LIMITED FILES FOR THE PHOTOGRAPHIC DEPARTMENT OF EACH SQUADRON

For the efficient operation of any organization in the Air Forces it is necessary to maintain a file of pertinent information that will be used as a guide or regulation for all administrative or operational functions of the unit.

The different publications of the service change frequently by means of revisions and additions. It is therefore necessary to keep an index up to date of all publications that may have information concerning your department. Indexes are published at various times for the different publications. Check each type of regulation or circular index to see the change in your index until a new index is published.

(KEEP YOUR INDEXES UP TO DATE)

The following is a list of publications that should be on file in all photographic departments and available to all personnel of that department for information at any time.

ARMY REGULATIONS

1-10	Index
35-1480	Aviation Pay - Officers, Warrant Officers, Enlisted Men.
90-40	The Harbor Defense
95-5	Air Corps, General Provisions
95-120	Aircraft Accidents and Forced Landings
105-255	Signal Corps, Photography
105-260	Training Films and Film Strips
300-15	Maps and Mapping and 300-15, Changes No. 1
340-15	Correspondence, how conducted
380-5	Safeguarding Military Information & (Changes Nos. 1, 2, & 3).
600-700	Public Relations
850-65	Storage and Handling of Nitrocellulose Film in United States Army Establishments.

TRAINING REGULATIONS

190-7	JAN Index System

TECHNICAL ORDERS

00-1	Index
00-5	Explanation of System of Technical Orders
00-25-3	Distribution of Air Corps Maintenance Publications.
00-25-3A	Distribution of Air Forces Maintenance Publications.

TECHNICAL ORDERS

00-25-10	Use of Unsatisfactory Reports
00-25-18	Reclaiming Air Corps Material
00-30-Series	Kits and Sets of Equipment, (Only ones that pertain to your type of unit or department).
00-35A-8	Air Force Stock Number System
00-35A-11	Repairable Property
10-00-00	Photographic Equipment. All of this series that pertain to equipment in your organization or that may be on hand in the future.
19-00-00	Flying Field and Hanger Equipment. All publications that pertain to your department. Example (19-1-43, Heater, Trailer, Portable)
24-00-00	Chemicals, All publications that pertain to your department.

STOCK LISTS

10A	Aerial Photographic Equipment
10B	Ground Photographic Equipment
10C	Laboratory Photographic Equipment
10D	Motion Picture Equipment (Being Compiled)
24	Chemicals

ARMY AIR FORCE REGULATIONS

Base No.	Sub No.	Classification and Title
0		INDEXES
	1	General Index of AAF Regulations
	2	Numerical Index to AAF Regulations
	3	Rescission of Air Corps Circulars
	3A	
	3B	
	3C	
	4	Numerical List of Air Corps Circulars
	7	Rescission of AAF Bulletins
5		PUBLICATIONS AND REPRODUCTION
	1	Type of AAF Publications
	2	Administrative Publications Issued by The AAF.
	2A	
	4	Army Air Force Bulletins
	6	Air Forces News Letter
	7	Release of Air Corps Training Text Material to Foreign Students.
	8	Publications Concerning Flying Issued by other Governmental Departments, Commercial Airlines, etc.

Base No.	Sub No.	Classification and Title
5		PUBLICATIONS AND REPRODUCTION
	9	Requisitions for Publications and Blank Forms
	13	Restrictions on Issuance of New AAF Publications
	14	Discontinuance of Air Corps Circular, letter series.
	17	Printed Drawings, changes, notifications, filing and distribution.
10		CORRESPONDENCE
	3	Routing Teletype Messages to and from Sub Depots.
15		BLANK FORMS
	0	Index of AAF Forms and Instruction for Requisitioning.
	1	Army Air Force Form 1-Flight Report - Operations Army Air Force Form 1-Flight Report - Engineering.
	10	Photographic Report, AAF Form 10
	41	Air Corps Forms Nos. 41 and 41B, Maintenance Inspection Record for Airplanes and Forms No. 41A, Index of Inspections, Instructions.
	54	Unsatisfactory Report
	81	Stores Charges, AAF Form No. 81
	82	Stores Credit, AAF Form No. 82
	93	AAF Form No. 93, Excess Property Declaration.
	97	Purchase Request, AAF Form No. 97
	99	Memorandum Receipt (Credit and Debit)
	100	Stock Transfer
	102	Requisitions, Form No. 102
	103	Accountability Report, Form No. 103
	106	Organization Equipment Lists
	107	On Hand Equipment Report - AAF Form No. 107
	108	Controlled Items Report - AAF Form No. 108
	249	Stores Exchange
20		ORGANIZATION
	1	Army Air Forces
	1A	
	1B	
	1C	
	1D	
	2	Statistical Officer
	4	Organization of the Air Service Command
	4A	
	8	Discontinuance of Reference to Air Corps
	9	Air Task Force Air Service Commands
	10	Program Training
	11	Functions and Responsibility of a Statistical Control Unit
	13	Motion Picture Facilities - Wright Field

Base No.	Sub No.	Classification and Title
35		PERSONNEL, MILITARY
	4	Commanders Authorized to Conduct Entrance Examinations for A.C.T.S.
	5	Enlisted Students, Air Corps Institute
	5A	
	5B	
	11	Shoulder Sleeve Insignia
	12	Technical Training of Enlisted Men
	12A	
	12B	
	13	Fingerprint Investigation of Personnel Connected with Operation and Maintenance of Confidential or Secret Equipment.
	16	Suspension, Removal and Reassignment of Rating Flying Personnel in Flying Status.
	17	Combat Crews (Physical Standard)
	17A	
	19	Flying Status - Non Rated Officers, Warrant Officers, Retired Officers
	20	Requisitioning of Key Personnel
	24	Responsibilities for Selection and Classification of Personnel for Air Crew Assignments
	25	Payment of Enlisted Men on D.S.
	29	Flying Status of Enlisted Men
	30	Wearing of Aviation Badges
37		PERSONNEL, GENERAL
	1	Visit to Manufacturing Plants by AAF Personnel
50		TRAINING
	5	Enlisted Students, Troop Schools
	8	Instruction in More Than One Field of Specialization
	9	Organization and Administration of Technical Libraries
	12	Technical Training of Enlisted Men
	12A	
	13	Instructional Equipment for Technical and Flying Schools
	15	Utilization of Facilities for Training Commands
	18	Altitude Training Program
55		OPERATIONS
	10	Provisions for Safeguarding Classified Equipment in the Air Forces
		FLYING
60		
	5	Wearing of Parachutes

Base No.	Sub No.	Classification and Title
65		SUPPLY AND MAINTENANCE
	1	Supply and Maintenance of Army Air Force Units
	2	Property in Excess of Requirements
	4	Training Films and Film Strips
	4A	
	6	Sub Depots
	6A	
	11	Report by Transfer of Controlled Items
	12	Overseas Supply (Task Forces)
	12A	
	12B	
	13	Emergency Transfer of Supplies and Services to other Governmental Departments and Independent Agencies of the Government.
	14	Organization and Operation of Storage Depots.
	16	Disposition of Usable Containers
	17	Property Loan Control System
	19	General Provisions for Storage
	20	Communication with Modification Center
	23	Issue of Personnel Flying Equipment to Individuals
	25A	Samples for Tests
	26	Factory Representatives of AAF Projects
	27	Accounting for Books and Publications
	38	Expendable Property
	40	Offices, Equipment, Supplies
70		PROCUREMENT AND CONTRACTING
	2	Local Procurement
	3	Numbering of Purchase Order
85		BUILDINGS AND GROUNDS
	6	Fire Prevention
95		PHOTOGRAPHS, MAPS AND CHARTS
	1	Procedure for Requisitioning Maps, Aeronautical Charts, and Related Publications
	2	Requests for Production of Motion Pictures.
120		INSPECTION
	2	Technical Inspection of Army Air Forces
	3	Technical Inspection of Units and Stations
	4	Technical Inspection of Tactical Organizations

AIR CORPS CIRCULARS FOR A LIMITED PHOTO FILE

0		INDEXES
	1	General Index
	2	Numerical Index
	2 -2	Errata Sheet

Base No.	Sub-No.	Classification and Title
5		PUBLICATIONS AND REPRODUCTION
	1	Air Corps Circulars, General Provisions
	5-50	Air Corps Form No. 49, Serviceable Part Tag Air Corps Form No. 50, Repairable Part Routing Tag. Air Corps Form No. 51, Condemned Part Tag Air Corps Form No. 83, Identification Tag Air Corps Form No. 83A, Identification Tag (UR Exhibit)
	50A	Same as above
45		INTELLIGENCE AND PUBLIC RELATIONS
	3	Publicity
	6	Manuscripts Originated by Air Corps Personnel
65		SUPPLY AND MAINTENANCE
	5	Air Corps Supply System
	5C	
	7	Service Test Equipment - General Instructions
	8	Service Test Equipment - Signal Corps Equipment
	11	Supply of Units
	11A	Supply of Units when in the Field
	12	Procedure for Disposition of Damaged or Condemned Property
	31	Shipments - General Provisions
	100	Replacement of Air Corps Circulars with Technical Orders.
75		PATENTS AND INVENTIONS
	1	Patents and Inventions - General
95		PHOTOGRAPHY
	3	Code Designation of Army Air Corps Photographs
	6	Aerial, Ground, Mapping and Motion Picture Photography.
130		MISCELLANEOUS
	2	General Safety Rules for Protection against Personal Injury
	2B	

ARMY AIR FORCE LETTERS

Index No.	Date	SUBJECT
000.7	9-2-42	Instructions from the President Relating to War Problems
000.71	8-27-42	Instructions in Security Precautions
220.33	7-1-42	Enlisted Personnel for Photo Interpretation Work
335.11	9-9-42	Proper Conduct Toward High Ranking Officers and Distinguished people.

Index No.	Date	SUBJECT
353.9	6-25-42	Training of Personnel
370.5	8-19-42	Supplementary Instructions to "Instructions Applicable to Units Ordered Overseas." (Revised June 18, 1942) Issued by Commanding General, Service of Supplies.

ARMY AIR FORCES MEMORANDUMS FOR A LIMITED PHOTO FILE

Number	Title
0-1	General Index of AAF Memorandums
0-2	Numerical Index of AAF Memorandums
0-3	Numerical Index of AAF Memorandums
5-1	Distribution of War Department and AAF Publications
10-2	Use of Direct Correspondence
10-3	Proper Address for Certain Air Force Mail
10-4	Violation of Classified Correspondence Regulations
10-5	Addressing of Correspondence to Organizations, Bases, Installations
10-6	New Army Regulations 340-15, Correspondence, How conducted.
10-7	Discontinuance of use of cardboard backing sheets
15-1	Elimination of Reports
15-1A	
15-4	Army Air Force Form No. 1 and 1A
25-1	Medical Training for Air Crews and Air Crew
25-1A	
25-2	Effects of High Altitude on Flying Personnel
25-4	Prevention of Flying Fatigue
25-5	Vision at Night
25-7	Physical Exam for Personnel assigned to High Altitude Stations
30-2	Flying Pay, Enlisted Personnel
35-4	Revised Form of Tables of Organization
35-15	Certification of Copies of S.O. by Enlisted Men.
41-1	Safeguarding Military Information
42-5	Safeguarding Military Information
42-20	Dependents of Personnel at Combat Crew Training Schools
42-26	Administrative Inspections Prior to Overseas Duty
42-26A	
42-27	Procedure for Processing Class M Film
42-33	Operation of Official Photographers at Port of Embarkation
42-37	Wearing of Parachute
42-39	Verification of Information
42-47	Multiple Signatures
60-2	Vital Defense Area
65-9	Supply and Maintenance
200-4	Encouragement of Original Ideas

WAR DEPARTMENT FIELD MANUALS

Number	Title
1-35	Aerial Photography
21-25	Elementary Map and Photography Reading
21-26	Advanced Map and Photograph Reading
21-30	Conventional Signs and Symbols and Abbreviations
30-21	Military Intelligence, Role of Aerial Photography
30-26	Regulations for Correspondence accompanying US Forces in the field
30-20	Military Maps

WAR DEPARTMENT TECHNICAL MANUALS

1-219	Basic Photography
1-220	Aerial Photography
1-221	Tables of Coverage and Tables for Construction of Polyconic Projection for Aerial Photography.
3-250	Storage and Shipment of Dangerous Chemicals
5-230	Topographic Drafting
5-235	Surveying
5-240	Aerial Photography

AAF TRAINING STANDARDS

0-1	Indexes - General
60	Photography