

HEADQUARTERS 97TH INFANTRY DIVISION

Camp Cooke, California
22 November 1944

210 GNNFA

SUBJECT: Reclassification Proceedings.

TO : CO, Div Arty; Regtl & Sep Unit Comdrs.

1. Administrative delays in initiating or processing reclassification proceedings in this Division will not be tolerated.

2. Any responsible officer whose duty it is to initiate or forward reclassification proceedings will remain within unit or DIA area in a duty status day and night while any pending proceedings are in his custody awaiting his action. Any legal aid needed by any unit officer in the processing of reclassification proceedings will be furnished by the Division Judge Advocate, who is available day and night for this purpose. Any pending cases will be processed at this station.

3. The authority to institute and forward a recommendation for reclassification is a grave and important responsibility. It must be so exercised as to protect both the rights of the government and of the officer concerned. Reclassification proceedings will not be instituted for minor deficiencies, nor for temporary deficiencies in training that the interested officer shows an ability and willingness to remedy. Reclassification proceedings will not be instituted on an officer whose services and manner of performance are rated as satisfactory. Change 3, 7 August 1944, AR 605-230, 9 June 1943, expressly provides that reclassification proceedings will not be instituted merely to accomplish reassignment.

4. Reclassification proceedings must be preceded by the interview outlined in Change 3, 7 August 1944, AR 605-230, 9 June 1943. No officer should attempt to prepare a Form A without first reading Circular 280, WD, 5 November 1943.

5. For information and convenience of commanders in reclassification cases, the following references should be consulted:

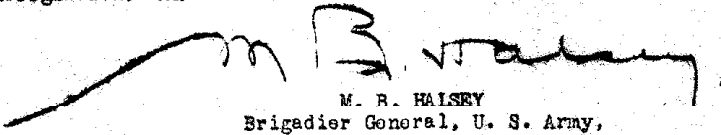
AR 605-230, 9 June 1943, with C 1, 5 November 1943, and C 3, 7 August 1944.

Circular 280, WD, 5 November 1943.

Guide in Disposing of Unsatisfactory Officers --
Reclassification or Other Disposition,
Hq AGF. 18 November 1944.

Efficiency Reports: AR 600-185.

Resignation: AR 605-275.


M. R. HALSEY
Brigadier General, U. S. Army,
Commanding