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Authority AM D 88 5078

UNITED STATES ARMY RECORDS CENTER

STANDING OPERATING PROCEDURES



UNITED STATES ARMY RECORDS CENTER

TAGO

St. Louis 32, Missouri

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STANDING OPERATING PROCEDURES

UNITED STATES ARMY RECORDS CENTER

31 March 1960

FOREWORD

Standing Operating Procedures for the United States Army Records Center are prepared on a functional basis for the information and guidance of all concerned. They are in three parts, each relating to a particular aspect of the Center's mission. Part One pertains to Administrative Procedures; Part Two pertains to Accessioning and Disposition Procedures; and Part Three pertains to Reference Service Procedures. Each part is further divided into chapters relating to specific subjects. This permits publication of additional material as required and distribution of parts and chapters on a "need-to-know" basis.

Although of value as a training device, these Standing Operating Procedures are designed primarily for use as guides by personnel who have acquired a working knowledge of their particular assignment. To the extent possible, procedures are documented to obtain basic uniformity, thereby providing a wide range for applying initiative and good judgment. As such, details are purposely omitted. This will often require referral to various regulations, directions, policy and precedent files, etc.

Changes to these Standing Operating Procedures will be issued when necessary. Each employee is responsible for maintaining the portions in his possession.

All personnel are encouraged to question traditional or "old-ways" procedures and to suggest new methods for improving these Standing Operating Procedures.

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CHAPTER 5

Review, Signature, and Dispatch

SECTION I. Review

1. Reviewing will be held to the minimum required to insure that the reply is accurate and fully responsive to the inquiry.

2. Special Interest Communications. A review will be made of special interest communications to the extent necessary to insure that reply is accurate, fully responsive to the inquiry, and reflects a personalized and helpful attitude.

3. Routine Communications.

a. A review will be made to insure that the reply reflects proper application of policies and procedures and is fully responsive to the inquiry.

b. Normally, only a spot-check review will be made of record facts, format, composition, etc. Sound judgment should be applied in determining whether a spot-check or item-by-item review should be made, including consideration of the following:

- (1) Nature and source of inquiry.
- (2) Type of information furnished and purpose for which requested.
- (3) Experience and competency of the person preparing the reply.

SECTION II. Personnel to Sign Correspondence

1. Authority to Sign Correspondence. Authority to sign correspondence is delegated to Branch and Office Chiefs who, in turn, may redelegate this authority to the lowest practical action level consistent with effective control. Authority to sign Congressional inquiries will not be redelegated below the section level. If Branch Chiefs redelegate authority for signing correspondence, they are responsible for insuring that necessary controls are provided which will assure maintenance of high qualitative standards insofar as accuracy and completeness of replies are concerned.

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2. Inquiries to be Routed to Headquarters, USARCENT. Inquiries in the following categories will be routed through Headquarters, USARCENT, prior to dispatch:

a. Replies to inquiries containing serious complaints and/or criticisms. If the complaint or criticism reflects an undue delay or improper handling of a previous inquiry within USARCENT, the Branch Chief will hand carry the reply to the Commanding Officer and orally present all the facts and circumstances involved.

b. Policy inquiries, inquiries of a highly controversial nature, and those which in the judgment of the Branch or Office Chief merit the personal attention of the Commanding Officer. Unless self-explanatory, a memo routing slip will be placed on top of the reply setting forth the reason for bringing the case to the commander's attention.

c. Inquiries in which the Commanding Officer has expressed a personal interest and indicated that he desires to see and/or sign the final reply.

SECTION III. Personnel to Authenticate Official Papers

1. General. Every effort will be made to minimize the requirement of an officer's signature in authenticating official papers. Wherever possible, official papers will be authenticated by the following methods:

a. Use of the "Official" and "Official Copy" Seals of The Adjutant General's Office.

b. Use of forms with facsimile signatures on "determinations" and other like actions with authentication accomplished by affixing the "Official" seal on the document.

c. Signature by Branch Chiefs or their designated representatives.

SECTION IV. Dispatch

1. Communications routed through Headquarters, USARCENT, will be accompanied by pertinent records. The Mail Branch will withdraw and return the records to the appropriate file area when the

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communication is dispatched.

2. Other communications will be forwarded to the Mail Branch without the records (unless records are being loaned).

3. Outgoing communications will be picked up at scheduled intervals by messengers from various action elements. Wherever urgency exists, the communication will be hand carried to the Mail Branch.

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SPECIAL INTEREST INQUIRIES
Congressional, Chief of Staff, White House, etc.

SECTION I. General Information

1. Definition. Special Interest inquiries are requests received from prominent or important public officials, citizens, and agencies; requests which have been routed through or are of special interest to higher echelons of the Department of the Army; and correspondence considered other than routine in nature because of source.

2. Categories. Special Interest inquiries may be categorized as follows:

a. Congressional. Inquiries from members of Congress addressed to The Adjutant General (TAG), or to the Commanding Officer, United States Army Records Center (example reply - Fig. 1).

b. Secretary of the Army, Chief of Legislative Liaison (OCLL or SACL). Inquiries from members of Congress referred to TAG from OCLL (example reply - Fig. 2).

c. Office of Chief of Staff (OCS). Inquiries referred to TAG from OCS (example reply - Fig. 3).

d. Secretary of the Army (OSA). Inquiries addressed to OSA and referred to TAG either direct or through OCS (example reply - Fig. 4).

e. Secretary of Defense (OSD). Inquiries addressed to OSD and referred to TAG either direct or through OSA and/or OCS (example reply - Fig. 5).

f. White House. Inquiries addressed to the President, or other White House officials, referred to TAG either direct or through OSD, OSA, or OCS (example reply - Fig. 6).

g. Attaches, Representatives of Foreign Governments, and Nonnationals Residing in Foreign Countries. Inquiries from these sources are usually received in TAG from the Department of State, or the (Army) Assistant Chief of Staff for Intelligence (ACSI) (example reply - Figs. 7 and 7a).

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h. Miscellaneous. There are many other inquiries which fall into the category of "Special Interest Inquiries." These include serious complaints against the Army or TAG, controversial cases, cases having public relations significance, disapproval of recommendation or request from general officers, and any other type inquiry which in the judgement of the Branch Chief or higher official should be treated as a "Special Interest Inquiry" (example reply - Fig. 8).

3. Scope. This appendix outlines techniques and format peculiar to inquiries which, by virtue of source are categorized as "Special Interest Inquiries" (Par. 2). Procedures for replying to a particular subject(s) will be found ordinarily in Army directives and the applicable portion of this SOP (e.g., decorations and awards, Army Board cases, legal action, etc.).

4. Routing and Referral Slips. Figures 9 through 14 show the routing and referral slips generally used in transmitting special interest inquiries through Army channels. These slips contain a suspense date on which the action requested must be in the office of primary interest. They direct the type of action required of TAG, and special instructions concerning internal routing and other details. Routing and referral slips are also used as transmitting instruments when forwarding completed cases to Washington.

5. Action Required of TAG. Special interest cases are referred to TAG for appropriate action, direct reply to the writer, draft reply, information on which to base reply, or preparation of reply for signature in the office of primary interest.

SECTION II. General Procedures

1. Introduction. Part Five, TAGO Office Regulations (and Tables) prescribe general procedures and sample figures for processing Special Interest Inquiries. This section of the Appendix supplements the provisions of that directive by stressing the more essential factors, and adding, when necessary, instructions applicable to USARCEN functions. It also "pin-points" the specific directive(s) relating to a particular phase of the various procedures.

2. Processing Correspondence. (Chapter 1, Part Five, TAGO Office Regulations).

a. Action on Communications. Process Special Interest Inquiries expeditiously. Use hand-to-hand transmittal between the various branches and sections, and utilize, when necessary, message and telephone facilities.

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b. Control of Cases. The TAG Executive Mail Center in Washington and Mail Section, this Center, control Special Interest Inquiries by Mail Control Record, DD Form 278 (Fig. 15).

c. Interim Replies (Figs. 16, 17 and 18). Follow local instructions and Paragraph 7 and Table I, Part Five, TAGO Office Regulations very closely.

d. Referring Special Interest Inquiries to Other Offices.

(1) When White House inquiries (data to be furnished to the White House Liaison Officer) are referred to another Army agency for appropriate action or information upon which to base a reply, two copies of the referring disposition form (to TJAG, Army Board, etc.) may be sent to the White House Liaison Officer, if appropriate, in lieu of an interim reply. White House inquiries may not be referred outside the Department of the Army (VA, Air Force, etc), but should be returned to the White House Liaison Officer.

(2) Other Special Interest inquiries may be referred to other Government agencies for appropriate action when the matter(s) in question concerns a function of that agency (Figs. 19 and 20). An example of this type referral is an inquiry about the military pay records of a former soldier. Such inquiries are referred to the Commanding General, Finance Center, U. S. Army, Indianapolis, Indiana, as that officer has jurisdiction over those matters. When referrals are made, prepare an interim reply to the Congressman or public official interested in the case, and inclose a copy with the referral action.

(3) When it is determined that correspondence which was originally addressed to USARCEN and routed to USARCEN pertains to records in custody of MPBC, GSA, the inquiry will be returned promptly to the Mail Section with a notation as to whom it should be referred.

3. Content of Correspondence. (Chapter 2, Part Five, TAGO Office Regulations).

a. Effective Writing. Replies to Special Interest inquiries must be clear, concise, and accurate. Subject matter must be presented intelligently and in logical sequence. Non-military correspondence should show sincere, courteous, and personal expression. Use the positive rather than negative approach. Avoid indifferent, unsympathetic, evasive, and ambiguous replies. Do not refer to Army Regulations and other military publications without explaining their content or meaning.

b. Accuracy and Completeness of Reply. It is imperative that meticulous analyzing be given Special Interest inquiries to insure a complete and accurate reply conforming with established policies and precedents. Use plain simple words and avoid long involved sentences.

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Although the reply should be brief, caution must be exercised to prevent it from showing curtness or indifference. Clarity, however, always has preference over brevity. See Appendixes I, II, and III to Part Two, TAGO Office Regulations for general policies governing the release of information from the individual personnel records to requesting parties.

c. Other Important Factors.

(1) Inquiries From Two or More Officials on the Same Subject. When inquiries are received from two or more high public officials on the same subject, do not indicate the interest of the other official(s) in the reply. Do not forward a copy of a reply to one official to another official, either as a reply or for other reasons.

(2) Inquiries to Field Commanders (Par. 26, Part Five, TAGO Office Regulations). To answer inquiries from Congressmen and other high public officials, it is necessary sometimes to obtain information from field commanders. In communicating with field commanders, do not mention the fact that the inquiry is being made as a result of an inquiry from a high public official.

(3) "Do's and Don't's" in Replies to Congressmen. Do not refer to the date of the incoming inquiry. When a Congressional inquiry shows the name and address of the constituent making the original inquiry, include the constituent's name and address in the reply; however, do not use the word "constituent". When returning a constituent's letter to a Congressman, do not refer to it in the body of the covering letter as an inclosure. See Paragraph 22, Part Five, TAGO Office Regulations, and DA Memo. 1-27 for sample opening and closing paragraphs in Congressional inquiries.

4. Preparation of Correspondence:

a. Stationery and Copies. See Chapters 2 and 4, AR 340-15, DA Memos. 340-13 and 340-17, and paragraph 36 and Figures 1 through 20 of Part Five, TAGO Office Regulations. Figures 21 through 25 under "Assembly of Cases after Completion," will also show information concerning stationery and required number of copies. When preparing replies for signature other than in USARCEN, always add one plain white tissue for a stayback copy. This copy will insure a ready reference until such time as the green file copy is returned after "Washington" signature. Stayback copy files, which are maintained in the operating sections, are cut off at the end of each calendar year quarter, retained an additional quarter, and then destroyed.

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b. Addresses and Salutations. (Pars. 21 and 38 through 44, Part Five, TAGO Office Regulations). Give close attention to the proper addresses and salutations in Congressional type inquiries.

c. Signatures.

(1) Non-Military Correspondence. (Par. 45, Part Five, TAGO Office Regulations). The proper signature on a reply depends upon the type of inquiry, and/or the instructions given on a referral slip. Replies may be prepared for signature of the Commanding Officer, USARCM, The Adjutant General, or officials in higher echelons. (The latter two signing elements are commonly referred to as "Washington" signature cases).

(a) Inquiries Addressed to TAGO. The Commanding Officer, USARCM, is authorized to reply over his signature to inquiries addressed to TAGO in Washington and USARCM except (1) inquiries which involve a serious question of policy or important expression of opinion; (2) inquiries in which instructions are given to prepare reply for TAG signature; and (3) inquiries received through OCLL or SACLL with a Washington Mail Control Record. The Washington control on inquiries prepared for the signature of the Commanding Officer, USARCM, will be cleared by the Mail Branch, this Center.

(b) Inquiries Addressed to Offices other than TAGO.
Use signatures on replies as directed on the referral slips.

(2) Military Correspondence. See Par. 49, AR 340-15, and Table III, Part Five, TAGO Office Regulations, for format, authority lines, and signatures.

d. Memorandum for Record. (Par. 49, Part Five, TAGO Office Regulations). Place a Memorandum for Record on the file and stayback copies of correspondence requiring "Washington" signature. The item "Coordination," as shown in the example in the directive, is not usually necessary in the Memorandum for Record prepared in USARCM.

e. Separate Correspondence. Correspondence prepared for signature in the Secretary of the Army's Office, or Chief of Staff's Office, may also require the Summary Sheet, the Memorandum, or the Fact Sheet.

(1) Summary Sheet (Pars. 11 and 49c and Figure 19, Part Five, TAGO Office Regulations; DA Memorandum No. 340-15; and Deputy Chief of Staff for Personnel Directive No 1 - 2). A Summary Sheet, DA Form 28, is used for all matters requiring decision or other action.

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It is usually prepared when the case is of interest to or routed through the Chief of Staff's Office. In most cases the referral slip will direct when to prepare this sheet. Figure 19 to Part Five, TAGO Office Regulations, is a sample Summary Sheet with instructions on completing each item.

(2) Summary of Actions (Figure 20, Part Five, TAGO Office Regulations; Para. 12, DA Memo 340-15; and Deputy Chief of Staff for Personnel Directive 1-2). When a Deputy Chief of Staff or an Assistant Chief of Staff routes the Summary Sheet to the Chief of Staff for approval, prepare a Summary of Actions (AS Form 27). On other final actions, the Office, Chief of Staff copy of the Summary Sheet will be marked "No Summary of Actions required." The Deputy Chief of Staff for Personnel (DCS PER) is usually interested in USARCEN Summary Sheet actions, and his office will normally indicate on the referral slip when to prepare a summary of actions.

(3) Memorandum. (Figure 18, Part Five, TAGO Office Regulations and Section II, DA Memo 340-15). Use the Memorandum to present informational material. Do not use it when a recommendation is made, or a decision or other action is required. Memoranda forwarding drafts of proposed replies for White House signature (See Par. 50, Part Five, TAGO Office Regulations) are excepted from this rule.

(4) Fact Sheet (Par. 51, Part Five, TAGO Office Regulations, and Sec III, DA Memo 340-15). Use the Fact Sheet when specifically requested by higher authority to expedite a brief statement of concise facts without interpretations, recommendations, or conclusions.

5. Assembly of Completed Cases. See Figures 21 through 25 for guides to diagrams covering the assembly of cases prior to review and dispatch. Do not attach miscellaneous back-up papers containing remarks or information which is not appropriate or required for review and/or filing.

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	Third Party	OSD 5
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	Congressman (Informing of Referral)	SACLL 19
	General Officer (Denial)	(Direct) 8
	Congressman (Signature, CO, USARCEN)	(Direct) 1
	Congressman (Interim, Signature, CO, USARCEN)	(Direct) 17
	Congressman (Interim, Signature, TAG)	(Direct) 18
	Congressman (Informing of Referral)	(Direct) 20
	Veterans Administration (Referral)	N/A 4a
	Former Soldier (Partial Medical Record)	N/A 4b
	Former Soldier (Forwarding Letter from Army Attache)	N/A 7a
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HEADQUARTERS, DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
U. S. ARMY RECORDS CENTER
ST. LOUIS 21, MISSOURI

3 December 1959

IN REPLY

REFER TO:
AGDC-MC-S 201 Doe, John J.
O 000 000 (4 Aug 59)

Honorable Robert T. Burns
House of Representatives
Washington 25, D. C.

Dear Mr. Burns:

I refer to your inquiry in behalf of Mr. John J. Doe, Rural Free Delivery #4, Graceville, Florida, concerning his medical record.

A statement of the part of Mr. Doe's medical history which may be released to him is inclosed for transmittal to him. For your information, he also received medical treatment from 25 December 1926 to 30 May 1927 for dementia praecox, hebephrenic type, for which he was honorably discharged 30 May 1927 by certificate of disability.

Paragraph 17 of the inclosed Department of Defense Directive on releasing medical data pertains to furnishing medical information which cannot be released to a former serviceman because it would prove injurious to his physical or mental health.

Sincerely yours,

Inclosures

EUGENE S. TARR
Colonel, AGC
Commanding

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

EX-107 (FORM 7)
AOC-C-PS 201 Doe, John J.
OO OOO OOO (15 Feb 60)

Honorable Thomas C. White
House of Representatives

Dear Mr. White:

I refer to your inquiry to the Legislative Liaison Office in behalf of Mr. John J. Doe, 113 Rockingham Street, Toledo, Ohio, regarding the reason he was rejected for induction in September 1942.

Mr. Doe's Army records include no information concerning rejection from military service in September 1942. He was found physically qualified for induction 10 October 1942.

The various State Directors of Selective Service maintain physical examination reports of persons rejected for military service; however, this office has been informed that these reports made during World War II have been destroyed.

Sincerely yours,

H. V. LEE
Major General, USA
The Adjutant General

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AG 000-40-5

HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.



Mr. John J. Doe
Route 2, Box 154 A
Granite Falls, North Carolina

Dear Mr. Doe:

The Army Chief of Staff referred your request for a copy of your discharge certificate to this office for reply.

This office has been unable to identify a record of service in the United States Army under your name. Additional information - such as your service number, date and place of birth, the complete organization name and sub-unit with which you served - may help in locating the records. A set of your fingerprints, which you may provide on the attached card, will be helpful also.

If the service to which you refer was with the National Guard, the Adjutant General of the state in which you enlisted may be able to provide your discharge certificate.

Sincerely yours,

Enclosure

R. V. LEE
Major General, USA
The Adjutant General

Figure 3

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

REPLY REFER TO
AGCC-FS 201 Doe, John J.
OO 000 000 (23 Feb 60)

Administrator of Veterans Affairs
Washington 25, D. C.

Dear Sir:

The attached copy of letter and inclosures from the Honorable Samuel G. Burke, House of Representatives, concerning the Army medical records of John J. Doe, OO 000 000, is forwarded for consideration and further reply.

Mr. Doe's medical records were previously forwarded to the Veterans Administration Regional Office, Waco, Texas. A partial medical history prepared from the inclosed additional records is attached.

Mr. Burke has been informed of this referral by letter, copy inclosed.

Sincerely yours,

Inclosures

R. V. LEE
Major General, USA
The Adjutant General

Figure 4a

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

IN REPLY REFER TO
AGCC-FS 201 Doe, John J.
00 000 000 (2) Feb 60

Mr. John J. Doe
Route 1
Winona, Texas

Dear Mr. Doe:

The Honorable Samuel G. Burke, House of Representatives
inquired in your behalf concerning your Army medical records.

I am inclosing a partial statement of your medical history
based on records filed in this office. Additional medical re-
cords were previously forwarded to the Veterans Administration
for adjusting your claim. I have, therefore, referred a copy
of Mr. Burke's inquiry and the medical records located here to
the Administrator of Veterans Affairs, Washington 25, D. C., for
consideration and further reply.

Sincerely yours,

Inclosure

R. V. LEE
Major General, USA
The Adjutant General

Figure 4b

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AS ACQUISITION OF
A000-NC-3

HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

Mrs. Gladys M. Sims
Apartment C
4627 Manordens Road
Baltimore 29, Maryland

Dear Mrs. Sims:

Your inquiry to the Department of Defense requesting information concerning the military service of a Mr. J. J. Doe has been referred to this office for reply.

A careful search of the records has been made; however, from the information furnished, this office has been unable to identify a record of service in the United States Army for a Mr. J. J. Doe.

The person to whom you refer may be John Joseph Doe who informed this office in 1942 that he had served in Archangel and Murmansk, Russia, in 1918 and 1919 with the British Forces. For information concerning such service, it is suggested that you write to The Under Secretary of State (Records), The War Office, Worcester Road, Droitwich, England.

Sincerely yours,

R. V. LEE
Major General, USA
The Adjutant General

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AS APPLIED BY THE
AGOC

HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

Mr. John J. Doe
1416 Evans Street
Pasadena, California

Dear Mr. Doe:

Your letter to the President concerning your Army discharge was referred to this office for reply.

The Army Discharge Review Board reviewed the type and nature of your discharge on 19 December 1945 and concluded you had been discharged properly.

A rehearing may be granted only when an applicant can provide evidence which was previously unavailable to the Army Discharge Review Board. The facts submitted to appeal the Board's decision should be in the form of affidavits or statements that relate directly to the events causing the discharge. They should clarify and dispose circumstances resulting in separation. They should be neither mere excuses for actions nor character references that do not pertain to the service involved.

If you wish a rehearing, you may apply by forwarding your request with attached evidence to the Commanding Officer, U. S. Army Records Center, 9700 Page Boulevard, St. Louis 32, Missouri.

Sincerely yours,

R. V. LEE
Major General, USA
The Adjutant General

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ADCC-SC-A 201 Doe, John J. 1st Incl ABC/oe
OO 000 000 (21 Jan 60)
SUBJECT: Request for Information

DA, TAGO, Washington 25, D. C.

THRU: Assistant Chief of Staff, Intelligence, Department of the Army,
Washington 25, D. C.

TO: U. S. Army Attache, American Embassy, London, England

1. The Department of the Army policy precludes disclosing Army members' and former members' addresses in cases of this nature. Mrs. Doe's letter, however, has been sent to Mr. John J. Doe at his latest address of record.

2. Mr. Doe's Military record includes no information that indicates he divorced Mrs. Jane Doe.

By Order of Wilber M. Brucker, Secretary of the Army:

1 Incl Adjutant General
w/d 1 incl-1
Added 1 incl
2. Copy ltr from
Mrs. Doe

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HEADQUARTERS, DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
U. S. ARMY RECORDS CENTER
ST. LOUIS 81, MISSOURI

IN REPLY

FORM 37-3C-A 201 Doe, John J.
00 000 000 (21 Jan 60)

Mr. John J. Doe
1346 8th Street
Alameda, California

Dear Mr. Doe:

I am inclosing a letter for your consideration which was received from the Army Attache, American Embassy, London, England.

As the Army policy precludes our disclosing members' and former members' addresses in response to requests of this nature, I have not furnished your address to Mrs. Doe.

Sincerely yours,

1 Incl
Ltr from
Mrs. Doe

SIEMENS S. TARR
Colonel, AGC
Commanding

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

AGGC-SC-A 201 Doe, John J.
EM 00 000 000 (22 Jan 59)

Brigadier General James Smith, USAI-Ret.
Room 812
720 North Michigan Avenue
Chicago 11, Illinois

Dear General Smith:

I refer to your letter requesting information from the military records of Mr. John J. Doe, Ierna, Illinois.

As the Department of the Army regards its members' and former members' records as privileged, the information you requested may be furnished only with the written consent of the person concerned.

Upon receiving Mr. Doe's signed authorization to release the requested data, I shall consider your request promptly.

Sincerely yours,

R. V. LEE
Major General, USA
The Adjutant General

Figure 8

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SECRETARY OF DEFENSE ROUTING SLIP				
TO	INITIAL	ADV. ACTION	INFO. COPY	THIS IS AN
SECRETARY OF DEFENSE				ADVANCE ACTION COPY
DEPUTY SECRETARY OF DEFENSE				ACTION COPY <input checked="" type="checkbox"/>
ADMINISTRATIVE SECRETARY				INFORMATION COPY
<input checked="" type="checkbox"/> SECRETARY OF THE ARMY				FOR
SECRETARY OF THE NAVY				PREPARATION OF DRAFT REPLY FOR WHITE HOUSE SIGNATURE AND TRANSMITTAL LETTER
SECRETARY OF THE AIR FORCE				PREPARATION OF REPLY FOR SECRETARY OF DEFENSE SIGNATURE
ASSISTANT SECRETARY OF DEFENSE (CS&M)				PREPARATION OF REPLY FOR DEPUTY SECRETARY OF DEFENSE SIGNATURE
ASSISTANT SECRETARY OF DEFENSE (D&M)				NOTE AND FORWARD
ASSISTANT SECRETARY OF DEFENSE (PA)				APPROPRIATE ACTION <input checked="" type="checkbox"/>
ASSISTANT SECRETARY OF DEFENSE (R&L)				REPLY DIRECT <i>(Forward copy of reply to Secretary of Defense first)</i>
ASSISTANT SECRETARY OF DEFENSE (IA)				INFORMATION AND RETENTION
ASSISTANT SECRETARY OF DEFENSE (PA)				INFORMATION AND RETURN FOR SECRETARY OF DEFENSE FILES
ASSISTANT SECRETARY OF DEFENSE (M&AR)				DATA ON WHICH TO BASE A REPLY
ASSISTANT SECRETARY OF DEFENSE (R&B)				COMMENT AND/OR RECOMMENDATION
GENERAL COUNSEL				COORDINATION WITH
ASSISTANT TO THE SECRETARY OF DEFENSE (AR)				PRIORITY
ASSISTANT TO THE SECRETARY OF DEFENSE (Special Operations)				
ASSISTANT TO THE SECRETARY OF DEFENSE (LA)				
SPECIAL ASSISTANT				
REMARKS <div style="text-align: right; margin-top: 20px;"> <p>also</p> <p>RECEIVED INFORMATION SECTION OFFICE OF THE ARMY JUN 10 1955</p> </div>				
SEND DATE DATE	ADVISE DATE	SEE CONTROL NO.	RECEIVED	

SD FORM 14
 1 SEP 55

012607

Fig. 9

Actual Size -- 8 inches X 10 1/2 inches

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USARCEN SOP

Appendix XV
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31 Mar 60

DO NOT DETACH THIS SLIP

OFFICE OF THE ADMINISTRATIVE ASSISTANT

DATE 1/16/60

TO:

<input type="checkbox"/> UNDER SECRETARY OF ARMY	<input type="checkbox"/> CHIEF OF PUBLIC INFO.
<input type="checkbox"/> ASST. SEC. OF ARMY (HMRP)	<input type="checkbox"/> CHIEF OF LEG. LIAISON
<input type="checkbox"/> ASST. SEC. OF ARMY (CMA)	<input checked="" type="checkbox"/> ADJUTANT GENERAL
<input type="checkbox"/> ASST. SEC. OF ARMY (LOG)	<input type="checkbox"/> ENGINEERS, CHIEF OF
<input type="checkbox"/> ASST. SEC. OF ARMY (FM)	<input type="checkbox"/> FINANCE, CHIEF OF
<input type="checkbox"/> DIR. RESEARCH & DEV.	<input type="checkbox"/> JUDGE ADVOCATE GENERAL
<input type="checkbox"/> GENERAL COUNSEL	<input type="checkbox"/> QUARTERMASTER GENERAL
<input type="checkbox"/> CHIEF OF STAFF	

FOR:

APPROPRIATE ACTION
 DIRECT REPLY
 PREPARATION OF REPLY FOR SIGNATURE OF SECRETARY OF ARMY
 PREPARATION OF REPLY TO SIG. OF ADMINISTRATIVE ASSISTANT
 MEMO FOR SECRETARY OF ARMY OR ADMINISTRATIVE ASSISTANT
 INFORMATION ON WHICH TO BASE REPLY
 FOR COMMENT, RECOMMENDATION OR INITIAL
 INFORMATION
 NOTE AND RETURN
 FILE
 MARK "PERSONAL ATTENTION OF ADMINISTRATIVE ASSISTANT"
 FURNISH COPY OF REPLY TO CAR, OSA
REMARKS:

BY DIRECTION OF THE SECRETARY OF THE ARMY

OSA FORM 29 (REVISED)
20 JANUARY 1956

JOHN W. HARTYK
Administrative Assistant

Fig. 10

041243

Do not detach this slip

OFFICE OF THE CHIEF OF LEGISLATIVE LIAISON

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DATE 10 Apr 59	FILE NUMBER 201-Doe, John (9 Apr 59)
SUBJECT: Congressman Joseph Brown - John Doe, RA 00 000 000 - MC states EM - he wants it changed to honorable disch - he wants it changed to honorable disch	
TO: The Adjutant General	
FOR: PREPARATION OF A REPORT	
<input checked="" type="checkbox"/> PREPARATION OF REPLY FOR SIGNATURE OF R. B. Jones * w/five copies	
<input type="checkbox"/> COMMENTS AS TO LEGAL SUFFICIENCY	
<input type="checkbox"/> INFORMATION UPON WHICH TO BASE A REPLY	
<input type="checkbox"/> DRAFT OF AN APPROPRIATE REPLY	
<input type="checkbox"/> DIRECT REPLY AND COPY FOR OCLL, OSA	
<input type="checkbox"/> CONCURRENCE AND/OR COMMENT	
<input type="checkbox"/> NECESSARY ACTION	
<input type="checkbox"/> RETURN TO OCLL, FOR DISPATCH	
<input type="checkbox"/> INFORMATION ONLY	
<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> REMARKS	
REMARKS: Telephone acknowledgment has been made to MC; they did not want ack ltr.	
* R. B. JONES Brigadier General, GS Deputy Chief of Legislative Liaison	
Opening paragraph: The Secretary of the Army has asked me to reply to your inquiry in behalf of	
1 Incl: Cy ltr fr MC 8 Apr 59	
FOR THE CHIEF OF LEGISLATIVE LIAISON T. J. JACKSON Lt Colonel, GS	
SUSPENSE DATE 24 Apr 59	TELEPHONE NUMBER 73393 (mr)
INCLOSURE above	

DECLASSIFIED
Authority: AUM D 883078

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DEPARTMENT OF THE ARMY OFFICE OF THE CHIEF OF STAFF REFERRAL SLIP (Will remain with correspondence)				
FILE NUMBER			DATE 21 JAN 1960	
OSA	ACSRC	CINFO	COFORD	
CLL	TJAG	TPMG	TSG	
DCSPER	TIG	CCA	CSIGO	
DCSOPS	CHGB	CMH	CCMLO	
DCSLOB	CARRDTC	TOMB	COFF	
COA	<input checked="" type="checkbox"/> TAG	COFENGR	COFF	
CRD	COFCH		COMDW	
ACSI				
ATTENTION				
<input checked="" type="checkbox"/>	NECESSARY ACTION			
<input checked="" type="checkbox"/>	DIRECT REPLY. GONG DEFERRED			
	PREPARE (DRAFT) (FINAL) REPLY FOR SIGNATURE			
	PREPARE SUMMARY SHEET REPLY TO			
	NOTE AND (FORWARD) (RETURN)			
	INFORMATION AND/OR FILE			
	INFORMATION ON WHICH TO BASE REPLY			
	TRANSLATION AND RETURN			
	REPORT ESTIMATED COMPLETION DATE BY			
	REPORT OF ACTION TAKEN			
	COORDINATE WITH			
	SEE REVERSE SIDE			
SUSPENSE DATE			CASE NUMBER	
BY DIRECTION OF THE CHIEF OF STAFF:				
F. W. NORRIS Colonel, GS Deputy Secretary of the General Staff				

OCSA FORM 2 (REV) EDITION OF 15 SEP 57 MAY BE USED.
20 DEC 59

Figure 13

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SUSPENSE SHEET		SUSPENSE DATE	
		DATE	13 Jan 60
FILE NUMBER	CASE NUMBER	DATE	1
	1146	DATE	
TO	DATE	DATE	
TAG	6 Jan 60	DATE	
ACTION DIRECTED (For OCSB Use Only)			
NECESSARY ACTION		INFORMATION ON WHICH TO BASE REPLY	
DIRECT REPLY - COPY OF REPLY TO		TRANSLATION AND RETURN	
X	PREPARE (DRAFT) (FINAL) REPLY FOR SIGNATURE In V. H.	REPORT ESTIMATED COMPLETION DATE BY	
	PREPARE SUMMARY SHEET REPLY TO	REPORT OF ACTION TAKEN	
	DATE AND (FORWARD) (RETURN)	COORDINATE WITH	
	INFORMATION AND/OR FILE		
INSTRUCTIONS			
1. This is a Chief of Staff case and has been suspended until date indicated (which ends at 2300 hours unless otherwise indicated).			
2. When action cannot be completed by suspense date, notify the Administrative Section, OCSB, ext. 53803 prior to suspense date. Notifications will include justification for delay and date action will be completed.			
3. If addressee cannot appropriately take action, he will effect transfer with proper action agency, if known; record transfer action in space below; and notify the Administrative Section, OCSB, ext. 53803. If action agency cannot be determined or concurrence to transfer case cannot be obtained, handcarry case to Administrative Section, OCSB, 3D640.			
4. Information pertaining to action taken will be recorded in the space provided below. Upon completion of action, return this form to Administrative Section, OCSB, room 3D640, The Pentagon with accompanying papers, if any.			
DATE	AGENCY	ACTION TAKEN	SIGNATURE
REMARKS			

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AG 201 Doe, John J.	11 Jan 60	M460471
SUBJECT NAME	SUSPENSE DATE	NUMBER
FROM	DATE	TYPE
CLL Vinson	29 Dec 59	Y2
	FILE DESIGNATION	

SUMMARY

Request for Medical Records

TO	TO	TO	TO
CC	SC/Staff		
DATE	DATE	DATE	DATE
30 Dec 59	31 Dec		
REPLIED OR INDORSED TO		OTHER ACTION	

NOTE: Cases controlled in TAGO Washington are identified by the code Symbol, "CC" in the "address" or "To" column. USARCN mail control records show the abbreviations of the Branch (e.g., "S/A Br") responsible for taking action on the case.

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HEADQUARTERS, DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
U. S. ARMY RECORDS CENTER
BY LOUIS H. MINOR

25 January 1960

IN REPLY
REFER TO
ADCC-SR-A 001 Doe, John J.
EN 00 000 000 (7 Jan 60)

Honorable Alfred Jones
House of Representatives
Washington 25, D. C.

Dear Mr. Jones:

I refer to your letter to the Army Board for Correction of Military Records in behalf of Mr. John J. Doe, 4652 Hawley Drive, San Diego 16, California, who applied for correction of his Army records.

In order to act on Mr. Doe's application, we have requested the Veterans Administration to return his medical records. You may expect a further reply by 8 February 1960.

Sincerely yours,

EUGENE S. TARR
Colonel, AGC
Commanding

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

AGCC-5 201 Doc, John J.
RA 00 000 000 (5 Jan 60)

Honorable Leo S. Smith
House of Representatives

Dear Mr. Smith:

I refer to your inquiry in behalf of John J. Doe, 1425 Atlas Avenue, Pekin, Illinois, regarding a change in the character of his military discharge.

This matter is receiving attention, and you may expect a further reply on or about 25 January 1960.

Sincerely yours,

R. V. LEE
Major General, USA
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

AGDC-FS 201 Doe, Jane J.
A 000 000 (23 Feb 60)

Honorable Samuel G. Burke
House of Representatives

Dear Mr. Burke:

I refer to your inquiry to the Legislative Liaison Office in behalf of Miss Jane J. Doe, 422 South Main Street, Longview, Texas, concerning copies of her Army medical records.

Miss Doe's medical records were forwarded to the Veterans Administration in June 1957 for adjudicating claim number C-0 000 000; accordingly, I referred your inquiry with inclosures to the Administrator of Veterans Affairs, Veterans Administration, Washington 25, D. C., for consideration.

Sincerely yours,

H. V. LEE
Major General, USA
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

IN REPLY REFER TO
ADCC-PS 201 Doe, Jane J.
& 000 000 (23 Feb 60)

Administrator of Veterans Affairs
Veterans Administration
Washington 25, D. C.

Dear Sir:

I am inclosing an inquiry from the Honorable Samuel J. Burke, House of Representatives, concerning medical records of Jane J. Doe, A 000 000.

Miss Doe's medical records were forwarded to the Veterans Administration Regional Office, Dallas, Texas, for adjudicating claim number C-0 000 000. No additional medical records have been located.

Representative Burke has been informed of this referral by letter, copy inclosed.

Sincerely yours,

Inclosures

H. Y. EEF
Major General, USA
The Adjutant General

DECLASSIFIED
Authority ADA D 883078

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OSARCE 50P

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON 25, D. C.

AGOS-SC-B 201 Doe, John J.
ER 00 000 000 (25 Feb 60)

Honorable Samuel G. Burke
United States Senate

Dear Senator Burke:

I refer to your letter in behalf of Mrs. Ivory Doe, Route 4, Rogersville, Tennessee, concerning her son's entitlement to additional pay and allowances.

The Commanding General, Finance Center, U. S. Army, Indianapolis 49, Indiana, has jurisdiction over matters pertaining to arrears in Army pay. I have, therefore, forwarded your letter with inclosures to that officer for consideration.

Sincerely yours,

R. Y. LEE
Major General, USA
The Adjutant General

PART THREE
USARMCN 00P

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HEADQUARTERS
DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON, D. C.

AGOC-SC-41 201 Dtw, John J.
ER 03 000 000 (27 Feb 60)

SUBJECT: Pay and Allowances

TO: Commanding General
Finance Center, W. J. Army
Indianapolis 49, Indiana

1. The attached letter with inclosures from the Honorable Samuel G. Burke, United States Senate, in behalf of Mrs. Gary Lee concerning her son's entitlement to additional pay and allowances is forwarded for appropriate action.

2. John J. Lee, ER 03 000 000, enlisted in the United States Army Reserve 25 September 1956; entered on active duty for six months training 3 November 1956; and was honorably discharged 21 October 1957.

3. Senator Burke has been informed of this referral by letter, copy inclosed.

- 2 Incl
1. Ltr 25 Feb 60
w/2 Incl
2. Cpy ltr TAGO

H. V. LEE
Major General, USA
The Adjutant General

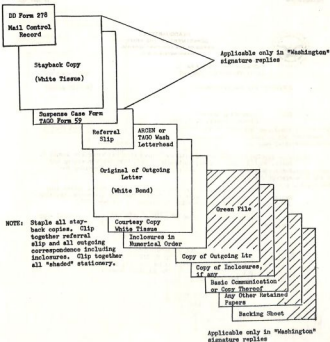
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31 Mar 60



ADDITIONAL INSTRUCTIONS:

Replies to Congressional inquiries sent to TAGO by Chief of Legislative Liaison Office (CLLO) for direct reply and copy for OCLL require the same assembly and copies of stationery as the above type case, except that one white tissue copy of outgoing letter is added with typed "copy for OCLL" at the lower left margin. Place this tissue copy with inclosures, if any, before green file copy of outgoing letter. Attach copy of basic communication to "copy for OCLL" if requested, or if it appears likely that OCLL did not retain copy when referring to TAGO.

Figure 21

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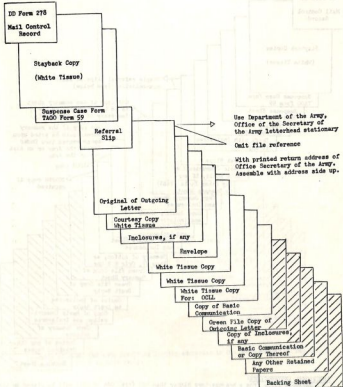
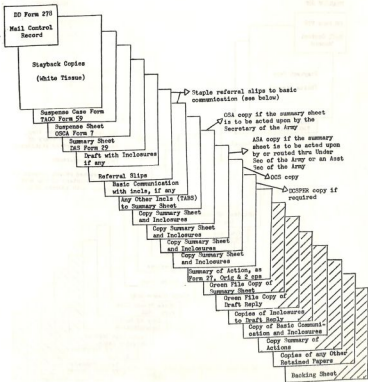


Figure 22

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ADDITIONAL INSTRUCTIONS:

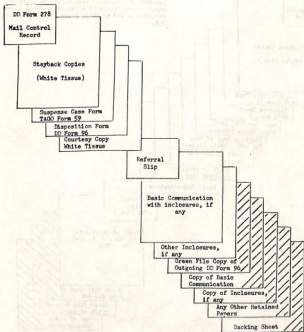
Referral slips from a headquarters higher than OCS (via OSA or OSD) will be placed on top of the Summary Sheet, or just below the suspense sheet, when assembling for dispatch to Washington.

Figure 23

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Assembly of completed case involving inquiry addressed to OGA and referred to TAD for information on which to base reply.

Figure 84

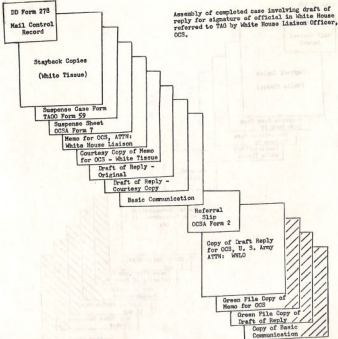
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ADDITIONAL INSTRUCTIONS:

Requests from the White House Liaison Officer for draft replies or for information upon which to base replies, which have been routed through DESPER to TAOO, will now normally be routed direct to TAOO. In view of this change in routing procedure, discretion will be used by TAOO action officials to insure that those replies which should be brought to the attention of DESPER are transmitted through that office. A memorandum will be used for transmittal, as prescribed in Par. 50d, Part Five, Office Regulations, TAOO, and will be addressed, when appropriate, through the Deputy Chief of Staff for Personnel to the Chief of Staff, United States Army, ATTN: White House Liaison Officer.

Figure 25

DECLASSIFIED

Authority AJAI D 88 3-0 75