

File: 124

Title: Changes in Administrative Terminology and Procedures
under National Security Act of 1947

Origin: War Department Circular #225

Dates: 1947 Classification:

Authenticity: Circular #225

Source:

Extracted by *Spahr* Date _____ Microfilmed _____ Date _____

AG-KI Form 91 (20 July 45)

20 PAP

DECLASSIFIED

Authority *88308*

DECLASSIFIED

Authority 883078

Cir 225

CIRCULAR)

No. 225

WAR DEPARTMENT

Washington 25, D. C., 16 August 1947

Effective until 16 February 1949 unless sooner rescinded or superseded

CHANGES IN ADMINISTRATIVE TERMINOLOGY AND PROCEDURES UNDER NATIONAL SECURITY ACT OF 1947

1. Purpose.- The purpose of this circular is to provide instructions relative to administrative terminology and procedures in the War Department pending revisions to be effected under the National Security Act of 1947 (WD Bul. 11, 1947) and Executive Order 9877 (WD Bul. 12, 1947) and to provide advance information relating to the organization of the Department of the Army, its place in the National Military Establishment, and its relationship to the Department of the Navy and the Department of the Air Force.

2. Effective date.- The Act provides that the effective date will be the day after the day upon which the Secretary of Defense takes office or 24 September 1947 in the event he does not take office prior to this date.

3. Status of instructions.- a. All existing War Department and Army publications and other instructions will remain in effect until superseded by new instructions.

b. All elements of the Army and the War Department will be notified when the changes enumerated in this circular become effective.

4. Terminology.- a. The department of War is redesignated the Department of the Army. The term "Department of the Army" as stated in the National Security Act of 1947 is construed to mean the Department of the Army at the seat of government and all field headquarters, forces, reserve components, installations, activities, and functions under the control or supervision of the Department of the Army.

b. The National Security Act of 1947 creates a Department of the Air Force headed by a Secretary of the Air Force, assisted by an Under Secretary of the Air Force and two Assistant Secretaries of the Air Force. The term "Department of the Air Force," as stated in the Act, is construed to mean the Department of the Air Force at the seat of government and all field headquarters, forces, reserve components, installations, activities, and functions under the control or supervision of the Department of the Air Force.

c. The term "Headquarters, Department of the Army" will be used to refer collectively to the following agencies located at the seat of government (Washington 25, D. C.): the office of the Secretary of the Army (and his assistants); the office of the chief of Staff, United States Army; the divisions of the General and Special Staffs, United States Army; and the offices of the heads of the administrative and technical services.

d. The following changes will become effective upon notification as indicated in paragraph 3b.

Previous title	New title
War Department -----	Department of the Army. (Department of the Air Force.)
Army Air Forces -----	(United States Air Force.)
Secretary of War -----	Secretary of the Army.
Under Secretary of War -----	Under Secretary of the Army.
Assistant Secretary of War -----	Assistant Secretary of the Army.
Assistant Secretary of War for Air -----	(Abolished.)
Chief of Staff -----	Chief of Staff, United States Army.
War Department General Staff -----	General Staff, United States Army.
War Department Special Staff -----	Special Staff, United States Army.
War Department Manpower Board -----	Manpower Board, Special Staff.

e. Present stocks of forms, letterheads, and other stationery made obsolete by changes in terminology will be used until exhausted. When practicable and necessary, an incorrect term may be marked out and the correct term entered in its place.

5. Procedure for addressing and identifying communications.- The provisions of TM 12-253 will be followed in the preparation of all communications, including wire, radio, cable, and teletype messages and correspondence.

a. Direct communication. - Army Ground Forces, armies in the continental United States, and oversea departments and commands are authorized and encouraged to communicate direct with agencies of the Headquarters, Department of the Army, whenever the subject matter of the communication pertains solely to the activities of the headquarters agency to which the communication is addressed.

(1) How addressed.

- (a) Matters requiring the attention of the Secretary, the Under Secretary, or an Assistant Secretary of the Army will be addressed to the above individuals by title, Washington 25, D. C.
- (b) Matters requiring the attention of the Chief of Staff or the Deputy Chief of Staff, United States Army, or the attention of more than one of the divisions of the general or special staffs will be addressed to the Chief of Staff, United States Army, Washington 25, D. C. Correspondence requiring the attention of a single division of the general or special staffs may be addressed to the head of the division by title, General or Special Staff (as the case may be), United States Army, Washington 25, D. C. Electrically transmitted messages requiring the attention of a single division of the general or special staffs will be addressed to the Chief of Staff, United States Army, using "FOR" line as indicated in c.

(c) Matters requiring the attention of an administrative or technical service will be addressed to the head of the service by title, Department of the Army, Washington 25, D. C.

(2) How signed.- A communication signed by any authorized officer of a command may be addressed direct to the heads of the special staff divisions or the administrative and technical services. To be addressed direct to the Secretary, the Under Secretary, or an Assistant Secretary of the Army, the Chief of Staff or the Deputy Chief of Staff, United States Army, or the Directors of the General Staff Division, however, a communication must be of sufficient importance to be signed by the commander or the deputy commander, or by the Chief of Staff of a command in the name of the commander, except that in addition -

(a) A communication signed by an authorized officer of a command may be addressed direct to the Director of Research and Development, General Staff, United States Army.

(b) A communication signed by any authorized officer of a command may be addressed direct to the Director of Intelligence, General Staff, United States Army, when the communication relates to any type of counter-intelligence investigation and to certain other matters.

b. Communications addressed to The Adjutant General.- Except as provided in a above, all communications requiring the attention of Headquarters, Department of the Army, will be addressed to The Adjutant General, Department of the Army, Washington 25, D. C. Where special instructions direct it, correspondence to The Adjutant General will include the Specific subdivision of The Adjutant General's Office, the street address, and the building.

c. Routing within Headquarters, Department of the Army.- Desired internal routing will be indicated by the use of "FOR" in the internal instructions of messages or by the use of an "ATTENTION" line in the address of correspondence.

d. Identification of communications.

(1) All telegrams, radiograms, and cables will include an identifying symbol of five letters the first two or three of which will identify the subdivision of the Department of the Army and the last two or three of which will identify the sending agency. For example, the symbol for the Personnel and Administration Division, General Staff, United States Army, will be CSGPA. Symbols may also be used to identify correspondence in accordance with the provisions of TM 12-253 and other instructions.

(2) Symbols for the offices of the Secretary of the Army and the Chief of Staff and the divisions of the General and Special Staffs, United States Army, will be as follows:

Secretary of the Army

- (a) Secretary of the Army ----- SAOSA
- (b) Under Secretary of the Army ----- SAOUS
- (c) Assistant Secretary of the Army ----- SAOAS
- (d) Administrative Assistant to the Secretary of the Army ----- SAOAA
- (e) Civilian Personnel Division ----- SACPD

Chief of Staff

- (f) Chief of Staff, United States Army ----- CSUSA

General Staff

- (g) Personnel and Administration Division ----- CSGPA
- (h) Intelligence Division ----- GSGID
- (i) Organization and Training Division ----- CSGOT
- (j) Service Supply, and Procurement Division ----- CSGSP
- (k) Plans and Operations Division ----- CSGPO
- (l) Research and Development Division ----- CSGRD

Special Staff

- (m) Public Information Division ----- CSPID
- (n) Legislative and Liaison Division ----- CSLLD
- (o) Troop Information and Education Division ----- CSTIE
- (p) National Guard Bureau ----- CSNGB
- (q) Executive for Reserve and ROTC Affairs ----- CSREB
- (r) Office of The Inspector General ----- CSOIG
- (s) Historical Division ----- CSHIS
- (t) Manpower Board ----- CSMAN
- (u) Budget Division ----- CSBUD
- (v) Civil Affairs Division ----- CSCAD

(3) Basic symbol letters for the Army Ground Forces, the armies, and the Military District of Washington will be as follows:

- (a) Army Ground Forces ----- GN
- (b) First Army ----- AH
- (c) Second Army ----- AI
- (d) Third Army ----- AJ
- (e) Fourth Army ----- AK
- (f) Fifth Army ----- AL
- (g) Sixth Army ----- AM
- (h) Military District of Washington ----- AN

- (4) Army administrative and technical service symbols will be as follows:

Administrative services

- | | | |
|-----|---|-----|
| (a) | Office of The Adjutant General ----- | AG |
| (b) | Office of the Chief of Chaplains ----- | CH |
| (c) | Office of The Judge Advocate General ----- | JAG |
| (d) | Office of the Provost Marshal General ----- | PMG |
| (e) | Office of the Chief of Special Services ----- | SS |

Technical services

- | | | |
|-----|---|-----|
| (f) | Office of the Chief of the Chemical Corps ----- | CML |
| (g) | Office of the Chief of Engineers ----- | ENG |
| (h) | Office of the Chief of Finance ----- | FIN |
| (i) | Office of The Surgeon General ----- | MED |
| (j) | Office of the Chief of Ordnance ----- | ORD |
| (k) | Office of The Quartermaster General ----- | QMG |
| (l) | Office of the Chief Signal Officer ----- | SIG |
| (m) | Office of the Chief of Transportation ----- | TC |

- (5) Each agency in (3) and (4) above will assign appropriate additional symbol letters to identify the subdivisions of the agency.

6. Communication channels for the Air Force.- Present communication channels between elements of the Army Air Forces (Department of the Air Force) and existing elements of the War Department (Department of the Army) will remain in effect. The National Guard Bureau will be the channel of communication between the Department of the Air Force and the States on matters pertaining to the Air National Guard.

7. Rescission.- The following portions of WD Circular 138, 1946, are rescinded, except for provisions therein relating to communication channels of the Army Air Forces:

- a. Paragraph 3la, b, and c, as amended by WD Circular 201, 1947.
 - b. Paragraph 3lg, as amended by section IX, WD Circular 100, 1947.
 - c. Paragraph 3lh.
- (AG 312.4 (7 Aug 47))

BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

EDWARD F. WITSELL
 Major General
 The Adjutant General

DWIGHT D. EISENHOWER
 Chief of Staff

CIRCULAR)
No. 225

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b. The National Security Act of 1947 creates a Department of the Air Force headed by a Secretary of the Air Force, assisted by an Under Secretary of the Air Force and two Assistant Secretaries of the Air Force. The term "Department of the Air Force," as stated in the Act, is construed to mean the Department of the Air Force at the seat of government and all field headquarters, forces, reserve components, installations, activities, and functions under the control or supervision of the Department of the Air Force.

c. The term "Headquarters, Department of the Army" will be used to refer collectively to the following agencies located at the seat of government (Washington 25, D. C.): the office of the Secretary of the Army (and his assistants); the office of the chief of Staff, United States Army; the divisions of the General and Special Staffs, United States Army; and the offices of the heads of the administrative and technical services.

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Under Secretary of War -----	Under Secretary of the Army.
Assistant Secretary of War -----	Assistant Secretary of the Army.
Assistant Secretary of War for Air -----	(Abolished.)
Chief of Staff -----	Chief of Staff, United States Army.
War Department General Staff -----	General Staff, United States Army.
War Department Special Staff -----	Special Staff, United States Army.
War Department Manpower Board -----	Manpower Board, Special Staff.

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- (p) National Guard Bureau ----- CSNOB
- (q) Executive for Reserve and ROTC Affairs ----- CSRES
- (r) Office of The Inspector General ----- CSOIG
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- (d) Office of the Provost Marshal General ----- PMG
- (e) Office of the Chief of Special Services ----- SS

Technical services

- (f) Office of the Chief of the Chemical Corps ----- CML
- (g) Office of the Chief of Engineers ----- ENG
- (h) Office of the Chief of Finance ----- FIN
- (i) Office of The Surgeon General ----- MED
- (j) Office of the Chief of Ordnance ----- ORD
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