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# REGULATIONS

GOVERNING

The Packing and Shipment of Records of the Selective Service System and the Disposition and Sale of Government Property now in the Custody of the Selective Service Organization

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PRESCRIBED BY THE PRESIDENT

Under the Authority Vested in Him by the Terms of the Selective Service Law and the Act of Congress of May 10, 1918



(Form 4005)

19-26803

WASHINGTON  
GOVERNMENT PRINTING OFFICE

1919

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# PAID 10/19

PAID TO ORDER OF THE  
TREASURER OF THE  
UNITED STATES DEPARTMENT OF  
THE TREASURY

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WAR DEPARTMENT,  
*Washington, D. C., February 20, 1919.*

Under authority vested in him by the act of Congress of May 18, 1917, and the public resolutions and acts amendatory thereof, and the act of Congress of May 10, 1918, the President of the United States prescribes the following Regulations Governing the Packing and Shipment of Records of the Selective Service System and the Disposition and Sale of Government Property Now in the Custody of the Selective Service Organization, and directs that they be published for the government of all concerned, and that they be strictly observed.

NEWTON D. BAKER,  
*Secretary of War.*



## FOREWORD.

The Secretary of War has directed that all the records of the Selective Service System be turned over to The Adjutant General of the Army, Washington, D. C. When you have complied with the instructions contained in "Regulations Governing the Disposition of Records of District, Local and Medical Advisory Boards" (P. M. G. O. Form 4000), you will have prepared your records for boxing and shipment (with the exception of the registration cards in the local boards).

These records must be shipped long distances and be packed in such a way as to prevent damage. You are especially urged that every precaution be taken to see that they are packed in strict accordance with these regulations.

Under the provisions of section 207, Selective Service Regulations, second edition, each State disbursing officer for State headquarters and the chairman of each district, local, and medical advisory board was made the accountable officer for United States property in the possession of such headquarters and boards. The Regulations promulgated herein provide for the transfer of certain classes of property with the records to The Adjutant General of the Army. Part V of these Regulations provides the method of transferring this property and disposing of the remaining United States property in the possession of the board or headquarters. All accountable officers are urged to follow carefully the instructions contained in Part V of these Regulations in order that their accountability for United States property may be properly relieved.



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## PART I.

### STATE HEADQUARTERS.

SECTION 1. *Cover sheets of deserters.*—Immediately upon the completion of the checking of P. M. G. O. Form 4003 for each local board as prescribed in sections 7 to 9, inclusive, of the “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards,” the State draft executive shall tie the cover sheets of all registrants listed as deserters on P. M. G. O. Form 4003, whether or not the charge of desertion has been removed, together in bundles of 50, maintaining the arrangement of cover sheets in the order the names appear on said P. M. G. O. Form 4003; shall pack said cover sheets in stout wooden boxes in such manner as to prevent shifting of contents while in transit, and shall ship these records by express to the Provost Marshal General, Washington, D. C. As soon as the desertion records for a given local board have been checked the cover sheets of the deserters of such local board shall be packed and shipped and shall not be held until the completion of the checking of P. M. G. O. Form 4003 in respect of all local boards.

If in any case the State draft executive is in doubt as to whether a registrant is a deserter or delinquent he shall include the cover sheet of such registrant among the cover sheets of the deserters which are to be forwarded to the Provost Marshal General and shall place in the cover sheet of such registrant a memorandum stating the grounds upon which the doubt is based.

SEC. 2. *Cover sheets of delinquents.*—As soon as the State draft executive has disposed of the cases of all delinquents included on P. M. G. O. Form 4003, as provided in sections 7 to 9, inclusive, of the “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards,” and after forwarding P. M. G. O. Form 4003 to the Provost Marshal General for transmittal to The Adjutant General of the Army, the State draft executive shall tie the cover sheets for each local board together in bundles of 50, maintaining the arrangement of cover sheets in the order the names appear on P. M. G. O. Form 4003; shall label same with P. M. G. O. Form 4001; shall invoice same on P. M. G. O. Form 4002, which form shall be mailed in duplicate to The Adjutant General of the Army, Selective Service Records Division, Washington, D. C., as soon as the records are shipped; shall pack such bundles in the style of wooden box specified in section 14, and shall ship the same to The Adjutant General of the Army in the manner provided in Part IV.

SEC. 3. *Other State headquarters records.*—Any State headquarters records not included in sections 1 and 2 shall be retained by the State draft executives until receipt of telegraphic instructions from the Provost Marshal General to pack and ship the same. Upon receipt of such telegraphic instructions the State draft executives shall

bundle all such records, except the records of the State disbursing officer, in the smallest number of groups in which said records fall; shall label same with P. M. G. O. Form 4001; shall invoice same on P. M. G. O. Form 4002, which form shall be mailed in duplicate to The Adjutant General of the Army, Selective Service Records Division, Washington, D. C., as soon as records are shipped; shall pack such bundles in the style of wooden box specified in section 14, and ship same to The Adjutant General of the Army in the manner provided in Part IV. Instructions relative to the records of the State disbursing officer will be issued hereafter.

## PART II.

### DISTRICT AND MEDICAL ADVISORY BOARDS.

SEC. 4. *District boards.*—Under section 4, “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards,” the records of district boards have been prepared for shipment. All records filed in steel filing cases shall be prepared for crating as provided in section 15. They shall then be crated as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18. The two copies of P. M. G. O. Form 4002 shall be mailed to The Adjutant General of the Army, Selective Service Records Division, Washington, D. C., as soon as the records are shipped.

All records filed in wooden filing cases shall be retained in such cases. The wooden filing cases shall be boxed as provided in section 16, labeled as provided in section 16, and shipped as provided in section 17.

All records for which no steel or wooden filing cases are available shall be boxed in strong wooden boxes lined with waterproof paper, prepared for closing as provided in section 15, closed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

When these steps have been taken, the district board shall telegraph State headquarters as follows: “Shipped.”

All other property of district boards shall be disposed of as provided in Part V.

When this final step has been taken, the district board shall telegraph State headquarters as follows: “Closed.”

SEC. 5. *Medical advisory boards.*—Under section 4, “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards,” the records of medical advisory boards have been prepared for shipment. All records filed in steel filing cases shall be prepared for crating as provided in section 15; they shall be crated as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

All records filed in wooden filing cases shall be retained in such cases, the wooden filing cases boxed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

All records for which no steel or wooden filing cases are available shall be boxed in strong wooden boxes lined with waterproof paper, prepared for closing as provided in section 15, closed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

When these steps have been taken the medical advisory boards shall telegraph State headquarters as follows: “Shipped.”

All other property of medical advisory boards shall be disposed of as provided in Part V.

When this final step has been taken, the medical advisory board shall telegraph State headquarters as follows: “Closed.”



## PART III.

### LOCAL BOARDS.

SEC. 6. *Classification lists.*—After the classification lists of local boards shall have been examined and corrected in accordance with the “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards,” a label on plain white paper shall be prepared and securely pasted in the center of the outside of the front cover of each classification list, which label shall be 3 inches square and contain the following wording:

Classification List No. ....  
for .....  
(Designation of local board.)  
Code number of local board .....

The local board shall then prepare a complete list of all members, Government appeal agents, members of legal advisory board, clerks, and other persons who have been connected with the local board organization, which list shall show the name of person, residence, official relationship to the board, and the approximate dates between which such relationship existed. This list shall be placed at the beginning of the first classification list inside the front cover of the binder but not pasted either to the binder or the classification list.

The classification lists shall then be securely wrapped, sealed by the local board, packed in stout wooden boxes, and sent by express addressed to The Adjutant General of the Army, Selective Service Records Division, Washington, D. C.

SEC. 7. *Registration cards.*—(a) The original registration cards are now filed in sequence of order numbers. It is the purpose of The Adjutant General of the Army to use these cards as an alphabetical index of the cover sheets. Local boards shall therefore arrange their original registration cards in exact dictionary alphabetical order.

(b) The duplicate registration cards which have been returned to local boards by district boards shall be separated into age classes and arranged in each age class alphabetically by name. There shall be four age classes, namely, 18, 19, 20, and over 20. As the registrations of June 5, 1917, June 5, 1918, and August 24, 1918, fall in the last group, the only registration to be divided is the class of September, 1918, and in this latter group the age of the registrant on the date of registration—namely, September 12, 1918—shall govern, as shown in answer to question 3 on the registration card.

(c) When the two sets of registration cards have been arranged as provided in paragraphs (a) and (b), maintaining the proper arrangement, they shall be securely tied in bundles of 500, packed tightly in present filing cases, prepared for crating as provided in section 15, closed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

SEC. 8. *Cover sheets and contents.*—Under section 17, “Regulations Governing the Disposition of Records of District, Local, and Medical

Advisory Boards," cover sheets and contents have been tied in bundles of 50. Maintaining the sequence of order numbers, cover sheets and contents shall be packed in file cases if same are available, the drawers being packed to full capacity. The steel filing cases shall then be prepared for crating as provided in section 15, crated as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

All cover sheets and contents filed in wooden filing cases shall be retained in such cases, the wooden filing cases boxed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

Where no filing cases have been provided, maintaining the sequence of order numbers, cover sheets shall be packed in the wooden boxes specified in section 14. Such wooden boxes shall be prepared for closing as provided in section 15, closed as provided in section 16, labeled as provided in section 17, and shipped as provided in section 18.

In case the bundles of cover sheets do not entirely fill a file drawer or box, the next bundle may be untied and divided into two smaller bundles, so as to provide a smaller bundle to fill the drawer or box. When bundles are so divided, each of the two parts thereof shall be securely tied in the same manner as a bundle of 50 and labeled as follows:

The item number of the label on the original bundle shall be retained and the letter "A" shall be suffixed to this item number on the label which is attached to the bundle containing the lower order numbers. Another label bearing the same item number to which is suffixed the letter "B" shall be attached to the bundle containing the higher order numbers. For example, should it be found necessary to divide bundle No. 10 containing cover sheets Nos. 451 to 500, the first part thereof containing order Nos. 451, 452, etc., shall be labeled "10-A," and the second part containing the remaining cover sheets shall be labeled "10-B." No change will be made on the invoice in such cases.

SEC. 9. *Miscellaneous records.*—All other local-board records (including the rubber stamps specified in sec. 11) shall be packed in wooden boxes lined with waterproof paper. Such wooden boxes shall be prepared for closing as provided in section 15; closed as provided in section 16; labeled as provided in section 17; and shipped as provided in section 18.

SEC. 10. *Report to State headquarters.*—When all the steps specified in sections 7 to 9, inclusive, have been completed, the local board shall telegraph the State draft executive as follows: "Shipped."

SEC. 11. *Other property.*—All other property of local boards shall be disposed of as provided in Part V, with the exception of any rubber stamps bearing the designation of local boards or the facsimile signature of any member or chief clerk thereof. All such stamps shall be wrapped, labeled, invoiced, packed with miscellaneous records, and shipped to The Adjutant General of the Army.

SEC. 12. *Final report to State headquarters.*—When the steps specified in section 11 have been completed, the local board shall forward by mail the two copies of P. M. G. O. Form 4002, specified in section 16 of the "Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards" to The Adjutant

General of the Army, Selective Service Records Division, Washington, D. C., and telegraph the State draft executive as follows:  
 "Closed."

SEC. 13. *Reports by State headquarters to Provost Marshal General.*—  
 On each day the State draft executive shall telegraph to the Provost Marshal General the names of the boards which have shipped their records. This telegram shall be in the following type form:

"CROWDER, *Washington.*

"Shipped New York number twelve comma, Auburn comma, Broom comma, Buffalo number eight comma, district board number one comma, medical advisory board number four."

On each day the State draft executive shall also telegraph to the Provost General the names of the boards which have closed. This telegram shall be in the following type form:

"CROWDER, *Washington.*

"Closed New York number twelve comma, Auburn comma, Broom comma, Buffalo number eight comma, district board number one comma, medical advisory board number four."



## PART IV.

### PACKING AND SHIPPING INSTRUCTIONS.

SEC. 14. *Boxes for cover sheets not in file cases.*—All cover sheets not in file cases shall be packed in wooden boxes the inside dimensions of which shall be  $12\frac{1}{2}$  inches wide by 10 inches deep by 24 inches long. These boxes shall be constructed of planed boards of a thickness of not less than seven-eighths of an inch or more than 1 inch. All boxes shall be constructed and lined with waterproof paper in such manner as to provide a secure container that will protect the records from being tampered with while in transit or from suffering damage through exposure to inclement weather conditions. All vacant space in these boxes shall be packed tightly with newspaper to prevent shifting of records.

SEC. 15. *Preparing containers for crating and closing.*—All filing cases and boxes must be so packed as to prevent shifting of contents. The space between the top of the records and the top of the case or box shall be packed tightly with newspaper. The steel filing case shall be securely corded in order to prevent drawers from opening.

SEC. 16. *Crating and closing containers.*—After steel filing cases have been prepared for crating as prescribed in section 15, they shall be crated in the following manner: Two strips of wood not less than  $\frac{7}{8}$  inch thick and 3 inches wide shall be placed together at right angles to each other on each of the four upright corners and four such strips on the top and four such strips on the bottom of each case to join the corner pieces, securely braced by center strip or band extending entirely around case, and tightly nailed.

After wooden filing cases have been prepared for shipment, they shall be entirely boxed. For this purpose stout wooden packing cases shall be secured; the wooden filing case packed closely therein, and all vacant space packed tightly with newspaper.

The lids of wooden boxes must be securely nailed down, and care must be exercised to see that no nails are allowed to pierce the contents of the boxes.

SEC. 17. *Labeling.*—Each box and crate must be labeled with four labels, P. M. G. O. Form 4006, section 30, as follows:

(a) Boxes containing registration cards: One label tacked inside of top cover of box; one on each end on outside of box placed in the middle of each end; one in the center on outside of top cover.

(b) Wooden boxes specified in section 14: One tacked in the center of inside of top cover of box; one tacked in the center of outside of top cover of box; one tacked on each end of box midway between top and bottom thereof.

(c) Other wooden boxes will be labeled in the same manner as directed in paragraph (b) above.

(d) Crates containing steel filing cases: One label tacked on inside of strip on top of crate; one on outside of strip on top of crate as near

the center of the top of the crate as possible; one on strip on each end of crate midway between top and bottom.

SEC. 18. *Shipping instructions.*—No shipment shall be made by any board until all of its records are ready to go forward. Shipments shall be made by *freight only* under Government bills of lading.

Immediately upon the completion of the crating and boxing of records, each local board shall notify the draft executive of the State that it is ready to ship its records and shall advise the draft executive of the total number of crates and boxes to be included in its shipment. This notice shall be given by telegraph and the telegram shall consist of the word "Crated," followed by the number of crates and boxes to be included in the shipment. The shipment shall not be made until receipt of instructions from the draft executive as hereinafter provided. Upon the receipt of such instructions the local board shall deliver the records to the railroad specified in the instructions, at the station and on the date directed by the draft executive of the State.

The draft executive of each State shall confer with the regional director of the United States Railroad Administration relative to the shipment of all records; shall arrange with the regional director of the United States Railroad Administration for the delivery and routing of the records of each local board; and shall advise each local board whose records have been reported crated and boxed of the railroad to which the delivery shall be made and the date on which the railroad will be prepared to receive the records.

The regional directors of the United States Railroad Administration are located as follows:

*Allegheny region.*—C. M. Markham, Broad Street Station, Philadelphia, Pa.

*Central Western region.*—Hale Holden, 547 West Jackson Boulevard, Chicago, Ill.

*Eastern region.*—A. H. Smith, Room 3627, Grand Central Terminal, New York, N. Y.

*Northwestern region.*—R. H. Aishton, 226 West Jackson Boulevard, Chicago, Ill.

*Pocahontas region.*—N. D. Maher, Roanoke, Va.

*Southern region.*—B. L. Winchell, Healy Building, Atlanta, Ga.

*Southwestern region.*—B. F. Bush, Railroad Exchange Building, St. Louis, Mo.

For the purposes of shipment of the selective service records the States are assigned to the following regions:

Alabama.....	Southern region.
Arizona.....	Central Western region.
Arkansas.....	Southwestern region.
California.....	Central Western region. Northwestern region.
Colorado.....	Central Western region. Southwestern region.
Connecticut.....	Eastern region.
Delaware.....	Alleghany region.
Florida.....	Southern region.
Georgia.....	Southern region.
Idaho.....	Central Western region. Northwestern region.
Illinois.....	Central Western region. Alleghany region. Eastern region. Northwestern region. Southern region. Southwestern region.
Indiana.....	Eastern region. Central Western region. Southern region.

Iowa.....	Northwestern region. Central Western region.
Kansas.....	Central Western region. Southwestern region.
Kentucky.....	Southern region. Pocohontas region.
Louisiana.....	Southwestern region. Southern region.
Maine.....	Eastern region.
Maryland.....	Alleghany region.
Massachusetts.....	Eastern region.
Michigan.....	Eastern region. Northwestern region.
Minnesota.....	Northwestern region.
Mississippi.....	Southern region.
Missouri.....	Southwestern region. Central Western region. Northwestern region.
Montana.....	Northwestern region. Central Western region.
Nebraska.....	Central Western region. Northwestern region.
Nevada.....	Central Western region.
New Hampshire.....	Eastern region.
New Jersey.....	Alleghany region. Eastern region.
New Mexico.....	Central Western region.
New York.....	Eastern region. Alleghany region.
North Carolina.....	Southern region. Pocohontas region.
North Dakota.....	Northwestern region.
Ohio.....	Alleghany region. Eastern region. Southern region. Central Western region.
Oklahoma.....	Southwestern region. Central Western region.
Oregon.....	Central Western region. Northwestern region.
Pennsylvania.....	Alleghany region. Eastern region.
Rhode Island.....	Eastern region.
South Carolina.....	Southern region.
South Dakota.....	Northwestern region. Central Western region.
Tennessee.....	Southern region.
Texas.....	Southwestern region. Central Western region.
Utah.....	Central Western region.
Vermont.....	Eastern region.
Virginia.....	Pocohontas region. Alleghany region. Southern region.
Washington.....	Northwestern region.
West Virginia.....	Alleghany region. Pocohontas region.
Wisconsin.....	Northwestern region.
Wyoming.....	Central Western region.

The State draft executive shall cooperate with the regional director of the United States Railroad Administration in order to insure proper protection and record of the Selective Service records. The success of this undertaking depends upon the supervision given and it is of the utmost importance that the Selective Service records be kept out of transfer platforms so far as possible and practicable.

In order to accomplish this the United States Railroad Administration has directed that cars be assigned on local freight or other trains to pick up the records from the smaller locations so as to concentrate into carloads lots, and that records shall be kept by the regional director of each carload from the point of concentration with the initials, car numbers, and list of shipments in the respective cars. The regional directors have been instructed by the United States Railroad Administration to furnish the State draft executives with the initials, car numbers, and list of shipments in each car. Immediately upon the receipt of this information the State draft executive shall transmit the same to the Provost Marshal General, Washington, D. C.

## PART V.

### DISPOSITION OF PROPERTY.

SEC. 19. *State disbursing officer charged with checking and sale of property.*—The disbursing officer and agent of the United States appointed in each State under section 31, Selective Service Regulations, second edition, is charged with the checking and sale of all property which was purchased from United States Government funds and which property now is in the possession of any organization or person within his State.

SEC. 20. *Checking of property by State disbursing officer.*—The disbursing officer will be furnished by the Provost Marshal General's office with a triplicate list of property in possession of State headquarters and each board or individual in his State, which list will be compiled from the records in the Provost Marshal General's office. Upon receipt of this list the State disbursing officer shall immediately check with his records of property purchased for the State headquarters, board, or individual official and enter upon the list any article or articles, the purchase of which may not have been reported to the Provost Marshal General's office and for that reason were omitted from the list as furnished by that office. He will also add to the list the purchase price of each article purchased by him and a statement as to whether it was new or secondhand at date of purchase.

SEC. 21. *Checking of property by board.*—Upon completion of entries required by section 20, the State disbursing officer shall transmit two copies of these lists applying to any board, to the chairman of that board. The chairman will call upon another member of the board, who will, together with the chairman, proceed to check the list with the property in possession of the board and with retained copy of property list (P. M. G. O. Form 1043) last forwarded to the Provost Marshal General's office, as required by section 207d, Selective Service Regulations, second edition.

SEC. 22. *Missing articles.*—If any article appearing upon the list furnished by the State disbursing officer is found to be missing, that fact shall be indicated by an entry in red ink on the face of each list and a statement signed by the chairman showing what disposition was made of the missing article will be written upon the back of each said list, which statement will be signed by the chairman and witnessed by the board member making the check with the chairman.

SEC. 23. *Articles not on list furnished by State disbursing officer.*—If any article is found in possession of the board that does not appear upon the list furnished by the State disbursing officer, each such article shall be entered upon the face of such list, together with the purchase price paid for it and a statement as to whether it was new or secondhand at the date of purchase.

SEC. 24. *Local board certificate of correctness on property list.*—Upon completion of this check and accomplishment of the necessary entries as required in the preceding sections, a certificate will be made and signed by the chairman of the board upon the face of each of the two

copies of the property list furnished by the State disbursing officer in the following form:

Local Board No. ...., ..... State of ....., .....  
City or county. Month.  
 ....., 1919.  
Day.

I hereby certify that this is a correct statement of all Government-owned property that is or has been in possession of this board during its existence and up to the present date.

Witness:

.....  
Board member. Chairman.  
 (Stamp of local board.)

SEC. 25. *What to do with certified property list.*—Upon accomplishment of certificate required in section 24, one copy of this list shall be returned by mail to the State disbursing officer, and the other will be retained by the chairman of the board.

SEC. 26. *State disbursing officer to check certified property list.*—Upon receipt of the list from each board, the State disbursing officer shall cause all entries made by the chairman of the board on the list so returned, to be copied on retained copy of the list in his files, after which the list forwarded by the chairman of the board shall be forwarded by the State disbursing officer to the Provost Marshal General's office.

SEC. 27. *Transfer of property.*—All filing equipment necessary for use as containers for shipping of records of headquarters and boards to The Adjutant General of the Army, as required in P. M. G. O. Form 4000, and parts two, three, and four of these regulations (P. M. G. O. Form 4005), will be accounted for on a statement of shipment of such records, which statement will be in the following form:

Local Board No. ...., ..... State of ....., .....  
City or county. Month. Day.  
 ....., 1919.

	Questionnaire cabinets.	Registration cabinets.	Letter cabinets.
Wood.....	.....	.....	.....
Steel.....	.....	.....	.....

I hereby certify that this is a correct statement of the number of articles of filing equipment, all Government owned, which were this day shipped via ..... Railroad Co., consigned to The Adjutant General of the Army, Selective Service Records Division, Washington, D. C.

Witness:

.....  
Board member. Chairman.  
 (Stamp of local board.)

This statement shall be made in triplicate, each copy to be signed by the chairman of the board and another member of the board. The original shall be mailed to the Provost Marshal General direct, one copy shall be forwarded to the State disbursing officer, and the other copy retained by the chairman of the board.

SEC. 28. *Sale of property.*—All property not transferred to The Adjutant General of the Army as hereinbefore directed, shall be sold immediately upon completion of the work required of boards under “Regulations Governing the Disposition of Records of District, Local, and Medical Advisory Boards” (P. M. G. O. Form 4000), and these regulations (P. M. G. O. Form 4005), in the manner and under the terms hereinafter specified.

SEC. 29. *Manner of conducting sale of property.*—The chairman of each board shall proceed to the sale of property not herein directed to be otherwise disposed of to the highest bidder on sealed proposals, as follows:

(a) When the estimated sale value of the property to be sold is less than \$500, sealed proposals shall be invited by posting the following notice for not less than 5 days in a conspicuous place outside and near the office of the board at which the sale is to take place:

NOTICE OF SALE.

The following property of the United States Government, purchased for use of ..... , for which the Government has no further use by (Local, district, or medical advisory board.) reason of the cessation of operations by the board, will be sold by authority of the Secretary of War, for cash to the highest bidder, on sealed proposals which will be publicly opened at .... a. m., on ..... day of ....., 1919, at the quarters of ..... board for .....

LIST OF PROPERTY.

Model..... { One flat-top desk (oak).  
One typewriter desk (oak).  
Six chairs, etc.  
Lot consisting of chair, inkstand, etc.<sup>1</sup>  
Approximately ..... pounds waste paper.

Property listed may be inspected until ..... between hours of .... m and .... m. (day of sale)

Bidders must inclose with bid a money order or certified check marked “Bid check” for the amount of the bid payable to the order of ..... (State disbursing officer.)

This check or money order will be returned to all unsuccessful bidders at the time the award is made.

Bidders must be present or represented when bids are opened. Successful bidders will, upon acceptance of certified check or money order presented in payment, be furnished with a receipted bill of sale giving them title to any article awarded to them, and must be prepared to remove any or all of the articles awarded to them in the bidding, which removal must be without expense to the Government.

The undersigned is vested with authority to reject any or all bids when in his opinion the best interests of the Government may be served thereby.

By authority of  
E. H. CROWDER,  
Provost Marshal General.

.....,  
Chairman.

(Stamp of board.)

(b) When the estimated sale value of the property to be sold is in excess of \$500 the chairman, through the proper channels, shall request the Provost Marshal General to secure the necessary authority from the Secretary of War for publishing the notice of sale, which

<sup>1</sup> Miscellaneous articles may be sold by lot where the total appraised value of the lot is less than \$10.

notice shall be in form as hereinabove provided and will be printed single column without display, not less than six times in daily or four times in weekly papers. The publication of the first advertisement to be at least 10 days before the date set for the opening of the bids. Publication in daily newspapers will at once be given four consecutive insertions and immediately before the date of opening of bids two consecutive insertions. Before submitting a request for authorization to publish the notice the chairman shall first obtain the rate from the newspaper in which it is proposed to publish same, and forward a copy of the proposed notice together with the name of the newspaper and the rate obtained, through the proper channels, to the Provost Marshal General.

(c) At the hour fixed in posted or advertised notice of sale the chairman shall open the bids in the office of the board and read them aloud to bidders and others who may assemble. Sale of each article will be made to the highest bidder for such article; unless the offers made are less than the minimum fixed by the Provost Marshal General, which will be transmitted to the chairman of the board through the State disbursing officer; in which event the property shall be left in the custody of the accountable officer, and report of facts submitted to the State disbursing officer for transmittal to the Provost Marshal General for an order of disposal.

(d) After determining the highest bidder, the chairman shall announce that fact to those assembled and call upon the successful bidder to make settlement. The sale will be completed by the chairman furnishing the successful bidder with a receipted bill of sale (P. M. G. O. Form 4007, sec. 31). Only certified check or money order payable to the State disbursing officer shall be accepted as the purchase price. Property shall be removed immediately from the premises by successful bidder without expense to the Government.

(e) The bill of sale on P. M. G. O. Form 4007 shall be made in quadruplicate; one copy to be furnished the successful bidder, one copy to be forwarded to the Provost Marshal General, one copy to be delivered by the chairman to the State disbursing officer, along with the proceeds of the sale, which shall operate as a discharge of accountability by the accountable officer for the articles listed therein, and one copy to be retained by the chairman for his personal files.

(f) The State disbursing officer upon receipt of money order or certified check shall deposit same to the credit of the Treasurer of the United States, and enter amount both as debit and credit on his account current for the month, enter amount as debit and credit in cash book, and notify the Provost Marshal General.

(g) The articles contained on each transfer of property required in section 27 of these instructions and the property listed on bill of sale, required in paragraph E of this section, shall be checked by the State disbursing officer with the list of property charged against the chairman of the board whose signature appears upon such transfer of property or bill of sale.

If the property listed on the transfer of property and the bill of sale checks with the list of property in the office of the State disbursing officer, the accountability for which is charged to the chairman of the board, the State disbursing officer is authorized to make final payment of any money due to the chairman for services ren-

dered the Government, and release him by letter from further accountability for such property.

If any article or articles, for which the chairman of the board is accountable, as shown by the property list in the office of the State disbursing officer, do not appear upon either the transfer of property required under section 22 of these regulations, or on the bill of sale required under paragraph E of this section, the State disbursing officer will furnish the chairman of the board with a list of the articles, including the purchase price paid for each article, that are unaccounted for, and inform the chairman that he must submit a statement explaining the disposition made of the missing articles which should be supported by statements of the other board members and the chief clerk, which papers will be forwarded to the Provost Marshal General for such action as he may deem proper. The State disbursing officer shall not make final payment to the chairman until the Provost Marshal General, by letter, directs that the chairman be released from further accountability for the property.

(h) Waste paper and useless forms will be torn across and sold as waste paper. In order to prevent future claims against the Government, and other abuses, any surplus supply of the following blank forms will be mutilated to such an extent as to be unusable:

Form 68 (registration certificate).

Form 1005 (notice to registrant of classification by district or local board).

Form 1007 (notice to registrant of final classification).

Form 1011 (notice of findings of district or local boards on registrant's physical condition).

Form 1023 (notice of transfer of classification).

Form 1027 (permit for passport).

Form 1028 (order of induction into military service of the United States).



# PART VI.

## FORMS.

### SEC. 30. P. M. G. O. Form 4006.—Shipping tags.

U. S. Transportation Order No.	Lot shipment <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <span>of</span> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> </div> <p style="font-size: small; margin-top: 5px;">(Number of this (Total number crate or box.) of crates and boxes.)</p>		
TACK INSIDE OF COVER.	<b>To the Adjutant General of the Army, WASHINGTON, D. C. SELECTIVE SERVICE RECORDS DIVISION.</b>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">                     From  <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b> </td> <td style="width: 5%; font-size: 2em; vertical-align: middle;">}</td> <td style="padding-left: 5px;">                     Local Board Code No.....                      Local Board No.....                      County.....                      State.....                 </td> </tr> </table>	From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}
From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}	Local Board Code No..... Local Board No..... County..... State.....	

(Cut here.)

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TACK OUTSIDE CENTER OF COVER	<b>To the Adjutant General of the Army, WASHINGTON, D. C. SELECTIVE SERVICE RECORDS DIVISION.</b>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">                     From  <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b> </td> <td style="width: 5%; font-size: 2em; vertical-align: middle;">}</td> <td style="padding-left: 5px;">                     Local Board Code No.....                      Local Board No.....                      County.....                      State.....                 </td> </tr> </table>	From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}
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(Cut here.)

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TACK ON RIGHT END NEXT TO CLEAT.	<b>To the Adjutant General of the Army, WASHINGTON, D. C. SELECTIVE SERVICE RECORDS DIVISION.</b>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">                     From  <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b> </td> <td style="width: 5%; font-size: 2em; vertical-align: middle;">}</td> <td style="padding-left: 5px;">                     Local Board Code No.....                      Local Board No.....                      County.....                      State.....                 </td> </tr> </table>	From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}
From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}	Local Board Code No..... Local Board No..... County..... State.....	

(Cut here.)

U. S. Transportation Order No.	Lot shipment <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <span>of</span> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> </div> <p style="font-size: small; margin-top: 5px;">(Number of this (Total number crate or box.) of crates and boxes.)</p>		
TACK ON LEFT END NEXT TO CLEAT.	<b>To the Adjutant General of the Army, WASHINGTON, D. C. SELECTIVE SERVICE RECORDS DIVISION.</b>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;">                     From  <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b> </td> <td style="width: 5%; font-size: 2em; vertical-align: middle;">}</td> <td style="padding-left: 5px;">                     Local Board Code No.....                      Local Board No.....                      County.....                      State.....                 </td> </tr> </table>	From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}
From <b>THE PROVOST MARSHAL GENERAL'S DEPARTMENT.</b>	}	Local Board Code No..... Local Board No..... County..... State.....	

Sec. 31. P. M. G. O., Form No. 4007.—Bill of Sale.

P. M. G. O. Form 4007.

Bill of sale of property sold on sealed proposals under authority of sections 28 and 29,  
P. M. G. O. Form 4005.

In consideration of .....dollars  
 paid to me, chairman of ..... board,  
(Local, district, or medical advisory.)  
 No. ...., for ..... State of .....;  
(City or county.)  
 as agent for the United States, by .....  
(Name of purchaser.)  
 of ..... State of .....  
(street number.) (City or town.)  
 I, as agent for the United States, hereby sell and deliver to the said .....  
(Name of purchaser.)  
 the goods, chattels, and personal property mentioned below, to wit:

List of articles sold.	Amount paid for each article.

The receipt of payment for the above-mentioned property, in the form of  
 ..... on .....  
(Certified check or money order.) (Bank, post office, or Express company.)  
 in the amount of .....dollars  
 and ..... cents, is hereby acknowledged.

.....  
 Chairman.  
 .....  
(Designation of board.)

Witness: ..... State of .....













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