

Selective Service
KANSAS STATE HEADQUARTERS
Topeka

000-000-10.25.45-2

25 October 1945

ADMINISTRATIVE NOTES NO. 46

It is the opinion of this Headquarters that:

1. Reference to "Report of Separation" may be made in "Minutes of Other Action" when showing Class "I-C (Disc.)" when documentary evidence to be included in the cover sheet is not available.
2. Each local board is by direction of the National Director of ~~the~~ Selective Service a "Veterans Information Center." Local Boards may avail themselves of the facilities of any other agency and should cooperate with in the directives received from State or National Headquarters.
3. While local boards may refer registrants to any other agency or committee such local board as a "Veterans Information Center" is independent of any such committee and subject only to Selective Service Law, Regulations and Directives.
4. When errors and/or omissions on Forms 110 are discovered by the local board correction of same should be made in accordance with paragraph 7 of Instruction No. 1 for Form 110, amended August 2, 1945. At the time a copy of the letter of correction is forwarded this headquarters, care should be taken to forward one to the National Headquarters at Philadelphia, Pennsylvania, in order that their records will be corrected accordingly.
5. It is not necessary to return the duplicate of K8-13 when notifying the State Director of errors contained therein. A letter making reference to this report by date will suffice.
6. Lists for any purposes are not to be prepared by local boards unless in each specific instance authority is granted by the State Director. See Section 605.41 of the Selective Service Regulations.
7. That it may be desirable, if it has not already been done, to have on file a list of registrants who have been classified in I-C Disc, which list together with Forms 110 made subsequent to the date of the list may be made available to other veteran agencies for copying purposes, etc., but such list may not be given to such agency.
8. When the information contained on a Certificate of Discharge is incorrect, the original certificate may be forwarded by the registrant by registered mail to the commanding officer of the appropriate separation center together with a letter showing the correction desired and with a request that correction be made, initialed and the certificate returned.

Dist. "A-B-C-H"