

WAR DEPARTMENT CORRESPONDENCE FILE

A SUBJECTIVE DECIMAL CLASSIFICATION WITH
RELATIVE INDEX FOR ARRANGING AND FILING
WAR DEPARTMENT CORRESPONDENCE

COMPILED UNDER DIRECTION OF THE
SECRETARY OF WAR
FROM DATA FURNISHED BY THE VARIOUS BUREAUS
OF THE DEPARTMENT CONCERNED

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P R E F A C E .

A practical plan of classification must show just where to put each piece of correspondence, book, or note, with the greatest rapidity and with the assurance that the other cases on the same subject will be assigned to the same place. Economy of operation and reduction to the minimum of the space required for correspondence and documents are most desirable features. This plan must be also so simple that it can be easily understood. This system of decimal classification has been framed to meet these requirements of record keeping.

The simple alphabetical arrangement of the index, with class number referring to the exact place in the tables for its given subject, makes assignment of the file number easy.

The system can be applied with ease to the most varied subjects. When a new topic arises it is always closely related to some other existing subject, and in connecting it with the most closely related existing subject by adding a decimal point, ample provision is made for the *newcomer*. The system is capable of unlimited expansion and can never break down for lack of room for growth, and such expansion can be made without confusion or waste of labor, the call numbers being unchangeable.

The number of each letter or file of correspondence tells *what it is and where it is*. A number left blank shows immediately that you have nothing on that subject—a piece of information second in value only to find something, for one need no longer search.

This system of filing correspondence can be applied to a large or small business regardless of the number of subjects carried or the many ramifications of these subjects. It is specially adapted to a large correspondence like that of the War Department, for the reason that its tables contain all of the subjects that have been in use for the past 50 years, and it is reasonable to suppose that the same subjects will be sufficient to care for similar correspondence for as many or more years to come.

The uniformity of numbering makes it specially valuable for the reason that a number once assigned to a document carries that document without additional numbering in every bureau or branch through which it may pass.

The system is as readily applicable to a large office as a small one, because a bureau or branch uses only such numbers or subjects as are needed in the work of its correspondence. Where the tables refer to something not needed in the work of a particular office, that particular office should not use them.

The system is modern, economical, practical, and if properly operated is a great forward step in keeping correspondence. The obvious advantages of this system over the one now in use are the elimination of duplicate records, the record card, the additional, the received back, and the majority of the index cards; the gathering together in one place of all correspondence relating to one subject; the quick handling, finding, and filing of all papers; the ability to remove from the files records which are not currently used and place same in storage, and the great economy in time, space, clerks, work, and effort required to operate the files, with a certainty of always finding a piece of correspondence if there is matter on file concerning it.

HANDLING PAPERS.

The papers are filed flat in vertical drawers, separated by suitable guide cards and folders. In each folder the last paper received will be filed in front of all others on same subject. The decimal number to be placed on right margin 1 inch from top of the paper in a vertical position, thus:

The subject of a paper determines its file number, which number can be readily found by consulting the alphabetical index of subjects. After the paper has been filed the number indicates the subject, the classification taking the place of index cards.

A. G. O.
470.311
Jan. 1, 1914.

When a paper contains more than one subject, notes or cross references should be made giving the paper one subject number and the note or cross reference other number or numbers. As many notes or cross references should be made as required. The number should be placed on the paper at the originating office or the office of receipt, which number carries the paper wherever it may go, notes or cross references to be made whenever a more extensive record is desired.

Papers relating to more than one subhead of a subject are filed under a general head.

When a file becomes too large for convenient handling it should be subdivided, alphabetically or otherwise, and a list of papers or finding sheet provided and placed in front of the file as a ready brief of the contents of the file.

SKELETON FILE.

The skeleton file will be used for papers passing through an office and should contain only so much of the contents of the original paper as may be necessary for record for that office, and should be withdrawn and destroyed if the original paper is returned to the file.

FILING EQUIPMENT.

A cabinet containing drawers for vertical filing sufficient to accommodate papers for two years.

Guide cards, heavy pasteboard, tables of five divisions.

Folders, manila, with five divisions, one-half inch shorter in height than the guide cards.

Index cards, 3 by 5 light weight with file case to hold same.

Acco or other fasteners and punches.

EXPLANATORY NOTES.

The proposed classification of the correspondence of the War Department is so devised that the arrangement of the file itself serves the purpose of the subject index. Conversely, the subject matter of the paper determines its file number and therefore its filing place.

The nine general classes of the file are:

- Class 0. General.
- Class 1. Finance and accounting.
- Class 2. Personnel.
- Class 3. Administration.
- Class 4. Supplies and equipment.
- Class 5. Transportation.
- Class 6. Buildings and grounds.
- Class 7. Medicine, hygiene, and sanitation.
- Class 8. Rivers and harbors.
- Class 9. -----.

Each of these classes is divided, according to the decimal system, until each distinct subject has its own file number. This file number consists of at least three figures, the decimal point always following the third figure when more digits are required.

This system presupposes that all subject matter to be handled can be grouped in 10 classes or less, and that each of these classes can be subdivided into 10 classes or less, and so on down to the ultimate number of unit subjects required to carry the subject to the greatest detail desired for use.

This grouping, in order to confine the subjects within 10 classes, must necessarily be arbitrary, but in most cases the arrangement lends itself very readily to a classification of all related subjects.

Class 000, GENERAL.

This class comprises subjects of a general nature that can not be readily classified under the other subject heads, such as politics, religion, laws and legal matters, executive departments of the Government, President and Congress of the United States, statistics, maps and publications, inventions, societies and associations, and local affairs.

Class 100, FINANCE AND ACCOUNTING.

This class comprises all subjects of a fiscal nature, such as appropriations, disbursement of funds, accounting for funds, accounting for property and supplies, claims, accounts, contracts and bonds, excepting pay and money allowances.

Class 200, PERSONNEL.

This class comprises all subjects of a personal nature pertaining to officers, enlisted men, and civilian employees of the War Department, including their pay and money allowances, discipline, and miscellaneous personal matters.

Class 300, ADMINISTRATION.

This class comprises all matters of administration, such as business methods and procedure, organization of the Army, military control, recruitment, education, employment and movement of troops, and war and peace, except discipline.

Class 400, SUPPLIES AND EQUIPMENT.

This class comprises all subjects pertaining to supplies, armament, and equipment, such as building material and hardware, clothing, equipage, toilet articles, subsistence stores, medical and veterinary supplies and equipment, supplies and equipment for transportation by land, ordnance and equipments, rentals and services, and miscellaneous supplies.

Class 500, TRANSPORTATION.

This class comprises all subjects pertaining to transportation by land and water for the Army, War Department, and other branches of the Government, under existing laws and regulations, such as the transportation of persons, supplies, property, transportation by land, transportation by water, transportation rates, tariffs, accounts, contracts, transports and Army transport service, harbor boats, mine planters, cable steamers and other craft, aviation and aeronautics, and other miscellaneous matters.

Class 600, BUILDINGS AND GROUNDS.

This class comprises everything pertaining to the acquisition and disposition of land for reservations and buildings thereon, installation and construction work, such as grounds, harbors, wharfs, draining, barracks and quarters, post buildings, minor construction, fortifications, plants and systems, and reservations, except work done by the Engineer Department in the improvement of rivers and harbors.

Class 700, MEDICINE, HYGIENE, AND SANITATION.

This class comprises all subjects pertaining to health, hygiene, and sanitation.

Class 800, RIVERS AND HARBORS.

This class comprises all subjects relating to the improvement supervision, inspection, and control of rivers and harbors and other navigable waters.

Class 900, -----

Wherever the figure 0 or subdivisions thereof are found, it will be noted that the subject matter is general, pertaining to all the subjects in that group that are more or less related. Whenever the figure 9 is found, it denotes miscellaneous matters coming within the general class of the group, but not included by any of the subclasses of the same group.

A very convenient application of the principle that the figure 0 shall represent matters which are general to the whole group has been worked out whenever possible to do so.

For instance, all of the subdivisions between 210 and 211 relate to either all commissioned officers, or when affixed after a dash to any number under 211, the subject matter of the former will relate to the subject matter of the latter. Example 210.1 is appointment of commissioned officers generally; but when it is desired to indicate the appointment to a particular grade the number following the decimal point will be affixed to the number indicating the grade of the officer, as 211.13-1, "brigadier general, appointment of." Subject matters which are thus general to a group of classes or subjects have been in all cases given numbers composed of two digits followed by an 0 preceding the decimal point. Such subject matters have been in all cases designated as processes or combinations by which is meant the thing which is done to or with the concrete subjects following in the same group. Therefore, to indicate a thing which is done to or with any concrete subject in the classification there should be affixed to the number indicating the concrete subject the appropriate process or combination number as shown in the same group at the beginning of the group under numbers containing the figure 0.

This arrangement has been found particularly appropriate in the following groups: 110, 210, 220, 230, 400, 500, 600, 800.

Where possible to do so advantage has been taken of the Decimal Classification perfected by the State Department, the Pennsylvania Railroad Co., and the Library Bureau.

C L A S S I F I C A T I O N .

GENERAL HEADINGS.

- 000 General.**
- 100 Finance and accounting.**
- 200 Personnel.**
- 300 Administration.**
- 400 Supplies and equipment.**
- 500 Transportation.**
- 600 Buildings and grounds.**
- 700 Medicine, hygiene, and sanitation.**
- 800 Rivers and harbors.**
- 900**

SUBDIVISIONS.

- 000 General.
- 010 Laws and legal matters.
- 020 War Department. (Powers, functions, etc.)
- 030 President and Congress of the United States.
- 040 Executive departments of the United States.
- 050 Statistics.
- 060 Maps and publications.
- 070 Inventions.
- 080 Societies and associations.
- 090 Local affairs.

- 100 Finance and accounting.
- 110 Appropriations.
- 120 Funds, disbursement.
- 130 Accounting for funds (money).
- 140 Accounting for property, supplies, etc.
- 150 Claims and accounts.
- 160 Contracts.
- 170
- 180
- 190

- 200 Personnel.
- 210 Commissioned.
- 220 Enlisted.
- 230 Civilian employees.
- 240 Pay and allowances.
- 250 Discipline.
- 260
- 270
- 280
- 290 Miscellaneous.

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

- 400 **Supplies and equipment.**
- 410 **Building material and hardware.**
- 420 **Clothing, equipage, toilet articles.**
- 430 **Subsistence stores.**
- 440 **Medical, surgical, and veterinary supplies, equipment, and instruments.**
- 450 **Supplies and equipment for transportation by land.**
- 460 **Other supplies.**
- 470 **Armament and ammunition.**
- 480 **Rentals and services other than personal.**
- 490

- 500 **Transportation.**
- 510 **Transportation of persons.**
- 520 **Transportation of supplies (property).**
- 530 **Transportation by land.**
- 540 **Transportation by water.**
- 550 **Transportation rates, tariffs, accounts, contracts, tickets.**
- 560 **Harbor boats (including mine planters and cable steamers).**
- 570 **Transports and Army transport service.**
- 580 **Aviation and aeronautical matters.**
- 590 **Miscellaneous.**

- 600 Buildings and grounds.
- 610 Grounds, harbors, wharves, drainage.
- 620 Barracks and quarters.
- 630 Post buildings.
- 640
- 650 Minor construction.
- 660 Fortifications.
- 670 Plants and systems.
- 680 Reservations.
- 690

- 700 Medicine, hygiene, and sanitation.
- 710 Diseases.
- 720 Health and prevention of disease.
- 730
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- 800 Rivers and harbors.
- 810 Natural divisions and accessories.
- 820 Artificial divisions and accessories.
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- 840
- 850
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- 900

000 GENERAL.

- 000. 1 Politics.
- 000. 2 Political.
 - 000. 21 Parties.
 - 000. 22 Campaigns and demonstrations.
 - 000. 23 Elections and election day.
 - 000. 24 Offenses (revolutions, rebellions, secessions, seditious conspiracies, assassinations).
 - 000. 25 Confiscations.
 - 000. 26 Slaves and slavery.
 - 000. 27 Extradition and neutrality.
- 000. 3 Religion.
 - 000. 31 Churches, denominations and sects.
 - 000. 32 Orders and organizations.
 - 000. 33 Ceremonies.
 - 000. 34 Services in the Army.
 - 000. 35 Sunday observance.
 - 000. 36 Desecration of churches.
 - 000. 37 Clergy and clergymen.
- 000. 4 Historical.
 - 000. 41 Antiquities, relics and curios.
 - 000. 42 Declaration of Independence.
 - 000. 43 Coats of arms and museums.
 - 000. 44 Northwest Territory.
 - 000. 45 Historical landmarks and ruins.
 - 000. 46 Archæological sites.
 - 000. 47 Reconstruction period.
 - 000. 48 Massacres, etc.
- 000. 5 Crimes and criminals.
 - 000. 51 Crimes (anarchy, bribery, collusion, conspiracy, counterfeiting, felony, forgery, fraud, graft, illicit traffic, murder, mutiny, perjury, piracy, robbery, smuggling, and swindling).
 - 000. 52 Criminals (adventurers, anarchists, counterfeiters, imposters, incendiaries, outlaws, pirates, smugglers).
- 000. 6 Penal institutions, civil. (For military see 252.)
- 000. 61 Prisons.
- 000. 62 Penitentiaries.
- 000. 63 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 Press agents.
- 000. 75 Press clippings.
- 000. 76 Newspapers and magazines.
- 000. 761 Press syndicates.
- 000. 77 Newspaper correspondents, writers, and photographers.
- 000. 78 In aid of militia.
- 000. 8 Educational institutions, civil. (For military see 350.)
- 000. 81 Legislation and laws affecting.
- 000. 82 Graduates of.
- 000. 83 Public and normal schools.
- 000. 84 Colleges and universities.
- 000. 85 Sectarian schools and colleges.
- 000. 86 Cadets.
- 000. 861 In militia.
- 000. 862 Military training.
- 000. 863 As part of militia.
- 001 Conventions and expositions, fairs, etc.**
- 001. 1 Exhibits at.
- 002 Soldiers' Homes.**
- 002. 1 National.
- 002. 11 Admission to.
- 002. 2 Volunteer.
- 002. 3 Confederate.
- 003 Weights, measures, and monetary systems.**
- 003. 1 Weights and measures.
- 003. 11 Metric system.
- 003. 2 Monetary systems.
- 003. 21 Coins and coinage.

004 Commercial enterprises and projects.

- 004. 01 Addresses and names of.
- 004. 02 Agents and powers of attorney.
- 004. 03 Business standing.
- 004. 1 Merchants and merchandising.
- 004. 11 Cooperative stores.
- 004. 2 Banks and banking.
- 004. 21 Investments.
- 004. 3 Loans.
- 004. 31 Loan sharks and usury.
- 004. 32 Pawnbrokers and shops.
- 004. 4 Factories and manufacturing establishments.
- 004. 401 Capacity or output.
- 004. 41 Powder factories.
- 004. 5 Photography and moving pictures.
- 004. 6 Insurance.
- 004. 61 Life.
- 004. 62 Fire.
- 004. 63 Marine.
- 004. 7 Agencies. (See also 004.02.)
- 004. 71 Employment agencies.

005 Gratuity and charity.

- 005. 1 Gratuities.
- 005. 2 Prizes.
- 005. 3 Contributions.
- 005. 4 Gifts and presents.
- 005. 5 Donations.
- 005. 6 Pensions.

006 Holidays.**007 Fine arts.**

- 007. 1 Music.
- 007. 11 National anthems.
- 007. 12 Patriotic songs.
- 007. 13 Miscellaneous airs.
- 007. 2 Portraits.
- 007. 3 Paintings.
- 007. 4 Sculpture.

Taxation Continued.

- 012. 32 Under laws of Territories.
- 012. 33 Under laws of United States.
- 012. 34 Under foreign laws.
- 012. 4 Tariff duties.
- 012. 41 Free entry into United States.
- 012. 411 Personal property.
- 012. 412 Public property.

013 Legal instruments, persons, actions, and representatives.

- 013. 1 Legal instruments and papers.
- 013. 11 Caveat.
- 013. 12 Search and other warrants.
- 013. 13 Writ of habeas corpus.
- 013. 14 Oaths and affidavits.
- 013. 15 Deeds and mortgages.
- 013. 2 Persons pertaining to law and courts.
- 013. 21 Judges and justices.
- 013. 22 Juries and jurors.
- 013. 23 Counsel and applications for.
- 013. 24 Parties, plaintiffs and defendants.
- 013. 25 Solicitors and attorneys.
- 013. 251 Admission and disbarment.
- 013. 26 Witnesses.
- 013. 27 Notaries public.
- 013. 28 Coroners.
- 013. 3 Actions and proceedings, trials.
- 013. 31 Condemnation proceedings.
- 013. 32 Injunctions.
- 013. 33 Indictments and trials.
- 013. 34 Judgments.
- 013. 35 Inquests.
- 013. 36 Evidence and testimony.
- 013. 361 Depositions.
- 013. 4 Legal representatives.
- 013. 41 Heirs.
- 013. 42 Parents.
- 013. 43 Guardians and guardianship.
- 013. 44 Receivers and trustees.
- 013. 45 Executors.
- 013. 46 Administrators.

- 014 Civil matters.**
014. 1 Civil government.
014. 11 State and Territorial authorities.
014. 12 Relations between civil and military authorities.
014. 2 Civil life and process.
014. 3 Civil status and relations.
014. 31 Aliens, rights of.
014. 311 Alien enemies.
014. 32 Naturalization.
014. 321 Persons excluded.
014. 322 Qualifications.
014. 323 Courts having jurisdiction.
014. 324 Procedure.
014. 33 Citizenship.
014. 331 Acquisition of.
014. 332 Loss of.
014. 333 Evidence of.
014. 34 Residence.
014. 341 Temporary.
014. 342 Legal residence or domicile.
014. 343 Change of.
014. 35 Voting.
014. 351 Qualifications prescribed by States.
014. 352 Disqualifications, as deserters.
014. 36 Civil marriages in Philippine Islands.
014. 4 Civil obligations, duties, functions, rights—as constitutional privileges, statute of limitations, franchises, freedom.
014. 5 Civil prisoners.
014. 6 Civil expenses.
014. 7 Holding office, civil or military.
014. 71 Appointing power.
014. 72 Tenure.
014. 73 Vesting.
014. 74 Emoluments.
- 015 Courts and civil police powers.**
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.
015. 41 Supreme courts of States.
015. 42 Appellate courts.
015. 43 Trial courts.
015. 44 Police courts.

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Courts and civil police powers -Continued.

015. 5 Prize courts and court claims.

015. 6 Police powers, State and city.

016 Decisions and opinions.

016. 1 Attorney General.

016. 2 Judge Advocate General.

016. 3 Comptroller of the Treasury.

016. 4 Auditor for the War Department.

016. 5 Secretary of War and Chief of Staff.

016. 6 Heads of War Department bureaus.

017 Maritime matters.

017. 1 Navigation charges.

017. 2 Navigation regulations.

017. 3 Salvage.

- 020 WAR DEPARTMENT (POWERS, FUNCTIONS, JURISDICTION, ADMINISTRATION).**
020. 1 Secretary's office.
020. 2 Assistant Secretary's office.
020. 3 Assistant and Chief Clerk's office.
020. 4 Divisions.
020. 41 Disbursing.
020. 42 Appointment.
020. 43 Mail and Record.
020. 44 Supply.
020. 45 Requisitions and Accounts.
020. 46 Correspondence.
020. 47 Telegraph.
020. 48 Advertising.
020. 5 Shops and stables.
020. 51 Carpenter shop.
020. 52 Bindery.
020. 53 Stables.
020. 6 National military park commissions.
020. 7 Panama Canal.
020. 8 Bureau of Insular Affairs.
- 021 Adjutant General's Office.**
021. 1 Office organization and administration.
- 022 Office, Chief, Quartermaster Corps.**
022. 1 Office organization and administration.
- 023 Office, Chief of Ordnance.**
023. 1 Office organization and administration.
- 024 Office Surgeon General.**
024. 1 Office organization and administration.
- 025 Office Chief Engineers.**
025. 1 Office organization and administration.
- 026 Office Chief Signal Officer.**
026. 1 Office organization and administration.
- 027 Office Inspector General.**
027. 1 Office organization and administration.
- 028 Office Judge Advocate General.**
028. 1 Office organization and administration.
- 029 Miscellaneous.**
029. 1 Officer in charge of Public Buildings and Grounds.
029. 2 Superintendent of State, War, and Navy Departments Building.
029. 21 Assignment office rooms.

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030 THE PRESIDENT AND CONGRESS OF THE UNITED STATES.**031 The President (The White House).**

- 031. 01 Veto power.
- 031. 1 The President as Commander in Chief of Army and Navy.
- 031. 2 The President personally.
- 031. 3 The Secretary to the President.
- 031. 4 The President's commissions and boards.
- 031. 41 The Keep Commission.
- 031. 42 The Economy and Efficiency Commission.

032 Congress.

- 032. 01 Acts of.
- 032. 02 Joint resolutions.
- 032. 03 Thanks of.
- 032. 04 Congressional action.
- 032. 05 Congressmen.
- 032. 06 Library of Congress.
- 032. 07 Capitol.
- 032. 08 Joint committees and reports of.
- 032. 1 House of Representatives.
- 032. 11 Speaker.
- 032. 12 Officers of.
- 032. 13 Representatives.
- 032. 14 Resolutions.
- 032. 15 Bills.
- 032. 16 Documents.
- 032. 17 Committees and reports of.
- 032. 18 Office building.
- 032. 2 Senate.
- 032. 21 Vice President or presiding officer.
- 032. 22 Officers of.
- 032. 23 Senators.
- 032. 24 Resolutions.
- 032. 25 Bills.
- 032. 26 Documents.
- 032. 27 Committees and reports of.
- 032. 28 Office building.

040	EXECUTIVE DEPARTMENTS OF THE UNITED STATES.	
040. 1	Government Printing Office.	
040. 11	Public Printer.	
040. 12	Superintendent of documents.	
040. 2	Civil Service Commission.	
040. 21	District civil-service boards.	
040. 3	Interstate Commerce Commission.	
040. 4	Smithsonian Institution.	
040. 41	National Museum.	
040. 5	General Supply Committee.	
040. 51	Board of awards.	
040. 6	Bureau of American Republics.	
040. 7	United States Geographic Board.	
040. 8	Hall of Records.	
041	The Department of State.	
041. 1	Officers.	
041. 2	Bureaus.	
041. 21	Consular.	
041. 211	Consular Service.	
041. 22	Diplomatic.	
041. 221	Ambassadors and ministers.	
041. 23	Citizenship.	
041. 231	Passports.	
042	Treasury Department.	
042. 1	Officers.	
042. 11	Treasurer of the United States.	
042. 12	Comptroller.	
042. 13	Auditor for the War Department and other Departments.	
042. 14	Supervising Architect.	
042. 15	Director of Mints.	
042. 2	Bureaus.	
042. 21	Bureau of Public Health.	
042. 22	Printing and Engraving.	
042. 23	Life-Saving Service.	
042. 24	Revenue-Cutter Service.	
042. 25	Secret-Service Division, and Section Surety Bonds.	
042. 26	Internal Revenue.	
042. 261	Revenue officers.	
042. 262	Revenue stamps.	
042. 27	Customs service.	
042. 271	Customhouse.	
042. 272	Collectors and officers.	
042. 273	Port dues and port charges.	
042. 274	Tonnage dues.	

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043 Post Office Department.

- 043. 1 Officers.
- 043. 11 Postmaster General.
- 043. 12 Postmasters.
- 043. 2 Bureaus.
- 043. 21 Dead-letter office.
- 043. 22 Parcel Post System.
- 043. 23 Rural Free Delivery.
- 043. 24 Postal Savings System.
- 043. 25 Postal convention.
- 043. 26 Postal Union.
- 043. 28 Post offices.

044 Department of Justice.

- 044. 1 Officers.
- 044. 11 Attorney General and Solicitor General.
- 044. 12 Attorneys, agents, and solicitors.
- 044. 2 Bureaus.
- 044. 21 (See 015. 5.)

045 Navy Department.

- 045. 1 Officers.
- 045. 2 Bureaus.
- 045. 21 Navigation.
- 045. 22 Construction and Repair.
- 045. 23 Steam Engineering.
- 045. 24 Yards and Docks.
- 045. 25 Hydrographic Office.
- 045. 26 Bureau of Ordnance.
- 045. 3 Marine Corps.
- 045. 31 Marine band.
- 045. 32 Marine cadets.
- 045. 33 Marine artillery.
- 045. 35 Marine brigades.
- 045. 4 Fleets, squadrons, convoys, and stations.
- 045. 41 Fleets, Navy.
- 045. 42 Squadrons, naval.
- 045. 43 Convoys, naval.
- 045. 44 Stations, naval.
- 045. 5 Officers of the Navy.
- 045. 6 Enlisted men or sailors.
- 045. 7 Naval forces.
- 045. 71 Reserves.
- 045. 72 Militia.
- 045. 73 Patrols and patrol systems.
- 045. 731 Regulations.

045. 8	Naval schools.	050
045. 81	War College.	060
045. 82	Naval Academy.	100
045. 83	Naval cadets.	
045. 9	Miscellaneous.	30
045. 91	Naval reviews.	40
045. 92	Vessels.	60
045. 93	Naval construction and defense.	00
045. 931	Mines.	20
045. 932	Districts.	30
045. 933	Bases.	40
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210. 48	Detached service.	450
210. 481	Foreign.	460
210. 482	Travel duty.	470
210. 5	Rewards.	480
210. 51	Badges.	500
210. 511	China.	520
210. 512	Civil War.	530
210. 513	Corps.	540
210. 514	Foreign decorations.	550
210. 515	Indian.	560
210. 516	Philippine.	570
210. 517	Spanish.	580
210. 52	Medals.	600
210. 521	Army Cuban Pacification.	610
210. 522	Congressional.	620
210. 523	Honor.	630
210. 5231	Replacing old with new.	640

Rewards—Medals—Continued.

- 210. 524 Life-saving.
- 210. 525 Philippine Insurrection.
- 210. 526 Small-arms target practice.
- 210. 527 Other target-practice competitions.

Details.

- 210. 6 Staff corps and departments.
- 210. 61 Recruiting service, active and retired.
- 210. 62 Army service schools, instructors and students.
- 210. 63 Schools and colleges, civil.
- 210. 64 Militia, active and retired.
- 210. 651 Inspector instructors.
- 210. 6511 Duties and status.
- 210. 6512 Expenses (other than paid by United States).
- 210. 66 For technical instruction at civil colleges.
- 210. 67 Camps of instruction, target practice and ranges.
- 210. 68 Foreign.
 - 210. 681 Military attachés.
 - 210. 682 Envoys.
 - 210. 683 Coronations.
 - 210. 684 Observers at maneuvers and wars.
 - 210. 685 Military and civil schools.
- 210. 69 Miscellaneous.
 - 210. 691 Inspections and investigation of various kinds.
 - 210. 692 Surveying officers.
 - 210. 693 Conventions, expositions.
 - 210. 694 Aids.
- 210. 7 Absence, rank, and command.
 - 210. 71 Absence.
 - 210. 711 With leave.
 - 210. 712 Without leave.
 - 210. 713 Sick leave.
 - 210. 714 Hunting leave.
 - 210. 715 Passes, and witness duty.
 - 210. 716 Permission to go beyond the sea.
 - 210. 72 Rank and command and precedence.
 - 210. 721 Conflict of authority.
 - 210. 722 Intermediate commanders.
 - 210. 723 Brevet rank.
 - 210. 724 Lineal rank.
 - 210. 725 Relative rank.
 - 210. 726 Between regular and militia officers.
 - 210. 727 Assignment to command other than rank.

210. 8	Separations.	
210. 81	Dismissals.	
210. 82	Eliminations.	
210. 83	Resignations and annulment of contracts.	
210. 84	Restorations.	
210. 85	Retirement.	
210. 851	Retired officers.	
210. 86	Death.	
210. 87	Effects and estates.	
210. 871	Effects and funds.	
210. 872	Estates.	220
210. 873	Wills, testaments.	230
211	Titles and grades.	240
211. 11	Lieutenant generals.	250
211. 12	Major generals.	290
211. 13	Brigadier generals.	300
211. 14	Colonels.	320
211. 15	Lieutenant colonels.	330
211. 16	Majors.	340
211. 17	Captains.	350
211. 18	First lieutenants.	370
211. 19	Second lieutenants.	380
211. 21	Chaplains.	380
211. 22	Veterinarians.	400
211. 23	Medical Reserve Corps.	410
211. 24	Pay clerks.	420
211. 25	Dental surgeons.	430
211. 26	Contract surgeons.	440
211. 27	Candidates, civilian.	450
211. 28	Superintendent of nurses.	460
211. 29	Chief nurses.	470
211. 31	Nurses.	480
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220 ENLISTED.

- 220. 1 Appointment.
- 220. 11 Eligibility and qualification.
- 220. 12 Examination, mental and physical.
- 220. 121 Papers and questions.
- 220. 13 Disqualifying defects.
- 220. 131 Temperamental peculiarities.
- 220. 132 Deafness.
- 220. 133 Vision.
- 220. 134 Age.
- 220. 135 Height and chest measurement.
- 220. 136 Corpulency.
- 220. 14 Warrants.
- 220. 142 Acceptance or declination.
- 220. 2 Promotion.
- 220. 21 Eligibility and qualifications.
- 220. 22 Examination, mental and physical.
- 220. 221 Papers and questions.
- 220. 23 Disqualifying defects.
- 220. 231 Temperamental peculiarities.
- 220. 232 Deafness.
- 220. 233 Vision.
- 220. 234 Age.
- 220. 235 Height and chest measurement.
- 220. 236 Corpulency.
- 220. 237 Insanity.
- 220. 24 Warrants.
- 220. 242 Acceptance or declination.
- 220. 25 Suspension from promotion.
- 220. 26 Reductions.
- 220. 27 Change in grade.
- 220. 271 Rating and disrating.
- 220. 3 Assignment, change of station, transfer.
- 220. 31 Assignment.
- 220. 311 Noncommissioned and noncommissioned staff officers.
- 220. 312 Privates and rated men.
- 220. 32 Change of station.
- 220. 321 Noncommissioned and noncommissioned staff officers.
- 220. 322 Privates and rated men.
- 220. 33 Transfers.
- 220. 331 Staff corps and departments.
- 220. 332 Line of the Army.
- 220. 333 Service-school detachments.
- 220. 334 On account of ill health.
- 220. 335 Torpedo and mine companies.

220. 4	Duties and service.	
220. 41	Employment by corporations or others.	
220. 42	Examination for civil office.	
220. 43	Acceptance of civil office.	
220. 44	Commissions in militia.	
220. 45	Duty tours and status.	
220. 46	Line of duty.	
220. 47	Mounted duty.	
220. 48	Detached service.	
220. 481	Foreign.	
220. 482	Travel duty.	220
220. 5	Rewards.	
220. 51	Badges.	230
220. 511	China.	240
220. 512	Civil War.	250
220. 513	Corps.	290
220. 514	Foreign decorations.	300
220. 515	Indian.	320
220. 516	Philippine.	330
220. 517	Spanish.	340
220. 52	Medals.	350
220. 521	Army Cuban Pacification.	370
220. 522	Congressional.	380
220. 523	Honor.	400
220. 5231	Replacing old with new.	410
220. 524	Life-saving.	420
220. 525	Philippine Insurrection.	430
220. 526	Small-arms practice competitions.	440
220. 527	Other target practice competitions.	450
220. 53	Good conduct badges and lists.	460
220. 54	Certificate of merit.	470
220. 541	Badges.	480
220. 6	Details.	500
220. 61	Staff corps and departments.	520
220. 62	Recruiting service, active and retired.	530
220. 63	Army service schools.	540
220. 64	Schools and colleges, civil, and exposition.	550
220. 65	Militia.	560
220. 651	Instructors.	580
220. 6511	Duties and status.	600
220. 6512	Expenses (other than paid by United States).	610
220. 66	For technical instruction at civil colleges.	650
220. 67	Camps of instruction, target practice and ranges.	670
220. 68	Foreign.	680

Details—Continued.

- 220. 69 Miscellaneous.
- 220. 691 Extra duty.
- 220. 692 Daily and special duty.
- 220. 693 Mine planters.
- 220. 7 Absence, rank and precedence.
- 220. 71 Absence. (Furlough.)
- 220. 711 With leave.
- 220. 712 Without leave.
- 220. 713 Sick leave.
- 220. 714 Hunting leave.
- 220. 715 Passes and witness duty.
- 220. 716 Permission to go beyond the sea.
- 220. 72 Rank and precedence.
- 220. 721 Noncommissioned officers.
- 220. 722 Privates and rated men.
- 220. 726 Between regular and militia noncommissioned officers.
- 220. 727 Assignment to command other than rank
- 220. 8 Separations.
- 220. 81 Discharge, honorable.
- 220. 811 Disability, insanity.
- 220. 812 Favor.
- 220. 813 Three years' service.
- 220. 814 Purchase.
- 220. 815 Recruits, rejected.
- 220. 816 When ordered by the Secretary of War.
- 220. 82 Discharge, dishonorable.
- 220. 821 By court-martial sentence.
- 220. 822 By sentence military commission.
- 220. 83 Discharge, without honor.
- 220. 831 Fraudulent enlistment.
- 220. 832 Imprisonment under sentence civil court.
- 220. 833 Disqualification by misconduct.
- 220. 834 Service not honest and faithful.
- 220. 835 Worthlessness.
- 220. 836 Minority.
- 220. 837 When ordered by Secretary of War.
- 220. 84 Certificates of service.
- 220. 841 Certificate in lieu of lost discharge.
- 220. 842 Character on discharge.
- 220. 85 Retirement.
- 220. 851 Retired enlisted men.
- 220. 86 Death.

Separations—Continued.

220. 87 Effects and estates.
 220. 871 Effects and funds.
 220. 872 Estates.
 220. 873 Wills and testaments.

221 Titles and grades.

221. 11 Sergeant major, regimental.
 221. 12 Sergeant major, senior grade, Coast Artillery Corps.
 221. 13 Master electrician, Coast Artillery Corps.
 221. 14 Master signal electrician.
 221. 15 Chief musician.
 221. 16 Engineer, Coast Artillery Corps.
 221. 17 Ordnance sergeant.
 221. 18 Quartermaster sergeant, Quartermaster Corps.
 221. 19 Sergeant, first class, Hospital Corps.
 221. 21 Signal sergeant, first class.
 221. 22 Electrician sergeant, first class, Coast Artillery Corps and
 Quartermaster Corps.
 221. 23 Quartermaster sergeant, regimental.
 221. 24 Commissary sergeant, regimental.
 221. 25 Electrician sergeant, second class, Coast Artillery Corps
 and Quartermaster Corps.
 221. 26 Master gunner.
 221. 27 Sergeant major, squadron and battalion.
 221. 28 Sergeant major, junior grade, Coast Artillery Corps.
 221. 29 Color sergeant.
 221. 31 Battalion quartermaster sergeant, engineers.
 221. 32 First sergeant.
 221. 33 Drum major.
 221. 34 Principal musician.
 221. 35 Chief trumpeter.
 221. 36 Sergeant.
 221. 37 Company quartermaster sergeant.
 221. 38 Stable sergeant.
 221. 39 Mess sergeant.
 221. 41 Corporal.
 221. 42 Fireman, Coast Artillery Corps.
 221. 43 Artificers.
 221. 44 Bakers.
 221. 45 Barbers.
 221. 46 Blacksmiths.
 221. 47 Chief loaders.
 221. 48 Chief planters.
 221. 49 Cooks and acting cooks.

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Titles and grades—Continued.

221. 51	Company clerks.
221. 52	Dental assistants.
221. 53	Electricians, casemate.
221. 54	Expert riflemen.
221. 55	Farriers.
221. 56	Gun commanders.
221. 57	Gunners, first class.
221. 58	Gunners, second class.
221. 59	Gun pointers.
221. 61	Horseshoers.
221. 62	Marksmen.
221. 63	Mechanics.
221. 64	Musicians.
221. 65	Observers, first class.
221. 66	Observers, second class.
221. 67	Orderlies.
221. 68	Plotters.
221. 69	Privates, of the line, staff departments, first and second class. Engineers. Hospital Corps. Ordnance. Quartermaster Corps. Signal Corps.
221. 71	Saddlers.
221. 72	School-teachers.
221. 73	Sharpshooters.
221. 74	Switchboard operators.
221. 75	Tailors.
221. 76	Trumpeters.
221. 77	Wagoners.
221. 78	Candidates for appointment second lieutenants.

230	CIVILIAN EMPLOYEES.	
230. 01	Designation of positions.	
230. 02	Applications and recommendations.	
230. 021	In outlying places and far distant stations.	
230. 03	Requests for information in regard positions.	
230. 031	In outlying places and far distant stations.	
230. 04	Legislation and laws.	
230. 041	Civil-service act.	
230. 042	Preference laws.	
230. 05	Rules, regulations and practices.	
230. 051	General civil-service rules.	
230. 052	Labor regulations of Civil Service Commission.	
230. 053	Special rules and regulations of the War Department.	
230. 06	Civil-service systems and methods.	
230. 061	Apportionment by States.	
230. 062	The district system.	
230. 1	Entrance into service.	
230. 11	Register of eligibles.	
230. 111	Establishment and maintenance.	
230. 112	Examination.	
230. 1121	Questions and tests, including samples.	
230. 1122	Standardizing.	
230. 1123	Boards of examiners.	
230. 113	Candidates for examinations.	
230. 1131	Physical qualifications.	
230. 1132	Moral qualifications.	
230. 1133	Age qualifications.	
230. 1134	Graduation from approved colleges and schools.	
230. 1135	License qualifications.	
230. 1137	Willingness for foreign service.	
230. 12	Announcements of examinations.	
230. 121	Reports of results of examinations.	
230. 122	Requests for information as to.	
230. 123	Positions excepted from.	
230. 13	Certificates of eligibles.	
230. 131	Methods of certifying and obtaining certifications.	
230. 132	Lists of eligibles called for and returned.	
230. 133	Positions offered to eligibles, acceptances or declina- tions.	
230. 134	Examination papers called for, furnished, and returned.	
230. 1341	Receipts for examination papers.	
230. 135	Reports of action on lists of eligibles.	

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Entrance into service—Continued.

- 230. 14 Hire of employees.
- 230. 1401 Laws and legislation as to.
- 230. 1402 Child labor.
- 230. 1403 Convict labor.
- 230. 1404 Strikers and strikebreakers.
- 230. 1405 Union labor.
- 230. 141 Temporary.
- 230. 1411 Substitutes for, sick, absent, suspended.
- 230. 1412 In emergency.
- 230. 1413 Pending certification of eligibles.
- 230. 1414 Reports of hire.
- 230. 142 Additional.
- 230. 143 To fill vacancy.
- 230. 1431 Report of vacancy not to be filled.
- 230. 144 Contract for hire of.
- 230. 145 Employment local labor and hired labor, generally.
- 230. 146 Employees for camp, maneuvers, joint instruction camps.
- 230. 147 Employees for target ranges.
- 230. 2 Appointments.
- 230. 21 Methods of appointing.
- 230. 211 Oath of office.
- 230. 212 Antedating appointments.
- 230. 213 Declaration of appointees.
- 230. 214 Notice of appointments.
- 230. 2141 Acceptance or declination.
- 230. 2142 Canceled or recalled.
- 230. 215 Appointment by Executive orders.
- 230. 216 Appointment through Civil Service Commission.
- 230. 217 Probational appointments.
- 230. 2171 Certificates of.
- 230. 2172 Reports of.
- 230. 219 Miscellaneous.
- 230. 2191 Irregular appointments.
- 230. 2192 Temporary appointments, and to excepted positions.
- 230. 22 Qualifications and status.
- 230. 221 Personal status.
- 230. 2211 Sex.
- 230. 2212 Married or single.
- 230. 2213 Married women.
- 230. 2214 Members of family in service.
- 230. 2215 Dependents.
- 230. 2216 Whether of proper age, i. e., not children, involving employment child labor.

Appointments—Qualifications and status—Continued.

230. 222	Race.	240
230. 2221	Negroes or colored.	250
230. 2222	Filipinos.	290
230. 2223	Japanese.	300
230. 2224	Chinese.	320
230. 2225	Indians or Eskimos.	330
230. 223	Nationality.	340
230. 2231	Foreigners.	350
230. 2232	Representatives of foreign Governments.	370
230. 224	Veterans and enlisted men.	380
230. 225	Mental, moral, and physical status.	400
230. 23	Reinstatement.	410
230. 231	Requests and applications for.	420
230. 232	Nominal reinstatements.	430
230. 233	After performing military service.	440
230. 234	Certificates of.	450
230. 24	Transfer to War Department from other departments.	460
230. 241	Applications for.	470
230. 242	Requests for, from other departments.	480
230. 243	Reports of absence.	500
230. 3	Status, changes, transfers, within service.	520
230. 301	Laws, rules, and regulations.	530
230. 31	Status of employees.	540
230. 311	Civil or military.	550
230. 312	Jurisdiction civil authorities over.	560
230. 3121	Liability to public duty, road work, witnesses, jury duty.	580
230. 3122	Government defense of suits against employees.	600
230. 313	Classified or unclassified under civil-service rules.	610
230. 3131	Application for classification.	650
230. 3132	Recommendations and requests for classification.	660
230. 3133	Reclassification of employees.	670
230. 314	Apportionment by States.	680
230. 315	Relations with Civil Service Commission.	70
230. 32	Promotions.	
230. 321	Laws, rules, and regulations.	
230. 322	Recommendations and applications for.	
230. 323	Recommendations from authorities for.	
230. 324	Reports of promotions.	
230. 325	Jumping grades in promotions.	
230. 326	Promotions from subclerical grades.	
230. 33	Demotions or reductions.	
230. 331	Laws, rules, and regulations.	
230. 332	Preferring charges in making demotions.	

Status, changes, transfers, within service—Demotions or reductions—Continued.

- 230. 333 Recommendations from authorities for reductions.
- 230. 334 Reports of reductions.
- 230. 34 Efficiency.
- 230. 341 Efficiency systems.
 - 230. 3411 Methods of keeping records and reports.
- 230. 342 Efficiency boards.
- 230. 343 Rules and regulations as to.
- 230. 344 Data as to.
 - 230. 3441 Ability to perform tropical service.
 - 230. 3442 Reports of qualifications.
- 230. 345 Examinations and tests.
 - 230. 3451 Examination for promotion from subclerical grade.
 - 230. 3452 Reports of.
- 230. 346 Reports of efficiency.
 - 230. 3461 Annual.
 - 230. 3462 Semiannual.
 - 230. 3463 Monthly.
 - 230. 3464 Individuals.
- 230. 347 Complaints and protests against ratings.
- 230. 35 Details.
 - 230. 351 Between War Department and other Government establishments.
 - 230. 352 Between bureaus of War Department.
 - 230. 353 From departmental to field service.
 - 230. 354 From field to departmental service.
- 230. 36 Transfers and changes of station.
 - 230. 3601 Applications for.
 - 230. 361 Between bureaus of the War Department.
 - 230. 362 Departmental to field.
 - 230. 363 Field to departmental.
 - 230. 364 Between Army and civilian employees.
 - 230. 365 From United States to far-distant stations.
 - 230. 366 From far-distant stations to United States.
 - 230. 3661 Assignment upon return to United States.
 - 230. 367 Change of stations within United States.
 - 230. 3671 Exchange of positions within service.
 - 230. 368 Assignment and allotment of employees to offices and stations.
- 230. 37 Changes in designations.
- 230. 38 Reports and returns.
 - 230. 381 Reports of changes to bureaus.
 - 230. 382 Reports of changes to Secretary of War.
 - 230. 383 Reports of changes to Civil Service Commission.

	Status, changes, transfers, within service—Reports and returns—Continued.	
230. 384	To the Auditor for War Department.	
230. 385	Returns of crews and employees.	
230. 386	Lists of employees.	
230. 4	Duties and service.	
230. 41	Duties of employees.	
230. 411	Assignment of duties.	
230. 4111	Instruction as to duties.	
230. 4112	Inquiries as to duties.	
230. 412	Unusual or additional duties.	
230. 413	Duties outside regular hours.	
230. 414	Notarial duties or functions.	
230. 415	Witnesses for United States.	
230. 416	Duties requiring bonds.	
230. 4161	Bonds.	
230. 417	Reports and statements as to duties and assignments.	
230. 42	Temporary duty involving travel.	
230. 421	Laws and legislation.	
230. 422	Rules and regulations.	
230. 423	Travel orders.	
230. 424	Absent on duty.	
230. 425	Unusual trips.	
230. 428	Reports of travel by employees.	
230. 43	Conduct of offices, depots, factories.	
230. 431	Regulations of the War Department.	
230. 432	Office rules and regulations.	
230. 4321	Use of elevators.	
230. 4322	Employees performing work at home.	
230. 433	Labor regulations.	
230. 434	Canvassing and circulating subscription lists, collecting.	
230. 435	Circulating information, printed matter.	
230. 436	Allotment of room space and office rooms.	
230. 437	Scientific management, "Taylor System."	
230. 44	Hours of labor.	
230. 441	Laws and legislation.	
230. 4411	Enforcement and violation.	
230. 4412	Exceptions and exemptions.	
230. 4413	Interpretation of.	
230. 442	Eight-hour law.	
230. 4421	Enforcement and violation.	
230. 4422	Exceptions and exemptions.	
230. 4423	Interpretation of.	
230. 443	Departmental rules and regulations.	
230. 4431	Office hours.	
230. 444	Complaints, protests and inquiries as to.	

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Duties and service—Continued.

- 230. 45 Overtime and Sunday work.
- 230. 451 Laws and legislation.
- 230. 452 Departmental rules and regulations.
- 230. 4521 Overtime.
- 230. 4522 Sunday work.
- 230. 453 Reports of overtime.
- 230. 46 Holidays and early closing.
- 230. 461 Laws and legislation.
- 230. 462 Departmental rules and regulations.
- 230. 463 State holidays.
- 230. 464 Legal holidays.
- 230. 4641 New holidays proposed.
- 230. 465 Observance of Mondays after holidays.
- 230. 466 Saturday afternoons.
- 230. 467 Eve of regular holidays.
- 230. 468 Special holidays by Executive orders.
- 230. 4681 For deaths and funerals.
- 230. 5 Absence.
- 230. 51 Laws, rules, and regulations.
- 230. 511 Departmental rules and regulations.
- 230. 512 Field service rules and regulations.
- 230. 513 Methods of calculating.
- 230. 514 Absence on Sundays and holidays, when calculating leave.
- 230. 52 Statistics, statements.
- 230. 521 Records of leaves.
- 230. 522 Statistical statements as to.
- 230. 53 Reports as to leaves.
- 230. 531 Daily reports.
- 230. 532 Weekly reports.
- 230. 533 Monthly reports.
- 230. 534 Sixty-day reports.
- 230. 535 Semiannual reports.
- 230. 536 Annual reports.
- 230. 54 Annual leave of absence.
- 230. 541 Application for.
- 230. 542 Complaints and inquiries as to.
- 230. 543 Cumulative or accrued.
- 230. 544 Eve of resignation.
- 230. 545 Transport and harbor boat employees.
- 230. 546 Per diem employees.
- 230. 547 Temporary employees.
- 230. 548 Arsenal employees.

Absence—Annual leave of absence—Continued.

230. 549	Miscellaneous.	
230. 5491	Involving the employment of substitutes.	
230. 5492	Employees outlying stations.	
230. 55	Sick leave.	
230. 551	Applications for.	
230. 552	Complaints and inquiries as to.	
230. 553	On account of contagious diseases or quarantine.	
230. 554	Transport and harbor boat employees.	
230. 555	Per diem employees.	
230. 556	Temporary employees.	
230. 557	Arsenal employees.	
230. 558	Involving the employment of substitutes.	240
230. 56	Without pay, furloughs, without leave.	250
230. 561	Applications for.	290
230. 562	Complaints and inquiries as to.	300
230. 563	Extended periods.	320
230. 564	Furloughed or "laid off."	330
230. 565	Without leave.	340
230. 57	Absence for public duties.	350
230. 571	National Guard or Militia duty.	370
230. 572	For voting.	380
230. 573	For jury duty.	400
230. 574	For witness duty.	410
230. 58	Absence for special events or classes of employees	420
230. 581	Religious celebrations.	430
230. 582	Deaths and funerals.	440
230. 583	Unveiling statues.	450
230. 584	On account of weather conditions.	460
230. 585	Patriotic events and celebrations.	470
230. 6	Privileges and welfare.	480
230. 61	Safeguarding health.	500
230. 611	Sanitation places of employment.	520
230. 613	Care of consumptives.	530
230. 615	Luncheon facilities.	540
230. 62	Burials and funerals.	550
230. 63	Effects and estates, and property of.	560
230. 64	Retirement, pensions, superannuations.	580
230. 65	Unions, associations, societies, clubs.	600
230. 651	Labor unions.	610
230. 652	War Department Beneficial Association.	650
230. 653	Civil Service Retirement Association.	670
230. 66	Statements and reports.	680
230. 661	To President.	70
230. 662	To Congress.	

Privileges and welfare—Statements and reports—Continued.

- 230. 663 To Congressmen.
- 230. 664 To Civil Service Commission.
- 230. 665 To Secretary of War and other Department Officials.
- 230. 67 Attendance at conventions, exhibitions, expositions.
- 230. 7 Personal records, affairs, and relations.
- 230. 71 Personal record files.
- 230. 711 Historical records.
- 230. 712 Records of addresses.
- 230. 713 Names and addresses of nearest relatives.
- 230. 714 Requests for records of service, addresses, etc., of employees and former employees.
- 230. 7141 From bonding or surety companies.
- 230. 7142 From Pension Office.
- 230. 7143 From Department of Justice.
- 230. 7144 From Congress or Congressmen.
- 230. 7145 Mail to be forwarded.
- 230. 715 Certificates of service.
- 230. 716 Voter's certificates.
- 230. 717 Changes in name.
- 230. 72 Commendations, recommendations, testimonials.
- 230. 721 By War Department officials.
- 230. 722 By Army Officers.
- 230. 723 By civilian employees.
- 230. 724 Commendations for bravery.
- 230. 7241 By War Department officials.
- 230. 7242 By Army officers.
- 230. 7243 By civilian employees.
- 230. 73 Influence, congressional and other.
- 230. 731 For legislation.
- 230. 732 For appointment or employment.
- 230. 733 For promotion or increase of pay.
- 230. 734 Reprimands for use of.
- 230. 74 Complaints, charges, and reprimands.
- 230. 741 Complaint by or on behalf of.
- 230. 742 Complaints against.
- 230. 743 Complaints of indebtedness.
- 230. 7431 Measures to enforce payments.
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- 245. 06 Special service or journey.
- 245. 07 Special conditions, as on discharge.
- 245. 08 Special means.
- 245. 1 Quarters.
- 245. 2 Heat and light, including fuel.
- 245. 3 Forage.
- 245. 6 Mileage, travel pay, or actual expenses.
- 245. 8 Commutations of allowances.
 - 245. 801 Accounts and vouchers.
 - 245. 802 Advances or partial payments.
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 - 245. 804 Orders or authority for.
 - 245. 805 Routes, distances, places.
 - 245. 806 Special service or journey.
 - 245. 807 Special conditions, as on discharge.
 - 245. 808 Special means.

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- 246. 04 Orders or authority for.
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- 246. 06 Special services or conditions.
- 246. 07 Special classes of troops.
- 246. 1 Quarters.
- 246. 2 Heat and light, including fuel.
- 246. 4 Rations or subsistence.
- 246. 5 Clothing.
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- 246. 8 Commutation of allowances.
- 246. 801 Accounts and vouchers.
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- 246. 804 Orders of authority for.
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- 246. 806 Special services or conditions.
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- 246. 81 Quarters.
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- 293. 8 Removals and reinterments.
- 293. 81 Officers and families.
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- 300. 2 Articles of War.
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- 300. 31 Amendments.
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- 300. 33 Revisions.
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- 300. 43 Special, including travel.
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- 300. 47 Obituary.
- 300. 5 Circulars and bulletins.
- 300. 51 War Department circulars.
- 300. 52 Bureau circulars, uniform and National Cemetery Regulations.
- 300. 53 Bulletins.
- 300. 6 Memoranda, notes.
- 300. 61 Artillery.
- 300. 62 General Staff.
- 300. 63 Militia.
- 300. 7 Drill regulations or tactics.
- 300. 71 Systems of.
- 300. 72 Mobile army.
- 300. 73 Arms of the service.
- 300. 731 Inquiries on points.
- 300. 74 Manual of Arms.
- 300. 741 Inquiries on points.
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- 300. 81 Interpretation and construction.
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- 311.12 Establishment of post offices and routes.
- 311.121 Extension of Rural Free Delivery System.
- 311.122 Mail boxes and mail wagons.
- 311.13 Irregularities, lost or destroyed mails.
- 311.14 Postage stamps, use of.
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- 311.16 Parcel post.
- 311.17 Registered mail.
- 311.18 Forwarding and readdressing mail.
- 311.2 Telegraph.
- 311.21 Telegrams, night letters.
- 311.22 Cablegrams and cable interruptions.
- 311.23 Wireless, radiograms, aerograms.
- 311.231 Federal supervision of.
- 311.3 Telephone.
- 311.4 Messengers and couriers.
- 311.5 Secret and confidential.
- 311.51 Cipher letters and dispatches.
- 311.52 Ciphergraph and cipher writers.
- 311.53 Secret writing.
- 311.54 Codes, telegraphic.
- 311.55 Codes, secret, other than telegraphic.
- 311.6 Flags and other signals.
- 311.9 Miscellaneous.
- 311.91 Homing pigeons.

312 Correspondence, methods, forms, and classes.

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- 312.11 Confidential.
- 312.111 Documents.
- 312.112 Instructions.
- 312.113 Letters.
- 312.114 Reports.
- 312.12 Personal or private.
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- 312.14 Anonymous or crank.
- 312.141 Absurd inquiries and requests.
- 312.15 Circular letters.
- 312.16 Letters of introduction.
- 312.17 Letters of acknowledgment.

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- 312. 19 Miscellaneous.
- 312. 191 Regarding issue of various kinds of certificates.
- 312. 2 Forms of.
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- 312. 3 Channels of.
- 312. 31 Military.
- 312. 32 Departmental.
- 312. 33 Within War Department.
- 312. 34 Between War Department and field offices.
- 312. 35 Civil and with civilians.
- 312. 36 With Congressmen.
- 312. 4 Letter writing.
- 312. 41 Address.
- 312. 42 Phraseology and composition.
- 312. 43 Chirography and use of typewriter.
- 312. 44 Abbreviations.
- 312. 45 Erasures.
- 312. 46 Interlineations.
- 312. 47 Signatures.
- 312. 471 Initials.
- 312. 472 Facsimile.
- 312. 473 By rubber stamps.
- 312. 48 Making copies.
- 312. 5 Systems of correspondence.
- 312. 6 Irregularities in correspondence.

313 Records, making and keeping, use and disposition of.

- 313. 1 Making records.
- 313. 11 Press copying.
- 313. 12 Carbon process.
- 313. 13 Photographic copies.
- 313. 14 Copying by hand or typewriter.
- 313. 2 Keeping records.
- 313. 21 Filing and indexing systems.
- 313. 211 Numerically folded papers.
- 313. 212 Decimal flat filing.
- 313. 213 Numerical flat filing.
- 313. 214 Card index systems.
- 313. 215 Subjective classifications.
- 313. 216 Self-indexing systems.
- 313. 22 Loose-leaf systems.

Keeping records—Continued.

- 313. 24 Suspended or follow-up files.
- 313. 25 Book records.
- 313. 251 Fort record books.
- 313. 3 Storage and care of records.
- 313. 31 Transfer of.
- 313. 4 Amendment and correction of.
- 313. 5 Utilization or use of.
- 313. 51 Access to, permission to examine.
- 313. 52 Authentication and certification.
- 313. 521 Use of official seals.
- 313. 53 Production in court.
- 313. 54 Application for and refusal to furnish copies.
- 313. 6 Disposition of, such as burning, destroying.
- 313. 61 Useless records.
- 313. 62 Obsolete records.
- 313. 7 Lost or destroyed records.

314 Records.

- 314. 1 Staff corps and departments.
- 314. 2 Abandoned posts.
- 314. 3 Discontinued commands.
- 314. 4 Captured records.
- 314. 5 Volunteer organizations.
- 314. 6 Death and interment records.
- 314. 7 Military histories.
- 314. 71 Posts and reservations.
- 314. 72 Schools.
- 314. 73 Organizations.
- 314. 74 Offices and bureaus.
- 314. 8 Records of wars.
- 314. 81 Confederate and Southern Confederacy.
- 314. 811 Archives, records, and rolls.
- 314. 812 Pensions.
- 314. 813 Army of.
- 314. 814 Congress of.
- 314. 815 General officers.
- 314. 816 Seal of.
- 314. 82 Revolutionary War and War of 1812.
- 314. 83 Civil War.
- 314. 84 Spanish War.
- 314. 85 Colonial War.
- 314. 86 Indian Wars.

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315 Blank forms and books (by number and name).

- 315. 01 Methods of procuring and supplying.
- 315. 02 Adoption of new forms, and tests.
- 315. 03 Revisions and alterations.
- 315. 04 Instructions and made-up models of forms.
- 315. 05 Complaints, criticisms, suggestions.
- 315. 06 Distribution and supply.
- 315. 061 Requisitions for.
- 315. 07 Surplus and obsolete forms.

319 Reports and miscellaneous matters.

- 319. 1 Reports.
- 319. 11 As to condition of public business.
- 319. 12 Annual and monthly miscellaneous.
- 319. 2 Miscellaneous matters.
- 319. 21 Printing in the Army.
- 319. 22 Paper work in the Army.
- 319. 23 Errors and error cards.
- 319. 24 Percentages, losses and gains.
- 319. 25 Compilations and gathering data.

320 ORGANIZATION OF THE ARMY.

320. 1 Laws and regulations as to.
 320. 2 Strength, and tables of organization.
 320. 21 Commissioned.
 320. 22 Enlisted.

321 Staff corps and departments.

321. 1 General staff corps.
 321. 11 Office Chief of Staff.
 321. 12 War College Division.
 321. 13 Mobile Army Division.
 321. 14 Coast Artillery Division.
 321. 15 Militia Affairs Division.
 321. 2 Adjutant General's Department.
 321. 3 Inspector General's Department.
 321. 4 Judge Advocate General's Department.
 321. 5 Quartermaster Corps.
 321. 6 Medical Department.
 321. 7 Corps of Engineers.
 321. 8 Ordnance Department.
 321. 9 Signal Corps.

322 Tactical units.

322. 01 Field armies, first, second, third, etc.
 322. 02 Corps.
 322. 03 Divisions.
 322. 04 Brigades.
 322. 05 Regiments.
 322. 051 Battalions and squadrons.
 322. 052 Companies, troops, and batteries.
 322. 053 Platoons and squads.
 322. 06 Provisional regiments and their units.
 322. 07 Mixed commands for field service (expeditionary forces).
 322. 08 Commanders (of armies, corps, divisions, brigades, regiments, battalions, squadrons, companies, troops, and batteries).
 322. 081 Powers and duties of.
 322. 1 Engineer troops.
 322. 11 Battalion noncommissioned staff.
 322. 12 Bands.
 322. 13 Battalions, first, second, third.
 322. 14 Companies, A, B, C, etc.
 322. 15 Pioneer corps and detachments.
 322. 16 Mounted engineers.

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322. 2 Signal Corps.
 322. 21 Companies, A, B, C, etc.
 322. 22 Aeronautical detachments.
 322. 23 Balloon detachments.
 322. 3 Hospital and Nurse Corps.
 322. 31 Nurse corps.
 322. 32 Hospital corps.
 322. 321 Ambulance companies, 1, 2, 3, etc.
 322. 322 Companies.
 322. 323 Field hospitals, 1, 2, 3, etc.
 322. 324 Sanitary troops and squads.
322. 4 Cavalry.
 322. 41 Regimental and squadron noncommissioned staff.
 322. 42 Bands.
 322. 43 Regiments, first, second, third, etc.
 322. 44 Squadrons, 1, 2, 3.
 322. 45 Troops, A, B, C, etc.
 322. 46 Machine-gun platoons.
 322. 47 Headquarters detachments.
322. 5 Infantry.
 322. 51 Regimental and battalion noncommissioned staff.
 322. 52 Bands.
 322. 53 Regiments.
 322. 54 Battalions, first, second, third.
 322. 55 Companies, A, B, C, etc.
 322. 56 Machine-gun platoons.
 322. 57 Headquarters detachments.
 322. 58 Mounted orderlies.
322. 6 Field Artillery, light, mountain, and horse.
 322. 61 Regimental and battalion noncommissioned staff.
 322. 62 Bands.
 322. 63 Regiments, 1, 2, 3, etc.
 322. 64 Battalions, first, second, third.
 322. 65 Batteries, A, B, C, etc.
 322. 66 Siege and batteries and trains.
 322. 67 Headquarters detachments.
 322. 68 Mounted orderlies.
322. 7 Coast Artillery Corps.
 322. 71 Noncommissioned staff.
 322. 72 Bands.
 322. 73 Torpedo companies.
 322. 74 Mine companies.
 322. 75 Companies, first, second, third, etc.

322. 8 Native troops.
322. 81 Porto Rican Regiment Infantry (subdivide as 322.5)
322. 82 Philippine Scouts.
322. 821 Battalion noncommissioned staff.
322. 822 Battalions, first, second, third, etc.
322. 823 Companies, first, second, third, etc.
322. 9 Miscellaneous.
322. 91 Indian companies.
322. 92 Indian scout organizations.
322. 93 Fife and drum corps.
322. 94 Bands, miscellaneous, as depot, post.
322. 941 Competition with civilians.
322. 95 Skeleton companies.
322. 96 Machine-gun organizations.
322. 97 Colored troops.
322. 98 Detachments.
322. 981 Casuals and casual detachments.
322. 982 Orderlies and messengers.
322. 983 Headquarters.
322. 984 Disciplinary organizations.
322. 99 Miscellaneous.
322. 991 Mounted infantry.
322. 992 Mounted scouts.
322. 993 Mounted rangers.
- 323 Geographical divisions.**
323. 1 Centralization and concentration.
323. 2 Distribution of Army by arms of service.
323. 3 Military departments and divisions.
323. 31 Establishment and discontinuance of.
323. 32 Extension or contraction of limits.
323. 33 Headquarters of.
323. 34 Commanders and staffs.
323. 341 Powers and duties of.
323. 4 Coast-defense districts (subdivide as 323.3).
323. 5 Coast-defense subdistricts (subdivide as 323.3).
323. 6 Military districts, miscellaneous (subdivide as 323.3).
323. 7 Posts, forts, stations, arsenals, depots, general hospitals (subdivide as 323.3).
323. 8 Militia, by States.
323. 81 Governors.
323. 811 Powers and duties of.
323. 82 Adjutants general.
323. 821 Powers and duties of.
323. 83 Quartermaster generals.
323. 831 Powers and duties of.

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- 324 Volunteers.**
- 324. 1 Calls for.
 - 324. 11 Enrollment and enrolling officer.
 - 324. 12 Muster.
 - 324. 121 Muster-in.
 - 324. 122 Muster-out.
 - 324. 123 Remuster.
 - 324. 124 Mustering regulations.
 - 324. 125 Residence at time of enrollment or muster-in.
 - 324. 2 Appointment and holding office in volunteers.
 - 324. 21 Appointment by the President.
 - 324. 211 Operative from acceptance.
 - 324. 22 Appointment by governor of State by act of Congress.
 - 324. 221 Effective on muster-in only.
 - 324. 23 Defacto officer.
 - 324. 231 Acts valid as to third persons.
 - 324. 24 Vacation of office.
 - 324. 241 By accepting another office.
 - 324. 242 By summary dismissal.
 - 324. 243 By muster-out and discontinuance of office.
 - 324. 244 By sentence of court-martial.
 - 324. 25 Commissions in volunteers under acts of Congress and
General Orders of War Department.
 - 324. 251 Application and examination for.
 - 324. 252 Volunteer eligible list.
 - 324. 3 Tenders of service.
 - 324. 31 Individuals.
 - 324. 32 Organizations.
 - 324. 33 Recruiting for volunteers.
 - 324. 331 Recruiting details.
 - 324. 332 Recruiting agents.
 - 324. 4 Organizations of State and United States Volunteers.
(State volunteers, see under State.)
(United States Volunteers, see Arm of service.)
 - 324. 5 Independent organizations.
 - 324. 51 Home guards.
 - 324. 52 Invalid corps.
 - 324. 53 Life-saving corps.
 - 324. 54 Telegraph corps.
 - 324. 6 Retired and reserve.
 - 324. 61 Volunteer retired list.
 - 324. 62 Volunteer reserves.

324. 7 Other questions pertaining to volunteers.
 324. 71 Conscription.
 324. 72 Exemption of persons from military service.
 324. 73 Substitutes.
 324. 74 Loyalty.
 324. 75 Bounty and bounty land.
 324. 76 Volunteer officers.
 324. 77 Volunteer Army Corps, Civil and Spanish Wars.
 324. 79 Prisoners of war in War with Spain and in Philippine
 Insurrection.
 324. 791 Parole of.

325 Militia.

325. 1 Laws and regulations governing.
 325. 11 Regulations.
 325. 12 Codes and manuals.
 325. 2 Discrimination against.
 325. 21 Criticism and condemnation of.
 325. 22 Laws and legislation to prevent.
 325. 23 By employers of members.
 325. 24 By Federal departments.
 325. 25 By organized labor.
 325. 3 Relations with War Department.
 325. 31 Relations with Regular Army.
 325. 32 Cooperation with Regular Army.
 325. 33 Status as militia.
 325. 34 Status when in Federal service.
 325. 4 Organization.
 325. 41 Unorganized militia.
 325. 411 Enrollment of.
 325. 42 Independent required to organize.
 325. 43 Conformity with Regular Army.
 325. 44 Strength.
 325. 441 Commissioned.
 325. 442 Enlisted.
 325. 45 Organizations.
 325. 451 Changes in.
 325. 452 Muster in and out.
 325. 453 Disbandment.
 325. 454 Transfer of units between arms.
 325. 455 Designations of.
 325. 456 Privileged.

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- 325. 5 Development and improvement of.
- 325. 51 Policies and plans.
- 325. 52 Education. (See also 350.)
- 325. 521 Systems and methods of instruction.
- 325. 522 Correspondence schools.
- 325. 523 State schools.
- 325. 524 Standardization of.
- 325. 525 Courses of study.
- 325. 526 Armory instruction.
- 325. 527 Instruction State employees.
- 325. 528 Instruction at property inspections.
- 325. 6 Training. (See 353.) Paying and pay of.

326 Reserves.

- 326. 1 Regular Army Reserves.
- 326. 2 Medical Reserve Corps.
- 326. 3 Militia.
- 326. 4 National.
- 326. 5 Marksman.

330 MILITARY CONTROL.

- 330. 1 Efficiency.
- 330. 11 Of troops by arm of service and organizations.
- 330. 12 Of militia, by States and organizations.
- 330. 13 Commendations.
- 330. 14 Criticisms.
- 330. 15 Reports of efficiency.
- 330. 2 Service.
- 330. 21 Field.
- 330. 22 Tropical.
- 330. 23 Foreign.
- 330. 3 Muster rolls and returns.
- 330. 31 Muster rolls.
- 330. 311 Rendition and correction of.
- 330. 32 Returns of organizations.
- 330. 321 Rendition and correction of.
- 330. 33 Returns of posts.
- 330. 331 Rendition and correction of.

331 Posts or camps.

- 331. 01 Post administration.
- 331. 02 Camp administration.
- 331. 1 Post libraries.
- 331. 2 Officers' clubs.
- 331. 3 Post and company exchanges.
- 331. 31 Establishment of.
- 331. 32 Stocks, fixtures, and supplies.
- 331. 33 Officers, employees.
- 331. 34 Councils of administration.
- 331. 35 Profit and credit.
- 331. 36 Regulations.
- 331. 37 Operation reports.
- 331. 4 Messes.
- 331. 41 Officers'.
- 331. 42 Enlisted men.
- 331. 5 Laundries.
- 331. 51 Establishment of.
- 331. 52 Regulations.
- 331. 53 Civilians operating.
- 331. 6 Kitchens and gardens.

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332 **Flags, trophies, and personal property.** (For supply, see 400.)

- 332. 1 Flags.
- 332. 11 Captured.
- 332. 12 Confederate.
- 332. 13 National.
- 332. 131 Desecration and misuse.
- 332. 132 Use for advertising purposes.
- 332. 14 Inscriptions of battles on, silver bands and rings.
- 332. 2 Trophies.
- 332. 21 National.
- 332. 22 Nevada.
- 332. 23 Palma.
- 332. 24 Soldier of Marathon.
- 332. 3 Personal property.
- 332. 31 Civilian clothing.
- 332. 311 Wearing of by officers.
- 332. 312 Wearing of by enlisted men.
- 332. 313 Sale of cast-off clothing by recruits.
- 332. 32 Officers'.
- 332. 321 Disposition of.
- 332. 322 Storage of. (See 400.)
- 332. 33 Enlisted men.
- 332. 331 Disposition of.
- 332. 332 Storage of. (See 400.)

333 **Inspections by inspector generals and other officers.**

- 333. 01 Methods and manner of making.
- 333. 02 Regulations governing.
- 333. 03 Special instructions.
- 333. 1 Military posts, stations, districts, cemeteries, in their entirety.
- 333. 2 Depots, arsenals, armories, in their entirety.
- 333. 3 Organizations of troops.
- 333. 34 In field.
- 333. 35 In garrison or quarters.
- 333. 4 Militia organizations and property.
- 333. 44 In field.
- 333. 45 In garrison or quarters.
- 333. 5 Maneuvers, target practice, tournaments, field marches.
- 333. 56 Regular Army.
- 333. 57 Militia.
- 333. 58 Joint Army and Militia.
- 333. 6 Buildings and reservations as to condition, upkeep, repair.
- 333. 7 Vessels.
- 333. 8 Business methods, accounts, records.
- 333. 9 Miscellaneous.
- 333. 96 Property and supplies.

- 334 Boards, councils, and commissions.**
334. 1 Examining boards.
 Cadet candidates for Military Academy.
 Chaplains.
 Civilians for second lieutenant.
 Enlisted men for second lieutenant.
 Dental surgeons.
 Engineer Corps, civilians for second lieutenant.
 Medical officers.
 Officers for promotion.
 Pay clerks.
 Philippine Scouts.
 Porto Rican Regiment.
 Staff, noncommissioned, for appointment in.
 Superintendents for national cemeteries.
 Transfer officers to staff corps or departments.
 Veterinarians.
 Volunteer commissions.
334. 2 Regulations and equipment boards.
 Army Regulations, amendment and revision.
 Cavalry drill regulations.
 Cavalry equipment.
 Field Artillery regulations.
 Infantry drill regulations.
 Infantry equipment.
 Small-arms firing regulations.
334. 3 Service boards.
 Army medical.
 Artillery, Coast.
 Artillery, Field.
 Artillery, Field, school of fire.
 Artillery, Mountain.
 Cavalry.
 Engineer.
 Infantry.
 Joint Army and Navy.
 Military prison commissioners.
 National land defense.
 National Militia.
 National, for promotion of rifle practice. (See 381.5.)
 Ordnance Board.
 Ordnance and Fortifications.
 Torpedo.

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- 334. 4 Efficiency Boards. (Regular Army officers, volunteer officers.)
- 334. 5 College inspection.
- 334. 6 Retiring.
- 334. 7 Boards, other.
 - Animals, public inspection of.
 - Church claims in Philippine Islands.
 - General Staff, selection officers for detail.
 - Geographic names, in United States and Philippine Islands.
 - Inspection and appraisement.
 - Interdepartmental.
 - Militia officers.
 - Panama fortifications.
 - Philippine Islands, fortification and defense.
 - Sanitary inspectors.
- 334. 8 Commissions and councils.
- 335 Honors and ceremonies.**
 - 335. 1 Honors.
 - 335. 11 Official 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. 2 Ceremonies.
 - 335. 21 Precedence of troops at.
 - 335. 22 Reviews.
 - 335. 23 Parades.
 - 335. 24 Roll calls.
 - 335. 25 Musters.
 - 335. 26 Receptions.
 - 335. 27 Saturday inspections.
- 336 Foreign and International Affairs and Relations.**
 - 336. 1 Foreign commerce.
 - 336. 2 Foreign armies.
 - 336. 21 Movement of troops on United States territory.
 - 336. 3 Foreign navies.
 - 336. 4 Foreign officers.
 - 336. 5 International boundary.
 - 336. 6 International conferences.

340 RECRUITMENT.**341 Recruiting.**

- 341. 1 Army at large.
- 341. 2 Departmental and regimental.
- 341. 3 Special recruiting for arms of the service.
- 341. 4 Recruiting regulations.
 - 341. 41 Instructions to govern.
 - 341. 42 Recruiting circulars.
 - 341. 43 Trimonthly reports.
 - 341. 44 Night recruiting.
- 341. 5 Recruiting parties.
- 341. 6 Recruiting depots.
- 341. 61 Recruit companies.
- 341. 7 Recruit depot posts.
- 341. 8 Recruiting districts and stations.
- 341. 81 Opening and closing stations.

342 Enlistment.

- 342. 01 Army reserve.
- 342. 02 Period of enlistment.
- 342. 03 Fraudulent enlistment.
- 342. 04 Reports of enlistment.
- 342. 05 Enlistment papers.
- 342. 06 Reenlistment.
- 342. 1 Applicants for enlistment.
 - 342. 11 Accepted.
 - 342. 12 Rejected.
 - 342. 13 Probation.
 - 342. 14 Elopement.
 - 342. 15 Physical examination.
 - 342. 151 Physical examination reports.
 - 342. 16 Disqualifying defects, mental, physical, age.
 - 342. 161 Waived by regulations.
 - 342. 162 Waived by special authority, Secretary of War.
 - 342. 17 Special enlistments for staff departments.
 - 342. 18 Ineligibles, special authority for enlistment of (such as aliens, Indians, married men, military prisoners).

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343 Recruits.

- 343. 01 Qualifications.
- 343. 02 Moral and medical examination.
- 343. 03 Instruction.
- 343. 1 Application for.
- 343. 11 Staff departments.
 - Medical Department.
 - Military Academy detachments.
 - Ordnance Department.
 - Quartermaster Corps.
 - Signal Corps.
- 343. 12 Line of the Army.
 - Artillery, Coast.
 - Artillery, Field.
 - Cavalry, Colored.
 - Cavalry, White.
 - Engineers.
 - Infantry, Colored.
 - Infantry, White.
 - Native troops.
- 343. 2 Assignment.
- 343. 21 Available for.
- 343. 211 Staff Departments. (Subdivide same as 343.11.)
- 343. 212 Line of the Army. (Subdivide same as 343.12.)
- 343. 22 Select.
- 343. 23 Conducting to stations and reports of commanding officers on.
- 343. 24 Quality of, reports by commanding officers.

344 Identification of soldiers.

- 344. 1 Systems of.
 - 344. 11 Finger print.
 - 344. 12 Outline figure card.
 - 344. 13 Photographic.
 - 344. 14 Personal marks.
- 344. 2 Charts, tables, tags.
- 344. 3 Calls on commanding officers to correct defective finger prints, photographs, or make new ones.

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EDUCATION.

- 350.01 Literature for use of the Army.
- 350.02 Reading matter.
- 350.03 Language, study of and proficiency in.
- 350.04 Military museums.
- 350.05 Military information, collection and dissemination.
- 350.06 Military problems.
- 350.07 Military observations.
- 350.08 Military topography.
- 350.1 Foreign military schools, attendance officers and enlisted men.
- 350.2 Foreign officers, attendance at military schools in United States.
- 350.3 Civilians, attendance at military schools in United States.
- 350.4 Instruction reports from arms of the service.
- 350.5 Illiteracy in the Army.

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Military Academy.

- 351.01 Officers of.
 - Superintendent.
 - Professors.
 - Commandant of cadets.
 - Treasurer and disbursing officer.
 - Adjutant.
 - Quartermaster Corps officers.
 - Master of the sword.
- 351.02 Detachment of enlisted men.
- 351.03 Band.
- 351.04 Regulations.
- 351.05 Departments, and course of instruction.
- 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, candidates, physical and mental.
 - 351.151 Cadets at the academy.
 - 351.152 Deficient in examination.
 - 351.16 Demerits.
 - 351.17 Punishment.
 - 351.18 Appeals.
 - 351.19 Hazing.
 - 351.21 Absence.
 - 351.22 Distinguished.
 - 351.23 Graduation list.
 - 351.24 Separation.

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Cadets--Continued.

- 351. 25 Vacancies.
- 351. 26 Use of, to instruct militia.
- 351. 27 Circulars of information.
- 351. 28 Candidates.
- 351. 29 Conduct roll.
- 351. 31 Merit roll.
- 351. 32 Annual roll.
- 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.

352 Army schools and colleges.

- 352. 01 Course of instruction.
- 352. 02 Essays and lectures.
- 352. 03 Service school journals.
- 352. 04 Students. (For detail see 200.)
- 352. 05 Officers. (For detail see 200.)
- 352. 06 Instructors. (For detail see 200.)
- 352. 07 Graduates.
- 352. 08 Diplomas, certificates, honor roll.
- 352. 09 Miscellaneous.
- 352. 091 Detachments of enlisted men at.
 - White.
 - Colored.
- 352. 1 Army service schools and staff colleges.
- 352. 11 Army School of the Line.
- 352. 12 Army Staff College.
- 352. 13 Army Signal School.
- 352. 14 Army Field Engineer School.
- 352. 15 Army Field Service and Correspondence School for.
 - Medical Officers.
- 352. 16 Coast Artillery School.
- 352. 17 School of Musketry.
- 352. 18 School of Bakers and Cooks. (Attendance militia officers.)
- 352. 19 Mounted Service School.
- 352. 21 School for Field Officers.
- 352. 22 School for Company Officers.
- 352. 23 School for Farriers and Horseshoers.
- 352. 24 School for Mechanics and Saddlers.
- 352. 25 Field Artillery School of Fire.
- 352. 26 Army War College.

Army service schools and staff colleges—Continued.

352. 27 Engineer School.
 352. 28 Army Medical School.
 352. 29 Miscellaneous.
 352. 291 School for Quartermaster Sergeants.
 352. 3 Garrison schools.
 352. 31 Course of instruction.
 352. 32 Attendance Regular Army officers.
 352. 33 Attendance Militia officers.
 352. 34 Proficiency and deficiency.
 352. 35 Reports.
 352. 4 Training schools.
 352. 5 Post schools.
 352. 51 Attendance noncommissioned officers.
 352. 52 Attendance enlisted men.
 352. 53 Attendance of children.
 352. 6 Correspondence schools.

353 Training.

353. 1 Target practice.
 353. 11 Target year, suspension of.
 353. 12 Night training.
 353. 13 Signal service.
 353. 14 Small-arms firing.
 353. 141 Classification.
 353. 142 Figure of merit.
 353. 143 Coast Artillery.
 353. 144 Colleges.
 353. 145 Gallery.
 353. 146 Machine-gun platoons.
 353. 147 Special course for militia.
 353. 148 Inspectors of.
 353. 15 Marksmanship.
 353. 151 Qualification.
 353. 152 Classification.
 353. 153 Certificate of marksmanship.
 353. 154 Insignia.
 353. 16 Artillery, Field.
 353. 17 Artillery, Coast.
 353. 171 Rapid fire, machine gun, mortars.
 353. 172 Batteries at post.
 353. 173 Assignment to guns and calibers.
 353. 174 Subcaliber practice.
 353. 175 Figure of merit.

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Target practice—Artillery, Coast—Continued.

- 353. 176 Records and reports.
- 353. 177 Reports of mine practice.
- 353. 2 Small-arms competition.
- 353. 201 Teams.
- 353. 202 Entrance and other fees.
- 353. 203 Officials.
- 353. 204 Prizes.
- 353. 21 International. (Subdivide as 353.2.)
- 353. 22 National.
- 353. 23 Army.
- 353. 24 Militia, State and interstate.
- 353. 25 Department and division.
- 353. 255 Annual reports.
- 353. 3 National shooting matches.
- 353. 31 Tryouts and teams.
- 353. 32 Entrance and other fees.
- 353. 33 Officials.
- 353. 34 Prizes.
- 353. 35 Rifle clubs and teams.
- 353. 4 Firing.
- 353. 41 Tests of.
- 353. 42 Tables of.
- 353. 43 Circuits for seacoast.
- 353. 44 Salvos and salvo points.
- 353. 5 Drills and exercises.
- 353. 501 Competitive, exhibition, prize.
- 353. 51 Signals and signaling, including telegraph and telephone.
- 353. 52 Equitation.
- 353. 521 Horse racing.
- 353. 53 Guard duty.
- 353. 54 Instruction drills.
- 353. 541 Hospital Corps.
- 353. 542 Signal Corps.
- 353. 543 Artillery, Coast.
- 353. 544 Cavalry.
- 353. 545 Engineers.
- 353. 546 Infantry.
- 353. 547 Machine-gun platoons.
- 353. 548 Artillery, Field.
- 353. 549 Miscellaneous.
- 353. 5491 Mine companies and planters.
- 353. 55 Practice marches.
- 353. 56 Marches, tests.

- Drills and exercises—Continued.
353. 57 Physical exercises.
353. 571 Walking and running.
353. 572 Fencing, and similar drills.
353. 58 Tournaments, military.
353. 7 Musical training.
353. 71 Vocal and instrumental.
353. 72 Teachers.
353. 73 Instruction.
353. 74 Orchestra, string and brass.
353. 75 Bugle calls.
353. 8 Athletics and amusements.
353. 81 Boxing or prize fighting.
353. 82 Jiu jitsu or wrestling.
353. 83 Swimming.
353. 84 Gymnastics, and wall scaling.
353. 85 Games.
- Baseball.
- Basket ball.
- Billiards.
- Bowling.
- Football.
- Golf.
- Polo.
- Pool.
- Tennis.
353. 86 Amusements.
- Concerts.
- Dances.
- Entertainments.
- Exhibitions.
- 354 Maneuvers and camps of instruction.**
354. 1 Camps of instruction. (Arrange by name of camp and years in which they are held.)
354. 101 Criticisms.
354. 102 Attendance.
354. 11 Officers' camps of instruction.
354. 12 Inland camps.
354. 13 Coast Artillery camps.
354. 14 Coast Artillery and Militia.
354. 15 Militia or State.
354. 16 Reports.
354. 17 Students, civil schools.

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354. 2	Maneuvers. (Arrange as camps of instruction.)
354. 201	Criticisms.
354. 202	Attendance.
354. 203	Concessions at.
354. 204	Referees.
354. 205	Reports.
354. 21	Joint Army and Navy.
354. 22	Army and Militia.
354. 23	Naval.
354. 24	State.
354. 25	Foreign.

370 EMPLOYMENT AND MOVEMENT OF TROOPS.

370. 01 Mobilization.
 370. 02 United States troops passing through foreign territory.
 370. 03 Invasion.
 370. 04 Siege.
 370. 05 Evacuation.
 370. 06 Enemy's country.
 370. 07 Damages caused by military activities.
 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 Storms.
 370. 16 Forest fires.
 370. 2 Operations and reports of.
 370. 21 Escorts, guards and convoys.
 370. 22 Expeditions and campaigns.
 370. 23 Scouts and skirmishes.
 370. 24 Engagements.
 370. 25 Explorations.
 370. 26 Joint Army and Navy operations.
 370. 27 Reinforcements.
 370. 3 Protection of seacoast.
 370. 31 Submarine mine defense.
 370. 32 Harbor defenses.
 Atlantic coast.
 Gulf coast.
 Pacific coast.
 370. 4 Communication, ways and means.
 370. 41 Line of communication.
 370. 42 Establishment of base lines.
 370. 5 Changes of stations.
 370. 51 United States and Alaska.
 370. 52 United States, Philippines, and other islands.
 370. 53 United States, Panama, and Panama Canal Zone.
 370. 54 Reports of arrival and departure.
 (NOTE.—For correspondence concerning troops by
 classes and units see 320.)
 370. 6 Suppression of lawlessness.
 370. 61 Riots and strikes.
 370. 62 Filibustering.
 370. 63 Insurrections.

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Suppression of lawlessness—Continued.

- 370. 64 Guerrilla warfare.
- 370. 65 Indian depredations and dances.
- 370. 66 Troops as posse comitatus.
- 370. 7 Exhibitions and parades.
- 370. 71 Applications for from societies.
- 370. 72 Fairs.
- 370. 73 Horse shows.
- 370. 74 Inauguration ceremonies.
- 370. 75 Tournaments.
- 370. 8 Martial law.
- 370. 81 Provost marshals.

- 380 WAR AND PEACE.** (Under this head, matters and terms relating to making peace and war, terminating, carrying on wars, have been placed.)
380. 1 Interventions.
 380. 2 Civil war.
 380. 3 Foreign war.
- 381 Preparations for war, plans, tables, instructions, statistics, 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.
 381. 51 Army.
 381. 52 Militia.
 381. 53 Educational institutions.
 381. 54 Clubs.
- 382 Beginning war.**
382. 1 Proclamations.
 382. 2 Declarations of war.
- 383 Conduct of war with relation to persons.**
383. 1 Safe conduct.
 383. 2 Noncombatants.
 383. 3 Clemency or pardon.
 383. 4 Spies, espionage.
 383. 5 Hostages.
 383. 6 Prisoners of war.
 383. 7 Refugees or reconcentrados.
- 384 Conduct of war with relation to places, organizations, commands.**
384. 1 Surrenders.
 384. 2 Capture or capitulation.
 384. 3 Blockades or bombardments.
- 385 Methods and manner of conducting war.**
385. 1 Nonintercourse.
 385. 2 Weapons.
 385. 3 Retaliation.
 385. 4 Flags of truce.
- 386 Property rights involved in war.**
386. 1 Destruction in battle or under military necessity.
 386. 2 Occupancy and use.
 386. 3 Captured property.
 386. 4 Borrowed from allies.
 386. 5 Contraband.

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- 387 Terminating war.**
- 387. 1 Amnesty.
 - 387. 2 Treaties.
 - 387. 3 Protocols.
 - 387. 4 Armistice.
 - 387. 5 Arbitration.
 - 387. 6 Indemnities.
 - 387. 7 Proclamations.
- 388 Preserving peace.**
- 388. 1 Treaties.
 - 388. 2 Arbitrations.
 - 388. 3 Disarmament.

400 SUPPLIES AND EQUIPMENT.

400. 1 Selection, adoption, and acquisition.
 400. 11 Selection and adoption.
 400. 111 New articles and inventions offered for use of Army.
 400. 112 Tests, trials, analyses, investigations or articles of supply, equivalents, experiments.
 400. 113 Changes and improvements in articles of supply.
 400. 114 Specifications, standard samples, drawings, and designs, charts, data, patterns, sizes, measurements.
 400. 115 Determining kinds and classes of supplies to be used for which no specifications nor standard samples are adopted.
 400. 12 Methods of purchase.
 400. 121 Advertising and under formal contract.
 400. 122 Advertising and proposal and acceptance.
 400. 123 Open-market purchases.
 400. 124 Emergency purchases.
 400. 13 Purchases.
 400. 131 Requests for authority to purchase.
 400. 132 Authority to purchase without request.
 400. 133 Approval of action in making purchases.
 400. 134 Subscriptions to newspapers and periodicals.
 400. 135 Purchases from other departments or bureaus.
 400. 136 Purchases abroad.
 400. 137 Reports of purchases made, and market conditions.
 400. 14 Bids, abstracts, awards, and contracts.
 400. 141 Circulars to bidders and advertisements (copies of, contents, conditions in).
 400. 142 Authority to invite bids.
 400. 143 Abstracts of proposals and bids.
 400. 144 Abstracts of awards.
 400. 145 Contracts and leases.
 400. 146 Proposal and acceptance agreements, orders for open-market or emergency purchases.
 400. 147 Complaints and protests of bidders and contractors.
 400. 15 Advertisements, catalogues, bidders' lists.
 400. 151 Advertisements, circulars, samples.
 400. 152 Catalogues.
 400. 153 Offers to sell supplies to United States.
 400. 154 Requests for information as to how to proceed to obtain Government business, lists of purchasing officers.
 400. 155 Lists of bidders and contractors.
 400. 156 Introductions and credentials of representatives of business houses.
 400. 157 Government recommendations or testimonials.
 400. 158 Use of Government name in advertisements.

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Selection, adoption, and acquisition—Continued.

- 400. 16 Marking, packing, and inspection of.
- 400. 161 Marking.
- 400. 162 Packing.
- 400. 163 Inspecting.
- 400. 164 Samples and reports of articles inspected.
- 400. 165 Inspections for other branches of Government.
- 400. 17 Manufacture of.
- 400. 171 Methods of manufacture.
- 400. 172 Allowances of materials for manufacture.
- 400. 173 Manufactures authorized at depots or arsenals by operatives.
- 400. 174 Bids, abstracts and contracts for manufacture from materials furnished by United States (manufactures by contractors from materials furnished by contractors should be carried as purchases and not as manufactures).
- 400. 19 Miscellaneous.
- 400. 191 Statistics, price lists, costs, descriptive cards.
- 400. 192 Reports as to supplies and equipment purchased, manufactured, conditions, progress.
- 400. 2 Handling, storing, transferring, preparing for use.
- 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. 216 Capacity to manufacture.
- 400. 22 Transfers and exchanges, and shipment of.
- 400. 221 Transfers between posts, and stations.
- 400. 222 Transfers with organizations or individuals changing station.
- 400. 223 Exchanges between posts and depots.
- 400. 224 Exchanges with and returns from militia.
- 400. 225 Transfers between bureaus or staff corps.
- 400. 23 Reserve stocks and field supply depots.
- 400. 231 Supplies placed in reserve.
- 400. 232 Field supply depots.
- 400. 24 Storing and hauling.
- 400. 241 Methods of storing and preserving.
- 400. 242 Space and utilization of same.
- 400. 25 Preparing for use, mounting and dismounting.
- 400. 251 Salting or curing.
- 400. 252 Canning or preserving.

Handling, storing, transferring, preparing for use—Continued.

400. 253 Cooking or baking.
 400. 254 Drying or desiccating.
 400. 29 Miscellaneous.
 400. 291 Reports of stock on hand.
 400. 3 Distribution of
 400. 301 Classification for purposes of distribution.
 400. 302 Methods and points of supply.
 400. 311 Methods of preparing and submitting requisitions.
 400. 312 Requisitions for supplies, repairs and alterations, etc.
 400. 313 Requests for supplies, directions to supply or directions
 to submit requisitions.
 400. 314 Estimates or data as to need of posts, stations, organi-
 zations.
 400. 315 Complaints of delay or nonreceipt of supplies called for
 on requisitions.
 400. 316 Criticisms of supplies furnished on specified requisiti-
 ons.
 400. 317 Reports as to unfilled requisitions or inability to fur-
 nish supplies called for.
 400. 32 Sales.
 400. 321 To officers and their families, Army, Navy, and Marine
 Corps.
 400. 322 To enlisted men and their families, Army, Navy, and
 Marine Corps.
 400. 323 To employees and their families.
 400. 324 To militia and militiamen.
 400. 325 To other bureaus and departments, and employees.
 400. 326 To cadet store, soldiers' homes, post exchanges, Red
 Cross Society.
 400. 327 To Y. M. C. A. secretaries, postmasters, civilians.
 400. 328 Applications from unauthorized civilians to make pur-
 chases and requests for information as to where sup-
 plies can be purchased.
 400. 329 To miscellaneous.
 400. 3291 Manufacturers and inventors.
 400. 3292 Military or semimilitary organizations.
 400. 3293 Volunteers.
 400. 3294 Rifle clubs and schools.
 400. 33 Loans.
 400. 331 To other bureaus and departments.
 400. 332 To patriotic, charitable, and similar organizations.
 400. 333 Specially authorized by Congress.
 400. 334 To militia and schools.
 400. 335 Donations.

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Distribution of—Continued.

- 400. 34 Allowances.
 - 400. 3401 For Artillery target practice.
 - 400. 3402 For small-arms target practice.
 - 400. 3403 For camps of instruction.
 - 400. 3404 For the national match.
 - 400. 341 To officers.
 - 400. 342 To enlisted men, nurses.
 - 400. 343 To employees.
 - 400. 344 To others, civilians, prisoners.
 - 400. 345 To organizations.
 - 400. 346 To posts and stations.
 - 400. 347 To buildings, offices, libraries.
 - 400. 348 To militia.
 - 400. 349 To miscellaneous units (as horses, etc.).
- 400. 35 Issues of.
 - 400. 3501 Methods of issuing.
 - 400. 3502 Prices at which issued.
 - 400. 3503 Gratuitous issues.
 - 400. 3504 Special and extra issues.
 - 400. 351 To officers.
 - 400. 352 To enlisted men, nurses, restored enlisted men.
 - 400. 353 To employees.
 - 400. 354 To other persons, prisoners, etc.
 - 400. 355 To organizations.
 - 400. 356 To posts and stations.
 - 400. 357 To buildings, offices, libraries.
 - 400. 358 To militia.
 - 400. 3581 Laws and regulations as to.
 - 400. 3582 Conditions of.
 - 400. 3583 At camps.
 - 400. 3584 Suspension of.
 - 400. 359 To miscellaneous units (as horses, etc.).
- 400. 36 Expenditure of.
- 400. 37 Supplies for expeditions.
- 400. 38 Relief of destitutes.
- 400. 4 Using, wearing, utilizing, maintaining and operating methods of.
- 400. 41 Installation and location of.
- 400. 42 Defects in.
 - 400. 43 Accidents and damage to.
 - 400. 44 Accidents and damage from blasts from ordnance.
- 400. 5 Repairs and alterations, roaching, frosting.
- 400. 51 Conversion and alteration.

Repairs and alterations—Continued.

- 400. 52 Overhauling and repairing.
- 400. 521 Relining.
- 400. 522 Releveling.
- 400. 6 Reclamations and replacements.
- 400. 61 Shortages.
- 400. 62 Broken articles or packages.
- 400. 63 Damaged or deteriorated.
- 400. 631 Destroyed to prevent contagion.
- 400. 64 Defective.
- 400. 7 Disposition of.
- 400. 701 Unserviceable.
- 400. 702 Obsolete.
- 400. 703 Surplus.
- 400. 704 Unclaimed or stray.
- 400. 705 Condemned.
- 400. 71 Sales at auction.
- 400. 72 Unlawful.
- 400. 73 Losses and thefts.
- 400. 74 Waste.

401 Systems of supply and distribution.**402 Miscellaneous papers.**

- 402. 1 Requests for samples, specifications, illustrations, recipes.
- 402. 2 Requests for information as to articles of supply.
- 402. 3 Complaints and criticisms.
- 402. 4 Professional and technical papers in re.
- 402. 5 Samples and descriptions of equipment foreign armies.

403 Farming operations.**404 Remount service.**

- 404. 1 Breeding animals.
- 404. 2 Training animals.

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410 BUILDING MATERIAL AND HARDWARE.

410. 1 Hardware.

411 Building material.

411. 1 Lumber, wood, timber.

411. 2 Flooring and roofing, tanbark, tent floors.

411. 3 Fixtures and equipments.

411. 31 Screens, storm doors, windows, vestibules.

411. 32 Window shades, awnings, ventilators.

411. 33 Wall lockers.

411. 34 Bowling alleys.

411. 35 Gymnasium apparatus.

411. 36 Fire escapes.

411. 4 Frames and sashes for doors and windows, portable houses.

411. 5 Steel and iron, framework, sheeting, corrugated, wire fencing.

411. 51 Steel reinforcing for concrete construction.

411. 6 Paints, oils, varnish, kalsomine, creosote, turpentine.

411. 7 Builders' hardware.

411. 71 Metal fixtures, locks, keys, door knobs, hinges, window weights.

411. 72 Metal materials, nails, nuts, bolts, screws, chains, rivets, brads, tacks, tin, wire.

411. 73 Rope, cordage, twine.

411. 8 Cement, stone.

411. 81 Asphalt, tar, road oils.

411. 82 Cement and lime.

411. 83 Concrete, sand, mortar, crushed stone.

411. 84 Brick, stone, tiling, paving blocks.

412 Mechanical and electrical equipment.

412. 1 Heating and lighting equipment.

412. 11 Radiators, registers, boilers for heating.

412. 12 Electric-light fixtures.

412. 13 Gas and other light fixtures.

412. 14 Heating stoves and ranges, stovepipe, furnaces, fireplaces.

412. 2 Plumbing and sewer materials and equipment.

412. 21 Iron pipe, joints, elbows, connections, water heaters, hydrants.

412. 22 Sewer pipe, joints, elbows, connections.

412. 23 Closets, tanks, flushes, urinals.

412. 24 Bathtubs, sinks, washtubs, lavatories, shower baths.

412. 25 Asbestos, packing for joints.

412. 26 Metals, babbitt, and other welding compound.

412. 27 Lubricating oils, waste, boiler compound.

412. 3 Machinery. (Air compressors.)
 412. 31 Engines and equipment.
 412. 32 Boilers and equipment.
 412. 33 Ice and refrigerating machinery, ice-cutting tools.
 412. 34 Laundry machinery, and ammunition machinery.
 412. 35 Baking and cooking machinery.
 412. 36 Pumps and equipment.
 412. 37 Safety devices, smoke consumers, fuel economizers.
 412. 4 Electrical equipment, machinery, and material.
 412. 41 Electric engines and motors.
 412. 42 Generators, generating sets, and dynamos.
 412. 43 Transformers.
 412. 44 Elevators, fans, chain lifts.
 412. 45 Storage batteries, cells, and magnetos.
 412. 46 Power panels, operating boards, wire, cables.
 412. 47 Blocks, signal, master, mine.
- 413 Tools, instruments, and machines.**
413. 1 Tools and implements. (Shoe lasts and size sticks.)
 413. 11 Ammunition tools, loading tools.
 413. 12 Carpenters' and painters' tools.
 413. 13 Plumbers' tools.
 413. 14 Electricians' tools.
 413. 15 Blacksmiths', saddlers', farriers' and wheelwrights' tools.
 413. 16 Tailors' tools and equipment material.
 413. 17 Pioneer and intrenching tools.
 413. 18 Agricultural, farm, and lawn tools and implements.
 413. 2 Fire fighting apparatus and supplies.
 413. 21 Fire engines, trucks, hose and reel carts.
 413. 22 Fire extinguishers, hand grenades.
 413. 23 Charges for extinguishers, chemicals, gases.
 413. 24 Hose, barrels, buckets.
 413. 3 Musical and band instruments.
 413. 31 Band instruments.
 413. 32 Band equipment, music stands, holders, pouches.
 413. 33 Trumpets, bugles, fifes, drums, whistles.
 413. 34 Musical instruments, pianos, organs, guitars.
 413. 35 Phonographs, graphophones.
 413. 36 Automatic pianos and players.
 413. 37 Music rolls, phonograph records, sheet music.
 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 (mine cables under 476.2).

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Telephone and telegraph—Continued.

- 413. 44 Wireless instruments, supplies and equipment.
- 413. 45 Telautophones, telautographs, telegraphophones.
- 413. 46 Bell and buzzer systems.
- 413. 47 Megaphones, speaking tubes.
- 413. 5 Office tools and machines.
- 413. 51 Typewriters, dictaphones, addressographs.
- 413. 52 Adding, numbering, and computing machines.
- 413. 53 Printing machines, presses, multigraphs, and supplies for.
- 413. 54 Duplicating machines, mimeographs, and supplies for.
- 413. 55 Photographic machines, supplies and products of.
- 413. 56 Stereopticons and moving picture machines, films.
- 413. 57 Electrotyping, lithographing, and etching outfits, supplies and products of.
- 413. 6 Testing and measuring instruments, machines and tools.
- 413. 61 Meters—electric, gas, water, blast, rheostats.
- 413. 62 Gauges and scales.
- 413. 63 Clocks, watches, and other time measures.
- 413. 64 Measures and meters of distance, quantity.
- 413. 65 Testing machines.
- 413. 66 Models, jigs, templets.
- 413. 67 Meteorological instruments.
- 413. 68 Range finding and firing data instruments, plotting boards, etc.
- 413. 7 Nautical, surveying, and drawing instruments.
- 413. 71 Nautical instruments.
- 413. 72 Surveying instruments.
- 413. 73 Drawing instruments.
- 413. 74 Observing instruments, telescopes, periscopes.
- 413. 75 Optical instruments.
- 413. 76 Reconnaissance outfits.
- 413. 77 Signaling instruments, supplies and equipment.
- 413. 78 Engineer instruments.
- 413. 8 Machines, rock crushers, cement guns, floor grinders.
- 413. 81 Road machines, steam shovels, road machinery.
- 413. 82 Sewing, buttonhole, stitching.
- 413. 83 Mowing machines and harvesting machines.
- 413. 84 Hoisting and pulling machines, jacks, cranes, derricks, pile drivers.
- 413. 85 Machines for preparing and handling fuel, saw and planing mills.
- 413. 86 Machines for preparing and handling forage.
- 413. 87 Loading, wire-winding and similar machines.

414 Furniture, utensils.

414. 1 Furniture and furnishings.
414. 11 Office furniture, desks, tables, safes, chairs.
414. 12 Cases, filing, book, record, ticklers.
414. 13 Heavy furniture for officers' quarters.
414. 14 Floor coverings, rugs, matting, carpets, mats.
414. 15 Refrigerators, ice boxes, water coolers.
414. 16 Furniture for chapels, gymnasiums, libraries, halls, schools, etc.
414. 17 Mess and kitchen furniture.
414. 18 Mirrors, curtains, frames, cushions, baskets, cuspidors.
414. 2 Cooking stoves and ranges, equipment and utensils for.
414. 21 Ranges, permanent.
414. 22 Ranges, field.
414. 23 Ovens, permanent, and post, and post bakeries.
414. 24 Ovens, field.
414. 25 Field bakeries and kitchens.
414. 26 Cooking outfits for field use.
414. 27 Fireless cookers.
414. 28 Gas, oil, alcohol, and steam cooking stoves and ranges.
414. 3 Kitchen utensils, tableware.
414. 31 Bread and dough tools and equipment.
414. 32 Coffee mills, roasters, and machines.
414. 33 Tools, as can openers, potato peelers, fire kindlers, scoops, sieves, knives, basting spoons, meat tools.
414. 34 Utensils, pots, pans, kettles, coffee pots.
414. 35 Tableware, plates, dishes, glasses, cellars, bowls.
414. 36 Silverware, knives, forks, spoons.
414. 37 Mess equipment or gear.
414. 38 Scales, bins, racks.
414. 4 Equipment for cleaning and sanitation.
414. 41 Brooms, brushes, mops, sponges.
414. 42 Cleaning and polishing machines, and portable laundries.
414. 43 Incinerators and field laundries, septic tanks.
414. 44 Sterilizers, fumigators, filters, water bags, sprayers.
414. 45 Latrine troughs, odorless excavators, garbage cans, ash barrels and sieves.
414. 46 Basins, water buckets, dippers, and similar tinware.
414. 47 Clothespins, washboards, scrub boards, washtubs, washstands.
414. 5 Lamps, lanterns, oil cans, gas burners.
414. 51 Electric or incandescent lamps and bulbs.
414. 52 Gas or acetylene lamps or burners.
414. 53 Oil or gasoline lamps and burners.
414. 54 Lanterns and candles.
414. 55 Street lamps.
414. 56 Oil cans, wicks, burners.
414. 57 Chimneys and shades for lamps and lanterns.

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- 415 **Signboards, posters, placards, signs.**
- 416 **Target-range equipment and war games.**
- 416. 1 Targets, supplies and parts for.
- 416. 2 Flags, disks, markers.
- 417 **Pontoon equipment and supplies.**
- 418 **Equipment for athletic training.**
- 418. 1 Polo equipments.
- 418. 2 Baseball equipments.
- 418. 3 Football equipments.

420 CLOTHING, EQUIPAGE, TOILET ARTICLES.**421 Uniforms.**

- 421. 1 Hats, caps, helmets.
- 421. 2 Coats, jackets, overcoats.
- 421. 3 Shirts.
- 421. 4 Breeches and trousers.
- 421. 5 Shoes and leggins, boots, overshoes.
- 421. 6 Chevrons, cords, stripes, cap bands, brassards.
- 421. 7 Ornaments, insignia, letters, coat buttons, medals, ribbons, badges, rosettes.
- 421. 8 Special measurement.

422 Clothing other than uniform.

- 422. 1 Fatigue or working clothing, and clothing for prisoners and deserters.
- 422. 2 Underclothing, stockings, socks.
- 422. 3 Sweaters, jerseys.
- 422. 4 Collars, ties, belts, suspenders, studs, laces, garters.
- 422. 5 Gloves, gauntlets, mittens.
- 422. 6 Transport and harbor boat clothing.
- 422. 7 Alaskan clothing, oilskin clothing, skiis, snowshoes.

423 Materials for clothing and equipage.

- 423. 1 Woolen cloth, flannels, kersey, serge, furs.
- 423. 2 Cotton cloth for uniforms and blue denim.
- 423. 3 Lining, thread, buttons (other than coat and overcoat), buckles, and other materials for clothing and equipage.
- 423. 4 Canvas, duck, for tents, tarpaulins, bags.
- 423. 5 Other materials for tents, tarpaulins, bags.
- 423. 6 Bunting silk, thread, and other material for flags, etc.
- 423. 7 Leather, rubber, felt, asbestos, cartridge-bag material.

424 Tentage, ponchos, slickers, tarpaulins, flags.

- 424. 1 Tents, complete.
- 424. 2 Tents and flies (parts of tents).
- 424. 3 Tent pins, poles, plates, and other parts.
- 424. 4 Tarpaulins, wagon covers, mantas.
- 424. 5 Flags, guidons, colors, pennants, banners.
- 424. 6 Flag and color staffs, poles and parts, slings and rings.
- 424. 7 Ponchos and slickers, and waterproof cloth.
- 424. 8 Camp stools and barrack chairs.

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425 Toilet articles.

- 425. 1 Toilet kits and housewives.
- 425. 2 Towels, handkerchiefs.
- 425. 3 Toilet supplies, paper, soap, borax, tooth and talcum powder, shoe blacking and polish, etc.
- 425. 4 Toilet utensils and tools, nail clips, hones, brushes, combs, shoe stretchers, button fasteners, etc.
- 425. 5 Barber's supplies and tools.

426 Personal equipment

- 426. 1 Belts—cartridge, bandoleers, suspenders, saber, sword, revolver, waist, and shoulder, and for clubs and knives.
- 426. 2 Scabbards—bayonet, bolo, machete, Hospital-Corps knife, saber, sword.
- 426. 3 Spurs and straps, saber knots, gun slings, revolver lanyards, and holsters.
- 426. 4 Canteens, haversacks, gunners' pouches, knapsacks, cartridge boxes.
- 426. 5 Tin cups, knives, forks, spoons, mess kits.
- 426. 6 Wire cutters.

427 Beds, bedding, cots, and blankets.

- 427. 1 Bedsteads, bunks, standees.
- 427. 2 Cots, sleeping bags, bedding rolls.
- 427. 3 Mattresses, pillows.
- 427. 4 Bedsacks, mattress covers, pillow sacks.
- 427. 5 Sheets, pillowcases.
- 427. 6 Mosquito bars, nets, shields.
- 427. 7 Blankets.

428 Field desks, trunk lockers, kits, bags, and other containers.

- 428. 1 Field desks and trunk lockers and keys.
- 428. 2 Telescope cases, valises, suit cases.
- 428. 3 Blanket rolls and bags, clothing rolls.
- 428. 4 Ration and mess boxes, pouches, tins, packs.
- 428. 5 Dispatch cases, money bags, and similar pouches, mail bags.
- 428. 6 Barrack bags, laundry bags, clothing bags, surplus kit bags.
- 428. 7 Field chests and cases, tool and repair kits, commissary chests.
- 428. 8 Field kits, pouches, packs, surplus kits, recruit kits, ammunition kits.

430

SUBSISTENCE STORES.

430. 1 Meals and lunches and meal tickets.
 430. 2 Rations and component parts of.
 430. 21 Army.
 430. 22 Garrison.
 430. 23 Alaskan.
 430. 24 Field.
 430. 25 Haversack, and reserve.
 430. 26 Travel.
 430. 27 Filipino.
 430. 28 Emergency.

431

Meats and fish.

431. 1 Live animals, cattle, turkeys, poultry.
 431. 2 Fresh meats, pork, beef, mutton, sausage.
 431. 3 Fresh dressed poultry, turkey, chicken.
 431. 4 Meats, canned or pickled.
 431. 5 Meats, cured or salt, ham, bacon, tongue, sausage.
 431. 6 Chowder and soups made from meats.
 431. 7 Fresh fish, oysters, lobsters.
 431. 8 Canned, cured or pickled, dried, salt fish and oysters.

432

Fruits and vegetables.

432. 1 Vegetables, fresh.
 432. 2 Vegetables, canned.
 432. 3 Vegetables, desiccated.
 432. 4 Fruits, fresh.
 432. 5 Fruits, canned.
 432. 6 Fruits, dried or evaporated.
 432. 7 Vegetables, dried or evaporated.
 432. 8 Pickled or bottled fruits or vegetables.

433

Breads, flour, cereals, grains.

433. 1 Grain for flour and meal.
 433. 2 Flour or meal.
 433. 3 Yeast, baking powder, malt, hops.
 433. 4 Bread, hard, soft, biscuit, corn bread, crackers, zwieback
 433. 5 Rice, hominy, grits, macaroni.
 433. 6 Oatmeal, mush, corn flakes, shredded wheat, cereals.

434

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

434. 1 Lard and substitutes therefor.
 434. 2 Butter and substitutes therefor.
 434. 3 Olive oil and similar oils.
 434. 4 Eggs.

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- 434. 5 Milk and cream, fresh.
- 434. 6 Milk and cream, condensed.
- 434. 7 Milk and cream, powdered, malted, evaporated.
- 434. 8 Cheese.

435 Beverages, drinks, tobacco and smokers' articles.

- 435. 1 Water, and rental hydrants.
- 435. 2 Soft drinks and fruit juices, ginger ale, Coco Cola, lime and grape juices.
- 435. 4 Coffee, green, roasted, compressed, liquid, ground, and substitutes therefor.
- 435. 5 Tea and substitutes therefor.
- 435. 6 Cocoa, cacao, chocolate.
- 435. 7 Tobacco, chewing and smoking.
- 435. 8 Cigarettes and papers, cigars, pipes.

436 Sugar, sirup, candy, preserves, jelly.

- 436. 1 Sugar, saccharin.
- 436. 2 Sirups and molasses.
- 436. 3 Gelatin, tapioca, cornstarch.
- 436. 4 Candies.
- 436. 5 Jams, jellies.
- 436. 6 Preserves.

437 Spices, condiments, sauces, extracts, vinegar.

- 437. 1 Pepper.
- 437. 2 Salt.
- 437. 3 Spices, ginger, cinnamon, nutmeg.
- 437. 4 Sauces, pepper, tabasco, worcester, tomato, cranberry.
- 437. 5 Mustard, horse-radish, catsup, caviar.
- 437. 6 Flavoring extracts.
- 437. 7 Vinegar.

438 Supplies for cleaning, preserving, disinfecting, and laundering.

- 438. 1 Soap, issue, laundry, scouring.
- 438. 2 Blanco, sapolio, electro-silicon, leatherfude.
- 438. 3 Potash, lye, saltpeter, alcohol.
- 438. 4 Cleaning and polishing powder, emery cloth and paper, plating powder.
- 438. 5 Laundry starch and bluing.
- 438. 6 Preservatives, as benzoate of soda, neatsfoot oil.
- 438. 7 Disinfectants, calcium chloride, etc.
- 438. 8 Germicides, rat poisons, fly paper, naphthaline, insect traps.

- 440 MEDICAL, SURGICAL, AND VETERINARY SUPPLIES, EQUIPMENT, AND INSTRUMENTS.**
- 441 Medicines, drugs, and chemicals.**
- 441.1 Drugs.
- 441.2 Chemicals.
- 441.3 Acids.
- 441.4 Medicines.
- 441.5 Gases.
- 441.6 Patent medicines.
- 441.7 Proprietary medicines.
- 442 Surgical supplies, dressings, and materials.**
- 442.1 Hospital supplies.
- 443 Medical and surgical instruments and equipments.**
- 443.1 Artificial limbs.
- 444 Supplies and equipment for special treatments.**
- 444.1 First-aid packets or pouches.
- 444.2 Vaccine, smallpox and typhoid.
- 444.3 Electrical equipment.
- 445 Veterinary medicines, drugs, and chemicals.**
- 446 Veterinary supplies, dressings, and materials.**
- 447 Veterinary instruments and equipment.**
- 448 Veterinary supplies and equipment for special treatments (Mallein).**

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450 SUPPLIES AND EQUIPMENT FOR TRANSPORTATION BY LAND.**451 Vehicles.**

- 451. 1 Passenger automobiles.
- 451. 2 Motor and auto trucks, trailers, and trail wagons.
- 451. 3 Motorcycles.
- 451. 4 Bicycles.
- 451. 5 Carriages, buggies.
- 451. 6 Passenger carts and wagons. *2*
- 451. 7 Wagons, carts, drays. *50 50 2*
- 451. 8 Ambulances.
- 451. 9 Miscellaneous.
- 451. 91 Sleighs.

452 Aeronautical supplies and equipment.

- 452. 1 Aeroplanes.
- 452. 2 Hydroplanes.
- 452. 3 Balloons and kites.
- 452. 4 Dirigible airships.
- 452. 5 Aerial torpedo boats and torpedoes.
- 452. 6 Other aircraft.
- 452. 7 Instruments.

453 Railroad engines, cars, equipment, tracks, ties, scales.**454 Animals.**

- 454. 1 Riding.
- 454. 11 Horses.
- 454. 12 Mules.
- 454. 13 Ponies.
- 454. 2 Draft.
- 454. 21 Horses.
- 454. 22 Mules.
- 454. 23 Oxen.
- 454. 24 Reindeer.
- 454. 25 Dogs.
- 454. 3 Pack.
- 454. 31 Horses.
- 454. 32 Mules.
- 454. 4 Stallions.
- 454. 5 Carabaos.

455 Harness, horse and pack equipment.

- 455. 1 Harness, bridles, and bits (except Artillery, 455.8).
- 455. 2 Saddles, riding, blankets, cloths, stirrups, bags, covers.
- 455. 3 Nose bags, feed bags, shoe pockets.
- 455. 4 Pack saddles and panniers.
- 455. 5 Aparejos.
- 455. 6 Pack outfits (for machine and mountain guns).
- 455. 7 Horse covers and blankets, lap robes.
- 455. 8 Artillery harness.

456 Stable, stall, and garage equipment.

- 456. 1 Feed boxes, racks, mangers.
- 456. 2 Watering troughs, drinking fountains.
- 456. 3 Brackets, hangers, and cloth for saddles and harness.
- 456. 4 Currycombs, brushes, clippers, grooming kits.
- 456. 5 Picket pins, lariats, ropes, and halters.
- 456. 6 Horseshoes, nails, pads.

457 Packing supplies and materials for same.

- 457. 1 Boxes, crates, barrels, kit packs.
- 457. 2 Tin cans, buckets, and bottles.
- 457. 3 Paper, wrapping and packing, burlap, and other wrappings.
- 457. 4 Bags and sacks of cotton, paper.
- 457. 5 Cartons and similar packages.
- 457. 6 Lacquer, wax, paraffin, sawdust, excelsior.
- 457. 7 Tags, labels, brands, marks.
- 457. 8 Marking outfits, stencils.

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460 OTHER SUPPLIES.**461 Books and periodicals.**

- 461. 1 Books, text and technical, codes.
- 461. 2 Law books, decisions, opinions.
- 461. 3 Reference books, dictionaries, atlases, almanacs, directories.
- 461. 4 School books, and equipment, as chalk, slates, blackboards.
- 461. 5 Newspapers and magazines.

462 Office supplies, stationery, paper, blank books.

- 462. 1 Paper for writing, drawing, blue print, carbon, blotting.
- 462. 2 Cards and cardboard.
- 462. 3 Blank books.
- 462. 4 Envelopes and jackets.
- 462. 5 Pens, pencils, ink, rubber bands, typewriting ribbons.
- 462. 6 Pins, clips, seals, tapes, rubber stamps, holders and pads, paper cutters, mucilage and sponge cups or stands, check protectors.

463 Fuel.

- 463. 1 Electric current.
- 463. 2 Gas and acetylene.
- 463. 3 Coal.
- 463. 4 Wood.
- 463. 5 Charcoal and coke.
- 463. 6 Mineral oil or kerosene.
- 463. 7 Motor oil or gasoline.
- 463. 8 Crude oil, fuel oil, distillate.

464 Forage, seeds, fertilizer, and manure.

- 464. 1 Grain, rye, corn, oats, barley.
- 464. 2 Meal, bran, middlings, linseed meal.
- 464. 3 Mixtures, and crushed foods.
- 464. 4 Hay for feeding, and cutting hay.
- 464. 6 Grass, pasturage.
- 464. 7 Fish and meat for animals, dog food.
- 464. 8 Straw for bedding.

465 Ice, and harvesting ice.**466 Matches.****468 Supplies for funerals.**

- 468. 1 Coffins, caskets, embalming fluids, lowering devices.
- 468. 2 Headstones.

- 470 ARMAMENT AND AMMUNITION.**
470. 1 Metals for use in manufacture of armament.
470. 11 Aluminum.
470. 12 Iron.
470. 13 Bronze.
470. 14 Steel.
470. 15 Copper and zinc.
470. 16 Monel metal.
470. 17 Nickel.
470. 18 Gold and silver.
470. 2 Dummy armament.
470. 21 Dummy cartridges.
470. 22 Dummy powder bags.
470. 23 Dummy projectiles.
470. 24 Dummy cannon.
470. 25 Dummy carriages.
470. 3 Searchlights and outfits.
470. 31 Portable searchlights and lights.
470. 311 Seacoast.
470. 32 Projectors.
470. 33 Mirrors.
470. 331 Glass.
470. 332 Metal.
470. 333 Gold plating.
470. 334 Silver plating.
470. 335 Nickel plating.
470. 34 Accessories.
470. 341 Balancer sets.
470. 342 Carbons.
470. 343 Clutches.
470. 344 Controllers.
470. 345 Obturators, shutters and curtains.
470. 346 Stops.
470. 347 Cable.
470. 35 Searchlight structures.
470. 351 Shelters.
470. 352 Towers.
470. 353 Trucks.
470. 4 Turrets.
470. 41 Armor.
470. 42 Structure.
470. 43 Ammunition hoists.
470. 431 Handling gear.
470. 44 Electrical equipment.

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Turrets Continued.

- 470.45 Traversing gear.
- 470.46 Mounts.
- 470.17 Rammers.
- 470.5 Armor plate.
- 470.51 Navy armor.

471 Ammunition.

- 471.1 Shell for mobile guns.
- 471.2 Shrapnel and projectiles.
- 471.3 Ammunition for seacoast guns.
- 471.4 Small arms ammunition.
 - 471.41 Rifle ball cartridges.
 - 471.42 Revolver and pistol ball cartridges.
 - 471.43 Blank cartridges.
 - 471.44 Guard and multiball cartridges.
 - 471.45 Gallery practice cartridges.
 - 471.46 Shotgun cartridges.
- 471.5 Powder and powder charges.
- 471.6 Explosives. bombs.
 - 471.61 Grenades, hand, rifle, and aerial darts.
- 471.8 Parts and accessories.
 - 471.81 Components.
 - 471.811 Bands for projectiles.
 - 471.812 Caps for projectiles.
 - 471.813 Plungers.
 - 471.814 Covers.
 - 471.82 Fuzes.
 - 471.821 Combination, 21 or 31 second.
 - 471.822 Detonating.
 - 471.823 Percussion.
 - 471.824 Specimen board.
 - 471.825 Fuze setters.
 - 471.83 Primers.
 - 471.831 Ignition.
 - 471.832 Electric.
 - 471.833 Friction.
 - 471.834 Combination.
 - 471.835 Percussion.
 - 471.836 Small arms.
- 471.84 Bullets.
 - 471.841 Cannellured.
 - 471.842 Foreign.
 - 471.843 Sharp-pointed.

Parts and accessories -Bullets -Continued.

471. 844 Soft-nosed.
 471. 845 Smoke.
 471. 85 Ingredients of powder.
 471. 851 Alcohol.
 471. 852 Diphenylamine.
 471. 853 Graphite.
 471. 854 Sulphur.
 471. 855 Salt petre.
 471. 86 Explosive material.
 471. 861 Ammonium picrate.
 471. 862 Picric acid.
 471. 863 Explosive A and D.
 471. 864 Nitroglycerin.
 471. 865 Dynamite.
 471. 866 Maximite.
 471. 867 Guncotton.
 471. 868 Trinitrotoluol.
 471. 87 Containers for ammunition.
 471. 871 Baskets.
 471. 872 Powder bags, kegs, barrels.
 471. 873 Cartridge cases.
 471. 874 Cartridge storage cases.
 471. 875 Shrapnel cases.
 471. 876 Cartridge clips.
 471. 877 Cans.
 471. 88 Ammunition service or storage.
 471. 881 Shell rooms.
 471. 882 Powder bins.
 471. 883 Racks.
 471. 884 Skids, loading trays, tables.
 471. 885 Trolleys, tongs.
 471. 886 Ammunition hoists, powder hoists, projectile hoists.

472 Cannon.

472. 1 Mobile guns.
 472. 2 Howitzers.
 472. 3 Seacoast guns.
 472. 4 Mortars.
 472. 5 Machine and automatic guns.
 472. 51 United States machine rifle, model 1909.
 472. 52 Colt's automatic guns.
 472. 53 Maxim automatic guns.
 472. 6 Navy guns.

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Cannon—Continued.

- 472. 8 Parts and accessories.
- 472. 81 Parts.
 - 472. 811 Forgings and castings.
 - 472. 812 Jackets.
 - 472. 813 Tubes.
 - 472. 814 Hoops.
 - 472. 815 Sleeves.
 - 472. 816 Breech mechanisms, blocks.
 - 472. 817 Firing mechanisms, lanyards.
 - 472. 818 Safety devices.
- 472. 82 Accessories.
 - 472. 821 Sponges and staves.
 - 472. 822 Rammers and staves.
 - 472. 823 Covers for cannon.
 - 472. 824 Cleaning devices.
- 472. 9 Miscellaneous.
 - 472. 91 Aerial guns.
 - 472. 92 Life-saving guns.
 - 472. 93 Subcaliber guns.
- 473 Carriages, mounts, and tripods.**
 - 473. 1 For mobile guns, field and siege.
 - 473. 2 For howitzers.
 - 473. 3 For seacoast guns.
 - 473. 4 For mortars.
 - 473. 5 For machine and automatic guns.
 - 473. 6 For Navy guns.
 - 473. 8 Parts and accessories.
 - 473. 81 Fixed parts.
 - 473. 811 Top carriage and racer.
 - 473. 812 Chassis and cradle.
 - 473. 813 Trail.
 - 473. 814 Base ring, scales, range quadrants, etc.
 - 473. 815 Scales.
 - 473. 816 Shields.
 - 473. 817 Wheels.
 - 473. 818 Axles, poles.
 - 473. 82 Mechanisms.
 - 473. 821 Elevating arms, bands, disks, gear, locks, racks, scales, wheels.
 - 473. 822 Traversing brakes, circles, shafts, gears, pinions, rollers, stops, wheels, ratchets.
 - 473. 823 Retracting clutches, eyes, motors, gears.

Parts and accessories—Mechanisms—Continued.

73. 824 Recoil and counter-recoil bands, brakes, stops, buffers, cylinders, springs, counterweights, throttling bars, strips for throttling bars, valves.
73. 825 Tripping gears, leathers, rods, pawls.
173. 83 Electrical equipment, wiring, circuits, conduits, terminal boxes, magnetos.
173. 84 Spare parts.
173. 85 Sights for carriages.
173. 851 Front.
173. 852 Rear.
173. 853 Bore.
173. 854 Panoramic.
173. 855 Telescopic, 2-inch.
173. 856 Telescopic, 3-inch.
173. 857 Night.
173. 86 Caissons, limbers, covers.
173. 861 Caissons.
173. 862 Limbers.
173. 863 Reels and carts, armored motors and cars.
173. 864 Observation towers.
173. 865 Covers for carriages.
173. 87 Brackets and braces for—
173. 871 Fuze setter.
173. 872 Lamps.
173. 873 Range finder.
173. 874 Telephone and telautograph.
173. 875 Sights.
173. 876 Firing materials.
173. 88 Containers and carriers.
173. 881 Armament chests.
173. 882 Ammunition chests.
173. 883 Forge and battery wagons.
173. 884 Store wagons and transport wagons.
173. 885 Ammunition carts.
173. 886 Ammunition trucks.
173. 9 For miscellaneous guns.
173. 91 For aerial guns.
173. 92 For life-saving guns.
173. 93 For subcaliber guns.
- 474 Small arms.**
474. 1 Magazine or United States rifle.
474. 2 Automatic rifles.
474. 3 Gallery practice rifle.
474. 4 Other rifles (cadet, Krag).

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Small arms—Continued.

- 174. 5 Carbines.
- 474. 6 Revolvers and automatic pistols.
- 474. 7 Side arms and fencing equipment.
 - 474. 71 Sabers.
 - 474. 72 Swords.
 - 474. 73 Bayonets.
 - 474. 74 Hospital Corps knives.
 - 474. 75 Bolos and machetes.
 - 474. 76 Masks.
 - 474. 77 Fencing sticks.
 - 474. 78 Gloves.
- 474. 8 Parts and accessories.
 - 474. 81 Parts of small arms.
 - 474. 811 Barrels.
 - 474. 812 Bands.
 - 474. 813 Stocks.
 - 474. 814 Ejectors.
 - 474. 815 Triggers.
 - 474. 816 Magazines.
 - 474. 817 Swivels.
 - 474. 818 Hammers.
 - 474. 82 Sights for small arms.
 - 474. 821 Front.
 - 474. 822 Rear.
 - 474. 823 Open.
 - 474. 824 Battle.
 - 474. 825 Telescopic.
 - 474. 826 Sighting bar and hood.
 - 474. 83 Subcaliber tubes.
 - 474. 85 Appendages of small arms.
 - 474. 851 Ramrods.
 - 474. 852 Drift slides.
 - 474. 853 Oilers and thongs.
 - 474. 854 Oiler and thong cases.
 - 474. 855 Thong brush.
 - 474. 856 Cleaning rods.
 - 474. 857 Covers for rods.
 - 474. 86 Silencers.
 - 474. 861 Maxim.
 - 474. 87 Containers and carriers.
 - 474. 871 Arm chests and lockers.
 - 474. 872 Arm racks.
 - 474. 873 Covers.
 - 474. 874 Carriers and holders.
- 174. 9 Miscellaneous small arms.
- 474. 91 Shotguns and outfits.

- 475 Equipments of troops.** (For Personal, see 426.)
475. 1 Artillery equipments.
 475. 2 Cavalry equipments.
 475. 3 Infantry equipments.
 475. 4 Engineer equipments.
 475. 5 Hospital Corps equipments.
 475. 6 Machine-gun platoon equipments.
 475. 7 Signal Corps equipment.
- 476 Submarine mines and apparatus.**
476. 1 Mines and equipment.
 476. 11 Mines.
 476. 12 Anchors.
 476. 121 Mushroom.
 476. 122 Automatic
 476. 13 Moorings
 476. 131 Rope
 476. 132 Chain
 476. 133 Buoys.
 476. 134 Sister hooks.
 476. 135 Shackles and sockets.
 476. 14 Distribution boxes.
 476. 15 Junction boxes.
 476. 16 Torpedoes.
 476. 17 Mine cases.
 476. 171 Compound plug.
 476. 172 Circuit closer.
 476. 173 Mine transformer.
 476. 174 Fuzes.
 476. 175 Fuze cans.
 476. 176 Assembling jig.
 476. 177 Mine caps.
 476. 178 Mine domes.
476. 2 Cable.
 476. 21 Reels, frames, drums, and trucks.
 476. 22 Measuring reel and frame.
 476. 23 Cable test and testing set.
 476. 24 Clip.
 476. 25 Turk's head.
 476. 26 Protection against fouling.
 476. 28 Cable crossings.
476. 3 Tools and supplies.
 476. 31 Supply list.
 476. 32 Boat telephones.
 476. 33 Explosives.

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- 480 RENTALS AND SERVICES OTHER THAN PERSONAL.**
- 481 Rentals, except for recruiting purposes.**
- 482 Rentals and services for recruiting purposes.**
- 483 Telegraph, telephone, and mail service.**
 - 483. 1 Telegraph.
 - 483. 2 Telephone.
 - 483. 3 Cable, submarine signal, fire alarm, watch time service.
 - 483. 4 Mail or postage.
- 484 Caring for animals.**
 - 484. 1 Shoeing animals, hocking.
 - 484. 2 Stabling and feeding animals.
 - 484. 3 Veterinary services.
- 485 Sanitary services.**
 - 485. 1 Scavenger service.
 - 485. 2 Collecting garbage.
 - 485. 3 Disposal of trash and waste paper.
- 486 Various services (stevedoring).**
 - 486. 1 Storage.
 - 486. 2 Cleaning.
 - 486. 3 Laundering.
 - 486. 4 Printing and binding.
 - 486. 5 Advertising.
 - 486. 6 Packing and crating.
 - 486. 7 Disinterring remains, embalming, and furnishing collins.
 - 486. 8 Engraving, lithographing, and making halftones.

500 TRANSPORTATION. (Data as to facilities for war use.)**510 TRANSPORTATION OF PERSONS.****511 Organizations.**

- 511. 1 Change of station.
- 511. 2 To and from maneuvers and encampments.
- 511. 3 To and from target practice.
- 511. 4 Recruit detachments from recruit depots to regiments.
- 511. 5 Militia organizations.
- 511. 6 Allowances.
- 511. 61 Commutation of.
- 511. 7 To tournaments, horse shows, parades.

512 Officers.

- 512. 1 Change of station.
- 512. 2 Inspection and similar trips.
- 512. 3 Upon retirement, resignation, or dismissal.
- 512. 4 Families of officers.
- 512. 5 Militia officers.
- 512. 6 Allowances of transportation.
- 512. 7 Cadets.

513 Enlisted men, recruits, nurses.

- 513. 1 Change of station, or on reenlistment.
- 513. 2 On duty.
- 513. 3 Upon retirement or discharge.
- 513. 4 Families of enlisted men.
- 513. 5 Militia enlisted men.
- 513. 6 Allowances of transportation.
- 513. 7 Prisoners, deserters, stragglers.

514 Employees and officials of War Department.

- 514. 1 Change of station.
- 514. 2 On inspection or similar trips.
- 514. 3 Upon resignation or discharge.
- 514. 4 Families of.
- 514. 6 Allowances.

515 Employees, enlisted men, and officials of other departments.

- 515. 1 Enlisted men and officers of Navy.
- 515. 2 Enlisted men and officers of Marine Corps.
- 515. 3 Revenue-Cutter Service.
- 515. 4 Public Health Service.
- 515. 5 Officials of other departments.
- 515. 6 Employees of other departments.

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516 Civilians, witnesses, former soldiers, former employees.

- 516. 1 Witnesses for courts.
- 516. 2 Camp followers and attendants.
- 516. 3 Former soldiers, and for artificial limbs.
- 516. 4 Former employees.
- 516. 5 Natives of island possessions.
- 516. 6 Servants.
- 516. 7 Stowaways.

517 Members of Congress, Territorial officials, Y. M. C. A. secretaries.

- 517. 1 Members of Congress.
- 517. 2 Territorial and State officials.
- 517. 3 Officials of foreign governments.
- 517. 4 Y. M. C. A. secretaries and officials.

518 Remains, corpses, and ashes.

- 518. 1 Officers.
- 518. 2 Enlisted men, nurses, and recruits.
- 518. 3 Employees and officials of War Department.
- 518. 4 Employees, enlisted men, and officials of other departments.
- 518. 5 Civilians, former soldiers, former employees.

520 TRANSPORTATION OF SUPPLIES, PROPERTY.**521 Animals, public.**

521. 1 Belonging to other departments.

522 Horses of officers.

522. 1 Attendants for.

522. 2 Change of station.

522. 3 Purchase from remount depots.

522. 4 Horses of deceased officers.

522. 5 Upon retirement, resignation, dismissal.

522. 6 Militia officers.

522. 7 Allowance.

522. 8 To shows, parades, matches, tournaments.

523 Supplies and public property.

523. 01 Methods of billing and rules as to shipping.

523. 02 Freight.

523. 03 Express.

523. 04 Parcel post or mail.

523. 1 War Department bureaus. (Subdivide under names of bureaus and as 523.)

523. 2 Other departments of the Government. (Subdivide under names, departments, and as 523.)

523. 3 Supplies belonging to militia of States. (Subdivide under names of States and as 523.)

523. 4 Supplies to and from militia. (Subdivide under names of States and as 523.)

523. 5 Property of organizations, regiments, companies. (Subdivide under titles and as 523.)

523. 6 Money, funds, badges, medals. (Subdivide as 523.)

523. 7 Records, mails, documents. (Subdivide as 523.)

523. 8 Explosives and ammunition. (Subdivide as 523.)

524 Household goods, baggage, professional books, and other private property.

524. 01 Methods of billing and rules as to shipping.

524. 1 Household goods. (See 524.2.)

524. 11 Officers.

524. 111 Allowances.

524. 12 Enlisted men, recruits, nurses.

524. 13 Employees of War Department.

524. 14 Employees and members of other departments.

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- 524. 2 Baggage and household goods.
- 524. 21 Officers.
 - 524. 211 Allowance.
 - 524. 212 Excess.
- 524. 22 Enlisted men, recruits, nurses.
 - 524. 221 Allowance.
 - 524. 222 Excess.
- 524. 23 Employees, War Department.
 - 524. 231 Allowance.
 - 524. 232 Excess.
- 524. 24 Employees and members other departments.
 - 524. 241 Allowance.
 - 524. 242 Excess.
- 524. 25 Civilians and others.
 - 524. 251 Allowance.
 - 524. 252 Excess.
- 524. 3 Professional books of officers.
 - 524. 31 Allowance.
 - 524. 32 Excess.
- 524. 4 Christmas and similar boxes or packages.
 - 524. 41 Officers.
 - 524. 42 Enlisted men, recruits, nurses.
 - 524. 43 Employees of War Department.
 - 524. 44 Employees and members other departments.
 - 524. 45 Civilians and others.
- 524. 5 Other personal property. (Subdivide as 524.4.)
- 529** **Miscellaneous.**
 - 529. 1 Human bones and bodies (not identified remains).

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

- 531. 1 Passenger.
- 531. 11 Day coaches.
- 531. 12 Tourist cars.
- 531. 13 Baggage cars.
- 531. 2 Sleeping and parlor cars.
- 531. 21 Pullman sleeping cars.
- 531. 22 Railroad sleeping cars.
- 531. 23 Parlor cars, chair cars.
- 531. 3 Subsistence accommodations.
- 531. 31 Dining and buffét cars.
- 531. 32 Kitchen cars and equipment.
- 531. 33 Mess cars.
- 531. 4 Refrigerator and other special cars.
- 531. 41 Refrigerator and cold storage cars.
- 531. 42 Palace horse cars.
- 531. 43 Hospital cars and trains.
- 531. 5 Freight.
- 531. 51 Stalls in freight cars.
- 531. 6 Routing and tracing shipments.
- 531. 7 Train service.
- 531. 8 Railroad station service.

532 Street-car transportation.**533 Carriages, cabs, and similar vehicles.**

- 533. 1 Hire of.

534 Animals.

- 534. 1 Hire of mounts for officers.
- 534. 2 Hire of draft and pack.
- 534. 3 Hire of for militia.

535 Pack, wagon, field, and combat train.

- 535. 1 Organization and formation of.
- 535. 2 Animals, supplies and equipment for.
- 535. 3 Use and movement of.
- 535. 4 Regulations.
- 535. 5 Reports from.

536 Drayage and hauling.

- 536. 1 Hire of drays.
- 536. 2 Bids, abstracts, and contracts.
- 536. 3 Rules and regulations as to use.
- 536. 4 Wagon and field trains.
- 536. 5 For other departments.

537 Automobiles and motor trucks.

- 537. 1 Hire of.
- 537. 2 Use of automobiles in lieu of carriages.
- 537. 3 Use of auto and motor trucks in lieu of teams, wagons.
- 537. 4 Rules and regulations as to use.

- 540 TRANSPORTATION BY WATER.**
- 540.1 Navigation laws, customs, and regulations.
- 541 On transports.**
- 541.1 Persons. (Subdivide as 510 as far as necessary.)
- 541.2 Supplies, property animals. (Subdivide as 520.)
- 541.3 Subsistence on board. (Subdivide as 510.)
- 541.4 Staterooms and sleeping quarters. (Subdivide as 510.)
- 541.5 Stalls, stables, and forage for animals.
- 541.6 Transportation to Guam 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.**
- 544.01 Bids, abstracts and contracts for.
- 544.1 Ferry service.
- 544.2 Freight.
- 544.3 Passenger.
- 545 Charter or hire of commercial vessels.**
- 545.01 Data concerning capacity and suitability for Government use, offers to charter or hire, and reports as to registry
- 545.02 Bids, abstracts, contracts, charter parties, refitting, restoration.
- 545.1 Substitute boats.
- 545.2 Ferry service and transport service.
- 545.3 Wrecking and towing service.
- 545.4 Towing targets for artillery practice.
- 548 Pilotage, tolls, wharfage.**
- 548.1 Pilotage.
- 548.2 Tolls.
- 548.3 Wharfage.
- 548.4 Lighterage.
- 549 Miscellaneous.**
- 549.1 Reports of operation of water transportation, statements and comparisons of costs.

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550 TRANSPORTATION RATES, TARIFFS, ACCOUNTS, CONTRACTS, TICKETS.

550. 1 Blank forms of accounts and vouchers.
550. 2 Methods of computing and handling accounts.

551 Tariffs, rates, equalization agreements, schedules.

551. 01 War Department publications as to tariffs.
551. 02 Railroad publications as to tariffs.
551. 03 Interstate Commerce Commission publications.
551. 1 Passenger (military fare basis).
551. 11 Classification as first, second, class.
551. 2 Freight (Government freight rate basis).
551. 21 Classification for rate-making purposes
551. 3 Express.
551. 4 Excess baggage.
551. 5 Sleeping and parlor car service.
551. 6 Land-grant and bond-aided railroads.
551. 61 Land-grant passenger.
551. 62 Land-grant freight.
551. 63 Bond-aided passenger.
551. 64 Bond-aided freight.

552 Transportation requests, bills of lading and tickets.

552. 1 Purposes and methods of using and settling.
552. 11 Transportation requests.
552. 12 Bills of lading.
552. 2 Blank transportation requests and bills of lading.
552. 21 Requests for books of transportation requests.
552. 3 Lost, destroyed, or misplaced.
552. 31 Transportation requests.
552. 32 Bills of lading.
552. 4 Disposition of unused.
552. 41 Transportation requests.
552. 42 Bills of lading.
552. 5 Errors in or irregularities.
552. 51 Transportation requests.
552. 52 Bills of lading.
552. 6 Cancellation.
552. 61 Transportation requests.
552. 62 Bills of lading.
552. 7 Copies of.
552. 71 Transportation requests.
552. 72 Bills of lading.
552. 73 Reports of transportation requests and bills of lading issued.

- 552. 8 Tickets.
 - 552. 801 Cancellation.
 - 552. 802 Copies.
 - 552. 803 Destroyed, lost, and misplaced.
 - 552. 804 Disposition of unused.
 - 552. 805 Errors or irregularities.
 - 552. 806 Purchase and supply of.
 - 552. 807 Use and allowance of.
- 552. 81 Railroad.
- 552. 82 Street car.
- 552. 83 Ferry.
- 553 Passenger transportation accounts and contracts.**
 - 553. 1 Abstracts, bids, and contracts.
 - 553. 11 Recruits.
 - 553. 12 Detachments other than recruits.
 - 553. 13 Organizations changing station.
 - 553. 14 Organizations to camps, maneuvers.
 - 553. 15 Organizations to shows, parades, tournaments.
 - 553. 16 Militia.
 - 553. 2 Disputed accounts forwarded for settlement by auditor.
 - 553. 3 Accounts forwarded for instructions as to settlement.
 - 553. 4 Accounts.
 - 553. 41 Unsupported by transportation request.
 - 553. 5 Accounts for transportation militia.
 - 553. 6 Claims of railroads.
 - 553. 61 Improper deductions.
 - 553. 7 Accounts payable from War Department appropriations other than Army transportation.
 - 553. 8 Accounts payable by other departments.
- 554 Freight transportation accounts and contracts.**
 - 554. 1 Abstracts, bids, and contracts.
 - 554. 11 War Department bureaus by names.
 - 554. 12 Other departments by names.
 - 554. 13 Militia.
 - 554. 2 Disputed accounts forwarded for settlement by auditor.
 - 554. 3 Accounts forwarded for instructions as to settlement.
 - 554. 4 Accounts.
 - 554. 41 Unsupported by bill of lading.
 - 554. 5 Accounts for transportation militia supplies or property.
 - 554. 6 Claims of railroads.
 - 554. 61 Improper deductions.
 - 554. 7 Accounts payable from appropriations of War Department other than Army transportation.
 - 554. 8 Accounts payable by other departments.

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- 555 Express accounts.**
- 555. 2 Disputed accounts forwarded for settlement by auditor.
 - 555. 3 Accounts forwarded for instructions as to settlement.
 - 555. 4 Accounts.
 - 555. 41 Unsupported by bill of lading.
 - 555. 5 Accounts for transportation militia supplies or property.
 - 555. 6 Claims of express companies.
 - 555. 7 Accounts payable from appropriations of War Department
other than Army transportation.
 - 555. 8 Accounts payable by other departments.
- 556 Storage and demurrage accounts.**
- 556. 1 Demurrage accounts.
 - 556. 2 Storage accounts of railroads.
 - 556. 3 Accounts for weighing cars, switching, occupancy.
- 557 Accounts against carriers, for shortages, breakages.**

560 HARBOR BOATS (INCLUDING MINE PLANTERS, FLOATING PLANT, AND CABLE STEAMERS) AND HARBOR BOAT SERVICE.

560. 1 Harbor-boat regulations.

561 Acquisition and construction of vessels.

561. 1 Requests or requisitions for vessels.

561. 11 Scows, lighters, dredges, hoppers, rock breakers, snag boats, barges, flats.

561. 12 Rowboats, canoes, lifeboats, and other small boats.

561. 13 Motor and gasoline launches, maneuver boats, quarter boats.

561. 14 Steam launches, derricks, pile drivers, graders, drill boats.

561. 15 Steamers, tugs, tow and survey boats.

561. 16 Colliers, water and supply vessels, floating dry docks.

561. 17 Mine planters, cable steamers, and other large vessels.

561. 2 Purchase of. (Subdivide as 561.1.)

561. 3 Catalogues, offers to sell, advertisements. (Subdivided as 561.1.)

561. 4 Construction.

561. 401 Designs.

561. 402 Specifications and plans.

561. 403 Bids, abstracts, and contracts for.

(561.4 subdivide as 561.1 and each subdivision thereof subdivide as above.)

561. 5 Conversion of vessels and refitting.

562 Equipment, supplies, and apparatus.

562. 1 Equipment and apparatus.

562. 11 Life-saving and preserving apparatus.

562. 111 Tests and trials of.

562. 12 Spare parts, hydraulic pipe lines, buckets, dippers, etc.

562. 13 Diving, signaling, and radio apparatus.

562. 14 Mooring buoys, lines.

562. 15 Deck equipment, gangplanks.

562. 16 Engine equipment.

562. 17 Steward's equipment.

562. 18 Furniture.

562. 2 Supplies, stores, fuel, water, ice.

562. 21 Fuel.

562. 22 Water.

562. 23 Ice.

562. 24 Navigator's charts, books, supplies, equipment.

562. 25 Deck supplies.

562. 26 Engine supplies.

562. 27 Steward's supplies and stores.

562. 3 Requisitions.

562. 31 For equipment and apparatus. (Subdivide as 562.1.)

562. 32 For supplies and stores. (Subdivide as 562.2.)

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- 562. 4 Allowances and consumptions of supplies, stores. (Subdivide as 562.2.)
- 562. 5 Equipment and apparatus for mine planting.
- 562. 6 Equipment and apparatus for cable work.
- 563 Operation, care, and maintenance.**
 - 563. 1 Embarking and discharging passengers.
 - 563. 11 Preventing stowaways.
 - 563. 12 Passenger limit.
 - 563. 2 Quarters on shipboard, and assignment troops to duty on.
 - 563. 21 Cabin.
 - 563. 22 Staterooms.
 - 563. 23 Quarters for crew.
 - 563. 24 Quarters for enlisted men, recruits, casuals.
 - 563. 25 Quarters for employees not entitled to staterooms, nurses.
 - 563. 26 Quarters for servants, natives.
 - 563. 27 Quarters for sick and wounded passengers.
 - 563. 28 Quarters for prisoners, insane persons.
 - 563. 3 Subsistence accommodations on board.
 - 563. 31 Saloon mess.
 - 563. 32 Ship's officers' mess.
 - 563. 33 Ship's petty officers' mess.
 - 563. 34 Sailors' and firemen's mess.
 - 563. 35 Troop's mess.
 - 563. 36 Hospital mess.
 - 563. 4 Docking and storage of vessels.
 - 563. 5 Cargo or freight.
 - 563. 51 Loading.
 - 563. 52 Discharging.
 - 563. 53 Handling cargo on board.
 - 563. 54 Stalls for animals.
 - 563. 55 Mail carried for Post Office Department.
 - 563. 56 Cargo space available.
 - 563. 57 Feeding and watering animals.
 - 563. 6 Services for vessels.
 - 563. 61 Laundry service.
 - 563. 62 Removing ashes.
 - 563. 7 Coaling and taking water.
 - 563. 71 Trimming coal bunkers.
 - 563. 72 Coaling.
 - 563. 73 Taking water.
 - 563. 8 Work to be done by crew and methods employed
 - 563. 81 Cleaning and washing.

- 564 Repairs and alterations.**
- 564.01 Requisitions for.
 - 564.02 Specifications for.
 - 564.03 Abstracts, bids, and contracts.
 - 564.1 Repairs. (Subdivide as above.)
 - 564.2 Dry-docking, cleaning, painting. (Subdivide as above.)
 - 564.3 Alterations and additions. (Subdivide as above.)
 - 564.4 New installations and equipment. (Subdivide as above.)
- 565 Movements.**
- 565.1 Schedules.
 - 565.2 Arrivals and departures.
 - 565.21 Location or address of, availability for service.
 - 565.22 Reports of arrivals and departures.
 - 565.3 Voyages and trips, 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 of.
 - 565.6 Services or duties, out of commission.
 - 565.61 Planting mines.
 - 565.62 Laying cables.
 - 565.63 Repairing cables and carrying mail.
 - 565.7 Special expeditions or movements, and performances of.
- 566 Inspections, other than by inspector generals.**
- 566.1 By civilian inspectors of War Department.
 - 566.11 Reports.
 - 566.2 By inspectors of Steamboat Inspection Service.
 - 566.21 Reports.
 - 566.3 Boilers inspected by civilian inspectors of War Department.
 - 566.31 Reports.
 - 566.4 Boilers inspected by inspectors of Steamboat Inspection Service.
 - 566.41 Reports.
- 569 Miscellaneous.**
- 569.1 Reports, as to 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, damages to or collisions.
 - 569.15 Of operating expenses and annual statement floating plant.
 - 569.16 Of expenditures on account of vessels hired.
 - 569.17 Of coal and water received on vessels.
 - 569.171 Of coal efficiency tests on vessels.
 - 569.18 Of irregularities and deficiencies.

- 569. 2 Logs and extracts thereof.
- 569. 3 Lists of passengers, assignments.
- 569. 31 Passenger lists.
- 569. 32 Lists of assignments.
- 569. 33 Reports of passengers and crews.
- 569. 4 Manifests.
- 569. 5 Data as to dimensions, size, capacity.
- 569. 51 Dimensions and size.
- 569. 52 Cabin and stateroom capacity.
- 569. 53 Other passenger capacity.
- 569. 54 Lifeboat capacity and data.
- 569. 55 Animal carrying capacity.
- 569. 56 Cargo and freight capacity.
- 569. 6 Pictures, plans, descriptions.
- 569. 7 Sale or other disposition of vessels.

570 TRANSPORTS AND ARMY TRANSPORT SERVICE.

(Subdivide as 560.)

580 AVIATION AND AERONAUTICAL MATTERS.

- 580. 1 Laws relating to.
- 580. 2 Rules and regulations.
- 580. 3 Policy of War Department as to development.
- 580. 4 Study of, as a problem.
- 580. 41 Reports of officers and enlisted men.
- 580. 42 Reports of officers observing foreign air craft.
- 580. 6 Aviation Corps, establishment or creation of.
- 580. 61 Establishment of schools of aviation.
- 580. 62 Tender of service from organizations or individuals.
- 580. 7 Training and instruction in.
- 580. 8 Use and operation of air craft.
- 580. 81 Practice flights.
- 580. 82 Aviation fields.
- 580. 83 Licenses and stations.
- 580. 84 Requests from individuals and municipalities for Government craft to take part in fairs, tournaments, expositions.

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600 BUILDINGS AND GROUNDS. (Military and Civil.)

- 600. 01 Size of post or station, capacity, location of building and structures, number of same.
- 600. 1 Construction and installation.
- 600. 11 Methods of.
- 600. 111 Bids and contracts (complaints and protests).
- 600. 112 Open market, proposal and acceptance and by hire of labor and purchase of materials.
- 600. 12 Projects.
- 600. 121 General.
- 600. 122 Provisional.
- 600. 123 Standard.
- 600. 13 Plans and specifications.
- 600. 131 Uniform or standard, typical.
- 600. 132 General and miscellaneous data.
- 600. 133 Preparation and approval of.
- 600. 15 Estimates and requisitions.
- 600. 16 Supervision and inspection.
- 600. 161 Inspection of boilers.
- 600. 2 Maintaining and operating, equipping electrically and mechanically, wiring, lighting, plumbing, heating, and repairs of.
- 600. 3 Preserving, repairing, painting, whitewashing, cleaning, and oiling. (Subdivide as 600.1.)
- 600. 4 Altering, changing, widening, enlarging. (Subdivide as 600.1.)
- 600. 5 Relocating, rebuilding, modernizing, wrecking. (Subdivide as 600.1.)
- 600. 9 Miscellaneous data and statistics regarding reservations, posts, stations, as physical geographical entities.
- 600. 91 Reports and observations.
- 600. 911 Historical record of buildings and structures.
- 600. 912 Reports of condition.
- 600. 913 Reports and records of fires and other accidents.
- 600. 914 Reports of progress of work.
- 600. 915 Reports of fuel consumption and boiler efficiency.
- 600. 92 Maps, charts, photos, blue prints.
- 600. 93 Boundaries, acreages, surveys.
- 600. 94 Miscellaneous data and descriptive matter or historical information, and statements and reports of cost.
- 600. 95 Miscellaneous requests for miscellaneous information regarding.

601 Acquisition of real property or land, and ownership of.

- 601.01 Titles, deeds, mortgages, 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 (as for rights of way).
- 601.52 Licenses and permits.

X 602 Disposition of real property or land.

- 602.01 Titles, deeds, and recording.
- 602.1 Abandonment of reservations.
- 602.2 Sales of land, buildings, structures, and exchanges.
- 602.3 Transfers of land, buildings, structures to other departments.
- 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.

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- 610** **GROUNDS, HARBORS, WHARVES, DRAINAGE.**
- 611** **Roads, walks, driveways, sidewalks, tunnels, subways, viaducts, gutters.**
- 612** **Wharves, docks, piers, ferry slips.**
- 613** **Sea walls, ripraps, beacons, embankments, retaining walls.**
- 614** **Target butts, revetting ranges.**
- 615** **Filling and grading, filling old cisterns, ponds.**
- 616** **Drainage and dredging.**
 - 616. 1 Drainage and ditching.
 - 616. 2 Irrigation and other canals.
 - 616. 3 Dredging channels, harbors.
 - 616. 4 Removal of sand or earth or gravel.
- 617** **Railroads, track scales.**
 - 617. 1 Tramways.
 - 617. 2 Cable roads.
- 618** **Parade grounds, recreation grounds.**
 - 618. 1 Grounds, parade, drill.
 - 618. 2 Recreation and play grounds, tennis courts, baseball and football fields, handball courts, polo fields.
 - 618. 3 Ornamentation and concealment.
 - 618. 31 Tests of soils.
 - 618. 32 Ornamentation with trees, shrubs, plants, grass.
 - 618. 33 Concealment of fortifications or screening.
 - 618. 34 Care, cultivation, and preservation of trees, shrubs, orchards, plants, grass, reforestation.
 - 618. 35 Cutting dead trees from, and clearing reservations.
 - 618. 36 Forestry.
- 619** **Miscellaneous.**
 - 619. 1 Monuments, memorials.
 - 619. 11 Legislative and other authority for erection and care of.
 - 619. 12 Selection of sites, designs, inscriptions.
 - 619. 2 Headstones, markers, tablets.
 - 619. 3 Historic sites, buildings, ruins, structures.

- 620 BARRACKS AND QUARTERS.**
- 621 Barracks for enlisted men.**
- 622 Quarters for hospital stewards, nurses.**
- 623 Quarters for noncommissioned officers.**
- 624 Quarters for civilian employees, lodges.**
- 625 Quarters for commissioned officers.**
- 626 Lavatories and similar buildings.**
- 627 Prisons and guardhouses, detention barracks.**
- 630 POST BUILDINGS.**
- 631 Administration, recreation and drill buildings.**
631. 1 Office buildings, post offices.
631. 2 Administration buildings.
631. 3 Post exchanges, gymnasiums, libraries, and clubhouses.
631. 4 Schools and chapels, memorial halls.
631. 5 Drill, riding, and amusement halls.
- 632 Hospitals, infirmaries, dispensaries, laboratories.**
- 633 Bakeries, laundries, storehouses.**
633. 1 Bakeries, kitchens.
633. 2 Mess halls, mess shelters, lunch rooms.
633. 3 Laundries.
633. 4 Crematories and incinerator buildings.
633. 5 Storehouses, sheds, tanks, caches, coal boxes and houses
633. 6 Arsenals.
633. 7 Armories.
633. 8 Magazines and powder depots.
- 634 Miscellaneous buildings.**
634. 1 Stables, grooming sheds, veterinary hospitals, harness rooms.
634. 2 Garages and hangars.
634. 3 Sheds for wagons and vehicles.
634. 4 Sheds for guns, ammunition wagons.
634. 5 Latrines and similar houses, pump, boiler, and transformer houses.
634. 6 Fire houses, greenhouses.
- 635 Factories and shops.**
635. 1 Powder factories.
635. 2 Gun factories.
635. 3 Clothing factories.
635. 4 Tent and equipage factories.
635. 5 Testing and proving plants.
635. 6 Shops, miscellaneous.

- 650 **MINOR CONSTRUCTION.**
- 651 **Shooting galleries and buildings at target ranges.**
- 652 **Buildings at camp and maneuver and proving grounds.**
- 653 **Bridges, wagon scales.**
- 654 **Corrals, pounds, picket lines, fences, stone walls, gates.**
- 655 **Flagstaffs, rostrums, band stands, settees.**
- 656 **Riding and obstacle courses, hay racks, wind breaks.**
- 657 **Water troughs, horse dips, cesspool, manure pits.**
- 658 **Boat and bath houses, sentry boxes, watch houses, scale houses, smoke-stacks, bases and platforms.**

660 FORTIFICATIONS.

- 660. 1 Foreign.
- 660. 2 Land defense and coast defense works.
- 660. 3 Defensive sea areas.

661 Field fortifications.

- 661. 1 Earthworks and intrenchments
- 661. 2 Redoubts.
- 661. 3 Military field engineering.
- 661. 4 Parados.

662 Gun and mortar batteries.

- 662. 1 Bombproofing and wiring.
- 662. 2 Emplacements.
- 662. 3 Platforms.
- 662. 4 Mortar beds.

663 Mine structures.

- 663. 1 Casemates, mining.
- 663. 2 Loading rooms.
- 663. 3 Walls.
- 663. 4 Storehouses, wharves, and sheds for mines and torpedoes.
- 663. 5 Mine racks and magazines.
- 663. 6 Dynamite rooms.
- 663. 7 Drying ovens.

664 Cable structures.

- 664. 1 Cable stations.
- 664. 2 Terminals and huts.
- 664. 3 Galleries.
- 664. 4 Tanks, houses, and shelters
- 664. 5 Tramways.

665 Fire-control installations.

- 665. 01 Reports on.
- 665. 02 Fire-control diagrams.
- 665. 1 Stations.
- 665. 11 Field of view from.
- 665. 12 Protection for.
- 665. 2 Commanders' stations.
- 665. 21 Battle.
- 665. 22 Fire.
- 665. 23 Battery.
- 665. 3 Observing stations and rooms.

- 665. 4 Signal stations.
- 665. 41 Wireless or radio.
- 665. 42 Fog.
- 665. 5 Plotting rooms
- 665. 6 Meteorological and tide stations and datum points.
- 665. 7 Switchboard houses and rooms.
- 665. 8 Range-finding stations.
- 665. 81 Crows' nests.

670 PLANTS AND SYSTEMS.**671 Water.**

- 671. 1 Water-distributing systems.
- 671. 2 Pumping plants.
- 671. 3 Wells, reservoirs, cisterns, aqueducts.
- 671. 4 Water supply, consumption, and analysis, meter readings and water reports.
- 671. 5 Purification and filtration plants.
- 671. 6 Plumbing systems.
- 671. 7 Fire protection, fire-alarm systems.

672 Sewer, drainage-purification.

- 672. 1 Sewage, disposal of.

673 Ice, cooling, and refrigerating.

- 673. 1 Ice plants.
- 673. 2 Cold-storage plants.
- 673. 3 Refrigerating systems.
- 673. 4 Ventilation and ventilating systems.

674 Heating.

- 674. 1 Steam and electric heating systems.
- 674. 2 Hot-air heating systems.
- 674. 3 Hot-water heating systems.
- 674. 4 Central heating plants.

675 Lighting and power.

- 675. 1 Power plants.
- 675. 2 Electric-lighting systems.
 - 675. 21 Interior.
 - 675. 22 Exterior.
- 675. 3 Gas-lighting systems.
- 675. 4 Searchlight plants.

676 Telephone, telegraph, and cable.

- 676. 1 Telephone systems.
- 676. 2 Telegraph and other transmission systems.
- 676. 3 Wireless systems.
- 676. 4 Cable systems.

677 Oil-burning plants and systems.**679 Miscellaneous.**

- 679. 1 Compressed-air and gas-generating plants.
- 679. 2 Sawmills, planing mills, windmills, rock quarry, rock crushing.
- 679. 3 Distillation plants.

680 RESERVATIONS.

680. 1 ✓ Location and establishment of and change in grade.
 680. 2 ✓ Jurisdiction, government, rules, and regulations.
 680. 21 ✓ Questions as to who has jurisdiction over particular places,
 including property, land.
 680. 22 ✓ Transfers or changes of jurisdiction or authority.
 680. 23 Government, rules, regulations.
 680. 231 Admission of visitors.
 680. 232 Guides.
 680. 233 Hours of opening and closing.
 680. 234 Taking photographs.
 680. 235 Admission of vehicles.
 680. 24 Authorities given to display various kinds and sizes of flags.
 680. 25 Protection of wild game and fish.
 680. 3 Use and occupation.
 680. 31 For pasturage, grazing, burial sites, mining, cutting hay.
 680. 32 For religious, school, hospital purposes.
 680. 33 For camp grounds, cantonments (military).
 680. 34 For quarters, offices.
 680. 341 Assignment of rooms in buildings as offices, quarters.
 680. 35 For public gatherings such as memorial services, encamp-
 ments of veterans.
 680. 36 By militia.
 680. 4 ✓ Leases, licenses, and permits affecting Government property.
 680. 41 ✓ Leases of Government property to others.
 680. 42 ✓ Permissions granted to individuals.
 680. 421 To fish, hunt, and camp.
 680. 422 To take photographs.
 680. 423 To install motors in buildings.
 680. 424 To make surveys or measurements.
 680. 425 To land at Government wharves.
 680. 43 Licenses for rights of way.
 680. 44 ~~XXXX~~ Licenses for other purposes.
 680. 45 Permission to change inscriptions on headstones or tomb-
 stones.
 680. 46 Permission to decorate graves, as by plants.
 680. 47 Permission to erect or construct vaults, monuments, me-
 morials, tombstones.
 680. 5 Trespassing, damaging, or destroying Government property or
 reservations.
681 Depots. (Subdivide as 680.)
682 Arsenals and armories. (Subdivide as 680.)

- 683 **Forts, posts, and hospitals.** (Subdivide as 680.)
- 684 **Target ranges.** (Subdivide as 680.)
- 685 **Camp and maneuver grounds.** (Subdivide as 680.)
- 686 **Aviation fields.** (Subdivide as 680.)
- 687 **Cemeteries.** (Subdivide as 680.)
- 688 **National parks, battlefields, roadways.** (Subdivide as 680.)
- 689 **Miscellaneous places.** (Subdivide as 680.)

Handwritten scribbles and lines, possibly representing a diagram or a list of items, located below the printed text.



700 MEDICINE, HYGIENE, AND SANITATION.

- 700. 1 Theory, laws, and philosophy.
- 700. 2 Essays, lectures, and treatises.
- 700. 3 Training in medicine, surgery, and nursing.
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- 700. 5 State or United States control.
- 700. 6 Medical museums and collections.
- 700. 7 Professional papers.

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- 701. 4 Employees.
- 701. 5 Civilians.
- 701. 6 Cadets.

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- 702. 2 Enlisted men.
- 702. 3 Nurses.
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- 702. 5 Civilians.
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- 703. 5 Civilians.
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- 706. 3 Nurses.
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- 723. 12 Smoke.
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 Hypermetropia.
 Hypochlorhydria.
 Hypochondriasis.
 Hysteria.
 Impetigo.
 Influenza.
 Ingrowing nail.
 Injuries by animals.
 Insomnia.
 Intestinal parasites.
 Iritis.
 Keratitis.
 Lacerated wound.
 Laryngitis.
 Leprosy.
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Peritonitis.
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 Sunburn.
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 Tachycardia.
 Tapeworm.
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