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## MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS,  
CONCURRENCES, OR SIMILAR ACTIONS

1	NAME OR TITLE <i>Reunan</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION	DATE	COORDINATION
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

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REMARKS

Please make  
a note on this  
so it can be  
used next time we  
have similar  
case

*JWC*  
*W*  
*108*

FROM NAME OR TITLE

*Logan*

DATE

*1 FEB 50*

ORGANIZATION AND LOCATION

TELEPHONE

DD FORM 95  
1 FEB 50Replaces DA AGO Form 895, 1 Apr 48, and AFHQ  
Form 12, 10 Nov 47, which may be used.

CO-10-48457-4 GPO ☆

TO	INITIALS	DATE
Commanding Officer ; Army Records Center Major Wilmoth		
Operations Officer Chief, Recovered Pers Rec Br		
Chief, Pol and Proc Unit		
Management Analyst Pol and Proc Unit		
Chief, Det Sec		
Chief, Ref Serv Sec		
Chief, Review Sec		
Reviewer		
Chief, Records Sec		
Deval and 201 Unit		
Archives Unit		

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*Please include 4g. a copy*

Mail Section, ARGEN

Dispatch To:  
 Chief,  
 Admin Ser Div, TAGO

Dispatch To:  
 Chief,  
 Executive Office, TAGO

CHECK ACTION DESIRED

REPARATION	SIGNATURE	NOTE AND RETURN
CIRCULATE	NECESSARY ACTION	SEE ME
FROM	TELEPHONE	DATE

ORGANIZATION  
 Recovered Personnel Records Branch (Test)

## DISPOSITION FORM

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*b1*

FILE NO. AGAR-RJ 201 Gorham, Sidney H.; 14 039 231 (26 Sep 57)	SUBJECT Claim of United States against Mrs. Irma Gorham
TO SACL ATTN: Lt Col Forrest I. Rettgers, GS	FROM TAG DATE COMMENT NO. 1 Mr. Belnap/71984

1. Reference is made to referral slip dated 1 October 1957, SACL 201 Gorham, Sidney H., requesting a draft of an appropriate reply to inquiry from Honorable W. Kerr Scott, United States Senate, concerning a claim of the United States against Mrs. Irma Gorham.

2. There is inclosed a draft of a proposed reply to Senator Scott.

- 2 Incl  
1. OSA Form 38  
w/incl  
2. Draft

*Not used*

HERBERT M. JONES  
Major General, USA  
The Adjutant General

*NO INCL  
Rec'd, ARLEN  
M/R 31 Oct 57  
G44*

*See TAG Memo 31 1957*

*Give back to Mr. Evans*

Telephone call from Mrs. King,  
1510, Mrs. King said "Mr.  
S pall said to disregard this  
message temporarily.

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DEPARTMENT OF THE ARMY  
Office of The Adjutant General  
Washington 25, D. C.

20 September 1957

MEMORANDUM  
NR 31)

CORRESPONDENCE

1. General. In the interest of simplifying procedures and eliminating unessential correspondence, the following policies concerning correspondence procedures and practices are effective immediately.

2. Elimination of unessential correspondence.

a. Transmittal correspondence.

(1) Replies to routine requests for documents and publications will be forwarded without letters of transmittal. The requested material will be attached to the incoming communication and returned to the requestor. This includes extracts or copies of documents filed in the official 201 file provided the release of such information is in accordance with existing regulations; routine requests for statements of service; information pamphlets or fact sheets; and catalogs. Important documents such as retirement certificates, separation papers, medical records, etc., will not be transmitted in this manner.

(2) Memo Routing Slips, DD Forms 94 and 95, will be used to transmit routine communications to the Departments of the Navy or the Air Force and the U. S. Marine Corps, except those communications which have been erroneously addressed to the Department of the Army. Erroneously addressed communications will be transmitted by DD Form 59, Misrouted Mail Transfer.

b. Interim replies to electrically transmitted messages to commanders of Army installations and activities. When it is necessary to obtain information from the field to reply to an electrically transmitted message received through Army channels, procedures will be established, when feasible, to include the requestor as an information addressee of the message dispatched to the field commander, thereby eliminating the interim message. To preclude unnecessary search at the originating headquarters, the message dispatched to the field commander will make reference to the original message, by message number, and will include an estimated date of final reply to the originating headquarters. The text of the message will contain a statement substantially as follows:

"In order to reply to Fifth US Army message 123 by 15 Aug 57,  
ADMSG (information desired) NLT 10 Aug 57."

When it is not considered appropriate to use this procedure, a separate

SEP 30 1957

interim message will be dispatched as required by Par. 130d, TAGO Supplement to AR 340-15.

3. Reduction in content or simplification.

a. Furnishing addresses. TAGO Form Letter 17, 1 October 1957, will be used when replying to routine requests for the latest known address of record of both active and retired military personnel.

b. Transmittal of communications to the Office of the Chief of Legislative Liaison. Congressional requests which are forwarded to this Office by Referral Slip (OSA Form 33) by the Chief of Legislative Liaison with instructions to furnish information upon which to base a reply or for preparation of a draft of an appropriate reply will be returned to the Chief of Legislative Liaison by the Referral Slip which transmitted the case to TAG. When assembling the outgoing case, this form will be used as the transmittal instrument. No entries will be placed thereon. The name and telephone extension of the TAGO action official will be typed in the upper right corner of the first page of the draft. A minimum of two inches from the bottom of the last page of the draft will be provided for authentication in the Executive Office, TAGO. Initials of reviewing officials will be placed on the file copy of the information furnished. *last name* All cases will be routed to the Executive Office, TAGO, for review and authentication prior to dispatch. The Disposition Form will be used for the purpose of furnishing background information when necessary.

4. Delegation of signature authority. Signature authority will be delegated to the lowest action level consistent with the types and subject matter of correspondence prepared.

a. Military communications.

(1) Communications addressed to elements of the Army staff will be prepared with the authority line "FOR THE ADJUTANT GENERAL", and will be signed at levels as determined by division chiefs unless signature of The Adjutant General is required under the provisions of paragraph 3b or 5, this memorandum. As a general guide, comments on DF's to other agencies will be signed at the same level as the individual who signed the original DF. The intent of this paragraph is not only to delegate signature authority commensurate with responsibility but also to assure that the importance and prestige of The Adjutant General's personal signature is protected and is used only on those communications which are of sufficient importance that they should be brought to the personal attention of the head of another staff agency.

(2) All communications addressed to elements of the Army staff pertaining to activities for which this Office is operationally responsible will include a positive recommendation as to the action to be taken. The fact that another staff agency has policy responsibility will

not preclude making such recommendation. No communication will be referred to a Deputy Chief of Staff or Assistant Chief of Staff "for information upon which to base a reply" unless TAGO is serving merely as a transmittal agency.

b. Civilian communications.

(1) Routine nonmilitary communications will be prepared for the signature of The Adjutant General and signed in accordance with paragraph 97c(1), TAGO Supplement to AR 340-15. The signer will assure that his initials are placed on the original to the right of the second line of the typed signature on all communications signed in this manner.

(2) Routine nonmilitary communications addressed to officials other than those shown in paragraphs 5k(1) and (4) below which are referred to this Office for direct reply will be prepared for the signature of The Adjutant General and signed in accordance with paragraph 97c(1) TAGO Supplement to AR 340-15.

5. Signature of The Adjutant General. Communications requiring the signature of The Adjutant General will be limited to items of major importance including the following:

- a. Changes in the mission of TAGO.
- b. Assignment or withdrawal of functions.
- c. Establishment of or changes in policy. This does not include revisions of or changes to Army Regulations unless such revisions or changes involve changes in policy.
- d. Replies to letters which allege a serious complaint against the Department of the Army or The Adjutant General's Office.
- e. Any action which has or may result in adverse public relations or project TAG or the Department of the Army into a public controversy.
- f. Important directives addressed to commanders reporting direct to the Department of the Army and important instructions to commanders of joint forces for which another military department is executive agent.
- g. Communications in which an informal salutation is used by direction.
- h. Exceptions to policy for which the Deputy Chief of Staff for Personnel has responsibility. These communications will be written in such a manner that the replies may be used as precedents under which to operate in future cases. In this connection, all elements of this Office will operate under delegations authorized without repeated requests for validation of actions.



1. Communications prepared for signature of the head of a Department of the Army agency or higher authority.

J. Replies to communications from military representatives of foreign governments when addressed to The Adjutant General.

k. Communications addressed to:

(1) The President, wife of the President, his secretaries, military, naval, and Air Force aides, administrative assistants, and executive clerk, including replies to letters which are transmitted to this office by these officials for direct reply.

(2) Members of the Cabinet.

(3) Members of Congress, governors, and other high officials and citizens representing important interests. When a routine reply is prepared to an inquiry or request and simultaneous replies are prepared to letters from Members of Congress, public officials, or other prominent people regarding the same matter, all replies will be submitted together to The Adjutant General for signature.

(4) Officials in the Office, Secretary of Defense; the Secretary of the Army, Military Aide to the Secretary of the Army, Under Secretary of the Army, an Assistant Secretary of the Army, Department Counselor, the Administrative Assistant to the Secretary of the Army, the Chief of Staff, Vice Chief of Staff, an Aide to the Chief of Staff, or the Secretary of the General Staff, including replies to letters which are transmitted to this Office by these officials for direct reply.

(5) General and flag officers by name and replies to communications signed by general and flag officers.

6. Reduction of correspondence reviews. The number and level of reviews of outgoing correspondence will be held to the minimum. The purpose of each review will be clearly determined. Normally, one review for conformance with correspondence policy, format, and correct grammar and one additional review for policy and content is sufficient. Ordinarily, correspondence forwarded to the Executive Office, TAGO, will receive no more than three reviews between the first line supervisor at the preparation level and the Executive Office, TAGO.

7. Retyping and rewriting. Attention is invited to paragraph 120, AR 340-15. The principles enunciated therein are particularly applicable to internal communications within the Headquarters, Department of the Army, i.e., Disposition Forms, Memo Routing Slips, etc. Military and non-military correspondence will not be rewritten at the various levels of review for the purpose of word or phrase substitutions which do not affect the policy, information, or instructions contained therein unless the entire tenor of the document is such as to make it clearly improper for the purpose intended or could result in significant criticism of this office.

8. Review  
of official  
papers per  
the Chief  
of Staff

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8. Review of current procedures. Division chiefs and administrative officials at all echelons will review existing correspondence procedures peculiar to specific operations with a view to simplification. The Chief, Comptroller Division, will provide assistance in the resolution of individual problem areas.

9. Changes to existing regulations. Applicable changes to the TAGO Supplement to AR 34C-15 will be issued later.

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:  
"B"

  
KENNETH G. WICKHAM  
Colonel, AGC  
Executive Officer

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746, Memo 31 (CONFIDENTIAL)

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