

0A-15
Army Ground Force and Army Air Force Liaison Officers are on full time duty at Receiving Division to provide information and to be of all possible assistance to personnel of their respective forces who pass through the separation Center. This branch executes WD AGO Form 100 (Army Qualification Record), an official record of military and civilian occupations. Army Service Schools attended are also listed as relevant information in seeking employment or returning to civilian schools.

4. Finance Branch: The necessary administration concerning travel pay, final pay vouchers, and mustering out pay, if applicable, is completed in the Finance Branch. Claims for family movements are established here and officers desiring to file such claims are requested to furnish copies of orders to substantiate such movements.

5. Reserve Affairs Branch: An orientation for Officers Reserve Corp. will be given all Officers. Those desiring to accept appointment will be interviewed and if they accept will be sworn in.

6. Return to Officers' Affairs Branch: After the above steps are completed, officers return to Bldg 1595 for final check of all papers which have been prepared, receive Special Orders authorizing their release, and make final clearance before proceeding to their homes.

7. Information pertaining to Billeting and Mess and other conveniences is contained on attached sheets.

8. While on this Post, Officers must observe Post regulations. Cars will be parked only in specified parking lots. The speed limit is 20 miles per hour and is rigidly enforced. Sidewalks are provided for your use throughout the Post and walking on the grass is strictly prohibited.

It is my desire to build an organization which will promptly, efficiently and courteously help members of the Armed Forces in making their transition to civilian life. It will be extremely helpful to me in carrying out my mission if you will be kind enough to let me have the advantage of any suggestions you care to make as to improving our procedure in serving officers who report to this organization.

Time does not permit me to meet or see personally each one of you reporting here for separation. Please feel at liberty to contact me any time about your problems. My staff joins me in extending all good wishes on your return to civil life.

Chester F. Allen
CHESTER F. ALLEN
Colonel, Infantry
Commanding