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## Orders: ... General Orders, Special, Orders, Bulletins, and Circulars, 6th Ed

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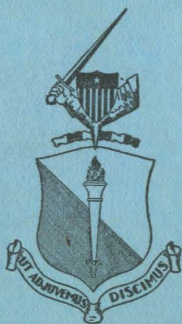
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# ORDERS

General Orders  
Special Orders  
Bulletins  
Circulars



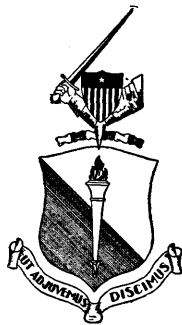
*Sixth Edition—Revised to March 26, 1943*

INSTRUCTIONAL PAMPHLET NO. 1  
THE ADJUTANT GENERAL'S SCHOOL  
FORT WASHINGTON  
MARYLAND

UB  
283  
.072  
1943

# ORDERS

INCLUDING A DISCUSSION AND SPECIMEN COPIES  
OF GENERAL ORDERS, SPECIAL ORDERS, BULLETINS  
AND CIRCULARS



PUBLISHED BY THE BOOK SERVICE

**THE ADJUTANT GENERAL'S SCHOOL**

FORT WASHINGTON.

MARYLAND

Sixth Edition—Revised to March 26, 1943

[ THIS PUBLICATION HAS NOT BEEN OFFICIALLY APPROVED  
BY THE WAR DEPARTMENT. IT HAS BEEN PREPARED  
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Revised Edition

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BY

BOOK SERVICE

ADJUTANT GENERAL'S SCHOOL

FORT WASHINGTON, MD.

## FOREWORD

This is one of a series of instructional and reference pamphlets published by the BOOK SERVICE of the Adjutant General's School as an aid to better administration in the field.

This pamphlet is composed of two principal parts: the first, a brief description of the mechanics and uses of general orders, special orders, memorandums, circulars, and bulletins; the second, a selection of typical examples. These may be used as a reference or guide in any adjutant's office, but it must be borne in mind that they represent merely some of the current practices in the field; that they are only some of the ways in which orders may be written, and are not the only solutions.

Proficiency, and even perfection, in writing orders may come with practice; but no amount of practice will suffice without careful thought and careful study—study of Army Regulations and directives, and study of orders received from other headquarters. The tendency toward verbosity should be carefully guarded against. Someone else may have an expression or phrase that is better than the one you usually employ. If you find such a phrase or expression, do not hesitate to adopt it provided it conforms to regulations. Try always for improvement, and strive at all times for simplicity, brevity, and clarity of expression.



Brigadier General, USA,  
Commandant.

Adjutant General's School,  
Fort Washington, Maryland,  
March 26, 1943

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## Section I

### Part I

#### ORDERS, MEMORANDUMS, CIRCULARS, AND BULLETINS

Military orders are of several classes. There was a young second lieutenant who, in 1918, appeared before a promotion board. The president of the board, a gruff old colonel, asked the lieutenant to name the three great classes of military orders. The lieutenant gulped a couple of times and came up with this one:

“Orders, counter-orders, and disorders!”

The colonel looked at him pityingly, shook his head and murmured: “Out of the mouths of babes and sucklings . . .”

The lieutenant’s reply stated a truth too frequently demonstrated: that carelessly and inexpertly drawn orders call for counter-orders—which inevitably produce disorder, confusion and uncertainty. A fundamental principle governing all military orders of whatever character is that all orders should be clear, concise, and subject *only* to that interpretation desired by the commander! They should also be definite, affirmative, positive. Avoid, as you would the plague, such expressions as “if practicable,” and “as soon as practicable”; leave out the “ifs,” the “ands” and the “buts”. Avoid wherever possible such negative expressions as “will not”; rather express a prohibition in affirmative language, as “such and such is prohibited.”

There is an interesting sentence in the Army Regulations of 1812: “It will be the duty of the Adjutant General to *form* all orders given by the Commanding General in a perspicuous manner . . .”

The routine orders of the War Department, of commanders of armies, corps, divisions, brigades, regiments, battalions and squadrons not organized into regiments, corps areas, departments, districts, harbor defense commands, posts, camps, and stations are designated “general orders,” “general court-martial orders,” “special court-martial orders,” “special orders,” “operations orders” (in the case of air corps stations and units), “bulletins,” “circulars,” and “memorandums” of the issuing commands, according to their character. These publications will be numbered consecutively in separate series for each calendar year.

Orders on routine matters issued by the commander of a battalion forming part of a regiment and serving with it, or of companies and detachments will be designated as “orders” without the term “general” or “special” and will be numbered in a single series for each calendar year.

Memorandums, circulars and bulletins may be issued by any headquarters which normally issues general or special orders. Memorandums usually contain matter directive, advisory, or informative in nature, and of temporary duration. They may also be used to convey directives and information received from higher headquarters. Memorandums may be issued in numbered series, or unnumbered memorandums may be issued to convey some directive of a temporary nature. For example, a division headquarters may issue a numbered memorandum to direct the submission of a periodic report, and to prescribe the method of preparation of the report. An unnumbered memorandum may be used to convey to those subordinate commanders concerned a specific directive of a transitory nature. Example: "Following the payment of troops of this command on June 30, scheduled drills will be suspended for the remainder of the day, and all men except necessary guard and fatigue details may be permitted to be absent from the post until reveille July 1."

A daily bulletin containing advisory or informative matter is normally issued by all administrative headquarters down to and including the regiment. This bulletin may contain a section devoted to official matter and a section containing useful and timely information, such as the program of post motion picture shows, announcement of athletic events, enlisted men's dances, and notices of articles lost and found on the reservation.

Military orders may be given orally or in writing in a variety of forms from the simple "Yes" or "No" of the commander, given in answer to a question, to the several types of written directives outlined above.

Go back for a moment to that 1812 regulation. It says that The Adjutant General will *form* all orders. That regulation, in principle, applies today. It is a somewhat trite saying, but true, that the adjutant is the mouthpiece of the commanding officer. He translates the commander's policies, decisions and plans into orders. He is the administrative executive. But he does more than write and publish orders; he follows through, and sees that the orders are executed.

The actual writing of an order is in itself an art to be acquired by careful attention to detail and an intimate knowledge of the policies and temperament of the commander. Recall, if you will, that phrase "orders must be clear, concise, subject only to that interpretation desired by the commander." Orders must mean exactly what they say, and nothing else. There must be no excuse for the recipient to ask himself: "Now, just what am I supposed to do? Does the commander want me to go here, or to go there, to do this, or to do that?"

How, then may this ideal of clarity be obtained?

Two processes are involved in the formulation of orders. First the mental process; and second, the mechanical. Obviously, to write a clear, understandable order, one must have a clear mental picture of what is desired. Remember Kipling's little verse:



**“I keep six honest serving men  
(They taught me all I knew);  
Their names are What and Why and When  
And How and Where and Who . . .”**

Organize your mental processes. Decide *what* is to be done, *why* it is to be done, *when* it is to be done, *how* it is to be done, *where* it is to be done, and *who* is to do it. With those six things clearly in your mind you are ready to approach the mechanical process of writing an order.

Like most useful things, a completed order presents a harmonious whole, but upon closer examination you will find that it is divided into certain parts, which, when in logical sequence, make up the whole picture. There are four parts to a military order: the heading, the designation, the body, and the authentication. Taking them in that order, the heading is that part of the order which designates the headquarters from which the order originates, what office of that headquarters (optional), and where the headquarters is located. The date is also a part of the heading.

For example:

**HEADQUARTERS FIRST ARMY**

Governors Island, N. Y.,  
2 September, 1942.

Next comes the designation; like this:

**SPECIAL ORDERS**

**NO. 210**

Following is the body of the order. The body of the order may contain any number of paragraphs; or, if it is a general order, it may be divided into sections and the sections in turn may be broken into paragraphs. In a special order the paragraphs are numbered consecutively. In a general order which is divided into sections, the paragraphs are numbered consecutively within each section.

Each numbered paragraph of a special order often is actually a complete order within itself. Each paragraph must contain the essential elements—the six honest serving men: the *what*, *why*, *when*, *how*, *where*, and *who*. Not always, nor even usually, in just that sequence. But all must be there. Each of these elements must be definitely stated or implied. There may be two or three *whats* or *whys* or *whens*. You may order someone to go *there* and return *here*, or to do this, and then do that. In any case, each of these six elements must be used or implied at least once in every order. Without them, the order will lack clarity and completeness.

The fourth component consists of three parts, but the three together constitute the authentication. First, there is the “order line,” or “command line.” That is, the line which reads “By order of Colonel BLANK:”

or "By command of Major General DOE:" Why is one line "by order of" and the other "by command of"? Paragraph 13 *a*, AR 310-50, prescribes that all orders issued from a headquarters of which the commander is below the grade of brigadier general will be "by order of," and those issued from the headquarters of a general officer will be "by command of." The custom of the service is to write the name of the commander in capital letters, regardless of his grade. In a tactical unit commanded by a general officer which has a general staff group, the name, grade, arm or service, and title of the chief of staff will be typed below the command line. In the lower left corner of the page is written the word "Official," followed by a colon; and below that is typed the name, grade, arm or service, and title of the adjutant general, assistant adjutant general, or acting adjutant general of the command.

If the commander is below the grade of general officer, or if the command does not have a general staff group, orders are authenticated by the adjutant alone, his name appearing twice; once where, in a command having a general staff group, the name of the chief of staff would ordinarily appear, and once in the lower left corner. When the order is signed, the adjutant signs in the lower left corner. The custom of placing the name of the executive officer in the authentication is followed in some commands, but this practice is forbidden in par 13 *b*, AR 310-50.

The authentication is not complete without the actual autographed signature of the adjutant general, the adjutant, or a duly appointed assistant, or the impression of the official seal of the headquarters issuing the orders. Where orders are mimeographed, the signature of the adjutant general, or the adjutant, may be written on the mimeograph stencil with a stylus, in which case those copies used for purposes of official record, or as supporting documents to a voucher for reimbursement of travel expenses, mileage, or any voucher involving the expenditure of public funds, should also bear the imprint of a rubber stamp facsimile of the official seal. Upon "extract copies" of orders, the actual impression of the seal itself should appear. This seal is usually a circular seal, bearing on the outer rim the words, "HEADQUARTERS — INFANTRY DIVISION, U.S. ARMY" and in the center, the word: "OFFICIAL." It is made of metal, with raised letters on one face, and cutout letters on the reverse side, so that when the paper is placed between, and the two dies pressed together, the raised letters are impressed on the paper.

Orders are actually signed by the adjutant general or adjutant in the lower left corner, just under the word "Official," and just over his typed name. The chief of staff does not sign the orders. The commanding officer may dispense with the authentication of an order when in his judgment such dispensation will facilitate operations, and when there is no possibility of fraud.

As a matter of routine procedure, at least ten copies of every order of any kind should be kept in the files of the headquarters issuing the order.

At least two copies of all orders should go to the personnel division, one to the enlisted section, one to the officers' section. In many headquarters, it is customary to indicate on the order itself, in the lower left corner, below the authentication, the distribution to be made. This may or may not be done. If this is not done, some responsible officer in the adjutant's or adjutant general's office should indicate by informal memorandum on the order itself the distribution desired.

When an order, memorandum, circular or bulletin is received from higher headquarters, and it is desired to distribute it to lower echelons but a sufficient number of copies of the original was not furnished, it may be reproduced, placing in the lower left corner a statement to the effect that it is reproduced; or the order may be incorporated in a memorandum or order originating in your own headquarters. A good form to use is the numbered memorandum, with the usual heading and designation, and an opening sentence something like this: "The following War Department General Orders No. —, (date), are published for compliance by all concerned." Then repeat the War Department orders in their entirety, including heading and authentication. Then follows the usual authentication by your own headquarters.

While the regulations permit the authentication of orders by assistant adjutants general, and assistant adjutants, it is, nevertheless, a responsibility of the adjutant general or adjutant, and he should sign all orders, unless special circumstances make it impracticable to do so. At any rate, he should look them over before publication.

Have each order and each paragraph presented in draft form, so that necessary editing may be done before the order actually enters the reproducing process. Analyze the draft to be certain that each essential element is there, that the elements are arranged in proper sequence, that the order contains no ambiguity, that it can leave no doubt in the mind of the recipient as to what is desired. Remember this: grades of officers, Army nurses, warrant officers, and flight officers will be abbreviated with names and grades in capitals; grades, names, and Army serial numbers of enlisted men will be in italics when printed, but will not be underscored when reproduced by typewriter or mimeograph.

Any moderately intelligent clerk can learn the mechanics of fitting the various parts of an order together in proper sequence. The real job is in the body of the order—in fitting those six honest serving men together in logical and proper sequence so as to produce a clear, understandable directive. Proficiency, and even perfection, may come with practice; but no amount of practice will suffice without careful thought and constant study—study of Army Regulations, in order to make your orders consistent with those regulations, and study of orders received from other headquarters. Someone else may have found a phrase or an expression that is better than the one you commonly use. If you find such a phrase or expression, do not hesitate to adopt it, provided it conforms to Army Regulations. Try

always for improvement, but keep in mind always simplicity and clarity of expression. In writing a military directive of any kind, never forget that it must conform to the principle of being subject only to that interpretation desired by the commander.

*Copies of orders for The Adjutant General.* The commands listed below will maintain files of numbered general orders, special orders, bulletins, circulars, memoranda, and training memoranda, with indexes thereto, issued from their headquarters:

Defense commands

Service commands and departments

Military District of Washington

Armies (in continental United States)

Corps (army, armored, amphibious) (in continental United States)

Tactical divisions (in continental United States)

Commands (antiaircraft, replacement and school, airborne, engineer amphibian, WAAC) (in continental United States)

Centers (tank destroyer, amphibious training, mountain training) (in continental United States)

Harbor defenses

Units of the Army Air Forces corresponding to the above.

At the completion of a series (which occurs normally at the end of a calendar year), one copy of the series, securely bound, will be forwarded to The Adjutant General, attention Demobilized Records Branch, High Point, North Carolina, for permanent record. Commanders authorized to confer decorations and awards will furnish three copies of orders awarding such decorations to The Adjutant General, attention Decorations and Awards Branch, Washington, D. C. Commanders authorized to promote and demote officers will inform The Adjutant General, SPXPO, of such action by radio or other means.

In addition to the distribution of court-martial orders referred to in par 3d, AR 310-50, all commanders having court-martial jurisdiction will forward without delay to The Adjutant General, attention Enlisted Branch, Washington, D. C., three copies of each general and special court-martial order issued at their headquarters for each person affected.

## Part II

### GENERAL ORDERS

General orders will usually include matter of importance which is directive in nature, general in application, and of *permanent* duration, not readily susceptible of immediate incorporation in established forms of regulations. General orders will contain the four parts common to all orders—heading, title, body, and authentication.

The body of a general order may be broken into sections, in which case the sections will be numbered consecutively from one, using Roman numerals, and the paragraphs under each section numbered consecutively from one, using Arabic numerals. Each section should be concerned with only one subject.

The following are a few of the most frequent purposes for which general orders are used:

1. To announce the activation of a unit, from a regiment up, including brigades, divisions, corps, armies, coastal and frontier commands, base commands, and so on.
2. To announce the closing of a headquarters and the opening of a new headquarters.
3. To announce the assumption of command by an officer.
4. To announce the death of the President of the United States, the Vice-President, a member of the cabinet, the Chief of Staff, or other military personnel in active service.
5. To announce the personal staff of a general officer (Aides de Camp).
6. To announce the naming of a military post, camp, or station.
7. To announce changes in the geographical divisions of command within the military establishment.
8. Within commands having a general staff group, to announce the appointment of the chief of staff, and assistant chiefs of staff G-1, G-2, G-3, and G-4.
9. To promulgate post or garrison regulations, or amendments to them.

There are also general court-martial orders used to promulgate the findings and sentences of general courts-martial. Such orders are issued only by officers having general court-martial jurisdiction, and who appointed the court whose action is being promulgated, and who reviewed the proceedings of such court.

General orders are usually authenticated in the same manner as are special orders. There is one exception: the assumption of command order is invariably signed by the officer who thereby assumes command. The

name of the adjutant, the adjutant general, or chief of staff does not appear in assumption of command orders.

There is one important restriction on the use of orders, general and special, with which every adjutant must be familiar. It is contained in paragraph 20, AR 310-50, and reads: "Orders eulogizing the conduct of living officers will not be issued except in cases of gallantry in action or performance of especially hazardous service."

Use general orders sparingly. Think through each item to be covered, and construct each sentence carefully; be sure that you include every essential point; make each sentence and each directive positive and affirmative, rather than negative and prohibitive. Of course you will have to prohibit things, but in doing so try to make the sentence containing such prohibition an affirmative sentence.

Avoid reference to former orders and directives simply by identification symbols. That is, do not say: "Par 16 b (6) (c), Section I, General Orders No. 16, 1940, is rescinded and the following substituted therefor." Perhaps someone in the command hasn't read "Par 16 b (6) (c), Section I, General Orders No. 16, 1940." It is a pretty safe bet that even if everyone has read it, very few if any will be able to remember what that particular subparagraph contains. Even if most persons concerned have a complete file of 1940 General Orders, it will take some time to find the one referred to, to look up the particular paragraph referred to, and eventually decide just what you intend to rescind. You will earn kudos from everyone if you will put the matter simply, clearly. For example: "Paragraph 16 b (6) (c), Section I, General Orders No. 16, this headquarters, dated June 12, 1940, which reads: 'The garrison cap will be worn by officers and enlisted men when the service uniform, cotton, with blouse, is worn after retreat,' is rescinded, and the following is substituted therefor: 'The garrison cap will be worn with the service uniform, cotton. The service cap will be worn with the service uniform, wool, when the blouse is worn'."

Avoid the use of stilted or pompous language or phraseology, such as: "The Commanding General directs . . ." or "The Commanding General notes with pride . . ." or "The Commanding General views with grave concern . . ." If the commanding general does not like something that everybody seems to be doing, and wants to stop it by a general order, get to the point; say "such and such is prohibited." The use of the phrase "The Commanding General directs" is redundant, since the order itself is a directive of the commanding general, as indicated by the authentication.

A general court-martial order has the same components as any other order, but its designation or title must be specific; that is: "General Court-Martial Orders," followed by the number. Bear in mind that general court-martial orders are numbered in a separate series for each calendar year. The body of the order differs from the usual body of a

general or special order in that the paragraphs are *not numbered*. There is one exception (see Par 3(c) AR 310-50, dated August 8, 1942). When it is expeditious to announce the result of two or more trials of the same person at the same time, the related cases may be made the subject of separate, numbered paragraphs of the same order. Before writing a general or a special court-martial order, consult the model form shown in Appendix 11 of the Manual for Courts-Martial, 1928.

### Part III

## SPECIAL ORDERS

As an adjutant, or assistant adjutant of any command, you will find that of all classes of orders with which you will be concerned, the largest volume by far will be special orders.

Special orders are issued by all commands from a regiment on up to the War Department. Below the regiment, the battalion, except when operating as a separate unit, issues only "Orders" without the designation "General" or "Special." Likewise, companies and detachments issue only orders.

Special orders have to do with personnel—individuals and groups of individuals constituting any part of a command. Considering the definition given for general orders, it may be said that special orders are *directive* in nature, individual (or personal) in application, and of either temporary or permanent nature.

Appointment, assignment, promotion, transfer, relief, discharge, retirement of officers and enlisted men, warrant officers, and members of the Army Nurse Corps are accomplished by special orders. Officers and enlisted men are placed on detached service and special duty by special orders; courts-martial and boards of all kinds are appointed by special orders; staff officers are detailed by special orders, except that in a tactical command general staff officers are assigned by general orders. In fact, almost everything which effects a change in status or duty of an officer or enlisted man—except the appointment or reduction of privates first class, which is done by company orders—is done by special orders.

Special orders must contain the four components which are common to all orders. They are: the heading, the designation, the body, and the authentication. The heading, the designation, and the authentication will normally be the same as given for general orders.

Consider first the heading. That is always the headquarters from which the order issues. The location of the headquarters, with the date centered under it, is placed at the right of the page. The date is a part of the heading. Next comes the designation "Special Orders No.—." Special orders are numbered in series for each calendar year, beginning with the number one for the first day in the year on which an order is issued, and giving the next succeeding number to each succeeding day on which an order is issued. This does not mean that a number is assigned to every day in the year. For example, January 5, 1941 was on Sunday. If special orders No. 4 were issued on Saturday, and no order was issued on Sunday, the number for Monday the sixth would be No. 5. Only one "special orders" will be issued on any one day.

Pass now to the authentication, and then come back to the body. The authentication must contain the name of the commander who issued



the order. If it is a colonel, a lieutenant colonel, or a major commanding the regiment, the "by line" would be "By order of Colonel BLANK," (Or By order of Lieutenant Colonel or Major BLANK) with the name of the officer written in capital letters—just the last name. Do not use such phrases as "By order of the regimental commander," or the "post commander," or "by command of the division commander." If the commander is a general officer, the "By line" is "By command of Major General ROE," with the general's name in capital letters—only the last name.

Consider now the body of the order. It is that one of the four components which tells What is to be done, Who is to do it, When, Where, How, and Why. Remember Kipling's Six Honest Serving Men:

"I keep six honest serving men  
(They taught me all I knew);  
Their names are *What* and *Why* and *When*  
And *How* and *Where* and *Who* . . ."

All those six essential elements must be expressed or implied in the body of a special order. Under peace-time practice, orders were often heavy with qualifying phrases and with clauses which left no possibility for misunderstanding. Now, however, under the pressure of actual war and the urgent necessity for "streamlining" every administrative procedure, a shorter form has been adopted, using abbreviations and symbols in the place of stock phrases and words. While the shorter form of orders is to be used wherever possible, the fundamental principles which govern all military directives must not be violated. That principle, as already stated, is: all orders must be clear, concise, and subject only to that interpretation desired by the commander.

The new form for special orders is prescribed in AR 310-50, dated August 8, 1942.

It provides for a system of block paragraphing to obviate the use of identical opening phrases in orders affecting more than one person.

The new system does not change the other three component parts of a special order, except that the authorized abbreviations in the heading and authentication may be used.

Every administrative officer should familiarize himself with AR 310-50 dated August 8, 1942.

Below, are given two specimen orders. The first is written in the long form; the second in the abbreviated form, under AR 310-50. In the long form, those words or phrases which constitute one of the six elements—the six honest serving men—are separated by a diagonal line (/) and above the phrase is written the element which that word or phrase represents. In the short form the same method is followed, with the element underscored where it is expressed, and inclosed in parentheses, without underscoring, where it is implied.

Example No. 1, Long Form :

HEADQUARTERS 65TH MOTORIZED DIVISION

Fort Jackson, S. C.  
1 September 1942

SPECIAL ORDERS  
NO. 209

*Why*

1. In Compliance with letter, The Adjutant General's Office, dated May 21, 1942, Subject: Student Officers, Adjutant General's School, file AG 320.4 AG School,

*Who*

*What*

(O-MA-M) / Captain JAMES A. HARDY, O345678 A.G.D., / will proceed from  
*Where* *When*

this station / to Fort Washington, Md., / to arrive thereat not earlier than June 5  
*What (2d time)*

and not later than June 7, 1942, / reporting upon arrival to the Commandant, Adjutant General's School, / for temporary duty for a period of approximately eight (8)  
*Why (2d time)*

weeks, as student, Administrative Course, / and, unless sooner relieved, will upon  
*What (3d time)*

completion of the course of study, return to his proper station. The travel directed  
*How*

is necessary in the military service. / FD 34 P 434-02 A 0425-23.

By Command of Major General STOUT:

/t/ THOMAS J. HILL,  
Colonel, General Staff Corps,  
Chief of Staff.

OFFICIAL:

/s/ Robert B. Kelly

/t/ ROBERT B. KELLY,

Lieutenant Colonel, Adjutant General's Department,  
Adjutant General.

Example No 2, Short Form

HEADQUARTERS 65TH MOTORIZED DIVISION

SPECIAL ORDERS  
NO. 209

Fort Jackson, S. C.,  
1 September, 1942.

	<i>Who</i>	<i>What</i>	<i>Where</i>
	1. CAPT JAMES A HARDY	O345678 AGD / WP/Ft	Washington Md /
<i>When</i>	<i>Why</i>	<i>When (2d time)</i>	<i>What</i>
to rpt 7 June / temp dy stu	AG Sch approx 8 weeks /	upon completion /	course
(2d time)	<i>What (2d time)</i>	<i>How</i>	
(Administrative) / will return proper sta.	TDN / FD 34 P 434-02 A 0425-23 /	Auth:	
<i>Why (2d time)</i>			

ltr AG 320.4 (O-MA-M) 21 May 1942.

By Comd of Maj Gen STOUT :

/t/ THOMAS J HILL  
Col GSC  
CofS

Official

/s/ Robert B Kelly  
/t/ ROBERT B KELLY  
Lt Col AGD  
Adj Gen

This order is reduced from 10 typewritten lines in the long form, to three lines in the short form, thus saving seven lines of type, the time of the writer and the time of the reader.

The date in this Special Order is written : day, month, year—to conform to style used in War Department Special Orders. Throughout this pamphlet, this style is used for special orders; but the conventional style (month, day, year) is used in General Orders, letter orders and correspondence. Neither style is prescribed by Army Regulations.

If several changes in assignments and duties are to be directed in the same special order, the block system of paragraphing is used. The example below shows how the order given above would appear in a block paragraph : (The heading, designation and authentication are not given, since they would be the same as in Example No. 2)

1. The following changes in assignments and duties are directed. WP and return to proper sta as directed. TDN. FD 34 P 434-02 A 0425-23.

Name	Nature of Change	Assgd or atchd to	Auth
CAPT JAMES A HARDY O345678AGD	DS approx 8 weeks	AG Sch Ft Washington Md; will return to proper sta upon completion course	Ltr AG 320.4 (O-MA-M) Aug 21, 1942

Any number of officers or enlisted men, or both, might be included under the same paragraph number of this special order. The allotment numbers shown cover travel on temporary duty. If any of the officers or men are being ordered to make a permanent change of station, the allotment numbers for that change would be included with those already listed. In the example above the nature of the change is given as "DS approx 8 weeks." DS means detached service, and is a commonly used abbreviation or symbol.

Whenever it is necessary to quote the authority under which an order is issued, it will normally appear as the last sentence of the body of the order, as illustrated in Example No. 2 above.

Present regulations require that orders issued in the field, which direct travel, must cite the authority under which the order is issued, unless such authority is expressly delegated to the commander issuing the order. This authority has been extended by the War Department to commanders of service commands, departments, armies, defense commands, and certain other agencies of the War Department. These commanders are further authorized to delegate this authority as they may deem necessary to appropriate commanders within their chain of command. The regulations also specifically require that when an order is issued in compliance with a directive of The Adjutant General, The Adjutant General's directive must be cited.

When the local commander has what might be termed "original jurisdiction" to direct a thing, he may issue an order directing that thing without citing authority. For example, the Army Regulations give a regimental commander authority to grant leave of absence for not more than one month to those officers under his command. It is therefore not necessary for him to cite any authority when he grants leave within the limits imposed on him by Army Regulations, unless higher authority, such as a division commander, has issued instructions curtailing the privilege of the regimental commander to grant leaves. The same rule applies to post and other commanders to whom Army Regulations grant blanket authority to direct certain things.

Some examples of the application of these rules are:

*a.* Order granting leave of absence:

(1) Old Form: "Under the provisions of AR 605-115 leave of absence for ten days effective on or about June 10, 1942, is granted to CAPT PAUL A BROWN O00000 Inf."

(2) New form: "Lv of absence is granted CAPT PAUL A BROWN O00000 INF for 10 days eff about 10 June 1942."

*b.* Order appointing a Regimental Claims Officer:

(1) Old Form: "Under the provisions of paragraph 7c, AR 25-20, dated March 15, 1943, CAPT JOSEPH A BOURDOW, O000000 Inf is appointed Regimental Claims Officer. Officer is authorized to act as the

board of one officer in any case within the provisions of Article of War 105." and so forth.

(2) New Form: "CAPT JOSEPH A BOURDOW O00000 Inf is aptd Regimental Claims O and is authorized to act as board of one O under AW 105. Auth: par 7c, AR 25-20 dated 15 Mar 1943."

c. Order assigning newly arrived officer to unit:

(1) Old Form: "Captain PAUL A. BROWN O00000 having reported for duty in compliance with paragraph 19, War Department Special Orders No. 147, dated May 27, 1942, is hereby assigned to the 100th Infantry and will report to the commanding officer thereof for duty."

(2) New form: "CAPT PAUL A BROWN O00000 INF is asgd to 100th INF."

Examples of orders given show the allotment number when the order directs travel. What are allotments, and why are they used in travel orders? The War Department has greatly simplified the system of allotment numbers. Under the system of showing allotments adopted by Section II of WD Circular 206, (1942) War Department appropriations for travel were designated as "Finance Service, Army, 1942 and 1943." The allotment symbols "FD 31, 32, 33, 34, and 35", were adopted as the basic symbols for travel of the Army. Only one symbol is used to indicate purpose and object of expenditure under the several allotment number symbols, and this one symbol is followed by the appropriation number as established by the Treasury. Here is how it is set forth in Circular 206:

EXCERPT FROM CIRCULAR 206, W.D. 1942, AS AMENDED

**II. Allotments.**—Under the provisions of paragraph 5, AR 35-840, the following allotments for the fiscal year 1943 are announced for the information and guidance of all concerned, and in the preparation of vouchers for payment under any of the within published allotments, the statement required for supporting papers by paragraph 8b, AR 35-840, will be omitted.

**1. Finance Service, Army, 1942-43 (F. S., A.).—a.**

Appropriation	Allotment	Purpose
Finance Service, Army, 1942-43 (F. S., A.)	FD 71 P 411-01 A 0425-23	Pay and allowances of officers. <sup>1</sup>
	FD 72 P 412-01 A 0425-23	Pay and allowances of warrant officers
	FD 73 P 413-01 A 0425-23	Pay and allowances of Army nurses and other female military personnel, Medical Department.
	FD 74 P 414-01 A 0425-23	Pay and allowances of enlisted men, other than Philippine Scouts. <sup>2</sup>

<sup>1</sup> Limited to specific authorizations by the Commanding General, Army Air Forces, as to the number (man-years) of nonflying officers of the arms and services with the Army Air Forces on flying pay, and by the Chief of Finance as to all other nonflying officers.

<sup>2</sup> Limited to specific authorizations by the Commanding General, Army Air Forces, as to the number (man-years) of enlisted men rated as air mechanics or placed on flying duty.

Appropriation	Allotment	Purpose
Finance Service, Army, 1942-43 (F. S., A.)	FD 75 P 415-01	Pay and allowances of Philippine
	A 0425-23	Scouts, enlisted.
	FD 76 P 416-01	Pay of retired officers.
	A 0425-23	
	FD 77 P 416-01	Pay of retired warrant officers.
	A 0425-23	
	FD 78 P 416-01	Pay of retired Army nurses.
	A 0425-23	
	FD 79 P 416-01	Pay of retired enlisted men, other than
	A 0425-23	Philippine Scouts.
	FD 80 P 416-01	Pay of retired Philippine Scouts, en-
	A 0425-23	listed.
	FD 81 P 417-01	Pay and allowances of contract sur-
	A 0425-23	geons.
	FD 82 P 418-14	Interest on soldiers' deposits.
	A 0425-23	
	FD 83 P 418-07	Payment of exchange.
	A 0425-23	
	FD 84 P 418-01	Premiums of Government life in-
	A 0425-23	surance.
FD 85 P 418-13	Foreign claims under Public Law 393,	
A 0425-23	77th Congress.	
FD 86 P 419-01	Pay and allowances of prisoners of	
A 0425-23	war.	
FD 87 P 419-01	Allowances of internees.	
A 0425-23		
FD 88 P 421-01	Pay of Army Specialist Corps, not	
A 0425-23	assigned to supply services.	
FD 92 P 422-01	Pay and allowances of Women's Army	
A 0425-23	Auxiliary Corps.	
	<i>Permanent change of station</i>	
	FD 31 P 431-99 <sup>3</sup>	Travel of military and uniformed
	A 0425-23	civilian personnel (including trans-
		portation of dependents, baggage,
		and private mounts, and packing
		and crating of baggage) <i>not</i> incident
		to troop movements.
	FD 32 P 432-99 <sup>3</sup>	Travel of civilian employees (in-
	A 0425-23	cluding transportation of depend-
		ents and baggage, and packing and

<sup>3</sup> Specific purpose numbers will be substituted for P 99 as follows:

- 01 Personal services.
- 02 Travel.
- 03 Transportation of things.
- 04 Communication services.
- 05 Rents and utility services.
- 07 Other contractual services.
- 08 Supplies and material.

Appropriation	Allotment	Purpose
Finance Service, Army, 1942-43 (F. S., A.)	FD 33 P 433-99 <sup>s</sup> A 0425-23	<p>crating of baggage) <i>not</i> incident to troop movements.</p> <p>Travel of military, uniformed civilian personnel, and civilian employees (including dependents, baggage, and private mounts, and packing and crating of baggage) incident to troop movements, and including other expenses such as rental of camp sites and local procurement of communication service, fuels, and light and water services, tolls and ferriages, gas and oil, baggage car conversions, and packing and crating and transportation of organizational impedimenta, including animals and messing equipment.</p> <p><i>Other than permanent change of station</i></p>
	FD 34 P 434-99 <sup>s</sup> A 0425-23	Travel of military and uniformed civilian personnel, including troop movement expenses on temporary duty status.
	FD 35 P 435-02 A 0425-23	Travel of civilian employees.
	FD 89 P 441-01 A 0425-23	Expenses of courts-martial.
	FD 90 P 451-07 A 0425-23	Rewards and expenses for apprehension of deserters, escaped military prisoners, and those A. W. O. L.
	FD 91 P 451-11 A 0425-23	Donations to dishonorably discharged enlisted men on release from confinement and to those discharged for fraudulent enlistment.

b. Travel of personnel not specifically covered will be charged to serial number as follows:

- (1) Applicants for enlistment, rejected applicants, rejected registrants, discharged military personnel, and military personnel ordered to, or relieved or released from active duty..... FD 31
- (2) General prisoners..... FD 31
- (3) Prisoners of war and internees..... FD 32
- (4) Civilian witnesses and reporters..... FD 35
- (5) In all other cases, charge serial number most closely related.

c. No estimate of cost will be required by officers issuing travel orders or incurring obligations under allotments published in this circular, and no report of obligations thereunder will be made to the War Department.

d. The procedure herein outlined is to reduce the administrative detail in the field incident to travel of the Army. However, field commanders will take proper measures to prevent abuses by subordinates of travel at Government expense. This control of travel will not be on a cost basis but will be accomplished as a command function to see that only travel necessary to the war effort is permitted.

**2. Supplies and Transportation, Army, 1942-43 (S. & T., A.).—a.**

Appropriation	Allotment	Purpose	
Supplies and Transportation, Army, 1942-43 (S. & T., A.).	QM 1 P 411-07 A 0502-23	Commutation of rations or meals to enlisted men when not in travel status, other than those covered below.	
	QM 2 P 411-07 A 0502-23	Commutations of rations to enlisted men on recruiting duty when not in travel status.	
	QM 3 P 411-07 A 0502-23	Meals for enlisted men on recruiting duty, recruits, and applicants for enlistment when not in travel status.	
	QM 4 P 411-07 A 0502-23	Commutation in lieu of subsistence (except for enlisted men on recruiting duty and detached duty, recruits and applicants for enlistment), for sick in hospitals, and for enlisted men on duty at the Army and Navy General Hospital, Hot Springs, Ark.	
	QM 5 P 411-07 A 0502-23	Commutation of rations at \$1.00 per day for aviation cadets.	
	QM 6 P 411-07 A 0502-23	Commutation in lieu of subsistence for enlisted men while on furlough.	
	QM 7 P 411-07 A 0502-23	Commutation of rations or meals furnished enlisted men for which reimbursement will be made by the enlisted man.	
	QM 9 P 411-07 A 0502-23	Meals furnished under contract for enlisted personnel in specialized training at non-military installations.	
	QM 31 P 131-08 A 0502-23	Citizens' outer clothing to be issued to soldiers discharged otherwise than honorably.	
	QM 32 P 131-08 A 0502-23	Commutation of clothing to warrant officers of the Army Mine Planter Service.	
			<i>Burial expenses of officers and enlisted men and of civilian employees of the War Department who die abroad, on Army transports, or while accompanying troops in the field (act of May 17, 1938).</i>
	QM 13 P 443-03 A 0502-23	Transportation of remains and going transportation of escort.	



Appropriation	Procurement authority	Purpose
<p>Supplies and Transportation, Army, 1942-43 (S. &amp; T., A.).</p>	<p>QM 13 P 443-02 A 0502-23</p>	<p>NOTE.—1. An officer or warrant officer escort must use this transportation and may also claim 5 cents per mile chargeable to QM 13 P 443-02 A 0502-23.</p> <p>2. When round trip transportation of escort is involved, one-half of the transportation, exclusive of pullman, is chargeable to this procurement authority and one-half to QM 13 P 443-02 A 0502-23.</p> <p>3. An officer or warrant officer is also entitled to 5 cents per mile <i>both</i> ways, chargeable to QM 13 P 443-02 A 0502-23.</p> <p>Return transportation of officers, warrant officers, enlisted men, civilian employees, or relatives when acting as escorts.</p> <p>Mileage of officers and warrant officers <i>both</i> ways when acting as escorts.</p> <p>Travel allowances <i>both</i> ways for enlisted men and civilian employees when acting as escorts.</p> <p>Pullman fares <i>both</i> ways for enlisted men, civilian employees, or relatives when acting as escorts. (Officers and warrant officers are not entitled to Pullman accommodations.)</p>
	<p>QM 13 P 443-04 A 0502-23</p>	<p>Cost of telegrams in connection with disposition of remains.</p>
	<p>QM 13 P 443-07 A 0502-23</p>	<p>Contractual service for preparation of remains for shipment home or for interment in a post or national cemetery.</p> <p><sup>1</sup> Interment expenses, not to exceed \$50, such expenses to be limited to the following:</p> <ol style="list-style-type: none"> <li>1. Hearse hire for remains from railroad station at destination to first place of delivery.</li> <li>2. Hearse hire for remains and transportation for immediate relatives to cemetery.</li> <li>3. Services of minister.</li> <li>4. Cost of grave site in private cemetery.</li> <li>5. Opening and closing grave.</li> </ol> <p><sup>1</sup> Recovery of bodies.</p> <p>Settlement of claims by the General Accounting Office for reimbursement of expenses in connection with disposition of remains.</p>

Footnote at end of table.

Appropriation	Allotment	Purpose
Supplies and transportations, Army, 1942-43 (S. & T., A.).		<i>Authorized expenses in connection with disposition of remains of deceased civilian officer of employee of War Department who dies while traveling on official business within continental limits of United States, on travel status outside continental limits of United States, or on assignment to a post outside the United States, pursuant to act of Congress, approved July 8, 1940, and regulations prescribed in Executive Order No. 8557, September 30, 1940.</i>
	QM 13 P 443-03 A 0502-23	Transportation of remains of deceased employees, including transportation, packing and crating of personal and household effects of employees and dependents.
	QM 13 P 443-02 A 0502-23	Transportation of dependents.
	QM 13 P 443-04 A 0502-23	Telephone, telegraph, radio, and cable service.
	QM 13 P 443-05 A 0502-23	Temporary grave sites, rental of.
	QM 13 P 443-10 A 0502-23	Grave sites, procurement of.
		<i>These authorizations cover the rental of temporary burial sites and procurement of grave sites in sections of commercial cemeteries set aside for Army burials. There is a distinction between the above items and QM 13 P 443-07 A 0502-23, covering cost of grave sites which are included as a part of the \$50.00 allowance for funeral expenses at destination of remains.</i>
QM 13 P 443-07 A 0502-23	<sup>1</sup> Preparation of remains.  <i>Disposition of remains of prisoners of war, of interned alien enemies, and of other persons in Army custody whose status is determined by the Secretary of War to be similar to prisoners of war, who die while in Army custody.</i>	

<sup>1</sup> When these services are performed other than by contract, the applicable object classification shown in Finance Circular D-4 will be used instead of 07, such as 01 Personal services, 95 Rentals, 08 Supplies and materials.

Appropriation	Allotment	Purpose
Supplies and Transportation, Army, 1942-43 (S. & T., A.).	QM 13 P 443-07 A 0502-23	For the preparation, under contract with undertakers, of remains in the various corps areas in the United States for local burial.
		<sup>1</sup> Necessary interment expenses, not to exceed \$50 (act May 17, 1938), such expenses to be limited to the following if and when necessary: <ol style="list-style-type: none"> <li>1. Hearse hire for remains and transportation for immediate relatives to cemetery.</li> <li>2. Services of a minister.</li> <li>3. Cost of grave site in private cemetery.</li> <li>4. Opening and closing grave.</li> </ol>
	QM 13 P 443-07 A 0502-23	<p style="text-align: center;"><i>Transportation of things</i></p>
	TS 500 P 481-03 A 0502-23	Quartermaster Corps property.
	TS 501 P 481-03 A 0502-23	Ordnance Department property.
	TS 502 P 481-03 A 0502-23	Corps of Engineers property.
	TS 503 P 481-03 A 0502-23	Signal Corps property.
	TS 504 P 481-03 A 0502-23	Army Air Forces property.
	TS 505 P 481-03 A 0502-23	Medical Department property.
	TS 506 P 481-03 A 0502-23	Chemical Warfare Service property.
	TS 507 P 481-03 A 0502-23	Finance Department.
	TS 508 P 481-03 A 0502-23	Mixed shipments of property not pertaining entirely to one supply service not incident to troop movements, and/or property not otherwise listed.

b. Costs of shipments from point of origin to the first point of storage or consumption of supplies, equipment, and material in connection with the manufacturing and purchasing activities of the various supply arms and services may continue to be charged against the appropriation from which purchased, as is now done.

c. No estimate of cost will be required by officers issuing procuring instruments for these purposes and no report of obligations will be made to the War Department.

d. Expenses incurred for tolls, ferriages, drays, lighterage, and loading of things, not incident to troop movement, will be charged to the applicable procurement authorities listed above.

## 3. Medical and Hospital Department, Army, 1942-43 (M. &amp; H. D., A.).

Appropriation	Allotment	Purpose
Medical and Hospital Department, Army, 1942-43 (M. & H. D., A.).	MD 4003 P 410-07 A 0805-23	Payment of \$10 to blood donors for each blood transfusion given patients in Army hospitals entitled thereto at public expense (F. Y. 1943).
	MD 4005 P 410-07 A 0805-23	Local payment of medical care and treatment in foreign countries of military personnel attached to the American Embassies, Missions, Commissions, and other military bodies of similar nature as authorized under the provisions of paragraph 3, AR 40-505 and paragraphs 5 and 6, AR 40-510. (F. Y. 1943).
	MD 4004 P 410 A 0805-23	Expenses incident to the induction of Selective Service trainees into the service of the United States; the induction of members of the Women's Army Auxiliary Corps; physical examination of college students for enrollment in enlisted Reserve; and operation of Medical Officers' Recruiting Boards. (F. Y. 1943).
[A. G. 130 (6-23-42).]	FD 800 P 424-07 A 1000-3	Payment of losses sustained by officers, enlisted men, and employees of the War Department while in service in foreign countries, due to the appreciation of foreign currencies in relation to the American dollar. (Act March 26, 1934 (48 Stat. 466), as amended by act August 14, 1937 (50 Stat. 641).)
	Foreign Service Pay Adjustment, Appreciation of Foreign Currencies (War) (F. S. P. A.).	FD 108 P 410-13 A 8910-N
Working Fund, War, Medical, 1943, (W. F., W., M.).	MD 4575 P 410-07 A 5908.003-3	Subsistence of injured employees of the Work Projects Administration in Army hospitals.
	MD 4576 P 410-07 A 5908.001-3	Subsistence in Army hospitals of former Civilian Conservation Corps enrollees whose injuries resulting in hospitalization were incurred prior to discharge from the Civilian Conservation Corps.
	MD 4577 P 410-07 A 5908.002-3	Subsistence of beneficiaries of United States Employees Compensation Commission (Federal employees, employees of Army-operated industrial plants, former members of

Appropriation	Allotment	Purpose
Working Fund, War, Medical, 1943, (W. F., W., M.).	MD 4578 P 410-07 A 5908.004-3	the Women's Army Auxiliary Corps, and former members of the Army Specialist Corps) in Army hospitals.
Funds of Civilian Internees and Prisoners of War, no year.	FD 900 P 410-13 A 8915-N.	Subsistence of injured employees of the National Youth Administration in Army hospitals. Repayment of deposits.

The allotment numbers shown above cover the travel of persons. A break down of the several symbols shows: FD 31 is the symbol for Finance Service, Army, and is the general symbol for Travel of the Army; P 431-02 is the purpose and object of expenditure symbol, combined into one symbol; A 0425-23 is the Treasury Department appropriation number symbol. The A stands for appropriation, the 0425 is the actual appropriation number, and the 23 following the dash indicates that the funds may be obligated in two fiscal years, 1942 and 1943. These symbols apply to all travel of the army, whether such travel is initiated by War Department directive or orders, or is initiated in the field. Any commander who has authority to initiate travel directives, or to issue travel orders on his own initiative, may obligate any of these procurement authorities, or all of them, in any amount necessary. The funds represented by these allotment numbers and symbols are not sub-allotted, and the same allotment numbers and symbols would be used by the Commanding General, 1st Service Command, and the Commanding General, Western Defense Command, or by any other commander. When the War Department, or any commander directs a subordinate commander to issue travel orders, the commander issuing the order will cite these allotments as shown in WD Circulars. It is therefore not necessary for the commander directing the issuance of the order to cite the allotment numbers.

In those orders which involve both the travel of persons and the transportation of things, such as in cases of permanent change of station, where baggage and household goods are to be shipped, the "FD" number must be used in the orders.

WD General Orders No. 38, 1942 established a Transportation Corps, in charge of a Chief of Transportation, under the Commanding General, Army Service Forces. All functions previously performed by the Quartermaster Corps in connection with the transportation of things, the routing of troop movements, issuing of transportation requests to individuals and parties, are now the functions of this service.

So far this discussion has dealt largely with the travel of officers. There are other types of travel orders which do not lend themselves so readily to the abbreviated form. This is particularly true of travel orders for enlisted men when commutation of rations and quarters is to be paid, both for travel and for detention on temporary duty where Government messing facilities are not available. It is true also in movements of troop units.

Enlisted men and enrolled personnel traveling on duty do not lose their right to Government rations and quarters. But in most cases, it is impracticable for the Government to furnish cooking facilities for rations en route and to furnish quarters, when the journey requires travel overnight. Therefore, regulations provide for this contingency. The President, by executive order, establishes the conditions and rates to be paid. These rates are published in paragraph 2 *a*, Tables I and II, AR 35-4520. Table

II is the one applicable to travel conditions, and is that most frequently referred to in travel orders. When practicable and when the journey is to require a comparatively short time, cooked meals in the form of lunches may be furnished. When the number of persons traveling together and the length of the journey warrant the expense of a separate baggage car, such as when a company, battalion or larger unit is being moved—kitchens are set up in baggage cars and meals are cooked en route.

A case frequently encountered is that of an enlisted man being transferred from one station to another. Assume that the journey by rail requires 17 hours, and that the train leaves the old station at 1600 o'clock and arrives at the railroad of the new station at 0900 the following morning. The enlisted man would find it necessary to eat two meals, supper and breakfast, en route. Assuming further that the journey is continuous, he would have to get his meals in a railroad dining car. Table II referred to above provides that the monetary allowance in lieu of rations when meals are taken in a dining car, shall be paid at the rate not to exceed \$1.00 per meal (\$0.75 per meal when taken elsewhere than on a dining car).

The problem of the administrative officer is to state in the order what is to be paid, and to give the authority for this payment. Examine the two specimen orders shown below. The first is an order written under the old form; the second is written under the new form, using authorized abbreviations. In these examples the heading, designation and authentication are not shown in the interest of economy of space.

Example No 3, Long Form :

Pursuant to authority contained in letter, The Adjutant General, subject: "Transfer of Enlisted Man," file 201-Doe, John A. 000000 (Enl), June 3, 1942, Pvt John A. Doe, 000000, Company D, 101st Inf, is transferred to the Infantry Replacement Training Center, Macon, Georgia, effective this date, and will proceed to that station without delay, reporting upon arrival thereat to the Commanding General, Infantry Replacement Training Center, for assignment to duty. The Transportation Corps will furnish the necessary transportation. It being impracticable for the Government to furnish cooking facilities for rations, the Finance Department will pay in advance the monetary travel allowances prescribed in Table II, paragraph 2 a, AR 35-4520, April 30, 1942. at the rate of \$3.00 per day for rations for one man for two-thirds (2/3) of one day. The travel directed is necessary in the military service and payment when made is chargeable to FD 31 P 431-02 A 0425-23.

Here is how the order would look written in the abbreviated form:

Example No. 4, Short Form :

Pvt John A Doe 000000 Co D 101st Inf is trfd to IRTC Macon Ga. WP. In accordance with AR 35-4520 FD will pay in advance monetary alws in lieu of rat for one man for two-thirds (2/3) of one day. TC will furn T. TDN FD 31 P 431-02 A 0425-23. Auth: ltr AG 201-Doe John A 000000 (enl) subj: Transfer of EM 3 June 1942.

This represents a shortening of seven lines of typewritten matter. Words, not necessary to establish clearly the meaning of the order, are

left out. Authorized abbreviations, only, are used. Other abbreviations might conceivably be used, since AR 310-50 authorized the use of "commonly used abbreviations," but the question arises as to what are commonly used abbreviations. What might be commonly used at one station or in one command may not be commonly used or easily understood at another station. It is a safe plan to adhere to the abbreviations authorized by AR 850-150, July 27, 1942, with changes.

It is suggested that until all personnel in a given headquarters become thoroughly familiar with the new form of orders, all but the simplest orders be first drafted in the long form, and then reduced to the short form, in order to be certain that all essential elements are included.

*Extracts and true copies.* Most special orders issued by an active headquarters contain a number of paragraphs, each of special import to some individual or to several groups of individuals. If the orders involve travel, the individual will need a number of copies. In most commands an officer or enlisted man involved in travel orders is furnished with extract copies of the particular paragraph concerning himself. An extract copy is made by simply writing the heading, the designation, followed by the word "extract," written in capital letters, and then the paragraph which you desire to extract, preceded by its proper number. Then, of course, comes the authentication. In most headquarters it is customary to prepare extract copies of every travel order and of every order appointing a board of officers. In addition to the typed signature of the adjutant or adjutant general on the extract copies, the official seal is placed just over the place left for the adjutant's signature. Such extract copies, bearing the imprint of the official seal of the headquarters, are all that is needed for the individual to collect his mileage or other travel allowance.

In case an officer or enlisted man wishes to make extra copies of his orders, or extract copies, he may make them himself. In the absence of the official seal, he may "true copy" the orders or the extract, simply by writing the words: "Certified a True Copy," or "True Copy," and signing his name, grade and organization, if he is an officer; or in the case of an enlisted man, by getting any commissioned officer to certify that it is a true copy.

*Confirmatory orders.* Paragraph 3, AR 35-4890, reads: "When it is impracticable by reason of the exigencies of the service to issue orders in advance . . . , confirmatory orders may be issued. Where travel for the performance of a military duty is performed in compliance with oral orders . . . such orders . . . will be confirmed by means of proper confirmatory orders so that the officer who has been required to travel may receive the statutory mileage allowance provided therefor.

"Confirmatory orders, when authorized, must meet the statutory provisions required of all mileage orders." Those statutory requirements are



that all orders shall state the necessity for such travel by the phrase "the travel directed is necessary in the military service" (which is abbreviated "TDN"), and that all orders involving mileage shall state the special duty involved. "Where confirming oral orders . . . issued in advance, confirmatory orders will so recite, showing the date of such oral or other orders and source thereof. If issued for the purpose of confirming travel performed under exigencies which prevented the issuance of advance travel orders, they must so state."

In order to put that regulation into effect, an introductory sentence something like the following should be added to the usual order form:

"Oral orders of the commanding general, issued on August 15, 1942 directing CAPT ROBERT A BRUCE O00000 (Inf) A.D.C., to proceed from this station to Atlanta, Georgia, for temporary duty in connection with so and so, and upon completion of such duty, to return to his proper station, are hereby confirmed as having been necessary in the military service, the exigencies of the service having been such as to prevent the issuance of travel orders in advance. FD\_\_\_\_\_."

This type of confirmatory order does not readily lend itself to shortening by use of abbreviations to a great extent. Let us see, however, what can be done with this one:

"VOCG 15 Aug directing CAPT ROBERT A BRUCE O00000 (Inf) ADC to proceed from this sta to Atlanta Ga for temp duty in connection with so and so, and upon completion of temp duty to return to his proper sta, are hereby confirmed as TDN, the exigencies of the serv having been such as to prevent the issuance of orders in advance."

*Secret or confidential orders* involving travel may be issued as letter orders or as paragraphs of special orders. When the latter method is used, the paragraph which deals with the secret or confidential matter will appear in the consolidation only by number followed by the word "secret" or "confidential." In either case the directive will be handled as are other secret or confidential documents in the manner prescribed in AR 380-5. When such orders are issued, extract copies will be issued at the same time, without secret or confidential markings, and will be furnished to the unit personnel section or other reporting source in order to afford the necessary information for preparation of reports of change. The extract will include, when applicable, the name of the traveler, station from which transferred, date and mode of travel, port of embarkation, and in the case of Reserve officers, the date on which active duty will terminate.

*Special orders appointing Boards of Officers.* Great care must be used to make certain that the order states clearly and unequivocally the subject to be investigated, and includes all necessary instructions upon which the board can base its actions.

*Special orders appointing General or Special Courts Martial* should be written with extreme care if abbreviations are to be used, for upon the validity of the order appointing a court may depend the validity of all the actions of the court. The same caution applies to the writing of General or Special Court Martial orders promulgating the sentence of a court. Bear in mind that a court is appointed in Special Orders, and that the findings and sentence of the court and the action of the reviewing authority, are promulgated by General Court Martial Orders, or Special Court Martial Orders.

*General.* While it is highly desirable to reduce to a minimum the number of words, sentences, and lines of written or typed matter which make up an order, the urge for brevity must not be allowed to overshadow the necessity for clarity. In using abbreviations, be sure that the abbreviations do not permit the order being interpreted two or three ways. If abbreviations cannot be used without laying the order open to two or more constructions, do not use the abbreviations.

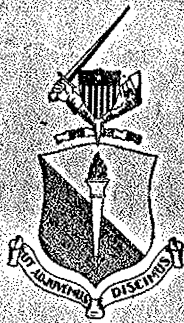
*Letter orders.* Occasionally an order involving an individual is directed by letter rather than by special order. Such an order is called a letter order and follows the rules pertaining to military correspondence so far as form is concerned. It must be remembered that the six essential elements must be contained in the letter just as they would be in a special order. Letter orders are sometimes used to place an officer on leave, to appoint an investigating officer, to direct a secret mission, or to accomplish similar directives which can be effectively handled in this manner.

## Section II

### SPECIMEN GENERAL ORDERS

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[These Orders are Fictitious]



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