File:	124
Title: Origin: Dates: Authenti	Changes in Administrative Terminology and Procedur under National Security Act of 1947 Was Department Circular #225 1947 Classification: Leity: Circular #225
Source: Extracte	nd by Gana Date Microfilmed Date

To PAP

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Authority 883078

WAR DEFARITION

Cir 225

CIRCULAR) No. 225

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Effective until 16 February 1949 unless sooner rescinded or superseded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. Europas. The purpose of this circular is to provide instructions relative to each mistrative terminology and procedures in the Tan Dynari-mentpending revisions to be effected under the National Scourty Legal 1947 (UR Ball 11, 1947) and to provide advance information relating to the organization of the Department of the Aumy, its place in the National Military Establishment, and its relationship to the Department of the Surpose of the Aumy is place in the National Military Establishment, and its relationship to the Department of the Navy and the Department of the Aumy is proved.
- 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 Saptember 1947 in the event he does not take office prior to this date.
- Status of instructions.- a. All existing War Department and Army publications and other instructions will remain in effect until supersoded by new instructions.
 - b. All elements of the Army and the Wer Department will be notified when the changes enumerated in this circular become effective.
- A. Tominology. a. The department of Her is redesignated the Department of the Army. The term "Department of the Army as stated in the National Scourity Act of 1947 is construed to mean the Department of the Army at the sect of government and all field headquartors, forces, reserve components, installations, sativities, and functions under the central or supervision of the Department of the Army.
- b. The Metional Security Let of 19A7 erestes a Department of the Air Force headed by a Secretary of the Air Force, sensited by an Undog Secretary of the Air Force, as stated on the Air Force, The term Phopartment of the Air Force, as stated in the Act, is countrud to mean the Department of the Air Force, as stated in the Act, is countrud to mean the Department of the Air Force at the seat of government and all field headquarters, forces, reserve compounts, installations, activities, and functions under the control or supervision of the Department of the Air Force.
- c. The term "Beadquarters, Department of the Army" will be used to verfor collectively to the following agencies located at the sout of government (Rashington 25, D. G.): the office of the Squretary of the Army (and his assistants); the office of the chief of Staff, United States Army; the divisions of the Central Special Staffs, United States army; and the offices of the heads of the caministrotive and technical services.

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

Previous title

New title

	An Se Un An An Or Wa	ur Department ruy Air Forces serbetary of War dor Secretary of War selstant Secretary of War selstant Secretary of War for Of Staff ur Department General Staff ur Department Special Staff ur Department Hanpower Board	(Department of the Air Force. (United States Air Force. Secretary of the Army. Under Secretary of the Army.
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- e. Present stocks of forms, letterheads, and other stationery made coloute by changes in terminology will be used until exhausted. When practicable and necessary, an incorrect term may be marked out and the correct term untered in its place.
- Procedure for addressing and identifying communications. The provious of TM 12-259 will be followed in the preparation of all communications, including wire, radio, cable, and teletype messages and correspondence.
- a. Direct communication. "Army Ground Forces, armise in the continual United States, and overse departments and commands are authorized and oncouraged to communicate direct with agencies of the Headquarters, Department of the Army, Amenove 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 Staff, United States Army, amount or special staffs will be addressed to the Ginef of Staff, United States Army, Washington 25, D. G. Correspondence requiring the attention of a staffe stripte of the general or special staffs may be addressed to the hold of the division by title, be addressed to the hold of the division by title, be addressed to the hold of the division by title, because or special Staff (as the case may be), United States A.my, 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, washing strip indicated in c M.

- (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 admissed direct to the Secretary, the Under Socretary, or an Assistant Secretary of the Army, the Chief of a staff of the Departy Chief of Staff, United States Army, or an excitation of Staff, United States Army, or communication must be command that the communication must be commanded, not but 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 Resuarch 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. Comunications 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 Conoral, Department of the Army, Manhington 25, D. C. When: 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 indientifying 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 Pereornel and Administration Division, General Staff, United States Army, will be GSFR. Symbols may also be used to identify correspondence in accordance with the provisions of IN 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 A_pny, will be as follows:

(g) 3y bols for the offices of the Scoretary Chief of Staff and well civintens of the

Secretary of the Army .

. (a		ATRY STD
(b	/ Older Secretary of the Army	- diront
(c		
(a		
(e		
(0	VIVILIAN Personnel Division	SACPD
	oniei of Staff	
(f	Chief of Staff, United States Army	- CSUSA
	"General Staff	Statute Line
maren.	on or encountry to oh on and of the authorities Time	
(8	Personnel and Administration Division	- CSGPA
(h	Interrigence Division	Occure
(i)	Organization and Training Division	Oddom
(5)	Corvice Supply, and Progunament Division	
(k)	1 and Uperations Division	Coons
(1)	wester and Development Division	- OSGRD
	Department of the Army, Machington 25, 0, 0, Where a	COULD
	Special Staff	
(m)	Public Information Division	
(n)	Logislating and In Division	CSPID
(0)	Legislative and Liaison Division	CSLLD
(p)	Troop Information and Education Division	CSTIE
(q)	National Guard Bureau Executive for Reserve and ROTC Affairs	CSNOB
(r)	Office of The Inguestan C	CSRES
(s)	Office of The Inspector General	CSOIG
(t)	Historical Division ————————————————————————————————————	CSHIS
(u)	Budget Division	CSMAN
(v)	Civil Affairs Division	
Basi	c symbol letters for the Army Ground Forces, the armi	AP DE T
the	Military District of Washington will be as follows:	les, and
	The state of the s	
(a)	Army Ground Forces	GN
(b)	First Army	AH
(c)	Second Army	An .
(d)	Third Array	AJ
(e)	Fourth Army	1.75
(f)	Fifth Army	AL
(g)	Sixth Army	AM
(h)	Military District of Washington	AN
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(3)

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

Administrative services

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

Technical services

(f) (g) (h)				Chief of the Chemical Corps	
(g)	Office	of	the	Chief of Engineers	ENG
(h)	Office	of	the	Chief of Finance	FIN
(i)	Office	of	Tho	Surgeon General	MED
(1)	Office	of	the	Chief of Ordnance	ORD
(k)	Office	of	The	Quartermaster General	QNG
(i) (j) (k) (l) (m)	Office	of	the	Chief Signal Officer	SIG
(m)	Office	oi'	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 Forces. Present communication channels between elements of the Army Air Forces (Department of the Air Forces) and existing elements of the War Department (Department of the Army) will round in effect. The National Guard Eurous will be the channel of communication between the Department of the Air Force and the States on matters pertaining to the Air National Quard.
- 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 34a, b, and c, as amended by WD Circular 201, 1947. b. Paragraph 34g, as amended by section IX, WD Circular 100, 1947.
 - c. Paragraph 3hh. (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

Cir 225

CIRCULAR) No. 225 WAR DEFARMENT Washington 25, D. C., 16 August 1947

Effective until 16 February 1949 unless sconer 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 instruction relative to administrative terminology and procedures in the War Departmentpending revisions to be effected under the Mational Security Act of 1947 (WD 341.1, 1947) and Executive Order 9577 (WB bul 12, 1947) and to provide edvance information relating to the organization of the Department of the Army, its place in the Mational Military Extelliarment, and its relationship to the Department of the Army its place in the Mational Military Extelliarment of the Air Force.
- 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 Dopartment and Army publications and other instructions will remain in effect until supersoded by new instructions.
 - b. 411 elements of the Army and the War Department will be notified when the changes enumerated in this circular become effective.
 - A. Towninology. 6. The department of War is redesignated the Department of the Army. The term "Department of the Army is a stated in the Metional Security Jost of 1917 is construed to mean the Department of the Many at the most of government and all field headquarters, forces, reserve components, installations, estivities, and functions under the cent-rel or susception of the Department of the Army.
- b. The Rational Scentry Act of 1947 creates a Department of the Air Force beaded 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 'Hopartment of the Air Force,' as stated in the Lot, is construed to mean the Department of the Air Force at the seat of government and all Heild headquarters, forces, recorre componsize, installations, activities, and functions under the control or supervision of the Department of the Air Force.
- o. The term "Endquarters, Department of the Army" will be used to refer collectively to the fellowing agencies located at the seat of government (Mashington 25, D. C.); the office of the Squeetery of the Army (and his essistants); the office of the chief of Staff, United States Army; the divisions of the Central Special Staffs, United States army; and the offices of the heads of the caministretive and technical services.

- 2 -

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

Previous title

New title

ARW AIF Poress Secretary of War Under Secretary of War Assistant Secretary of War Assistant Secretary of War for Air Chief of Staff War Department Gendral Staff War Department Special Staff War Department Supports Depart	Department of the Air Porce. (United States Air Force. (United States Air Force. Secretary of the Army. Under Secretary of the Army. Assistant Secretary of the Army. (Abolished.) (Chief of Staff, United States Army. General Staff, United States Army.
a Proposit strate to a	AT ALSO MATERIAL

- 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 untered in its place.
- Procedure for addressing and identifying communications. The provisions of TH 12-253 will be followed in the preparation of all communications, including wire, radio, cable, and teletype massages and correspondence.
- a. Direct communication. Army Ground Foress, armines in the continental Initial States, and oversea departments and communication and encouraged to communicate direct with agencies of the Headquarters, Department of the Army, Henover the subject matter of 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 attention of more than one of the divisions of 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, uning e "FORE" line as indicated in c.).

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- (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 efficer 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 the Secretary of the Army, the Chief of the Delivity Chief of Staff, United States Army, or Challrottors of the Command Staff Division, however, a commander or to sufficient importance to be signed by the Commander or the Co
 - (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 Inny, when the communication relates to any type of counter-inteelligence investigation and to certain other matters.
- b. Communications addressed to The Adjutant General. Except as provided in above, all communications requiring the attention of Hoadquarters, Department of the Army, Washington 25, D. C. Where special instructions direct the correspondence to The Adjutant General will include the Specific subdivision of The Adjutant General will include the Specific subdivision of The Adjutant General's Office, the stress address, and the utilding.

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 tolograms, radiograms, and cables will include an indentifying symbol of five letters the first two or three of milds will identify the subdivision of the Department of the Army, and the last two or three of which will identify the sonding agency. For example, the symbol for the Percornal and Administration Division, General Staff, United States Army, will be GSTR. Symbols may also be used to identify correspondence in accordance with the provisions of TM 12-53 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 A_pmy, will be as follows:

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Secretary of the Army

(a)		- SAOSA
(b)	Under Secretary of the Army	- SAOUS
(c)	Assistant Secretary of the Army	94049
(d)	Administrative Assistant to the Secretary of the	
	Army	SACAA
(0)	Civilian Personnel Division	SACPD
		COLUMN TO A STATE OF
	Chief of Staff	
(f)	Chief of Staff, United States Army	- CSUSA
	The state of the s	
	General Staff	
101		
(g) (h)	Personnel and Administration Division	
(i)	Intelligence Division	- GSGID
(1)	Organization and Training Division	- CSGOT
(k)	Service Supply, and Procurement Division	
(1)	Plans and Operations Division	- CSCPO
1-1	Research and Development Division	- GSGRD
	Special Staff	
	Description operate Scall and artifle the actually	
(m)	Public Information Division	De do
(n)	Legislative and Liaison Division	
(0)	Troop Information and Education Division	COLLEGE
(p)	National Guard Bureau	CSTIE
(q)	Executive for Reserve and ROTC Affairs	CSRES
(r)	Office of The Inspector General -	CSOTO
(s)	Historical Division -	CSHIS
(t)	Manpower Board	CSMAN
(u)	Budget Division	CSBUD
(v)	Civil Affairs Division	CSCAD
		er or e
Basi	c symbol letters for the Army Ground Forces, the arm	ies, and
the	Military District of Washington will be as follows:	Mary Land
		cooks cor
(a)	Army Ground Forces	GN
(b)	First Army	AH
(c)	Second Army	GAGS, AI
(d)	Third Army	AJ
(e)	Fourth Army	AK
(f)	Fifth Army	
(g)	Sixth Army	MACOCI
(h)	Military District of Washington	AN III

(3)

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

Administrative services

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

Technical services

(f)				Chief of the Chemical Corps	CML
(f) (g) (h)	Office	of	the	Chief of Engineers	ENG
(h)	Office	of	the	Chief of Finance	FIN
(1)	Office	of	Tho	Surgeon General	MED
(i) (j) (k) (l)	Office	of	the	Chief of Ordnance	ORD
(10)	Office	of	The	Quartermaster General	QMG
(7)	Office	of	the	Chief Signal Officer	SIG
(m)				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 Airy Air Forces (Department of the Air Force) and existing elements of the War Department (Department of the Terry) will romain in effect. The National Guard Bureau will be the channel of communication between the Department of the Air Force and the States on maturer 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 34a, b, and c, as amended by WD Circular 201, 1947.
 - Paragraph 3lig, as amended by section IX, WD Circular 100, 1947.
 Paragraph 3lih.

(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 DECLASSIFIED Authority 885078