

**WAR DEPARTMENT
DECIMAL FILE SYSTEM**

(Revised Edition)

**A SUBJECTIVE DECIMAL CLASSIFICATION WITH
A COMPLETE ALPHABETICAL INDEX FOR
USE OF THE WAR DEPARTMENT AND
THE UNITED STATES ARMY**

COMPILED UNDER THE
DIRECTION OF
THE ADJUTANT GENERAL OF THE ARMY

From data furnished by the various bureaus of the War Department,
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The War Department Decimal File System is the prescribed method of classification of War Department correspondence, and its use is mandatory. The publications dated January, 1914, reprints of June, 1915, and July, 1917, the abridged edition, September, 1917, and the Revised Edition, May 1, 1918, on this subject are rescinded.

BY ORDER OF THE SECRETARY OF WAR.

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Chief of Staff.

OFFICIAL:

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The Adjutant General.

P R E F A C E

1. The science of filing involves the placing of papers in a file or other receptacle by use of a simple and economical method, so as to insure their preservation and production when required, and in whatever manner requested, within a minimum period of time. The basic principle of filing involves the provision of certain definite clues for locating the papers filed. It is primarily for this purpose that files and systems of files are introduced.

2. The method of numbering and arranging the subjects in this classification is based upon the Dewey Decimal System of Library Classification devised by Mr. Melville Dewey. His system divided the subjects of knowledge into not more than 10 main classes, represented by the Arabic numerals 0 to 9, both inclusive. These 10 classes were each in turn subdivided into not more than 10 subclasses, and in turn the 100 subclasses thus created were each divided into not more than 10 divisions and so on. The numerals representing the 10 main classes in this volume are expressed in numbers of three digits, as 000, 100, 200, 300, and so on to 900. The first digit to the left represents a main class, the second digit represents a subclass of the main class, and the third digit a division of the subclass. After the subdivision of these numbers as hereinbefore provided has been exhausted, further subdivision of the divisions is effected by affixing additional digits to each number, separated therefrom by a decimal point. Therefore, each digit added to the right of a number represents a subdivision of the subject, represented by all the digits to the left. The general subjects have first been treated, and then the detailed features thereof derived in sequence as subclasses, divisions, and subdivisions.

3. The two simplest symbols that can be used in systems of filing are the Arabic 1, 2, 3, 4, etc., and the alphabetical a, b, c, etc. This edition of the War Department Decimal File System is based upon the use of both.

4. The combination of the subject clues as given by the Arabic characters with the name or specific project clue as given by the alphabetical characters described provides for every contingency of record keeping. It is economical in operation, provides elasticity, makes a finer subdivision, and meets every requirement in whatever manner it may be presented.

5. In the compilation of this book, it has been the aim to upset as few of the prior classifications as was compatible with the principles governing, viz, improvement, simplicity, and flexibility, and in cases where changes have been made it is believed that they will produce more satisfactory results.

INTRODUCTION

1. Purpose of classifications.—The classifications that are hereinafter set forth have been constructed with the view of their representing a general subject index to the files of each office. The subject matter of the paper determines the classification thereof (its file number) and therefore its location in the file.

2. Subject content of general classes.—The nine (9) general classes of the War Department Decimal File System in use are:

Class 000—General.

Class 100—Finance and accounting.

Class 200—Personnel.

Class 300—Administration.

Class 400—Supplies, services, and equipment.

Class 500—Transportation.

Class 600—Buildings and grounds.

Class 700—Medicine, hygiene, and sanitation.

Class 800—Rivers, harbors, and waterways.

Class 900—

3. Universal application of all general classes to War Department installations.—The use of any or all classes is not restricted to any office or division thereof, but all of the nine classes named in paragraph 2 above may be used in any office.

4. A résumé as to the use and application of the subjects assigned to the general classes or divisions of the files, listed in paragraph 2, will be found on pages 5–15, inclusive.

5. Method used in speaking of classification numbers.—In thinking or speaking of the class numbers, to avoid confusion always divide at the decimal point and name it, e. g., 470.4 should be read “four seventy point four.” The omission of the word “point” might readily lead to a misinterpretation of 470.4 as 474, while “four seventy point four” can never be misunderstood.

6. Addition of new numbers prohibited.—THE ADDITION OF NEW NUMBERS OR DECIMAL SUBDIVISIONS IS PROHIBITED. WHEN THE NECESSITY FOR ANY NEW NUMBERS OR DECIMAL SUBDIVISIONS OCCURS, A REPORT WILL BE MADE TO THE ADJUTANT GENERAL OF THE ARMY FOR CONSIDERATION.

7. Need for geographical and other subdivisions.—The decimal classifications are designed to furnish sufficient breakdown for pur-

poses of expansion or the prevention of congestion. On correspondence which has general application the numerical classifications will suffice for identification purposes. Subjects, however, are very often associated with a certain person or place, etc., which furnishes a very definite clue to aid in identification or search. In order to take care of this association of facts, it is essential that the numerical classification be combined with alphabetical subdivisions. These clues are the same no matter what system of filing is used. They consist of the names of places, individuals, commercial organizations, governmental organizations, designated branches of the service, designated units of the Army, etc., to which any or all of the subjects as represented by the numerical part of the classification might apply.

8. Definite divisions in the files may be made to conform to each class of clue. They may be designated as follows:

- a. Geographical. (The names of places.)
- b. Personnel. (The names of official personnel.)
- c. Commercial. (The names of commercial concerns.)
- d. Subject. (The names of subjects.)
- e. Miscellaneous. (The names of organizations, divisions of the Army, branches of the Government, etc.)
- f. Cemeterial. (The names of deceased persons.)
- g. Vessel. (The names of ships, boats, etc.)

When any of these classes is not needed by or adapted to the correspondence of an activity, it will be omitted from the file set-up as described above. Most Army files will require the Personnel Division, the Subject Division, the Miscellaneous Division, and probably the Commercial Division. In this type of file, when the Geographical or Vessel clue is used, it may be assigned to the Miscellaneous Division. A small field office will not require a Geographical Division and may not require more than a Personnel and Subject Division for its files.

9. Alphabetical and numerical arrangement of files.—The folders in each of the above-named file divisions, with the exception of the Subject Division, are arranged alphabetically according to the name of place, person, firm, etc. Those in the Subject File Division are arranged in numerical sequence according to the decimal numbers representing the various subjects filed therein.

10. Decimal arrangement within geographical and other files.—In order to prevent congestion and to facilitate searching, it is necessary to provide methods for subdividing files which are primarily arranged according to this plan. In the Geographical, Miscellaneous, Vessel, and Commercial Divisions, this is done by subdividing by the subject, using the decimal classification for this purpose and arranging these subdivisions in numerical order. The files pertaining to a particular

place, etc., will thus have a separate folder for each separate subject. These folders are designated by the decimal number followed by the name of the place, etc., for example: 674 (Fort Bragg); translation: Heating at Fort Bragg.

11. Assembling of cases and relation to one another.—In order to facilitate service from the files, correspondence pertaining to each separate transaction or “case” will be attached to a separate backing sheet. These cases will be arranged in the folder according to the date on each separate case, with the latest case in front. An exception to this arrangement may be made when “cases” are identified by a symbol number, such as: requisitions, procurement authorities, etc.

12. Personnel files.—In the Personnel and Cemeterial File Divisions, there is no occasion for number subdivision and all papers will be classified by the decimal number 201 or 293, as the case may be, and attached to one backing sheet in one folder.

13. Alphabetical subdivision within classification numbers.—In the Subject File Division necessary subdividing is provided by an alphabetical arrangement of sub-subjects covered by the decimal classification for the general subject, for example: 431, which means “Meat and Fish,” may be subdivided by the various kinds, and the folders labeled, 431 (Turkeys), 431 (Pork); and, similarly 452.02 (B-17 Speed), 452.02 (B-17 Bomb load); etc.

14. This procedure is not a deviation from the decimal classification, but is an extension of it to enhance its adaptability in meeting expansion needs of all activities, and has the following advantages over the primary numerical arrangement of files:

- a. The definite clues necessary for searching are provided in the most economical manner. No card index is necessary.
- b. It makes a closer subdivision possible and provides for the expansion of congested files.
- c. Provision is made for the filing together of all correspondence pertaining to one place, organization, individual, or subject.
- d. There is sufficient elasticity to provide for each unforeseen problem that may later arise.

15. Principles governing classification.—Practical experience discloses the fact that many communications are of such character that two or more subject or name clues are involved. In such cases the proper classification will be determined by deciding which is the most definite, important, and concrete subject appearing in the correspondence and provisions made for locating the possible or secondary clues by preparation of cross-indexes. Indexes will be prepared on Q. M. C. Form No. 351 as illustrated on page 17, or on a similar form. This form will be prepared to show the file classification under which the

cross-index is to be filed, a concise and succinct brief of the communication, and the file number under which the original paper is filed.

16. Index numbers on correspondence will be indicated under the file number assigned to such correspondence on the thin or record copy thereof by placing before such classifications a cross, thus:

210.31 (Fort Screven) Assignment of officers
 X 201 (Smith, James, Major, CAC)
 X 201 (Jones, John, 1st Lieutenant, CAC)

17. Correcting errors in classification.—When papers have been classified and filed incorrectly, or when later developments have brought together papers which have been filed under different heads, Q. M. C. Form No. 357, as illustrated on page 18, or a similar form, will be used.

18. Alphabetical index to manual and how used.—An alphabetical index of all subjects herein is provided; however, when a subject is found in the index, the classifier will consult the number classification in relation to the other numbers in the same group in order to select the one most appropriate for use. Consideration in this connection will be given to the general class under which the selected number comes in order to determine its appropriateness for use in connection with the communication being studied.

19. Subjects not provided for in classification.—Subjects will undoubtedly arise in correspondence which have not been provided for specifically by name in the number classification. There will be found, however, subjects of a correlated or similar nature, or class, to which they can be allocated.

20. Use of alphabetical subdivisions of existing classifications for new subjects.—It will be noted that under certain general classes specific subjects have been provided for alphabetical subdivisions if necessary. For example, 413.8 lists various classes of machines. If a communication is received concerning a machine not listed, and which, from its character, should be classified in this group, the number 413.8 will be assigned and the name of the machine written in parentheses, as, 413.8 (Tiering). Similarly, the classification 353 may be extended parenthetically, as, 353 (Flight), to cover this type of training not now specifically listed. Instances will arise under many other classifications to which this system of extension may be applied. By this procedure unlimited extension and flexibility are introduced in such subdivisions, and the addition of decimal numbers is avoided.

21. Entry of classification numbers on correspondence.—After the subject of the communication has been determined, the proper file classification will be entered on the right margin of the paper, about one and one-half inches from the top, and will be duplicated on the carbon copy thereof if one has been received. The office designation

or symbols will precede the file classification. For this purpose a mortise stamp has proven very satisfactory.

22. Classification entries and component parts thereof.—The file classification assigned to any communication consists not only of the Arabic characters but includes all initials, explanatory phrases or words used in connection therewith, all of which must be quoted when reference is made thereto.

23. Verification procedures preparatory to filing.—Documents and records will not be filed until all necessary action has been taken. Before filing, observe the following points:

- a. Examine records and documents and ascertain if all necessary action has been taken.
- b. Ascertain if necessary cross-references have been made.
- c. File no papers unless such action is authorized by a responsible executive and such authorization is indicated by the mark "file" followed by the initials of the person authorizing same and the date.
- d. If a record is taken from the file, charge it to the person to whom it is delivered for use.

24. Use of labels and guide cards.—Label the outside of each drawer showing what classifications are to be filed therein. Insert guide cards for every fifteen or twenty folders.

25. Filing procedures.—When files are placed in folders, the face of the paper will be toward the front of the drawer, the left-hand edge resting on the bottom of the file case.

CLASSIFICATION GROUPS

000 GENERAL.

010 Laws and legal matters.

020 War Department (Administration and functions).

030 The United States Government.

040 Executive departments of the United States Government.

050 Statistics.

060 Charts, maps, photographs, and tables.

070 Inventions.

080 Societies and associations.

090 Geographical and political divisions.

The General Class is applicable for filing correspondence which is so general in its nature that it cannot be properly classified under any of the other eight classes. A paper should not be classified by a number under this group until it has been definitely determined that there

is no suitable number in any of the other groups, for example: A communication which would designate or establish a certain date as a legal holiday, such as: "That Thanksgiving will be celebrated the third Thursday instead of the last Thursday in November" or "that Armistice Day will hereafter be observed as a legal holiday", would be classified 006; whereas, a communication relative to the excusing or retaining of civilian employees on duty on a holiday would be classified 230.46. General correspondence relating to a fire, cyclone, hurricane, or storm condition is covered under the 000.9 series; however, in connection with damages to military reservations or buildings, the correct number under the 600.97 series would be used, or, if in connection with rivers, harbors, and waterways, the correct number under the 800.7 series would be used.

In connection with correspondence dealing with commercial firms, the classification 004 will be used when the designation involves the subject of commercial enterprises, projects, and plants, in general, and policies and precedents relating thereto.

Particular attention will be given to the use of 008 for establishing a precedent file in which may be filed copies or cross-references of unusual cases which establish precedents, opinions, and policies which may be valuable for future guidance of the office in similar cases. The original papers will of course be classified by the decimal number which most closely covers the subject to which it pertains, and cross-references will be made to sub-subjects involved. The cross-references or copies to be filed in the precedent file 008 will be subdivided in accordance with the file numbers originally assigned and will be placed in the file in numerical sequence with the smaller numbers in front. Although provision is made under 016 for cross-references to decisions and opinions, there is no objection to crossing these also to 008.

A new subject which may not have a decimal classification specifically assigned, and which does not appear sufficiently covered by the Index to the War Department Decimal System, may be cross-referenced to 009. The classification indicated on this cross-reference will be 009, followed by the name of the subject, and the subjects arranged in alphabetical sequence.

The classification 016 "Decisions and opinions" will be used for cross-references in connection with decisions from higher authority on any subject. (See list of authorities indicated under this heading.) These cross-references will be arranged in the same manner as is recommended for filing precedent papers under 008.

The classification 020, followed by the name or title of the War Department bureau or organization thereunder, will be used when the communication relates to the general functions or organization of the bureau, etc.

The classification 040 will be used in connection with the name of an Executive department or organization of the United States Government except those to which specific classifications have been assigned.

It is understood, of course, that the classifications 020, 040, and 016, followed by the name of the War Department bureau or the Executive department may be arranged alphabetically behind these numbers, or, if the file is set up in the divisions, as suggested in paragraph 8, it will be arranged in numerical sequence together with number classifications covering specific subjects concerning the bureau or department, for example: A communication classified "Treasury Department" will be filed in the Miscellaneous Division of files in alphabetical relation to all the other alphabetical subdivisions in that file. This will bring together all folders bearing the classification "Treasury Department," such as: 016 (Treasury Department), meaning decision by the Treasury Department; 040 (Treasury Department), meaning general functions of the Treasury Department or communications of such general nature that a specific decimal classification cannot be assigned thereto; 400.331 (Treasury Department), meaning a loan of supplies to the Treasury Department, etc.

The classification 060 includes maps, photographs, charts, and tables. It will not be used, however, in connection with maps, charts, etc., pertaining to buildings and grounds, rivers and harbors, etc. A specific number under the 600 and 800 series has been provided for this purpose.

The classification 070 "Inventions" may be used in the Subject File followed by the name of the article or class of article invented; or it may be followed by the name of an individual, commercial firm, etc., and filed in the Commercial Division of the file.

The classification 080 will be followed by the name of the society or association concerned and filed in the Commercial Division of the files.

The classification 090 "Geographical and political divisions" (social and economical conditions, local affairs, etc., in connection therewith) may be followed by the name of a country or government, etc., and filed in the Geographical Division of the files. Numbers under this class will be used in connection with subjects formerly classified under the 336 class, which has been deleted. The subjects in this group are applicable to both civilian and military affairs. They deal primarily with political, geographical, and economical conditions of countries.

When correspondence involves a specifically designated commercial firm, corporation, factory, agency, or individual (not a Government employee or an official), the classification number 095 will be used, followed by the name of the commercial firm, individual, etc., and the correspondence will be filed in the Commercial Division of the files.

100 FINANCE AND ACCOUNTING.

- 110 Appropriations.**
- 120 Funds, disbursement.**
- 130 Accounting for funds and money.**
- 140 Accounting for property, stores, supplies, etc.**
- 150 Claims and accounts.**
- 160 Contracts.**
- 170**
- 180**
- 190**

This class includes all subjects of a fiscal nature, such as: Appropriations, disbursements, accounting for funds, accounting for property and supplies, claims of all kinds, accounts, contracts and all subjects incidental to contracts. The numbers of this class are used primarily for cross-index purposes, but may be used for filing correspondence of a general nature, such as: Methods and procedure for making appropriations, disbursements of funds, accounting for property, etc.

The decimal numbers under the 110 and 120 class may be used in connection with fiscal matters which pertain to a specific fiscal year, for example: An estimate for appropriations for the fiscal year 1944 will be classified 111 (FY 1944), in order that all subjects relating to appropriations, etc., for each fiscal year may be kept together as a project. Papers bearing this classification will be filed in the Miscellaneous Division of the files and placed in the proper alphabetical relation to other miscellaneous titles or names in that file.

The number 121.2 may be used in conjunction with the name of an Army post or organization and identified by the number of the procurement authority. However, it is advisable to file this class of communication on the subject covering the given purpose of the allotment and cross-index to this classification.

The numbers under 150 have to do with claims and accounts, and are used in conjunction with the names of commercial firms and individuals, and may be arranged alphabetically in a Commercial File Division. In most files, 153, 158, and 159 are all that are necessary in this connection. In the files of offices receiving large numbers of railroad accounts, the breakdown under the 550 series should be used.

Although the numbers under the 160 series may be used when the correspondence affects the manner, method, or general instructions for letting or making contracts, it is preferable to use the specific classification designating the particular class of supply, building, or river

and harbor project concerned. If the segregation of correspondence pertaining to the contract from other correspondence referring to the transaction is desired, the process numbers under the various groups may be used; for example: Correspondence relative to the construction of officers' quarters at Fort Meade would be classified 625 (Fort Meade); to segregate the correspondence relative to the contract, use 625-11 (Fort Meade). In some instances, it is advisable to use 161 followed by the name of the contractor. A cross-index under this classification should always be made if the papers are filed elsewhere.

200 PERSONNEL.

- 210 Commissioned and warrant officers.**
- 220 Enlisted men and flying cadets.**
- 230 Civilian employees.**
- 240 Pay and allowances.**
- 250 Discipline.**
- 260 Pensions.**
- 270**
- 280**
- 290 Miscellaneous.**

This group includes subjects pertaining to persons, either commissioned and warrant officers, enlisted men and flying cadets, civilian employees, and civilians. It covers all matters affecting pay and allowances, discipline, including morals and conduct, trials by courts martial, military prisons, questions of race, funerals and burials.

The first two groups of this class, 200 and 201, are designed to take care of subjects general to all classes of personnel covered by the three groups immediately following, namely: 210 commissioned, 220 enlisted, and 230 civilian, for example: A communication pertaining to the assignment of officers, enlisted men, and civilian employees would be classified 200.3; whereas, if the assignment of officers alone were the subject of discussion, 210.31 would be used.

In order to maintain a complete personal record of each individual, the file number 201 will be used, followed by the name of a designated individual who is the subject of a communication.

In the same manner, when necessitated by the functions of an office, the file number 293, followed by the name of a designated individual who is deceased, will be used.

The subclasses under any of the 200 series will be used in connection with the general discussions and with policies and procedures, but will not be used in conjunction with the name of an individual.

300 ADMINISTRATION.

- 310 Business methods and procedure.**
- 320 Organization of the Army.**
- 330 Military control.**
- 340 Recruitment.**
- 350 Education.**
- 360 Aviation and aeronautics.**
- 370 Employment, operation, and movement of troops.**
- 380 War and peace.**
- 390**

This class covers all matters pertaining to administration of the Army, except discipline. It includes business methods and procedure, such as: Record systems, methods and forms of correspondence, and means of communication; organization of the Army, including tactical and geographical organizations; military control, efficiency of troops, rosters and returns, inspection boards and councils, honors and ceremonies, recruitment, education and training of all branches of the Army, target practice, maneuvers, athletics, amusements, aviation and aeronautics, employment and movement of troops, and plans and preparations for war and peace.

The numbers under 300.3, 300.4, 300.5, 300.6, and 300.7 are used primarily for index purposes, for example: Correspondence pertaining to a change in an Army regulation which has to do with methods of correspondence will be classified under the 312 series. A cross-index will be made on 300.3, followed by the number of the Army regulation, and may be placed in the file in numerical sequence.

The number 321 will be used followed by the name of the arm or service, corps, or branch of the service, etc., when the subject of the communication is of such general nature that it cannot be specifically classified, or when a general cross-reference is desired. This may be subdivided as illustrated in the following paragraph.

The subject number 322 is designed for use in connection with activation and disbandment of organizations. It may also be used when the subject involving an organization or tactical unit is of such a general nature that it cannot be classified by a more specific subject number. Usually this number will be used in conjunction with the name of a type of organization or with the title of a designated organization, such as: 322 (Bombardment Group) or 322 (360th Bombardment Group). If the file is set up in divisions, as suggested in paragraph 8, it will be arranged in numerical sequence together with number classifications covering specific subjects concerning the specified organization, thus bringing together in the files all papers pertaining to it, for example: The file arrangement of the 360th Bombardment Group may be as follows:

- 210. 31 (360th Bombardment Group) assignment of officers
- 320. 2 (360th Bombardment Group) strength of
- 322 (360th Bombardment Group) activation of
- 333. 3 (360th Bombardment Group) inspection of
- 451 (360th Bombardment Group) vehicles for
- 511 (360th Bombardment Group) transportation re change of station

The number 323.3 is designed to be used with the geographical divisions of military departments, such as: Air bases, arsenals, posts, depots, etc., when the subject of the communication is of such a general nature that it cannot be classified by a more specific subject number. This number together with its subdivisions will usually be used in conjunction with the name of a geographical location and filed in the Geographical Division of files, as illustrated in paragraph 8.

400 SUPPLIES, SERVICES, AND EQUIPMENT.

- 410 Materials, machines, and hardware.**
- 420 Clothing and equipage.**
- 430 Subsistence stores.**
- 440 Medical, surgical, and veterinary instruments, supplies, and equipment.**
- 450 Supplies and equipment for transportation, aeronautical supplies, packing supplies, and animals.**
- 460 Other supplies.**
- 470 Ammunition, armament, and other similar stores.**
- 480 Rentals and service other than personal.**
- 490**

The first part of the 400 class is used for the different things that may happen to or processes in connection with supplies and equipment, such as: Selection, adoption, tests, purchase, sale, manufacture, distribution, etc.

The latter part of the 400 series designates the particular classes of supplies, such as: Building materials, hardware, machines, tools, instruments, subsistence, clothing, personal equipment, medical supplies, horses, vehicles, airplanes, packing supplies, ammunition, etc.

Particular attention is invited to the use of 400.112 in connection with tests and 400.1141 in connection with specifications. These numbers may be used in conjunction with a name of a class of supply or article which will be arranged in alphabetical sequence, thereby providing a file of all specifications and materials tested.

The decimal number following the 400 or processing class may be used in connection with the number specifically assigned to a particular

type or class of material in order to specify a procedure in connection therewith, for example:

- 451. 1 Passenger cars
- 400. 5 Repairs and alterations (a process)
- 451. 1-5 Repairs and alterations to passenger cars (the process applied to a specified material)

The process numbers should not be used except in cases of congested files, where segregation will facilitate service, and where there is a necessity for further subdivision.

It was considered that the classification numbers as published under the 470 group in the manual would be sufficient to meet the needs of most offices. In these offices, even if further subdivision is considered necessary, an alphabetical or other descriptive subdivision by type may be added after the existing classifications. However, in order to fulfill the needs of ordnance establishments requiring a more minute decimal subdivision in this group, authority has been granted the Ordnance Department to use the decimal subdivisions covering various types of armament and ammunition as now provided for in the Ordnance Department Supplement, which may be obtained from that office upon request.

500 TRANSPORTATION.

- 510 Transportation of persons.**
- 520 Transportation of property or supplies.**
- 530 Transportation by land.**
- 540 Transportation by water.**
- 550 Transportation accounts, contracts, rates, tariffs, tickets, etc.**
- 560 Army transport service, transports, vessels, and boats.**
- 570**
- 580 Transportation by air.**
- 590**

This group comprises subjects pertaining to transportation of persons or supplies, either by land, water, or air; tariff rates, transportation accounts and contracts, Army transport services, and harbor boat services. Particular concern will be given to the use of decimal numbers in this class. When a communication pertains to transportation of a designated individual, it will be classified under 201. The subject numbers under 510, transportation of persons, will be used in connection with the procedure of transportation of classes of persons, designated organizations, or the removal of groups from one point to another. The alphabetical subdivisions, therefore, will be the name of the class of persons, for example: 516 (Servants); the

name of an Army organization, for example: 511 (1st Infantry Regiment); or, the origin of movement, 511 (Fort Devens). In the latter instance, the name of the point of origin of the movement is used and a cross-index made to the point or points of destination. It is understood that, if the correspondence is being filed in the office of the post in which the move originates, the name of the point of destination would be used for the alphabetical subdivision.

Attention is invited to the decimal numbers under 541. In an office activity concerned with the operation of Army transports, these numbers may be followed by the name of the transport. Policies and precedents in connection with the transport of classes of persons on Army transports may be classified 541.1, followed by the name of the class of persons, for example: 541.1 (Indigent), 541.1 (Insane), etc. In the same manner, 541.2 may be used, followed by the names of classes of supplies, for example: 541.2 (Airplanes), 541.2 (Explosives), etc.

In connection with the 551 series relating to tariff rates, equalization agreements, etc., the decimal number may be used followed by the name of a railroad and is particularly adapted for use in conjunction with the name of a type or class of supply.

The process numbers .01 and .02 following 552 may be used in conjunction with the specific breakdowns in order to designate transportation requests or bills of lading, for example: 552.3, lost, destroyed, and misplaced; 552.01, transportation requests; 552.31, lost, destroyed, and misplaced transportation requests.

Such classifications as 553.4, passenger transportation accounts; 554.4, freight transportation accounts; 555, express accounts; 556.1, demurrage accounts; 556.2, storage accounts of railroads; and 557, accounts for shortage, breakage, etc., are followed by the name of a railroad when the activity of the office with regard to railroad accounts is so great as to necessitate the designation.

600 BUILDINGS AND GROUNDS.

- 610 Grounds, drainage.**
- 620 Barracks and quarters.**
- 630 Post buildings.**
- 640**
- 650 Minor structures.**
- 660 Fortifications.**
- 670 Plants and systems.**
- 680 Reservations.**
- 690**

The 600 class is similar to the 400 class in that the first part of the classification is taken up with the different things and processes

which may take place with regard to buildings and grounds, while the latter part deals with specific kinds of buildings and grounds, such as: Target ranges, barracks and quarters, post buildings, factories, shops, fortifications, plants and systems of various kinds.

When the communication deals with a specific type of building or construction, it is preferable to use the numbers covered by the classes 610, 620, 630, 650, 660, 670, and 680. When necessary, the process numbers may be used in conjunction with the number designating the specific type of building or construction in the same manner as is described with reference to the 400 series.

The numbers covering construction projects, including the acquisition of real property or land under 601, the disposition of real property or land under 602, and the use or occupation of reservations under 680, are usually followed by the name of a geographical location, Army post, etc., for example: A communication which has to do with the building of a garage at Fort Meade will be classified 634 (Fort Meade). Policies, precedents, and procedures in connection with these number classes may be classified by the subject number and followed by the name of the type of building, for example: If the subject is the type of garage which will be built at various Army posts, it will be classified 634 (Garages).

700 MEDICINE, HYGIENE, AND SANITATION.

710 Affections, afflictions, diseases, injuries, etc., and remedies therefor.

720 Health and prevention of disease.

730 Special practices and treatments; schools of healing and medicine.

740 Anatomy and physiology.

750

760

770

780

790

This class deals with all matters affecting the health and sanitation of the Army, including medical examinations, surgical operations, admission of patients to hospitals, hygiene of the air and ground, ventilation, veterinary sanitation, diseases of all kinds, treatment and prevention of diseases, accident prevention, special treatments and practices, physiology and anatomy.

800 RIVERS, HARBORS, AND WATERWAYS.

- 810** Natural divisions and accessories.
- 820** Artificial divisions and accessories.
- 830**
- 840**
- 850**
- 860**
- 870**
- 880**
- 890**

The 800 class is particularly designed for use in connection with engineer projects with regard to rivers, harbors, and waterways. However, as stated in paragraph 3, the use of any or all number classifications is not restricted to any office or division thereof.

The numbers under this class may be used followed by the name or title specifically assigned to the project as well as with alphabetical names and titles assigned to the various file divisions. In large projects, such as canalization of the Mississippi River, they may be broken down into projects and filed in the Geographical Division of the files in accordance with the following example:

Mississippi River.

Mississippi River Lock and Dam #1.

Mississippi River Lock and Dam #2.

Mississippi River (Missouri R.-Minneapolis).

These projects will be filed in alphabetical sequence according to the assigned title and subdivided by the subject number classification, thus bringing together all folders pertaining to each, for example:

601. 1 (Mississippi River Lock and Dam #1) acquisition of land

611 (Mississippi River Lock and Dam #2) construction of roads

825. 1 (Mississippi River Lock and Dam #1) docks, piers, and wharves

821. 1 (Mississippi River Lock and Dam #1) construction of canal

824. 3 (Mississippi River Lock and Dam #1) dikes

Permits and licenses affecting buildings and grounds will be classified under the 680 series, but when the permit pertains to the erection of a structure in a waterway, 800.6 will be used.

The 800 class is similar to the 400 and 600 classes in that the first part indicates processes and things which may occur to waterways, etc., such as: Using, altering, clearing, etc.; while the second part of the class deals with the specific type of artificial and natural divisions or structures in connection therewith.

When the communication deals with a specific river, harbor, or waterway project under the 813, 814, and 820 series, it is advisable to use the number which designates the specific type of project. When necessary to prevent congestion or to meet the particular needs of an activity, the process numbers may be used in conjunction with the number designating the specific type of project, for example:

825. 1 (Albany) wharf at Albany

825. 1-1 (Albany) construction of wharf at Albany

825. 1-3 (Albany) repairs to wharf at Albany

The process numbers should not be used except in cases of congested files, when segregation will facilitate service, and where there is a necessity for further subdivision.

FILE UNDER NO.

INDEX SHEET

SYNOPSIS

DOCUMENT FILED UNDER NO.

INSTRUCTIONS.—Under "Synopsis" make brief entry showing date of communication and from whom received and synopsis sufficient to identify the papers. When these index sheets become numerous under a subject they will be entered on the consolidated index sheet and then destroyed.

RECLASSIFICATION SHEET

PAPERS ORIGINALLY FILED.....

SYNOPSIS AND DATES

NEW CLASSIFICATION.....

RECLASSIFICATION SHEET

000

100

200

300

400

500

600

700

800

000 GENERAL.

000. 1 Politics.
(Campaigns, demonstrations, election day, elections, parties.)
000. 3 Religion.
(Bishops, cardinals, ceremonies, churches, clergy, clergymen, deacons, denominations, desecration of churches, elders, friars, ministers, missionaries, monks, nuns, preachers, priests, rabbis, sects, services in the Army, Sisters of Charity, Sunday observance, vicars.)
000. 4 Historical.
(Antiquities, archeological sites, curios, landmarks, museums, relics, ruins.)
000. 5 Crimes, criminals, offenses, and domestic subversive activities. (See 250, for military.) (Subdivide alphabetically.)
000. 51 Misdemeanors.
(Nuisances and other minor infractions of law.)
000. 6 Penal institutions, civil. (See 252, for military.)
(Penitentiaries, prisons, reformatories.)
000. 7 Publicity and public press.
000. 71 Interviews and giving out information.
000. 72 Secret and confidential matters.
000. 73 Censorship.
000. 74 Newspaper correspondents, photographers, press agents, and writers.
000. 75 Press clippings.
000. 76 Newspapers and magazines.
(Camps, organizations, posts, press syndicates, etc.)
000. 77 Radio broadcasts.
000. 8 Educational institutions, civil. (See 350, for military.)
(Cadets in National Guard, degrees, laws and legislation affecting graduates of colleges, normal and public schools, R. O. T. C. schools, sectarian schools, colleges, and universities.)
000. 9 Natural or physical sciences and phenomena.
000. 91 Natural or physical sciences.
(Hydraulics, hydrography, metallurgy, meteorology, physics, topography, etc.)

000. 92 Natural or physical phenomena.
 (Clouds, cyclones, drought, earthquakes, fire, fog,
 hurricanes, landslides, magnetic disturbances and
 variations, meteors, precipitation, rainfall, snow-
 fall, storms, tidal waves, tornadoes, vibrations,
 etc.)
000. 93 Meteorological observations and reports.
 (Weather reports and forecasts.)
- 001 **Celebrations, conventions, expositions, fairs, jubilees,
 meetings, regattas, reunions.**
 (Exhibits and lectures at.)
- 002 **Soldiers' homes, and admission.**
 (Confederate, national, volunteer.)
- 003 **Standards, tables, and measures.**
 (Calendar, coinage system, distances, latitude, longitude,
 metric system, monetary system, time systems, weight
 systems, etc.)
- 004 **Commercial enterprises, plants and projects.** (Use 095
 for individual firms.)
 (Boarding houses, corporations, factories, firms, hospi-
 tals, hotels, insurance agencies, manufacturing es-
 tablishments, pawnbrokers, restaurants, saloons,
 shipyards.)
004. 01 Commandeering.
 (Government control, taken over by Government.)
004. 02 Guarding and protecting.
004. 03 Output; capacity and facilities.
004. 04 Industrial mobilization.
004. 05 Priority orders.
004. 06 Labor conditions and statistics.
004. 07 Labor disputes and strikes.
004. 2 Banks and banking.
004. 21 Investments.
- 005 **Charity and gratuity.**
 (Contributions, donations, gifts, gratuities, presents,
 prizes.)
- 006 **Holidays.**
 (Fire Prevention Week, Flag Day, Memorial Day,
 Mother's Day, special days or weeks.)
- 007 **Fine arts.**
 (Miscellaneous airs, music, national anthems, paintings,
 patriotic songs, portraits, sculpture.)
- 008 **Precedents.** (See preface to book.)
- 009 **New subjects.** (See preface to book.)

010 LAWS AND LEGAL MATTERS.

- 010. 1 Constitutional law, State rights.
- 010. 2 International law.
- 010. 3 United States laws and statutes.
(Civil code, codes and codifications, penal code, revised statutes and amendments, special public laws, Statutes at Large.)
- 010. 4 State and territorial laws.
(Probate laws, common law.)
- 010. 5 Municipal ordinances.
- 010. 6 Military laws.
- 010. 7 Maritime laws.
- 010. 8 Traffic regulations, civil and military.
(Authority to prescribe, construction, waiver.)
- 010. 9 Foreign laws.
- 011 Enactment of laws, affecting:**
 - 011. 1 Organization of the War Department.
 - 011. 2 Organization of the Army.
 - 011. 3 Personnel of the Army.
 - 011. 4 Pay of the Army.
 - 011. 5 Civilians connected with the Army.
 - 011. 6 National Guard.
- 012 Taxation and tariff and exemption from.**
 - 012. 2 Taxes.
(Amusement, income, inheritance, internal revenue, land, luxury, sales, stamp, war.)
 - 012. 3 Taxation.
Under state and territorial laws.
 - 012. 311 Government property or operations.
 - 012. 312 Government agencies.
 - 012. 313 Officers and soldiers.
 - 012. 314 Ex-soldiers, pensioners.
 - 012. 315 National Guard or property of.
 - 012. 32 Under laws of possessions.
 - 012. 33 Under laws of the United States.
 - 012. 34 Under foreign laws.
 - 012. 4 Tariff duties.
 - 012. 41 Free entry into United States.
(Personal and public property.)
 - 012. 42 Free entry into foreign countries.
 - 012. 43 Port dues and charges.
 - 012. 44 Tonnage dues.

- 013 Legal actions, instruments, persons, and representatives.**
013. 1 Legal instruments and papers.
 (Affidavits, caveat, deeds, foreclosures, garnishments,
 liens, mortgages, oaths, power of attorney, search
 and other warrants, testaments, waivers, wills, writ
 of habeas corpus.)
013. 2 Persons pertaining to law and courts.
 (Admission of attorneys and solicitors, application for
 counsel, attorneys, coroners, counsel, defendants,
 disbarment of attorneys and solicitors, judges,
 juries, jurors, justices, notaries public, parties,
 plaintiffs, solicitors, witnesses.)
013. 3 Actions, proceedings, trials.
013. 31 Condemnation proceedings.
013. 32 Injunctions.
013. 33 Indictments.
013. 34 Judgments.
013. 35 Inquests.
013. 36 Evidence and testimony.
013. 361 Depositions and interrogatories.
013. 362 Subpoenas.
013. 37 Trials.
013. 38 Divorce and separation proceedings.
013. 39 Bankruptcy
013. 4 Legal representatives.
 (Administrators, executors, guardians, guardianship,
 heirs, parents, receivers, trustees.)
- 014 Civil matters.**
014. 1 Civil government.
014. 12 Civil authorities.
 (City, county, municipal, state, territorial, and
 township, as: aldermen, bailiffs, chiefs of police,
 constables, councilmen, detectives, governors,
 marshals, mayors, policemen, sheriffs, State
 senators, State representatives.)
014. 13 Relations between civil and military authorities.
 (Public relations.)
014. 14 Jurisdiction of local governments over Federal prop-
 erty or operations.
014. 2 Civil life and process.
014. 3 Civil status and relations.
014. 31 Aliens.
014. 311 Alien enemies, and rights of.

014. 32 **Naturalization.**
 (Courts having jurisdiction, eligibles, manner of nat-
 uralization, noneligibles, procedure, qualifications).
014. 33 **Citizenship.**
 (Acquisition of, expatriation, loss of, repatriation,
 restoration of.)
014. 331 Passports, visas, etc.
014. 34 **Residence.**
 (Change of, legal residence or domicile, temporary.)
014. 35 **Voting.**
 (Ballot boxes, disqualifications as deserters, qualifi-
 cations prescribed by states.)
014. 36 Civil marriages.
014. 37 Occupations, professions, trades, and vocations.
014. 38 Citizens' names, and changes of.
014. 39 Miscellaneous.
014. 391 Immigrants.
014. 392 Emigrants.
014. 393 Deportation or exile.
014. 4 **Civil duties, functions, obligations, and rights.**
 (Constitutional privileges, franchises, freedom, mora-
 torium, statute of limitations.)
014. 5 **Civil prisoners or convicts.**
014. 51 Use of by Government.
014. 52 Escape.
014. 521 Apprehension.
014. 53 Death.
014. 54 Pardon.
014. 6 Civil expenses.
014. 7 Holding office (civil or military).
- 015**
- Courts.**
015. 1 Supreme Court of the United States.
015. 2 Circuit courts of appeal and district courts.
015. 3 Territorial and other United States courts.
015. 4 State courts.
 (Appellate courts, supreme courts of states, trial
 courts.)
015. 5 Prize courts and courts of claims.
015. 6 Municipal or city courts; police courts.
- 016**
- Decisions and opinions.**
 (Attorney General, Auditor for the War Department,
 Chief of Staff, Comptroller of the Treasury, heads of
 War Department bureaus, departments, and divisions,
 Judge Advocate General, post commanders and staffs,
 Provost Marshal General, Secretary of War.)

- 017 Maritime matters and merchant marine.**
 017.1 Navigation charges.
 017.2 Navigation regulations.
 017.3 Salvage.
 017.4 Merchant marine.
- 018 Loans.**
 018.1 Loans to United States Government.
 (Thrift stamps, war bonds, war savings bonds, war savings stamps, war stamps.)
 018.2 Loans by United States Government to others, as Allies.
- 019 Insurance.**
 019.1 Life.
 019.11 Government insurance.
 (War risk, etc.)
 019.2 Fire.
 019.3 Marine.
 019.4 Liability.
 019.5 Automobile.
 019.6 Workmen's Compensation.
- 020 WAR DEPARTMENT (ADMINISTRATION AND FUNCTIONS).** (Subdivide alphabetically by name or title of department or bureau.)
 (Office of the Adjutant General, Office of the Chief of Chaplains, Office of the Chief of Engineers, Office of the Quartermaster General, Office of the Secretary of War, Office of the Surgeon General, etc.)
- 030 THE UNITED STATES GOVERNMENT.**
- 031 Executive Branch.**
 031.1 The President.
 (Commander in Chief of the Army and Navy, Executive orders, inauguration, proclamations, Secretary to the President, veto powers, etc.)
 031.2 Divisions of Executive Office.
 (Bureau of the Budget, Office of Government Reports, Office Emergency Management, The White House, War Production Board, etc.)
- 032 Legislative Branch.**
 032.1 Congress.
 (Acts of, Capitol, Congressional actions, Congressmen, joint committees and reports of, joint resolutions, legislation, Library of Congress.)
 032.2 House of Representatives.
 (Bills, committees and reports of, documents, Representatives, resolutions, Speaker.)

- 032.3 Senate.
(Bills, committees and reports of, documents, officers of, resolutions, Senators, Vice President, or presiding officer.)
- 033 **Judicial Branch.**
(Administrative Office of United States Courts, actions, Associate Justices, Chief Justice, etc.)
- 040 **EXECUTIVE DEPARTMENTS OF THE UNITED STATES GOVERNMENT.** (Subdivide alphabetically by name or title of bureau, department, division, commission, or board.)
(Department of Agriculture, Department of Commerce, Department of the Interior, Department of Justice, Department of Labor, Department of State, Department of the Treasury, Post Office Department, etc.)
- 045 **Navy Department.**
- 045.1 Officers of Department.
(Secretary of Navy, assistants, etc.)
- 045.2 Bureaus.
(Bureau of Aeronautics, Bureau of Supplies and Accounts, Medicine and Surgery, Navigation, Ordnance, Ships, Yards and Docks.)
- 045.3 Marine Corps.
(Cadets, enlisted men, marine artillery, Marine Band, marine brigades, officers, etc.)
- 045.4 Naval or Navy; convoys, fleets, flotillas, groups, squadrons, stations.
- 045.5 Officers of the Navy (naval officers).
- 045.6 Enlisted men or sailors.
- 045.7 Naval forces.
(Patrol systems, patrols, regulations, reserves, etc.)
- 045.8 Naval schools.
(Naval Academy, naval aviation schools, naval cadets or midshipmen, Naval War College, etc.)
- 045.9 Miscellaneous.
(Badges, bases, construction and defense, districts, hospitals, mines, records, war games, war records, warfare, etc.)
- 045.91 Naval reviews.
- 045.92 Vessels.
- 045.93 Operations and maneuvers.
- 050 **STATISTICS.**
- 051 **Armies of the Civil War.**
(Confederate and Union.)

- 052 **Battles and battle reports.**
(Chronological lists, etc.)
- 053 **Vital.**
(Births, deaths, health, insanity, losses, mortality.)
- 054 **Prisoners of war.**
(Confederate, German, Union, and others.)
- 055 **Wars.**
(Civil War or War of Rebellion, Colonial War, Indian War, Mexican War, Philippine Insurrection, Revolutionary War, Spanish War, War of 1812, Whiskey Rebellion and Insurrection, World War.)
- 056 **Army statistics.**
(Foreign, National Army, National Guard, Regular, Volunteer.)
- 060 **CHARTS, MAPS, PHOTOGRAPHS, AND TABLES.**
- 061 **Maps and mosaics.**
061. 01 Mapping and map work.
061. 02 Map reproduction and methods of.
061. 03 Blueprints, drawings, sketches, and tracings.
061. 04 Construction and methods of.
(Coordinates, data, field notes, geodetic positions, projection, scales, etc.)
061. 05 Distribution.
061. 06 Sales.
061. 07 Purchase.
061. 08 Disposition.
061. 09 Requests for.
061. 1 Battlefield, maneuver, and war maps.
061. 2 Civil and military surveys.
(Fortification index plats, land defense surveys and maps.)
061. 3 Progressive military maps.
061. 4 Foreign.
- 062 **Photography and photographs.** (Subdivide as 061, if necessary.)
062. 1 Still.
(Lantern slides, etc.)
062. 2 Motion picture photography and moving pictures.
(Moving picture films.)
062. 3 Aerial.
062. 4 Photostating and photostats.
- 063 **Charts and tables.** (Subdivide as 061, if necessary.)

070 INVENTIONS.**072 Patents.**

(Assignments of, effect of letters patent, infringement, persons entitled to, royalties on, under contract, under license, use of patented articles by Government.)

073 Copyrights.

(Assignment of, books and pamphlets, effect of, infringements, persons entitled to, pictures and illustrations, publications, royalties on, etc.)

074 Trade-marks.

(Assignments of, effect of, infringements, persons entitled to, etc.)

080 SOCIETIES AND ASSOCIATIONS. (Subdivide alphabetically by name or title of organization.)

(Charitable, clubs, commercial, engineering, fraternal, historical, labor unions, moral, patriotic, political, religious, secret, trade unions, veterans, etc.)

090 GEOGRAPHICAL AND POLITICAL DIVISIONS.**090. 01** Geographical names.

(Changes and designations.)

091 Countries.**091. 1** Government.

(Bureaus, departments, divisions, embassies, etc.)

091. 11 Presidents, rulers, kings, queens, emperors, potentates, etc.**091. 112** Officials.

(Ambassadors, envoys, ministers, missions, representatives.)

091. 2 Geographical features.

(Mountains, rivers, etc.)

091. 3 Economics.**091. 31** Commerce.

(Exports and imports.)

091. 311 Commerce and customs regulations.**091. 32** National debt.**091. 33** Resources.

(Coal, food, mineral, raw materials, synthetic materials, wealth, etc.)

091. 4 Peoples.

(Census, general conditions, health conditions, homes, labor conditions, language, medical conditions, morale, psychological conditions, social conditions, etc.)

- Peoples—Continued.
- 091. 41 Activities of foreigners.
 - 091. 411 Subversive activities.
 - 091. 412 Propaganda.
 - 091. 5 Climatic conditions.
 - 091. 6 Communication and transportation facilities.
 - 091. 7 Military defenses.
 - 091. 71 Fortifications.
 - 091. 711 Armies and navies.
 - 091. 712 Air forces.
 - 091. 713 Officers and enlisted men.
 - 091. 714 Foreign subjects in United States service and vice versa.
(Enlistment, transfer, release, etc.)
 - 091. 715 Troops passing through or stationed in foreign countries. (See 370.02, for United States troops.)
- 092 International affairs and relations.**
- 092. 1 Boundaries.
 - 092. 2 Treaties and agreements.
 - 092. 3 Conferences and boards.
- 093 States and counties, territories, colonies, insular possessions, islands, etc.**
- 094 Cities and towns.**
- 095 Under this heading are filed alphabetically indices and actual correspondence pertaining to names of commercial firms and persons.**
(Officers, officials, enlisted men, and employees of the military service are filed under 201).
- 096 Oceans and seas.**
- 100 FINANCE AND ACCOUNTING.**
- 101 Accounting systems and questions as to accountability.**
- 110 APPROPRIATIONS.**
- 110. 01 Budget systems.
 - 111 Estimates for appropriations.
 - 112 Appropriations proper.
 - 112. 1 Laws governing (availability and use of funds).
 - 112. 2 Construction or interpretation.
(By bureaus of War Department, Comptroller, Judge Advocate General, etc.)
 - 112. 3 Methods of making appropriations.
 - 112. 4 Allotment or assignment.
 - 112. 5 Apportionment.
 - 112. 6 Warrants.
 - 112. 7 Balances of appropriations.
 - 112. 8 Reports and statements as to appropriations.

- 113 **Reimbursements and transfers.**
113. 2 Between War Department appropriations.
113. 3 To or from appropriations of other departments.
- 120 **FUNDS, DISBURSEMENTS.**
 (Laws and regulations as to systems and methods, station numbers, etc.)
120. 1 Expenditure or payment of funds.
- 121 **Apportionment and supply of funds.**
121. 2 Apportionment and allotment, letters of.
 (Allotment accounts and reports, cancelations, changes, corrections, data on which based, deposits to cover overdrafts, estimates for allotments, increases and decreases, issue, instructions regarding, method and time of, reductions, requests for allotments, withdrawals.)
121. 4 Estimates for funds and requisitions on Treasury.
 (Advice of deposit by Treasury to meet requisitions, estimates for funds submitted, instructions, methods, procedure, requisitions on Treasury.)
121. 5 Reports of savings and losses.
 (Forms and methods of handling, reports of losses, reports of savings, reports of savings on rations, reports of unallotted balances.)
121. 6 Cost records and reports.
 (Consolidated cost records, cost accounts and records, cost reports, forms and methods of handling.)
121. 7 Reports and financial statements.
 (Reports of telegraph accounts paid, reports of transportation charges paid, reports of transportation liabilities, reports of outstanding liabilities, etc.)
- 122 **Checks and depositaries.**
 (Laws and regulations as to.)
122. 1 Checks, drafts, money orders, and negotiable papers.
 (Alterations, cancelations, forgeries, forms and methods of handling, indemnity bonds covering, numerical symbols, miscellaneous checks, outstanding three years or more, questions as to payment or nonpayment, reports of outstanding checks, on relief of disbursing officer, supply and transfer of blanks.)
122. 16 Destroyed, lost, and stolen.
122. 2 Depositaries; Treasury and other.
 (Balances and overdrafts, deposits and transfers, designations and changes in, funds between.)

- 123 Funds, money, and savings.**
 (Bakery funds, band funds, company and regimental funds, conscience funds, contingent funds, contributed funds, hospital funds, laundry funds, mess funds, miscellaneous post funds, post exchange funds, post funds, prison funds, public funds, ration funds, recruiting funds, savings, slush funds, special funds, subsistence savings, working balances, etc.)
123. 1 Laws and regulations.
 123. 2 Methods of supplying.
 123. 3 Safekeeping.
 123. 4 In personal possession.
 123. 5 Shortages, lost, misplaced, stolen.
 123. 6 Transfer of organization funds.
 123. 7 Exchange of foreign money.
 123. 8 Working fund.
- 130 ACCOUNTING FOR FUNDS AND MONEY.**
 (Forms approved by Comptroller, disbursing officers (including acting), duties, obligations, powers, forms and methods, laws and regulations as to, etc.)
- 131 Funds received, deposited, and on hand.**
 (Assets, cash on hand, cash transactions, certificate or report of deposits, fare and freight on transports, funds in hands of disbursing officer, liabilities, outstanding three years or more, mileage deductions, miscellaneous receipts, proceeds of laundries and ice plants, proceeds of sales of real property, services, stores, supplies, etc., receipts from damages and losses, receipts from rents and rights of way, refunds account shipment, excess baggage, refunds from erroneous payments, refunds of overpayments, unexpended balances, etc.)
- 132 Accounts of funds, money, and special deposit accounts.**
 (Laws and regulations.)
- 132.1 Rendition.
 (Delinquency in by administrative officers, delinquency in by disbursing officers, waiver or extension of time limits, etc.)
- 132.2 Administrative examination, and analysis.
 (Auditing abstracts, vouchers, and other parts of accounts; errors and irregularities, etc.)
- 132.21 Exceptions.
- 132.6 Statements of differences or difference sheets.
 (Disallowances of accounts, suspensions of accounts, revisions of disallowances and suspensions by Auditor, by Comptroller, etc.)

- 132.7 Reports of open market purchases. (See also 400.1391.)
- 140 **ACCOUNTING FOR PROPERTY, STORES, SUPPLIES, ETC.**
(Laws and regulations.)
- 140.2 Property accounting systems, unit accountability systems, etc. (Forms and methods.)
- 141 **Post and field property accounts.**
(Correcting, numbering, posting, property accounts of depots, organizations, posts, stations, field property accounts, vouchers, etc.)
- 141.5 Memorandum receipts and accounts.
- 141.6 Dropping and taking up property, expendable and non-expendable articles.
- 141.7 Shortages, losses, damaged, destroyed, and stolen property.
- 141.71 Personal charges.
- 141.8 Reports of survey.
- 141.81 Inventory and inspection reports.
- 142 **Property on hand, transferred, etc.**
- 142.1 Inventories and reports of property, stores, and supplies on hand.
- 142.2 Statements of balances on hand.
- 142.3 Lists of property, stores, supplies; transferred to other accountable officers.
- 142.4 Maximum and minimum quantities.
- 142.5 Invoices and receipts.
- 150 **CLAIMS AND ACCOUNTS.**
(Assignment, assignment of funds arising from, calls for evidence, laws and regulations affecting, methods of presenting, records of services, reports of boards, submission to Congress.)
- 151 **Claims on account of wars.**
- 152 **Claims for disease, personal injuries, etc.**
- 153 **Damage claims (other than 151).**
- 154 **Claims for mileage, pay, salaries, wages, etc.**
- 156 **Reimbursements.**
- 157 **Burial expenses.**
- 158 **Miscellaneous accounts against Army, except transportation accounts.**
(For services as: Advertising, job printing, reporters, telegraph, telephone, etc.; for supplies.)
- 159 **Miscellaneous accounts and claims in favor of the United States against others (except transportation accounts).**

160 **CONTRACTS.**

(Authority: of Congress, express, implied from appropriation, optional; laws relating to: convict labor, protection labor and material men, 8-hour law, distinct and separate contracts for each work, written contracts, in excess of appropriations, etc.)

161 **Formalities.**

(Oral agreements, written proposals, and acceptances, written contracts; parties and agents: contracting officers, contractors, individuals, personal representatives, partnerships, corporations; Congress, interest of members of; with persons in Government service; agents, authority of; powers of attorney; interest of contracting officers; preparation and execution of contracts, methods of signing, forms and instructions, changes and corrections, approval or acceptance, distribution of contracts and copies; delinquencies, filing in auditor's office; copies of, lists of, etc.)

162 **Advertisements for proposals.**

(Advertisements required; exceptions: personal services, emergency purchases, purchases of limited amounts, competition useless, previous advertising without result, purchases from another department, extras under existing contract, contract following default.)

163 **Bids.**

(Canvassing, opening, received after time set for opening, returned unopened, alternate, equal prices in, instructions and regulations, error as ground for relief, award to lowest bidder, waiver of irregularities, delay in mails, other irregularities, acceptance, rejection, withdrawal, bidders; bankrupts, defaulting, debarred, etc.)

164 **Performance or nonperformance.**

(Time of performance, delays, suspensions of work, defaults, annulments, abandonments, terminations, deliveries under, calls on contractors, increase or decrease, waivers, release, transfer of contracts, involuntary assignments, voluntary assignments, subletting, breach, discounts, rebates, etc.)

165 **Classes of contracts.**

(Supplemental contracts, extension of time, other modifications, renewal of contracts, continuing contracts, executory contracts, foreigners' contracts, emergency and exigency contracts, cost plus, etc.)

- 166 **Damages and penalties.**
(Penalty, liquidated damages, actual damages.)
- 167 **Claims and settlements.**
(Bills, checks, vouchers, certificates of inspection and receipts, authority to collect payments, partial payments, advance payments, deferred or suspended payments, withheld payments, retained percentages, set-offs, etc.)
- 168 **Bonds.**
(Date, seal, by partnerships, by corporations, authority to officer or agent; official: duties requiring bonds, examination and approval, examination as to sufficiency of sureties and amounts, renewal; contract: examination and approval, for supplies, for services other than public works, waiver, for public works, clause for payment of labor and material men; copy of contract and bond; bidder's guaranties; certified checks to secure loans of property to colleges and schools; other loans, indemnity bonds, annual bonds or guaranties, individual sureties, justification, persons disqualified, surety companies, release of sureties, modification of contract with and without consent, etc.)
- 200 PERSONNEL.**
- 200.1 Absence. (See also 210.7, 220.7, 230.5)
- 200.2 Identification, methods and systems.
(Credentials, fingerprinting, fingerprints, identification cards, identification tags, number systems, outline figure cards, passes, personal marks, photographs, serial numbers, etc.)
- 200.3 Assignment and allotment. (See also 210.3, 220.3)
- 200.4 Travel duty. (See also 210.482, 220.482, 230.42)
- 200.5 Accidents.
- 200.6 Rewards, badges, decorations, and citations. (Subdivide alphabetically by name.)
(Distinguished service, heroic conduct, service, and proficiency.) (Arms qualification badges, Congressional Medal, distinguished designation badges, Distinguished Flying Cross, Distinguished Service Cross, Distinguished Service Medal, lapel buttons, lapel ribbons, Medal of Honor, Oak Leaf Cluster, Parachutist's Badge, Purple Heart, Silver Star, Soldier's Medal, team marksmanship badges, Victory Medal, War Department General Staff identification, etc.)

- Rewards, badges, decorations, and citations— Continued.
- 200.61 Awards by other governmental departments.
 - 200.62 Awards by foreign governments.
 - 200.63 Awards to foreigners.
 - 201 Personal records.** (Use for individual records of officers, enlisted men, and employees of the military service.)
 - 201.1 Forms and methods of keeping.
 - 201.11 Punch card system.
 - (Machine record codes.)
 - 201.2 Commendations and complaints, debt and other.
 - 201.21 Appeals.
 - 201.22 Commendations.
 - 201.23 Complaints.
 - 201.24 Indebtedness. (See also 230.74, 242.4, 243)
 - 201.3 Individual histories and historical records, etc.
 - 201.31 Status cards.
 - 201.311 Reports of changes.
 - 201.35 Individual biographies and histories.
 - 201.36 Service records.
 - 201.37 Preference cards.
 - 201.38 Flight records, individual.
 - 201.39 Qualification cards.
 - 201.5 Physical examinations and tests.
 - (Annual physical examinations, obstacle rides, riding and walking tests, and other exercises.)
 - 201.6 Efficiency and proficiency, mental and physical.
 - 201.601 Disability.
 - 201.61 Efficiency reports.
 - 201.62 Personal reports.
 - (Reports of arrivals, departures, etc.)
 - 201.63 Flying proficiency and reports.
 - 201.7 Changes of names or addresses; records.
 - 201.8 Certificates.
 - 210 COMMISSIONED AND WARRANT OFFICERS.** (Use 201 for individuals.)
 - 210.01 Classification and reclassification.
 - 210.02 Marital and personal status.
 - 210.1 Appointments.
 - 210.11 Eligibility and qualifications.
 - 210.12 Examination, mental and physical.
 - 210.13 Disqualifying defects.
 - 210.14 Commissions and contracts.
 - (Acceptance and oath, duplicate, nomination and confirmation, recess, recommission.)

- 210.2 Promotions.
- 210.21 Eligibility and qualifications.
- 210.22 Examination, mental and physical.
- 210.23 Disqualifying defects.
- 210.24 Commissions.
(Nomination and confirmation, acceptance and oath, recess, duplicate, recommission.)
- 210.25 Suspensions from promotion.
- 210.26 Demotions or reductions.
- 210.27 Grading and regrading.
- 210.3 Assignment, change of station, and transfer.
- 210.31 Assignment or change of station.
- 210.311 Commanders and general officers to armies, corps, service commands, departments, and divisions.
- 210.33 Transfer between services.
- 210.4 Duties and service.
- 210.41 Employment by corporations and others; United States agents.
- 210.43 Acceptance of civil office.
- 210.45 Duty tours and status.
- 210.451 Duty with troops.
- 210.452 Duty requiring bonds.
- 210.453 Temporary duty.
- 210.454 Special duty.
- 210.455 Active duty.
- 210.4551 Inactive duty.
- 210.456 Relief from duty.
- 210.457 Excused from duty.
- 210.458 Report for duty.
- 210.46 Line or not in line of duty.
- 210.47 Mounted duty.
- 210.48 Detached service.
- 210.481 Foreign service.
- 210.482 Travel duty. (Use only for policies. See also 200.4)
- 210.49 Flying duty.
- 210.491 Suspension.
- 210.6 Details.
(All details not herein specifically provided for by name will be assigned this number with the name of the detail concisely and briefly written thereafter, and filed within this classification alphabetically.)
- 210.604 Officer in charge of casuals.
- 210.605 Commanding officer of troops on transports and other vessels.
- 210.606 In charge of funds.

Details—Continued.

- 210. 607 In charge of military police; provost officer.
- 210. 61 Staff corps and departments.
- 210. 62 Recruiting service.
- 210. 63 As students or instructors at army service schools.
- 210. 64 Instructors at civil colleges and schools.
- 210. 65 National Guard.
- 210. 66 As students for instruction at civil colleges and manufacturing plants.
- 210. 67 Camps of instruction, maneuvers, target practice and ranges.
- 210. 68 Foreign.
- 210. 681 Military attaché.
- 210. 684 Observers at maneuvers and wars.
- 210. 685 Military and civil schools.
- 210. 7 Absence, rank, and command.
- 210. 71 Absence.
- 210. 711 With leave; leave of absence.
- 210. 712 Without leave.
- 210. 713 Sick leave.
- 210.714 Hunting leave.
- 210.715 Passes.
- 210.716 Permission to go beyond the sea.
- 210.717 Not in line of duty; due to misconduct.
- 210.718 Witness duty.
- 210.72 Rank, command, and precedence.
- 210.721 Conflict of authority.
- 210.722 Intermediate commanders.
- 210.723 Increased or temporary rank.
- 210.724 Lineal rank.
- 210.725 Relative rank.
- 210.726 Between Regular and other officers; National Guard or Reserve.
- 210.727 Assignment to command other than rank.
- 210.8 Separations and reports.
- 210.801 Discharges.
- 210.81 Dismissals.
- 210.82 Eliminations.
- 210.83 Annulments of contracts and resignations.
- 210.84 Reinstatements and restorations.
- 210.85 Retirement and retired officers.
- 210.86 Death.
- 210.861 Suicide.
- 210.87 Effects, estates, and funds.
- 210.88 Certificates of service.
(Including Reserve officers.)

210.9

Political activities.

211

Titles and grades. (Subdivide alphabetically by name of title or grade, for example:

Aerial observers	Liaison officers
Chaplains	Major generals
Contract surgeons	Mess officers
First lieutenants	Pilots
Flight surgeons	Specialists
Inspector instructors	Umpires, etc.)

220

ENLISTED MEN AND AVIATION CADETS. (Use 201 for individuals.)

220.01

Classification and reclassification.

220.02

Marital and personal status.

220.1

Appointment.

220.11

Eligibility and qualifications.

220.12

Examination, mental and physical.

220.13

Disqualifying defects.

220.14

Warrants.

(Acceptance or declination.)

220.2

Promotion.

220.21

Eligibility and qualifications.

220.22

Examination, mental and physical.

220.23

Disqualifying defects.

220.24

Warrants.

(Acceptance or declination.)

220.26

Reductions.

220.27

Change in grade.

220.271

Rating.

220.272

Disrating.

220.3

Assignment, attachment, change of station, and transfer.

220.33

Transfer between services.

220.4

Duties and service.

220.41

Employment by corporations or others.

220.43

Acceptance of civil office; civil service.

220.45

Duty tours and status.

220.452

Duty requiring bonds.

220.453

Temporary duty.

220.454

Special duty.

220.455

Active and inactive duty.

220.456

Relief from duty.

220.457

Excused from duty.

220.458

Report for duty.

220.46

Line or not in line of duty.

Duties and service— Continued.

- 220. 47 Mounted duty.
- 220. 48 Detached service.
- 220. 481 Foreign service.
- 220. 482 Travel duty. (Use for policies. See also 200.4.)
- 220. 483 Extra duty.
- 220. 484 Returned to duty.
- 220. 49 Flying duty.
- 220. 491 Suspension from.
- 220. 6 Details.
 - (All details not herein specifically provided for by name will be assigned this number with the name of the detail concisely and briefly written thereafter and filed within this classification alphabetically.)
- 220. 61 Staff corps and departments.
- 220. 62 Recruiting service.
- 220. 63 As students or instructors at army service schools.
- 220. 64 As instructors at civil colleges and schools.
- 220. 65 National Guard; as instructors.
- 220. 66 As students for instruction at civil colleges and manufacturing plants.
- 220. 67 Camps of instruction, maneuvers, target practice and ranges.
- 220. 68 Foreign.
- 220. 69 Mine planters.
- 220. 7 Absence, rank, and precedence.
- 220. 71 Absence.
 - 220. 711 With leave; furlough.
 - 220. 712 Without leave.
 - 220. 713 Sick.
 - 220. 714 Hunting.
 - 220. 715 Passes.
 - 220. 716 Permission to go beyond the sea.
 - 220. 717 Not in line of duty; due to misconduct.
 - 220. 718 Witness duty.
 - 220. 719 Making good time lost.
- 220. 72 Rank and precedence.
 - 220. 721 Noncommissioned officers.
 - 220. 722 Privates and rated men.
 - 220. 727 Assignment to command other than rank.
- 220. 8 Discharges and other separations.
 - 220. 801 Discharge of undesirables.
 - 220. 802 Deserters physically unfit.
 - 220. 803 For convenience of Government.
 - 220. 804 Account dependent relatives.

Discharges and other separations—Continued.

220. 805 Insanity.
220. 806 By favor.
220. 807 Expiration term of enlistment.
220. 808 Minority.
220. 811 Disability.
220. 812 Rejected recruits.
220. 813 Fraudulent enlistment.
220. 814 Purchase.
220. 815 Sentence imprisonment civil court.
220. 82 Dishonorable discharge.
220. 821 By courts-martial sentence.
220. 822 By sentence military commission.
220. 83 Discharge without honor.
220. 84 Certificate of service.
 (Certificate in lieu of lost discharge, character on
 discharge, discharge certificate.)
220. 85 Retirement and retired enlisted men.
220. 86 Death.
220. 861 Suicide.
220. 87 Effects, estates, and funds.
220. 88 Furlough to Reserve.
220. 89 Reinstatement and restorations.
220. 9 Political activities.
- 221** **Titles and grades.** (Subdivide alphabetically by name of
 title or grade, for example:
- | | |
|------------|--------------------------|
| Bombardier | Orderly |
| Bugler | Parachutist |
| Chauffeur | Pilot |
| Corporal | Radio operator |
| Gardener | Specialist |
| Laborer | Teletype operator, etc.) |
221. 01 Systems or revisions in.
 (Grades and rating.)
221. 02 Allotment of grades and ratings. (Subdivide by arm
 or service.)
- 230** **CIVILIAN EMPLOYEES.** (Use 201 for individuals.)
230. 01 Designation of positions (job titles).
230. 02 Applications and recommendations.
230. 03 Preference, qualification, and status.
230. 031 Qualifications.
 (Age, education, license, mental, moral, and phys-
 ical.)

CIVILIAN EMPLOYEES—Continued.

230. 032 Marital and personal status.
(Dependents, married or single, married women;
members of family in service, sex.)
230. 033 Nationality and race.
(Chinese, Eskimos, Filipinos, foreigners in general,
Indians, Japanese, Negroes, Panamanians,
Puerto Ricans, etc.)
230. 034 Military personnel and families.
230. 04 Laws and legislation.
(Civil service and preference law.)
230. 05 Rules, regulations, and practices.
(Civil service rules, special regulations and rules of
the War Department.)
230. 06 Civil service systems and methods.
(Apportionment by states, district system.)
230. 07 Preference of assignment.
(Departmental, field, foreign.)
230. 1 Entrance into service.
230. 11 Register of eligibles.
230. 112 Examinations.
(Boards of examiners, questions, samples, stand-
ardizing, tests.)
230. 12 Announcements of examinations.
(Reports of results.)
230. 123 Positions excepted from examinations.
230. 13 Certificates of eligibles.
(Lists of eligibles, methods of certifying, positions
offered, acceptance or declinations.)
230. 14 Hire of employees and laws and legislation affecting.
230. 1402 Child labor (minors).
230. 1403 Convict labor.
230. 1404 Strikers and strikebreakers.
230. 1405 Union labor.
230. 141 Temporary.
230. 142 Additional.
230. 143 Vacancies.
230. 144 Contract for hire.
230. 145 Employment of local labor and hired labor generally.
230. 146 Blacklisted employees.
230. 2 Appointments.
(Irregular, probational, temporary.)
230. 21 Methods of appointing.
230. 211 Oath of office.
230. 212 Gratuitous and voluntary (dollar-a-year men).
230. 215 Appointment by Executive orders.

- 230. 23 Reemployment and reinstatement.
- 230. 3 Status and changes in, assignments, and transfers.
- 230. 312 Jurisdiction civil authorities over.
- 230. 3121 Liability to jury duty, road work, public duty, witnesses.
- 230. 3122 Government defense of suits against employees.
- 230. 313 Classified or unclassified under civil service rules.
- 230. 32 Promotions.
- 230. 33 Demotions or reductions.
- 230. 34 Efficiency.
- 230. 341 Efficiency systems.
- 230. 342 Efficiency boards.
- 230. 346 Reports of efficiency.
- 230. 347 Complaints and protests against ratings.
- 230. 35 Details.
- 230. 351 Between War and other departments.
- 230. 352 Between bureaus of War Department.
- 230. 353 From departmental to field service.
- 230. 354 From field to departmental service.
- 230. 36 Changes of station and transfers.
- 230. 361 Between bureaus of the War Department.
- 230. 362 Departmental to field.
- 230. 363 Field to departmental.
- 230. 364 Between War and other departments.
- 230. 365 From United States to far distant stations.
- 230. 366 From far distant stations to United States.
- 230. 368 Allotment and assignment of employees to offices and stations.
- 230. 37 Changes in designations in places of assignment.
- 230. 38 Reports and returns.
- 230. 4 Duties and service (assignment).
- 230. 412 Additional or unusual duties.
(Confidential duties, special assignments.)
- 230. 413 Duties outside regular hours.
- 230. 414 Notarial duties.
- 230. 415 Witnesses for United States.
- 230. 416 Duty requiring bonds.
- 230. 418 Job classification and reclassification.
- 230. 42 Temporary duty involving travel. (See also 200.4.)
(Laws, legislation, regulations, rules, travel duty, and policies regarding.)
- 230. 43 Rules and regulations governing employees and conduct of depots, factories, offices.
- 230. 432 Office regulations and rules.
- 230. 4321 Use of elevators.
- 230. 4322 Employees performing work at home.

Rules and regulations, etc.—Continued.

230. 433 Labor regulations.
230. 434 Canvassing and circulating subscription lists, collecting, soliciting, etc.
230. 435 Circulating information, printed matter.
230. 436 Allotment of space per capita.
230. 437 Personnel administration.
(In-service training, methods and systems of training.)
230. 438 Timekeeping and checks.
230. 44 Hours of labor.
(Department rules and regulations, enforcement and violation, exceptions and exemptions, interpretation of, laws and legislation.)
230. 442 Limitations by legislation.
(Eight-hour law, etc.)
230. 4421 Enforcement and violation.
230. 443 Office hours.
230. 45 Overtime and Sunday work.
230. 46 Early closing and holidays.
230. 5 Absence.
(Laws, regulations, rules, statistics.)
230. 53 Reports as to leaves.
230. 531 Daily reports.
230. 532 Weekly reports.
230. 533 Monthly reports.
230. 534 Quarterly reports.
230. 535 Semiannual reports.
230. 536 Annual reports.
230. 54 Annual leave of absence.
230. 543 Accrued or cumulative.
230. 544 Eve of resignation.
230. 546 Per diem employees.
230. 547 Temporary employees.
230. 55 Sick leave.
230. 553 On account of contagious diseases or quarantine.
230. 555 Per diem employees.
230. 556 Temporary employees.
230. 56 Furloughs, without leave, without pay.
230. 563 Extended periods.
230. 564 Furloughed or laid off.
230. 565 Without leave.
230. 57 Absence for public duties.
230. 571 National Guard duty.
230. 572 For voting.

- Absence for public duties—Continued.
- 230. 573 For jury duty.
 - 230. 574 For witness duty.
 - 230. 58 Absence for classes of employees or special events.
 - 230. 581 Religious celebrations.
 - 230. 582 Deaths and funerals.
 - 230. 584 On account of weather conditions.
 - 230. 585 Patriotic celebrations and events.
 - 230. 6 Privileges and welfare.
 - 230. 61 Safeguarding health.
 - 230. 611 Sanitation of places of employment.
 - 230. 613 Care of consumptives.
 - 230. 615 Luncheon facilities.
 - 230. 62 Burials and funerals.
 - 230. 63 Effects and estates, property.
 - 230.64 Annuities, pensions, retirements, and superannuations.
 - 230.65 Associations, clubs, societies, and unions.
 - 230.651 Labor unions.
 - 230.67 Attendance at conventions, exhibitions, and expositions.
 - 230.7 Personal affairs, records, and relations. (Use 201 for individuals.)
 - 230.712 Records of addresses.
 - 230.713 Names and addresses of nearest relative.
 - 230.714 Request for record of service, address, etc.
 - 230.715 Certificates of service.
 - 230.716 Voter's certificates.
 - 230.717 Changes in name, and aliases.
 - 230.72 Official recommendations and testimonials.
 - 230.73 Influence; congressional and other.
 - 230.74 Discipline.
 - (Complaints against, complaints by or on behalf of, indebtedness and measures to enforce payments.)
 - 230.741 Conduct and morals.
 - (Character, drunkenness, gambling, insubordination, loyalty, and disloyalty.)
 - 230.744 Charges preferred against.
 - 230.745 Reprimands.
 - 230.746 Suspensions.
 - 230.747 Other punishments.
 - 230.76 Business affairs.
 - 230.761 Money lending.
 - 230.762 Holding municipal or similar offices.
 - 230.763 Coaching for civil service examinations.
 - 230.764 Contracts by, with United States Government.

- Business affairs—Continued.
- 230.765 Engaging in outside business.
- 230.766 Agents for concerns doing business with Government.
- 230.767 Using letterheads showing connection with United States Government.
- 230.77 Political activities and politics.
- 230.8 Separations.
- 230.81 Resignations.
- 230.82 Discharges and dismissals.
- 230.83 Reduction in forces.
- 230.85 Deaths from injuries; reports of.
- 230.86 Deaths from natural causes; reports of.
- 230.87 Replacing by enlisted men and vice versa.
- 230.88 Annulment of contract for services.
- 231 Titles and grades.**
- 231.001 Key personnel.
- 231.1 Officials appointed by commission of the President.
- 231.2 Experts, professional and technical.
- 231.21 Engineers.
(Aeronautical, air conditioning, automotive, civil, consulting, electrical, heating, marine, mechanical, superintending, superintendents of construction, superintendents of marine construction, ventilating, etc.)
- 231.22 Inspectors.
(Animals, automobile, boiler, clothing, electrical, examiners, hulls, marine, materials, miscellaneous supplies, ordnance, subsistence stores, trucks, etc.)
- 231.23 Medical.
(Bacteriologists, chemists, chiropodists, chiropractors, clinical experts, dentists, dermatologists, dietitians, doctors, medical experts, microscopists, neurologists, nurses, oculists, ophthalmologists, opticians, optometrists, orthopedists, osteopaths, pathologists, pediatricians, pharmacists, physicians, roentgenologists, specialists, veterinarians, hippologists, etc.)
- 231.24 Architects, draftsmen, and surveyors.
(Architects, assistants, draftsmen, rodmen, surveyors, tracers, transitmen, etc.)
- 231.25 Lawyers and law clerks.
- 231.26 Chaplains.

Titles and grades—Continued.

- 231.27 Experts.
(Accounting, correspondence, financial, food, forage, mining, real estate, textile, transportation, wool, etc.)
- 231.28 Artists, instructors, lecturers, musicians, social workers, and teachers.
(Flying instructors, physical directors, etc.)
- 231.29 Undertakers and embalmers.
- 231.3 Clerical.
(Agents: disbursing, dispatch, horse buying, purchasing, quartermaster, transportation, etc.; accountants, clerks, secretaries, statisticians, stenographers, typists, etc.; addressograph, mimeograph, and multigraph operators, etc.; telephone, telegraph, and radio operators, interpreters and translators, reporters, appraisers, expeditors, freight and passenger rate clerks, material men, tracers, timekeepers, etc.)
- 231.4 Custodians.
(Caretakers, charwomen, chauffeurs, cooks, custodians, detectives, dispatch bearers, elevator operators, farmers, foresters, forest rangers, foremen of laborers, gardeners, guards, guides, housekeepers, janitors, laborers, laundresses, maids, mail carriers, markers, matrons, messengers, policemen, scorers, scouts, scrubbers, spotters, superintendents: cemetaries, grounds, parks, piers, stables, etc., watchmen, etc.)
- 231.5 Mechanical trades.
(Armorers, blacksmiths, bricklayers, carpenters, electricians, enginemen for bridges, locomotive stationary engines, steam shovels, trains, etc., engineers, firemen, furriers, harnessmakers, horseshoers, linemen, machinists, masons, mechanics, mechanics, molders, painters, photographers, plumbers, printers, saddlers, steam fitters, submarine net makers and layers, targeteers, tinnern, wheelwrights, etc.)
- 231.6 Depot, factory, and shop employees.
(Checkers, clothiers, cutters, folders, foremen, matrons, packers, seamstresses, shippers, skilled workmen, spongers, storekeepers, superintendents and assistants, tailors, tentmakers, trimmers, warehousemen, etc.)

Titles and grades—Continued.

- 231.7 Pack, post, and wagon train employees.
(Bakers, cargadors, cooks, forage masters, horse trainers, hostlers, pack masters, packers, scavengers, stablemen, stock tenders, superintendents of corals, teamsters, train masters, wagon masters, wagoners, wranglers, etc.)
- 231.8 Dock, harbor boat, transport, and wharf employees.
(Bakers, bell boys, boatswains, butchers, cabin boys, carpenters, coal passers, cooks, deck boys, deck department employees, deck hand, divers, electricians, engine department employees, engineers, firemen, foremen, janitors, laborers, machinists, masters, masters-at-arms, mates, messmen, officers, oilers, pilots, plumbers, sailors, seamen, stevedores, stewards, stewardesses, stewards' department employees, stokers, storekeepers, superintendents, waiters, watchmen, water tenders, wheelmen, yeomen, etc.)

240 PAY AND ALLOWANCES.

- 240.01 Expenses.
240.1 Methods and systems of paying.
240.3 Places of paying.
240.4 Times of paying.
240.6 Pay Federal employees as National Guardsmen.
240.7 Students at officers' training camps.
240.9 Pay for armory service or instruction drills.

241 Officers, nurses, and warrant officers.

- (Advance pay, methods and forms used in paying, partial payment before settlement of accounts, payment on duplicate papers, etc.)
- 241.1 Kinds and rates of pay entitled to.
241.11 Base pay of grade.
241.12 Longevity.
241.13 Foreign service.
241.14 Higher or increased command.
241.15 Pay for mounts.
241.16 Extra for aids.
241.17 Extra pay for additional duty.
(Flying duty, etc.)
241.18 Retired pay and allowances, and on active duty.
241.2 Correcting, deductions, payments, stoppages.
(Credit for short payments, absence from duty, absence without leave, date for and issuance of, double payments, excess leave, misconduct, overpayments, stoppage circular, etc.)

Officers, nurses, and warrant officers—Continued.

- 241.3 Collecting charges against.
(Alimony, damage to or loss of property, debts to private parties, debts to United States, errors in authorizing expenditures, errors in disbursing funds, errors in paying, exceeding allowances, fines and forfeitures, hospital dues, income tax, indebtedness and dues, etc.)
- 241.4 Pay accounts proper.
(Assignment or transfer of, indorsed for deposit, suspension by the auditor, where and by whom paid, etc.)
- 241.5 Final pay and certificates of non-indebtedness.
- 242 Pay of enlisted men and aviation cadets.**
(Methods, forms, times, and places for payment of troops; date of commencement, increases and decreases, pay after expiration term of enlistment, payments while residing abroad, payment on descriptive lists, etc.)
- 242.1 Kinds and rates of pay entitled to.
- 242.11 Base pay of grade.
- 242.12 Service pay, foreign, increased, longevity, and war.
- 242.13 Extra duty pay.
- 242.14 Additional pay.
(Certificate of merit badges, flying pay, gunners or marksmanship, plotter, special details, etc.)
- 242.15 Bonus and pay on reenlistment.
- 242.18 Retired pay and allowance.
- 242.2 Pay withheld, delayed, or paid to others.
(In arrears; when in hands of civil authorities; during absence, furlough, or otherwise; undrawn or partial payments; delay or nonreceipt of; paid to others for, as commanding officers; prisoners or convicts; deserters.)
- 242.3 Correcting payments, stoppages, or deductions.
(Absence from duty, absence in excess of furlough allowance, absence without leave, credit for short payments, double payments, erroneous deductions of allotments, misconduct, overpayments, returned pay.)

Pay of enlisted men and aviation cadets—Continued.

242. 4 Collecting charges and dues.
(Indebtedness and dues, post exchange dues, laundry dues, subsistence charges, to company or regimental funds, to private parties, to United States, fines, forfeitures, rewards for apprehension, retained or detained, damages to or loss of property, alimony, exceeding allowances, as clothing, etc.)
242. 5 Pay rolls.
(Amendments and corrections.)
242. 6 Final pay.
(Assignment of final statements, charges and deductions, data for methods of settlement, final statements, irregularity in or loss of, overpayments on final statements, purchase of discharge, short payments on final statements, etc.)
- 243 Allotments of pay.**
(Allottees' names and addresses, changes and corrections, charging on pay rolls, dates of allotments, decreases, discontinuance, increases, nonpayment, refundment of overpaid, etc.)
243. 6 Suspensions.
(Absence, misconduct, pending trial, to pay fines.)
243. 7 Validity of allotments.
- 244 Deposits of enlisted men.**
(Claims for unpaid, deserters, dishonorably discharged men, interest on, lost deposit books, records and reports on, etc.)
- 245 Allowances of officers, nurses, students at officers training camps, and warrant officers.**
(Accounts and vouchers, advance or partial payments, authorities or orders for, overpayments or short payments, places, special conditions as on discharge, special means, special journey or service.)
245. 1 Quarters.
245. 2 Heat and light (including fuel).
245. 3 Forage.
245. 4 Rations and subsistence.
245. 5 Clothing.
245. 6 Mileage, actual expenses or travel pay; routes and distances.
245. 7 Family allowance.

245. 8 **Commutation of allowances.**
 (Accounts and vouchers, advances or partial payments, authorities or orders for, overpayments or short payments, special conditions as on discharge, special journey or services, special means, table of distances, etc.)
245. 81 **Quarters.**
245. 82 **Heat and light (including fuel).**
245. 83 **Forage.**
245. 84 **Mileage, actual expenses or travel pay, and reimbursement for.**
 (Allowance for official use of privately owned conveyances.)
- 246 Allowances of enlisted men and aviation cadets.**
 (Accounts and vouchers, advance or partial payments, authorities or orders for, overpayments or short payments, places, special classes of troops, special conditions or services, etc.)
246. 1 **Quarters.**
246. 2 **Heat and light (including fuel).**
246. 4 **Rations and subsistence.**
246. 5 **Clothing.**
246. 6 **Travel pay.**
 (Routes, distances.)
246. 7 **Family allowances.**
246. 8 **Commutation of allowances.**
 (Accounts and vouchers, advances or partial payments, authorities or orders for, distances, overpayments or short payments, places, routes, special classes of troops, special conditions or services, etc.)
246. 81 **Quarters.**
246. 82 **Heat and light (including fuel).**
246. 84 **Rations or subsistence (including lay days in ports).**
246. 85 **Clothing.**
246. 86 **Mileage, travel pay or actual expenses, and reimbursement for. (Allowance for official use of privately owned conveyance.)**
- 247 Beneficiary money and records and burial expenses.**
 (Change of name of beneficiary, claim for beneficiary money, death of beneficiary, designations of beneficiaries, laws and regulations.)
- 248 Allowances, pay, salaries, and wages (employees).**
 (Reports and statements as to salaries and wages.)

Allowances, pay, salaries, and wages (employees)—Con.

248. 1 Appropriations and estimates.
(Appropriations for, availability and use of appropriations, employees paid from emergency appropriations, estimates for, laws, regulations, reports to accompany estimates, rules.)
248. 2 Methods and time of payment.
(Due deceased employees, during leave or suspension, frequency and times, in advance, pay rolls and vouchers.)
248. 3 Calculations and rates.
(Calculation of, grading salaries and wages, in special localities or places, scales of salaries and wages, services at far distant stations, special classes.)
248. 4 Classes and kinds of salaries and wages.
(Additional or double compensation, board pay or wages including subsistence, dual compensation, employers' liability payments, extra pay for overtime, pay for overtime, pay per diem employees for holidays and Sundays, retirement pay, salaries per annum or per month, wages per diem or by piece-work.)
248. 5 Allowances.
(Subsistence money allowance, rations or messing for employees, subsistence, forage, money allowance for quarters, quarters in kind, notarial fees and allowances, special classes employees, special localities, compensation for injuries, laws, rules, regulations, reports of injuries, reports of termination of disability.)
248. 6 Assignments, charges, and stoppages.
(Allotments and assignments, assessments, collection of charges against, retirement deductions, stoppages.)
248. 7 Traveling expenses. (See 154 for claims.)
(Classes of employees allowed traveling expenses; changing station, disabled, discharged, dismissed, employees of other departments performing services for War Department, new appointees, on duty, terminating service, under contracts. Allowance for tips, length of time expenses allowed, per diem allowance in lieu of actual expenses, receipts and vouchers for expenditures, reimbursement, reports and statements, travel incidental to contract employees.)

248. 8 Increases and reduction.
 (Increases, exceptional, recommendations from au-
 thorities for, rewards for suggestions and improve-
 ments, statutory increases, reductions, etc.)

250 DISCIPLINE.

(Military discipline, military executions, military justice,
 military offenses.)

250. 1 Morals and conduct.
 (Bastardy; breach of promise; carrying concealed
 weapons; drugs, use and sale of on or near military
 reservations; drunkenness; fraud; gambling; ill
 treatment of civilians, immorality; liquor and intox-
 icants, use and sale of on or in vicinity of military
 reservations; loot and looting; lynching by soldiers;
 misconduct; mistreatment of enlisted men; obscene
 language, use of; obscene reading matter, introduc-
 tion of; prostitution and houses of, rape; seduction;
 sexual perversion, sodomy; torture, watercure, etc.)
250. 2 Barred or restricted areas.
250. 3 Correction and punishment.
 (Arrest, assessments pro rata, censure, confinement;
 fines, officers and enlisted men in hands of civil
 authorities, pledges, reprimand.)
250. 4 Courts martial.
250. 401 Jurisdiction.
 (General, special, and other military courts and
 tribunals.)
250. 402 Instructions.
 (General, special, and other military courts and
 tribunals.)
250. 403 Appointing powers.
250. 404 Reviewing authority.
250. 41 Courts.
250. 411 General courts martial.
250. 413 Special courts martial.
250. 414 Summary courts martial.
250. 42 Convening and dissolving.
250. 421 General courts martial.
250. 423 Special courts martial.
250. 424 Appointment of summary courts martial.
250. 43 Members.
250. 431 Judge advocates and assistants.
250. 432 Summary court officers.
250. 44 Counsel.

Courts martial—Continued.

- 250. 45 Charges, proceedings, and trials.
- 250. 451 Charges.
 - (Amendment, other disposition, return.)
- 250. 452 Proceedings.
 - (Correction, irregularities, loss of, pleas.)
- 250. 46 Evidence.
 - 250. 461 Subpoenas.
 - 250. 462 Witnesses.
 - 250. 463 Testimony.
 - 250. 464 Depositions and interrogatories.
 - 250. 465 Conviction of previous offenses.
- 250. 47 Sentence.
 - 250. 471 Remission.
 - 250. 472 Mitigation.
 - 250. 473 Suspension.
- 250. 48 Quorum.
- 250. 49 Miscellaneous.
 - 250. 491 Reports.
 - 250. 492 Transfer of cases to other jurisdictions.
- 250. 5 Other courts and tribunals.
 - 250. 51 Provisional courts.
 - 250. 52 Courts of inquiry.
 - 250. 53 Provost courts.
- 250. 6 Influence, improper use of, by officers and enlisted men.
- 250. 7 Business enterprises of officers and enlisted men.
- 250. 8 Organization of secret and other societies in Army.
- 251** **Desertion and deserters.**
 - 251. 1 Desertion.
 - 251. 11 Prevention.
 - 251. 12 Removal of charge.
 - 251. 13 Reports.
 - 251. 2 Deserters.
 - 251. 21 Apprehension.
 - 251. 211 Reward for. (See also 242.4)
 - 251. 22 Surrender.
 - 251. 23 Making good time lost while in desertion.
 - 251. 24 Pardon.
 - 251. 241 Restoration to duty without trial.
 - 251. 25 Deserter's release.
 - 251. 26 Deserters' circulars and descriptive lists.
 - 251. 27 Property lost by.
- 252** **Military prisons.**
 - (Board of commissioners, donations, establishment of, manufactures, regulations.)

- 253 Military prisoners.**
- 253. 1 Clemency.
 - 253. 11 Pardon.
 - 253. 12 Restoration to military service.
 - 253. 13 Good conduct time allowance.
 - 253. 131 Forfeiture.
 - 253. 2 Parole.
 - 253. 3 Donations.
 - 253. 4 Maintenance of ex-prisoners.
 - 253. 5 Use of prisoners for labor and other duties.
 - 253. 6 Escape, and report of escape.
 - 253. 61 Apprehension.
 - 253. 611 Reward.
 - 253. 9 Miscellaneous.
 - 253. 91 Transfer.
 - 253. 92 Release.
 - 253. 93 Handcuffing, placing in irons, shackling.
 - 253. 94 Reports and returns.
- 254 Detention and internment camps.**
- 255 Camps and prisons for prisoners of war.**
- 260 PENSIONS.**
- 290 MISCELLANEOUS.**
- (Will apply when questions arise as to policies, precedents, and procedures with regard to persons in the civilian or military services, not covered specifically under other subjects.)
- 291 Genealogy and race.**
- 291. 1 Genealogy.
(Descendents, heredity, marriages, parentage, nationality, nativity.)
 - 291. 2 Race.
(American Indians, Filipinos and tribes, Negro race and Negroes, etc.)
 - 291. 3 Sex.
- 292 Quasi-military persons.**
- (Families of civilian employees, enlisted men, and officers; servants, veterans.)
- 293 Funerals, burials, and reports.** (Use also for deceased individuals.)
- 293. 1 Body and pallbearers, escorts, firing squads, and honors.
 - 293. 2 Officers, warrant officers, and families, nurses, volunteers, and ex-officers.
 - 293. 3 Enlisted men and families, ex-soldiers, and volunteers.
 - 293. 4 Civilians and others (including Confederates).

Funerals, burials, and reports—Continued.

293. 5 Assignments of burial lots in cemeteries and burial expenses.
293. 6 Monuments and tombstones.
(Contributions, inscriptions, location and size.)
293. 7 Footstones and headstones. (See 468, for supply.)
(Applications for, erection of, shipment of.)
293. 8 Reinterments and removals.
(Officers, enlisted men, and families; civilians and others; The Unknown Soldier.)
293. 9 Bodies, corpses, cadavers, remains, the dead; recovery of, disposal of.

300 ADMINISTRATION.

300. 1 Laws relating to administration of Army.
300. 2 Articles of War.
(Amendment and revision, construction and interpretation.)
300. 3 Army regulations.
(Amendments, changes and revisions, construction and interpretation.)
300. 4 Orders.
(Courts martial, field messages or orders, general, obituary, operations, sealed or secret orders, special including travel, technical.)
300. 5 Bulletins and circulars.
(Amendments and revisions, bulletins, bureau circulars, national cemetery regulations, War Department circulars.)
300. 6 Memoranda and notes.
(General Staff, arms of service, departments, organizations, etc.)
300. 7 Manuals.
(Basic field, courts martial, training and technical; changes and amendments.)
300. 8 Miscellaneous regulations.
(Field service, mobilization, fire, firing, special, and post regulations; changes and amendments.)

310 BUSINESS METHODS AND PROCEDURE.

310. 1 Office administration and organization.
(Charts, scientific management, etc.)
310. 2 Assignment and utilization of office space.
- 311 Communication, methods and systems.** (See 312, for correspondence.)
311. 1 Mails.
311. 11 Regulations and rules, postal and other.

Mails--Continued.

311. 12 Establishment of post offices and routes.
311. 121 Extension of Rural Free Delivery System.
311. 122 Mail boxes and mail wagons.
311. 125 Air mail.
311. 13 Irregularities, destroyed or lost mails.
311. 14 Postage stamps, use of.
311. 15 Franking privilege, free postage, penalty envelopes.
311. 16 Parcel post.
311. 17 Registered mail.
311. 18 Forwarding and readdressing mail.
311. 19 Miscellaneous.
311. 191 Insured mail.
311. 192 Special delivery.
311. 2 Telegraph.
311. 21 Telegrams.
311. 22 Cablegrams.
311. 23 Radio.
(Radiograms.)
311. 24 Teletype.
311. 25 Television.
311. 3 Telephone.
311. 4 Couriers and messengers.
311. 5 Confidential and secret communication, methods of transmittal.
(Cipher dispatches and letters, ciphergraph and cipher writers, cryptographic security, secret writing, secret codes.)
311. 6 Flags and other signals.
311. 7 Censorship.
311. 8 Paraphrasing.
311. 9 Homing pigeons.
- 312 Correspondence, classes, forms, and methods.**
312. 1 Classes.
(Absurd inquiries and requests, confidential, credentials, documents, instructions; letters: Acknowledgment, anonymous, circular, condolence, crank, identification, introduction, official, personal or private; receipts, regarding various kinds of certificates, reports, etc.)
312. 2 Forms.
(Indorsements, letters, messages, postal cards, etc.)

Correspondence, classes, forms, and methods—Continued.

312. 3 Channels.
(Between War Department and field offices, civil and with civilians, departmental, military, with Congressmen.)
312. 4 Letter writing.
(Abbreviations, address and addresses, chirography and use of typewriter, composition and phraseology, erasures, facsimile by rubber stamp, initials, interlineations, making copies, office symbols, orthography, signatures.)
312. 6 Irregularities in correspondence.
312. 7 Nomenclature and terminology.
- 313** **Records; making, keeping, and using.**
313. 1 Making records.
(Carbon process, copying by hand or typewriter, microfilming, photographic copies, press copying.)
313. 2 Keeping records.
(Book records, card index systems, decimal flat filing, filing and indexing systems, post record books, loose-leaf systems, numerical flat filing, numerically folded papers, self-indexing systems, suspended or follow-up files, War Department Decimal File.)
313. 3 Care, preservation, and storage of records (transfer).
313. 4 Amendment and correction.
313. 5 Use or utilization.
(Access to or permission to examine, application for and refusal to furnish copies, authentication and certification, copies of records and files, production in court, use of official seals.)
313. 6 Disposition, such as burning and destroying.
(Obsolete records, useless records.)
313. 7 Lost or destroyed records.
313. 8 Irregularities in use.
(In private possession, misuse.)
- 314** **Records, classes:**
314. 1 Staff corps and departments.
314. 2 Posts.
314. 3 Commands or organizations, Regular Army.
314. 4 Captured records.
314. 5 State and volunteer organizations, National Army and National Guard.
314. 6 Death and interment records.

314. 7 **Military histories.**
 (Bureaus, offices, organizations, posts, reservations,
 schools, etc.)
314. 8 **Records of wars.**
 (Civil War, Colonial War, Indian War, Mexican War,
 Revolutionary War, Spanish War, World War, etc.)
314. 81 **War diaries.**
- 315** **Blank books and blank forms.**
 (Adoption of new forms and tests, alterations and revisions,
 complaints, criticisms, distribution and supply, made-up model
 of forms and instructions, methods of procuring and supplying,
 obsolete and surplus forms, requisitions for, suggestions.)
- 316** **Office methods.**
- 319** **Miscellaneous.**
319. 1 **Reports.** (Classify subjectively when possible.)
 (Annual, miscellaneous, monthly, periodical.)
319. 2 **Miscellaneous administrative matters.**
319. 22 **Paper work in the Army.**
319. 25 **Compilations and gathering data.**
319. 26 **Mailing and station lists.**
319. 27 **Restriction on dissemination of information.** (See
 also 380.01)
- 320** **ORGANIZATION OF THE ARMY.**
320. 1 **Laws and regulations.**
320. 2 **Strength.**
320. 21 **Commissioned strength.**
320. 22 **Enlisted strength.**
320. 3 **Tables of organization.**
320. 4 **Manning tables.**
- 321** **Arms of service and departments.**
 (Organization and reorganization, duties, functions,
 policies, etc.)
 (Adjutant General's Department, Army Air Forces,
 Coast Artillery Corps, Cavalry, Corps of Chaplains,
 Chemical Warfare Service, Corps of Engineers,
 Field Artillery, Finance Department, General Staff
 Corps, Army Ground Forces, Infantry, Inspector
 General's Department, Judge Advocate General's
 Department, Medical Corps, Ordnance Department,
 Philippine Scouts, Provost Marshal General's
 Department, Services of Supply, Signal Corps,
 Quartermaster Corps, etc.)
321. 01 **Commanders and staffs.**
321. 011 **Powers and duties.**
 (Authority and jurisdiction.)

Arms of service and departments—Continued.

- 321. 02 Officers.
- 321. 03 Enlisted men.
- 322 Organizations and tactical units.**
 (Organization, activation and disbandment, duties,
 functions, policies, etc.).
 (Armies, corps, bands, battalions, brigades, regiments,
 batteries, commands, companies, detachments, squad-
 rons, groups, divisions, field hospitals, trains, shops,
 services, sections, expeditionary and task forces.)
- 322. 01 Commanders and staffs.
 (Chief of staff, adjutant, quartermaster, surgeon,
 judge advocate, supply officer, liaison officer,
 inspector, ordnance officer, signal officer, athletic
 officer, personnel officer, intelligence officer, aids,
 and other staff officers.)
- 322. 011 Powers and duties.
 (Authority and jurisdiction.)
- 323 Geographical divisions.**
- 323. 1 Centralization and concentration.
- 323. 11 Decentralization.
- 323. 2 Distribution of Army by arms of service.
- 323. 3 Military departments and divisions.
 (Air bases, air forces, arsenals, cantonments, service
 commands, departments, depots, districts, divisions,
 forts, general and post hospitals, posts, ports of em-
 barkation and debarkation, stations, etc.).
- 323. 31 Establishment and discontinuance.
- 323. 33 Contraction or extension of limits.
- 323. 35 Headquarters.
- 323. 36 Commanders and staffs.
 (Chief of staff, adjutant, quartermaster, surgeon,
 judge advocate, supply officer, liaison officer,
 inspector, ordnance officer, signal officer, athletic
 officer, personnel officer, intelligence officer, aids,
 and other staff officers.)
- 323. 361 Powers and duties.
 (Authority and jurisdiction.)
- 323. 4 Engineer divisions.
- 323. 41 Districts.
- 323. 411 Areas and sub-offices.
- 323. 42 Establishment and discontinuance.
- 323. 43 Contraction and extension of limits.
- 323. 44 Division engineers.
- 323. 441 District engineers.
- 323. 4411 Area engineers, et al.

Engineers Divisions—Continued.

323. 45 Powers, duties, authority and jurisdiction.
(Divisions, Districts, Areas, etc.)

324 Volunteers.

324. 3 Tenders of service.
(Individuals, organizations, property offered, recruiting agents, recruiting details, recruiting for volunteers.)
324. 5 Independent organizations.
(Civilian Conservation Corps, Civilian Defense Corps, home guards, life saving corps, telegraph corps, United States guard, Women's Army Auxiliary Corps.)

325 National Guard.

325. 1 Laws and regulations governing.
(Codes and manuals.)
325. 2 Governors as commanders, and staff officers.
(Powers and duties.)
325. 3 Relations with War Department; Federal recognition
325. 4 Organization.
325. 41 Unorganized National Guard.
325. 43 Conformity with Regular Army.
325. 44 Strength, commissioned and enlisted.
325. 45 Organizations.
325. 452 Muster in and out (induction).
325. 453 Disbandment.
325. 454 Transfer of units between arms.
325. 455 Designations.
325. 456 Absentees from muster in or muster out.
325. 5 Development and improvement.
325. 52 Education. (See also 350.)
325. 521 Methods and systems of instructions.
325. 522 Correspondence schools.
325. 523 State schools.
325. 524 Standardization.
325. 525 Courses of study.
325. 526 Armory instruction.
325. 527 Instruction state employees.
325. 528 Instruction at property inspections.
- 326 Reserve organizations.**
326. 01 Formation.
326. 02 Assignment to and relief from active duty.
326. 04 Inactive duty.
326. 1 Regular Army.
326. 11 Enlisted.

- 326. 2 Organized Reserve Corps.
(Engineers, Medical, Ordnance, Quartermaster, Signal, etc.)
- 326. 21 Officers.
- 326. 211 Auxiliary.
- 326. 22 Enlisted men.
- 326. 6 Reserve Officers Training Corps.
- 327 National Army.**
- 327. 01 Laws and regulations.
- 327. 02 Conscription or draft.
- 327. 1 Registration and boards.
- 327. 2 Boards, calls, examination, exemption, and quotas.
- 327. 21 Examination.
- 327. 22 Deferment or exemption.
- 327. 23 Calls and quotas.
- 327. 24 Appeals and boards.
- 327. 3 Drafted men.
- 327. 31 Induction.
- 327. 32 Instruction.
- 327. 33 Reporting.
- 327. 34 Acceptance.
- 327. 35 Rejection.
- 327. 36 Objectors and evaders.
- 327. 9 Miscellaneous.
- 327. 91 Reports.
- 327. 92 Records.
- 330 MILITARY CONTROL.**
- 330. 1 Efficiency.
(Of National Guard by organizations and states, of troops by arm of service and organizations, reports of efficiency.)
- 330. 11 Morale and welfare.
- 330. 13 Commendations.
- 330. 14 Criticisms.
- 330. 2 Service. (See 210.481, and 220.481, for details.)
(Field, foreign, tropical.)
- 330. 3 Rosters and returns.
- 330. 31 Strength returns.
(Organizations and posts, rendition and correction.)
- 330. 32 Personnel rosters.
(Organizations and posts, renditions and correction.)
- 330. 33 Morning, sick, and guard reports.
- 330. 34 Duty rosters.

- 331 Posts and stations; administration.**
331. 1 Post libraries.
331. 2 Clubs.
(Officers' and enlisted men's.)
331. 3 Camp, company, and post exchanges and commissaries.
(Councils of administration, credit, employees, establishment of, fixtures, loss, officers, operation reports, profit, regulations, stocks, supplies.)
331. 31 Post exchange filling stations.
331. 32 Post exchange restaurants.
331. 4 Bakeries and messes.
331. 5 Laundries, repair shops, etc.
(Civilians operating, establishment of, regulations.)
331. 51 Laundries, dry cleaning, hat blocking and shoe repairing shops.
331. 52 Tailor shops.
331. 53 Barber shops.
331. 6 Gardens, kitchens, etc.
331. 7 Post theaters and picture service.
(Books and coupons of admission, establishment of, profit and loss, regulations, etc.)
- 332 Flags, trophies, and personal property.** (See 400, for supply.)
332. 1 Flags.
(Captured, Confederate, desecration, inscription of battles on silver bands and rings, misuse, national, organizational, service, use for advertising purposes.)
332. 2 Trophies.
332. 3 Personal property.
332. 31 Uniforms and civilian clothing.
(Regulations and rules governing wearing of, unauthorized disposition, wearing of by officers and enlisted men.)
332. 32 Officers.
(Disposition and storage.)
332. 33 Enlisted men.
(Disposition and storage.)
332. 34 Civilian employees.
(Disposition and storage.)
- 333 Inspections and investigations by inspectors general and other officers, and reports.**
(Manner and method of making, regulations governing, special instructions.)

Inspections and investigations, etc.—Continued.

- 333. 1 Military armories, arsenals, cemeteries, depots, districts, hospitals, posts, and stations.
- 333. 2 Field marches, maneuvers, target practices, and tournaments.
- 333. 3 Organizations of troops.
- 333. 4 National Guard organizations and property.
- 333. 5 Investigations.
- 333. 6 Buildings, reservations; as to conditions, repair and upkeep.
- 333. 7 Vessels, army transports, and harbor boats.
- 333. 8 Business methods.
- 333. 81 Accounts.
- 333. 811 Money accounts.
- 333. 812 Property accounts.
- 333. 9 Other property and supplies; as to conditions, repair and upkeep.
- 334 Boards, commissions, committees, councils, and missions.**
(Subdivide alphabetically by designation or title.)
- 335 Honors and ceremonies.**
 - 335. 1 Honors.
 - 335. 11 Official and military courtesies.
 - 335. 12 Salutes.
 - 335. 13 Saluting stations.
 - 335. 14 Entertainment of distinguished guests.
 - 335. 15 Testimonials and thanks.
 - 335. 16 Rolls of honor.
 - 335. 17 Honorary degrees.
 - 335. 18 Greetings and messages.
 - 335. 2 Ceremonies.
(Aerial reviews, inspections, formations, parades, precedence of troops, receptions, reviews, roll calls, etc.)
 - 335. 29 Service calls.
(Changes, guard mounts, new calls, retreat, reveille, etc.)
- 337 Conferences, military and naval and other.**
- 340 RECRUITMENT.**
- 341 Recruiting.**
 - 341. 01 Publicity (advertising).
 - 341. 1 Army at large.
 - 341. 3 Special recruiting for arms of service.
 - 341. 4 Recruiting regulations.
(Instructions to govern, night recruiting, recruiting circulars and posters, reports.)
 - 341. 5 Recruiting parties.

341. 6 Recruiting depots, posts, and centers.
 341. 8 Recruiting districts and stations.
 (Opening and closing.)
- 342 Enlistment.**
342. 02 Period of enlistment and extensions.
 (Retention in service.)
342. 03 Fraudulent enlistment.
 342. 04 Reports of enlistment.
 342. 05 Enlistment papers.
 342. 06 Reenlistment.
342. 1 Applications for enlistment and applicants.
 (Accepted, elopement, rejected.)
342. 15 Physical examination.
 (Physical examination reports, disqualifying defects, mental, age, waived by regulations, special authority Secretary of War.)
342. 17 Special enlistment for staff departments.
 342. 18 Ineligibles; special authority for enlistment of aliens, Indians, married men, military prisoners
- 343 Recruits.**
 (Instruction, medical examination, qualifications.)
343. 1 Application for recruits, by:
 (Army Air Forces, Cavalry, Coast and Field Artillery, Engineers, Infantry, line of the Army, Medical Department, Military Academy detachment, native troops, Ordnance Department, Quartermaster Corps, Signal Corps, staff departments, colored, white, etc.)
343. 2 Assignment.
 (Available for, staff departments, line of the Army, select, conducting to stations, reports of commanding officers on, quality of, reports by commanding officers.)
- 350 EDUCATION.**
350. 001 Addresses, lectures, and speeches.
 350. 01 Literature and reading matter for use of the Army.
 350. 03 Language, proficiency in and study of.
 350. 04 Military museums.
 350. 05 Military information, collection and dissemination.
 350. 06 Military problems; military science and tactics.
 350. 07 Military observations.
 350. 08 Military topography.
 350. 09 Intelligence.
 (Combat, counter, etc.)

EDUCATION—Continued.

350. 1 Instruction of officers and enlisted men at foreign military schools.
350. 2 Instruction of foreign officers at United States military schools.
350. 3 Instruction of civilians at United States military schools.
350. 5 Illiteracy in the Army.
- 351 Military Academy.**
351. 01 Officers.
(Adjutant, commandant of cadets, disbursing officers, instructors, master of the sword, organists, professors, quartermasters, superintendent, teachers, treasurer.)
351. 02 Detachment of enlisted men.
351. 03 Band.
351. 04 Regulations.
351. 05 Departments.
351. 051 Courses of instruction or curriculum.
351. 052 Weights.
351. 053 Class standing.
351. 054 Demotion (turned back).
351. 055 Suspension of duties.
351. 06 Academic Board and Board of Visitors.
351. 1 Cadets.
351. 11 Appointment and reappointment.
351. 12 Alternates.
351. 13 Probation.
351. 14 Reinstatement.
351. 15 Examination, mental and physical.
351. 151 Cadets at the Academy.
351. 152 Deficient in examination.
351. 153 Candidates.
351. 154 Reexamination.
351. 16 Demerits.
351. 17 Punishment.
351. 18 Appeals.
351. 19 Hazing.
351. 21 Absence.
351. 22 Distinguished.
351. 23 Graduation list. (Degrees)
351. 24 Separation.
351. 241 Resignation.
351. 242 Dismissal.
351. 243 Suspension.
351. 25 Vacancies.
351. 26 Cadets as instructors at training camps.

351. 27 Circulars of information.
351. 28 Candidates.
351. 281 Admission.
351. 282 Oaths.
351. 283 Date to report.
351. 284 Districts.
351. 29 Rolls.
 (Annual, conduct, merit, section.)
351. 33 Uniforms.
351. 35 Change of name.
351. 36 Warrants.
351. 37 Residence.
351. 38 Admission and education of foreigners.
351. 39 Corps of cadets.
351. 391 Appointment of cadet officers.
351. 392 Appointment of cadet noncommissioned officers.
351. 41 Encampment.
351. 42 Cadet store.
**352 Army service and technical schools, staff colleges, and
 troop schools.**
 (Air Force, Armored Force, Command and General Staff
 School, Army War College, Army Industrial Col-
 lege, Infantry, Signal Corps, Quartermaster Corps,
 Ordnance, Chemical Warfare, Finance, Corps of
 Engineers, etc.)
352. 01 Establishment.
352. 11 Course of instruction.
352. 111 Practical demonstration.
352. 12 Examinations.
352. 121 Questions for examinations.
352. 122 Reexaminations.
352. 13 Essays and lectures.
352. 14 Service school journals.
352. 15 Students.
352. 151 Excused from attendance.
352. 152 Exemption.
352. 16 Instructors.
352. 17 Graduates.
352. 171 Post graduate courses.
352. 18 Proficiency and deficiency.
352. 181 Proficiency.
352. 182 Deficiency.
352. 183 Diplomas, certificates, and degrees.
352. 184 Honor rolls.

Army service and technical schools—Continued.

352. 19 Miscellaneous.
352. 191 Detachments.
352. 192 Officers.
 (Commandants, superintendents, etc.)
352. 6 Correspondence courses and schools.
 (Extension courses.)
352. 9 Post schools for children.
- 353 **Training.** (Subdivide alphabetically by branch of service
 or type of training.)
 (Aviation, bayonet, camouflage, equitation, fencing, gas
 defense, guard duty, grenade, horsemanship, mess
 management, night, parachute, physical, radio,
 recruit, sentry duty, skiing, signaling, swordsmanship,
 telegraph, telephone, warfare, winter, orientation,
 etc.)
353. 01 Schedules, programs, and directives.
353. 02 Instruction (instruction visits).
353. 1 **Target practice.**
353. 13 Signal service.
353. 14 Small arms firing.
 (Classification, colleges, gallery, special course for
 National Guard.)
353. 15 Marksmanship.
 (Qualification and classification.)
353. 2 Small arms competition.
 (Annual reports, army, department, division, entrance
 and other fees, international, interstate,
 national, National Guard, officials, prizes, state,
 teams.)
353. 3 National shooting matches.
 (Entrance and other fees, officials, prizes, rifle clubs
 and teams, teams, try-out.)
353. 4 **Firing.**
 (Ballistics, circuits for seacoasts, proof firing, salvos
 and salvo points, tests of.)
353. 41 Aerial gunnery and bombing.
 (Reports, records, classifications, tables, etc.)
353. 5 Drills and exercises.
 (Competitive, exhibition, prize, tournaments, etc.)
353. 6 War games.
353. 7 Musical training.
 (Brass, bugle calls, instruction, instrumental, orchestra,
 string, teachers, vocal.)

353. 8 Amusements and athletics.
(Baseball, basketball, billiards, bowling, boxing, concerts, dances, dramatics, entertainment, exhibitions, football, games, golf, gymnastics, handball, hockey, jujitsu, polo, pool, prize fighting, swimming, tennis, wall scaling, wrestling.)
353. 81 Welfare activities.
353. 9 Industrial and vocational training.
(Rehabilitation of disabled soldiers.)
- 354 Camps and maneuvers.**
354. 1 Camps.
(Camps: Concentration, convalescent, mobilization, recuperative, training, reception centers, camps of instruction.)
354. 11 Establishment and discontinuance.
354. 12 Contraction and extension of limits.
354. 13 Commanders and staff.
354. 131 Powers and duties.
(Authority and jurisdiction.)
354. 14 Attendance.
354. 15 Regulations and rules.
354. 2 Maneuvers.
(Combined armies, joint army and navy, joint corps and armies, joint air and ground forces.)
354. 21 Directives and schedules.
354. 22 Regulations and rules.
354. 23 Headquarters.
354. 24 Commanders and staffs.
354. 241 Powers and duties.
(Authority and jurisdiction.)
354. 25 Reports.
- 360 AVIATION AND AERONAUTICS.**
360. 1 Flying regulations and rules.
360. 11 Air traffic control.
360. 112 Irregularities in flight procedures and violations of regulations.
360. 2 Development and research.
360. 3 Aerial navigation.
360. 31 Aids.
(Beacons, identification markings, radio, weather forecasts, etc.)
360. 32 Hazards.
(High voltage lines, trees, mountains, towers, etc.)
360. 33 Accidents and forced landings.
(Investigations and reports.)

- Aerial navigation—Continued.
360. 331 Accident control.
360. 4 Airways and air routes.
360. 41 Establishment.
360. 42 Air space reservations and restricted areas.
360. 5 Army airways communication systems.
360. 6 Commercial airways communication systems (Federal).
360. 7 Civilian and commercial aviation.
- 370 EMPLOYMENT, OPERATION, AND MOVEMENT OF TROOPS.**
370. 01 Concentration, mobilization, and demobilization.
370. 02 United States troops stationed in or passing through foreign territory.
370. 03 Invasion.
370. 04 Siege.
370. 05 Evacuation.
370. 07 Damages caused by military activities.
370. 09 Miscellaneous.
370. 091 Convoys, escorts, and guards.
370. 092 Reinforcements.
370. 093 Military police.
370. 094 Snipers and sniping.
370. 095 Secret Service.
370. 1 To give aid and relief in time of disaster.
370. 11 Accidents, railroad and other.
370. 12 Earthquakes.
370. 13 Famine.
370. 14 Floods.
370. 15 Cyclones, hurricanes, storms, and tornadoes.
370. 16 Fires.
370. 2 Operations and reports.
370. 21 Joint Allied Forces (unity of command).
370. 22 Campaigns and expeditions.
370. 23 Scouts and skirmishes.
370. 24 Engagements.
370. 25 Explorations.
370. 26 Joint army and navy operations.
370. 28 Camouflage operations.
370. 3 Land and marine tactics.
370. 31 Submarine mine defense.
370. 32 Harbor and coast defenses.
370. 33 Interior defense.
370. 4 Communication, ways and means.
370. 41 Line of communication.
370. 42 Establishment of base lines.
370. 43 Base sections.

Communication, ways and means—Continued.

- 370. 44 Advance sections.
- 370. 45 Intermediate sections.
- 370. 5 Assignments and changes of stations.
(Reports of arrival and departure.)
- 370. 6 Suppression of lawlessness.
- 370. 61 Riots and strikes.
- 370. 62 Filibustering.
- 370. 63 Insurrections.
- 370. 64 Guerrilla warfare.
- 370. 66 Troops as posse comitatus.
- 370. 7 Exhibitions and parades.
(Applications for from societies, fairs, horse shows, inauguration ceremonies, tournaments.)
- 370. 8 Martial law (provost marshals).
- 371 **Theater of operations.**
- 371. 1 Service of information.
- 371. 2 Service of security.
- 371. 3 Military objectives.
- 372 **Field administration (field service regulations).**
- 372. 1 Service of interior.
- 372. 2 Service of theater of operations.
- 372. 3 Zone of advance.
- 372. 4 Zone of the line of communications.
- 373 **Employment of aviation.**
- 373. 1 Tactics and techniques.
- 373. 11 Bombardment.
- 373. 12 Pursuit.
- 373. 13 Interceptor and fighter.
- 373. 14 Observation (liaison and reconnaissance).
- 373. 2 Operations and reports.
- 373. 21 Support of Ground Forces.
- 373. 22 Support of Naval Forces.
- 373. 23 In lieu of Naval Forces.
- 373. 24 Defense of military objectives and vital areas.
- 373. 25 Mapping and photographic.
- 373. 3 Aerial demonstration.
- 373. 4 Rescue work and aid and relief in time of disaster.
- 373. 5 Aerial flights.
(Cross country, instrument, local, miscellaneous, night, over foreign territories, over water, record tests, to foreign countries, stratosphere, practice, etc.)

380 WAR AND PEACE.

(Interventions, civil wars, and foreign wars.)

- 380. 01 Safeguarding military information.

- 381 National defense.**
 (Preparations and preparedness for war; instructions, plans, statistics, tables, etc.)
381. 1 War footing.
 381. 2 War strength.
 381. 3 Materials for war.
 381. 4 Reserves for war.
 381. 5 Promotion of target practice.
 (Army, clubs, educational institutions, home guards, National Guard.)
- 382 Declaration and proclamation of war.**
- 383 Conduct of war with relation to commercial firms and persons.**
383. 01 Internment.
 383. 1 Safe conduct.
 383. 2 Noncombatants.
 383. 3 Clemency or pardon.
 383. 4 Espionage and spies.
 383. 5 Hostages.
 383. 6 Prisoners of war. (See 255, for prisons.)
 383. 7 Interned persons, reconcentrados, and refugees. (See 254, for detention and internment camps.)
 383. 8 Commercial firms, blacklisted, enemy trading, price control, and profiteering.
- 384 Conduct of war with relation to commands, organizations, and places.**
384. 1 Abandonments or surrenders.
 384. 2 Capitulation or capture.
 384. 3 Blockades or bombardments.
 384. 4 Barred or restricted zones.
 384. 5 Aerial attacks and raids.
 384. 51 Civilian defense (air raid protection).
 384. 52 Blackouts.
 384. 6 Camouflage.
 384. 7 Submarine warfare.
- 385 Manner and methods of conducting war.**
385. 1 Nonintercourse.
 385. 2 Weapons.
 385. 3 Retaliation.
 385. 4 Flags of truce.
 385. 5 Embargo.
- 386 Property rights involved in war.**
386. 1 Destruction in battle or under military necessity.
 386. 2 Occupancy, use and billeting.
 386. 3 Captured property.

Property rights involved in war—Continued.

- 386. 4 Borrowed from Allies.
- 386. 5 Contraband.
- 386. 6 Internment. (See 546, for seized and interned vessels.)
- 386. 7 Frozen assets, including funds.
- 386. 8 Commandeering private property.

387 Terminating war.

- 387. 1 Amnesty.
- 387. 2 Treaties. (See also 388.1)
- 387. 3 Protocols.
- 387. 4 Armistice.
- 387. 5 Arbitration and mediation. (See also 388.2)
- 387. 6 Indemnities.
- 387. 7 Proclamations.

388 Preserving peace.

- 388. 1 Treaties. (See also 387.2)
- 388. 2 Arbitrations. (See also 387.5)
- 388. 3 Disarmament and limitation of armament.
- 388. 4 Militarism.

400 SUPPLIES, SERVICES, AND EQUIPMENT

- 400. 1 Selection, adoption, and acquisition.
- 400. 11 Selection and adoption.
- 400. 111 New articles and inventions or patents offered for use of Army.
- 400. 112 Analyses, tests, trials, investigations of articles of supply, equivalents, experiments.
- 400. 113 Changes and improvements in articles of supply.
- 400. 114 Charts, data, designs, drawings, formulas, measurements, models, patterns, processes, sizes, specifications, standard samples, and tariffs.
 - 400. 1141 Specifications.
 - 400. 1142 Standard samples.
 - 400. 1143 Formulas and data.
 - 400. 1144 Designs and drawings.
 - 400. 1145 Charts.
 - 400. 1146 Patterns and models.
 - 400. 1147 Sizes and tariffs.
 - 400. 1148 Measurements.
 - 400. 1149 Processes.
- 400. 115 Types, kinds and classes of supplies to be used for which no specifications nor standard samples are adopted.
- 400. 12 Procurement.
 - 400. 1202 Commandeering.
 - 400. 1203 Hire or lease.

400. 13 Purchases (including authority and requests for authority).
400. 1301 Priority.
400. 1302 General schedules.
400. 133 Approval of action in making purchases.
400. 134 Subscriptions to newspapers and periodicals.
400. 135 Purchases from or for other departments and bureaus.
400. 136 Purchases abroad.
400. 137 Reports of market conditions and purchases made.
400. 138 Purchase orders.
400. 139 Miscellaneous.
400. 1391 Open-market purchases. (See also 132.7)
400. 1392 Emergency purchases.
400. 1393 Purchases for export.
400. 1394 Prison-made products.
400. 1395 Blind-made products.
400. 14 Bids, abstracts, awards, and contracts.
400. 141 Bids.
400. 1411 Advertisements; circulars to bidders.
(Conditions in, contents, copies of.)
400. 142 Abstracts of awards, bids, and proposals.
400. 143 Awards.
400. 145 Contracts.
400. 146 Proposal and acceptance agreements.
400. 147 Complaints and protests of bidders and contractors.
400. 148 Complaints against bidders, collusion, price-fixing, etc.
400. 15 Advertisements; bidders' lists, catalogs.
400. 151 Advertisements, circulars, samples.
400. 1513 Samples.
400. 152 Catalogs.
400. 153 Offers to sell supplies to United States.
400. 1542 Lists of purchasing officers.
400. 155 Lists of bidders and contractors.
400. 156 Credentials and introductions of representatives of business houses.
400. 157 Government recommendations or testimonials.
400. 158 Use of Government name in advertisements.
400. 16 Marking, packing, and inspecting.
400. 161 Marking.
400. 1611 Branding.
400. 162 Packing.
400. 1621 Baling.
400. 163 Inspecting.

- Marking, packing, and inspecting—Continued.
400. 164 Reports and samples of articles inspected.
400. 165 Inspections for other branches of Government.
400. 17 Manufacture.
400. 172 Allowances of materials for manufacture.
400. 173 Manufactures authorized at arsenals or depots by operatives.
400. 174 Priority.
400. 18 Bids, abstracts of, awards, and contracts for manufacture from materials furnished by United States.
400. 19 Data and statistics.
400. 1911 Statistics.
400. 1912 Price lists.
400. 1913 Costs.
400. 1914 Descriptive lists.
400. 192 Reports.
400. 1921 Purchased.
400. 1922 Manufactured.
400. 1923 Condition.
400. 1924 Progress.
400. 2 Handling, preparing for use, storing, and transferring.
400. 21 Administration of depots and arsenals.
400. 211 Stocks to be carried.
400. 212 Replenishments of stocks.
400. 213 Transfers of stocks between depots or arsenals.
400. 215 Additions to stocks.
400. 22 Exchanges, shipment, and transfers.
400. 224 Exchanges with and returns from National Guard.
400. 225 Transfers between bureaus or staff corps and to other departments and states.
400. 23 Reserve stocks and field supply depots.
400. 231 Supplies placed in reserve.
400. 232 Field supply depots.
400. 24 Storing and storage of supplies. (See 486.1, for service of storage.)
400. 241 Methods of preserving and storing.
400. 242 Space and utilization of same.
400. 25 Preparing for use.
400. 251 Curing or salting.
400. 2511 Tanning.
400. 252 Canning or preserving.
400. 253 Baking or cooking.
400. 254 Desiccating or drying.
400. 255 Gasproofing and impregnating.

Preparing for use—Continued.

- 400. 257 Dyeing.
- 400. 258 Waterproofing.
- 400. 27 Electroplating, galvanizing, plating, etc.
- 400. 271 Galvanizing.
- 400. 272 Electroplating.
- 400. 273 Forging and welding.
- 400. 274 Planing.
- 400. 275 Stabilizing.
- 400. 276 Plating.
- 400. 29 Miscellaneous.
- 400. 291 Reports of stock on hand.
- 400. 3 Distribution.
- 400. 301 Classification for purposes of distribution.
- 400. 302 Methods and points of supply.
- 400. 303 Priority of supply.
- 400. 311 Methods of preparing and submitting requisitions.
- 400. 312 Requisitions for supplies, alterations, repairs, etc.
- 400. 313 Directions to supply or directions to submit requisitions.
- 400. 314 Data or estimates as to needs for organizations, posts, and stations.
- 400. 315 Complaints of delay or nonreceipt of supplies called for on requisitions.
- 400. 316 Criticisms of supplies furnished on specified requisitions.
- 400. 317 Reports as to inability to furnish supplies called for or unfilled requisitions.
- 400. 318 To foreign governments.
- 400. 32 Sales.
- 400. 321 To officers and their families, Army, Marine Corps, Navy.
- 400. 322 To enlisted men and their families, Army, Marine Corps, Navy.
- 400. 323 To employees and their families.
- 400. 324 To National Guard and National Guardsmen.
- 400. 325 To other bureaus and departments, and employees.
- 400. 326 To cadet store, K. of C., post exchanges, Red Cross, soldiers' homes, Y. M. C. A., etc.
- 400. 327 To civilians, libraries, and postmasters.
- 400. 328 Applications from unauthorized civilians to make purchases and requests for information as to where supplies can be purchased.
- 400. 329 To miscellaneous.
- 400. 3291 Inventors and manufacturers.

Sales—Continued.

400. 3292 Military or semimilitary organizations.
 400. 3293 Volunteers.
 400. 3294 Rifle clubs and schools.
 400. 3295 Foreign governments.
400. 33 Loans.
 400. 331 To other bureaus, cities, departments, and states.
 400. 332 To charitable, patriotic, and similar organizations.
 400. 333 Specially authorized by Congress.
 400. 334 To National Guard, R. O. T. C., and schools.
 400. 335 Donations.
 400. 336 To foreign governments.
400. 34 Allowances (tables of basic allowances).
 400. 3403 For camps of instruction and maneuvers.
 400. 3404 For national matches.
 400. 345 To organizations.
 400. 346 To arsenals, camps, depots, posts, schools, and stations.
 400. 348 To National Guard.
400. 35 Issues.
 400. 3501 Methods of issuing.
 400. 3502 Prices at which issued.
 400. 3503 Gratuitous issues.
 400. 3504 Extra or special issues.
 400. 351 To officers, nurses, and warrant officers.
 400. 352 To enlisted men.
 400. 353 To employees.
 400. 354 To other persons, civilians, prisoners, etc.
 400. 355 To organizations.
 400. 356 To arsenals, camps, depots, posts, schools, and stations.
 400. 357 To buildings, libraries, and offices.
 400. 358 To National Guard.
 400. 359 To miscellaneous units.
 400. 3591 To foreign governments.
400. 36 Consumption or expenditure.
 400. 37 Supplies for expeditions.
 400. 38 Relief of destitutes.
400. 4 Using, wearing, utilizing, maintaining, and operation and methods.
 400. 401 Using, utilizing, wearing, and methods of.
 400. 402 Caring for and maintaining, and methods of.
 400. 403 Operating and methods of.
 400. 41 Installation and location.
 400. 42 Defects in.

Using, wearing, utilizing, etc.—Continued.

- 400. 43 Accidents and damage.
- 400. 44 Accidents and damage from blasts from ordnance.
- 400. 5 Alterations and repairs.
- 400. 51 Alteration and conversion.
- 400. 52 Overhauling and repairing.
- 400. 521 Relining.
- 400. 522 Releveling.
- 400. 523 Renovating.
- 400. 53 Roaching.
- 400. 54 Frosting.
- 400. 55 Painting.
- 400. 6 Reclamations and replacements.
- 400. 61 Discrepancies and shortages.
- 400. 62 Broken articles or packages.
- 400. 63 Damaged or deteriorated.
- 400. 631 Destroyed to prevent contagion.
- 400. 64 Defective.
- 400. 7 Disposition.
- 400. 701 Unserviceable.
- 400. 702 Obsolete.
- 400. 703 Surplus.
- 400. 704 Stray or unclaimed.
- 400. 705 Condemned.
- 400. 71 Sales at auction and by permission.
- 400. 72 Unlawful.
- 400. 73 Losses and thefts.
- 400. 74 Waste.
- 400. 75 Turned in.
- 400. 8 Conservation, saving, and rationing.
- 400. 9 Miscellaneous.
- 400. 91 Breeding.
- 400. 92 Training.
- 400. 93 Salvaging.
- 401 Systems of supply and distribution.**
- 401. 1 Essential, strategic, and critical materials (controlled and prohibited items).
- 402 Miscellaneous papers.**
- 402. 3 Complaints and criticisms.
- 402. 5 Descriptions and samples of equipment of foreign armies.
- 403 Farming operations.**
- 403. 2 Crop reports.
- 403. 3 Gardening.
- 403. 4 Dairying and poultry raising.

Farming operations—Continued.

403. 5 Dairy and farm products and sale of.

403. 6 Insect pests.

(Restriction, prevention, and quarantine.)

404 Remount service. (See also 484)**410 MATERIALS, MACHINES, AND HARDWARE.**

410. 2 Metals, all classes. (See also 470.1)

410. 3 Composition, plastic, substitute, and synthetic materials.

410. 4 Minerals and ores.

411 Building and other material.

411. 1 Lumber, piles, plaster board, poles, posts, timber, wall board, wood, etc.

411. 2 Flooring, gutters, roofing, siding, spouting, tanbark, tent floors, etc.

411. 3 Fixtures and equipments.

(Awnings, doors, fire escapes, ladders, screens, shelving, shutters, skylights, storm transoms, doors, fans, vestibules, wall lockers, window shades, windows, etc.)

411. 4 Frames and sashes for doors and windows; millwork; prefabricated sections.

411. 5 Barbed wire, castings, corrugated wire, fencing, forgings, framework, iron, sheeting, steel. (See also 410.2)

411. 51 Steel reinforcing for concrete construction.

411. 6 Celluloid, coloration compound, creosote, dope, glass, glue, kalsomine, oils, paints, putty, turpentine, varnishes, etc.

411. 7 Hardware.

(Metal fixtures: Door knobs, hinges, keys, locks, window weights; metal materials: Bolts, brads, chains, nails, nuts, rivets, screws, tacks, tin, wire, etc.)

411. 73 Cordage, rope, twine, wire rope and cables, etc.

411. 8 Cement, stone, etc.

(Asphalt, brick, cement, concrete, crushed stone, gravel, lime, mortar, paving blocks, resin, road oils, sand, stone, tar, tiling, waterproofing materials, etc.)

411. 9 Insulating and soundproofing materials.

(Acoustic materials, asbestos, cork, deadening felt, fireproofing, rock wool, rubber, etc.)

412 Electrical, heating, mechanical, and plumbing equipment.

412. 1 Heating, lighting, and ventilating equipment.
(Andirons, automatic stokers, boilers for heating, electric light fixtures, fireplaces, furnaces, gas and other light fixtures, heating stoves, parts, radiators, registers, stovepipe, supplies, thermostats, water heaters, etc.)
412. 11 Air conditioning and ventilating equipment.
412. 2 Plumbing and sewer material and equipment, engine and boiler supplies.
(Bathtubs, boiler compounds, closets, connections, drinking fountains, elbows, filters, flushes, greases, hydrants, impregnite, iron pipe, joints, lavatories, lubricating oils, oakum, packing for joints (metal, babbitt, and other packing and welding compounds and materials), sewer pipe, shower baths, sinks, tanks, urinals, washtubs, waste, etc.)
412. 3 Machinery.
(Air compressors, ammunition machinery, baking and cooking machinery, basket conveyors, bellows, belt conveyors, belting, boilers and equipment, conveyors, fuel economizers, ice and refrigerating machinery, ice-cutting tools, laundry machinery, mechanical carriers, office conveying machines and systems, pneumatic tubes, pulleys, pumps and equipment, safety devices, smoke consumers, etc.)
412. 4 Electrical machinery, equipment, and material.
412. 41 Electrical machinery.
(Electrically driven dynamos, engines, generating sets, generators, motors, etc.)
412. 42 Electrical equipment and material.
(Arresters, blocks, cells, magnetos, master blocks, mine blocks, operating boards, power panels, rectifiers, reels, signal blocks, spools, storage batteries, switchboards, transformers, wire cables, etc.)
412. 43 Elevators and escalators.
412. 5 Engines, motors, and parts.
(Battery ignition parts and conductors, bearings, belts, bushings, cam shafts, carburetors, crank cases, crank shafts, cylinder heads, cylinders, engines, internal combustion type engines and others, fuel and oil tanks, gaskets, gasoline gages, generators, grease cups, manifolds, mufflers, oil gages, oil pumps, pistons, propellers, spark plugs, starters, sumps, timing gears, valves, wrist pins, etc.)

412. 6 Antifreeze and cooling mixtures.
- 413 Tools, instruments, and machines.**
413. 1 Tools and implements.
413. 11 Ammunition tools, loading tools.
413. 12 Carpenters' tools.
413. 13 Plumbers' tools.
413. 14 Electricians' tools.
413. 15 Blacksmiths' tools (forges).
413. 16 Tailors' tools.
413. 17 Pioneer tools.
413. 18 Agricultural, farm, and lawn tools.
413. 19 Miscellaneous tools.
413. 191 Painters' tools.
(Spray guns, etc.)
413. 192 Saddlers' tools.
413. 193 Cobblers' tools.
413. 194 Farriers' tools.
413. 195 Wheelwrights' tools.
413. 196 Automotive tools.
(Greasing and oiling equipment, jacks, tire irons,
etc.)
413. 197 Aircraft tools (kits, sets, etc.):
413. 198 Riveting, soldering, and welding.
(Apparatus, machines, tools.)
413. 199 Railroad tools.
413. 2 Fire-fighting apparatus and supplies.
(Barrels, buckets, charges for extinguishers, chemicals,
gases, fire alarm signal boxes, fire engines, fire
extinguishers, fire hose, fire hose and reel carts,
fire trucks, hand grenades, etc.)
413. 3 Musical and band instruments.
(Band equipment, band instruments and parts, bugles,
drums, fifes, guitars, music holders, music pouches,
music rolls, music stands, organs, phonographs,
phonograph records, pianos, sheet music, trumpets,
whistles, etc.)
413. 4 Telephone and telegraph.
413. 41 Telegraph instruments, supplies and equipment.
413. 42 Telephone instruments, supplies and equipment.
413. 43 Cable instruments, supplies and equipment.

413. 44 Wireless and radio instruments, supplies and equipment.
 (Antennae, earphones, filters, frequency meter sets, fuses, microphones, radio compass loops and directional finders, receivers and transmitters, tubes, etc.)
413. 45 Inter-office communication devices.
 (Annunciator, bell, buzzer, telautographs, teleautophones, telegraphones, etc.)
413. 47 Amplifiers, Bristolphones, loud speaking devices, megaphones, and speaking tubes.
413. 48 Teletypewriters.
413. 5 Office machines, reproducing and printing machines, photographic machines and equipment.
413. 51 Office machines and equipment.
 (Adding, addressographs, bookkeeping, collater, comptometers, computing, copy holders, dictaphone, interpreter, key-punch, letter-opening, numbering, perforators, punches, sealing, sorter, stamping, stapling, summary, tabulating, tabulator, typewriter, etc.)
413. 52 Printing and duplicating machines and equipment.
 (Bookbinding, electrotyping machines, etching machines, hectograph, lithograph, mimeograph, multigraph, multilith, photostat, presses, printing cuts, printing plates, reproducing machines.)
413. 53 Photographic machines and equipment.
 (Cameras, camera guns, films, kodaks, moving picture cameras and machines, projection machines, stereopticons, etc.)
413. 55 Protectograph.
 (Check signing, chirograph, signograph.)
413. 6 Measuring and testing instruments, machines, and tools.
 (Anemometers, barometers, blast meters, clinometers, clocks, compasses, detectors, electric meters, gas meters, gages, jigs, measures and meters of distance and quantity, meteorographs, meteorological instruments, registers, rheostats, scales, sounding devices, speedometers, telecators, templets, thermometers, watches and other time measures, water meters, etc.)
413. 68 Range finding and firing data instruments.
413. 681 Plotting boards.
413. 682 Range and position finding instruments.

Range finding and firing data instruments—Con.

413. 683 Firing data instruments and accessories.
413. 684 Sound ranging and other aerial range finding instruments (aircraft detectors).
413. 7 Drawing, navigation, nautical, observing, and surveying instruments.
413. 71 Navigation and nautical instruments.
(Computer, pelorus, sextant.)
413. 72 Surveying instruments.
413. 73 Drawing and lettering instruments.
413. 74 Observing instruments.
(Binoculars, field glasses, hyposcope, periscope, sitascope, sniperscope, telescope.)
413. 75 Optical instruments.
(Eyeglasses, eye test cards, goggles, microscope, spectacles, stereoscope.)
413. 77 Signaling instruments, supplies and equipment.
(Air raid warning devices, ground lights, heliographs, indicators, signal lights, signaling pistols, etc.)
413. 8 Machines.
(Baling, blasting, bulldozers, buttonhole, cement guns, chain lifts, clothing, concrete mixers, cranes, cutting, derricks, ditchers, excavators, floor-grinders, grading, harness-making, harvesting, hoisting, jacks, lawn rollers, lathes, levee, loading, machines for handling and preparing forage, machines for handling and preparing fuel, manufacturing, milling, mowing, pile drivers, planing, pulling, reloading, road machinery, road, road rollers, rock breakers and crushers, sand-blast, sanding, sawmills, sewing, shoe-repairing, snow plows, steam shovels, stitching, street sweepers, trench-digging, winches, windlasses, wire-winding, etc.)
413. 9 Dispensing and vending machines.
- 414 **Furniture, utensils, etc.**
414. 1 Furniture and furnishings.
(Barrack chairs, baskets, bookcases, camp tables, carpets, chairs, chapel furniture, curtains, cushions, cuspidors, desks, display cases, fling cases, floor coverings, frames, gymnasium furniture, hall furniture, heavy furniture for officers' quarters, ice boxes, kitchen and mess furniture, library furniture, mats, matting, mirrors, office furniture, record cases, refrigerators, rugs, safes, school furniture, tables, theater furniture, ticklers, water coolers, etc.)

414. 2 **Cooking ranges and stoves, equipment and parts.**
 (Alcohol cooking ranges and stoves, cooking outfits for field use, field bakeries, field kitchens, field ovens, field ranges, fireless cookers, gas cooking ranges and stoves, oil cooking ranges and stoves, permanent ovens, permanent ranges, post bakeries, post kitchens, rolling kitchens, steam cooking ranges and stoves, steam tables, etc.)
414. 3 **Kitchen utensils, tableware.**
 (Basting spoons, bins, bowls, bread and dough equipment and tools, can openers, cellars, coffee machines, coffee mills, coffeepots, coffee roasters, dishes, dish-washing machines, fire kindlers, forks, glasses, kettles, knives, meat tools, mess equipment or gear, pans, plates, potato peelers, potato-peeling machines, pots, racks, scales, scoops, sieves, silverware, spoons, tableware, tools, etc.)
414. 4 **Equipment for cleaning, sanitation, and general purposes.**
 (Ash barrels and sieves, basins, canvas buckets, cleaning and polishing machines, brooms, brushes, clothes bars, clothes dryers, clothespins, dippers and similar tinware, disinfecting plants, field laundries, filters, fumigators, garbage cans, garbage screens and stands, incinerators, iron buckets, latrine buckets, latrine troughs, mops, odorless excavators, portable laundries, scrub boards, septic tanks, sponges, sprayers, stepladders, sterilizers, urinal cans, vacuum cleaners, washboards, washstands, washtubs, water bags, water buckets, etc.)
414. 5 **Lamps, lanterns, and gas burners.**
 (Acetylene, gas, gasoline, or oil lamps or burners, burners for lamps and lanterns, candles, candlesticks, chimneys for lamps and lanterns, electric or incandescent bulbs and lamps, flares, flash lights, fluorescent lamps, lanterns, oil cans, shades for lamps and lanterns, street lamps, wicks for lamps and lanterns, etc.)
- 415 **Car cards, leaflets, placards, posters, signboards, signs, etc.**
- 416 **Target range equipment and war games.**
 (Aerial bombing targets, aerial gunnery targets, artillery targets, disks, flags, markers, scorebooks, scoring devices, small-arms targets, targets, supplies and parts for, etc.)

- 417 **Ponton equipment and supplies.** (See also 458.26.)
- 418 **Athletic and playground equipment.** .
 (Baseball, basketball, football, games, golf, handball,
 polo, scaling walls, track equipment.)
418. 1 Bowling equipment.
418. 2 Gymnasium equipment.
- 420 **CLOTHING AND EQUIPAGE.**
- 421 **Uniforms.**
421. 1 Uniform clothing.
 (Breeches, capes, coats, jackets, jerkins, overcoats,
 shirts, trousers, etc.)
421. 2 Headgear.
 (Caps, hats, helmets, toques, etc.)
421. 3 Footwear.
 (Boots, leggins, moccasins, overshoes, puttees, shoes,
 etc.)
421. 4 Insignia and ornaments.
 (Badges, brassards, cap bands, chevrons, coat and
 overcoat buttons, coats of arms, cords, insignia,
 letters, medals, ornaments, ribbons, rosettes, stripes,
 etc.)
421. 5 Special measurement uniforms.
- 422 **Clothing other than uniform.**
422. 1 Fatigue or working clothing.
 (Bathrobes, harbor boat, jerseys, pajamas, nurses'
 uniforms, sweaters, transport, etc.)
422. 2 Accessories.
 (Belts, collars, garters, gauntlets, gloves, laces, mit-
 tens, socks, stockings, studs, suspenders, ties,
 underclothing, etc.)
422. 3 Protective and special clothing.
 (Armor, aviation, chemical proof, cold weather, fire-
 proof, mackinaws, oilskin, ponchos, raincoats, skiis,
 slickers, snowshoes, etc.)
- 423 **Materials for manufacture of clothing and equipage.**
 (Asbestos, blue denim, buckles, and other material for
 clothing and equipage, bunting, silk, and other ma-
 terials for flags, etc., buttons other than coat and
 overcoat, canvas, duck for bags, tarpaulins, tents,
 cartridge bag material, cotton, cotton cloth, denim,
 drill, fabrics, felt, fiber, flannels, furs, imitation
 leather and rubber, kersey, leather, linings, rayon,
 rubber, serge, thread, webbing, woolen cloth, etc.)

- 424 Tentage, tarpaulins, and flags.**
424. 1 Tentage.
(Camp stools, parts, paulins, tarpaulins, tent pins, tent poles, tent plates, tents complete, tents and flies, truck covers, waterproof cloth, etc.)
424. 2 Flags.
(Banners, color and flag staffs, colors, guidons, parts and poles, pennants, rings, slings, etc.)
- 425 Toilet articles.**
(Barber supplies and tools, brushes, clothes hangers, combs, handkerchiefs, hones, housewives, nail clips, paper, pins, recruit kits, razors and razor blades, shoe blacking, dressing and polish, shoe stretchers, soap, talcum powder, toilet kits, toilet supplies, tooth powder, tooth brushes, towels, whisk brooms, etc.)
- 426 Personal equipment.**
(Axes, bandoleers, bayonet scabbards, belts for clubs and knives, bolo scabbards, canteens, cartridge belts, cartridge boxes, Chaplains' and other special outfits, ear stopples, forks, gunforks, gunners' pouches, gun slings, hatchets, haversacks, knapsacks, knives, line-men's belts and safety straps, machete scabbards, mess kits, musette bags, pickaxes, revolver belts, revolver lanyards and holsters, saber belts, saber knots, saber scabbards, shields, shoulder belts, shovels, spades, spoons, spurs and straps, sword belts, sword scabbards, tin cups, web equipment, wire cutters, etc.)
- 427 Beds, bedding, blankets, and cots.**
(Bedding rolls, bedsacks, bedsteads, blankets, bunks, cots, covers, mattress covers, mattresses, mosquito bars, nets, parts, pillow cases, pillows, pillow sacks, sheets, sleeping bags, standees, straw for bed sacks, etc.)
- 428 Bags, field desks and tables, kits, trunk lockers, and other containers.**
(Ammunition kits, barracks bags, blanket bags and rolls, brief cases, clothing bags, clothing rolls, commissary chests, dispatch cases, field cases and chests, field desks and tables, field kits, flag kits, laundry bags, mail bags, mess and ration boxes, packs, pouches and tins, money bags and similar pouches, repair and tool kits, suit cases, surplus kits, surplus kit bags, telescope cases, trunk lockers and keys, valises, etc.)
- 429 Miscellaneous.**
(Balls and chains, handcuffs, shackles, etc.)

430 SUBSISTENCE STORES.

430. 1 Lunches, meal tickets, meals, recipes.

430. 2 Rations and component parts.

(Alaskan, army, emergency, field, Filipinos, garrison, haversack, menus, reserve, travel, etc.)

430. 3 Exceptional articles of subsistence.

431 Meats and fish.

(Bacon, beef, cattle, chicken, chowder, ham, live animals, lobster, mutton, pork, poultry, sausage, soups, tongue, turkey; fresh, canned, cured, dried, pickled, salted, etc.)

432 Fruits, vegetables, and nuts.

(Almonds, beans, filberts, pecans, walnuts, etc.; fresh, bottled, canned, desiccated, dried, evaporated, pickled, etc.)

433 Breads, cereals, flour, and grains.

(Baking powder, biscuits, bread, cereals, corn bread, corn flakes, crackers, flour, grain for flour or meal, grits, hominy, hops, macaroni, malt, meal, mush, oatmeal, rice, shredded wheat, yeast, zwieback, etc.)

434 Butter, cheese, eggs, lard, milk, and oils.

(Butter, butter substitutes, cheese, condensed milk and cream, cream, eggs, evaporated milk and cream, fresh milk and cream, ice cream, lard, lard substitutes, malted milk and cream, milk, oleomargarine, olive oil and similar oils, powdered milk and cream, etc.)

435 Coffee, tea, beverages, and drinks.

(Beer, cacao, chocolate, coco cola, cocoa, compressed coffee, effervescent water, fruit juices, ginger ale, grape juice, green coffee, ground coffee, lime juice, liquid coffee, liquor, roasted coffee, soft drinks, substitute for coffee, tea and substitutes for, water, whiskey, wines, etc.)

436 Candy, jelly, preserves, sugar, and sirup.

(Candies, chewing gum, cornstarch, gelatin, honey, jams, jellies, molasses, preserves, saccharin, sirups, sugar, tapioca, etc.)

437 Condiments, extracts, sauces, spices, and vinegar.

(Catsup, caviar, cinnamon, cranberries, flavoring extracts, ginger, horse radish, mustard, nutmeg, pepper, salt, sauces, spices, Tabasco, tomato paste and sauce, vinegar, Worcester, etc.)

- 438 **Supplies for cleaning, disinfecting, laundering, and preserving.**
 (Alcohol, ammonia, benzoate of soda, blanco, bluing, calcium chloride, cleaning and dust cloths, cleaning materials of all kinds, cleaning and polishing powder, disinfectants, dyes, dyestuffs, electrosilicon, emery cloth and paper, fly paper, germicides, harness oil and soap, insect traps, issue soap, laundry soap, laundry starch, leatherfude, mending materials, naphthalene, neat's-foot oil, patching materials, plating powder, potash, preservatives, rat poison, saltpeter, sapolio, scouring soap, vermin traps, etc.)
- 439 **Smoking articles and tobacco.**
 (Cigarettes, cigarette papers, cigars, pipes, tobacco, etc.)
- 440 **MEDICAL, SURGICAL, AND VETERINARY INSTRUMENTS, SUPPLIES AND EQUIPMENT.**
- 441 **Chemicals, drugs, and medicines.**
441. 01 Preventive medicines.
441. 1 Drugs.
 (Anesthetics, opiates, opium, poisons, quinine, radium, salvarsan, etc.)
441. 2 Chemicals. (See 470.6 and 470.7 for chemicals and gases as weapons and defenses from.)
441. 3 Acids.
441. 4 Medicines.
441. 5 Gases, oxygen, nitrogen, etc.
441. 6 Patent medicines.
441. 7 Proprietary medicines.
- 442 **Surgical dressings, materials and supplies.**
 (Antiseptics, bandages, disinfectants, hospital supplies, etc.)
- 443 **Medical and surgical instruments and equipment, prosthetic equipment, and cases.**
 (Artificial eyes, artificial limbs, litters, stretchers, etc.)
- 444 **Supplies and equipment for special treatments.**
444. 1 First-aid packets or pouches, flight surgeons' kits, and trusses.
444. 2 Antitoxins, prophylaxis, serums, vaccines, virus, etc.
444. 3 Electrical equipment, fluoroscope, skiagraphs, and X-ray machines.
444. 4 Dental.
444. 5 Laboratory.
- 445 **Veterinary chemicals, drugs, and medicines.**
- 446 **Veterinary dressings, materials, and supplies.**
- 447 **Veterinary instruments and equipment.**

- 448 **Veterinary supplies and equipment for special treatments (Mallein).**
- 450 **SUPPLIES AND EQUIPMENT FOR TRANSPORTATION, AERONAUTICAL SUPPLIES, PACKING SUPPLIES, AND ANIMALS.**
- 451 **Vehicles.**
451. 01 Parts and accessories.
451. 02 Identification.
(Marking, painting, silhouettes, United States number, license plates, tags, etc.)
451. 1 **Passenger automobiles.**
(Busses, reconnaissance cars, station wagons.)
451. 11 Parts and accessories.
451. 2 **Auto and motor trucks.**
(Ammunition trucks, antiaircraft gun trucks, crash trucks, fuel and oil servicing trucks, machine-gun trucks, repair trucks, supply trucks, wrecking trucks, etc.)
451. 21 Parts and accessories.
451. 3 **Tractors and trailers.**
(Armament repair shop trailers, caterpillar-type tractors, caterpillar-type trailers, engineering-shop trailers, instrument repair shop trailers, machine shop tractors, photographic laboratory trailers, portable laboratory trailers, radio laboratory trailers, shop trailers, trail wagons, wheeled-type tractors, wheeled type trailers, etc.)
451. 31 Parts and accessories.
451. 4 **Bicycles, motorcycles, rear cars, side cars, etc.**
451. 41 Parts and accessories.
451. 5 **Buckboards, buggies, carriages, passenger carts, wagons, etc.**
451. 51 Parts and accessories.
451. 6 **Armored cars and vehicles.** (See 470.8, for combat cars and tanks.)
451. 61 Parts and accessories.
451. 7 **Carts and wagons, not passenger.**
(Ammunition carts, ammunition wagons, army farm wagons, combat wagons, drays, dump carts, escort wagons, hearses, medical carts, sprinkler wagons, trench carts, water wagons, etc.)
451. 71 Parts and accessories.
451. 8 **Ambulances.**
451. 81 Parts and accessories.

- 451. 9 Miscellaneous.
- 451. 91 Sleighs.
- 451. 911 Parts and accessories.
- 451. 92 Tires and tubes.
- 451. 93 Office, platform, and warehouse trucks, wheelbarrows,
 etc.
- 451. 931 Parts and accessories.
- 451. 94 Amphibian.
- 451. 941 Parts and accessories.
- 452** **Aircraft and aeronautical supplies and equipment.**
- 452. 01 Procurement, allotment, and distribution.
- 452. 02 Design and performance data.
 (Military characteristics, pay load, bomb load,
 range, speed, etc.)
- 452. 021 Models and photographs.
- 452. 03 Status and reports.
- 452. 031 Maintenance and repair.
- 452. 032 Salvage, reclamation, and disposition.
- 452. 04 Experiments, tests, and trials.
- 452. 05 Marking and insignia.
 (Identification, organizational, etc.)
- 452. 06 Protective and armor plating.
- 452. 07 Ferrying and shipping.
- 452. 08 Parking and mooring.
 (Taxying, towing, and dispersal of aircraft.)
- 452. 09 Inspections and reports.
- 452. 1 Airplanes.
 (Amphibian, attack, autogyro, bombardment, cargo
 (transport), fighter, gliders, observation, photo-
 graphic, pursuit, rotary wing (helicopters); training
 (advanced, basic, basic combat, primary).)
- 452. 11 Parts and accessories.
- 452. 12 Structural parts.
 (Cabins, cockpits, control surfaces, cowling, fair-
 ing, fuselage, landing gear, stabilizers, wings,
 etc.)
- 452. 13 Engines and parts.
- 452. 131 Superchargers and parts.
- 452. 14 Propellers and parts.
 (Hubs, blades, shafts, gears, etc.)
- 452. 15 De-icing equipment.
 (Anti-icer pumps, de-icing boots and shoes, rubber-
 covered propeller spinners, etc.)

Airplanes—Continued.

452. 16 Life-saving and preserving apparatus and devices.
(Life preserver vests, pneumatic rafts, safety belts and harness.)
452. 161 Parachutes and accessories.
452. 17 Oxygen equipment.
(Cylinders, masks, and other breathing apparatus, regulators, etc.)
452. 18 Wheels and brakes.
452. 181 Tires and tubes.
452. 19 Instruments and accessories.
(Altimeters, automatic pilots, bank and turn indicators, engine synchrosopes, tachometers, rate of climb indicators, fuel content gages, manifold and oil pressure gages, driftmeters, etc.)
452. 2 Functional systems and equipment.
452. 21 Electrical systems and equipment. •
(Cockpit and dial lights, control switches, ignition systems, invertors, landing lights, starter motors and starters, warning signals and bells, etc.)
452. 22 Fuel and oil systems and equipment.
(Carburetors, fuel injectors, fuel pumps, tanks (self-sealing and others), throttle and mixture controls, wobble pumps, strainers, valves, oil pressure lines, etc.)
452. 23 Hydraulic systems and equipment.
(Brake control, cylinders, regulators, reservoirs, etc.)
452. 24 Cooling, heating, and ventilating systems and equipment.
(Air scoops, boilers, radiators, valves, etc.)
452. 25 Control systems and equipment.
(Cables, stick or wheel, rudder pedals, etc.)
452. 26 Combat materials. (See 470, for ammunition and armament.)
(Bombsights, bomb racks, bomb shackles, gun turrets, chemical spray tanks, etc.)
452. 3 Training equipment.
452. 31 Instrument flight trainers and related equipment.
(Link trainers.)
452. 32 Bombing trainers and related equipment.
452. 4 Airships and balloons.
(Barrage, dirigibles, rigid and nonrigid, etc.)
452. 41 Parts and accessories.
(Gases, cables, baskets, etc.)

453

Railway equipment.

- 453. 01 Identification, numbering and marking.
- 453. 02 Lubrication.
- 453. 1 Railway cars for guns.
- 453. 2 Railway cars for howitzers or mortars.
- 453. 3 Locomotives.
- 453. 31 Parts and accessories.
- 453. 4 Passenger cars.
- 453. 41 Parts and accessories.
- 453. 5 Freight cars.
- 453. 51 Parts and accessories.
- 453. 6 Armored railway cars.
- 453. 61 Parts and accessories.
- 453. 7 Tracks, ties, scales, etc.
- 453. 9 Miscellaneous equipment.
- 453. 91 Cabooses.
- 453. 92 Track motor cars.

454

Animals.

- 454. 1 Horses.
- 454. 11 Stallions.
- 454. 2 Mules.
- 454. 3 Dogs
- 454. 4 Reindeer.
- 454. 5 Oxen.
- 454. 6 Camels, caribao, and caribou.
- 454. 7 Deer, elk, ferrets, frogs, goats, guinea pigs, sheep, white mice, etc.
- 454. 8 Birds, ducks, pigeons, etc.

455

Harness, horse, and pack equipment.

(Aparejos, artillery harness, bags, bits, bridles, harness, harness and saddlery hardware, blankets, cinches, cloths, coronas, covers, feed bags, gas masks for animals, horse blankets and covers, lap robes, nose bags, pack outfits for machine and mountain guns, pack saddles, panniers, riding saddles, shoe pockets, stirrups, whips, etc.)

456

Stable and garage equipment.

(Automobile racks, brackets, branding irons, brushes, car washers, clippers, currycombs, feed boxes, grooming kits, halters, hangers for harness and saddles, horseshoes, lariats, mangers, nails, pads, picket pins, racks, ropes, stalls, tire changing machines, tire presses, watering troughs, etc.)

- 457 **Packing supplies and materials for packing.**
 (Bags and sacks of cotton, paper, burlap, and jute; boxes, cartons, crates, kit packs, drums, carboys, tin cans, buckets, and bottles; burlap, paper, and other wrappings; excelsior, paper, sawdust and other packing; tags, labels, brands, marks, marking outfits, stencils; lacquer, paraffin, wax, etc.)
- 458 **Equipment, supplies and apparatus for vessels and transports.**
458. 1 Parts and accessories.
458. 11 Hulls and decks.
458. 111 Houses and cabins.
458. 112 Hoppers, bulkheads, compartments, chutes, and overflows.
458. 12 Machinery (engines, gear, etc.).
458. 121 Propellers and shafting.
458. 122 Rudders and steering gear.
458. 13 Boilers and smokestacks.
458. 14 Tanks.
458. 15 Drainage equipment.
458. 16 Masts, spars, booms, bullwheels.
458. 17 Stanchions, davits, capstans.
458. 18 Oars, paddles, etc.
458. 19 Mooring; lines, cables, anchors, buoys, gangplanks.
458. 2 **Special equipment and apparatus.**
458. 21 Life-saving.
458. 22 Radio and signaling.
458. 23 Diving.
458. 24 Saloon, cabin and galley.
458. 25 Mine planting and cable laying.
458. 26 Dredging (buckets, couplings, pipe lines, pontoons, pumps, sleeves, etc.).
458. 27 Levee and bank (cutters, etc.).
458. 28 Ice breaking.
458. 29 Plant cutting.
458. 3 **Supplies for vessels.**
458. 31 Navigator's charts, books, supplies, equipment, etc.
458. 32 Deck supplies.
458. 33 Engine supplies for vessels.
458. 34 Steward's supplies and stores.
- 460 **OTHER SUPPLIES.**

461

Publications, books, newspapers, and periodicals.

(Types of publications: almanacs, atlases, books on decisions and opinions, bureau pamphlets, code books, dictionaries, directories, emplacement books, foreign publications, fort record books, hymnals, law books, magazines, manuals, mimeographed publications, Navy Department publications, newspapers, postal guides, price list publications, professional and technical books, reference books, regulations, registers, rosters, schoolbooks, service journals, social lists, special bulletins and circulars, songbooks, textbooks, etc.; individual publications by name: Army List and Directory, Congressional Directory, Congressional Record, Federal Register, Navy Register, Rebellion Records, Statesman's Year Book, United States Government Manual, War Department Decimal File System, etc.)

461. 01

Requests for.

462

Office supplies, stationery, paper, and blank books.

(Blackboards, blank books, blotting paper, blueprint paper, calendars, carbon paper, cardboard, cards, chalk, clips, copy holders, coupon books, envelopes, erasers, gummed stickers, ink and ink pads, jackets, loose leaf binders, mailometers, mailing tubes, map sticks, mending tape, mucilage, paper cutters, pencil sharpeners, pencils, pens, penholders, pen sets, perforators, pins, rubber bands, rubber stamps, scales, scissors, seals, sponge cups, steel erasers, stencils, tapes, writing paper, tickets, typewriter ribbons.)

463

Fuel, light, water, and power.

463. 1

Utilities.

(Electric current, gas, steam, water, water power, etc.)

463. 2

Acetylene and carbide.

463. 3

Coal.

463. 4

Wood.

463. 5

Charcoal and coke.

463. 6

Coal oil, kerosene or mineral oil.

463. 7

Gasoline and motor oil.

463. 8

Crude, distillate, and fuel oil.

464

Fertilizer, forage, and manure.

464. 1

Barley, corn, grain, oats, and rye.

464. 2

Bran, cottonseed meal, linseed meal, meal, middlings, and oil cake.

464. 3

Crushed foods and mixtures.

464. 4

Hay and straw for bedding, feeding, and other purposes.

464. 5

Cutting hay, grass, and pasturage.

- Fertilizer, forage, and manure—Continued.
464. 6 Fertilizer, manure, and peat moss.
464. 7 Fish and meat for animals, dog food.
464. 8 Seeds, all kinds.
- 465 Ice, and harvesting ice.**
- 466 Matches.**
- 467 Camouflage equipment and supplies (blackout materials).**
- 468 Supplies for funerals.**
(Caskets, coffins, embalming fluids, headstones, lowering devices, mortuary cabinets, etc.)
- 469 Trees, plants, and shrubs; sod and top soil.**
- 470 Ammunition, armament, and other similar stores.**
470. 1 Metal for use in manufacture of armament. (See also 410.2)
(Aluminum, brass, bronze, copper, gold, iron, mercury, monel metal, nickel, platinum, quicksilver, silver, steel, zinc, etc.)
470. 2 Dummy armament.
(Drill cartridges, dummy cannon, carriages, cartridges, powder bags, projectiles, etc.)
470. 3 Searchlights and outfits.
(Portable and other searchlights, seacoast lights, etc.)
470. 31 Parts and accessories.
(Accessories, balancer sets, cable, carbons, clutches, controllers, curtains, mirrors of glass or metal, obturators, projectors, shutters, stops, etc.)
470. 4 Turrets.
(Ammunition hoists, armor structures, electrical equipment, handling gear, mounts, rammers, traversing gear, etc.)
470. 5 Armor plate and navy armor.
470. 6 Chemicals and gases for fighting.
(Lethal explosives, incendiary and lachrymose gas and chemicals, liquid fire, smoke candles, smoke effects, smoke pots, smoke screens, etc.)
470. 7 Apparatus for protecting from and for using chemicals and gases.
470. 71 Apparatus for using.
(Flame projectors, gas flasks, projectors, spray tanks, valves and weapons, etc.)
470. 72 Apparatus for protection.
(Absorbents, gas helmets, gas masks, goggles, etc.)
470. 8 Combat armored cars and tanks. (See also 451.6)
470. 81 Parts and accessories.

470. 9 Signaling and illuminating pyrotechnics.
(Flares, illuminating rockets, signaling cartridges, signal bombs, smoke producing pyrotechnics, etc.)
- 471 Ammunition.**
471. 1 For mobile guns.
(Subcaliber guns: 2.3-inch, 2.95-inch, 75-mm, 3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, 8-inch, and 12-inch, 16-inch and over.)
471. 2 Shrapnel.
(2.95-inch, 3.8-inch, 4.7-inch, 6-inch, and 8-inch, 9.5-inch, and 12-inch, 16-inch, and over.)
471. 3 For seacoast guns.
(Ammunition for mortars, general; subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, 5-inch, and 6-inch, 8-inch, and 10-inch, 12-inch, 14-inch, 16-inch, and over; for trench mortars, heavyweight, lightweights, etc.)
471. 4 For small arms.
471. 41 Rifle ball cartridges.
471. 42 Pistol and revolver balls.
471. 43 Blank cartridges.
471. 44 Guard and multiball cartridges.
471. 49 Miscellaneous.
(Gallery and shotgun practice.)
471. 5 Powder and powder charges.
(caliber .30 and .45, 1-pounder, 6-pounder, 2.95-inch, subcaliber, 3-inch, 3.2-inch gun, 3.8-inch gun, 3.6-inch mortar, 4-inch gun, 3.8-inch howitzer, 4.7-inch gun, 4.7-inch howitzer, 4.72-inch gun, 5-inch gun, 6-inch gun, 6-inch howitzer, 8-inch gun, 7-inch and 7.6-inch howitzer, 8-inch howitzer, 7-inch mortar, 10-inch gun, 12-inch gun, 12-inch mortar, 14-inch gun, 16-inch gun; maneuver, smokeless, black, saluting, igniting, and shrapnel powder, etc.)
471. 6 Bombs, darts, grenades, and torpedoes.
(Aerial darts, aerial torpedoes, bacteriological bombs, chemical bombs, demolition bombs, depth bombs, drop bombs, fragmentation bombs, grenades in general, hand grenades, incendiary bombs, parachute bombs, poisonous bombs, rifle grenades, tear gas bombs, etc.)
471. 8 Parts and accessories.
471. 81 Components.
(Bands for projectiles, caps for projectiles, covers, plungers, tracers, etc.)

Parts and accessories—Continued

471. 82 Fuzes, adapters and boosters.
(Combination, time, detonating, percussion, specimen boards, fuze setters, etc.)
471. 83 Primers.
(Ignition, electric, friction, combination, percussion, small arms.)
471. 84 Bullets.
(Cannelured, foreign, sharp-pointed, smoke, soft-nosed, etc.)
471. 85 Ingredients of explosives and powder.
(Acids, alcohol, alkali, ammonia, aniline, benzol, charcoal, cotton, diphenylamin, ether, glycerin, graphite, methylaniline, naphthalene, nitrates, nitric acid, oxalic acid, oxanilid, phenol, potassium nitrate or saltpeter, pyrite, sodium nitrate, sulphur, sulfuric acid, toluol, etc.)
471. 86 Explosive materials and explosives.
(Amatol, ammonium, ammonium nitrate, chlorates, dynamite, explosives "A" and "D", fulminate, guncotton, miximite, nitroglycerin, picrate, picric acid, sodium nitrate, tytryl (tetranitro-methyl), T. N. A. (tetranitro-aniline), T. N. T. (trinitro-toluol) etc.)
471. 87 Containers for ammunition.
(Barrels, baskets, cans, cartridge cases, cartridge clips, cartridge storage cases, gun and mortar bags, drums, kegs (black powder, caliber .30), howitzer bags, kegs, powder bags, powder boxes, shrapnel cases, etc.)
471. 88 Ammunition service.
(Ammunition hoists, loading trays, powder bins, powder hoists, projectile hoists, racks, shell rooms, skids, tables, tongs, trolleys, etc.)
471. 9 Miscellaneous.
471. 91 Ammunition for aircraft guns.
471. 93 Ammunition for antiaircraft guns.
471. 94 Rockets.
471. 941 Rockets for aircraft guns.
471. 942 Rockets for antiaircraft guns.
- 472 Cannons or guns.

Cannons or guns—Continued.

472. 1 Mobile guns.
(Subcaliber guns, 2.38-inch and 2.95-inch guns, 3-inch guns, 3-inch English guns, siege guns, 3.8-inch guns, 4.7-inch guns, 6-inch guns, 7.6-inch guns, 9.5-inch and 12-inch guns, 16-inch guns, and over.)
472. 2 Howitzers.
(3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, 8-inch, 9.5-inch, 12-inch, 16-inch, and over.)
472. 3 Seacoast guns.
(Subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch, 6-inch, 8-inch, 10-inch, 12-inch, 14-inch, 16-inch, and over.)
472. 4 Mortars.
(Heavyweight, lightweight, trench mortars.)
472. 5 Automatic and machine guns.
(Benete-Mercie, caliber .30 Colt (Marlin Arms Company and old type); Browning water-cooled; Colt; Maxim, M1904, 1-pounder guns; Vickers, M1915; etc.)
472. 6 Navy guns for submarine chasers and other purposes.
472. 8 Parts and accessories.
472. 81 Parts.
(Blocks, breech mechanisms, castings and forgings, firing mechanisms, hoops, jackets, lanyards, safety devices, sleeves, tubes, etc.)
472. 82 Accessories.
(Cleaning devices, covers for cannon, flash hidlers, rammers, sights, sponges, staves, subtarget gun machines, etc.)
472. 9 Miscellaneous cannon.
472. 91 Aircraft guns.
472. 92 Life-saving guns.
472. 93 Antiaircraft guns.
- 473 Carriages, mounts, and tripods.**
473. 1 For mobile guns.
(For subcaliber guns, 2.38-inch and 2.95-inch, 3-inch guns, 3.8-inch guns, 4.7-inch guns, 6-inch and 7.6-inch guns, 9.5-inch guns, 12-inch guns, 16-inch guns and over.)
473. 2 For howitzers.
(For 3-inch howitzers, 3.8-inch howitzers, 4.7-inch howitzers, 6-inch howitzer, 7.6-inch howitzer, 8-inch howitzer, 9.5-inch howitzer, 12-inch howitzer, 16-inch howitzer, and over.)

473. 3 For seacoast guns.
(For subcaliber, 3-inch (15-pounder), 4-inch, 4.7-inch, 4.72-inch, 5-inch and 6-inch, for 8-inch and 10-inch, for 12-inch, for 14-inch, for 16-inch.)
473. 4 Mortar carriages.
(Trench mortar mounts; lightweight, heavyweight; M1, M2, and M3.)
473. 5 Mounts for machine guns.
(Benet-Mercie, Colts, Lewis, Maxim, model 1904, model 1915, Vickers, etc.)
473. 6 Mounts for navy guns.
473. 8 Parts and accessories.
473. 81 Fixed parts.
(Axles, base ring, chassis and cradle, poles, range quadrants, scales, shields, top carriage and racer, trail, wheels, etc.)
473. 82 Mechanisms.
(Brakes at stops, buffers, circles, cylinders, elevating arms, bands, disks, gear, locks, racks, scales, wheels, eyes, gears, leathers, motors, pawls, pinions, ratchets, recoil and counterrecoil bands, retracting clutches, rods, rollers, shafts, springs-counterweights, stops, throttling bars, traversing brakes, tripping gears, valves, wheels, etc.)
473. 83 Electrical equipment, circuits, conduits, magnetos, telephone, terminal boxes, wiring, etc.
473. 84 Spare parts.
473. 85 Sights for carriages.
(Bore, front, night, panoramic, rear, telescopic, 3-inch, trench mortar sights, 2-inch telescopic, etc.)
473. 86 Caissons, covers, limbers, etc.
473. 861 Caissons.
(75-mm gun caissons, 3-inch gun caissons, 3.8-inch caissons, gun and howitzer; 4.7-inch caissons, gun and howitzer; 6-inch howitzer caissons, 155-mm howitzer caissons, etc.)
473. 862 Limbers.
(75-mm gun limbers; 3-inch limbers, gun and howitzer; 3.8-inch limbers, gun and howitzer; 4.7-inch limbers, gun and howitzer; 6-inch howitzer limbers, 155-mm howitzer limbers, 7.6-inch howitzer limbers, 9.5-inch and 12-inch howitzer limbers, etc.)

- Caissons, covers, limbers, etc.—Continued.
473. 863 Carts and reels.
(Caissons and reels, carts and reels (6-horse), hand reels, reels (2-horse).)
473. 864 Observation towers.
473. 865 Covers for carriages.
473. 866 Platforms, etc.
473. 87 Braces and brackets for firing materials, fuze setters, lamps, range finders, sights, telautographs, telephones, etc.
473. 88 Carriers and containers.
(Ammunition chests, ammunition trucks, armament chests, battery wagons, forge limbers, forge wagons, gun carriages, howitzer carriages, mortar carriages, store wagons, etc.)
473. 9 Carriages for miscellaneous guns.
(For antiaircraft guns, life-saving guns, subcaliber guns, etc.)
- 474 Small arms.**
474. 1 Magazine or United States rifle.
474. 2 Automatic rifles.
474. 3 Gallery practice rifle.
474. 4 Other rifles, Enfield, Cadet, Krag, etc.
474. 5 Carbines.
474. 6 Automatic pistols and revolvers.
474. 7 Fencing equipment and side arms.
(Bayonets, bolos, fencing sticks, gloves, machetes, masks, sabers, swords.)
474. 8 Parts and accessories.
(Appendages for small arms, bands, barrels, battle sights, cartridge holders, cases, cleaning rods, covers for rods, drift slides, ejectors, front sights, hammers, magazines, night sights, oilers, open sights, parts for small arms, ramrods, rear sights, swivels, sighting bar and hood, silencers (Maxim), sights for small arms, stocks, telescopic sights, thong brush, thongs, triggers, etc.)
474. 87 Arm chests and lockers, arm racks, carriers and containers, carriers and holders, covers, etc.
474. 9 Miscellaneous.
(Shotguns and outfits.)

- 475 Equipment of troops.**
 (Use only when class of equipment is not otherwise specifically provided for. Subdivide alphabetically by arms of service, as Chemical Warfare, or general class or group, as trench warfare equipment.)
- 476 Land and submarine mines and equipment.**
476. 1 Equipment for mining.
 (Anchors, automatic and other switches, circuit closer, compound plug and assembling jig, distributing boxes, explosives, fuze cans, fuzes, junction boxes, mine caps and domes, mine cases, mines, mine transformer, moorings, torpedoes, etc.)
476. 2 Cables and equipment.
 (Cable crossings, cable hangars, cable testing sets and tests, drums, frames, measuring frames and reels, protection against fouling, reels, trucks, Turk's heads, etc.)
476. 3 Supplies and tools.
 (Boat telephones, cable cutters, drying ovens, supply list, etc.)
- 477 Submarine nets and similar appliances.**
 (Anti-submarine devices, automatic torpedo destroyers, destroyers, etc.)
- 478 Demolition equipment.**
- 480 RENTALS AND SERVICE OTHER THAN PERSONAL.**
- 481 Rentals of equipment except for recruiting purposes.**
- 482 Rentals of equipment and all other services for recruiting purposes.**
- 483 Mail service, radio, telegraph, telephone.**
483. 1 Radio, telegraph, and tariffs.
483. 2 Telephone, teletype, and tariffs.
483. 3 Cable, fire alarm, submarine signal, time service, etc.
483. 4 Mail service
- 484 Caring for animals. (See also 404)**
484. 1 Hocking, shoeing animals, etc.
484. 2 Feeding and stabling animals.
484. 3 Veterinary services. (See also 728)
 (Aid to injured animals, disinfection, immunization and vaccination, infectious diseases, parasites of animals, quarantine, sanitary inspections, use of serums, etc.)
484. 4 Protection from casualties, accidents, etc.
484. 5 Disposal of dead animals.

- 485 Sanitary services.**
 485. 1 Scavenger service.
 485. 2 Collecting garbage.
 485. 3 Disposal of trash and waste paper.
 485. 4 Disposal of manure.
- 486 Various services.**
 486. 1 Storage, cold and other.
 486. 2 Drayage and hauling, stevedoring service.
 486. 3 Cleaning, laundering, renovating.
 486. 4 Binding and printing.
 486. 5 Advertising.
 486. 6 Crating and packing.
 486. 7 Undertakers' service.
 (Disinterring remains, embalming, furnishing coffins,
 etc.)
 486. 8 Engraving, lithographing, and making halftones.
 486. 9 Miscellaneous.
 486. 91 Plumbing services.
 486. 92 Towel services.
 486. 93 Garage service.
 486. 94 Fire-fighting service.
 486. 95 Stationary engineer and janitor service.
 486. 96 Photographic service.
- 500 TRANSPORTATION.**
- 502 Demurrage.**
503 Car orders.
504 Car situation.
 (Congestion, shortages.)
505 Loading and unloading.
507 Complaints.
508 Switching.
- 510 TRANSPORTATION OF PERSONS.**
- 511 Organizations and troops.**
 (Allowances, change of station, National Guard organi-
 zations, recruit detachments, troop movements.)
512 Officers, nurses, warrant officers, and cadets.
 (Allowances for transportation, officers and families of;
 National Guard officers, Reserve officers, candidates
 for officers training camps.)
513 Enlisted men, recruits.
 (Allowances of transportation; deserters, families of
 enlisted men, prisoners, stragglers.)
514 Employees and officials of War Department.
 (Allowances, families of.)

- 515 Employees, enlisted men, officers, and officials of other departments.**
(Coast Guard, Marine Corps, Navy, Public Health Service, etc.)
- 516 Civilians, former employees, former soldiers, and witnesses.**
(Camp attendants, civilian military training camp enrollees, former employees, former soldiers, indigent citizens, natives of island possessions, reporters, servants, stowaways, witnesses for courts, etc.)
- 517 Members of Congress and territorial officials, et al.**
(Officials, secretaries of associations, societies, et al.; members of Congress, State and Territorial officials, et al.)
- 518 Ashes, bodies, corpses, human bones, remains, etc.**
(Civilians, employees and former employees, employees and officials of other departments, employees and officials of War Department, enlisted men, former soldiers, nurses, officers, recruits, et al.)
- 520 TRANSPORTATION OF PROPERTY OR SUPPLIES.**
- 521 Animals, public.**
(Attendants for, belonging to War and other departments, etc.)
- 522 Officers' horses.**
(Allowances, attendants for.)
- 523 Supplies and public property.**
523. 01 Methods of billing and rules as to shipping.
523. 02 Freight.
523. 03 Express.
523. 05 Authority.
523. 06 Reports of arrival and shipments (shipping tickets).
523. 07 Priority.
523. 08 Losses and shortages.
523. 09 Miscellaneous.
523. 091 Routing.
523. 092 Tracing.
523. 093 Release.
523. 094 Use of car cards and placards.
523. 095 Embargo.
523. 097 Instructions to stop shipments.
523. 098 Stray or unclaimed shipments.
523. 1 War Department bureaus.
523. 2 Other departments of the Government.
523. 3 Supplies belonging to National Guard.
523. 5 Property of companies, organizations, regiments, etc.

Supplies and public property—Continued.

- 523. 6 Badges, funds, medals, and money.
- 523. 7 Documents, mails, and records.
- 523. 8 Ammunition and explosives.
- 523. 9 Miscellaneous.
- 523. 91 Property of foreign governments.
- 523. 92 Property of associations and societies.
- 523. 93 Tonnage and estimates.
- 524 Personal property.**
- 524. 01 Methods of billing and rules as to shipping.
- 524. 02 Allowances.
- 524. 03 Excess.
- 524. 2 Automobiles, baggage, and household goods.
- 524. 21 Nurses, officers, and warrant officers.
- 524. 22 Enlisted men, recruits.
- 524. 23 Employees of War Department.
- 524. 24 Employees and members of other departments.
- 524. 25 Civilians and others.
- 524. 3 Professional books.
- 524. 4 Christmas and similar boxes and packages.

(Civilians, enlisted men, employees and members of other departments, employees of War Department, nurses, officers, recruits, et al.)

530 TRANSPORTATION BY LAND.**531 Railroad.**

- 531. 1 Passenger cars.
(Baggage cars, day coaches, tourist cars, etc.)
- 531. 2 Parlor and sleeping cars.
(Chair cars, parlor cars, pullman sleeping cars, railroad sleeping cars, etc.)
- 531. 3 Subsistence accommodations.
(Buffet and dining cars, kitchen cars and equipment, mess cars, etc.)
- 531. 4 Refrigerator and other special cars.
(Cold storage and refrigerator cars, hospital cars and trains, palace horse cars, etc.)
- 531. 5 Freight cars.
(Freight cars, stalls in freight cars, etc.)
- 531. 6 Fires.
(Baggage car fires, freight car fires, etc.)
- 531. 7 Train service (schedules).
- 531. 8 Railroad station service.
(Ticket offices, terminal facilities, etc.)

532 Bus and street car transportation.

(Telpherage, cableways, tramways.)

- 533 Taxicabs and similar vehicular transportation.**
- 536 Drayage and hauling.**
- 537 Automobiles and motor truck transportation.**
 - 537. 1 Hire.
 - 537. 5 Accidents, collisions, and damages.
- 538 Tolls on bridges, highways, tunnels, turnpikes, etc.**
- 540 TRANSPORTATION BY WATER.**
 - 540. 1 Navigation customs, laws, and regulations.
- 541 On transports.**
 - 541. 1 Persons.
 - 541. 2 Animals, property, and supplies.
 - 541. 3 Subsistence on board.
 - 541. 4 Sleeping quarters and staterooms.
 - 541. 5 Forage, stables, and stalls for animals.
 - 541. 6 Transportation of pay passengers.
- 542 On harbor boats.** (Subdivide as 541, if necessary.)
- 543 On other government vessels.** (Subdivide as 541, if necessary.)
- 544 Transportation on commercial vessels.**
 - (Abstracts, bids, and contracts for.)
 - 544. 1 Ferry service.
 - 544. 2 Freight.
 - 544. 3 Passenger.
- 545 Commercial vessels, charter and hire of.**
 - 545. 01 Data concerning capacity and suitability for Government use, offers to charter or hire, and reports as to registry, etc.
 - 545. 02 Charter or hire of commercial vessels, abstracts, bids, charter parties, contracts, refitting, restoration, etc.
 - 545. 1 Substitute boats. (Subdivide as 545, if necessary.)
 - 545. 2 Ferry and transport service. (Subdivide as 545, if necessary.)
 - 545. 3 Towing and wrecking service. (Subdivide as 545, if necessary.)
 - 545. 4 Towing targets for artillery practice. (Subdivide as 545, if necessary.)
- 546 Interned or seized vessels.**
- 548 Pilotage, tolls, and wharfage.**
 - 548. 1 Pilotage.
 - 548. 2 Tolls.
 - 548. 3 Wharfage.
 - 548. 4 Lighterage.

- 550 TRANSPORTATION ACCOUNTS, CONTRACTS, RATES, TARIFFS, TICKETS, ETC.**
550. 1 Blank forms of accounts and vouchers.
550. 2 Method of computing and handling accounts.
550. 3 Accounting.
- 551 Tariffs, rates, equalization agreements, schedules.**
(War Department publications as to tariffs, railroad publications as to tariffs, Interstate Commerce Commission publications, etc.)
551. 1 Passenger.
(Classification as first or second class, military fare basis, party fares, passenger arrangements, etc.)
551. 2 Freight.
(Classification for rate-making purposes, Government freight rate basis, etc.)
551. 3 Express.
551. 4 Excess baggage.
551. 5 Parlor car service and sleeping car service.
551. 6 Bond-aided and land-grant railroads.
- 552 Bills of lading, tickets, transportation requests.**
552. 01 Transportation requests.
552. 02 Bills of lading.
552. 1 Methods and purposes of settling and using.
552. 2 Blank bills of lading and transportation requests.
(Requests for books of transportation requests.)
552. 3 Destroyed, lost, and misplaced.
(Bills of lading and transportation requests.)
552. 4 Disposition of unused.
(Bills of lading and transportation requests.)
552. 5 Errors or irregularities.
(Bills of lading and transportation requests.)
552. 6 Cancellations.
(Bills of lading and transportation requests.)
552. 7 Copies of and reports of bills of lading and transportation requests issued.
552. 8 Tickets.
(Allowances, cancelation, copies, destroyed, disposition of unused, errors, irregularities, lost, misplaced, purchased, supply, use; bus, elevated, ferry, railroad, script books, streetcar, subway, toll, etc.)
- 553 Passenger transportation accounts and contracts.**
553. 1 Abstracts, bids, and contracts.
553. 4 Accounts.

- 554 Freight transportation accounts and contracts (general averages).**
554. 1 Abstracts, bids, and contracts.
554. 4 Accounts.
- 555 Express accounts.**
- 556 Demurrage and storage accounts.**
556. 1 Demurrage accounts.
556. 2 Storage accounts of railroads.
556. 3 Accounts for occupancy, switching, and weighing cars.
556. 4 Surcharges, etc.
- 557 Accounts against carriers for breakage, losses, shortages, etc.**
- 558 Reports and statements.**
- 560 ARMY TRANSPORT SERVICE, TRANSPORTS, VESSELS AND BOATS (ALL TYPES).**
560. 1 Regulations.
(Boats, vessels, transports.)
560. 11 Registry of vessels.
- 561 Acquisition and construction of vessels.**
561. 1 Requests or requisitions for vessels.
561. 2 Purchase and transfer between departments.
561. 21 Purchase.
561. 22 Transfer between departments.
561. 3 Catalogs, offers to sell, and advertisements.
561. 4 Construction.
(Abstracts, bids, contracts, designs, models, plans, specifications.)
561. 41 Tests and trials.
561. 6 Commandeering.
- 563 Operation, care, and maintenance.**
563. 1 Embarking and discharging passengers.
563. 11 Embarking passengers (loading passengers).
563. 12 Discharging passengers (unloading passengers).
563. 2 Quarters on shipboard and assignment troops to duty.
563. 21 Quarters on shipboard.
563. 22 Assignment of troops to duty on shipboard.
563. 3 Subsistence accommodations on board (messes).
563. 4 Docking and storage of vessels.
563. 5 Cargo or freight.
563. 51 Loading.
563. 52 Discharging or unloading.
563. 53 Handling cargo on board.
563. 54 Stalls for animals.
563. 58 Ballast.
563. 59 Tonnage and estimates of.

Operation, care, and maintenance—Continued.

563. 6 Services for vessels.
(Fumigating, laundry services, removing ashes, etc.)
563. 7 Coaling and taking water.
563. 72 Coaling.
563. 73 Taking water.
563. 8 Work to be done by crew and methods employed.
(Cleaning and washing.)
563. 801 Replacing civilians by enlisted men.
563. 81 Strikes of crews.
563. 9 Miscellaneous.
563. 91 Arming.
563. 911 Armed guards on transports and vessels.
563. 92 Dunnage.
(Battens, mats, sailors' baggage, etc.)
563. 93 Fire prevention.
- 564 Repairs and alterations.**
(Contracts for, requisitions for, reports of cost additions, conversion and refitting, drydocking, painting and cleaning, new equipment and installations, radio installations, etc.)
- 565 Movements.**
565. 1 Schedules.
565. 2 Arrivals and departures.
565. 3 Voyages, trips, and sailing orders.
565. 301 Sailing orders.
565. 31 Reports of voyages.
565. 32 Reports of expenditures on voyages.
565. 4 Transfers and assignments of boats to stations.
565. 5 Loan or rental of vessels to others.
565. 6 Duties and placing out of commission or in reserve.
565. 61 Duties.
(Carrying mail, laying cables, planting mines, repairing cables, etc.)
565. 62 Placing out of commission or in reserve.
565. 7 Special expeditions or movements, and performances.
- 566 Inspection of vessels and boilers, other than by inspectors general; reports thereof.**
566. 1 By civilian inspectors of War Department.
566. 2 By inspectors of Steamboat Inspection Service.
- 567 Terminal facilities.**
567. 1 Equipment of.
567. 2 Congestion of supplies at.
- 568 Heating, lighting, refrigeration, and ventilating.**

- 569 Miscellaneous.**
569. 1 Reports as to transports and vessels.
 569. 11 Of public service rendered by vessels.
 569. 12 Of cleaning or condition of boilers.
 569. 13 Of cleaning, painting, or condition of bottoms.
 569. 14 Of accidents, collisions, or damages to.
 (Explosions, grounding, stranding, torpedoing of.)
 569. 15 Operating expenses.
 569. 16 Of expenditures on account of transports, auxiliary
 vessels, and vessels hired.
 569. 17 Of coal and water received on vessels.
 569. 18 Of deficiencies and irregularities.
 569. 2 Logs and extracts thereof.
 569. 3 Lists of passengers and assignments.
 (Passenger lists and reports, lists of assignments, lists
 and reports of crews, etc.)
 569. 4 Manifests.
 569. 5 Data as to dimensions, size, capacity, etc.
 (Data sheets, dimensions and size, cabin and state-
 room capacity, other passenger capacity, etc.)
 569. 54 Lifeboat capacity.
 569. 56 Cargo and freight capacity.
 569. 57 Draft and scend.
 569. 6 Pictures, plans, descriptions, models, silhouettes, and
 lists of vessels.
 569. 61 Launching and naming.
 (Identification, insignia, markings, painting.)
 569. 7 Sale or other disposition.
 569. 8 Passes and permits.
 569. 9 Stowaways.
- 580 TRANSPORTATION BY AIR.**
- 581 By military aircraft.**
581. 1 Military personnel.
 581. 11 Nonmilitary persons.
 581. 2 Supplies, property, and equipment.
 581. 21 Ammunition and explosives.
- 584 By commercial aircraft.**
584. 1 Passenger.
 584. 2 Freight.

600 BUILDINGS AND GROUNDS.

600. 01 Size of post or station.
 600. 02 Capacity.
 600. 03 Location.
 600. 04 Number.

BUILDING AND GROUNDS—Continued.

- 600. 05 Name or designation; naming.
- 600. 1 Construction and installation.
- 600. 11 Contracts; bids, abstracts, and awards.
- 600. 111 Hire of labor and purchase of material.
- 600. 112 Complaints and protests of bidders and contractors.
- 600. 113 Priority and emergency.
- 600. 12 Projects and programs.
- 600. 13 Plans and specifications.
- 600. 15 Estimates and requisitions.
- 600. 16 Advertisements, bidders' lists, etc.
- 600. 161 Advertisements.
- 600. 1611 Catalogs and circulars.
- 600. 162 Requests for information.
- 600. 163 Lists of constructing officers of Government.
- 600. 164 Lists of bidders.
- 600. 165 Lists of contractors.
- 600. 166 Introductions and credentials of representatives of bidders and contractors.
- 600. 167 Government recommendations and testimonials.
- 600. 168 Use of Government name in advertisements.
- 600. 17 Inspections and supervision.
- 600. 18 Operation, care, and maintenance.
- 600. 2 Equipping. (Subdivide as 600.1, if necessary.)
- 600. 3 Preserving, repairing, painting, whitewashing, cleaning, oiling, and protecting from termites. (Subdivide as 600.1, if necessary.)
- 600. 4 Altering, changing, enlarging, relocating, widening, and modernizing. (Subdivide as 600.1, if necessary.)
- 600. 6 Demolition, salvaging, wrecking, etc. (Subdivide as 600.1, if necessary.)
- 600. 9 Miscellaneous data and statistics regarding posts, reservations, stations as physical geographical entities.
- 600. 91 Observations and reports.
- 600. 911 Historical record of buildings and structures.
- 600. 912 Reports of condition.
- 600. 913 Records and reports of fires and other accidents.
- 600. 914 Reports of progress of work.
- 600. 915 Reports of boiler efficiency and fuel consumption.
- 600. 92 Blueprints, charts, maps, photographs, etc.
- 600. 921 Blueprints, charts, and maps.
- 600. 922 Photographs.

600. 93 Acreages, boundaries, surveys, etc.
 (Metes and bounds.)
600. 931 Acreages, boundaries.
600. 932 Surveys.
600. 94 Miscellaneous data and descriptive matter or historical
 information, and statements and reports of costs.
600. 95 Tests and analyses of soils.
600. 96 Bombproofing, guarding, and protecting.
600. 97 Damage and destruction.
600. 971 By fire.
600. 972 By earthquake, hurricane, storm, tornado, etc.
- 601** **Acquisition of real property or land and ownership.**
601. 01 Deeds, mortgages, titles, and recording.
601. 1 By purchase or condemnation.
601. 2 By gift or donation.
601. 3 By cession or grant.
601. 4 By transfer from other bureaus, departments, and from
 public lands.
601. 5 By licenses and permits.
601. 52 Licenses, permits, and easements (rights of way).
601. 53 Leases and loans.
601. 6 By contract.
- 602** **Disposition of real property or land.**
602. 01 Deeds and titles and recording.
602. 1 Abandonment of buildings, reservations, or structures.
602. 2 Sales of buildings, exchanges, land, structures, etc.
602. 3 Transfers of buildings, land, structures, etc., to other
 departments and states.
602. 4 Applications for purchase of land belonging to United
 States.
602. 5 Return of land to original owners.
602. 6 Restoration of land to public domain.
- 610** **GROUNDS, DRAINAGE.**
- 611 **Driveways, gutters, highways, roads, sidewalks, subways,**
 trails, tunnels, walks, etc.
- 612 **Soil erosion.**
- 614 **Target butts, revetting ranges.**
- 615 **Filling and grading, filling old cisterns and ponds.**
- 616 **Ditching, draining, and excavating.**
616. 1 Ditching and draining.
616. 2 Excavations.
616. 4 Removal of earth, gravel, or sand.
- 617 **Railroads, track scales, and turntables.**
 (Cable roads, electric roads, steam roads, tramways, etc.)

- 618 Grounds.**
618. 1 Drill and parade grounds, fields, etc.
618. 2 Recreation and play grounds.
(Boxing arenas: courts; handball, tennis; fields; baseball, football, polo; golf links, grandstands; stadiums, etc.)
618. 3 Ornamentation, concealment, and camouflage.
618. 32 Ornamentation.
(Fish ponds, grass, landscaping, plants, reflecting pools, shrubs, trees, etc.)
618. 33 Concealment, screening, and camouflage.
(Including fortifications.)
618. 34 Care, cultivation, and preservation of grass, orchards, plants, shrubs, trees, etc.
618. 35 Cutting dead trees, and clearing reservations.
618. 36 Forestry.
618. 38 Seeding and sodding.
- 619 Miscellaneous.**
619. 3 Historic buildings, ruins, sites, structures, memorials, monuments.
619. 4 Parking space for automobiles.
619. 5 Open storage space.
619. 6 Dumps, incinerator pits, burning fields.
- 620 BARRACKS AND QUARTERS.**
- 621 Barracks for enlisted men.**
(Dormitories, squad rooms.)
- 622 Quarters for nurses, hospital stewards.**
- 623 Quarters for noncommissioned officers.**
- 624 Quarters for associations, civilian employees, lodges, postmasters, etc.**
- 625 Quarters for commissioned officers.**
- 626 Lavatories and similar buildings.**
- 627 Detention barracks, guardhouses, and prisons.**
- 628 Housing accommodations for transient personnel.**
(Guest and hostess houses.)
- 630 POST BUILDINGS.**
- 631 Administration, drill, and recreation buildings.**
(Administration buildings, amusement halls, assembly rooms, bowling alleys, chapels, clubhouses, drill halls, gymnasiums, libraries, memorial halls, museum buildings, office buildings, post exchanges, post offices, riding halls, service clubs, schools, skating rinks, swimming pools, theaters, visitors' reception rooms, etc.)

- 632 **Dental offices, dispensaries, hospitals, infirmaries, isolation wards, medical laboratories, mortuaries, operation pavilions, quarantine stations, wards, etc.**
- 633 **Storehouses.**
(Ammunition and armament storehouses, bombsight storehouses, caches, coal boxes and houses, fireproof vaults, ice houses, igloos, issue rooms, magazine depots, ordnance depots, powder depots, root cellars, sheds, storage vaults, storehouses, tanks, tool houses, warehouses, etc.)
- 634 **Hangars, garages, shelters, and stables.**
(Abattoirs, air raid shelters, barns, bombproof shelters, garages, grooming sheds, hangars; harness rooms, pigeon lofts, sheds for vehicles and wagons, silos, stables, veterinary hospitals, washrooms, etc.)
- 635 **Factories, shops, and laboratories (Government).**
(Clothing factories, forging plants (all kinds), gun factories, loading plants, miscellaneous, motor repair, powder factories, printing, repair, salvage, shops, tent and equipage factories, testing and proving plants, wind tunnels, etc.)
- 636 **Bakery, laundry, and utility buildings.**
(Bakeries, kitchens, laundries, lunchrooms, mess halls, mess shelters, etc.)
- 637 **Miscellaneous buildings.**
(Ash and garbage houses, boiler houses, crematory and incinerator buildings, fire houses, gas filling stations, gas houses, greenhouses, mausoleums, morgues, portable houses and outbuildings, pump houses, railroad buildings, railroad stations, railroad waiting rooms.)
- 638 **Station buildings.**
(Aircraft warning stations, meteorological stations, power houses, rooms, stations, radio beacon buildings, radio buildings, telegraph stations, telephone exchanges or stations, transformer houses, etc.)
- 650 **MINOR STRUCTURES.**
- 651 **Buildings at target ranges, indoor rifle ranges, and shooting galleries.**
- 652 **Miscellaneous or temporary buildings at camps, cantonments, maneuvers, and proving grounds.**
- 653 **Auto scales, culverts, service pits, viaducts, and wagon scales.**
- 654 **Arbors, corrals, fences, gates, picket lines, pounds, stockades, and stone walls.**

- 655 **Bandstands, flagpoles, parachute jumping towers, rostrums, settees, and signal masts.**
- 656 **Riding and obstacle courses, hayracks, and wind breakers.**
- 657 **Cesspools, horse dips, manure pits, septic tanks, and water troughs.**
- 658 **Bases, bathhouses, boathouses, chimneys, coal and similar loading trestles, lookout and observation towers, platforms, ramps, scale houses, sentry boxes, smokestacks, tipples, and watch houses.**
- 660 **FORTIFICATIONS.**
660. 1 Foreign.
660. 2 Coast and anti-aircraft defense, and land defense works.
660. 3 Defense sea areas, mine areas.
660. 4 Protective installations.
(Bombproofing, gasproofing, etc.)
- 661 **Field fortifications.**
(Earthworks, entanglements, intrenchments, military field engineering, paradors, redoubts, trenches.)
- 662 **Gun and mortar batteries.**
(Emplacements, turrets and platforms for gun and mortar batteries, mortar beds, etc.)
- 663 **Mine structures.**
(Battle rooms, cable tanks, casemates mining, dormitories, dynamite rooms, loading rooms, magazines, sheds, and storehouses for mines and torpedoes, mine racks, mine wharves, switchboard rooms, etc.)
- 664 **Cable structures.**
(Cable stations, galleries, houses, huts, shelters, tanks, terminals, test rooms, tramways, etc.)
- 665 **Fire control installations.**
665. 01 Reports on, reports and progress.
665. 02 Fire control diagrams.
665. 1 Stations.
665. 11 Field of view from.
665. 12 Protection for.
665. 2 Commanders' and other stations.
(Battery, battle, crows' nest, fire, fog, fort, lookout towers, meteorological, observing, plotting rooms, radio, range-finding, signal, switchboard, tide, wireless, etc.)
- 666 **Searchlight structures.**
(Shelters, towers, etc.)
- 670 **PLANTS AND SYSTEMS.**
(Construction and installation in buildings and grounds.)

- 671 **Water, sewage, and fire prevention.**
671. 1 Water.
 (Aqueducts, cisterns, consumption, filtration and purification plants, meter readings, plumbing systems, pumping plants, reservoirs, tanks, water-distributing systems, water reports, water supply, wells, etc.)
671. 2 Drainage, purification, and sewage.
671. 3 Fire prevention.
 (Sprinkler systems, etc.)
- 673 **Cooling, ice, and refrigerating.**
 (Air conditioning, cold storage plants, ice plants, refrigerating systems, ventilating systems.)
- 674 **Heating.**
 (Central heating plants, electric and steam heating systems, hot-air heating systems, hot-water heating systems, etc.)
- 675 **Lighting and power.**
 (Electric lighting systems, interior and exterior, gas lighting systems, power plants, searchlight plants, etc.)
- 676 **Cable, telegraph, and telephone (installation of systems).**
676. 1 Telephone systems.
676. 2 Telegraph systems.
676. 3 Radio and wireless systems.
676. 4 Cable systems.
676. 5 Loud speaking and public address systems.
676. 9 Miscellaneous.
 (Burglar alarm systems, fire alarm systems, target range communicating systems, etc.)
- 677 **Oil-burning plants and systems.**
- 678 **Gasoline and oil fueling, distributing, and storage systems (pipe lines).**
- 679 **Miscellaneous.**
 (Acid concentration, alcohol, chemical warfare field filling chapels (plants), compressed air, condensing, conduits, distillation, ether, evaporating, gas generating, impregnating, nitrate, planing mills, rock crushing, rock quarry, sawmills, shrinking, sorting, vaporizing, water wheels, windmill plants.)
- 680 **RESERVATIONS.**
680. 1 Location and establishment of, and change in grade.
 (Identifying data and addresses: telegraph station, railroad station, post office, etc.)

Reservations—Continued.

680. 2 Jurisdiction, government, regulations, rules.
(Admission of vehicles, admission of visitors, authority given to display various kinds and sizes of flags, changes or transfers of authority or jurisdiction, Government regulations and rules, guides, hours of opening and closing, protection of wild game and fish, questions as to who has jurisdiction over particular places, as land, property, etc., taking photographs, etc.)
680. 3 Use and occupation.
680. 31 For burial sites, cutting hay, farming, grazing, mining, pasturage.
680. 311 For grazing and pasturage.
680. 312 For burial sites.
680. 313 For mining.
680. 314 For cutting hay and farming.
680. 315 Lumbering, timber cutting.
680. 32 For hospital, religious, and school purposes.
680. 33 For camp grounds, cantonments (military).
680. 34 For offices, quarters.
680. 341 Assignment of rooms in buildings as offices, quarters, etc.
680. 35 For public gatherings such as encampments of veterans, memorial services, etc.
680. 36 By National Guard or Reserves.
680. 37 By civilian military organizations.
680. 4 Leases, licenses, and permits affecting Government property.
680. 41 Leases of Government property to others.
680. 42 Permission granted to individuals.
680. 421 To camp, fish, and hunt.
680. 422 To take moving pictures and photographs.
680. 423 To install motors in buildings.
680. 424 To make surveys or measurements.
680. 425 To land at Government wharves.
680. 426 To land at Government air bases.
680. 43 Licenses for rights of way.
680. 44 Licenses for other purposes.
680. 45 Permission to change inscriptions on headstones or tombstones.
680. 46 Permission to decorate or hold ceremonies at graves.
680. 47 Permission to erect or construct memorials, monuments, tombstones, and vaults.
680. 48 Concessions.
680. 49 Permission to erect buildings.

680. 5 Trespassing, damaging, or destroying Government property on reservations (squatters).
- 681 **Depots.** (Subdivide as 680, if necessary.)
- 682 **Arsenals, armories, and proving grounds.** (Subdivide as 680, if necessary.)
- 683 **Forts, posts, and hospitals.** (Subdivide as 680, if necessary.)
- 684 **Target and bombing ranges.** (Subdivided as 680, if necessary.)
- 685 **Camp, cantonment, maneuver grounds, and camp sites.** (Subdivide as 680, if necessary.)
- 686 **Army air bases and aviation fields.** (Subdivide as 680, if necessary.)
(Auxiliary and emergency landing fields.)
686. 61 Aprons, landing mats, landing strips, ramps, runways, service pits, etc.
686. 62 Boundary and runway lights and markers, compass swinging bases, mooring masts, revetments, and wind indicators.
686. 63 Air traffic control towers.
686. 7 Coast Guard, Marine, and Navy aviation fields.
686. 8 Commercial, municipal and private aviation fields.
686. 9 Foreign aviation fields.
- 687 **Cemeteries, Fields of Honor.** (Subdivide as 680, if necessary.)
- 688 **National battlefields and parks.** (Subdivide as 680, if necessary.)
- 700 MEDICINE, HYGIENE, AND SANITATION.**
700. 1 Laws, philosophy, theory.
700. 2 Essays, lectures, researches, and treatises.
700. 3 Training in medicine, surgery, nursing, clinics, and first aid.
700. 4 Legal medicine, Pharmacopoeia.
700. 5 State or United States control.
700. 6 Medical museums and collections (skeletons).
700. 7 Professional papers.
700. 8 Regulations and rules.
- 701 **Medical attendance.**
(Aliens, cadets, civilians, employees and families, enlisted men and families, foreigners, interned persons, nurses, officers and families, prisoners, etc.)
701. 1 Prescriptions.
701. 2 By civilians.

- 702 Medical examinations.**
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 702. 2 Temperature.
 702. 3 Various kinds of tests.
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 702. 4 Cultures.
 702. 5 Psychological examinations.
 702. 6 Examinations for flying; physical standards, etc.
- 703 Dental treatment.**
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 704. 1 Sick, wounded, and invalid.
 704. 11 Disposition and transfer.
 704. 2 Convalescents.
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 704. 9 Miscellaneous wounds.
- 705 Admission to hospital and patients in hospital.**
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 705. 2 Post hospitals. (Subdivide as 705.1, if necessary.)
 705. 3 Field hospitals. (Subdivide as 705.1, if necessary.)
 705. 4 Sanitariums. (Subdivide as 705.1, if necessary.)
 705. 5 Base hospitals. (Subdivide as 705.1, if necessary.)
 705. 6 Civil hospitals. (Subdivide as 705.1, if necessary.)
 705. 7 Government hospitals. (Subdivide as 705.1, if necessary.)
 (Marine Corps, Naval, Veterans' Administration.)
- 706 Medical histories.**
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- 707 Surgical operations.**
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(Subdivide alphabetically.)

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720. 2

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720. 22

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720. 3

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720. 31

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720. 4

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720. 5

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720. 52

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720. 54

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720. 55

Use of chemicals as a disinfectant.

720. 6

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720. 7

Garbage and waste, disposal.

720. 8

Excreta, disposal.

(Fecal matter, feces, manure, disposition of.)

721

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721. 5

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721. 6

Health reports.

- 722 Disposal of the dead as affecting health.**
 722. 1 Cremation.
 722. 2 Burial.
 722. 3 Embalming.
 722. 4 Disinfection of the dead.
 722. 41 Use of ice.
- 723 Hygiene of the air and ground.**
 723. 1 Air pollution.
 723. 11 Dust.
 723. 12 Smoke.
 723. 13 Noxious gases.
 723. 14 Vegetable trades.
 723. 15 Animal trades.
 723. 2 Ground pollution.
 723. 21 Conditions of soil as affecting health.
 723. 22 Ground in camps, cities, and towns.
 723. 23 Nuisances.
 723. 3 Trench sanitation.
- 724 Ventilation.**
 724. 1 Heating and lighting.
 724. 2 Cleaning.
 724. 21 Vacuum cleaning system.
 724. 3 Temperature.
 724. 4 Sunlight, heat and light; effects.
- 725 Insects, disease-bearing.**
 725. 1 Flies, mosquitoes, and other insects.
 725. 11 Prevention and restriction.
- 726 Hygiene of diseases and diagnosis.**
 726. 1 Genito-urinary, venereal, prostitution, and sex vices.
 726. 2 Occupational.
 726. 3 Transmissible.
 726. 4 Tropical.
 726. 5 Physical training and exercises;
 726. 6 Smoking, the habit of.
- 727 Clothing and personal hygiene.**
 727. 1 Cleanliness of the body.
 727. 2 Bathing facilities.
 727. 3 Feet, care.
 727. 4 Delousing facilities.
- 728 Veterinary sanitation, hippology.** (See also 484.3.)
 728. 1 Infectious and other diseases of domestic animals.
 728. 2 Parasites of animals.
 728. 3 Animal diseases communicable to man.
 728. 4 Care and housing of animals.
 728. 5 Feeding of animals. (See also 484.2.)

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- 728. 6 Transportation of animals.
- 728. 7 Slaughter of animals.
- 729 Miscellaneous.**
- 729. 1 Climate and climatic conditions.
- 729. 2 Germs, organisms, and parasites; destruction and prevention of.
- 729. 3 Protection of life from casualties and accidents; safety programs.
- 729. 31 Safety reports, bulletins, etc.
- 729. 4 Aid to injured.
- 729. 5 Extermination of rats, roaches, rodents, termites, and vermin.

730 SPECIAL PRACTICES AND TREATMENTS; SCHOOLS OF HEALING AND MEDICINE.

(Aviation medicine, bacteriology, chemistry, chiropody, chiropractic, dermatology, first aid, gynecology, homeopathy, neurology, obstetrics, ophthalmology, optometry, ortheopy, osteopathy, pathology, pediatrics, pharmacy, podiatrics, psychiatry, roentgenology, therapeutics, therapy, X-ray.)

740 ANATOMY AND PHYSIOLOGY.

- 740. 1 Breeding.
- 741 Age, blind, blindness, deaf, deafness, hearing, height, vision, weight, etc.
- 742 Blood and circulation.
(Banks, donors, plasma, typing.)
- 743 Nervous system.
- 744 Skin and other parts of the body.

800 RIVERS, HARBORS, AND WATERWAYS.

- 800. 01 Navigability; navigable potentialities.
- 800. 02 Location.
- 800. 03 Number of.
- 800. 04 Names or designations.
- 800. 05 Miscellaneous inquiries.
- 800. 06 Local cooperation.
- 800. 07 Priority.
- 800. 1 Construction or installation.
- 800. 11 Contracts, bids, awards; and abstracts.
- 800. 111 Hire of labor and purchase of material.
- 800. 12 Projects and programs.
- 800. 121 General.
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- 800. 123 Standard.
- 800. 124 Subprojects.

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- 800. 141 Estimates.
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- 800. 21 Rules and regulations.
- 800. 211 Navigation, general.
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- 800. 2112 Speed of vessels.
- 800. 2113 Pilotage.
- 800. 2114 Towing.
- 800. 212 Anchorage.
- 800. 2121 Restricted, proscribed (explosive and seaplane).
- 800. 213 Dumping.
- 800. 214 Logging and rafting.
- 800. 215 Locks and dams.
- 800. 216 Docks, piers, wharves.
- 800. 217 Fishing structures; areas and grounds.
- 800. 218 Hydraulic mining.
- 800. 22 Control of rivers, harbors, and waterways.
- 800. 221 Opening and closing.
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- 800. 223 Title to soil under; beds of.
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- 800. 226 Diversion (for irrigation, navigation improvement and sanitation purposes).
- 800. 2261 Permits and licenses.
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- 800. 33 Plans and specifications.

- 800. 34 Estimates and requisitions.
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- 800. 61 Authority to issue.
- 800. 62 Transfer of.
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- 800. 71 Collisions.
- 800. 72 Fire.
- 800. 73 Earthquakes, floods, hurricanes, ice, storms, tides,
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- 800. 74 Scouring, silting, sedimentation.
- 800. 75 Seepage, rot, and decay.

- Accidents, damage, and deterioration—Con.
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 - 800. 77 Settling of structures, etc.
 - 800. 8 Clearing obstructions to water navigation.
 - 800. 81 Marking.
 - 800. 82 Charting and issuing notices.
 - 800. 83 Anchoring or mooring.
 - 800. 84 Removing.
 - 800. 85 Sinking.
 - 800. 86 Destroying.
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 - 800. 88 Aquatic plant removal.
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 - 800. 911 Maps, charts, and blueprints.
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811 Channels.

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812 Physical characteristics, scientific data, observations and marks.

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- 812. 3 Topographic surveys, bench marks, elevations, survey marks, triangulation stations and data.
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- 812. 5 Sediment and tractive force.
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- 812. 8 Drainage areas; watersheds.
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- 813. 5 Harbor lines, bulkhead lines, pierhead lines.
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- 821. 21 Walls, foundations, floors, sills, etc.
- 821. 22 Gates and machinery.
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- 821. 23 Buildings (operating).
- 821. 24 Power, control and lighting systems.
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