

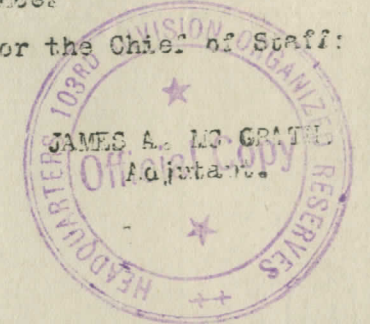
HEADQUARTERS, 103rd DIVISION, UNITED STATES ARMY,
515 Kittredge Building, Denver, Colorado.

July 31, 1924.

Memorandum to Capt. John Finch, Ord-ORG,
251 Quitman Street, Denver, Colorado.

1. We would appreciate your mailing to this office with the least practicable delay your executed oath of office evidencing acceptance of this appointment. If this is impracticable, please forward a letter of acceptance to be followed as soon thereafter as practicable by the oath of office referred to.
2. Please notice that if acceptance or declination is not received here within 35 days from date stamped on blank oath of office, recommendation must be made regarding cancellation because of non-acceptance.

For the Chief of Staff:



WAR DEPARTMENT
The Adjutant General's Office
Washington

In reply AG 201 Finch, John
refer to (7-23-24)Res.

July 23, 1924.

MM-463.

Subject: Appointment in ORC.

A- April 28, 1924.

B- Capt. Ordnance Dep't. Colo. N. G.

Through: Commanding General, Eighth Corps Area.

To: Captain John Finch, Cav-ORC.,
251 Quitman St.,
Denver, Colorado.

1. In view of the fact that you were federally recognized on the date shown after "A" above in the National Guard of the State and in the grade and branch as shown after "B" above, and in order to facilitate your employment in time of national emergency, you have, by direction of the President, been appointed to that grade in the corresponding section of the Officers' Reserve Corps effective this date.

2. A form for oath of office is inclosed herewith for prompt completion and return to the agency from which it was received by you. The execution and return of the required oath of office as indicated constitute a proper acceptance and no other evidence of acceptance is required. You will remain in your present status until you accept this appointment, which action will vacate your present commission in the Officers' Reserve Corps. Upon receipt of the oath of office, properly executed, a commission evidencing this appointment will be mailed to you.

3. If you accept, this appointment will continue in force at the pleasure of the President for the time being for the period during which your Federal recognition as a National Guard officer shall continue in effect and will terminate upon the expiration thereof.

2 years, 5 months twenty-one days

4. You have had no prior active commissioned service in the grade to which appointed or any higher grade.

5. Please note paragraph sixteen of the inclosed memorandum.

By order of the Secretary of War:

Copy to: Chief of Cavalry.
Chief of Ordnance.
Chief, Militia Bureau.

2 Incls.

Form No. 337-R.

Memorandum of Information.

A. B. Summers Jr.
Adjutant General.

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JUL 28 1924

Rec'd A. G. S. C. A. JUL 28 1924

June 16, 1924.

MEMORANDUM OF INFORMATION
concerning
OFFICERS' RESERVE CORPS

1. APPOINTMENTS - LEGAL ELIGIBILITY - The National Defense Act as amended to include September 22, 1922, requires that applicants for appointment in the Officers' Reserve Corps, in time of peace, must be between the ages of twenty-one and sixty years at the time of appointment, and citizens of the United States or the Philippine Islands. In time of war this law provides that except for temporary increased grades for Regular Army Officers, all appointments of officers shall be in the Officers' Reserve Corps (i.e. the Officers' Reserve Corps shall be the source from which officer material shall be drawn). Appointments are made for a period of five years, unless sooner terminated at the discretion of the President.

2. QUALIFICATIONS FOR APPOINTMENT - (a) There are four general methods of determining the qualifications of an applicant for appointment in the Officers' Reserve Corps.

- (1) Examination of his record.
- (2) Attendance at a course of instruction.
- (3) Personal examination.
- (4) Federal recognition as an officer of the National Guard on the active list. (See Par. 14)

The first method applies primarily to former emergency and former or retired Regular Army officers, from whose records qualifications for appointment may be determined. The second method applies to persons qualifying at training camps, to R.O.T.C. graduates, to flying cadets, etc. The third method applies to persons not included in the first and second methods.

(b) All classes of applicants, except National Guard officers, flying cadets, and R.O.T.C. students, should apply through the Corps Area or Department commanders. National Guard officers should apply through the Adjutants General of their States.

(c) An application should be accompanied by a report of the physical examination of the applicant, made preferably by a medical officer of the Army, or of the U.S. Public Health Service, if available, who will conduct the examination without expense to the applicant. If this is not practicable, a reputable private physician may make the examination at the applicant's expense. When practicable, Form 395 A.G.O., which can be obtained from any military post, should be used for the report.

(d) Applicants who are officers or employees of the United States Government or of the District of Columbia will not be appointed except with the consent of the heads of the departments in which employed. Blanket permission to join the Officers' Reserve Corps is granted by the heads of the following named departments and executive agencies:

Smithsonian Institute
Federal Trade Commission
U.S. Employees Compensation Commission
U.S. Railroad Administration
U.S. Interstate Commerce Commission
U.S. Civil Service Commission
U.S. Tariff Commission

U.S. Bureau of Efficiency
International Boundary Commission,
U.S. and Canada
Veterans' Bureau
Department of State
Department of the Treasury
Department of Justice

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Department of the Navy
Department of the Interior (except
scientific and technical men other
than Geological survey)
Government Printing Office
War Department

(e) INFANTRY, CAVALRY, FIELD ARTILLERY, COAST ARTILLERY and AIR SERVICE - Appointments in these sections of former officers are limited under the National Defense Act as amended to an equal or lower grade than that held while in service, and such appointments are made under method (a) (1). Original appointments in these sections, made under methods (a) (2) and (3), are limited by law to the grade of second lieutenant.

(f) NATURALIZATION - The fact that a person has served in the Army of the United States as an officer or an enlisted man and has received an honorable discharge, does not of itself make him a citizen of the United States if he is foreign born. Such a person must furnish documentary evidence of his United States citizenship before he can be appointed in the Officers' Reserve Corps.

3. PROMOTIONS and TRANSFERS - These will be made as provided in the regulations. Applications in this connection should be submitted to the Corps Area or Department commander.

4. RELATIVE RANK IN GRADE - The National Defense Act, as amended, provides, concerning rank of officers, as follows:

"Unless special assignment is made by the President under the provisions of the one hundred and nineteenth article of war, all officers in the active service of the United States in any grade shall take rank according to date, which in the case of an officer of the Regular Army is that stated in his commission or letter of appointment, and in the case of a Reserve officer or an officer of the National Guard called into the service of the United States, shall precede that on which he is placed on active duty by a period equal to the total length of active service which he may have performed in the grade in which called or any higher grade. When dates of rank are the same, precedence shall be determined by length of active commissioned service in the Army. When length of such service is the same, officers of the Regular Army shall take rank among themselves according to their places on the promotion list, preceding Reserve and National Guard officers of the same date of rank and length of service, who shall take rank among themselves according to age."

Service in the Officers' Reserve Corps in inactive status cannot, under the law, be credited in determining relative rank.

5. HOME STUDY AND MILITARY SOCIETIES - To qualify for active service requires preparation and study on the part of Reserve officers. The following aids to such individual effort are available:

(a) CORRESPONDENCE COURSES - Have been prepared by most of the Branches. These courses and many of the publications used as texts are furnished without charge. Corps Area and Department Commanders will supply full information concerning the correspondence courses upon request.

(b) MILITARY SOCIETIES AND THEIR PUBLICATIONS - To enable Reserve officers to keep informed of current military events, and to keep in touch with latest developments, pending the issue of definite instructions by the War Department, they are encouraged to join the Association of Officers of their arm and subscribe to its journal. "The Infantry Journal", The U.S. Infantry Association; "The Cavalry Journal", The U.S. Cavalry Association; "The Field Artillery Journal", The U.S. Field Artillery Association, 1624 H Street, N.W., Washington, D.C.; "The Quartermaster Review", 1624 H Street; "The Military Engineer", The Society of American Military Engineers, 322 Mills Building; "The U.S. Air Service", Army and Navy Air Service Association, Star Building; "The Military Surgeon", published by the Association of Military Surgeons of the U.S., Army Medical Museum; "The Military Dental Journal", published by the Association of Military Dental Surgeons of the U.S., 1801 16th St., N.W., all the above published at Washington, D.C., by the respective Societies and Associations named above; "The Medical Bulletin", published at the Medical Field Service School, Carlisle Barracks, Pa., "The Coast Artillery Journal", published at Fort Monroe, Va., and "Army Ordnance", published by the Army Ordnance Association, Room 410 Munsey Bldg., Washington, D.C., contain information of value and of interest to all officers of the particular arm concerned and also contain matter of special interest to Reserve officers. Most of them have a special department for the instruction of Reserve officers.

(c) PUBLICATIONS BY CHIEFS OF BRANCHES - The Field Artillery School at Fort Sill, Oklahoma, The U.S. Signal Corps, Washington, D.C., the office of the Chief of Finance, and the Chemical Warfare Service, Edgewood, Maryland, issue mimeographed or printed bulletins from time to time, which are mailed to officers of their respective sections and if these have not been received and are desired, will be supplied on application.

(d) WAR DEPARTMENT PUBLICATIONS - The War Department cannot at the present time, on account of lack of funds, undertake to furnish Reserve officers with publications other than those supplied with correspondence courses. The Superintendent of Documents, Government Printing Office, Washington, D.C., issues a price-list of official military publications from time to time, which may be procured upon request. These publications are sold for the cost of printing and will assist the Reserve officer to keep abreast of the latest military thought.

6. ACTIVE DUTY - WHEN CONSENT IS REQUIRED - PAY and ALLOTANCES - The President may order a Reserve Corps officer to active duty with any of the military forces of the United States at any time for any period; but except in time of a national emergency expressly declared by Congress, no Reserve officer shall be employed on active duty for more than fifteen days in any one calendar year without his consent. The Act approved June 10, 1922, provides base pay while on active duty as: Second Lieutenant, \$1500; First Lieutenant, \$2000; Captain, \$2400; Major, \$3000; Lieutenant Colonel, \$3500; Colonel, \$4000; with a five percent increase for each three year period of service. In computing the increase of pay for each period of three years' service, such officers shall be credited with full time for all periods during which they have held

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commissions as officers of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, or in the organized Militia prior to July 1, 1916, or in the National Guard, or in the Naval Militia, or in the National Naval Volunteers, or in the Naval Reserve Force or Marine Corps Reserve Force, when confirmed in grade and qualified for all general service, with full time for all periods during which they have performed active duty under Reserve commissions, and with one-half time for all other periods during which they have held Reserve commissions. Allowances while on active duty will be at the rate for the corresponding grade in the Regular Army under similar circumstances. Mileage at the prescribed rate from homes to first stations and from last stations to home is authorized, except that the Army Appropriation Acts for the fiscal years July 1, 1923-June 30, 1924, and July 1, 1924, to June 30, 1925, limit to four cents per mile, the mileage for Reserve officers ordered for fifteen day training periods, or if Quartermaster transportation is secured, to that transportation plus one cent permile traveled. The Comptroller General has decided that transportation for dependents from home to first station and from last station to home is not authorized (W.D. Cir. 98, 1922). Concerning rental allowances an act approved May 31, 1924, provides in part as follows:

"Except as otherwise provided in the fourth paragraph of this section, each commissioned officer below the grade of brigadier general or its equivalent, in any of the services mentioned in the title of this Act, while either on active duty or entitled to active duty pay shall be entitled at all times to a money allowance for rental of quarters."

Paragraph 4 of that section reads:

"No rental allowance shall accrue to an officer, having no dependants, while he is on field or sea duty, nor while an officer with or without dependents is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank or a less number of rooms in any particular case wherein, in the judgment of competent superior authority of the service concerned, a less number of rooms would be adequate for the occupancy of the officer and his dependents."

The law provides that a Reserve officer who shall become entitled for a continuous period of less than one month to Federal pay for active duty shall receive such pay for each day of such period; and the thirty-first day of a calendar month shall not be excluded from the computation. The pay of a Reserve officer when ordered to active duty begins on the date on which he starts to obey his order. Payment of pay and allowances, including pay and mileage for his return home, may be paid to a Reserve officer prior to his departure from the camp or other place at which such service is performed. There is no provision for pay while in inactive status. A Reserve officer of the Army is not entitled by law to retirement or retired pay.

An act approved June 3, 1924, provides in part:

"That *****; members of the officers' reserve corps and of the enlisted reserve corps of the Army injured in line of duty while on active duty under proper orders; persons hereinbefore described who may now be undergoing hospital treatment for injuries so sustained shall be entitled, under such regulations as the President may prescribe, to medical and hospital treatment at Government expense, and to a continuation of the pay and allowance whether in money or in kind, they were receiving at the time of such injuries, until they are fit for transportation to their homes, and upon termination of such medical and hospital treatment shall be entitled to transportation to their homes at Government expense, ***** And members of the officers' reserve corps and enlisted reserve corps injured while voluntarily participating in aerial flights in Government-owned aircraft by proper authority as an incident to their military training, shall, under regulations prescribed as aforesaid, be entitled, from the date such injury was sustained, to the same medical and hospital treatment at Government expense, pay and allowances, and transportation to their homes, as if such injury had occurred while on active duty under proper orders. Any person hereinbefore described, injured as aforesaid, who shall remain disabled for more than six months, shall, during the period of disability in excess of six months and until fit for transportation to his home, be entitled to medical and hospital treatment and to subsistence at Government expense, and when fit for transportation shall be entitled to transportation to his home at Government expense, but shall not during such period in excess of six months be entitled to other compensation. Any expenditures heretofore made by the Government in caring for persons injured under the conditions specified herein are here validated. ***** If the death of any person mentioned herein occurs while he is undergoing the training or medical and hospital treatment contemplated in this section, the United States shall pay for burial expenses and the return of the body to his home a sum not to exceed \$100, as may be fixed in regulations prescribed by the President."

7. ACTIVE DUTY - WHO MAY BE ORDERED - The following classes of Reserve officers may be ordered to active duty:

(a) Any Reserve officer for a period not to exceed fifteen days. During the fiscal year 1925 (up to July 1, 1925), this will comprise those officers selected for training for fifteen day period or less. Application therefor should be addressed to the corps area commander.

(b) Such officers as may be detailed for courses of instruction in the general or special service schools of the Army.

(c) Such officers as may be detailed for duty as instructors in civilian military training camps appropriated for in the appropriation Act for the support of the Army for the fiscal year ending June 30, 1925.

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(d) Such officers as may be detailed for duty with the tactical units of the Air Service.

(e) Such officers as may be detailed for duty with the War Department General Staff.

The number of officers who will be ordered to active duty during the ensuing fiscal year will be limited owing to the fact that the appropriation for this purpose cannot be exceeded.

8. ACTIVE DUTY - CONSENT ESSENTIAL - PHYSICAL EXAMINATION REQUIRED. - In no event will any Reserve officer be ordered to active duty for training prior to July 1, 1925, without his consent. The required physical examinations will be made in all cases regardless of the period for which called to active duty.

9. INACTIVE STATUS TRAINING - TARGET PRACTICE, ETC. - Reserve officers in inactive status may be assigned by corps area and department commanders to organizations or establishments of the Regular Army for instruction, target practice, field exercise, et cetera, at their own request, but without pay. All proper steps will be taken to reduce to a minimum the expense of officers who seek training at their own expense. Reserve officers also may be attached to units of the National Guard for target practice provided the state authorities consent and instruction and firing can be arranged conveniently. Application for assignment under this authority should be made to the corps area or department commander, under whose jurisdiction permanent address is maintained. For Reserve officers desiring to engage in target practice appropriate allowance of ammunition will be made. For detailed information on this subject the corps area commander should be consulted.

10. UNIFORMS AND EQUIPMENT - PURCHASE THEREOF - SALES OF SUBSISTENCE TO INACTIVE RESERVE OFFICERS NOT AUTHORIZED - Reserve officers must provide themselves with field uniforms with proper insignia, for use when ordered to active duty. Other than clothing, everything needed by such officers will be issued when ordered to active duty, except such articles as they may have previously purchased from the War Department. G.O. No. 7, W.D., February 10, 1921, provides that Reserve officers not on active duty, after proper identification may purchase in such quantities as would be required by them when called into active Federal service, and at such places as may be designated in orders or from sales stores or other points of supply in the department or corps area in which they reside, necessary uniforms, accouterments and equipment at the same prices at which such articles are furnished to officers of the Regular Army. When in doubt as to the nearest point of supply, application should be directed to the Corps Area or Department Commander. Sales of subsistence stores are not authorized to Reserve officers on the inactive list.

11. UNIFORM AND INSIGNIA - WEARING OF - The uniform and insignia prescribed for officers of the Officers' Reserve Corps are identical with those prescribed for officers of the Regular Army. The superimposed "R" is not

longer worn. Officers holding commissions in sections for which no insignia are prescribed, will wear a cut out coat-of-arms of the United States $\frac{3}{4}$ inch in height, within a ring having a diameter of 1 inch.

(a) Reserve officers not members of the Regular Army or National Guard, not on active duty and within the United States or its possessions, may wear the uniform on occasions of military ceremony, at social functions of a military character, at informal gatherings of the same character, and when engaged in the military instruction of a cadet corps or similar organization, or when responsible for the military discipline at an educational institution. Such Reserve officers may also wear the uniform when attached to an organization for target practice, when visiting a military station for participation in military drills or exercises, or when assembled for the purpose of instruction.

(b) Reserve officers not on active duty, and outside of the United States or its possessions will not, except when granted authority, wear the uniform. Such officers, on occasions of military ceremony or other military functions, may, upon reporting to the nearest military attache and having their status accredited, be granted authority to appear in uniform.

(c) Field clerks, warrant officers, and enlisted men of the Regular Army who hold commissions in the Officers' Reserve Corps, may wear the uniform of their grade in the Officers' Reserve Corps as follows:

(1) When undergoing voluntary training designed for Reserve officers which they have been authorized to take by their department or corps area commanders, and in going to and returning from this training.

(2) When attending meetings or functions of associations formed for military purposes whose membership is composed largely or entirely of officers of the Army of the United States or former members of the service.

The uniform of the Reserve grade will not be worn by field clerks, warrant officers and enlisted men of the Regular Army in an office of the Military Establishment, or at places where they would come into contact with troops of the Regular Army, or of the National Guard when called into Federal service, except when the wearer is on active duty as a Reserve officer, or as is otherwise authorized in this paragraph.

(d) The rules stated above will apply also to warrant officers and enlisted men of the National Guard holding Reserve commissions and not on active duty as Reserve officers, when the National Guard is called into the service of the United States; but when the National Guard is acting as a State force these individuals may wear the uniform of their Reserve rank as prescribed in (a) above when not actually on duty with the National Guard, except at places where, or on occasions when, the wearer would come into contact with other members of uniformed troops of the National Guard of his State.

12. LAPEL BUTTON - A lapel button for optional wear on civilian clothes only, by members of the Officers' Reserve Corps has been approved. The specifications are as follows: A circular button of gold or gilt $\frac{1}{2}$ inch in diameter with face enameled in the color of the facings of the

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arm or corps; surrounded by a narrow circle of gold or gilt and with the letters "U.S.R." in the center. These letters to be in gold or gilt when there is but one color in the facings; when there are two colors, the letters will be in the color of the piping or second color. The button will be green for officers commissioned in a section for which no color is provided, and it will be gold, with letters in relief, for general officers. These buttons will not be furnished by the War Department but may be obtained from dealers in military goods. The design of these buttons will conform to the drawings in the office of the Quartermaster General.

13. ABSENCE FROM THE UNITED STATES - Any officer of the Reserve Corps desiring to leave the limits of the United States for a period of more than thirty days will notify The Adjutant General, through military channels, of the place, approximate date, and probable duration of his travel or temporary residence abroad. Former restrictions on duration of foreign residence or travel have been removed. Any such officer will keep The Adjutant General informed of his correct address and will promptly report return to the United States, giving his permanent address. It is desirable that any such officer report his presence and address in any foreign country to the nearest United States Military Attache. The War Department has made arrangements with the Ministry of Public Works, France, whereby Reserve officers who come to France and who desire to perfect themselves in French may be referred to suitable French families where they can be boarded and lodged, partake of the family life, and rapidly learn French under favorable and economical conditions. Any Reserve officer interested should write directly to the "Office National de Tourisme", 17 rue de Surenne, Paris.

14. NATIONAL GUARD - HOLDING COMMISSION THEREIN BY RESERVE OFFICER - The amendment approved September 22, 1922, to the National Defense Act, provides in part as follows:

"Any person commissioned in the National Guard and recognized as a National Guard officer by the Secretary of War, may upon his own application, be appointed as a Reserve officer in the grade held by him in the National Guard."

The word "commissioned" in the amendment quoted above is applied to any person who holds a federally recognized commission on the active list of the National Guard, at date of appointment in the Officers' Reserve Corps.

(a) Section 38, National Defense Act as amended June 6, 1924, provides in part:

"Officers of the National Guard federally recognized as such under the provisions of this Act, who are appointed Reserve officers under the provisions of Section 37 of this Act, shall be appointed for the period during which such recognition shall continue in effect and terminating at the expiration thereof in lieu of the five-year period hereinbefore prescribed, and in time of peace shall be governed by such special regulations appropriate for this class of Reserve officers as the Secretary of War may prescribe."

15. RESIGNATION - Reserve officers may submit, by letter, through military channels to The Adjutant General, stating their reasons therefor, resignations from their commissions at any time, but the acceptance of same is at the discretion of the President. It is urged that all Reserve officers remain in the Officers' Reserve Corps until the system and policy under the re-organization law shall have been worked out, when they will be in a better position to determine whether their commissions will seriously interfere with their civil vocations or other matters.

16. ADDRESS - NOTICE OF CHANGE - SIGNATURE - Notice of each change of permanent address should be sent promptly through military channels, including in all cases the corps area or department commander, to The Adjutant General of the Army. A.G.O. Form 649-R is provided for this purpose. If a communication is received from the War Department incorrectly addressed, attention should be called to that fact. In all military correspondence it is essential that the name be spelled out in full, special attention being paid to legibility, and that the grade and section in the Officers' Reserve Corps be indicated, and that autographic signature be affixed.

17. VALIDITY - Any instructions contained herein which come in conflict with regulations as issued from time to time will be superseded by such regulations.

18. CONCLUSION - COMMENTS INVITED - In conclusion, attention is invited to the fact that each Reserve officer is an officer of the Army of the United States and has an interest in it. Any comments, suggestions, or plans for the advancement of the Organized Reserves, or any other component of the Army, will be welcomed as a valuable aid in the development of the Military Establishment to the end that it may better serve its purpose in the scheme of National Defense.

ROBERT C. DAVIS,

Major General,
The Adjutant General.

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