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JAN. - OCT.

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WAR DEPARTMENT, WASHINGTON - CIRCULARS

JAN. - OCT. 1944

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Declassified E.O. 12356 Section 3.3/NND No. 785016

WAR DEPARTMENT WASHINGTON
CIRCULARS

10000 134/80

THIS FOLDER
CONTAINS PAPERS
FROM JAN - 1944
TO OCT - 1946
CATALOGUE -

HEADQUARTERS
8 NOV 1944
A. C. C.

AAS 2649
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CIRCULAR)
No. 414)

WAR DEPARTMENT
Washington 25, D. C., 23 October 1944

SIXTH WAR LOAN

Director	MF
Asst. Dir.	
Asst. Dir.	
Chief Clerk	RK

1. Attention is directed to the Sixth War Loan recently announced by the Secretary of the Treasury. The goal will be \$14,000,000,000 of which \$5,000,000,000 is to come from purchases by individuals and of the latter figure \$2,500,000,000 is expected to be produced through the purchase of Series E War Savings Bonds. The War Department drive will cover the period 1 November to 31 December 1944. Full advantage will be taken of the national advertising and radio campaign to be conducted from 20 November to 16 December in support of the loan. Securities to be sold will consist of Series E War Savings Bonds; Series F and G Savings Bonds; Series C Savings Notes; 2 1/2 percent Bonds of 1966-71; 2 percent Bonds of 1952-54; 1 1/2 percent Notes of 1947; 7/8 percent Certificates of Indebtedness.

2. It is urged that this plan be actively supported throughout the Military Establishment and that all commanding officers conduct a vigorous campaign within their commands to secure maximum participation. The attention of commanding officers is directed to the provisions of Circular No. 378, War Department, 1944, particularly paragraphs 5 and 6, section I, with respect to the duties of War Bond officers and the conduct of the War Bond program throughout the Military Establishment. During this loan, as between cash purchases and regular pay-roll deductions, major emphasis is to be placed upon the initiation of new or increased class B allotments and class A pay reservations by military and civilian personnel.

3. The Interdepartmental War Savings Bond Committee has assigned to each Federal agency a quota equal to 35 percent of the September gross pay roll of eligible civilian employees. Bonds purchased by civilian employees by means of class A pay reservations, class B allotments (where applicable to civilians), and cash, during the period 1 November to 31 December 1944, inclusive, will be credited against quotas.

a. While no quota has been established for military personnel, it is expected that each officer or enlisted member of the Army, who can possibly do so, will initiate a class B allotment. It also is desirable that allotments now in effect be increased. The use of an objective for military personnel, to be fixed by commanding officers on such basis as they deem equitable, is suggested. There will be credited against such objective all class B allotments in effect and cash purchases made during November and December. 394

b. All civilians, commissioned officers, warrant officers, and enlisted personnel are urged to buy at least one bond for cash during the loan and it is expected that such purchases will be made as an adjunct to, rather than in lieu of, purchases by means of regular pay-roll deductions.

WD Cir No 4114, dated
23 October 1944 (Cont'd)

c. Credit will be given the War Department for all bonds purchased during the period of the loan by both military and civilian personnel regardless of the method of purchase; that is, class A pay reservation, class B allotment, and cash.

d. During the Sixth War Loan, the total of cash purchases will be based upon certificates to be executed by individuals (officers, enlisted personnel, and civilians) and delivered to Minute Men or corresponding War Bond representatives. No standard form for such certificate is prescribed, but it should set forth the month in which the purchase was made and the amount thereof at cost price.

e. Cash purchases (at cost price) made through any source within or without the Military Establishment will be reported separately as to military and civilian.

f. For the period of the War Department drive only, cash purchases of civilian employees of the Army Exchange Service will be reported separately each month on line 9, column 3, WD, AGO Form 14-27. Purchases by other civilian personnel and military personnel will continue to be reported as required by paragraph 3d(1), section IX, Circular No. 354, War Department, 1944. In order that they may be apprised of the progress of the drive, the use of semimonthly interim reports by commanding officers is recommended.

4. Circulars No. 345, War Department, 1943 and No. 181, War Department, 1944, are rescinded.

(AG O18.1 (21 Oct 44).)

By order of the Secretary of War:

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General

G. C. MARSHALL
Chief of Staff

REPRODUCED Hq MTOUSA, 6 November 1944

R.H.F.
R. H. F.

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"2"

HEADQUARTERS
 ALLIED CONTROL COMMISSION
 APO 394

W.D.

Suspense CIR 414

Date 23 OCT, 1944

FROM	TO	FROM	TO
Chief Staff Officer		Patriots Branch	
Secretary General		Security Branch	
Archivist		Establishments Branch	SEC.
Admin Section		Director	✓
Interior		Executive Officer (A)	✓
Public Safety		Executive Officer (B)	
Public Health		G-1 (A)	✓
Property Control		G-1 (B)	
Legal		G-4 (A)	✓
Education		G-4 (B)	
Monuments & Fine Arts		H.Q. Comdt	✓
Economic Section		Adjutant	✓
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2675th Regt	20
Food		Political Section	
Industry		Navy	✓
Labour		Army	✓
Mining Division		Air	✓
Public Works & Utilities		Communications	
Requisition Division		Civil Censorship Group	
Shipping		W.M.D. & P.O.W.	
Transportation		Public Relations Branch	
R.C. & M.G. Section		U.N.R.R.A.	
P.A. to Executive Commissioner		ALL REGIONS	✓
Civil Affairs Branch		AMG. 54 & ARMY	✓
Information Division			
Liaison Division			
I. & D.P. S.C.			
Italian Refugees Branch			

Signature _____
 Remarks & Recommendation _____
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 Investigation & Report _____
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393

REMARKS _____

File ADJ 1821
19 August 1944.

WAR DEPARTMENT CIRCULAR NO. 341

RELIEF FROM ACTIVE DUTY OF OFFICERS FOR WHOM NO SUITABLE ASSIGNMENTS EXIST

GENERAL.....	Adjutant	<i>W</i>
PROCEDURE.....	Asst Acs.	<i>W</i>
SPECIAL PROVISIONS FOR OFFICERS OVERSEAS.....	IV	
MISCELLANEOUS PROVISIONS.....	Asst Acs.	

I - GENERAL. - 1. There is currently within the Army a number of officers over 35 years of age who have rendered valuable service to the Nation, but who are currently unassigned or assigned to positions established for lower grade and for whom no suitable assignments are available or in prospect. Retention of such officers on active duty is not necessary or desirable in the public interest. However, it is imperative that the value of their contribution be recognized, and that their relief from active duty be accomplished entirely without prejudice. It is also imperative that this procedure be used for the relief from active duty of bona fide surplus officers only. Positions covered by bulk allotments will not be down-graded to render particular officers surplus.

2. The provisions of this circular are not applicable to officers of the Regular Army, or to officers who have not attained the 38th anniversary of the day of their birth.

3. Recommendations for relief of an officer will be submitted within 10 days after the date on which he becomes surplus, unless it appears that retaining for a different category of assignment is reasonably practicable or that a suitable position will become vacant at an early date. In the event that training does not prove successful or the position does not materialize, the recommendation for relief from active duty will be submitted without further delay and will indicate the original date the officer became surplus.

4. It is the general policy of the War Department that no officer who has recently returned from overseas assignment will be relieved from active duty because no assignment is immediately available in the United States. Recommendation for relief of such an officer will be submitted over his objection only in exceptional cases, and in any case will include the specific circumstances justifying exception to the established policy. The provisions of this paragraph do not apply to officers who have been designated as surplus by an oversea theater and returned to the United States for relief from active duty.

II - PROCEDURE. - 5. a. Each officer selected for recommendation for relief from active duty will be given notice of such selection by his immediate or higher commander, and will be given an opportunity to reply thereto. Notification will be in substantially the following form:

- (1) Inclosed is a copy of (or reference is made to) Circular No. **392** 341, War Department, 1944, subject: Relief From Active Duty of Officers for whom No Suitable Assignment Exists."
- (2) It has been decided to recommend to the War Department that you be placed on inactive status under the provisions of the above circular. You are advised that this action is not final and you are subject to reassignment; therefore, it is suggested

WD Cir #343, dtd 29 Aug 44 (Cont'd)

that any arrangements made by you for return to civil life be on a tentative basis only.

- (3) It is desired that receipt of this letter be acknowledged within ----- days after its receipt, together with any remarks you may wish to make.

(NOTE: - Additions or changes to the above letter may be made as desired, except that the reasons for recommendation for relief from active duty will not be amplified beyond that indicated in subparagraph (2) of the above letter.)

b. Recommendation for relief from active duty of an officer for whom no suitable assignment exists will be returned by the officer concerned to the initiating officer, with such remarks as he may desire to make. These remarks will include one of the following statements:

(1) I have no objection to relief from active duty.

(2) I desire to continue on active duty for the following reasons:

(NOTE: - A brief statement should also be included of civilian and military experience, supplementing information recorded on the officer's qualification card.)

c. The notification or a copy thereof, together with reply thereto, will be included with the recommendation for relief from active duty.

6. The recommendation for relief from active duty will be made by the officer's immediate commander and forwarded through command channels to The Adjutant General, Attention: Classification and Replacement Branch, The Pentagon, Washington 25, D. C. The recommendation will include the following:

a. Statement that the officer is currently not assigned to an established position, or is assigned to a position established for a lower grade, whichever is appropriate.

b. Statement that there exists no position, and there is no position in prospect commensurate with the officer's grade and qualifications to which he might be assigned.

c. Statement that the officer is entitled to separation under honorable conditions.

d. Statement that no disciplinary action or reclassification proceedings under AR 605-230 are pending or appropriate to the case.

e. The date and a statement in detail of the reason the officer became surplus.

f. A complete and up-to-date copy of officer's qualification card (not original).

7. Each commander taking action on a recommendation for relief from active duty will be required either to reassign the officer within his jurisdiction or to forward the recommendation with a statement that no suitable assignment is available or in prospect within the command.

III - SPECIAL PROVISIONS FOR OFFICERS OVERSEAS - 8. a. Commanders of overseas theaters and departments are authorized to return to the continental United

WD Civ #341, dated 19 Aug 44 (Cont'd)

States officers whom they recommend to be relieved from active duty. Radio Report of such cases will be made to The Adjutant General.

b. Prior to making the above report, oversea commanders will carefully review current requisitions and will not return to the United States, as surplus, officers with military occupational specialties which the theater is currently requisitioning.

9. All officers for whom no suitable assignment exists within an oversea command and who otherwise qualify under the provisions of this circular should be recommended for relief from active duty and returned to the United States under the provisions of this circular. Rotation quotas will not be utilized for the return of such personnel to the United States.

IV - MISCELLANEOUS PROVISIONS. - 10. The complete file on each officer recommended for relief from active duty will be reviewed, prior to final action, by representatives of Army Ground Forces, Army Air Forces, Army Service Forces, and the technical services to ascertain whether the officer's services are needed in their respective commands or services. Any officers selected by one of these representatives will not be relieved from active duty but will be reassigned by The Adjutant General to the command or service concerned.

11. After an officer has been recommended to The Adjutant General for relief from active duty under the provisions of this circular, any permanent reassignment of the officer will be reported to The Adjutant General by the most expeditious means available.

12. a. Officers who have been recommended for relief from active duty may, with their consent, be granted accrued leave pending final action by the War Department.

b. Officers granted leave under this provision will be specifically notified that they are subject to reassignment.

c. Upon final approval by the War Department, relief from active duty will be effective upon completion of any leave granted under the provisions of AR 605-115.

13. The following procedure will govern relative to retention of commissions by officers relieved from active duty under the provisions of this circular.

a. Officers holding commissions in the National Guard or the Officers' Reserve Corps will return to inactive status in the grade held upon relief from active duty. All such officers holding temporary grade in the Army of the United States will retain this grade for the period of the emergency and for 6 months thereafter when they will revert to their permanent grade.

b. Officers holding commissions in the Army of the United States only will retain their appointments on inactive status during the period of the emergency and for 6 months thereafter.

c. All appointments to temporary grade in the Army of the United States (Air Corps) made under the provisions of Public Law 455 - 77th Congress, will be terminated.

WD Cir #341, dtd 19 Aug 44 (Cont'd)

d. Any officer relieved from active duty under the provisions of this circular may submit his resignation, if he so desires, at the time of relief or at any time while on inactive status.

14. Officers relieved from active duty under the provisions of this circular, if otherwise eligible, are entitled to mustering-out pay.

15. Cases submitted prior to the receipt of this circular need not be returned for correction.

16. This circular supersedes Memorandum No. W605-44, 29 February 1944, subject, Relief from Active Duty of Officers for Whom No Suitable Assignment Exists; Memorandum No. W605-44, 23 March 1944, same subject; and War Department letter (A. G. 210.85 (30 Dec 43) PO-A-A), 12 January 1944, same subject.

(A. G. 210.85(14 Aug 44).)

By Order of the Secretary of War:

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

HEADQUARTERS
13 SEP 1944
A. C. C.

G. C. MARSHALL,
Chief of Staff.

AGO 393B

Reproduced Hq NATOUSA, 8 September 1944

ABK
A. B. K.

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HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense _____

Date 19 AUG 1944

CIR. 341

DISTRIBUTION

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Agriculture			Message Center
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Labor			Army
Mining Division			Air
Public Works & Utilities			Communications
Requisition Division			Civil Censorship Group
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Italian Refugees Branch			

FOR

Signature _____
 Remarks/Recommendation _____
 Information _____
 Approval/Disposal _____
 Appropriate Action _____
 Investigation & Report _____
 Dispatch _____

390

REMARKS _____

ADJ.

(Dir 309)

CIRCULAR)
NO. 309)WAR DEPARTMENT
Washington 25, D. C., 20 July 1944.

EXPEDITIONARY FORCE MESSAGES OVERSEA RADIO AND CABLE, AND SENDER'S COMPOSITION MESSAGES.— Arrangements have been completed for a considerable number of additions to the list of texts authorized for Expeditionary Force Messages (EFM). Accordingly, effective 1 August 1944, paragraph 4, Circular No. 378, War Department, 1942, is rescinded and the following substituted therefor:

4. Fixed texts for Expeditionary Force Messages.—a. Correspondence.

1. Letter received. Many thanks.
2. Letters received. Many thanks.
3. Telegram received. Many thanks.
4. Parcel received. Many thanks.
5. Parcels received. Many thanks.
6. Letters and parcels received. Many thanks.
7. Letter and telegram received. Many thanks.
8. Telegram and parcels received. Many thanks.
9. Letters sent.
10. Parcels sent.
11. Letters and parcels sent.
12. Many thanks for letter.
13. Many thanks for parcel.
14. Many thanks for telegram.
15. No news of you for some time.
16. Writing.
17. Urgent.
18. Please write or telegraph.
19. Please write.
20. Please telegraph.
21. Please reply. Worried.
22. Airgraph letter received. Many thanks.
23. Letters arriving regularly.
24. Have you received letters?
25. Your letters not received.
139. Your telegram not received.
144. Please address letters home.
145. Have you received telegram?
146. No parcel for some time.
147. Write same address.
148. Parcel sent.
149. Writing regularly.
150. Your parcels not received.
151. Have you received parcel?
301. Writing in detail.
302. Letter you mentioned not received.
303. Parcel was just what I wanted. Many thanks.
304. Letters coming in fine.
305. Send me love by V-Mail.
306. Received your nice letter.

Adjutant	by
Asst. Adj.	
Asst. Adj.	
Chief Clk	

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(Cir 309)

307. Tell _____ to write. (Name to be inserted and transmitted following the text number.)
308. V-Mail letter received. Many thanks.
- b. Greetings.
- 26. Greetings.
 - 27. Loving greetings.
 - 28. Fondest greetings.
 - 29. Love.
 - 30. Darling.
 - 31. All my love.
 - 32. All my love dearest.
 - 33. All our love.
 - 34. Fondest love.
 - 35. Fondest love darling.
 - 36. Best wishes.
 - 37. Greetings from us all.
 - 38. Loving greetings from all of us.
 - 39. Best wishes from all of us.
 - 40. Fondest wishes from all of us.
 - 41. Best wishes and good health.
 - 42. Kisses.
 - 43. Love and kisses.
 - 44. Fondest love and kisses.
 - 47. Best wishes for Christmas.
 - 48. Best wishes for Christmas and New Year.
 - 49. Loving wishes for Christmas.
 - 50. Loving wishes for Christmas and New Year.
 - 51. Loving Christmas thoughts.
 - 52. Happy Christmas.
 - 53. Happy Christmas and New Year.
 - 54. Good Luck.
 - 55. Keep smiling.
 - 56. My thoughts are with you.
 - 57. Many happy returns.
 - 58. Birthday greetings.
 - 59. Loving birthday greetings.
 - 60. Happy anniversary.
 - 61. You are more than ever in my thoughts at this time.
 - 62. Best wishes for a speedy return.
 - 63. Good show. Keep it up.
 - 64. Best wishes for New Year.
 - 65. May God grant you a year of happiness.
 - 66. God bless you and keep you safe.
 - 67. My thoughts and prayers are ever with you.
 - 122. Best wishes to all at home.
 - 123. Our thoughts are with you.
 - 124. Love to all the family.
 - 152. Love and best wishes for New Year to all at home.
 - 153. Best love from Daddy.
 - 154. God be with you till we meet again.
 - 155. God bless you.
 - 156. Love to Daddy.

(Cir 309)

- 157. My love and greetings on Mother's Day.
- 158. My love and greetings on Father's Day.
- 309. Regards to the gang.
- 310. Greetings from the gang.
- 311. Love to my Valentine.
- 312. I hope you are still my Valentine.
- 313. Love to all at home.
- 314. Best wishes for a Happy Easter.
- 315. Best wishes for Thanksgiving.
- 316. Love to the best Mother in the world.
- 317. Greetings to the best of Fathers.
- 318. Regards to everyone.
- 319. May you be inscribed in the book of life. (For Jewish New Year)
- 320. May the Passover bring new hope and courage. (For Jewish Passover)

C. Health.

- 45. Well.
- 46. All well at home.
- 68. Family all well.
- 69. All well. Children evacuated.
- 70. All well. Children returned home.
- 71. All well and safe.
- 72. Are you all right?
- 73. Are you all right? Worried about you.
- 74. Please don't worry.
- 75. Hope you are improving.
- 76. Please telegraph that you are well.
- 77. Are you ill?
- 78. Have you been ill?
- 79. Illness is not serious.
- 80. Illness is serious.
- 81. I have left hospital.
- 82. In bad health.
- 83. Health improving.
- 84. Health fully restored.
- 85. Son born.
- 86. Daughter born.
- 87. ~~Am~~ well and fit.
- 88. Delighted to hear you are safe and well.
- 89. So glad to hear you are better.
- 90. Have not been ill.
- 159. Hope you will soon be better.
- 160. Have not been well.
- 161. Injury is not serious.
- 162. Anxiety unnecessary.
- 163. Going into hospital.
- 164. Operation over. Condition satisfactory.
- 165. Hope children all well.
- 166. Both well.
- 167. Twins born.
- 168. How are all the family?
- 169. Injury is serious.
- 170. I am in hospital.

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(Cir 309)

- 321. Am getting along all right.
- 322. Received news of birth of _____ (Name to be inserted and transmitted following text number.)
- 323. Expecting blessed event.
- 324. Very happy in receipt good news.
- 325. How is _____ (Name to be inserted and transmitted following the text number.)

d. Promotion and decoration.

- 94. Have been promoted.
- 95. Have been decorated.
- 96. Have received commission.
- 326. Have received decoration _____. (Name of decoration to be inserted, and transmitted following text number.)

e. Money.

- 98. Please send me _____ pounds.) (Note: The actual amount in words
- 99. Please send me _____ dollars.) to be inserted and transmitted fol-
- 100. Have sent you _____ pounds.) lowing the text number.)
- 101. Have sent you _____ dollars.)
- 102. Can you send me any money?
- 103. Glad if you could send some money.
- 104. Have received money.
- 105. Have you received money?
- 106. Have you sent money?
- 107. Thanks for money received.
- 108. Have not received money.
- 109. Unable to send money.
- 110. Sorry cannot send money.
- 111. Do you need money?
- 112. Have paid _____ into your banking account. (Amount in words to be inserted and transmitted following the text number.)
- 113. I do not need money.
- 114. Can you make me daily allotment?
- 171. Have sent money.
- 172. Can you increase the allotment?
- 173. Are you receiving allotment?
- 174. Business very bad. Grateful financial assistance.
- 175. Expect to be able to send you money next pay day.
- 327. Can you make me an allotment?
- 328. Put money I sent in savings account.
- 329. Shall I increase allotment?
- 330. To what address was money sent?
- 331. Buy war bonds with money.
- 332. Do not purchase _____)
- 333. Buy _____ at best price with- (Name of one item to be inserted and out delay. transmitted following the text num-
- 334. Sell _____ at best price ob-) ber.) tainable.
- 335. Will send money in _____ days. (Number in words to be inserted and transmitted following text number.)
- 336. Receiving allotment regularly.

(Cir 309)

f. Congratulations.

- 91. Congratulations on your promotion.
- 92. Very pleased to hear of your promotion.
- 93. Delighted hear about your promotion.
- 97. Congratulations on your commission.
- 115. Congratulations on anniversary. Best wishes.
- 116. Congratulations. Lasting happiness to you both.
- 117. Glad and proud to hear of your decoration. Everybody thrilled.
- 118. Loving greetings and congratulations.
- 119. Good luck. Keep it up.
- 120. I wish we were together on this special occasion. All my best wishes for a speedy reunion.
- 121. Very pleased to hear you have passed examination.
- 337. Congratulations on your decoration.
- 338. We are all very proud of you.
- 339. Congratulations on your graduation.
- 340. Congratulations.

g. Bereavement.

- 143. The Lord bless and sustain you in your loss.

h. Miscellaneous.

- 131. What things do you need most urgently?
- 132. Have done as you asked.
- 133. Rumor not true.
- 134. No.
- 135. Very happy to hear from you, dearest. Am fit and well.
- 137. Hope to see you soon.
- 138. Hope.
- 140. Yes.
- 341. Tell children about me.
- 342. Tell me about children.
- 343. Send me a late photo.
- 344. Hospitality of people here wonderful.
- 345. Be happy and brave.
- 346. Consult lawyer before taking action.
- 347. Wait instructions in my letter.
- 348. Am sending legal papers today.
- 349. Have acted as you requested.
- 350. Will keep you fully advised.
- 351. Let me know when you find out.
- 352. Wish I could be with you.
- 353. Please send duplicate.
- 176. Father)
- 177. Mother) (These can be inserted in front of texts numbered **387**
- 178. wife) through 188 inclusive and 354 through 356 inclusive)
- 179. Finance)
- 180. Writing telegraphing frequently.
- 181. Writing weekly.
- 182. Writing regularly receiving no reply.
- 183. Anxious welfare no news recently.
- 184. Receiving letters regularly.

(Cir 309)

- 185. Receiving letter occasionally.
 - 186. Well, receiving allotment.
 - 187. Recovered operation. Returning home.
 - 188. Is entering hospital.
 - 354. Has been sick.
 - 355. Much better.
 - 356. In good health.
- i. Personal broadcast.
- 136. Hearing your voice on the wireless gave me a wonderful thrill.
 - 189. Hope to broadcast greetings from BBC. Listen _____ (Day of week to be inserted and transmitted following the text number.)
(A.G. 311.22 (17 Jul 44).)

By order of the Secretary of War:

G. C. MARSHALL
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General

Reproduced Hq. Peninsular Base Section,
APO 782, 1 August 1944 4pm.

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WAR DEPARTMENT,
WASHINGTON 25, D. C., 11 July 1944.

CIRCULAR)
NO. 292

WAR DEPARTMENT SEPARATION CENTERS

E X T R A C T

HEADQUARTERS
5 AUG 1944
A. C. C.

General.	Section 1
Establishment of separation centers.	II
Military personnel to be sent to separation centers.	III
Clothing and equipment.	IV
Records.	V
Movement from oversea commands to separation centers.	VI
Movement from stations in continental United States to separation centers.	VII
Separation center responsibilities.	VIII
Rescissions of previous instructions.	IX

1. GENERAL- 1. This circular provides for establishment of War Department separation centers to serve specified geographic areas; selection of the military personnel who are to be sent to such centers; the clothing, equipment, records, and allied papers to accompany such personnel; the procedure for movement of this personnel from oversea commands and stations in the United States to separation centers; and the responsibilities of separation centers.

2. The provisions of this circular are effective 24 July 1944.

3. a. A separation center is a War Department installation established to effect discharge or release from active duty of military personnel who are transferred thereto in accordance with the provisions of this circular. It is a class I installation as defined in paragraph 6a (1), AR 170-10, operated by the Commanding General, Army Service Forces, and is under the immediate control of the service command in which it is located.

b. As used herein the term "officer" is applicable to all commissioned, Warrant, and flight officer personnel of all components of the Army, including female members of the Women's Army Corps and Medical Corps.

c. The term "enlisted personnel" as used herein includes enlisted men and women of all components of the Army. **386**

d. The term "military personnel" as used herein includes officers and enlisted personnel.

e. The term "individual" as used herein applies to all classes of military personnel unless otherwise indicated.

f. The term "Continental limits of the United States" as used herein includes the 48 States and the District of Columbia.

R E S T R I C T E D

R E S T R I C T E D

WD Circ #292,
11 July 44, (Cont'd.)

g. The term "oversea command" as used herein includes the Eastern Defense Command (portion outside the United States), the Northwest Service Command, theaters of operation, departments, and separate base commands outside the continental limits of the United States.

II - ESTABLISHMENT OF SEPARATION CENTERS.- 4. Separation centers will be established by commanding generals of service commands in accordance with the following:

Service command re- sponsible for estab- lishment and opera- tion	Date of es- tablishment	Location	States served
Second Service Command	30 Mar 1944	Ft. Dix, N.J.	Connecticut Delaware District of Columbia Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont Virginia West Virginia
Fourth Service Command	24 July 1944	Ft. McPherson, Ga.	Alabama Florida Georgia Mississippi North Carolina South Carolina Tennessee
Sixth Service Command	24 July 1944	Ft. Sheridan, Ill	Colorado Illinois Indiana Iowa Kansas Kentucky Michigan Minnesota Missouri Nebraska North Dakota Ohio South Dakota Wisconsin Wyoming

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Service command responsible for establishment and operation	Date of establishment	Location	States served
Eighth Service Command.	24 July 1944	Ft. Sam Houston, Tex.	Arkansas Louisiana New Mexico Oklahoma Texas
Ninth Service Command.	24 July 1944	Presidio of Monterey, Calif.	Arizona California Idaho Montana Nevada Oregon Utah Washington

III - MILITARY PERSONNEL TO BE SENT TO SEPARATION CENTERS. 5 a and b.

* * * * *

6. The following military personnel, except those excluded by paragraph 7, returned to the United States from oversea commands, will be transferred to a separation center:

a. All enlisted personnel returned to the United States for discharge or release from active duty.

b. Officers in the following categories:

- (1) Those over thirty-eight (38) years of age returned to the United States because no suitable assignment existed ³⁸⁵ in prospect in the oversea command.
- (2) Those returned to the United States under the provisions of AR 605-230.
- (3) Those returned to the United States whose resignations or requests for relief from active duty have been approved and forwarded by the oversea command to the War Department.

7. The following military personnel will not be sent to separation centers:

a. Military personnel who are to be separated from active service because of physical disability.

b. Enlisted personnel who are to be dishonorably discharged.

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- c. Officers who are to be dismissed from the service.
- d. Female personnel of the Army who are to be discharged for pregnancy.
- e. Military personnel being separated to accept other active military status in any of the armed forces.
- f. Individuals who entered the military service at points outside the continental limits of the United States and who, upon separation from the service, are to be returned to the point of entry into service or to another point outside the continental limits of the United States.

IV - CLOTHING AND EQUIPMENT. - 8. Enlisted personnel returned from overseas, who are destined for a separation center, will carry clothing and equipment as prescribed in Circular Number 200, War Department, 1944. Clothing and equipment accounts will be adjusted in accordance with that circular.

9 a, b and c * * * * *

10 and 11 * * * * *

V -- RECORDS.- 12. The following records and allied papers, as applicable, will accompany personnel moving to separation centers or will be forwarded as prescribed in paragraph 13c:

- WDAGO Form Number 20 (Soldier's Qualification Card)
- WDAGO Form Number 24 (Service Record)
- *WDAGO Form Number 28 (Individual Pay Record)
- Form Number 32 (Individual Clothing and Equipment Record)
- Clothing and Equipment Adjustment Form (as prescribed in Cir. 200, WD 1944.)
- WDAGO Form Number 33 (Individual Equipment Record)
- WDAGO Form Number 34 (Individual Clothing and Equipment Record - Arctic Clothing and Equipment)
- *WDAGO Form Number 65, 65-1, or 65-10 (Officer's Identification Card)
- WDAGO Form Number 66, 66-2, or 66-3 (Officer's or Warrant Officer's Qualification Card)
- *WDAGO Form Number 77 (Officer's Pay Data Card)
- WDMD Form Number 78 (Syphilis Register) - (For individuals under treatment for syphilis)
- *WDMD Form Number 81 (Immunization Register) - (In case of enlisted personnel Form 81 may accompany service record)
- *Copy of orders announcing rating (Flying Personnel Only)
- *Copy of orders authorizing flying status (Flying Personnel Only)
- *Record of leave accrued and granted (to be carried by officers-AR 605-115, 17 June 1944)
- Board proceedings under section VIII, AR 615-360, properly indorsed by the convening authority and approved by the officer having discharge authority.

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Certificate covering missing records (this certificate, stating all available facts in the case, will be furnished whenever missing records cannot be replaced or can be only partially reconstructed)

13 a. Prior to departure from units in oversea commands and stations in the United States, the organization commander concerned will cause the records and allied papers, as indicated above, to be thoroughly checked to insure they are complete, correct, and posted up to date.

b. When movement is to be performed in a group, the records will be placed in the custody of the senior member of the group being transferred.

c. In the case of individual movements, the individual will be entrusted with the custody of the records which will be placed in an envelope addressed to the United States port commander or separation center commander, as the case may be. The envelope will be sealed in such a manner as to permit easy detection in event of unauthorized opening. The individual will be instructed to deliver the envelope, unopened, to the separation center. If the records cannot be entrusted to the custody of the individual, they will be forwarded as follows:

- (1) If from an oversea command, the records will be turned over to the transport commander for delivery to the United States port commander. The port commander will mail the records to the commanding officer of the appropriate separation center.
- (2) If from a station in the United States, the records will be mailed direct to the commanding officer of the appropriate separation center.

d. Every effort will be made to expedite the transmittal of records so that they will arrive simultaneously with or prior to the personnel in order that the separation process will not be delayed. Air mail will be used when necessary.

VI - MOVEMENT FROM OVERSEA COMMANDS TO SEPARATION CENTERS. - 14. Military personnel within the scope of this circular will not be placed in reception station groups for return to the United States. This personnel will be moved to United States ports as individual movements, except that when the number of individuals involved is sufficient, they will be grouped together for discipline and control purposes. In the latter case, the senior member will be designated as the group leader. Code designations will not be assigned such groups for movement.

15. Prior to embarkation, this personnel will be processed in the same manner as individuals who are returned in reception station groups, including physical inspections and disinfection for prevention of dissemination of disease, baggage inspections, check of records, etc.

16. a. Orders will be issued for each individual being returned. Such orders will --

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- (1) Indicate the reason for return. (In case of officers, the reason will be stated "relief from active duty, discharge, or other disposition," since normally final determination cannot be made by the War Department until after the officers have arrived in the United States.)
- (2) Make reference to the appropriate Army Regulations or other War Department authority under which disposition is to be made (for example, Section VIII, AR 615-360; or AR 605-230).
- (3) Indicate that upon arrival at a United States port the individual is to be moved to a separation center in the United States to be designated by the port commander by indorsement on the orders.
- (4) Indicate the address in the United States to which the individual is entitled to travel pay or transportation in kind.
- (5) State that the movement to a separation center is a permanent change of station.

b. Each individual will be given sufficient copies of his orders for delivery to the United States port commander for distribution as indicated in paragraph 17c. When travel is being performed in a group, these will be given to the group leader for delivery.

17. a. Upon arrival at a United States port and after minimum processing as prescribed in current directives, this personnel will be moved to the appropriate separation center as determined by the port commander.

b. Normally, the individuals will be moved to the separation center designated in paragraph 4 to serve the State in which is located the address, as stated in the basic orders, to which the individual is entitled, travel pay or transportation in kind. However, an individual may be moved to a separation center other than the one serving the designated address, when, in the opinion of the port commander, such action will effect substantial savings in back travel.

c. The basic orders of each individual will be indorsed by the port commander to indicate date of arrival in the United States and to direct movement to the appropriate separation center. The orders will then be distributed as follows:

- (1) One to the separation center commander (by most rapid means of communication available).
- (2) One to The Adjutant General, Washington 25, D. C. (for officers only).
- (3) Four retained by the port commander.
- (4) Eight to each officer concerned.
- (5) One to each enlisted person concerned.

17. d, e and f, * * * * *

18. * * * * *

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VII -- MOVEMENT FROM STATIONS IN CONTINENTAL UNITED STATES TO SEPARATION CENTERS

19, 20, 21, a and b, 22, 23, and 24 * * * *

VIII -- SEPARATION CENTER RESPONSIBILITIES

25, 26, a, b, c, 27 and 28 * * * *

IX -- RESCISSIONS OF PREVIOUS INSTRUCTIONS. - 29. a. Section II, Circular Number 175, War Department, 1944, as amended by section VI, Circular Number 231, War Department, 1944; and section IX, Circular Number 237, War Department, 1944, are superseded and rescinded when the provisions herein become effective. Any actions with regard to separation of personnel which have been initiated prior to the effective date of this circular or which must be executed before the provisions herein become fully effective may be consummated under the provisions of these directives.

b. ASF letter (SPX 370.01 (29 Apr 44) OB-S-E-M), 2 May 1944, subject, Personnel to be Processed Through Separation Center, Fort Dix, New Jersey, which was addressed to certain ports of embarkation, service commands, and reception centers; and Radio Number CM-OUT 55774, 24 June 1944, which was addressed to certain oversea commands, will be rescinded by separate action.
(AG 353 (5 Jul 44).)

By order of the Secretary of WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

ACC-DIST
Circ-O. (A) 383
G-1 (A)
G-4 (A)
2675 Regt.

Reproduced Hq NATOUSA, 1 August 1944.

RHF
R. H. F.

CIRCULAR)
NO. 290)

WAR DEPARTMENT,
Washington 25, D. C., 11 July 1944.

Files AP

9800ADJ

PROCEDURES FOR PURCHASE AND ISSUANCE OF UNITED STATES SAVINGS BONDS
(Except Under Class A Pay Reservation Plan)

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Adjutant	
Asst. Sec.	<i>MP</i>
Asst. Sec.	<i>[Signature]</i>
Chief Clerk	<i>[Signature]</i>

SECTION I

GENERAL

	<u>Paragraphs</u>
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1. Scope. --a. This circular applies to the purchase and issuance of--
 - (1) United States Savings Bonds of Series E purchased by class B allotments of pay and by one-time pay deductions, by military personnel wherever stationed and by civilian personnel of the War Department stationed where the class A Pay Reservation Plan is not in effect.
 - (2) United States Savings Bonds of Series E, F, and G, purchased for cash by military and civilian personnel of the War Department.

b. This circular does not apply to the purchase of bonds under the class A Pay Reservation Plan. 382

2. Purpose. --The purpose of this circular is to--

- a. Relate the issuance of bonds to the payment therefor by means of bond issuance schedules which will be the basis for the issuance of all bonds, whether purchased by pay deduction or by cash.
- b. Provide that disbursing officers in the United States, Alaska, Hawaii, Panama, Puerto Rico, and the Virgin Islands who are not attached to tactical units will issue bonds purchased by pay deductions (class B allotments and one-time pay deductions) as well as for cash.

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3. Effective date.--The provisions of this circular will be effective 1 September 1944.

4. Rescissions of previous instructions.--Circular No. 44, War Department, 1943, as amended by section IV, Circular No. 78; section II, Circular No. 90; Section III, Circular No. 152; section II, Circular No. 226, War Department, 1943; Circular No. 56, War Department, 1943, as amended by section III, Circular No. 62, War Department, 1943; section II, Circular No. 135, War Department, 1943; section VI, Circular No. 196, War Department, 1943, as amended by section II, Circular No. 257, War Department, 1943; section II, Circular No. 234, War Department, 1943; so much of Circular No. 15, War Department, 1944, as pertains to class B allotments; section I, Circular No. 26, section II, Circular No. 215, and section I, Circular No. 237, War Department, 1944, are rescinded.

5. Change in method of issuing bonds purchased by class B allotments.--

a. The new procedures outlined herein will become effective, in the case of enlisted personnel, without the execution of individual allotment forms; however, individuals who certify their own pay vouchers will attach W. D., A. G. O. Form No. 29-6 (Authorization of Class B allotment) to their September 1944 pay vouchers for class B allotments in effect or to be placed in effect as of 1 September 1944.

b. The last bonds to be issued by the Army War Bond Office, under the provisions of Circular No. 44, War Department, 1943, as amended, will be those for which class B allotments authorize payment therefor to be made or completed from August 1944 pay.

c. The first bonds to be scheduled for issuance and issued under these procedures, will be those for which payment is made by deductions from pay for the month of September 1944.

d. Bonds will be issued only on the basis of bond issuance schedules (T. D. Forms Nos. 1737 and 1737a) prepared by local certifying and/or disbursing officers when proper pay deductions have been made.

e. Certifying and/or disbursing officers will neither schedule for issuance nor issue bonds purchased--

(1) Under installment plans.

(2) By deduction from pay for months prior to September 1944, regardless of month in which pay settlement occurs.

6. Modification of method of authorizing, changing, and discontinuing Class B allotments.

a. W. D., A. G. O. Forms Nos. 30-3 and 30-4 will not be used to effect changes or discontinuances having an effective date of September 1944 or thereafter. New authorizations, or changes having an effective date of September 1944 or thereafter, will be effected by completing only W. D., A. G. O. Form No. 29-6 which, in the case of a change, will supersede the existing authorization.

b. Only those authorizations having an effective date of August 1944 or prior, will authorizations, changes, or discontinuances (W. D., A. G. O. Forms Nos. 29-6, 30-6, or 30-7) be transmitted to the Army War Bond Office, in accordance with Circular No. 15, War Department, 1944; authorizations having an effective date of September 1944 or thereafter will not be transmitted to the Army War Bond Office, but will be retained in the field. Thus the provisions of Circular No. 15, War Department, 1944, will not apply to class B allotment forms having an effective date of September 1944 or thereafter.

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7. Personal Transfer Account not to be used for bond purchases.--
Effective 1 September 1944, the Personal Transfer Account (Cir. 215, WD, 1944) will not be used for the purchase, by cash or by pay deductions, of United States Savings Bonds.

8. Responsibility of commanding officers. Each commanding officer is responsible for promoting the sale of United States Savings Bonds to personnel within his command. This circular, if properly utilized, should increase sales since it provides that bonds may be purchased anywhere by class B allotment, by one-time pay deduction, or for cash, and in any desired combination of denominations. Commanding officers will instruct bond officers and others responsible for the sale of bonds to guard against cancellation of class B allotments due to the changes in procedures outlined herein, and to see that individuals certifying their own vouchers who have class B allotments, attach W. D., A. G. O. Form No. 29-6 to their September 1944 pay vouchers.

SECTION II

PERTINENT BOND DATA

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How delivered.....	11
How purchased.....	12
Who will issue.....	13

9. Denominations.

<u>Issue (Purchase Price)</u>	<u>Denomination (Maturity value)</u>	
a. Series E (mature 10 years from issue date).		
\$ 7.50	\$ 10.00	
18.75	25.00	
37.50	50.00	
75.00	100.00	
375.00	500.00	
750.00	1,000.00	
b. Series F (mature 12 years from issue date).		
\$ 18.50	\$ 25.00	:
74.00	100.00	
370.00	500.00	
740.00	1,000.00	
3,700.00	5,000.00	
7,400.00	10,000.00	
c. Series G (mature 12 years from issue date--bear 2½% interest)		
100.00	100.00	
500.00	500.00	
1,000.00	1,000.00	
5,000.00	5,000.00	
10,000.00	10,000.00	

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10. Registration.

a. Bonds of Series E.--Bonds of Series E may be registered only in the names of natural persons (that is, individuals) whether adults or minors. The \$10 denomination (G. I.) bond may be purchased only by military (both enlisted and commissioned) personnel but the co-owner or beneficiary may be a civilian.

b. Bonds of Series F and Series G.--Bonds of Series F and Series G may be registered in the names of individuals, and where desired, in the name of a fiduciary, corporation, association or partnership, except they may not be registered in the name of a commercial bank as defined in Circular No. 654, Treasury Department, 1944.

11. How delivered.--All personnel will be urged to designate a permanent address to which bonds will be mailed and which is not expected to change because of transfer of the purchaser. If the purchaser desires, bonds of Series E may be delivered to him in person where local bond issuance is authorized. Bonds of Series F and Series G will be delivered by mail and not in person. Bonds will be mailed only to addresses within the United States, Alaska, Hawaii, Panama, Puerto Rico, or the Virgin Islands.

12. How purchased.--Bonds of Series E may be purchased by class B allotment of pay, by one-time pay deduction, or for cash. Bonds of Series F and Series G will be purchased for cash only (not by class B allotment or one-time pay deduction).

13. Who will issue.--

a. For personnel in the United States, Alaska, Hawaii, Panama, Puerto Rico, and the Virgin Islands who are not in tactical units, local disbursing officers (bond issuing officers) will issue bonds of Series E, and will process applications for the purchase of bonds of Series F and G for issuance by the nearest Federal Reserve Bank.

b. For personnel overseas, and for personnel in tactical units, bonds of Series E, F and G (whether purchased for cash, by one-time pay deduction, or class B allotment) will be issued by the Army War Bond Office, 366 West Adams Street, Chicago 6, Illinois.

SECTION III

PURCHASE OF UNITED STATES SAVINGS BONDS
OF SERIES E BY PAY DEDUCTION

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Action by disbursing officer.....	20
Class B allotments of personnel missing, missing in action, interned in a neutral country, or captured by an enemy.....	21
Adjustments.....	22

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14. Who may purchase.--United States Savings Bonds of Series E may be purchased under the class B Allotment Plan or by one-time pay deduction, by military personnel (officers, Army nurses, other female personnel of the medical department, warrant officers, contract surgeons, and enlisted personnel) wherever stationed. Such bonds, except the \$10 denomination (G. I.) bond, may be similarly purchased by civilian personnel stationed where the Class A Pay Reservation Plan is not in effect.

15. Class B allotment purchase plans.--

a. Class B allotments of pay for the purchase of bonds of Series E may be executed only in accordance with the plans listed below:

<u>Plan No.</u>	<u>Purchase Price</u>	<u>Maturity Value of Bonds</u>
3	\$ 18.75	\$ 25.00
5	37.50	50.00
7	75.00	100.00
8	150.00	*200.00
9	225.00	*300.00
10	300.00	*400.00
11	375.00	500.00
12	7.50	10.00

*Plans 8, 9, and 10 provide for the monthly purchase of two, three, or four bonds bearing the maturity value of \$100.00 each.

b. Subscribers may authorize the purchase of bonds under more than one of the above plans and/or several bonds under any one plan. If a subscriber has more than one W. D., A. G. O. Form No. 29-6 in effect at any time, a notation will be placed in the space in the upper right-hand corner of each form to indicate the number of forms in effect. For example, if three forms are in effect, the notation to be placed on each form would be "one of three forms."

c. The purchase of United States Savings Bonds under installment plans is not authorized. Civilian personnel may not purchase bonds under Plan 12.

d. Class B allotment forms (W. D., A. G. O. Form No. 29-6) authorizing an allotment for Plan 12, will be amended by inserting in the space above "Plan 9" the words "Plan 12--\$7.50."

16. Applications for purchase of bonds of Series E by one-time pay deductions.--To purchase bonds of Series E by one-time pay deductions, purchasers will be required to execute an appropriate application form which will show all of the information required for the proper inscription and delivery of the bonds and which will clearly show that it is an application for purchase by pay deduction. Enlisted personnel will deliver such application forms to their personnel officer and individuals who certify their own pay vouchers will attach them to the monthly pay voucher on which the deduction is stated. Suitable application forms may be obtained from Federal Reserve Banks or they may be prepared and reproduced locally. Personnel officers will retain applications submitted by enlisted personnel and disbursing officers will retain those submitted by individuals who certify their own pay vouchers.

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17. Action by officer certifying pay rolls for enlisted personnel.--a. Class B allotment records.(1) Inspection of service records prior to 1 September 1944.--

Personnel officers will inspect all service records in their custody to be sure that of 1 September 1944 an allotment authorization (W. D., A. G. O. Form No. 29-6) is attached to the service record in every case where there is a class B allotment in effect.

(2) Authorization, change or discontinuance of class B allotments effective 1 September 1944 or later.

(a) When a new class B allotment is made, W. D., A. G. O. Form No. 29-6 will be executed by the allotter in duplicate; the original will be attached to the service record and the duplicate will be retained by the allotter.

(b) When a class B allotment is to be changed, a new W. D., A. G. O. Form No. 29-6 will be executed in duplicate, the original filed in the service record and the duplicate retained by the allotter. The old form will be plainly marked "Cancelled (date)," will be initialled by the certifying officer, and will be retained in the service record.

(c) When a class B allotment is to be discontinued, W. D., A. G. O. Form 29-6 that is in effect will be plainly marked "Cancelled (date)," will be initialled by the certifying officer and will be retained in the service record.

(d) Each authorization, change, or discontinuance of a class B allotment will be noted in the service record in the allotment section.

(e) No notification of authorization, change, or discontinuance of class B allotments will be forwarded to the Army War Bond Office.

b. How deductions stated on pay roll.--Deductions from pay for class B allotments and for one-time pay deductions will be stated on W. D. Form No. 366 in the column headed "Class A Pay Reservations" and the heading will be changed to read "Bonds." If both types of such bond deductions are stated for one subscriber on the same pay roll, separate amounts will be shown for each type of deduction and for each bond but all will be in the same column.

c. Bond issuance schedules.(1) Responsibility for processing.

(a) The personnel officer who prepares a pay roll is responsible for scheduling on a bond issuance schedule (T. D. Forms No. 1737 and 1737a) all bonds for which payment is made by deductions from pay on such pay roll. This responsibility may not be shifted to another personnel officer. If he certifies a bond for issuance that was not properly issuable, he will take necessary steps to make collection therefor.

(b) If it should come to the attention of a personnel officer that a bond was not issued which was paid for by pay roll deduction at a previous station, the personnel officer who should have scheduled the bond for issuance will be notified in order that he may certify a schedule for issuance of the bond. If for any reason there is no longer

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a certifying officer at the original station, the personnel officer who has custody of the allotter's service record may certify the bond for issuance provided he obtains from the custodian of the retained pay roll and bond issuance schedules of the original certifying officer a certificate to the effect that a deduction was made from the allotter's pay for which no bond was issued.

(2) How prepared.--The personnel officer will prepare Treasury Department Form No. 1737 (Bond Issuance Schedule United States War Savings Bonds--Series E) and 1737a (Continuation Sheet). A separate schedule will be prepared for each as follows:

- (a) Pay roll.
- (b) Denomination of bonds (maturity value).
- (c) Effective date of bonds.

(3) When prepared.--The personnel officer will prepare and submit to the disbursing officer bond issuance schedules with the related pay rolls at the time the pay rolls are submitted for computation.

(4) Certification. The personnel officer will amend and execute the certificate on the Treasury Department Form No. 1737 as shown in Figure 1.

(5) Details of preparation.--For details of preparation of bond issuance schedules see section V.

(6) Copies and disposition. Bond issuance schedules for bonds purchased by class B allotments or one-time pay deductions will be prepared in triplicate. The certifying officer will retain the triplicate and forward the original and duplicate to the disbursing officer.

d. Acknowledgment of pay deduction.--See section IX.

18. Action by officer certifying pay rolls for civilian personnel overseas. The officer certifying pay rolls for civilian personnel overseas will perform the same functions and prepare bond issuance schedules in the same manner as the officer certifying pay rolls for enlisted personnel.

19. Action by officers and others who certify their own pay vouchers.

a. Officers and others certifying their own pay vouchers who have a class B allotment in effect will attach to the September 1944 pay voucher a signed copy of W. D., A. G. O. Form No. 29-6 (authorization of Class B Allotment). Beginning 1 September 1944, officers and others who certify their own vouchers will, to authorize a new class B allotment, execute and attach one copy of W. D., A. G. O. Form No. 29-6 to the pay voucher (for file with the disbursing officer) on which the first deduction is to be made. Thereafter, they will file a copy of W. D., A. G. O. Form No. 29-6 with the first pay voucher--

(1) Submitted to a disbursing officer at a new station, and

(2) On which a change in an existing class B allotment is desired,

b. When a class B allotment is to be discontinued, the following notation will be made in the "Debits" section of the voucher: "Class B allotment cancelled."

(CIR. 200)

c. Deductions for class B allotments and for one-time purchase of bonds will be shown separately on W. D. Form No. 336 in the "Debits" section:

Class B almt.....	\$.....
One-time bond deduction.....	\$.....

20. Action by disbursing officer.

a. Pay rolls and vouchers.--Deductions from the pay of September and subsequent months for the purchase of bonds of Series E (class B allotments and one-time pay deductions) will be dropped from the pay due. Separate totals will be stated for deductions applicable to pay of August 1944 and prior, and September 1944 and later.

b. W. D., A. G. O. Form No. 29-6 for individuals who certify their own pay vouchers.

(1) The disbursing officer will obtain and keep on file in his office W. D., A. G. O.-Form No. 29-6 (authorization of Class B Allotment) executed by officers and individuals who certify their own pay vouchers (see par. 19). When a Form No. 29-6 is superseded by a new one or canceled it will be marked "canceled (date)." When an officer or individual certifying his own pay voucher is transferred to another station, the last Form No. 29-6 in effect and all those which have been superseded or canceled should be filed with the individual's W. D., F. D. Form No. 5 (Pay Card--Commissioned Officers).

(2) A disbursing officer will not return to an individual who certifies his own pay voucher such voucher merely because an omission or erroneous deduction for class B allotment is made. The disbursing officer will, on the basis of the W. D., A. G. O.-Form No. 29-6 on file, in his office, make such necessary deduction or correction before processing the voucher, provided the allotment has not been properly discontinued. If a voucher is presented to a disbursing officer for payment on which there is shown a class B allotment for which there is no W. D., A. G. O. Form No. 29-6 on file in his office he will, if possible, contact the individual to obtain the necessary form. If after reasonable effort is made and the individual cannot be contacted, the deduction will be deleted from the pay voucher and a bond will not be scheduled for issuance.

c. Bond issuance schedules.

(1) Processing bond issuance schedules received from certifying officers.--The disbursing officer is responsible for obtaining from certifying officers bond issuance schedules for each pay roll paid by him on which deductions for United States Savings Bonds are made. The disbursing officer will, after payment of the related pay roll is completed, redline items on the bond issuance schedule which are based on deductions from the pay of individuals whose names are redlined on the pay roll. He will execute the following certificate on each bond issuance schedule after he has checked to see that the total deductions for United States Savings Bonds on the pay roll equals the total of such deductions represented by the related bond issuance schedule(s):

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I certify that for each item listed on the within bond issuance schedule a corresponding deduction from the pay of the individual concerned has been made on the related pay voucher which was taken into my accounts in the month of _____. Such deductions represented by this bond issuance schedule total \$ _____ which amount has been dropped from the pay due on the related pay roll.

(2) Preparation of bond issuance schedules for individuals who certify their own vouchers.--For bonds of individuals who certify their own vouchers, the disbursing officer will prepare, in duplicate, T. D. Forms No. 1737 and 1737a. The information necessary for the preparation of the schedules will be obtained from:

1. W. D., A. G. O. Forms No. 29-6 on file in the disbursing office (in case of Class B allotments).
2. Application forms filed with monthly pay vouchers (in case of one-time pay deductions).

On such bond issuance schedules prepared by the disbursing officer, he will modify the printed certificate by adding at the end thereof the phrase, "which amount has been dropped from the pay due on the related pay vouchers." The disbursing officer will then sign the modified certificate. For details of preparation of bond issuance schedules, see section V.

(3) Bonds to be issued by disbursing officer.--If the disbursing officer is in the United States, Alaska, Hawaii, Panama, Puerto Rico, or the Virgin Islands and is a bond issuing officer (whose functions are outlined in section VI) he will disregard (4) below.

(4) Bonds to be issued by Army War Bond Office.

(a) Disbursing officers who are not bond issuing officers will prepare in triplicate a letter of transmittal as illustrated in Figure 2 (par. 52) for all bond issuance schedules, whether prepared by the disbursing officer or by personnel officers. Each letter will be numbered on each copy. The number will consist of the disbursing officer's symbol number followed by a dash and a numerical suffix. The first transmittal letter will be numbered with the numerical suffix "1" and others will be numbered consecutively. When a disbursing officer is transferred to a different command where he is to pay different personnel, he will notify the Army War Bond Office of the number of the final letter of transmittal forwarded by him prior to transfer, and a new series of numbers will be started at both the old and new stations.

(b) The disbursing officer will forward, promptly, by the most expeditious means available, to the Army War Bond Office, 366 West Adams Street, Chicago 6, Illinois the original bond issuance schedules, together with two copies of the letter of transmittal. If the Army War Bond Office does not acknowledge receipt of the schedules (by returning one copy of each letter of transmittal) within a reasonable time, the disbursing officer will follow up and, when necessary, will furnish copies of lost schedules and letters of transmittal which will be marked DUPLICATE in the upper right hand corner of each page in letters at least 2 inch high.

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21. Class B allotments of personnel missing, missing in action, interned in a neutral country, or captured by an enemy. --a. Personnel may indicate in writing their desires as to initiation, decrease, increase, or discontinuance of Class B allotments, which will govern in case they enter on a missing status. Such a statement may be made on W. D., A. G. O. Form 29-6 or on a separate appropriate form, and will be processed and filed in the same way as provided herein for W. D., A. G. O. Form 29-6.

b. Allotments for the purchase of United States Savings Bonds of Series E may be initiated, continued, discontinued, increased, decreased or suspended during such absence when in the discretion of the Secretary of War, or such person as he may designate, it is determined that such action is for the best interest of the allotter and his dependents.

c. Personnel who are interned or prisoners of war may request the increase, decrease, initiation, discontinuance of Class B allotments.

d. The provisions of section 1, Circular No. 71, War Department, 1944 will be observed by personnel officers when preparing missing-in-action statement (either modified final statement or modified final payment roll) and by disbursing officers when preparing missing-in-action transcript statement of account. Each missing-in-action statement or transcript statement of account will show clearly the following:

- (1) If the allotter indicated that he wanted the class B allotment to stop in case he entered upon a missing status.
- (2) If allotment is to be continued:
 - (a) Denomination of bonds.
 - (b) Number of each denomination.
 - (c) Name of co-owner or beneficiary, if any.
 - (d) Address to which bonds are to be mailed.
 - (e) If bonds are to be held for safekeeping, the disposition of the safekeeping receipt.

22. Adjustments.--If through error an overdeduction or underdeduction is made on a pay roll or pay voucher the appropriate adjustment will be effected by the disbursing officer without reference to the Army War Bond Office. For an underdeduction, correction will be made by cash collection or by deduction on a subsequent pay roll or pay voucher on which a complete reference is made to the original voucher. For an overdeduction a refund will be made on a subsequent pay roll or voucher on which a complete reference is made to the original voucher.

SECTION IV
CASH PURCHASES OF UNITED STATES SAVINGS BONDS OF SERIES
E, F, AND G

	Paragraph
Who may purchase.....	23
Application form.....	24
Action by personnel officer.....	25
Action by disbursing officer who is a bond issuing officer.....	26
Action by disbursing officer who is not a bond issuing officer.....	27
Class B agent officers.....	28

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23. Who may purchase--United States Savings Bonds of Series E, F, and G, may be purchased for cash by military and civilian personnel of the War Department, and where other facilities such as banks and post offices are not available, by permanent civilian employees of Army exchanges, cafeterias, and similar agencies. The \$10 denomination (G.I.) bond may be purchased only by military (both enlisted and commissioned) personnel, but the co-owner or beneficiary may be a civilian.

24. Application form--When a person desires to purchase for cash a United States Savings Bond of Series E, F, or G he will fill out an appropriate application form and submit it together with the cash to his personnel officer or to the nearest disbursing officer. Commanding officers may require that all applications be submitted to personnel officers. The application form will contain the pertinent facts required for the proper inscription of the bond and will designate the series, denomination, and purchase price of bond to be purchased; such application forms may be prepared and reproduced locally or they may be obtained from Federal Reserve Banks.

25. Action by personnel officer--When cash is received for the purchase of bonds, the personnel officer will execute a receipt in duplicate to show the date, station or APO number; the name, rank, and serial number of the purchaser; the amount received in words and figures; and the series and denomination of the bond to be purchased. W.D., F.D. Form No. 38 (Receipt for Miscellaneous Collections) may be used. The original receipt will be delivered to the purchaser at the time the personnel officer accepts the cash. The personnel officer will deliver such funds together with the application blanks to the nearest local disbursing officer or Class B agent officer and obtain a receipt therefor.

26. Action by disbursing officer who is a bond issuing officer--a. Cash collections received from personnel officer--when the personnel officer delivers cash for the purchase of United States Savings Bonds of Series E, F, or G together with application forms to the disbursing officer, the latter will prepare a receipt in duplicate for the total amount of the funds and will furnish the original to the personnel officer.

b. Cash collections received from purchaser direct--When a disbursing officer accepts applications from purchasers direct for the purchase of bonds of Series F or Series G, or for bonds of Series E which are not to be delivered immediately, he will prepare in duplicate on W.D., F.D. Form No. 38 a receipt for the cash received showing the date; station or APO number; the name, rank, and serial number of the purchaser; the amount received in words and figures; and the series and denomination of the bond to be purchased. The original receipt will be delivered to the purchaser. If the bonds are issued and delivered by the disbursing officer immediately, no receipt will be executed.

c. Scheduling and accounting.

(1) Information shown on application forms received by the disbursing officer, whether received direct or from personnel officers, will be entered on bond issuance schedules, TD Form No. 1737 and 1737a, prepared by the disbursing officer in quadruplicate. See Section V for details of preparation of bond issuance schedules. Separate bond issuance schedules will be prepared for each series and for each denomination of bonds. For bonds of Series F or Series G, the title of TD Form No. 1737 will be amended by deleting the letter "E" and substituting "F" or "G", whichever is applicable.

(2) All cash received for the sale of bonds of Series E, F or G will be credited to--21F5850 Special Deposits, Class A Pay Reservation Account--Civilian and Cash Sales.

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- (3) The disbursing officer will execute the first (printed) certificate on the original F. D. Form No. 1737 which will be amended on all copies by adding at the end the words "which amount is being credited to 21F5850 Special Deposits, Class A Pay Reservation Account--Civilian and Cash Sales."
- (4) The triplicate and quadruplicate copies of bond issuance schedules will be certified as true copies on the T. D. Form No. 1737 by the disbursing officer and will support Standard Form No. 1044 (Schedule of Collections) which will be prepared in duplicate as a collection voucher.
- (5) The original and duplicate copies of the bond issuance schedules will become supporting schedules to Standard Forms No. 1034; a separate Standard Form No. 1034 will be prepared for Bonds of Series E (See par. 41b) and for Bonds of Series F and G. The account chargeable on each voucher is:
21F5850 Special Deposits, Class A Pay Reservation Account--Civilian and Cash Sales.
- (6) For bonds of Series F and Series G the disbursing officer will prepare a letter of transmittal which, together with the application forms, the duplicates of the bond issuance schedules, and a check payable to the Federal Reserve Bank for the total purchase price, will be transmitted to the nearest Federal Reserve Bank requesting that the bonds be mailed to the addresses given, and the bond numbers be inserted on the bond issuance schedule and returned to the disbursing officer. The duplicate bond issuance schedule will be retained by the disbursing officer as outlined in (5) above.

d. Disbursing officer to retain applications.--The disbursing officer will record on each application form for a bond of Series E a reference to the bond issuance schedule on which it is recorded, or the bond number, and will retain such application forms on file in his office.

27. Action by disbursing officer who is not a bond issuing officer.--a. Cash collections received from personnel officer.--When the personnel officer delivers cash for the purchase of United States Savings Bonds of Series E, F, or G together with application forms to the disbursing officer, the latter will prepare a receipt in duplicate for the total amount of the funds and will furnish the original to the personnel officer.

b. Cash collections received from purchaser direct.--When a disbursing officer who is not a bond issuing officer accepts applications from purchasers direct for the purchase of bonds of Series E, F, or G, he will prepare in duplicate, on W. D., F. D. Form No. 33 a receipt for the cash received showing the date; station or AFO number; the name, rank and serial number of the purchaser; the amount received in words and figures; and the series and denomination of the bond to be purchased. The original receipt will be delivered to the purchaser.

(Cir 290)

c. Scheduling and accounting.

- (1) Complete information required for inscription of the bonds as shown on the application forms received by the disbursing officer (whether received direct or from personnel officers) will be entered on bond issuance schedules, T. D. Forms No. 1737 and 1737a prepared by the disbursing officer in triplicate. See section V for details of preparation of bond issuance schedules. Separate bond issuance schedules will be prepared for each series and for each denomination of bonds. For bonds of Series F or Series G, the title of T. D. Form No. 1737 will be amended by deleting the letter "E" and substituting "F" or "G", whichever is applicable.
- (2) All cash received for the sale of bonds of Series E, F, or G will be credited to--
218917 Deposits, Cash Collections, U. S. Savings Bonds, Overseas, War Department.
- (3) The disbursing officer will execute the first (printed) certificate on the original T. D. Form No. 1737 which will be amended on all copies by adding at the end the words, "which amount is being credited to 218917 Deposits, Cash Collections, United States Savings Bonds, Overseas, War Department."
- (4) The duplicate and triplicate copies of the bond issuance schedules will be certified as true copies on the T. D. forms No. 1737 by the disbursing officer and will support standard Form No. 1044 (Schedule of Collections) which will be prepared in duplicate as a collection voucher.
- (5) The original bond issuance schedules will be forwarded together with a letter of transmittal (Figure 2), in duplicate, without delay by the most expeditious means available to--
Army War Bond Office,
366 West Adams Street,
Chicago 6, Illinois.
For the numbering and control of letters of transmittal, see paragraph 20c(3)(c). The Army War Bond Office will issue the bonds and mail them to the addresses shown on the bond issuance schedules. The duplicate letter of transmittal will be returned to the disbursing officer as a receipt for the schedules.

d. Disbursing officer to retain applications.--The disbursing officer will record on each application form a reference to the bond issuance schedule on which it is recorded, and will retain such application forms on file in his office.

28. Class B Agent Officers--a. Class B agent officers may accept cash from either personnel officers or from the purchaser direct for United States Savings Bonds of Series E, F or G. The provisions of paragraphs 25, 26b, and 27b as to the furnishing of receipts will apply.

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b. If the principal of the Class B agent is a bond issuing officer, the agent may issue bonds of Series E under the provisions of paragraph 39.

c. If the bonds are not to be issued by the Class B agent, he will forward the applications to his principal immediately and will account for the cash received as prescribed by the principal.

SECTION V
BOND ISSUANCE SCHEDULE

	Paragraph
Source of supply of blank forms.....	29
Information to be shown.....	30
Certification.....	31

29. Source of supply of blank forms.--Treasury Department Forms No. 1737 (Bond Issuance Schedule United States War Savings Bonds--Series E) and 1737a (Continuation Sheet), will be obtained as prescribed in AR 310-200. Local reproduction to size 8" by 14" is authorized if printed forms are not available.

30. Information to be shown.--The following instructions apply to the execution of Treasury Department Form No. 1737:

- a. "Reference" in upper right hand corner will be left blank.
- b. "Maturity value" and "purchase price" are self-explanatory.
- c. "Department or establishment," enter "War Department."
- d. "Bureau or office," enter the organization which appears on the related pay roll.
- e. "Date funds withdrawn," leave blank.
- f. "Name of issuing officer," if bonds are to be issued locally, enter the name of the local disbursing officer (bond issuing officer); if bonds to be issued by Army War Bond Office, enter name of that office.
- g. "Title", enter words "Bond issuing officer" if name of a bond issuing officer is shown. If Army War Bond Office is shown, leave blank.
- h. "Station," enter name and location of station of bond issuing officer or office, (or AFO number if overseas) of disbursing officer.
- i. "Effective date of bond," see paragraph 35c.
- j. "Symbol No.," enter bond issuing (disbursing) officer's symbol number, or if bonds to be issued by Army War Bond Office, enter symbol number of disbursing officer who settles related pay roll or voucher.
- k. "Schedule No.," each officer preparing bond issuance schedules will assign a separate series of numbers for schedules for bonds of the same maturity value and of the same series. The numbers will consist

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of a prefix and a suffix separated by a dash. The prefix will be assigned according to the following table:

Maturity value	Prefix
\$10.00	X
25.00	Q
50.00	L
100.00	C
500.00	D
1,000.00	M

The suffix will begin with number 1 and will run consecutively for the fiscal year. The numbers will run consecutively by organization for schedules prepared by personnel officers and by station for disbursing officers for schedules which they prepare.

l. "Date," enter date on which schedule is first certified.

m. No entries will be made by the certifying officer in the columns headed "Authorization No.," "For GAO only," or "Serial Number of Bonds Issued."

n. The column headed "Item No." will be left blank except for bonds to be placed in the Treasury for safekeeping when a capital "T" will be placed therein opposite the name and address of the owner.

o. In the column headed "Name(s) and Address(es) of Person(s) to Whom Issued," the following will be shown:

(1) Name of owner (must be person from whose pay deduction was made), and name of co-owner or beneficiary if any. The full name of the owner and that of the co-owner or beneficiary, if any, will be used, except that if there are two given names, an initial may be substituted for one. The name may be preceded by any applicable title such as "Major," "Sgt.," etc., and in the case of a woman must be preceded by "Mrs." or "Miss." A married woman's own given name must be used, not that of her husband; for example:

"Mrs. Ellis B. Jones," not "Mrs. John A. Jones." **375**

(2) Address to which bond or Treasury safekeeping receipt is to be mailed. Only one address will be shown for each bond. This address will be the address to which the bond is to be mailed, or if the bond is to be placed in the Treasury for safekeeping, it will be the permanent address of the owner. Only in unusual circumstances should a military address be used. The allotter's permanent address should be used.

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31. Certification--a. Certifying officer.--When T. D. Form No. 1737 is prepared by certifying officers for enlisted or civilian personnel, the first (printed) certificate will be modified as illustrated in Figure 1 (par. 51).

b. Disbursing officers who are bond issuing officers.

- (1) T. D. Form No. 1737 prepared by certifying officers, see paragraph 20c(1).
- (2) T. D. Form No. 1737 prepared by disbursing officer for cash sales, see paragraph 26c(3).
- (3) T. D. Form No. 1737 prepared for individuals who certify their own pay vouchers, see paragraph 20c(2).

c. Disbursing officers who are not bond issuing officers.

- (1) T. D. Form No. 1737 prepared by certifying officer, see paragraph 20c(1).
- (2) T. D. Form No. 1737 prepared by disbursing officer for cash sales, see paragraph 27c(3).
- (3) T. D. Form No. 1737 prepared for individuals who certify their own pay vouchers, see paragraph 20c(2).

SECTION VI
BOND ISSUING OFFICER

	Paragraph
Designation.....	32
Function.....	33
Safekeeping of bond stock.....	34
Inscribing bonds.....	35
Validating bonds.....	36
Bond stubs.....	37
Undelivered bonds.....	38
Class B agent officers.....	39
Safekeeping of bonds in Federal Reserve Bank, Chicago.....	40
Settlement for bonds issued.....	41

32. Designation--a. Which disbursing officers to be designated.--Each accountable disbursing officer in the United States, Alaska, Hawaii, Panama, Puerto Rico, and the Virgin Islands who is not attached to a tactical unit will be designated as a bond issuing officer, if not already designated under provisions of Circular No. 412, War Department, 1942 (superseded by CFR No. 120, 13 December 1943). Other disbursing officers may not be designated as bond issuing officers.

b. Procedure.--Disbursing officers, who are not now bond issuing officers but who are to be so designated, will forward through channels a request for designation as a bond issuing officer to:

Army Service Forces,
Office of the Fiscal Director,
Attention: Receipts and Disbursements Division,
Temporary Building T-7, Gravelly Point,
Washington, 25, D. C.

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When the disbursing officer receives notice of designation, he will immediately contact the Federal Reserve Bank to which he is accredited, for information, necessary accounting forms and blank bonds. Each bond issuing officer will execute a receipt for blank bonds received by him, will render such accounting forms as the Federal Reserve Bank may require, and will be accountable to the Federal Reserve Bank for all bonds received and issued by him. Upon relief of a disbursing officer (bond issuing officer) immediate action should be taken by him to notify the office of the Fiscal Director in order that a successor may be certified as bond issuing officer.

33. Duration.--Bond issuing officers will issue United States Savings Bonds of Series B purchased by pay roll deduction (Class B allotment or one-time pay deduction) and for cash. Bond issuing officers (disbursing officers) are not authorized to issue United States Savings Bonds of Series F or Series G.

34. Safekeeping of bond stock.--a. Custody.--For the protection of all concerned, the greatest care will be exercised in the custody of blank bonds. Blank bonds will be kept under lock and key when not in use. Bond issuing officers will take care to check up from day to day on the bond stock in current use.

b. Daily record.--The bond issuing officer, or his assistant, will issue blank bonds to bond writers in a manner that will enable him to maintain a daily record of the bonds on hand at the beginning of each day, the bonds received, issued, spoiled, and on hand at the end of the day.

c. Transfer to successor.--Unused bond stock will be transferred to a successor of the bond issuing officer in accordance with instructions issued by the Treasury or Federal Reserve Bank.

35. Inscribing bonds.--a. Bonds will be inscribed from documents as follows:

- (1) Bonds purchased by enlisted and civilian personnel by pay roll deductions will be inscribed from bond issuance schedules, Treasury Department Forms Nos. 1737 and 1737a, prepared and furnished by personnel officers.
- (2) Bonds purchased by pay deductions by officers and individuals who certify their own vouchers will be inscribed from W.D., A.G.O. Form 29-6 (Authorization of Class B Allotment) on file with the disbursing officer or from application forms (one-time pay deduction) attached to the individual's voucher on which deduction for the bond is stated.
- (3) Bonds purchased for cash will be inscribed from application forms prepared by the purchaser.

b. The same care will be taken in inscribing bonds as in the **374** preparation of Treasury checks.

c. The effective date (date from which interest accrues) of bonds will be as follows:

- (1) For a bond purchased by a Class B allotment or a one-time pay deduction, the effective (issue) date will be the first day of the pay month from which pay deduction is made, even though the voucher is paid and the bond is actually issued in a subsequent month.
- (2) For a bond purchased for cash, the effective date will be the first day of the month in which cash is received from the purchaser.

d. The serial numbers of bonds issued will be entered in the appropriate column on bond issuance schedules.

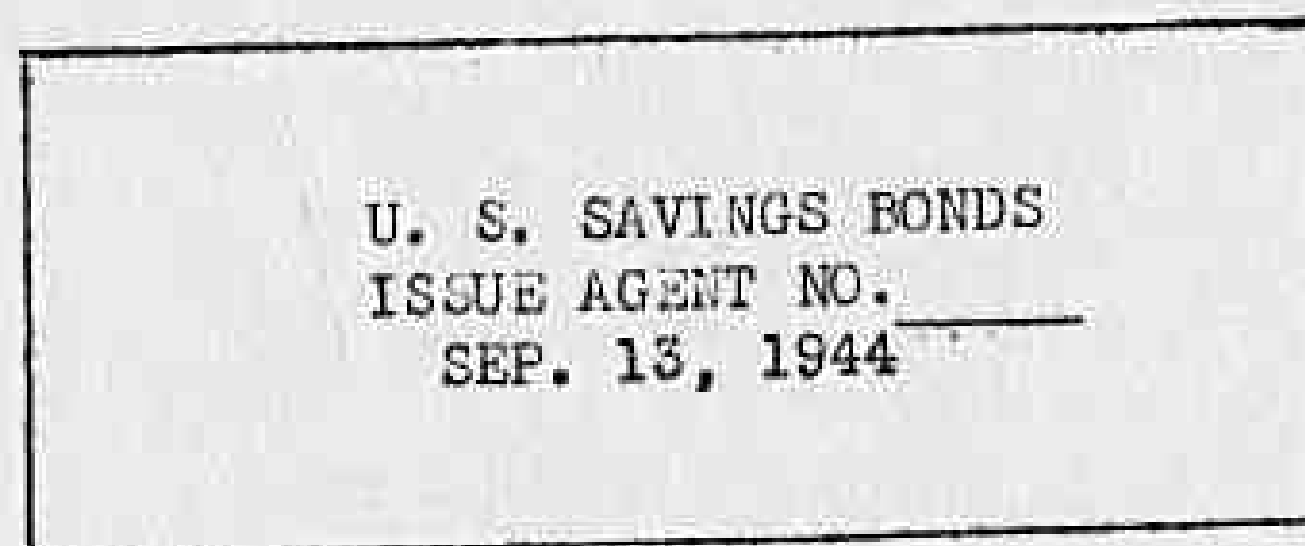
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36. Validating bonds.--a. Treasury Department regulations require that validating stamps be used in validating United States Savings Bonds when issued. The two following types of stamps, neither of which will exceed one and one-fourth inches in any dimension, are authorized.

(1)



(2)



b. The code number, which will appear in the space provided for, in each of the stamps illustrated above, will be assigned by the Federal Reserve Bank having jurisdiction over the bond issuing officer, and will have as a prefix the district number of the Federal Reserve Bank followed by a dash and an identification number assigned to represent the location of the bond issuing office. Stamps will be obtained by requisition on Federal Reserve Banks except where mechanical equipment is used.

c. The bond issuing officer will keep his validating stamps under lock and key (in a safe if possible) and will be fully accountable that they are protected against improper use.

d. Upon relief of a disbursing officer the validating stamps will be turned over to his successor (bond issuing officer) and a receipt obtained therefor.

37. Bond stubs.--a. It is not necessary for bond issuing officers to retain stubs of bonds issued by them in view of the fact that a copy of each bond issuance schedule is retained. A stub of each bond issued will be furnished by the bond issuing officer to the Federal Reserve Bank.

b. Bond stocks which contain only the stub to be furnished the Federal Reserve Bank (the salmon colored stub being omitted) may be requisitioned from Federal Reserve Banks by designating "Type C Stub Assembly."

38. Undelivered bonds.--a. If personnel officers return bonds to the bond issuing officer as undeliverable, a note of explanation will be attached. If the present address of the purchaser is known, the bond issuing officer will mail the bond to that address. Otherwise, the bond issuing officer will hold these bonds together with the bonds which have been mailed by him to the purchaser and returned, as undelivered. The bond issuing officer in cooperation with the certifying and personnel officers will make proper effort to locate the owner of the bonds, utilizing any sources of information available under the circumstances. This thorough search will

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continue until all possible sources of information that might result in the delivery of the bonds have been exhausted. If, however, at the end of a period of 3 months, the bonds are determined to be undeliverable, the bond issuing officer will forward them by registered mail to the Federal Reserve Bank in the district of the bond issuing officer, or to such other place as the bank may designate. Unless the Federal Reserve Bank instructs otherwise, a letter of transmittal will be prepared in triplicate to show the following information:

- (1) Name of bond owner and co-owner or beneficiary.
- (2) Address to which bond was mailed.
- (3) Serial number and description of the bond.
- (4) Any information developed in tracing non-delivery of the bond.

b. The original and a copy of the letter of transmittal will be sent with the bonds to the Federal Reserve Bank. It should be requested that one copy of the letter of transmittal be receipted and returned to the sending bond issuing officer. Any claims for such bonds which have been forwarded for safe keeping will be submitted to the Federal Reserve Bank over the hand written signature of the claimant together with the number and face value of the bond and any related correspondence.

39. Class B agent officers.--a. Class B agent officers may issue bonds of Series E where their principals have been appointed bond issuing officers. The same provisions and restrictions that apply to their principals will govern class B agents.

b. Accountable disbursing (bond issuing) officers may intrust to their class B agents a supply of blank bonds in such denominations as requested, together with a validating stamp bearing the code number of the accountable disbursing officer.

c. Treasury Department Forms Nos. 1737 and 1737a will be prepared by class B agents for bonds sold for cash and will be forwarded to their principals in quadruplicate. Such forms will be prepared in the name of the accountable disbursing officer and signed by the class B agent officer as agent for the accountable officer.

d. Accountable disbursing officers will require their class B agents to make whatever returns necessary for proper control and accounting for bonds.

40. Safekeeping of bonds in Federal Reserve Bank, Chicago. In all cases where bonds of Series E are to be forwarded for safekeeping, it is the responsibility of the bond issuing officer to transmit such bonds to the Federal Reserve Bank, Chicago 90, Illinois. No signature cards are required.

b. Bonds will be arranged by denominations, and each bond scheduled, showing name of owner, and address to which safekeeping receipt is to be mailed. The following form which will be prepared in duplicate, the original to accompany the bonds and duplicate to be retained by the bond issuing officer, will be reproduced for this purpose:

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WAR DEPARTMENT
ARMY SERVICE FORCES
FINANCE OFFICE, (Address)

List of U. S. War Savings Bonds, Series E, delivered to Federal Reserve Bank, Chicago 90, Illinois for safekeeping.

Maturity Value \$ _____	Date _____	19 _____
Receipt to be mailed to name and address _____	Bond Serial No. _____	Receipt to be mailed to name and address _____
		Bond Serial No. _____
1. _____		6. _____
2. _____		7. _____

(The above form should be reproduced on 8-inch by 10½ inch paper, listing 10 bonds on each page. Space for three lines of typing will be allowed at bottom of form.)

c. A recapitulation receipt will be prepared in duplicate, both original and duplicate to be forwarded to the Federal Reserve Bank with bonds, showing the number of bonds of each denomination, their maturity value and the total maturity value of the shipment. The Federal Reserve Bank will return a signed copy as a receipt to the bond issuing officer upon verification of the shipment. The following form will be reproduced for this purpose on 8 by 10½ inch paper:

WAR DEPARTMENT
ARMY SERVICE FORCES
FINANCE OFFICE, Address

Receipt

Date _____ 19 _____

Received from Finance Officer (Bond Issuing Officer) _____

Address _____ Symbol No. _____

For safekeeping purposes _____ U. S. Savings Bonds,
Series E as follows:

Sealed Package No. _____

Number of bonds	Denomination	Maturity value
_____	\$ 10	_____
_____	25	_____
_____	50	_____
_____	100	_____
_____	500	_____
_____	1,000	_____
_____	Total	_____

Received by _____

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41. Settlement for bonds issued.--Bond issuing officers will, at the end of each month, or as often as required by the Federal Reserve Bank, prepare a Standard Form No. 1034 as a disbursement voucher supported by bond issuance schedules (Fig. 1) for the total amount of bonds issued. A check will be drawn in such amount payable to the Federal Reserve Bank and will be mailed to the Federal Reserve Bank together with such bond accounting report as the bank may require. The accounts to be charged on the voucher will be--

- a. "212/50425 FSA 1942-45, 501-951 P951-01" for bonds purchased by pay roll deduction.
- b. "21F5850" Special Deposits, Class A Pay Reservation Account--"Civilian and Cash Sales" for bonds purchased for cash.

SECTION VII

INQUIRIES REGARDING NONRECEIPT OF BONDS

	<u>Paragraph</u>
To whom directed.....	42
Information to be furnished.....	43

42. To whom directed.--Inquiries regarding the nonreceipt of United States Savings Bonds should be directed to the commanding officer of the organization to which the subscriber was attached at the time the bond was paid for. If that officer is unable to furnish the required information, he will take whatever action is necessary to obtain it.

43. Information to be furnished.--An inquiry regarding nondelivery of a bond should contain the following information:

- a. Name of purchaser in full.
- b. Army serial number.
- c. Organization or APO number at time bond purchased.
- d. Month for which bond not received.
- e. Bond Series and denomination.
- f. How bond was purchased (Class B allotment, one-time pay deduction, or for cash).
- g. Name of co-owner or beneficiary.
- h. Place where bond was to be delivered.
- i. Name of disbursing officer and his symbol number (from W. D., F. D. Form No. 74).

SECTION VIII

372

LOST, STOLEN, OR DESTROYED BONDS

	<u>Paragraph</u>
Duplicate bond.....	44
Notice.....	45
Descriptive record.....	46

44. Duplicate bond. If a bond of Series E, F, or G is lost, stolen, or destroyed, a duplicate may be issued when the owner furnishes a description of the bond and establishes its loss, theft, or destruction.

(CIR. 290)

45. Notice.--In any case of the loss, theft, or destruction of a bond of Series E, F, or G, the owner should give immediate notice to the Treasury Department, Division of Loans and Currency, Merchandise Mart, Chicago 54, Illinois, briefly stating the facts and giving a description of the bond. On receipt of such notice, full instructions for procedure will be given.

46. Descriptive record.--A descriptive record of each bond of Series E, F, or G held should be kept by the owner, apart from the bonds, so that a full description of the bonds will be available if they are lost, stolen or destroyed. The record for each bond should show the--

- a. Denomination.
- b. Serial number (with its prefix and suffix letters).
- c. Inscription (name or names, and addresses, on the face of the bond).
- d. Effective (issue) date (month and year of issue).

SECTION IX

ACKNOWLEDGMENT OF PAY DEDUCTION FOR OVERSEAS PERSONNEL
AND PERSONNEL IN TACTICAL UNITS

	<u>Paragraph</u>
General.....	47
Preparation.....	48
Delivery by personnel officer to disbursing officer.....	49
Action by disbursing officer.....	50
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Illustration of letter of transmittal.....	52

47. General.--Personnel overseas and personnel in tactical units will be furnished W. D., F. D. Form No. 74 (Acknowledgment of Pay Deduction for United States Savings Bond) for each pay roll deduction made for a United States Savings Bond. These forms will be obtained as prescribed in AR 310-200. Reproduction of such forms is not authorized. Pending printing and distribution, W. D., F. D. Form No. 74 will not be furnished purchasers. As soon as the forms are available they will be used, but in no case will they be issued for deductions on pay rolls settled before they are available for use.

48. Preparation. The form will be typed as a carbon copy of Forms Nos. 1737 and 1737a. The preparation of W. D., F. D. Forms No. 74 in more than one copy is prohibited.

49. Delivery by personnel officer to disbursing officer.--Personnel officers will deliver to the disbursing officer the forms properly prepared, together with the pay roll and bond issuance schedules.

50. Action by disbursing officer.--a. When (in the case of bonds for issuance by the Army War Bond Office) the disbursing officer received from the certifying officer W. D., F. D. Form No. 74, he will place his block stamp in the appropriate space on each receipt. This stamp will consist of not less than the following:

(CIR. 290)

- (1) Name and grade of disbursing officer.
- (2) Symbol number.
- (3) Effective date of bond as shown on related T. D. Form No. 1737

W. D., F. D. Forms No. 74 will be turned over to the officer who pays the pay roll at the same time that he draws the cash to make payment, such forms to be issued at the time of payment. The disbursing officer will be responsible for obtaining all unused W. D., F. D. Forms No. 74 representing redlined names on the pay roll and, after careful checking, will destroy such unused receipts.

b. W. D., F. D. Form No. 74 will be prepared by the disbursing officer for officers and others who certify their own vouchers when bonds are to be issued by the Army War Bond Office and will be distributed at the time of payment.

51. Illustration of bond issuance schedule prepared by officer certifying pay rolls for enlisted personnel.

Form No. 1737		
TREASURY DEPARTMENT		
Fiscal Service-Bureau of Accounts		
Division of Disbursement		
		Reference
		(Standard Form 1046 schedule No.
BOND ISSUANCE SCHEDULE		
UNITED STATES WAR SAVINGS BONDS--SERIES B		
Maturity value \$25.00 Purchase Price \$18.75		
War Department	Co. A, 78th Inf.	
	(Organization)	
(Department or establishment)	(Bureau or office)	(Date funds withdrawn)
E. Z. Smith, Major, F. D.	Bond Issuing Officer	Ft. Finance, D. C.
(Name of issuing officer)	(Title)	(Station)
Effective date of bond 1 September 1944		Symbol No. 210-280
Schedule No. Q-1		Date 30 September 1944
<p>(1) I CERTIFY that pursuant to duly authorized allotments from salaries and/or credits otherwise duly established in the accounts, the persons listed on the within schedule in ___ pages are entitled to receive United States War Savings Bonds as specified, and that concurrently the covering of the funds into the Treasury for the full purchase price of the bonds is being authorized.</p> <p>(SIGN ORIGINAL ONLY)</p>		
		John Fox, Capt. 371 G.O.
		(Signature)
		Assistant Adjutant
		(Official Title)
<p>(2) I CERTIFY that for each item listed on the within Bond Issuance Schedule, a corresponding deduction from the pay of the individual concerned has been made on the related pay voucher which was taken into my accounts in the month of September 1944. Such deductions represented by this Bond Issuance Schedule total \$93.75 which amount has been dropped from the pay due on the related pay roll.</p>		
		E. Z. Smith, Major, F. D.
		(Disbursing Officer)

Form No. 1737 continued on page 24.

(GIR. 290)

Form No. 1737 (continued).

Authoriza- tion No.	For GAO Only	Item No.	(Name(s) and Address(es) of Person(s) to whom issued	Serial Number of Bonds Issued
		1		
		2	Sgt Robert D. Russel or Mrs. Mary A. Russel 385 N. 39th Street Kansas City, Mo.	(This is example of bond to be issued in name of owner and co-owner but to be mailed to co-owner)
		3	Cpl. Scot A. Simms POD Mrs. Claire Simms 6012 N. Euclid Street Chicago 16, Illinois.	(This is example of bond to be issued to owner and beneficiary but to be mailed to beneficiary. POD indicates "payable on death")
		4	Pfc. Warfield D. Jackson 35 LaSalle Street New York, N. Y. or Mrs. Ruth Jackson	(This is example of bond to be issued to owner and co-owner, but to be mailed to owner)
		1 5	Pvt. Joe W. Smith 35 Terrace Place Baltimore, Md.	(This is example of bond to be issued in name of owner only; bond to be mailed to Treasury for safe- keeping and receipt to be mailed to address shown)
		6	Pvt. A. B. Jackson or Mrs. Mabel Jackson MAIL TO First National Bank Lufkin, Texas	(This is example of bond to be issued to owner and co-owner, but to be mailed to address shown)
The letter "a" or "b" in the Item number column indicates items to be forwarded by registered mail to (a) the owner, (b) the co-owner or beneficiary. Where disposition is not otherwise indicated the bonds will be forwarded to agents for delivery in person or by registered mail.				

FIGURE 1.

(CIR. 299)

52. Illustration of letter of transmittal.

TRANSMITTAL NUMBER				
DATE _____	(Disbursing Symbol) (Letter No.)			
TO: Army War Bond Office Office of the Fiscal Director 366 West Adams Street Chicago 6, Illinois				
FROM: DISBURSING OFFICER AT STATION _____ (Name of Station or APO)				
_____ (Mailing Address)				
Transmitted herewith are the following bond issuance schedules listing names of persons to whom United States war Savings Bonds are to be issued:				
Schedule No.	Organization or APO No.	Date of Schedule	Denomination of Bonds	Total Issue Price
Above schedules forwarded herewith. Signature _____ _____ Name and grade (printed)				

FIGURE 2

By order of the Secretary of War:

C. G. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

REPRODUCED, HQ SSS MATOUSA
8 August 1944

370

J. C. L.
J. C. L.

HEADQUARTERS
ALLIED CONTROL COMMISSION

Suspense

Date 11 July, 1944

W.D. Cir 290

DISTRIBUTION

FROM	TO	FROM	TO
Chief Staff Officer		Patriots Branch	
Secretary General		Security Branch	
Archivist		Establishments Branch	
Admin Section	✓	Director	
Interior		Executive Officer (A)	✓
Public Safety		Executive Officer (B)	
Public Health		G-1 (A)	✓
Property Control		G-1 (B)	✓
Legal		G-4 (A)	✓
Education		G-4 (B)	✓
Monuments & Fine Arts		H.Q. Comdt	✓
Economic Section	✓	Adjutant	✓
Agriculture		Message Center	
Commerce		Orders & Bulletins	
Finance		2675 Regt	10
Food		Political Section	
Industry		Navy	✓
Labor		Army	
Mining Division		Air	✓
Public Works & Utilities		Communications	✓
Requisition Division		Civil Censorship Group	
Shipping		W. M. D. & P. O. W.	
Transportation		Public Relations Branch	
R.C. & M.C. Section		U.N.R.R.A.	
P.A. to Executive Commissioner		REG 1 to 742	✓
Civil Affairs Branch		AMG 5 ARMY	✓
Information Division	✓	AMG 8 ARMY	✓
Liaison Division		POSTAL SECTION	✓
I. & D.P. S.C.	✓		
Italian Refugees Branch	✓		

FOR

- Signature _____
- Remarks/Recommendation _____
- Information _____
- Approval/Disposal _____
- Appropriate Action _____
- Investigation & Report _____
- Dispatch _____

369

REMARKS _____

1 2 1 4

CIRCULAR)
NO...279)

By ACCO

FILE

WAR DEPARTMENT,
Washington 25, D. C., 5 July 1944.

VOTING BY MEMBERS OF ARMED FORCES IN NOVEMBER 1944 GENERAL ELECTION

	Section
Amendment of prior instructions.....	I
Voting Federal ballot by "attached civilians".....	II
Voting by members of Merchant Marine.....	III

I -- AMENDMENT OF PRIOR INSTRUCTIONS.--1. Illinois.s. Paragraphs 30a and b, and Exhibit A, War Department Pamphlet No. 21-11, 5 June 1944, paragraphs 31a and b and Exhibit A, War Department Pamphlet No. 21-12, 8 June 1944, and War Department Soldier Voting Poster No. 2, contain instructions to the effect that Illinois law requires applications for State absentee ballots to be made on a special State-supplied form.

b. Since the publication of those instructions, the Attorney General of Illinois has ruled that "Federal application" for State absentee ballots "should be recognized by Illinois election officials." The Secretary of State of Illinois has advised that this ruling "will without question prevail throughout Illinois." Therefore, it now appears that Illinois will accept USMBC Form No. 1 or U.D., A.G.O. Form No. 560 as an application for a State absentee ballot. Prior instructions, mentioned in a above, are amended accordingly.

2. Kentucky.--a. The constitutionality of the State absent voter law having recently been sustained in the Kentucky courts, prior instructions in regard to the requirements for soldier voting by Kentucky absentee ballot remain unchanged.

b. The date on or before which the soldier's executed State absentee ballot must be received back by appropriate officials within the State, in order to be eligible for counting, has been changed from 7 November to 6 November. Prior instructions, Exhibit A, War Department Pamphlet No. 21-11, 5 June 1944, Exhibit A, War Department Pamphlet No. 21-12, 8 June 1944, and War Department Soldier Voting Poster No. 2, are amended accordingly.

3. All commanding officers will be responsible for bringing the foregoing to the attention of those concerned and for making suitable corrections in War Department Soldier Voting Poster No. 2.

II -- VOTING FEDERAL BALLOT BY "ATTACHED CIVILIANS".--1. The term "attached civilian" is defined in paragraph 10, War Department Pamphlet No. 21-11, 5 June 1944, and in paragraph 11, War Department Pamphlet No. 21-12, 8 June 1944, as a person serving in certain named civilian agencies and attached to and serving with the armed forces of the United States. For a similar definition, see paragraph 1b(2), section I, Circular No. 128, War Department, 1944.

2. For the purpose of determining civilians outside the United States entitled to vote by Federal ballot, these definitions are broadened to include a person serving with such civilian agencies and attached to and serving with the armed forces of the United States. (See sec. 302(a) (2), Public Law 277, 78th Cong., Bull. 5, D, 1944). Public Law 277 provides that its terms will be construed liberally in order to effectuate its purposes.

III -- VOTING BY MEMBERS OF MERCHANT MARINE.--1. Definition.--The term "members of the Merchant Marine," as defined in section 403(2), Public Law 277, 78th Congress, and as used in this section, means United States citizens "employed as officers or members of crews of vessels documented under the laws of the United States and persons enrolled for such employment with the War Shipping Administration, but does not include those in service or enrolled for service on the Great Lakes or the inland waterways." Civilian officers and crews of vessels owned by the Army or of vessels of United States registry bareboat chartered to the Army, other than such officers and crews in service on the Great Lakes

(Cir 270)

or the inland waterways, are, for the purposes of the foregoing Act, "members of the Merchant Marine." The "officers and crew" of a vessel are those persons comprising the ship's complement.

2. Voting rights of members of Merchant Marine.--Under Public Law 277, members of the Merchant Marine, both inside and outside the United States, are entitled to receive post card applications for State absentee ballots (USWAC Form No. 1) the same as members of the armed forces, and, in addition, members of the Merchant Marine outside the United States are entitled to receive and vote the Federal ballot the same as members of the armed forces.

3. Administration by Army.--a. The Army will administer the provisions of Public Law 277 with reference to members of the Merchant Marine who are officers and crews of vessels owned by the Army or bareboat chartered to the Army, the crews of which are on Army employment rolls, except vessels of foreign flag registry. (Public Law 277 contains no provisions for voting by officers and crews of vessels of foreign flag registry.) The Army will also administer the provisions of Public Law 277, with reference to personnel of other services, entitled thereunder, who are on vessels for which the Army is responsible.

b. Voting procedures with reference to eligible personnel on vessels for which the Army is responsible, as indicated in a above, will be administered as follows:

- (1) By Chief of Transportation.--Personnel on vessels operating under his direct jurisdiction.
 - (2) By commanding generals of numbered service commands. Personnel on vessels, other than those mentioned in (1) above, based within the territorial limits of the respective service commands, regardless of jurisdiction.
 - (3) By commanders of theaters, departments, bases or other separate commands outside territorial limits of several States.--Personnel on vessels operating under their respective jurisdiction.
- c. (1) The Chief of Transportation, with reference to Federal balloting "units" for personnel mentioned in b(1) above, will maintain records and will submit reports similar to the records and reports prescribed in section VI, War Department Pamphlet No. 21-11, 5 June 1944. Such reports will be submitted direct to The Adjutant General, Attention: Operations Division, Washington 25, D. C.
- (2) Commanders referred to in b(2) and (3) above, with reference to Federal balloting "units" for personnel mentioned therein, will respectively maintain the same records and submit the same reports prescribed for soldiers. In submitting such reports, figures for members of the Merchant Marine will be reported separately.

d. Pursuant to sec. 304(b), Public Law 277 (Sull. 5, WD, 1944), the Administrator, War Shipping Administration, has authorized masters, first officers, chief engineers, and pursers of vessels for which the Army is responsible, as indicated in a above, to administer and attest such oaths as are required by the act. However, it is desirable that all such oaths be administered and attested by members of the armed forces authorized to do so under Public Law 277, so far as possible.

4. ADMINISTRATION BY OTHER AGENCIES.--The War Shipping Administration or the Navy Department will administer the provisions of Public Law 277, with reference to members of the Merchant Marine who are on vessels of the War Shipping Administration or its agents, the crews of which are on the employment rolls of such Administration or agents, (AG OIA, 35 (5 Jul 44),)

1216

By Order of the Secretary of War:

OFFICIAL:

G. C. MARSHALL,
Chief of Staff.

J. A. ULIO,
Major General,
The Adjutant General.

Reproduced, Hq Peninsular Base Section,
APO 782, 19 July 1944 2.A.

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CIRCULAR)
No. 271)

WAR DEPARTMENT
Washington 25, D. C., 3 July 1944

ADDITIONAL PAY TO ENLISTED MEN AWARDED INFANTRYMAN BADGES

1. Authority.— Public Law 393, 78th Congress, approved 30 June 1944, provides that during the present war and for 6 months thereafter, any enlisted man of the combat ground forces of the Army who is entitled, under regulations prescribed by the Secretary of War, to wear the Expert Infantryman badge or the Combat Infantryman badge, shall be paid additional compensation at the rate of \$5 per month when he is entitled to wear the Expert Infantryman badge and at the rate of \$10 per month when he is entitled to wear the Combat Infantryman badge, provided, that additional compensation for both awards may not be paid at the same time. The provisions of the Law are effective as of 1 January 1944.

2. Eligible personnel.—a. Only those enlisted men awarded the Expert or Combat Infantryman badge under the provisions of Circular No. 186, War Department, 1944, are entitled to additional pay, as provided above, and such additional pay shall continue only so long as they are members of the combat ground forces, except as provided in c below.

b. For the purpose of this circular the phrase "Combat Ground Forces" is defined as the following branches:

- Infantry,
- Cavalry,
- Field Artillery,
- Coast Artillery,
- Armored and Tank Destroyer Units, and
- Combat Engineer Units of the Corps of Engineers.

c. Additional pay to eligible personnel will cease on the date such personnel are transferred to a branch not included in the combat ground forces, except where such transfer is for a period of hospitalization in line of duty.

3. Action by personnel officers.—a. Accrued additional pay.— Personnel officers will enter on pay rolls of enlisted men entitled to the additional compensation described in paragraph 1, a remark as follows:

Due EM (Exp Inf Pay) (Combat Inf Pay) from _____
(Date of qual not earlier than 1 Jan 44).

b. Current additional pay.—On pay rolls subsequent to settlement of accrued additional pay, the remarks will be stated simply as:

Due EM Exp Inf Pay, or Due EM Combat Inf Pay.

c. In the event the right to wear the badge is withdrawn under the provisions of paragraph 7, Circular No. 186, War Department, 1944, or the individual is transferred to a branch not in the combat ground forces, the right to additional pay will cease on the date of such withdrawal or transfer and the remark on the pay roll will be stated as follows:

Due EM (Exp Inf Pay) or (Combat Inf Pay) to (date). Auth
w/drawn (date).

4. Conditions.—a. Conditions under which an enlisted man is entitled to additional pay are as follows:

(1) He must be assigned to a unit of the combat ground forces as defined in paragraph 2b.

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(Cir 271)

- (2) He must be entitled to wear one of the badges prescribed in Circular No. 186, War Department, 1944.
- b. No pay will accrue under the following conditions:
- (1) Absence without leave in excess of 24 hours, AR 35-1420.
 - (2) Sick not in line of duty, AR 35-1440, or
 - (3) When assigned to a unit not in the combat ground forces, except as provided in paragraph 2c.

5. Former members of the Army.-- A former member of the Army who is entitled to the additional pay may make application by letter to The Adjutant General, Washington 25, D.C., setting forth pertinent information concerning the award of his Infantryman badge and inclosing his discharge certificate or certificate of service. The Adjutant General will forward such information together with the discharge certificate or certificate of service to the applicant's previous commanding officer for preparation and certification by him of a supplemental pay roll for the amount due. Such pay roll, together with the former enlisted man's discharge certificate or certificate of service will be processed in accordance with Circular No. 45, War Department, 1944.

6. Allotment chargeable.-- Additional pay for Expert Infantrymen or Combat Infantrymen is chargeable to the open FSA allotment covering pay of enlisted men as prescribed in TM 14-700, War Department Fiscal Code. Such allotment for the current fiscal year is 1-74 P 414-01 A 212/50425.
(A.G. 242.14 (3 Jul 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO
Major General,
The Adjutant General.

Reproduced Hq Peninsular Base Section,
APO 782, 15 July 1944 AL.

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No. 255 }



Felt *ADJ*
WAR DEPARTMENT
Washington 25, D. C., 22 June 1944.
9316
L. A. G. *MP*

SHOE RATIONING

1. General.--a. Because of the critical shortage of leather, the purchase of shoes within the continental United States for the personal use of Army personnel must be restricted. This circular outlines necessary restrictions. Furthermore, all military personnel are enjoined to conserve shoes and to acquire only the minimum number actually required by them.

b. Under the provisions of paragraph 34d, AR 600-40, "Shoes, low, may be worn with plain tan (or brown) socks by officers and enlisted men, when authorized by the commanding officer". Paragraph 10d (1) AR 600-35, "authorizes officers, warrant officers, and flight officers to wear shoes of "commercial pattern, high or low, Army russet leather." Adherence to these regulations, and broad authorization by commanding officers of the use of low shoes, where otherwise appropriate, by enlisted men, will enable military personnel, in many instance, to wear shoes of a civilian type, commercial pattern, acquired prior to entry upon military service.

c. Sales of rationed shoes to military personnel, either by commercial dealers or by Army exchanges and other military installations, except quartermaster stores (Par. 4), may be accomplished only by the surrender by the purchaser of a "Shoe Purchase Certificate" (OPA Form R-1705B), devised by the Office of Price Administration for the exclusive use of members of the armed forces of the United Nations. This form will not be reproduced, is not transferable, and becomes void if any changes or erasures are made thereon. Supplies of the form are obtained by requisition through channels from the Office of The Quartermaster General.

d. Military personnel shall under no circumstances make application for Shoe Purchase Certificates, or other shoe ration currency, to local war price and rationing boards.

e. In all cases where sales of shoes by Army installations (other than quartermaster) are authorized to civilians, a valid shoe stamp (not Form R-1705B) will be required.

2. Issuance of OPA Form R-1705B.--a. The Chiefs of staff divisions, technical services, administrative services, and corresponding divisions within the Army Air Forces, and the commanding officers of each post, camp, or station will appoint one or more officers within their commands to issue Form R-1705B. Army exchange officers may not be so appointed at installations where shoes are sold at such exchanges. Forms R-1705B will be issued only by "issuing officers" appointed. It is the responsibility of appointing officers to ascertain that issuing officers issue only fully completed forms and maintain adequate records so that it will be possible to determine at all times the date of issue, to whom, and in what quantity Forms R-1705B are issued; that applications for Shoe Purchase Certificates (see par. 3e) are fully completed before Forms R-1705B are issued, and that Forms R-1705B are issued only to members of the armed forces of the United Nations eligible under the provisions of paragraph 3.

3. Eligibility for OPA Form R-1705B.--a. Shoes worn with prescribed service uniform (see par. 10d(1), AR 600-35, and pars. 7a(4), 8a(4), and 9f, AR 600-39). Officer personnel are authorized to have at all times three pairs of wearable or repairable civilian type shoes to wear with the prescribed service uniform, and OPA Forms R-1705B will be issued to them accordingly. OPA Forms R-1705B are not required for purchases of low-quarter shoes from quartermaster installations, but the quartermaster sales officer may not sell shoes, low-quarter, tan, or shoes, service, women's low to officers except upon the presentation, by a prospective purchaser, of an "Application For Shoe Purchase" fully completed (see e below). Quartermaster officers will omit the words "'certificate--(OPA Form 1705B)" in the caption when reproducing the application form for their own use.

b. Shoes worn with uniforms other than prescribed service uniform.-- Officer personnel authorized to wear off-duty uniforms requiring shoes of a type or color different from shoes worn with the prescribed service uniform may have one pair of wearable or repairable shoes for wear with each type of off-duty uniform. Shoe Purchase Certificates may be obtained for such shoes as indicated in the Application for Shoe Purchase Certificate. See e below.

c. Additional shoes.--Issuing officers, if in their judgment find that individual officers in particular cases for reasons of physical fitness require shoes in addition to those to which they are otherwise entitled under the provisions of this circular, may in such cases issue additional OPA Forms R-1705B.

d. Enlisted personnel.--Enlisted personnel who are authorized to wear shoes other than those issued to them may have, for wear with the prescribed service uniform, one pair of wearable or repairable shoes which are otherwise appropriate for wear with the prescribed service uniform. In addition, if they do not possess one pair of wearable or repairable shoes authorized for wear with any other type of authorized uniform, they may purchase one pair of shoes for wear with each such other uniform. It is not intended that the purchase of one pair of shoes be authorized for each type of uniform other than the prescribed service uniform unless no shoes already owned by the individual are authorized for wear and may be worn with such other type of uniform. Applications for OPA Forms R-1705B by enlisted personnel must be approved by the company, or in the case of a detached command, the detachment commander before issuing officers will accept such applications. The issuing officer at each port of debarkation and reception station, and any personal affairs officer within the United States, notwithstanding he may also be an authorized issuing officer, may, in the case of casuals returned from overseas duty, approve applications for Shoe Purchase Certificates and such approval will be accepted in lieu of the approval of the company or detachment commander otherwise required. Applications will not be approved unless the status of the individual as a casual from overseas duty is satisfactorily established.

e. Application for Shoe Purchase Certificate (OPA Form R-1705B).--The following form will be fully completed in all cases of an application for the issuance of a Shoe Purchase Certificate (OPA Form R-1705B), and application for shoe purchase will also be fully completed and presented to the quartermaster sales officer in cases of purchase from a quartermaster installation. These forms will be reproduced locally:

1 2 2 1

APPLICATION FOR SHOE PURCHASE CERTIFICATE—(CPA FORM R-1705B)
(Check applicable statement or statements)

Officer Personnel
Prescribed Service Uniform

I certify that I do not now own three pairs of wearable or repairable civilian type shoes (including low quarter and commercial pattern) for wear as part of my prescribed service uniform;

or
Prescribed or authorized off-duty uniform

I certify that I do not now own one pair of wearable or repairable shoes authorized for wear with my:

(Here name type of authorized off-duty uniform)

Enlisted Personnel
Prescribed Service Uniform

I certify that I am authorized to wear civilian type shoes (other than those issued to me) with my prescribed service uniform, and that I do not now own one wearable or repairable pair of such shoes (including low quarter and commercial pattern) for wear as a part of my prescribed service uniform.

or
Uniform other than Prescribed Service Uniform

I certify that I do not now own one pair of wearable or repairable shoes authorized for wear with my

(Here name type of authorized other uniform)

I hereby make application for permission to purchase the following shoes:

(Describe type desired)

(Signature)

(Date)

(Grade) (ASN)

APPROVED*

(Organization)

*Approval of Company or Detachment Commander is required only if applicant is enlisted.

4. Quartermaster sales.— The sale of shoes by a quartermaster installation is restricted to certain authorized personnel for their personal use and may be made without surrender of a Shoe Purchase Certificate or other ration currency. The purchase of shoes, low quarter, tan, and shoes service, women's, low, may be accomplished only upon the presentation of a fully completed application for shoe purchase. Quartermaster sales officer will be responsible that such applications are complete and that adequate records of such applications and completed sales thereon are maintained. This circular does not apply to sales of other types of footwear by the quartermaster nor affect provisions of section II, Circular No. 118, War Department, 1944.

5. Officer personnel with foreign duty orders.— Notwithstanding the provisions of this circular, officers with orders for duty outside the 48 States and the District of Columbia will be issued two Shoe Purchase Certificates upon presentation of an authenticated copy of orders to an issuing officer. Sales by quartermaster to officers with oversea orders are not subject to the provisions of this circular.

6. Athletic shoes.— When rationed athletic shoes are required for a team, a separate Form R-1705B will be completed for each member of the team to be outfitted or for each pair of shoes desired, whether such shoes are to become the property of the player or not. If by reason of the number of pairs of shoes to be purchased this method is not practicable, application will be made on OPA Form R-1702 by the special services officer to the district Office of Price Administration office serving the area in which the post is located for the issuance of OPA Form R-1705A to cover the required number of pairs of shoes to be purchased. A single Form R-1705B cannot be used for the purchase of more than one pair of shoes. Sales of sneakers, baseball, track, or football shoes are not rationed. When requests for Forms R-1705B are made for the purchase of athletic shoes an informal written request by the officer in charge of the team or athletic program, requesting the desired number of Shoe Purchase Certificates for the purchase of athletic shoes, will be used in lieu of the form required in paragraph 3c.

7. Appropriate steps will be taken to bring this circular to the attention of all concerned.

8. Rescission of previous instructions.— Circular No. 168, War Department, 1944, is rescinded. (A.G. 421.3 (19 Jun 44))

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff

~~SECRET~~
OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

Reproduced Hq. Peninsular Base Section,
APO 782, 6 August 1944 *prim*.

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CIRCULAR)
NUMBER 253)

Adjutant	
Asst. Adj.	<i>M.P.</i>
Asst. Adj.	
Chief Clerk	



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WAR DEPARTMENT,
Washington 25, D. C., 20 June 1944

**** E-X-T-R-A-C-T ****

ALLOTMENTS--Conversion of Class X -- Changes in AR 35-5520.....I

* * * * *

GOOD CONDUCT MEDAL--Entries in service record.....IV

* * * * *

I -- ALLOTMENTS.-- Pending revision of AR 35-5520, 4 March 1941, paragraph 29 is rescinded effective 31 August 1944, and the following instructions will govern:

1. Effective date.--a. The final payment of class X allotments will be made by disbursing officers against deductions from pay for the pay month of August 1944, regardless of month in which pay is settled. Effective 1 September 1944, payment of class E allotments to dependents residing overseas, regardless of location of the allotter, is authorized and will be processed under the class E allotment procedures, starting with payments made for the month of September 1944.

b. Commanding officers will be responsible for advising all personnel having class X allotments in effect as of 31 August 1944, that such allotments will be automatically canceled upon payment of the August 1944 allotment and that in order to continue payments to the allottees, it will be necessary to authorize class E allotments of pay on W. D. A. G. O. Form No. 29 (Authorization for Allotment of Pay), and that such forms will be forwarded to the Office of Dependency Benefits in accordance with Circular No. 15, War Department, 1944, in sufficient time for that office to take appropriate action in accordance with paragraph 2 of this circular. These forms will be executed prior to 31 August 1944 and will show the effective date 1 September 1944.

c. Disbursing officers now paying class X allotments will, upon receipt of these instructions, advise allottees of this change in procedure in order that such allottees may contact the allotters direct.

d. Class X allotments initiated by theater commanders, in case of dependents of military personnel who have been reported as missing, missing in action, captured, etc. (Public Law 490, 77th Cong.) or, preexistent class X allotments, payments of which have been continued upon entry of the allotter in a missing, etc, status will be reported to the Director, Office of Dependency Benefits, by separate letter in each case, processed in the manner outlined in b above. **363** Letter reports will indicate the date of initiation, or fact of continuance of payment (as the case may be), the monthly rate, and total payments made from such date or dates to include the date of discontinuance, together with such other data as may be pertinent thereto. Future hardship cases of this character, in those cases where no allotment or family allowance was in effect at the time personnel entered a missing, etc., status will be reported to the Director, Office of Dependency Benefits, with the request for establishment of an appropriate allotment or allowance.

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2. Payments.— Payment of class E allotments will be made to allottees residing in foreign countries as follows:

a. By check mailed from the Office of Dependency Benefits to those countries where payment in United States currency is not blocked.

b. In local currency by appropriate disbursing officers (or by military attache where there is no disbursing officer) in the theater or country of residence of the allottee, where payment in United States currency is blocked by Treasury Department regulations. In this instance disbursing officers will receive from the Fiscal Director, Army Service Forces, properly certified vouchers on which payment will be made, together with appropriate instructions.

c. Allotments to dependents having residence in countries where payment is blocked in any currency are unauthorized. An exception will be made where allotments are required under paragraph 42, AR 35-5540, and in such exceptional cases allotments will be accepted and processed, but the checks drawn to the order of the allottees will be sent to the Treasury Department where the proceeds will be held in trust until claimed at a later date.

(A.G. 243 (9 Jun 44))

* * * * *
IV--GOOD CONDUCT MEDAL.--1. Attention is directed to paragraphs 4b, d, and 8a, AR 600-62, and paragraphs 18 and 27a, AR 345-125.

2. Numerous instances have occurred in which a statement is included on page 15 of the Service Record showing that the enlisted person is recommended for the Good Conduct Medal, but the completed indorsement fails to give him an "excellent" rating for both efficiency and character. This procedure is apparently automatic with some units and may result in an injustice to the enlisted person concerned.

3. Personnel officers and others authorized to make entries in service records of enlisted persons being transferred are not consistent in making entries on page 15, "Remarks--Administrative," and/or the indorsement forwarding the soldier's records. (A.G. 201.3 (30 May 44))

* * * * *

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIC,
Major General,
The Adjutant General

Reproduced Hq Peninsular Base Section,
APO 782, 3 July 1944 *ULIC*

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WAR DEPARTMENT
Washington 25, D. C., 13 June 1944

VOTING BY PERSONNEL OF ARMED FORCES IN NOVEMBER 1944
GENERAL ELECTION

	Paragraph
Purpose of Circular	1
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Expeditious handling and transmission by air of balloting material.	3
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Voting by State absentee ballot	5
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1. Purpose of circular. — This circular gives basic information with reference to voting by soldiers and certain civilians in the general election held in all States on 7 November 1944 (see par 1e (1), sec I Cir. 128, WD, 1944). Detailed instructions in this regard are to be published in the soldier voting manuals referred to in paragraph 2.

2. General information. — a. Definitions of terms used in this circular:
(1) Definitions of "soldier," "attached civilian," "United States," and "Commission" are contained in paragraph 1b, section I, Circular No. 128, War Department, 1944.

(2) "Inside the United States" means inside the territorial limits of the several States and the District of Columbia. "Outside the United States" means outside such territorial limits. The territorial limits of a State include islands which are a part of the State, all ports harbors, bays, and other inclosed arms of the sea along its coast, and that part of the sea which is within 3 miles of its coast line. With respect to the Great Lakes lying between Canada and the United States, the territorial limits of the affected States extend to the international boundary line.

(3) "Oversea manual" means War Department Pamphlet No. 21-11, "Manual for Soldier Voting Outside the United States in the November 1944 General Election" (now being published).

(4) "Domestic manual" means War Department Pamphlet No. 21-12, "Manual for Soldier Voting Inside the United States in the November 1944 General Election."

(5) "State absentee ballot" includes any absentee ballot provided **362** State for use in war-time by soldiers and, in some cases, attached civilians.

(6) "Federal balloting 'unit'" means an official Federal war ballot (USWBC Form No. 2) and an official inner envelope (USWBC Form No. 3) both of which are inside an official outer envelope (USWBC Form No. 4).

(7) The "election" means the general election held in all States on 7 November 1944.

(8) "Theater" includes departments, bases, and other separate commands outside the United States

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b. The policy of the War Department is to assist and encourage soldiers, eligible and desiring to vote in the election, to exercise that privilege, and to expedite absentee balloting procedures to the greatest extent practicable and compatible with military operations. However, no soldier will be ordered to vote or marched to the voting place; and no commissioned, warrant, or non-commissioned officer will attempt to influence any soldier as to his choice of candidates. The responsibility for affording to every soldier and attached civilian eligible and desiring to vote in the election the means and opportunity to do so, and for providing the necessary facilities and information, falls on commanders at all levels, but particularly on company and similar unit commanders. They all must be imbued with individual responsibility for the conscientious execution of this policy. Designation of soldier voting officers does not relieve commanders of any portion of this responsibility.

c. As described in this circular, soldiers and attached civilians may vote in the election either by State absentee ballot or, in certain cases in which the State makes no provision for an absentee ballot or the individual has applied for but not received a State absentee ballot, by Federal ballot. State absentee ballots, covering in most cases Federal, State, and local offices, are furnished by the several States by mail direct to eligible voters (see par. 5); Federal ballots, covering Federal offices only, are furnished by the Army to eligible voters on oral request. See paragraph 6.

d. No one is entitled to vote in the election merely because he is a member of or attached to the armed forces on active duty. Eligibility to vote will be determined by local election officials in the several States on the basis of the voter's age on 7 November 1944 (21 years, 18 for Georgia citizens), citizenship, residence, war service status, and other factors. Except as to the individual voter's age and as to his being entitled, as provided in paragraph 6, to receive the Federal ballot, it is not the responsibility of the Army to determine the eligibility of any individual to vote. Because such determination rests with local election officials, it will not be made by any commanding officer or other officer of the Army. The statement of an individual soldier as to his age will control his eligibility, so far as age is concerned, to receive a Federal ballot.

e. The validity of a State or Federal ballot executed by a soldier or attached civilian will likewise be determined by local election officials in the several States. No ballot will be valid if the date of the voter's oath is later than 7 November 1944. No State absentee ballot will be valid unless received by the local election officials in accordance with the time prescribed by State law. (See Exhibit A, oversea manual; Exhibit A, domestic manual; and War Department Soldier Voting Poster No. 2) Federal ballots should be returned so as to be received by the local election officials in the State of the voter's residence on or before the same day prescribed for the return of State absentee ballots.

f. All ballots, State or Federal, must be executed in secret; that is, so that no person may see how a voter marks his ballot. Secrecy in voting is a fundamental principle. Commanding officers will make the most convenient arrangements practicable under the circumstances to effect secret voting.

g. The physical location of an individual geographically either on the date of delivery of post card applications for State absentee ballots (see par. 4c) or on the designated days for voting by Federal ballot (see par. 4d) determines whether such individual, for such purpose, is "inside" or "outside" the United States.

h. (1) Personnel of the Navy, Marine Corps, Coast Guard, Merchant Marine, and attached civilians, serving with units under Army commanders will be provided, if eligible and desiring to vote, facilities for voting under the same procedures provided for soldiers, in

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every case where such personnel does not have an opportunity to vote through the machinery of their respective services. Commanding officers will extend every needed assistance to members of the above services and attached civilians.

- (2) Members of the Merchant Marine are entitled to rights under Public Law 277 only if they are "members of the Merchant Marine" as defined in section 403 (1) of that act (see Bull. 5, WD, 1944). "Members of the Merchant Marine" are not entitled to vote by Federal ballot unless outside the United States. Certain members of the civilian crews on vessels operated by the Army may be "members of the Merchant Marine." Specific instructions in this regard will be published later.

i. For distinctive marking of balloting material, see section I, Circular No. 155, War Department, 1944. For voting information and balloting material to be distributed by the War Department, see paragraph 1, Circular No. 185, War Department, 1944; paragraphs 28 and 29, oversea manual, and paragraphs 29 and 30, domestic manual.

3. Expeditious handling and transmission by air of balloting material. -- (See section VII, oversea manual; section VII, domestic manual.) As used in this paragraph, the term "balloting material" includes post card applications for State absentee ballots; letters or other forms, identifiable as applications for State absentee ballots; State ballot envelopes; envelopes identifiable as containing State balloting material; and Federal ballot envelopes. All Army personnel will expedite to the greatest extent possible the transmission, handling, and delivery of incoming balloting material and the postmarking, handling, dispatching, and transmission of outgoing balloting material. So far as is practicable and compatible with military operations, all balloting material will be transmitted by air from port of embarkation Army post offices in the United States to appropriate points outside of the United States, and from appropriate points outside the United States to points of entry inside the United States. While in the hands of the Army, balloting material carried by air will be given priority over all other classes of mail except courier mail for transmission by air and War Department essential official air mail.

4. Responsibilities of commanders. -- a. In each service command (see par. 3a Memorandum No. W600-44, War Department, 10 May 1944) and in each theater, an officer will be designated as service command or theater soldier voting officer to supervise the discharge of the responsibilities of the commanding general of the service command or the theater commander in connection with administering soldier voting. Under the provisions of paragraph 3c, section 1, Circular No. 128, War Department, 1944, each unit commander has been directed to appoint a soldier voting officer to act for his unit. Commanding generals of service commands and theater commanders will take the necessary steps to insure that all unit soldier voting officers are appointed.

b. Commanding officers at all levels are responsible for--

- (1) Carrying into effect the policy of the War Department stated in paragraph 2b, and the detailed instructions as to voting by State absentee and Federal ballot, appropriate to their commands, contained in the oversea manual and the domestic manual;
- (2) Giving full and complete publicity to the voting information, appropriate to their commands, contained in this circular, in the oversea manual and the domestic manual, and in War Department soldier voting posters; and bringing the particular information contained therein with respect to voting, whether by absentee ballot or by

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Federal ballot, by citizens of any State or Territory, specifically to the attention of soldiers and attached civilians having residence therein;

- (3) Keeping the records and reports specified in section VI, oversea manual, and section VI, domestic manual, to enable the Army, after and with reference to the election, to report to the Commission on the number of Federal ballots—
 - (a) Received by the Army from the Commission;
 - (b) Distributed by the Army to personnel under its command and jurisdiction;
 - (c) Executed by such personnel;
 - (d) Transmitted, after execution, to the secretaries of State of the several States;
- (4) Destroying, immediately following 7 November 1944, all unused or spoiled Federal balloting "units". See paragraphs 21 and 32d (3) oversea manual, and paragraphs 22 and 33d (3), domestic manual.

c. In order to assist all soldiers and attached civilians to vote by State absentee ballot, company and similar unit commanders are charged with responsibility for delivering to each soldier and attached civilian of voting age under their command or jurisdiction, whenever practicable and compatible with military operations, a post card application for State absentee ballot, US/BS Form No. 1 or, when not available, U. D., A.G.O. Form No. 560 (Request for Absentee Ballot), before the following dates:

- (1) Theaters outside United States.
 - (a) China-Burma-India, Persian Gulf-1 August 1944.
 - (b) Southwest Pacific, Middle East, South Pacific, North Africa, Greenland, Iceland, Eastern Canada, Central Canada, Alaska, Caribbean, South Atlantic-7 August 1944.
 - (c) European (except Iceland), Central Pacific, Newfoundland, Bermuda, Northwest Service Command-15 August 1944.
- (2) Commands inside United States--25 August 1944.

Nothing contained in this circular, however, shall prevent the making available, at any time after the dates specified above, of post card applications for State absentee ballots for use in the election.

d. In order to assist all soldiers and attached civilians desiring and entitled (see par. 6b) to vote by Federal ballot, company and similar unit commanders are charged with responsibility, whenever practicable and compatible with military operations, for;

- (1) Furnishing to each such soldier and attached civilian of voting age a Federal balloting "unit" as follows:
 - (a) Soldiers and attached civilians outside the United States on a day or days designated by such commanders as soon after 1 October 1944 (but not before 2 October 1944) as such commanders determine is most appropriate under the circumstances prevailing in their areas, with a view to the transmission of the executed Federal ballots so as to reach the United States, via air mail, about 23 October 1944.
 - (b) Soldiers inside the United States on a day or days designated by such commanders between 10 and 20 October 1944. Nothing contained in this circular, however, shall prevent the furnishing to a person of voting age, entitled and desiring to vote by Federal ballot, an opportunity to do so at any time after the days specified above for such voting within his unit and prior to

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7 November 1944, provided that he was unable to vote on the day or days designated for such voting within his unit.

- (2) Transmitting, through the appropriate soldier voting officer, all executed Federal balloting "units" received from voters. A ballot is "transmitted", outside the United States, when the envelope containing it is turned over by the unit soldier voting officer to an authorized person in an AFO, and, inside the United States, when such envelope is mailed by the unit soldier voting officer in the United States Post Office or branch or station thereof serving the unit. See paragraph 40b (4) and c (1), oversea manual; paragraph 42b (4) domestic manual.

e. Unit soldier voting officers will be available to explain to any soldier or attached civilian under the command or jurisdiction of the unit, at the latter's request, any instructions with reference to voting by State or Federal ballot which are not clear, and to provide for taking the voter's oath in connection with any such ballot.

5. Voting by State absentee ballot.--a. All States will authorize voting in the election by State absentee ballot, except possibly New Mexico and Kentucky. Facts as to these two States, when ascertained, will be published.

b. Soldiers having voting residence in States authorizing voting by State absentee ballot may vote by such ballot, whether inside or outside the United States.

c. To have an opportunity to vote by State absentee, a soldier or attached civilian must be eligible under the law of his home State (see par. 2d). Specific information as to the requirements of each State and Territory for voting by absentee ballot is given in detail in Exhibit A, oversea manual, Exhibit A, domestic manual, and War Department Soldier Voting Poster No. 2. Every soldier and attached civilian desiring to vote by State or Territorial absentee ballot should familiarize himself with the information applicable to his state or Territory. There is no provision for a person whose home residence is in the District of Columbia to vote in person or by absentee ballot.

d. A soldier or attached civilian of voting age (see par. 2d), having voting residence in a State which authorizes voting by State absentee ballot, who desires to vote by State absentee ballot in the election and who is unable to vote in person at his place of voting residence, should proceed as set forth in the oversea manual or the domestic manual.

6. Voting by Federal ballot.--a. To have an opportunity to vote by Federal ballot, a soldier or attached civilian must meet requirements both of the law of his home State and of Public Law 277.

b. Public Law 277 restricts those persons to whom the Army may furnish a Federal ballot to the following:

(1) Outside United States (see par. 12a, overseas manual)

(a) Soldiers and attached civilians from a State the ~~g~~³⁶⁰ of which has duly certified:

1. That such State has made no provision for a procedure which will enable the citizens thereof, to whom Public Law 277 applies, to vote by State absentee ballot; and
2. That the use of the Federal ballot is authorized by the laws of such State.

(b) Soldiers and attached civilians from any other State the governor of which has duly certified that the use of the Federal ballot is authorized by the

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- laws of such State, provided that prior to 1 September 1944 such persons have applied for, but as of 1 October 1944 have not received, their State absentee ballots.
- (2) Inside United States (see par. 13a, domestic manual). Soldiers from a State the governor of which has duly certified:
- (a) That such State has made no provision for procedure which will enable the citizens thereof, to whom Public Law 277 applies, to vote by State absentee ballot; and
 - (b) That the use of the Federal ballot is authorized by the laws of such State.
- c. (1) The governors of the several States have until 15 July 1944 to make the certifications referred to in paragraph b above. Up to the present time, certifications have been received as follows:
- (a) States which will authorize voting in the election by Federal ballot are as follows: California, Maine, Maryland, Massachusetts, Nebraska, New Hampshire, New Jersey, North Carolina, Oklahoma, Oregon, Rhode Island, Utah, Vermont;
 - (b) States which will not authorize voting in the election by Federal ballot are as follows: Alabama, Arizona, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Minnesota, Mississippi, Missouri, Montana, Nevada, New York, North Dakota, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, Wisconsin, and Wyoming.
- (2) As soon as certifications from all governors are received, the War Department will publish complete lists showing--
- (a) States the eligible citizens of which may vote by Federal ballot without making prior application for State absentee ballots;
 - (b) States the eligible citizens of which may vote by Federal ballot if prior to 1 September 1944 they have applied for, but as of 1 October 1944 have not received, their State absentee ballots.
- d. A soldier or attached civilian outside the United States, or a soldier inside the United States, of voting age, having voting residence in a State which authorizes voting by Federal ballot in the election, who desires and is entitled (see par. b above) to vote by Federal ballot in the election and who is unable to vote in person at his place of voting residence, should proceed as set forth in the oversea manual or the domestic manual.
- e. Specific information as to the geographical boundaries of Congressional Districts, as to nominated Federal candidates to be voted upon in the several States authorizing the use of the Federal ballot, and as to voting procedure with reference to the Federal ballot, will be published by the War Department in Soldier Voting Posters Nos. 3, 4, and 5, as soon as the information is available. Every soldier and attached civilian eligible and desiring to vote by Federal ballot should familiarize himself with this information. There is no provision for a person whose home residence is in the District of Columbia to vote in person or by Federal ballot.
- f. Personnel who have already voted a State absentee ballot may not vote the Federal ballot. However, if a Federal ballot has been voted after 1 October in accordance with the provisions set forth above, the State absentee ballot may be later voted if it is received after the Federal ballot has been transmitted.

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If both ballots are received within the voter's home State in time to be counted, the Federal ballot will be invalid.

(A.G. 014.35 (13 Jun 44).)

By order of the Secretary of War:

G. C. MARSHALL
Chief of Staff

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

Reproduced Hq Peninsular Base Section,
APO 782, 30 June 1944, SR.

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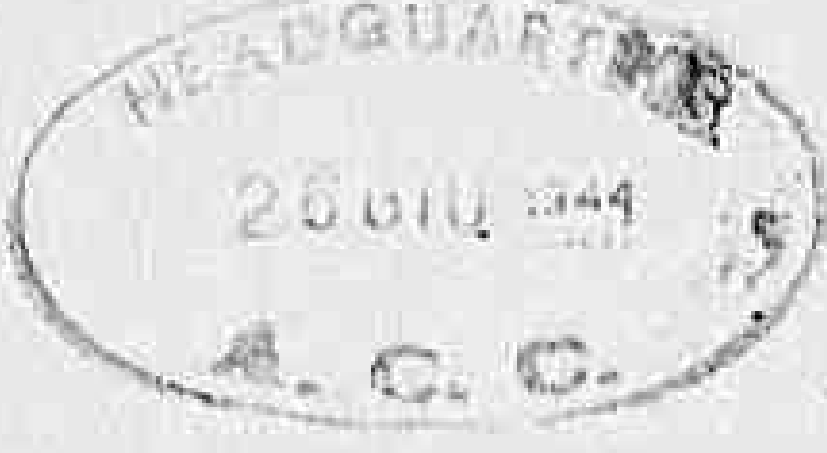
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WAR DEPARTMENT
Washington 25, D. C.

JU/mlm

File
42756



25 May 1944

CIRCULAR)
NUMBER 207)

APPOINTMENTS FROM ARMY OF THE UNITED STATES TO UNITED STATES
MILITARY ACADEMY AND PREPARATORY TRAINING FOR UNITED STATES
MILITARY ACADEMY AND OTHER SERVICE ACADEMIES

Section
Appointments to United States Military Academy from among enlisted men of
Army of the United States..... I
Service academy preparatory training..... II

I -- APPOINTMENTS TO UNITED STATES MILITARY ACADEMY FROM AMONG ENLISTED MEN
OF ARMY OF UNITED STATES.

1. General.- Enlisted men of the Army of the United States who possess the qualifications prescribed in paragraph 3 and who make application in writing for appointment to United States Military Academy preparatory training are eligible for selection as candidates for the United States Military Academy within quotas to be allocated by the War Department in a separate communication to the commanding general of each service command and theater of operations. Enlisted men who are selected as candidates by commanding generals of service commands and of theaters of operations must submit a transcript of their educational record but cannot qualify on such record in lieu of the regular mental examination which they must undergo in order to qualify under the terms of their appointments. It is contemplated that the next regular West Point entrance examination on 6 March 1945 will be conducted at each of the educational institutions designated for United States Military Academy preparatory training. See Section II.

2. Responsibility. - In accordance with the general instructions contained in this circular, and under such detailed procedures as they may prescribe, commanding generals of service commands and of theaters of operations are responsible for the selection of all those candidates within the geographic boundaries of their commands, who make application in writing to their headquarters, without regard to the jurisdiction of troops. To insure the selection of enlisted men of the highest type, personal supervision of the selection process by appropriate commanding generals is enjoined. Direct correspondence between commanding generals of service commands or theaters of operations and commanding officers of troops not under their jurisdiction is authorized carrying out the provisions of this circular. **358**

3. Qualifications. - Selection of candidates will be confined to enlisted men who possess all of the following qualifications:

- a. Citizenship. - The candidate must be a citizen of the United States.
- b. Age. - The candidate must have reached his 19th but not his 22d birthday on 2 July 1945, the date of admission to the United States Military Academy.

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WD, Washington 25, D. C.

- c. Marital status.- The candidate must be unmarried and must never have been married.
- d. Army General Classification Test.- The candidate must have attained an Army General Classification Test score of 135 or higher.
- e. Previous education.- The candidate must have graduated from high school or achieved the equivalent education. It is desirable but not mandatory that the high school education or its equivalent include high school algebra and plane geometry. 328
- f. Character.- The candidate must have excellent character.
- g. Capacity for leadership.- The candidate must be considered to possess the capacity for leadership required for an officer of the Army. The record of the applicant's military training and any subsequent performance in campaign or battle will be carefully explored in judging his ability to lead others. Where opportunities for demonstration of such ability have been limited, consideration will be given to the judgment of the applicant's immediate superiors as to his latent capabilities and to his record as a student, an athlete, or an employee prior to entering the military service.
- h. Service.- The candidate must have completed 1 full year of active enlisted service as of 2 July 1945, the date of admission to the United States Military Academy, and be in an active enlisted status on that date. Prior enlisted service may be considered in determining an applicant's eligibility.
- i. Desire for service.- The candidate must at the time of the interview prescribed in paragraph 4a express a strong desire to participate in the United States Military Academy preparatory program, to enter the United States Military Academy, and to become a commissioned officer of the Regular Army.
- j. Physical qualifications.- The candidate must meet the physical requirements for entrance to the United States Military Academy, as outlined in AR 40-100 and AR 40-105, as amended. An enlisted man who possesses all of the foregoing qualifications will be physically examined and report thereof will be recorded in duplicate on WD, AGO Form No. 0164. The number of enlisted men selected from the Army of the United States as candidates for the United States Military Academy, who did not meet the required physical standards in the past year, is entirely without justification. However, enlisted men whose physical qualifications are doubtful or who may have correctible defects may be recommended for selection. If such enlisted men are selected by the appropriate commanding general, the reports of physical examinations which will be forwarded to The Adjutant General, Attention United States Military Academy Section, as prescribed in paragraph 4c, will be reviewed and final determination made as to their physical qualifications.

4. Selection procedures.- a. Interview.- The selection procedures prescribed by the commanding general of the service command or theater of operations will provide that each applicant under consideration be carefully interviewed with respect to his antecedent history, ideals, ambitions, and general attitude toward the military service. During the interview the

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candidate will be advised that if he is admitted to the United States Military Academy he will be discharged as an enlisted man to take his oath as a cadet, and that such action obligates him to serve for a period of 8 years, unless sooner discharged by competent authority.

b. Verification of qualifications.-Officers who are authorized by commanding generals to recommend enlisted men for selection as candidates for the United States Military Academy will be specifically charged by the appropriate commanding generals with responsibility to insure that all candidates recommended by them are fully qualified under the provisions of paragraph 3. Candidates who have doubtful physical qualifications or correctible physical defects are excepted from the provisions of this paragraph as indicated in paragraph 3j.

c. Reports.-Not later than 15 July 1944, commanding generals of service commands and of theaters of operations will report the name, grade, Army serial number, age, organization, and station of each selected candidate to The Adjutant General by TWX or radio, Attention SPXPRM. The written application and report of physical examination will be forwarded via air mail through channels to The Adjutant General, Attention United States Military Academy Section.

d. Instruction to candidate.-A selected candidate, whose name has been reported to The Adjutant General in accordance with c above, will be instructed to procure immediately a certified copy of his birth certificate showing date of filing and to forward it direct to The Adjutant General, Attention United States Military Academy Section, indicating in his letter of transmittal that it is being filed in support of his application for admission to the United States Military Academy. The selected candidate will be advised that his failure to provide The Adjutant General with a certified copy of his birth certificate may preclude his admission.

5. Selected overseas.-Enlisted men who are serving in overseas theaters of operations at the time of their selection as candidates for the United States Military Academy will be returned in grade to the continental United States under instructions issued by The Adjutant General so as to arrive not later than 1 September 1944 but not earlier than 15 August 1944.

6. Enlisted men to be informed.-The provisions of this section will be brought to the attention of all enlisted men without delay.

II - SERVICE ACADEMY PREPARATORY TRAINING.

1. Rescission of previous instructions.-Effective 17 June 1943³⁵⁷ Memorandum No. W600-67-43, 13 August 1943, including C 1, 11 September 1943, C 2, 21 September 1943, C 3, 23 December 1943, and C4, 10 March 1944 is rescinded.

2. Appointment of Army personnel to other service academies.-

a. Stationed in United States.-An officer, warrant officer, or enlisted man of the Army who holds a letter of appointment to one of the other service academies (Navy or Coast Guard), and who successfully passes the physical examination prescribed for entrance to the academy concerned, will

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not be transferred to stations outside the continental limits of the United States.

b. Stationed overseers.- A qualified officer, warrant officer, or enlisted man of the Army who holds an appointment of the type referred to in a above, who is on duty outside the continental United States, and who requests discharge from the Army to permit enlistment in the appropriate service, will be returned to the continental United States by the commanding general of the theater of operation concerned at the earliest practicable date for discharge and enlistment within 15 days in the service corresponding to his appointment.

c. Discharge.-Enlisted men within the purview of a above who apply for discharge from the Army to permit enlistment within 15 days in the appropriate service, or who are returned to the continental United States under b above after having made such application, will be discharged by their commanding officers under the provisions of section X, AR 615-360, and this circular. Applications for discharge submitted by officers and warrant officers within the purview of a above, or by those who are returned to the continental United States under b above, will be forwarded to The Adjutant General who will direct discharge from the Army to permit enlistment in the appropriate service within 15 days.

3. United States Military Academy preparatory training, general.- United States Military Academy preparatory training for qualified officers, warrant officers, and enlisted men of the services who make application in writing therefor will be conducted under the direction of the Commanding General, Army Service Forces, at Army Specialized Training units designated by the War Department. When practicable, qualified candidates will be transferred to a United States Military Academy preparatory unit by The Adjutant General in such time as to arrive at the unit not later than 4 September 1944, but not earlier than 1 September 1944. However, qualified candidates who receive appointments at such time as will not permit their reporting during the period indicated will be transferred to a United States Military Academy preparatory training unit by The Adjutant General as soon as practicable after report of physical examination on WD, AGO Form No. 0164 is received.

4. United States Military Academy preparatory training for members of other services.- Members of another service (Navy, Marine Corps, Coast Guard) holding appointments to the United States Military Academy, who are discharged from such services for the purpose of receiving United States Military Academy preparatory training, will be enlisted in the seventh grade, Army of the United States, at any United States Army recruiting station. Applications for such enlistments must be made within 15 days of date of discharge from the former services. Immediately upon enlistment of such candidates, report of physical examination on WD, AGO Form No. 0164, and application for United States Military Academy preparatory training, will be forwarded by air mail to The Adjutant General, Attention United States Military Academy Section, and report of enlistment will be made to The Adjutant General, by radiogram or telegram, Attention Enlisted Branch, by name and Army serial number.

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5. United States Military Academy preparatory training for Army personnel.-a. Eligibility.-Officers, warrant officers, and enlisted men on active duty in the Army are eligible to receive United States Military Academy preparatory training at a civilian educational institution designated by the War Department, provided that they-

- (1) Make application in writing therefor, and
- (2) Hold a letter of appointment issued by the War Department with a view to admission to the United States Military Academy on the next regular date of admission, which is the first weekday in July of each year, and
- (3) Have been physically examined at their stations in accordance with AR 40-100 and AR 40-105, are physically qualified for admission to the United States Military Academy, and the results recorded on WD, AGO Form No. 0164.

b. Applications.-Applications submitted by officers, warrant officers and enlisted men will be examined personally by commanding officers to determine whether the applicants have been found to be physically qualified for admission to the United States Military Academy. Under no circumstances will an application be forwarded approved if it has been determined that the applicant is not physically qualified. If the applicant's physical qualifications are doubtful or if there are correctible defects, a report of the circumstances will be attached to Form No. 0164 when it is forwarded to The Adjutant General. If an applicant who has been found physically disqualified is a congressional nominee, the application will be forwarded disapproved, in order that the Congressmen may be notified by The Adjutant General. Written applications which are approved (or disapproved in case of congressional nominees) by commanding officers will be forwarded, with Form No. 0164, by air mail through channels to The Adjutant General, Attention United States Military Academy Section. To expedite transfer to the appropriate Army Specialized Training unit, commanding officers will notify The Adjutant General by radio or telegram, Attention SPXPRM, of each application approved and forwarded, indicating name, grade, and Army serial number.

c. Transfers.-Officers, warrant officers, and enlisted men whose applications are approved by The Adjutant General will be transferred at the proper time to the appropriate Army Specialized Training unit, in attached unassigned status, in accordance with the following:

- (1) Officers, warrant officers, and enlisted men, other than aviation cadets, will be transferred in grade.
- (2) An aviation cadet will be transferred in the enlisted grade held prior to appointment as aviation cadet.

6. Retention of candidates.-Each officer, warrant officer, and enlisted man who holds a letter of appointment to the United States Military Academy, regardless of the nature of appointment, whose organization is under orders to leave the territorial limits of a command or theater, will be retained in that command or theater until ordered by The Adjutant General to proceed to a

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selected institution. A report will be made to The Adjutant General, Attention United States Military Academy Section, in the case of each candidate so retained.


7. Military personnel to be notified:-The provisions of this section will be brought to the attention of all officers, warrant officers, and enlisted men holding appointments to a service academy. (AG 351.11 (13 May 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:
ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

REPRODUCED BY HQ NATOUSA, 18 June 1944.


J.C.

W.D.
Cir. 207

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CIRCULAR }
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WAR DEPARTMENT
Washington, 25, D. C., 21 May 1944

DETERMINATION OF LINE OF DUTY.--Pending revision of AR 49-1025, the instructions contained in this circular will be followed in determining line of duty.

1. Determination of Line of Duty for Disease or Injury.--a. General. Every disease or injury (including TIA and KIA cases) of a militarized person in active service, as reported on any of the individual medical records, I.D.M.D. Forms Nos. 12, 52b, 52c (Register Card, Emergency Medical Tag, and Field Medical Card) will carry a statement as to whether or not such condition originated in line of duty. (See par 3 on manner of recording line of duty.) This applies to patients "excused from duty", as well as to patients cared for and it relates to primary and contributory causes of admission as well as to changed diagnoses, complications, and intercurrent diseases. See par 2 on determination of line of duty for operations and treatments.

Asst. Acs.	<i>MP</i>
Asst. Acs. Jr.	
Chief Clerk	

b. Purpose.--The purpose of determining line of duty is to provide a basis for--

- (1) Settlement of active duty pay accounts of patients absent from regular military duty because of venereal diseases, or intemperate use of alcoholic liquor, and habit-forming drugs, in accordance with the provisions of AR 37-1440
- (2) Ascertainment of lost time to be made good by patients from enlisted personnel, under the provisions of AR 187.
- (3) Disposition of claims for death gratuity in cases of patient's death, the test being whether or not such death resulted from the patient's own misconduct. See R.L., sec 362; also AR 600-550.
- (4) Adjudication of claims for compensation or pension in cases of disability, the criterion being whether or not the disability was incident to the military service, or incurred in line of duty. Although the line of duty status as indicated on the medical records is not binding upon the Veteran's Administration charged with the adjudication of such claims, it may nevertheless play a decisive role. Utmost care will, therefore, be exercised in determining line of duty.

c. Basic provisions for determining line of duty.-- A disease or injury that a militarized person suffers or contracts while in the active military service of the United States will be presumed to have been incurred in line of duty unless there is substantial evidence to show that such disease or injury--

- (1) Occurred as a direct consequence of the individual's own misconduct, or willful neglect (see e, below).
- (2) Occurred while patient was absent from duty without official permission (see f, below)
- (3) Occurred as the result of the individual's activities in pursuing a private avocation or business, not of a class specifically authorized and encouraged by the War Department (see g, below) **354**
- (4) Grew out of the individual's relations unconnected with the service (see h, below)
- (5) Existed prior to the individual's current active service and was not aggravated by the service (see i, below).

d. General inference.-- Lacking evidence to the contrary, a disease or injury of a militarized person will be presumed to have been service-connected and, therefore, in line of duty. The presumption applies not only to a disease or injury connected with the individual's status as a soldier, but also to a disease

or injury resulting from the performance of any of the usual duties or activities incident to everyday life (not inconsistent with the status of a soldier), or resulting from outside activities authorized and encouraged by the War Department.

c. Misconduct or willful neglect.

(1) General.-- The following diseases and injuries and the conditions directly attributable to such diseases and injuries will be held to have resulted from misconduct: venereal diseases, unless the individual involved can affirmatively show that the disease was in fact innocently acquired; conditions resulting directly from intemperate use of alcoholic liquor or habit-forming drugs; other diseases and injuries when directly caused by an act of commission or omission wrong itself, or by an act contrary to the principles of good morals, or when resulting from gross negligence, gross carelessness, or self-infliction of wounds. However the mere presence of misconduct does not fix misconduct as the producing cause. A finding that the disease, or injury, or death is the result of the misconduct is proper and sustainable only when it has been established by a fair preponderance of evidence that misconduct was the proximate cause of such condition. (By proximate cause is meant the moving or direct cause). When misconduct is only the contributing cause, the disease or injury, or death cannot be held to be the result of misconduct. See "Line of Duty", Big. Op, JAC, 1912-10, P 953; also paragraph 18F, AR 600-550.

(2) Venereal diseases.-- Syphilis, gonococcus infection, chancroid, lymphogranuloma, venereum, granuloma inguinale, and other venereal disease will be considered as having been acquired through misconduct unless the individuals involved can produce satisfactory evidence that these were in fact innocently acquired. This applies regardless of whether the appearance of the initial symptoms occurred prior to or subsequent to the patient's entry into active service. Likewise, all cases of paresis, tabes dorsalis, and other conditions that are unmistakably the result of venereal infections will be regarded as misconduct, unless the patient can show by satisfactory evidence that the primary venereal infection was innocently acquired. When hospitalization for the disease occurs within the period of 1 year following the appearance of initial symptoms, such cases will fall within the purview of AR 35-1440 which provides for forfeiture of pay and also involves, in case of enlisted men, "making good" time lost. (ID: No. AR 35-1440.) When hospitalization takes place more than 1 year after the appearance of the initial symptoms, such cases will fall within the purview of AR 107, providing for "making good" time lost. (ID: No. AR 107.) The provision of AR 107 is applicable to enlisted personnel only; in case of officers, the statement will be ID: No. (See par 2f, AR 305-415; also j, below) The forfeiture of pay and "making good" time lost, or "making good" time lost, only, will extend for the entire period for which the patient is being treated on an "excused from duty" status because of the venereal disease; that is, until the venereal disease has terminated, provided the venereal disease was the primary cause of admission. (This applies even if the patient has been hospitalized at the same time for other concurrent conditions; disease or injury.) Whenever the venereal disease is not the primary cause of admission, the provisions of forfeiture of pay and "making good" time lost apply only to the extra period of hospitalization because of the venereal disease, after the primary and contributory causes of admission have terminated.

(a) Inductees with venereal diseases.-- Individuals inducted into the Army with venereal disease, whose assignment to regular duties is deferred during hospitalization or treatment for the venereal disease incurred prior to induction, are not to be considered absent from regular duties; hence, such individuals will not be subject to the provisions of AR 35-1440 or AR 107. Such cases will be regarded as incurred not in line of duty because of a condition that existed prior to service (ID: No. IPTS.) See j, below.

(b) Venereal diseases innocently contracted.--Venereal diseases proved innocently contracted by a member of the Army from his or her spouse will be regarded as incurred in line of duty. (ID: Yes.)

(3) Intemperate use of alcoholic liquor or habit-forming drugs.

(a) General.-- Intemperate use of alcoholic liquor and habit-forming drugs involve misconduct, and conditions (disease or injury) directly resulting from such misconduct will be regarded as having been incurred not in line of duty.

(b) Intemperate use of alcohol.-- By "intemperate use of alcoholic liquor" is meant willful, unauthorized ingestion of any alcohol in any amounts resulting directly in absence from duty. Diseases, as distinguished from injuries which are directly attributable to or immediately follow intemperate use of alcoholic liquor, will fall within the purview of AR 35-1440. Thus, for instance, absence from duty because of blindness resulting from the consumption of alcoholic liquors will fall within the provision. (ID: No. AR 35-1440.) However, absence from duty because of injuries incurred during drunken brawls is excluded from the provision of AR 35-1440, when such absence is because of the injury, rather than directly to the alcoholism. Such injuries will fall within the purview of AR 107. (ID: No. AR 107.) See paragraph 2f, AR 345-415; also j, below.

(c) Intemperate use of habit-forming drugs.-- The phrase "intemperate use of habit-forming drugs" implies willful unauthorized use of such drugs as cocaine, opium and its derivatives, and other habit-forming drugs, when such use results directly in absence from duty. Absence from duty resulting from symptoms because of withdrawal of the habit-forming drugs, falls likewise within the purview of the provision, regardless of whether such withdrawal constitutes instituted treatment or is the result of inability by the patient to obtain the habitually used drugs. See paragraph 2g, AR 345-415; also j, below.

f. Absence from duty without official permission.-- Whenever an individual sustains an injury or contracts a disease as the result of being absent without permission, such a condition will be regarded to have been incurred not in line of duty and will fall within this category, provided no misconduct was present. (ID: No.) (See j, below.) If misconduct was the proximate cause, it will fall within the category specified in e, above.

g. Result of private business or avocation, not of a class specifically authorized and encouraged by War Department.-- A militarized person who engages himself in outside employment or gratuitous service (as distinguished from his everyday affairs), not incident of his military status, and not essential to the furtherance of national defense, assumes responsibility for any injury to himself resulting from such employment or service. Such an injury and any condition directly resulting from the injury will be regarded as having been incurred not in line of duty (with no misconduct involved). (ID: No.) Likewise, a militarized person indulging in any athletic exercises (not under control or supervision of a military authority), where the element of hazard predominates, assumes responsibility for any injury resulting from such avocation. For instance, a soldier while on authorized pass enters a contest of automobile racing and is injured. Such an injury and any condition directly resulting from it will be considered not in line of duty (with no misconduct involved), since the contest was not authorized by the Government and it entailed a hazard far greater than that involved in the usual types of athletic activities encouraged by the Government. (ID: No.) See "Line of Duty Status," Dig. Op. AG, 1912-40, p962; also j, below.

h. Result of relations unconnected with the service.-- A disease or injury, and their complications and sequelae, directly resulting from relations unconnected with the service will be regarded as not in line of duty (with no misconduct involved). Pregnancies of members of the Army and the direct complications and sequelae of such pregnancies will fall within this category. (ID: No.) Neither AR 35-1440, nor AR 107 will apply here. See j, below.

1. Existed prior to individual's current active service and was not aggravated by service.

- (1) General.--If none of the factors mentioned above, from a thru h, are involved, the line of duty will be determined on the basis of whether or not the disease or injury, or the conditions responsible for the disease or injury, existed prior to active service, and if they did exist prior to active service, whether or not they were aggravated by the active service. Since this determination of line of duty is primarily for the purpose of adjudication of claims for pension or compensation, the Veterans' Regulation, as given in (2) below, will be taken as the fundamental guide in establishing whether or not a condition existed prior to service and whether or not it was aggravated by the service.
- (2) Veterans' Regulation.--"Every person employed in the active ³²² military or naval service shall be taken to have been in sound condition when examined, accepted, and enrolled for service, except as to defects, infirmities, or disorders noted at time of the examination acceptance, and enrollment, or where clear and unmistakable evidence demonstrates that the injury or disease existed prior to acceptance and enrollment and was not aggravated by such active military or naval service," (Veterans' Regulations No. 1 (a), Part I, par. I (b), as amended by Public Law No. 141, 78th Congress). In accordance with Public Law 10 (78th Congress), this provision applies to all war service, including that of the present war, and will serve therefore as a basis for judging line of duty in all cases on or after 7 December 1941 and before the termination of hostilities incident to the present war.
- (3) General implications.--Under this regulation, length of service per se is no longer a decisive factor. Irrespective of length of service, an Army patient will be presumed to have been in sound condition upon entering active service, unless the disease, or injury, or the conditions which brought about the current disease, or injury, were noted on the patient's physical examination upon entrance into the service, or unless clear and unmistakable evidence (see (4) below) demonstrates that the injury or disease, or the conditions which caused the disease or injury, though not noted, existed prior to the patient's active service. Further, even if the existence of the condition prior to entering active service has been established, only specific findings of "natural progress" of the disease or injury, based on well established medical principles, are able to overcome the presumption of service-aggravated. See (5) below.
- (4) Clear and unmistakable evidence.--It will be borne in mind that medical judgment alone, as distinguished from well established medical principles, will not be considered sufficient to rebut the presumption of the patient's sound condition at the time of his entrance into active military service. However, discovery of residual conditions such as scars, healed fractures, absent or resected parts of organs, supernumerary parts, congenital malformations, fibrosis evidencing formerly active tuberculosis, is convincing enough to impel the conclusion that these conditions existed prior to the patient's entrance into active service, without further proof, provided there is not evidence of active injury or disease during service. Similarly, manifestation of lesions or symptoms of chronic disease so close to the date of the patient's entrance into active service that the disease could not have originated in so short a period, will be accepted as clear and unmistakable evidence that the disease existed prior to active service. Likewise manifestation of disease within less than the

required in () an incubation period since the ()'s entrance into service will be accepted as evidence of inception prior to service. See (5) below on psychiatric cases.

- (5) Service-aggravated.--Any increase in disability during active service resulting from a condition that existed prior to active service will be presumed as service-aggravated, unless it can be proved otherwise on the basis of well established medical principles. Medical or surgical treatment furnished during service for preexisting conditions does not of itself establish increase in disability; however, if such treatment was necessitated by increase in severity of preexisting conditions then such disability will be considered as service-aggravated, unless the condition was improved by such treatment. Discov-ered healed residuals of a former injury or disease, without evidence of active pathology during service, will not be regarded as increase in disability. Similarly, mere recurrences of certain diseases within a short period after the patient's entrance into active service, such as epileptic seizures, seasonal asthma, recurrent dislocations, etc., do not establish increase in the degree of disability. Also, incapacitating defects because of certain diseases, such as nephrosis, most endocrine disturbances (hyperthyroidism or diabetes mellitus), epilepsy, arteriosclerosis, and hypertrophic (degenerative) arthritis, are only designated as osteoarthritis, and other chronic and degenerative diseases in which the onset is insidious and progress is slow, are of themselves not evidence of increased disability. Unless there was some pertinent local injury, or an abrupt and sudden pathological development during active service, such incapacitating defects may arise as a natural consequence of preexisting conditions, and not incident to or aggravated by service. On the other hand, advancement of such conditions as peptic ulcer, rheumatoid arthritis, diabetes mellitus, active pulmonary tuberculosis and bronchial asthma (not established as seasonal) can be expected to have been caused by the unusual exertion, exposure, or other adverse influence of the military service. Acute infections such as pneumonia, acute rheumatic fever (even though recurrent), acute pleurisy, acute ear disease, and sudden developments, as hemoptysis, lung collapse, perforating ulcer, decompensating heart disease, coronary occlusion or thrombosis, cerebral hemorrhage, occurring while in service, will be regarded as service-incurred or service-aggravated unless it can be clearly and unmistakably shown that there was no increase in severity during active service.

(6) Psychiatric cases.

(a) In line of duty.--The following cases will be considered to be in line of duty irrespective of length of service:

1. Cases of schizophrenia, manic depressive psychosis, psychoses of similar nature, and psychoneurosis occurring in individuals in whom no mental disorder existed prior to entry into service.
2. Cases of schizophrenia, manic depressive psychosis **352** psychoses of similar nature, and psychoneurosis occurring in individuals in whom predisposition to these diseases, but not the actual disease itself, existed prior to entry into the service. Neurotic traits in themselves will not be regarded as necessarily indicating the presence of psychoneurosis.
3. Cases of psychoneurosis occurring in individuals in whom psychoneurosis existed prior to entry into the service, but where available evidence clearly indicates that the psychoneurosis has been markedly aggravated by the service.

(b) Not in line of duty.--The following cases will be considered to be not in line of duty: cases of schizophrenia, manic depressive psychosis, psychoses of similar nature, and psychoneurosis where available evidence clearly indicates the existence of the disease prior to entry into the service, and that the disease was not aggravated by the service.

j. Results of conditions incurred not in line of duty.

Conditions responsible for line of duty: No	Line of duty				Number of reporting not in line of duty
	Loss of limb	Loss of sight	Loss of hearing (including loss from duty - articles 131 and 132) 3	Loss of speech (including loss from duty - articles 131 and 132) 4	
(1) Misconduct - - - - - (a) Venereal diseases; hospitalization occurring within 1 year of appearance of initial symptoms. (b) Diseases, as distinguished from injuries, directly attributable to intemperate use of alcoholic liquor or habit-forming drugs.	Yes	Yes	Yes	Yes	(No, AR) 35-1440
(2) Misconduct - - - - - (a) Venereal diseases; hospitalization occurring more than 1 year after appearance of initial symptoms. (b) Injuries because of intemperate use of alcoholic liquor or habit-forming drugs. (c) All other misconduct, except that specified above.	Yes	Yes	No	Yes	(No, AR) 1076
(3) Occurred during absence from duty without permission, provided no misconduct was involved.	Yes	No	No	No	No
(4) Occurred while pursuing a private avocation or business, not of a class specifically authorized or encouraged by the War Department, provided no misconduct was involved.	Yes	No	No	No	No
(5) Grew out of relations unconnected with the service, provided no misconduct was involved.	Yes	No	No	No	No
(6) Existed prior to active service and were not aggravated by the service (EPTS).	Yes	No	No	No	No, EPTS

- 1. Veterans' Regulation No. 1 (a) Part I.
 - 2. Military Laws of the United States, 1939, Sec. 362.
 - 3. AR 35-1140.
 - 4. AR 107; applicable only to enlisted personnel.
 - 5. AR 345-415.
- For officers. The entry in such cases will be; "No", as "making good" time lost is not applicable to officers (see 4 above).

2. Determination of line of duty for operations and treatments.--a. General.--The line of duty of an operation or treatment of any condition will be the same as that of the condition (disease or injury) for which the operation or the treatment was instituted (see par. 1) except as provided in b below.

b. Death or any ill-effect.--Death or any ill-effect directly chargeable to treatment, anesthetic, or operations instituted by any Army person acting within the scope of his or her official position, will be recorded as in line of duty, regardless of the line of duty of the disease or injury for which the patient was operated or treated.

3. Recording of line of duty.--a. General.--Only one of the final entries can be made on line of duty: LD-Yes, or LD-No, modified as prescribed in paragraph 1j last column. The determination of line of duty will be made in accordance with paragraphs 1 and 2. If determination of line of duty cannot be established immediately, a temporary entry may be made: LD-Undetermined, which is to be replaced by a definite statement as soon as possible. Each entry on the line of duty will be preceded by the number of the diagnosis, as indicated on the record in the space provided for diagnoses, to which the entry refers. Thus, for instance: 1. No, AR 35-1140; 2. No, EPTS; 3. No; 4. No, AR 107; 5. Yes.

b. Responsibility for reporting line of duty.--It is the responsibility of the senior medical officer of the medical installation where the reported condition originated to supply the final statement on line of duty. In cases of transfer, when determination of line of duty is dependent upon facilities not available to the officer where the condition occurred, the responsible officer of the receiving medical installation will make the final decision as to the line of duty. In the zone of the interior, the receiving medical installation will inform the medical installation, which instituted the transfer, of the decision.

4. Section VIII, Circular No. 162, War Department, 1944, is rescinded.

(A. G. 704 (21 May 44).)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

ROBERT H. DUNLAP,
Brigadier General,
Acting The Adjutant General.

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NO. 135)

WAR DEPARTMENT
Washington 25, D. C. 11 May 1944

VOTING BY PERSONNEL OF ARMED FORCES - INFORMATION, INSTRUCTIONS AND BALLOTING MATERIAL WITH REFERENCE TO NOVEMBER 1944 GENERAL ELECTION. -

1. The War Department has made and will make available, inside and outside the United States, at appropriate times:

a. Uniform information and instructions for use by commanders and "soldier voting" officers in informing soldiers with reference to voting in the November 1944 general election. Such information and instructions will be promulgated by the following means:

- (1) War Department publications. (For publications to date, other than with reference solely to primary elections, see Bulletin No. 5, and Circulars No. 126, No. 152, and No. 153, War Department, 1944. For use only inside the United States, see also Memorandum No. W600-44, War Department, 10 May 1944.)
- (2) Two instructional manuals for commanders and "soldier voting" officers: one for use outside the United States and one for use inside the United States.
- (3) Series of five or more informative posters, for use both outside and inside the United States.
- (4) Other material of any media for use in connection with soldier voting.

b. Certain balloting material, prepared and furnished by the United States War Ballot Commission:

- (1) Post card applications for State absentee ballots (see par. 2, sec. I, Cir. No. 126, WD, 1944). (State absentee ballots, with envelopes and voting instructions pertaining thereto, will be transmitted by the several States as mail direct to individual soldiers making applications therefor. In addition, some States intend to mail such balloting material, without the soldiers applying therefor, to military addresses of soldiers as compiled by said States.)
- (2) Official Federal war ballots and instructions for voting procedure, and official Federal inner and outer ballot envelopes. **350**

2. It has come to the attention of the War Department that certain commanders and "soldier voting" officers, acting in their official capacities, have made contact with State or other election agencies, in order to obtain State balloting material or general information as to State election procedures for use in informing soldiers. Except as indicated in paragraph 3, or as otherwise authorized or directed by the War Department, military personnel acting in an official capacity will refrain from such contacts. As stated in paragraph 1, the War Department will make available all information, instructions, and balloting material necessary to commanders and "soldier voting" officers in carrying out their responsibilities with reference to the November 1944 general election.

(Cir. 185)

3. As provided in paragraph 2 a (4), section I, Circular No. 128, War Department, 1944, any individual member of the Army who is uncertain as to his eligibility to vote by state absentee ballot should himself, over his own signature, immediately inquire by letter to the Secretary of State of his State of voting residence as to what, if any, steps he must take to register, pay poll or other taxes, or meet other requirements in order to be eligible to vote under State law. As to the facts which any such soldier should include in his letter, see paragraph 24b (2), section I, Circular No. 166, War Department, 1944. Nothing in this circular shall be deemed to limit the right of any individual member of the Army to make any inquiry which he desires of officials or others in his home State as to the exercise of his voting privilege. (A.G. 014.35 (8 May 44))

By orders of the Secretary of War:

C. C. MARSHALL,
Chief of Staff.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

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CIRCULAR)
NUMBER 166)

WAR DEPARTMENT,
Washington 25, D.C., 28 April 1944

U-8020

VOTING BY MEMBERS OF THE ARMED FORCES

	Section
Election--Primaries in certain States.	I
Amendment of Circular No. 119, War Department, 1944.	II

I -- ELECTION--PRIMARIES IN CERTAIN STATES.--

1. General

a. This circular gives information concerning primaries in nineteen States during July (to the extent not already published) and during August, 1944.

b. (1) Information concerning primaries occurring in May, June, and early July was published in Circular No. 66 and Circular No. 119, War Department, 1944, as follows:

May Primaries (Circular No. 66)	June Primaries (Circular No. 119)	Early July Primaries (Circular No. 119)
Alabama	New Jersey	Idaho
California	North Carolina	Iowa
Florida	Ohio	Maine
Indiana	Oregon	New Mexico
Maryland	South Dakota	North Dakota
	West Virginia	Georgia*
		Michigan
		Minnesota
		Mississippi (first)
		Oklahoma
		Washington

(2) Information concerning other primary and general elections will be furnished at appropriate later dates.

c. The information below, including paragraph 24a and b, is published for the guidance of all members of the Army and "attached civilians," as defined in paragraph 1b(2), section I, Circular No. 128, War Department, 1944, herein collectively called "soldiers," whose voting residence is in Arizona, Arkansas, Delaware, Kansas, Kentucky, Massachusetts, Mississippi, Missouri, Montana, New Hampshire, New York, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Wisconsin, or Wyoming, and will be specifically brought to the attention of soldiers from such States who desire to vote in their primaries. **349**

2. Arizona primary.--Soldiers having voting residence in Arizona may apply for State absentee ballots either in accordance with Arizona law or by mailing to the Secretary of State, Phoenix, Arizona, the post card referred to in paragraph 21. Such applications should reach Phoenix on, or as soon as possible after, 18 May 1944.

W.D. Cir. No. 166 (cont'd)

3. Arkansas primaries.--Soldiers having voting residence in Arkansas may apply for State absentee ballots either in accordance with Arkansas law or by mailing to the Secretary of State, Little Rock, Arkansas, the post card referred to in paragraph 21. Such applications should reach Little Rock: in the case of the first primary, on, or as soon as possible after, 6 May 1944; in the case of the second primary, on, or as soon as possible after, 1 August, 1944. A separate application is required for each primary, unless the soldier writes on the first application that he desires it to be treated as an application for both primaries.

4. Delaware primary.--Soldiers having voting residence in Delaware may vote in the primary only by appearing in person at the proper local election polling place. Delaware does not provide a State absentee ballot for the primary election.

5. Kansas primary.--Soldiers having voting residence in Kansas may apply for State absentee ballots by mailing a special application form furnished by Kansas. Soldiers may request such a special application form by writing to the Secretary of State, Topeka, Kansas (or to the appropriate local election officials, if known), or by forwarding the post card referred to in paragraph 21 upon which the soldier has written that he wishes it treated as a request for an application for a State absentee ballot. Such request should be made at the earliest possible date.

6. Kentucky primary.--Soldiers having voting residence in Kentucky may apply for State absentee ballots (covering Federal offices only) either in accordance with Kentucky law or by mailing to the Secretary of State, Frankfort, Kentucky, the post card referred to in paragraph 21. Procedures to administer the new State law not yet having been set up by the State, no official information is available as to when applications should be made by soldiers or may be acted upon by the State. Such applications should, therefore, be made at the earliest possible date.

7. Massachusetts primary.--Soldiers having voting residence in Massachusetts may vote in the primary only by appearing in person at the proper local election polling place. Massachusetts does not provide a State absentee ballot for soldiers in the primary.

8. Mississippi (second) primary.--Soldiers having voting residence in Mississippi may apply for State absentee ballots either in accordance with Mississippi law or by mailing to the Secretary of State, Jackson, Mississippi, the post card referred to in paragraph 21. Such applications should reach Jackson, on, or as soon as possible after, 8 July 1944. The first primary occurs on 4 July 1944. An application for the first primary suffices for the second primary, but see paragraph 24b(4).

9. Missouri primary.--Soldiers having voting residence in Missouri may apply for State absentee ballots either in accordance with Missouri law or by mailing to the Secretary of State, Jefferson City, Missouri, the post card referred to in paragraph 21. Such applications should reach Jefferson City on, or as soon as possible after, 5 May 1944.

W. D. Cir No. 166 (cont'd)

10. Montana primary.--Soldiers having voting residence in Montana may apply for State absentee ballots by mailing a special application form furnished by Montana. Soldiers may request such special application form by writing to the Secretary of State, Helena, Montana (or to the appropriate local election officials, if known), or by forwarding the post card referred to in paragraph 21 upon which the soldier has written that he wishes it treated as a request for an application for a State absentee ballot. Such request should be made at the earliest possible date.

11. New Hampshire primary.--Soldiers having voting residence in New Hampshire may vote in the primary only by appearing in person at the proper local election polling place. New Hampshire does not provide a State absentee ballot for soldiers in the primary.

12. New York primary.--Soldiers having voting residence in New York may vote in the primary only by appearing in person at the proper local election polling place. New York does not provide a State absentee ballot for soldiers in the primary.

13. South Carolina (first) primary.--Soldiers having voting residence in South Carolina may vote in the primary only by appearing in person at the proper local election polling place. South Carolina does not provide a State absentee ballot for soldiers in the primary.

14. Tennessee primary.--Soldiers having voting residence in Tennessee may apply for State absentee ballot either in accordance with Tennessee law or by mailing to the Secretary of State, Nashville, Tennessee, the post cards referred to in paragraph 21. Such applications must reach Nashville: in the case of persons outside the United States, not later than 1 June 1944; in the case of persons inside the United States, not later than 10 July 1944.

15. Texas primaries.--Soldiers having voting residence in Texas may apply for State absentee ballots in accordance with Texas law or by mailing to the Secretary of State, Austin, Texas (or appropriate local election officials, if known), the post card referred to in paragraph 21. Such post card must be accompanied by poll tax receipt or affidavit of its loss. Such applications should reach Austin: in case of the first primary, on, or as soon as possible after 2 July 1944; in the case of the second primary, on, or as soon as possible after, 6 August 1944. A separate application is required for each primary, unless the soldier writes on the first application that he desires it to be treated as an application for both primaries. Soldiers who are members of the Regular Army (that is, the permanent military establishment) on active duty are not eligible to vote in Texas.

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16. Utah primaries.--Soldiers having voting residence in Utah may apply for State absentee ballots either in accordance with Utah law or by mailing to the Secretary of State, Salt Lake City, Utah, the post card referred to in paragraph 21. Such applications should reach Salt Lake City on, or as soon as possible after, 15 June 1944. One application will suffice for both the first and second primary.

W.D. Cir. No. 166 (cont'd)

17. Vermont primary.--Soldiers having voting residence in Vermont may apply for State absentee ballots either in accordance with Vermont law or by mailing to the Secretary of State, Montpelier, Vermont, the post card referred to in paragraph 21. Such applications should reach Montpelier on, or as soon as possible after, 19 June 1944.

18. Virginia primary.--Soldiers having voting residence in Virginia may apply for State absentee ballots either in accordance with Virginia law or by mailing to the Secretary of State, Richmond, Virginia, the post card referred to in paragraph 21. Such applications should reach Richmond on, or as soon as possible after, 10 May 1944.

19. Wisconsin primary.--Soldiers having voting residence in Wisconsin may apply for State absentee ballots either in accordance with Wisconsin law or by mailing to the Secretary of State, Madison, Wisconsin, the post card referred to in paragraph 21. Such applications should reach Madison on, or as soon as possible after, 12 July 1944.

20. Wyoming primary.--Soldiers having voting residence in Wyoming may apply for State absentee ballots by mailing a special application form furnished by Wyoming. Soldiers may request such special application form by writing to the Secretary of State, Cheyenne, Wyoming (or to the appropriate local election officials, if known), or by forwarding the post card referred to in paragraph 21 upon which the soldier has written that he wishes it treated as a request for an application for State absentee ballot. Such request should be made at the earliest possible date.

21. Post card application for ballot.--Commanders of all echelons will assure themselves that the necessary quantities of post cards (W.D., A.G.O. Form No. 560) are made available to members of their commands having voting residence in the foregoing states. In regard to the continued use of W.D., A.G.O. Form No. 560, see section II, Circular No. 123, War Department, 1944; section I, Circular No. 152, War Department, 1944. In lieu of application by such post card, soldiers may apply for a ballot by letter, using the text set forth on the post card as described in paragraph 1, section II, Circular No. 123, War Department, 1944. Full name, serial number, and complete military mail address must be clearly stated in card or letter. Applications should be distinctly marked and bear the appropriate air mail marking, as prescribed in Section I, Circular No. 155, War Department, 1944.

22. Publicity.--Organization commanders will bring the subject of these primaries to the attention of soldiers whose voting residence is in Arizona, Arkansas, Delaware, Kansas, Kentucky, Massachusetts, Mississippi, Missouri, Montana, New Hampshire, New York, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Wisconsin, and Wyoming, in time to permit the mailing of requests for ballot applications, the mailing of ballot applications, the return of ballot applications and of ballots to applicants, and the mailing of ballots by voters in time to be eligible to be counted.

23. Use of influence prohibited.--No commissioned, warrant, or noncommissioned officer shall attempt to influence any member of the armed forces to vote or not to vote for a particular candidate. See paragraph 4c AR 600-10 (E-4) paragraph 1d(4), Section I, Circular No. 123, War Department, 1944.

W.D. Cir. No. 166 (cont'd)

24. Specific Information.--a. Dates.

(1)	(2)	(3)	(4)	(5)
State	Primary date	Earliest date State will receive soldier's application for State absentee ballot	Earliest date State will mail absentee ballot to applying soldier	Date on or before which soldier's executed absentee ballot must be received back by appropriate officials within State in order to be eligible to be counted
Arizona.....	18 July...	At any time...	18 May.....	18 July.
Arkansas (first)	29 July...	At any time...	6 May.....	29 July.
Arkansas (second)	8 August.	At any time...	1 August..	8 August.
Delaware.....	Not fixed	No provision for	absentee serviceman	voting in primary..
Kansas.....	1 August.	1 April.....	1 July....	31 July.
Kentucky.....	5 August.	**	**	**
Massachusetts.	11 July	No provision for	absentee serviceman	voting in primary
Mississippi (second)...	29 August.	At any time...	8 July....	29 August.
Missouri.....	1 August.	At any time...	5 May.....	2 August.
Montana.....	18 July...	29 June.....	30 June....	18 July.
New Hampshire.	11 July...	No provision for	absentee serviceman	voting in primary
New York	1 August.	No provision for	absentee serviceman	voting in primary
South Carolina* (first)	29 August.	No provision for	absentee serviceman	voting in primary
Tennessee.....	3 August	(At any time before) (1 date if outside U.S. At any time before 10 July if inside U.S.)	10-15 June	3 August.
Texas (first)	22 July..	At any time...	2 July....	19 July.
Texas (second)	26 August.	At any time...	6 August..	23 August.
Utah (first)...	11 July...	At any time...	15 June....	11 July.
Utah (second)...	15 August.	At any time...	19 July....	13 ⁴⁷ st. 8 August.
Vermont.....	8 August.	At any time...	19 June....	24 July.
Virginia.....	1 August.	At any time...	10 May....	15 August.
Wisconsin.....	15 August.	At any time...	12 July....	18 July
Wyoming.....	18 July...	1 July.....	3 July....	

*See B(2) below
 **This State has not set up any administrative procedures, information not now available.

W.D. Cir. No. 166 (cont'd)

b. Instructions to soldiers having voting residence in above States.

(1) Under existing State law, a soldier must be at least 21 years old at the election date in order to vote.

(2) In certain States, it may be necessary for absentee voters to take steps in addition to filing a ballot application in order to receive a State absentee ballot. A soldier desiring to vote under State law who is uncertain as to his eligibility should immediately inquire by letter to the Secretary of State of the State of his voting residence as to what, if any, steps he must take to register, pay poll or other taxes, or meet other requirements in order to be eligible to vote under State law. In order to enable a satisfactory reply to be made, such letter should include substantially the following paragraph:

I am a citizen of the United States. The date of my birth was _____ For _____ years preceding the election in _____ my home residence has been in the State of _____. For _____ years preceding such election my home residence has been in the city, town or village of _____, in the county of _____ at (street and number, if any, or rural route) _____. My voting district to the best of my knowledge is _____. *Fill in month of election with respect to which inquiry is made.

(3) The applicant for a primary ballot must state in his application his party affiliation in order to receive a proper ballot.

(4) Although an applicant has previously filed with his State an application in connection with a prior election, a new application should be made for an election shown above. Even where not required, a new application is essential to provide a correct mailing address in case applicant's address has changed since prior application.

(5) In addition to signing the application, a soldier should legibly print his name and give his Army serial number.

(6) A soldier, upon receiving his absentee ballot, should immediately execute and return it.

(7) In making application to vote, soldiers outside the United States should have in mind the time interval between column 4 and column 5.

(8) This circular is prepared on the basis of State and Federal laws as they exist at its date of publication. It is understood that the State of South Carolina is holding or may hold legislative or party sessions which may result in some change in the facts as given.

W.D. Circular No. 166 (cont'd)

II -- AMENDMENT OF CIRCULAR NO. 119, WAR DEPARTMENT, 1944

Enactment of new State laws in Maine, North Dakota, and Oklahoma, and the rescission of Circular No. 321, War Department, 1942 (See Cir. No. 128, W.D., 1944) necessitate amendment of information previously provided concerning primary elections in these States. Paragraphs 5, 10, 11, 13, and 17a, Circular No. 119, War Department, 1944 are accordingly rescinded and the following substituted therefor:

5. Maine primary.--Soldiers having voting residence in Maine may apply for State absentee ballots either in accordance with Maine law or by mailing to the Secretary of State, Augusta, Maine, the post card referred to in paragraph 13. Such applications should reach Augusta on, or as soon as possible after, 10 May 1944.

10. North Dakota primary.--Soldiers having voting residence in North Dakota may apply for State absentee ballots either in accordance with North Dakota law or by mailing to the Secretary of State, Bismarck, North Dakota, the post card referred to in paragraph 13. Such applications should reach Bismarck on, or as soon as possible, after 27 April 1944.

11. Oklahoma primary.--Soldiers having voting residence in Oklahoma may apply for State absentee ballots either in accordance with Oklahoma law or by mailing to the Secretary of State, Oklahoma City, Oklahoma, the post card referred to in paragraph 13. Such applications should reach Oklahoma City on, or as soon as possible after, 15 May 1944.

13. Post card application for ballot.--Commanders of all echelons will assure themselves that the necessary quantities of post cards (W.D., A.G.O. Form No. 500) are made available to members of their commands having voting residence in the foregoing States. In regard to the continued use of W.D., A.G.O. Form No. 500, see section II, Circular No. 128, War Department, 1944; Section I, Circular No. 152, War Department, 1944. In lieu of application by such post card, soldiers may apply for a ballot by letter, using the text set forth on the post card as described in paragraph 1, section II, Circular No. 128, War Department, 1944. Full name, serial number, and complete military mail address must be clearly stated in card or letter. Applications should be distinctly marked and bear the appropriate air mail marking as prescribed in section I, Circular No. 155, War Department, 1944.

W.D. Circular No. 166 (cont'd)

17. Specific information.--a. Dates.

(1) State	(2) Primary date	(3) Earliest date State will receive soldier's application for State absentee ballot.	(4) Earliest date State will mail absentee ballot to applying soldier	(5) Date on or before which soldier's executed ballot must be received back by appropriate officials within State in order to be eligible to be counted
Georgia....	4 July..	Any time....	15 April....	4 July...
Idaho.....	13 June..	Any time....	1 June.....	13 June...
Iowa.....	5 June..	Any time....	11 April....	4 June...
Maine.....	19 June..	Any time....	10 May.....	19 June...
Michigan...	11 July..	Any time....	13 June.....	11 July...
Minnesota..	10 July..	Any time....	10 May.....	10 July...
Mississippi (First)	4 July..	4 May.....	4 May.....	4 July...
New Mexico.	6 June..	No provision for absentee voting in primary		
North Dakota	27 June..	13 April....	27 April....	27 June...
Oklahoma...	11 July..	Any time....	15 - 20 May	11 July...
Washington.	11 July..	Any time....	27 May.....	Must be marked and mailed on or before 11 July and received by 5 August.

(AG 014.35 (28 Apr 44))

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

ROBERT H. DUNLAP,
Brigadier General,
Acting The Adjutant General.

REPRODUCED BY HEADQUARTERS HATBUSA 15 May 1944.

DISTRIBUTION:

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R.H.
J. E. H.

War Dept.

U-8020

Circular No. 166

Wash 25, A. C. 28 April 1947

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CIRCULAR)
NUMBER 155)

WAR DEPARTMENT,
Washington 25, D. C., 20 April 1944.

Files

VOTING BY PERSONNEL OF ARMED FORCES

Section
I
II

Distinctive marking of balloting material. I
Citizens of Hawaii, Alaska, and Puerto Rico. II

I -- DISTINCTIVE MARKING OF BALLOTING MATERIAL.--

1. Distinctive marking of and air mail indicia upon ballot applications and ballot envelopes.--a. The Post Office Department and the military and naval postal agencies have recommended that, in order to enable expeditious postal segregation and handling, all ballot applications and ballot envelopes should be prominently marked in the uniform, distinctive manner described in b below and should bear in the upper right corner the appropriate air mail indicia described in c below.

b. The uniform distinctive marking is: two parallel horizontal red bars, each $\frac{1}{2}$ inch wide, separated by $\frac{1}{4}$ -inch space within which is written in red in capital letters OFFICIAL ELECTION WAR BALLOT--VIA AIR MAIL, the top bar being $\frac{1}{4}$ inches from the upper edge of the envelope or post card.

c. The appropriate air mail indicia are: the following words in red in capital letters in the upper right corner of the envelope or post card:

FREE OF POSTAGE
INCLUDING AIR MAIL
(WAR BALLOT)

- d. The United States War Ballot Commission has--
 - (1) Advised the War Department that all post card applications and all Federal ballot envelopes hereafter prepared by the Commission will bear such uniform distinctive marking and such appropriate air mail indicia;
 - (2) Transmitted to the Secretary of State of each State the foregoing recommendations for consideration by the several States in preparing their State absentee ballot envelopes.

e. There are now in circulation several million post card applications in the old form (WD, AGO Form No. 560), the continued use of which interchangeably with the new post card applications referred to above is authorized by Public Law 277. These old form post card applications do not bear the uniform distinctive marking described in b above or the appropriate air mail indicia described in a above. Furthermore, certain States have already sent out or are about to send out State absentee ballot envelopes which do not bear such uniform distinctive marking or such appropriate air mail indicia. In order to enable expeditious segregation and handling by postal authorities, military personnel using such old form post card applications (WD, AGO Form No. 560) and such State absentee ballot envelopes will place thereon such uniform distinctive marking and such appropriate air mail indicia, in a manner as nearly as possible conformable to the text of b and c above.

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2. Amendment of Circular No. 128, War Department, 1944.--Paragraph 3b, section I, Circular No. 128, War Department, 1944, is amended by adding subparagraphs (6) and (7) as follows:

- (6) Instructing that soldiers who use old form post card applications (WD, AGO Form No. 560) and State absentee ballot envelopes which

(Cir. 128)

Lack the uniform distinctive marking and the air mail indicia described below--

- (a) Print in capital letters in the upper right corner of the post card or envelope (using red color where possible):

FREE OF POSTAGE
INCLUDING AIR MAIL
(WAR BALLOT)

~~FREE~~

- (b) and strike out any different indicia there appearing.
Draw two heavy parallel horizontal lines across the post card or envelope just above the first line of the address and print in capital letters between them OFFICIAL ELECTION WAR BALLOT--VIA AIR MAIL (using red color where possible).

- (7) Instructing that soldiers who write letters in lieu of post card applications, unless the proper air mail postage is affixed, will write in the upper right corner of the envelope only the word FREE and will write in the distinctive marking between the parallel lines only the words OFFICIAL ELECTION WAR BALLOT, omitting the words VIA AIR MAIL. Public Law 277 provides free air mail postage only for post card applications and ballot envelopes. See paragraph 3d.

II -- CITIZENS OF HAWAII, ALASKA, AND PUERTO RICO.--

1. Public Law 277, 76th Congress (the new Federal voting law), and Public Law 712, 77th Congress (the "Rumsar Act") which it amends, make no provision in regard to voting by members of the armed forces or others who are citizens of the Territory of Hawaii, the Territory of Alaska, or the Government of Puerto Rico. See Bulletin No. 5, War Department, 1944, and sections I and II, Circular No. 128, War Department, 1944.

2. In order to carry out the War Department's policy to assist and encourage soldiers to vote in elections in which they are eligible, so far as may be practicable and compatible with military operations, commanders of all echelons will provide to soldiers and "attached civilians" (as defined in par. 1b, sec. I, Cir. 128, WD, 1944), who are citizens of Hawaii, Alaska, and Puerto Rico, desiring to vote in territorial elections by territorial absentee ballot, opportunities and assistance similar to that provided to citizens of the several States desiring to vote in State elections by State absentee ballot, to the extent permitted by law. The provisions of paragraphs 2 and 3, section I, Circular No. 128, War Department, 1944, will be applied accordingly for the benefit of soldiers and "attached civilians" who are citizens of the Territories, subject to such modification as may be required by the fact of territorial, rather than State, citizenship. Territorial citizens are not legally entitled to vote by the Federal ballot provided by Title III of Public Law 277 (see par. 1c (1), sec. I, Cir. No. 128, WD, 1944).

3. Commanders of all echelons will instruct soldiers and "attached civilians" (as defined) who are citizens of Hawaii, Alaska, and Puerto Rico, desiring to vote in territorial elections by territorial absentee ballot:

(air 15c)

a. To make the necessary modifications in the printed texts of the post card applications described in section II, Circular No. 123, War Department, 1944, to render them suitable for use by Territorial, rather than State, citizens.

b. In using the old form post card application (VD, AGO Form No. 560) and Territorial ballot envelopes which lack the uniform distinctive marking and the air mail indicia described in paragraphs b and c, section I, or in using letters in lieu of post card applications, to--

- (1) Place thereon the uniform distinctive marking described in paragraph b, section I, omitting, however, the words VIA AIR MAIL between the heavy parallel horizontal bars, unless the proper air mail postage is affixed;
- (2) Write in the upper right corner only the word FREE unless the proper air-mail postage is affixed, in which latter case, to write immediately below the stamps only the words

VIA AIR MAIL
(TER BALLOT)

Public Law 277 does not provide free air mail postage for balloting material of the Territories. Under existing law, air mail postage must therefore be affixed by the individual voter or by or through arrangement of the Territorial Government.
(AG 014.35 (19 Apr 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

ROBERT H. DONLON,
Brigadier General,
Acting The Adjutant General

Reproduced, by Peninsular Base Section,
APO 732, 2 May 1944 S.A.

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WAR DEPARTMENT,
Washington 25, D. C., 3 April 1944.

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Files

VOTING BY MEMBERS OF ARMED FORCES

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I--VOTING BY PERSONNEL OF ARMED FORCES.-- 1. New Federal voting law.-- a. Public Law 277, effective 1 April 1944, amends the existing Federal voting law, the "Ramsay Act" (Public Law 712, 77th Cong.), by repealing sections 3 to 15, inclusive, which provided for the use by soldiers of "official war ballots" in voting for Federal offices, and by making new and different provisions for voting by soldiers and certain civilians. For text of Public Law 277, see Bulletin No. 5, War Department, 1944. For text of sections 1 and 2, Ramsay Act, see Bulletin No. 43, War Department, 1942.

- b. Definitions of terms used in this circular:
- (1) "Soldier" means a member of the Army of the United States.
 - (2) "Attached civilian" means a member of the American Red Cross, the Society of Friends, the United Service Organizations, or the Women Air Force Service Pilots (Women's Auxiliary Service Pilots), who accompanies or serves with the Army; but does not include members of the Merchant Marine, to certain of whom Public Law 277 also applies.
 - (3) "United States" includes only the territorial limits of the several States and the District of Columbia.
 - (4) "Commission" means the United States War Ballot Commission established by Public Law 277, which is composed of the Secretary of War, the Secretary of the Navy, and the Administrator of War Shipping Administration.
- c. Public Law 277 provides for voting both by supplementary Federal ballots and also by State absentee ballots.
- (1) Supplementary Federal ballots may be used only in the general election in November and are not available for any other election in 1944. Certain restrictions upon the use of Federal ballots by soldiers and attached civilians will not be known until the Commission shall have obtained prior to 15 July 1944 certifications from the Governors of the several States affecting such use. At an appropriate later time, an additional circular will be published dealing with the use of Federal ballots and giving additional instructions as to the use of State absentee ballots in the November 1944 general election.
 - (2) State absentee ballots may be used (in accordance with State laws) in primary, special, and general elections. Public law 277 does not restrict the right of a soldier or an attached civilian to vote in accordance with the law of the State of his voting residence. The general information in d below as to

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- voting by State absentee ballots supplements the specific information as to the 1944 primaries and elections in particular States contained in Circulars No. 33 (April primaries and election), No. 66 (May primaries), No. 119 (June-July primaries), War Department, 1944. See section V.
- d. (1) Public Law 277 requires the Army so far as practicable or compatible with military operations to--
- (a) Deliver to each soldier and to each attached civilian a post card for use (to the extent permitted by State law) in making application for a State absentee ballot for the general election in November, 1944, and in making application for registration under State balloting law; such delivery to be made outside the United States not later than 15 August 1944, and within the United States not later than 15 September 1944.
 - (b) Make available to soldiers and attached civilians at appropriate times post cards for use (to the extent permitted by State law) in making application for State absentee ballots for primary, special, and other general elections, and in making application for registration under State balloting law.
 - (c) Make available to soldiers and attached civilians information received from the Commission as to the dates of primary, special, and general elections.
 - (d) Cooperate with appropriate State officers and agencies in transmitting to and from soldiers and attached civilians, making applications therefor to their several States, State absentee ballots and related envelopes provided by the States for the use of such applicants, and to cooperate in the execution by such applicants of oaths in connection with such ballots.
 - (e) Take all reasonable measures to facilitate transmission, delivery, and return of post cards, ballots, envelopes, and instructions for voting procedure, mailed to and by soldiers and attached civilians pursuant to the laws of the several States, whether transmitted by air or by regular mail.
 - (f) Return by air State absentee ballots executed outside the United States.
- (2) The post card prescribed by Public Law 277 is shown in paragraph 1, section II, below. The Army may continue to make available, and soldiers and attached civilians may continue to use, the post card provided under the Ramsay Act (P. D., A.G.O. Form No. 560, shown in paragraph 2, section II, below), until the Army's existing supply thereof shall be exhausted.
- (3) Public Law 277 authorizes commissioned officers and noncommissioned officers not below the grade of sergeant to administer and attest oaths on post card applications and in connection with State absentee ballots. See paragraph 2a(2) (d) below.
- (4) Public Law 277 provides that no commissioned, warrant, or non-commissioned officer shall "attempt to influence any member of the armed forces to vote or not to vote for any particular candidate," or shall "require any member of the armed forces to march to any polling place or place of voting;" but that "free discussion regarding political issues or candidates for public office" is not prohibited.

(Cir #128)

- (5) Public Law 277 provides that post card applications, State absentee ballots and envelopes, and Federal ballots and envelopes shall be transmitted free of postage, including air mail postage, in the United States mails. See paragraph 3d below. Paragraph 4, section I, Circular No. 96, and paragraphs 3b(4) and 5a, section II, Circular No. 238, War Department, 1942, concerning free air mail privileges of soldiers, are amended to conform herewith.

2. Procedure for obtaining and voting a State absentee ballot.---a. A soldier or attached civilian who desires to vote by State absentee ballot at a primary, special, or general election and who is unable to vote thereat in person should proceed in either of the following ways:

- (1) Make application for a State absentee ballot in the manner prescribed by the law of the State of his voting residence, which may or may not differ from (2) below.
- (2) Make application for a State absentee ballot by use of a post card, as follows:
 - (a) Apply to the commanding officer for a post card.
 - (b) If the post card received is the new form (par. 1, sec. II), fill it in and take his oath before a commissioned officer or non-commissioned officer not below the grade of sergeant, as provided on the card. If the post card received is the old form (par. 2, sec. II), fill it in, printing his name and serial number in addition to his usual signature and writing on the card his party affiliation in case of application for a primary ballot, and have his signature certified by a commissioned officer, as provided on the card. Instead of application by post card, the soldier or attached civilian may apply for such ballot by letter, using the text of the post card shown in paragraph 1, section II. Full name, serial number, and complete military mail address must be clearly stated in card or letter.
 - (c) Mail the post card (air mail postage free) or letter to the Secretary of State at the State Capitol of his State of voting residence.
 - (d) Upon receipt of the State absentee ballot, immediately execute it in accordance with the instructions received therewith. His voter's oath may be taken and attested by an officer or (where permitted by State law as indicated on the ballot or instructions received therewith) by a warrant or noncommissioned officer.
 - (e) Mail the executed ballot (and oath, if on a separate paper) in the envelope received therewith, air mail postage free, to the address shown on such envelope or named in the instructions.
- (3) Certain States require the following additional step to obtain a State absentee ballot. Upon receipt of the post card or other informal application, the State sends a special application form, which must be executed by the applicant in accordance with the instructions received therewith, and returned to the State. The State will then after send the State absentee ballot, which must be executed and disposed of as in (2) (d) and (e) above.
- (4) Certain States require other steps, in addition to filing a ballot application, in order to receive a State absentee ballot. A soldier or attached civilian who is uncertain as to his eligibility to vote by State absentee ballot should immediately inquire by letter to the Secretary of State of his State of voting residence as to what, if any,

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steps he must take to register, pay poll or other taxes, or meet other requirements in order to be eligible to vote under State law. It is not the duty of the commanding or any other officer to determine who is eligible to vote by State absentee ballot in any election.

b. Specific instructions as to when and how to obtain the absentee ballot of a particular State and as to the required voting age in such State are or will be contained in other circulars dealing with the 1944 primary and election in each State. See paragraph 1c(2) above.

3. Responsibilities of commanders.--a. All soldiers will be given opportunity to vote in any election in which they are eligible to participate, provided that such voting does not interfere with their military duties.

b. In order to assist all soldiers and attached civilians desiring to vote by State absentee ballot, commanders of all echelons are charged with responsibility for--

- (1) Giving full and complete publicity to the general voting information in this circular;
- (2) Bringing specifically to the attention of soldiers and attached civilians having voting residence in particular States, other circulars giving specific information as to 1944 primaries and elections in such States (see pars. 1c(2) and 2b above);
- (3) Making post cards (either form) available to all soldiers and attached civilians desiring them for use in primary, special, and general elections (other than the November 1944 general election, as to which see par. 1d(1) (a) above);
- (4) Assisting, through officers and (where authorized by State law) warrant and noncommissioned officers, in certifying signatures on old-form post cards and in attesting oaths on new-form post cards or in connection with State absentee ballots, whenever requested.
- (5) Instructing that soldiers clearly state in post card or other ballot applications full name (in addition to usual signature), serial number, and complete military mail address.

c. The commanding officer of each post, camp, station, company, or similar organization will designate a suitable officer to supervise the execution of the commander's responsibilities, in regard to voting, under this circular and related circulars. Such "Soldier Voting" officer will be charged by the commander with administering the Federal balloting procedure in respect to the general election in November (see par. 1c(1) above).

d. Postal officers will maintain close and continuous liaison with "Soldier Voting" officers designated under c above. All personnel engaged in handling Army mail will expedite to the greatest extent possible the delivery of incoming State balloting material and the postmarking, handling, and dispatching of outgoing post cards and ballot envelopes. Such mail will be postmarked immediately and dispatched by the most expeditious transportation available. Post cards, letters identifiable as State ballot applications in lieu of post cards, State ballot envelopes, and envelopes identifiable as containing State balloting material will, so far as practicable and compatible with military operations, be transmitted by air.

4. Rescission of prior circulars.--Section IV, Circular No. 155; section IV, Circular No. 263; Circular No. 321, as amended by section I, Circular No. 324, War Department, 1942; and section V, Circular No. 156, War Department, 1943, concerning voting under preexisting law, are rescinded.

(Cir #128)

II--FORM OF POST CARD FOR USE IN APPLYING FOR STATE ABSENTEE BALLOT.--

1. The form of post card provided by Public Law 277, effective 1 April 1944 (see Bull. 5, V. D., 1944), is as follows:

a. Upon one side of the post card the following will be printed:
Secretary of State or other appropriate official within the State of _____

I am in the armed forces (); in the merchant marine (); or in the American Red Cross (), the Society of Friends (), the Women's Auxiliary Service Pilots (), or the United Service Organizations (), and attached to and serving with the armed forces. I hereby request an absentee ballot to vote in the coming (primary, general, or special) election.

- (1) I am a citizen of the United States.
- (2) The date of my birth was _____.
- (3) For _____ years preceding this election my home residence has been in the State of _____.
- (4) For _____ years preceding this election my home residence has been in the (city, town, or village) of _____ in the county of _____ at (street and number, if any, or rural route) _____.
- (5) My voting district to the best of my knowledge is _____.
- (6) My choice of party PRIMARY ballot is _____.

(Fill in only in case of primary ballot)

Please send the ballot to me at the following address:

(PRINT your name and serial number plainly above)

(WRITE your usual signature above)

Subscribed and sworn to before me this _____ day of _____, 19____

(Commissioned officer, noncommissioned officer not below the grade of sergeant, or petty officer, or other person authorized to administer and attest this oath, writes here his name and grade or title)

b. Upon the other side of the post card the following will be printed:

FREE OF POSTAGE
INCLUDING AIR MAIL
(War Ballot)

Secretary of State of _____,

(City)

(State) **340'**

2. The form of post card provided by Public Law 712, 77th Congress, approved 16 September 1942 (V.D., A.G.O. Form No. 560), for use interchangeably with the form set forth in paragraph 1, is as follows:

a. Upon one side of the post card the following will be printed:

(Date)

Secretary of State of _____

(Cir #123)

Being on active duty in the armed forces of the United States and desiring to vote in the coming election, I hereby apply for an official war ballot.

My home address is _____, in the city, town, or village of _____ (Number and street)

in the State of _____, in the county of _____, and my voting district or precinct to the best of my knowledge is _____
AGO 15

I desire that the ballot be sent to me at the following address _____

Signature certified by: _____

(Signed)

(To be signed by any commissioned officer)

b. Upon the other side of the post card the following will be printed:

FREE

(Official War Ballot)

SECRETARY OF STATE OF _____

(City)

(State)

III - POLLS, BALLOTS, OR STRAW VOTES.--

1. Section I, Circular No. 41, War Department, 1943, is rescinded.

2. a. Public Law 277, effective 1 April 1944, provides that no person within or without the armed forces of the United States shall poll any member of such forces, either within or without the United States, either before or after he shall have executed any State or Federal ballot, with reference to his choice of or his vote for any candidate for any of the offices authorized to be voted for by the use of the aforesaid ballot, nor state, publish, or release any result of any purported poll taken from or among the members or release any result of any purported poll taken from or among the members of the armed forces of the United States or including within it the statement of choice for or of votes cast by any member of the armed forces of the United States or any of the offices authorized to be voted for by the use of the aforesaid ballot. See Bulletin No. 5, War Department, 1944.

b. The term "poll," as used in this section, means any request for information, either verbal or written, which by its language or form of expression requires or implies the necessity of an answer, where the request is made with the intent of compiling the result of the answers obtained, either for the personal use of the person making the request, or for the purpose of reporting the same to any other person, persons, political party, unincorporated association or corporation, or for the purpose of publishing the same orally, by radio, or in written or printed form.

c. No other poll, ballot, or straw vote on opinion research will be permitted among members of the armed forces, unless authorized by the War Department. See section VII, Circular No. 14, War Department, 1944.

IV--RESTRICTION ON DISSEMINATION TO MEMBERS OF ARMED FORCES OF POLITICAL ARGUMENT OR POLITICAL PROPAGANDA.--

1. Public Law 277, effective 1 April 1944 (see Bull. No. 5, WD, 1944) provides that no member or employee of the Army will deliver or cause to be delivered

(Cir 128)

to persons in the armed forces of the United States any general communication, Government magazine, Government newspaper, motion picture film, or other literature or material, or link, or cause to be made, any broadcast to the armed forces of the United States, paid for in whole or in part with Government funds, or sponsored by the Government, or any officer, agency, or department thereof, including the Army and Navy, containing political argument or political propaganda of any kind designed or calculated to affect the result of any election for President, Vice President, Presidential elector, Member of the Senate, or Member of the House of Representatives, except as provided in a to e, inclusive, below:

a. A political address may be rebroadcast over Government-controlled radio stations, provided that equal time must, if requested, be given for such purposes to representatives of each political party which has a candidate for President in at least six States in the current Presidential election.

b. Magazines and newspapers of general circulation in the United States, for which preference by members of the Army has been established through a method determined by the Secretary of War, may be distributed to members of the Army.

c. Books of general circulation in the United States may be distributed to members of the armed forces, but any such books hereafter purchased by the Army shall not contain political argument or political propaganda of any kind designed or calculated to affect the result of any election for the Federal offices mentioned above.

d. Motion picture films, radio broadcasts or rebroadcasts, and servicemen's magazines or newspapers, sponsored or paid for by the Government may be presented or distributed to members of the armed forces, if they are non-partisan and nonpolitical; but the impartial coverage or presentation, as news or information, of public events and persons in public life is not curtailed or prohibited. If in any such presentation or issue time or space is allotted to editorials, columns, or other argumentative matter supporting a political party which has a candidate for President in at least six States in the current Presidential election, an equal amount of time or space shall be allotted in the same issue or presentation to similar matter concerning each such other political party.

e. Any individual, corporation, other than a Government-owned or Government-controlled corporation, or political committee may send any letter, communication, magazine, newspaper, or other literature to any member of the armed forces, which is addressed personally to him and paid for by him or by the individual, corporation, or committee sending the same.

2. No member or employee of the Army, acting as censor or otherwise, shall remove from any letter or communication addressed to an individual member of the armed forces, political literature or political arguments or other matter sent to such individual member of the armed forces by any individual, corporation, or political committee, unless such literature or other matter contains information which may be of value to the enemy in their prosecution of the war.

V--AMENDMENT OF CIRCULARS NOS. 33, 66, AND 119, WAR DEPARTMENT, 1944.--

1. Public Law 277, effective 1 April 1944, repeals the Ramsay Act procedure for voting by "official war ballot."

a. Section 1, Circular No. 33, War Department, 1944, is accordingly amended as follows:

(1) Paragraphs 2 and 4 are rescinded and the following substituted therefor: **339**

2. Illinois primary.-- a. Soldiers having voting residence in Illinois may apply for State absentee ballots (covering Federal, State and local offices) by mailing a special application form furnished by Illinois. Soldiers may request such special form by writing to the County Clerk of the county in which they have

(Cir #128)

voting residence, or by forwarding to the Secretary of State, Springfield, Illinois, the post card referred to in paragraph 6 upon which the soldier has written that he wishes it treated as a request for application for State absentee ballot. Such request should be made at the earliest possible date.

b. Soldiers whose applications for "official war ballots" have been received by State officials prior to 1 April 1944 need not file further application in order to receive State absentee ballots. Any "official war ballot" already executed and returned by a soldier to Illinois will be counted in accordance with the decision of local election officials.

4. Pennsylvania primary.--a. Soldiers having voting residence in Pennsylvania may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Pennsylvania law or by mailing to the Secretary of State, Harrisburg, Pennsylvania, the post card referred to in paragraph 6. Such applications should reach Harrisburg on, or as soon as possible after, 6 March 1944.

b. Soldiers who have already applied for "official war ballots" need not file further application in order to receive State absentee ballots. Any "official war ballot" already executed and returned by a soldier to Pennsylvania will be treated as a State absentee ballot.

(2) Paragraph 9a is amended by deleting column 3.

(3) The term "soldier" as used in paragraphs 1 to 5, inclusive, and paragraphs 7 and 9, and the term "members of their commands" as used in paragraph 6, include "attached civilians" as defined in paragraph 1b(2), section I, of this circular.

b. Circular No. 66, War Department, 1944, is accordingly amended as follows:

(1) Paragraphs 4, 6, and 7 are rescinded and the following substituted therefor:

4. Florida primary.--a. Soldiers having voting residence in Florida may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Florida law or by mailing to the Secretary of State, Tallahassee, Florida, the post card referred to in paragraph 13. Such applications should reach Tallahassee on, or as soon as possible after, 18 March 1944. One application will suffice for both the first and the run-off primary.

b. Soldiers who have already applied for "official war ballots" need not file further application in order to receive State absentee ballots. Any "official war ballot," already executed and returned by a soldier to Florida, will be treated as a State absentee ballot.

6. Maryland primary.--a. Soldiers having voting residence in Maryland may apply for ballots (State absentee ballots covering Federal offices only, as no other offices will be voted on) either in accordance with Maryland law or by mailing to the Secretary of State, Annapolis, Maryland, the post card referred to in paragraph 13. Such applications should reach Annapolis on, or as soon as possible after, 7 April 1944.

b. Soldiers who have already applied for "official war ballots" need not file further application in order to receive State absentee ballots. Any "official war ballot" already executed and returned by a soldier to Maryland will be treated as a State absentee ballot.

7. New Jersey primary.--a. Soldiers having voting residence in New Jersey may apply for ballots (State absentee ballots covering Federal, State and local offices) either in accordance with New Jersey law or by mailing to the Secretary of State, Trenton, New Jersey, the post card referred to in paragraph 13. Such

(Cir #120)

applications should reach Trenton on, or as soon as possible after, 21 April 1944.
b. Soldiers who have already applied for "official war ballots" need not file further application in order to receive State absentee ballots. Any "official war ballot" already executed and returned by a soldier to New Jersey will be treated as a State absentee ballot.

(2) Paragraph 17a is amended by deleting column 3.

(3) The term "soldier" as used in paragraphs 1 to 12, inclusive, and paragraphs 14 and 17, and the term "members of their commands" as used in paragraph 13, include "attached civilians" as defined in paragraph 1b(2), section I, of this circular.

c. Circular No. 119, War Department, 1944, is accordingly amended as follows:

The term "soldier" as used in paragraphs 1 to 12, inclusive, and paragraphs 14 and 17, and the term "members of their commands" as used in paragraph 13, include "attached civilians" as defined in paragraph 1b(2), section I, of this circular.

(AG 014.35 (1 Apr 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

Reproduced, Hq Peninsular Base Section,
APO 782, 20 April 1944 CWR.

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FileCIRCULAR)
NO. 88)WAR DEPARTMENT
Washington 25, D. C., 28 February 1944.

VENEREAL DISEASE CONTROL AMONG NEGRO TROOPS.--1.

Venereal disease control measures with respect to colored troops have been less effective in the reduction of venereal disease rates than similar measures applied to white troops. The negro venereal disease rate is consistently from 8 to 10 times the white rate. Reduction of the rates can be achieved only by intelligent and vigorous application of measures aimed at reducing the sex exposure rate, increasing the use of prophylaxis, and minimizing the risks of infection from the adjacent community.

2. The prevention and control of venereal disease is the responsibility of the unit commander and for the personal performance of that duty he will be held strictly accountable. Unless extenuating circumstances exist, a high incidence of venereal disease in a command shall be regarded as indicative of a lack of efficiency on the part of the commander concerned. In order to implement the venereal disease control program for colored troops, commanding officers will initiate and give full support to the following measures:

a. Personnel.

- (1) The commanding officer of each colored company or unit of similar size will designate a subordinate officer to function as the company venereal disease control officer.
- (2) Each company venereal disease control officer will employ the company noncommissioned officers as assistants, thus fixing upon squad leaders the responsibility for carrying out the details of the program.
- (3) Conferences will be held at regular and frequent intervals between the station medical venereal disease control officer and the company venereal disease control officers for the purpose of discussing details of administration, new ways, of approach, and the progress of the program. In addition, regular meetings will be held by the company venereal disease control officers with their noncommissioned assistants to discuss the problems that arise within the company.
- (4) Where practicable one colored medical officer will be designated as venereal disease control officer for colored troops at military installations with a colored strength of 5,000 or more. This officer will serve as an assistant to the station venereal disease control officer. His principal duties will be direction of venereal disease education for colored personnel; securing of contact information from infected colored soldiers; supervision of prophylactic facilities for colored personnel; and maintenance of a close liaison with the post special service officer in provision of recreational facilities for colored troops.

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b. Educational techniques.

- (1) The medical venereal disease control officer will give a course of instruction for all company venereal disease control officers and noncommissioned officers in the nature of the venereal disease problem and in the method of prevention of these infections. Company venereal disease control officers and their noncommissioned assistants will then indoctrinate the men under their control in small groups of from 3 to 6 with these facts and procedures.

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(2) Venereal disease educational procedures must be specifically adapted to fit the needs of colored troops. Full use should be made of psychological appeals for the avoidance of venereal disease such as pride, both individual and racial, competitive spirit, and patriotism.

c. Recreational facilities.--Close liaison will be maintained between the venereal disease control officer and the special service officer with a view toward providing the maximum of wholesome recreation for colored troops both on the post and in connection with United Service Organizations and other activities in the adjacent communities.

d. Repression of prostitution in extra-cantonment areas.--The growing prevalence of commercialized negro prostitution activity around some Army camps is a prolific source of venereal disease. While the repression of prostitution in extra-cantonment areas is primarily a civilian function, the attention of commanding officers is directed to the Army's policy with respect to the suppression of prostitution in areas adjacent to military establishments, which applies to colored as well as white prostitution activities. Commanding officers will support and assist those civilian agencies engaged in a negro prostitution repression program.

e. Prophylactic facilities.--Because of the exposure of the colored soldier to a more highly infected civilian population, the provision of the most effective prophylactic facilities is essential. Prophylactic stations off the post intended for the use of colored troops will be conveniently located with respect to the center of activity for troops and to transportation facilities, and should be away from police stations, military police stations, or other installations which might act as a deterrent to their full use. A prophylactic station will also be operated in that section of the camp area where colored troops are quartered. Prophylactic stations will be clean, well ordered, well equipped, and efficiently operated. Wherever feasible colored personnel should be used as attendants. Individual mechanical and chemical prophylactic materials will be readily available and will be provided out of company funds wherever possible, as provided in paragraph 23b (2), AR 40-210 (C3, 1 May 1943).
(A.G. 726.1 (5 Jan 44).)

By order of the Secretary of War:

OFFICIAL:

J. A. ULIC,
Major General,
The Adjutant General.

G. C. MARSHALL,
Chief of Staff.

Reproduced, Hq. Peninsular Base Section,
APO 782, 21 March 1944

DISTRIBUTION:
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Circular)
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No. 70)

WAR DEPARTMENT,
Washington 25, D. C., 16 February 1944

ADJ. MAJ. MAHAN
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NONCOMMISSIONED OFFICERS

1. The commander who lacks the moral courage and the professional skill to develop and maintain a thoroughly competent corps of noncommissioned officers throughout his command thereby demonstrates his inability to assume the responsibilities of leadership in combat. Such a commander forfeits the confidence and respect of his subordinates. He destroys the morale of his organization. He will surely fail in battle. It has been clearly demonstrated in this war, as in past wars, that noncommissioned officers are the backbone of the Army. Success in combat depends upon the character and qualifications of the noncommissioned officers commanding small units. They must be outstanding leaders with a high sense of duty and a strong will. They must be resourceful and willing to assume responsibility. In order to insure that our noncommissioned officers are equal to the tasks that lie ahead of them, commanders of all echelons will give their personal attention to improving the quality and prestige of these noncommissioned officers who exercise command responsibilities.

2. In order that the desired results may be attained, special attention will be given to the following points:

a. The careful initial selection of noncommissioned officer material and a system of promotions that will be recognized as sound and just by all concerned. A vacancy in a grade is preferable to an incompetent incumbent.

b. The operation of appropriate noncommissioned officer schools. Perfection in administrative details and superior instruction at all times are essential to worth while noncommissioned officer schools. The effects of schools with a lower standard will be positively detrimental. The best officers in the command should be assigned to duty with the schools. Commanders of all echelons must exercise continuous and active interest. Where practicable, noncommissioned officers attending schools should be relieved from other duties and should be quartered and messed together at some distance from their places of normal duty.

c. The prompt removal of noncommissioned officers who fail to attain or maintain acceptable standards. The noncommissioned officer is handicapped who entered the service with the privates of his organization, whose service with them has been continuous, and whose training has not been more extensive than theirs. In many cases potentially efficient noncommissioned officers who are not doing acceptable work in their present organization may be saved by sending them to school, and on completion of the school course, transferring them to another unit. Noncommissioned officers who are reduced should, in general, be transferred immediately to another unit.

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d. The enhancement of the advantages and prestige of the noncommissioned officer grades. Extended prerogatives, additional liberties, separate quarters, messes, and recreational rooms and facilities making possible superior personal appearance may be included with appropriate measures to enhance the popularity and prestige of noncommissioned officer grades.

e. The public recognition through news releases, orders, and other appropriate means of the accomplishments and importance of the noncommissioned officers.

f. The delegation to noncommissioned officers of all authority that is rightfully theirs and the creation of increased opportunity for the noncommissioned officers to exercise command and initiative. Especially in organizations with a commissioned overstrength, there has been a tendency to permit the surplus officers to usurp the authority of the noncommissioned officers. This practice must be discontinued. In general, officers must deal with enlisted men through the appropriate noncommissioned officers. The competent commander will create innumerable situations in which his noncommissioned officers are required to exercise initiative and leadership. 330

g. The consultation with appropriate noncommissioned officers in planning the implementation of directives. The prestige of a noncommissioned officer is materially raised if he invariably has information in advance of its dissemination to the command as a whole, and if his recommendations are sought by his commander.

h. The avoidance of embarrassment of noncommissioned officers in the presence of their subordinates. The training, correction, and disciplining of noncommissioned officers should be so conducted as to protect them from degrading embarrassment in the presence of their subordinates.

i. The thorough indoctrination of every noncommissioned officer with the importance and responsibility of his grade and position.

(A. G. 221 (15 Feb 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

Reproduced, Hq Peninsular Base Section,
APO 782, 1 March 1944 *UL*

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AG 014.35/308 -0
HEADQUARTERS NATOUSSA, APO 534, U. S. Army, 1 March 1944.
1st Ind.

TO: All Concerned.

It is desired that the above provisions be brought to the immediate attention of all United States troops.

By command of Lieutenant General DEVERS:

A. B. King
A. B. KING,
Major, AGD,
Asst Adjutant General

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WAR DEPARTMENT
Washington 25, D. C.

14 February 1944

CIRCULAR)
:)
NUMBER 65)ELECTION - PRIMARIES IN CERTAIN STATES1. General.

a. This circular gives information concerning primaries occurring in eleven States during May 1944.

b. Information concerning Louisiana State primaries in January and February was published in section I, Circular No. 304, War Department, 1943, and information concerning Illinois, Nebraska, and Pennsylvania primaries and the Louisiana State election in April was published in section I, Circular No. 23, War Department, 1944. Information concerning other primary and general elections will be furnished at appropriate later dates.

c. The detailed information in paragraph 17a and b is published for the guidance of all members of the Army (herein called "soldiers") whose voting residence is in Alabama, California, Florida, Indiana, Maryland, New Jersey, North Carolina, Ohio, Oregon, South Dakota, or West Virginia, and will be specifically brought to the attention of soldiers from such States who desire to vote.

2. Alabama primary. - Soldiers having voting residence in Alabama may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Alabama law or by mailing to the Secretary of State, Montgomery, Alabama, the post card referred to in paragraph 13. Such applications should reach Montgomery: in case of the first primary, on, or as soon as possible after, 12 April 1944; in case of the run-off primary, on, or as soon as possible after, 10 May 1944. A separate application is required for each primary.

3. California primary. - Soldiers having voting residence in California may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with California law or by mailing to the Secretary of State, Sacramento, California, the post card referred to in paragraph 13. Such applications should reach Sacramento on, or as soon as possible after, 6 April 1944.

4. Florida primary. - Soldiers having voting residence in Florida ³³⁴ may apply for ballots ("official war ballots" covering Federal, State, and local offices) by mailing to the Secretary of State, Tallahassee, Florida, the post card referred to in paragraph 13. Such applications should reach Tallahassee on, or as soon as possible after, 18 March 1944. One application will suffice for both the first and the run-off primary. If a soldier is not or has not been registered, his votes for Federal offices only will be counted at the election.

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Washington 25, D. C.

5. Indiana primary. - Soldiers having voting residence in Indiana may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Indiana law or by mailing to the Secretary of State, Indianapolis, Indiana, the post card referred to in paragraph 13, upon which the soldier has written that he wishes it treated as an application for State absentee ballot. Such applications should reach Indianapolis on, or as soon as possible after, 17 April 1944.

6. Maryland primary. - Soldiers having voting residence in Maryland may apply for either "official war ballots" or for State absentee ballots (both ballots covering Federal offices only, as no other offices will be voted on).

a. Soldiers may apply for "official war ballots" by mailing to the Secretary of State, Annapolis, Maryland, the post card referred to in paragraph 13.

b. Soldiers may apply for absentee State ballots in accordance with Maryland law.

In either case, such applications should reach the appropriate official in Maryland on, or as soon as possible after, 7 April 1944.

7. New Jersey primary. - Soldiers having voting residence in New Jersey may apply for ballots ("official war ballots" covering Federal, State, and county offices) by mailing to the Secretary of State, Trenton, New Jersey, the post cards referred to in paragraph 13. Such applications should reach Trenton on or as soon as possible after, 21 April 1944.

8. North Carolina primary. - Soldiers having voting residence in North Carolina may apply for ballots (State absentee ballots covering Federal, State and local offices) either in accordance with North Carolina law or by mailing to the Secretary of State, Raleigh, North Carolina, the post card referred to in paragraph 13. Such applications should reach Raleigh on, or as soon as possible after, 1 April 1944. Soldiers who are or will attain the age of 21 years on or before 7 November 1944 are eligible to vote in the primary on 27 May 1944.

9. Ohio primary. - Soldiers having voting residence in Ohio may apply for ballots (State absentee ballots covering Federal, State, district, and county offices) either in accordance with Ohio law or by mailing to the Secretary of State, Columbus, Ohio, the post card referred to in paragraph 13. Such applications should reach Columbus on, or as soon as possible after, 9 April 1944.

10. Oregon primary. - Soldiers having voting residence in Oregon may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Oregon law or by mailing to the Secretary of State, Salem, Oregon, the post card referred to in paragraph 13. Such applications should reach Salem on, or as soon as possible after, 9 April 1944.

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Cir # 66

WD Washington 25, D. C.

11. South Dakota primary. - Soldiers having voting residence in South Dakota may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with South Dakota law or by mailing to the Secretary of State, Pierre, South Dakota, the post card referred to in paragraph 13. Such applications should reach Pierre on, or as soon as possible after, 10 April 1944.
12. West Virginia primary. - Soldiers having voting residence in West Virginia may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with West Virginia law or by mailing to the Secretary of State, Charleston, West Virginia, the post card referred to in paragraph 13. Such applications should reach Charleston on, or as soon as possible after, 19 February 1944. Soldiers should write on the post cards that they wish them treated as requests for State absentee ballots or ballot applications.
13. Post card application for ballot. - Commanders of all echelons will assure themselves that the necessary quantities of post cards (U.D., A.G.O. Form No. 560) are made available to members of their commands having voting residence in the foregoing eleven States. In lieu of application by such post card, soldiers may apply for a ballot by letter, using the text set forth on the post card as prescribed in Circular No. 321, War Department, 1942.
14. Publicity. - Organization commanders will bring the subject of these primaries to the attention of soldiers whose voting residence is in Alabama, California, Florida, Indiana, Maryland, New Jersey, North Carolina, Ohio, Oregon, South Dakota, and West Virginia, in time to permit the mailing of requests for ballot applications, the mailing of ballot applications, the return of ballot applications and of ballots to applicants, and the mailing of ballots by voters in time for them to be eligible to be counted.
15. Use of influence prohibited. - No person in the military service will attempt to influence any soldier in the exercise of his franchise.
16. Prior instructions. - For the present, Circular No. 321, War Department, 1942, as amended by section I, Circular No. 324, War Department, 1942, and section V, Circular No. 156, War Department, 1943, remain in effect as to voting under Federal law by Army personnel.

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Cir # 66
WD Washington 25, D. C.

17. Specific information.

a. Dates.

(1)	(2)	(3)		(4)	(5)	(6)
State	Election date	Earliest date State will receive soldier's application for-		Earliest date State will forward absentee ballot (either form) to applying soldier		Date on or before which soldier's executed absentee ballot (either form) must be received back by appropriate officials within State in order to be eligible to be counted
		Federal "official war ballot"	State absentee ballot			
Alabama-----	2 May---	-----	12 April---	12 April-----		2 May
Alabama (run-off)	30 May---	-----	10 May-----	10 May-----		30 May.
California-----	16 May---	-----	Any time---	6 April-----		Must be marked by 16 May and received by 1 June.
Florida-----	2 May---	Any time---	-----	18 March-----		2 May
Florida (run-off)	23 May---	Any time---	-----	12 May-----		23 May
Indiana*	2 May---	-----	2 April---	17 April-----		2 May
Maryland*	1 May---	Any time---	Any time---	7 April-----		(1) "Official war ballot" must be received by 1 May. (2) State absentee ballot must be marked by 1 May and received by 8 May.
New Jersey*	16 May---	Any time---	-----	21 April-----		16 May.
North Carolina---	27 May---	-----	Any time---	1 April-----		27 May.
Ohio*	9 May---	-----	9 April---	9 April-----		5 May.
Oregon-----	19 May---	-----	Any time---	9 April-----		13 May.
South Dakota-----	2 May---	-----	10 April---	10 April-----		State absentee ballot must be marked not earlier than 17 and received by 2 May.
West Virginia----	9 May---	-----	Any time---	19 February		9 May.

* See b (8) below.

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Washington 25, D. C.

Specific information.

a. Dates.

(1)	(2)	(3)		(4)	(5)	(6)
	Election date	Earliest date State will receive soldier's application for-		Earliest date State will forward absentee ballot (either form) to applying soldier	Date on or before which soldier's executed absentee ballot (either form) must be received back by appropriate officials within State in order to be eligible to be counted	
		Federal "official war ballot"	State absentee ballot			
(run-off)	2 May--- 30 May-- 16 May--	-----	12 April--- 10 May---- Any time---	12 April---- 10 May----- 6 April-----	2 May 30 May. Must be marked by 16 May and received by 1 June.	
(run-off)	2 May--- 23 May-- 2 May--- 1 May---	Any time--- Any time--- ----- Any time---	----- ----- 2 April--- Any time---	18 March---- 12 May----- 17 April----- 7 April-----	2 May 23 May 2 May (1) "Official war ballot" must be received by 1 May. (2) State absentee ballot must be marked by 1 May and received by 8 May.	
Virginia*	16 May-- 27 May-- 9 May--- 19 May-- 2 May---	Any time--- ----- ----- ----- -----	----- Any time-- 9 April--- Any time-- 10 April--	21 April---- 1 April----- 9 April----- 9 April----- 10 April-----	16 May. 27 May. 5 May. 13 May. State absentee ballot must be marked not earlier than 17 April and received by 2 May. 9 May.	
Indiana	9 May---	-----	Any time--	19 February		

(B) below.

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Cir # 56

Washington 25, D. C.

b. Instructions to soldiers having voting residence in above States.

- (1) Under existing State law, except as expressly noted above, a soldier must be at least 21 years old at the election date in order to vote.
- (2) A soldier desiring to vote under State law who is uncertain as to his eligibility should immediately inquire by letter to the Secretary of State of the State of his voting residence as to what, if any, steps he must take to register, pay taxes, or meet other requirements in order to be eligible to vote under State law. In certain States, absentee voters must take steps in addition to filing a ballot application in order to receive a State absentee ballot.
- (3) The applicant for a primary ballot must state in his application his party affiliation in order to receive a proper ballot.
- (4) Although an applicant has previously filed with the State an application in connection with a prior election, a new application should be made for an election shown above. Even where not required, a new application is essential to provide correct mailing address in case applicant's address has changed since prior application.
- (5) In addition to signing the application, a soldier should legibly print his name and give his Army serial number.
- (6) A soldier, upon receiving his absentee ballot, should immediately execute and return it.
- (7) In making application to vote, soldiers outside the United States should have in mind the time interval between column 5 and column 6.
- (8) This circular is prepared on the basis of State and Federal laws as they exist at its date of publication. It is understood that those States indicated by an asterisk (*) in a above are holding or may hold legislative sessions which may result in some change in the facts as given.

(C.G. 014.35 (24 Feb 44))

By order of the Secretary of War:

OFFICIAL:

J. A. BLIG,
Major General,
The Adjutant General.G. C. MARSHALL,
Chief of Staff **332**

- 5 -

REPRODUCED BY HQ, M. I. USA 1 March 1944

R. H. F.

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WAR DEPARTMENT
Washington 25, D. C.

ADJ.

V-1212

File

14 February 1944

CIRCULAR)
NUMBER 66)

RECORDED
6 MAR 1944
A. C. C.

ELECTION--PRIMARIES IN CERTAIN STATES

1. General.--a. This circular gives information concerning primaries occurring in eleven States during May 1944.

b. Information concerning Louisiana State primaries in January and February was published in section I, Circular No. 304, War Department, 1943, and information concerning Illinois, Nebraska, and Pennsylvania primaries and the Louisiana State election in April was published in section I, Circular No. 33, War Department, 1944. Information concerning other primary and general elections will be furnished at appropriate later dates.

c. The detailed information in paragraph 17a and b is published for the guidance of all members of the Army (herein called "soldiers") whose voting residence is in Alabama, California, Florida, Indiana, Maryland, New Jersey, North Carolina, Ohio, Oregon, South Dakota, or West Virginia, and will be specifically brought to the attention of soldiers from such States who desire to vote.

2. Alabama primary.--Soldiers having voting residence in Alabama may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Alabama law or by mailing to the Secretary of State, Montgomery, Alabama, the post card referred to in paragraph 13. Such applications should reach Montgomery: in case of the first primary, on, or as soon as possible after, 12 April 1944; in case of the run-off primary, on, or as soon as possible after, 10 May 1944. A separate application is required for each primary.

3. California primary.--Soldiers having voting residence in California may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with California law or by mailing to the Secretary of State, Sacramento, California, the post card referred to in paragraph 13. Such application should reach Sacramento on, or as soon as possible after, 6 April 1944.

4. Florida primary.--Soldiers having voting residence in Florida may apply for ballots ("official war ballots" covering Federal, State, and local offices) by mailing to the Secretary of State, Tallahassee, Florida, the post card referred to in paragraph 13. Such applications should reach Tallahassee on, or as soon as possible after, 10 March 1944. One application will suffice for both the first and the run-off primary. If a soldier is not or has not been registered, his votes for Federal offices only will be counted at the election.

5. Indiana primary.--Soldiers having voting residence in Indiana **331** apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Indiana law or by mailing to the Secretary of State, Indianapolis, Indiana, the post card referred to in paragraph 13, upon which the soldier has written that he wishes it treated as an application for State absentee ballot. Such applications should reach Indianapolis on, or as soon as possible after, 17 April 1944.

WD Cir. No. 66 (cont'd)

6. Maryland primary--Soldiers having voting residence in Maryland may apply for either "official war ballots" or for State absentee ballots (both ballots covering Federal offices only, as no other offices will be voted on).

a. Soldiers may apply for "official war ballots" by mailing to the Secretary of State, Annapolis, Maryland, the post card referred to in paragraph 13.

b. Soldiers may apply for absentee State ballots in accordance with Maryland law.

In either case, such applications should reach the appropriate official in Maryland on, or as soon as possible after, 7 April 1944.

7. New Jersey primary--Soldiers having voting residence in New Jersey may apply for ballots ("official war ballots" covering Federal, State, and county offices) by mailing to the Secretary of State, Trenton, New Jersey, the post card referred to in paragraph 13. Such applications should reach Trenton on, or as soon as possible after, 21 April 1944.

8. North Carolina primary--Soldiers having voting residence in North Carolina may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with North Carolina law or by mailing to the Secretary of State, Raleigh, North Carolina, the post card referred to in paragraph 13. Such applications should reach Raleigh on, or as soon as possible after, 1 April 1944. Soldiers who are or will attain the age of 21 years on or before 7 November 1944 are eligible to vote in the primary on 27 May 1944.

9. Ohio primary--Soldiers having voting residence in Ohio may apply for ballots (State absentee ballots covering Federal, State, district, and county offices) either in accordance with Ohio law or by mailing to the Secretary of State, Columbus, Ohio, the post card referred to in paragraph 13. Such application should reach Columbus on, or as soon as possible after, 9 April 1944.

10. Oregon primary--Soldiers having voting residence in Oregon may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with Oregon law or by mailing to the Secretary of State, Salem, Oregon, the post card referred to in paragraph 13. Such applications should reach Salem on, or as soon as possible after, 9 April 1944.

11. South Dakota primary--Soldiers having voting residence in South Dakota may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with South Dakota law or by mailing to the Secretary of State, Pierre, South Dakota, the post card referred to in paragraph 13. Such applications should reach Pierre on, or as soon as possible after, 10 April 1944.

12. West Virginia primary--Soldiers having voting residence in West Virginia may apply for ballots (State absentee ballots covering Federal, State, and local offices) either in accordance with West Virginia law or by mailing to the Secretary of State, Charleston, West Virginia, the post card referred to in paragraph 13. Such applications should reach Charleston on, or as soon as possible after, 19 February 1944. Soldiers should write on the post cards that they wish them treated as requests for State absentee ballots or ballot applications.

13. Post card application for ballot--Commanders of all echelons will assure themselves that the necessary quantities of post cards (F.O., A.G.O. Form No. 560) are made available to members of their commands having voting residence in the foregoing eleven States. In lieu of application by such post card, soldiers may

WD Cir. No. 66 (cont)

U-1212

(13. Post Card Application for Ballot (cont'd).)
 apply for a ballot by letter, using the text set forth on the post card as prescribed in Circular No. 321, War Department, 1942.

14. Publicity.--Organization commanders will bring the subject of these primaries to the attention of soldiers whose voting residence is in Alabama, California, Florida, Indiana, Maryland, New Jersey, North Carolina, Ohio, Oregon, South Dakota, and West Virginia, in time to permit the mailing of requests for ballot applications, the mailing of ballot applications, the return of ballot applications and of ballots to applicants, and the mailing of ballots by voters in time for them to be eligible to be counted.

15. Use of influence prohibited.--No person in the military service will attempt to influence any soldier in the exercise of his franchise.

16. Prior instructions.--For the present, Circular No. 321, War Department, 1942, as amended by section I, Circular No. 324, War Department, 1942, and section V, Circular No. 156, War Department, 1943, remain in effect as to voting under Federal law by Army personnel.

17. Specific information.--a. Dates.

(1)	(2)	(3)	(4)	(5)	(6)
State	Election date	Earliest date State will receive soldier's application for-- Federal "official war ballot"	State absentee ballot	Earliest date State will forward absentee ballot (either form) to applying soldier	Date on or before which soldier's executed absentee ballot (either form) must be received back by appropriate officials within State in order to be eligible to be counted
Alabama--	2 May--	-----	12 April	12 April	2 May
Alabama (run-off)	30 May--	-----	10 May	10 May	30 May
Calif.	16 May--	-----	Any time	6 April	Must be marked by 16 May and received by 1 June.
Florida	2 May--	Any time	-----	13 March	2 May
Florida (run-off)	23 May	Any time	-----	12 May	23 May
Indiana*	2 May	-----	2 April	17 April	2 May
Maryland*	1 May	Any time	Any time	7 April	(1) "Official war ballot" must be received by 1 May. (2) State absentee ballot must be marked by 1 May and received 330 by 8 May.
New Jersey*	16 May	Any time	-----	21 April	16 May.
North Carolina	27 May	-----	Any time	1 April	27 May.
Ohio*	9 May	-----	9 April	9 April	5 May.

WD Cir No 66 (cont'd)

(17. Specific information--a. Dates (cont'd).)

Oregon	19 May	-----	Any time	9 April	13 May.
South					
Saskatchewan	2 May	-----	10 April	10 April	State absentee ballot must be marked not earlier than 17 April and received by 2 May.
West Virginia	9 May	-----	Any time	19 February	9 May.

*See b(3) below.

- b. Instruction to soldiers having voting residence in above States.
- (1) Under existing State law; except as expressly noted above, a soldier must be at least 21 years old at the election date in order to vote.
 - (2) A soldier desiring to vote under State law who is uncertain as to his eligibility should immediately inquire by letter to the Secretary of State of the State of his voting residence as to what, if any, steps he must take to register, pay taxes, or meet other requirements in order to be eligible to vote under State law. In certain States, absentee voters must take steps in addition to filling a ballot application in order to receive a State absentee ballot.
 - (3) The applicant for a primary ballot must state in his application his party affiliation in order to receive a proper ballot.
 - (4) Although an applicant has previously filed with his State an application in connection with a prior election, a new application should be made for an election shown above. Even where not required, a new application is essential to provide correct mailing address in case applicant's address has changed since prior application.
 - (5) In addition to signing the application, a soldier should legibly print his name and give his Army serial number.
 - (6) A soldier, upon receiving his absentee ballot, should immediately execute and return it.
 - (7) In making application to vote, soldiers outside the United States should have in mind the time interval between column 5 and column 6.
 - (8) This circular is prepared on the basis of State and Federal laws as they exist at its date of publication. It is understood that those States indicated by an asterisk (*) in a above are holding or may hold legislative sessions which may result in some change in the facts as given.

(AG 014.35 (14 Feb 44).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:
J. A. WILCO,
Major General,
The Adjutant General.

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WAR DEPARTMENT
Washington 25, D. C.

CIRCULAR)
:
NUMBER 33)

26 January 1914

E X T R A C T

ELECTION -- Voting in certain States.....I
* * * * *

I -- ELECTION. -- 1. General. -- a. This circular gives information concerning the primaries and the election occurring in April, 1914: primaries in Illinois, Nebraska, and Pennsylvania; and election for State and local offices in Louisiana.

b. Information concerning the Louisiana primaries in January and February (which precede the Louisiana election referred to in a above) was published in section I, Circular No. 304, War Department, 1913. Information concerning other primary and general elections will be furnished at an appropriate later date.

c. The specific information in paragraph 9 is published for the guidance of all members of the Army (herein called "soldiers") whose voting residence is in Illinois, Nebraska, Pennsylvania, and Louisiana.

2. Illinois primary. -- Soldiers having voting residence in Illinois may apply for ballots ("official war ballots" covering Federal, State, and local offices) by mailing to the Secretary of State, Springfield, Illinois, the post card referred to in paragraph 6. Soldiers should forward such applications so as to reach Springfield shortly before 14 March 1914.

3. Nebraska primary. -- Soldiers having voting residence in Nebraska may apply for ballots (State absentee ballots covering Federal, State, and local offices) by mailing a special application form furnished by Nebraska. Soldiers may request such special application form by writing to the Secretary of State, Lincoln, Nebraska (or to the appropriate local election officials, if known), or by forwarding the post card referred to in paragraph 6 upon which the soldier has written that he wishes it treated as a request for application for State absentee ballot. Such request should be made at the earliest possible date.

4. Pennsylvania primary. -- Soldiers having voting residence in Pennsylvania may apply for either "official war ballots" (covering only Federal officers) or for State absentee ballots (covering Federal, State, and local offices).

a. Soldiers may apply for "official war ballots" by mailing to the Secretary of State, Harrisburg, Pennsylvania, the post card referred to in paragraph 6. Soldiers should forward such applications so as to reach Harrisburg shortly before 6 March 1914.

b. Soldiers may apply for State absentee ballots by mailing a special application form furnished by Pennsylvania. Soldiers may request such special application form by writing to the Secretary of State, Harrisburg, Pennsylvania (or to the appropriate local election officials, if known), or by forwarding **329** post card referred to in paragraph 6 upon which the soldier has written that he wishes it treated as a request for application for state absentee ballot. Such request should be made at the earliest possible date.

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5. Louisiana election for State and local offices.-- Soldiers having voting residence in Louisiana may apply for State absentee ballots (covering State and local offices) either in accordance with Louisiana law or by mailing to the Secretary of State, Baton Rouge, Louisiana, the post card referred to in paragraph 6. The state of Louisiana will accept such post card as an application for the State absentee ballot. Applications should be forwarded so as to reach Louisiana shortly before 18 March 1944.

6. Post card application for ballot. -- Commanders of all grades will assure themselves that the necessary quantities of post cards (W.D., A.G.O. Form No. 560) are made available to members of their commands having voting residence in the four States referred to. In lieu of application by such post card, soldiers may apply for a ballot by letter, using the text set forth on the post card as prescribed in Circular No. 321, War Department, 1942.

7. Publicity. -- Organization commanders will bring the subject of these primaries and this election to the attention of soldiers whose voting residence is in Illinois, Nebraska, Pennsylvania, and Louisiana, in time to permit the mailing of requests for ballot applications, the mailing of ballot applications, the return of ballot applications and of ballots to applicants, and the mailing of ballots by voters in time for them to be eligible to be counted.

8. Prior instructions. -- For the present, Circular No. 321, War Department, 1942, as amended by section I, Circular No. 324, War Department, 1942, and section V, Circular No. 156, War Department, 1943, remain in effect as to voting under Federal Law by Army personnel.

9. Specific information. -- a. Dates.

(1) State	(2) Election Date	(3) Earliest date State will receive soldier's application for --		(4) State absentee ballot	(5) Earliest date State will forward absentee ballot (either form) to applying soldier	(6) Date on or before which soldier's executed absentee ballot (either form) must be received back by appropriate officials, within State, in order to be counted
		(3) Federal "Official war ballot"	(4) State absentee ballot			
Illinois	11 April	Any time	---	14-22 March	11 April	
Nebraska	11 April	---	12 March	12 March	Must be mailed by 10 April and received by 13 April	
Pennsylvania	25 April	Any time	6 March	6 March	(1) "Official war ballot" must be received by 25 April. (2) State absentee ballot must be mailed by 25 April and received by 5 May.	
Louisiana	18 April	ELECTION FOR STATE AND LOCAL OFFICES		18 March	17 April.	

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Specific information. -- a. Dates.

(1)	(2)	(3)		(4)	(5)	(6)
State	Election Date	Federal "Official war ballot"	State absentee ballot	Earliest date State will forward absentee ballot (either form) to applying soldier	Earliest date State will receive soldier's application for --	Date on or before which soldier's executed absentee ballot (either form) must be received back by appropriate officials, within State, in order to be counted
PRIMARY FOR FEDERAL, STATE, AND LOCAL OFFICES						
Illinois	11 April	Any time	--	14-22 March	11 April	Must be mailed by 10 April and received by 13 April (1) "Official war ballot" must be received by 25 April. (2) State absentee ballot must be mailed by 25 April and received by 5 May.
Nebraska	11 April	--	12 March	12 March		
Pennsylvania	25 April	Any time	6 March	6 March		
ELECTION FOR STATE AND LOCAL OFFICES						
Louisiana	18 April	--	Any time	18 March	17 April.	

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- b. Instructions to soldiers having voting residence in above States.
 - (1) Under existing State law, a soldier must be at least 21 years old at the election date in order to vote.
 - (2) A soldier desiring to vote under State law who is uncertain as to his eligibility should immediately inquire by letter to the Secretary of State of the State of his voting residence as to what, if any steps, he must take to register, pay taxes, or meet other requirements in order to be eligible to vote under State law. In certain States, absentee voters must take steps in addition to filing a ballot application in order to receive a State absentee ballot.
 - (3) The applicant for a primary ballot must state in his application his party affiliation in order to receive a proper ballot. The applicant for a general election ballot should not state his party affiliation.
 - (4) Although an applicant has previously filed with his State an application in connection with a prior election, a new application should be made for an election shown above. Even where not required, a new application is essential to provide correct mailing address in case applicant's duty station has changed since prior application.
 - (5) A soldier, upon receiving his absentee ballot, should immediately execute and return it.
 - (6) In making application to vote, soldiers outside the United States should have in mind the time interval between column 5 and column 6 and whether State voting material will travel by air. It is not desirable to burden oversea air carriage facilities with applications for ballots in cases where the time interval is manifestly too short to accomplish receipt, execution, and return of ballot. (A.G. Olt. 35 (26 Jan 44))

* * * * *

By order of the Secretary of War:

OFFICIAL:

ROBERT H. DUNLOP,
Brigadier General,
Acting The Adjutant General.

G. C. MARSHALL,
Chief of Staff.

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/s/ R.H.F.
R. H. F.

Reproduced, Hq. Peninsular Base Section,
APO 782, 15 February 1944 MA.

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WAR DEPARTMENT
Washington 25, D. C.

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CIRCULAR)
NUMBER 15)

8303 55

12 January 1944.

Dist: Adjutant (Main)
" (Rear)

ALLOTMENTS OF PAY

Effective 1 March 1944

G-1 (A) (2)
File
Paragraph REGTS!
1 HQ. COMBAT
2
3 REG 1 to 6
4 " 8 to 9
5 AMG 5 ARMY
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1. GENERAL

a. The purpose of this circular is to modify existing allotment-of-pay procedure, to establish control of forms and their transmittal, to fix responsibility, and to enable certifying officers to decrease or discontinue deductions for allotments without awaiting receipt of acknowledgment from the appropriate allotment office. The effective date of the provisions of this circular is 1 March 1944. On and after that date all previous instructions in conflict with this circular are rescinded.

b. As of 1 March 1944 allotment-of-pay authorizations, notices of change, and requests for discontinuance will be channeled and controlled through disbursing officers who in turn will forward such forms to the appropriate allotment offices. Officers and other individuals who certify their own pay vouchers may submit allotment forms through their unit personnel officers direct to disbursing officers normally paying their pay and allowances or where necessary, to any convenient disbursing officer. In no case will allotment forms be transmitted direct to the allotment offices. See paragraph 2d.

c. Transmittal of allotment-of-pay forms will be accomplished by numbered letters of transmittal, copies being returned to acknowledge receipt of the forms. To effect close control of forms, each letter of transmittal will be strictly accounted for by the certifying officers, disbursing officers, and appropriate allotment offices by means of numbers assigned to such letters as described herein.

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d. As of 1 March 1944 deductions from the pay of the individual allotter, pertaining to allotments of pay forwarded in accordance with the procedure outlined herein, will be made in accordance with dates, amounts, etc., indicated on the allotment forms. Deductions from pay will be discontinued on dates shown on discontinuance forms without receipt of individual acknowledgments. See paragraph 4.

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Cir # 15
WD Washington 25, D. C.

2. DEFINITIONS

a. Allotments.

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- (1) Class B.- For the purchase of United States War Bonds.
- (2) Class D.- For the payment of premiums on United States Government Life Insurance.
- (3) Class N.- For the payment of premiums on National Service Life Insurance.
- (4) Class E.- Allotments made to individuals for the support of the allottees' families, dependent relatives, banks in the United States, or commercial life insurance companies.
- (5) The above-described allotments are to be distinguished from class F deductions for family allowances.

b. Certifying Officers. - The term "certifying officer" as used herein refers to the officer charged with the preparation, certification, and forwarding of military pay rolls and individual pay vouchers of enlisted personnel.

c. Disbursing Officers. - The term "disbursing officer" as used herein refers to disbursing officers within the continental limits of the United States and to such finance officers overseas who are or have been designated by theater commanders for processing and forwarding allotment forms to appropriate allotment offices.

d. Allotment Offices. - The appropriate allotment offices referred to herein are the following three allotment payment installations:

- (1) Army War Bond Office,
366 West Adams Street,
Chicago 6, Ill. (Class B allotments.)
- (2) Government Insurance Allotment Branch,
Pay Allotments Division,
Office of Fiscal Director,
Temporary Building X,
Washington 25, D. C. (Class D and N allotments.)
- (3) Office of Dependency Benefits,
Newark 2, N. J. (Class E allotments.)

3. FORMS

a. W. D., A. G. O. Form No 29 (Authorization for Allotment of Pay)
(For class E, D, and N allotments).

b. W. D., A. G. O. Form No. 30 (Notification of Discontinuance of Allotment) (For class E, D, and N allotments).

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c. W. D., ... G. O. Form No. 29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds) (For class B allotments.)

d. W. D., ... G. O. Form No. 30-6 (Request for Change in Class B Allotment for Purchase of War Savings Bonds) (For class B allotments.)

e. W. D., ... G. O. Form No. 30-7 (Request for Discontinuance for Class B Allotments.)

4. DEDUCTIONS OF PAY. - Commanding officers will advise all certifying officers, individuals certifying their own vouchers, and disbursing officers, that on all allotment-of-pay forms forwarded on transmittal letters dated on or after 1 March 1944.

a. Pay deductions will be started, stopped, or changed in accordance with information contained on such allotment forms without further authority.

b. The present system of sending acknowledgments on individual allotment actions from the appropriate allotment offices to commanding officers or certifying officers will be discontinued.

c. The appropriate allotment office will notify (through the proper disbursing officer) the certifying officers and individuals preparing their own pay vouchers only of exceptions to allotment requests. Upon receipt of such notice the certifying officer or individual preparing his own pay voucher will adjust pay deductions accordingly and if necessary prepare new allotment forms.

5. RESPONSIBILITIES OF CERTIFYING OFFICERS.

a. Preparation of allotment forms. - The certifying officer is directly responsible for -

- (1) Correctness and completeness of allotment forms.
- (2) Entry of all allotments on numbered letters of transmittal.
- (3) Entry of all allotments in allottees' service records.
- (4) Entry of all allotment deductions on the organization pay roll.
- (5) Holding to a minimum voluntary changes in allotments of pay.

b. Transmission of allotment forms. - Allotment forms will be submitted to the disbursing officer normally paying the allottees or, where necessary, to any convenient disbursing officer. The signed original of the allotment form will be forwarded to the disbursing officer with original and three copies of a numbered letter of transmittal, one copy being retained by the certifying officer. This numbered letter of transmittal will be prepared as shown in figure 1 on 8 inch by 10³ inch sheets. Separate letters of transmittal will be prepared for each class of allotment (B, D, N, or E), listing on the numbered lines of the letter the allottees' names and serial numbers.

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All types of action on one class of allotment, that is, authorizations, changes, and discontinuances, will be listed on the same letter of transmittal. It is not necessary to group the names of the allottees by type of action, or to arrange names in alphabetical or other order. However, allotment forms attached to letters of transmittal will be arranged in the same order as the names of the allottees are listed on the letters. In order to avoid loss of documents and to detect delay in transmission, letters of transmittal will be consecutively numbered in the space provided in the upper left corner of the letter.

c. Acknowledgment of receipt. - To effect complete control of forms, it is the responsibility of the certifying officer to make certain that acknowledgment of receipt of each numbered letter of transmittal is obtained from the disbursing officer. When no acknowledgment is received within a reasonable time, the certifying officer will forward an inquiry to the disbursing officer, citing the number of the missing letter of transmittal.

d. Officers and individuals certifying own pay vouchers. - Personnel officers will forward allotment forms for officers and individuals certifying their own pay vouchers on letters of transmittal separate from the letters of transmittal for enlisted men.

e. Records. - Certifying officers will retain a file of letters of transmittal for such administrative purposes as may be necessary.

f. Adjustments. - Upon receipt of notice from the disbursing officer that an allotment form cannot be processed as requested, the certifying officer will make appropriate adjustments on the pay roll or pay voucher of the allottee. Where necessary, the certifying officer will initiate new allotment forms. In the case of such an exception to an allotment form submitted by an officer, the certifying officer will notify the officer of adjustments or new allotment forms required.

6. RESPONSIBILITIES OF DISBURSING OFFICERS. -

a. Forms received from certifying officers.

- (1) Disbursing officers will accept allotment forms from certifying officers only if accompanied by an original and three copies of numbered transmittal letters prepared by certifying officers as described above.
- (2) The disbursing officer will, upon receipt of allotment forms and transmittal letters, make an examination of the forms for completeness and obvious errors. Errors and omissions such as lack of serial number, unauthorized allottees, unsigned allotment forms, allotment forms with effective dates which cannot be complied with by the allotment offices, etc., should be detected.
- (3) After examination of allotment forms, disbursing officers will acknowledge promptly the receipt of the allotment forms by

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indorsement or receipt stamp on a copy of letter of transmittal. Discrepancies found in the examination of the allotment forms as mentioned above will be red-lined from all copies of transmittal letters. Erroneous or incomplete allotment documents will be returned to the certifying officers with the acknowledgment copy of the transmittal letter, indicating reasons for rejection.

b. Forms received from officers and individuals certifying own pay vouchers.

- (1) The disbursing officers will accept allotment forms direct from officers and others certifying their own pay vouchers, or when submitted to them on numbered letters of transmittal prepared by personnel officers.
- (2) The disbursing officer will, where practicable, check all allotment forms of officers and other individuals certifying their own pay vouchers with data which may be in his possession such as officers' pay cards (W.D., F.D. Form No. 3).
- (3) When allotment forms of individuals certifying their own vouchers are submitted direct by the individuals to the disbursing officer without a letter of transmittal, the disbursing officer will examine the forms and prepare an original and two copies of a letter of transmittal for those forms which are acceptable, returning any rejected forms with proper notation to the individuals.

c. Control.

- (1) Before forwarding documents and letters of transmittal to the appropriate allotment offices, the disbursing officer will place identifying numbers in the upper right corner of all copies of the letter of transmittal and on all allotment forms. Each letter of transmittal will bear a separate disbursing officer's identifying number. This number will be made up of three symbols:
 - (a) The disbursing officer's military disbursing symbol number.
 - (b) The letter indicating the class of allotment.
 - (c) The consecutive number of that letter of transmittal on that class of allotment. (Transmittal letters for a particular class of allotments will start on 1 March 1944 with the number 1 and continue to be numbered consecutively up to 999 without regard to fiscal calendar year.)

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- (2) For example a disbursing officer with a military disbursing symbol number of 210,062 who is forwarding his 12th letter of transmittal on class E allotments to the Office of Dependency Benefits will use the following identifying number: "210,062-E-12". This number will be placed in the upper right corner of all copies of the letter of transmittal and in the upper right corner of all allotment forms being forwarded with that letter. (When a disbursing officer is transferred to a different command where he is to pay different personnel, he will notify the appropriate allotment office of the number of the final letter of transmittal forwarded by him prior to transfer, and a new series of numbers will be started at both the old and the new command)

d. Transmission. - After the above identification has been accomplished the disbursing officer will forward to the appropriate allotment office the original and one copy of the letter of transmittal and all allotment forms covered by that letter. Care will be exercised that only originals of allotment forms are forwarded, and that where a certifying officer has through error submitted allotment forms in duplicate, the duplicate will be returned to him promptly.

e. Records.

- (1) The disbursing officer will maintain in a suspense file a copy of all letters of transmittal which he has forwarded in duplicate to the appropriate allotment offices. This file will be kept by letter of transmittal number as outlined in c above. Upon return of a copy of the letter of transmittal from the appropriate allotment office, the copy in the suspense file will be withdrawn. The two documents will then be used to establish two permanent files, one by the organization of the certifying officer, and one by the number of the letter of transmittal.
- (2) To effect close control of forms and to avoid loss, it is the responsibility of the disbursing officer to make certain that acknowledgment is received from the appropriate allotment office of all forms forwarded. When a copy of a letter of transmittal remains in the suspense file of the disbursing officer and no copy is received from the appropriate allotment office within a reasonable time, or a receipted copy is returned bearing a higher number, the disbursing officer will forward an inquiry to that office, citing the number of the missing letter of transmittal.

f. Processing. - It is the responsibility of the disbursing officer to forward immediately to the appropriate certifying officers or individuals from whom allotment forms were received all notices from the appropriate allotment offices that allotment forms forwarded as prescribed cannot be processed as requested.

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7. RESPONSIBILITIES OF ALLOTMENT OFFICES.

a. Receipt and acknowledgment. - Upon receipt of the allotment forms and copies of letters of transmittal, the appropriate allotment office will indicate receipt by stamp or indorsement on a copy of the letter of transmittal and return it promptly to the proper disbursing officer. This acknowledgment will not be construed as an acknowledgment that all forms received are acceptable and will be processed in the manner requested.

b. Unacceptable forms. - If, upon examination of allotment forms, the appropriate allotment office determines that the actions requested in the allotment forms cannot be complied with, the disbursing officer who forwarded the forms will be advised to take necessary action to insure that the proper certifying officer is instructed to modify pay deductions and to take steps, when necessary, to have new allotment forms prepared and forwarded.

c. Modified effective dates. - Where action can be taken by the appropriate allotment office but such action is not in accordance with effective dates indicated on forms, the allotment office will advise the proper disbursing officer who in turn will notify the proper certifying officer. For example, where the allotter requests that a class E allotment be discontinued effective 31 October and, because of delay in receipt, the Office of Dependency Benefits is not able to discontinue the allotment until 30 November, the Office of Dependency Benefits will so advise the disbursing officer who in turn will notify the certifying officer, and the latter will be responsible that an additional deduction is made from the allotter's pay to cover the November allotment.

d. Control. - It is the responsibility of the appropriate allotment office to maintain a file of all numbered transmittal letters received from disbursing officers, and to notify the appropriate disbursing officers whenever proper sequence of receipt is not maintained.

8. EFFECTIVE DATES FOR DISCONTINUANCE AND DECREASE OF ALLOTMENTS. - The requested date of discontinuance or decrease of allotments will be the end of the month in which request is made. For example, if a W.D., A.G.O. Form No. 30 is submitted in the month of November, the requested date of discontinuance in such case will be 30 November. Deductions on the pay roll or pay voucher will terminate with the month of November; however, this date may later be modified as stated in paragraph 7c. Exceptions may occur in case of death, discharge, separation from service, conviction by court martial, absence without leave. (See par. 9 for use of radiograms within the continental limits of the United States.)

9. RADIOGRAMS AND CORRESPONDENCE.

a. Radiograms. - Use of radiograms and telegrams for allotment **324**-pay transactions is prohibited outside of the United States. Use of radiograms and telegrams is prohibited within the continental limits of the United States, except in cases of involuntary discontinuances (death, discharge, etc.) and then only when the forms submitted in the regular manner will arrive at the appropriate allotment offices after the 25th day of the month in which action must be taken to prevent overpayment. An action radiogram or telegram will be sent by the officer first recording the request direct to the appropriate allotment offices (par. 2d) and the W.D., A.G.O. Form No. 30, with copy of radiogram or

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telegram attached, must be processed and submitted on letter of transmittal in the manner provided in this circular. Forms covering involuntary discontinuances will clearly show the reasons for discontinuance, such as death, discharge, etc., so that the appropriate allotment offices may give them special attention in order to prevent overpayments.

b. Correspondence. - All correspondence from certifying or disbursing officers will be forwarded direct to the appropriate allotment offices unless accompanied by forms, in which case transmittal letter will be used as directed elsewhere in this circular. All correspondence from the appropriate allotment offices involving refunds and collections will be transmitted through the disbursing officers.

10. REVISION OF AR 35-5520. - AR 35-5520 is now being revised to incorporate procedures included in this circular.

Figure 1.

CERTIFYING OFFICER'S
TRANSMITTAL LETTER
NUMBER _____

DISBURSING OFFICER'S TRANSMITTAL NUMBER

(Disbursing symbol)(Class of allotment)(Letter No.)

TO: _____
(Central allotment office)

(Mailing address)

THROUGH DISBURSING OFFICER
AT STATION _____
(Name of station or APO)

(Mailing address)

Transmitted herewith are forms requesting action on only class _____ allotments of pay of the following (enlisted) personnel in this command:
(officer)

1. Army serial number _____ Name _____

25. Certifying officer preparing
transmittal letter

(Signature)

(Grade, and arm or service)
APO _____
(Name and address of organization originating transmittal)

Disbursing officer's certificate:

I have examined the forms forwarded herewith without reference to pay rolls and other records, and have found them to be complete, correctly executed, and suitable for processing.
Signature _____

By order of the Secretary of War:

OFFICIAL:
J. A. ULIO,
Major General,
The Adjutant General.

G. C. MARSHALL,
Chief of Staff.

REPRODUCED AT HQ MATCUSA, 2 February 1944.

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[Cir. 6]

CIRCULAR }
No. 6 }

WAR DEPARTMENT,
WASHINGTON 25, D. C., 4 January 1944.

CORPS OF ENGINEERS—Civilian war housing—Changes in AR 100-80.....	Section I
OFFICER—Utilization of over age-in-grade.....	II
RESERVE OFFICERS' TRAINING CORPS—Memorandum No. W145-23-43 rescinded.....	III
SUPPLY BULLETIN—Establishment.....	IV
WOMEN'S ARMY CORPS—Social hygiene course.....	V

I. CORPS OF ENGINEERS.—Pending revision of AR 100-80, 10 August 1942, paragraph 2b(4)(i) of those regulations is rescinded.

[A. G. 600.12 (30 Dec 43).]

II. OFFICER.—Section IV, Circular No. 180; section IV, Circular No. 267; section II, Circular No. 307; section I, Circular No. 368, War Department, 1942; section II, Circular No. 8, War Department, 1943, and any previous instructions in conflict with the provisions of this circular are rescinded and the following substituted therefor:

1. *a.* The War Department policy regarding maximum age-in-grade of commissioned officers for service with troop units, other than the Army Air Forces, is published for the information and guidance of all concerned. This policy applies both to domestic and oversea service.

b. Utilization of over-age officers within the Army Air Forces will be as prescribed by the Commanding General, Army Air Forces.

2. Except as indicated in this circular, the maximum age-in-grade for service with troop units by officers of the promotion-list arms and services is as follows:

Colonel.....	55	Captain.....	42
Lieutenant Colonel.....	52	First Lieutenant.....	36
Major.....	47	Second Lieutenant.....	30

3. Maximum age for assignment of officers of the nonpromotion list services to troop units is 56 years, except that for assignment to the staff of a field army, the maximum is 58 years.

4. An officer will be considered over age-in-grade the day he attains the age prescribed in paragraphs 2 and 3.

5. Over-age officers may be assigned as follows:

a. To all overhead administrative positions, either in the zone of the interior or in theaters of operation.

b. To all training establishments within the zone of the interior.

c. To all service units the normal functions of which are in the zone of the interior, communication zones and rear areas of combat zones, such as medical, quartermaster, ordnance, signal, engineer, Chemical Warfare Service, military police battalions (ZI), mobile or fixed ports of embarkation, and all affiliated units.

d. To coast artillery fixed defenses.

[A. G. 210.31 (12 Dec 43).]

III. RESERVE OFFICERS' TRAINING CORPS.—Memorandum No. W145-23-43, 1 September 43, subject, Military Training Program in ROTC Institutions, is rescinded.

[A. G. 353 (7 Dec 43).]

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[Ctr. 6]

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IV. SUPPLY BULLETIN.—1. **Establishment of Supply Bulletins.**—A medium identified as Supply Bulletin is established as a War Department publication.

2. **Purpose and scope.**—*a.* To disseminate instruction and information prepared by the technical services and staff divisions pertaining to supply matters such as requisition and issue, warehouse and depot administration and procedure, safety information, storage, packing, marking, and shipping.

b. Supply bulletins will contain no directive pertaining to training or operations of a tactical nature.

c. Supply bulletins will contain no directive pertaining to administrative organization or administrative procedure in theaters of operations.

3. **Responsibility.**—The originating agency will be responsible for the content of supply bulletins, and for the exclusion of matter not included within the meaning of paragraph 2.

4. **Abbreviation.**—The abbreviation for supply bulletin will be SB.

5. **Format.**—*a.* Supply bulletins will be printed, mimeographed, or multilithed in pamphlet or leaflet form, normally either 5 $\frac{1}{4}$ inches by 9 inches or 8 inches by 10 $\frac{1}{2}$ inches in size, with illustrations if required.

b. Each bulletin will bear the basic number of the preparing agency or of the subject matter as prescribed by paragraph 3, FM 21-6, and a subnumber which will normally be a serial number. *Example:* SB 5-1, SB 38-1, SB 38-2.

c. Information pertaining to packing, packaging, marking, shipping, and similar specialized subjects may be issued in a separately subnumbered series within the supply bulletin.

6. **Preparation.**—Material for publication in the supply bulletin will be forwarded by the chief of the initiating agency to the Publication Division, The Adjutant General's Office, for processing. Concurrence of other agencies will not be required for supply bulletins prepared within the meaning of paragraph 2.

7. **Distribution.**—Recommended distribution will be submitted with the document by the originating agency. Method of distribution will be prescribed by The Adjutant General.

[A. G. 300.5 (18 Dec 43).]

V. WOMEN'S ARMY CORPS.—1. The course in social hygiene given to trainees at Women's Army Corps training centers complies with the provisions of paragraph 23d(3), AR 40-210, as applied to members of the Women's Army Corps.

2. The date of completion of the above course will be entered in the service record of each member under the heading "Sex Morality" on page 4 of W. D., A. G. O. Form No. 24, or page 2 of W. D., A. G. O. Form No. 724, in compliance with paragraph 17, AR 345-125.

3. Suitable instruction in social hygiene will be given by unit commanders of the Women's Army Corps in compliance with paragraph 23d(2), AR 40-210.

[A. G. 201.3 (22 Oct 43).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

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(Cir 3)

WAR DEPARTMENT

Washington, 25, D.C., 3 January 1944

CIRCULAR)
No. 3)

File

HOMOSEXUALS

1. Memorandum No. W615-4-43, 10 January 1943, subject, Sodomists, and all existing directives and instructions inconsistent with the provisions of this circular are rescinded.

2. Homosexuality is included in the criminal denunciation of Article of War 93. However, it is a matter of War Department policy whether the maintenance of discipline and the interests of the Military Establishment are best served by trial by court martial or by prompt elimination of the offender from the service. The policy of the War Department in dealing with homosexual offenses and attempted offenses is as follows:

a. The true or confirmed homosexual not deemed reclaimable and whose misconduct is not aggravated by independent offenses will-

- (1) If an officer, be offered the opportunity and permitted to resign for the good of the service.
- (2) If an enlisted man, be discharged under the provisions of section VIII, AR 615-360, 26 November 1942, and given a blue discharge.
- (3) If he demands trial by court martial or resists separation from the service as prescribed in (1) and (2) above, be tried by court martial.

b. The offender who is deemed reclaimable and whose misconduct is not aggravated by independent offenses will be hospitalized, and, depending upon the results of treatment, either restored to duty, or separated from the service or tried by court martial as prescribed in a above. The category of offenders deemed reclaimable will ordinarily include first offenders, those who have acted as a result of intoxication or the influence of drugs or from immaturity or curiosity, or those who have acted under undue influence, especially when such influence was exercised by a person of greater years or superior grade; but the foregoing is not intended to be exclusive of any other offenders whose cases reasonably indicate the possibility of reclamation. The commanding officer of the hospital at which such individual was hospitalized will transmit to The Adjutant General, and also to the theater headquarters, if the hospitalization occurs in Alaska or overseas, a full report of the diagnosis, treatment, results of treatment, and recommendation as to disposition, to be kept in the file regarding such individual.

c. If the homosexual offense or attempted offense is aggravated by independent additional offense, as, for example, use of force or violence, or commission of the act with a minor, the offender will be tried by court martial.

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WD Circular No. 3, dtd 3 Jan 44 (cont'd).

3. a. The disposition of any particular case is left to the discretion of the officer exercising general court-martial jurisdiction thereover. He will ascertain in each such case whether there is a record of any prior similar offense or attempted offense in the military service by the individual concerned (see par 2b). He will also consider the report and recommendation of the psychiatrist in making dispositions under paragraph 2b, and, if available, in all other cases.

b. An individual restored to duty under the provisions of paragraph 2b will not be returned to his former organization. He will be reported to the Commanding General, Army Ground Forces, Army Air Forces, or Army Service Forces, or to the theater commander, depending upon which of them has assignment jurisdiction over the individual, for reassignment within his command.

4. a. This policy is effective immediately and will be applied in all pending and future cases. It will not be applied to offenders already serving a sentence of confinement.

b. The declaration of policy in this circular will not preclude bringing any case of homosexuality to trial before a court martial if the officer exercising general court-martial jurisdiction over the offender considers that exceptional circumstances make such action essential in the interests of the Military Establishment.

(A.G. 250.1 (25 Oct 43).)

By order of the Secretary of War:

G. C. MARSHALL
Chief of Staff.

Official:
J. A. ULIO
Major General
The Adjutant General.

REPRODUCED BY HQ MATOUSA, 3 February 1944

R. H. F.

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