

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

August 13, 1942

INFORMATION FOR NEWLY APPOINTED OFFICERS
IN THE ARMY OF THE UNITED STATES

I. FORMS SENT TO APPOINTEES. This information is sent to you upon your appointment as an officer in the Army of the United States. (Also sent to Reserve Officers when called to active duty, for their information where applicable). In the same envelope you will find the documents listed below:

- * a. Letter of appointment.
- * b. Oath of Office, W.D.A.G.O., Form No. 0337.
- * c. D.S.S. Form No. 166 (2 sections).
- * d. Orders placing you on active duty and directing you to proceed to your first duty station. (See par. 4).
- * e. Return Penalty Envelope (which requires no postage) in which you are to insert and mail-completed Oath of Office, and the D.S.S. Form No. 166 (both sections).
- f. Two Exemption Certificates, Form No. 731 Treasury Department - Internal Revenue Service, exemption from Federal tax on Railroad, Pullman and Airplane fares. (See par 5c).
- * g. F.B.I. Finger Print Card.
- h. Report of Entry on Active Duty (with appropriate memorandum of instructions and return penalty envelope attached).
- * Not inclosed in the case of Reserve Officers.

2. PROCEDURE AND DISPOSITION OF FORMS. Upon receipt of these documents you should take the following action without delay:

- a. OATH OF OFFICE. Take the Oath of Office W.D.,A.G.O. Form No. 0337, to a notary public or to the adjutant, summary court officer or any officer of the Judge Advocate General's Department of a military post, camp or station. Fill in on the proper line your full name, carefully printed or typed, your serial number, and your grade, and arm or service. Example: John Reuben Henry, 0130260, 2d Lt., AUS. Sign the Oath of Office in the presence of the notary public, adjutant or summary court officer, and have the witnessing officer complete the form. (Where it is not possible to accomplish the Oath of Office until after entry on duty the appointment is construed to have been accepted by compliance with orders). Have the necessary finger printing on the Oath of Office accomplished. For this purpose it is suggested that you contact your local police station (city or state) or the nearest military post or agency to secure finger prints (See also paragraph 3 below regarding finger prints on F.B.I. Finger Print Card).
- b. D.S.S. FORM NO. 166. Fill out both sections of D.S.S. Form No. 166, being careful to complete home address in order that your Local Board may receive credit for your service in its quota.
- c. Then mail completed Oath and both sections of Form 166 to The Adjutant General in the envelope mentioned in par. 1e above.

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d. The Report of Entry on Active Duty will be accomplished upon reporting at first station for duty.

3. F.B.I. MILITARY FINGER PRINT CARD. The finger printing on the F.B.I. Military Finger Print Card can only be accomplished at a military post or activity. In the event that you have been unable to accomplish finger printing at a nearby Army unit prior to reporting for duty you should have this accomplished immediately upon reporting to your first duty station. The completed card will be left with the unit accomplishing the finger printing to properly authenticate and forward immediately to The Adjutant General.

4. ORDERS. a. EFFECTIVE DATE. As appointments in the Army of the United States are limited to persons whose services are immediately available to the War Department upon acceptance of commission, the effective date of active duty announced in orders is normally two weeks following the day on which the orders are issued. (In the event officer has waived the 14 day notice then orders are issued so as to be effective at such time as exigencies of the service may warrant - as little as 48 hours notice may be expected). This time interval is allowed the newly appointed officer to arrange his personal affairs preparatory to extended absence from his home and business and except in an emergency or for the convenience of the Government will not be extended.

b. FORM. (1) War Department Special Orders use authorized abbreviations and symbols. Those furnished the officer are in the form of extract copies of the daily printed order which is distributed to all army camps and stations. The following is a specimen of a special order:

"20. DP following named officers ordered to AD WP fr home to sta on date indicated. TDN FD 31 P431-01-02-03-07-08 A 0425-23. All dates are 1942 and personnel of AUS unless otherwise indicated.

Grade, Name, Section and Home Address	Eff date of duty	Branch and sta to which asgd	Date of Rank
CAPT CECIL WATER BROWN 0477987, Chester, N.J.	: 26 May	: AAF Hq 3d AF, Tampa, Fla:	26 May
* * *	: * *	: * *	: * *

(2) ABBREVIATION AND SYMBOLS. The symbols and abbreviations used above are interpreted as follows:

- (a) DP is the authorized symbol for "By direction of the President".
- (b) AD means "Active Duty".
- (c) WP means "Will proceed".
- (d) fr is the abbreviation for "from".
- (e) sta is the abbreviation for "station".
- (f) TDN means "The travel directed is necessary in the military service".
- (g) FD followed by groups of numbers and letters is the "Procurement authority" by means of which the disbursing officer pays for mileage and the cost of transporting the officer's baggage and household effects from his home to his duty station.
- (h) AUS means Army of the United States.

(1) Under the tabulated portion of this extracted order the letters AAF mean Army Air Forces, Hq stands for Headquarters and the next letters, AF mean mean Air Force.

(3) INTERPRETATION. In the case given above, Captain Brown should leave his home at Chester, N.J., on May 26, if he intends to proceed to Tampa by rail, He should take the most direct mail route. If he desires to make the journey by privately owned automobile, he should leave his home at such time as will permit him to arrive at Tampa on the same day he would arrive there by rail if he left his home on May 26. In this connection it is desired to caution officers leaving in advance of the official date of orders that they do so at their own risk in the event of injury, cancellation of orders, etc. (See par 10c and 10f also)

c. COPIES. As only two copies are furnished the officer by the War Department, it is necessary that he type or have typed further copies of the official extract of orders for various purposes, some of which are:

- (a) (1) Such copies as may be required to secure transportation request (See par 5b).
- (2) Such copies as may be required in connection with the transportation of authorized baggage and household effects (See par 7b(2)).
- (3) Such copies as may be required for uniform allowance. (See par. 9e).
- (4) Two copies for his first pay voucher. (See par 8b(1)).
- (b) (1) The copies so typed must be signed as true copies of the official extract.

Example:

A True Copy:

(Signature)

(Rank & Organization)

5. TRAVEL TO FIRST DUTY STATION. a MILEAGE ALLOWANCE. An officer is entitled to mileage at the statutory rate of 8 cents a mile for travel performed under official orders from his home to his first duty station except:

- (1) When orders are received at a more distant point than his home he may be paid mileage only for the distance from his home to his duty station.
- (2) When orders are received at a point less distant he may be paid mileage only from the place where orders are received to the duty station.

Mileage is computed by the shortest usually traveled route. The 8 cents a mile allotted is to cover the cost of transportation and all incidental expenses enroute. (If all or part of the route to be traveled is over a fifty per-cent land-grant railroad line, or parallels such line, then 3 cents a mile will be deducted from the mileage allowance for the distance involving land-grant mileage).

b. TRAVEL ON TRANSPORTATION REQUEST. Upon receipt of travel orders,

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if he so desires, the officer may apply to the Transportation Officer at the nearest military post or to the Transportation Service, Services of Supply, War Department, Washington, D.C. for a Government Transportation Request. This is a Government requisition on a common carrier for a ticket. Such transportation request will be issued upon presentation of two copies of the travel order. (In this connection - if travel orders have not yet been received the official telegram from The Adjutant General directing travel may be used to secure a Transportation request. The War Department special order and paragraph numbers are shown at the end of the telegram, i.e. "S.O. 210/20" - the date of the special order is the date of the telegram unless otherwise stated.) The cost of the transportation so furnished will be charged against the officer's Mileage allowance at the rate of 3 cents a mile.

- c. TRAVEL ON REIMBURSABLE BASIS. In the event the officer does not apply for transportation request he may purchase his own railroad ticket and pullman berth and later be reimbursed at the rate indicated in paragraph 5a above. The exemption certificates indicated in paragraph 1f above are for his use to claim exemption from the Federal tax and should be presented to the ticket agent at the time of purchasing ticket.
- d. PAYMENT OF MILEAGE ACCOUNTS. Mileage accounts are paid by the disbursing officer at the station to which the officer reports after completion of the journey.
- e. TRAVEL TIME. Travel time is computed on the basis of the time normally required to make the journey by common carrier, including necessary lay overs at junction points to meet railroad schedules. Detached service for travel time by privately owned automobile is not authorized for officers when reporting to their first duty station. (See par. 10c and 10f also).
6. TRAVEL OF DEPENDENTS. a. An officer traveling from his home to his first permanent duty station is entitled to transportation for his dependents. Transportation of dependents to a temporary duty station thence to the permanent station is not authorized. An officer may move his dependents at his own expense and upon completion of the move submit a voucher for reimbursement. Payment will be made at actual cost to the government as if the movement had been made by the usually traveled shortest rail route. Movement of dependents may be made the same as is shown for an officer in paragraph 5b. Important - in this connection Section VI, Cir. 261, W.D. provides that once an officers' dependents have been moved at government expense on and after September 1, 1942, they may not again be moved at government expense, except as provided by present regulations upon retirement, discharge or relief from active duty of the officer.
- b. In view of the possibility of shortage of housing facilities, officers are advised to make arrangements in advance for living quarters if their dependents are to accompany them. (See par. 10d regarding War Department Billeting Office.).

7. TRANSPORTATION OF AUTHORIZED ALLOWANCE OF BAGGAGE AND HOUSEHOLD EFFECTS. a. ALLOWANCE. (1) An officer is entitled to transportation

of his authorized allowance of baggage and household effects including professional books and papers, at Government expense, when traveling from his home to his first permanent duty station, and upon subsequent permanent change of station. The tables of allowances, by weight, are as follows:

Second Lieutenant.....	6,000 lbs.
First Lieutenant.....	7,500
Captain.....	8,500
Major.....	9,500
Lieut. Colonel.....	9,500
Colonel.....	11,000

- (2) An officer ordered to a temporary duty station is also entitled to have baggage transported at Government expense. The allowance is 200 pounds for lieutenants, 300 pounds for captains, 400 pounds for majors and lieutenant colonels, and 600 pounds for colonels. The allowances given above will be shipped at Government expense only upon the certificate of the officer that it is necessary for him to have at his temporary duty station the articles he desires shipped.

b. PACKING, CRATING, HANDLING.--(1) Authorized baggage and household effects will be packed, crated, carted from residence or warehouse, to railroad terminal at point of departure, from railroad terminal to destination to quarters, and unpacked at the expense of the Government. Any excess weights will have to be transported, packed, crated, carted, and unpacked at the expense of the individual. (Important - In this connection Section VI, Cir. 261, W.D., provides that once an officers' household goods have been moved at government expense on and after September 11, 1942, they may not again be moved at government expense except as provided by present regulations upon retirement, discharge or relief from active duty of the officer. This does not apply to movement which may be authorized by mass evacuation from designated areas.)

- (2) Upon receipt of active duty orders an officer desiring shipment of his authorized allowance of baggage and household effects, should apply to the Transportation Officer of the Service Command in which he lives. This application should be made by letter, in which should be inclosed two copies of his orders. The transportation officer upon receipt of the application, will advise the officer, of the subsequent action to be taken in order to secure this service. In this connection officers are advised to ascertain housing conditions at their new station before making arrangements for shipment of household effects.

8. PAY AND ALLOWANCES. a. RESPONSIBILITY.--It is the duty and responsibility of officers to prepare and submit their monthly pay accounts and mileage and travel expense vouchers. It is not the duty nor the responsibility, of the disbursing officer or his clerks to prepare pay accounts or mileage accounts or to make copies of supporting papers. However, disbursing officers will assist military personnel by furnishing advice and information relative to the submission of pay and allowance and travel vouchers.

b. PAY.--The officer's first monthly pay and allowance account at his new station must be supported by the following papers:

- (1) For Reserve, National Guard and Army of the United States officers, two copies of the officer's active duty orders. Individual orders extending the active duty period of officers of the Reserve components are not necessary. The following certificate signed by the next higher commander will be attached to the December 1941 or the January 1942 pay voucher of each officer of the Reserve components of the Army of the United States and to the first pay voucher of each officer hereafter placed on active duty under authority other than that of section 37a, National Defense Act:

(Station)

(Date)

I certify that _____ (Grade) _____ (Name) _____ (Serial No.)
(Arm or Service) entered the active military service of the United States
Ex O No. _____
On _____ pursuant to Par. _____ SO No. _____
(Date) _____ (Fill in one only)
and that he is now serving
Ex O No. _____
under Par. _____ SO No. _____
(Fill in one only)
(Hq issuing order) (Date) _____

His period of active Federal service was extended by act of December 13, 1941 (sec.III.Bull. No. 37, W.D., 1941). for the period of the war and for the 6 months immediately following its termination, unless sooner relieved by the President.

(Signed) _____

(Typed) _____ (Grade) _____ (Name) _____

(Unit)

- (2) For Reserve and National Guard officers and Army of the United States officers who had prior military service, two true copies of a statement of service, which must be certified by an officer other than the officer concerned.
- (3) Personnel orders, if on flying status.
- (4) (For officers transferred) A transcript statement of account which must be secured from the disbursing officer at the old station prior to departure therefrom, and two copies of the orders transferring the officer to his new station.

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- (5) If the officer was on duty at an Army post, camp or station (or temporary duty at a station hospital for physical examination) two copies of the orders terminating his assignment of quarters, if such be assigned; or a certificate of non-assignment of quarters, by the commanding officer of such post, camp or station covering the period from date of last payment to include date of departure.
- (6) All officers, including Reserve and National Guard officers should execute the following certificate:
"I further certify that payment to me as stated on the within voucher is not prohibited by any provisions of law limiting the availability of the appropriations involved."
- (7) See paragraph 10c regarding non-payment for leave or delay enroute to first duty station.
- c. MAILING OF PAY CHECK. The name and address of the bank to which the officer desires his check to be sent, or the address to which the check should be mailed, must be clearly shown on the officer's pay voucher (Item 16); and if to a Government office, the office, building and street number should be shown.
- d. MILEAGE, PER DIEM, AND TRAVEL EXPENSES. (1) Claims for mileage per diem, and travel expenses should be supported by two true copies of the orders directing the travel and any amendments thereto.
- (2) Officers must execute the certificate prescribed in paragraph 8b (6).
- (3) Particular attention should be paid to the space provided indicating the place of receipt of the orders and also the mode of travel used.
- e. DEPENDENTS' TRAVEL. (See paragraph 6a (1)). Claims for dependents' travel should be supported by:
- (a) Two true copies of the orders transferring the officer.
- (b) Two true copies of leave orders, if any, incident to change of station.
- (2) All officers, including Reserve and National Guard officers, should execute the certificate prescribed in paragraph 8b (6).
- f. ALLOWANCE FOR UNIFORM. See paragraph 9a regarding uniform allowance.
- g. ALLOTMENTS. Officers, Army Nurses, and Warrant Officers are authorized to make allotments of a portion of their pay, under certain conditions, to banks, commercial insurance companies and dependents. In the event that an individual

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has reason to believe he is about to be ordered to duty in Alaska or outside the continental limits of the United States, allotment authorizations will be accepted when the following statement appears on the W.D., A.G.O. Form required:

"Authorized by paragraph 6a(6), AR 35-5520, March 4, 1941, as amended." Strict compliance with the provisions of AR 35-5520 is necessary in order that authorizations for allotments may be properly prepared and submitted to the Finance Officer, U.S. Army, Washington, D.C., which is the office which makes payment to the allottees.

h. INSURANCE. Premiums for insurance carried with the Veterans Administration may be paid by means of deductions from pay as distinguished from allotments. (See also par. 10b).

9. UNIFORMS AND EQUIPMENT. A. REQUIREMENTS. An officer of the Army is required to provide himself with uniforms, insignia of grade and arm or service in which commissioned or in which detailed and such accessories as are prescribed in Army Regulations. All articles of outer uniform clothing to be of approved pattern and material. During time of war all military personnel are required to wear the uniform at all times, except in their own homes when not more than two guests are present, or when engaged in recreational activities.

b. UNIFORM FIRST DUTY STATION. Upon being ordered to active duty, an officer should report to his duty station in uniform and should provide himself with at least the following articles of uniform clothing and equipment as an initial supply. Additional articles may be obtained after reporting to his duty station.

(1) During the period May 1, -- October 1 in the temperate Zone:-

- ✓ 1 cap, garrison, khaki.
- ✓ 2 shirts, khaki, cotton, officers'.
- ✓ 1 necktie, khaki, cotton mohair.
- ✓ 2 trousers, khaki, cotton.
- ✓ 6 prs. socks, khaki, cotton or rayon.
- ✓ 1 pr. shoes, or oxfords, russet leather.
- 1 raincoat, approved commercial pattern with shoulder loops, as nearly as possible olive drab color.

(2) During the period October 1, -- May 1, in temperate Zone:-

- 1 cap, garrison, wool, olive drab.
- 1 cap, service, wool or beaver.
- ✓ 1 blouse (coat) wool, olive drab.
- 2 shirts, khaki, cotton, officers'.
- 1 necktie, khaki, cotton.
- ✓ 2 pr. trousers, wool, olive drab, to match blouse:
or 1 pr. trousers, wool, olive drab, to match blouse, and 1 pr. trousers, wool, light shade for wear with blouse.
- 6 prs. socks, wool or rayon, tan.
- 2 pr. shoes, or oxfords, russet leather.
- 1 overcoat, regulation, long.
- 1 pr. gloves, kid or leather, tan; or wool, olive drab.
- 1 raincoat, same as for summer.

(3) In addition to the above, an adequate supply of toilet

articles, underclothing, and sleeping garments as desired by the individual. While not required, an officer would do well to provide himself with the regulation field jacket for protection against chilly mornings and evenings. A cotton blouse is also authorized for summer wear by officers when not in formation with troupes.

c. INSIGNIA. Insignia of grade, and arm or service, should be placed on the uniform as follows:

- (1) On the shirt: ~~The letters "US"~~ ^{Insignia of Grade} on the right side of the shirt collar, one inch from the end of the collar, and centered between the top edge and bottom edge of the collar. On the left side, the insignia of the arm or service in which the officer is commissioned or to which he is detailed or assigned to duty, placed one inch from the end of the collar, centered between top and bottom edge of the collar.
- (2) On the blouse: (a) Letters "US" will be worn on the collar horizontally, lower edge, one-half inch above the horizontal line of lapel, the center of the "US" to be at the center of the collar.
(b) Insignia of arm or service will be worn horizontally on the lapel, upper edge, one-half inch below horizontal line of lapel and centered below "US". When the blouse is worn no insignia are worn on shirt.
- (3) On the shoulder: The insignia of grade or rank, parallel to and $5/8$ inch from the shoulder of any outer garment, i.e., shirt in the summer; blouse, topcoat or raincoat in winter.

d. WHERE PURCHASED. Uniforms, equipment and insignia may be obtained, normally, in almost any city or town; or if the officer resides near a military post, camp or station, he may obtain them from the Post Exchange. At some stations they may be purchased from Post or Post Quartermasters.

e. UNIFORM ALLOWANCE. An officer commissioned below grade of Major subsequent to September 26, 1941, is entitled to a uniform allowance of \$150.00 when ordered to and qualified and accepted for active duty for a period of more than three months. This allowance is payable on Public Voucher, W.D. Form 336, which should be executed at the time of submission of first pay.

f. OVERSEAS STATIONS. Officers ordered to Arctic or over-seas stations should contact the nearest Post Quartermaster for instructions regarding uniform and equipment.

g. DECORATIONS. Decorations will not be worn on the olive drab service shirt, overcoat or when equipped for the field. They may be worn on the khaki shirt, also on the blouse, (See par. 52 AR 600-40 for other details).

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10. MISCELLANEOUS. a. MEDICAL ATTENTION. Officers of the Army are entitled to medical attention at military hospitals or dispensaries, including emergency dental work, at Government expense. Dependents of officers are provided limited medical attention when quartered on or near an Army post, camp or station. Limited hospital facilities are usually available for cases requiring hospitalization. The extent of such service is governed largely by local conditions.
- b. LIFE INSURANCE. On reporting for duty, officers interested in National Service Life Insurance as authorized under Public Law No. 360, 77th Congress, should make inquiry to the Adjutant of the post, camp or station in regard to same.
- c. LEAVE OR DELAY. (1) The Comptroller General has held that any officer is not entitled to pay until he actually and necessarily starts to comply with orders.
- (2) Where extenuating circumstances exist, leave or delay enroute to duty station may be granted by the commanding officer of the station where the officer is assigned. In this event the period of time taken in excess of the normal rail time to duty station will be without pay or allowance.
- (3) When delay beyond an officer's control is experienced after starting to comply with orders he should promptly advise (by telegraph or telephone) the commanding officer of the station or activity to which he is assigned stating the cause and probable length of delay.
- d. WAR DEPARTMENT BILLETING OFFICE. (1) To assist officers who are ordered to duty in Washington, D.C., in finding hotel accommodations and living quarters, a Billeting Officer is established in connection with the Travel Bureau, The Adjutant General's Office. The billeting officer will make hotel reservations or arrange other temporary accommodations for officers if notified at least 24 hours in advance of the officer's arrival. In this connection hotel reservation messages addressed to the Billeting Officer, The Adjutant General's Office, Washington, D.C., will be accepted by commercial telegraph lines at rates not to exceed 35 cents for 15 words. An officer for whom the billeting officer makes a reservation is required to take the reservation unless released therefrom by the hotel concerned.
- (2) Officers who are ordered to permanent duty in Washington should not bring their families until assured of at least temporary accommodations.
- e. PERSONAL MATTERS. Since military personnel are subject to temporary or permanent change of station including overseas assignments on short notice, personal and financial affairs should be so arranged so as not to cause inconvenience to the

officer or his dependents. The following are some of the things an officer should do after his appointment in the Army of the United States providing he has not already done so:

- (1) Make an allotment for payment of insurance premiums upon reporting for duty. (See par 8h).
- (2) In case of an assignment overseas make an allotment for care of dependents. (See par 8g).
- (3) The preparation of Wills: Proper consideration as to the disposition of an estate is a common sense precaution and insures protection to those whom it is desired to benefit. It is very desirable that each individual give attention to this important matter and arrange to make a will.
- (4) The preparation of POWERS OF ATTORNEY: There are many circumstances which may arise while an officer is absent from the United States, or where he is not immediately accessible which would require his personal signature. Powers of Attorney to dependents may be made thus authorizing the dependent to sign necessary forms for movement of household good, etc.

f. GAS RATIONING. Officers travelling through areas affected by gas rationing, when complying with official orders, are entitled to special gas rations under the provisions of Section 1394.801, Gasoline Rationing Regulations (Ration Order No. 5A), page 24, which reads in part as follows:

- (b) Special rations may be issued in order to permit acquisition of gasoline for use in a motor vehicle,***** for one or more of the following purposes:
 - (1) * * * * *
 - (2) To return a motor vehicle *** which was on May 15, 1942 away from the regular place of residence of the owner or person entitled to the use thereof, to such regular place of residence; or to move such vehicle * * * in connection with a bonafide change in such regular place of residence.

g. SEPARATION FROM SERVICE. The following extracts concerning termination of appointments in the Army of the United States are quoted from Army Regulations No. 605-10:

- (1) RESIGNATIONS. Resignations of officers appointed in the Army of the United States may be submitted and will receive consideration only as provided in current regulations and War Department instructions applicable to members of the Officers' Reserve Corps on active duty.
- (2) DISCHARGE AND DISMISSAL. (a) The discharge or dismissal of officers initially appointed in the Army of the United States will be accomplished in accordance with the laws and regulations governing the discharge or dismissal of personnel whose permanent retention in the active military service is not contemplated by law.
 - (b) (1) Any officer initially appointed in the Army of the United States from civil life, who during the first twelve months of his current active service fails to complete satisfactorily any course of instruction he is required to undergo or exhibits habits or traits of character undesirable in an officer, may be relieved from active duty and his appointment terminated upon the recommendation of the division or corresponding commander concerned, or any higher commander. Recommendations for termination of appointment in such cases will be forwarded to The Adjutant General, with a report of the circumstances in each case.
 - (2) All other officers of the Army of the United States, including those appointed from civil life, with more than twelve months current active service, who are deemed unfit for any reason will be processed in accordance with the provisions of AR 605-230.
- (c) Except in the case of dismissal pursuant to sentence of a general court martial, an officer on active duty will be returned to his home and relieved from active duty prior to the effective date of termination of commission.