

MEMORANDUM

3 December 1947

TO: Assistant Directors
Administrative Officers

FROM: Chief, Transportation Division, Services Branch

SUBJECT: Position Titles on Travel Orders and Transportation Requests

1. In compliance with request of Executive for Inspection and Security, the practice of showing the actual civilian position title on Travel Orders and Transportation Requests will be discontinued. Effective immediately all Travel Orders and Transportation Requests issued by this office will be prepared showing the position title [redacted] regardless of the actual position title of the traveler.

2. When submitting requests for travel orders, Form 34-5 and Form 36-23, the initiating office will continue to indicate the actual position title of the traveler and the traveler will also show actual position title when submitting voucher for reimbursement of travel expenses.

3. In those instances where travelers are furnished blank Transportation Requests they will be required to comply with these instructions.

[Redacted Signature]

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Chief, Transportation Division

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