 40-100, 150-5
Duty rosters	AR 345-25
Efficiency reports	AR 600-185
Enlistments	AR 600-750, 35-1460
Filing	AR 345-620, WD Correspondence File, 1918
Final statement	AR 345-475
Funds, unit and similar (council book)	AR 210-50
Furloughs, passes, delays	AR 615-275, 345-125
General prisoners	<i>see</i> Prisoners and guard reports
Household effects	AR 35-4850, 55-110, 55-410
Insurance	AR 600-100, 345-155, 35-5520
Inventory and inspection reports	AR 20-35, 30-2145
Investigations	AR 420-5, 20-30, 35-4120
Leaves (and delays en route)	AR 605-115, 35-1420
Mail service (regimental)	FM 12-105
Mess accounts	AR 30-2210, TM 10-205
Mileage	<i>see</i> Vouchers (mileage)
Military discipline	AR 600-10
Morning reports	AR 345-5, 345-400
Noncommissioned officers:	
Appointment	AR 615-5
Duties and responsibilities	TM 12-250

Orders.....	AR 310-50
Pay and pay rolls (<i>see also</i> Vouchers).....	AR 35-1500, 35-2560, 35-1440, 35-2360, 345-155, 600-10, 35- 5520, 35-320, 35-1340, 35-2320, 35-2440, 35-2460, 35-2480, 35-4520.
Per diem vouchers.....	<i>see</i> Vouchers (per diem)
Prisoners and guard reports.....	AR 600-355, 600-375, 600-395, 600-415, 345-40
Property—individual clothing and equipment.....	AR 20-35, 35-6540, 35-6700, 35-6720, 345-125, 345-5, 35-6620, 35-6640, 35-6680, 615-40.
Property—organization (requisition, issue, and records).....	AR 20-35, 30-3000, 35-6620, 35-6640, 35-6680, 35-6700, 345-125
Publications (requisition, allowances, distribution).....	FM 21-6, AR 310-10, 310-50, 310-60, 310-100, 310-105, 310-200.
Punishment (company).....	AR 600-10, AW 110
Qualification card.....	AR 615-25, 615-26
Ration returns.....	AR 30-2210, WD Circular 16, 1943
Reclassification (officers).....	AR 605-230
Record of company punishment.....	AR 600-10, AW 110
Records (requisition, purpose, preparation).....	AR 35-6700, 345-10, 345-105
Reports (requisition, purpose, preparation).....	AR 35-6700, 345-10, 345-105, 140-5
Reports of change.....	AR 345-800, 345-5
Reports of survey.....	AR 20-35, 30-2145, 30-3000, 35-6640
Rosters (including strength and ration returns).....	AR 345-900, 345-25, 345-50
Safeguarding military information.....	AR 380-5
Secret and confidential communications.....	AR 340-15, 380-5
Service records.....	AR 345-125, 35-1400, 615-300, 615-5, 150-5, 615-275, 35-2560, 40-210, 345-400, 345-475, 35-1500, 600-45, 600-68, 600-550, 600-100, 35-5520, 35-1440, 35-2360, 615- 360, 345-155, 35-6640, 345-470, AW 107.
Sick report.....	AR 345-415
Statement of charges.....	AR 345-300, 345-125, 35-6620, 35-6640
Suspense file.....	WD Correspondence File
Transfers.....	WD Circulars 308, 339, 347, 363, 372, 1942; AR 605-145, 35-2560
Travel pay (EM).....	AR 35-2560
Travel (dependents).....	AR 35-4850, 35-4890, 35-5020, 35-5320, 55-125
Venereal disease.....	AR 40-210, 35-1440
Vouchers (mileage).....	AR 30-2215, 35-2560, 35-4540, 35-4820, 35-4830, 35-4850, 35- 4890, 35-5020, 55-110.
Vouchers (pay of officers and warrant officers).....	AR 35-1340, 35-1360, 35-1440, 35-3420, 35-4220, 35-5020, 210-10
Vouchers (per diem).....	AR 35-4820, 35-4830, 35-4540

CHAPTER 5

CORRESPONDENCE

Reference: AR 340-15

	Paragraphs
SECTION I. General comments.....	180-191
II. Military letters; mechanics of arrangement....	192-216
III. Inclosures	217-222
IV. Indorsements	223-228
V. Arrangement of parts of communication.....	229-232
VI. Messageform communications	233-237
VII. Nonmilitary correspondence.....	238
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SECTION I

GENERAL COMMENTS

180. Letters from your headquarters, like those from any business office, make an indelible impression of the efficiency of your office on both military persons and civilians. Unless all communications are prepared accurately, neatly, and in accordance with Army custom, outsiders may conclude that the adjutant does not know his business.

181. Sometimes you will be asked merely to copy on the type-writer a draft of a letter or indorsement prepared by someone else. At other times you will prepare your own draft. It is your job, therefore, to learn the forms of Army correspondence thoroughly and to develop a clear and acceptable style of writing. You should prepare all correspondence so meticulously that you are proud to present it to the officer who is to sign it. In preparing official correspondence:

- Be neat
- Be concise
- Be prompt
- Be accurate

182. Communication defined.—In military phraseology the word “communication” refers to all official writings, particularly official letters, memoranda, reports, indorsements, telegrams, cablegrams, and radiograms.

183. Courtesy.—Always phrase letters courteously. Never, under

any circumstances, resort to sarcasm. If you want your correspondent to correct an error, put yourself in his place. In wording your letter, be considerate of his feelings.

184. Promptness.—Being prompt is part of courteous behavior. You should answer all communications within 24 hours. When it is not possible to make a full and prompt reply, acknowledge the receipt of the communication at once, giving the cause of the anticipated delay and the date on which the reply will be forwarded. *Be sure to reply on or before the promised date.*

185. One subject in one letter.—Each military letter should refer only to one subject. When you must write on two or more subjects to one headquarters or to one individual, compose two or more letters.

186. Limit your correspondence.—Remember that you should resort to written correspondence only when it is necessary because considerable distance separates you from your correspondent or because the nature of your business requires a written record. This rule will reduce "red tape." When you deal with local individuals, you should use personal conferences or the telephone instead of letters. If necessary, make informal memoranda of such conversations for filing. In all military correspondence, be as brief as is consistent with clarity. Use authorized abbreviations (AR 850-150 and FM 21-30).

187. Channels of communication.—Unimportant and trivial communications need not be forwarded. It is the responsibility of regimental and higher commanders to decide whether a communication is of sufficient importance to be forwarded. If you should send a letter to higher authority through other than prescribed channels after it has been returned to you as unimportant, the officer who receives it may take disciplinary action.

188. Confidential nature of correspondence.—You should never reveal the contents of official communications except to those entitled to know them. It is the duty of each clerk working in a headquarters strictly to observe this rule.

189. Clear, concise, correct English.—Correctness of form, spacing, margins, and neatness in typing are all important. But the body of your letter must clearly express your meaning. You should have a knowledge of good English usage together with a clear understanding of the message to be conveyed. Use clear, concise, correct English. Avoid stilted, ponderous, and unusual words and phrases. Make your sentences short and complete. Be sure that your sentences and paragraphs are arranged in logical sequence. Do not use the first personal pronoun except in an official letter concerning yourself; in that case never refer to yourself in the third person.

190. References.—*a.* When, in order to clarify or support statements in your letter, you must refer to printed authorities, you should make the references in the following order:

- (1) Army Regulations.
- (2) General orders.
- (3) Special orders.
- (4) Bulletins.
- (5) Circulars.
- (6) Related letters or indorsements.
- (7) Telegrams, cablegrams, radiograms.

b. Your reference to Army Regulations, orders, bulletins, and circulars should include the paragraph number, section number, title and number, and date. A reference to a letter, indorsement, telegram, and so forth may include as much of the following as is necessary to insure easy identification: symbol, file number, subject, and date of the communication. Normally you should include these references in your first paragraph where you explain the purpose of your letter.

191. Name of soldier first mentioned.—When the name of an officer, Army nurse, warrant officer, or enlisted man is first mentioned in a communication, it is good practice to write his Army serial number immediately after it.

SECTION II

MILITARY LETTERS; MECHANICS OF ARRANGEMENT

Reference: AR 340-15

192. Paper.—You should use only standard letter-size paper (8 by 10½ inches). Type the original sheets on bond paper, using onion skin or tissue paper for carbon copies.

193. One side of sheet.—Use only one side of the paper in all communications except for prescribed forms and mimeographed or other reproduced matter.

194. Copies.—Unless you are instructed otherwise, make two carbon copies of both letters and indorsements. Under special conditions you may be required to prepare more copies.

195. Margins.—You should always leave margins as follows:

<i>First page</i>	<i>Second and succeeding pages</i>
Top: 1 inch	1¼ inches.
Left: 1¼ inches	Same as first page.
Right: ¾ inch	Do.
Bottom: 1 inch excluding page number which will be ½ inch from bottom.	Do.

196. Heading.—*a.* Name of headquarters: Normally your letterhead will be printed with the headquarters name centered on the page 1 inch from the top edge. If you must type your letterhead, put the headquarters name in the same position.

b. Address of headquarters: The post office address should appear two spaces below the lower line of the headquarters designation and *at the right side of the sheet* so that it ends about $\frac{3}{4}$ inch from the right edge of the sheet. If the address forms part of the printed letterhead, this instruction need not be followed.

c. Date.—(1) Type the date on the next line below an address which is typed at the right of the sheet.

(2) When the address is printed as part of the letterhead, type the date two spaces below the lowest line of the printed heading and *at the right side of the sheet* so that it ends at the margin.

197. File number.—Determine the proper file number for the letter (see ch. 6) or secure it from the file clerk. Type this number beginning at the left margin ($1\frac{1}{4}$ inches from the edge of the sheet) and on the same line as the date. The words, "In reply refer to," usually appear on printed letterheads and may be placed on the line above the file number on a typed letterhead if the file number and other designation is long. (See ch. 6 on filing.)

198. Identifying initials.—If you use identifying initials, you should type them in the upper right-hand corner and so space them that they will end at the right margin. You should type the initials of the person for whom the letter is being prepared in capital letters followed by yours in either small or capital letters, thus: IMS/jes or IMS-JES.

199. Subject.—Type the word "Subject," followed by a colon, three spaces below the file number and at the edge of the margin. The subject of the letter, very briefly stated, should follow on the same line. If there are several letters on the same general subject, the same phrasing of the subject should be used on all for convenience in filing.

200. No salutation.—The salutation, used in civilian correspondence, is omitted from military letters. Instead you should type, three spaces below the word "Subject," the word "To" followed by a colon. (You should place the *T* of "To" directly under the *S* of "Subject.") On the same line and directly under the phrase which describes the subject of the letter, type the name and official designation of the addressee or grade, name, organization or arm or service of the person addressed. On the next line, type the post office address of the addressee. The first word of the address should be written directly under the first word of the subject, thus:

Subject: Request for leave.

To: Commanding Officer, 100th Infantry
Fort Washington, Md.

201. Channels (*Refer to ch. 1, sec. IV; and to sec. II, AR 340-15*).—Ordinarily correspondence is addressed to the next higher commander. On some subjects, however, commanders who are still higher in the chain of command reserve to themselves the right to make decisions. In such cases correspondence must be addressed to them, but it will be submitted through intermediate commanders who should have knowledge of the subject matter. This procedure is called sending correspondence through channels. Since the procedure is normal, there is no need to put the words "through channels" on the letter. At other times and on other subjects correspondence may be addressed through a commander outside of the normal channel because he should have knowledge of the subject. Then you may use this special form:

Subject: Orders.

Through: The Commanding General, 100th Infantry Division,
Fort Bragg, N. C.

To: The Commanding General, XI Corps,
Fort Benning, Ga.

202. Body of letter.—Begin the first paragraph below the upper one-third of the sheet. This instruction is necessary so that the body will begin just below the first crease when the letter is folded for mailing. See paragraph 213.

203. Numbering paragraphs.—*a.* When a letter contains more than one paragraph, number each paragraph in a single series beginning with 1. You should indent these numbers five spaces from the left margin.

b. You should letter subparagraphs (primary divisions of a paragraph) with lower case letters beginning with *a*. The letter designating the subparagraph is to be indented from the left margin so that it will fall directly under the first letter of the first word in the paragraph above. See paragraph 29*b*, AR 340-15,

c. If you must subdivide a paragraph still further, indicate the subdivisions with arabic figures in parentheses beginning with (1). Indent such subdivisions so that the identifying number will be directly under the first letter of the first word of the subparagraph above. Excessive subdivision of paragraphs is undesirable and should be avoided when possible.

Illustration of how to number and space paragraphs:

(Spacing indicated thus: ←5→)

4. Care in the following things will aid you in turning out good military letters:

- a. Correct spelling.
- b. Proper punctuation.
- c. Proper spacing.
- d. Neatness. Special care should be devoted to the following points:

- (1) Keep your type clean. Satisfactory work cannot be done if letters are clogged with lint and dirt.
- (2) Erasures must be made carefully.

5. Paragraph 4 has shown you how the subparagraphs are spaced and indented.

204. Spacing.—In military letters and indorsements you should single space within each paragraph and within its subdivisions. Double space between paragraphs, subparagraphs, or subdivisions, of primary divisions or any further subdivisions. A letter of less than eight lines may be double spaced.

205. No complimentary close.—The usual complimentary close of civilian correspondence is omitted from military letters. Instead, the signature of the writer in proper form, either preceded by the "order line" or not, is placed below the last paragraph of the letter. (See "order line" and "signature" below.)

206. Order line.—As a general rule, communications leaving a headquarters will be signed for the commanding officer by his adjutant, his adjutant general, or their assistants. On such occasions, between the body and the signature of the letter the authority under which the letter has been prepared will be indicated by an order or command line. The first letter of this line should be indented so as to place it directly under the first letters of the subject and the address.

a. *If the commander is a general officer.*—(1) Use the phrase "By command of Major General BLANK" when writing to a subordinate unit or individual under his direct command.

(2) Use the phrase "For the Commanding General" in all other cases.

b. *If the commander is a colonel or other officer below general rank.*—(1) Use the phrase "By order of Colonel BLANK" when writing to a subordinate unit or individual under his direct command.

(2) Use the phrase "For the Commanding Officer" in all other cases.

(3) *NOTE* that the name of the commander is typed in capital let-

ters. Naturally if the commander signs the letter personally, the "order line" will be omitted.

207. Typewritten signature.—Type in capital letters the name of the person who will sign the letter. The name should be placed to the right of the center of the page and five spaces below the last paragraph or the order line.

a. If the signer is an officer.—(1) When he is commanding an organization, type his grade and *organization* below his name, followed by the word "Commanding" on the next line.

BENJAMIN F. AMOS
Colonel, 101st Inf
Commanding

(2) When he is a staff officer signing the correspondence of an office, type his grade and arm or service one line below his name, and the title of his office on the next line.

HUGH G. DEAN
Captain, AGD
Adjutant

(3) When he is writing as an individual, simply type his grade and arm or service on the line below his name.

HUGH G. DEAN
Captain, AGD

b. If the signer is an enlisted man.—Type his first name, middle initial, last name, and Army serial number on one line; his grade, company, and unit on the line below.

JOHN A. SMITH, 315682
Sgt, Co A, 101st Inf

208. Written signatures.—When you sign a letter, write your signature above your typed name plainly and legibly with pen and *blue-black ink*. If necessary, you may use indelible pencil, but *never* use a facsimile (rubber stamp), except in printed, mimeographed, or reproduced matter such as bulletins or memoranda. Signatures should be plainly and legibly written.

209. Noting inclosures.—List all inclosures on the face of the letter. Place your list below the body of the letter and at the left margin of the page. When you add or withdraw inclosures, make notation of this action in the same place. (Complete discussion of inclosures in section III of this chapter.) See also section V, AR 340-15.

210. Indorsements.—You should place the first written or stamped indorsement $\frac{1}{2}$ inch (three spaces) below the lowest type-

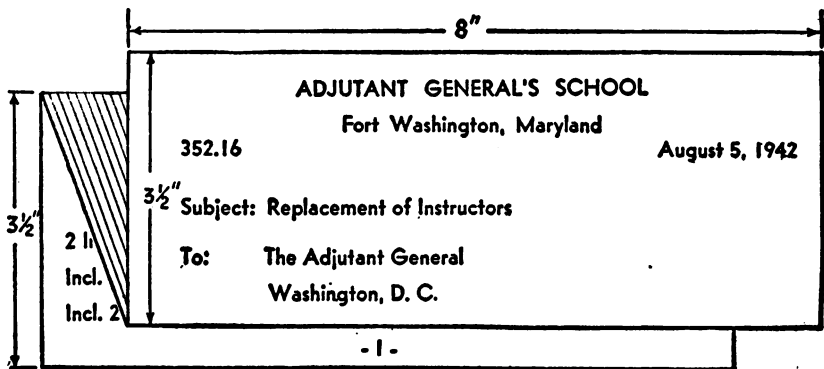
written or stamped matter *on the same page*. This lowest element of the letter may be the signature or the list of inclosures. Each succeeding indorsement should be so placed that there is $\frac{1}{2}$ inch (three spaces) between indorsements. See section IV of this chapter and to section IV, AR 340-15, for complete details of indorsements.

211. Numbering pages.—All pages of every communication must be numbered by the individual who writes the first matter on the page—even the page of a single-page letter. Number each page in the center $\frac{1}{2}$ inch (three spaces) from the bottom, with a typed dash before and after the digit.

212. Fastening pages together.—Use only paper clips in fastening the pages of a letter and inclosures securely together. If pins and staples are used, the communication will be mutilated when taken apart.

213. Folding letters.—Fold a letter in three equal folds. The

Diagram of Proper Method of Folding a Letter



lower fold, creased at a point $3\frac{1}{2}$ inches from the bottom of the page, should cover the body of the letter. The top fold must be made $3\frac{1}{2}$ inches from the top edge and toward the *back* of the letter. This method of folding permits only the heading and address on the letter to come in contact with the envelope.

a. The bottom fold covers the whole typewritten body of the letter so that none of it can be read through a thin-paper envelope.

b. The addressee's name and address will show through a glassine window if a window envelope is used.

214. Letters of two or more pages.—When you cannot complete a communication on the first page, take care to divide the body so that at least a portion of the last paragraph will appear on the final page. Place the file designation (minus any cross-references which may have been made), the date, and the word "continued" at the top left side

of each page after the first. In the case of indorsements, put the number of the indorsement between the file designation and the date. This complete reference heading should not extend beyond the middle of the page. If it is too long, write it on two or more lines.

Illustration:

(top of sheet)

201—John A. Doe, 1st Ind.

Aug. 5, 1942 continued

215. Economy.—You should use stationery and carbon paper as economically as possible. Prepare only such copies as are essential. Work carefully so that you will waste neither supplies nor time in typing letters over. Make good use of each sheet of carbon paper, but do not use one sheet so long that the copies become faint and hard to read.

216. Erasures.—Keep erasures to a minimum. When you must erase, do so neatly, so that the erasure is not apparent. Make the erasure on each carbon copy just as carefully as on the original.

Specimen Military Letters

a. Specimen No. 1.

Camp Hitchcock, Tex.
November 10, 1942

Subject: Leave of Absence.

To: Commanding Officer, 98th Coast Artillery Training Battalion, Camp Hitchcock, Tex.

1. I request that I be granted ten (10) days ordinary leave of absence effective on or about November 15, 1942, for the purpose of attending to urgent personal business.

2. If leave is granted, my address while on leave will be:
901 N. College Place,
Newark, N. J.

3. The following information is submitted:

a. I have twenty-eight (28) days accrued leave.

b. I am not a member of a general or special court martial, or of a board of officers.

c. Present duty: Battery Executive, Battery B, 98th CATB.

d. I am not under orders for change of station or assignment.

/s/ Howard T. Jones
/t/ HOWARD T. JONES
1st Lt, CAC

201 Jones, Howard T. (Off) 1st Ind. RRB/gon
Hq. Btry B, 98th CATB, Camp Hitchcock, Tex., Nov. 15, 1942.

To: CO, 98th CATB, Camp Hitchcock, Tex.

1. Approved.
2. Authorized officer strength: four. Present for duty: four.
3. There will be no other officer on leave from this battery during the period for which this leave is requested.

/s/ Robert R. Barlow

/t/ ROBERT R. BARLOW

Captain, CAC

Commanding

201 Jones, Howard T. (Off) 2d Ind. AAP/lpo
Hq. 98th CATB, Camp Hitchcock, Tex., Nov. 15, 1942.

To: Commanding General, 17th Coast Artillery Training Group,
Camp Hitchcock, Tex.

Approved.

For the Commanding Officer:

/s/ Arnold A. Peters

/t/ ARNOLD A. PETERS

Captain, Inf.

Adjutant

201 Jones, Howard T. (Off) 3d Ind. JBW/lmd
Hq. 17th Coast Artillery Training Group, Camp Hitchcock, Tex.,
Nov. 15, 1942.

To: Commanding Officer, 98th CATB, Camp Hitchcock, Tex.

1. Approved.
2. Orders will be issued.

By command of Brigadier General CUSTER:

/s/ James B. White

/t/ JAMES B. WHITE

Major, AGD

Adjutant

b. Specimen No. 2.

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

In reply
refer to:

AG 201 Arnold, Wilbur E. (Enl)

Dec. 15, 1942

Subject: Identification of enlisted man.

To: Commanding General, 50th Infantry Division, Fort Wash-
ington, Md.

1. Personal identification records on file in this office indicate that Salvatore Coco, 33043654, Company C, 99th Infantry, who was inducted October 17, 1942, at Fort George G. Meade, Md., is identical with Wilbur E. Arnold, 694046, who enlisted December 10, 1938, at Fort Jackson, S. C., and deserted March 2, 1941, at Fort Bragg, N. C., while serving as a private, Headquarters and Military Police Company, 98th Infantry Division. Service record and allied papers are inclosed.

2. The correct Army serial number for Salvatore Coco is 6946046, and records on file in this office have been amended accordingly. Retained records should be amended accordingly but Army serial number 33043654 should not be held available for reassignment.

3. W. D., A. G. O. Form No. 46 showing the return to military control of Wilbur E. Arnold, 6946046, Headquarters and Military Police Company, 98th Division, should be prepared in triplicate, the original pasted in the service record and the copies forwarded to this office.

4. This man will be dropped from all records showing him to have been inducted under the Selective Service and Training Act of 1940 (par. 35, AR 345-125). Action under the provisions of paragraph 22, AR 615-300, will be taken to dispose of the enlistment from which he is a deserter.

5. If photostatic copies of records are desired, request for them should be made by radio.

6. Report of action will be made by indorsement hereon.

By order of the Secretary of War:

/s/ John R. Smith
Adjutant General

5 Incls:

Incl 1. Service Record (W. D., A. G. O. Form No. 24).

Incl 2. Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

Incl 3. Report of Desertion (W. D., A. G. O. Form No. 44).

Incl 4. List of clothing abandoned.

Incl 5. Report of probable cause of desertion.

(These incls assumed)

201 Arnold, Wilbur E. (Enl) 1st Ind. BL/hhs
Hq. 50th Inf Div, Ft Washington, Md., Dec. 18, 1942.

To: CO, 99th Inf, Ft. Washington, Md.

For compliance and return to this headquarters on or before December 21, 1942.

By command of Major General O'KEEFE:

/s/ B. Lobovsky
/t/ B. LOBOVSKY
Captain, AGD
Asst Adj Gen

5 Incls.

n/c

201 Arnold, Wilbur E. (Enl) 2d Ind. AWT/gk
Hq 99th Inf, Ft Washington, Md., Dec. 19, 1942.

To: Commanding General, 50th Inf Div, Ft Washington, Md.

1. Complied with.
2. Charges will be preferred under the 58th article of war.

For the Commanding Officer:

/s/ A. W. Tolen
/t/ A. W. TOLEN
Capt, 99th Inf
Adj

1 Incl—Incl 6 (dup and trip copies).

Withdrawn 5 incls—Incl 1 to 5.

Added 1 incl—Report of Apprehension or Surrender of a Deserter, or Escaped Military Prisoner (W. D., A. G. O. Form No. 46).

201 Arnold, Wilbur E. (Enl) 3d Ind. BL/hhs
Hq 50th Inf Div, Ft Washington, Md., Dec. 20, 1942.

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

/s/ B. L.
/t/ B. L.

1 Incl.

n/c

SECTION III

INCLOSURES

217. Definitions.—An inclosure is a separate piece of correspondence or other matter (photograph, map, form, letter, etc.) that

accompanies a communication and that is referred to in the body of the communication or its indorsements. A carbon or other copy of a communication which accompanies the original is NOT an inclosure.

218. Proper spelling and abbreviation.—Army usage requires the spelling "Inclosure" to be used. The abbreviation is "incl" or (plural) "incls."

219. Noting inclosures.—*a.* When you send inclosures with a letter, you should note them below the body of the letter or below the indorsement to which they pertain. Your notation should show the total number of the inclosures followed by a detailed list of each one. For each inclosure you should give the following information in the list:

- (1) Its number (Incl 1).
- (2) Its title, or brief description of it, or both (service record).
- (3) If it is in duplicate, triplicate, etc., note that fact (in dup).
- (4) Number of indorsements, if any (with 3 inds).
- (5) If it has inclosures of its own, note that fact with the total number of such inclosures (with 4 incls).

(6) Any other information necessary for proper identification.

b. The notation of inclosures should be placed on the face of a communication at the left margin and below the body. Number the inclosures in the sequence in which they are mentioned in the body of the letter or indorsement. An inclosure in duplicate, etc., is to be treated as *one* inclosure in duplicate. If a communication with *all* its inclosures is inclosed with another communication, it is to be treated as *one* inclosure. Here is an example of a list of inclosures that might appear at the bottom of a letter transmitting the records of an enlisted man to another organization:

5 Incls:

Incl 1. Service Record (W. D., A. G. O. Form No. 24).

Incl 2. Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

Incl 3. Soldier's Qualification Card (W. D., A. G. O. Form No. 20).

Incl 4. Special Order No. 254, par 2 (3 cop).

Incl 5. Statement of Charges (W. D., A. G. O. Form No. 36) (in dup).

220. Inclosures added or withdrawn.—*a.* As a communication passes through your headquarters, it may be necessary for you to add or withdraw certain inclosures. When this occurs, show below your indorsement (or letter)—

(1) The total number of inclosures forwarded. (If necessary, indicate those in duplicate, etc., and with inclosures of their own.)

(2) The additions, including the total number added, listed as prescribed in paragraph 219.

(3) The withdrawals, including the total number withdrawn and their numbers.

5 Incls:

Withdrawn 2 incls—Incls 3 and 4.

Added 3 incls:

Incl 5. Copy 6th Ind for CO 17th Inf Jan 3/42.

Incl 6. Requisition.

Incl 7. Estimate of supplies.

6. When inclosures are neither added nor withdrawn, show the total number accompanying the communication and note "No change" or "n/c," as

7 Incls.

or

7 Incls.

No change

n/c

221. Marking inclosures.—You should mark in numerical order all inclosures attached to a communication. This is ordinarily done in pencil though ink may be used. The inclosure number is ordinarily placed in the lower left corner. If an inclosure is in duplicate, triplicate, etc., mark the original "Incl 1¹," the duplicate "Incl 1²," and so on.

222. Transmitting inclosures under separate cover.—When you must send inclosures in a container separate from the envelope of the communication to which they belong, do this: Mark each inclosure properly as described in paragraph 221. Note each on the communication as explained in paragraphs 219 and 220. Then place the inclosures in a separate container, which is so marked as to insure prompt identification with the communication to which they pertain; for example, "Inclosures to AG 210.2 (2-1-23)." You will do well to include also in the separate cover a copy of the basic communication, with a note of explanation. Inclosures transmitted under separate cover will continue to be considered as "inclosures." They will *not* be considered, noted, or otherwise treated as "withdrawn" or in any way permanently separated from the communication to which they pertain.

SECTION IV

INDORSEMENTS

223. Definition.—An indorsement is a device, prescribed by Army Regulations, to enable officers (1) to express their approval or dis-

approval of the action requested in a communication or (2) to make any pertinent remarks on its subject. The indorsement is placed on the communication itself before the officer forwards it through channels to a higher or lower commander.

224. Phrasing.—Approval or disapproval is usually expressed by the words "Approved" or "Disapproved." But, if the indorsement is addressed to a general officer, you should use "Not favorably considered" rather than "Disapproved."

225. Written indorsements.—Indorsements may be either written or stamped. Written indorsements should be used whenever it is required or desirable to keep a record. The writing width of a written indorsement should be the same as that of the letter. Begin the first indorsement about $\frac{1}{2}$ inch (three spaces) below the lowest element of the letter and on the same page, if possible. Succeeding written indorsements follow one another and are numbered serially. A space of about $\frac{1}{2}$ inch should be left between indorsements. Indorsements on second and succeeding pages should follow the same rules as apply to extra pages of letters (par. 214). Write the parts of an indorsement in the following sequence:

- a. File number and identifying matter at left margin of first line.
- b. Number of indorsement, centered on same line.
- c. At right margin of same line, the identifying initials of writer and typist.
- d. On next line, and at left margin, write the name and station of the headquarters by which the indorsement is being sent.
- e. Same line: date of indorsement.
- f. Two spaces below: "To" followed by the headquarters or individual (grade, name, and organization or branch).
- g. Two spaces below the station of the addressee: the body, written according to regular letter rules as to paragraphing and spacing.

226. Check or initial indorsements.—A check or initial indorsement is used when a communication passes through a headquarters but requires no comments. A check or initial indorsement is written exactly as above, but the body is omitted. Only the INITIALS of the adjutant or assistant adjutant appear.

AG 201 Wood, Paul V. (Enl) 1st Ind. WLB/et
Hq 50th Infantry Division, Fort Washington, Md., July 23, 1942.
To: Commanding Officer, 99th Infantry, Fort Washington, Md.
W. L. B.

227. Stamped indorsements.—Stamped indorsements are placed on correspondence in routine cases by means of rubber stamps. They

are used in cases, relating solely to individuals, that are not disciplinary in character, and in other cases in which their use is practical. Stamped indorsements are placed about $\frac{1}{2}$ inch below the lowest, preceding matter and in order of sequence with two in a line. They should be stamped parallel to the bottom of the page with the left edge of the first one not more than $\frac{1}{2}$ inch from the left edge of the paper. Such indorsements must be rectangular and must not exceed $3\frac{1}{2}$ by $1\frac{1}{2}$ inches in size.

4th Ind.	
Hq 15th FA, Camp Travis, Tex.	
Mar 1/41	
To :	CG, 2d Div
—	Approved
John Doe, Col, 19th FA, Commanding.	

228. Wrapper indorsements (*AR 340-15, August 21, 1942, eliminates wrapper indorsements in favor of letters of transmittal*).—A wrapper indorsement is another form of indorsement in use throughout the Army. It is a piece of informal correspondence referring to the communication it accompanies. It is *not* a part of such a letter. When its purpose has been fulfilled, it is removed from the communication and the latter continues on its way by regular indorsement. A wrapper indorsement is usually an informal request for information that is needed for a regular indorsement. It may contain a request for the correction of an error in the accompanying correspondence. It may be used as a letter of transmittal if no record is needed of the transaction. The first wrapper indorsement should *always* be written on a new sheet of paper—*never* on the original communication. Succeeding *wrapper* indorsements may follow on the same sheet as the first wrapper indorsement.

SECTION V

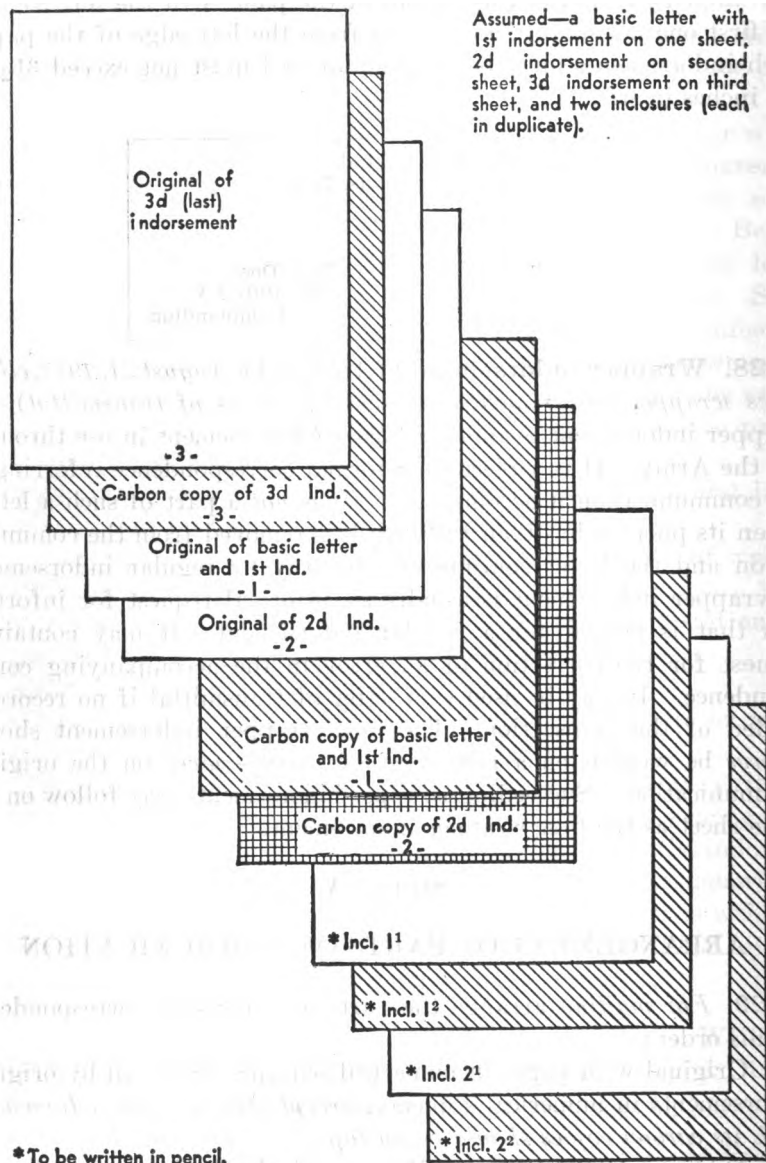
ARRANGEMENT OF PARTS OF COMMUNICATION

229. *For mailing* arrange the parts of a piece of correspondence in this order:

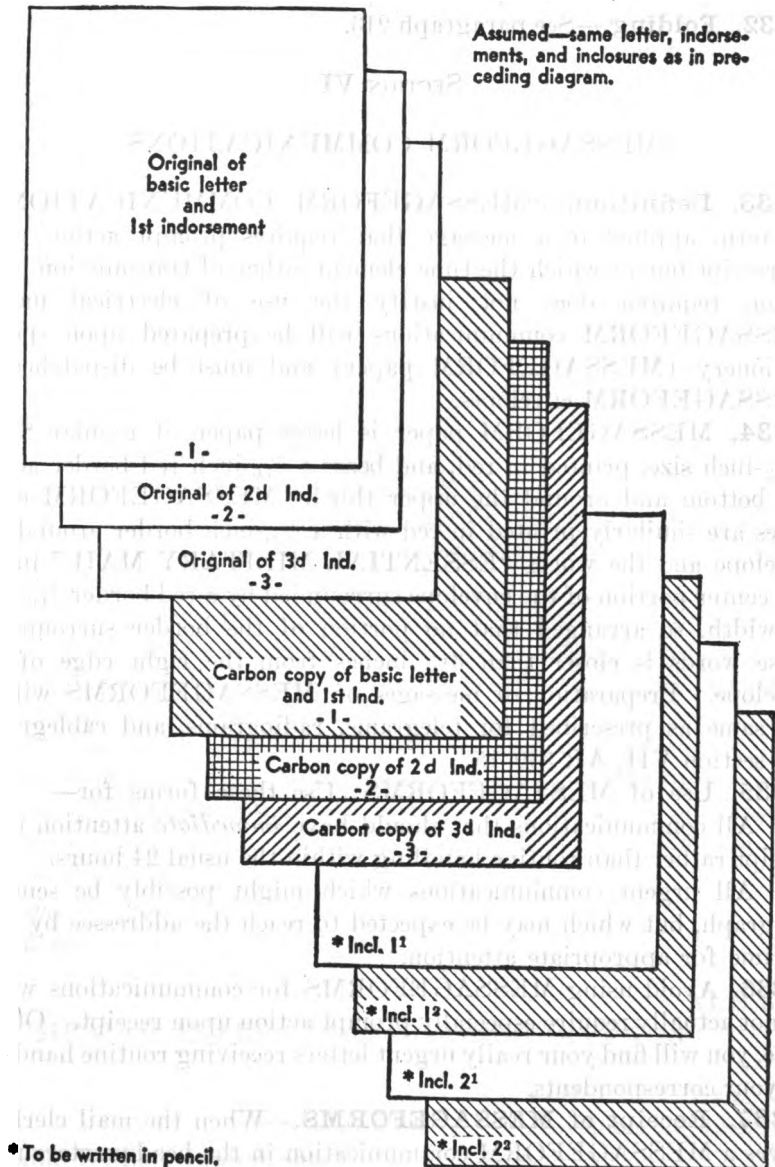
a. Original with pages in numerical sequence, followed by original indorsements in numerical sequence, *except that the last indorsement with its carbon copies should be on top.*

b. Carbon copy or copies, if any, of the basic communication followed by a copy or copies, if any, of all but the last indorsement in numerical sequence.

Arranging a Communication for Signature and Mailing



Arranging a Communication for Filing



c. Inclosures, if any, in numerical sequence. See figure.

230. For filing arrange the parts similarly except that the last indorsement should follow the other indorsements. See figure.

231. Fastening.—Fasten parts together securely, but use only paper clips. Do not use pins or staples.

232. Folding.—See paragraph 213.

SECTION VI

MESSAGEFORM COMMUNICATIONS

233. Definition.—“MESSAGEFORM COMMUNICATION is the term applied to a message that requires prompt action upon its receipt but in which the time element either of transmission or of action required does not justify the use of electrical means. MESSAGEFORM communications will be prepared upon special stationery (MESSAGEFORM paper) and must be dispatched in MESSAGEFORM envelopes.

234. MESSAGEFORM paper is letter paper of regular 8- by 10½-inch size, printed in red, and bears a ⅜-inch red border across the bottom and around the upper third. MESSAGEFORM envelopes are similarly printed in red with a ⅜-inch border around the envelope and the words “ESSENTIAL MILITARY MAIL” in the top center portion of the envelope surrounded by a red border ⅜-inch in width, so arranged that no portion of the border surrounding these words is closer than 3½ inches from the right edge of the envelope. Preparation of messages on MESSAGEFORMS will be the same as prescribed for telegrams, radiograms, and cablegrams. See section VII, AR 340-15.

235. Use of MESSAGEFORMS: Use these forms for—

a. All communications that should have *immediate* attention upon receipt rather than routine handling within the usual 24 hours.

b. All urgent communications which might possibly be sent by telegraph, but which may be expected to reach the addressee by mail in time for appropriate attention.

236. Avoid using MESSAGEFORMS for communications which do not actually require especially prompt action upon receipt. Otherwise, you will find your really urgent letters receiving routine handling by your correspondents.

237. Receipt of MESSAGEFORMS.—When the mail clerk receives a MESSAGEFORM communication in the headquarters mail, he should bring it *at once* to the attention of the proper officer. All action necessary for its reply should be initiated and completed as rapidly as possible.

SECTION VII

NONMILITARY CORRESPONDENCE

238. a.—Nonmilitary correspondence includes official correspondence with offices or individuals not in the War and Navy Departments. The forms used in this correspondence are similar to those of good civilian practice. Note for example—

(1) *Heading* should contain headquarters, address, and date. It may contain "In reply please address."

(2) *Salutation:*

Honorable William Linton Smith,
United States Senator,
New City, Ariz.

My Dear Senator Smith:

The salutation phrase may be "Sir," "My dear Sir," "Dear Madam," or "Dear Mr. Smith," as the writer prefers.

(3) *No paragraph numbers.*

(4) *Use natural English in logical sentences.*

(5) *Double-space.*—You should ordinarily double-space nonmilitary letters unless, by being so spaced, a letter would cover more than one page. In this case single-space it.

(6) *Complimentary close.*—Use "Very truly yours," "Yours truly," "Very sincerely," "Yours very sincerely," etc. This closing phrase should be followed by the signature and typed name of the signer, with grade and official title.

(7) *Carbon copies.*—Ordinarily only one carbon copy should be made for an office record. Additional copies may be made for special purposes. The one exception to this rule is that *all letters addressed to Senators, Congressmen, and Governors of States are to be transmitted in duplicate.*

b. Sample nonmilitary letters.

(1) *Letter to Member of Congress.*

ALE/bf

HEADQUARTERS 200th ARMORED DIVISION

Fort Bixby, Ariz.,
November 22, 1942.

Honorable William Linton Smith,
United States Senator,
New City, Ariz.

My Dear Senator Smith:

I wish to take this opportunity to thank you for the courtesy of the informal visit which you made yesterday to this division. Your many interesting questions showed that you are sincerely interested in the development of the Armored Force.

At this time the data on cost of construction of this post are very incomplete. As for the cost of operating and maintaining the vehicles of an armored division, this information will not be available until complete equipment has been received and is in use for at least a month. I am writing today, however, to the Nth Armored Division, and I shall send their operation and maintenance cost data to you within the next ten days.

Since you are so genuinely interested in the development of the Armored Force and since this is the only armored division in the State of Arizona, the officers and men of this command would like to have you as a frequent visitor. On Saturday, December 6, at nine o'clock, the division will have its first formal review. It would be a distinct privilege to hold this review in your honor.

Very truly yours,

/s/ A. L. Enhold

/t/ A. L. ENHOLD

Major General, U. S. Army
Commanding

[NOTE.—Letters to members of Congress will be sent in duplicate]

(2) *Letter of condolence.*

COMPANY K, 100th INFANTRY

Fort Dix, N. J.

April 30, 1942.

Mrs. John Doe,
144 College Avenue,
Paris, Ill.

Dear Mrs. Doe:

Your son, William, who had been confined in the station hospital, Fort Dix, N. J., for the past few days with lobar pneumonia, died this morning.

You have the deepest sympathy of the officers and men of this organization in your bereavement. William was held in high regard by all members of the command. He was a splendid soldier and an

outstanding character. His loss will be deeply felt by his many friends. You may rest assured that everything possible was done for his recovery.

May I express my own personal sympathy in your loss. Please feel free to call upon me for any additional information you may desire. I shall write you as soon as possible about certain necessary arrangements.

Yours most sincerely,

/s/ Martin C. Woodring

/t/ MARTIN C. WOODRING

Captain, 100th Infantry
Commanding

SECTION VIII

TELEGRAMS, CABLEGRAMS, RADIOGRAMS

Reference: section VII, AR 340-15

239. These messages should be typed (or printed) in capitals and double-spaced. Compound words counted as two words should be written separately ("twenty first"). Those counted as single words should be written solid ("FtOrd" "NewYork"). Messages *in the clear* should open with symbol of addressee, and close with symbol of the sender.

240. Use telegraphic English and authorized abbreviations (AR 850-150). Eliminate all words and punctuation not absolutely essential. This applies especially to file references to correspondence. Avoid using "In reply cite." If you want a reply, say "reply requested."

241. The name of the commanding officer from whose office the message emanates should be signed to telegrams, cablegrams, and radiograms, but only his last named is used, together with appropriate designation of the organization from which it emanates.

242. Use MESSAGEFORMS. In the lower left of the form the adjutant or adjutant general must authorize the sending of the message by his signature. Place at the bottom of the page the word "OFFICIAL," which certifies that the message is official business and necessary in the military service, and have the adjutant or adjutant general sign beneath it. *Don't let a message get out without signature.*

243. Make at least four copies of these messages, two for signal office, one for confirmation by mail, and one for the file of outgoing

telegrams. If it is the policy to keep a record of the subject matter in the 201 file, make a fifth copy for this purpose.

COMMANDING GENERAL

JULY 23, 1942

SECOND SERVICE COMMAND

EFFECTIVE DATE OF SECTION ONE WD CIR SIXTY FOUR CS IS AMENDED BY SUBSTITUTING EFFECTIVE DATE APRIL ONE NINETEEN FORTY TWO PERIOD AMENDMENT IN PROCESS OF BEING PUBLISHED END SPPDD

ULIO

SECTION IX

CERTIFICATES, AFFIDAVITS, AND TRUE COPIES

244. Certificate.—A certificate is a written statement, made by one or more individuals and testifying to the occurrence of an event or to the truth of a fact.

245. Affidavit.—An affidavit is a written statement which is similar in purpose to a certificate, but which is sworn to or affirmed before an authenticating officer or notary.

246. Both are used to verify information or to supply supporting evidence in courts martial or board proceedings. They may be inclosed in letters as information transmitted. As a rule, an officer makes a certificate, while an enlisted man is required to make an affidavit. There are, however, many exceptions to this statement.

247. When you write certificates or affidavits for military use, you should number all paragraphs if the instrument contains more than one.

248. Copies of certificates and affidavits are made exactly like the original except that they should be plainly marked "COPY" and except that the signatures should be typewritten thus:

/s/ J. J. Jones

/t/ J. J. JONES

NOTE.—The /s/ indicates that in the original this portion of the signature was written in pen and ink (signed).

249. A true copy is an exact reproduction of an original letter, order, or other document except that the signature on the original is not written, but is typewritten as just above. The words "A TRUE COPY"

and the signature, name, and grade of the certifying officer are placed usually $\frac{1}{2}$ inch below the last material of the true copy:

A TRUE COPY

/s/ L. B. Amos
/t/ L. B. AMOS
Capt, Inf

a. Model certificate.

CERTIFICATE

Fort Washington, Md.
August 5, 1942

I certify that I am a roommate of 1st Lt William B. Jones, 0100167. I spoke with Lt Jones about 1800, June 30, 1942. He was resting on his bed, so that I am sure he was in Building No. 65 at that time.

/s/ R. V. Roe
/t/ R. V. ROE
1st Lt, AGD

b. Model affidavit.

AFFIDAVIT

State of Maryland
County of Prince George's } ss
Fort Washington

Personally appeared before me, the undersigned, authority for administering oaths in cases of this character, one A. C. Cook, 0634221, Captain, AGD, who, having been read AW 24 and his rights thereunder explained to him, and being duly sworn according to law, deposes and says:

"On 30 December 1942 I saw 1st Lt James J. Jones, 0625675, personally directing a fatigue detail at Fort Washington, Md., at the time of his injury."

Further deponent sayeth not.

/s/ A. C. Cook
/t/ A. C. COOK
Capt, AGD

Sworn and subscribed to before me this 31st day of December 1942, at Fort Washington, Md.

/s/ Edward O. Richards
/t/ EDWARD O. RICHARDS
Major, AGD
Adjutant

CHAPTER 6

FILING

Reference: War Department Correspondence File, 1918
edition

	Paragraphs
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SECTION I

GENERAL

250. The purpose of any system of filing is two-fold. First, correspondence and valuable documents must be preserved. Second, it must be possible for anyone to find any of these papers quickly.

251. A file clerk is thus engaged upon an important project. In the Army he is collecting a library of information that may at some future date be essential to the welfare of individuals or of large military organizations. He should collect this information, therefore, in a systematic manner so that it may always be available for use. *The War Department Correspondence File* prescribes the system he should use.

252. Within this system there are some variations, depending upon the size of the unit to which the files pertain and upon the kinds of papers to be filed. For example, companies, troops, and batteries require a "document file" system, while larger units will use the "decimal file" system. Furthermore, letters and other documents that change or establish policies are placed in a "precedent" or "policy" file. Files of some kind must be kept for every Army unit because papers begin to accumulate upon its activation and continue to do so until its demobilization.

253. Files, like other administrative devices, are the responsibility of the commanding officer. This responsibility, however, is always

delegated to the adjutant or adjutant general. The adjutant in his turn assigns the actual work of filing and, in most cases, the proper classification of papers to competent enlisted clerks. As one of these men you are responsible to the administrative officer. When you are in doubt about the classification of any paper, you should take your question to him for his advice or decision.

SECTION II

CORRESPONDENCE FILE

Reference: AR 345-620, October 26, 1940

254. A correspondence file is used by companies or similar organizations and detachments. It consists of ordinary 9½ by 12½-inch envelopes. In each envelope is placed the original copy or a summary of each piece of correspondence received and sent for the period indicated on the envelope. The form to be used on the outside of each envelope in recording its contents is as follows:

<i>File No.</i>	<i>Date</i>	<i>Subject</i>	<i>File No.</i>	<i>Date</i>	<i>Subject</i>
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

(Company, troop, battery, detachment)

(Regiment)

Envelope No.-----, 19-----

From File No.-----,-----, 19----- to File No.-----,
-----, 19-----.

255. Each piece of correspondence should be numbered serially for each calendar year. This serial number (the file number) should be plainly marked on the upper right corner of the first page of each

separate communication. The correspondence should then be filed in numerical order and without folding. When each communication has been numbered and filed, the corresponding file number on the outside of the envelope should be underscored in ink or indelible pencil. Thus, the highest number underscored on the envelope should correspond with the highest numbered communication within. The date of the communication and the subject, briefly worded, should also be placed in the proper columns. As soon as one envelope is filled, another one should be started. Successive envelopes should be numbered serially for each calendar year in the space provided on the outside of the envelope.

256. In order that every document may be readily found, an alphabetical index should be improvised and maintained for reference. A separate index should be prepared for each calendar year and filed with the envelopes for that particular year.

SECTION III

DECIMAL FILE

257. The Dewey Decimal System of Library Classification has been used as the basis of the Army decimal filing system. In setting up this system the originators divided all subjects of military communications into nine large classes and left a tenth class for special uses.

a. Classes are numbered and titled as follows:

- Class 000—General
- Class 100—Finance and accounting
- Class 200—Personnel
- Class 300—Administration
- Class 400—Supplies and equipment
- Class 500—Transportation
- Class 600—Buildings and grounds
- Class 700—Medicine, hygiene, and sanitation
- Class 800—Rivers and harbors
- Class 900—

b. Each of these classes is divided into ten subclasses. For example—

- 000 General
- 010 Laws and legal matters
- 020 War Department (powers, functions, etc.)
- 030 President and Congress of the United States
- 040 Executive departments of the United States
- 050 Statistics

060	Maps, charts, and tables
070	Inventions
080	Societies and associations
090	Local affairs

c. Each of the ten subclasses is divided also into ten subdivisions:
as—

020	War Department (powers, functions, jurisdiction, administration)
021	Adjutant General's Office
022	Office Quartermaster General
023	Office Chief of Ordnance
024	Office Surgeon General
025	Office Chief of Engineers
026	Office Chief Signal Officer
027	Office Inspector General
028	Office Judge Advocate General
029	Miscellaneous

258. In a similar fashion, the detailed breakdown of subjects is carried on by placing a decimal point after any of the class numbers and by putting one, two, three, or four digits after it. These detailed breakdowns, however, are all prescribed in the *War Department Correspondence File*. No officer or clerk may improvise his own system of classification. It is essential, therefore, for you, who are responsible for filing, to study the War Department publication and to use it in deciding upon the file number for every piece of correspondence. If you attempt to assign file numbers without careful reference to the book and full knowledge of it, your files will become so full of errors as to be of no use to anybody.

259. Naming file numbers.—When you think or speak of all class numbers, avoid confusion by dividing them at the decimal point and naming the decimal point; that is, read 470.4 as “four seventy *point* four.” If you omit “point,” your hearer may think you mean 474 instead of 470.4.

260. Numbers represent subjects.—Another important thing to remember is that the words set after the numbers in the *War Department Correspondence File* represent *subjects* of the papers themselves. They do *not* represent the names of the papers. For example, 300.4 is “orders,” but in this group not a single order is to be filed. Each order should be filed according to its subject. Orders for the change of station of the 17th Infantry from Madison Barracks, N. Y., to Fort McPherson, Ga., would be filed under 17th Infantry—370.5. Only a document prescribing some change in the writing of orders or the use of orders could be filed under the subject “orders” and given the number 300.4.

261. Here are two examples of how you can determine the proper file number of communications. Your headquarters receives a letter on the subject, "temporary appointment of a commissioned officer." The subject, then, deals with the major classification, Personnel—200. The fact that it concerns a commissioned officer places it in the subclass 210. Since the letter is also about appointment, the next breakdown is 210.1; and, because the appointment discussed is temporary, you finally decide that the proper file number for the letter is 210.101 (read "two ten *point* one hundred one").

Punch

Punch

File under No.—

INDEX SHEET

[printed on yellow paper]

SYNOPSIS

Documents filed under No.—

Instructions: Under "Synopsis" make a brief entry showing date of communication and from whom received, and synopsis sufficient to identify papers. When these index sheets become numerous under a subject, they will be entered on the consolidated index sheet and then destroyed.

W. D., Q. M. C. Form No. 351

Punch

Punch

Instructions: This form will be used to consolidate indexes that become numerous under any number.

CONSOLIDATED INDEX SHEET

File under No. —

Date	Synopsis	Documents Filed Under

262. Or your commander has written a letter, the subject of which is illiteracy in the Army. The carbon copy has come to you for file. By referring to the *War Department Correspondence File* you discover that the subject should be classified thus:

300 Administration

350 Education

350.5 Illiteracy in the Army.

The file number to be placed on the letter is 350.5 (read "three fifty point five").

263. In determining the file numbers of letters of which you know the subject, you have the assistance of an alphabetical index in the back of the *War Department Correspondence File*. If on the other hand you wish to find the subject of a document when you know only its file number, you use the numerical index in the front part of the book.

264. Letters with two or more subject classifications.—Some letters may be filed correctly under any of two or more subjects. Whenever you have such a letter, you should decide which of the subjects is most important, definite, and concrete. Then you should file the letter accordingly. Some other person, however, may think of the letter in connection with one of the other subjects. Consequently you should prepare index sheets describing the letter and file them under the file numbers of any such subjects (that is, the subjects in connection with which others may think of the letter).

265. Indexes should be prepared on an Index Sheet (W. D., Q. M. C. Form No. 351). Upon this form at the suitable places you write the file number for the Index and a brief or synopsis of the communication (date, origin, and summary). You then file it. When you make a number of indexes of the same communication, you may use carbon copies except that you write the file numbers of each separately. When a file gets too bulky from accumulated indexes, you can make a consolidated index on W. D., Q. M. C. Form No. 352. The separate and original indexes may then be destroyed since all the information upon them has been transferred to the consolidated form.

266. When you make indexes, you may find it desirable to indicate any index file numbers on the original correspondence. Place an X before such file numbers, listing each one on the original communication under the regular file number thus:

201 Jones, John, 1st Lt CAC (File number assigned to the communication).

X210.3 Ft. Screven, Ga. (File number of classification in which you have placed an index sheet for the communication).

267. Correcting filing errors.—Whenever papers are filed in-

correctly or whenever a number of papers *on the same subject* are filed under different subjects, you should initiate an "Incorrect Classification Sheet" (W. D., Q. M. C. Form No. 357). Make an adequate description of the misfiled paper on this form, which is green and is printed in red. The description should furnish sufficient information for the ready identification of the incorrectly classified paper. You should then file the original communication under the correct heading and place an "Incorrect Classification Sheet" in the folder where the paper was misfiled. A new W. D., Q. M. C. Form No. 357, called Re-classification Sheet, is now also in use for this same purpose. It is illustrated in the appendix.

268. Removing papers from file.—Often you will need to remove papers from the files. Whenever you do this, use an "Out-Charge Sheet" (W. D., Q. M. C. Form No. 355). You should accomplish this form in duplicate. Place the original in the folder from which a paper has been withdrawn and put the duplicate in your suspense file. As soon as you are able to return the withdrawn paper to its proper place in the file, you should remove the two copies of the "Out-Charge Sheet" and destroy them.

INCORRECT CLASSIFICATION SHEET

[Printed on light green paper in red ink]

Papers originally misfiled under-----

Correct classification number-----

From:

Dated:

To:

Rec'd:

SYNOPSIS:

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

W. D., Q. M. C. Form No. 357.

NOTE.—A new W. D., Q. M. C. Form No. 357, called Reclassification Sheet, is now also in use. See appendix.

File No. —

OUT-CHARGE SHEET

Date charged out

Charged to

Remarks:

Instructions: If a document or record is taken from the files, charge it to the person to whom delivered. Make charge sheet in duplicate. Place one in record file and one in suspended file, used to follow up on "out-charge sheet."

W. D., Q. M. C. Form No. 355.

269. Sometimes withdrawn papers will be held by another individual an unreasonably long time. In this case you should "follow through" and bring the matter to the attention of the adjutant or chief clerk. You have made the carbon of the "Out-Charge Sheet" and placed it in your file for this very purpose. Only by being systematic in this matter can you keep your files complete and avoid embarrassing delays when you are asked for filed communications.

270. Letters on unlisted subjects.—Letters on subjects not listed in the *War Department Correspondence File* will frequently come into your hands for filing. In those cases you must always remember that *the creation of new numbers or the further extension of numerical decimal subdivisions is absolutely prohibited except by specific authorization from The Adjutant General in Washington.* You still have, however, the problem of filing letters on unlisted subjects. There are two ways to solve it. Both ways are authorized, but normally it will be a headquarters policy to use one or the other—not both.

271. One solution is to find the subject, listed in the alphabetical index, which is most closely related or most similar to the subject of the communication to be filed. You should give the number of this most closely related subject to the communication and make an index sheet for the paper under the name of the new subject. This sheet should be filed alphabetically under 009. In your copy of the *War Department Correspondence File* (1918 edition) on page 38 you will find the number 009 followed by the heading "New subjects." Under this heading enter in the book *in ink* a notation of the new subject. Make *in ink* a similar notation in the alphabetical index of the book at the proper place. The correspondence itself, of course, you should file under the file number of the most closely related subject.

272. The second possible solution is to use the miscellaneous groups and subdivisions of the *War Department Correspondence File*. You will observe that in this reference book certain numerical classifications, the last digit of which is 9, have been reserved so far as practicable to represent miscellaneous subclassifications. *For example:*

012.39 —"Miscellaneous" under "Taxation" (012.3)

210.69 —"Miscellaneous details" under "Details" (210.6)

250.419—"Miscellaneous" under "Courts" (250.41)

While you can find a general subject for all communications, you may receive a letter for which there is no specific subdivision. Such papers may be classified under the most closely related subdivision as miscellaneous. When you classify such a paper you should add, immediately following the digit 9, a word or short phrase in parentheses giving the purpose of the communication. This word or phrase is

added so that you can file the paper in alphabetical order under the miscellaneous file number.

273. Suppose you have for filing a letter about a detail of men in charge of confidential mail. There is no provision for this exact subject under 210.6—Details. You may then put on the correspondence the miscellaneous file number followed by a descriptive phrase, thus:

210.69 (confidential mail)

274. When no miscellaneous heading with a corresponding file number ending in 9 is provided in the *War Department Correspondence File*, you can extend a general subject in the same way by adding an explanatory word or phrase to the file number of any general subject. For example, under 413.8 there is mentioned a varied class of machines. If you have a communication concerning a machine similar to this class for which no provision has been made, you use file number of this class followed by a descriptive word or phrase, thus:

413.8 (Tiering)

In expressing the parenthetical subject, you should use the name of the concrete subject followed by a descriptive word or words:

671 (Plants, filtration)

421 (Shoes, field)

275. The second plan of extending the filing system provides for great flexibility without adding to or extending the decimal numbers. In most headquarters, unless the amount of filing is relatively small, this is found preferable to using the 009 classification. The 009 file tends rapidly to become bulky and hard to manage efficiently.

276. Alphabetical and chronological filing.—*a.* Normally papers will be placed in a file holder in chronological order. When this is done, the second paper received is placed *in front of* the first, the third *in front of* the second, and so on.

b. Sometimes, however, it may seem desirable to arrange the papers in one file classification alphabetically. This should be done only in order to increase the speed in recovering individual letters. In making such an alphabetical "file within a file," write on each communication in parentheses after the file number the name of its special subject. For example 410.2 has to do with all classes of metals. You have individual letters about aluminum, brass, bronze, copper, and so forth. On these letters write "410.2 (aluminum)," "410.2 (brass)," "410.2 (bronze)," "410.2 (copper)," and so on. Then arrange the letters alphabetically by special subject with the letters about aluminum in the front of the folder.

277. Binding files.—When more than 8 or 10 papers accumulate in one folder, it is best to bind them. First, place the pile of papers on the desk in front of you. Punch 2 holes (to receive an Acco or

other fastener) in each paper about 1 inch from the top edge of each communication or index sheet to be bound. Arrange the papers in proper order, with the "finding sheet" (par. 293) on top, and insert the fastener. The bound papers can then easily be removed from the file for reference while the file folder itself remains in the drawer. The Out-Charge Sheet (par. 268) might well be placed in the empty folder to indicate who has the file of papers. This sheet can be destroyed when the papers are returned.

278. Placing file number.—Once having determined the proper file classification for a paper, you should enter its number on it in proper form. On incoming mail you should enter the file number (which includes any identifying letters or words) about 1 to 1½ inches from the top and along the right edge on the original, and on carbons or inclosures if there are any. The office designation and date should be entered in front of the number, thus:

Hq. E

201 Jones, John, 1st Lt CAC

April 16, 1942

On outgoing mail only the file number with identifying words or initials should be entered. The proper place is on the left-hand margin above the "Subject" part of the heading of the letter. See chapter 5.

SECTION IV

201 FILE

279. The 201 files are simply a large division of the decimal file. Into this file go all papers of a personal nature. Its subdivisions represent each individual in the command. Papers that pertain to an individual are placed in the folder of that individual and are given the number 201 followed by his name:

201 Jones, John, 1st Lt, CAC

All these individual folders are filed alphabetically according to name. The advantage in this file is, of course, that all communications concerning an individual are kept together for immediate reference at any time. If letters or orders affecting an individual are filed elsewhere than in his 201 file, an index sheet should be made and placed there.

280. 201 files may also be used for correspondence with private firms or individuals outside of the Army. Such correspondence may be appropriately filed by subject, and an index sheet be placed in the 201 file of the firm. These files are labeled thus:

201 Ford Motor' Co., Detroit, Mich.

SECTION V

PRECEDENT OR POLICY FILE

281. You will realize that communications which establish policies may be written or received on any subject listed in the *War Department Correspondence File*. They will contain decisions, opinions, and unusual cases that may be valuable in making future decisions. To be useful to the commanding officer, the adjutant, or other staff officers these papers should be kept together. So one file, commonly called the "Policy File," is created by the adjutant. Normally the adjutant will maintain this file himself in a special binder on his desk. Sometimes the sergeant major, at the direction of the adjutant, will also maintain a policy file. For a policy file the *War Department Correspondence File* reserves the 008 classification. Whether this 008 class is kept in the same drawers with the decimal files or on the adjutant's desk is a matter of convenience.

282. Every original letter, indorsement, order, and other communication that establishes a precedent or policy should be filed by subject in the decimal files just as usual. But a copy of each policy-making document should be made and placed in the policy file. The copy should bear the number of the file in which the original has been placed. All copies placed in the policy file should also be arranged in the order of their file numbers with the lowest number in the front of the file.

283. It is a good practice to keep a number of duplicate policy files, one for each officer or noncommissioned officer who may be expected to use it frequently. Any number of carbon copies can be made of the original communication so that each file may receive every paper that makes a policy.

SECTION VI

SUSPENSE FILE

284. Often action cannot be taken at once on incoming communications nor can it be expected immediately in the case of outgoing communications. Action has to be suspended. Still, it is important that "suspended" correspondence be systematically handled.

285. Suspense date on outgoing correspondence.—Whenever a communication is sent out from headquarters and *action is desired on it not later than a certain date*, that date is written upon the communication. This is the suspense date. On a letter it is placed directly under the date of the communication. On an indorsement it is usually placed on the same line as the number of the indorse-

ment with the identifying initials on the line below. The suspense date is ordinarily prefixed by the letter S for "suspense," thus:

Letter:

August 15, 1942

S 8-22-42

Indorsement:

AG201 Wood, Paul V. (Enl)

1st Ind.

S 8-22-42

LLB/dek

This means that on August 22, one week after the letter has been sent, a reply is due.

286. Making suspense file.—The *War Department Correspondence File* suggests one plan for a suspense file (in par. 28, p. 20). This plan is particularly adaptable for use in the headquarters of larger units. Various other ways of maintaining suspense files are in use. One that has been found practicable operates as follows:

287. Prepare a box large enough to hold 31 moderately full file folders of legal document size ($9\frac{1}{2}$ by $14\frac{3}{4}$ inches). The box may be placed on a small stand by the side of the sergeant major's desk, where it is available to him and to any other person in the office who may need it. Thirty-one legal-size folders are then marked with the numbers 1, 2, 3, and so on up to 31. These numbers represent the days of the month.

288. When a letter comes into the office marked for action on the 22d of the month, it is placed in the folder marked a day or two in advance of the 22d, say "20." If it is desired to keep this piece of correspondence elsewhere, a sheet of paper with the date and description of the communication on it is placed in the proper suspense folder instead. Other information that may be put on the substitute sheet consists of the location of the paper and the name of the person who must take action upon it.

289. Each morning upon arriving at the headquarters, the sergeant major or whoever has the suspense file in charge should empty the day's folder on his desk, replace the folder in the file at the back of the other folders, and see that all papers suspended for that day are immediately processed.

290. You should use the suspense file similarly for letters or reports upon which you have requested or expect action by a certain date. Place either a carbon copy of the letter or a sufficiently detailed memorandum sheet in the appropriately dated folder. This will serve you as a reminder to "follow through" if you do not get action when you expect it.

291. The system of placing emptied folders at the back of the file

accomplishes two things. First, it brings the next day's folder handily to the front of the file. Second, it does away with the necessity of making monthly divisions of the file because your file will always have places for any number of days in advance up to 31. This is all that normally will be required in a regimental headquarters. If an occasional paper requires more than 31 days suspense, it can still be placed in the appropriately dated folder. When you reach that folder in April and find action is desired only in May or June, you simply leave the document in the folder until it again appears in the proper month.

292. This suspense file should be used as the office "tickler file." Memoranda of all types of recurring and nonrecurring reports, returns, and other required action should be filed in it as well as correspondence.

SECTION VII

FINDING SHEETS

293. A finding sheet is like a table of contents. It is prepared on a List of Papers (W. D., Q. M. C., Form No. 353), a light manila form. One should be initiated and maintained for each file folder in the decimal files (including 201 files and policy files). On this form are listed in chronological order (alphabetical order if the file is arranged alphabetically) all papers placed in the folder, the contents of which it summarizes. If you cannot obtain a copy of a paper for a particular folder, but wish to note it on the finding sheet of that folder, you can do so by writing on the sheet the number under which the original is filed. This number should be entered after the subject of the communication in the column headed "synopsis." The completion of the "List of Papers" form is self-explanatory (see illustrated Form No. 353, above). Normally finding sheets are bound to the file as already described in paragraph 277.

Punch

Punch

LIST OF PAPERS

[printed on light manila]

File under No.—

Serial Number	From—	Date	To—	Synopsis

Instructions: When papers on a subject become numerous, they will be numbered serially and brief entries made on this form.

W. D., Q. M. C. Form No. 353.

SECTION VIII

CLASSIFIED DOCUMENTS

294. The system of filing documents classified as secret, confidential, or restricted is the same as that used for other communications. They are required, however, to be kept under lock and key or in a safe, and they are the responsibility of the adjutant. Usually separate files are established only for "confidential" or "secret" documents. Anyone who has occasion to maintain files of classified documents should be familiar with AR 380-5.

SECTION IX

HINTS FOR FILE CLERKS

295. Equipment necessary for a filing system.

- a.* Vertical filing units.
- b.* Guide cards.
- c.* Folders.
- d.* Fasteners—for binding papers. Acco or similar fasteners recommended.
- e.* Punch—for holes to receive fastener.
- f.* Set of rubber type.
- g.* Office stamps—rubber or metal.

296. Do's and don'ts.

- a.* Be sure to keep a policy file and suspense file.
- b.* Be sure to file all indorsements and inclosures.
- c.* Be complete and thorough with each piece of filing.
- d.* Make all necessary cross references (index sheets).
- e.* Make suspend cards or sheets when necessary.
- f.* Never file a document until you have been instructed to do so.
- g.* Number all folders properly.
- h.* Be sure each folder is in its proper place.
- i.* Keep your filing up to date (up to *today*).
- j.* Always prepare an Out-Charge Sheet for every paper withdrawn from file.
- k.* Never depend on your memory. Use written memoranda. Before assigning file numbers check them in the *War Department Correspondence File*.
- l.* Strive for absolutely accurate filing.
- m.* Never sacrifice accuracy for speed.
- n.* When you speak of file numbers, always say, "two ten point six."

CHAPTER 7

OFFICE HABITS AND ATTITUDES

	Paragraphs
SECTION I. Habits and efficiency-----	297-299
II. How to acquire good habits-----	300-302
III. Habits of work-----	303-315
IV. Habitual attitudes-----	316-326
V. Habits to be broken-----	327

SECTION I

HABITS AND EFFICIENCY

297. You as a normally observant adult do not have to be told by a psychologist that all human beings develop habits—some good, some bad. You have also noticed that appropriate (so-called “good”) habits result in increased efficiency. A small boy who is learning to write is at first far from efficient. He labors over each letter; penmanship is a great effort for him. With the passing years, however, penmanship becomes habitual with him, until his pen runs quickly along and he can devote all his mental effort to arranging and expressing his thoughts.

298. Bad or inappropriate habits, unlike good ones, reduce efficiency. You may drift into the habit of allowing letters, papers, forms, and other work materials to pile up on your desk top or in your desk drawers—a haphazard and disorganized mess. You may have sudden need for a particular document. The disorganization of your desk obliges you to waste minutes thumbing through this pile after that in search of what you need. You will find yourself going through inefficient motions a dozen times a day. The minutes thus lost in the course of a working day may easily add up to hours. No Army worker ever can justify to himself such criminal waste—certainly not during the pressures of wartime.

299. Besides increasing the amount and accuracy of the work you do, development of good habits will add to your mental poise at times when the pressure of work is unduly heavy. If you are a systematic worker, you will know what you can accomplish in a given time and will go ahead with the job—steady and unruffled. If you are a haphazard worker, you are apt to become worried and flustered under pressure, losing what little efficiency you already possess.

SECTION II

HOW TO ACQUIRE GOOD HABITS

300. If you analyze and try deliberately to improve your office habits, you can develop appropriate and efficient ones for yourself. It will be worth your while to spot your inefficient habits and to substitute efficient ones for those you find.

301. Replacing bad habits with good is the only way to be rid of the bad. This is so because the action resulting from an established habit occurs automatically and without conscious thought. It is necessary, therefore, consciously to substitute an efficient kind of activity for an inefficient habit at exactly those times when the bad habit is likely to occur. If you keep a messy desk, for example, you will have to plan with deliberate effort, forcing yourself at first to work more slowly, in order to establish an orderly desk filing system. Once established, the new habit will increase your daily output in both amount and accuracy, and the old habit will no longer function.

302. If you are inexperienced in working in an administrative office, study and acquire good habits as rapidly as possible *through practicing them*. If you are an experienced clerk, analyze your present way of working and your attitudes toward the personnel with whom you have official contact; when you recognize a weakness of your own, rid yourself of it *by practicing the improved habit or attitude* which should replace it.

REMEMBER:

- a. Only a good habit can push a bad one out of your life.
- b. To give a good habit a chance, you must practice it.
- c. Learn by doing.

SECTION III

HABITS OF WORK

303. Keep your desk neat and well-organized.—There is no excuse except laziness for a desk that looks like a wastebasket. By using file folders, file guides, drawer partitions, and the drawers themselves, any man can work out a plan for filing in his desk all papers and personal office equipment so that he can lay his hand immediately upon whatever he needs. The following suggestions will increase not only the quality of your work but also the quantity:

- a. If work is brought to and taken from your desk, make systematic use of "In" and "Out" baskets.
- b. Keep your reference books in a fixed order, between bookends, within easy reach so your hand will automatically go to them at need.

c. Keep your desk top free of all papers and materials except those with which you are immediately working or those with which you must work as soon as possible. Keep all current and unfinished work in front of you so that it won't be forgotten. Have a "current" folder in your desk, keep such papers neatly clipped together on one corner of your desk, or maintain a memo pad on your desk listing such work.

d. Use a suspense file (either on your desk top or in one of the drawers) for papers upon which you will work at some future time.

e. Clear your desk top or arrange your papers safely when you leave them for any length of time. Many a paper has been lost by being blown upon the floor or carelessly pushed there by a passing fellow-worker.

f. When you finish work upon one set of papers, but wish to hold them for further handling on another day, put them in your desk file-drawer or in a folder of your suspense file appropriately marked.

g. Maintain regularly a desk calendar, memorandum pad, or card "tickler file" upon which you note instructions received and dates or times when activities must be performed.

h. Prepare lists of numbers, names, or references to which you must constantly refer: AR base numbers; commonly used Army Regulations; post telephone numbers; distribution lists of periodic reports required, with name and date when each is due; schedule of incoming and outgoing mails; and so forth. Keep these lists for ready reference under cellophane, fastened with scotch tape to your desk top or on the extension leaf of your desk.

i. Make a "floor plan" of your desk. This you may post on the wall beside your desk or place with the prepared lists suggested in *h* above. It should be an organized list of the contents of each drawer so that, if you are absent, anyone else can quickly find anything in your desk.

304. Plan each day's work.—After a little observation you will find, barring emergencies, that each day's work will fall into a pattern. Some of it must be completed by an early hour; some of it must be finished before the end of the day; while some may, if necessary, be deferred still longer. Before you leave your desk in the evening, take 5 minutes to plan. Run over in your mind the things you know you must do and the things you may be asked to do the next day. Estimate the time which you will require for each activity. Then arrange all duties in order of urgency and note them on the next day's calendar with the *approximate* time when you expect to start or complete each. Allow a sufficient amount of time for such emergencies as you know are likely to occur. In the morning you can glance quickly at your plan, make minor changes that may be required, and get to work at

once. At the end of each day you will have accomplished the planned tasks and will be able to clear your desk with a feeling of accomplishment.

305. Always try to have one or more spare time jobs on hand.—You can work on such jobs the moment you have finished a priority job and have time on your hands. Don't allow idle minutes to creep in while you fumble around for work to do.

306. Be prepared to adjust your plan to changing situations.—A plan for a normal day's work sounds ideal, but there are two general situations when it may work badly. Here they are. You have planned a full day's work, but are asked to do a rush job of such proportions that you cannot finish both it and your regular work. You must recast your plan, deferring planned work that is less pressing. If everything is on the "must" list for the day, it is reasonable to ask your superior for assistance. If you are known to be a systematic and intelligent worker, such assistance should be readily forthcoming if it is available. In case the whole office is rushed, you can easily ascertain what work has priority and explain that the rest will not be finished until after normal working hours.

307. Sometimes the opposite situation occurs. The work for the day will consume only part of it. Such a day affords two opportunities: to catch up on any tasks, suggested in paragraph 305, that may have been postponed from time to time, or to anticipate work that a few days in the future may crowd your work schedule. When you have finished your spare time jobs, you are free to anticipate the rush that may come late in the month, for example, when the pay roll must be prepared along with current work. Any unexpected free time may be used to reduce the pressure of such a period by starting on the anticipated job.

308. The best advice is: Plan your work by all means. But keep your plan flexible—and your mind as well. You cannot afford to work so rigidly in a groove that you are bothered by emergencies and consequently become an undependable producer.

309. Use your time intelligently and completely.—The above suggestions for planning your work and for adjusting it to emergencies will help you to use your time properly. Remember that you are paid for your time and should deliver a fair day's work without being driven by your superiors. Loafing or wasting time that has a money equivalent is no better than stealing. The same is true of time spent in doing inaccurate work over.

310. Be punctual.—Office hours will be set for you—even though, especially in wartime, "there are no hours in the Army." Punctuality is a habit like any other. It is the same for office work as it is for drill.

You wouldn't appear for a 0730 formation at 0735. If you allow yourself to drift into coming even a few minutes late to your work, you will find in this case a bad habit driving out a good one. You will be either habitually on time or habitually late.

311. Conserve carefully all materials with which you work.—Every typewriter, every sheet of paper, every pencil—in short, every bit of material with which you work costs your Government money and is charged against the operating expenses of your unit. Every clerk has an obligation to take care of all equipment issued to him and to use all supplies economically. These suggestions will help you conserve office materials:

a. Prepare only the necessary carbon copies of reports, orders, and correspondence; calculate exactly the number of mimeographed copies to be run off from a stencil—the number that actually will be used.

b. Conserve equipment by keeping your typewriter clean, by getting full use from your ribbon or your carbon paper, by putting pencils, erasers, paper clips, stencils, carbon paper, paper, and envelopes in places where they cannot be lost and where they will not become soiled, wrinkled, or otherwise unserviceable.

c. Work with accuracy so that uncorrectible errors will not fill your wastebasket with carelessly typed letters, forms, and envelopes.

312. The ultimate cost of wasted supplies and working time will be brought home to the thoughtful clerk by noting the following calculation:

Letterhead and envelope, cost-----	1 to 2 cents
Second sheets, cost-----	½ cent
Average time of typing letter, cost-----	10 to 15 cents

313. The expense of doing a letter over, then, may vary between 11½ and 17½ cents. There are thousands of clerks in the service. If each retypes only one letter a day, all are responsible for a large and unnecessary annual expense to the Government. For example, 1,000 clerks in 1 year would waste about \$46,500.00.

314. The cost of other supplies that may be lost, spoiled, or carelessly used up are—

Sheet of carbon paper-----	2 to 3 cents
Mimeograph stencil-----	15 to 20 cents
Eraser-----	10 cents
Pencil-----	3 cents
Forms-----	4 to 10 cents
Paper fasteners (per box)-----	7 cents
Wire staples (per box)-----	\$1.25

Multiply these by appropriate thousands of users and by the number of days in the year, and you will find that this annual waste is huge. If, however, each individual clerk determines to conserve his own supplies to the best of his ability, he will be helping the Government save thousands of dollars a year—to say nothing of helping to spread over a longer period the use of supplies which in wartime are difficult or impossible to secure.

315. Practice following telephone habits:

a. Speak directly into the telephone with your lips not more than $\frac{1}{2}$ inch from the mouthpiece.

b. Use a low-toned, pleasant voice, enunciating your words distinctly and speaking as if the hearer were about 3 feet from you.

c. Identify yourself immediately by saying, for example: "Unit Personnel Section, Corporal Brown speaking."

d. Pronounce numbers and letters with particular care. In order that all numerals and letters may be clearly understood, telephone operators pronounce numerals and certain troublesome letters as follows:

<i>Numeral or letter</i>	<i>Spoken as</i>	<i>Principal sounds</i>
0-----	zero-----	Zee and long O
1-----	wun-----	Strong W and N
2-----	too-----	Strong T and long OO
3-----	thuh-ree-----	A single roll of the R, and long EE
4-----	fo-wer-----	Strong F, long O, and strong W and R
5-----	fi-yiv-----	I changing from long to short, and strong Y and V
6-----	siks-----	Strong S and KS
7-----	sev-en-----	Strong S and V, and well-sounded EN
8-----	ate-----	Long A and strong T
9-----	ni-ner-----	Strong N, long I, well-sounded N, and lightly sounded ER
10-----	ten-----	Strong T and N
J-----	jay-----	Strong J and long AY
R-----	ahr-----	Strong R
M-----	em-----	Strong E and strong M
W-----	dubble-yoo-----	Full value given to every syllable
F-----	ef-----	Short E and strong F

(Table adapted from J. R. Gregg, *Applied Secretarial Practice*, p. 178)

(1) Another device, recommended to distinguish letters which may be confused by the hearer when words are spelled over the telephone, is to say—

"P as in Peter" or "B as in Baker" to distinguish P from B.

"S as in Sugar" or "F as in Fox" to distinguish S from F.

(2) Groups of consonants which are likely to be confused over the telephone are—D, T, B, P, V, and G; F and S; M and N. The phonetic alphabet following is quoted from Training Circular No. 94, War Department, 1942: A—Able (Affirm¹); B—Baker; C—Charlie; D—Dog; E—Easy; F—Fox; G—George; H—How; I—Item (Interrogatory¹); J—Jig; K—King; L—Love; M—Mike; N—Nan (Negat¹); O—Oboe (Option¹); P—Peter (Prep¹); Q—Queen; R—Roger; S—Sugar; T—Tare; U—Uncle; V—Victor; W—William; X—Xray; Y—Yoke; Z—Zebra.

e. If you are expected to take incoming calls, be sure you understand your superior officer's policy for handling different types of callers.

f. Never allow yourself to sound annoyed or irritated. Remember that the caller will judge the whole office, perhaps the Army, by the manner and efficiency with which his call is handled.

SECTION IV

HABITUAL ATTITUDES

316. Understand meaning of small routine jobs.—The clerk in any administrative office of the Army, certainly a unit personnel section clerk, is asked to perform many small routine tasks: prepare the consolidated morning report, make entries in service records, complete reports of change, draft special orders, maintain 201 files, and so on. Such routine activities, especially when carried on day after day, tend to become uninteresting and to lose meaning. It thus becomes important for you to understand the fundamental purpose of each task so that it may fall into the whole picture of the Army Personnel System. If you make a constant effort to grasp the "Why" of each routine job, however small, your work will hold your interest and you will perform it with greater speed and accuracy. Remember also that, if you make an error in a record, some enlisted man may be deprived of his rights. An injustice may be done to a friend of yours. Each record represents a man, and is not simply a blank that must be filled out some way or other.

317. Receive instructions attentively.—When you are given oral instructions, listen quietly and attentively. If the instructions are elaborate, make brief notes of the details so that you will neglect none of them. Normally you will receive clearly phrased directions; you should be able to grasp them without asking to have them repeated. Occasionally you will receive oral instructions that are

¹ Where the United States Navy General Signal Book is used, these names will be used in lieu of those contained in the above phonetic alphabet.

vaguely worded. In such cases it is correct to ask, "Do you mean thus and so, sir?" The usual rule, however, is: Listen attentively to instructions so that you may avoid asking your superior to repeat.

318. Give instructions clearly.—Sometimes you will need to give instructions to others. Give them clearly, concisely, and exactly—*after you have thought through what you wish to have done*. Phrase such instructions so that an attentive listener need not ask you to repeat. If you must give detailed instructions, ask the hearer if he understands and if he has any questions.

319. Be dependable.—Dependability has been defined as "the ability to do an assignment with a minimum of supervision." (J. R. Gregg, *Applied Secretarial Practice*, p. 352.) The amount of supervision you will require will be determined by how you take instructions and carry them through to completion. These rules may help you to become completely dependable:

- a. Understand your instructions fully.
- b. If possible, make notes of them as they are given you.
- c. If this is not possible, concentrate especially hard on what you are told and make notes of the instructions as soon as you can.
- d. Carry out all instructions *promptly*. Note on your calendar matters that may be deferred and take care of them at the proper time.
- e. Work until the job is done.

320. Be loyal to your superiors.—You may sometimes be asked for your opinion on a matter of office routine. When the final decision is made, it may not accord with what you think is the proper action. Nevertheless it is essential that you give your superior's decision wholehearted support and refrain from voicing criticism to anyone. Your superior officer is ultimately responsible for the work of the office and makes the wisest decisions he can. He has a right to your loyal cooperation. This attitude is vital to the smooth operation of the office. And you will find loyalty works both ways. If you loyally carry out the policies of your superior, he will respect your judgment on subjects upon which you are qualified to hold an opinion.

321. Treat confidentially all official information that comes to you in the office.—You should never reveal to civilian or military personnel the contents of official communications or records of any type, whether they are "classified" or not. Your usefulness as a clerk depends entirely upon your faithful observance of this rule.

322. Cultivate tact and good manners.—Tact and good manners are just common sense applied to human relationships. You will easily and naturally develop tact if you put yourself in the place of the person with whom you must deal. Ask yourself: How would

I like to be treated? Using this simple formula will prevent your necessary interruptions of another's work from becoming annoying. It will help you to phrase acceptably questions which draw attention to another's error.

323. Develop interest in your associates.—What we commonly call a "liking" for people is really an "understanding" of people. You do not have to have the same likes and dislikes as another person to understand him, but you do have to be tolerant. In your office you will work with a number of different personalities. All will have faults, and all will have virtues. Try to value people on the basis of their good qualities and to understand why they have the faults they do. You will find a genuine interest in all of them developing in you—an interest that will do much to minimize the personal frictions which are bound to occur.

324. Be cooperative and courteous.—To the extent that you can, assist others in a friendly way. Resist the temptations to be short when you are interrupted in important work. The polite excuse is as easily made as the gruff remark or annoyed grunt. Besides, annoyance reacts not only on others, but upon your own mental attitude toward your work. The accompanying emotion or irritation distracts you still further and reduces your efficiency.

325. Cultivate clear, but quiet voice.—The voice is an expression of the personality. Together with manners and appearance it affords one important basis upon which people are judged by associates. Blustering, loud voices give the impression of unpleasant aggressiveness. Mumbling, excessively low tones are taken as signs of weakness or lack of self-confidence. Speak in a moderate tone, loud enough to carry easily to the person you are addressing. Pronounce your words clearly and definitely. You will thus give the impression of confidence we all wish to create. Remember that the voice responds quickly to the emotional state of the speaker. It as easily betrays discouragement and irritation as pleasure and friendliness. The way in which you use your voice tends, then, either to help you toward cooperative relations with associates or to obstruct your other efforts to attain that goal.

326. Studiously avoid any action that may disturb others who work in your office.—Such actions may include (1) continually borrowing pencils, erasers, paper, or any materials with which you should equip yourself; (2) loud talking and laughing within the hearing of busy associates; (3) asking frequent foolish and thoughtless questions; (4) passing along wisecracks to impress others with your keen sense of humor; (5) humming or whistling to yourself; (6) munching candy or peanuts; and so on ad nauseam and ad infinitum.

SECTION V

HABITS TO BE BROKEN ¹

327. The following are unacceptable habits. If you have them, you should strive to break them at once.

- a. Continually borrowing erasers, pencils, fountain pens, or other equipment.
- b. Not returning borrowed equipment in the same condition as when received; returning an uncleaned typewriter, for example.
- c. Asking that instructions be repeated.
- d. Not being accurate; being satisfied with less than perfect work.
- e. Making excuses for errors instead of acknowledging them.
- f. Interrupting others when they are doing exacting work.
- g. Asking questions about Army Regulations, English usage, punctuation and spelling, instead of looking up the answers.
- h. Delaying "for just a minute" when asked to carry a message or perform a task.
- i. Talking in a loud, blustering voice.
- j. Mumbling or speaking indistinctly.
- k. Interrupting others who are speaking.
- l. Being inquisitive about other people's business.
- m. Putting your feet on your desk.
- n. Not maintaining correct and businesslike posture at all times.
- o. Regularly getting too little sleep or too little exercise.

¹ Adapted from J. R. Gregg, *Applied Secretarial Practice*, pp. 131-132.

CHAPTER 8

TYPING AND DUPLICATING

SECTION I. Improving your typing-----	Paragraphs 328-376
II. Duplicating processes-----	377-379

SECTION I

IMPROVING YOUR TYPING¹

328. Machine.—The enlisted man should familiarize himself with the various operative parts of the typewriter. These parts are located at different positions on various models, but are essentially the same on all. Below are listed the most common parts. Begin at once to locate each part of the typewriter and observe its function.

No.	Name	Function
1-----	Carriage-----	Carriage is the name given to the entire moving superstructure of the machine. It moves a space after each stroke of a key, space bar, or back stroke key.
2-----	Platen (or roller)---	Hard rubber roll around which the paper is inserted in position.
3-----	Platen knob-----	Hard rubber, knurled knob used to turn the platen by hand so that the paper may be inserted.
4-----	Variable line spacer (or line space disengage release).	Used to reset a line or locate a position on the paper.
5-----	Paper release-----	Used to straighten or release the paper.
6-----	Line-space and carriage-return lever.	To space lines and to return carriage to margin.
7-----	Line-space regulator.	Adjusts machine for single, double, or triple spacing.

¹ Adapted from *Typewriting and Clerical Course* by Arthur P. Gill.

<i>No.</i>	<i>Name</i>	<i>Function</i>
8-----	Line scale-----	Used to determine the position of the line.
9-----	Type guide-----	Guides type face to make impression on paper or stencil.
10-----	Extension arm-----	Used to hold envelopes, cards, and other material.
11-----	Paper guide-----	Guides the left edge of the paper as it is inserted into the machine.
12-----	Paper-holder bail---	Holds the paper firmly against the platen; older models do not have this, employing instead movable roller clips.
13-----	Margin scale-----	Used as a guide for marginal stops.
14-----	Margin stop-----	Left and right; the one for right margin indicates approximate end of a line—a bell rings five spaces before the stop locks the carriage. The typist is thus given notice that the line should be terminated.
15-----	Margin release-----	Permits writing beyond the right-hand margin after the carriage has locked.
16-----	Left margin stop release.	Releases the carriage from the left margin stop, varies according to machine.
17-----	Carriage pointer----	Indicates printing position of the carriage.
18-----	Ribbon reverse-----	Hand control for reversing direction of ribbon.
19-----	Ribbon spool, left and right.	Ribbon is wound automatically on the two spools with operation of machine and automatically changes direction.
20-----	Ribbon carrier-----	The "needle" through which the ribbon moves.
21-----	Ribbon spool holder	Holds the ribbon spool with a peg and releases ribbon to the "needle."
22-----	Ribbon indicator and stencil lever.	Used to shift ribbon from upper to lower part; to disengage ribbon for stencil cutting.

<i>No.</i>	<i>Name</i>	<i>Function</i>
23-----	Thumbpiece-----	Used to control the carriage by hand.
24-----	Keyboard-----	Designation of the set of keys.
25-----	Shift key, right and left.	Used for upper case of keyboard.
26-----	Shift lock-----	Used to lock the carriage in upper case.
27-----	Tabular key-----	Releases the carriage to previously set tabular stops.
28-----	Backspacer-----	Brings carriage back one space; used for inserting corrections at proper positions; also for centering headings or captions.
29-----	Carriage bar-----	The carriage moves along this polished bar.
30-----	Bearing bars (two)	Roller bearings move along these bars which, together with carriage bar, support the carriage on the frame of the typewriter.
31-----	Tabular stops-----	Used for indenting paragraphs, subheads, tabulated and line reports; located to the rear on some machines, others having special keys on keyboard to set and release the stops.
32-----	Space bar-----	To space between letters, digits, and sentences.

329. After carefully observing and practicing with the parts mentioned above, insert two sheets of paper (one backing sheet for platen protection). Hold the paper with the left hand and roll the platen knob with the right hand. If the two sheets are not evenly together, use the paper-release lever to straighten the two sheets. Roll the top edge of the paper back to the line scale and move the carriage backward and forward to see that the paper is squarely in the machine. Use paper-release lever to make paper parallel to line scale. Practice this several times, using three or four sheets of paper. Then place carbon paper between the sheets and insert them into the machine; line up all sheets in the manner prescribed. If many sheets are used you may find that they do not feed into the machine easily. In this case, fold a piece of scratch pad paper about 2 inches from wide edge; insert the top edge of the paper and carbons into the fold of the scratch pad sheet; and then feed the folded sheet

containing your papers into the machine. You will find that it feeds in easily and that the edges will stay together. Remember this: you will use this device many times in your typing work. As many as six carbon copies can be made; it is well to keep a folded piece of paper handy in your desk for this purpose.

330. Now set the right-hand margin stop at 5 on the scale; set the first tabular stop at 10. The tabular stops on older models are set by hand at the rear of the typewriter; on new models you set the carriage at 10 and strike the tabular set key. In a similar manner the tabular stops are cleared by moving the carriage and striking tabular clear key. Depress the tabular key to observe how the carriage moves on the scale to the desired stop at 10. Move the line space regulator to the figure 2 and work the line space lever with the middle finger to see the paper move at double space; do the same for triple space. Release the variable line spacer or disengager to observe how the platen rolls free by hand. The disengager is located at left of platen, concentric with platen knob; it pulls out to release. Acquaint yourself with these functions.

331. Care of typewriter.—The typewriter should be kept clean. When not in use it should always be covered. Dust and dirt will collect on the various parts, especially overnight or during extended periods when the air is still and dust particles drop out of the air. Remove dust and dirt with long-handled soft brush, made especially for the purpose; wipe machine with soft cloth.

332. Clean the platen (roller) frequently with cleaning fluid, using soft cloth to rub briskly. Do not use alcohol. Paper will feed into the machine better and will hold tightly when the platen is clean. If the platen is worn and uneven, it should be replaced. However, it may be rubbed lightly with a piece of fine emery cloth to even the surface. Never type with a single sheet of paper in the typewriter—use a “backing” sheet to protect the platen.

333. All machines require oiling. The typewriter should be oiled at frequent intervals. Move the carriage to the extreme left or right, exposing the carriage bar. First clean the carriage bar with cleaning fluid and soft cloth to remove gum and dirt. Apply a few drops of typewriter oil to the bar. Do this also to the other end of the bar, working the carriage back and forth so that the oil may be distributed along entire length of bar. Use only typewriter oil—other oils will cause gum to form, impeding the movement of carriage. Apply a drop or two of oil on the two roller bearings that support the carriage. Do not use oil to excess. Other friction parts of the typewriter are designed to be oiled at only rare intervals. A drop or two of typewriter oil may occasionally be applied wherever these parts are accessible.

334. To clean the type properly, use a small stiff brush dipped in cleaning fluid of some character. Place a cloth over the keyboard to keep it free from splash. Moisten the face of the type to loosen and dissolve dirt particles; then brush thoroughly. The type on some machines is open and accessible; on others the face plate is easily removed by slight pressure from inside, being designed for this purpose. Do not permit cleaning fluid to run down through the machine, as this will dissolve oil with which it may come in contact. If no cleaning fluid is available, pick out the dirt from type with pin point and brush vigorously; wipe with a cloth.

335. Changing ribbon.—With the exception of noiseless typewriters, changing the ribbon on all standard makes of machines varies but little. Observe carefully how the ribbon is threaded through slotted feeder of the ribbon holder and through the ribbon carrier, or needle. Wind the ribbon a little to observe it move from one spool to the other. Reverse the direction of ribbon by pushing or pulling on wheel handle at right-hand side of machine. Sometimes the ribbon may stick, and not reverse itself automatically. It is then necessary to reverse it by hand.

336. Wind the ribbon completely on one of the spools. Engage the shiftlock key. Remove the empty spool first. Detach the ribbon hook or end, and unthread the ribbon carrier by allowing enough slack to permit a loop to the rear of the ribbon carrier. Remove the spool on which you have wound the old ribbon.

337. Attach the loose end of a new ribbon to the empty spool so that it will wind in a direction to leave the ribbon band to the *front of both spools*. Wind the empty spool a few turns to cover eyelet. The eyelet is several inches from the end of the ribbon and is placed there to prevent ribbon from unwinding completely from the spool; it also snubs the ribbon, causing it automatically to reverse its direction whenever one spool becomes empty.

338. Place the spools in the holders, making sure they engage the metal peg of holder. Pull some slack from the new spool and thread the ribbon through the feeder slots of the holders. Place the ribbon back of carrier (needle), loop the ribbon between the prongs of carrier, and wind up the slack. Check the operation of spools by winding slightly in both directions. Leave ribbon to wind on the empty spool by itself.

339. Changing ribbon on noiseless typewriter.—On noiseless typewriters, the ribbon is wound on a bobbin. Set the ribbon indicator at the red position; engage the shift-lock key; rewind old ribbon on left bobbin; and remove old ribbon from left spool so that opening of bobbin fits over the extended metallic arm. Run the loose end of the new ribbon in back of the ribbon carrier (needle) until the end of

ribbon reaches the right ribbon spool. Insert the ribbon in slit of right spool so that the metallic-fitted end will be on inner side of spool. This metallic edge will prevent the ribbon from disengaging itself. Note that the slit of the spool reaches to base of spool. Release carriage and move it to extreme left. Behind the right spool, slightly below it, push in the metallic arm. This in turn will cause the ribbon carrier to rise. While the carrier is in this position, twist the ribbon around the finger, forming a loop. Allow the loop to slip off the finger into position behind the ribbon carrier. Disengage the shift-lock key and reset ribbon indicator to black position.

Instructions for typing

340. Position.—Desk and desk lamp should be so arranged that light comes from the side or over the shoulder. Avoid the glare of direct light on the eyes. Assume a position in the chair directly in front of the typewriter with feet flat on the floor, left foot slightly forward of right foot, body well back in chair and inclined slightly forward. Be comfortable in the position—suit your convenience. Place the fourth or small finger of left hand on *a* and the fourth finger of right hand on *;*. These are the GUIDE KEYS. To become an accomplished touch typist, you must always return your little fingers to these two keys when at pause or rest. (We all have eight fingers and two thumbs—the thumbs are not called fingers.) Now permit the other fingers to rest on the keys closest to them, with the right thumb on the space bar. If your fingers are long the first three fingers of left hand may rest on the second row from top of keyboard, with first or index finger on the *t*, the second or middle finger on *e*, and the third finger on *w*. By the same token the fingers of right hand may assume the following positions: index finger on *h*, middle finger on *i*, third finger on *o*. Any variation is all right as long as your fingers feel “at home” on the keys. The only fixed rule for position of fingers is that the two small fingers come to rest *always* on the *a* and *;*—the GUIDE KEYS. This is most important because the other fingers will move in the proper direction from these two fixed positions. Many errors will be eliminated in typing by this method.

341. Touch.—The position of the fingers as mentioned above places the thumb of the right hand on the space bar. The space bar is struck with the *right thumb*. To secure a uniform appearance of the type-written sheet, the keys must be *tapped*—not punched. You strike the keys with a light, deft stroke of the fingers, pulling the fingers away at the instant of striking. This may be called the *staccato touch*. With this touch the platen or roller will not be marred with indentations and ridges and will always present an even face of the typed work. A

clean, nice-looking typewritten page calls for even stroking of the keys, and this can be accomplished only with the staccato touch. This touch is even more important in cutting mimeograph stencils that will produce good copy. In practicing the assigned tasks, attempt to develop the staccato touch. It will come naturally, with practice. This touch will make you an accurate and speedy typist. Placing the fingers in position as described above, with the left hand strike the *a* with the little finger, *s* with the third finger, the *d* with the middle finger, the *f* with the index finger, and *g* with index finger, thus forming the combination of *asdfg*. Now with the right thumb strike the space bar. Proceed with the right hand, striking the combination *h j k l*;—using the index finger for *h* and *j*, the middle finger for *k*, third finger for *l*, and the small finger for *.* This gives the two combinations: *asdfg h j k l.*

342. Honor system.—This is an honor system. Follow the instructions and tasks assigned in the lessons in the order given, completing all assignments without outside help. The process of using the various fingers may seem difficult and arduous. With practice in the right manner, however, finger movement will come without much effort.

343. Finger exercise.—If your fingers become cramped and tired at first, stop and rest awhile. Lower the hands to your sides. Exercise the fingers in the following manner: interlock the fingers of both hands and twist forward and backward; open fingers as widely as possible and flex diligently by closing and opening; grip all fingers near the end with the other hand and press them up and down; take firm hold of each finger and work it in a circular movement to loosen the knuckle joint; bend each finger forward, backward, and to the side; hold both hands in front of you, and shake them loosely. In this manner circulation in the fingers will be improved, with consequent vigor.

Task 1

344. Insert two sheets of paper (one as a backing sheet to preserve platen) into machine. Roll the paper up on the roller and match the sides and corners by using the paper release. Roll the top edge of paper back to the line scale and check to see if paper is inserted squarely. Paper is cut at factory and is always square. Sometimes the printed letterhead will not be perfectly square on the paper due to faulty feeding into printing press at time of printing. Nevertheless, the typing on the page should be parallel to its edges. Mark the paper 1 inch or so from the bottom edge with light stroke of pencil to indicate when you are nearing the end of the page. The pencil stroke can later be erased. This will permit proper margins and “frame” the typewritten page.

345. This lesson will embrace the third row of the keyboard. The keys and proper fingers to use are—

Guide key					Guide key				
/	a	s	d	f	g	h	j	k	l ;
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:
Fingers—	4th	3d	2d	1st	1st	1st	1st	2d	3d 4th
:	Left hand				:	Right hand			:

346. Using the proper fingers and **WITHOUT** looking at the keyboard, make five perfect lines of each of the letter combinations listed in the columns below. Space between each combination with the right thumb. **DO NOT ERASE.** If you make a mistake, begin over. To conserve paper, use both sides of the sheet. Go slowly. Strive always for *accuracy*. Speed will come with practice.

asdfg	hjkl;	has	hag	alas	flask
fdsag	kjhl;	jag	gal	saga	glass
gfasd	jhk;l	lad	fad	glad	slash
dasfg	l;khj	had	gag	flag	gaff;
adsfg	;jklh	all	dad	dash	flash

347. In typing from copy, similar words and phrases in close proximity to each other may cause the typist to “lose his place” or even skip a line. This may prove to be a grievous error if undetected at the time. A seemingly small error in a report or communication may multiply itself many times, requiring many hours, or even days, of valuable time and effort to correct a condition caused by the careless error. By using a small white sheet of scratch paper or cardboard placed on the copy as a guide, you will be able to keep your place. In returning to the copy it may be well to read back a line or two to make sure of the proper place. You may be interrupted several times during the process of typing a report requiring tabulation; the guide sheet will save time and errors in returning to the work at hand. Where your work is voluminous, a mechanical copy-holder with a line guide should be used.

Task 2

348. In performing typewriting and other clerical work, the hands should be kept clean. Wash your hands several times during the day

- to freshen them. Papers and reports should be neat. Long fingernails interfere in stroking the keys. Keep a fingernail file on hand and use it to keep fingernails short and in good order. You will notice a difference. Fingernails should also be clean.

349. Accuracy is more important than speed—now and in the future. It takes time and effort to correct errors. Do not attempt to be fast in striking the keys; you are now only learning, by touch, the position of the keys. Remember the **GUIDE KEYS** and keep hands in position.

350. In this exercise you will learn the letters in the second row from top of typewriter. The keys and proper fingers to use are—

	q	w	e	r	t		y	u	i	o	p
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
Fingers—	4th	3d	2d	1st	1st		1st	1st	2d	3d	4th
	:	Left hand				:	:	Right hand			
	:					:					

351. Without looking at keyboard write five perfect lines of each of the following combinations in the order given. Make no erasures.

qwert	yuiop	to	wit	write	the
retqw	oipuy	it	tree	worry	for
wrteq	upioy	we	you	queer	his
tqewr	iyoup	yet	pity	true	due
etwqr	pioyu	rut	quit	quoit	fat

Task 3

352. By this time your finger movement should be less difficult. Don't be discouraged if you seem to make many mistakes in striking the keys. Certainly, you will make errors—we all do. Perfection is something to strive for, but it is never quite achieved.

353. In extracting the finished page from the typewriter, always depress the paper release. It's quicker, is less noisy, and requires less effort.

354. In some machines, with the paper release depressed, the paper moves too freely to be easily adjusted in the machine. A good way to overcome this difficulty is to use the palm of the right hand *slightly* to depress the lever, leaving your fingers free to adjust the paper.

355. Don't use a ribbon when it is in shreds. Impressions will be poor, and the ribbon may catch in the carrier. Before the ribbon is

worn too much, remove and reverse the spools in their holders—leaving the unused edge for typing. This results in several benefits: first, it results in economy; second, a new ribbon is invariably heavy with ink and will present letters of poor appearance on typewritten page; third, it is difficult to make a clean erasure in material typed with a new ribbon because it may smudge in handling. In many instances ribbons are of poor quality. In this case the page will not be as neat as it should be until the ribbon has been in use for some time. Use the old ribbon as long as practicable.

356. Now proceed to learn the fourth row on the keyboard. The keys and proper fingers to use are:

	z	x	c	v	b		n	m	,	.	/
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
Fingers—	4th	3d	2d	1st	1st		1st	1st	2d	3d	4th
	:	Left hand				:	:	Right hand			
	:					:	:				

357. Without looking at keyboard and with the proper fingers, write five perfect lines of the following combinations and the sentence in the order given. Remember, *accuracy* is your watchword. Proceed slowly. Speed comes with practice.

zxcvb	nm, /	and	nozzle	very	buxom
vcbzx	m, n /	ban	base	xray	lax
cxvzb	, mn /	cub	men	craze	back
bzcxv	/ n, m	tax	extra	numb	nine
xvbzc	, m / n	cave	crux	blaze	matrix

The comma, our weakest mark of punctuation, is often misused.

Task 4

358. You are now about to complete your instruction on the keyboard. Once you have learned the position of each key through these exercises, you will never forget it. The numerals and less-used characters may not be remembered as well as the other keys. This, however, should not hamper your efficiency. The knowledge gained in this course will stand by you in days to come and repay your efforts manifold. You will find that typing is a stepping-stone to responsibility and to promotion. Be sincere in applying yourself and give full measure of work and devotion to your daily work. Knowledge, unused, is of no value. The first row on the keyboard and the proper fingers to use are—

	2	3	4	5	6		7	8	9	0	-
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
	:	:	:	:	:		:	:	:	:	:
Fingers—	3d	2d	1st	1st	1st		1st	2d	3d	4th	4th
	:	Left hand					:	Right hand			
	:				:		:				:

359. Notice that only four of the keys are struck with the left hand and that the extra key, the hyphen (-), is included for the small finger of right hand.

360. There is no figure, as such, for the numeral *one*. The lower case of the letter "ell" (l) is employed for this numeral. Do not fail to use the proper finger for each key. To do otherwise will tend to decrease your speed and increase the number of your errors.

361. Without looking at keyboard and with the proper fingers, write five perfect lines of the following combinations and practice sentences given below. Keep your eyes on the copy.

12345	67890-	He is a first-rate commissioned officer.
43251	8976-0	What well-known man do you know?
51243	70-986	An ill-mannered fellow seldom succeeds.
34125	-89607	Who are the full-fledged members?
25314	06879-	The pint-size can was too small.

Miscellaneous points

362. Errors and corrections.—In making corrections, erase lightly. Paper is made in various textures and finishes. Some paper is very "soft" and is easily rubbed away, leaving an unsightly scar. Test the paper to determine just how much pressure you may exert with the eraser. Typewriter erasers contain abrasive, some more than others, and in the process of removing the error some of the paper is also removed. Attempt to remove only the ink, with as little of the paper as possible. This is accomplished by light strokes. Use the abrasive eraser also to correct carbons. It is quicker and leaves less "material" possibly to fall between tissue copies and typing. Corrections on carbon copies need not be completely obliterated because retyped words or letters of a word "cover up" better on carbon copies than on original. If you are near the end of the paper, move carriage to extreme left or right without rolling platen and then make correction. This may save time and effort even if necessary to "touch up" the carbon copies and remove the smudge caused by pressure of erasing.

363. In making corrections in the machine, a flexible erasing shield or light card should be inserted between the paper and the back of the carbon sheet so that carbon will not rub off on the copies. Some typists in making erasures insert bits of paper between the face of each carbon sheet and the tissue copy. This method, of course, smudges the scrap of paper, is messy and untidy, wastes paper, and should be avoided.

364. Clean the erasers frequently; otherwise you may transfer the smudge to the paper. Do not permit crumbs or material of the eraser to fall in between carbon and paper since imperfect letters will result wherever the type passes over this area. If practicable, finish typing the line before making the correction—the paper may slip in the machine as you erase, putting the line out of position. The eraser and shield sometimes get “lost.” Keep them in a special place alongside of typewriter.

365. In reinserting a typed page for correction, check the line with the line scale. A line in position is usually slightly above the top of the ribbon carrier. Observe on your own machine how the line scale “edges” the line when it is in proper position. In bringing a particular letter for correction into position, use the nearest (.) or letter o to center it exactly in the middle of the type guide, located just in front of the ribbon carrier. A skillful combination of these two adjustments of the paper will result in a perfect correction. If only one letter is to be corrected, the backspacer may be employed to hold the carriage in position for perfect centering without recourse to moving the paper for this operation. Matching the line and letter may be so expertly done that words and even lines may be “overtyped.” Typewriters may vary in their mechanical operations and it is therefore necessary to become acquainted with the characteristics of the machine you are using.

366. A good policy to pursue is to look over the typewritten page before extracting it from the machine; you may discern an error, and thereby more easily make the correction. Practice making corrections by removing the paper from machine and making the erasure; then reinsert the sheet in the machine and make the correction. Try again and again, until the corrected copy looks clean and in position. By such practice you may save much time on the job when it is most important to do so.

367. Characters.—The upper case of the first row of keys contains characters. You will have frequent occasion to use the quotation mark or ditto (“”), the underscore (—), the apostrophe (’), parenthesis left [(] and right [)], and the hyphen (-). The number sign (#), the dollar sign (\$), percent sign (%), the ampersand or “and” sign (&), and the asterisk (*) are mostly used in reports and tabulating work.

Make it a point, however, to *employ the proper fingers for all characters.*

368. Other keys on machine.—The fractions $\frac{1}{2}$ and $\frac{1}{4}$, last key on second row, are struck with the small finger of right hand. The same is true of ϕ and $@$ (at)—last key on third row. Fractions may be written with any numerals, using the diagonal. Examples: $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{4}{5}$, etc. In employing fractions on a report or in a communication, be consistent in the method of typing them. Do not use the $\frac{1}{2}$ and $\frac{1}{4}$ key when you must also write $\frac{3}{8}$ or $\frac{4}{5}$. For shift keys, shift lock, backspacer, and tabular key (when single), use small finger of appropriate hand. If double comma machine is used, the interrogation mark (?) will appear on the shift of the diagonal, otherwise it will be the shift of the comma.

369. Characters not on keyboard.—Many characters may be improvised from the keyboard. Below is a list of the most common and the method of making them.

Name	Character	How made
Dash	—	Two hyphens, no space before or after.
Explanation point	!	Apostrophe (') and period (.).
Multiplication sign	×	Lower case of <i>x</i> . Also used for "by" in dimensions: for example, 2" x 4".
Division sign	÷	Colon (:) and hyphen (-). On some machines a more perfect character may be made by employing the hyphen and the period, rolling platen above and below the hyphen.
Minus sign	-	Hyphen (-).
Equal sign	=	Two hyphens, release and roll platen slightly up and down to suit. Examples: 536 x 2 ÷ 3 = 357 $\frac{1}{3}$.
Feet and inches	' "	Apostrophe and quotation marks. Example: 6' 4".
Degrees	°	Letter <i>o</i> , rolling platen to suit. Example: 32° Fahrenheit.
Minutes and seconds in longitude and time	' "	Apostrophe and quotation marks. Example: 52' 14".
Caret	⌋	Underscore and diagonal. Underscore the last letter at point of insertion. Can be employed only when typing is double spaced. Example: he I thought/ was going home.

370. Rulings and double rulings on special and tabulated reports may be made with the underscore (___) without spacing. An upright or perpendicular line may be simulated with a series of colons (:), one under the other. The apostrophe (') is employed for a quotation within a quotation. Some practice is required in order to make good characters.

371. Centering.—Balanced and symmetrical headings in reports and tabulated material give the finished paper an attractive appearance. Begin at the beginning of symmetry by locating the center point of the paper in the machine. Remembering the margin scale number, you may always quickly locate the center of the paper by moving the carriage to that number on the margin scale. To center a heading, count the number of spaces in the word or words, divide by two and back-space this number of spaces. Begin the heading there, and it will be centered on the paper. If the heading has two or more lines, locate the center of each line again, and proceed as before. In short headings of several lines it is quicker to observe how the number of spaces in the second and third lines balance with the number of spaces in the previous line. If you prefer to do so, you may employ the margin scale numbers in computing the number of spaces required to give the proper point for the line involved. In more elaborate and involved headings, a small flexible 6-inch rule should be used actually to measure for the points required. In preparing a tabulated report of five or six columns from rough copy, make a lay-out on the paper before inserting it in machine, marking with light pencil strokes the exact positions of the columns. Much time and effort may be saved in this manner.

372. Mimeograph stencils.—*a.* Stencils are made of vellum, wax treated tissue, or other fibrous material. Mimeographing is a process in which ink filters through the filaments of typed or ruled impressions on the stencil, thus imprinting on the paper.

b. In cutting mimeograph stencils, type a little more slowly than usual. An even touch is very desirable in producing nicely finished work. The type must be clean. The letters *M*, *N*, *W*, and *E* do not cut as well as other upper case letters. Strike them over lightly while still on the same line, being careful at the same time to observe that the first-struck letter is not out of position. If it is, leave it alone. The period (.), hyphen (-), comma (,), and the letter *o* have a tendency to cut through the fibrous material of the stencil. Use a lighter touch on these characters to avoid putting a hole in the stencil. In making fractions, use the diagonal with numerals—they cut better than the ones on the keyboard. Correction fluid is employed to correct errors. The fluid “fills up” the impression and is then overtyped.

Do not have the correction brush heavily laden with fluid; use the brush without delay, applying a thin even coating only to the area involved. Permit it to dry slightly. Correction fluid, if too heavily applied, may pull away from the stencil upon drying and give an ugly appearance to the finished product. Specially colored carbon paper may be placed face up beneath the stencil in cutting so that the typist may easily read the text. Manufacturers of mimeograph machines and supplies furnish instructions for use of their products.

Task 5

373. One erasure being permitted for each completed assignment, make three perfect copies of each of the following practice sentences:

Make every minute count.

Be alert; think ahead.

The United Nations will win.

I am doing my part.

Time is ammunition; save it.

Every error I make delays victory.

Success in combat depends upon good administration.

374. Practical hints.—*a.* Use the tabular stops for indenting and tabulating work. This saves time and is easier on the nerves.

b. Let the machine do all the work it can for you.

c. Employ folded slip-sheet for inserting multiple pages and carbons.

d. Pencil mark the page at the bottom before inserting, as a gage for the end of the page.

e. Clean the type and platen, and oil the machine periodically. Wipe gum off with cleaning fluid before oiling.

f. Square the paper in the machine to give attractive margins.

g. Remember the margin scale number for center of page on your machine.

h. Use 6-inch flexible rule for measuring and centering when convenient.

i. In complicated reports, make lay-out and arrangement before proceeding.

j. Erase lightly. Keep hands clean. Be meticulous about the appearance of your work and your desk.

k. Office requirements: Typewriter eraser and soft eraser; erasing shield or card; a good dictionary; a style manual or some authoritative book on use of words, punctuation, and arrangement; scissors, cleaning fluid, typewriter oil, cleaning brushes, dust rag, and fingernail file.

375. Check list on care of typewriter.—*a.* Brush type daily. Cleaning fluid should be used sparingly. Brush type twice daily if a heavy inking ribbon or an elite type machine is used. Clean machine thoroughly at least once each week.

b. Adjust carriages and key tension as light as is consistent with proper work.

c. Wipe the carriage raceways or rails daily with a cloth, moving carriage to extreme right and extreme left to cover the entire area.

d. Clean cylinder or platen occasionally to remove sheen and prevent paper slippage. Disengage feed rolls when cleaning.

e. Move carriage to each side before making erasures so that erasings will not fall into working parts.

f. Disengage feed rolls at close of business each day, and place cover on machine.

g. All personnel having a desk with an extended arm for the typewriter will place the machine on the desk at the close of the working day.

h. All electrically operated machines will be disconnected at the close of the business day.

i. In order to avoid bent or broken carriages, all personnel having drop-type desks will center machines before closing compartment.

376. General.—Inasmuch as the best way to learn how to do anything is actually to do it, the clerk should now proceed on his own and learn by doing. Practice on the typewriter the style of letters and the forms used in the Army. Select parts of Army Regulations and TM 12-250 and use them as copy for further practice. Properly applying yourself and your knowledge, you will quickly become an efficient typist. Be honest in your effort, you will be the winner—you may fool others, but you cannot fool yourself.

SECTION II

DUPLICATING PROCESSES

377. You have already been given some practical hints about two methods of duplicating correspondence, orders, bulletins, and memoranda: (1) making carbon copies and (2) mimeographing. Carbon copies are easy to make, and they save valuable time when only a few copies are needed. Most duplicating of orders, bulletins, and memoranda is done at regimental headquarters by mimeograph.

378. Mimeograph: operation and care.—The preparation of the mimeograph stencil, the inking of the pad, the application of the stencil to the drum, and the feeding of paper into the mimeograph itself are detailed operations that vary somewhat from model to

model. If you are assigned the job of duplicating headquarters bulletins, etc., you can learn these necessary operations quickly from a manufacturer's manual. Furthermore, in the discussion of type-writing in this chapter you received some valuable suggestions about the actual typing of the stencil when you are required to prepare stencils.

379. One thing, however, you may neglect in the rush of work.

That is proper care of the machine. You should be as meticulous in this as in the care of your typewriter. Many people have the idea that mimeographing is a messy job and that the machines are always covered with ink. This is often true. That is the fault, not of the machine, but of the careless operator. If your machine is cleaned daily and, when idle, is left to stand as the manufacturer instructs, the duplicating job need not be a dirty one. Remember these points:

a. Clean the rubber feed and retainer pads occasionally with cold water and a *clean* cloth or brush.

b. Clean the impression roller frequently with a soft *clean* cloth dampened with benzine or kerosene. Never use alcohol. One application of alcohol ruins the roller.

c. When the machine is not in use, leave the drum in the exact position recommended by the manufacturer. If you do not, you have nobody to blame but yourself when your copies are smudged and your hands are black with ink.

d. Always cover an idle machine to keep out dust.

e. Give the machine frequent general cleaning (daily cleaning if it is in daily use) with *clean* soft cloths and benzine or kerosene. Alcohol is dangerous as a cleaning fluid because it may drip on rubber parts and ruin them.

f. Oil the machine faithfully. Using the oiling chart supplied by the manufacturer, note that some points need oil *daily*, some need it less often, and others require grease at longer intervals.

g. In cold weather, when in the field, difficulty has been experienced in obtaining good mimeograph copy. This is due to thickening of the ink. Under these conditions the ink will not flow through the cloth pad and through the stencil. Special manufactured "winter" ink is difficult to procure at present. To overcome this difficulty, however, a light grade of motor oil (SAE No. 10 for example) as a thinner can be added to the ink. As a substitute for this suggestion, a small amount of kerosene may be added to the ink. In either case care must be taken, as too much of the thinner causes it to "creep" and seep through the printed page. Other solvents are not recommended as they tend to break down the pigments and other components of the ink.

CHAPTER 9

ENGLISH USAGE

	Paragraphs
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SECTION I

SENTENCE STRUCTURE

380. Each sentence should express a complete thought. In military writing clarity is of prime importance. Thus, if you have trouble composing long sentences that are clear, use short sentences. It is better to convey your exact meaning to the reader than to flounder around trying for "style." Here are some common errors in sentence structure. Avoid them.

a. Sentence fragment.—This is a group of words, phrases, or clauses which is punctuated like a sentence, but which does not express a complete thought.

Wrong: After reporting to the orderly room, where he will draw his equipment and where he will sign all necessary forms.

Right: After reporting to the orderly room, where he will draw his equipment and where he will sign all necessary forms, the enlisted man will return to his quarters.

b. Comma splice.—This is the result of "splicing" two separate sentences into one by using a comma. The comma splice error is likely to occur when transitional words like *however*, *otherwise*, *also*, and *on the other hand* are used.

Wrong: Individual equipment will not be taken, however, each man will be equipped with helmet and gas mask.

Right: Individual equipment will not be taken. Each man, however, will be equipped with helmet and gas mask. (Two sentences.)

c. Pronouns used to refer to sentence, clause, or vague idea.—This error occurs most commonly with the pronouns *which* and *that*. All pronouns must refer to specific nouns or pronouns.

Wrong: He will supervise order in the barracks, which he must perform every night.

Right: He will supervise order in the barracks, a duty which he must perform every night.

d. Split infinitive. Never put an adverb between the infinitive sign *to* and its verb form.

Wrong: He will make plans to immediately proceed.

Right: He will make plans to proceed immediately.

e. Splitting verb phrases unnecessarily.—Avoid splitting verb phrases with adverbs. Occasionally this practice improves clarity and emphasis. At such times an adverb may be placed between parts of a verb phrase.

To be avoided when unnecessary: He will immediately proceed.

Preferable: He will proceed immediately.

f. Sentence ending with preposition.—To end a sentence with a preposition brands the writer as amateurish. This practice is never good.

Wrong: The overnight stop will be at Eutaw, which the first batallion will go to.

Right: The overnight stop will be at Eutaw, to which the first battalion will go.

g. Excessively long sentences.—Avoid them. Some writers are tempted to string a whole series of sentences together by means of *and's* and *but's* and *so's*. Such sentences rarely possess clarity.

h. Too much paragraphing.—Remember that a paragraph consists of several sentences about one topic. Do not make a new paragraph for each new sentence.

i. Faulty agreement of verbs and subjects.—Use a singular verb with a singular subject and a plural verb with a plural subject.

(1) Two or more singular subjects joined by *and* require a plural verb.

Right: The officer and an enlisted man were hurt.

(2) Two or more singular subjects joined by *or* or *nor* require a singular verb.

Wrong: Neither the officer nor the enlisted man were hurt.

Right: Neither the officer nor the enlisted man was hurt.

(3) *Each, every, neither, many* a sometimes precede singular subjects. Even when two such subjects are joined by *and*, the verb must be singular.

Right: Each officer and man in the company was present.

(4) Joining a noun to a singular subject by *with, as well as, together with, including* does not make the verb plural.

Right: The report of a board of officers, as well as supporting documents, is inclosed.

(5) Use *there is* before a singular subject and *there are* before a plural subject.

Wrong: There is too many men for one sitting at the mess.

Right: There are too many men for one sitting at the mess.

(6) The verb agrees with the subject, *not* with the complement (predicate noun).

Right: Six rifle companies were our whole force.

j. Faulty agreement of pronouns.—The pronouns *each, each one, anyone, anybody, everyone, everybody, someone, either, neither, no one, nobody* are singular. Possessive pronouns that refer to them must be singular.

Wrong: Everybody must carry their own equipment.

Right: Everybody must carry his own equipment.

k. "And who" and "and which."—Never use these unless the coming *who* or *which* clause has been preceded by a clause or expression of the same grammatical value as itself.

Wrong: Any man accumulating an account and who refuses to settle it will have his record investigated at once.

Right: Any man who accumulates an account and who refuses to settle it will have his record investigated at once.

l. Excessive use of "so."—*So* means "it follows that" or "as a consequence." Avoid using this word frequently. It is weak and ineffective.

SECTION II

WORD USAGE

381. Certain words are commonly misused. Here are a few of them.

a. However.—Avoid the overuse of *however*. When it is used, however, try to tuck it into the sentence rather than begin a sentence with *however*.

b. Provided.—Do not use *providing* for *provided*.

Wrong: He will be released for duty, providing he has completed his sentence.

Right: He will be released for duty, provided he has completed his sentence.

c. And.—*And* is an additive conjunction. Use it when you wish to add a thought to the past one. Remember that it joins words, phrases, or clauses that are alike in structure. Examples:

An officer and an enlisted man reported. (Nouns.)

They were tired and wet. (Adjectives.)

Accumulating debts and refusing to pay them. (Verbals.)

Who accumulated debts and who refused to pay them.
(Relative clauses.)

d. But.—*But* is an antithetical conjunction. The conjunction *but* is usually used in the middle of a sentence and is preceded by a comma. Like *and* it joins words, phrases, or clauses that are similar in structure. Examples:

The men were tired, but cheerful. (Adjectives.)

The regiment met stiff resistance, but pressed on to its objective. (Verbs.)

e. Etc.—Avoid the use of *etc.* so far as possible. *And so forth* is preferable. Both terms usually indicate weakness or incompleteness of thought.

f. Different from.—*Than* is never correct after *different*. *From* is the proper preposition to follow *different* and *differently*.

Right: A soldier's life is different from a civilian's.

Right: A soldier must live differently from the way a civilian may live.

g. Shall and will.—(1) To express the simple expectation that an event is likely to happen, use *shall* with the first person (*I* or *We*) and *will* with the second and third persons (*he*, *she*, *it*, or *they*).

(2) To express determination, desire, or promise on the part of the speaker, use *will* with the first person and *shall* with the second and third persons.

(3) To express military commands, however, use *will* with all persons.

Right: I shall pass the news along. (Simple expectation.)

Right: You shall not stir; I forbid it. (Determination.)

Right: You will then proceed with your mission. (Military command.)

h. Affect and effect.—Remember that *affect* is always a verb meaning "to influence" or "to change." *Effect* may be a verb meaning "to bring about," or it may be a noun meaning "the result."

Right: Irregularity of mail service affects Army morale.

Right: This decisive victory had a salutary effect upon the morale of the troops.

i. Furthermore.—This word means approximately the same as *and*. Do not use the two together.

Wrong: This man failed to return from furlough, and furthermore his commanding officer has received no word from him.

Right: This man failed to return from furlough; furthermore, his commanding officer has received no word from him.

j. Due to.—Never begin a sentence with *due to*. *Due* should always modify a noun or a nounlike word. It is never a preposition.

Wrong: Due to inclement weather, overcoats will be worn.

Right: Because of inclement weather, overcoats will be worn.

Right: The bad weather was due to a strong east wind.

k. Don't and doesn't.—Remember that *don't* is the contraction of *do not*, while *doesn't* is the contraction of *does not*. Use them accordingly.

Wrong: The man don't remember anything.

Right: The man doesn't remember anything.

l. Than.—A pronoun that follows *than* must be in the nominative case when it is the subject of an understood verb.

Wrong: The sergeant is more experienced than him.

Right: The sergeant is more experienced than he (is).

SECTION III

SOME PUNCTUATION RULES

382. Always avoid excessive punctuation and capitalization. Try to construct sentences that will be clear without much punctuation. But if you do use punctuation, use it correctly.

383. Comma.—*a.* Always use a comma between all members of a series when the conjunction appears only before the last member. This means that a comma should be placed before the *and*, *or* or *nor* which closes a series of words, phrases, or clauses.

Right: Orders, circulars, and bulletins are published by the War Department. (In a series of clauses the semicolon should replace the comma when the clauses already contain commas used for other purposes.)

b. Use a comma before *and*, *but*, *or*, and *nor* when they join two complete clauses.

Right: The officers all went out, but the men remained.

c. Use a comma to set off dependent adverbial clauses or phrases that precede the main clause.

Right: Until further notice is given, neckties are to be worn by all military personnel.

Right: After penetrating the enemy lines for several miles, the detachment consolidated its position.

d. Use a comma or commas to set off parenthetical words, phrases, or clauses.

Right: Sergeant Brown, who has returned from his mission, was slightly wounded. (Nonrestrictive clause.)

Right: The company commander, Captain Amos, has returned from leave. (Appositive.)

Right: The enemy, it is reported, is about to attack in force. (Parenthetical expression.)

384. Semicolon.—*a.* A semicolon may be substituted for a period when two sentences are very closely related in thought.

Right: Issue the order at once; we must not delay longer.

b. A semicolon should be substituted for a comma when the clauses or phrases to be separated already contain commas.

Right: A decision cannot be made without more data; but, if you will send the additional information, this headquarters will forward a reply immediately.

385. Colon.—*a.* Use a colon after the salutation in nonmilitary correspondence.

Right: My dear Senator:

b. Use a colon to introduce an explanatory list.

Right: The following are appointed to the board:

Major Thomas H. Benson, AGD
 Captain James L. Smith, MC
 1st Lieutenant Alfred Brown, Inf

SECTION IV

SPELLING RULES AND WORD LIST

386. Possessives.—Authorities differ on certain small details of spelling possessives; but, if you follow these simple rules, you cannot go wrong.

a. To all singular nouns (except when they end in *s*), add *'s*:

officer's cap

Captain Jones' quarters

enlisted man's blouse

b. To all plural nouns that do *not* end in *s*, add *'s*:

men's equipment

- c. To all plural nouns ending in *s*, add simply an apostrophe:
officers' mess
- d. **Caution:** Use the possessive form only with words that indicate persons or live beings. For inanimate objects use the *of* phrase:
the contents of your memorandum
the roof of the barracks

387. Using hyphen.—a. Avoid excessive compounding of words by means of the hyphen. Write compound words solid or in two words unless usage demands the hyphen:

nonmilitary	all right
noncommissioned	week end
oversubscribe	chief clerk
courts martial	adjutant general

- b. The prefix *self* is usually hyphenated.
self-control self-confidence
- c. Two or more words used as one adjective are hyphenated if they stand before the noun they modify.
one-way street twenty-one-year-old recruit

388. Dividing words.—Always avoid breaking words at the end of a line if possible. If you must divide, follow these rules:

- a. At the end of a line a word should be divided only between syllables. This is basic. Other rules depend on it.
- b. One-syllable words or words sounded as one syllable cannot be divided at the end of line:

corps	should	aimed	trapped

- c. One-letter or two-letter syllables should never be carried over or left at the end of a line. Do not divide words like—

army	daily	fatigue	basic

- d. Divide before a single consonant that stands between two vowels. (This rule cannot be applied if it does violence to the natural pronunciation of the word.)

indi-cated	avia-tion	liai-son

• **EXCEPTION:** train-ing

- e. Divide between two consonants if they are sounded separately, but *not* if they form one sound.

ser-geant	prac-tice
BUT: art-ist	ele-phant

f. Divide between doubled consonants. (This rule cannot be applied if the doubled consonants are part of a word to which an ending has been added.)

chan-nels

refer-ring

EXCEPTIONS: kill-ing

miss-ing

389. Common words often misspelled:

accountable	disciplinary	preference
airplane	dissatisfied	preferred
allotment	efficiency	pursuant
all right	exceed	questionnaire
ammunition	finally	recede
appropriate	fortified	receipt
artillery	furlough	receive
assignment	hostile	reconnaissance
athletics	hygiene	relief
barrage	irrevocable	relieve
battalion	judgment	rescind
battery	laboratory	rescission
believe	liaison	reveille
benefit	library	secede
benefited	lieutenant	separate
bulletin	maintenance	sergeant
bureaus	maneuver	subsistence
business	mobilization	succeed
camouflage	mutilate	supersede
casualties	necessary	surgeon
chauffeur	noncombatant	tailor
colonel	occurred	temporary
conference	ordnance	therefore
convenience	parallel	topographical
corporal	parole	transferred
current	performance	unconscious
defendant	permanent	usually
defensive	precede	vehicle
deferred	privilege	volunteer
dependent	procedure	warrant
development	proceed	weight

APPENDIX

BLANK FORMS AND GRADE, INSIGNIA, AND PAY TABLES

BLANK FORMS

Notes are keyed to the spaces in the form to which they apply. For this purpose arabic numerals in parentheses are used. Notes numbered (1), (2), and so forth, will apply to spaces on the form that are similarly numbered.

Form No.	Title	Page
<i>War Department:</i>		
336.....	Pay and Allowance Account.....	167
366, 366a, and 366b.....	Pay Roll (For Enlisted Men).....	169
		170
		171
370.....	Final Statement.....	173
<i>W. D., A. G. O.:</i>		
1.....	Company Morning Report.....	177
		178
2.....	Headquarters Morning Report.....	180
5.....	Sick Report.....	181
6.....	Duty Roster.....	182
15.....	Report of Survey.....	185
17.....	Requisition for Blank Forms and Publications.	187
20.....	Soldier's Qualification Card.....	189
24.....	Service Record.....	193
25.....	Extract from Service Record.....	211
27.....	Statement of Accounts.....	213
29.....	Authorization for allotment of Pay.....	214
30.....	Notification of Discontinuance of Allotment.....	215
31.....	Furlough.....	217
32.....	Individual Clothing and Equipment Record.....	220
36.....	Statement of Charges.....	223
38.....	Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement.	224
39.....	Notification of Discharge.....	227
40.....	Certificate of Disability for Discharge.....	228
41.....	Designation or Change in Address of Beneficiary.	231
43.....	Emergency Addressee and Personal Property Card.	233
44.....	Extract Copy of Morning Report.....	234
45.....	Descriptive List of Absentee Wanted by the United States Army.	235
46.....	Report of Return of Absentee from the United States Army.	237
49.....	Application for Retirement.....	239
50.....	Record of Payment of Retired Enlisted Man.	241
52.....	Report of Death.....	242

Form No.	Title	Page
<i>W. D., A. G. O.:</i>		
54.....	Inventory of Effects.....	243
55.....	Honorable Discharge.....	245
56.....	Discharge (Blue).....	249
57.....	Dishonorable Discharge.....	253
115.....	Charge Sheet.....	257
203.....	Notification of Address to Nearest Relative.....	264
206.....	Embarkation Card.....	265
280.....	Certificate of Service.....	267
303.....	Report of Change.....	268
304A.....	Locator Card.....	271
305A.....	Monthly Roster.....	273
309.....	Initial-Special-Final Roster.....	275
625.....	Application for Dependency Benefits.....	277
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1. Pay and Allowance Account (War Department Form No. 336).

Reference: AR 35-1360, TM 12-250.

When used: Monthly or when needed for partial payments and for uniform allowance.

No. of copies: Original and two copies.

Distribution: Original and one copy to disbursing officer. One copy retained in officer's subsection of the unit personnel section.

- (1) Name, grade, organization, and serial number.
- (2) Name of station.
- (3) Name and address of lawful wife or dependent children, if any.
- (4) Name and address of dependent mother, if any.
- (5) Data for longevity pay.
- (6), (7), (8), (9), (10) Self-explanatory.
- (11), (12), (13), (14) Self-explanatory.
- (15) Amount of leave; when departed; number of paragraph and of order authorizing leave; extension authority, if any; date returned.
- (16) Place to where check is to be sent and signature of officer applying for pay.
- (17) Date of voucher and signature on certificate of inadequacy of quarters by commanding officer or delegated authority. In this case a certificate of inadequacy of quarters to November 28, certified by the officer claiming pay, must be attached to this voucher.

WAR DEPARTMENT
Form No. 426—Revised
Form approved by Comptroller General, U. S.
September 27, 1940

WAR DEPARTMENT

PAY AND ALLOWANCE ACCOUNT

(Commissioned Officers, Army Nurses, Warrant Officers, Contract Surgeons)

APPROPRIATIONS:

PAY OF THE ARMY, 19.....

D. O. Ven. No.

PAID BY

(For use of paying office)

(1) **THE UNITED STATES, Dr.**
To: Martin C. Woodring, Capt., 100th Infantry, O-881654
(Name of payee) (Rank and organization) (Serial No.)
(2) Station Fort Dix, New Jersey Station No. 102
On duty at present station per Par. 21 S. O. No. 102, Hdqrs. 2d Stry. Comd. Nov. 10, 1942.
Departed from New York, N.Y. Nov. 28, 1942 Reported for duty at Fort Dix, NJ Nov. 28, 1942

DEPENDENTS:
(3) Lawful wife Elizabeth Lee Woodring, 87 Washington Square North, New York, N.Y. or
(State her Christian or given name in full and husband's surname and her address each month)

Unmarried children under 21 years of age

(State names, ages and addresses each month. Evidence of dependency attached hereto or filed with voucher No. 19.....
accounts of

(4) Dependent mother
(State her Christian or given name in full and husband's surname and her address each month)

During the current period for which allowances are claimed on account of my dependent mother I have contributed to her support the sum of \$..... in cash or its equivalent, without any consideration in return, which contribution is her chief support, and cash and every statement set forth in her affidavit dated, 19..... (attached hereto), filed with voucher for the month of, 19....., is true and correct, and so remains at this time, except

(State fully changes occurring between date of last affidavit and signing of this voucher)

(5) For over 10 years' service; 3d pay period; 10 years completed on Nov 12 1942

CREDITS:

	AMOUNT
(6) For base and longevity pay from <u>November 1</u> , 1942, to <u>November 30</u> , 1942	\$.....
(7) For additional pay for, from, 19....., to, 19.....	\$.....
(8) For pay for, amount, from, 19....., to, 19..... of which I was the actual and exclusive owner, which (was or were) suitable for the military service, and maintained at	\$.....
(9) For subsistence allowance from <u>November 1</u> , 1942, to <u>November 30</u> , 1942	\$.....
(10) For rental allowance from <u>November 1</u> , 1942, to <u>November 30</u> , 1942, during which period I was not assigned adequate quarters at my permanent station; if without dependents, I was not on field or sea duty; if with dependents, I did not occupy with them any public quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to any other officer or his dependents, except for bona fide social visits.	\$.....

TOTAL CREDITS

\$.....

DEBITS:

(11) Class "D" Government Insurance Premium
(12) Class "E" Allotment
(13) Class "N" National Service Life Insurance
(14) Due United States for

TOTAL DEBITS

NET BALANCE

\$.....

(15) On 10 (ordinary leave or absence; Departed November 1, 1942, under Par. 2, S. O. No. 198, Hdqrs. Gov. Arl., N.Y., Nov. 1, 1942; extended by Par. 8, S. O. No. 198, Nov. 19, 1942; Returned November 10, 1942

(16) I certify that the foregoing statement and account are true and correct; that payment therefor has not been received; and that payment to me as stated on the within pay voucher is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved.

Place to my credit with First National Bank,
New York, N. Y.

SIGN ORIGINAL ONLY

Name

MARTIN C. WOODRING,

Date November 30, 1942

Rank

Captain, 100th Infantry

(17) I certify that during the period for which rental allowance is claimed on this voucher the above officer was not assigned adequate quarters at his permanent station.

SIGN ORIGINAL ONLY, ON MEMORANDUM, TYPE OR PRINT NAME AND RANK

Name

THOMAS E. WILSON,

Date November 30, 1942

Rank

Capt., AGD, Asst. AGI

(18) Paid by { Check(s) No.(s), dated, 19....., for \$.....
Cash, \$....., on, 19.....

SIGN ORIGINAL ONLY

Payee

on Treasurer of the United States in favor of payee named above.

2. Pay Roll (for enlisted men) (War Department Forms Nos. 366, 366a, and 366b (revised).

Reference: AR 345-155, January 15, 1943, and Chapter 5, TM 12-250.

When used: When troops are to be paid monthly; when one or more enlisted men who were not paid on the regular monthly pay roll, are to be paid during the following month; when one or more enlisted men are to be paid a partial payment; when an enlisted man who is hospitalized in a nonpay status, is to be paid personal expense money; when one or more enlisted men are to be paid casual payments when separated from their organizations.

No. of copies: Regular monthly pay roll—in quadruplicate; all others—in triplicate.

Distribution: Original and duplicate to disbursing officer; triplicate to organization file; quadruplicate, in case of monthly pay roll, to The Adjutant General after appropriate entries have been made to reflect all changes up to and including the last day of the month.

NOTE.—A pay roll clerk should not attempt to prepare even the most simple form of pay roll without first becoming thoroughly familiar with the provisions of AR 345-155, January 15, 1943.

- (1) Enter designation of organization.
- (2) Enter station of organization.
- (3) Enter the principal arm or arms of the organization, that is, "Rifle," "Machine Gun," etc.
- (4) The month for which payment is to be received will be entered in this space.
- (5) On this line will be entered the station and date at the time of signing of the first certificate by the personnel officer. Be sure that the date entered here is not earlier than the last day for which payment is to be received on the pay roll.
- (6) Enter the last day for which the enlisted men named in the pay roll were paid and the name and grade of the disbursing officer who made the payment.
- (7) Signature and typed name and grade of the personnel officer.
- (8) This certificate is filled in and signed only on the original by the officer who witnesses the payment.
- (9) The last certificate is filled in and signed only on the duplicate and triplicate copies by the officer who witnesses the payment.
- (10) Enter date of enlistment, induction, or call to active duty.
- (11) Enter total number of completed years service.
- (12) In connection with this column, too much cannot be said of the importance of continually referring to AR 345-155 and TM 12-250. Here will be entered the names, present and absent, by grade and component, together with *all* data affecting the pay of the enlisted man.
- (13) Army serial number of each enlisted man.
- (14) Enter here in the appropriate column all allotments with the month and year in which deducted.
- (15) Class A pay reservations for war bonds and collections for Government laundry are entered in this column.
- (16) No entries will be made in this column by the unit personnel section.
- (17) Each enlisted man to be paid will sign the pay roll on the appropriate line prior to submission to the disbursing officer.
- (18) These spaces are for the use of the disbursing office.

b. War Department Form No. 366a.

(10)	(11)	(12)	(13)	(14)	(14)					(15)	
DATE OF ENLISTMENT (Indicate or call to active duty)	Number of months	NAMES PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, determination of dependency to be noted as "Attached" or "Filed with Voucher No. 7")	SERIAL No.	ALLOTMENTS					COLLECTIONS		
				Month and year deducted	Class M	Class S	Class D	Class F	Class A Pay Reser- vation	Govern- ment allowance	
1		<u>REGULAR ARMY</u>									
2		<u>FIRST SERGEANT</u>									
8 Feb 11/42	8	Projack, Emil Due sol monetary alws in lieu 4 of qrs for dep wife Mary M. Projack, 615 South St. Moorestown, NJ, Sept 1 to 30/42 incl. Almt 8 \$50.00 per mo fr Sept 1/42. Cl A Pay Reserva- tion \$18.75 per mo fr Sept 1/42.	6589357	Sept/42		50.00				18.75	
6											
7		<u>SERGEANT</u>									
8 Aug 10/42	6	Gaines, Charles L. Almt \$20.00 per mo Jan 1/42; 9 almt discontd Aug 31/42 ltr C of Fin Aug 15/42. Deduction for support of dep \$45.00; 10 check to be mailed to Sarah K. Gaines, 117 Monroe St., Baltimore, Md.	7026637	Sept/42							
11											
12		<u>CORPORAL</u>									
18 Aug 3/38	4	Gilfoyle, Martin Cl A Pay Reservation \$3.75 per 14 mo fr Jul 1/42 discontd Aug 31/42. Almt \$3.45 per mo fr Sept 1/42.	7719945	Sept/42	3.45				22.00		
15											
16		<u>PRIVATES</u>									
17 Jan 10/42		Harrison, Thomas H. Sk AR 35-1440 Sept 3 to 12/42	7998664								
18 incl.											
19 Jan 8/42		Dryden, John F. Due US part pmt \$3.00	7868584	Sept/42							
20											
21		<u>LOSSES</u>									
22		<u>PRIVATES</u>									
23 Aug 7/42	5	Williams, James B. Died Sept 17/42	6797796								
24											
25											
26											
27											

(FARMER ALONG THIS EDGE)

c. War Department Form No. 366b.

(1) *Front.*

For Use of Finance Department Only

(16)				(17)				
COLLECTIONS—(continue)				ALLOW- ANCE FOR SUBSIST- ENCE	TOTAL AMOUNT DUE	TOTAL COLLEC- TIONS	BALANCE PAID	We hereby acknowledge receipt IN CASH of amounts in the following "Balance Due" and certify our receipt thereon, and in case of payment of currency I certify to certify that we have thereupon properly carried forward on this statement above during the period for which allowed, and that during the period ending for which allowance was claimed we have made corrections for the amount of our disbursements thereon as a result of our examination of the list of disbursements in this receipt, and we have thereupon ascertained that there has been a material change in the status of disbursements and degree of disbursement as stated therein.
Individual and Address	Station Name							
								1
								2
								3 <i>Emil Projack</i>
								4
								5
								6
								7
								8 <i>Chas. L. Harris</i>
								9
								10
								11
								12 <i>C</i>
								13 <i>Walter Dwyer</i>
								14
								15
								16
								17 <i>Thomas H. Harrison</i>
								18
								19 <i>John F. Dryden</i>
								20
								21
								22
								23
								24
								25
								26
								27

(FASTEN ALONG THIS EDGE)

 WAR DEPARTMENT
 Form No. 366b—Revised
 Form approved by Comptroller General, U. S.
 August 11, 1918

12-50772-1

(2) *Reverse.*

(18)

CHANGE LIST		Computed by.....	
..... \$20.00 \$.....		Checked by.....	
..... 10.00 \$.....		Checkwriter.....	
..... 5.00 \$.....		Compared by.....	
..... 1.00 \$.....		Briefed by.....	
..... .50 \$.....		Checks mailed by.....	
..... .25 \$.....		Date received from C. O.	
..... .10 \$.....		Date sent to agent.....	
..... .05 \$.....		Date received from agent.....	
..... .01 \$.....			
TOTAL \$.....			
RETURNED \$.....			
NET \$.....			

(FASTEN ALONG THIS EDGE)

U. S. GOVERNMENT PRINTING OFFICE 16-50770-1

- (1) Last name and first name of enlisted man.
- (2) Grade, company, and regiment of enlisted man.
- (3) Dates of deposits.
- (4) Exact amount of deposit on each date.
- (5) Total of (4) brought forward.
- (6) All blank lines to be lined out. Personnel officer initials both original and duplicate copies of "List of Deposits."
- (7) Total of (4).
- (8) Total of (5).

LIST OF DEPOSITS

Date (S)	Amt Debit	Cred.
6/30/38	25 00	
10/31/39	25 00	
4/30/40	15 00	
7/31/40	20 00	
(6)		
Brought over		85 00
Total (\$)	85 00	85 00

an enlisted man

el pay.

After final state-

with new conditions

[illegible]

3. **Responsibility of certifying officer.**—Officer signing and certifying to the correctness of final statements will be held responsible for the correctness of the statements. Officers are to be held responsible for the correctness of the statements. Officers are to be held responsible for the correctness of the statements.

b. Reverse.

Reference: AR 345-475.

When used: On separation of enlisted man from service.

No. of copies: Normally in duplicate; in case of death, in triplicate.

Distribution: To disbursing office. Original eventually to General Accounting Office, Washington, D. C.

- (1) Name of enlisted man.
- (2) Army serial number must be given.
- (3) Grade must be stated.
- (4) Organization must be stated.
- (5) Place of acceptance as distinguished from place of enlistment.
- (6) Date of present enlistment.
- (7) Discharged, retired, or died—insert proper word.
- (8) At—place of discharge.
- (9) On—date of discharge.
- (10) State reason and authority for discharge or retirement. If it is death, no reason is given and final statement is made out in triplicate.
- (11) Number of years of service for purposes of longevity pay.
- (12) At date of—discharge, retirement, or death. Insert proper word.
- (13) Insert "accrued pay and allowances."
- (14) In the space for additional pay, notation will be made of the pay due enlisted man for distinguished service awards, flying pay, etc.
- (15) Clothing allowance has been discontinued for the duration of the war.
- (16) Deposits as per itemized list on outer fold. All money amounts on a final statement to be written in words and figures. Deposit book is to be presented to disbursing officer with final statement, or in case of loss, an affidavit as to its loss showing the fact that it has not been sold or assigned. In case of desertion, deposits will be shown in remarks as forfeit. Interest on deposits is figured by disbursing officer.
- (17) Pay detained by courts martial to be paid at discharge. See instruction 14 on outer fold of final statement.
- (18) Any other items, including allowances in lieu of quarters, for which War Department Form No. 337 must be attached hereto as a supporting voucher. On this line show inclusive dates of allowances.
- (19) Give date, name, and grade of disbursing officer.
- (20) Exchange, post laundry, company fund, forfeiture of pay, etc. See instructions 7 and 13 on outer fold of final statement. Credit at exchanges, commissaries, and so forth not permitted after November 1, 1942. Such items will not appear after that date. See Circulars Nos. 309, 328, 336, and 366, War Department, 1942.
- (21) (No) Time lost under AW 107—state whether or not time was lost under AW 107. Enlisted man entitled (not entitled) to travel pay—state whether or not enlisted man is entitled to travel pay. If discharge is remote from railroad, distance to such will be stated in final statement under remarks. See instructions 10 and 13 on outer fold of final statement.
- (22) Certificate required by paragraph 2i, AR 35-4040.
- (23) Name, grade, and organization of unit personnel officer, to be filled in for his signature. *Signs original only.*

ORIGINAL

FINAL STATEMENT OF (1) Charles F. Redick (2) 2027694 (3) Techn 3 (4) Co L 100th Inf.
 (Name of soldier) (Serial No.) (Rank) (Company)
 ACCEPTED FOR ENLISTMENT AT (5) New York City Enlisted on (6) April 27th (8) 1938
 (City and State) (Date)
 (7) Discharged at (9) Ft. Washington, Md. on (9) April 26th 1941
 (City and State) (Date)
 Reason (10) Hon. Discharge per FTS. Sec I AR 615-360
 (Discharge, relief, or dismissal)
 Having over (11) 0 YEARS SERVICE at date of (12) discharge
 (State reason and order, if any, for discharge or retirement, and if discharged, whether honorable or otherwise)
 (Discharge, retirement, or details)

DUE SOURCE FOR (13) accrued pay and allowances

For additional pay (14) nothing (See Instruction 9)
 For clothing (15) nothing and 100 dollars (\$ 00.00)
 For deposits (16) Eighty-five (17) Nothing and no dollars (\$ 85.00)
 (As per itemized list on reverse side)
 For pay detained by court-martial (17) Nothing and 100 dollars (\$ 00.00)
 (See Instruction 10)
 For (18) many allowances in lieu of quarters, April 27, 1938, Supporting
 (State other items subjecting claim to loss of pay. See which of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)
 Voucher T-WD Form 357 attached.

Last paid to include (19) March 31, 1941, by Captain T. L. DUTTON, P.D.
 Due United States for (20) Post Exchange, Ft. Washington, Md., seven dollars and
 forty cents (\$7.40) due Post Laundry, Ft. Washington, Md., one dollar and
 fifty cents (\$1.50)

REMARKS: (21) No time lost under AR 107
 (See Instruction, especially 14 and 15)
 Soldier entitled to TRAVEL PAY

(22) I further certify that the employment of the person named
 on the within voucher is not prohibited by any provisions
 of the law limiting the availability of the appropriations
 involved.

I CERTIFY that the foregoing Final Statement is correct.

(Do not sign in duplicate)

(23) Dennis W. Dicks
 Capt., 100th Inf., Asst. Adjutant.

WAR DEPARTMENT
 Form No. 279
 Prescribed by G.O. 10, 1917
 Date approved January 1, 1918

6-2077

FORM FILL FOR THE FINANCE OFFICER

Voucher No. _____

THE UNITED STATES	
To	(Name of service office)
(Name of soldier)	
(Occupation from which discharged)	
Dr.	
Insurance, Claim	\$
Allowance, Claim	\$
Pay, 19	DUE SOLDIER
Pay, 19	(prior fiscal year)
Interest	\$
Amount in lieu of	\$
Auth.	\$
Total pay of Army, 19	
Allow in lieu subsistence	
Auth.	
Clothing	
Travel pay	
Auth.	
Deposits, Deposit Fund	
Auth.	
Total amount due soldier	
DUE UNITED STATES	
For	\$
For	\$
For	\$
Total stoppages	
Balance due soldier	
Paid by check No.	on Treasurer United
Stakes, dated	19, for \$.
Deposit with my new account	\$
(Signature of soldier)	
Post Exchange paid by Check No.	on
Treasurer United States, dated	19
(To be completed first in below signature by payee without alteration of check number)	
Received	19, of
Finance Department, U. S. A.	
	and dollars in cash.
	10
(Do not sign in duplicate)	

NOTE.—This field will become the field after payment by the Finance Office.

4. Company Morning Report (W. D., A. G. O. Form No. 1).

Reference: AR 345-400.

When used: Daily.

No. of copies: Each page in triplicate.

Distribution: Duplicate (yellow) retained in organization files; original (white) to unit personnel section and in turn to the Machine Records Unit or Statistical Control Unit with reports of change; the triplicate (green) will also be forwarded to the unit personnel section, where it will be filed, except Army Air Forces organizations (Air Corps and Arms and Services on duty with the Army Air Forces), on the day following the morning report day and by an hour designated by the Base or Station Commander, will forward the third copy (green) to the Base or Station Commander. The Base or Station Commander will immediately assemble and forward these copies for all units under his jurisdiction to: Commanding General, Army Air Forces, Assistant Chief of Air Staff, Personnel, Military Personnel Division, Officers Branch, Records Section, Washington, D. C.

a. The Company Morning Report is a single-page form, in triplicate. The principal feature is the remarks section. In this section, the serial number, name, grade, and arm or service of individuals when different from organization will be shown in the order indicated by the heading and vertical ruling. If two or more individuals are affected by the same change requiring a single remark, the name of the individuals, together with other identifying matter, will be listed for each on consecutive lines. The remark affecting the individuals will be written briefly and concisely on the next line following the last name of the individual or group of individuals affected by the remark. Abbreviations as authorized by AR 850-150 will be used. No date is entered with the remark unless the change occurred prior to the date for which the report is being submitted. If the individual is not on a duty status at the time of change, his status will be indicated in parentheses in the space with and following the name. Group remarks may be used by indicating the number of individuals affected by a particular remark and attaching an authenticated list or a copy of a special order causing the change. The column at the extreme right is reserved for the use of the Machine Records Unit or Statistical Control Unit. Record of Events entries are placed below the remarks on the appropriate day.

b. The heading of the form is filled in as shown, the printed matter making it clear that a morning report day starts at midnight. The strength section at the bottom contains only basic strength information, in the belief that the primary concern of an organization commander is the number of effectives in his organization on a given day. The complicated personnel accounting will be accomplished by the unit personnel section.

c. The ration section is self-explanatory when the organization is on field rations. The three sections will be completed by filling in the information required by the headings. The reader should consult AR 345-400 (revised) for information on the manner of computing garrison rations.

d. The new morning report form is in triplicate. One set—original, duplicate, and triplicate—are made for each day. Sufficient sets for a month are furnished at one time, bound together in a binder. Each set should be removed when the typewriter is used and remarks entered as they occur—while they are still fresh in mind. When remarks are entered in pencil the forms need not be removed

Company Morning Report (W. D., A. G. O. Form No. 1)

COMPANY

MORNING REPORT

 ENDING 7 Jan 3
 2000 (DAY) (MONTH) (YEAR)

STATION Ft. George G. Meade, Maryland

 ORGANIZATION A 175th Regt. Inf.
 (CO. DET. ETC.) (PARENT UNIT) (ARM OR SERVICE)

SERIAL NUMBER	NAME	GRADE	CODE
0-136541	Smith, Clarke R.	Capt	

Asgd & jd assumed comd

34895306	Williams	Pfc	

29736520	Johnston	Pfc	

66978400	Clark	Pfc	

Above 3 men promoted Cpl

73234136	Dawson	Pvt	

AWOL to des atchd fr 14th Inf Convicted

of des Jan. 7

34678593	Smith, John J.	Pfc	

Asgd & jd fr 15th Inf

15 BM atchd for rations only

5 civilian gov't employees messed

RECORD OF EVENTS

Jan. 7 Ft. George G. Meade, Md. Left Ft. Blank

0730 Arrived Ft. George G. Meade 1445

Distance marched 12 miles

OFFICER STRENGTH	FLD O & CAPT		1ST LT		2D LT		WO		FLT O	
	PRES	ABST	PRES	ABST	PRES	ABST	PRES	ABST	PRES	ABST
ASSIGNED	1		2	1	3	1				
ATTACHED					1					
UNASSIGNED										
ATTACHED FR OTHER ORGN										
TOTAL	1		2	1	4	1				

AVN CADET & ENLISTED STRENGTH	AVIATION CADETS		ENLISTED MEN			
	PRESENT	ABSENT	PRESENT FOR DUTY	PRESENT NOT FOR DUTY	ABSENT	PRESENT AND ABSENT
ASSIGNED			171	14	10	195
ATTACHED			3			3
UNASSIGNED			9		1	10
ATTACHED FR OTHER ORGN						
TOTAL			183	14	11	208

R	I	ESTIMATED NUMBER OF RATIONS REQUIRED FOR	DAY OF WEEK DATE	Sunday Jan. 10	NUMBER 222
		MESS ATTENDANCE FOR DAY OF THIS REPORT			
T	II	BREAKFAST 206	DINNER 204	SUPPER 208	TOTAL 618
		AVERAGE 206			
O	III	MEN AUTHORIZED TO MESS SEPARATELY 4	MEN ATCHD FOR RATIONS O & OTHERS 15		
		MEN ATCHD TO OTHER ORGN FOR RATIONS 7	MEN ATCHD FOR RATIONS O & OTHERS 5		
S		MEN PRESENT 197	LESS 11	NET 186	PLUS 20
		TOTAL 206			

PAGE 1 OF 1 PAGES

I CERTIFY THAT THIS MORNING REPORT IS CORRECT AND THAT RATION FIGURES IN PART II REPRESENT AN ACTUAL COUNT AS REPORTED TO ME.

 SIGNATURE _____ (NAME) _____ (GRADE) _____ (ARM OR SERVICE)
 W.D., A.G.O. FORM NO. 1 MARCH 15, 1908
 W.D. COPY THRU MRU OR SCU
 COMPANY HEADQUARTERS COPY
 UPS COPY

An example of garrison rations

Company Morning Report (W. D., A. G. O. Form No. 1)

COMPANY

MORNING REPORT

ENDING 7 Jan 1917
200 (DAY) (MONTH) (YEAR)

STATION Ft. George G. Meade, Maryland

ORGANIZATION A 175th Regt. Inf.
(CO. DET. ETC.) (PARENT UNIT) (ARM OR SERVICE)

SERIAL NUMBER	NAME	GRADE	CODE
0-136541	Smith, Clarke R.	Capt	
Asgd & id assumed comd			
34895306	Williams	Pfc	
29736520	Johnston	Pfc	
66978400	Clark	Pfc	

Above 3 men promoted Cpl

73234136	Dawson	Pvt	

AWOL to des atchd fr 14th Inf Convicted
of des Jan. 7

34678593	Smith, John J.	Pfc	

Asgd & id fr 15th Inf

15 EM atchd for rations only

5 civilian gov't employees messed

RECORD OF EVENTS

Jan. 7 Ft. George G. Meade, Md. Left Ft. Blank

0730 Arrived Ft. George G. Meade 1445

Distance marched 12 miles

OFFICER STRENGTH	PLD O & CAPT		1ST LT		2D LT		WO		FLT O	
	PRES	ABST	PRES	ABST	PRES	ABST	PRES	ABST	PRES	ABST
ASSIGNED	1		2	1	3	1				
ATTACHED UNASSIGNED					1					
ATTACHED FR OTHER ORGN										
TOTAL	1		2	1	4	1				
AVN CADET & ENLISTED STRENGTH	AVIATION CADETS		ENLISTED MEN							
	PRESENT	ABSENT	PRESENT FOR DUTY	PRESENT NOT FOR DY	ABSENT		PRESENT AND ABSENT			
ASSIGNED			171	14	10		195			
ATTACHED UNASSIGNED			3				3			
ATTACHED FR OTHER ORGN			9		1		10			
TOTAL			183	14	11		208			

R	I	ESTIMATED NUMBER OF RATIONS REQUIRED FOR	DAY OF WEEK Sunday	NUMBER 222
A		DATE Jan. 10		
T	II	BREAKFAST 206 DINNER 204 SUPPER 208		
			TOTAL 618	AVERAGE 206
O	III	MEN AUTHORIZED TO MESS SEPARATELY 4	MEN ATCHD FOR RATIONS 15	
N		MEN ATCHD TO OTHER ORGN FOR RATIONS 7	O & OTHERS MESSED 5	
S		MEN PRESENT 197	LESS 11	PLUS 20
			NET 186	TOTAL 206

PAGE 1 OF 1 PAGES

I CERTIFY THAT THIS MORNING REPORT IS CORRECT

SIGNATURE (NAME) (GRADE) (ARM OR SERVICE)
 W.D., A.G.O. FORM No. 1 MARCH 15, 1916
 WD COPY THRU MRU OR SCU
 COMPANY HEADQUARTERS COPY
 UPS COPY

An example of field rations

until the report is completed and ready for authentication. After each form is authenticated the original and triplicate copies are removed and forwarded to the Personnel Section, the duplicate is then attached to the top portion of the binder. Holes are punched at the bottom of the Morning Report sheet for this purpose.

5. Headquarters Morning Report (W. D., A. G. O. Form No. 2).

(See form page 179)

Reference: AR 345-400, Revised.

When used: Daily.

No. of copies: Triplicate.

Distribution: Duplicate will be retained in the permanent files of the headquarters in which prepared. Original will be sent daily to the machine records unit serving the headquarters, together with the forms 303 prepared therefrom. Triplicate is sent to the Unit Personnel Section.

a. The Headquarters Morning Report is a single-page form in triplicate. It is prepared in much the same manner as the company morning report, under the direction of the adjutant general or adjutant of the headquarters concerned. The headquarters morning report is used to account for all assigned or attached officers, Army nurses, flight officers, contract surgeons, warrant officers, enlisted men, and officers and enrolled members of the Women's Army Auxiliary Corps, who do not belong or are not attached to a company or detachment using a company morning report. The morning report of a regimental headquarters normally will account for only the commanding officer and his staff.

b. Remarks will be made for the purpose of reporting changes in status of individuals and for reporting assignments to the headquarters. Full identifying data of the individual will be recorded in reporting initial assignments.

c. In the columns and on the lines printed on the form will be entered the statistical data called for by the printed headings of the strength section. Strength is computed in the manner prescribed for computing the strength on the company morning report.

d. Record of events entries will be made as prescribed for the company morning report.

HEADQUARTERS MORNING REPORT

ENDING 2000 7 Jan 3
(DAY) (MONTH) (YEAR)

ORGANIZATION	Reg. Hq.	175th Inf.	Inf.
	(HEADQUARTERS)	(PARENT UNIT)	(ARM OR SERVICE)
1. Name of the unit			
2. Type of unit			
3. Date of formation			
4. Location of unit			
5. Current status			
6. Remarks			

[illegible]

OFFICERS PRESENT AND ABSENT								
	GEN O	COL	LT COL	MAJOR	CAPT	1ST LT	2D LT	SUBTOTAL
ASSIGNED		1	1	2	2	3		9
ATTACHED UNASSIGNED ATTACHED FR OTHER ORGN						2		2
TOTAL		1	1	2	2	5		11

OFFICERS PRESENT AND ABSENT—CONTINUED								
	WO	FLY O	C SURG	ANC	WAAC	H D	PTA	SUBTOTAL
ASSIGNED	1							1
ATTACHED UNASSIGNED ATTACHED FR OTHER ORGN					1			1
TOTAL	1				1			2

STRENGTH	ENLISTED PERSONNEL				AVN CADETS		OFFICER PERSONNEL			
	PREP FOR DY	PREP NOT FOR DY	ABST	PREP ABST	PREP	ABST	PREP FOR DY	PREP NOT FOR DY	ABST	PRESENT OR ABSENT
ASSIGNED							7	2	1	10
ATTACHED							1			1
UNASSIGNED							2			2
ATTACHED FR OTHER ORGN										
TOTAL							10	2	1	13

PAGE 1 OF 1 PAGES

**I CERTIFY THAT THIS MORNING
REPORT IS CORRECT:**

SIGNATURE _____			
W.D., A.G.O FORM No. 2 MARCH 17, 1943	(NAME) _____	(GRADE) _____	(ARM OR SERVICE) _____
WD COPY THRU MRU OR SCU			
HEADQUARTERS COPY			
UPS COPY			

6. Daily Sick Report (W. D., A. G. O. Form No. 5).

Reference: AR 345-415.

When used: Daily, as men are in need of medical attention.

No. of copies: Original only.

Distribution: Retained in company for 8 years and reported to The Adjutant General for disposition.

ORGANIZATION OR DETACHMENT COMMANDER'S REPORT				MEDICAL OFFICER'S REPORT			
DATE	LAST NAME—FIRST NAME—MIDDLE INITIAL	ARMY SERIAL NO.	GRADE	WAS IN LINE OF DUTY (Y or N)	IN LINE OF DUTY (Y or N)	DISPOSITION	
Jan 7	Grey, Owen F.	0-61432	2d Lt	1/5/42	Yes	Hosp	
	Johnson, Everett C.	6713286	Sgt	1/1/42	Yes	Hosp	
	Jones, Charles F.	6743862	Pvt 1st	1/7/42	Yes	Duty	
	Helson, Herbert R.	6743941	Pvt	1/7/42	Yes	Duty	
	Olsen, Paul A.	6743002	Pvt	1/7/42	Yes	Hosp	
	C. P. Harris Capt 1st Lt				Yes	Hosp	
Jan 8	Grey, Owen F.	0-61432	2d Lt	1/5/42	Yes	Hosp	
	Johnson, Everett C.	6713286	Sgt	1/1/42	Yes	Duty	
	Oliver, Edward J.	6743729	Pvt	1/9/42	Yes	Hosp	
	Olsen, Paul A.	6743002	Pvt	1/7/42	Yes	Hosp	
	C. R. Johnson Capt 1st Lt				Yes	Hosp	
Jan 9	Grey, Owen F.	0-61432	2d Lt	1/5/42	Yes	Hosp	
	Olsen, Paul A.	6743002	Pvt	1/7/42	Yes	Hosp	

Medical officer fills "In line of duty" column and gives disposition of man; signs his name under last entry in space marked "Medical officer's report."

If surgeon and commanding officer agree as to line of duty, decision is final unless appealed.

Company commander may fill in line of duty column with "yes," "no," "?"

Date illness or injury occurred.

Grade of person entered on sick book.

Check serial number to assure correctness.

Last name, first name, and middle initial. Company commander signs name under last entry of each day, making sure to sign in line left blank for his signature.

Date on which individuals report sick. Unit personnel officer's initials must appear in this column on a line with the first and the last NLD entries.

7. Duty Roster (W. D., A. G. O. Form No. 6).

Reference: AR 345-25.

When used: Begun upon activation of unit; new roster started 1st day of each month; daily record of company duties performed; and kept in company headquarters.

No. of copies: Original used only.

Distribution: No distribution; retained in company 1 year and destroyed.

No.	Rate.	Name.	Change of Quarters and Home Orderly.	Peoples.	Name of Duty and Where Last Performed.	
					Exhibit Policy.	
1	1st Sgt	Yaeger				
1	S Sgt	Vaughn	Sept 3 10			
1	Sgt	Amos	2 9			
2	"	Perguson (Mess)				
3	"	Johnson (Supply)				
4	"	Jones	4			
5	"	Lova	5			
6	Cpl	Brown	6	1		
7	"	Peterson	7	5		
8	"	Warren	7 8			
1	Pvt 1st	Jones, R.M.		5	1	
1	Pvt	Lyon		5	2	
2	"	Minson		1		
3	"	Oliver			8	

(1) These three columns will be used for additional duties not listed.

(2) Date particular duty is performed; if same duty performed again during same month, draw line through last date and enter new date.

(3) Name and any rating that might exempt from duties called for by roster. Men listed alphabetically within each grade.

(4) Grade of each man listed on roster.

(5) Numerical sequence of men in each grade; these same numerals placed in column at extreme right as guide for making entries in guard column.

Source records: Initial roster secured by company clerk from unit personnel officer. W.D., A.G.O. Form No. 1 (Morning Report), extracts for changes that affect duty roster.

8. Duty Roster (W. D., A. G. O. Form No. 6) (guard roster).

Reference: AR 345-25.

When used: Kept with the other duties of duty roster and at same time.

No. of copies: Original used only.

Distribution: No distribution; retained in company 1 year and disposed of.

Guard Roster.																																No.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25									

9. Report of survey (W. D., A. G. O. Form No. 15).

Reference: AR 35-6640, June 13, 1942, and TM 12-250.

When used: To relieve the responsible and accountable officers from responsibility and accountability, by establishing the responsibility for the loss of property.

No. of copies: Three.

Distribution: See paragraph 11, AR 35-6640.

a. The report of survey is a simple, self-explanatory form. It must be accomplished with care and according to existing regulations. The report is accomplished from information furnished by the company commander. The prices of the articles lost or destroyed may be found in AR 30-3000. If the prices are not listed in those regulations, they will be found in the supply catalog of the arm or service to which the property belongs.

b. In preparing the report of survey, care should be taken to record all items accurately. Instructions on the reverse side of the form will explain any question that you may need to ask.

c. *Inclosures.*—Often the space "Date and circumstances" (note No. 5) may not contain enough room for you to tell in detail just what happened to the property listed. In this case you will add to the report of survey, "Exhibits," or statements of members of the company who know just how and why the property is no longer serviceable. These "Exhibits," if made by an enlisted man, must be sworn to before an officer qualified to administer oaths. If an officer makes the statement, it must be made in the form of a certificate.

d. *Check list to avoid common errors.*—Be sure that—

(1) The date is correct, and the date on the oath is the same as the date on the top of the form, if practicable.

(2) The report contains only one kind of property.

(3) The total cost of all the items is initialed by the responsible officer.

(4) The information under "Date and circumstances" agrees with that given in your inclosures. See note 5 on the form.

(5) The stock numbers are correct, and the names are correctly spelled.

(6) There are no parts of the face omitted and they are all accomplished correctly.

(7) The exhibits are sworn to, and there are enough copies of them.

(8) When you have finished, you check every entry again to see that there are no errors either of commission or omission.

Quartermaster Property Quartermaster, Fort Benjamin Harrison, Ind.
(Class of property, ordnance, medical, etc.) (Stock record account and station)

Accountable officer H. L. Freeman, Captain 11th Infantry Date June 10, 1941

[illegible]

The articles of quartermaster property listed above were damaged or destroyed during a fire that started when the tent housing them was blown over by a storm that blew the tent against a stove, placed in the tent for heating purposes, and ignited the articles listed above. See exhibits "A" to "M" inclusive attached hereto.

AFFIDAVIT	CERTIFICATE
I do solemnly swear (or affirm) that the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.	I certify that the loss, destruction, damage, or unserviceability of the articles of public property shown above, and/or on attached sheets, were caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and it, in my opinion, worthless for further public use.
<i>J. L. Smith</i> (Signature) <u>J. L. Smith Sgt Co B 11th Inf</u> (Grade and organization)	<i>J. M. Jones</i> (Signature) <u>J. M. JONES Capt. 11th Inf</u> (Grade and org., accountable or responsible officer)
Subscribed and sworn to (or affirmed) before me at <u>Pt. E. Harrison, Ind.</u>	His Station Date To
this <u>10th</u> day of <u>June</u>, 19<u>42</u>. <i>Albert O'Connell</i> (Signature) <u>ALBERT O'CONN</u> <u>Capt 11th Inf Adjutant</u> (Grade and organization or title; if notary public, omit last)	who is appointed surveying officer. By order of _____ _____ Adjutant.
Property Voucher No. _____	

10. Requisition for blank forms and publications (W. D., A. G. O. Form No. 17).

Reference: AR 310-200.

When used: To requisition blank forms and publications.

No. of copies: Triplicate.

Distribution: Original and duplicate to distributing agency. Triplicate to file.

NOTE.—Blank forms should be stored in a cabinet provided for that purpose, and a perpetual inventory kept of the amounts on hand. Upon deciding that a replenishment of forms is necessary, request for needed forms or publications is submitted on the form illustrated. The distributing agency of your particular unit will be announced from time to time.

- (1) Unit from which requisition is submitted.
- (2) Distributing agency.
- (3) Unit or place at which blank forms or publications are to be used.
- (4) Signature of adjutant or commander.
- (5) Quote number of Army Regulation, Field Manual, Technical Regulation, Technical Manual, or form.
- (6) Title of blank form or publication required.
- (7) Enter total number of this form used during last 6 months.
- (8) Enter quantity of this form on hand.
- (9) Enter quantity of this form required.
- (10) This column for use of distributing agency.

Source record: Prepared from record of perpetual inventory of blank forms.

(See AR 310-300)

11. Soldier's Qualification Card W. D., A. G. O. Form No. 20.—a. *Front.*

Reference: AR 615-25, 615-26, 615-28, Interviewer's Handbook, Dictionary of Occupational Titles.

When used: Initiated at the reception center. Follows the enlisted man throughout his military career. The Form No. 20's are filed alphabetically by companies and kept in the regimental unit personnel office.

No. of copies: Original.

Distribution: Extracts from the Form No. 20 containing pertinent information are sent down to the respective companies in the form of an informational roster every month.

- (1) Block capital letters should be used in printing or typing the name. Example: COOPER, FRANK ALBERT.

In recording the man's height and weight, use only arabic numerals, do not repeat "ft.," "ins.," or "lbs." Correct entry 5 9—165.

Under race print "W" for men of white American and European stocks. All other entries will be printed in full. Example: "NEGRO"—"CHINESE"—"JAPANESE"—"HINDU," etc.

- (2) Enter the city and state; place a dash in "How long in U. S." if the enlisted man has lived in the continental United States all his life.

- (3) Print the month, day, and year. Example: May 22, 1914.

- (4) Place a check mark in the appropriate box.

- (5) Under marital status, use "S" "M" "D" "W" for single, married, divorced, or widowed. If a man is separated from his wife but not divorced, the entry will be made thus, "M (separated)."

Using a digit, record the number of persons who are wholly or partially dependent upon the enlisted man. A wife is always considered a dependent.

- (6) Enter the city and state.

- (7) Enter the city and state.

- (8) Enter the year in which the last formal full-time schooling was completed.

Appropriate check marks will be made in the box under non-English and also after illiterate, as the case may be.

Under "Name and location of institutions attended," enter only the location for grammar school and for high school. Give the name of any technical high school or military school. For college or university, enter only the name of the institution, unless it is so little known as to require also the location in order to identify it.

Technical colleges: List only institutions that offer a 4-year course in technical fields such as electrical engineering, airplane engineering, etc., leading to a bachelor's degree. Training at a trade, night, or business college, will be entered under "Trade, night, or business school." Postgraduate entries are made only for men who have completed college work additional to a regular 4-year course at a college, university, or technical college.

Under "Major subject or specialization" make no entries concerning grammar school education. With respect to high school education 95 percent of the cases will be adequately covered by one or another of these four entries: academic, vocational, commercial, agricultural. Particular entries should be made for those men who have had special training (such as drafting) in technical high schools.

Descriptive entries will be made in the "Major subject or specialization" column for all schooling beyond the high school level. When the subjects are of technical or military interest and when space is insufficient, print "see 28" and make the pertinent entry on the back of the card under "Remarks." This will always be necessary to explain the training noted under "Trade, night, or business school." The hours per week and the number of months or years involved should be summarized briefly.

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"Degree and date received": Enter only *the year of graduation* with respect to grammar school and high school. For the other categories of schooling, enter the degree received as well as the year. The conventional 8-4-4 system (8 years of grammar school, 4 years of high school, 4 years of college) will be used and form the basis for evaluating education.

For coding education: A check mark is placed at the left of one of the six school categories which are listed on the card under "School." Do this in accordance with the highest level of schooling *completed* by the enlisted man. No check mark should be made for a man who did not complete grammar school. A man who completed 3 years of college will be checked as having completed high school only.

- (9) Place a check mark in the proper box under the language that is spoken, read, or written. The rectangle for "Fluently" should be checked only when the enlisted man can *converse* in the foreign language on relatively technical subjects.
- (10) Write out the number of the service command and strike out words not applicable.
- (11) Check the box of the particular sport in which the enlisted man can participate at the present time. If more than one sport, double check the one in which enlisted man is most proficient. If enlisted man has won letters in college or has been a member of a professional team, the box marked "Excels" is checked, and the names of school or team and of position played are recorded.
- (12) Place a check mark in the appropriate box that indicates whether the enlisted man can play a musical instrument, or sing, or engage in theatrical activities. Specific skills will be described in brief form under remarks (see (28), below).
- (13) Titles for this item are taken from either AR 615-26 or the Dictionary of Occupational Titles. A brief description of that job is entered on the card under "Just what did you do?" The interviewer makes an estimate of the man's skill on that particular job and enters "Sk" for skilled and "S. Sk" for semiskilled. The specification serial number (spec. ser. No.) is taken from AR 615-26 and entered; also the Dictionary of Occupational Titles code is entered.
- (14) All entries in (14) are made as in (13). Should the space provided for the job description not be large enough, cross reference can be made to item 28.
- (15) The activities mentioned under this item are in addition to those entered under "Main" and "Second best occupation." The space on the card provides for information about experience in radio and photography. Further details can be given under item 28. Such activities as motorcycling, glider practice, pigeon raising, any hobby which involves the use of firearms (such as hunting), or any other activity having application to military service will be entered on the line marked "Other." Double check the hobby in which the enlisted man considers himself most proficient.
- (16) The type of Army General Classification Test, the date on which the test was administered, and the score are entered; for example, Ib 7/8/42 I-135.
- (17) The particular type of aptitude test, the grade, and the score are entered; for example, MA-2 I II III I-132.
- (18) Tests that are peculiar to a particular arm or service will be entered with the date, grade, and score.
- (19) The specification serial number that is being tested is entered and the score made on the trade test is indicated by the following symbols: W—Well informed; S—Some information; L—Little information. In AR 615-26 you will find that all the occupations for which there are recognized and accepted trade tests have been starred.
- (20) The highest position of leadership is entered here along with the nature of the leadership and the number of men over whom the supervision was exercised. Military leadership is also recorded, as Cadet Captain, ROTC.

b. Reverse.

- (21) The arm or service is indicated, with the number of years in each broken down to no shorter than 3-month periods. Under category write the Regular Army, National Guard, Reserve Militia, CCC, and Junior or Senior ROTC. The last discharge year is entered by 2 figures, for example: '36. "Specific nature" means the exact duty performed, as company clerk, machine gunner, etc.
- (22) Under "Service schools, arm, or service," indicate the correct arm or service such as FA, Medical Corps, etc.; the number of weeks duration of the course; the proper name of the course (Bakers and Cooks School, or Mechanics, Motor); the year graduated; and the school rating. Most schools furnish their graduates with diplomas. This may be the best source of verification. Service schools not listed in AR 615-25 and regimental and similar schools will be recorded in item 28.
- (23) Class A rectangle is checked when the enlisted man is a conscientious objector. Class B means a limited service man, and class C means a mentally defective enlisted man.
- (24) No entry is made here.
- (25) The item, "*preferred*" is not used at the present time.
- (26) Only titles found in AR 615-26 are entered in this space; complete, with the full title and specification serial number.
- (27) When a man possesses the qualifications for a specification serial number, the number is listed in this space. The rating is made upon recommendation by the company commander or section chief. These entries are made in the unit personnel office.
- (28) All entries of vital information that cannot be made elsewhere are cross indexed to "Remarks," item 28.
- (29) Nothing is entered in this item until the enlisted man reaches his first permanent station. The items are self-explanatory.
- (30) The words enlistment or induction are struck out as applicable. The signatures of the enlisted man, the interviewer, and the classifier are the last items completed on the card.

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12. Service Record (W. D., A. G. O. Form No. 24).—a. Cover.

Reference: Paragraphs 2 and 3, AR 345-125.

When used: Upon the entrance into the service of an enlisted man, whether by enlistment, induction, reenlistment, and for each retired enlisted man and enlisted reservist called to active duty.

No. of copies: One copy is initiated at time enlisted man enters the service and this same copy follows him until separated from the service.

..... (1)
(Last name) (Army serial No.)

..... (2)
(First name) (Middle initial)

..... (3)
(Arm or service for which enlisted or inducted)

Color or race (4)
(PLACE X IN BOX INDICATING COMPONENT)

☐ Regular Army. ☐ National Guard of the United States. (5)

Army of United States:

☐ For Regular Army units. (6)

☐ For National Guard units. (7)

☐ Selective Service and Training. (8)

☐ Regular Army Reserve—Active duty. (9)

☐ Enlisted Reserve Corps—Active duty. (10)

SERVICE RECORD

covering period

From , 19....., to , 19..... (12)

For instructions see AR 345-125

W. D., A. G. O. Form No. 24
November 1, 1940

3-855

(1) Last name, and Army serial number. Records of individuals inducted for limited service or as conscientious objectors will be plainly marked as such.

(2) First name and middle initial.

(3) Enter here arm or service for which inducted or enlisted, for example, Infantry, Signal Corps, etc.

(4) Enter color or race.

(5) If Regular Army or National Guard of the United States place "X" in appropriate box.

(6) If AUS assigned to Regular Army units place "X" in appropriate box.

(7) If AUS assigned to National Guard units place "X" in appropriate box.

(8) If AUS Selective Service and Training place "X" in box.

(9) If a Regular Army Reserve on active duty place "X" in box.

(10) If an enlisted reservist on active duty place "X" in box.

(11) Enter date enlisted man enters the service, whether by enlistment, reenlistment, induction, etc.

(12) Enter the date enlisted man terminates his enlistment.

Source records:

Induction Record (DSS Form No. 221).

Enlistment Record, Army of the United States (W. D., A. G. O. Form No. 22).

NOTE.—The service record of an enlisted man is a form used to record the personal history of happenings throughout his tour of enlistment and follows him wherever he goes. All entries made on this form will be in ink or indelible pencil. It is not permissible to use an erasure to correct entries. Upon completion of an enlisted man's tour of enlistment the service record is closed out and forwarded to The Adjutant General for filing and future reference.

Reference: Paragraph 3b and c AR 345-125; AR 40-210; Circular No. 132, War Department, 1941; and W. D., M. D. Form No. 81 (Immunization Register).

INDUCTION RECORD			
(This induction record will be filled out only in case the man enters the service through induction by selective service)			
Local board of origin	(1)		
Date of arrival at induction station	(2)		
Date and place of induction	(3)		
By whom induced	(4)		
(Name).....			
(Grade and term of service).....			
Place to which sent	(6)		
(Post, camp, or reception center).....			
Date sent	(7)		
RECORDS OF IMMUNIZATION (See par. 6, AR 40-215, for details relative to immunization records)			
SMMPOX VACCINATION			
Date	Result *		
.....			
.....			
.....			
.....			
TYPHOID VACCINATIONS			
.....			
.....			
.....			
.....			
.....			
OTHER VACCINATIONS			
Kind	Date		
.....			
.....			
.....			
.....			
.....			
DIPHTHERIA SUSCEPTIBILITY TEST—SCHICK			
Date	Result + ...		
.....			
.....			
.....			
.....			
.....			
CARRIER EXAMINATIONS (See AR 40-310)			
Date	Parasite examined for	Kind of specimen + ...	Positive or negative
.....			
.....			
.....			
.....			
.....			

* Record as vaccinee, vaccinated, or immune reaction.
+ Record as positive, positive combined, negative-pseudo or negative.
Record as feces, urine, sputum, blood, etc.

- (1) Enter number of local board and location.
- (2) Enter date of arrival at induction station.
- (3) Enter place and date of induction.
- (4) Enter name of commanding officer or an officer assistant who actually administers the oath of enlistment to the man.
- (5) Enter grade and arm or service of officer administering the oath of enlistment.
- (6) Enter name of post, camp, or reception center to which inductee was sent for processing.
- (7) Enter date inductee was sent to a post, camp, or reception center for processing.
- (8) Enter date and result of vaccination as it appears on the W. D., M. D. Form No. 81 from which the information is extracted.
- (9) Enter date of the completion of a series of inoculations for typhoid, from Form No. 81.
- (10) Enter under this heading dates of completion and result if any of the following; blood type, tetanus inoculation, yellow fever inoculation.
- (11) This space will be used for the recording of Schick test. This test is given only when in the opinion of the commanding officer such procedure is necessary for the prevention or control of diphtheria in his command.
- (12) See AR 40-310.

Immunization Register (W. D., M. D. Form No. 81).

Report of Induction (DSS Form No. 221).
Enlisted Record, Army of the United States
(W. D., A. G. O. Form No. 22).

NOTE.—It is not necessary to put dates of all inoculations on the service record, but rather the date of completion of any series of inoculations. The induction record is filled in at the time the enlisted man is inducted into the service at the induction station.

c. Page 2.

Reference: AR 345-125 as changed by C3.

When used: At time enlisted man is enlisted or inducted into the Army. It is prepared by the recruiting officer in case of an enlistment, and at the reception center in the case of an inductee.

NOTE.—Entries made on this page are self-explanatory with the exception of the following:

- (1) Enter years and fractions of years; that is, $3\frac{1}{2}$.
- (2) Subjects.
- (3) Strike out words not applicable.
- (4) Strike out words not applicable.

2			
ENLISTMENT RECORD			
(Last name)	(First name)	(Middle initial)	(Army serial No.)
Bare (Month, day, and year)			
Height (ft. and in.)		Weight (lb.)	
Eyes		Hair	
Complexion		Size of shoe	
Married or single		Occupation	
EDUCATIONAL QUALIFICATIONS			
Years in Grammar school		High school	
College or university		(1)	
Graduate work		Specialized in	
Speaks "English, French, Spanish, German,		(2)	
OCCUPATIONAL QUALIFICATIONS		(3)	
Years		(Weekly wages)	
as "apprentice, journeyman, expert,"		(4)	
Just what did he do?			
Years		(Weekly wages)	
as "apprentice, journeyman, expert,"		(4)	
Just what did he do?			
HOME ADDRESS AND NEAREST RELATIVE			
Home address			
(Number and street or rural route; if none, no state)			
(City, town, or post office)			
(State or country)			
Name and address of nearest relative			
(Name)			
(Relationship)			
(Number and street or rural route; if none, no state)			
(City, town, or post office)			
(State or country)			
Person to be notified in case of emergency			
(Relationship; if friend, no state)			
(Number and street or rural route; if none, no state)			
(City, town, or post office)			
(State or country)			
DESIGNATION OF BENEFICIARY			
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)			
(Name and degree of relationship of beneficiary)			
(Address)			
(Name and degree of relationship of alternate beneficiary)			
(Address)			
(Name and degree of relationship of alternate beneficiary)			
(Address)			
CURRENT ENLISTMENT			
(See "Remarks—Financial" (par. 36, AR 345-125))			
Age at enlistment			
years			
months			
Accepted for service at			
Enlisted at			
on the			
day of			
19			
In grade of			
by			
for			
(Company, regiment, arm, or service)			
years			
to serve			
(Words and figures)			
Completed			
years			
months			
days for longevity pay,			
at enlistment. Has over			
years' service.			
(Initials of officers)			
Physical defects at enlistment			
3-2446			
* Strike out words not applicable.			
† No entry required for men secured through Selective Service.			

When entering the name of beneficiaries or alternate beneficiaries do not use married names; not "Mrs. John Quincy Doe, wife," but use "Mary Anne Doe, wife." In the event enlisted man does not designate a beneficiary the word "Verified" will be entered and signed by the enlisted man. In the event the enlisted man redesignates a beneficiary, the name of the new beneficiary will be entered in "Remarks—administrative."

Filled in for enlistments in the Army of the United States only.

Source records:

Discharges from former enlistments in United States Army or Navy.

W. D., A. G. O. Form No. 22 and DSS Form No. 221.

Discharge certificate.

d. Page 3.

Reference: Paragraphs 7 and 8, AR 345-125 as changed by C3; AR 35-2360; paragraph 16d(2), AR 615-500.

When used: When an enlisted man reenlists, is ordered to active duty, or is inducted and has prior service in the armed forces.

3

PRIOR SERVICE

Print show prior service in the Regular Army, then insert headings to show service in the United States Army, Volunteers, Navy, Marine Corps, and National Guard or Organized Militia, in the order named.

1. _____ from (2) _____ to (3) _____ 19____

Discharged as (4) _____ (5) _____ By reason of (6) _____

(7) _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

_____ from _____ to _____ 19____

Discharged as _____ By reason of _____

(Data required by par. 8, AR 345-125)

(1) Enter name of company, regiment, or arm or service with which enlisted man served during prior enlistments.

(2) Enter date enlisted man entered upon his term of service.

(3) Enter date enlisted man terminated term of service.

(4) Enter grade enlisted man held at time of discharge.

(5) Enter character rating enlisted man was given at time of discharge.

(6) Enter reason enlisted man was discharged.

(7) Enter time lost under the 107th article of war. If none, enter "No time lost under AW 107."

Source record: Discharge certificates.

NOTE.—In the event the enlisted man has no discharge certificate in his possession at time of enlistment or induction the words "Not verified" will be entered in his service record on this page and on the enlistment or induction record. The Adjutant General will furnish the unit to which the enlisted man is assigned the necessary information. At the time the information is received, the service entered in the service record is verified and so recorded.

c. Page 4.

Reference: Paragraphs 9, 10, and 11, AR 345-125, as changed by C 3; and AR 40-210.

When used: From time to time as occasions arise that necessitate an entry under the headings on this page.

4 MILITARY QUALIFICATIONS				
Served as in the United States Army in the World War (1)				
Holds commission as in the Officers' Reserve Corps (2)				
Credentialed as (3)				
ARMY SPECIALTY				
Specialty	Rating, with date	Rating, with date		
* Ex=Excellent; VG=Very good; G=Good; F=Fair.				
SPECIAL DUTY				
As	At	From	To	Authority
ARTICLES OF WAR (Read to soldier as required by the 110th Article of War)				
Date	Initials	Date	Initials	
SEX MORALITY				
Course completed (see AR 40-225) (7)				
QUALIFICATION IN ARMS (Special qualifications attained in the use of the various arms and additional compensation therefor)				
Qualified as (Grade designation) 19.....				
Compensation \$..... per month. Aggregate or final score.....				
Order publishing fact of qualification (Number) (Source) (Date).....				
Qualified as (Grade designation) 19.....				
Compensation \$..... per month. Aggregate or final score.....				
Order publishing fact of qualification (Number) (Source) (Date).....				
Qualified as (Grade designation) 19.....				
Compensation \$..... per month. Aggregate or final score.....				
Order publishing fact of qualification (Number) (Source) (Date).....				
Qualified as (Grade designation) 19.....				
Compensation \$..... per month. Aggregate or final score.....				
Order publishing fact of qualification (Number) (Source) (Date).....				
Qualified as (Grade designation) 19.....				
Compensation \$..... per month. Aggregate or final score.....				
Order publishing fact of qualification (Number) (Source) (Date).....				

- (1) Enter highest grade held during the first World War.
- (2) Enter grade and section if enlisted man holds a commission in the Officers' Reserve Corps.
- (3) Enter name of special service school, if enlisted man has attended or is attending one. For example, "Signal School, Ft. Monmouth, N. J., 1939."
- (4) Enter Army specialty enlisted man attains, giving rating and date. Information comes from company or detachment commander.
- (5) When an enlisted man goes on special duty (that is, attached to another organization on the post to perform some special type of duty) enter duty, place, inclusive dates of same, and authority for such duty.
- (6) At the time the Articles of War are read to an enlisted man, date of such reading must be entered in this block and initialed by the personnel officer.
- (7) At the time an enlisted man is given a lecture in sex morality, the date of such lecture must be entered under this heading.
- (8) "Qualification in arms" section is not to be used. Payment for this has been suspended.

Source records:

Discharge certificate.

Special orders.

Reports from company or detachment commanders.

When used: When an enlisted man is promoted or reduced; when he is attached to an organization; and when he is permanently assigned to an organization.

[illegible]

- (1) Enter all promotions and reductions of an enlisted man that affect pay. When making entry, show grade promoted or reduced to, date, and authority. Make sure that each entry is initialed by the personnel officer.
- (2) The rating of specialists has been replaced by the authorization of technician grades, which are entered under the heading in (1) above; hence no entries will be made in this block.
- (3) Enter under this heading all organizations to which an enlisted man is attached while awaiting assignment or while en route to the organization to which he has been or is to be assigned. When making entry, show organization to which attached and inclusive dates.
- (4) Enter under this heading original assignment of enlisted man and all subsequent assignments. When making entries, enter unit to which assigned, station, and date of assignment.

Source records :
Special orders.
Morning reports.

NOTE.—All entries on this page will be entered in ink, and initials will be placed opposite all remarks under heading (1) above.

g. Page 6.

Reference: AR 615-275, and paragraphs 14, 15, and 18, AR 345-125.

When used: From time to time as occasions arise that necessitate an entry under the headings on this page.

6 FURLONGS	
From July 1, 1942	to July 30, 1942 (1)
Authority AR 615-275	(2)
Extended 0 per	(3)
Rejoined (Number of days) July 29, 1942	(4)
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
From _____ to _____	
Authority _____	
Extended _____ per _____	
Rejoined _____	
FOREIGN SERVICE	
Left United States for duty in _____	(5)
From _____ on _____	(5)
Arrived at _____ on _____	(7)
Left _____ for the United States on _____	(8)
Arrived at _____ on _____	(9)
Left United States for duty in _____	
From _____ on _____	
Arrived at _____ on _____	
Left _____ for the United States on _____	
Arrived at _____ on _____	
MEDALS, DECORATIONS, AND CITATIONS	
Name of decoration	Authority and date
_____	_____ (10)
_____	_____
_____	_____
_____	_____

- (1) Enter inclusive dates of furlough granted.
- (2) Enter authority for furlough.
- (3) In the event furlough is extended, enter number of days and quote authority for extension.
- (4) Enter date enlisted man rejoins his organization from furlough. See paragraph 14, AR 345-125.

- (5) Enter name of place enlisted man is to be assigned.
- (6) Enter name of port of embarkation and date enlisted man left the United States.
- (7) Enter name of place enlisted man debarks and date.
- (8) Enter name of place and date enlisted man left to return to the United States.
- (9) Enter name of place enlisted man debarks in United States and date.

- (10) Enter all medals, decorations, citations, giving name of same and authority and date.

NOTE.—When an enlisted man goes to or returns from foreign service on a duty status or on furlough, appropriate entry will be made under "Foreign service."

Source records:

Furlough Certificate (W.D., A.G.O. Form No. 31).

Special orders.

h. Page 7.

Reference: Paragraphs 19 and 20, AR 345-125, as changed by C3; AR 615-300.

When used: When enlisted man absents himself from his post and duties without proper authority for a period longer than 24 hours.

7		
TIME LOST PRIOR TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT TO BE MADE GOOD UNDER 107th ARTICLE OF WAR:		
(a) Absence without proper authority or in desertion.		
From	To	Days
		(1)
(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.		
From	To	Days
		(2)
(c) Unable to perform duty through the temperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.		
From	To	Days
		(3)
ABSENCE SUBSEQUENT TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT		
(a) Absence without proper authority or in desertion.		
From	To	Days
		(4)
(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.		
From	To	Days
		(5)
(c) Unable to perform duty through the temperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.		
From	To	Days
		(6)

(1) When making entries of dates be sure that *inclusive dates* only are used. For example, an enlisted man goes AWOL January 1, 1943, and returns January 11, 1943. The inclusive dates of AWOL would be January 1, 1943, to January 10, 1943 (10 days). No entry is made if absence is less than 24 hours.

(2) Enter inclusive dates. The entering of dates should conform to example set forth above.

(3) Enter inclusive dates. The entering of inclusive dates should conform to the example set forth in (1) above. No entry is made if inability to perform duty because of intemperance lasts less than 24 hours.

(4) Enter time enlisted man is absent *subsequent* to the normal date of expiration of term of enlistment.

(5) Enter all time enlisted man actually is in confinement subsequent to normal date of expiration of enlistment.

(6) Same as (3) above, except that dates are those of absence subsequent to normal date of expiration of enlistment.

NOTE.—All entries on this page will be made in pencil until such time as absence has definitely been established. They are then erased and entered in ink. When enlisted man is absent in arrest with the civil authorities, a remark to this effect will be entered under "Remarks—administrative." All entries made under heading "Time lost prior to normal date of expiration term of service" will also be noted in "Remarks—financial."

Source record:

Morning report.
Courts-martial orders.
Reports from civil authorities.
Medical reports.

i. Page 8.

Reference: Paragraph 21, AR 345-125, as changed by C 3 and C 4.

When used: When an enlisted man has been tried, convicted, and sentenced by court martial.

8			
RECORD OF TRIALS BY COURTS MARTIAL			
(1) C. M. (No.)	(2) A. W. (Date of offense)	(3) 19...	(4) (Synopsis)
of specifications)			
Sentence announced and adjudged		(5)	19...
Sentence as approved		(6)	19...
Approved		(7)	19...
I certify the above is correct.			
		(8)	19...
(Name, grade, and organization)			
Unexecuted portion of confinement and forfeiture remitted for		(9)	19...
Released from confinement		(10)	19...
		(11)	19...
(Name, grade, and organization)			
C. M. (No.)	A. W. (Date of offense)	19...	(Synopsis)
of specifications)			
Sentence announced and adjudged		19...	
Sentence as approved		19...	
Approved		19...	
I certify the above is correct.			
(Name, grade, and organization)			
Unexecuted portion of confinement and forfeiture remitted for		19...	
Released from confinement		19...	
(Name, grade, and organization)			
C. M. (No.)	A. W. (Date of offense)	19...	(Synopsis)
of specifications)			
Sentence announced and adjudged		19...	
Sentence as approved		19...	
Approved		19...	
I certify the above is correct.			
(Name, grade, and organization)			
Unexecuted portion of confinement and forfeiture remitted for		19...	
Released from confinement		19...	
(Name, grade, and organization)			
C. M. (No.)	A. W. (Date of offense)	19...	(Synopsis)
of specifications)			
Sentence announced and adjudged		19...	
Sentence as approved		19...	
Approved		19...	
I certify the above is correct.			
(Name, grade, and organization)			
Unexecuted portion of confinement and forfeiture remitted for		19...	
Released from confinement		19...	
(Name, grade, and organization)			

- (1) Enter type of court martial—whether summary, special, or general.
- (2) Enter article of war under which enlisted man was tried.
- (3) Enter date offense actually was committed.
- (4) Enter a synopsis of the specifications charged against the enlisted man.
- (5) Enter date sentence was announced and adjudged, which is the date the court actually passes on the sentence.
- (6) Enter the sentence as approved.
- (7) Enter date sentence was actually approved.
- (8) The name, grade, and organization of the personnel officer will be entered on this line and he will sign.
- (9) Special order number remitting a portion of sentence with the source and date of same if sentence is remitted.
- (10) Enter date enlisted man is released from confinement.
- (11) Enter name, grade, and organization of personnel officer signing entry.

Source records: Military courts-martial order.

NOTE.—No entries will be made on this page unless trial by courts martial results in the conviction of the enlisted man.

j. Page 9.

Reference: Paragraphs 21 and 22, AR 345-125, as changed by C3 and C4; Circular Nos. 212 and 382, War Department, 1942; paragraph 14, AR 35-5520.

When used: Used to record the fact that an enlisted man has filed an allotment with the Chief of Finance, Allotment Division, Washington, D. C.

C. M.	A. W.	D.
(No.)	(Date of allotment)	(Synopsis)
Sentence announced and adjudged _____ 19__		
Sentence as approved _____ 19__		
Approved _____ 19__		
I certify the above is correct.		
(Name, grade, and organization)		
Unexecuted portion of confinement and forfeiture remitted per _____ 19__		
Released from confinement _____ 19__		
(Name, grade, and organization)		
C. M.	A. W.	D.
(No.)	(Date of allotment)	(Synopsis)
Sentence announced and adjudged _____ 19__		
Sentence as approved _____ 19__		
Approved _____ 19__		
I certify the above is correct.		
(Name, grade, and organization)		
Unexecuted portion of confinement and forfeiture remitted per _____ 19__		
Released from confinement _____ 19__		
(Name, grade, and organization)		
C. M.	A. W.	D.
(No.)	(Date of allotment)	(Synopsis)
Sentence announced and adjudged _____ 19__		
Sentence as approved _____ 19__		
Approved _____ 19__		
I certify the above is correct.		
(Name, grade, and organization)		
Unexecuted portion of confinement and forfeiture remitted per _____ 19__		
Released from confinement _____ 19__		
(Name, grade, and organization)		
CLASS E ALLOTMENTS		
Class E allotments of pay authorized as follows:		
1. (1) per month for (2) months, commencing (3) _____ 19__		
and expiring (4) _____ 19__ in favor of (5) _____		
(6) _____ for the purpose of (7) _____		
Discontinued (7) _____ 19__ reason (8) _____		
W. D., A. G. O. Form No. 28, mailed to Finance Officer, U. S. Army, Washington, D. C., (9) _____ 19__ by (10) _____		
(Name and grade of forwarding officer)		
Acknowledgment of discontinuance received (11) _____ 19__		

- (1) Enter amount of allotment.
- (2) Enter "Duration."
- (3) Enter date of commencement of allotment.
- (4) Enter "Duration."
- (5) Enter the person in whose favor allotment is made.
- (6) Enter the purpose of the allotment.
- (7) When allotment is discontinued, enter date discontinued.
- (8) Give reason for discontinuance of allotment.
- (9) Enter date W.D., A.G.O. Form No. 30 was mailed to the Office of Dependency Benefits, 213 Washington Street, Newark, N. J.
- (10) Enter the name and grade of officer certifying to the fact that discontinuance was forwarded to the Office of Dependency or the Office, Chief of Finance.
- (11) Enter the date the acknowledgment of discontinuance was received from the Office of Dependency Benefits.

NOTE.—Allotments are now made for the duration of the war. Enlisted man may discontinue the allotment if he so desires.

Source records:

Authorization for Allotment of Pay (W.D., A. G. O. Form No. 29). Notification of Discontinuance of Allotment (W.D., A.G.O. Form No. 30).

k. Page 10.

Reference: AR 345-125 as changed by C3; AR 35-5520; Circular No. 212, War Department, 1942.

When used: For the purpose of recording permanently the authorization of deductions for allotments on the enlisted man's record.

10
\$..... per month for months, commencing 19..... and expiring 19....., in favor of for the purpose of Discontinued 19....., reason W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C., ... 19..... by (Name and grade of forwarding officer) Acknowledgment of discontinuance received 19.....
\$..... per month for months, commencing 19..... and expiring 19....., in favor of for the purpose of Discontinued 19....., reason W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C., ... 19..... by (Name and grade of forwarding officer) Acknowledgment of discontinuance received 19.....
GOVERNMENT INSURANCE
Deduction of pay for Government insurance authorized as follows: Class D insurance deduction of \$..... (1)..... per month for (2)..... months, commencing (3)..... 19..... and expiring (4)..... 19..... for payment of monthly premium on \$..... (5)..... Discontinued (6)..... 19..... reason (7)..... W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington, D. C., on (8)..... 19..... by (9)..... (Name and grade of forwarding officer)
Deduction of pay for Government insurance authorized as follows: Class D insurance deduction of \$..... per month for months, commencing 19..... and expiring 19..... for payment of monthly premium on \$..... Discontinued 19..... reason W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington, D. C., on 19..... by (Name and grade of forwarding officer)
Deduction of pay for Government insurance authorized as follows: Class D insurance deduction of \$..... per month for months, commencing 19..... and expiring 19..... for payment of monthly premium on \$..... Discontinued 19..... reason W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington, D. C., on 19..... by (Name and grade of forwarding officer) 8-7955

- (1) Enter the amount of allotment to be deducted per month from the enlisted man's pay.
- (2) Enter "Duration."
- (3) Give the date of the commencement of the allotment.
- (4) Enter "Duration."
- (5) Enter the amount of the insurance policy on which premium is being allotted.
- (6) Give the date of the discontinuance of the allotment if applicable.
- (7) Give the reason for the discontinuance.
- (8) Give the date the notification of the discontinuance was mailed to the Office, Chief of Finance, Accounts Services.
- (9) Enter the name, grade, and organization of the officer certifying to the above.

Source records: Authorization for Allotment of Pay (W. D., A. G. O. Form No. 29). Notification of Discontinuance of Allotment (W. D., A. G. O. Form No. 30).

NOTE.—Class "D" and "N" allotments both come within the provisions of AR 35-5520, and are referred to as "allotments" rather than to their former name "deductions." In case of a class "N" allotment, the letter "D" will be struck out.

When used: At such times as enlisted man deposits money with the Finance Department, entries are extracted from the soldier's deposit book and entered on this page of the service record.

[illegible]

- (1) Enter the date on which the enlisted man actually deposited the money with the Finance Department.
- (2) Enter the amount deposited.
- (3) Enter the total amount of all deposits which the enlisted man has made.
- (4) Enter the name of the disbursing officer who received the deposit.
- (5) The initials of the personnel officer will be placed in this block to indicate he has checked the entries.
- (6) The total amount deposited will be noted from (3) above and written in words on this line.
- (7) Enter the month and year for which pay is detained.
- (8) Enter the amount detained in dollars and cents.
- (9) Enter the voucher number of pay roll.
If enlisted man is paid on last day of month, voucher number is for the succeeding month. If enlisted man is paid on 1st of month it is for that month.
- (10) Enter the name of the disbursing officer by whom the money was detained.
- (11) Enter the month of the voucher on which the detained amount was recorded.

Source records :

Soldier's Deposit Book (W. D., F. D. Form No. 33).

Pay roll or voucher.

NOTE.—The entries called for on this page under "Deposits" will be made immediately after enlisted man deposits the money with the Finance Department.

When used: Any time enlisted man is issued clothing.

[illegible]

- (1) Entries under this heading are not being used at the present time.
- (2) Enter date clothing was issued.
- (3) Enter cost of clothing issued.
- (4) In this block the personnel officer places his initials to indicate the correctness of entry.
- (5) Entries under this heading are not being used at the present time.

Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).
Individual Clothing Slip (W. D., A. G. O. Form No. 35).

Reference: Paragraphs 3a, as changed by C 3, and 27b, AR 345-125.

When used: Used to enter all financial matters affecting the enlisted man and the United States.

[illegible]

- (1) This space is reserved for the recording of the payment of reenlistment allowance authorized for men who reenlist, and for recording the place to which the enlisted man receives travel pay upon discharge. In view of the fact that reenlistments have been suspended for the duration, this block is not being used.
- (2) This column is used for recording the date an entry of a financial matter is made in the service record.
- (3) In this column describe the cause of deduction or payment.
- (4) Enter the date of pay roll on which deduction or payment was made.

NOTE.—An entry will be made in this space whenever a change of status affecting pay is made. All promotions, reductions, statements of charges, full payments or partial payments made to the enlisted man, allotments, class F deductions, class A pay reservations, and courts-martial fines are entered here.

Source records:
Statement of charges.
Pay rolls.
Military courts-martial orders.

When used: All administrative matters not entered elsewhere on the service record will be entered on this page.

15

REMARKS—ADMINISTRATIVE

Under this heading will be shown all administrative matter not shown elsewhere and not of a character authorizing pay. Show wounds, battles, engagements, etc., and such other entries not of a nature elsewhere as may be required to make soldier's record complete.

NOTE.—Information to be listed here will be found in current War Department circulars. The reference to each one separately would merely confuse the student. Recommend the study of past circulars to insure complete records.

When used : In cases of desertion, transfer, change of station except as a member of an organization changing station, captured by the enemy, and on leaving for or returning from the United States on furlough from an overseas station.

- (1) Enter designation and station of enlisted man's organization.
- (2) Give date indorsement is made.
- (3) Address to commanding officer of unit to which enlisted man is transferred.
- (4) Enter appropriate phrase (that is, your command).
- (5) Cite special orders directing transfer.
- (6) Give date enlisted man actually left organization.
- (7) Enter date enlisted man was last paid.
- (8) Enter name of disbursing officer making payment.
- (9) Enter money that is due the United States or its instrumentalities.
- (10) Enter all data affecting money that is due enlisted man, that is, transfer, accrued pay, and allowances.
- (11) Determine from pages 9 and 10 whether enlisted man has or has not a class "E" allotment. Strike out words not applicable and enter date last deduction for same was made.
- (12) Determine whether enlisted man has or has not a class "D" or "N" allotment by referring to page 10 of service record. If no allotment has been authorized strike out remark. If it has been authorized, enter date last deduction was made. In the event a class "N" allotment has been authorized strike out letter "D" and enter letter "N."
- (13) Character rating is entered and initialed either by the enlisted man's commanding officer or the personnel officer.
- (14) Efficiency rating of enlisted man is entered and initialed by his commanding officer or the personnel officer.
- (15) This space is reserved for the signature of officer signing the indorsement and should include his name, grade, and organization.
- (16) When enlisted man reports to his new organization, the date he actually reports is entered in this space.

Pages 9 and 10 of service records (allotments).

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When used: The final indorsement will be filled out only in the case of an enlisted man's discharge, death, retirement, or when dropped from the records.

28
FINAL INDORSEMENT

(1)

(Company or detachment) _____
(2) _____
(Place) _____
(3) _____ No. _____

To The Adjutant General:

(4)

(Last name) (First names) (Middle initials) (Army serial No.)
(5) (6)
(Grade) (Organization)
was separated from the service by reason of _____ (7)
_____ on _____ (8)
at _____ authority _____ (9) (10)
(Place)

Retained in service (11) days to make good time lost (A. W. 187).
Absent from duty (12) days subsequent to normal date of expiration of term of confinement.
Retained in service (13) days for convenience of the Government on account of _____

His character is _____ (14) _____
Efficiency rating as soldier _____ (15) _____

*Final statement furnished; *Paid on final pay roll. (16)
Discharge certificate furnished; W.D., A. G. O. Form No. 25, 26, 27. (17)
Due United States; if nothing, so state _____ (18) _____

[Does soldier at date of] _____ (19) _____

Address furnished for future reference: _____ (20) _____
(Number and street or rural route)
_____ (City, town, or post office) _____ (State or country)

Signature of soldier: _____ (21) _____

I have verified the foregoing entries.

Name signed _____ (22) _____
Name typed or printed _____

(Grade and organization)

*Strike out words and figures not applicable.
Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence; if nothing, so state.

- (1) Enter name of company or detachment from which the enlisted man is being separated.
- (2) Enter station of organization mentioned above.
- (3) Enter date of action taken.
- (4) Give last and first name, middle initial, and Army serial number of enlisted man who is being separated from the service.
- (5) Give grade at time of separation.
- (6) Give name of organization from which enlisted man is separated.
- (7) Enter specific cause of separation, as outlined in paragraph 37c(7), AR 345-125.
- (8) Give date of separation.
- (9) Enter place of separation.
- (10) Cite authority for separation.
- (11) Enter number of days retained in the service to make good time lost under the 107th article of war. If none no entry is made.
- (12) Enter number of days absent from duty subsequent to the normal date of his expiration term or service. If none no entry is made.
- (13) Enter number of days retained in the service for the convenience of the Government. If none, no entry is made.
- (14) Character rating is entered either by the enlisted man's commanding officer or the personnel officer and initialed.
- (15) Efficiency rating is entered either by the enlisted man's commanding officer or the personnel officer and initialed.
- (16) Strike out words not applicable and check those applicable.
- (17) Strike out figures not applicable and check those applicable.
- (18) Enter all money that is due the United States.
- (19) Enter all money that is due enlisted man, that is, discharge, accrued pay, and allowances paid on final statement.
- (20) Enter address that enlisted man has furnished for future reference.
- (21) Enlisted man must sign here.
- (22) Enter name, grade, and organization of officer signing final indorsement.

Source records: Earlier entries in service record.

13. Extract From Service Record (W. D., A. G. O. Form No. 25).—a. Front.

Reference: AR 345-125.

When used: At time service record is forwarded by indorsement.

No. of copies: For assigned personnel: original only.

For attached personnel: duplicate.

Distribution: For assigned personnel: file.

For attached personnel: original file in unit personnel section.

Duplicate forwarded to parent organization of enlisted man.

EXTRACT FROM SERVICE RECORD	
(See AR 345-125)	
OF	
Marked	Gerald M. 6563421 (1)
(Last name)	(First name) (Middle initial) (Army postal number)
Home address	140 North Woodbine Street (2)
	Alexandria Virginia (3)
	(City, town, or post office) (State or territory) (Country)
Home and address of nearest relative	Mrs John A. Marks (4)
	140 North Woodbine Street (5)
	Alexandria Virginia (6)
	(City, town, or post office) (State or territory) (Country)
Person to be notified in case of emergency	Mrs John A. Marks (7)
	140 North Woodbine Street (8)
	Alexandria Virginia (9)
	(City, town, or post office) (State or territory) (Country)
Age at enlistment	23 yrs. 4 mos. Rate of pay, \$ 125.00 (10)
Accepted for service at	Port Myer, Virginia (11)
Inducted	JUNE 14, 1941 (12)
on the	14th day of August, 1941 (13)
in grade of	Pvt. by J.A. Hayes, 1st Lt Inf (14)
for	100th Infantry (15)
to serve	Three (16)
Completed	months (17)
at enlistment or induction. Has over	years' service. (18)
Grade	Sgt. Specialist rating (19)
These last prior to the normal date of expiration of term of enlistment to be made good under 107th Article of War (here give indicative dates of absence, number of days, and cause):	
Fr. 1/10/42 to 1/19/42 (10 days) (20)	
sk. KLD. AR 35-1440 (21)	
Sentences by courts martial (22)	
Confinement	(23)
Forfeiture	(24)
Detained pay	(25)
Deduction for Class E allotment, \$	per month. (26)
Deduction for Class D insurance, \$	per month. (27)
Deduction for Class N insurance, \$	per month. (28)
PRIOR SERVICE (29)	
Discharged as	(30)
By reason of	(31)
Discharged as	(32)
By reason of	(33)
W. D., A. G. O. Form No. 25 April 24, 1942 10-52970-5	

- (1) Full name followed by Army serial number in order.
- (2) Home address of enlisted man.
- (3) City and State of residence.
- (4) Full name and nearest relative.
- (5) Relationship and full address.
- (6) City and State of nearest relative's residence.
- (7) Full name of person to be notified in emergency.
- (8) Relationship and full address.
- (9) City and State of residence.
- (10) Age at enlistment or induction and rate of pay.
- (11) Place where first accepted for service.
- (12) Place of enlistment or induction.
- (13) Exact date of enlistment.
- (14) Grade in which enlisted or inducted and recruiting officer.
- (15) Organization, detachment, or unit for which enlisted.
- (16) Term of enlistment in words and figures.
- (17) Credit for service at time of enlistment.
- (18) Grade at time of preparation of this report.
- (19) Time lost to be made good under AW 107: give dates, total number of days, and cause.
- (20) Confinement by sentence of court martial.
- (21) Forfeitures by sentence of court martial.
- (22) Pay detained by sentence of court martial.
- (23) Amount of deduction for class E allotment.
- (24) Amount of deduction for class D insurance.
- (25) Amount of deduction for class N insurance.
- (26) All prior service, not including this enlistment.

Source records: All items from service record.

NOTE.—Prepared in service record subsection of unit personnel section. Submitted to unit personnel officer for signature, thence to file in unit personnel section.

b. Reverse.

Reference: AR 345-125.

When used: At time service record is forwarded by indorsement.

No. of copies: For assigned personnel: Original only.

For attached personnel: Duplicate.

Distribution: For assigned personnel: File.

For attached personnel: Original to file in unit personnel section.

Duplicate forwarded to parent organization of enlisted man.

RECORD OF IMMUNIZATION		
(Type of vaccination or diphtheria susceptibility test.)		
SPECIFY	DATE	RESULT (1)
Smallpox	8/15/41	Immune
Typhoid	9/9/41	
Yellow Fever	3/19/42	
(If carrier examination, show parasite examined for, and kind of specimen.)		
Blood type . . . 0		(2)
Final		(3)
Hq 100th Infantry, Ft Dix, N. J.		(4)
November 6, 1942		(5)
re. TAG		(6)
This soldier was discharged on CDD		(7)
4th Bn 6th Div this organization Nov 6		(8)
He was last paid to include November 6		(9)
by Moses Alexander, Major PD		(10)
(Name and grade of issuing officer, if any)		
Due United States; if nothing, so state Nothing		(11)
Due soldier at date of discharge: Current pay		(12)
and allowances.		
This soldier ~~has~~ a Class E allotment running which has been deducted from his pay to include		(13)
This soldier has authorized a Class D deduction for Government insurance which has been deducted from his pay to include		(14)
This soldier has authorized a Class N deduction for Government insurance which has been deducted from his pay to include		(15)
His character is Excellent		(16)
Efficiency rating as soldier Satisfactory		(17)
I have personally verified all entries in this index		(18)
JOHN A. MARSHALL		
1st Lt. Infantry, Pers O		
REMARKS		
(Here will be shown such other entries not set forth elsewhere as may be required to make the extract complete as in the case of a soldier finally separated from the service.)		
(19)		
TAG		
(20)		
by J.A. Marshall, 1st Lt Inf Nov 6		
(21)		
*Strike out words not applicable.		

(1) Enter type, date of completion and result of vaccinations.

(2) Enter blood type.

(3) If discharge, enter "Final"; if transfer, enter number.

(4) Unit and station at which extract is prepared.

(5) Date of preparation should be date of transfer or discharge.

(6) Office or person to whom record is forwarded.

(7) Cause of separation from your unit.

(8) Authority and date of departure.

(9) Date of last payment in full.

(10) Disbursing officer making last payment.

(11) All indebtedness due United States.

(12) Statement concerning pay and allowances due enlisted man; deposits, etc.

(13) Strike out part not applicable.

(14) Record of deduction for Government insurance.

(15) Record of deduction for National Service life insurance.

(16) Entry as to character of individual.

(17) Entry as to efficiency rating of individual.

(18) Signature and typed name of personnel officer.

(19) Enter here such other entries necessary to insure a complete retained record of individual.

(20) Office or individual to whom service record is forwarded.

(21) Officer forwarding record.

Source record: Service record of enlisted man.

NOTE.—Prepared in service record subsection of unit personnel section. Submitted to unit personnel officer for his signature; thence to file in unit personnel section.

14. Statement of Accounts (W. D., A. G. O. Form No. 27).

Reference: AR 35-2480.

When used: Upon settlement by disbursing officer of deserter's accounts.

No. of copies: Triplicate.

Distribution: Original to Chief of Finance; duplicate to organization of enlisted man; triplicate to file.

STATEMENT OF ACCOUNTS
(See AR 35-2480)

Harvey John J. 16009876 (1)
(Last name) (First name) (Middle initial) (Army Serial No.)

Pvt Co L, 100th Inf (2)
(Grade) (Specialist rating) (Organization)

Accounts closed because of desertion (3)

Dishonorable discharge suspended, confined at (4)

Account paid on Voucher No. 149 accounts
of the undersigned for December, 1942 (5)

Following items of indebtedness not satisfied by accrued pay and allowances:

Exchange (Station)

Post laundry Ft Dix, N.J. \$1.50 (6)
(Station)

Post tailor (Station)

Company fund (Organization and station)

Clothing

Camp and garrison equipage (7)

Lost or Damaged Property W/R \$6.55

Amount forfeited to U. S. Soldiers' Home by reason of desertion or dishonorable discharge (8)

Ft Dix, NJ A. W. Taft (9)
(Place) (Name of disbursing officer)

Dec 10, 1942 Major, FD
(Date) (Grade and organization)

1st Ind.
W. D., S. O. S., OFFICE CHIEF OF FINANCE, Dec 24/42
TO THE ADJUTANT GENERAL.

Above statement is in accordance with the voucher cited.

William A. Williams
WILLIAM A. WILLIAMS (10)
Lt Colonel, FD

W. D., A. G. O. Form No. 27
(March 31, 1942) 16-5778a-1

(1) Full name and Army serial number.

(2) Grade and organization.

(3) Reason for closing of accounts.

(4) Place of confinement if accounts closed because of dishonorable discharge suspended.

(5) Voucher number and month in which accounts closed.

(6) Indicates agencies to whom indebtedness is not satisfied because of insufficient funds due deserter.

(7) Indicates amount uncollected for lost or damaged equipment.

(8) Indicates amount forfeited to United States Soldiers' Home after all indebtedness is satisfied.

(9) Place, name, date, grade, and organization of disbursing officer.

(10) Forwarding indorsement from Chief of Finance to The Adjutant General. This copy is then affixed to the service record of deserted enlisted man which has been forwarded to The Adjutant General at time of desertion.

Source records: Deserter's supplemental pay-roll.

NOTE.—Form prepared by the disbursing officer to whom the deserter's supplemental pay roll is submitted. After the deserter's supplemental roll indicates that the enlisted man has been absent for 3 months, the pay roll is computed and the account settled. Copies are then sent by the disbursing officer who settles the account to the enlisted man's former organization and to The Adjutant General.

15. Authorization for Allotment of Pay (W. D., A. G. O. Form No. 29).
References: AR 35-5520.

When used: When enlisted man or officer desires to allot a portion of his pay for purposes listed in paragraph 5, AR 35-5520.

No. of copies: Two.

Distribution: Original for class "E" allotments to Office of Dependency Benefits, 213 Washington Street, Newark, N. J.; for class "D" and class "N" to Office, Examination Division, Temporary Building X, 19th and B Sts. NE, Washington, D. C.

AUTHORIZATION FOR ALLOTMENT OF PAY (See AR 35-5520)									
Coe	Robert	L	6220381	Pvt	Co A 14th Inf				
(Last name)	(First name)	(Middle initial)	(Army serial number)	(Grade)	(Company, regiment, or unit or service)				
The (enlisted man) named above hereby authorizes a Class <u>E</u>						(Type of allotment)			
allotment of his pay in the amount of \$ <u>16.00</u>						per month for <u>indefinite</u> months commencing			
<u>November 1</u>						<u>19 42</u>			
(.....) premiums deducted from pay for month of 19									
to Mrs Mary Coe 1093 Washington Street, Indianapolis, Indiana									
(Name of allottee) (Number and street or rural route) (City, town, or post office) (State)									
or to Mr John Coe 1093 Washington Street, Indianapolis, Indiana									
(Name of alternate allottee) (Number and street or rural route) (City, town, or post office) (State)									
Date of enlistment <u>January 9</u> 19 <u>42</u> When other than "Finance Service, Army" is affected,									
state allotment chargeable Relationship of allottee (Applicable to individual allotment only)									
If allotment is in favor of a bank, the following is required to be stated: Deposit should be made to the credit of—									
(Name) (Relationship)									
(Statement below not applicable to Government insurance)									
I hereby state that the purpose for which this allotment is granted is solely for the support of wife, child, or dependent relatives; or if made for the payment of life insurance premiums, the insurance (including endowments and/or twenty for other) payment policies) is on the life of the allottee only; that the insurance constitutes the major and not a merely incidental or collateral element in the transaction; and that the allotment is made in favor of the insurance company issuing the policy and not in favor of a bank or other agent.									
Place <u>Fort Dix, New Jersey</u> <u>Robert L Coe</u> (Signature of allottee)									
Entered on service record <u>November 6, 1942</u> <u>November 6</u> 19 <u>42</u> (Date) (Date)									
* Strike out words not applicable.									
(Signature of commanding officer or personnel officer, with grade and organization)									
WHERE APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE ALLOTMENT DIVISION, BUILDING X, 19TH AND B STREETS, NE, WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C., WITH THE APPLICATION FOR INSURANCE. (See Note 2)									
W. D., A. G. O. Form No. 29 July 1, 1942 8-16-42 (U. S. GOVERNMENT PRINTING OFFICE: 1942)									

This form is used in all cases when a member of the command desires to allot a portion of his pay for the purpose of paying insurance premiums, partial support of wife, children, or other dependent relatives. This form is *not* to be used for application for the family allowances. Family allowances are paid on W. D., A. G. O., Form No. 625 (Application for Dependency Benefits). "Family allowances" are required by law if eligible dependent makes application therefor. "Allotments" are voluntarily made.

All communications heretofore addressed to the Allotment Division, Office of the Chief of Finance, relating to United States Government life insurance and National Service life insurance (class D and class N allotments), will be addressed to the Examination Division, Temporary Building X, 19th and B Sts. NE, Washington, D. C. All matters relating to class "E" allotments will be addressed to the Office of Dependency Benefits, 213 Washington St., Newark, N. J.

16. Notification of Discontinuance of Allotment (W. D., A. G. O. Form No. 30).

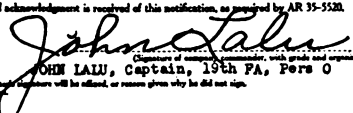
Reference: AR 35-5520.

When used: When allotments are discontinued.

No. of copies: Duplicate.

Distribution: Original for class "E" allotments to Office of Dependency Benefits, 213 Washington Street, Newark, N. J.; for class "D" and class "N" allotments to the Examination Division, Temporary Building X, 19th and B Sts. NE, Washington, D. C.

NOTE.—Before attempting to accomplish this form read thoroughly AR 35-5520. Care will be taken to insure accuracy of serial number, and the correct spelling of all names and addresses. For officers, no signature of the personnel officer is required. For all enlisted personnel, however, the personnel officer must certify that the information on the form is correct.

NOTIFICATION OF DISCONTINUANCE OF ALLOTMENT (See AR 35-5520)									
Williams		Carl	G.	59994250	Pvt	Btry B, 19th FA			
(Last name)		(First name)	(Middle initial)	(Army serial number)	(Grade)	(Company, regiment, or unit or service)			
The Class	E	allotment of the		amount	I named above in the amount of \$ 20.00 per month commencing				
	(Type of allotment)	(Selected man)							
June 1	1942	to Mrs Ethel B. Williams							
		(Name of allottee)							
entered on pay rolls of		Battery B, 19th FA		is hereby discontinued, effective		June 30	1942		
		(Company or detachment)							
because of		Soldier AWOL		Date of separation		July 6	1942		
Address for future reference									
		(Number and street or rural route)		(City, town, or post office)		(State)			
Place		Grand Wheeler, Ga.		Soldier AWOL					
				(Signature of allottee)					
The	amount	I was last paid to include		June 30	1942	and allotment deducted to include		June 30	1942
	(Selected man)								
Deductions for allotment will be continued on pay rolls									
I until acknowledgment is received of this notification, as provided by AR 35-5520.									
July 6	1942								
		(Date)							
 JOHN LALLU, Captain, 19th FA, Pers O (Signature of company commander, with grade and organization)									
1 If this post mark not applicable. 2 When discontinuance is due to gross other than death or desertion, the allotment recipient will be advised, or reasons given why he did not sign. 3 If discontinuance is due to discharge, retirement, death, or desertion.									
WHERE APPLICABLE TO CLASS B OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE ALLOTMENT DIVISION, BUILDING X, 19TH AND EAST CAPITOL STREETS NE, WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C. W. D., A. G. O. Form No. 30 July 1, 1942 (See Note)									

NOTE.—The Allotment Division, Office of the Chief of Finance, has become a part of the Office of Dependency Benefits, 213 Washington St., Newark, N. J. All matters pertaining to Class E allotments will be addressed to that office

17. Furlough (W. D., A. G. O. Form No. 31).—a. Front.

Reference: AR 615-275 and 40-505.

When used: When enlisted man is authorized to be absent from duty and/or station.

No. of copies: Duplicate; original only is signed.

Distribution: Original to enlisted man; duplicate to file with service record; upon return of enlisted man, both copies to disbursing office which pays him.

NOTE.—Prepared in unit personnel section upon request from organization or detachment commander. "Memoranda from Company Commander" may be signed by unit personnel officer. Sent to organization or detachment for signature of enlisted man; thence to unit commander for signature. Original returned to organization or detachment for delivery to enlisted man; duplicate filed with service record until return of enlisted man.

- (1) Quote the Army Regulations or, if special authority necessary, quote that authority.
- (2) Last name, first name, middle initial, Army serial number, grade, company, regiment, and arm of service.
- (3) Show number of days authorized to be absent; date enlisted man is permitted to depart; strike out wording between (*) and (,) unless enlisted man is returning to United States from foreign service; date furlough terminates and last full day of absence.
- (4) City and State enlisted man is authorized to visit; if special authority is granted to visit a foreign country, the country to be visited; date enlisted man must join his organization or detachment for duty.
- (5) Organization and station to which enlisted man must report upon expiration of furlough; if on furlough in United States from foreign service, nearest point of departure from United States.
- (6) Place or station at which this furlough is granted.
- (7) Date furlough certificate is prepared; signature and typewritten name of officer granting furlough.
- (8) Grade and arm or service of officer signing furlough followed by unit commanded by such officer.
- (9) Show date of last full payment and any partial payments received since that date.
- (10) Should be the date preceding the first date of absence entered in (3) above.
- (11) Furloughs enlisted man has had during this enlistment period.
- (12) Description of physical appearance of enlisted man at present time.
- (13) Signature of enlisted man and address at which he can be reached while on furlough.
- (14) This statement is applicable only when enlisted man elects civilian medical attendance when Army or other Federal facilities are available. See paragraphs 2, 3, and 4, AR 40-505.
- (15) Signature and typewritten name of commanding officer of organization to which enlisted man belongs or of the unit personnel officer.
- (16) Grade and organization of officer.

NOTE.—Upon return of enlisted man the original is taken up from him, sent to the personnel officer, who will accomplish certificate on reverse side of form relative to his return from furlough. After signature by organization or detachment commander both copies are forwarded to the disbursing officer who pays him. Disbursing officer will compute amount of ration allowance due enlisted man and make payment direct to him.

ORIGINAL

FURLOUGH

(See AR 615-275)

TO WHOM IT MAY CONCERN:

(3d Ind, Ltr Hq 4th Div.)
 Pursuant to authority given in (AR 615-275) (201-Roe, Joe A, 6/15/42) FURLOUGH is hereby granted to (1)
 (Give full reference to orders or other authority)
 _____ Roe _____ Joe _____ A. _____ 36100987 _____ Pvt _____ Co L, 100th Infantry (2)
 (Last name) (First name) (Middle initial) (Army serial number) (Grade) (Company, regiment, and arm or service)
 for 10 days *from June 16, 1942 * ~~to June 25, 1942~~ to June 25, 1942 (3)
 (First day of absence) (Last day of furlough)
 He is authorized to visit Watertown, New York He will report for duty on or before June 26, 1942 (4)
 (Day due to return)
 to Commanding Officer, Company L, 100th Infantry, Fort Dix, New Jersey (5)
 (Organization and station, or military station nearest point of departure from the United States)
 Place Fort Dix, New Jersey (6)
 Date June 15, 1942 _____ (7)
 _____ ROSCOE A. BIXBY
 Colonel, Inf _____, Commanding 100th Inf (8)

MEMORANDA FROM COMPANY COMMANDER

This soldier was last paid in full to include May 31, 1942, * ~~adduced to include~~ (9)
~~XXXXXXXXXXXX~~ He will be included in the ration account of his organization to include June 15, 1942 (10)
 Previous furloughs in current enlistment: Fr Jan 1/42 to Jan 10/42-10 days. (11)
 Soldier's age 23 years; height 5 feet 9 inches; build Medium; eyes Blue; hair Brown (12)
 complexion Fair; signature Joe A. Roe; address on furlough 302 North Water St., (13)
 Watertown, N. Y. He has been informed that the Government will not pay hospital or medical expenses incurred (14)
 by a soldier while on furlough. (Act of Congress of March 2, 1923.)

 JOHN P. SMITH (Signature)
 Captain, 100th Infantry Personnel Officer (15)
 (Grade, etc.)

THIS SPACE WILL BE USED FOR REFERENCE TO HIGHER AUTHORITY, WHEN NECESSARY, AND FOR THE ACTION OF SUCH AUTHORITY THEREON
 (When so referred the certificate above will not be completed until approval below is returned)

b. Reverse.

Reference: AR 615-275.

When used: When enlisted man is authorized to be absent from duty and/or station.

No. of copies: Duplicate; original only is signed.

Distribution: Original to enlisted man: duplicate to file with service record; upon return of enlisted man both copies to disbursing office which pays enlisted man.

NOTE—Page two is prepared immediately upon return of enlisted man from furlough and is signed by unit personnel officer or is sent to organization commander for signature; thence to disbursing officer for payment of ration money allowance.

- (1) Date enlisted man actually returned from furlough; if this date does not correspond with date shown on face of furlough as "day due to return," strike out that part between (*) and (,).
- (2) Signature of organization or detachment commander.
- (3) Grade and organization of signing officer.
- (4) Station of preparation of this certificate; organization commanded by signing officer. This certificate may be signed by personnel officer if he so desires.

Source records: Item 1: Morning report.

Item 2, 3, 4: Self-explanatory.

CERTIFICATE AS TO DATE OF ARRIVAL WITHIN CONTINENTAL LIMITS OF U. S. AND SUBSISTENCE FURNISHED EN ROUTE.

The quartermaster or agent of an Army transport or other military transportation, the paymaster of a naval vessel, or purser of a commercial vessel, upon which a soldier is en route to the United States for furlough, will certify below as to date of arrival within the continental limits of the United States, and as to subsistence furnished en route.

I certify that subsistence was furnished the soldier named in this certificate of furlough from _____,
19____, to _____, 19____, both dates inclusive, on _____
(Date of arrival in U. S.) _____, which arrived at _____
on _____, 19____

(Signature.)

(Grade and other official designation.)

CERTIFICATE AS TO DATE OF ARRIVAL AT AND DEPARTURE FROM MILITARY STATIONS, EN ROUTE FROM FURLOUGH.

In returning from furlough to a station beyond the continental limits of the United States the soldier will report to the military station nearest the point of departure from the United States. The date of his arrival at and departure from such station will be noted below, with a statement of subsistence furnished. When transportation or commutation of rations is furnished the soldier returning from furlough, notation will be made below.

I certify that the soldier named herein reported for duty at this station on _____, 19____
"was subsisted from _____, 19____, to _____, 19____; "was furnished "com-
mutation of rations "transportation to _____ He left this station pursuant to _____
on _____, 19____

(Signature.)

Station _____ (Grade, etc.)

CERTIFICATE OF SOLDIER'S IMMEDIATE COMMANDING OFFICER AS TO HIS RETURN FROM FURLOUGH.

Commutation of rations will be paid the soldier for the inclusive dates of the beginning and end of his furlough. The soldier's organization is not entitled to draw rations for him within such inclusive dates.

This soldier reported for duty "as required by this furlough certificate, on June 26, 1942, and will be included in the ration account of his organization beginning with the day following the end of the period for which he has received rations in kind or commutation therefor.

(Signature.)
JOHN P. SMITH,
Captain, 100th Infantry
(Grade, etc.)
Personnel Officer

Station Fort Dix, N. J.

Commanding

3-422

*Strike out words not applicable.

Belonging No. _____ to Voucher No. _____
Accounts of _____ at _____, 19____
dated _____, 19____, for \$ _____
Signature _____
Grade _____
Disbursing Officer.
Signature of soldier _____
Commutation of rations hereon paid by check No. _____
received by me in cash on _____, 19____

18. Individual Clothing and Equipment Record (W. D., A. G. O. Form No. 32).

Reference: AR 35-6680, 35-6720, 35-6560, and 615-40.

When used: By every enlisted man when any article of clothing or equipment is issued to him, or turned back to the supply sergeant.

No. of copies: Original only.

INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

(See AR 35-6680, 35-6720, 35-6560, and 615-40)

CLOTHING AND EQUIPAGE

ARTICLES	Size	Issued												Turned in							
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Date Recd.....		1/2	1/2	1/2										1/2	1/2						
Breeches, cotton.....																					
Breeches, wool.....	36R	1																			
Coat, wool.....	36R	1																			
Jacket, field.....																					
Shirt, cotton.....	14 1/2	2																			
Shirt, wool.....																					
Mackinaw.....																					
Overcoat, wool.....	36R	1																			
Trousers, cotton.....	32-31	2												2							
Trousers, wool.....	32-31	1																			
Raincoat.....	M	1																			
Drawers, cotton.....	32	3																			
Undershirt, cotton.....	36	3																			
Drawers, wool.....																					
Undershirt, wool.....	11 1/2	3																			
Socks, cotton.....	11 1/2		3																		
Socks, wool, heavy.....																					
Socks, wool, light.....																					
Cap, garrison, cotton, khaki.....	7	2																			
Cap, garrison, o. d.....																					
Cap, wool, knlt.....																					
Overhose, arctic.....																					
Boots, legging-top.....	3	2																			
Leggings, canvas, dismounted.....	10D	1																			
Shoes, low-quarter.....	10D	1																			
Shoes, service.....																					
Jacket, herringbone twill.....																					
Trousers, herringbone twill.....	36R	2																			
Suit, herringbone twill.....		1																			
Cap, herringbone twill.....																					
Hat, herringbone twill.....																					
Belt, waist, web.....	7 1/2	1																			
Gloves, heavy leather.....																					
Gloves, riding, lined.....																					
Gloves, riding, unlined.....																					
Gloves, wool, o. d.....		4																			
Handkerchief.....		1																			
Necktie.....																					

Strange

(Last name)

Jack

(First name)

Elmer

(Middle name)

3394645

(Army serial number)

1st Sgt

(Grade)

Co C 13th Inf

(Organization, regiment, arm or service)

16-57207-1

Enlisted for..... years

*Use lead pencil on this line and correct as changes occur.

W. D., A. G. O. Form No. 32

February 24, 1925

CLOTHING AND EQUIPAGE—Continued

ARTICLES	Qty	Issue												Transit to											
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8				
Date issue																									
Collar, insignia, U.S.	1																								
Collar, insignia, arm or service	1																								
Sleeve insignia																									
Chevron, to denote grade																									
Shoulder insignia	1																								
Stripes, service																									
Bag, haversack	2																								
Bag, canvas, field																									
Belt, cartridge	1																								
Belt, pistol																									
Blanket, wool, e. d.	4																								
Brush, shaving																									
Brush, tooth	1																								
Can, mess	1																								
Carrier, pack	1																								
Canteen																									
Cover, canteen	1																								
Cup	1																								
Fork	1																								
Haversack	1																								
Knife	1																								
Kit, tent, shelter	5																								
Pocket, magazine, du"le web	1																								
Pouch, first-aid	1																								
Razors, safety, 4 blades																									
Spoon	1																								
Suspensory, belt, cartridge																									
Tag, identification	1																								
Tape, identification	1																								
Tent, shelter, haw	1																								
Towel, bath	1																								
Towel, hand	1																								
Pocket, first-aid	1																								
JE 122 (Flashlight)	1																								
Exhausted man's initial																									
Officer's initial																									

This form is used in every transaction between an enlisted man and the supply sergeant. It is a complete statement of what the enlisted man has in his possession at any time, and includes all items of Government property that have been issued for permanent use. The date the articles are issued is shown in the square at the top of the face of this form. (See model.) The size of the article is shown in the column opposite the particular item issued. The number of each item issued is shown in the squares under the date column. A new column will be used for every day of issue by or of return to the company supply sergeants. The columns headed "turned in" are used in the same manner as those headed "issued." Each column will be initiated by the enlisted man and an officer of the company. A line will be drawn through all squares that are blank—in red ink if possible. (See form illustrated.)

*The enlisted man's initials indicate the acknowledgment of the receipt or turn-in of the articles in the column initialed; the officer's initials indicate that the articles have been found or turned in.

★ U. S. GOVERNMENT PRINTING OFFICE : 1945 16-57267-1

19. Statement of Charges (W. D., A. G. O. Form No. 36).

Reference: AR 345-300, 35-6620, 35-6640.

When used: When enlisted man pays for lost or damaged property.

No. of copies: Three.

Distribution: Two to accountable officer; one to organization file.

- (1) Name of supply service to which property pertains.
- (2) Statement whether charges are to be deducted on final statement or pay roll.
- (3) Enter month and year.
- (4) Description of articles—to be listed in separate columns.
- (5) Enter size of articles, if any.
- (6) Enter price of articles.
- (7) Enter total value of all articles to be charged.
- (8) Enter grade, name, and Army serial number of enlisted man or enlisted men.
- (9) Enter number of articles lost by each individual on his line and in the column describing the article.
- (10) Enter the total amount charged to each enlisted man individually.
- (11) Enter cause of charge made to each individual.
- (12) Receipt and certificate of commanding officer.
- (13) Number of items requisitioned.
- (14) This statement, initiated by personnel officer, will appear on the face of the form.
- (15) Accountable officer.
- (16) To be signed by commanding officer.
- (17) Receipt by salvage officer of *damaged* articles only.
- (18) Voucher to stock record account of officer accountable for the articles charged.

NOTE.—Although not required by Army Regulations, it is advisable to obtain the signature of the enlisted men concerned, after the following statement: "I hereby waive my right to the action of a surveying officer under AR 35-6640 and acknowledge the correctness of the charge." If space on the front of the form is insufficient, the statement, followed by the signatures, may be placed on the reverse of the form.

*STATEMENT OF CHARGES against enlisted men for (1) Quartermaster Property

(Name of supply arm or service to which property pertains)

On final statements of
(2) COMPANY L, 100th Infantry (3) August 1942
on pay roll of for month of 1942

NAME	ARTICLES CHARGED										TOTAL VALUE	CAUSE OF CHARGE	
	Bag, Canvas Field	Coat, Canvas	Canteen M1910	Cover, Canteen	Kit, Mounted, M1910	Cup, M1910	Leather Canvas	Kit, Mounted, M1938	Kit, Mounted, M1938	Rubberized, M1938			
(5) Enter on this line price of articles							3R	42L					
(6) Enter on this line price of articles	40	59	57	41	71	610						10	16
(8) Pvt. George M. Lyons ASN 0000000	1	1	1	1	1	(9)						(10) 1	97
Lost thru neglect													
Pvt. John F. Lee ASN 0000000	1			1	1							1	52
Lost thru neglect													
Pvt. Paul Olsen ASN 0000000			1			1						6	67
Lost thru neglect													
(12) Received the articles shown on line A of this form. I hereby certify that the articles drawn, together with such as are already on hand, do not exceed the prescribed allowance.													
(13) A. Total charge	2	1	2	2	1	1							
B. Not replaced													
(15) C. Richard C. Roe Maj., Q.M.C. (Grade)													

I certify that the statements hereon are complete and correct, and that the charges have been made for the reasons stated.

(14) Entered on service records.

J. R. C.
Personnel Officer

(16) Hugh G. Dean

Hugh G. Dean
Capt., 100th Inf.
Commanding Co. I

The articles listed as damaged, under the heading "Cause of charge" above, have been received by me for salvage.

(17)

(18) Voucher to Stock Record Account of	Richard C. Roe	Major	DEBITED + Credit
the accountable officer	Quartermaster	(Name)	Voucher No.
	(Organization or agency)	(Grade)	1016
	Ft. Washington, Md.	(Station)	

W. D., A. G. O. Form No. 88
September 14, 1937* See AR 345-300, AR 35-6030, and AR 35-6040.
† Delete not word not applicable.

2-4288

20. Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement (W. D., A. G. O. Form No. 38).—a. Page 1.

Reference: Paragraph 8, AR 40-100.

When used: Within period of 72 hours prior to discharge or retirement of enlisted man from active Federal service.

No. of copies: Prepared in duplicate; all copies signed.

Distribution: Original to The Adjutant General with service record.
Duplicate retained in file.

**REPORT OF PHYSICAL EXAMINATION OF ENLISTED MAN
PRIOR TO DISCHARGE OR RETIREMENT**
(See AR 40-100 and sec. 1, Ch. 146, W.D. 1241)

Williams, Earl D. 36100987 (1)
(Last name) (First name) (Middle initial) (Army serial number)

Private Co L, 100th Infantry (2)
(Grade) (Regiment and unit or service)

Chauffeur (3)
(Occupation prior to entry into service)

DECLARATION OF ENLISTED MAN (*)

Question. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury or disease, or that you have any disability or impairment of health, whether or not incurred in the military service? Answer: No (4)

Q. If so, describe the disability, stating the nature and location of the wound, injury or disease. A. (5)

Q. When and where was the disability incurred? A. (6)

Q. State the circumstances, if known, under which the disability was incurred. A. (7)

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true and correctly recorded. (8)

Earl D. Williams (Signature of enlisted man)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER (9)

I CERTIFY THAT:
To the best of my knowledge and belief, the enlisted man who made and signed the foregoing declaration (has not) (has) incurred, injury or disease at the present time, which (has not) (has) incurred in the military service of the United States about (10)

The nature and location of the wound, injury or disease, so far as known, are (11)

The circumstances under which incurred were (12)

In my opinion the defect, wound, injury, or disease (has not) (has) incurred in the line of duty in the military service of the United States. (13)

W. F. Smith, Capt. Inf. (14)
For. Div. Hqs., August 5, 1942
(Place and date)

*Strike out the part of the certificate not applicable to the man.
W. D., A. G. O. Form No. 38
November 26, 1941

- (1) Last name, first name, and initial with Army serial number in that order.
- (2) Grade, organization, and numerical designation of unit with arm or service.
- (3) Main occupation prior to entry in service. Not filled in when: Discharged for physical disability—Discharged because of confinement by civil court.
- (4) "Yes" or "No."
- (5) Brief description of disability, if any, with nature and location; if none, leave blank.
- (6) Date and place of incurrence of disability, if any; if none, leave blank.
- (7) Briefly, circumstances including type of duty being performed when injured; if none, leave blank.
- (8) Signature, ink or indelible pencil, of person named in item (1).
- (9) Strike out those parts not applicable to this case.
- (10) Date injury incurred, if any; if none, leave blank.
- (11) Nature and location of disability, if any; if none, leave blank.
- (12) Briefly; including type of duty in which engaged when disability incurred; if none, leave blank.
- (13) State opinion by striking out part not applicable; if none, leave blank.
- (14) Signature of immediate commanding officer with name typed; place and date where report is rendered.

Source records:

Items 1, 2, and 3: Service record of enlisted man. Items 4, 5, 6, and 7: Questions read directly to enlisted man and his answers recorded. Item 8: Enlisted man, unless conditions indicated by * prevail. Items 9, 10, 11, 12, and 13: Immediate commanding officer of enlisted man based on sick book entry, if available. Item 14: Commanding officer of enlisted man.

NOTE.—Items 1, 2, and 3 completed in unit personnel section. Form then sent to organization commander who questions enlisted man on items 4, 5, 6, and 7 recording answers. Organization commanding officer then fills in items 9, 10, 11, 12, and 13 after which enlisted man is sent to infirmary for physical examination. (See page 2.)

**Distribution: Original to The Adjutant General with service record.
Duplicate retained in file.**

NOTE.—If an officer is not available, the examination will be omitted unless the enlisted man, in his opinion or the opinion of his commanding officer, has a disability and is so recorded on page 1 of this form under (*). In this event a civilian physician will be employed. Should the declaration of enlisted man under (*) on page 1 be at variance with this examination, page 3 of this form will be completed by a board.

Duplicate retained in file.

[illegible]

(7) Place and date of rendition of report.

NOTE.—The board of review will consist of not less than two nor more than three medical officers, one of whom may be the medical officer making the examination recorded on page 2 of this report. This board may be dispensed with only when the required number of medical officers is not available. Upon completion, the form is returned to the personnel officer who initiated it.

21. Notification of Discharge (W. D., A. G. O. Form No. 39).

Reference: AR 345-465.

When used: In the cases of all enlisted men about to be discharged at a place at which there is no officer provided with funds to make payments on the final statement.

No. of copies: One.

Disposition: To the disbursing officer who is to pay the account.

NOTIFICATION OF DISCHARGE	
(See AR 345-465)	
<u>Paso Robles, California</u>	(1)
(Place)	
<u>September 16,</u> 1942	(2)
To Disbursing Officer <u>Camp Roberts,</u>	(3)
<u>California,</u>	
<u>Stromsen,</u> <u>Peter</u> <u>K.</u>	
(Last name) (First name) (Middle initial)	
Army serial No. <u>13000457</u>	
<u>Private</u>	(4)
(Grade) (Specialist rating)	
<u>Company C,</u> <u>516th Quartermaster Battalion</u>	(5)
(Organization)	
will be discharged from the service of the United States	
on <u>September 23,</u> 1942	(6)
Signature of soldier <u>Peter K. Stromsen</u>	(7)
<u>Thomas Q. Alexander</u>	(8)
(Signature of company commander)	
<u>THOMAS Q. ALEXANDER</u>	(9)
(Name typed or printed)	
<u>Captain, 516th QM Bn</u>	(10)
(Grade and organization)	
W. D., A. G. O. Form No. 39 Obsolete May 1943 16-11000 U. S. GOVERNMENT PRINTING OFFICE	

- (1) Station or place enlisted man's organization is located.
- (2) Date of preparation of W. D., A. G. O. Form No. 39.
- (3) Station at which disbursing officer is located who will pay the account.
- (4) Disregard "Specialist rating."
- (5) Complete identification of organization if separate company or battalion.
- (6) Date of separation from service of enlisted man.
- (7) Signature of enlisted man in signature order, including middle initial.
- (8) Signature of immediate commanding officer or personnel officer.
- (9) Typed name of immediate commanding officer or personnel officer in capital letters.
- (10) Grade and organization of immediate commanding officer or personnel officer.

22. Certificate of Disability for Discharge (W. D., A. G. O. Form No. 40).—

a. Page 1.

Reference: AR 600-500 and section II, AR 615-360.

When used: Whenever an enlisted man is to be considered by a board of officers for a disability discharge.

No. of copies: Quadruplicate.

Distribution: One to board of officers, one to regimental headquarters, and two to The Adjutant General.

~~Regular Army.~~ ~~Adjutant General~~ (1) ~~Imprisoned~~ ~~Stationed~~ ~~Company~~ CERTIFICATE OF DISABILITY FOR DISCHARGE (See A.R. 600-500 and Sec. II, A.R. 615-360) OF Jackson, Harry P. 13004378 (2) (Last name) (First name) (Middle initial) (Army serial number) Pvt Co "A" 14th Infantry (3) (Grade) (Assignment or arm or service) Enlisted April 1, 1941 Dayton, Ohio (4) by J. R. Williams, 1st Lt., Cav. (5) Age at enlistment 19 yrs. and 5 mos.; occupation Clerk (6) Prior service (total) 0 yrs. and 0 mos. Last discharged 19... (7) Recommended for discharge on account of Epididymitis (8) chronic, right, cause and nature (State nature of disability?) undetermined. Reason unfit for duty from present disease or injury (date) Sept 5/42 (9) Disease contracted or injury received (date and place) in 1935; (10) existed prior to enlistment. When disability arose soldier was (state duty and service. If absent from company, cause and date) Full duty status as Pvt (11) Co "A" 14th Infantry. Cause of disease, or circumstances under which it appeared: (12) Patient denies any venereal disease; bilious mass has been removed from right scrotum for 2 months. Claims some pain on heavy lifting. Claims similar mass was removed from left scrotum following injury in 1935. Disability ~~was~~ ^{was not} incurred in line of duty. (13) <i>John J. Jacobsens</i> (14) JOHN J. JACOSENS Capt., 14th Inf (15) Camp Roberts, Calif. Asst. Adj. (16) September 16, 1942 *Strike out words not applicable. W. D., A. G. O. Form No. 40 November 24, 1941 16-44129-1 C	(1) From front cover, service record (S/R). (2) From front cover or p. 2, S/R. (3) From p. 5, S/R. (4) From p. 2, S/R. (5) From p. 2, S/R. (6) From p. 2, S/R. (7) From p. 3, S/R. (8) From station hospital report. (9) From company sick book. (10) From station hospital report. (11) From company commander. (12) From station hospital report. (13) From station hospital report. (14) From regimental headquarters. (15) Post, camp, or station where certificate is prepared. (16) Date on which form is initiated.

b. Pages 2 and 3.—For reference material and other information see page 1 of Form No. 40.

REPORT OF BOARD OF MEDICAL OFFICERS

From a careful consideration of all the evidence obtainable in the case and a critical examination of the soldier (see sec. 1, Cir. No. 168, W. D., 1941),
 the line of duty see par. 13, AR 60-1085 and Cir. 508, W. D., 1941).

NOTE

This page is accomplished by the Board of Officers examining the patient, and their findings will be entered by the clerk in the station hospital. (1)

(page 2)

That the disqualifying disability "was not" incurred in active service
 That the injury or disease "was not" incurred prior to "enlistment."
 That the injury or disease "was not" aggravated by active service. (1)
 That the disability "was not" due to his own misconduct.
 That the disability "was not" in line of duty.
 That the medical officer who "examined" the soldier "is not" blameless.
 WE THEREFORE RECOMMEND THAT THE SOLDIER BE DISCHARGED
 For disability "not in line of duty and" "due to his own misconduct."
 Length of time since has been under observation of one or more members of the board
 The soldier "did not" decline treatment for the relief of disability.

(1) From board report.

(Name) (Grade) (Army or service)
 (Name) (Grade) (Army or service)
 (Name) (Grade) (Army or service)
 (Name) (Grade) (Army or service)
 *Strike out words not applicable.

1st Indorsement September 25/42
 Station Hospital, Camp Roberts, Calif. (2)
 (Official and—Location)
 To the Commanding Officer 14th Infantry (Unit or station)

(2) From station hospital to enlisted man's unit commander.

2d Indorsement
 Headquarters 14th Infantry Sept 26, 1942
 To the Commanding General 109th Inf Division
 Approved. (3)

(3) Unit commander's action.

For the Commanding Officer:

John J. Jacobs

JOHN J. JACOBS

Capt 14th Inf.

Asst Adj *Security*

Indorsement

c. Page 4.—For reference material and other information see page 1 of Form No. 40.

(1)	
3rd Indorsement	
Headquarters	109th Inf Div Sept 30 42
To the Commanding Officer	
14th Inf Camp Roberts, California.	
(Arm or service)	
Transfer Pvt Harry P. Jackson, Co "A"	
The 109th of	
14th Inf to Station Complement Camp	
Roberts, Calif for discharge	
is Approved	
By command of Major General McGowan	
CARL RICH, Capt. AGD	
(2)	
4th Indorsement	
Hq 14th Inf Camp Roberts, Calif Oct 1,	
1942 TO: CO Hq Co Station Complement	
Camp Roberts, Calif.	
Soldier transferred to your command per	
par 4, SO 239 this Hq dated Oct 1, 1942.	
For the Commanding Officer:	
J. B. WILON	
Capt AGD	
Asst Adj	
(3)	
5th Indorsement	
Headquarters	Sta Comp Camp Roberts Calif
To The Adjutant General:	Oct 2, 1942.
The soldier was discharged at	Camp Roberts, Calif
on the	second day of October 1942
and was furnished with a discharge certificate and duplicate final statements. He desires to be addressed at 12 Oak St Nieuville,	
county of	Vanderburg State of Indiana
HENRY P. HARRIS	
Capt CMP	
Commanding	
U. S. GOVERNMENT PRINTING OFFICE (6) 16-14128-1	

(1) Forwarded by indorsement. Here is the authority to issue transfer orders and discharge.

(2) Transfer orders have been issued.

(3) Forwarded by indorsement along with service record and all allied papers for discharged enlisted man to The Adjutant General.

NOTE.—Clerks of respective headquarters will prepare the indorsements on competent authority.

23. Designation or Change in Address of Beneficiary (W. D., A. G. O. Form No. 41).—a. Front.

Reference: AR 600-600 and Circular No. 296, War Department, 1942.

When used: At any time eligibility of any relative as beneficiary begins or ceases or enlisted man desires to change beneficiary. When address of beneficiary changes.

No. of copies: Original.

Distribution: To The Adjutant General.

DESIGNATION OR CHANGE IN ADDRESS OF BENEFICIARY	
Name of designator	Williams, Thomas Jonathan (Last name) (First name) (Middle name)
	36100987 Pvt. Co. L, 100th Inf (Army Serial No.) (Grade and organization)
The persons eligible to be my beneficiary are designated below:	
1. NO wife	(1)
2. NO children	(2)
3. NO wife and address of each minor child, and each dependent child over 21 years of age. If there are no children, so state. If the address is the same as the wife's, so state. Do not repeat address.	(3)
In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary the relative whose name, relationship, and address are shown below:	
4. Mrs. Martha T. Williams, Mother, 1809 S. Wells St., Charleston, S. C.	(4)
In the event of the death or disqualification of the last-named dependent relative before payment is made, I then designate as my beneficiary the relative whose name, relationship, and address are shown below:	
5. I decline to designate an alternate beneficiary.	(5)
(If beneficiary is named in line 3 but failing of alternate is declined, designator must state in own handwriting "I decline to designate an alternate beneficiary.") OVER	

(1) Last name, first name, middle name, Army serial number, grade, organization and unit of designator.

(2) Full name of wife; if no wife or if she is deceased or divorced, so state; full address of wife.

(3) List all minor children, giving full names; if no children so state; if address is same as that given in (2) do not repeat, but so state.

(4) Full name and address of beneficiary; if not wife or children, show relationship; if designation is declined, designator must state in own writing on this line, "I decline to designate any person beneficiary."

(5) If beneficiary is designated in (4) but none in this space, designator must enter in own handwriting "I decline to designate an alternate beneficiary." If alternate is designated, state full name, relationship, and address.

NOTE.—Prepared on notification from organization or detachment commander by clerk in unit personnel section. Returned to organization for signature of enlisted man and witnessing officer (personnel officer may sign as witnessing officer). After service record is amended to conform with information shown on card, the card is mailed direct to The Adjutant General.

b. Reverse.

Reference: AR 600-600 and Circular No. 296, War Department, 1942.

When used: At any time eligibility of any relative as beneficiary begins or ceases. When address of beneficiary changes.

No. of copies: Original.

Distribution: To The Adjutant General.

(6)	Nearest relative <u>Mrs. Martha T. Williams</u> (Other than wife or minor child) (Name in full)	(6)	Mother (Relationship)
(7)	Address <u>Fort Dix, New Jersey</u>	(7)	
(8)	Person to be notified in case of emergency <u>Mrs. Martha T. Williams</u> (Name)	(8)	Mother (Relationship)
(9)	Address <u>Fort Dix, New Jersey</u>	(9)	
(10)	Signature of designator <u>Thomas</u> (First name)	(10)	<u>Williams</u> (Last name)
(11)	Witnessed at <u>Fort Dix, New Jersey</u>	(11)	1942/11 on July 15.
(12)	Signature of witness <u>Walter S. Jones</u>	(12)	
(13)	Name of witness typed <u>Walter S. Jones</u> 1st Lieut., Infantry. (Grade and organization)	(13)	

16-50108-1 U. S. GOVERNMENT PRINTING OFFICE

* If one of the beneficiaries is the nearest relative or the person to be notified in case of emergency, the address need not be repeated.
† Must be witnessed by an officer or military police.
W.D., A.G.O., Form No. 41
July 17, 1942

(6) Enter full name and relationship of nearest relative; if same as beneficiary, do not repeat address.

(7) Full address of nearest relative if other than beneficiary; otherwise, do not repeat address.

(8) Full name and relationship of person to be notified in case of emergency.

(9) Do not repeat address if person named in (8) is a beneficiary.

(10) Signature: first name, middle initial, and last name of designator in that order.

(11) Station at which this card is prepared and date of preparation.

(12) Signature of witness: first name, middle initial, and last name in that order.

(13) Name of witness typed: first name, middle initial, and last name, followed by grade and arm or service of witness.

Source records:

All information from individual concerned, but should be checked against service record.

Form—Prepared on notification from organization or detachment commander by clerk in unit personnel section. Returned to organization for signature of enlisted man and witnessing officer. (Personnel officer may sign as witnessing officer.) After service record is amended to conform with information shown on card, the card is mailed direct to The Adjutant General.

Distribution: To file in unit personnel office; upon transfer, to the new unit with the service record.

[illegible]

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25. Extract Copy of Morning Report (W. D., A. G. O. Form No. 44).

Reference: AR 615-300; paragraphs 32, 116, and 117, Manual for Courts Martial, MCM 1928.

When used: Whenever enlisted man is dropped from rolls.
Whenever documentary proof of absence without leave is necessary for use in trials by court martial.

No. of copies: One copy.

Distribution: AWOL: Original copy is pasted in service record.

Trial court martial: All copies to accompany charge sheets when forwarded for investigation.

NOTE—Prepared by clerk in enlisted subsection. Sent to organization for signature of organization commander. Returned to personnel officer for distribution with other records.

<u>Martin, John W.</u>	<u>36100798</u>	(1)	(1) Name, serial number, grade, and organization of absentee.
(Last name) (First name) (Middle initial) (Army serial number)			
<u>Private, Company L, 100th Infantry</u>			
(Grade) (Company, regiment, and arm or service)			

EXTRACT COPY OF MORNING REPORT OF—			
<u>Company L</u>	<u>100th Infantry</u>	(2)	(2) Name of organization as shown by morning report.
(Company, troop, battery, or detachment)	(Regiment or other organization)		

FEBRUARY 9, 1943

<u>0600 Pvt Martin 36100798 dy to AWOL</u>	(3)	(3) Exact quotation from the morning report of the remarks pertaining to the enlisted man under the date shown. This entry must include full dates.

<u>Co L 100th Inf, Ft Dix, N.J. Feb 9, 1943</u>	(4)	(4) Enlisted man's organization, station, and date.
(Complete designation of command) (Station) (Date)		
<u>I, William L. Jones, Capt, 100th Inf</u>	(5)	(5) Commander of the organization, the morning report of which is quoted in this extract.
(Name, grade, and arm or service)		
<u>that I am the commanding officer of Co L, 100th Inf</u>	(6)	(6) Complete designation of the organization.
(Complete designation of command)		
<u>and official custodian of the morning reports</u>		
<u>of said command, and that the foregoing is a true and complete copy (including any signature or initials appearing thereon) of that part of the morning report of said command submitted at Fort Dix, New Jersey</u>	(7)	(7) Location of organization at time report is prepared.
(Station)		
<u>for the dates indicated in said copy which relates to John W. Martin, 36100798, Pvt Company L,</u>	(8)	(8) First name, initial, and last name, Army serial number, grade, and organization of the absentee, in that order.
(Full name, Army serial number, grade, and organization of person)		
<u>100th Infantry</u>		
(referred to in extract copy)		
<u>William L. Jones</u>	(9)	(9) See (6) above.
(Signature)		
<u>Captain, 100th Infantry.</u>	(10)	(10) Grade of commander with his arm or service.
(Grade and arm or service)		

W.D., A.G.O. Form No. 44
January 12, 1942

16-55548-1 GPO

NOTE—The company or detachment commander is the custodian of morning reports.

Source records:
Morning report on which enlisted man was recorded as an absentee.
Service record of enlisted man.

26. Descriptive List of Absentee Wanted by the United States Army (W. D., A. G. O. Form No. 45).

Reference: AR 615-300.

When used: At such time as an enlisted man absents himself from his organization.

No. of copies: As many copies as necessary to make distribution indicated below.

Distribution: One copy attached to service record; one copy to each of the following:

The commanding general of the service command in which the absence occurred, the service command of the absentee's residence and the residence of the next of kin, and to such other service commands as may be deemed advisable, the absentee's local board, the field agency of the Federal Bureau of Investigation nearest the absentee's residence, the chief of police of the town and the sheriff of the county of the absentee's residence and to the law enforcement authorities of any other place to which it is likely that the absentee may have gone.

**DESCRIPTIVE LIST OF ABSENTEE
WANTED BY THE UNITED STATES ARMY**
(See AR 615-300)

The man described below is absent from the United States Army, and his return to military control is desired. If apprehended by you, either deliver him to the nearest military fort, camp, or field, or hold him and inform the nearest military fort, camp, or field by the most rapid means available to you that he is in your custody. Address communications to the Commanding Officer (never to a named individual), Fort ~~Washington~~ Washington, or Bolling Field.

or Third Service Command. (1)
For payment for expenses and services see paragraph 2 on the reverse side of this form.

Pugh, Richard D. 6987650 (2)

(Last name) (First name) (Middle initial) (Army serial number)

Sergeant Company L, 100th Infantry (3)

(Grade) (Company, regiment, and arm or service)

Accepted for enlistment at Baltimore, Maryland (4)

Enlisted February 1 1940 (5)

at Port Washington, Maryland (6)

Absented himself February 17 1943 (7)

at Port Washington, Maryland (8)

Born in Baltimore, Maryland (9)

(Town or city) (State or country)

Race White (10)

(White, Mexican, Philippine, Negro, Japanese, etc.)

Age 25 years; occupation Salesman (11)

Eyes Brown; hair Brown; complexion Ruddy (12)

Height 5 feet 11 inches. (13)

Residence 1621 Pratt St., Baltimore, Md. (14)

(Address)

Nearest relative Mrs. Mary E. Pugh (Mother) (15)

(Name and degree of relationship)

1621 Pratt St., Baltimore, Maryland (16)

(Address)

Person to be notified in case of emergency as given by soldier:

Mrs. Mary E. Pugh (Mother) (17)

(Name and degree of relationship; if friend, so state)

1621 Pratt St., Baltimore, Maryland (18)

(Address)

REMARKS.—Prominent scars and marks; also any peculiarities in appearance, clothing worn, or any other information which may aid in apprehension.

Large scar over left eye (19)

(Remarks)

Port Washington, Maryland (20)

(Station)

David L. Smith (21)

(Signature)

Colonel, Infantry. (22)

(Grade and organization)

February 17, 1943 (23)

(Date)

W. D., A. G. O. Form No. 45

January 16, 1943

16-24081-2

- (1) Enter appropriate station, field and service command.
- (2) Enter name and Army serial number.
- (3) Enter grade, company, regiment, and arm or service.
- (4) Enter name of city or town in which enlisted man was accepted for enlistment or induction into the Army.
- (5) Enter date enlisted man was enlisted or inducted into the service.
- (6) Enter place enlisted man enlisted in the service. In the event enlisted man was inducted amend form to read "induction" instead of "enlistment."
- (7) Enter date enlisted man absented himself from the service.
- (8) Give name of place of station from which enlisted man went absent.
- (9) Enter name of town or city and State or country enlisted man was born.
- (10), (11), (12) and (13) are self-explanatory.
- (14) Enter address, city, and State or country enlisted man resided at time of enlistment or induction into the service.
- (15) Enter the name of absentee's nearest relative, giving degree of relationship and address.
- (16) Give name, degree of relationship, and address of person to be notified in the case of an emergency.
- (17) Enter a description of clothing worn by enlisted man at time of escape or desertion and give a description of any identifying marks that may aid in apprehension.
- (18) Enter location or station of unit at time form is completed.
- (19) Enter name, grade, arm or service, and organization of officer initiating report.
- (20) Enter date form is completed.

Source records: Page 2 of service record.
Remarks in morning report.

**Descriptive List of Absentee Wanted by the United States Army (W. D.,
A. G. O. Form No. 46—Reverse).**

1. Any civil officer having authority to arrest offenders may arrest a man absent without leave from the military service of the United States when authorized by any military officer, and deliver him into the custody of the military authorities of the United States. Receipt of this form or a communication (oral or written) from an Army officer stating that a named person is absent without leave is authority for arrest and detention.

2. The following payments will be made for services and expenses:

Arrest	\$15
Arrest and delivery to a fort, camp, or field	\$25

3. The payment mentioned above will be made to the person or persons actually making the arrest and the turn-over or delivery of the person arrested. If two or more persons join in performing these services, payment may be made to them jointly. Payment will be made whether the absentee surrenders or is apprehended. Payment will not be made merely for information leading to an arrest or for an arrest not followed by the return of the person arrested to military control.

4. Payments will be made by the disbursing officers of the Finance Department, and will be in full satisfaction of all expenses of arresting, keeping, and delivering the absentee.

5. Officers and employees of the United States Government may not legally be paid the payments mentioned above, but reimbursement may be made to them or to the department in which they are employed of actual expenses of arrest, detention, and return to military control of absentees liable to trial, not exceeding \$25 in each case.

6. When a detained soldier claims that he is not absent without leave and does not have papers to prove it, the arresting officer should at once communicate direct, by the most rapid means available, with the commanding officer of the fort, camp, field, or organization to ascertain the soldier's correct status.

7. When the commanding officer of the nearest fort, camp, or field has been informed of the arrest of an absentee and, after 24 hours, no reply has been received, the arresting officer should communicate direct (preferably by telegram) with the commanding general of the nearest service command.

8. When an absentee has been delivered to the military authorities and payment of expenses and services has not been made within 10 days, the arresting officer should communicate by letter with the commanding general of the nearest service command.

9. Service commands are located as follows:

First Service Command.....	Boston, Mass.
Second Service Command.....	Governors Island, N. Y.
Third Service Command.....	Baltimore, Md.
Fourth Service Command.....	Atlanta, Ga.
Fifth Service Command.....	Fort Hayes, Ohio
Sixth Service Command.....	Chicago, Ill.
Seventh Service Command.....	Omaha, Nebr.
Eighth Service Command.....	Dallas, Tex.
Ninth Service Command.....	Fort Douglas, Utah

U. S. GOVERNMENT PRINTING OFFICE 16-34061-2

27. Report of Return of Absentee from the United States Army (W. D., A. G. O. Form No. 46).

Reference: AR 615-300.

When used: When an absentee surrenders or is delivered at a military post, camp, or station.

No. of copies: As many copies as necessary to make distribution indicated.

Distribution: A copy to each person to whom W. D., A. G. O. Form No. 46 (Descriptive List of Absentee Wanted by the United States Army) was sent. Copy is attached to service record.

REPORT OF RETURN OF ABSENTEE FROM THE UNITED STATES ARMY (See AR 615-300)	
Pugh, Richard D. 6987650 (Last name) (First name) (Middle initial) (Army serial No.)	(1)
Sergeant, Company L, 100th Infantry (Grade) (Company, regiment, and arm or service,	(2)
who was reported as absent without leave	
from Fort Washington, Maryland (Station)	(3)
on February 17, 1943 (Date)	(4)
was returned to military control	
on February 24, 1943 (Date)	(5)
at Fort Washington, Maryland (Station)	(6)
David L. Smith (Signature)	(7)
DAVID L. SMITH, Colonel, Infantry. (Grade and organization)	(7)
Fort Washington, Maryland (Station)	(8)
February 24, 1943 (Date)	(9)
W.D., A. G. O. Form No. 46 January 16, 1943 16-50187-1 GPO ☆	

(1) Enter name and Army serial number of enlisted man.

(2) Enter grade, company, regiment, and arm or service of enlisted man.

(3) Enter station from which enlisted man absented himself.

(4) Enter date enlisted man actually absented himself.

(5) Enter date of enlisted man's return to military control.

(6) Enter name and location of place enlisted man was returned to military control.

(7) Write out name, grade, and organization of officer authenticating report.

(8) Enter place report is accomplished.

(9) Enter date report is completed.

Source records: Extract of service record.
Confirmation copy of radio or telegram from station enlisted man absented himself.

28. Application for Retirement (W. D., A. G. O. Form No. 49).

Reference: AR 615-395.

When used: When, upon completion of 30 years service, enlisted man desires to be placed on the retired list.

No. of copies: Duplicate.

Distribution: Forwarded to next higher administrative commander.

NOTE.—An enlisted man who desires to retire and who believes himself eligible will submit to his company or detachment commander an application for retirement addressed to the President through The Adjutant General. The form below constitutes the above application and will be compiled from memory by the enlisted man or from such records as may be available. The organization commander will indorse the application and forward it to the next higher commander.

- (1) This section will be completed to show the total amount of time in the military service. For time to be computed see section I, AR 615-395.
- (2) Organization in which served during this enlistment.
- (3) Beginning date of enlistment.
- (4) Ending date of enlistment.
- (5) Total number of years served in this enlistment.
- (6) Total number of odd months served in this enlistment.
- (7) Total number of odd days served in this enlistment.
- (8) Number of days lost to be made good under AW 107. See paragraph 3d, AR 615-395, for time not to be counted for retirement.
- (9) The mechanics for the entries in this section are the same as in (1) above. For time that may be counted double see paragraph 4, AR 615-395.
- (10) Total number of years service completed for longevity pay and place at which enlisted man desires to be retired.
- (11) Typed or printed name followed by Army serial number.
- (12) Signature of enlisted man in same order as typed above.
- (13) Grade and organization of enlisted man at time of application for retirement.

Source records: All information is obtained from the service record of enlisted man.

APPLICATION FOR RETIREMENT

(See AR 605-205)

Fort Dix, New Jersey.

September 1, 1942

Subject: RETIREMENT.

To: THE ADJUTANT GENERAL.

I request to be placed upon the retired list. My service is as follows:

(1)

DEPLOYMENTS				Years	Months	Days	Number of Days of Absence from Duty assigned to be made good
No.	Organization (2)	From (3)	To (4)	(5)	(6)	(7)	(8)
1	Co M, 127th Infantry	Aug 30, 1912	Aug 29, 1915	3	0	0	None
2	Co L, 16th Infantry	Aug 30, 1915	Aug 29, 1918	3	0	0	None
3	Co C, 16th Infantry	Aug 30, 1918	Aug 29, 1921	3	0	0	None
4	Hq Det, 12th Infantry	Aug 30, 1921	Aug 29, 1924	3	0	0	None
5	Co B, 3rd Infantry	Aug 30, 1924	Aug 29, 1927	3	0	0	None
6	Co A, 2d Infantry	Aug 30, 1927	Sept 1, 1930	3	0	0	3
7	Btry A, 3rd PA	Sept 2, 1930	Sept 1, 1933	3	0	0	None
8	Co H, 2d Infantry	Sept 2, 1933	Sept 1, 1936	3	0	0	None
9	Co K, 2d Infantry	Sept 2, 1936	Sept 1, 1939	3	0	0	None
10	Co K, 2d Infantry	Sept 2, 1939	Sept 1, 1942	3	0	0	None
11							
12							
TOTAL				30	0	0	3

DOUBLE TIME FOR FOREIGN SERVICE (9)						A.W.O.L. while on Foreign Service	Furloughs while on Foreign Service	
Place	From—	To—	Years	Months	Days	Days	Months	Days
TOTAL								

I have completed 27 years' service for longevity pay, and desire to be retired at _____ (10)

Fort Dix, New Jersey

JOHN D. WILLIAMS, R-127087

(Name typed or printed)

(Name typed or printed)
John D. Williams
(Name type)

1st Sergeant, Co K, 2d Infantry (13)

(Grade and organization)

29. Record of Payment of Retired Enlisted Man (W. D., A. G. O. Form No. 50).**Reference:** AR 615-395.**When used:** Upon retirement of enlisted man.**No. of copies:** Original.**Distribution:** The Adjutant General.

Note.—This form will be prepared when service record and allied papers are accomplished for forwarding to The Adjutant General. It will accompany the service record and allied papers to The Adjutant General.

- (1) Last name, first name, and middle name in that order, followed by Army serial number.
- (2) Grade and arm or service at time of retirement.
- (3) Place where enlisted man can be reached for next 30 days after retirement.
- (4) City or town and State where enlisted man will be for next 30 days.
- (5) Last date of enlistment or reenlistment in Army.
- (6) Number of years for which enlisted, now extended for the duration plus 6 months. Age at time of enlistment.
- (7) Number of years of active service completed at time of retirement.
- (8) Grade and organization in which serving at time of retirement.
- (9) Date and place of retirement.
- (10) Quote authority authorizing retirement, with date of said authority.
- (11) State any service as commissioned officer.
- (12) To include last date enlisted man was actually given subsistence in kind at Government expense.
- (13) To include last date enlisted man was actually given travel rations while en route to home.
- (14) Deductions from pay for payment of premiums on insurance; show class of insurance and amount of deduction.
- (15) Date insurance was last deducted from pay.
- (16) Pertinent remarks, including any additional pay data.
- (17) Signature of authenticating officer.
- (18) Place of retirement and date of preparation of report.
- (19) Permanent home address of retired enlisted man.
- (20) Signature of retired enlisted man followed by Army serial number.

Source records:

Items 3 and 19 from enlisted man.

All others: Self-explanatory or from service record of enlisted man.

RECORD OF PAYMENT OF RETIRED ENLISTED MAN

(See AR 615-305)

Williams John Diamond R-120987 (1)

(Last name) (First name) (Middle name) (Army serial number)

1st Sergeant, Infantry, U. S. Army, retired. (2)

(Grade and arm or service)

Address for the next 30 days will be YMCA Hotel, Williamsburg, (3)

(Number and street or rural route; if none, so state)

Williamsburg, Pennsylvania. (4)

(City, town, or post office) (State or country)

The soldier named above was last enlisted Sept 2, 1939, to (5)

serve 3 years; age at enlistment 45 years and 6 months. (6)

At date of retirement the soldier had completed over 30 years' (7)

active service.

Last served as a 1st Sgt of Co. K, 2d Infantry Regiment. (8)

Retired Sept 30, 1942, at Fort Dix, New Jersey. (9)

in compliance with par. 10, S. O. 146, W. D., Aug 27, 1942 (10)

Had service as a commissioned officer, terminating honorably, from

none, 19 -, to none, 19 - (11)

Subsistence in kind furnished to include Sept 30, 1942; paid (12)

commutation of rations in advance while traveling home, from Oct 1

1942, to Oct 2, 1942, inclusive. (13)

Final statement furnished.

Deduct from retired pay for Class N Insurance, Premium \$3.45 (14)

per month; last deducted to Sept 30, 1942 (15)

Remarks S.M. Par. 10, S.O. No. 3, W.D., June 3, 1917 (16)

I certify that the foregoing is correct. John P. Sullivan (17)

Fort Dix, New Jersey JOHN P. SULLIVAN,

Sept. 30, 1942 (18)

(Place) (Date)

Captain, 2d Infantry,

Commanding Personnel Off.

I intend to make my home at 1012 Buchanan Street, (19)

Milwaukee, Wisconsin.

(City, town, or post office) (State or country)

(Signature of soldier) John P. Williams (20)

JOHN D. WILLIAMS, R-120987

30. Report of Death (W. D., A. G. O. Form No. 52).

Reference: AR 600-550.

When used: Upon the death of any military personnel listed in paragraph 2, AR 30-1830.

No. of copies: Triplicate, all copies signed.

Distribution: Original and duplicate to The Adjutant General. Triplicate to file.

NOTE.—Prepared in unit personnel section upon advice from medical officer. Forwarded in duplicate with service record and allied papers to The Adjutant General. (See Inventory of Effects (W. D., A. G. O. Form No. 54).)

To be forwarded in duplicate No. _____

REPORT OF DEATH
(See AR 600-546)

Williams, James B. 6797796 (1)
(Last name) (First name) (Middle initial) (Army serial number)

Pvt Co L, 100th Infantry (2)
(Grade) (Organization or arm or service)

died July 18, 1942 (3)

at Fort Dix, New Jersey (4)

Nature of disease or injury Gunshot wounds in (5)
abdomen and chest

Direct cause of death Accidental discharge of (6)
Riot Gun while on Guard Duty.

Death ~~occurred~~ in line of duty and ~~was~~ was not the result of the (7)
deceased's own misconduct.

Seth B. Parsons
SETH B. PARSONS, (8)
(Signature of medical officer)

Captain, MC. (9)

Place Fort Dix, New Jersey, (10)

Date July 19, 1942 (11)

Date July 19, 1942 (12)

*The report of the surgeon is approved.
~~Report of the surgeon is approved.~~ (13)
Date and place of burial. (If not interred at station, state disposition made or to be made of remains.)

Remains to be shipped to nearest relative
Mrs. John A. Williams, 109 W. Bee St., (14)
Milwaukee, Wisconsin

Interment to be at Riverside Cemetery (15)
Milwaukee, Wisconsin

Hall P. Lucas
HALL P. LUCAS, (16)
Lt Col., Infantry
Commanding.

*Strike out if inapplicable.
W.D., A.G.O. Form No. 52
July 1, 1941

(1) Last name, first name, initial followed by Army serial number.

(2) Grade, organization, parent unit.

(3) Exact date of death.

(4) Place of death.

(5) Nature of disease or injury resulting in death.

(6) Nature of incident, outgrowth of which was injury or disease causing death.

(7) Line out words not applicable.

(8) Signature of medical officer.

(9) Grade and arm or service.

(10) Station or place of preparation of report.

(11) Date of preparation of report.

(12) Date action is taken by approving authority.

(13) Strike out part not applicable in this case.

(14) Give exact disposition of remains.

(15) Any additional information necessary to clarify entire procedure.

(16) Signature, grade, and organization of commander of unit.

Source records: Items 1 and 2: service record.
Items 3 to 11: medical officer. Items 12 to 16: self-explanatory.

31. Inventory of Effects (W. D., A. G. O. Form No. 54).

Reference: AR 600-550.

When used: Listing of effects of deceased individual.

No. of copies: Triplicate.

Distribution: Original and first carbon to summary court,⁶ triplicate to file.

INVENTORY OF EFFECTS (See AR 600-550)		
Williams, John E. 16009865 (1) (Last name) (First name) (Middle initial) (Army serial number)		
Rate a. Private Co L, 100 Inf (2) (Grade) (Organization or unit or service)		
who died on the 14th day of August, 1942 (3)		
CLASS I—Saber, insignia, decorations, medals, campaign badges, watches, manuscripts, and other articles valuable chiefly as keepsakes. (4)		
QUANTITY	ARTICLES	*PACK. NO. (See AR 600-550)
1	Medal, Expert Gunner	
1	Watch, wrist, Bulova	
1	Diary, Leather bound	
*To be filled out only in case of shipment to The Adjutant General.		
CLASS II—Other effects (5)		
QUANTITY	ARTICLES	
1	Suit, civilian, Serge	
1	Shoes, civilian, black.	
1 Pkg	Assorted articles: Buttons, Cigar Lighter, Needles & thread, books, asstd pictures, Tie clip, Collar holder.	
-D., A. G. O. Form No. 54 JUL 1, 1942		

(1) Last name, first name, and middle initial with Army serial number.

(2) Grade, organization, and arm or service.

(3) Date of death.

(4) Each class I article should be listed separately so that it can be identified. Column headed "package number" is not to be filled in unless effects are shipped to The Adjutant General.

(5) All other effects not of the nature of those in class I. When the beneficiary, nearest relative or legal representative is present to receive effects, the latter may be described generally.

Source records:

Items 1 to 3: from service record of enlisted man.

Items 3 to 5: Self-explanatory.

NOTE.—This form is prepared by the enlisted man's immediate commander after a complete inventory of the deceased individual's effects. The original and duplicate copies are forwarded to the summary court designated to settle the accounts of the deceased. See AW 112.

32. Honorable Discharge from the Army of the United States (W. D., A. G. O. Form No. 55).—*a. Front.*

Reference: AR 615-360 and 345-470.

When used: Always used when discharge is by reason of expiration term of service (section I, AR 615-360), Purchase (section III), minority* (section IV), convenience of the Government (section X), and writ of habeas corpus (section XI).

Form No. 55 may be used or is usually used as the certificate, depending on circumstances on which the discharge is granted, for the following reasons: disability (section II), dependency (section V), inaptness (section VIII), AR 615-360.

No. of copies: Prepare single copy.

Distribution: To the enlisted man.

- (1) Name as shown in service record (S/R); typed in capital letters and in signature order.
- (2) Order prescribed in footnote must be followed (from S/R, pp. 2 and 5).
- (3) See footnote and check authority for reason.
- (4) Exactly as in (1) above but not all in capital letters.
- (5) City and State of birth (from S/R, p. 2).
- (6) Years of age to be shown in years and fractions of years, (for example, 19 4/12). Occupation just prior to enlistment will be shown (from S/R, p. 2).
- (7) and (8) (from S/R, p. 2).
- (9) Post, camp, or station where discharge certificate is prepared.
- (10) Date of separation from service (from authority contained in (3) above).
- (11) Signature of regimental or similar unit commander.
- (12) Name of regimental or similar unit commander typed in capitals with grade and organization shown on line above "Commanding."

NOTE.—In the discharge certificates abbreviations are kept to a minimum. Do not use them unless space provided is inadequate.

Honorable Discharge

from

The Army of the United States



TO ALL WHOM IT MAY CONCERN:

This is to Certify, That* ROBERT P. JACKSON (1)

† 13005645, Sergeant, Headquarters Company, Station Complement, Fort Custis, (2)
California.

THE ARMY OF THE UNITED STATES, as a TESTIMONIAL OF HONEST
 AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the
 military service of the UNITED STATES by reason of ‡ C. D. D., 4th Indorsement, (3)
Headquarters, 201st Infantry Division, Camp Roberts, California, September 18, 1942.

Said Robert P. Jackson was born (4)
 in Dayton, in the State of Ohio (5)

When enlisted he was 19 4/12 years of age and by occupation a Clerk (6)

He had Blue eyes, Brown hair, Fair complexion, and (7)
 was 5 feet 9 inches in height. (8)

Given under my hand at Camp Roberts, California this (9)
18th day of September one thousand nine hundred and forty-two. (10)

George T. Smithers (11)
GEORGE T. SMITHERS
Colonel, Infantry, (12)
Commanding.

See A.R. 268-128.

*Insert name as "John J. Doe."

†Insert Army serial number, grade, company, regiment, or arm or service as "Infantry"; "Company A, 1st Infantry"; "Sergeant, Quartermaster Corps."

‡If discharged prior to expiration of service, give number, date, and source of order or full description of authority therefor.

16-10888

W. D.: A. G. O. Form No. 55
 October 18, 1939

b. Reverse.

- (1) From S/R, p. 2.
- (2) XXXXX out appropriately. From S/R, p. 1 or 2.
- (3) Compute total active service of present enlistment plus total of prior service.
- (4) From S/R, p. 3.
- (5) Grade and date of appointment. From S/R, p. 5.
- (6) From S/R, p. 4.
- (7) Write "Not Mounted" if not mounted (from S/R, p. 15). For specialty, write Army specialty at time of discharge (from S/R, p. 4).
- (8) From S/R, p. 4.
- (9) From S/R, p. 15.
- (10) From S/R, p. 6.
- (11) From S/R, p. 15.
- (12) From S/R, p. 1.
- (13), (14), and (15) From S/R, p. 1.
- (16) Form No. 38 or 40. Marital status from S/R, p. 2.
- (17) Rating must be either excellent, very good, or good and must be entered in ink (not typed). Rating is made by the immediate commanding officer and is initialed by him.
- (18) In addition to footnotes, give information as to time lost or so state negatively. (From S/R, p. 7). State whether or not enlisted man entitled to travel pay.
- (19) Secure enlisted man's thumbprint and his signature as it appears on front of certificate.
- (20) Signature, name, grade, and organization of personnel officer or company commander. XXXXX out "Commanding" and type in "Personnel Officer," if certificate is signed by him.

ENLISTED RECORD

OF

Jackson, Robert P. 13005645 **Sergeant** (1)

(Last name) (First name) (Middle initial) (Army Serial No.) (Grade)

Enlisted ~~enlisted~~ ¹ **April 14, 1941** at **Dayton, Ohio** (2)

Completed **1** years, **5** months, **5** days service for longevity pay. (3)

Prior service: ² **None** (4)

.....

.....

.....

.....

Noncommissioned officer: **Sergeant, November 14, 1941** (5)

Qualification in arms: **Rifle Expert: June 26, 1941, SO #159, Hq. 234th Inf, June 28, 1941** (6)

Horsemanship: **Not counted** **Army specially:** **Clerk** (7)

Attendance at: **None** (8)

(Name of noncommissioned officers' or special service school)

Battles, engagements, skirmishes, expeditions: **None** (9)

.....

Decorations, service medals citations: **Distinguished Service Medal, August 15, 1941** (10)

.....

Wounds received in service: **None** (11)

Date and result of smallpox vaccination: ⁴ **April 15, 1941: Vaccinoid.** (12)

Date of completion of all typhoid-paratyphoid vaccinations: ⁴ **April 27, 1941** (13)

Date and result of diphtheria immunity test (Schick): ⁴ **None** (14)

Date of other vaccinations (specify vaccine used): ⁴ **Tetanus completed: May 17, 1941** (15)

Physical condition when discharged: **Poor** **Married or single:** **Single** (16)

Character: **Excellent BMS** (17)

Remarks: ⁵ **No time lost under AW 107. Soldier entitled to travel pay.** (18)

.....



Signature of soldier: *Robert P. Jackson* (19)

John B. Jacobsen
JOHN B. JACOBSEN
Captain, Infantry. (20)

Corresponding Personnel Officer

¹ Enter date of induction only in case of trainee inducted under Selective Training and Service Act, 1940 (Bull. No. 25, W. D., 1940); in all other cases enter date of enlistment.

² For each enlistment give company, regiment, or arm or service, with inclusive dates of service, grade, cause of discharge, number of days lost under AW 107 (if same, so state), and number of days retained and cause of retention in service for convenience of the Government, if any.

³ Give date of qualification, and number, date, and source of order announcing same.

⁴ See paragraph 6, AR 40-211.

⁵ Enter periods of active duty of enlisted men of the Regular Army Reserve and the Enlisted Reserve Corps and dates of induction into Federal Service in the case of members of the National Guard.

33. Discharge from the Army of the United States (blue) (W. D., A. G. O. Form No. 56).—a. Front.

Reference: AR 615-360 and 345-470.

When used: Always used when discharge is by reason of: Fraudulent enlistment (section VI), desertion (section VII), or conviction by a civil court (section IX), AR 615-360. Form No. 56 may be used as the certificate, depending upon the circumstances of discharge, for the following reasons: Disability (section II), undesirable traits of character (section VIII), AR 615-360.

No. of copies: Prepare single copy.

Distribution: To the enlisted man.

(1) Name as shown in S/R; typed in capital letters and in signature order.

(2) Order prescribed in footnote must be followed (from S/R, pp. 2 and 5).

(3) See footnote and check authority for reason.

(4) Exactly as in (1) above but not all in capital letters.

(5) City and State of birth (from S/R, p. 2).

(6) Years of age to be shown in years and fractions of years (for example $28\frac{4}{12}$). Occupation just prior to enlistment will be shown (from S/R p. 2).

(7) and (8) from S/R, p. 2.

(9) Post, camp, or station where discharge certificate is prepared.

(10) Date of separation from service (from authority contained in (3) above).

(11) Signature of commander of regiment or similar unit.

(12) Name of commander typed in capitals with grade and organization shown on line above "Commanding."

NOTE.—In the discharge certificates abbreviations are kept to a minimum. Do not use them unless the space provided is inadequate.

Discharge from The Army of the United States

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That* JOHN W. RANDALL (1)

†32004389, Private, Headquarters Company Station Complement, Fort Custis, California (2)

THE ARMY OF THE UNITED STATES is hereby DISCHARGED from the military service of the UNITED STATES by reason of †Desertion. See VII AR 615-360 (3)
and Par 49b, AR 615-360, per 4th Indorsement, T.A.G.O., August 20, 1942.

Said John W. Randall was born (4)
in Richmond, in the State of Virginia (5)
When enlisted he was 28 4/12 years of age and by occupation an Accountant (6)
He had Brown eyes, Black hair, Ruddy complexion, and (7)
was 5 feet 6 1/2 inches in height. (8)

Given under my hand at Camp Roberts, California this (9)
3rd day of September, one thousand nine hundred and forty-two (10)


PERCY O. PRICE (11)
Colonel, Infantry (12)
Commanding.

See AR 345-470.

* Insert name, as "John J. Doe."

† Insert Army serial number, grade, company, regiment, and arm or service, as "1652002"; "Corporal, Company A, 1st Infantry"; "Sergeant, Quartermaster Corps."

‡ State fully actual cause of discharge, giving number, date, and source of order or full description of authority therefor.

25-14205

W. D. A. G. O. Form No. 86
April 1, 1940

b. Reverse.

- (1) From S/R, p. 2.
- (2) XXXXX out appropriately. From S/R, p. 1 or 2.
- (3) Compute total active service of present enlistment plus total of prior service.
- (4) From S/R, p. 3.
- (5) Grade and date of appointment. From S/R, p. 5.
- (6) From S/R, p. 4.
- (7) Write "Not Mounted" if not mounted (from S/R, p. 15). For specialty, write Army specialty at time of discharge (from S/R, p. 4).
- (8) From S/R, p. 4.
- (9) From S/R, p. 15.
- (10) From S/R, p. 6.
- (11) From S/R, p. 15.
- (12) From S/R, p. 1.
- (13), (14), and (15) from S/R, p. 1.
- (16) Form No. 38 or 40. Marital status from S/R, p. 2 or 15.
- (17) Rating must be either "Fair" or "Poor" and must be entered in ink (not typed). Rating is made by the immediate commanding officer and is initialed by him.
- (18) In addition to footnotes, give information as to time lost or so state negatively (from S/R, p. 7). State whether or not enlisted man is entitled to travel pay.
- (19) Secure signature of enlisted man as his name appears on the front of this certificate.
- (20) Signature, name (typed in capitals), grade, and organization of personnel officer or company commander. XXXXX out "Commanding" and type in "Personnel Officer" if certificate is to be signed by him.

NOTE.—Secure thumbprint of enlisted man on the certificate (to the left of the signature of the personnel officer).

OFF

Signature of soldier: John M. Randall (19)
Is not recommended for reenlistment.



Simon T Stanley
SIMON T. STANLEY (20)
Captain, Infantry

~~CONFIDENTIAL~~ Personnel Officer.

*For each enlistment give company, regiment, or arm or service, with inclusive dates of service, grade, cause of discharge, number of days lost under A.W. 307 (if none, so state), and number of days retained and cause of retention in service for convenience of the Government, if any.
(Give date of qualification, and number, date, and source of order announcing same.)

34. Dishonorable Discharge from the Army of the United States (yellow) (W. D., A. G. O. Form No. 57).—a. Front.

Reference: 615-360 and 345-470.

When used: Used only when enlisted man is discharged by sentence of General court martial.

No. of copies: Prepare single copy.

Distribution: To the enlisted man.

- (1) Name as shown in S/R; typed in capital letters and in signature order.
- (2) Order prescribed in footnote must be followed (from S/R, pp. 2 and 5).
- (3) See footnote and check authority.
- (4) Exactly as in (1) above but not all in capital letters.
- (5) City and State of birth (from S/R, p. 2).
- (6) Years of age to be shown in years and fractions of years (that is, 19 $\frac{4}{12}$).
Occupation just prior to enlistment will be shown (from S/R, p. 2).
- (7) and (8) from S/R, p. 2.
- (9) Post, camp, or station where discharge certificate is prepared.
- (10) Date of separation from service (from authority contained in (3) above).
- (11) Signature and name of commander of regiment or similar unit (typed in capitals), his grade and organization.

NOTE.—In the discharge certificates abbreviations are kept to a minimum. Do not use them unless space supplied is inadequate.

Dishonorable Discharge

from

The Army of the United States

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That* GEORGE W. REMLER (1)...

† 32004455, Private, Hq Co Sta Complement, Fort Custis, California (2)...

THE ARMY OF THE UNITED STATES is hereby DISHONORABLY DISCHARGED from the military service of the UNITED STATES by reason of the sentence of a General Court-

Martial‡ Order number 268, Headquarters 201st Infantry Division, Camp Roberts, California, December 21, 1942. (3)...

Said George W. Remler was born (4)...

in Westview, in the State of Pennsylvania (5)...

When enlisted he was 19 4/12 years of age and by occupation a laborer (6)...

He had Blue eyes, Blond hair, Fair complexion, and (7)...

was 5 feet 9 inches in height. (8)...

Given under my hand at Camp Roberts, California this (9)...

24th day of December, one thousand nine hundred and forty-two (10)...

Robert L. Mackey (11)...

ROBERT L. MACKAY

Colonel, Infantry

Commanding.

See A.R. 265-278.

*Insert name; as, "John J. Doe."

†Insert Army serial number, grade, company, regiment, or arm or service; as "456789"; "Company A, 1st Infantry"; "Sergeant, Quartermaster Corps."

‡Insert number, date, and source of general court-martial order.

W. D., A., G. O. FORM 26a-37
October 26, 1939

16-41253

b. Reverse.

- (1) From S/R, p. 2.
- (2) XXXXX out appropriately. From S/R, page 1 or 2.
- (3) Compute total active service of present enlistment plus total of prior service.
- (4) From S/R, p. 3.

- (5) Grade and date of appointment. From S/R, p. 5.
- (6) From S/R, p. 4.
- (7) Write "Not Mounted" if not mounted (from S/R, p. 15). For specialty, write Army specialty at time of discharge (from S/R, p. 4).
- (8) From S/R, p. 4.
- (9) From S/R, p. 15.

- (10) From S/R, p. 6.

- (11) From S/R, p. 15.
- (12), (13), (14), and (15) from S/R, p. 1.

- (16) From Form No. 38 or 40. Marital status from S/R, p. 2 or 15.
- (17) In addition to footnotes, give information as to time lost or so state negatively (from S/R, p. 7). State whether or not enlisted man is entitled to travel pay.

- (18) Signature, name, grade, and organization of personnel officer or company commander. XXXXX out "Commanding" and type in "Personnel Officer" if certificate is to be signed by him.

ENLISTED RECORD

OF

Reeler George W., 32004455, Private (1)
(Last name) (First name) (Middle initial) (Army Serial No.) (Grade)
 Enlisted October 15, 1941, at Pittsburgh, Pennsylvania (2)
 Completed 1 years, 1 months, 25 days service for longevity pay. (3)
 Prior service:* None (4)

Noncommissioned officer: Never (5)

Qualification in arms:† None (6)

Horsemanship: Not Mounted Army specialty: Truck Driver (7)

Attendance at: None (8)
(Name of noncommissioned officers' or special service school)

Battles, engagements, skirmishes, expeditions: None (9)

Decorations, service medals, citations: None (10)

Wounds received in service: None (11)

Date and result of smallpox vaccination: ‡ October 24, 1941, Vaccinia (12)

Date of completion of all typhoid-paratyphoid vaccinations: ‡ November 14, 1941 (13)

Date and result of diphtheria immunity test (Schick): ‡ None (14)

Date of other vaccinations (specify vaccine used): ‡ Tetanus completed: November 30, 1941 (15)

Physical condition when discharged: Good Married or single: Single (16)

Remarks: 15 days lost under AW 107 fr December 15, 1941 to December 29, 1941 incl (17)
(15 days). Soldier is not entitled to travel pay.

Jerral B. Batsonness

JERRAL B. BATSONNESS
 1st Lieutenant, Infantry

(18)

Commanding Personnel Officer

*For each enlistment give company, regiment, or arm or service, with inclusive dates of service, grade, cause of discharge, number of days lost under A.W. 107 (if same as state), and number of days retained and cause of retention in service for convenience of the Government, if any.
 †Give date of qualification, and number, date, and source of order announcing same.
 ‡See par. 6, A.R. 40-211.

35. Charge Sheet (W. D., A. G. O. Form No. 115).—*a. Page 1.*

Reference: *Manual For Courts Martial, 1928.*

When used: When a determination has been made that a person subject to military law has violated an Article of War and that his violation is so serious that he cannot be punished under the 104th Article of War.

No. of copies: Prepared in triplicate. The original and two copies to the officer exercising court-martial jurisdiction in the command of which he is a member.

Prepared by: Charge sheets are signed by the officer who is the accuser. The actual preparation of the charges, however, will be accomplished in the personnel section.

(1) Place: Station at which accused is serving at time of preparation of charges.
Date: Date of preparation of charge sheet.

(2) Names, etc., of accused: Source—service record.

(3) Age: The age of the accused will be his age to the nearest year on the date of the commission of the alleged offense. Age is computed from information obtained from service record.

Pay: The pay of the enlisted man will be the minimum base pay of his grade plus any increase for length of service (longevity pay). Any increase in pay by reason of other allowances will not be shown or included in pay. Class "F" allotments will be deducted from the rate of pay for the purpose of computing forfeitures.

Allotments to dependents: Source—service record.

Government insurance deduction: Source—service record.

(4) Data as to service: For prior service show inclusive dates of enlistment or service, organization from which discharged, character and reason for discharge (that is, convenience of the Government, expiration term of service, purchase, etc.), and the total prior service completed by years, months, and days. In addition show the place and date of current enlistment or induction. If the accused has had no prior service, the following statement will follow immediately after the facts of the current enlistment: "No prior service." Source—service record.

(5) Data as to witnesses, etc.: Show the names and addresses of the witnesses. A notation will be made indicating those for the accused. After the names of all witnesses, documentary and real evidence will be shown with a sufficient description to identify each entry. Source—furnished by officer preferring charges (accuser).

(6) Data as to restraint of accused: The present status of the accused will be shown. Example: "Confined in post stockade, Fort Washington, Md., since 10 September 1942." Source—Accuser, morning report, or commander of the accused.

(WRITE NOTHING ABOVE THIS LINE)

CHARGE SHEET

(1) Fort Washington, Maryland, 10 November, 1942
(Place) (Date)(2) Name, etc., of accused Olsen, Paul A., 30696380, Private, Company L, 100th Infantry
(Give last name, first name, and middle initial in that order followed by serial number, grade, company, regiment, branch or by other appropriate description of accused. Alias names, etc., to follow in same manner)(3) Age 22 Pay, \$ 50.00 per month. Allotments to dependents, \$ 22.00 per month.
(Base pay plus pay for length of service)
Government Insurance deduction, \$ 2.40 per month. CI "F"(4) Data as to service: No prior service. Inducted at Camp Upton, NY January 2, 1942.
(As to each terminated enlistment, give including date of service and organization in which serving at termination. As to current enlistment, give the initial date and the term thereof. Give similar data as to service not under an enlistment)Data as to witnesses, etc.:
(Give names, addresses, and note if for accused. List documentary evidence and note where each item thereof may be found)(5) Captain Hugh G. Dean, 100th Infantry, Fort Washington, Maryland
1st Sergeant David F. Yaeger, Company L, 100th Infantry, Fort Washington, MarylandDOCUMENTARY EVIDENCE: Morning Report, Company L, 100th Infantry, Fort Washington,
Maryland for month of November, 1942.(6) Data as to restraint of accused: Under arrest in quarters, Company L, 100th Infantry, Fort
(Give date, place, and initial date of any restraint of accused)
Washington, Maryland since 10 November 1942.

b. Page 2.

- (7) Charge and specification: Source—from officer preferring charges (accuser). References: Appendix 4, Manual for Courts Martial (MCM), 1928 and appropriate paragraphs in chapter XXV, MCM, 1928; also chapter VI, MCM, 1928. The appropriate form in Appendix 4, MCM, 1928 will be selected as a pattern for each specification. If, as rarely happens, there is no form for the particular offense, use as a guide the form that most nearly fits the case to the extent that it is applicable. Do not show Army serial numbers. Abbreviations will not be used, except for the middle initial of names of persons, to designate anti-aircraft (AA), that is, and in quoting documents required to be stated in a specification. Allege enough details to be specific, but do not burden the specification with details which serve no purpose but to add to the difficulties of proof.

CHARGE : Violation of the.....61st..... Article of War.

c-22

- (7) *Specification* In that Private Paul A. Olsen, Company L, 100th Infantry, did, without proper leave, absent himself from his post and duties at Fort Washington, Maryland from about 0600, November 8, 1942 to about 1600, November 9, 1942.

(Additional sheets, if necessary, for charges and specifications will be attached here. Ordinary 8 by 12½ inch paper will be used for additional sheets.)

(2)

c-722

WRITE NOTHING BELOW THIS LINE

c. Page 3.

- (8) **Signature of accuser:** Signed by accuser in presence of officer administering oath (10).
- (9) **Affidavit:** The affidavit is self-explanatory except for the following: The inappropriate words preceded by an * will be stricken from the form of the affidavit. If the accuser has personal knowledge of all of the charges and specifications, insert the word "all" before the word "specification" at the end of the fourth line and in the blank in the fifth line insert the words "and charges." Delete all printed matter between the two blanks in lines 5 and 6. If there is only one specification under one charge the "s" will be deleted from the words "specifications" and "charges" wherever they appear and the following words will be written in said blank line, "of the charge." If the accuser has no personal knowledge of the matters set forth in charge and specification, all of the words appearing between the asterisks in the fourth and fifth lines will be stricken out and the blank in the sixth line will be completed in the same manner as indicated above. When the accuser has both personal knowledge of certain of the specifications and has investigated certain of the specifications, both lines will be completed according to the circumstances.
- (10) **Signature to affidavit:** The affidavit must be made before someone authorized to administer an oath under AW 114, usually the adjutant of the regiment.
- (11) **1st Ind.:** Self-explanatory. Source—adjutant.
- (12) **Type of court,** name of summary court or trial judge advocate of special court, and appointment authority. Source—adjutant, sergeant major, or staff judge advocate (in division headquarters).
- (13) **Signed by the adjutant of regiment or adjutant general of division.**

(WRITE NOTHING ABOVE THIS LINE)

(8)

(Signature of accuser)

Hugh G. Dean

HUGH G. DEAN,

Captain, 100th Infantry.

(Grade, organization, or branch)

AFFIDAVIT

(9)

Before me, the undersigned, authorized by law to administer oaths in cases of this character, personally appeared the above-named accuser this 10th day of November, 1942, and made oath that he is a person subject to military law and that he personally signed the foregoing charge and specifications, and further that he ~~has personally investigated the matters set forth in the specification of the charge~~

(Indicate by specification and charge numbers)

~~has~~ examined the matters set forth in the specification of the charge, and that the same are true in fact, to the best of his knowledge and belief

(10)

(Signature)

Allan F. Dummer

ALLAN F. DUMMER,

(Grade and organization)

Captain, 100th Infantry, Adjutant.

(Official character, as summary court, notary public, etc.)

Notes.—At (*) strike out words not applicable.

If the accuser has personal knowledge of the facts stated in one or more specifications or parts thereof, and his knowledge as to other specifications or parts thereof is derived from investigation of the facts, the form of the oath will be varied accordingly. In no case will he be permitted to state alternatively, as to any particular charge or specification, that he either has personal knowledge or has investigated.

If the oath is administered by a civil officer having a seal, his official seal should be affixed.

1st IND.

(11) Headquarters 100th Infantry Port Washington, Maryland, 11 November, 1942.

(Place)

(Date)

(12) Referred for trial to Major CHARLES B. RITTER, 100th Infantry

(Grade, name, and organization of summary court, or trial judge advocate)

Summary

(Summary) (Trial judge advocate of special or general)

court-martial appointed by paragraph 3, Special Orders No. 209.(13) Headquarters 100th Infantry 10 November, 1942.By order

(Command or order)

of Colonel RUPP:

(Grade and name of commanding officer)

Allan F. Dummer

ALLAN F. DUMMER, Captain, 100th Infantry, Adjutant.

d. Page 4.

- (14) These spaces are completed by the trial judge advocate only in case of special or general court.
- (15) Case No.: Summary court cases are numbered in sequence for the calendar year. Source: sergeant major or record and file clerk.
- (16) Record of trial: Source—summary court officer. (In special and general court cases this space is not used.) References: Appendix 7, 8, and 9, MCM, 1928.
- (17) Place and date where court was held and signature of summary court officer.
- (18) Action of reviewing authority: Source—commanding officer or adjutant. Reference: Appendix 10, MCM, 1928.
- (19) Authentication of reviewing action: Signature of commanding officer or other officer having court-martial jurisdiction. *Never* signed by any other officer such as adjutant, etc. (See 5th sentence, par. 87b, subheading "Forms of Action and Related Matters," MCM, 1928.)
- (20) Entered on service record in cases of conviction: Initials of personnel officer.

NOTE.—Refer to paragraphs 102, 103, and 104, MCM, 1928, for maximum limits of punishments.

- (14) I have served a copy hereof on (each of) the above-named accused, this _____ day
of _____, 19____

(Signature) _____, Trial Judge Advocate.

(Grade and organization)

(SPACE FOR USE WHEN TRIAL IS BY SUMMARY COURT)

(15)

CASE No. 25

SPECIFICATIONS AND CHARGES	PLEAS	FINDINGS	SENTENCES OR ACQUITTAL AND REMARKS
(16) Specification and Charge	Guilty	Guilty	No previous convictions considered. To forfeit three dollars and seventy cents (\$3.70) of his pay.

(17)

Place Ft Washington, Md, Date 11 November, 1942
Charles B. Ritter CHARLES B. RITTER, Major, 100th Inf., Summary Court.
(Signature, grade, and organization)
Headquarters 100th Infantry, Ft Washington, Md 12 Nov, 1942
(Place and date)

(18)

Approved and ordered executed.

(Action of reviewing authority)

(19)

Robert O. Rupp
ROBERT O. RUPP, Colonel, 100th Infantry, Commanding.
(Signature, grade, and organization)

(20)

Entered on service record in cases of conviction

JCP
(Initials of personnel adjutant)

(WRITE NOTHING BELOW THIS LINE)

U. S. GOVERNMENT PRINTING OFFICE 16-7082

36. Notification of Address to Nearest Relative (W. D., A. G. O. Form No. 203).

When used: For every enlisted man who is transferred to your unit.

Reference: Circulars Nos. 15 and 341, War Department, 1942. Form is self-explanatory. See notes on information side of card.

No. of copies: Original only.

Distribution: Mailed to the enlisted man's nearest relative.

a. Address side.

WAR DEPARTMENT THE ADJUTANT GENERAL'S OFFICE WASHINGTON, D. C. OFFICIAL BUSINESS	PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300
Mrs. James H. Jones 342 Spruce Street, N.W. Chicago, Illinois.	

b. Information side.

<u>Company "A" 11th Infantry</u> (Center or organization)	<u>August 10, 1942</u> (Date)
<u>Fort Custer, Michigan</u> (Post, camp, or station)	
This is to advise you that the person named below arrived this station <u>August 10, 1942</u> (Date)	
Mail should be addressed to him exactly as follows:	
<u>Private John Alson Jones</u> (Grade)	<u>33341243</u> (Army Serial No.)
<u>Company "A" 11th Infantry</u> (Organization)	<u>Fort Custer, Michigan</u> (Name of P. O. or A. P. O. No.)
This card will be made out and mailed by—	
1. Reception center for each enlisted man retained at reception center more than 4 days. 2. Replacement training center for each enlisted man within 24 hours of his arrival and assignment to organization thereof. 3. Organization other than at a replacement training center for each enlisted man within 24 hours of his arrival thereof.	
W. D., A. G. O. Form No. 203 October 1, 1941	
16-32202-1 GPO	

37. Embarkation Card (W. D., A. G. O. Form No. 206).

When used: For every individual ordered overseas.

Reference: Circular No. 36, War Department, 1943.

No. of copies: Single copies only. One card will be addressed by the organization commander with the name and address of the person appearing on the Emergency Addressee and Personal Property Card (W. D., A. G. O. Form No. 43). Individuals may designate other individuals to whom cards will be sent.

Distribution: Mailed by the commanding general of the port of embarkation to emergency addressee and such other individuals the officer or enlisted man may designate.

a. Address side.

WAR DEPARTMENT
Commanding General
San Francisco Port of Embarkation
Fort Mason, California
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
 PAYMENT OF POSTAGE, \$300

Mrs. Myrna K. Rupp
 1071 N. 32nd Street
 Chicago, Illinois

b. Information side.

Please address me as shown below until otherwise advised:

TYPE or PRINT	Captain	Robert	O.	Rupp	0-100361
	(Grade)	(First name)	(Initial)	(Last name)	(Army serial number)
	Troop C				
	(Company, battery, etc.)				
	111th Cavalry				
	(Regiment or other organization)				

APO No. _____

c/o POSTMASTER _____

The above complete address should be placed on all mail sent to me.

My cable address is _____

NORMAL SIGNATURE Robert O. Rupp

The APO number, city, State, and cable address will be inserted by the port postal officer; the remainder of the card will be completed by individual concerned or designated person.

38. Certificate of Service (W. D., A. G. O. Form No. 280).

Reference: AR 345-500.

When used: Officers, Army nurses, and warrant officers will be entitled to the certificate of service unless the manner of performance of duty immediately preceding release from active duty has been unsatisfactory. Enlisted men (except Regular Army) will be entitled to the certificate of service when the character entered on the service record at the completion of the period of active duty is "good" or better.

No. of copies: Certificate of service is prepared in duplicate, the second sheet being tissue and marked "COPY" in red overprint letters.

Distribution: Original to enlisted man—duplicate to The Adjutant General.

NOTE.—Both copies will bear the signature of recipient and that of the commanding officer.

- (1) Name of soldier in capital letters, serial number, grade, and organization—in that order.
- (2) Enlistment or induction date and date of separation from active service.
(For officers, Army nurses, and warrant officers, first date shown will be first date of active duty during current period of active service as officer, Army nurse, or warrant officer.)
- (3) Include herein any information about the soldier—any or all of the following:
 - (a) Decorations, citations, and medals awarded.
 - (b) Schools attended.
 - (c) Qualifications in arms.
 - (d) Army specialty.
 - (e) Other items of special proficiency or merit.
 - (f) Appointments and ratings held other than those typed on the form after the enlisted man's name.
 - (g) Character rating need not be initialed and may be typed (for enlisted men only).
 - (h) Transfer to Enlisted Reserve Corps or other appropriate Reserve component and date thereof. (For trainees inducted under the Selective Training and Service Act of 1940 only.)
- (4) First name, middle initial, and last name.
- (5) Signature, typed name, grade, and organization of regimental or similar unit commander.

NOTE.—To the left of the signature of the commanding officer and to the right of "Given at," enter the post, camp, or station with the date on which the form was given immediately below.

Army of the United States



Certificate of Service

This is to certify that

AVERY S. WILLIAMS, 333418, Private, Company L, 232d Infantry

(1)

honorably served in active Federal Service in the Army of the United States from November 26, 1941 to March 4, 1942.

(2)

Military Record

Awarded Soldier's Medal, G.O. 19, W.D.,
February 19, 1942.
Rifle Sharpshooter, S.O. 4, Headquarters,
232d Infantry, January 4, 1942.
Army Specialty: clerk.
Character: Excellent.
Transferred to Enlisted Reserve Corps,
March 4, 1942.

(3)

Avery S. Williams
Signature of Recipient

(4)

Given at Camp Roberts, California,
March 4, 1942.

James P. Quest
Signature of Commanding Officer
JAMES P. QUEST, Colonel, 232nd Infantry

(5)

39. Report of Change (W. D., A. G. O. Form No. 303).

Reference: AR 345-800.

When used: At any time status of officers, warrant officers, and enlisted men change.

No. of copies: Triplicate for officers; duplicate for enlisted men.

Distribution: Original to machine records unit; duplicate for officers to the appropriate office (see AR 345-800); duplicate for enlisted men to file; triplicate for officers to file.

NOTE.—In cases of officers, warrant officers, and enlisted men serving with a unit, prepared in unit personnel section; for detached personnel serving alone, prepared and authenticated by individual. Duplicate (white) copy pertaining to officers of CWS, CE, FD, MD, Ord Dept, SIGC, JAGD, IGD, CMP, Ch, and QMC will be forwarded direct to the appropriate office (see AR 345-800).

TYPE	STATION	TYPE ORG	SUB UNIT	PARENT UNIT	SPECL	GRADE	DUTY	A. G. O. S.	DATE	SERIAL NUMBER	NAME
REPORT OF CHANGE (FOR INDIVIDUAL OR UNIT)											
BASIC STATUS											
☒ ASSIGNED ☐ ATTACHED ☐ UNASSIGNED ☐ ATTACHED FROM ☐ CASUAL ☐ ON DUTY ☒ OTHER (SPECIFY): DS B & C Sch Ft Meade Md (8)											
1) 36110987 Pvt INF											
2) Winters John G											
3) Co L 100th Infantry											
4) Hq 100th Infantry											
5) Fort Dix N J											
REPORT FOR THE TWENTY-FOUR HOURS ENDING AT 11:59 P.M.											
(8) DAY 18 MONTH August YEAR 2											
AUTHENTICATING OFFICER Capt 100th Inf Pers O (11) <i>JCR</i>											

- (1) Serial number, grade, and arm or service.
- (2) Last name, first name, and middle initial, in that order.
- (3) Organization with which individual is serving.
- (4) Organization or headquarters from which report is rendered.
- (5) Station or location from which this report is rendered.
- (6) Date preceding day of rendition; report rendered on date following day change occurred.
- (7) Assigned personnel are those belonging to a specific organization and are members of the unit with which serving. Attached personnel are those who are serving with an organization other than their regularly assigned one. Attached unassigned personnel are those who have no definite assignment and who are attached to some organization for administration and duty until they can be permanently assigned.
- (8) Indicate individual's status with reference to duty immediately prior to the rendition of this report; if other than "on duty" specify by filling in space provided. In the latter case it is not necessary to repeat, in the remark, the organization and station to which attached.
- (9) The description of the change must be accurate, clear, and complete, adhering to remarks shown in AR 345-400, if possible and abbreviations authorized in AR 850-150. See *a* below for types of changes to be reported and information to be included. Use *no* punctuation marks on any part of the card.
- (10) Initials of authenticating officer.
- (11) Stamped or typed name of authenticating officer with title.

Source records: Items 1, 2, 3: Service record of enlisted men or W. D., A. G. O. Form No. 66-1 of officer or warrant officer; Items 4, 5, 6: Self-explanatory; Items 7, 8, 9: Morning report or order; Items 10, 11: Unit personnel officer.

NOTE.—Prepared in unit personnel section by clerk in reports and returns subsection. Original is submitted to unit personnel officer for his initials and forwarding to machine records unit.

a. Types of changes to be reported.

	Required for—		
	Officers	Warrant officers	Enlisted men
(1) Assigned personnel present for duty.			
Assignment to or relief from principal duty.....	Yes	Yes	Yes
Assignment and change in military occupational specialty (MOS).....	No	No	Yes
Change to or from conscientious objector.....	No	No	Yes
Change to or from limited service.....	Yes	Yes	Yes
Promotion or demotion.....	Yes	Yes	Yes
Return from absence (detached service, absent sick, absent confined).....	Yes	Yes	Yes
Transfers within parent organization (not a gain).....	Yes	Yes	Yes
(2) Assigned personnel present not for duty.			
Detached service for benefit of officer. Show purpose of detached service.....	Yes	Yes	No
In arrest or confined on post and return from. If in quarters or hospital state.....	Yes	Yes	No
Sick on post not in line of duty or line of duty not determined. State quarters or hospital.....	Yes	Yes	No
(3) Assigned personnel absent from post.			
Assigned not yet joined. Give status; that is, leave, detached service, en route to join, etc.....	Yes	Yes	Yes
Detached service with another organization, post, or station.....	Yes	Yes	Yes
Departure on leave. State nature, that is, sick, ordinary, emergency, etc.....	Yes	Yes	No
Absent without leave. Report departure and return with hour in each case.....	Yes	Yes	Yes
Sick, absent from post. State Government or civilian hospital and location, whether line of duty.....	Yes	Yes	Yes
In arrest or confined. State whether military authorities or civil authorities and whereabouts. If by civil authorities show offense, whether held for trial, tried, or discharged without trial and when tried whether acquitted or convicted.....	Yes	Yes	Yes
Wounded in action, including injuries, state place, serious or slight, and nature of wound. Render supplemental report on late information.....	Yes	Yes	Yes
Missing in action. State place and circumstances.....	Yes	Yes	Yes
Captured. State place and circumstances.....	Yes	Yes	Yes
(4) Gains to organization.			
Arrival at organization upon transfer from another organization or station or from inactive status. Show organization or station from which transferred.....	Yes	Yes	Yes
Gain to organization by enlistment, reenlistment, from desertion, restoration to duty from sentence by general court martial, etc.....	Yes	Yes	Yes
Arrival at organization from assigned en route to join.....	Yes	Yes	Yes
(5) Losses to organization.			
Transfer of officers or enlisted men from one organization to another or to foreign service. State to which organization and station individual is transferred.....	Yes	Yes	Yes
Losses by discharge, desertion, death, relief from active duty of officers and enlisted men.....	Yes	Yes	Yes
(6) Attached personnel and casuals.			
Detail to or relief from principal duty.....	Yes	Yes	No
Assignment and change in military occupation specialty (MOS).....	No	No	Yes
Arrival and attachment to organization or station other than the one to which assigned.....	Yes	Yes	Yes
Relief from detached service and return to organization or station to which assigned or departure for another organization or station.....	Yes	Yes	Yes
Relief from detached service but remaining at station as casual.....	Yes	Yes	Yes
Detached service. Report departure and return of attached personnel when further detached to another organization.....	Yes	Yes	Yes
Promotion or demotion.....	Yes	Yes	Yes
Arrest or confined on post; also return to duty therefrom.....	Yes	Yes	No
Sick on post not in line of duty or line of duty not yet determined and return to duty from.....	Yes	Yes	No

	Required for—		
	Officers	Warrant officers	Enlisted men
<i>(6) Attached personnel and casualties.—Continued.</i>			
Attached not yet joined.....	Yes	Yes	Yes
Absent without leave. State whether sick, ordinary, emergency, etc.....	Yes	Yes	No
Absent without leave. Report departure and return with hour of each.....	Yes	Yes	Yes
In arrest or confined, absent from post.....	Yes	Yes	Yes
Wounded in action.....	Yes	Yes	Yes
Missing in action.....	Yes	Yes	Yes
Captured (if known).....	Yes	Yes	Yes
Killed in action.....	Yes	Yes	Yes

b. Unit changes to be reported.

- (1) Reports are required for the following changes which involve units such as divisions, regiments, separate battalions, and companies; activation of National Guard units in the Army of the United States, activation of Regular Army inactive units or Reserve units; organization and activation of new establishments and units; redesignation of units; inactivation of units; disbandment of units, establishments, or headquarters; permanent or temporary change of station of the unit, establishment, or headquarters.
- (2) Such reports will show: Unit and nature of change; authority for change; effective date of change; strength of unit (officers, warrant officers, enlisted men); if change of station is reported, show new station, probable date of arrival, and mode of travel.

c. Group changes to be reported.—If 10 or more men are assigned or attached from one organization to another on the same day or if 10 or more are discharged from a single organization on the same day, a group report of change is submitted instead of individual reports of change. The preparation and disposition of a group report of change is like that of the individual report of change. Entries will not be made, however, for serial number, grade, arm or service, and the name of individuals. Instead, a copy of the special order effecting the change must accompany a group report of change in order to supply a list of the names and serial numbers of the personnel involved. Some additional information is required in the description of the change: Number of men involved, the paragraph number, order number, date of order, and issuing headquarters for the special orders effecting the transfer or discharge. For example, "40EM asgd & jd fr 103d Inf Ft Ward Va per par 5 SO 83 Hq 103d Inf dated 25 Oct 42."

NOTE.—For illustrated examples of each of the above listed changes refer to AR 345-800.

Reference: AR 345-800.

When used: Furnished by machine records unit upon written request by the organization commander when enlisted man joins organization. Subsequent changes in status entered by clerk in unit personnel section based on memorandum receipt remarks. Locator cards may be prepared also in the unit personnel section by typing all data on a blank card.

No. of copies : Original only. Additional copies supplied on request to machine records unit.

Distribution: To file in locator file of enlisted men and officers.

NOTE.—Each time a report of change is received by the machine records unit showing a gain by assignment or attachment to the organization, the machine records unit upon request prepares and forwards this card to the gaining organization. This card is usually filed with others by organization in roster order and is posted daily from the extract of memorandum receipt furnished the clerk by the reports and returns subsection. Properly posted it should reflect the status of the enlisted man at any time.

1) RANKIN JOHN W		3-014780		T C		INF 110 H 121		1000031591		2082	
NAME		GRADE		UNIT		TYPE		DATE		SHEET OF SHEETS	
2)		100TH INFANTRY		158		UNIT		0043			
LOCATOR CARD		(3)		REMARKS		REGISTRATION		UNIT		MILITARY DIST.	
1		12 Aug 42-Asgd & 1d Hq & Hq Co 1st Bn fr 105th Inf this sta									
2		per par 6 SO 85 Hq 105th Inf; det princp duty Bn Comdr.									
3		20 Aug 42-Det add duty Regtl Gas O. 15 Sept 42-Reld princp									
4		duty Bn Comdr & add duty Regtl Gas O; reasgd to Hq & Hq Co									
5		this Regt; det princp duty EX O. 1 Oct 42-Reld princp duty									
6		EX O; det princp duty Regtl Comdr. Aptd Col. Date of Rank:									
7		1 Oct 42.									
3		1		2		3		4		5	
4		1		2		3		4		5	
5		1		2		3		4		5	
6		1		2		3		4		5	
7		1		2		3		4		5	
8		1		2		3		4		5	
9		1		2		3		4		5	
10		1		2		3		4		5	
11		1		2		3		4		5	
12		1		2		3		4		5	
13		1		2		3		4		5	
14		1		2		3		4		5	
15		1		2		3		4		5	
16		1		2		3		4		5	
17		1		2		3		4		5	
18		1		2		3		4		5	
19		1		2		3		4		5	
20		1		2		3		4		5	
21		1		2		3		4		5	
22		1		2		3		4		5	
23		1		2		3		4		5	
24		1		2		3		4		5	
25		1		2		3		4		5	
26		1		2		3		4		5	
27		1		2		3		4		5	
28		1		2		3		4		5	
29		1		2		3		4		5	
30		1		2		3		4		5	
31		1		2		3		4		5	
32		1		2		3		4		5	
33		1		2		3		4		5	
34		1		2		3		4		5	
35		1		2		3		4		5	
36		1		2		3		4		5	
37		1		2		3		4		5	
38		1		2		3		4		5	
39		1		2		3		4		5	
40		1		2		3		4		5	
41		1		2		3		4		5	
42		1		2		3		4		5	
43		1		2		3		4		5	
44		1		2		3		4		5	
45		1		2		3		4		5	
46		1		2		3		4		5	
47		1		2		3		4		5	
48		1		2		3		4		5	
49		1		2		3		4		5	
50		1		2		3		4		5	
51		1		2		3		4		5	
52											

- (1) This line will be completely filled in by the machine records unit.
- (2) Only the parent organisation is filled in by the machine records unit. Duty and military occupational specialty are filled in by the personnel section.
- (3) Remarks posted from the extract of morning report daily. Shows the status of each individual enlisted man at any time and is used as a locator card and as a means of checking the monthly roster.

Source records :

Items 1 and 2: Self-explanatory.

Item 3: Extract of morning report.

41. Monthly Roster (Miscellaneous Report Form) (W. D., A. G. O. Form No. 305A).

Reference: AR 345-900.

When used: Monthly, by all units.

No. of copies: Original and five or six copies.

Distribution: One carbon to unit files. For details of distribution of remaining copies see paragraph 7, AR 345-900 as changed by C 1.

This form is submitted by the machine records unit to the organizations for check on accuracy of its records. Corrections are made and each copy of the roster is signed by the unit personnel officer certifying its correctness. The certificate must appear on the last sheet of the roster. All copies returned to the machine records unit must be signed.

NOTE.—It will be noted that the main civilian occupation is listed under the "Parent unit" heading and that the military occupational specialty is listed under the "Current commission or enlistment date" heading.

Source records:

Service records.

Soldier's qualification cards.

Locator cards.

AR 615-28.

All carbon copies of reports of change for the period covered by the roster.

MISCELLANEOUS REPORT FORM			NAME OF INDIVIDUAL		GRADE	DUTY	REG. NO.	REG. TYPE	REG. NUMBER	PAR. UNIT	TYPE	NUMBER	SHEET / OF / SHEET							
Serial Number													CURRENT CON. OF EMPLOYMENT DATE							
													DAY	MO.	YR.	CON.	DAY	MO.	YR.	
MONTHLY HQ CO	PERSONNEL ROSTER DEC 31 1942		105TH INFANTRY		31	1942														
2036588	WRIGHT EDDIE W		A		SG	052	INF	09	351					540	20	21	22			
3302450	NEILL EDWARD A		A		SG	052	INF	09	677					550	20	21	22			
2036584	DOYLE JASPER T		A		SGT	813	INF	09	337					813	03	1	13			
1302516	SMITH JOHN W JR		A		S	651	INF	09	059					631	20	21	22			
614785	BROWN WALTER A		A		SGT	821	INF	09	374					821	07	10	12			
6152652	BURNLEY ROBERT C		A		SGT	821	INF	09	457					821	20	21	22			
3302633	WYTHE RUSSEL J		A		SGT	813	INF	09	345					813	04	1	22			
3301259	BELL CLAYTON F		A		CPL	653	INF	09	356					653	07	9	12			
3303544	WATCH FRANK A		A		CPL	636	INF	09	070					636	03	21	22			
2036587	WATLAND DAVID		A		CPL	405	INF	09	302					405	20	21	22			
3302380	FOAD CHARLES R		A		CPL	653	INF	09	164					653	20	21	22			
3302328	PERO JOHN (NMI)		A		CPL	633	INF	09	410					633	07	1	22			
3302390	COOLEY LYLE C		A		TECS	600	INF	09	017					600	71	5	22			
1300898	THOMAS HAROLD C		A		TECS	405	INF	09	355					405	20	21	22			
1302297	LAMPBELL GEORGE D		A		PFC	014	INF	09	316					014	20	21	22			
3302395	COLEMAN JOHN D		A		PFC	405	INF	09	069					405	71	31	22			
3304693	DAVIS EARL L		A		PVT	309	INF	09	403					309	07	4	12			
3304693	CUSTER ABREY D		A		PVT	014	INF	09	345					014	20	21	22			
3304693	DAVIS EARL L		A		PVT	309	INF	09	158					309	20	21	22			
2036586	PERCUSON BUFORD F		A		PVT	761	INF	09	303					761	20	21	22			
2034677	FELDS JAY A		A		PVT	521	INF	09	590					521	20	21	22			
ATTACHED	FROM OTHER ORGANIZATIONS																			
3302354	LYNCH FRANK A		A		CPL	638	SC	HQ	109					638	03	06	12			

U.S. G. O. FORM NO. 500A
AUG. 31, 1941

42. Initial—Special—Final Roster (W. D., A. G. O. Form No. 309).

Reference: Paragraph 12, AR 345-900.

When used: When organization, headquarters, or establishment is organized or reorganized, redesignated, and whenever an inactive unit of the Regular Army is activated, or a National Guard or Reserve unit is inducted into the Army of the United States.

No. of copies: Prepared in triplicate.

Distribution: Original to The Adjutant General; copy to machine records unit servicing organization; copy retained by organization or headquarters submitting same.

- (1) Designation of organization, headquarters, or establishment to which roster pertains. If transferred from another organization, the old designation will be placed above the designation of the new organization.
- (2) Station where unit submitting roster is located.
- (3) Date of organization, reorganization, redesignation, activation, or induction. If no personnel is assigned on such date, date will be date personnel is actually assigned thereto.
- (4) Effective date of organization, reorganization, activation, or induction, and authority therefor.
- (5) Unit personnel officer (with grade and organization) submitting roster.
- (6) Army serial numbers with proper prefix for officers, Army nurses, warrant officers, etc., (par. 12b(4), AR 345-900).
- (7) Individual's last name, first name, and middle initial listed alphabetically in grade. When derived from several organizations, the organization from which each man is transferred is entered here also.
- (8) Generally, the arm or service with which the individual is serving at the time of the rendition of the report.
- (9) Component in which inducted or last enlisted or called to duty from a reserve status.
- (10) Self-explanatory for enlisted men. For officers the date of current enlistment is omitted.
- (11) Race of each individual is entered, using abbreviations in paragraph 12b(11), AR 345-900.
- (12) See footnote marked † at bottom of form.
- (13) Self-explanatory. Footnote at bottom of form marked * applies to heading.

Source records:

- (1), (2), (3), (4) : General Order activating the division.
- (5) : Self-explanatory.
- (6), (7), (8), (9), (10), (11) : Service records.
- (12) : AR 615-28.

ROSTER OF TROOPS*

SEE (15) FOR EXPLANATION AS TO WHAT WILL BE STRUCK OUT

INITIAL* ~~SECRET~~ ROSTER

(See AR 245-900)

(1)
Co L 100th Inf
(Organization)

(2)
Ft. Washington, Md.
(Station)

(3)
10 Sept 42
(Date)

This roster of 3 sheets contains the names of all ^(officers*) enlisted men*, including those attached, of this organization.

Reason for submission GO No 10 Hq 50th Inf Div., dated 10 Sept 42, Subject: "Activation 100th Inf." (4)

DENNIS W. DENKLE

(Signature—Name in plaintext)

Capt. 100th Inf Personnel Officer (5)

(Grade and organization)

(These blocks are for use of the Machine Records Unit and should be left blank.)

Serial No. (6)	GRADE Last name—First name—Middle initial (List alphabetically by grade) (7)	Special rating	Arm or service	Component	Date of current commission or enlistment (Day —month—year)	Type of enlistment	Branch	Principal duty (officers) Duty and mil. serv. (enl. (Enlisted men))	Status
	1st Sgt		(8)	(9)	(10)		(11)	585 (12)	
10426993	Yaeger, David P (Co B 13th Staff Sgt Inf)		Inf	RA	1-3-40		W	585 821	
20426991	Redick, Charles P (Co C 10th Inf)		Inf	SS	10-5-41		W	821 824	
10426002	Underwood, Oscar W do Sgt		Inf	NG	10-20-41		W	824 651	
6942685	VanDeuser, Jack S (Co A 11th Cpl Inf)		Inf	ERC	7-2-41		W	651 653	
20426921	Brown, Bruce E do		Inf	SS	2-1-42		W	246 511	
20426931	Grant, William O do Pvt 1 cl		Inf	SS	3-4-42		W	511 746	
20426703	Jones, Charles E do		Inf	SS	3-10-42		W	746 603	
20426684	Mee, John F do		Inf	SS	4-10-42		W	603 761	
20426923	Molner, Ralph F do Pvt		Inf	SS	5-10-42		W	761 761	
20426693	Lyons, George W (Co F 18th Inf)		Inf	SS	5-10-42		W	761 060	
20426709	Minson, Samuel B do		Inf	SS	6-20-42		W	060 745	
20426803	Miles, Albert J do		Inf	SS	6-25-42		W	745 745	
20426930	Oliver, Edward J do		Inf	SS	5-10-42		W	745 745	
20426941	Pugh, Richard D do		Inf	SS	6-14-42		W	745	

W. D., A. G. O. Form No. 200 (15)
November 1, 1931

*This card is not applicable.
†Report classification and number of enlisted men daily above stated line
and military occupational specialty below stated line. State duty of officers
below line.

16-5555-2

43. Application for Dependency Benefits (W. D., A. G. O. Form No. 625).

References: Circulars Nos. 225 and 288, War Department, 1942. See explanatory remarks on sheet attached to the form.

When used: When an enlisted man or his dependent applies for family allowances.

No. of copies: One copy of the form includes original, official copy, and applicant's copy.

Distribution: Original to Office of Dependency Benefits, 213 Washington St., Newark, N. J.

Official copy to service record; or, if a dependent applies, to the Office of Dependency Benefits.

Applicant's copy to the applicant.

a. The proper accomplishment of this form is directed in the instructions appended to the form. They are clear and concise, and should not prove difficult to follow.

b. This form will be used for all applications for family allowances. It may be necessary for the company clerk to make the application for the dependents of an enlisted man if the enlisted man himself refuses to do so. If the enlisted man does not desire to make the application (as for example, in favor of a divorced wife to whom alimony is still payable), the form should be sent to the dependent or the agent of the dependent with paragraph I(*a*) accomplished. It should be accompanied by a letter of transmittal which should include instructions on how to make the proper entries in the spaces, how to have the form notarized, and how to forward the necessary copies. A paragraph about the required supporting papers should also form part of the letter. This procedure should be followed if any class A dependent states in writing that she (or he) desires the allowance.

c. Upon receiving the form with paragraph I(*a*) accomplished, the dependent or the agent for the dependent completes the remainder of the form, with draws the applicant's copy, and forwards the original and the official copy to the Office of Dependency Benefits. If the application is approved, the Office of Dependency Benefits will forward to the organization commander of the enlisted man the official copy properly indorsed. The deductions from the pay of the enlisted man will then begin as directed.

d. Front.

Do not write in this space
APPLICATION NUMBER

X-

WAR DEPARTMENT

APPLICATION FOR FAMILY ALLOWANCES

(Servicemen's Dependents Allowance Act of 1942)

Date August 21, 1942

I. (a) Soldier Carter Clerald Hass 6633483 Corporal
 (Last name) (First name) (Middle name) (Army serial number) (Present Army grade (private, corporal, sergeant, etc.))
Band 11th Infantry Ft. Benj. Harrison, Indiana Married White
 (Soldier's Army mailing address) (Single, married, divorced) (Race)
1435 North Egan Street Pendleton, Indiana
 (Soldier's home address: Number and street or R. F. D.) (City, town, or P. O.) (State)

I hereby apply for the family allowances authorized by law for the following-named relatives and/or dependents who are related to me in the manner stated in paragraphs II and III below.

I. (b) THIS SPACE MUST ALSO BE FILLED IN WHEN APPLICATION IS MADE BY A PERSON OTHER THAN THE SOLDIER.

(Applicant's name) I, _____
 (Last name) (First name) (Middle name) (Your relation to soldier or dependent)
 (Address) _____
 (Number and street or R. F. D.) (City or town) (State) hereby apply for the family
 allowances authorized by law for the following-named relatives and/or dependents of the soldier whose name appears in
 paragraph I above, to whom this application pertains.

CLASS A

II. List Wife (W), child (C), former wife divorced to whom alimony is still payable (W. Div.). (If there are none to class A, write "None" in the name column.)

Name	Address	Relationship	Date of birth of minors		
			Mo.	Day	Year
(Last)	(First) (Middle)	Number and street or R. F. D.	City, town, or post office	State	
1. <u>(W) Carter, Marie Ruth</u>	<u>1234 Washington</u>	<u>Indianapolis</u>			
2. <u>Not Used</u>		<u>Ind.</u>	<u>(W)</u>		
3. <u>(C) Carter, Clerald Hass, Jr.</u>	<u>Same as above</u>	<u>Same as above</u>	<u>(C)</u>	<u>7</u>	<u>10 33</u>
4. <u>(W Div) Daves, Marion June</u>	<u>13 Adams St</u>	<u>Chicago, Ill.</u>	<u>(d Div)</u>		
5. _____					

Date and place of marriage to present wife June 1, 1931 Indianapolis, Marion County, Indiana

Date and place of marriage to divorced wife Dec 8, 1921 Chicago, Ill. Date of divorce May 7, 1923

Amount of monthly alimony or support payment decreed by court order or legal agreement for former wife divorced, or wife and/or child living separate and apart, \$ 40.00 alimony for divorced wife

Date alimony or support payment ceases Death, 194... Name and location of court Cook Co. Superior Court, Chicago, Cook County, Illinois

CLASS B DEPENDENTS

III. List below the father, mother, grandfather, grandmother, stepfather, stepmother, either of husband or wife, person in loco parentis, brother, sister, half brother, half sister, stepbrother, stepsister, adopted brother, adopted sister, grandchildren, who are dependent upon the soldier for a substantial portion of their support. (If there are none in Class B, write "None" in the name column.)

Name	Address	Relationship	Date of birth of minors			Degree of dependency (percentage)	Is family allowance desired? (indicate yes or no)
			Mo.	Day	Year		
(Last)	(First) (Middle)	Number and street or R. F. D.	City, town, or post office	State			
6. <u>Carter, Mary Mae</u>	<u>R. F. D. # 2 Ida</u>	<u>W. Va.</u>	<u>Mother</u>			<u>50%</u>	<u>YES</u>
7. <u>not used</u>							
8. <u>not used</u>							
9. <u>not used</u>							

IV. Enter on the lines below the full name and address of the person or persons to whom the check or checks is or are to be made payable.

Make checks payable to—

Payments covering line numbers in paragraphs II and III above	Name	Address		
		Number and street or R. F. D.	City, town, or post office	State
1. & 3.	<u>Marie Ruth Carter</u>	<u>1234 Washington St</u>	<u>Indianapolis</u>	<u>Ind.</u>
4.	<u>Marion June Daves</u>	<u>13 Adams St</u>	<u>Chicago</u>	<u>ILL.</u>
6.	<u>Mary Mae Carter</u>	<u>R. F. D. # 2</u>	<u>Ida</u>	<u>W. Va.</u>

W.D., A. G. O. Form No. 625
June 26, 1942

16-50332-1

e. Reverse.

Members of immediate family now serving in the military or naval service

V. The following-named members of (my) (the soldier's) immediate family are now serving as soldiers, sailors, marines, or coast guardsmen (not officers) in the military or naval service.

Name			Home address			Service to—		Substantive	Age
(Last)	(First)	(Middle)	Number and street or R. F. D.	City, town, or post office	State	(Specify, Army, Navy, Air Corps, or Coast Guard)	(Specify, Class)		

VI. I hereby swear or affirm that all the foregoing statements are correct and that every member of Class B for whom I claim the family allowance is dependent, to the degree indicated, upon the soldier whose name appears in paragraph I above, for support

Clareld Hass Carter

Clareld Hass Carter

Subscribed and sworn to before me this 21st day of August, 1942, at Fort Benjamin Harrison, Indiana. (Seal is required when sworn to before chaplain)

W. J. Bryan

(Title) Captain 11th Infantry Adjutant

THIS SPACE TO BE USED BY ARMY ORGANIZATIONS TRANSMITTING AN APPLICATION FROM A SOLDIER TO THE WAR DEPARTMENT

1st No. August 21, 1942
Headquarters 11th Infantry Fort Benjamin Harrison, Indiana

To: Allowance and Allotment Branch, Building Y, 20th and B Streets NE., Washington, D. C.

1. Grade of soldier as shown on the application has been verified. Date of enlistment or induction May 1, 1942

2. Any voluntary allotments now in force pertaining to the soldier have been discontinued or adjusted, by submission to the Finance Officer, U. S. Army, of the necessary forms, to insure that sufficient monthly pay is due the soldier to provide for the deduction required for the soldier's contribution for the family allowances and still leave him, exclusive of possible court-martial forfeitures, at least \$10 per month pay for his personal use.

3. Proper notations have been made in the soldier's service record and on pay rolls to insure that appropriate monthly deductions will begin with the first month after date of filing application, except that for applicants who were in the service on June 1, 1942, and who filed applications in June 1942 deduction has been made beginning with the month of June 1942.

4. The official copy of this application for family allowances has been withdrawn and filed with the soldier's service record.

5. The soldier has been advised that for Class A relationship, supporting papers consisting of certified copies of marriage certificate, court decrees of separation or divorce, birth certificates of children, written acknowledgments of parenthood of illegitimate children, legal agreements of separation, adoption papers; and for Class B dependents the affidavits of two disinterested parties attesting to relationship and dependency must be submitted to the Allowance and Allotment Branch, Building Y, 20th and B Streets NE., Washington, D. C., within 6 months from date of filing application, otherwise payment of allowance will be stopped.

W. J. Bryan

W. J. BRYAN Capt 11th Inf

Personnel Officer.

THIS SPACE TO BE USED BY THE WAR DEPARTMENT TRANSMITTING COPY OF AN APPLICATION SUBMITTED BY OR FOR A DEPENDENT OR RELATIVE TO THE SOLDIER'S ORGANIZATION

Allowance and Allotment Branch, WAR DEPARTMENT, Washington, D. C., 194

To:

1. Family allowances under the Servicemen's Dependents Act of 1942 has been authorized for the persons shown in paragraphs II and III on the reverse side of this form.

2. Monthly deductions of (\$22), (\$27), (\$.....) must be made on the pay roll starting with the month of 194

3. The "official copy" of the application is to be filed with the soldier's service record.

By ORDER OF THE SECRETARY OF WAR:

Adjutant General

16-52323-1 U. S. GOVERNMENT PRINTING OFFICE

44. Oath of Office Army of the United States (W. D., A. G. O. Form No. 0337-T).

Reference: Instructions on reverse side of form.

When used: Upon acceptance of a commission in the Army of the United States.

No. of copies: Original only.

Distribution: Through military channels to The Adjutant General.

See instructions on reverse side

OATH OF OFFICE
ARMY OF THE UNITED STATES
(Temporary)

INDICATE PERMANENT STATUS BY CHECK MARK	
Regular Army	☐
National Guard, U. S.	☐
Officers' Reserve Corps	☐

I, JOHN PHILLIP JONES, having been appointed temporarily a (1)
(All names in full)
2d Lt in the Army of the United States, do solemnly swear (or affirm) that I will support and (2)
(Grade)
defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter:
SO HELP ME GOD.

John Phillip Jones
(Signature)

JOHN PHILLIP JONES, 2d Lt, Infantry (3)
(Grade and organization or arm or service)

Sworn to and subscribed before me, at Fort Dix, New Jersey this 15th day (4)
of April, 1943

James L. Carter (5)
JAMES L. CARTER, (6)
Captain, 100th Infantry
Adjutant

RETURN THROUGH CHANNELS

W. D., A. G. O. Form No. 0337-T
October 14, 1940

- (1) All names in full—First, middle (additional), and last in that order.
- (2) Enter grade to which appointed.
- (3) Signature of appointee in full as shown in line (1).
- (4) This must be the date the oath is taken.
- (5) Typed name and signature of some civil officer who is authorized by law of the United States or by the local municipal law to administer oaths; or before a judge advocate or acting judge advocate, the president of a general court or special court, a summary court martial, the judge advocate or assistant judge advocate of a general or special court martial, or the adjutant of a command. Officers of the Army other than those specified are not authorized by law to administer such oaths.
- (6) Must indicate the unit of the adjutant.

Source records: Item 1: Special order or letter of appointment announcing appointment. Item 2: Instrument of appointment. Item 7: Appointee. All other items self-explanatory.

NOTE.—Prepared in the officers subsection of the unit personnel office upon receipt of notification of appointment of an enlisted man to a commissioned grade. Fully completed, it is returned through channels to The Adjutant General, U. S. Army.

45. Personnel Placement Questionnaire (W. D., A. G. O. Form No. 0850).

Reference: Circular No. 342, War Department, 1942; Circular No. 6, War Department, 1943.

When used: When any man applies for commission in the Army of the United States.

No. of copies: Duplicate, both to be signed. (W. D., A. G. O. Form No. 0850a for duplicate.)

Distribution: Both to the next higher commander if applicant is an enlisted man. To commanding general of service command, if civilian.

This form must be completed in detail. All paragraphs have an entry of some sort. If the applicant has no qualifications described in the particular paragraph, the words "No" or "None" will be entered.

Paragraph

1. Enter both *present* mailing address and State and county of *permanent* legal residence.
2. Date, place of birth, and age of applicant.
3. Enter country of parents birthplace. If unknown, so state.
4. Status of applicant in regard to his citizenship.
5. Marital status of applicant. Indicate by "X."
6. Number of dependents, other than wife, solely dependent upon applicant.
7. Self-explanatory.
8. Enter fields of work that would be of special service to the Government in order of ability in which the applicant feels himself qualified. State reason briefly.
9. Read each subheading carefully to insure that only the service listed therein is entered. Care will be exercised to insure that service listed is chronological.
10. Self-explanatory.
11. Self-explanatory.
12. Self-explanatory.
13. Self-explanatory.
14. Self-explanatory.
15. Self-explanatory.
16. Self-explanatory.
17. Self-explanatory.
18. Self-explanatory.
19. Read heading carefully and enter all data required for each civilian position held.
20. Enter here any experience in management or leadership not listed under paragraph 13.
21. In this space will be entered any qualifications or skills not listed under paragraph 13.
22. Enter all schools attended other than graded schools. This includes postgraduate work and night schools, if any.
23. Be sure to enter all the languages that applicant speaks, and the degree of fluency that he commands in such language. If applicant speaks only English, make an entry "None."
24. Enter any travel or residence in foreign countries.
25. Enter any defense work in which applicant is engaged, if any.
26. Self-explanatory.
27. Enter any limitations, other than time given in paragraph 26, which the applicant may desire to state.
28. This paragraph should be completed in detail, if applicant has been convicted. If never convicted, enter "Never" or "No convictions."
29. This paragraph is for the use of the applicant to list all information not called for elsewhere and to complete entries from paragraphs where space was insufficient. See note at the bottom of page 4 of the form.

a. Page 1.

PERSONNEL PLACEMENT QUESTIONNAIRE

Detailed answers should be made as the action taken by the War Department will depend upon the completeness of the information furnished.

Where more space is needed, attach additional sheets.

If practicable, attach a recent photograph showing on back thereof date it was made

(Print or type answers to questions.) Boxes in broken lines for use of War Department only

RATING

December 31, 1942

(Date of application)

1. Name Richelieu Carl William
(Last) (First) (Middle)

Army serial No. (if any) 36559781

Mailing address Co A 111th Infantry Fort Dix, New Jersey
(Number) (Street) (City) (State)

Legal or voting residence Illinois Madison
(State) (County)

Person to be notified in case of emergency:

Name Mrs. Mary Richelieu Relationship Mother

Address 413 Madison Avenue, East St. Louis, Illinois

2. (a) Birth November 10, 1917 Cook County, Illinois
(Date) (Place: State or name of country at time of birth)

(b) Age last birthday 25

3. (a) Parental nativity: Country of mother's birth United States
Country of father's birth United States

(b) If married, country of wife's birth

4. State whether or not you are a citizen of the United States and whether by birth or naturalization. (If the latter, append evidence of naturalization, or if evidence not available, state on what date and in what court naturalized.) Citizen by birth

5. Marital status (indicate by "X"): Single X Married _____ Separated _____
Divorced _____ Widowed _____

6. Dependents (number completely dependent on you other than wife) None

7. Race: White X Negro _____ Indian _____ Other (specify) _____

8. In what fields and in what capacity do you consider that you could be of special service to the Government? (List in order of ability.)

FIELD

REASONS

Administrative duties - Army

Previous experience as EM in personnel office.

Signal Communications

Previous civilian experience (see Par. 19)

9. (a) Chronological statement of service in the Army, Navy, Marine Corps, including service as a cadet at U. S. Military or Naval Academy, National Naval Volunteers, National Guard in Federal service, as a Reserve officer on active duty, or at military training camps, or as a contract surgeon serving full time, or as a student in the C. M. T. C. or R. O. T. C., Basic Course, Advanced Course, and Advanced Course camp, giving inclusive dates for each day, month, and year, if practicable, from your personal records. Do not write to War Department for exact data.

DATES		Highest grade	Organization (include arm or service)	Duty	Full name and grade of immediate commanding officer
From—	To—				
7/1/35	7/3/35	Basic	C.M.T.C.	BASIC TRAINING	CARL A. SMITH, Capt. Inf.
7/10/42	11/9/42	T/Sgt	111th Inf.	PEPS SGT MAJOR	W.E. SUMMERS, Capt. Inf.

W. D., A. G. O. Form No. 0629
April 22, 1942

16-26211-6

b. Page 2.

(b) Were you ever rejected for any branch of the military service No or for the R. O. T. C. No or C. M. T. C. No ? If so, state when and where rejected and cause _____

(c) Service, showing dates of service and highest grade held, in Officers' Reserve Corps (inactive); National Guard of the United States; Enlisted Reserve Corps (inactive); Naval or Marine Corps Reserve Forces (inactive); National Guard or Naval Militia not in Federal service, or in military or naval forces of foreign countries. (State name of foreign country and when service was performed.)
 None

(d) Prior service in Coast Guard, Public Health Service, or Coast and Geodetic Survey. Give dates and nature of service None

(e) Were all discharges granted under honorable conditions? Yes No .

(f) Have you already established military preference with the Civil Service Commission? Yes No .

If so, check kind of preference below:

 Veteran Disabled veteran.

10. Are you now a member of—

	Yes	No
(a) National Guard	<u> </u>	<u> X </u>
(b) Officers' Reserve Corps	<u> </u>	<u> X </u>
(c) United States Naval Reserve	<u> </u>	<u> X </u>
(d) Marine Corps Reserve	<u> </u>	<u> X </u>
(e) Coast Guard Reserve	<u> </u>	<u> X </u>

11. Have you registered under the Selective Service Act? Yes No . If so, give address of local board _____

If classified, give your classification _____ Your order number _____

12. Are you now receiving pay as a retired officer? (Enlisted man)? Yes X No.

13. Are you now drawing compensation or other benefits from the Veterans Administration? Yes X No. If so, state amount _____

14. Physical condition is: Excellent X very good fair poor
 Height without shoes 5 feet 10 3/4 inches. Weight 155 pounds.

15. (a) Have you any physical defect or disability whatsoever? Yes X No.

(b) Have you ever had a nervous breakdown? Yes X No.

If your answer to either (a) or (b) above is yes, give full particulars:

16. Have you ever been turned down for life insurance? Yes X No.

17. Do you hold any elective or appointive office, Federal, State, or municipal? Yes X No. If so, give details _____

18. Are you now employed by the Federal Government? X Yes No.

(a) If so U. S. Army
 (Department or agency) (Bureau)

(b) If you now are or have ever been so employed, give dates:

From January 1942 to Date
 (Month) (Year) (Month) (Year)

c. Page 3.

19. *Experiences:* In the space furnished below, give a record of important employment, both public and private, which you have had. Start with your present position and work back to the first position you held. Describe your field of work and position and give your duties and responsibilities in such detail as to make your qualifications clear.

Present position:

Place Fort Dix, New Jersey Exact title of position Personnel Sgt. Major
(City) (State)
 Salary: Starting \$96.00 per month
 Final \$ 96.00
 From January 1942 to Date
(Month) (Year) (Month) (Year)
 Name of employer U.S. Army
 Address Fort Dix, New Jersey
 Kind of business or organization _____
 Duties and responsibilities Supervised preparation and disposition of military personnel records of infantry regiment, checked such records, made minor decisions.
 Number and class of employees you supervised _____
16 clerk-typists
 Name and title of your immediate supervisor _____
W. P. Summers, Capt., Inf., Fort Dix
 Reason for leaving _____
 Machines and equipment you used typewriter, adding machine

Place Chicago Illinois Exact title of position Chief Engineer
(City) (State)
 Salary: Starting \$3500 per year
 Final \$4000
 From January 1940 to January 1942
(Month) (Year) (Month) (Year)
 Name of employer Bell Telephone Co.
 Address Chicago, Ill.
 Kind of business or organization Manufacture of telephone equipment.
 Duties and responsibilities Designed and supervised the construction of telephone systems and switch boards, could select own employees.
 Number and class of employees you supervised _____
35 mechanics
 Name and title of your immediate supervisor _____
John P. Gulden, Plant Supt.
 Reason for leaving Induction into military service
 Machines and equipment you used Electrical testing equipment

Place _____ Exact title of position _____
(City) (State)
 Salary: Starting \$ _____ per _____
 Final \$ _____
 From _____ to _____
(Month) (Year) (Month) (Year)
 Name of employer _____
 Address _____
 Kind of business or organization _____
 Duties and responsibilities _____
 Number and class of employees you supervised _____
 Name and title of your immediate supervisor _____
 Machines and equipment you used _____
 Reason for leaving _____

d. Page 5.

20. Other experience in management or leadership or any special skills not shown under question 19 None

21. In addition to employment in your main field or fields of professional specialization, specify any other qualifications or skills you have acquired through study, civic enterprise, hobbies, construction of instruments, etc. (For example: Photography, aviation, public speaking, civic organizations, cryptanalysis, pigeon training, radio transmission, etc.) Answer specifically (f), (g), and (h) below.

Occupation or skill	Describe work or study
(a) <u>Radio amateur - Class B license</u>	<u>Built and repaired short-wave radio sets; voice and CW; can operate 15 wpm.</u>
(b) _____	_____
(c) _____	_____
(d) _____	_____
(e) _____	_____
(f) Experience as an entertainer <u>Actor, high school dramatics</u>	<u>Played comedy roles. Amateur only.</u>
(g) Experience as an instructor <u>None</u>	_____
(h) Athletic skill <u>Baseball</u>	<u>High school and college team; regular 3d baseman.</u>

22. Education (includes military service schools):

(a) Circle highest grade completed, elementary or high schools:

1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate? X Yes _____ No.

(b)	School (name of institution)	Years attended	Graduate? Yes } Year No }	Degrees	Subject majored in
College	<u>Indiana Univ Massachusetts</u>	<u>4</u>	<u>Yes '39</u>	<u>BS Eng</u>	<u>Elec Engineering</u>
Post-graduate	<u>Inst. of Tech.</u>	<u>1/4</u>	<u>No</u>		<u>"</u>
Military service school (branch and special)					

c. Page 6.

- (c) Other subjects specialized in Radio (amateur)

23. Foreign languages (check proficiency).

Languages (specify)	Read			Speak			Auditory comprehension		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
French	X				X			X	

24. Foreign travel and residence:

Indicate specifically the duration, location, and nature of any foreign experience you may have had. (Country and subdivision—Use official name as of 1935.)

Dates of travel or residence July 1, 1938 to September 3, 1938

Country France

Purpose and nature Vacation

25. Describe the work, if any, connected with war activities (including civilian defense) in which you are now engaged U.S. Army (See above)

26. How many days' advance notice will you require before being available for service?

27. State any other limitations which you care to place on your availability

28. Have you ever been convicted by a civil or military court? If so, give the date and circumstances.
No convictions29. Remarks. State any other information you may desire to submit which will be helpful in ascertaining your best field of usefulness None

Signature

Carl William Richelieu
 (First name) (Middle name) (Last name)

(SIGN ALL NAMES IN FULL)

(Name typed or printed) CARL WILLIAM RICHELIEU36559781

NOTE.—Do not send with this questionnaire valuable personal papers such as Birth certificate, passports, citizenship papers, discharge certificates, warrants, commissions, original letters of commendation, etc., which you desire to be returned to you. As a rule these documents are unnecessary for the consideration of your case.

i. Front.

Standard Form No. 1071—Revised
Form approved by Comptroller General, U. S.
March 26, 1939
Gen. Reg. No. 58

MILEAGE VOUCHER

Act of June 16, 1932, 42 Stat. 631

D. O. Voucher No.

Bu. Voucher No.

(Statement of travel performed must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

General Accounting Office
PREAUDIT
Certified for payment to the
sum of \$.....
Comptroller General of
the United States.
By

U. S.
(Department and service)
THE UNITED STATES, Dr.,
To: Clareld L. Carter, 1st Lt., 11th Inf.,
(Payee)
Fort Benjamin Harrison, Indiana
(Official station) or (Home address, to be used by reserve and retired officers only)
4th Training Regiment, Camp Wheeler, Georgia.

PAID BY

(For use of paying office)

Mail check to

For mileage under attached order, June 1, 1942, received at Ft. Custer, Michigan

STATEMENT OF TRAVEL PERFORMED—To be filled in by traveler

COMPUTATION OF AMOUNT DUE—To be filled in by administrative officer

DATE 1942	FROM—	DATE 1942	TO—	Kind of transportation furnished (See note (1))	Land grant included in estimated route and distance (6)	Transportation furnished excluding land grant in column 6 (7)	Authorized mileage (8)	NOTATIONS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
June 1,	Fort Custer, Mich.	June 3	Camp Wheeler, Ga.	None (p)	Miles	Miles	Miles	

Brought forward from statement on reverse hereof

NOTE.—Transportation furnished by U. S. Government:

Government transportation request, rail, water, air, or highway..... T/R
Government automobile..... G/A
Government boat..... G/B
Government plane or airship..... G/P
No transportation furnished by U. S. Government..... NONE
Indicate method of travel used by inserting after "None" one of the following letters: Highway (H); Air (A); Water (W); Rail (R); Privately owned conveyance (P).
T/R No. Carrier(s)
T/R No. Carrier(s)
T/R No. Carrier(s)

TOTALS—

Rate per

mile.....

Dollars 0.03

Dollars 0.03

Dollars 0.08

Amounts.....

Deduct columns 6 and/or 7.....

Other deduction (explain as herein).....

NET AMOUNT TO BE PAID.....

I CERTIFY that the foregoing statement of travel was performed in compliance with order attached and is correct; that payment therefor has not been received; and that no transportation was furnished by the United States, either in kind or on Government transportation request, except as stated above.
Clareld L. Carter
(Payee)
1st Lt. 11th Infantry
(Rank or Title)

I CERTIFY that the above account is correct, and that the travel performed was in accordance with the order issued therefor.

*Approved for \$.....

SIGN
ORIGINAL
ONLY(Title) **W. J. BRYAN** Capt Inf Adjutant

ACCOUNTING CLASSIFICATION—For completion by administrative officer

Appropriation, limitation or project symbol	Appropriation title	Limitation or project (amount)	Appropriation (amount)
Allocation symbol	Amount	Encumbrance liquidated	Cost account
			Symbol Amount
			Symbol Amount
			Symbol Amount

Paid by { Check No., dated, 19...., for \$..... } on Treasurer of the United States
{ Cash, \$....., on, 19.... } in favor of payee named above.

SIGN
ORIGINAL
ONLY

(Signature of payee)

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below
*Approved for \$..... and over his official title.

16-10776

47. Soldiers' Deposits (W. D., F. D. Form No. 10).

Reference: AR 35-2600.

When used: Immediately after deposits are made. See note on face of form.

a. Front.

Finance Department Form No. 10
DEPOSITS
WITH
J. M. GARVIC Major F.D. Finance Officer, U. S. Army.
Co. A
Regt. 13th Infantry
Date of deposit:
September 30, 1941
U. S. GOVERNMENT PRINTING OFFICE 16-12608

b. Reverse.

WAR DEPARTMENT
Finance Department Form No. 20
Authorized June 10, 1921
Revised Mar. 2, 1926

SOLDIERS' DEPOSITS

Company A, 13th Infantry

Ft. Bragg, N. C.

(Enter date of deposit here) September 30, 1941

THE CHIEF OF FINANCE, Washington, D. C.

The following deposits have this day been made with J. M. GARVIC, Major F.D.

Finance Officer, U. S. Army.

[illegible]

NOTE

This form is accomplished and mailed directly to the Chief of Finance, immediately after deposit is made. The names will be listed alphabetically and the serial number and grade, the organization (in case of men attached, their organization will be shown) and the amount of deposit will be entered in the respective columns.

Each report will contain only the deposits made with a single Finance Officer on a given date. This report will be forwarded by the company commander, immediately after the deposit is made, direct to the Chief of Finance.

10-12599

Frederic B. Williams

FREDERIC B. WILLIAMS

Capt. 13th Infantry

Commanding Co. A

48. Soldier's Deposit Book (W. D., F. D. Form No. 33).

Reference: AR 35-2600.

When used: When an enlisted man deposits money with the disbursing officer.

No. of copies: Original only.

Distribution: To the enlisted man depositing money.

a. This form is to be used when an enlisted man deposits money with the disbursing officer, and remains in the possession of the enlisted man, or if he so desires, it may be filed with his service record.

b. The Form No. 33 is much the same as any bank deposit book that is in common use by the banks of the country. On the front page of the form

SOLDIER'S DEPOSIT BOOK

OF

Clareld L. Smith

Staff Sergeant

Co. A 11th Infantry U. S. Army

The transfer, pledge, or sale of deposit books is prohibited.

The discharged soldier must present this deposit book with his Final Statement to the Finance Officer when he applies for final pay, otherwise payment of deposits cannot be made until the provisions of AR 345-76 have been complied with.

WAR DEPARTMENT
FINANCIAL MANAGEMENT
Form approved by Comptroller General of the
United States, October 14, 1933

U.S. GOVERNMENT PRINTING OFFICE 9-4027

49. Model voucher, unit and similar fund.

Reference: AR 210-50.

When used: To support *each* entry in council book.

No. of copies: One.

Distribution: Securely fastened in voucher file for month in which transaction was made.

- (1) Heading, giving designation of fund and organization to which the fund pertains.
- (2) Address of organization.
- (3) Date of transaction, which will also be the date of entry in council book.
- (4) Certificate of commanding officer (custodian of fund) stating to whom or from whom payment was made or received, address of other party to transaction, amount involved in transaction, method of payment.
- (5) Itemized statement of articles or services covered by voucher. Sales slip or other form of invoice may be attached to voucher in lieu of listing here shown, if desired, provided that a notation calling attention to attached sales slip or invoice is made in this space.
- (6) Durable property purchased will be picked up in fund-owned property list in front of the council book.
- (7) Nondurable property immediately expended need not be picked up in fund-owned property list, but may be dropped on this certificate.
- (8) Signature of custodian of fund.
- (9) Grade and arm or service of custodian.
- (10) Address of other party to transaction.
- (11) Date of transaction (receipt of payment).
- (12) Certificate as to correctness of payment.
- (13) Signature of party receiving payment.
- (14) Title or authority for receiving payment.
- (15) Voucher briefing, showing voucher number, date of entry, and amount.

NOTE.—This form is suggested. Any form of voucher that will support the expenditure is authorized, but this is a good form of voucher.

COMPANY FUND, COMPANY L, 100TH INFANTRY
FORT WASHINGTON, MD.

July 5, 1942.

I CERTIFY THAT I HAVE THIS DAY *PAID TO ~~*RECEIVED FROM~~—

WM. A. JONES, JONES ATHLETIC GOODS CO., ALBANY, NEW YORK.

(Name of other party)

(Rank & org. or title and address)

THE SUM OF Ten DOLLARS AND 00 CENTS (\$10.00). *BY CHECK
NO. 43 *IN CASH—IN PAYMENT FOR THE FOLLOWING:

(*) 2 Bats, baseball, de luxe, @ \$4.85 ea.	\$9.70
(**) 5 lbs. lime	.30
TOTAL - - - -	\$10.00

(*) Picked up on fund-owned property list.

(**) Expended. Used to mark baseball diamond.

CUSTODIAN

BILL A. SMITH

Captain, Infantry.

GRADE

(Statement for other party to transaction)

Albany, New York.

July 5, 1942.

I CERTIFY THAT THE PAYMENT REFERRED TO ABOVE HAS BEEN *MADE-
*RECEIVED AND HAD NOT PREVIOUSLY BEEN *MADE-*RECEIVED AND THAT THE
AMOUNT IS JUST AND CORRECT.

SIGNATURE

WILLIAM A. JONES,

Owner, Jones Athletic Goods Co.

RANK OR TITLE

VOUCHER NO. 4

DATE July 5, 1942.

AMOUNT \$10.00

*Strike out words not applicable.

50. Inventory and Inspection Report (W. D., I. G. D. Form No. 1).

Reference: AR 20-35 and 35-6640.

When used: See paragraph 5, AR 35-6640, and paragraph 2, AR 20-35.

No. of copies: Three.

Distribution: One to organization files (triplicate); two copies to the higher headquarters.

a. This form is used to relieve the responsible officer of responsibility and the accountable officer of accountability for property that has become unserviceable through fair wear and tear, through becoming obsolete, or for subsistence stores that have become damaged or spoiled and are of no further value. When accomplishing this form, read carefully the instructions about the proper way to enter the articles and about the articles to be entered. Controlled or supervised items must be entered on a separate report. Subsistence stores must be entered apart from other quartermaster property.

b. Items listed as controlled: Any item that is the responsibility of the chief of service or any item designated as controlled or supervised. Examples of these items are rifles, machine guns, and similar ordnance property.

c. Under the heading of "Inventory and inspection report" type on the form the statement, "These articles are (or are not) listed as supervised." XXXX out the words "Articles { ^{are}
are not } listed as supervised." Only one kind of property may be entered on one report: That is both quartermaster and signal property may not be entered on one sheet.

d. Under the heading "Pertaining to" enter the *unit*: That is, Hq Co 12th Inf.

e. On the line listed "Inspected at," enter the place of inspection.

f. Place the date, and the name of the inspector, with the data as to grade and arm or service of the inspector.

g. In columns 1 to 3, inclusive, enter the stock number and item (column 1), the quantity of the item (column 2), and the price of the item (column 3).

h. If the price is not known, estimate the cost, and under the price write "estimated."

i. Columns 4 to 9, inclusive, are for the action of the inspector.

j. On the back of the sheet, be sure to fill in the certificate of the responsible officer. This is the commanding officer of the unit submitting the report.

k. All other paragraphs are for use of various officers, after the inspector has decided on the distribution of the property listed on the face of the certificate.

l. No strike-overs or erasures are permitted on this form.

m. Front.

INVENTORY AND INSPECTION REPORT

Page _____

(Articles ^{new} ~~old~~ designated as controlled)

"These articles are not listed as supervised."

Of Quartermaster property. Pertaining to 11th Infantry Med. Det.
(Class, QM, medical, etc.) (Station or organization)Accountable officer J.E. MACGILL Major OMC Inspected at Ft. Benjamin Harrison, Ind.On June 5, 1942 By D. E. WARRIC, Lt. Col.: IGD
(If special inspector, state authority and date)

REPORT BY RESPONSIBLE OFFICER			DISPOSITION BY INSPECTOR						
1		2	3	4	5	6	7	8	9
ARTICLES		Quantity	Total unit price, if not known, estimate it	To be continued in service	To be destroyed	To be repaired for re-use	To be turned in to stock	To be sold	To be turned in to stock for re-use
Stock No.	Description								
26-C	Cots, steel	11	\$30.25						
74-C-300	Covers, canteen, M1910, dismantled	29	16.53						
74-C-60	Cans, meat, M1910	22	11.00						
27-M-760	Mattresses, cotton	14	46.76						
27-S-7090	Sheets, cotton, bleached	107	75.97						
26-P-395	Pillows, cotton	11	8.91						
27-P-570	Cases, pillows, cotton	72	13.68						
27-B-678	Blankets, wool, O.D. M1934	115	367.14						
LAST ITEM									
The articles listed above became damaged through fair wear and tear in the military service. <i>D. E. Warric</i> D. E. WARRIC Capt., M.C.									

16-122P

n. Reverse.

INSTRUCTIONS

1. This form will be used for the inventory and inspection of property (except public animals) for condemnation in all the branches of the Army. Reports to be submitted in duplicate.

2. Separate inventories will be prepared for property pertaining to the different supply branches, for "Subsistence Stores" as distinct from other property of the Q. M. Corps, for property not listed as controlled, for property listed as controlled, for public buildings, and for vessels or boats of the Army.

3. For regulations relating to the inspection of property for condemnation, including the preparation, approval, and disposition of I. & I. Reports, see A. R. 20-35. Special attention is invited to the following paragraphs thereof:

Par. 2a (5): Articles identified by serial numbers will be listed singly, giving serial number, arsenal or other initial, date of issue, and length of time they have been in the service, together with such other special information peculiar to the article as may be required. These data may be given in column 1, using more than one line if necessary, or on a list attached to the I. & I. Report.

Par. 2c: Erasures of entries on I. & I. Reports are prohibited. Changes in entries must be authenticated by the initials of the Inspector. Blank lines, column 1, will be ruled out in red ink when no articles are entered thereon.

Par. 2d: Cost price of the property if not of record will be estimated. Par. 6 (6): Marking "I. C." etc., at time of inspection of articles to be turned in to salvage. Salvage officers must receipt on the I. & I. Report for such property turned in.

Par. 6 (5): Marking or mutilation at time of inspection of articles "to be turned in for reclamation of component parts." Reclamation officer must receipt on the I. & I. Report for such articles turned in.

Par. 7: Witness to the destruction of property.

Par. 8: Disposition of I. & I. Reports.

4. When all the articles inventoried are not presented to the inspector, the number or quantity not presented should be carried in the column "to be continued in service."

I CERTIFY that the articles "to be destroyed" on this I. & I. Report have been destroyed in my presence.

Par. 7 AR 20-35

Received the articles "to be turned in for reclamation of component parts" on this I. & I. Report.

Par. 6 (6), AR 20-35

Reclamation Officer.

Received the articles "to be turned in to salvage" on this I. & I. Report.

Par. 6 (6), AR 20-35

WD, RGD, Form No. 1
Auth. Feb. 9, 1939
(Revised Nov. 14, 1939)

Salvage Officer.

16-12223
U. S. GOVERNMENT PRINTING OFFICE

Ft. Benjamin Harrison, Indiana

I CERTIFY that this inventory, consisting of 1 sheets, is correct in every particular, that each article enumerated has been examined by me personally, has never been previously condemned, and is, in my opinion, unserviceable or unsuitable for further public use here, and requires the action of an inspector.

D R Willis

D. R. WILLIS,

Capt. U. S. Medical Corps.

Responsible Officer.

I CERTIFY that I have carefully examined the articles enumerated within, and that the disposition recommended is, in my judgment, the best for the public interest.

Inspector.

For action of Department or Corps Area Commander.
(Par. 8, AR 20-35)

Approved:

By command of

For action of Chief of Supply Branch.

For action of the Secretary of War.

51. Index Sheet (W. D., Q. M. C. Form No. 351).

Reference: War Department Correspondence File, 1918.

When used: For cross filing.

No. of copies: Any number needed.

Distribution: To various file folders.

- (1) File under No. — (Enter here the file under which the index sheet is to be filed. In this case it is 220.6.)
- (2) Synopsis (Under "Synopsis" make brief entry showing date of communication and from whom received and synopsis sufficient to identify the communication.)
- (3) Document filed under No. —. (Enter here the file number under which the communication is actually filed. In this case it is 220.482. It will expedite the locating of the correspondence if its serial number is also known, which, in this case, is 24.)

(1) *FILE UNDER NO.* 220.6

INDEX SHEET

(2) **SYNOPSIS**

Ltr. Chief of Ord. to T.A.G., 8/4/42, requests that 3 enl. men be detailed as guards for protection of Ord. material at (place), during convention of Society of Automotive Engineers. Also request travel orders be issued and monetary allowance authorized.

(3) *DOCUMENT FILED UNDER NO.* 220.482 -No. 24.

INSTRUCTIONS.—Under "Synopsis" make brief entry showing date of communication and from whom received and synopsis sufficient to identify the papers. When these index sheets become numerous under a subject they will be entered on the consolidated index sheet and then destroyed.

U. S. GOVERNMENT PRINTING OFFICE 9-5042

G. M. C. FORM 321 (Old Form 229)
Revised July 12, 1935

52. Consolidated Index Sheet (W. D., Q. M. C. Form No. 352).

Reference: War Department Correspondence File, 1918.

When used: When index sheets become numerous in one file.

No. of copies: Original.

Distribution: To file folders.

(1) File under No. — (Here enter file number under which the sheet is to be filed.)

(2) Date Synopsis Documents filed under

Copy information from index sheets that are being consolidated. The index sheets are then destroyed.

APPENDIX B

(INSTRUCTIONS: THIS FORM WILL BE USED TO CONSOLIDATE INDEXES THAT BECOME NUMEROUS UNDER ANY NUMBER)

CONSOLIDATED INDEX SHEET

(1) File Under No. 461 - Publications, Books, Periodicals.

(2) DATE	SYNOPSIS	DOCUMENTS FILED UNDER
8/2/42	Ltr. AGO, re courses at AG School and books for use therein.	352.11 - No. 22
8/6/42	Ltr. 3d Serv. Comd. - Encourages subscriptions by org. for newspapers and magazines.	400.134 - No. 8
8/7/42	Memo. Ft. Washington - Decision on pub. of post newspaper.	016. - No. 51
8/10/42	Ltr. Col. E.B. Sheppard to AG - Request allowance for shipment of excess amount of professional and technical books at Government expense.	524.3 - No. 88
8/15/42	Ltr. AGO - Publication of information contained in Fort Record Book prohibited	313.2 - No. 10

53. List of Papers (W. D., Q. M. C. Form No. 353).

Reference: War Department Correspondence File, 1918.

When used: When a file classification contains several papers.

No. of copies: Original.

Distribution: To proper file folder.

- (1) **File under No. —** (Enter here the file number and brief of subject to which the list of papers pertain.)
- (2) **Sheet No. —** (The sheet number is not required by regulations, but it helps to locate one if it becomes lost.)
- (3) **Binder No. —** (The binder number is not required by regulations. When a binder gets bulky it is closed and another one started. In a search for a communication, the binder number on the list of papers will expedite its location when there are a number of binders already filled and laid away.)
- (4) **Serial No. —** (Each communication that is listed is given a number. This number is written in pencil on the bottom of each sheet of the communication to expedite its location.)

G. M. C. FORM 895 (CM) Rev. 4-28
Revised July 25, 1935

LIST OF PAPERS

(1) *File under No.* 220.482 'Travel of Enlisted Men.

(2) SHEET NO. 2

(3) BINDER NO. 1

SERIAL NUMBER	FROM—	DATE	TO—	SYNOPSIS
(4) 24	Chief of Ord.	8/4/42	The A. G.	Requests detail of 3 EM as guards for Ord. Material at Society of Auto Engr Convention at <u>(place)</u> .
25	The A. G.	8/6/42	CG Ft Wash. Md.	Directs 10 EM proceed <u>in</u> Ft Wash. to Ft Meade, in connection with movement of war supplies.
26	CG Ft Meade, Md.	8/11/42	CG Ft Monroe, Va.	Requests Govt. Transp. from Ft Monroe be furnished for travel of 4 EM <u>in</u> Ft Meade to Ft Monroe as witnesses for Court Martial.
27	CG Camp Lee, Va.	8/17/42	The A. G.	Subj: "Travel of Enl. Men." Reports that no transp. available for EM traveling to and from Richmond, Va., on official duty.

INSTRUCTIONS.—When papers on a subject become numerous they will be numbered serially and brief entries made on this form.

54. Out-charge Sheet (W. D., Q. M. C. Form No. 355).

Reference: War Department Correspondence File, 1918.

When used: When a document or file of documents is removed from file.

No. of copies: Duplicate.

Distribution: Original in file; duplicate to suspense file.

- (1) File No. — (Here enter the number of the file being removed from its place.)

- (2) Date charged out — (Date the file is removed from its place.)

- (3) Charged to — (Name of person taking the file, and, if necessary, designation of office or place to which file is being taken.)

- (4) Remarks — (Any remarks deemed necessary to the case.)

- (1) File No. 220.482 - Travel of Enlisted Men. (Binder #1)

OUT-CHARGE SHEET

- (2) Date charged out 8/22/42
- (3) Charged to Warrant Officer Jones, Chief Clerk, Pers. Section.
- (4) Remarks: Desires to use the file for about one week.

INSTRUCTIONS.—If a document is taken from the files, charge it to the person to whom delivered. Make charge sheet in duplicate. Place one in record file and one in suspended file used for follow-up on "charge-out sheets."

G. M. C. Form 825 (Old No. 492)
Revised July 25, 1942

2-5729

55. Incorrect Classification Sheet (W. D., Q. M. C. Form No. 357).

Reference: War Department Correspondence File, 1918.

When used: To correct the classification of a communication.

No. of copies: Original.

Distribution: To file. See (1) below.

- (1) Papers originally misfiled under — (Here enter file number under which communication was originally filed. This sheet is filed under the same number and in the same place as the communication was originally filed. Communication is then placed in a folder with the correct classification number.)
- (2) Correct classification number — (Enter here the new file number under which the communication is filed.)
- (3) From — (Enter designation of headquarters or office from which communication originated.)
- (4) To — (Enter designation of headquarters or office to which communication is addressed.)
- (5) Dated — (Enter date of communication.)
- (6) Rec'd. — (Enter date communication was received at your headquarters. Usually stamped on its receipt.)
- (7) Synopsis — (Make a brief entry showing subject of communication, or any other information necessary to identify it.)

NOTE.—See Reclassification Sheet, new Form No. 357, below.

INCORRECT CLASSIFICATION SHEET

(1) Papers originally misfiled under 472.82 #10

(2) Correct classification number 472.3 #93

(3) From: CG 3d Serv. Command

(5) Dated: 1/28/42

(4) To: All Post Commanders

(6) Rec'd: 2/2/42

(7) Synopsis: Prescribes procedure in caring for 12" Seacoast Guns.

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

G. W. C. Form 287
Revised July 28, 1941

56. Reclassification Sheet (W. D., Q. M. C. Form No. 357) (revised 6-27-42).

Reference:

When used: }
No. of copies: } See under incorrect classification sheet above.
Distribution: }

- (1) Papers originally filed — (Here enter file number under which communication was originally filed. This sheet is filed under the same number and in the same place as the communication was originally filed. Communication is then placed in the new classification file.)
- (2) Synopsis.—Make a brief entry showing headquarters or office from which communication originated, headquarters or office to which communication was addressed, date of communication, date received at your headquarters, subject of the communication, and any other information necessary to identify it. Note that this synopsis should contain information which on the old incorrect classification sheet appears in several different places.
- (3) New classification — (Here enter the new file number under which the communication itself is filed.)

NOTE.—The reclassification sheet replaces the old Form No. 357, which was called "Incorrect classification sheet." Both forms are illustrated because both are being used in the field.

RECLASSIFICATION SHEETPAPERS ORIGINALLY FILED 472.82 #10

(1)

SYNOPSIS AND DATES

(2)

NEW CLASSIFICATION 472.3 #93

(3)

RECLASSIFICATION SHEET

GPO: Form 897 (Revised 6-25-45)

16-50000-1 U. S. GOVERNMENT PRINTING OFFICE

57. Requisition (W. D., Q. M. C. Form No. 400).

When used: When a request for property is submitted.

No. of copies: Four.

Reference: Instructions on reverse side of form.

Distribution: Three to the "approving authority," one to organization files.

a. For detailed instructions on the proper procedure for the accomplishment of this form see reverse side of form.

b. This form with proper modification may be used for the issue of any article.

c. On the line "To," enter the supply service which will issue the articles; for example, "Signal Officer" for signal equipment, "Supply Officer, —th Inf" for regimental equipment, "Quartermaster" for post, camp, and station property, etc.

d. On line headed "Requisition No." enter *your* number. "Date" is the day you make requisition, and the "Period" is 1st quarter, 2d quarter, "Initial," "Special," or the reason for the request.

e. All requisitions must be approved before issue can be made.

f. All articles of nonexpendable property issued will be charged to the responsible officer on Memorandum Receipt (W. D., Q. M. C. Form No. 487).

g. If more space is needed than is provided on this form, use W. D., Q. M. C. Form No. 401, for extra sheets. See below.

h. *Form No. 400.*

REQUISITION

To: Quartermaster, Camp Hood, Texas No. of Sheets 2 Sheet No. 1
Requisition No. 2 Date April 1, 1940 Period April, May, and June, 1940
SHIP TO 16th Infantry

REQUISITIONED BY (show Signature, Rank, Organisation, Destination. If different from "SHIP TO" include address):

H. A. Wilson
H. A. WILSON,
Capt. 16th Inf.
S-4

APPROVED BY: order of Colonel HAYES:

J. R. Scott
J. R. SCOTT
Capt. 16th Inf.
Adjutant.

STOCK NO.	ARTICLES	UNIT	ON HAND AND DUE	CONSUMED	REQUIRED	APPROVED
26-C	Cots, steel	ea	230		20	
27-M-760	Mattresses, cotton	ea	230		20	
27-S-7090	Sheets, cotton, bleached	ea	920		80	
27-P-570	Cases, pillow, cotton	ea	460		40	
	<u>LAST ITEM</u>					
Basis: 1250 EM: T/A Nov 1, 1939. and TRA Inf. Received the number of items listed in the column "Approved."						
		<i>H. A. Wilson</i> H. A. WILSON, Capt. 16th Inf. S-4				

i. Form No. 401.

REQUISITION
(EXTRA SHEET)

No. 2
Sheet No. 2

STOCK NO.	ARTICLES	UNIT	ON HAND AND DUE	CONSUMED	REQUIRED	APPROVED
This form is used when there is not adequate space on the "Requisition," W.D. Q.M.C. Form No. 400. The articles are listed in the same manner and the same number of copies are made as are made of the original face of the requisition.						

58. Requisition and Receipt for Clothing in Bulk (W. D., Q. M. C. Form No. 409).

References: AR 35-6560 and 30-3000; TM 12-250.

When used: When issue of clothing is required for a group of enlisted men.

No. of copies: Three.

Distribution: Original and duplicate to unit supply officer, and triplicate to the company file.

- (1) In this column enter the article and size to be issued. Since all men do not wear the same size of clothing, several entries of the same article, but of different sizes, will be necessary. When entering articles in this column be sure to use the names exactly as listed in AR 30-3000. Include all of the name.
- (2) In this column enter the unit, such as pair (pr) or each (ea).
- (3) Enter in this column the quantity needed.
- (4) Leave this column open for use of the issuing quartermaster.
- (5) This column will be filled in if any of the articles listed in column (4) are returned to the quartermaster.
- (6) This is the remainder of the clothing issued, and is obtained by subtracting column (5) from column (4).
- (7) The information listed here is obtained from AR 30-3000. Be sure the Army Regulations you use are the latest published. Prices change often.
- (8) This is the product of column (6) multiplied by column (7).

NOTES.—Be sure that your arithmetic is correct. The certificates on sheet No. 4 are self-explanatory. For examples, see form. There are two other pages to the form, sheets No. 2 and 3. They are similar to sheet No. 1 and should be used or lined out as required. If articles are returned to issuing quartermaster, they are listed on the duplicate which was received with the clothing, and the duplicate with the proper certificate signed is sent back with the returned articles to the quartermaster for reconciling with the original and for his signature.

WAR DEPARTMENT
G. M. C. FORM 400
(Revised Oct. 12, 1906)

Steak Record Account

Sheet No. 1

Organization 2d Inf. Med. Det. Station Ft. Brady, Mich. Dated Jan 13, 1940

[illegible]

19-24152-1

[illegible]

Returned articles received by:
Fred Kain
 (Signed by quartermaster or his representative)
FRED KAIN Lt. Col. QMC

U. S. GOVERNMENT PRINTING OFFICE : 1949 16-64252-1

59. Ration Return (W. D., Q. M. C. Form No. 460).

When used: When garrison rations are due to the organization; submitted monthly or on permanent change of station for the organization.

Reference: Paragraph 12, AR 30-2210, and paragraph 40a and b, AR 345-400.

No. of copies: Two.

Distribution: Original to sales officer; duplicate to organization files.

WAR DEPARTMENT Q. M. C. Form No. 460 (Old 12) Revised May 11, 1918		Quartermaster's No. _____	
Ration Return of _____ Headquarters Company 5th Quartermaster Regiment			
At Ft. Benj. Harrison, Indiana, from June 1, 1941, to June 30, 1941			
Net number of rations due (including rations for men missing separately), all additions and deductions for percentage computed -7421-			
Corrections for percentages (Para. 11 AR 30-2210, and 44 a and b AR 345-400): Additions No. 0 Deductions No. 0		FIELD	
GARRISON		TRAVEL	
Rations Required: No. 7421	No. None	No. None	No. None
I Certify that this Ration Return is correct. <i>J. R. Williamson</i>		Approved: By order of Colonel RICHARDS: <i>C. L. Goshorn</i>	
J. R. WILLIAMSON 1st Lieut OMC		C. L. GOSHORN Capt OMC	
Commanding Hq. Co. 5th QM Regiment		Assistant Adjutant	
One preparation of this form use Per 10 AR 30-4020.			

The ration return is a request to the sales officer for rations due the organization; it also serves as a certificate to the sales officer as to the number of enlisted men rationing with the organization for the period stated. When approved, it serves as a voucher for the account of the organization submitting the return. When garrison rations are furnished, the organization commander is paid in cash for the number of rations due, less the number of rations drawn from the sales officer. For field rations the number of rations paid in cash, after submission of the return, should be the number of rations due enlisted men who ration separately. Filipino rations are drawn by Philippine Scouts.

61. Army grade, insignia, and pay table.

Grade	Insignia	Pay per- iod	Annu- al base pay	Rental per month		Subsistence (30 day month)	
				With depend- ents	With- out depend- ents	With depend- ents	With- out depend- ents
General of the Armies of the United States	★★★★★		13,500	(2)	(2)		
General (1)	★★★★★		8,000	120	105	42	21
Lieutenant general (2)	★★★		8,000	120	105	42	21
Major general	★★		8,000	120	105	42	21
Brigadier general	★		6,000	120	105	42	21
Colonel	♂	6	4,000	120	105	42	21
Lieutenant colonel (3)	♂ (Silver)	5	3,500	120	105	63	21
Major (3)	♂ (Gold)	4	3,000	105	90	63	21
Captain (3)	♂	3	2,400	90	75	42	21
First lieutenant (3)	♂ (Silver)	2	2,000	75	60	42	21
Second lieutenant (3)	♂ (Gold)	1	1,800	60	45	42	21
Chief warrant officer	0 (Brown with gold stripe)		2,100	75	60	42	21
Warrant officer (jr. gr.)	0 (Brown with gold bar)		1,800	60	45	42	21

See footnotes at end of table.

Grade	Insignia		Monthly pay	
NOTE.—Enlisted pay rates given are for men with less than 3 years service.				
Master sergeant First sergeant			138	Enlisted men above the fourth grade are entitled to quarters or to quarters allowance for dependents.
Technical sergeant			114	
Staff sergeant Technician third grade			96	
Sergeant Technician fourth grade.			78	
Corporal Technician fifth grade			66	
Private first class			54	
Private			50	

(1) Entitled to a personal money allowance of \$2,200.

(2) Entitled to a personal money allowance of \$500.

(3) After 30 years of active service a lieutenant colonel will receive pay of the sixth pay period; after 23 years of active service a major will receive pay of the fifth pay period; after 17 years of active service a captain will receive pay of the fourth pay period; after 10 years of active service a first lieutenant will receive pay of the third pay period; after 5 years of active service a second lieutenant will receive pay of the second pay period.

Additional pay.—Officers, warrant officers, and enlisted men receive a 5 percent increase upon their base pay for each 3 years of commissioned, warrant, or enlisted service, up to 30 years. Full time is allowed for all commissioned, warrant, and enlisted service, whether active or inactive.

Officers are granted an additional 10 percent on base pay for sea duty or foreign service. Warrant officers and enlisted men are granted 20 percent on base pay for sea duty or foreign service. Officers, warrant officers, and enlisted men receive 50 percent increase when required to serve on regular and frequent aerial flights. Parachute-jumping duty entitles officers and warrant officers to \$100 per month extra pay if they are not on flying status. Enlisted men receive \$50 per month for parachute-jumping duty when not in flying-pay status.

Officers who have no dependents are not entitled to quarters allowance when on field or sea duty. Money allowance for dependents of officers is not paid when adequate quarters are provided.

62. Women's Army Auxiliary Corps and Army Nurse Corps grade, insignia, and pay table.

Grade or title	Army grade	Insignia	Pay period	Annual base pay	Rental per month	Subsistence (30 day month)
Director (WAAC)	Colonel	Same as colonel	6	4,000	105	21
Superintendent (ANC)	do	do	6	4,000	105	21
Assistant director (WAAC)	Lieutenant colonel	Same as lieutenant colonel	5	3,500	105	21
Director ¹ (ANC)	do	do	5	3,500	105	21
Assistant superintendent ¹ (ANC)	do	do	5	3,500	105	21
Field director (WAAC)	Major	Same as major	4	3,000	90	21
Director ¹ (ANC)	do	do	4	3,000	90	21
Assistant superintendent ¹ (ANC)	do	do	4	3,000	90	21
Director of dietitians (ANC)	do	do	3	2,400	75	21
Director of physical therapy aides (ANC)	do	do	3	2,400	75	21
First officer (WAAC)	Captain	Same as captain	3	2,400	75	21
Assistant superintendent (ANC)	do	do	3	2,400	75	21
Assistant director (ANC)	do	do	3	2,400	75	21
Chief dietitian (ANC)	do	do	3	2,400	75	21
Chief physical therapy aide (ANC)	do	do	3	2,400	75	21
Second officer (WAAC)	First lieutenant	Same as first lieutenant	2	2,000	60	21
Chief nurse (ANC)	do	do	2	2,000	60	21
Head dietitian (ANC)	do	do	2	2,000	60	21
Head physical therapy aide (ANC)	do	do	2	2,000	60	21
Third officer (WAAC)	Second lieutenant	Same as second lieutenant	1	1,800	45	21
Head nurse (ANC)	do	do	1	1,800	45	21
Nurse (ANC)	do	do	1	1,800	45	21
Dietitian (ANC)	do	do	1	1,800	45	21
Physical therapy aide (ANC)	do	do	1	1,800	45	21

See footnotes at end of table.

Enrollees, Women's Army Auxiliary Corps¹

Grade or title	Army grade	Insignia	Pay period	Annual base pay	Rental per month	Subsistence (30-day month)
Chief leader	Master sergeant	Same as master sergeant		Monthly 138		
First leader	First sergeant	Same as first sergeant		138		
Technical leader	Technical sergeant	Same as technical sergeant		114		
Staff leader	Staff sergeant	Same as staff sergeant		96		
Technician third grade	Technician third grade	Same as technician third grade		96		
Leader	Sergeant	Same as sergeant		78		
Technician fourth grade	Technician fourth grade	Same as technician fourth grade		78		
Junior leader	Corporal	Same as corporal		66		
Technician fifth grade	Technician fifth grade	Same as technician fifth grade		66		
Auxiliary first class	Private first class	Same as private first class.		54		
Auxiliary	Private			50		

¹ Especially designated by the Secretary of War.² By act of Congress, approved December 22, 1942 (sec. II, Bull. 63, W. D., 1942), the President is authorized to provide for the enrollment (during the present war and for 6 months thereafter) in the Medical Department of the Army of female personnel in relative grades corresponding to the enlisted grades of the Regular Army, in categories required for duty outside the continental United States.

Additional pay.—Members of the Army Nurse Corps receive a 5 percent increase upon their base pay for each 3 years of service. Members of the Women's Army Auxiliary Corps are not entitled to longevity pay.

Officers of the Women's Army Auxiliary Corps and Army Nurse Corps are granted an additional 10 percent on base pay for sea duty or foreign service. Enrollees are granted an additional 20 percent for sea duty or foreign service.

Members of the Women's Army Auxiliary Corps and the Army Nurse Corps are not entitled to rental or subsistence allowances for dependents.

THE ARMY CLERK

[A. G. 062.11 (12-10-42).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

Distribution:

D (10) ; B (2) ; R (10) ; Bn & L (1).
(For explanation of symbols see FM 21-6.)



