

3 March, 1941.

CIRCULAR LETTER NO. 437

From: The Major General Commandant.

To: All Officers.

Subject: Payment of commands, questions relating thereto.

1. Correspondence is frequently addressed to this Headquarters involving the method of payment to personnel. Matters of this nature arising in shore based detachments should first be referred to the paymaster at the post or of the pay area in which the command or detachment is located.

2. Questions concerning method of payment should not be referred to this Headquarters unless adjustments cannot be made as indicated above.

T. HOLCOMB.

12 March, 1941.

CIRCULAR LETTER NO. 439

From: The Major General Commandant.

To: All Officers.

Subject: Caution to be exercised in the use of AerVoid Vacuum food containers.

1. Foods and beverages must not be placed directly in the outer shell of AerVoid Vacuum Food Containers. The aluminum food pans, furnished with each container, or some other suitable insert must be used in all cases.

2. The outer container is cadmium plated inside and out. Cadmium plating will stand the abuse of field service much better than will tin plating, but it has the disadvantage that it dissolves in some foods and beverages in sufficient amounts to produce toxic effects. A report from the field states, "There have been two instances where lemonade has been placed into the outside container (Food Carrier) and resulted in a food poisoning typified by collapse, vomiting and intestinal cramping."

3. The manufacturer is making up small plates bearing the following caution:

CAUTION

Food must be placed in food pans.

Dangerous to put food in carrier without pans.

These plates will be furnished without requisition, two for each container. One should be soldered to the cover and one to the body of each container in a conspicuous place.

4. All Commanding Officers are directed to issue appropriate instructions to using personnel.

T. HOLCOMB.

12 March, 1941.

CIRCULAR LETTER NO. 440

From: The Major General Commandant.

To: All Officers.

Subject: Misconduct of soldiers, sailors and marines traveling on railroads.

1. This Headquarters has received a letter from Interterritorial Military Committee of Chicago, Illinois. This letter is quoted in part: "Just as during

the World War when a large number of men were inducted into the military service, a great many complaints are now being received from the traveling public as to the conduct of the men when traveling in comparatively small groups in regular train service. The men frequently are intoxicated for the entire trip. They molest women and children on trains and make themselves obnoxious generally. . . . Their actions are producing a very bad impression in the minds of the public of the discipline in the military branches . . . The railroads dislike to bring this matter so forcibly to your attention, but they have been faced with so many complaints and there has been so much damage to equipment, that it seemed to be our duty in protection of the interests of the military branches to have something done to correct the situation."

2. No particular instance of misconduct is mentioned.

3. Commanding officers will thoroughly instruct all marines relative to the proper deportment required of them when traveling on trains and other conveyances, with warning that those guilty of misconduct are subject to disciplinary action. This instruction in the case of a single traveler may be oral, but in the case of a man who is in charge of a party written instructions will be issued.

T. HOLCOMB.

18 March, 1941.

CIRCULAR LETTER NO. 442

From: The Major General Commandant.

To: All Officers.

Subject: Authority for commanding officer of any division, aircraft group, or battalion of the Fleet Marine Force, U. S. Marine Corps, to convene summary courts martial and deck courts.

1. The following letter from the Secretary of the Navy to the Major General Commandant is quoted for the information and guidance of all concerned:

"Office of the Secretary

File A17-11(1)/A17-21(410304)

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DEPARTMENT OF THE NAVY
Washington, D. C.

March 13, 1941.

From: The Secretary of the Navy.

To: The Major Commandant.

Subject: Authority to convene summary courts martial and deck courts.

Reference: (a) Letter of the Major General Commandant, 1400-7—over AB-fjm, dated March 4, 1941, to the Judge Advocate General of the Navy.

1. Pursuant to the authority vested in me by provisions of the U. S. Code, Title 34, Section 1200, Article 26, (Act of August 29, 1916, Chap. 417; 39 Stat. 586), the commanding officer of any division, aircraft group, or battalion of the Fleet Marine Force, U. S. Marine Corps, is hereby authorized to convene summary courts martial and deck courts for the trial of enlisted men in the naval service under his command.

FORRESTAL

Acting"

T. HOLCOMB.

18 March, 1941.

CIRCULAR LETTER NO. 443

From: The Major General Commandant.

To: All Officers.

Subject: Elimination of distinction between regular and reserve personnel.

1. The reserve designation of reserve officers and enlisted men on active duty will be eliminated in intra-post and intra-organization bulletins, rosters, and correspondence where the regular or reserve status of the individual is not involved.

2. The reserve designation of reserve officers and enlisted men will be maintained in payrolls, muster rolls, clothing accounts and in correspondence dealing with the official status of the individual.

3. This letter shall be effective from date of receipt.

T. HOI.COMB.

19 March, 1941.

CIRCULAR LETTER NO. 444

From: The Major General Commandant.

To: All Officers.

Subject: Entry of home address and legal residence on forms DSS-166 and enlistment contract.

References: (a) MGC. cir. let. No. 392, 2 Oct. 1940.

(b) MGC. cir. let. No. 387, 16 Sept. 1940.

1. When forms D.S.S. 166 is made out as directed in paragraph 3 of reference (a) the home address entered thereon must be the same as shown on the registration card if the individual concerned has registered under the Selective Training and Service Act of 1940, regardless of any change of address between the time of registration and time of entry into the Marine Corps, in order that the proper Local Board may receive credit.

2. The "legal residence" entered on enlistment contracts, as directed in reference (b), will be the legal residence claimed by the applicant for enlistment at the time of application.

A. A. VANDEGRIFT, Acting.

20 March, 1941.

CIRCULAR LETTER NO. 445

From: The Major General Commandant.

To: All Officers.

Subject: Tables of Organization, Distribution of.

Reference: (a) Par. 1, MGC cir. let. No. 366, 26 June, 1940.

Enclosure: (A) Distribution list of Tables of Organization.

1. The distribution of the Tables of Organization to individual officers has been discontinued. Attention is invited to reference (a).

2. Hereafter Tables of Organization will be distributed in accordance with the distribution list attached.

3. The Commanding Officers of all activities are directed to procure from

individual officers under their command sufficient copies of Tables of Organization to meet the allowances prescribed for their particular unit.

4. In view of the early distribution of new Tables of Organization, and the limited supply of present tables, requests for the latter should not be submitted.

A. A. VANDEGRIFT, Acting.

25 March, 1941.

CIRCULAR LETTER NO. 447

From: The Major General Commandant.

To: All Officers, Regular and Reserve.

Subject: Discharges of men who were enlisted in Class III (c), Marine Corps Reserve, subsequent to 6 Feb. 1941, and assigned to active duty immediately.

Reference: (a) MGC's Cir. Let. No. 418 dated 30 Dec. 1940.

1. Effective on receipt of this letter the procedure for effecting the discharge of enlisted reservists for any reason other than (a) expiration of enlistment or extension thereof, or (b) Bad Conduct outlined in (1) and (2) of paragraph 3 of reference (a) is modified as to subject men as follows:

(1) Examine the service record to determine the place where the man was accepted for enlistment. This is found on page one of the service record book.

(2) Issue travel orders to such place.

2. Appropriate references to this circular letter will be made on all copies of reference (a).

A. A. VANDEGRIFT, Acting.

27 March, 1941.

CIRCULAR LETTER NO. 448

From: The Major General Commandant.

To: All Officers.

Subject: Change in Marine Corps Manual: Physical examination of Reservists ordered to active duty.

1. The following change in the Marine Corps Manual has been approved: Article 13-101—delete the present subparagraph (4) (a), and substitute in lieu thereof:

“(a) A Marine Corps Reserve officer is required to take a physical examination prior to or as soon as practicable after reporting for active or training duty, with or without pay, and to be found physically qualified to perform active duty appropriate to his rank and class. If not physically qualified, he shall be returned to an inactive status.”

T. HOLCOMB.

2 April, 1941.

CIRCULAR LETTER NO. 449

From: The Major General Commandant.

To: All Officers.

Subject: Payment of death gratuity in cases of officers and enlisted men of the Marine Corps Reserve.

Reference: (a) Public Law 16, 77th Congress, approved 17 March, 1941.

1. The Act of 17 March, 1941 amends the Act of 27 August, 1940, section 4 of which is quoted in Circular Letter No. 405, paragraph 7, in that payment of death gratuity is extended to cases of officers and enlisted men of the Marine Corps Reserve who are ordered to active duty in excess of thirty days and who die of wounds or disease while so employed.

2. A beneficiary slip, Form NMC502, shall be accomplished for each officer and enlisted man of the Marine Corps Reserve who reports for active or training duty, and for each officer and enlisted man now on active duty who has not previously executed a beneficiary slip.

T. HOLCOMB.

8 April, 1941.

CIRCULAR LETTER NO. 451

From: The Major General Commandant.

To: All Officers.

Subject: Application of marriage provisions of General Order No. 117 in cases of officers of Marine Corps Reserve appointed in regular Marine Corps under Naval Aviation Personnel Act of 1940.

Reference: (a) Sec. Nav. ltr. to All Ships and Stations, dated 27 Aug. 1940, Sec. Nav. file MB/P-14-2 (400827).

1. Paragraph 1(b) of General Order No. 117, provides that in case any officer commissioned in the Navy or Marine Corps, serving under a revocable commission, marries within two years of his original commission, such marriage will be considered cause for the revocation of his commission.

2. The Secretary of the Navy, in par 2(f) of reference (a) has stated, in effect, that the marriage provision above referred to is not applicable to former Reserve Officers appointed in the grade of captain and above in the regular Marine Corps under the Naval Aviation Personnel Act of 1940, and that in the cases of former Reserve officers appointed in the grades of first and second lieutenant in the regular Marine Corps under that Act the phrase "marriage within two years subsequent to original commission" shall be interpreted to mean two years from the date of entering upon active duty undergoing training as aviation cadets.

T. HOLCOMB.

11 April, 1941.

CIRCULAR LETTER NO. 452

From: The Major General Commandant.

To: All Officers.

Subject: Fleet Marine Officer, United States Fleet.

1. A marine officer has been assigned as Fleet Marine Officer on the staff of the Commander-in-Chief, United States Fleet.

2. The flag allowance of the Commander-in-Chief, United States Fleet, U.S.S. **Pennsylvania**, has been increased by one lieutenant colonel.

T. HOLCOMB.

14 April, 1941.

CIRCULAR LETTER NO. 453**From:** The Major General Commandant.**To:** All Officers.**Subject:** Disposition of Reservists found physically unfit upon reporting for active duty.

1. If a reservist who has been called to active duty is found, upon reporting at a post, to be physically unfit, the commanding officer will transfer him to the place where he was put on active duty and direct that, upon arrival at such place, the man resume an inactive status.

2. The commanding officer will immediately inform the Major General Commandant of the action taken, and indicate the Reserve District to which the man is returned.

3. When the Bureau of Medicine and Surgery acts on the medical officer's finding of unfitness (Form Y), Headquarters will inform the district commander thereof.

4. This does not apply to Class III (c) reservists enlisted after 6 February 1941 and assigned to active duty immediately.

T. HOLCOMB.

14 April, 1941.

CIRCULAR LETTER NO. 454**From:** The Major General Commandant.**To:** All Officers.**Subject:** Checkage of pay for Government property lost, destroyed or damaged due to negligence or fault of individual.**Reference:** (a) JAG op 00/L10-5(391202)K, approved by Sec. Navy 10 Jan. 1941.

1. Checkage of pay of persons in the Marine Corps, other than accountable officers, for the value of Government property lost, destroyed, or damaged through negligence or other fault of the individual will not hereafter be made, unless the individual concerned consents in writing to the checkage.

2. The foregoing does not affect the liability of the individual concerned to disciplinary action in proper cases for the loss, damage or destruction of Government property. However, when an individual acknowledges responsibility and consents to checkage, this fact will be taken into consideration in determining disciplinary action.

3. Appropriate changes in the Marine Corps Manual will be made at a later date.

T. HOLCOMB.

28 April, 1941.

CIRCULAR LETTER NO. 457**From:** The Major General Commandant.**To:** All Officers, Regular and Reserve.**Subject:** Method of discharging enlisted reservists on active duty.**References:** (a) MGC circ. let. No. 418, 30 Dec. 1940.

(b) MGC circ. let. No. 447, 24 Mar. 1941.

1. Circular Letters Nos. 418 and 447 are cancelled.
2. As shown in detail in Article 13-20, Marine Corps Manual, enlisted men of the Marine Corps Reserve comprise the following classes:

Fleet Marine Corps Reserve—

- Class I (b) 16-year transferred men.
- Class I (c) 20-year transferred men.
- Class I (d) 20-year transferred men.
- Class I (e) \$20-a-year men, assigned at end of regular enlistment, or enlisted in Reserve after 4 years' regular service.

Organized Marine Corps Reserve—

- Class II (b) Members of organized units.

Volunteer Marine Corps Reserve—

- Class III (b) Trained men not otherwise assigned.
- Class III (c) Untrained men not otherwise assigned.
- Class III (d) Men enlisted for training as platoon leaders or aviation cadets.

3. Transferred members of the Fleet Marine Corps Reserve, Class I (b, c, and d), are ordinarily not discharged but are placed on the retired list when they acquire sufficient service or become physically disqualified prior thereto. If discharged, the discharges are at their own request and they are not entitled to travel allowance or to transportation in kind.

4. (a) Enlisted reservists discharged upon expiration of enlistment are entitled to the same travel allowances as members of the regular service so discharged, except that such allowances are payable to the places of assignment to active duty. (20 Comp. Gen. 1)

4. (b) In the case of members of the Organized Reserve who had less than 6 months to serve when placed on active duty, and who do not intend to re-enlist or extend their enlistments, the commanding officer will issue travel orders to the place of assignment to active duty.

5. Enlisted reservists discharged in order to accept appointment as an aviation cadet, warrant officer or commissioned officer are not entitled to travel pay or to transportation in kind.

6. In effecting the discharge of an enlisted reservist for any reason, other than expiration of enlistment, to accept an appointment, or for reasons stated in paragraph 10 of these instructions, commanding officers will:

(a) Issue travel orders to the place where the man was assigned to active duty.

Exception: A Class III (c) reservist who was enlisted after 6 Feb. 1941 and immediately placed on active duty will be issued travel orders to the place where he was accepted for enlistment.

(b) Include in the orders directions that on arrival at destination the reservist is relieved of all active duty and will assume inactive status until receipt of discharge certificate.

(c) Make out and mail the discharge certificate to the reservist's forwarding address.

7. In ordering reservists to active duty several types of orders have been used, with variations as to the place where the men were assigned to active duty; from which place the reservists were initially entitled to transportation, and to which place they are entitled to transportation in kind when discharged as provided in preceding paragraph. These types of orders and the places to which assigned to active duty are:

(a) Orders to a unit of the Organized Reserve to move from its home station to a given destination. Place of assignment to active duty: home station of unit.

(b) Orders to a Fleet or Volunteer reservist directing him (1) to proceed at his own expense for physical examination from his home to an intermediate point where, upon being found physically qualified, he was (2) assigned to active duty and (3) ordered to proceed to a given destination to report for duty. Place assigned to active duty: the intermediate point.

(c) Orders to a Fleet or Volunteer reservist directing him (1) to be physically examined in his home town where, upon being found physically qualified, he was (2) assigned to active duty and (3) ordered to proceed to a given destination to report for duty. Place assigned to active duty: his home.

(d) Orders to a Fleet or Volunteer reservist (1) assigning him to active duty at his home and directing him (2) (a) to appear at the same place for physical examination where, upon being found physically qualified, he was (3) ordered to proceed to a given destination to report for duty. Place assigned to active duty: his home.

(e) Orders to Volunteer reservists Class III (e) who were enlisted subsequent to 6 February 1941 and placed on active duty immediately. Place assigned to active duty: place where accepted for enlistment. (This can be found on page 1 of the man's service-record book.)

8. When a reservist first reports at a station for active duty the commanding officer will make an entry in the service-record book under the heading "Professional and conduct record" showing the place and date the man was assigned to active duty as described in paragraph 7 above. Such place and date can be determined from an examination of the man's orders and in some cases from an examination of the health record if assignment to active duty was made contingent upon being found physically qualified at a particular place. In the cases of Class III (e) reservists enlisted subsequent to 6 February 1941 recruiting officers will exercise care to make proper entry in service-record book as to place the man was **accepted for enlistment**.

9. The provision of paragraphs 6, 7 and 8 above, are intended to govern the case of enlisted reservists who are honorably discharged while on active duty but who are not entitled to travel allowance at the rate of five cents a mile (Comp. Gen. decision B-14980, 14 Mar. 1941), although enlisted men of the regular Marine Corps would be entitled to such allowance under the same conditions. It is not intended that reservists who are discharged under conditions that would not entitle a man in the regular service to travel allowance be transferred in this manner. (See art. 25-182, MCM.)

10. Reservists who are discharged under conditions which would not entitle a man in the regular service to travel allowance will be discharged at the post. They are entitled to discharge gratuity as provided in article 25-106, Marine Corps Manual.

11. The Provisions of articles 3-30 and 15-23, Marine Corps Manual, governing the recovery of uniform clothing and the issue of civilian clothing are applicable to reservists discharged while on active duty.

T. HOLCOMB.