Military Correspondance: a Check List, 6th ed

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MILITARY
CORRESPONDENCE
A CHECK LIST

Adjutant General's School
Lecture Series

ADJUTANT GENERAL'S SCHOOL
Fort Washington
Maryland

MAY 1943

SIXTH EDITION
MILITARY CORRESPONDENCE
A CHECK LIST

Adjutant General's School

Lecture Series

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MAY 1943 SIXTH EDITION
FOREWORD

This pamphlet was prepared as an aid to the students of the Adjutant General's School in solving their problems in military and non-military correspondence. It is not a text, but is more in the nature of a check list based on AR 340-15, with which the reader should be thoroughly familiar before applying the suggestions offered here.

This pamphlet contains examples of letters, military and non-military, illustrating sundry types of correspondence an adjutant general or adjutant is called upon to prepare. The list of DO's and DON'T's cautions in writing was compiled from a list of common errors noted in solutions of students' problems in the Adjutant General's School.

This is not an official publication. It serves merely as an aid to the busy administrative officer.

The following references will be found useful:

1. Army Regulations 340-15, 21 August 1942, Correspondence, How Conducted, as changed by C 1, 23 November 1942; C 2, 30 November 1942, C 4, 17 February 1943, C 5, 6 April 1943, C 6, 28 April 1943, C 7, 14 May 1943, and C 8, 27 May 1943.
2. Army Regulations 340-10, 17 November 1939, Correspondence, Penalty Envelopes and Labels; Use of the Mails, as changed by C 1, 30 November 1942.
6. Military Correspondence, United States Armed Forces Institute, Madison, Wisconsin.
8. Any good dictionary.
9. Roget's Thesaurus.
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MILITARY LETTERS

DEFINITIONS AND LIMITATIONS

1. Communication
   Regulations define the term “communication” as official letters, memoranda, reports, indorsements, telegrams, radiograms, and cablegrams. Par 2 AR 340-15.

2. Limiting Correspondence
   Is it really necessary to write this letter? Could the matter be handled more expeditiously by informal conference, telephone, or informal action sheet (“buck slip”)? Par 1, AR 340-15.

3. Limiting Contents
   Refer to one subject only in each military letter. Par 18, AR 340-15.

STANDARDS

4. Abbreviations
   The use of abbreviations will be confined to such commonly used abbreviations as the names of states, territories, and foreign countries, the middle initial of proper names, the names of months of the year, and the names of arms and services. Par. 1d, AR 850-150, 27 July 1942.

5. Paper
   Use only standard letter-size paper (8" x 10½"). Use bond paper for first sheet and onion skin or tissue paper for carbon copies. Par 25, 340-15.

6. One Side of Sheet
   Use only one side of sheet in all communications, except for prescribed forms and mimeographed or other reproduced matter. Par 24, AR 340-15.

7. Copies
   Unless instructed otherwise (see Par 21d), make two carbon copies of both letter and indorsements. More copies are required under special conditions. Par 38, AR 340-15.

LAY-OUT

8. Margins
   On the first page, always leave an unused margin of one inch at the top; one and one-quarter inches on the left of the page;
one inch at the bottom (exclusive of the page number); and
three quarters of an inch at the right. The second and succeeding
pages should have a one and one-quarter inch unused margin
at the top of the page; all other margins remain the same
as for page one. Par. 24, AR 340-15.

9. Numbering Pages
Number each page in the center of the sheet, one-half inch
from the bottom edge. A single-page letter will be numbered. Par 27, AR 340-15, and par 433t, TM 12-250.

10. Folding
Communications will be folded in thirds, the lower third
being folded over the face of the communication and the
upper third folded toward the back of the communication.

11. Fastening
Fasten securely with paper clips or similar devices so that
the communication may be taken apart without mutilating
the pages. Avoid using pins or staples wherever possible.
Par 30c, AR 340-15.

12. Arrangement
a. Except for filing, arrange the several parts of military
letters in the following order:
(1) Original letter with pages in numerical sequence,
followed by originals of indorsements in numerical sequence,
except that the last indorsement together with its copies will
be on top with pages in numerical sequence.
(2) Carbon copies, if any, of the basic letter, followed by
all copies of indorsements, except the last, in numerical
sequence.
(3) Inclosures, together with all copies, in numerical
sequence.

b. For filing purposes the several parts will be arranged
in the same manner and fastened together, except that the
original of the last indorsement will follow immediately the
originals of the other indorsements and the copies, if any, of
the last indorsement will follow immediately the copies of the

(1) If it appears that the letter will not again be put in
correspondence and there is no other reason for retaining a

---

ARRANGING A COMMUNICATION

For Signature and Mailing:

Last indorsement and carbon copy thereof
(if more than one page, pages will be in
umerical sequence).

Originals of basic letter and all indorsements except the last indorsement
(pages in numerical sequence).

Carbon copies of basic letter and all indorsements except the last indorsement
(pages in numerical sequence).

Inclosures and carbon copies thereof in
numerical sequence.

For Filing:

Originals of basic letter and all indorsements (pages in numerical sequence).

Carbon copies* of basic letter and all indorsements (pages in numerical sequence).

Inclosures and carbon copies* thereof in
numerical sequence.

* See paragraph 12b(1).
carbon copy thereof, any copies of the letter and copies of the indorsements may be destroyed at the time the originals are filed. Par 38b (3), AR 340-15.

(2) File no papers unless the authorization to do so is indicated by the word “file” followed by the initials of the responsible executive and the date. Par 23c, WAR DEPARTMENT DECENTRAL FILE SYSTEM (Revised Edition) 1943.

HANDLING

13. Prompt Reply
   a. When a communication requires a reply, answer it promptly. The reply should be mailed within 24 hours. Par 425d, TM 12-250. If reply cannot be made within the 24 hour period, notify the party concerned of the delay, the reason thereof, and when the reply can be expected, either by separate letter or in an informal manner (See Par 2).
   b. When immediate action is desired, state so in the text of the communication and give the date on which the reply is required. Par 3, AR 340-15, as changed by C2.

14. Messageform Communications
   a. Messageform blanks and envelopes will be used when matters require prompt attention but the use of electrical means of communication is not justified. These messageforms will also be used for messages transmitted by electrical means.
   b. Messages prepared on these blanks will be prepared in the same manner (See Par 25) as telegrams, radiograms, and cablegrams. Par 31, AR 340-15, as changed by C2.

15. Letter Mail
   When several communications are being mailed to the same address, inclose them, unfolded, in one envelope and mark the envelope “Letter Mail”. Par 40b, AR 340-15.

16. Letter of Transmittal
   This form of letter is used to transmit papers and refers only to the matter being transmitted. It replaces the Wrapper Indorsement now discontinued. Par 19, AR 340-15.

FORM OF MILITARY LETTER

17. Heading
   a. Letterhead: It will be placed immediately below the top margin and centered between the left and right margins. It will consist of the designation of the headquarters or office and will be typed or printed in capital letters. On the next line or lines below, and centered, will be placed the designation of the office within the headquarters, if any, and this will be typed or printed with only the first letters of words in capitals. Par 32, AR 340-15.

   b. Identifying initials: If identifying initials are used, they should be typed on the same line as the first line of the letterhead and will be typed so as to end at the right margin. The initials of the person dictating the letter are usually typed in capital letters, those of the typist in lower case; the two sets of initials separated by a slant bar (/). Par 32, AR 340-15, and par 433h, TM 12-250.

   c. Post office address: Typed in the second space below the last line of the letterhead so as to end at the right margin. Par 32, AR 340-15, and par 433f, TM 12-250.

   d. Date: Typed in the space below the post office address. Par 32, AR 340-15. It is usual practice to have the first letter of the date typed directly under the first letter of the post office address. (See page 41 for correct expression of date.)

   e. File number: Typed on the same line as the date, starting from the left margin. In the space immediately above the file number the words “In reply refer to:” may be typed or printed. Par 32, AR 340-15.

   f. Subject: In the third space below the file number and beginning at the left margin, the word Subject will be typed or printed, followed by a colon and a brief (10 words or less) statement of the subject matter contained in the letter. If there are several letters on the same general subject, the same subject designation should be used on all, for convenience in filing. Par 32, AR 340-15, and par 433i, TM 12-250.

   g. Address: Type the word To, followed by a colon, in the third space below the subject. Then type the official designation or grade, name, organization or arm or service of the person addressed on the same line, directly under the subject of the letter. Preferably on the next line, type the location of the addressee. The first letter of the address should be written directly under the first letter of the subject. Par 32, AR 340-15, and par 433j, TM 12-250.
(1) If it is desired to indicate that a communication is to pass through other than normal administrative channels, type the word Through, followed by a colon, in the second space below the subject. On the same line type the official designation of the commander to whom the letter is to be sent. The word To, followed by a colon and the address will be typed in the second space below. Example:

Subject: Leave of Absence.
(1 space)
Through: Commanding Officer, First Battalion 1000th Infantry.
(1 space)
To: Commanding Officer, 1000th Infantry, Fort Washington, Maryland.

An alternate form is:
Subject: Leave of Absence.
(1 space)
To: Commanding Officer, 1000th Infantry, Fort Washington, Maryland.
(Through: Commanding Officer, 1st Bn)

The expression "Thru channels" is an indefinite and inappropriate remark.

(2) If a letter report or communication is to be directed to a staff officer, it should be addressed to the commanding officer, the word To and the address being typed in the second space below the subject. Then in the second space below the address should be typed Attention of, followed by a colon and the official designation of the officer or section for whose attention the communication has been prepared. Example:

Subject: Quarantine.
(1 space)
To: Commanding Officer, 1000th Infantry, Fort Washington, Maryland.
(1 space)
Attention of: Regimental Surgeon.

18. Body

a. Numbering of paragraphs:
(1) Main paragraphs, if more than one, will be numbered in a single series of Arabic numerals, followed by periods.
(2) Subparagraphs of main paragraphs will be lettered, using lower case letters, followed by periods.
(3) Subdivisions of subparagraphs will be numbered with Arabic numerals enclosed in parentheses.

(4) Subdivisions of subdivisions will be lettered in lower case letters, enclosed in parentheses.
(5) Further subdivisions will be avoided, but if used, will be numbered with Arabic numerals, underscored, and followed by periods. Par 29, AR 340-15, as changed by C5.

b. Indenting of paragraphs:
(1) Main paragraphs will be indented five spaces from the left margin. The second and subsequent lines of these divisions will begin at the left margin.
(2) The letter designations of subparagraphs will fall directly beneath the first letter of the first word of the main paragraph. The second and subsequent lines of subparagraphs will begin at the left margin.
(3) The first parentheses of the designations of subdivisions of subparagraphs will fall directly beneath the first letter of the first word of the subparagraph, and second and subsequent lines of these subdivisions will maintain the same margin as the first letter of the first word of the subdivision.
(4) Further subdivisions will follow the style of subdivisions of subparagraphs. Par 29, AR 340-15, as changed by C5.

c. Spacing:
(1) Communications will be single spaced except that there will be double spacing between paragraphs and between all subdivisions of paragraphs.
(2) Letters of less than eight lines may be double spaced. Par 28, AR 340-15, as changed by C4.

d. References:
(1) In referring to Army Regulations, general orders, bulletins, circulars, etc., state the reference to include the following in that order: paragraph number, section number, title number, and date. Example: Par 3, Sec II, AR 605-5, 7 March 1942.
(2) In referring to letters or indorsements include enough of the following to insure easy identification: symbol, file number, subject, and date of the communication. Example: SPXAD AG 314.56 Survey Reports 3 Jan 1943. Pars 21 and 22, AR 340-15, and Par 6, AR 310-10, 27 Feb 1943.

e. Continuation on second and subsequent pages:
(1) On each page after the first page of a basic letter place the file number, the date, and the word continued directly under the top margin and beginning at the left margin.
On each page after the first page of an indorsement follow the procedure indicated in Par 18e(1) above except that you should put the number of the indorsement between the file designation and the date.

The complete references outlined in 18e(1) and (2) should not be typed so as to extend beyond the middle of the page. If necessary, use more than one line.

When letters or indorsements cannot be completed on the first page, divide the text of the body so that at least a portion of the last paragraph will appear on the final page.

f. The command line:

(1) The command line is the statement of authority used by an officer (usually the adjutant) when signing a communication for the commander of the originating headquarters. It is typed in the second space below the last line of the body of the communication and it will be followed by a colon. The first letter of this line should be indented so as to place it directly under the first letters of the subject and the address. Abbreviations will not be used in the command line in military correspondence.

(2) When writing to subordinate headquarters from a headquarters commanded by a general officer, use this form:

By command of Major General KAY:

(3) When writing to other than subordinate headquarters from a headquarters commanded by a general officer, use this form:

For the Commanding General:

(4) When writing to a subordinate headquarters from a headquarters commanded by other than a general officer, use this form:

By order of Colonel JONES:

(5) When writing to other than a subordinate headquarters from a headquarters commanded by other than a general officer, use this form:

For the Commanding Officer:


19. Signature

a. Typed signature:

(1) Component parts:

(a) First Line: First name, middle initial, and last name of the signer, or his customary signature, typed in capital letters. This will be followed by the Army serial number whenever an enlisted man is signing. Also if an officer is signing an official letter pertaining to personal matters, it is desirable to add to the typewritten signature the Army serial number for purposes of identification.

(b) Second Line: Grade and organization or arm or service in the case of an Officer. Grade and specific organization in the case of an enlisted man.

(c) Third Line: Title of position or, when applicable, the word “Commanding” or a designation of special capacity as for example “Inspector” or “Summary Court”.

(2) Placement: Type the first line in the fifth space below the “command line” or the last line of the final paragraph, beginning to the right of the center of the sheet. Begin the second and third lines under the first letter of the first line, or center the second and third lines on the first line. Par 37, AR 340-15, and par 4330, TM 12-250.

b. Written signature: Write signature plainly and legibly with pen, or when necessary, with indelible pencil, but never use facsimile, except in printed, mimeographed, or other types of reproductions. Par 37 a(1), AR 340-15.

20. Inclosures

a. Definition: An inclosure is a separate piece of correspondence or other matter that accompanies a communication. Carbons of communications or inclosures which accompany the original are not separate inclosures. Par 47, AR 340-15.

b. Placement of notation: It will be placed below the body of the communication, beginning at the left margin, and beginning on the same line as the last line in the typewritten signature. Par 51, AR 340-15.

c. The first line of the notation, beginning at the left margin, will contain the remark of the total number of inclosures being forwarded. Thereafter all remarks will begin under the “I” of Incl. Par 51, AR 430-15.

d. The original notation will include the total number of inclosures and a listing of each inclosure separately, giving assigned number, title or brief description, number of copies if more than one, number of indorsements to inclosures if any, and number of inclosures to inclosures if any. Pars 51 and 52, AR 340-15.
e. The second and subsequent notations will be a part of the indorsements to a basic letter. These subsequent notations of inclosures will include, in this order: the total number of inclosures; the additions, giving the total number added with a listing as prescribed in paragraph d above; the withdrawals, giving the total number withdrawn and their numbers. Pars 51, 52, and 53, AR 340-15.

f. Inclosures will be numbered in a single series of Arabic numerals, and the serial number of an inclosure which has been withdrawn from a communication will not be given to any other inclosure to that communication. If an inclosure is withdrawn and later replaced, it will be designated by its former number at the time of replacement. Par 59, AR 340-15.

g. Notation will be made in pencil in the lower left hand corner, on the face of each copy, of the number of each inclosure. If an inclosure is in duplicate, triplicate, etc., the original, duplicate, etc., will be marked in a single series of Arabic numerals written small and to the upper right of the basic number. Example: 11, 12, 13. Par. 50, AR 340-15.

21. Indorsements

a. Definition: An indorsement is a form of correspondence used when further action is required on a military communication. It is appended to and remains a part of the communication.

b. Indorsements are numbered in a single series of ordinals.

c. Arrangement:

(1) An indorsement will be placed on the page one-half inch below the last line of the preceding letter or indorsement.

(2) The file number will be typed on the first line beginning at the left margin. The serial number and title (Example: 2d Ind) will be typed on the first line centered on the typed sheet. The identifying initials will be typed on the first line (See Par 17b) so as to end at the right margin.

(3) On the second line of the indorsement, in the space below the first line and starting at the left margin, will be typed the address of the originating headquarters together with the date of the indorsement.

(4) The address to which the indorsement is being sent will be typed on the second line below the last line of the address of the originating headquarters. It will be typed starting at the left margin beginning with the word To followed by a colon and then the address.

(5) The body of the indorsement, if any, will be typed beginning in the second space below the last line of the address to which it is being sent. The rules applying to the body of letters will apply. (See Par 18).

(6) The signature and command line will be governed by the rules applying to letters. (See Pars 18f and 19).

(7) The form for continuing an indorsement on a second page will be governed by the same rules applying to letters (See Par 18e (2)). Pars 41, 42, 43, 44, AR 340-15.

d. Stamped indorsements are prepared rubber stamps arranged in the manner of regular indorsements with appropriate blanks left for changeable information. They will not be larger in size than 31/2 inches by 11/2 inches and will include in the stamp a rectangular border enclosing the indorsement. They may be used where appropriate but never in disciplinary cases. They will be placed on the sheet, two to a line from left to right, in numerical sequence. Stamped indorsements will be made on correspondence in duplicate. Par 43, AR 340-15.

e. A “check” or “initial” indorsement is used when a communication passes through a headquarters but requires no comments. “Check” or “initial” indorsements are the same as regular written indorsements except that they will have no body and will be signed with the initials of the signer only. Par 37 a (2) (c), AR 340-15.

22. Inspection Check List

Inspect the finished communication, checking the following points:

a. Margins.

b. Numbering and indentation of paragraphs.

c. Page numbering.

d. Correct spelling and punctuation.

e. Correct names and serial numbers.

f. Correct references.

g. Inclosures noted and properly listed on letter.

h. Inclosures properly marked as such.

i. Original communications, indorsements, carbon copies, and inclosures arranged in proper sequence.
SPECIMEN MILITARY LETTERS

See page 41 for correct expression of date

ADJUTANT GENERAL'S SCHOOL
FORT WASHINGTON
MARYLAND

January 15, 1943.

Subject: Military Letters.

To: Students of the Adjutant General's School.

1. It is apparent at a glance that the typewritten matter on the first fold of this letter is properly spaced.

2. You will note that a margin of approximately one inch has been left at the top edge of the paper, a margin of one and one quarter inches at the left edge, and a margin of three-fourths of an inch at the right edge.

3. Care in the following things will aid you in turning out good military letters:
   a. Correct spelling.
   b. Proper punctuation.
   c. Proper spacing.
   d. Neatness. Special care should be devoted to the following points:
      (1) Keep your type clean. Satisfactory work cannot be done if letters are clogged with lint and dirt.
      (2) Erasures must be made carefully.

   a. Incidentally, paragraph 3 has shown you how the subdivisions of a paragraph are spaced and indented.

   By command of Brigadier General MULRIDGE:

   R. E. MASTERS,
   Maj. Adj.

---

See page 41 for correct expression of date

Camp Hitchcock, Texas, November 10, 1941.

Subject: Leave of Absence.

To: Commanding Officer, 998th Coast Artillery Training Battalion, Camp Hitchcock, Texas.

1. I request that I be granted ten (10) days ordinary leave of absence effective on about November 15, 1941, for the purpose of attending to urgent personal business.

2. If leave is granted, my address while on leave will be:

   901 N. College Place,
   Newark, N.J.

3. The following information is submitted regarding leave status:
   a. I have twenty-eight (28) days of accrued leave.
   b. I am not a member of a general or special court martial, or of a board of officers.
   c. Present duty: Executive Officer, Battery B, 998th CATB.
   d. I am not under orders for change of station or of assignment.

   By command of:

   HOWARD E. GIBBS, C/O, 669564,
   Lt 1st, CATB.

To: CO, 998th CATB, Camp Hitchcock, Tex.

1. Approved.

---
NOTE: If disapproved, this communication would be returned by indorsement showing disapproval by the Commanding General, 717th Coast Artillery Training Group, and would follow the same channels by which it reached that headquarters, each indorsement being in the form of a check indorsement, after the disapproving indorsement of the Headquarters 717th Coast Artillery Training Group.

If approved, the adjutant of the headquarters taking action would note in pencil below the last indorsement, in this case the 2d indorsement, the words: "Approved—Issue orders", followed by his initials. The communication would then go to the correspondence section of the headquarters. There a special order would be issued granting the leave. The number of the order, and the paragraph number affecting Lieutenant Jones, would be informally noted in pencil on the communication immediately below the adjutant's initials. The communication then goes into the 201 file of Lieutenant Jones.

This is an approved solution, but not necessarily the only solution. Local commanders may require more or less information in requests for leave of absence, or may require a different form of request. The example given here conforms to the requirements of AR 340-15.

See page 41 for correct expression of date.
AG 201 Arnold, Wilbur E. (Enl), February 15, 1943, contd.

Incl 1. Service Record (WD AGO Form 24).
Incl 2. Individual Clothing Record (WD AGO Form 22).
Incl 4. List of abandoned clothing.

201 Arnold, Wilbur E. (Enl) 1st Ind
HQ, 550th Inf Div, Ft Washington, Md, Feb 18, 1943.

to: CO, 999th Inf, Ft Washington, Md.

For compliance and return to this headquarters on or before February 20, 1943.

By command of Major General O'KEEFE:

B. KOBEN
Capt., Adj.,
Aast Adj Gen.

1 Incl.
N/C

201 Arnold, Wilbur E. (Enl) 2d Ind
HQ, 999th Inf, Ft Washington, Md, Feb 19, 1943.

to: The Adjutant General, Washington, DC.

1 Incl.
N/C

Withdrawn: 5 Incls - Incls 1 to 5.
- 2 -
EXAMPLE OF MARGINS AND SPACING—FIRST PAGE
See page 41 for correct expression of date

Place 8½ paper in typewriter with left edge of paper slightly to left of 0° on scale

Set margin stops at “15° and “56° respectively

Center the Heading on “50°

HEADQUARTERS ADJUTANT GENERAL'S SCHOOL

GEN/Adj

Office of the Comptroller...

In reply refer to:

AAS 312.1

Fort Washington, Md.

March 21, 1943.

3 clicks

Subjects: Addressing Communications.

3 clicks

To: Commanding Officers,

Army Administration Schools.

1. Improper addressing is one of the principal causes of delay in delivery of many official communications. It slows up post office and message center handling, especially when personnel is inexperienced.

2. The following instructions, issued to correct this situation, will be brought to the attention of all personnel originating and preparing communications for transmission by messenger or mail, and will be incorporated promptly in all current instruction to classes in Military Correspondence:

a. When communications are transmitted in envelopes to destinations within the continental United States:

1. The envelope address will be complete and accurate and contain no abbreviations except the names of states and territories and the middle initial of proper names.

2. The envelope will bear the address of the sender in the left top corner.

b. Addresses on correspondence bearing the "To:" form will contain the complete, accurate, official address separated from other writing above and below by at least one full typing space.

c. For further instructions as to the proper addressing of letters and endorsements see paragraphs 22 and 41, AAS 360-23, August 21, 1943, section 12, Circular No. 369, War Department, 1943, and Memorandum No. 930A-85-45, War Department, TAD, December 15, 1943.

3. Sufficient stress will be given in the above instruction to insure that each Officer Candidate, WAC Auxiliary, and Enlisted Student is thoroughly proficient in the correct preparation of correspondence and in proper addressing of communications, endorsements, and envelopes or routing slips.

Note: These examples have been prepared with elite type. Appropriate adjustments in the horizontal scale must be made for pica type.

EXAMPLE OF MARGINS AND SPACING—INDORSEMENT
See page 41 for correct expression of date

Place 8½ paper in typewriter with left edge of paper slightly to left of 0° on scale

Set margin stops at “15° and “56° respectively

Center the Heading on “50°

AAS 312.1

March 21, 1943, contd.

This completes the letter

By command of Brigadier General holdridge:

Note: These examples have been prepared with elite type. Appropriate adjustments in the horizontal scale must be made for pica type.

2 Incls.

Inc 1. Copy of Memo No 44-3-42,

War Dept, TAD, Dec 16, 1942.

Inc 2. MILITARY CORRESPONDENCE,

A Check List, 3rd edition.

1. Instructions noted and complied with.

2. Master Schedule "C", dated Jun 1, 1943, has been amended under item 11, Military Correspondence, to show 10 hours instead of 9, and under Item 14, Filing Problems, to show 3 hours instead of 5.

For the Commanding Officer:

Withdrawn: 2 incls.

20
CAUTIONS IN MILITARY CORRESPONDENCE

23. Cautions or “DO’s”: Always observe the following when writing Military Correspondence:

1. Write only when necessary. Use personal conferences or the telephone for local matters.
2. Use good, clear, concise English.
3. Make sentences short and complete.
4. Arrange paragraphs in a natural and logical order.
5. Answer official communications within twenty-four hours.
6. Deal with only one subject in a letter.
7. Always be courteous.
8. Send letters on MESSAGEFORM blanks to obtain immediate action only when really necessary.
9. Follow precisely the prescribed form for military letters.
10. See that the sequence of arrangement of indorsements, inclosures, exhibits, and copies is correct.
11. Send letters to prominent civilians, such as congressmen and governors, only over the commanding general’s or commanding officer’s signature.
12. Be sure to send correspondence through proper channels.

24. Cautions or “DON’T’s”: Try to avoid the following common errors frequently found in Military Correspondence:

1. Don’t write long involved letters or indorsements unless a long explanation is absolutely necessary.
2. Don’t lose your temper.
3. Don’t forget that as an adjutant you represent the commander.
4. Don’t use stilted (“canned”), ponderous, and unusual words or phrases. (Ex.: “You are advised that . . .”)
5. Don’t punctuate the salutation of an official non-military letter with a comma (,) or a semi-colon (;). Both are incorrect. Use a colon (:). As: “My dear Senator Smith:”
6. Don’t use the personal pronoun, I, except in an official letter concerning yourself, and in that case do not refer to yourself in the third person.
7. In letters to prominent civilians which you write for the commander’s signature, do not use the personal pronoun, I, or the possessive pronoun, my, when you can avoid them.
8. Don’t use the plural pronoun, we, in official communications. Use the expression, “the commanding officer” or “this headquarters.”
9. Don’t reveal the contents of official communications to anyone who is not entitled to receive them. Be familiar with all the provisions of AR 380-5, Safeguarding Military Information.
10. Don’t under any circumstances use the expression, in regards to.
11. Don’t “pass the buck”. Take action whenever it is possible.
TELEGRAMS, RADIOGRAMS, AND CABLEGRAMS

(See paragraph 57, AR 340-15, as changed by C1, and sections III and IV, AR 105-25, 31 August 1942, as changed by C1.)

25. Preparation

a. Prepare on Messageform blanks. Type or print, double spacing, in all capitals.

b. Use telegraphic English. Avoid unnecessary punctuation. Use authorized abbreviations.

c. When using the negative, such as CAN NOT, after the word NOT write REPEAT NOT if the negative meaning is not suggested by the context.

d. Words to indicate numbers will be used in preference to figures, and all punctuation or special marks must be spelled out in words. All sentences except the last will end with the punctuation mark STOP or PERIOD. The last sentence of a message sent in the clear will have the word END as the closing punctuation mark, and that will be followed by the identifying symbol (See par g below).

e. When a reply is desired use these words in the text of the message: REPLY REQUESTED.

j. The following code abbreviations will be used in preparing telegrams and teletype messages:

i. The sender of an official wire message will certify as to its official character on the Messageform as follows:

   "Official business:
   Signature.
   Typed or printed signature.
   Grade and arm, service, or bureau."

Par 14, AR 105-25, 31 August 1942.

Par 3, AR 850-150, 27 July 1942, as changed by C5.

SPECIMEN MESSAGES

26. Model Telegram (same form for Radiograms, Cablegrams, and Messageform Communications):

See page 41 for correct expression of date

![Messageform Image]
27. Letter and Radiogram

The following is an example of a message as it might be written by letter and the same message condensed for transmission by wire or radio.

See page 41 for correct expression of date

HEADQUARTERS TWENTY-SECOND ARMY
First National Bank Bldg
St Louis, Mo.
January 7, 1943.

Subject: Withdrawal Movement.

To: Commanding Officer, 662d Cavalry Regiment,
Camp Kelly, Missouri.

1. Preparation for the immediate withdrawal of 662d Cavalry Regiment will be made. Further instructions will follow.

2. Your organization is authorized to draw additional supplies to bring it up to combat effectiveness in accordance with existing T/BA's.

3. This headquarters will be notified by teletype if any further information is required.

By command of Major General SMITH:

James Jones
Col, ADC
Adj Gen.

NOTE: Precedence should be X'd in accordance with the provisions of paragraph 11, AR 105-25, 31 August 1942, as changed by C1.
28. Definition
Non-military letters are official correspondence with offices or individuals not in or under the War Department or Navy Department. Non-military letters will be prepared in the general forms in use in proper civilian practice. Par 55, AR 340-15.

29. Preparation
a. Generally rules for the preparation of non-military correspondence are the same as for military correspondence except that the “Subject” and “To” lines ordinarily are not used. In place of the “To” line, use the three line address: name, street address, and city and state. This address will be typed beginning at the left margin in the third space below the date.

b. The body of the letter will be placed on the sheet so as to be centered from top to bottom. The salutation, which will be used, will appear in the second space above the first line of the first paragraph, typed beginning at the left margin, and the salutation will be followed by a colon (:).

c. Spacing within and between paragraphs will be the same as for military correspondence, but paragraphs will not be numbered ordinarily.

d. To continue on second and subsequent pages, type the name of the addressee and the date of the letter beginning at the left margin.

e. A complimentary close will be used and should agree in degree of formality with the salutation.

f. The signature will be the same as in military correspondence, but the command line will not be used.

g. Ordinarily only one carbon copy of non-military letters will be made, and that copy will be retained for file purposes. The exception to this rule is that all letters addressed to Senators, Congressmen, and Governors of States will be transmitted in duplicate. Par 56, AR 340-15.
See page 41 for correct expression of date.

To: CO, 900th In!, Camp Madison, NJ.

Preparation and collection, with report to this officer.

By Commanding Officer:

Note: A commanding officer, or adjutant in his official capacity, has frequent occasion to write to civilians. In this class of correspondence, an effort should be made always to be courteous and cooperative. The writer should remember at all times that civilians have little understanding of the inner workings of an army organization and may have an exaggerated idea of the hardships visited upon members of the armed forces.
forces. The writer should bear in mind that, to the civilian concerned, he is the voice of the Army. He should be always conscious of this responsibility.

Copy of letter to Mrs. John Baggott:

See page 41 for correct expression of date

HEADQUARTERS 900TH INFANTRY

Camp Madison, N. J.,
May 26, 1942.

Mrs. John Baggott,
Karon Village, N. H.

My dear Mrs. Baggott:

Your letter to the Commanding General, Camp Madison, New Jersey, regarding your husband's discharge has been referred to me for reply.

Because the nation is at war and needs all its trained soldiers, discharges are now allowed only under the most pressing circumstances.

I have talked with Corporal Baggott and he has seen the doctor here about his inability to eat the food provided. He now realizes that the food will not be injurious to his health. He has arranged to have twenty-two dollars deducted from his pay each month. This amount the government will add forty dollars under the provisions of the Servicemen's Dependants Allowance Act of 1942, and the sum of sixty-two dollars will be sent to you directly each month by the finance officer.

I hope this will help to solve your problem. If I can be of any further assistance in the future, do not hesitate to write me.

Yours most sincerely,

Harold Walker

Captain, Infantry,
Adjutant.

DEATHS OF MILITARY PERSONNEL

(See sections XIV and XV, Technical Manual 12-255, Administrative Procedures, 1 November 1942.)

30. Deaths Occurring Within the Continental United States

a. Telegram: The immediate commander will notify the nearest relative or other person designated to be notified in case of emergency. The telegram will include: the fact, date, place, and cause of death, and, when early shipment of the remains is practicable, will request the person notified to reply by telegraph (collect) whether it is desired to have the remains shipped home, and if such shipment is desired, to designate the destination and the name of the person to whom the remains are to be consigned. Under no circumstances will notification include a statement relative to line of duty status or misconduct. Par 7, AR 600-550, 6 Mar 1936, as changed by C1.

b. Letter of condolence: The Unit Personnel Officer will prepare for the signature of the company commander a letter of condolence addressed to the nearest relative or other person designated to be notified in case of emergency. The letter will include:

(1) Statement of date, place, and cause of death.

(2) If addressed to the widow or legal representative or other person designated in the 112th Article of War, will contain information relative to the following:

(a) Shipment of effects.

(b) The name, official designations, and post-office addresses of the officers and officials to whom application should be made for:

1 The effects.
2 Settlement of accounts.
3 Pensions (if applicable).
4 Gratuity pay (if applicable).
5 Insurance (if applicable).

(3) Statement of sympathy, praise and offer of assistance.

(4) Statement relative to authorization of payment for burial expenses proper and for incidentals to interment (Pars 3 and 4, AR 30-1830, 1 Mar 1938, as changed by C1). Pars 7 and 8, AR 600-550.

c. Letter to undertaker: A statement relative to allowable expenses for burial as set forth in Pars 3 and 4, AR 30-1830, as changed by C1. This letter will be written only when applicable.
31. Specimen Telegram

See page 41 for correct expression of date

<table>
<thead>
<tr>
<th>MessageForm</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fort Dix, New Jersey</td>
</tr>
<tr>
<td>To: Mrs. John Doe, 114 College Avenue, Paris, Illinois</td>
</tr>
<tr>
<td>Date: April 30, 1942</td>
</tr>
<tr>
<td>Message:</td>
</tr>
<tr>
<td>I deeply regret to inform you of the death of your son William as result of lobar pneumonia at Station Hospital, Fort Dix, New Jersey, April Thirtieth, nineteen hundred thirty-two. May I kindly inform you by telegraph that William's death is expected to be final, and that arrangements for his return home will be made. We shall allow fifty dollars toward funeral expenses after arrival of remains at place designated stop the officers and men of this company join me in expressing most sincere sympathy and regret.</td>
</tr>
</tbody>
</table>

Martin C. Woodring
Capt 1000th Infantry
Commanding Company K

Official business:

32. Specimen Letter of Condolence

See page 41 for correct expression of date

<table>
<thead>
<tr>
<th>COMPANY K, 1000TH INFANTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Dix, N. J., April 30, 1942</td>
</tr>
<tr>
<td>Mrs. John Doe, 114 College Avenue, Paris, Illinois</td>
</tr>
</tbody>
</table>

Dear Mrs. Doe:

Your son, William, who had been confined in the Station Hospital, Fort Dix, N. J., for the past few days with lobar pneumonia, died this morning at four o'clock. His death came as a great shock to me and to all his comrades, for his condition had shown a marked improvement. The end came suddenly and without suffering.

You have the deepest sympathy of the officers and men of this organization in your bereavement. William was held in high regard by all members of the command. He was a splendid soldier and an outstanding character. His loss will be deeply felt by his many friends. You may rest assured that everything possible was done for his recovery.

Although I realize that at this time you do not wish to be troubled with business matters, you should be furnished certain information relative to personal effects, accounts, and insurance. Upon your request, Major John A. Hamilton, Fort Dix, New Jersey, will ship William's personal effects to you. If you will complete the enclosed Standard Form No. 159 and forward it to the General Accounting Office, Washington, D. C., all other accounts, including arrears in pay, will be settled. If, after a reasonable period of time, you do not hear from the Veterans' Administration, you may make application to the Director of Insurance, Veterans' Administration, Washington, D. C., for payment of the insurance which William carried for you.

May I express my own personal sympathy in your loss. Please feel free to call upon me for any additional information you may desire.

Yours most sincerely,

Martin C. Woodring
Capt, 1000th Infantry, Commanding

33. Deaths Occurring Outside the Continental United States, including those occurring in Alaska

Execute WD AGO Form No 52 in duplicate and forward, together with necessary reports and records, to the commander of the overseas organization. Par 5, AR 600-550, as changed by C2. The notification of emergency addressee will be made by The Adjutant General. All reports of death submitted by units of the Army outside the continental United States will be classified CONFIDENTIAL. Cir 21 and Cir 346, WD, 1942.
ENGLISH IN MILITARY CORRESPONDENCE

1. Avoid the comma splice—that is, writing two sentences as one, with a comma between them. Especially avoid tying two sentences together with however, preceded and followed by a comma.

Wrong: Individual equipment will not be taken, however, each man will be equipped with helmet and gas mask.

Right: Individual equipment will not be taken. Each man, however, will be equipped with helmet and gas mask.

2. Be sure that each sentence is complete. Avoid the sentence fragment.

Wrong: After reporting to the orderly room, where he will draw his equipment and where he will sign all necessary forms.

Right: After reporting to the orderly room, where he will draw his equipment and where he will sign all necessary forms, the enlisted man will return to his quarters.

3. Use semicolons sparingly. As a rule, a period is preferable to a semicolon.

4. Always use a comma before and or another conjunction which closes a series, unless a semicolon is necessary.

Example: Orders, circulars, and bulletins are issued by the War Department.

5. Avoid overuse of however. When it is used, however, try to tuck it into the sentence rather than begin a sentence with however.

6. Do not use providing for provided.

Wrong: He will be released for duty, providing he has completed his sentence.

Right: He will be released for duty, provided that he has completed his sentence.

7. Do not use so indiscriminately. It is weak and ineffective.

8. And is an additive conjunction; but is an antithetical conjunction. Use and when you wish to add a thought to the past one. Use but when you wish to indicate a decided turn in thought.

9. Avoid use of etc., so far as possible. “And so forth” is preferable. Both terms usually indicate weakness or incompleteness of thought.

10. Never use different than. From is the proper preposition to follow different.

11. Never use and who or and which unless they are preceded by a similar relative pronoun.

Wrong: Any man accumulating an account and who refuses to settle it will have his record investigated immediately.

Right: Any man who accumulates an account and who refuses to settle it will have his record investigated immediately.

12. For simple expectation, use shall with first person (I or we) and will with the second and third persons. For determination, desire, or promise, reverse the process. Army usage, however, requires that will be used in all instances to express command.

Examples: Simple future: I shall see you tomorrow. They will come to the party if it doesn’t rain. Determination: We will continue the search. You shall not stir; I forbid it. Army usage: Captain Jackson will report to this office Monday morning at nine o’clock.

13. Eliminate such unnecessary words as generally and concerned, wherever possible.

14. Do not use which or that to refer to a vague idea. Such words must refer to specific nouns or pronouns.

Wrong: He will supervise order in barracks, which must be performed every night.

Right: He will supervise order in barracks, a duty which must be performed every night.

15. Avoid excessive compounding. Do not place hyphens in adjutant general and similar expressions.

16. Guard spelling, especially of military terms: allotment, battalion, sergeant, therefore, dependent, procedure, separate, parallel. Remember that only one word ends in sede (supersede); only three end in ceed (exceed, proceed, succeed); all other words of this class end in cede (precede, secede, recede).

17. Remember that affect is always a verb, with the general meaning to influence; effect may be a verb meaning to bring about, or a noun, meaning the result.
18. Do not use and furthermore; both words have the same meaning.

19. Avoid the split infinitive.
Wrong: He will make plans to immediately proceed.
Right: He will make plans to proceed immediately.

20. Avoid unnecessary splitting of verbs. If, however, such practice makes for greater clarity or less awkwardness, an adverb may come between the auxiliary and the principal verb.
To be avoided when unnecessary: He will immediately proceed.
Preferable: He will proceed immediately.

21. Avoid ending the sentence with a preposition. Such a tendency brands the writer as amateurish.
Wrong: The overnight stop will be at Eutaw, which the first battalion will go to.
Right: The overnight stop will be at Eutaw, to which the first battalion will go.

22. Never begin a sentence with due to; do not use due to to modify anything but a noun or a noun-like word. The same rule applies to owing to.
Wrong: Due to inclement weather, overcoats will be worn.
Right: Because of inclement weather, overcoats will be worn.

23. Verbs must agree with their subjects in number; each, for instance, calls for a singular verb. Two singular subjects connected by or call for a singular verb.

24. Watch paragraphing. Do not make a new paragraph for each new sentence. Have one paragraph deal with one topic.

25. Distinguish between uses of generally and usually; between uses of particularly and especially.

26. Avoid the long sentence; especially avoid use of and and so to tie clauses together.

27. Avoid excessive punctuation and capitalization. Try to construct sentences which will be comprehended without such devices.

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**EXPRESSION OF DATE**

1. The day, month, and year will be expressed in the order named, for example, 4 May 1943.
2. The day will always be expressed by numerals.
3. The month will either be spelled out or abbreviated. Abbreviations, if used, will consist of the first three letters of the word.
4. The year will be expressed either by four digits or by the last two digits.

NOTE: C8, AR 340-15, incorporating the above rules for expression of date, were received after the plates for this edition had been prepared. The appropriate transposition should be made wherever dates are incorrectly expressed in the illustrations.
THE ADJUTANT’S KIT

The Adjutant’s Kit is a portable “office” for the adjutant or administrative officer in the field. It consists of a light but strong carrying case, approximately 10 by 12 by 14 inches, made of olive drab waterproof fibre. The case opens on one side to form a writing shelf with a removable fibre writing board 12 by 14 inches, one side of which is covered with cellophane to display and protect a map or other material. The interior of the case contains three compartments for an emergency supply of paper, temporary file envelope, and other stationery supplies, and for a basic set of administrative manuals and booklets published by the Adjutant General’s School. The kit is equipped with the following manuals and supplies:

Selected War Department Forms
- The Army Clerk, May 1943
- Orders, June 1943
- Military Correspondence, Check List, May 1943
- Boards of Officers
- TM 12-250—Administration
- TM 12-255—Administrative Procedures
- Manual for Courts-Martial
- FM 21-30 — Conventional Signs, Military Symbols & Abbreviations
- FM 100-10—Field Service Regulations—Administration

FM 101-5—Staff Officers Field Manual
AR 1-5—Index
File (Single Closed Ends)
- 9 x 12
- 1 Red Pencil
- 1 Blue Pencil
- 2 Lead Pencils
- 1 Pen & Point
- 1 Bottle Ink Small
- 6 Manila Envelopes (9 x 12)
- 25 Bond 20 lb. (8 x 10½)
- 75 Onionskin (8 x 10½)
- 12 No. 10 Manila Envelopes

Approximately one-half of the shelf for manuals is left for the owner to fill with TM’s or FM’s of his own selection. A strap for securing the manuals is so constructed that the weight of the manuals is centered, thus balancing the case while it is being carried—$12.50

Kit without stationery .......................................................... 9.50
Kit only ................................................................................. 5.50
THE ARMY CLERK (May 1943)
A simple, thorough, comprehensive manual prepared especially for the enlisted branches of the Army Administration Schools. Large appendix of model forms, with detailed annotations. 288 pp. $0.75

INSTRUCTOR'S GUIDE, supplement to THE ARMY CLERK (May 1943)
A useful publication for the instructor in a service or unit school, especially the instructor of limited military experience. Useful also to the individual who desires to train himself in clerical procedures. Contains 400 pertinent questions and answers

TRAVEL (June 1943)
Restatement of Army Regulations, War Department circulars, etc., pertaining to Travel and Transportation. Written in clear, concise language. Subjects arranged by functions in logical sequence. Indexed by topics; cross-indexed to official regulations, circulars, etc.

ORDERS (Revised to 1 July 1943—7th Edition)
How to write General and Special Orders, Bulletins, and Circulars

BOARDS OF OFFICERS (December 1942)
ARMY PERSONNEL SYSTEM (December 1942)
GENERAL AND SPECIAL STAFFS (December 1942)
LEADERSHIP (April 1943)
ADMINISTRATION OF THE ARMY (March 1943)
SOP FOR A REGIMENTAL ADJUTANT'S OFFICE (March 1943)
MILITARY CORRESPONDENCE, A Check List (May 1943)

STUDENT'S KIT (April 1943)
Materials for use in teaching course outlined in Instructor's Guide. Consists of:
(1) Compilation of selected Official War Department Publications—includes reprints of parts of Army Regulations, War Department Circulars, and Bulletins, and Tables of Organization referred to in Instructor's Guide.
(2) Workbook for Army Clerical Procedures—including statements of problems contained in Instructor's Guide, with appropriate space and reprints of blank forms needed for preparing solutions.

SELECTED WAR DEPARTMENT FORMS
A complete collection of commonly used AGO, QMC, and WD forms. A useful reference book for the administrative worker and of especial value to instructor or student of Army Administration.

MILITARY CORRESPONDENCE, AN ARMED FORCES INSTITUTE WORK BOOK
The Armed Forces Institute has given the Book Service permission to sell a limited number of their Manual on Military Correspondence. It contains 104 pages of text with 48 blank bond sheets for the working of problems.

OFFICIAL WAR DEPARTMENT PUBLICATIONS
TM 12-250: ADMINISTRATION
TM 12-228: ADMINISTRATION, THE DIVISION AND LARGE INSTALLATIONS
TM 12-255: ADMINISTRATIVE PROCEDURES
FM 21-30: CONVENTIONAL SIGNS, MILITARY SYMBOLS AND ABBREVIATIONS
FM 101-5: STAFF OFFICERS FIELD MANUAL
FM 100-10: FIELD SERVICE REGULATIONS, ADMINISTRATION
AR 1-5: INDEX TO ARMY REGULATIONS
WD DECIMAL FILE SYSTEM
MANUAL FOR COURTS-MARTIAL

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