

Historical Subject Files

Used with permission.

From the collections of the University Archives, Princeton University,
Princeton, NJ

Documents can only be used for educational and research purposes. If used for commercial purposes, please contact the above institution.

HEADQUARTERS S.A.T.C.
District #2
Room 1103, #29 West 39th Street
New York City.

Dir. # 15

November 14, 1918.

BI-WEEKLY REPORTS: Par. 1, Administration Memo #15, Committee on Education is amended and Memo #2 of these Headquarters is rescinded by the following change #1, Administration Memo #15, Committee on Education:

Changes
ADMINISTRATION MEMO #15
No. 1.

November 12, 1918.

1. Par. 1, Section 1, Administration Memo #15, September 23, 1918, is amended to read as follows:

1. Reports on blank forms supplied by the Committee will be made out and forwarded by commanding officers of units to their district inspecting officer on the 1st and 15th day of each month. These report blanks contain sections, each of which will constitute report on the following subjects: General Administration; Enlisted Personnel; Housing, Health; Subsistence; Commissioned Personnel; and Equipment. In addition to sending to district inspecting officers a complete report as above directed commanding officers will send direct to the Committee certain sections of the report, as follows: (1) The enlisted personnel section for both sections A and B, attention Enlisted Personnel Officer; (2) Commissioned personnel section, attention Commissioned Personnel Officer; (3) Equipment section, attention Supply Officer. District inspecting officers will not forward to the Committee the complete reports submitted to them by commanding officers.

By direction of the Committee,

Chesleigh H. Briscoe,
Major, Inf., U.S.A.
Administrative Officer.

INDUCTION: The following telegram received from the Committee on Education is repeated for your information and compliance:

"Owing to order of the President suspending all inductions no more men will be taken into the SATC by induction until further notice."

Q. M. SUPPLIES: Instructions have been sent to Zone Supply Officers by Q. M. General releasing woolen uniforms and overcoats for S.A.T.C. units. Requisitions if not already otherwise filled, will be sent in to Zone Supply Officer, 461 Eighth Avenue, New York City.

BY ORDER OF LIEUT. COLONEL FRANK A. BAYCON.

Francis A. Smith
1st Lieut. Inf., U.S.A.
Adjutant.