

Requester Information

Last Name: Jones J First Name: Gary
Address: 1534 39th St S City: St. Petersburg
State / Zip: FL 33711 Country: USA
E-mail: Outline Phone: (727) 321-1597
Company Name: Fax:

Veteran Information

Last Name: GRAYM Middle Name: G First Name: DAROLD
Date of Birth: [Redacted] SSN: [Redacted] Place of Birth: [Redacted]
Date of Death: [Redacted] Branch of Service: Air Force

Search Request

Search Type: Medical - MRS Record Type: QUTPATIENT HTT Name - Reg: 20th MEDICAL GROUP Core LMI: MF00000127887
1 of 1

Documents Requested: Branch of Service Comment: DPRUS Status
Civil Records: Myrve Corps Treatment Treatment Rk

Incoming Attachments: Menu Size Type Modified Start Scan Comments Attachment Type DPRUS Response Audio Upd
No Records

1. After viewing the request in the "Request, Response, and Notes View", navigate to the "Medical Registry Requests" view to order medical records.

Medical Record Details

Patient Last Name: GRAYM Patient First Name: DAROLD Patient SSN: [Redacted] Sponsor SSN: [Redacted] Patient Date of Birth: [Redacted] Sponsor Last Name: [Redacted] Sponsor First Name: [Redacted]

MRS Registry

Patent Name	FRP Code	HTT Name	Record Type	Arca Row Id	HTT Branch Descript
GRAYM DAROLD G	USAF RET LOS DALSTED	20th MEDICAL GROUP	QUTPATIENT	199694	Air Force

PIRS Registry

Sponsor SSN/SM	ORHS ID	HTT Name	FRP Code	Patent Last Activity	Approximate DOB	UIC Facility
[Redacted]	261	ACQRENT AFRLND	MDO	11/17/94 12:00:00 AM Y		
[Redacted]	0347	EISENHOWER AWC FT L S		9/28/1981 12:00:00 AM		

Requester Information
Menu Query

1 of 1+ Request Information
Menu Query

1 of 1+ Request Information
Menu Query

2. Click the "New" button and enter all available patient information into the "Medical Records Details" applet.

Veteran
Menu

Last Name: GRAYHAM
Middle Name: G
Date of Birth: [Redacted]
Date of Death: [Redacted]

First Name: DAROLD
SSN: [Redacted]
Place of Birth: [Redacted]
Branch of Service: Air Force

Search Request Menu Query

Search Type Record Type HIT Name - Reg Care LMT Cancel Search Request Registry #
> Medical - MGS OUPATIENT 20th MEDICAL GROUP MF00000127887

1 - 3 of 3

1 of 1+

GRAYHAM

DAROLD

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Medical Record Details Menu New Query No Create Medical Search
Patient Last Name Patient First Name Patient SSN Sponsor SSN Patient Date of Birth Sponsor Last Name Sponsor First Name
GRAYHAM DAROLD [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]

Select for Auto Processing

Status: Pre-Processing Paper

Request #: 1-10382995901 Due Date: [Redacted]

Request Type: Correspondence

Compliance / Follow-up: [Redacted]

MDA flag: [Redacted] Org Doc flag: [Redacted] Fee Case flag: [Redacted]

Source Reason: [Redacted]

Source: Routine

Complexity: Other

Description: All medical records

Overnight Delivery Fee: [Redacted]

1 of 1+

Menu Query

Documents Requested Menu New Query
Document Requested Branch of Service Comment DPRIS Status
> Clinical Records Marine Corps Patient Treatment Rec

1 - 1 of 1

Incoming Attachments Menu Query Start Scan Modified Comments Attachment Type DPRIS Response Auto Upd
Name Size Type

No records

PHRS Registry Menu Query Some PHRS Search

Sponsor SSN/SM DHHS ID

261 0047

HIT Name HIT Code

ARCHIVE AFR-NO MCO EISENHOWER AWC-FTI-30

Patient Last Activity Approximate DOT

11/11/97A 12:00:00 AM Y 9/28/1982 12:00:00 AM

1 - 2 of 2

UIC Facility

Requester Information
Menu Query

Last Name: J...
Address: 15
State / Zip: FL
E-mail:
Company Name:

Veteran Information
Menu Query

Last Name: GR
Middle Name: G
Date of Birth:
Date of Death:
Place of Birth:
Branch of Service: Air Force

Search Request
Menu

Search Type
> Medical - MRS
Last Search
Last Search

Record Type: OUTPATIENT
HTT Name: Reg
Core: LAT
Registry #: MF00000127067

3. Select the patient record, then click the eyeglasses for sponsor's SSN or patient SSN.
Note: The sponsor SSN eyeglasses will query both MRS and PIRS, but the patient SSN eyeglasses will only query MRS since the patient SSN is not a field that is available in PIRS.

Results will appear in the MRS and PIRS Registry applets if a SSN match is found.

Request Information
Menu Query

Status: Pre-Processing
Request #: 1-10-2018 09:59:01
Request Type: Correspondence

Request Reason: Superior Reason
Source: Routine
Complexity: Other

Medical Record Details
Menu New

Patient Last Name: DAROLD
Patient First Name: DAROLD
Patient SSN:
Patient Date of Birth:
Sponsor Last Name:
Sponsor First Name:

Select for Auto Processing

Request Reason: Superior Reason
Source: Routine
Complexity: Other
Description: All medical records
Overnight Delivery Fee:

MRS Registry
Menu

Patient Name: GRAYMAN DAROLD G
FHP Code: USAF RET/LOS BULSTED
HTT Name: 20th MEDICAL GROUP
Record Type: OUTPATIENT
Arcs Row Id: 1-94684
HTT Branch Descript: Air Force

PIRS Registry
Menu

Sponsor SSN/SSN:
HTT ID:
HTT Name: ANDREWS A/R/JMO
FHP Code: M30
Patient Last Activity: 11/17/2014 12:00:00 AM
UIC Facility: EISENHOWER AWC FT. 30

Incoming Attachments
Menu
Name
Size
Type
Query
Start Scan
Comments
Attachment Type
OPRIS Response
Auto Upd

No Records

Requester Information

Last Name: Jones | First Name: Gary | Address: 1334 39th St S | City: St. Petersburg | State / Zip: FL 33711 | Country: USA | E-mail: | Online Phone: (727) 321-1597 | Company Name: | Fax:

Veteran Information

Last Name: GRAYMAN | Middle Name: G | Date of Birth: | Place of Birth: | Date of Death: | Branch of Service: Air Force

Search Request

Search Type: Medical - MRS | Record Type: OUTPATIENT | HIT Name - Req: 20th MEDICAL GROUP | Core IAT: | Cancel Search Request | Registry #

The search will automatically be created and released. Notice the new "Search Type" entry.

Clicking the "Submit PIRS Search" button would have prompted you for optional "Medical-PIRS"

Recounting Attachments | Name | Size | Type | Modified | Start Scan | Comments | Attachment Type | DPRIS Response Audio Upd

Patent Name	FRP Code	HIT Name	Record Type	Acros Row Id	HIT Branch Descript
GRAYMAN DAVID G	USAF RET LOS ENLISTED	20th MEDICAL GROUP	OUTPATIENT	1-9966H	Air Force

PIRS Registry	Menu	Query	Submit PIRS Search	FRP Code	Patient Last Activity	Approximate DOT	UIC Facility
Sponsor SSN/SSI	DRHS Id	HIT Name	Submit PIRS Search	FRP Code	11/17/14 12:00:00 AM Y		
2611	0247	ACCIDENTS AF@MO		M00			
		EISENHOWER AWC FT 130			9/28/1983 12:00:00 AM		

If both MRS and PIRS are negative for the record you need, click the "Create Medical Search" to open the medical records smart-scripts you have been using all along.
The smart-scripts for medical records are no longer available under the "OR Requests" view; they are accessed by clicking this button.

Requester Info

Query
Last Name
Address
State / Zip
E-mail
Company Name
Veteran Information
Query
Last Name
Middle Name
Date of Birth
Date of Death
Place of Birth
Branch of Service: Air Force

Search Request

Menu
Search Type Record Type HIT Name - Req Core IAT Cancel Search Request Registry #
> Medical - MRS OUTPATIENT 20th MEDICAL GROUP MF00000127867
1 - 3 of 3

Request Information

Query
Status: Pre-Processing Paper Suspend Reason:
Request #: 1-10382995901 Due Date: Source: Routine
Request Type: Correspondence Complexity: Others
Complaint / Follow-up: Description: All medical records
FOIA Flag: Org Docs Flag: Fee Case Flag: Overight Delivery Fee:
Medical Record Details Menu
Patient Last Name Patient First Name Patient SSN Sponsor SSN Patient Date of Birth Sponsor Last Name Sponsor First Name
> GRAYMAN DAROLD DAROLD
1 - 1 of 1

MRS Registry

Patent Name	FRP Code	HIT Name	Record Type	Acra Row Id	HIT Branch Descript V
> GRAYMAN DAROLD G	USAF RET LOS ENLISTED	20th MEDICAL GROUP	OUTPATIENT	1-9999H	Air Force

PIRS Registry

Sponsor SSN/SH	OHHS ID	HIT Name	FRP Code	Patient Last Activity	Approximate DOB	UIC Facility
> [REDACTED]	2611	ANDREWS AF/BJMO	M00	11/17/94 12:00:00 AM Y		
[REDACTED]	0047	EISENHOWER AWC FT 11 30		9/28/1982 12:00:00 AM		

Order of Battle/History

Details: These books contain general information about the movement of divisions.

- Pacific Theater of Operations
- European Theater

How to request: These books are located in the Reconstruction Branch library at D2.

Samples of documents returned to technician:

Pacific Theater of Operations: This book provides information about the movement of the entire division. It also provides a list of Commanders and corresponding timeframes.

European Theater: The book may provide any or all of the information listed below:

- Division's nickname
- List of command and staff
- Statistics on casualties and awards
- Command posts

Primary
Sources

ORGANIZATIONAL RECORDS (NON-FIRE RELATED)

MEDICAL RECORDS (See [NPRC 1865.121](#))

WHO RESPONDS TO ORGANIZATIONAL RECORDS REQUESTS?

Click on the link to see the [matrix](#) defining which types/sources of requests will be answered by core technicians and which ones will be processed by OR technicians.

Generally, if a request involving organizational records requires photocopies to be made and/or response documents to be prepared, it will be assigned to a core technician. Core technicians will order the records from OR through CMRS.

Some requests involving organizational records will continue to be assigned to OR technicians because the original record will be sent to authorized offices using the request form as a transmittal (no photocopies or response letter are required).

CLINICAL RECORDS (Inpatient/hospitalization):

Index System: Filed by name or number of military medical facility where treatment was received and the date (year) of treatment (Navy & MC facilities by admission date; Army & AF by date of release from medical facility)

Contents: Inpatient treatment records of military personnel (active duty and retired) and their dependents treated at Navy and Marine Corps facilities from the early 1940s to the present*. Treatment records from Army and Air Force facilities from approximately 1957 to the present* for active duty and retired personnel. (dependents treated at these facilities are on file at CPR)

**** NOTE **** Inpatient records are normally retained at the medical facility for two years after treatment, but are usually retained at clinical record libraries for five years, and up to ten years for a teaching hospital

Information required to locate clinical records: Veteran's name, SSN/service number; if dependent, need sponsor's SSN/service number; name and/or number of military treatment facility and date of admission (Navy & MC need admission date; Army & AF need date of release from medical facility). The year is usually sufficient, but for the larger hospitals, the month may be required. The month is required for many facilities that were located in Vietnam. If the accession number, box number and/or location are available, please furnish them.

A job aid is available to assist in determining which hospital in Vietnam provided treatment if the veteran is only able to supply the location of treatment. [Click here to go directly to the job aid.](#)

PATIENT RETRIEVAL SYSTEM (PRS):

The PRS is a database system that contains information on inpatient admissions for service members and their dependents treated at military medical facilities worldwide. The entries include clinical

records created from 1970 to present for Army, from 1971 to present for Air Force, and from 1965 to present for Navy and Marine Corps; however, not all hospitalizations were entered in the database. The data displayed includes the hospital name, registry number, the family prefix code and the date of admission. Admissions shown on the PRS may not be on file at this Center, and conversely, if the PRS is negative, it does not mean an individual was not hospitalized. The PRS is an extremely valuable tool to provide assistance to us in locating clinical records, but an actual search of the retired clinical records must be conducted before any final determinations or decisions can be made as to the actual location of the record.

OUTPATIENT RECORDS:

Index System: Filed either alphabetically and/or by terminal digit by the name of facility and last year of treatment; dependent records are filed under the sponsor's social security number or service number.

Contents: Outpatient treatment records of the dependents of active duty personnel, and dependents of retired military personnel, treated at Navy/MC medical facilities only (OP records of dependents treated at Army & AF facilities are located at CPR); also includes outpatient treatment records of military retirees of all service branches

Information needed to locate records: For the military retiree, must have name, SSN and/or service number, and last year and place of treatment; normally, to locate dependent records you must also have the sponsor's social security number, in addition to the last year and place of treatment (dependent records should follow the patient from one location to another, and should be retired by the final military medical facility that provided treatment; unfortunately, that did not always happen, and if the record cannot be located, an NA Form 13042, Request For Information Needed To Locate Medical Records, must be sent to the requester to obtain more information to enable us to conduct a thorough search).

MENTAL HEALTH (Psychological, Mental Consultation, Mental Hygiene):

Index System: Filed by name of treatment facility. The records are either filed alphabetically (prior to 1970) or by terminal digit.

Contents: Mental health records of outpatient treatment received by military dependents, active duty personnel, and military retirees (please note: if hospitalized for psychiatric treatment, a clinical record would have been created)

Information required to locate records: Dates of treatment, place of treatment and type of treatment.

**** NOTE **** If search of outpatient mental health records is negative, search clinical records retired from that facility.

DENTAL RECORDS:

Index System: Filed by treatment facility and year of treatment. Records are arranged either alphabetically or by terminal digit.

Contents: Dental records of retirees and/or dental surgery of active duty personnel and their dependents.

Information needed to locate records: Name of treatment facility and year of treatment.

SICK CALL LOGS:

Index System: Filed by name of creating facility and date of treatment.

Contents: Sick call ledger entries of treatment received on Navy ships and at some shore facilities/hospitals. They contain the date of treatment, name and rank of individual reporting for sick call, diagnosis of injury or illness and treatment provided. They are in chronological order by date of treatment.

Information needed to locate record: Name of facility or ship and date (month and year) of treatment.

**** NOTE **** Not all Naval ships retired their sick call logs to NPRC; per the NVLNO, there are no other known locations of retired sick call logs; if they are not on file at this Center, inform the requester that the disposition of those records is unknown.

NON-MEDICAL RECORDS:

MORNING REPORTS:

Index System: Microfilmed morning reports are filed by unit (organization) and the year of the reports (shown on film box), and unit identification code (UIC); each unit's UIC is shown in the Army Directories, for the years 1967 to 1974; to index morning reports for the years 1960 to 1966, use the index cards located in the cabinets. The cards are arranged by organization and item number; you need the item number to locate the morning report microfilm. **DO NOT REMOVE THE INDEX CARDS!** Record the necessary information on your search report.

Contents: Morning reports are unit records that were filled out each day to reflect changes in duty status for personnel assigned to the unit, such as gains, losses, leave, transfers, TDY, promotions, etc. The entries show the name of service member, service number/SSN, and rank; also shown are unit strength, the location of the unit, and sometimes a Record of Events. Army morning reports were discontinued approximately September 30, 1974, and AF discontinued June 30, 1966.

Information needed to conduct a search: Complete name of the unit (to the smallest echelon: company, battalion, regiment, etc.) and the month (or season) and year of allegation (will normally search a three month period of time to verify allegation)

ARMY ROSTERS:

Index System: Filed by unit (organization) and year on film box under the Unit Identification Code (UIC) located in the Army Directories; to index morning reports/rosters for the years 1960 to 1966, use the index cards located in the cabinets. The cards are arranged by organization and item number; do not take the card out, write down the needed information on your search report. To locate rosters for the years 1947 through 1959, go directly to the file cabinet where the microfilms are stored: they are filed in numerical order by the type of unit (infantry, artillery, etc.)

Contents: Name, service number/SSN, and rank of all members assigned to the unit; home addresses are not shown. Consolidated rosters of an organization for the entire period of its existence are not available. Monthly rosters of commissioned and enlisted personnel are generally available for

the years 1912 through 1943. Rosters for the years 1944, 1945, and 1946 were destroyed in accordance with the General Records Schedule. Although the Army created monthly rosters, in most cases only biannual rosters were retained as permanent records for the years 1947 through 1974. Rosters were discontinued approximately September 30, 1974.

Information needed to locate roster: complete unit (to the smallest echelon: company, regiment, battalion, etc.) and month and year.

SIDPERS - (Standard Installation/Division Personnel System):

SIDPERS consists of Personnel Data Cards (PDC), which replaced Army morning reports, and Zero Strength Balance Reports (ZSBR), which replaced Army rosters. SIDPERS is used to reconstruct service data for lost or missing non-fire related OMPFs, as well as to answer specific requests from authorized requesters for Army rosters or morning reports between 1974 and 1990.

The Army discontinued SIDPERS on November 21, 1990. No unit or roster information is available after this date.

To order SIDPERS searches, use the OR Smartscrip in CMRS. SIDPERS will be added as an option at a later date.

Until then, if you need to search PDCs, select the item titled "Morning Report" (even though the dates shown on the Smartscrip do not apply to your request).

If you need to search ZSBRs, select the item titled "Army Roster" (even though the dates shown on the Smartscrip do not apply to your request).

Provide the requested information, and in the "Additional Comments" field, enter "SIDPERS" and the location of the unit (military installation name and state, e.g. Fort Dix, NJ).

Contents: Zero Strength Balance Reports are equivalent to rosters, with a list of names, SSNs, ranks, MOS, etc.

Personnel Data Cards are equivalent to morning reports, containing information on a service member during the entire period of time assigned to an organization, such as temporary duty (TDY), absent without leave (AWOL), dropped from rolls (DFR), gains, losses, promotions, and reductions.

No PDCs were created for Armed Forces Entrance Examining Stations (AFEES), recruiting stations, or transfer points; therefore, no entry or discharge information is available for them.

Information needed to locate record: Individual's name, SSN, complete organization and location, in addition to the date individual left the unit.

Index System: Filed under the NARS 5 system, by name of military installation and year, then organization.

NAVAL RESERVE DRILL REPORTS:

Index System: Filed by Naval District

Contents: Reserve Unit Personnel and Performance Reports for enlisted personnel only.

Information needed to locate records: You must have the Naval District Number, city and/or state, drill unit assignment and quarters served (years).

NAVY PRO JACKETS:

Index System: They are shown on the SF 135s alphabetically by year of discharge or release from active duty.

Contents: Subjects, grades, and subsequent assignments of medical department personnel.

Information needed to locate records: Must know if the veteran was enlisted, officer or nurse corps and the year of discharge or release from active duty.

MUSTER ROLLS

Muster rolls contain rosters and other personnel-related information for ships and for Navy shore facilities. The muster rolls at NPRC/MPR pertain to approximately 1939 - 1946. Most are for ships.

Index System: On microfilm (Module 6, Row 11, Shelving Units 44-51) filed alphabetically by name of ship. Boxes containing only shore units may be found around SU 50, location 9-1.

Contents: Varies from one entry to another, but may include the following: Duty stations, dates of enlistment, dates arrived on board, changes in rating, transfers, absences, surrender, separation and leave taken. Generally lists the names of the individual members assigned to the ship (or shore unit).

Information needed to locate records: Name of the ship or shore unit and month/year to be searched.

NOTE: Muster rolls maintained elsewhere also include shore activities as well as ships. Archives I has muster rolls from 1801-1939; those from 1940 through April 1975 are at Archives II; and those beginning in May 1975 are at Department of the Navy, Enlisted Placement Management Center, New Orleans, LA 70159-7900. The collection at Archives II is more extensive than at NPRC, so it may be helpful to try that location if a search of our muster roll holdings is negative.

MARINE CORPS UNIT DIARIES:

Contents: Duty stations, enlistments, transfers, separation and leave; not maintained at NPRC.

Referral Address:

HQMC-CMC
MMSR-10
2008 Elliot
Quantico, VA 22134

Marine Corps Command Chronologies and After Action Combat Reports see address [\[00105\]](#).

COURTS MARTIAL:

Index System: They are filed in alphabetical order by state, ship or moveable organization where court-martial was conducted.

Contents: Original transcripts of proceedings for Summary Courts Martial, and Special Courts Martial not resulting in a Bad Conduct Discharge

Information needed to locate record: Type of court-martial, the date (year), supervisory (convening) authority, state, ship or moveable organization.

****NOTE**** No courts-martial on file at this Center for the Air Force.

CONFINEMENT RECORDS (USN and USMC only):

Index System: Filed alphabetically by state where prisoner was confined.

Contents: Case files/confinement records of prisoners sentenced as a result of court martial.

Information needed to locate records: Filed by place of confinement and year of release.

AIR FORCE AWARDS AND DECORATIONS (Card File):

Index System: Filed on 3 x 5 index cards stored in half cube boxes in B Files. There are two groups of cards. The first group consists of cards filed in alphabetical order by the individual's name, for last names beginning with the letters A to G. Each medal is listed on a separate card. For example, John Doe may have three cards: one for the DFC, another for the Air Medal, and a final card showing the Silver Star Medal. The second group is filed according to the type of award (DFC, Air Medal, etc.) and then alphabetically by name. This second group includes individuals whose last names begin with the letters H to Z.

Contents: Air Force, Army Air Force, and Army Air Corps awards, decorations, and general orders for individuals covering the period 1939 to 1963 (these are personal awards only, such as DFC, SS, PH, BSM, AM)

Information needed for search: Type of award and complete name and service number

FLIGHT RECORDS:

Index System: Located in B files, arranged in file cabinets in chronological order (by year), alphabetically by name, then service number/SSN

Contents: Contains individual pilot flight records showing total flying time, for the years 1911 through 1995.

Information needed to locate records: Year, name of service member, service number/SSN

ACADEMICS:

AIR FORCE:

Index System: Filed by Air Force Base, training center, medical service school, or technical training wing

Contents: Individual records of service members who received formal training at school or training center; includes names and grades. Also includes records of Extension Course Institute (ECI) for academic correspondence courses. Located on film by year, then last name of student. (Field Training Records (FTR) are held for 2 years at the creating facility and then destroyed)

Information needed to locate records: dates of attendance or graduation, location of school, name of school, course name, course number and date (year). Refer to the following locations in the Air Force OMPF to identify military schooling: Enlisted: AF Form 7; Officer: AF Form 11; Both officers and enlisted: BLIMP (computer print out in record)

****NOTE**** No academic records on file past 1967, except for Lackland AFB - 1968 and ECI courses for 1968. Refer to Air Force casework section for addresses of locations for AF academic records created after these dates.

ARMY:

Index System: Filed by type of school, calendar and/or fiscal year, course name, class number*, and location of school.

Contents: Individual records of service members who attended or received training at a military school (resident courses), or through a correspondence course (non-resident courses). They may include progress reports, attendance, and final grade. (Advanced Individual Training (AIT) records are held at the creating facility, or school, for two years and then destroyed)

Information needed to locate a record: Name of course and class number*, name of school, or installation and type of school. Refer to the following locations in the Army OMPF to identify military schooling: DA Forms 54, 24, 20, or 2-1 for enlisted personnel; DA Forms 20 (Orange), 66, 2-1, Officer Record Brief (ORB)

* Not all classes are filed by class number. If the number is available, provide that info to ORU searcher; however, do not delay case by returning to veteran for class number, if all of the other info is available. ORU will attempt a search with that information.

NAVY:

Index System: Filed alphabetically by location (state) of school.

Contents: Course name, length of course, and final grade of personnel assigned to service training schools and NROTC Training.

Information needed to locate records: Location of school, name of course, date of completion, class number. Refer to page 4 of Navy OMPF to identify military schooling

PUBLICATIONS (ORDERS):

AIR FORCE:

Index System: located on microfilm by item number. Type of order, year of publication and number of order, issuing authority.

Contents: Personnel actions used to show duty assignments to individuals or units, such as special orders, personnel orders, etc.

Information needed to conduct a search: order number, type of order, year of order, item number and issuing headquarters.

ARMY:

There are a small number of Army personnel orders available for the 1960s and early 1970s. The majority of Army orders are on file at NARA in Washington.

ARMY SERVICE NUMBER INDEX ([ASNF](#))

Index System: The Service Number Index is located on a microfilm carousel located in the Organizational Records Section. The microfilm reels and card images containing the data are indexed by service number. An electronic version of the majority of the records in the file is accessible within NARA's AAD (Access to Archival Databases) system, and is indexed by name, service number and any of the other data fields on the file.

Contents: The Service Number Index (SN Index) provides Army WWII enlistment/reenlistment dates and other identifying information (name, serial number, place of enlistment, branch, grade, etc.). The microfilm covers the period from January 1, 1940 through September 1946. Computer cards were completed for each veteran. About 80% of the card entries on the file were made available electronically in 2004.

Information needed for search: Veteran's service number is needed for searching the microfilm. The electronic file can be searched by name, service number or by any of the other data fields on the file.

Figure 14: **Organizational records information sheet** (Part 1 of 2 - [Next](#))

ORGANIZATIONAL RECORD HOLDINGS										
See Footnote Explanation	ROSTER ROLLS AND ROSTERS	MORNING REPORTS	DAILY SGT REPORTS	VET ARMY OFFICERS & HORSES PAY CAUS	DAILY REPORTS OF CHANGE	U.S. AIR FORCE LETTER ORDERS	CLERICAL RECORDS	VET RETURN TO DUTIES	SPECIAL ORDERS	
RECORDS INCLUDE:										
Army	X	X	X	X	X	X		X	X	X
Air Corps/Air Force	X	X	X	X			X	X	X	X
Officers	X	X	X	X	X	X	X	X	X	X
Enlisted	X	X	X	X	X	X	X	X		X
1917-1922 → WWI	(1)	(4)	X	(8)	(9)				(14)	X
1923-1939	(1)	X	X							
1940-1946 - WWII	(1)	X	X				(10)			X
1947-1949	(1)	X	X							X
1950-1959 → PWII (ARMY)	(1)	X	(6)					(12)		(15)
1947-1963 - AF Only	(1)	(5)	(7)				(10)	(12)		X
RECORDS CONTENTS:										
BASIC SERVICE INFO	Name	X	X	X	X	X	X	X	X	X
	SN/SSN	X	X	X	X	X	X	X	X	X
	Branch of service/component	X	X	X	X	X	X	X	X	X
	Date/place of entry	X	X		X		X			
	Place of separation	X	X		X	X				X
	Type/character of discharge	X	X			X				X
	Reason/authority for discharge	X	X		X	X				X
	Dates of active duty	X	X							X
MEDICAL	Grade/rank	X	X	X	X	X	X	X	X	X
	Dates of treatment/taken sick		X	X		X		X	X	
	Dates of sickness/hospitalization	X	X	X		X		X	X	
	Diagnosis				X			X	X	
	Disposition after illness			X		X		X	X	
	Line of duty	X	X	X				X	X	
	Place of hospitalization		X					(13)	X	
	All pay data (bonus, MOP, etc)	(2)			X					
PAY	Date last paid	X			X				X	
	D/O name and voucher number				X					
MISCELLANEOUS	All changes in duty status/appointments	X	X			X				X
	Courts-martial/GCMO#	X	X			X	X			
	Date of birth (age)						X	X		
	Date/place of death (if applicable)	X	X	X		X		X		
	Decorations-awards/foreign service	X	X							
	Furlough-leave	X	X			X				
	Length of service				X			X		
	MOS/AFSC military occupation	X	X				X	X	X	X
	Organization/transfers	X	X	X	X	X	X	X	X	X
	Periods of enlistment	X	X			X	X			X
INFORMATION NEEDED FOR SEARCH:	Rank at time of entry			X			X			
	Time lost (AWOL-CONF)	X	X			X			X	X
	Name	X	X	X	X	X	X	X	X	X
	Service number	(3)	(3)				X	X		X
Approximate date of entry						(11)				
Organization	(16)	(16)	(16)		(16)				(16)	
Approximate date of separation									X	
Name of medical facility							X	X		
Approximate dates of search	X	X	X		(3)		X	X	X	

Figure 1-5: Organizational records information sheet (Part 1 of 2 - [Next](#))

ORGANIZATIONAL RECORD HOLDINGS									
See Footnote Explanation	MILITARY AND BOSSTERS REPORTS	WORKING SICK REPORTS	DAILY REPORTS	Nurses PAY CARDS	DAILY REPORTS OF CHANGE	U.S. AIR FORCE LETTER ORDERS	CLINICAL RECORDS	MILITARY RETURN OF NURSES	SPECIAL ORDERS
Army	X	X	X	X	X	X	X	X	X
Air Corps/Air Force	X	X	X				X	X	X
Officers	X	X	X	X	X	X	X	X	X
Enlisted	X	X	X			X	X	X	X
1917-1922 >WWI	(1)	(4)	X	(8)	(9)			(14)	X
1923-1939	(1)	X	X						
1940-1946 - WWII	(1)	X	X			(10)			X
1947-1949 >PWWII (ARMY)	(1)	X	X						X
1950-1959	(1)	X	(6)				(12)		(15)
1947-1963 - AF Only	(1)	(5)	(7)			(10)	(12)		X
RECORDS CONTENTS:									
BASIC SERVICE INFO	Name	X	X	X	X	X	X	X	X
	SN/SSN	X	X	X		X	X	X	X
	Branch of service/component	X	X	X	X	X	X	X	X
	Date/place of entry	X	X		X		X		
	Place of separation	X	X		X	X			X
	Type/character of discharge	X	X			X			X
	Reason/authority for discharge	X	X		X	X			X
	Dates of active duty	X	X						X
	Grade/rank	X	X	X	X	X	X	X	X
	Dates of treatment/taken sick		X	X		X		X	X
MEDICAL	Dates of sickness/hospitalization	X	X	X		X		X	X
	Diagnosis							X	X
	Disposition after illness			X		X		X	X
	Line of duty	X	X	X				X	X
	Place of hospitalization		X					(13)	X
	All pay data (bonus, MOP, etc)	(2)			X				
PAY	Date last paid	X			X				X
	D/O name and voucher number				X				
	All changes in duty status/appointments	X	X			X			X
MISCELLANEOUS	Courts-martial/GCMO#	X	X			X	X		
	Date of birth (age)						X	X	
	Date/place of death (if applicable)	X	X	X		X		X	
	Decorations-awards/foreign service	X	X						
	Furlough-leave	X	X			X			
	Length of service				X			X	
	MOS/AFSC military occupation	X	X				X	X	X
	Organization/transfers	X	X	X	X	X	X	X	X
	Periods of enlistment	X	X			X	X		X
	Rank at time of entry			X			X		
INFORMATION NEEDED FOR SEARCH:	Time lost (AWOL-CONF)	X	X			X			X
	Name	X	X	X	X	X	X	X	X
	Service number	(3)	(3)				X	X	X
	Approximate date of entry						(11)		
	Organization	(16)	(16)	(16)		(16)			(16)
	Approximate date of separation								X
	Name of medical facility							X	X
Approximate dates of search	X	X	X		(3)		X	X	

Figure 1-5: Organizational records information sheet (Part 2 of 2)

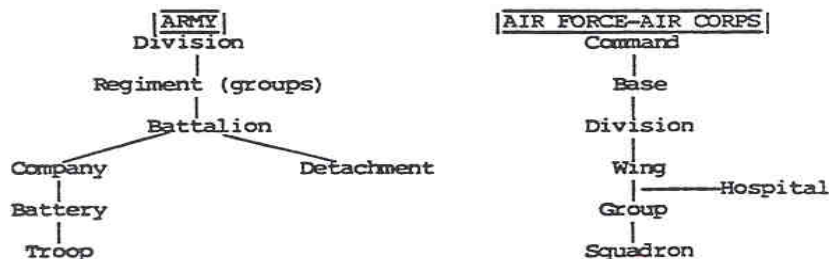
FOOTNOTES:

(1) Muster Rolls and Rosters is a general category of record collections referenced here to include the following major series of microfilmed records:

- (a) WWI Army detachments; officer and enlisted (1912-1939);
- (b) WWI Officer Card File (1917-1919);
- (c) Officers (1920-1939);
- (d) Officers (1940-1943);
- (e) Enlisted (1940-1943);
- (f) AAF Officers (1940-1943);
- (g) AAF Enlisted (1940-1943); and
- (h) PWII Army/Air Corps; officer and enlisted in 4 separate series (1947-1959).

NOTE: Army muster rolls and rosters have been destroyed for period 1944-1946. (2) Some pay information included in WWI Muster Rolls and WWII rosters for period 1942-1943 (WD Form 306).

- (3) Furnish if available.
 - (4) November 1, 1912.
 - (5) AF Morning Reports 1947 thru 1959 are on film; 1960 thru 1964 are paper records (3rd floor).
 - (6) Thru 1953.
 - (7) 1947 thru 1950; 1951 thru 1959 AF used "excused from duty" page as part of the Morning Report to replace Daily Sick Reports.
 - (8) Pay cards 1917 thru 1921 for officers and nurses are arranged alphabetically. If bonus is shown on pay card, it may be assumed service was honorable. If not shown, final pay voucher must be checked for character. Disbursing Officer "W" Number must be obtained to locate final pay voucher.
 - (9) July 1, 1918 thru April 1919.
 - (10) AF Letter Orders for those enlistees entering through:
 - (a) Lackland AFB, TX (1947-1953 and 1954-1963);
 - (b) Sampson AFB, NY (1947-1953 and 1954 - April 1956); and
 - (c) Parks AFB, CA (1947-1953 and 1955 - Sept. 1956).
- Also on film are letter orders for other organizations from 1940-1947 (Army Air Corps) and 1947-1953 (US Air Force).
- (11) Approx. date of entry and whether Lackland, Sampson, or Parks was enlisting station.
 - (12) 1957 thru 1963 for clinical records (3rd floor). Prior to 1957, clinical record filed in service record.
 - (13) Clinical records involving treatment in more than one hospital are often merged to last hospital.
 - (14) 1917 thru 1920.
 - (15) 1951 thru 1959.
 - (16) Furnish lowest echelon of organization. See charts below:



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.113
October 13, 1988

SUBJECT: Organizational records searching procedures used in the Records Reconstruction Branch

1. **Purpose.** This memorandum transmits general instructions for searching organizational records (OR) in the Records Reconstruction Branch (NRPMR).
2. **Applicability.** The provisions of this memorandum are applicable to the OR searchers in Correspondence Section 2 of the Records Reconstruction Branch (NRPMR-CII).
3. **Cancellation.** NPRC 1865.29 is canceled.
4. **Reason for revision.** This memorandum has been updated to implement new counting procedures for searches being performed in the OR operation (NRPMR-CII); and to reflect the current forms and procedures used in searching the organizational records. In addition, the memorandum reflects the current organizational structure of NRPMR.
5. **Instructions.** This memorandum is intended for use in conjunction with NPRC Memorandum [1865.104](#), General background and reference information concerning Records Reconstruction Branch. The procedures used in searching organizational records for typical reconstruction cases are contained in the attachment. This memorandum is divided into two chapters to facilitate its use. Chapter 1 contains general information and instructions; and Chapter 2 contains instructions for searching organizational records for seven different types of typical reconstruction cases.
6. **Forms.** This memorandum provides for the use of the following forms.
 - NA Form 13026, MPR-CPR Request/Reply Form (With Search Report)
 - NA Form 13055, Request for Information Needed to Reconstruct Medical Data
 - NA Form 13075, Military Service Questionnaire
 - NA Form 13098, NPRC Routing Slip
 - NA Form 13105, NPRC Search Request and Reply
 - VA Form 3101, Request for Information
 - NPRC Test Form 87-2, Batch and Task Sheet (Corres)

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.113 CHGE 1
April 25, 2008

SUBJECT: Organizational records searching procedures (formerly used in the Records Reconstruction Branch)

1. **Purpose.** This memorandum transmits page changes to NPRC 1865.113.
2. **Explanation of changes.** Figure 1-7 has been updated to show type and arrangement of organizational records and related indexes.
3. **Instructions.** Remove Figure 1-7, pp. 15 - 22 and insert the revised pp.

R. L. HINDMAN
Director

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CHAPTER 2. INSTRUCTIONS FOR SEARCHING ORGANIZATIONAL RECORDS FOR TYPICAL RECONSTRUCTION CASES

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- [Figure 2- Procedures for working typical Post World War - Requests for medical information cases 7.1](#)
- [Figure 2- Clinical Records Libraries 7.2](#)

CHAPTER I: **GENERAL PROCEDURES**

1. **Background.** Organizational records (OR) are records created by specific organizations within the military services. Commonly referred to as "unit" type records, the organizational records were designed for the documentation of events and happenings involving the members of the unit. Normally, each document includes the names of several members with a description of the events for a specific date or for a given period of time. Since these records contain information on individuals assigned to a specific military organization, they may be used in lieu of incomplete Official Military Personnel Folders. Thus, organizational records are used as an alternate source of information in the reconstruction of records that were destroyed in the July 1973 fire at NPRC.

2. **Responsibilities.**

a. **Correspondence and Search and Control Sections.** Before an OR searcher attempts to rebuild a veteran's service and/or medical data, personnel in the Correspondence Sections (NRPMR-CI) and/or Search and Control Section (NRPMR-S) have attempted to secure some information which could be used to completely or partially answer the inquiry. Once Correspondence and NRPMR-S personnel have exhausted all of their customary sources of information, a correspondence technician determines if the inquiry contains sufficient information for an OR searcher to conduct a search of the organizational records. After the OR search is completed, correspondence technicians are responsible for responding to the inquiries.

EXCEPTION: See [subpar. 2b\(1\)](#).

b. **OR searchers in Correspondence Section 2 (NRPMR-CII).** OR searchers located in the Records Reconstruction Branch, Correspondence Section 2 (NRPMR-CII) are responsible for searching the appropriate organizational records for information suitable to answer fire-

related inquiries and non-fire-related inquiries. They also are responsible for those inquiries that require a search of the Post World War Clinical Records Libraries (See [Fig. 2-7.2](#)) and those requests for rosters from the general public. In some instances, the cases may also require searching of the auxiliary registry file, VA Master Index, and/or the SN Index (see [ch. 2](#)). Upon completion of the search, the OR technician shall route the search request to the originating correspondence technician, except for VA Forms 3101, Request for Information, as described in [subpar. 2b\(1\)](#), below. If the search request has been received directly from the supervisor, then the OR searcher shall return the completed work to the Chief, NRPMR-CII or NRPMR-CI for assignment to a correspondence technician.

(1) **Archives Technician, GS-5 (OR searcher).** The Archives Technician, GS-5 (OR Searcher) performs OR searches of organizational records upon receipt of the search request in NRPMR-CII. Responses to the positive and negative OR searches are prepared by the GS-5 OR searcher and are dispatched for routing to the originating correspondence technician or assignment to a correspondence technician.

EXCEPTION: OR searchers are responsible for responding directly to VA Forms 3101 when: the request is for medicals only; the medical records are not available; and a completed NA Form 13055, Request for Information Needed to Reconstruct Medical Data, is attached. Technicians will route these VA cases to NRPMR-CII using NA Form 13098, NPRC Routing Slip. All cases routed for an OR search are reviewed by the supervisor prior to dispatch.

(2) **Archives Technician, GS-6 (OR searcher).** After review of the search reply provided by the GS-5 OR searcher, the correspondence technician may decide to resubmit the case to NRPMR-CII for a more extensive OR search. The request must be reviewed by the correspondence technician's supervisor and the NRPMR-CII supervisor before it is assigned to the Archives Technician, GS-6 (OR searcher). Only after the determination is made that all available sources of information have been exhausted (including returning the request for additional information) will an extensive morning/sick report search be conducted.

3. **OR search requests.** All OR search requests are forwarded to the OR searchers in NRPMR-CII for processing. OR search requests are submitted on NA Form 13105, NPRC Search Request and Reply. The right side of the form shall be completed by the OR searcher. While conducting the OR search, the technician shall fully document the different types of organizational records searched and the periods that have been searched on each tape. For searches with positive results, copies of the appropriate organizational records shall be attached to the completed NA Form 13105 and returned to the originating correspondence technician. (See [figs. 1-3.1](#) and [1-3.2](#).)
4. **Counting completed cases.** In order to maintain a daily count of completed cases, the OR searcher shall count each organization or year searched, as documented on the NA Form 13105. For example, a search of sick reports for an individual assigned to three organizations in the same year will count as three searches; and a search of morning reports for an individual assigned to one unit for two years will count as two searches. Batches of OR search requests are assigned using a one-for-one counting system. Employees processing OR search requests will be responsible for identifying those requests involving multiple organizations or years. In those cases where it is determined that the reference count should be more than one, the NA Form 13105, the request, and the NPRC Test Form 87-2, Batch and Task Sheet (Corres), must be brought to the section chief, assistant section chief, or lead archives technician who will

annotate and initial the NA Form 13105 and the NPRC Test Form 87-2 with the additional reference counts.

5. **Determining if organizational records should be searched.**

a. **Insufficient information to conduct an OR search.** OR searches should be requested by correspondence technicians only if sufficient information is available to conduct a search. For the initial search on a routine case, the period of time to be searched should be limited to **not more than three months**. At a minimum, the organizational designation, provided by the correspondence technicians, **MUST** be more complete than just the regiment or division level organization. If the NA Form 13105 and attached documentation fails to provide the information needed to conduct the initial OR search, then OR searchers shall return the request to the originating correspondence technician, through the NCPMR-CII supervisor, with a brief note explaining the reason for returning the request without action.

EXCEPTION: OR technicians shall consult the NRPMP-CII Supervisor/Lead Archives Technician upon receipt of search requests related to Congressional or high priority inquiries when the correspondence technician has not furnished the complete organizational information.

b. **Use of Organizational Records Information Sheet.** In order to decide whether the contents of an organizational record may assist in responding to a reference service request, an Organizational Records Information Sheet is provided in [fig. 1-5](#). The Information Sheet lists the organizational records that are most commonly used in the records reconstruction process. In addition, the information sheet shows the kinds of information found in the various organizational records, and the information that is needed in order to conduct a search of a specific type of record.

c. **Use of monographs.** If needed, OR searchers should consult "Monograph on Military Personnel and Related Records of the War Department 1912-1939" or "Records Used in Reconstruction of Military Service Data." These monographs list and describe the organizational records sources that can be used to reconstruct military personnel records. In addition, the monographs provide some samples of the organizational records and the general locations of these records in NPRC.

6. **Locations of organizational records and related finding aids.** The organizational records and related finding aids used for records reconstruction purposes are located primarily in the Records Reconstruction Branch. Finding aids, e.g., Directories and Station Lists, and Station and Sector Codes, are used to assist in locating the requested organizational record. [Fig. 1-6](#) provides the specific locations of the various organizational records and related finding aids within NRPMP. The specific types and locations of organizational records that are used in the records reconstruction process, but are not located in NRPMP are Air Force (AF) Publications ('54-'64), AF Morning Reports ('60-'64); and Post World War Clinical Libraries. The aforementioned AF Publications are located on the third floor, and the AF Morning Reports are located on the second floor of MPR. Both of these types of records are paper records.

7. **Type and arrangement of organizational records and related finding aids.** The organizational records and their related finding aids are either in paper form and/or on microfilm. The arrangement of organizational records and the related finding aids varies depending on the period of time during which the records/indexes were created. The indexes provide either a box number or an item number for a particular reel of microfilm. See [fig. 1-7](#) for more detailed information concerning the type and arrangement of the organizational records and related indexes located in NRPMP.

8. **Use of abbreviations in organizational records.** When attempting to use organizational records to reconstruct military service/medical data, the OR searcher will need to interpret the meanings of many military abbreviations. Depending on when the organizational record was created, the same abbreviation may have different meanings. [App. 1-A](#) provides a list of the most commonly used abbreviations in organizational records.
9. **Use of indexes in locating organizational records.** When indexing an organization the OR searcher shall use the following rules as a basis for deciding WHAT organizational designation to search:
- a. **Smallest organization.** Always index the smallest numbered organization, except when the organization provided is part of a regiment.

Example:

CO. C, 2nd Bn., 15 Inf Reg. - INDEX REGIMENT
89th Eng. Bn. - INDEX BATTALION

- b. **Lettered organizations.** DO NOT index the organization by the lettered organization.

Example: CO. C, 2nd BN, 1st Inf. - INDEX 1ST INF.

- c. **No organizational designation.** When no organizational designation is shown, as in the example immediately above, **ALWAYS** assume the organizational designation is a REGIMENT (i.e., 1st Inf. Regiment).

10. **Analyzing inquiries.** Before an OR searcher begins the actual search operation, the inquiry should be reviewed to determine the period of service; i.e., WWI, WWII, or Post World War; and if the requester is seeking service data, medical data, or both. The various types of cases will be worked somewhat differently depending on the information requested and the period served. (See [ch. 2](#).)
11. **Requests for service information.** If the request is for service information, then the OR searcher shall work to obtain a character of discharge and discharge dates before attempting to search the veteran's date of entry. It is very difficult to follow an individual completely through a term of service, even if it is only a short term.
12. **Requests from the Social Security Administration.** While conducting an OR search for a request from the Social Security Administration, the searcher shall only be concerned with service after September 1939. If the OR searcher has verified the date of discharge, but is having difficulty locating the date of entry, prior to September 1939, it is only necessary to pick up the individual from September 1939 to the date of discharge.
13. **Requests for medical information.** If the request is for medical information, then the OR searcher shall work to verify the dates of illness, hospitalization, etc. In these cases, it is especially important to verify the diagnosis of the veteran while treated/hospitalized.

NOTE: All requests for medical information require two copies of the appropriate organizational record(s). One copy is provided to the requester, and the other copy is placed in the file folder.

CHAPTER 2: INSTRUCTIONS FOR SEARCHING ORGANIZATIONAL RECORDS FOR TYPICAL RECONSTRUCTION CASES

1. **Coverage.** This chapter provides instructions for searching organizational records for typical reconstruction cases.
2. **Instructions.** The instructions for searching typical types of reconstruction cases are set forth in the attached figures. Use of the figures assumes that the search request includes sufficient information to conduct the initial OR search; i.e., the organizational designation provided by the correspondence technician is more complete than just the regiment or division level of the organization. (See [ch. 1-5a](#) for exceptions.) Each initial OR search shall be limited to a period of not more than three months. OR searchers should consult [figs. 1-5](#), [1-6](#) and [1-7](#) for information related to the type, content, arrangement, and location of specific organizational records; and [app. 1-A](#) for authorized abbreviations used in organizational records.

Figure 2-1: Procedures for working typical WWI - Requests for service information cases

1. **Analyze the data on the inquiry, the search request, and any attached NA Forms which provide additional information;** e.g., NA Form 13075, Military Service Questionnaire. The OR searcher shall pay particular attention to information regarding the date and place of separation. Remember that it is generally better to work to obtain a character and date of discharge first, then a date of entry. If the veteran served in the 1920's or 1930's, and an organization and dates are provided, then the OR searcher should proceed to step 4.
2. **Search the VA Master Index Card microfilm, if it has not already been checked.** This source may show a unit designation, discharge or entry date, or old claim number. If an old claim number is shown, it should be run across the VA's Beneficiary Identification and Records Locator Subsystem (BIRLS) a second time. If BIRLS is positive, then route the case to the originating correspondence technician for further action. (See NPRC Memorandum [1865.106](#), Routine searching of auxiliary records in Records Reconstruction Branch, [ch. 2-16](#) and [17](#), for additional information on searching the VA Master Index. Consult NPRC Memorandum [1865.104](#), General background and reference information concerning Records Reconstruction Branch, [par. 11](#), for additional information on BIRLS.)
3. **If applicable, search the:**
 - a. **Officers Pay Cards and the Officers Final Pay Vouchers.**
 - b. **Nurses Pay Cards.**

NOTE: Pay records are located in the NRPMR auxiliary stack area, and can be searched for active duty dates, rank, and character of discharge. See NPRC Memorandum [1865.106](#), [ch. 1-10](#), [11](#), [12](#) and [13](#), for information on locating records in the auxiliary stack area.

 - c. **Officers Card File**, which shows the rank, unit, and the date commission was offered and accepted, but no character of discharge.

- d. **Army Nurses Medical Cards**, which show the hospital to which the nurse was assigned, and the rank on a given date.
 - e. **Army Field Clerks Card File**, which shows the date and character of discharge.
 - f. **Registers of Enlistments**, which show the date of enlistment (October 1912 thru May 1917 only).
 - g. **American Expeditionary Forces (AEF) Card File**, which shows the organization, court martial information, injuries, and other miscellaneous information.
 - h. **Mexican Border Service Cards**, which show the organization. (See [subpar. 5b](#)).
 - i. **The Return of the Nurse Corps Sheets for Army Nurses**, which show the dates a nurse was assigned to a particular hospital.
 - j. **North Carolina Cards**, which show date of entry, organization, and date and character of discharge (WWI service only - 1917 to 1919).
4. **If none of the above types of records are applicable to the search request, then the OR searcher shall search the Muster Rolls and Rosters** which may provide the dates of entry and discharge, and character of service. Dates of muster-in and muster-out may be found on the Initial Muster Rolls and Final Rosters under the appropriate organizational designation and date. The OR searcher shall make photocopies of the date of muster-in and muster-out.
5. **If the veteran indicates in the request that he/she was a member of a National Guard Unit upon entry into Federal service**, or if he/she indicates a Federal service unit designation such "1st Virginia Infantry," this usually indicates that it was a National Guard Unit mustered into Federal service. The OR searcher shall search the Muster Rolls and Rosters as prescribed in [step 4](#).

NOTE: The date of entry recorded on the Muster Roll or Roster is not accurate for Federal service purposes. It reflects only the date of entry into the National Guard.

- a. **If the request involves verification of Russian service**, consult the Muster Rolls and Rosters for the location of the organization during the period November 12, 1918 - April 1, 1920. The organization may have served in or on the waters adjacent to Russia.
- b. **If the request involves verification of Mexican Border Service**, consult the Mexican Border Cards first, then check the Muster Rolls and Rosters for the location of the unit during the period from May 9, 1916 - April 5, 1917. The organization may have served in Mexico, on the border thereof (Arizona, California, New Mexico, Texas, Guatemala, and British Honduras), or in the waters adjacent. (See NPRC Memorandum [1865.37](#), General information on VA Form 3101 requests, [subpar.5a](#).) The state National Guard units served only in the four states adjacent to Mexico. Regular Army units also served in Mexico proper. Service in Guatemala and British Honduras pertains to Naval units.

6. **Search the Daily Reports of Changes** for officer and enlisted service personnel. These records may provide the service number, rank, or transfer data.
7. **Check the Morning Reports of the organization.** WWI Morning Reports carry varying amounts of information, and are usually difficult to read because they are handwritten. If the OR searcher finds a notation for the subject individual, then photocopies shall be made of the appropriate entries.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-2. Procedures for working typical WWI - Requests for medical information cases

1. **Analyze the dates of the alleged injury, illness, or treatment.** Approximate month(s), or the season and year, are necessary. If the year alone is provided, this is NOT sufficient information to conduct a search, and the OR searcher shall route the case to the originating correspondence technician with a brief note explaining the information needed.

NOTE: OR searchers shall review all documents in the personnel jacket or attached to the inquiry. A statement concerning the veteran's illness may be attached, or an official document may have been submitted by the requester.

2. **Search the Daily Sick Reports (Sick Books) of the organization.** This source records whether the individual was treated and returned to duty, or hospitalized.
 - a. If the appropriate period of the alleged illness has been searched and the individual's name is not listed, then the search is complete.
 - b. If the Daily Sick Reports record the individual as treated and returned to duty, then the search is complete, unless hospitalization is alleged, in which case the OR searcher shall proceed to [step 3](#).
 - c. If hospitalized, the Daily Sick Reports may indicate the date and the hospital where the individual was sent. If it does, then the OR searcher shall proceed to [step 6](#).
 - d. If hospitalized, and the Daily Sick Reports DO NOT indicate the date and the hospital where the individual was sent, then the OR searcher shall search the Muster Rolls and Rosters ([step 3](#)), or the Daily Reports of Changes ([step 4](#)).
3. **Search the Muster Rolls and Rosters for the individual's unit.** This source may carry a notation that the person is sick in the hospital, the date he/she was sent, and the name or number of the facility to which the individual was sent. If the OR searcher finds such a notation, then he should make a photocopy of the entry and proceed to [step 6](#).

4. **Search the Daily Reports of Changes for the individual's unit.** This source should carry the name of each person who was hospitalized, and may cite the name or number of the hospital. Make photocopies of the Reports which carry the subject individual's name. The Daily Reports of Changes are the most likely source to carry a diagnosis for the WWI period. If it cites a numbered facility or prominent named hospital; e.g., Walter Reed Hospital, then the OR searcher shall proceed to [step 6](#).

5. **Search the Morning Reports of the veteran's unit.** This source shows varying amounts of information, and is usually difficult to read because they are handwritten. If the OR searcher finds a notation for the subject individual, then photocopies shall be made of the day of entry and the day of release. It is not likely that the Morning Reports will cite the facility at which hospitalized, but if they do, then the OR searcher shall proceed to [step 6](#).

6. **Search the Detachment of Patients (DOP's) with the attached Admission and Disposition (A&D) Sheets.** The DOP's and A&D Sheets (if shown) are found on the Muster Rolls and Rosters microfilm, according to the number or name of the hospital which completed them. If the Sick Reports, Muster Rolls and Rosters, Daily Reports of Changes, or Morning Reports cite:
 - a. A numbered hospital, then the OR searcher shall check the index of the Muster Rolls and Rosters to obtain a number for the appropriate box of microfilm. The searcher shall make photocopies of each monthly Roll or Roster which carries the subject veteran's name.

 - b. An unnumbered hospital, then the OR searcher shall search the station hospital at the camp or a named hospital. Look through the microfilm boxes to find the hospital (arranged alphabetically with camps).

7. **Search the Report Sheets of Sick and Wounded.** This source is organized by hospital and year, and was completed monthly. It carries the name of all personnel treated at that facility in a designated month. It usually does not indicate a diagnosis or dates of treatment. In order to search these records the OR searcher shall check the index to the Report Sheets of Sick and Wounded to obtain a number for the appropriate box of microfilm. The searcher shall make photocopies of each month's report on which the subject veteran's name appears.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-3.1. **Procedures for working typical WWII - Requests for service information cases**

Analyze the data on the inquiry, the search request, and any attached NA Forms which provide additional information; e.g., NA Form 13075. The OR searcher shall pay particular attention to information regarding the date and place of separation. Remember that it is generally better to work to obtain a character and date of discharge first, then a date of entry. To provide a better understanding of the organization of the Army during WWII, see [fig. 2-3.2](#).

GENERAL STEPS FOR OBTAINING A CHARACTER AND DATE OF DISCHARGE

1. **Search the VA Master Index Card microfilm, if it has not already been checked.** This source may show a unit designation, discharge or entry date, or old claim number. If an old claim number is shown, it should be run across BIRLS a second time. If BIRLS is positive, then route the case to the originating correspondence technician for further action. (See NPRC Memorandum [1865.106](#), ch. [2-16](#) and [17](#), for additional information on searching the VA Master Index. Consult NPRC Memorandum [1865.104](#), [par. 11](#), for additional information on BIRLS.)
2. **Note the place of discharge provided by the requester.** If the last unit appears to have been located at the place of separation, then the OR searcher shall check the Directories and Station Lists to be sure. If the unit was located at the same camp that discharged the veteran, check the Index to Morning Reports for an item number for the appropriate box of microfilm. Select the correct reel of microfilm and search the period of discharge.

NOTE: Prior to August 1943, microfilm is arranged by camp in alphabetical order.

NOTE: Terminal leave is a factor in determining the date of discharge for many individuals in service in 1945-1947. The veteran may have been released from active duty many months ahead of the day when he/she was actually discharged. If the individual remembers that he/she returned home in May 1946, and thinks this was the discharge date, it actually may have been several months later.

3. **If the unit was not located at the place of separation, check the Separation Center at the camp where the veteran alleges that he was discharged.** Obtain the Service Unit (SU) Number from the Directories and Station Lists, or consult [fig. 2-3.3](#) for the period '45-'46. After obtaining the SU number, the OR searcher shall check the Index of Morning Reports to obtain an item number. Select the correct reel of Morning Reports. If the OR searcher is unable to locate an SU number, then check the alphabetical Station and Sector Codes in the Index of Morning Reports. This source should provide a numerical code for the microfilm. Search this number for the appropriate item or box number of microfilm.

NOTE: Stateside organizations are found under Station Listings (Station Codes) and overseas organizations are found under Section Listings (Sector Codes.)

4. **If the Morning Reports for the Separation Center did not carry the veteran's name,** then the OR searcher shall check the rosters for the last organization indicated prior to discharge.

NOTE: Rosters are on microfilm for only the 1940-1943 period. The rosters may discharge a person or show the character of discharge. This source may also be used to trace the individual until he/she is transferred to another unit or to a Separation Center. If this is the case, the OR searcher shall repeat step 3 or 4.

GENERAL STEPS FOR OBTAINING DATE OF ENTRY

1. **To obtain a date of entry the OR searcher shall search the Service Number Index Tape (SN Index)**, if it has not already been checked. This source provides WWII enlistment dates and may indicate the service arm. It covers the period from 1939 through November 1946. (See NPRC Memorandum [1865.106](#), ch. [2-12](#), [13](#) and [14](#) for additional information on searching the SN Index.)
2. **Search the roster (step 4, above), if it has not already been checked.** The rosters normally provide the date of entry. The OR searcher shall search the last or the most significant organization.
3. **Check the Reception Center at the camp where the veteran was sent after enlistment or induction.** This Reception Center is not always at the same place where the individual received basic training, but it is usually the Reception Station closest to the place of entry. To obtain an SU number for the Reception Station, the OR searcher shall use the Directories and Station Lists. Check the Morning Reports Index under the SU number to obtain an item number, and select the appropriate reel of Morning Reports.

NOTE: The Recruiting Main Stations for the WWII period, 1940-1947, are listed in the Directories and Station Lists, but DO NOT carry lists of those who were inducted or enlisted. As a result these listings are of no assistance in finding the date of entry. The Service Number Ledgers generally start in 1947.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-3.3: **Separation Centers with corresponding SU Numbers**

SEPARATION CENTERS WITH CORRESPONDING SU NUMBERS FOR THE PERIOD 1945 - 1946		
Separation Center # 25	SU 1160	Fort Devens, MA
Separation Center # 26	SU 1262	Fort Dix, NJ
Separation Center # 27	SU 1322	Fort George G. Meade, MD

Separation Center # 28	SU 1449	Fort Bragg, NC
Separation Center # 29	SU 1464	Fort McPerson, GA
Separation Center # 30	SU 1473	Camp Shelby, MS
Separation Center # 31	SU 1560	Camp Atterbury, IN
Separation Center # 32	SU 1612	Fort Sheridan, IL
Separation Center # 33	SU 1610	Camp McCoy, WI
Separation Center # 34	SU 1772	Jefferson Barracks, MO
Separation Center # 35	SU 1773	Fort Leavenworth, KS
Separation Center # 36	SU 1770	Fort Logan, CO
Separation Center # 37	SU 1850	Camp Chaffee, AR
Separation Center # 38	SU 1857	Fort Sam Houston, TX
Separation Center # 39	SU 1852	Fort Bliss, TX
Separation Center # 40	SU 1901	Fort Lewis, WA
Separation Center # 41	SU 1902	Fort Douglas, UT
Separation Center # 42	SU 1918	Camp Beale, CA
Separation Center # 43	SU 1448	Camp Blanding, FL
Separation Center # 44	SU 1905	Fort MacArthur, CA

Separation Center # 45	SU 1325	Indiantown Gap Military Reservation, PA
Separation Center # 46	SU 1456	Camp Gordon, GA
Separation Center # 47	SU 1260	Fort Monmouth, NJ
Separation Center # 48	SU 1550	Fort Knox, KY
Separation Center # 49	SU 1613	Camp Grant, IL
Separation Center # 50	SU 3861	Camp Fannin, TX
Separation Center # 51	SU 1776	Fort Des Moines, IA

Figure 2-4. Procedures for working typical WWII - Requests for medical information cases

1. **Analyze the dates of the alleged injury, illness, or treatment.** Approximate month(s) or the season and year are necessary. If the year alone is provided, this is NOT sufficient information to conduct a search, and the OR searcher shall route the case to the originating correspondence technician with a brief note explaining the information needed.

NOTE: OR searchers shall review all documents in the personnel jacket or attached to the inquiry. A statement concerning the veteran's illness may be attached, or an official document may have been submitted by the requester.

2. **Search the Daily Sick Reports of the organization (available from 1940-1946).** This source records whether the veteran reported for sick call and was treated and returned to duty, to quarters, or hospitalized.
 - a. If the appropriate period of the alleged illness has been searched and the individual's name is not listed, then the search is complete.
 - b. If treated and returned to duty on the same day, then the search is complete, unless hospitalization is alleged, in which case the OR searcher shall proceed to [step 3](#).
 - c. If hospitalized, the OR searcher shall proceed to [step 3](#).
 - d. If the veteran claims wounds occurred in action, and the individual's name does not appear on the Daily Sick Reports, then the OR searcher shall proceed to [step 3](#).

3. ***Search the Morning Reports of the veteran's unit.*** This source may carry a notation on those individuals who were treated and returned to duty, and for those who were treated while hospitalized. If the OR searcher finds a notation for the subject individual, then photocopies shall be made of the day of entry and day of release. If the Morning Reports cite the facility at which the veteran was hospitalized, then the OR searcher shall proceed to [step 4](#).
4. ***Search the Detachment of Patients (DOP's) with the attached Admission and Disposition (A&D) Sheets.*** The A&D Sheets usually show the diagnosis and are important in responding to requests for medical records.

NOTE: The DOP's and A&D Sheets usually follow the hospital's ordinary Morning Reports for permanent personnel. If the Morning Reports cite:

- a. *A numbered hospital*, then the OR searcher shall use the Index of Morning Reports to obtain an item number for the appropriate reel of microfilm.
- b. *An unnumbered base or camp hospital*, and a check of the Directory and Station Lists indicates only one hospital at the base, then the OR technician shall search the Detachment of Patients (DOP's) for that hospital.
- c. *An unnumbered hospital*, and a check of the Directory and Station Lists indicates more than one hospital at that base, then the OR technician shall search the station hospital under the SU number.

SPECIAL INFORMATION ABOUT HOSPITAL PLANTS:

Hospital Plants were created in the summer of 1944 to handle European War casualties. Hospital Plants for the years 1944-1946 are more likely to have DOP's than the original hospital. Most of these Hospital Plants were inactivated in 1945 and 1946.

- If the OR searcher needs to check a DOP for the years 1944-1946, then while indexing the hospital in the Morning Reports, check to see if there was a Hospital Plant. The Hospital Plant will be found under the original hospital designation; e.g., 51st Station Hospital.
- Using this method, the searcher will obtain a cross reference to a Hospital Plant designation; e.g., 4414 Hospital Plant. (Most all Hospital Plants have numerical designations.)
- Search the Morning Reports under the "all other" category, according to the Hospital Plant designation.

5. ***If all of the above steps have failed to provide a diagnosis or dates of hospitalization, then search the Patient Rosters of the hospital.*** (Available for 1940-1943 only.)

6. **For stateside hospitals** during the WWII period, the OR searcher shall search the rosters for a DOP, which may be under the name of the hospital or camp.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-5. Procedures for working typical Post World War - Requests for service information for Army cases

Analyze the data on the inquiry, the search request, and any attached NA Forms which provide additional information; e.g., NA Form 13026, MPR-CPR Request/Reply Form (With Search Report). The OR searcher shall pay particular attention to information regarding the date and place of separation. Remember that it is generally better to work to obtain a character and date of discharge first, then a date of entry.

GENERAL STEPS FOR OBTAINING A CHARACTER AND DATE OF DISCHARGE

1. **Search the VA Master Index Card microfilm**, if it has not already been checked. This source may show a unit designation, discharge or entry date, or old claim number. If an old claim number is shown, it should be run across BIRLS a second time. If BIRLS is positive, then route the case to the originating correspondence technician for further action. (See NPRC Memorandum [1865.106](#), ch. [2-16](#) and [17](#), for additional information on searching the VA Master Index. Consult NPRC Memorandum [1865.104](#), par. [11](#), for additional information on BIRLS.)
2. **Note the dates of entrance and discharge on the NA Form 13075.** If the QM D record (Discharge Order) has not been pulled, then search the auxiliary registry file for the QM D record. (See NPRC Memorandum [1865.106](#), chs. [1-10](#), [11](#), [12](#), [13](#) and [2-7](#) for information on searching QM D's.)
3. **If no Discharge Order (QM D) exists for the subject individual**, then search the Morning Reports, if the last organization the veteran was assigned to was located at the camp which discharged him/her.
4. **If the Morning Reports fail to produce any information regarding the subject veteran**, then search the Separation Center at the camp where the individual was discharged. To obtain an SU number for the Separation Center search the Directories and Station Lists. Check the SU number in the Index to Morning Reports to obtain an item number for the appropriate reel of microfilm.

NOTE: Prior to September 1947 the Army Morning Reports include Air Corps service.

GENERAL STEPS FOR OBTAINING A DATE OF ENTRY

1. **If the QM E record (enlistment registers) has not been checked**, then search the auxiliary registry file for the QM E record. (See NPRC Memorandum [1865.106](#), ch. [2-9](#), for additional information on searching QM E's.)

2. **If no QM E record exists for the subject individual**, and the veteran was:

a. Inducted or enlisted in the Army, then search the Reception Station at the camp (on Morning Reports) where the veteran was sent after enlistment or induction. This Reception Station is not always at the same place where the veteran had basic training, but it is usually the Reception Station closest to the place of entry. To obtain an SU number for the Reception Station at the camp, search the Directories and Station Lists. Check the SU number in the Index to Morning Reports to obtain an item number for the appropriate reel of microfilm.

NOTE: There may be several reception companies for any one Reception Station.

b. An officer in the Army, then search the Officer Training Center with the appropriate branch affiliate. To obtain an SU number for the Officer Training Center search the Directories and Station Lists. Check the SU number in the Index to Morning Reports to obtain an item number for the appropriate reel of microfilm.

NOTE: If the officer was in the Regular Army (RA), then search the Officer Directories in the NRPMR library for the date of commission.

3. **If the subject individual was inducted or enlisted in the Army, and the Reception Station did not contain any information** regarding the veteran's entry date, then search the Recruiting Main Station in or near the individual's home town. To obtain an SU number search the Directories and Station Lists and look under the name of the town containing the Recruiting Main Station. (If the veteran's home town did not have a Recruiting Main Station, the OR searcher shall look in an atlas for the nearest large city which may have had a Recruiting Main Station.) Check the SU number in the Index to Morning Reports to obtain an item number for the appropriate reel of microfilm.

NOTE: Morning Reports carry the names of the individuals who entered at the Recruiting Main Station for the years 1948 through 1952.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-6.1. Procedures for working typical Post World War - Requests for service information for Air Force cases

Analyze the data on the inquiry, the search request, and any attached NA Forms which provide additional information; e.g., NA Form 13026. The OR searcher shall pay particular attention to information regarding the date and place of separation. Remember that it is generally better to work to obtain a character and date of discharge first, then a date of entry. To obtain a better understanding of the organization of the Air Force during the Post World War period, see [fig. 2-6.2](#).

GENERAL STEPS FOR OBTAIN A CHARACTER AND DATE OF DISCHARGE

1. **Search the VA Master Index Card microfilm**, if it has not already been checked. This source may show a unit designation, discharge or entry date, or an old claim number. If an old claim number is shown, it should be run across BIRLS a second time. If BIRLS is positive, then route the case to the originating correspondence technician for further action. (See NPRC Memorandum [1865.106](#), chs. [2-16](#) and [17](#), for additional information on searching the VA Master Index. Consult NPRC Memorandum [1865.104](#), par. [11](#), for additional information on BIRLS.)
2. **Note the dates of entrance and discharge** and the veteran's last organization on the NA Form 13075. Search the Morning Reports of this organization.
3. **If the Morning Reports fail to produce any information** regarding the subject veteran, then search the Air Force Drop Cards for the date and place of discharge, and the organization assigned to when discharged. These records are filed numerically by service number and are located in the NRPMP auxiliary stack area. (See [1865.106](#), ch. [1-10](#), [11](#), [12](#) and [13](#).)
4. **If the Morning Reports fail to produce any information regarding the subject veteran**, and the request indicates the base of separation, then search the Special Orders for that base. It is unlikely that the individual will know which echelon published the discharge Special Orders. On any Air Force base, there could be one or more organizations publishing discharge Special Orders at the same time. It may be necessary to search all of them. When searching for the echelon responsible for the discharging, the following procedure shall be used:
 - a. Locate the Air Force base in the Air Force Directories and choose several organizations which could have been responsible for the discharging at that base. (Choose organizations with different functions on that base; e.g., maintenance, base hdqts., personnel processing, etc.)

NOTE: Before 1949 consult the Army Directories.

 - b. Index one squadron under each of those organizations and search the Morning Reports until locating any veteran being discharged in each.

- c. Locate and search the Special Orders of each echelon responsible for discharges until locating the subject veteran's name. If the Special Orders do not carry a character of discharge or full discharge information, they should carry the veteran's last organization and the OR searcher shall repeat step 2.

GENERAL STEPS FOR OBTAINING A DATE OF ENTRY

1. **For the years 1953-1963, if the QM E record (enlistment registers) has not been checked**, then search the auxiliary registry file for the QM E record. (See NPRC Memorandum [1865.106](#), ch. [2-9](#), for additional information on searching QM E's.)
2. **If no QM E record exists for the subject individual**, then the OR searcher shall search the Air Force Morning Reports of the Recruiting Main Station in or near the individual's home town, to obtain an SU number. (If the veteran's home town did not have a Recruiting Main Station, the OR searcher shall look in an atlas for the nearest large city which may have had a Recruiting Main Station.) Check the SU number in the Air Force Morning Reports Index to obtain an item number for the appropriate reel of microfilm.

NOTE: The Morning Reports carry the names of the individuals who entered service at the Recruiting Main Stations from 1948-1952.

3. **If the Morning Reports fail to produce any information regarding the subject veteran**, then search the Orders (Letter Orders, Special Orders, or Personnel Action memos.)
4. For the years 1947-1957, Air Force personnel generally entered through one of three bases: Lackland (3700), Sampson (3650), or Parks (3275). After 1957 all Air Force personnel entered service through Lackland Air Force base only. The number following the name of the Air Force base (above) indicates the numerical designation of the unit which processed the new personnel. Example: the 3700 Basic Military Training Wing processed new personnel at Lackland in 1953, the 3650 Indoctrination Wing processed new personnel at Sampson in 1951. The unit which processed new personnel at the bases changed from year to year, but the numerical designation remained the same.

NOTE: In some cases the Headquarters of the Air Force base may have a numerical designation.

5. To facilitate the search of Air Force enlistments an index to the Air Force Orders has been provided in [fig. 2-6.3](#). The Orders are on microfilm for the years 1947-1953.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

Figure 2-7.1. **Procedures for working typical Post World War - Requests for medical information cases**

1. **Analyze the dates of the alleged injury, illness, or treatment.** Approximate month(s) or the season and year are necessary. If the year alone is provided, this is NOT sufficient information to conduct a search, and the OR searcher shall route the case to the originating correspondence technician with a brief note explaining the information needed.

NOTE: OR searchers shall review all documents in the personnel jacket or attached to the inquiry. A statement concerning the veteran's illness may be attached, or an official document may have been submitted by the requester.

2. **Search the Daily Sick Reports of the organization.** This source records whether the veteran was treated and returned to duty or hospitalized.
 - a. If the appropriate period of the alleged illness has been searched and the individual's name is not listed, then the search is complete.
 - b. If treated and returned to duty on the same day, then the search is complete, unless hospitalization is alleged, in which case the OR searcher shall proceed to [step 3](#).
 - c. If hospitalized, the OR searcher shall proceed to [step 3](#).
3. **Search the Morning Reports of the veteran's unit.** This source may carry a notation on those individuals who were treated and returned to duty, and for those who were treated while hospitalized. If the OR searcher finds a notation for the subject individual, then photocopies shall be made of the day of entry and day of release. If the Morning Reports cite the facility at which the veteran was hospitalized, then the OR searcher shall proceed to [step 4](#).
4. **Search the Detachment of Patients (DOP's)** with the attached Admission and Disposition (A&D) Sheets. The A&D Sheets usually show the diagnosis and are important in responding to requests for medical records.

NOTE: On Air Force cases from August 31, 1951 to 1957, search the EFD (Excused From Duty) Sheet which appears as part of the Morning Reports for the individual's unit. The EFD Sheet may carry an "H" which denotes hospitalization, or a "D" for duty. The DOP's and A&D Sheets usually follow the hospital's ordinary Morning Reports for permanent personnel. If the Morning Reports cite:

- a. A numbered hospital, then the OR searcher shall use the Index of Morning Reports to obtain an item number for the appropriate reel of microfilm.
- b. An unnumbered base or camp hospital, and a check of the Directory and Station Lists indicates only one hospital at the base, then the OR technician shall search the Detachment of Patients (DOP's) for that hospital.
- c. An unnumbered hospital, and a check of the Directory and Station Lists indicates more than one hospital at that base, then the OR technician shall search the station hospital under the SU number.

SPECIAL INFORMATION ABOUT CLINICAL RECORDS LIBRARIES:

If the Morning Reports indicate hospitalization, including the name of the facility and the date, the Clinical Records should be searched. See [fig. 2-7.2](#) for additional information regarding these records.

Upon completion of all of the above appropriate steps, the OR searcher shall have documented all findings (positive and negative) on the search request and attached copies of the applicable organizational records. Route the search request to the originating correspondence technician.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132

NPRC 3610.6F
January 28, 2002

SUBJECT: Orientation of new employees

1. **Purpose.** This memorandum contains instructions for using a standardized checklist for the orientation of new employees.
2. **Cancellation.** NPRC 3610.6E is canceled.
3. **Reason for revision.** NPRC 3610.6 is revised in order to introduce:
 - a. The requirement for providing each new employee with a copy of the Rules of Conduct on Federal Property, excerpted from Title 41 of the Code of Federal Regulations, subpart 101-20.3 and of the Standards of Ethical Conduct for Employees of the Executive Branch, Title 5 of the Code of Federal Regulations, Part 2635.
 - b. the requirement for having new employees initial for receipt of NPRC Memorandums and other handouts during orientation,
 - c. a revision of the checklist which more logically orders the orientation items,
 - d. additional references for the supervisor's use when discussing items on the checklist, and
 - e. to introduce new requirements designed to accommodate the core environment operating at 9700 Page Avenue.
4. **Applicability.** This memorandum applies to all NPRC supervisors.
5. **Instructions.** Supervisors must take an active part in the new employee's adjustment to the work environment. This is primarily accomplished through the use of a standardized and documented orientation process.
 - a. Use the Orientation Checklist for New Employees (Figure 1) during the orientation of each new employee, following the directions given on the form. The checklist has been written with similar topics grouped together for ease of discussion. The orientation process may continue for a number of days, but every effort should be made to cover similar topics during the same session. Remember, an orientation of a new bargaining unit employee is a formal meeting that requires affording the union the opportunity to be present, so be sure to invite them.
 - b. References to NPRC memorandums on the checklist cite only the basic version; the edition date and letter are omitted. Refer to the latest edition of each memorandum cited. This may be verified by checking the most current revision of NPRC 1832.5, Checklist of current and canceled NPRC memorandums.
 - c. Memorandums in parentheses on the checklist are included for the supervisor's reference only; they are not distributed to the employee.

- d. All NPRC memorandums and other handouts provided to the employee during the orientation will be initialed on the last page of the checklist to indicate receipt.
- e. When completed, the signed checklist must be filed in the Employee Related File set up for the new employee. Failure to include the checklist provides no proof that orientation was accomplished.
- f. Use the Orientation Checklist for Student Employees (Figure 2) for orientation for each new student employee who will be working in the file areas (searchers and refilers). The new employee may retain this package after the supervisor verifies that it has been read and understood.

6. **Forms.** This memorandum provides for the use of two unnumbered checklists:

Orientation Checklist for New Employees and Orientation Checklist for Students. The checklist specifies using several NA forms as well as an excerpt from the Code of Federal Regulations. The NA forms and the CFR excerpts are available through normal NPRC form procurement procedures. For your convenience, the numbered forms and regulation excerpts are listed below:

NA Form 3020, NARA Performance Management System – Performance Plan
 NA Form 8003, NARA Computer Security Program
 NA Form 13108, Military Service Data of Employee and Relatives
 NA Form 11002, Acknowledgement of Receipt of "Standards of Ethical Conduct for Employees of the Executive Branch"
 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch
 41 CFR 101-20.3, Conduct on Federal Property

NPRC Test Form 00-1, Performance Management Program-Performance Plan

R. L. HINDMAN
 Director

Figure 1. **Orientation Checklist for New Employees**

Orientation Checklist for New Employees

Branch and core managers will ensure new employees are assisted in adjusting to their new work environment. This checklist is intended to cover the most important aspects of acclimating the new employee and facilitate explanations of responsibilities.

Introduction and Welcome

- Explain the role and mission of the National Archives and Records Administration (NARA) and the National Personnel Records Center (NPRC) (i.e., a repository for inactive federal records) and how NPRC fits into the structure of NARA. Emphasize the important role NPRC plays in *supporting* veteran's rights.
- Explain the organization of NPRC.
- Describe the employee's job and primary objective.

- Explain the chain of command within the branch/core. Briefly explain the responsibilities of each level of supervision. Introduce coworkers.
- Explain what will be expected of the employee in regard to work hours, flex hours, work ethic, timeliness, and branch/core manager management philosophy. Emphasize where the employee can go to get assistance.

Standards of Conduct for Federal Employees

- Explain that federal employees are expected to adhere to the standards of ethical conduct as outlined in the ***Standards of Ethical Conduct for Employees of the Executive Branch*** (per 5 C.F.R., Part 2635).
- The branch/core manager should address any questions regarding the appropriateness of specific behavior.
- Discuss conduct of federal employees while on federal property. Explain that these rules also apply to the use of telephones, computers and other government equipment.
- Discuss the procedure and approval process for outside employment.

Facility Tour

- Introduce the new employee to the Director and/or Assistant Director of the NPRC.
- Tour the work area. Point out where storage areas, support personnel, copiers, safety equipment, potential safety hazards, etc. are located.
- Explain the function of the various core areas (i.e., support, coach, and expert technician/leads) as applicable.
- Expand the tour to include the center's cafeteria, health office, personnel office, wash rooms, escalators and elevators and other areas. Explain parking regulations and show where they can and cannot park.
- Explain the function and role of the Military Operations Branch (MOB)/Civilian Operations Branch (COB) and how it supports the overall operation of the center.

Safety and Security

- Discuss the proper use and operation of government equipment including the use of desktop computers and the Internet. Hand out NARA Directive 802, ***Appropriate Use of NARA Office Equipment***.
- Discuss safe working habits. At 111 Winnebago, give employee a copy of NPRC 2460.1, ***Occupant Protection Plan for employees located at 111 Winnebago Street***. At 9700 Page Avenue, give employee a copy of NPRC 5910.1, ***Safety***.

Discuss on-the-job injuries.

-
- Explain the entry badge system and security posts throughout the building.
- (CPR as applicable)** Conduct IRS security awareness training, and have employee complete ***Acknowledgement of Privileged Nature of Records*** form.
- Explain that smoking is only allowed in designated areas outside the building.
- Emphasize the absolute requirement for confidentiality in dealing with federal records. Explain that the penalties for defacing, destroying or removing record material is severe, financially and criminally. Loss of job is also a definite possibility.
- (MPR)** Give the employee NA Form 13108, ***Military Service Data of Employee and Relative***. Establish a date for its return within ten (10) working days.
- Briefly explain Privacy Act requirements, restrictions and philosophy.

Discuss Performance Requirements

- Discuss the Performance Management System and explain the relationship between performance appraisals and how they are written.
 - Provide the employee a copy of their performance standards under which they will be evaluated (either NA Form 3020, Performance Management System – Performance Plan or NPRC Test Form 00-1, Performance Management Program-Performance Plan. Critical elements should be emphasized and thoroughly explained.
 - (MPR)** Discuss the employee Career Advancement Plan (ref. NPRC 3630.6).
 - Explain the learning that the employee will go through during their transition/introductory period. Emphasize the importance of this learning and that they are expected to be on time and attend all sessions.
 - Discuss the purpose and use of NA Form 13093, ***Batch and Task Sheet***.
 - Explain how to compute the Staff Day Average.
 - (MPR)** Discuss the profile system of work and how it will be used.
 - Discuss the incentive awards program.
 - Explain the sign in/out procedures.
 - Explain the requirement to call in when they are unable to report to work. Employees are expected to provide a contact phone number when they call.
- Explain the procedures for when the center closes due to inclement weather.

General Information

- Emphasize the importance of keeping work areas neat and clean and well organized.
- Provide the lunch and break schedules and explain the Center's smoking policy.
- Discuss the Merit Promotion System and procedures for applying for vacancies.
- Discuss pay, paydays, holidays, and withholding options.
- Explain accruing leave, using leave, and what restrictions apply.
- Discuss the Equal Employment Opportunity Program. Introduce the local EEO counselor.
- Discuss the agency's policy regarding sexual harassment. Ensure the employee knows that sexual harassment is illegal and to whom they should report cases of harassment.
- Introduce the employee to the union steward (if the employee is a part of the bargaining unit). The steward will issue the labor management agreement.

I have discussed the items checked above with to the best of my ability.

Employee's name

Supervisor's signature

Date

I have been thoroughly briefed on all checklist items that have a check mark placed beside them.

Employee's signature

Date

* Signed checklist must be placed in the employee's file.

Figure 2. **Orientation Checklist for Student Employees**

Orientation Checklist for Student Employees

Introduction to NARA

- What is the National Archives and Records Administration?** You are now working for the National Archives and Records Administration. It's the part of the Federal government that:
 - preserves and services government records of permanent value such as the U. S. Constitution and military records,
 - stores and services non-permanent government records,
 - performs other functions such as managing Presidential libraries.

- Sometimes I hear people refer to the Federal Records Center or FRC. What is that?** NARA has 12 regional and 2 national records centers scattered around the country which house records for various Federal agencies. There are two types of records: permanent records which are stored in the Archives and non-current records which may or may not be permanent which are housed in the Records Centers. You work for the National Personnel Records Center in St. Louis, Missouri.

- What does the National Personnel Records Center do?** NPRC is one of the National Archives and Records Administration's largest records centers. The NPRC is a central repository of personnel-related records, both military and civil service. Our mission is to provide world class service to Government agencies, military veterans, former civilian Federal employees, family members, as well as researchers and historians. The NPRC is divided into two facilities: Military Personnel Records and Civilian Personnel Records. Military personnel records is located at 9700 Page Avenue and is the repository of millions of military personnel, health, and medical records of discharged and deceased veterans of all services during the 20th century. It also stores medical treatment records of retirees from all services, as well as records for dependent and other persons treated at naval medical facilities. Civilian personnel records are located at 111 Winnebago in downtown St. Louis. It is the repository for personnel and medical records of former Federal civilian employees from approximately 1900 to the present.

- What is the importance of the records stored at NPRC?** The records housed at NPRC contain documents vital to the history of service of military veterans. These records contain information upon which veterans are granted financial, educational, medical benefits, and retirement benefits. It is vital that records are handled with care and accuracy. A record lost can cost a veteran benefits they earned while serving

their country. They depend on NPRC to store their record as well provide requested documents in a timely manner.

- How do I fit into the picture?** You probably have a lot of questions about salary, benefits, etc. We will attempt to answer them.

- When do I get paid?** Pay periods are two weeks long beginning on a Sunday and ending on a Saturday. Paydays are every other Wednesday, 11 days after the end of a pay period. Your supervisor will tell you when and where pay slips can be picked up. Paychecks will be deposited directly to your pre-designated financial institution.

- What about lunch?** You will be given 30 minutes for lunch and you will be told when your lunch break is scheduled. Your supervisor will tell you about eating places. If you leave the Center, *you must* sign out and sign back in, so BE QUICK! If you work more than five hours you must take a lunch break.

- Do I get "breaks"?** Generally, if you work a four-hour block of time, you will be given a 15-minute break. Your supervisor will tell you the schedules.

- Standards: What is expected of me? BE DEPENDABLE.** Be on time. You should be at your work area ready to begin at the expected starting time. Obtain advance approval for any schedule change. If you must be absent due to illness or emergency, call your supervisor within two hours of the start of the workday. **BE COOPERATIVE.** Accept directions willingly and be a team worker. Remember, your performance will be evaluated in two ways: the amount of work you complete and the quality of work done. Standards have been set by which you will be evaluated. Your supervisor will give you a copy of those standards.
 - Discuss conduct of federal employees while on federal property. Explain that these rules also apply to the use of telephones, computers and other government equipment. Discuss the proper use and operation of government equipment including the use of desktop computers and the Internet. Hand out NARA Directive 802, Appropriate Use of NARA Office Equipment.
 - Emphasize the absolute requirement for confidentiality in dealing with federal records. Explain that the penalties for defacing, destroying or removing record material is severe, financially and criminally. Loss of job is also a definite possibility.

- Security.** Explain the entry badge system and security posts throughout the building. Explain parking regulations and show where they can and cannot park.

- Safety on the job.** We want you to be safe on the job. We have developed the following rules for your safety.
 1. Clothing: Dress comfortably, but with consideration for safety on the job. We can't allow open-toed shoes or unstable heels because they can cause serious cuts or falls. No dragging or overly flared pants because they can cause you to trip.
 2. Lifting: Always lift with your legs and not your back. If in doubt about your ability to lift an object, GET HELP. Plan a safe carrying route.
 3. Handling Boxes: When handing a box to another worker, make sure they have a firm grip before releasing the box. NEVER throw or drop boxes.
 4. Horseplay: NOT ALLOWED on the job.
 5. Climbing on Shelves: NOT ALLOWED.
 6. Ladders: Do not move a ladder if either you or another person is on it. Ask for help if you can't reach a box. Do not use a ladder that has broken parts – report it instead.
 7. Eating is **NOT** allowed in the stack area.

- Fire Prevention.** Our job is to store Federal records and protect them from damage. If a fire destroyed these records, a lot of information that is very important to individual citizens and other government agencies would be lost. For this reason, fire prevention is extremely important.

- Does that mean I can't smoke?** You will be allowed to smoke **ONLY** in designated smoking areas outside the building. Under NO circumstances are you allowed to smoke or ignite matches, lighters, or any type of flame in the stack area.

- What about bad weather?** If hazardous weather conditions develop while on the job, you will be advised on what to do.

- Privacy Act information.** The Federal records we house contain personal information about individual citizens. It is our job to ensure that this information is protected. Never release personal information to someone outside the Center; check with your supervisor first.

- Student information.** Students may earn leave. Part time students work 10-32 hours per week. Full time students work a full 40 hours. Students must be enrolled as a degree-seeking student at an accredited college or university taking at least a half-time course load. Students must maintain their student status (as defined in this paragraph) to remain eligible for employment. Students must submit required verification paperwork **each semester** documenting their current student status.

- EEO Program.** Discuss the Equal Employment Opportunity Program. Introduce the

local EEO counselor.

- Sexual Harassment Policy.** Discuss the agency's policy regarding sexual harassment. Ensure the employee knows that sexual harassment is illegal and to whom they should report cases of harassment.

I have discussed the items checked above with to the best of my ability.

Employee's name

Supervisor's signature

Date

I have been thoroughly briefed on all checklist items that have a check mark placed beside them.

Employee's signature

Date

Figure 1: **Other locations of academic records****OTHER LOCATIONS OF ACADEMIC RECORDS*****TYPE OF TRAINING MATERIAL / MAILING ADDRESS***

1. Air Force Academic Records (after 1967) Contact Air Training Command (ATC) of base where course was conducted.

3498 ABG/IMQD
Goodfellow AFB, TX 78908-5000

3380 MSSQ/IMQD
Keesler AFB, MS 39534-5000

3700 ABG/IMQD
Lackland AFB, TX 78236-5000

3415 ABG/IMQD
Lowry AFB, CO 80230-5005

3750 ABG/IMQD
Sheppard AFB, TX 76311-5065

2. Air Force Academic Records (after 1967) Base where course was conducted has closed.

HQ AETC/IMX (Records)
244 F Street East, Suite 1
Randolph AFB, TX 78150-4328

3. Student records of the AF Community Chief, USAF College (since 1-1-68)

Student Records Branch
CCAF/RRRC
Maxwell AFB, AL 36112-6655

4. Student records of the AF Air University Registrar (transcripts, test scores, and training records)

AF Institute of Technology
Wright-Patterson AFB, OH 45433

Registrar
Extension Course Institute/EDOR

Gunter AF Station, AL 36114-5000

5. Army Flight Training Records (1969-1979)

U.S. Army Aviation Center
ATTN: ATZQ-I
(Records Management Service)
Fort Rucker, AL 36362

6. Histories of academic training at Marine Corps schools, Quantico, VA (class standings and rosters, 1952-1967)

Washington National Records Center
Washington, DC 20409

7. Marine Corps and Navy Flight Records

Forwarded for a period of 6 months after completion of training to:

CNATRA
Code N-32
Naval Air Station
Corpus Christi, TX 78419

Then retired to:

FRC-Atlanta
East Point, GA

8. U.S. Coast Guard Transcripts of Academic Records (courses attended, length of course, and grades attained)

Chief, Office of Personnel
U.S. Coast Guard
2100 2nd St., SW
Washington, DC 20593

9. Scholastic records of U.S. Merchant Marine Academy (since 1942)

U.S. Merchant Marine Academy
Kings Point
New York, NY 11024

10. GED (General Educational Development Tests) - test scores/transcripts

[See fig. 2](#)

11. Special USAFI courses - test scores/transcripts

[See fig. 2](#)

12. College Level Examination Program (CLEP) - test scores/transcripts

[See fig. 2](#)

13. DANTES Subject Standard Tests (DSST's) - test scores/transcripts

[See fig. 2](#)

14. Pre-discharge Education Program (PREP) through DODDS - transcripts

[See fig. 2](#)

NOTE: CLEP exams were not given by the military prior to July 1, 1974. Any requests for test scores that were taken prior to this date would relate only to GED and USAFI tests. Therefore, all requests for test scores that were taken prior to July 1, 1974, should be referred to address #1 on NA Form 13061. The only exception to this rule would be if the GED test was administered by the Job Corps, in which case address #4 would apply. (See [fig. 2.](#))

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 6010.3
November 13, 2001

SUBJECT: Overtime and compensatory time

1. **Purpose.** This memorandum implements ADMIN. 201, Section 5, Overtime Work and Compensation, and provides instructions for the preparation of overtime and compensatory time requests.
2. **Cancellation.** NPRC 6010.3D is canceled.
3. **Applicability.** This memorandum is applicable to all NPRC elements.
4. **Reason for revision.** NPRC 6010.3D is revised to change the reporting requirement of overtime worked.
5. **Definitions.**
 - a. **Overtime.** For employees on flexitime or a set tour of duty, overtime is time worked in excess of 8 hours in a day or 40 hours in an administrative workweek, that is officially ordered, approved, or allowed, and not requested/approved as credit hours earned. For employees on alternate work schedules (4/10 or 5/4-9) overtime is time worked in excess of the employee's established tour of duty on a given day (8, 9, or 10 hours) or 40 hours in an administrative workweek, that is officially ordered, approved, or allowed.
 - b. **Compensatory time.** Time off from duty, which is granted to certain General Schedule employees in lieu of overtime pay when the employee performs irregular or occasional overtime work.
6. **Requesting overtime.** Advance approval must be obtained before overtime is accomplished.
 - a. Requesting Core/Branch prepares GSA Form 544, Request, Authorization, and Report of Overtime, in duplicate for all overtime being requested during an upcoming pay period.
 - b. All blocks on the GSA Form 544 must be completed as illustrated in [Fig. 1](#). In the block entitled "Estimated Number of Hours" also include estimates of dollar amounts. The description of the work to be performed should indicate whether it is baseline services or a special project (specify project).
 - c. After the request is signed by the Core Manager/Branch Chief, the original is routed through the appropriate Assistant Director to the Director for approval. The request must reach the Director's office at least three days before the beginning of the pay period in which the overtime will be worked. Optional Form 41, Routing and Transmittal Slip, is used to route the request. See [Fig. 2](#). The duplicate copy of the GSA Form 544 is retained in the initiating Core/Branch headquarters.
 - d. After the request is approved and signed by the Director, it is routed through NRPS (Budget) back to the requesting Core/Branch headquarters.

7. Reporting overtime worked.

Reporting of the actual overtime worked is required only during the last two months of the fiscal year. The following procedures pertain only to that time period.

- a. At the end of the pay period in which overtime is worked, an attachment page or the reverse side of the GSA Form 544 is completed in order to document the overtime hours actually completed. Include entries in all columns as shown in [Fig. 3](#). In the column entitled "Overtime Hours" also include the dollar amount earned for each individual employee. This amount must reflect what each employee was actually earning on the day that the overtime was worked.
 - b. The listing of employees who worked overtime is divided into three groups. In the first group, list all employees assigned to the reporting Core/Branch that actually worked overtime hours within that branch. In the second group, list all employees who were detailed in from another Core/Branch to work overtime. In the third group, list all employees assigned to the reporting Core/Branch who were detailed out to another Core/Branch to work overtime. All employees are listed alphabetically in each of the three groups.
 - c. If an employee worked overtime in his/her assigned Core/Branch, but was also detailed out to work overtime in another Core/Branch, two entries are shown on the GSA Form 544 for that employee (in group 1 and in group 3).
 - d. Calculate subtotals for overtime hours worked and salary earned for each of the three groups.
 - e. The total blocks at the bottom of the GSA Form 544 shall only include data from those employees who were either assigned to the reporting Core/Branch and performed overtime in that Core/Branch or employees detailed in from another Core/Branch to work overtime hours. Data from employees detailed out to another organization is not included in the totals.
 - f. After all overtime information is reported on the reverse of the GSA Form 544, the form is signed by the reporting Core Manager/Branch Chief and the duplicate copy is submitted to NRPS (Budget) by noon on the Friday following the end of the pay period. The original of the GSA Form 544 is retained in the reporting organization's headquarters.
 - g. If no overtime was worked in the reporting Core/Branch, but employees were detailed out to another Core/Branch for overtime hours, the reverse side of the GSA Form 544 must be completed with data for these employees and submitted as indicated in [subpar. 7a. through 7f.](#) above.
8. **Requests for compensatory time.** A GSA Form 544 is required for advance approval of compensatory time in the same manner as for paid overtime. Instructions for preparing the request are the same as those outlined in [par. 6.](#), with the exception that only hours, not dollars, are estimated and requested. The reverse side of the form is completed as outlined in [par. 7.](#), except that no entry is made in the column entitled "Overtime Hours." Instead, the number of compensatory hours earned is annotated in the last column entitled "Comp. Hours." The following statement is typed beneath the comp. time date: "I agree to take comp. time." The employee earning comp. time will sign this statement.
9. **Forms.** This memorandum provides for the use of GSA Form 544, Request, Authorization, and Report of Overtime and Optional Form 41, Routing and Transmittal Slip.

R. L. HINDMAN
Director

Figure 2-27: PA AGO Form 23, Affidavit for Philippine Army Personnel, Page 1 of 4
Page 2, Page 3 and Page 4

AFFIDAVIT FOR PHILIPPINE ARMY PERSONNEL

B-31835

Affidavit: HQ, PPM, MPO (PA) BAD-AS, PLACER, SURIGAO, MINEANAO UNIT #08, TEAM D-105
(Unit No.)

Province of Surigao
Commonwealth of the Philippines SS
United States of America

1. USAFFE (Regular) or (Reservist)
2. USAFFE-GUERRILLA
 3. Civilian guerrilla
(Check (X) applicable statement)

1. a. Zerda Orisanto Yangson Pvt, Inf [REDACTED]
(Last Name) (First Name) (Middle Initial) (Gr & Br of Serv) (ASN)

b. (Discharged) Hq Co, 1" Bn, 114" Infantry APO 159 [REDACTED]
(Present Organization)

c. Male (~~MALE~~) [REDACTED]
(Strike out word not applicable)

d. [REDACTED]
(Legal residences from 8 Dec 1941 to 30 June 1942)

e. [REDACTED] 25 October 1920
(Birthplace) (Day) (Month) (Year)

f. Citizen of The Philippines

2. CHRONOLOGICAL RECORD OF ACTIVITIES:

a. Activities include all military and/or civilian occupations engaged in by the individual during the period from commencement date to date processed in Philippine Army. Generally, under heading "Activity-Duties Performed"; activities should be classified and phrased as follows:

(1) Military Activities—USAFFE:
(a) Date called to active duty; (b) Date of induction; (c) Name of unit to which returnee was last attached.

(2) Guerrilla Activities:
(a) Date first joined a guerrilla unit;
(b) List of guerrilla units to which returnee was attached.

(3) Civilian Status:
(a) Returnee must list down all civilian occupations engaged by him during the Japanese regime.

(4) If PW, state ~~NEW YORK, NEW YORK~~.
(Strike out inapplicable word)

(5) If escaped or released from PW, state ~~NEW YORK, NEW YORK~~.
(Strike out inapplicable word)

(6) Did you surrender under Proclamation No. 1? No

b. The first date to be entered in Line 1. below, will be determined as follows:

(1) If individual was a regular in the Philippine Army, commence with 1 July 1941; or

(2) If individual was a reservist, commence with the date he was called to active duty, but in no event earlier than 1 July 1941; or

Figure 2-28: PA AGO Form 23, Affidavit for Philippine Army Personnel, Page 2 of 4

(3) If individual was not USAFFE, but in a civilian status (including Reservists who did not join a USAFFE unit), commence with date he joined first guerrilla unit.

c. All time from commencement date to date processed in Philippine Army, 1945, must be accounted for. There must be no overlapping of dates. The last entry on this paragraph must be the date returnee was finally processed. Separate lines may be used if there is a major change of duty, or location of units (Sulu to Bataan). For civilian activities, use separate lines for any change of address, employment or work.

From Date	Period	To Date	Activity-Duties Performed (for military duty, list name of Unit). For civilian employ, list occupation & name of firm.	Location	Name of CO of Military Unit or of Civilian Employer.
1	3 May 1944		Jd & inducted to guerrilla	Mainit, Surigao	Lt J. Castillo
2	4 May '44-16 Apr '45		Hq Co, 1 "Bn, 114" Inf	Bad-as, Surigao	Lt C.D. Gotico
3	17 April 1945		Attached to 8" Army	Surigao	-do-
4	18 Apr-14 Sept '45		Hq Co, 1 "Bn, 114" Inf	Agusan Pequeno, Butuan, Agusan	Lt Chato
5	15 September 1945		Processed to PA	-do-	PAPT # 20-21
6	30 September 1945		Honorable discharged	-do-	Lt Chato
7	1 Oct-2 Oct '45		En route & arrived home by truck (Civ) paying P12.00 fare.	Malimon, Surigao, Surigao,	
8					
9					
10					

REMARKS: Activities prior to the surrender need not be amplified unless individual was not with his unit at date of surrender in which case he must explain the circumstances of his failure to join his unit. Guerrilla activities should be briefly amplified; i.e., nature of work performed by unit (intelligence or combat), area of operation, etc. Civilian activities should be described in enough detail to account for means of livelihood, stating nature of employment (if employed), or private business. If engaged in farming, state size and location of farm, crop yield, etc.

Lines 2-4 - I was rifleman Hq Co, 1 "Bn, 114" Inf. Unit functions: observed enemy activities and administrative. Unit subsisted on voluntary contributions of civilians and on mess funds and finally attached to the 8th Army. Family none to support.

Lines 5-7 - No change as above.

3. INDIVIDUAL RECORD OF PROMOTION

If USAFFE—state rank on 1 July 1941, or on date of induction in 1941, or early 1942.
 If Guerrilla—state rank at which inducted into guerrilla unit.
 Thereafter, list all promotions received subsequent to above dates.

Figure 2-29: PA AGO Form 23, Affidavit for Philippine Army Personnel, Page 3 of 4

Organization <u>Hq Co, 1st Bn, 114th Inf</u>	Grade or Rank <u>Pvt</u>	Authority (SO, if known) <u>Inducted Guerr</u>	Effect Date <u>3 May '44</u>	Name of CO who authorized promotion <u>Lt J. Castillo</u>
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4. INDIVIDUAL FINANCE RECORD

a. Monies received:

(1) Military services, USAFFE.

From	PERIOD	To	Grade	Received Amount	REMARKS (Strike out inapplicable word)
	Dec 41	Dec 41		None	Old Rate & Quarters Allowances
	Jan 42	Jan 42			Old Rate & Quarters Allowances
	Feb 42	Feb 42			Emer. Note } Quarters Allowances Old Rate }
	Mar 42	Mar 42			Emer. Note } Quarters Allowances Old Rate }
	Apr 42	Apr 42			Quexon Pay } Quarters Allowances Emer. Note }
	May 42	May 42			Old Rate } Quarters Allowances Quexon Pay }
					Emer. Note } Quarters Allowances Old Rate }
				None	3 mos bonus (if received)
				None	3 mos adv pay chargeable against arrears
	15-30 Sept		Pvt	9.60	Initial current pay No dif in pay
				None	Monies rec'd as Army or Comm. employee after liberation

(2) Military Services, GUERRILLA.

From	PERIOD	To	Grade	Received Amount	REMARKS
				None	Emergency Notes
				None	Emergency Notes
	3 May-31 Dec	44	Pvt	78.96	(Mind) Emergency Notes
	1 Jan-14 Sept	45	Pvt	108.80	Emergency Notes
	NOT PAID: 1 Mar-16 Apr '45				Qtrs Allowance, Emer. Notes and USAFFE funds.

(Note: For detailed financial record of monies received, use separate sheet of paper.)

(3) Employment by Japanese Mil Administration (except PW), Japanese Govt, Japanese-controlled civil or puppet government, or firm dealing with Japanese.

From Date	To Date	Position Held	Employed by	Total Pay Received
		None		

NOTE: Periods here specified must correspond to periods listed in paragraph 2c above.

(4) Are you in any way covered by G. O. No. 135? YES or NO No

b. My present grade is Private (Discharged)

c. In (1941/1942) I authorized Class N deduction of Never per mo. from my pay for National Service Life Insurance.

d. I was married on Single at _____ ;

My wife's name is Abdolia Zerda (Sister)
(If unmarried, state "Single")

and she resides at _____
(If single, state emergency address)

(Present address)

The names and ages of my children (under 18 yrs of age) are:

Name	Age	Name	Age
None			

Figure 2-30: PA AGO Form 23, Affidavit for Philippine Army Personnel, Page 4 of 4

e. I was authorized on None (1941/1942), which is the date I was last paid by a recognized disbursing officer of the United States or Philippine Army to draw quarters allowances in the amount of P None per month.

f. During the period covered by this affidavit, my dependents; viz, my lawful wife and/or unmarried children under 18 years of age, occupied Government quarters for the following periods, at the locations designated:

No government quarters furnished
(If none, state "No government quarters furnished".)

5. CHRONOLOGICAL RECORD OF WOUNDS AND ILLNESS INCURRED FROM 8 DEC 41, TO DATE OF RETURN TO MIL CONTROL. SHOW ALL WOUNDS AND ILLNESS INCURRED.

From	To	Unit	Geographical Location	By Whom Treated	Nature of Injury or Illness	Permanent Disabilities Incurred, in any
<u>None</u>						

(Dates listed above must agree with those shown par 1c above.)

6. INDIVIDUAL DECORATIONS, CITATIONS AND AWARDS

(Include type and authority—include unit citations)

Philippine Liberation Ribbon - GO # 23, 5 Feb '45, HQ, USAFFE
Asiatic Pacific Theater Ribbon with one Bronze Star-Cir #60, 5 Sept '45,
HQ, AFPAC.

7. VITAL STATISTICS REGARDING OTHER SERVICE PERSONNEL (FILIPINO, AMERICAN AND ALLIED) AND AMERICAN AND ALLIED CIVILIANS. (List only those who were taken as POW's by the Japanese)

a. Living:

Name	Rank or Civilian	Where Last Seen	Activity if known	State of Health
<u>None</u>				

b. Dead:

Name	Rank or Civilian	Date of Death	Circumstance
<u>None</u>			

I have read the following affidavit and swear that the information set forth therein is true to the best of my knowledge, information and belief.

Crisanto Yangson Zerda
(Signature)
CRISANTO YANGSON ZERDA

SUBSCRIBED and SWORN to before me this 7th day of June 1946,
at Camp Bad-aa, Placer, Surigao.

Jack K. Bech
(Signature)
JACK K. BECH
1st Lt., INF, AUS
(Grade & Branch of Service)
Summary Court Officer
(Title)

To be read individually or collectively, to officers and enlisted men to be processed: "Articles of War 97, PA: provides punishment by military courts-martial for false swearing"

PA AGO Form 23 (Rev 13 Oct 1941) to be completed and forwarded to TAG, PA.

FORM 23 (REV 13 OCT 1941)

Figure 2-15: PA Form Letter, Statement of Service



National Personnel Records Center

Military Personnel Records

9700 Page Avenue, St. Louis, Missouri 63132-5100

STATEMENT OF SERVICE

Name:

Service Number/Social Security Number:

The military service information provided on this form has been extracted from records on file at this Center and may be used for any official purpose, including application for and adjudication of veteran's benefits.

This method of reply is the routine procedure used to respond to requests such as yours. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.

Subject person served in the:
xxxxxx
from xxxxxx to xxxxxx

Type and character of separation:
xxxxxx

Active Service: 1. from xxxxxx to xxxxxx
2. from xxxxxx to xxxxxx
3. from xxxxxx to xxxxxx
4. from xxxxxx to xxxxxx

Archives Technician

National Archives and Records Administration
<http://www.nara.gov/regional/stlouis.html>

Appendix B: Instructions for completing Part B of SSA Form-654 for Army Personnel (Page 1 of 12 - [Next](#))

QUESTIONS 1 through 3

1a	1b	1c	1d	2a	2b	2c	3(*)
Was veteran an enlisted man retired after 15 Sep 1940 before 1 Oct 49 because of disability?	Was veteran retired for any reason other than disability which is the proximate result of performance of active duty?	Was active service after 15 Sep 40 and before 25 Jul 47 necessary to establish eligibility to receive retirement pay?	Was active service after 24 Jul 47 and before 1 Jan 57 necessary to establish eligibility to receive retirement Pay?	Was retirement pay ever fixed under a formula which includes a multiple of active service?	Was this multiple increased because of active service after 15 Sep 40 and before 25 Jul 47?	Was this multiple increased because of active service after 24 Jul 47 and before 1 Jan 57?	Did the veteran have active duty or active duty for training after 31 Dec 56?

* Question 3. If either extended active duty or active duty for training was performed after 31 December 1956, answer "yes", otherwise "no".

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Parachute Rigger Badge



The Parachute Rigger Badge is awarded to soldiers who successfully complete the prescribed course of instruction conducted by the U.S. Army Quartermaster School and have been awarded MOS 43E (enlisted) or 401A (warrant). Officers may be awarded the badge upon successful completion of one of the following courses: Aerial Delivery and Materiel Officer Course; Parachute Maintenance and Aerial Supply Officer Course; Parachute Maintenance and Airdrop Course (officer or enlisted) or Parachute Rigger Course (enlisted). Sergeants Major and Master Sergeants who hold by career progression a MOS of OOO or 76Z and formerly held an award MOS of 43E are qualified for award of the Parachute Rigger Badge.

The Parachute Rigger Badge may be awarded retroactively to any individual who graduated from the Parachute Rigger school after May 1951 and holds or at anytime held an award MOS as stated above. Officers must have successfully completed one of the courses listed above to qualify for retroactive award of the badge.

DATE APPROVED: The Parachute Rigger Badge was approved by the Chief of Staff, U.S. Army, on 9 June 1986. This approval was retroactive to include personnel who completed the prescribed course of instruction subsequent to May 1951.

The Parachute Rigger Badge was established on 9 June 1986 (retroactive to May 1951).

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: Skill Badge

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-15](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

-
- [ÿ Air Medal](#)
 - [ÿ American Campaign Medal](#)
 - [ÿ American Defense Service Medal](#)
 - [ÿ Antarctica Service Medal](#)
 - [ÿ Armed Forces Expeditionary Medal](#)
 - [ÿ Armed Forces Reserve Medal](#)
 - [ÿ Army Aviator Badge](#)
 - [ÿ Army Commendation Medal](#)
 - [ÿ Army of Occupation of Germany WWI](#)
 - [ÿ Army of Occupation Medal WWII](#)
 - [ÿ Asiatic Pacific Campaign Medal](#)
 - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)

 - [ÿ Belgian Fourragère](#)
 - [ÿ Bronze Star Medal](#)

 - [ÿ Combat Infantryman Badge](#)
 - [ÿ Combat Medical Badge](#)

 - [ÿ Commendation Ribbon w/Metal Pendant](#)
 - [ÿ Distinguished Flying Cross](#)
 - [ÿ Distinguished Service Cross](#)
 - [ÿ Distinguished Service Medal](#)
 - [ÿ Distinguished Unit Citation](#)
 - [ÿ Diver Badges](#)
 - [ÿ Drill Sergeant Identification Badge](#)
 - [ÿ Driver and Mechanic Badge](#)

 - [ÿ European African Middle Eastern Campaign Medal](#)
 - [ÿ Expert Infantryman Badge](#)
 - [ÿ Explosive Ordnance Disposal Badges](#)

Parachutist Badges



Basic



Senior



Master

Combat Parachutist Badges



One Jump



Two Jumps



Three Jumps



Four Jumps



Five Jumps

The Parachutist Badge is awarded to any individual who has satisfactorily completed the prescribed proficiency tests while assigned or attached to an airborne unit or the Airborne Department of the Infantry School; or participated in at least one combat parachute jump. Master and Senior Parachutist badges are awarded to individuals rated excellent in character and efficiency who have met the following requirements:

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
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- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

SENIOR Parachutist: Participated in a minimum of 30 jumps to include 15 jumps with combat equipment; two night jumps, one of which is as jumpmaster of a stick; two mass tactical jumps which culminate in an airborne assault problem; graduated from the Jumpmaster Course; and served on jump status with an airborne unit or other organization authorized parachutists for a total of at least 24 months.

MASTER Parachutist: Participated in 65 jumps to include 25 jumps with combat equipment; four night jumps, one of which is as a jumpmaster of a stick; five mass tactical jumps which culminate in an airborne assault problem with a unit equivalent to a battalion or larger, a separate company/battery, or organic staff of a regiment size or larger; graduated from the Jumpmaster Course; and served in jump status with an airborne unit or other organization authorized parachutists for a total of at least 36 months.

The Parachutist Badge was established on 10 March 1941.

Authorized Device/Appurtenance: None

Dates Authorized: WWII, Korea

Type of award: Skill Badge

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-11](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

PATERNITY

DO NOT furnish address and **DO NOT** offer to forward a letter of a person claiming to be the illegitimate child of a veteran, **if paternity has not been established in a court of law or child has not been acknowledged by the veteran.** These requests should be coordinated with the respective service department.

<p>ARMY:</p> <p>[00148] Department of the Army Army Human Resources Command Attn: AHRC-PDR-H 1600 Spearhead Division Avenue Dept 420 Fort Knox, KY 40122-5402</p>	<p>NAVY:</p> <p>[00166] Commander, Navy Personnel Command PERS-312 Records Support Branch 5720 Integrity Drive Millington, TN 38055-3120</p>
<p>COAST GUARD:</p> <p>[00593] Commandant Headquarters, U.S. Coast Guard 2100 2nd Street, SW Washington, DC 20593</p>	<p>MARINE CORPS:</p> <p>[00178] Commandant U.S. Marine Corps Personnel Management Support Branch 2008 Elliot Road, Room 203 Quantico, VA 22134-5030</p>
<p>AIR FORCE:</p> <p>[00143] HQ AFPC/DS1F (FOIA) 550 C Street W JBASA-Randolph AFB, TX 78150</p>	

The last known address is releasable to a divorced, deserted, or separated spouse or cohabitant (whether or not remarried) if the requester indicates child support, alimony, or other legal claim is the reason for requesting whereabouts.

Source: [NPRC 1865.16](#) AND [NPRC 1865.49](#)

PAY RECORDS

Last Updated: 4/14/2014

Pay records are rarely included in the military service record. So when requesters ask only for pay information, we provide them with contact information for the finance office. The two offices shown below now handle all pay-related matters for retirees and non-retirees for all the service departments:

For retirees:	For non-retirees: (annuitants, beneficiaries and survivors)
[00193] Defense Finance and Accounting Service U.S. Military Retirement Pay P.O. Box 7130 London, KY 40742-7130	[00194] Defense Finance and Accounting Service U.S. Military Annuitant Pay P.O. Box 7131 London, KY 40742-7131
Customer Service 888-332-7411 http://www.dfas.mil/customerservice	

If requesters send a second request because the finance office has told them to contact us again, review the service record for the requested pay document or information. Chances are you will not find it in the record. If you do, provide it, if proper consent is included with the request. If you do not find the document or information, furnish the following pattern paragraph: [Referrals>finance>NPRC contacted a second time.](#)

IMPORTANT! If this is a **Catch 62** case (request for estimated military pay for civil service retirement), see [Catch 62](#) entry in Case Reference Guide.

Source: [NPRC 1865.101](#)

Payroll Vouchers Army National Guard / Army Reserve Active Duty For Training and Summer Camp

Details: Pay vouchers for Army National Guardsmen and Army Reservists for the years of 1951 thru 1988. These vouchers are located at Dayton FRC and are for Active Duty For Training and Summer Camp Training times only. **These records are NOT in a registry system and searches for them are extremely labor intensive to perform. You must be able to provide Dayton FRC with exact unit names, training dates, and camp/installation information.**

- Branches: Army National Guard and Army Reserves
- Timeframe: 1951 - 1988

How to request: Request only if you have specific training dates, camp/installation location, and unit name. Fax completed [NA Form 13160](#) to Dayton FRC (NRDD)

Samples of documents returned to technician:

[Multiple name pay voucher](#)

[Single name final pay voucher for West Point Cadet](#)

[Single name Officer Statement of Service](#)

[Multiple name Reserve Officer Pay Roll & Mileage Voucher](#)



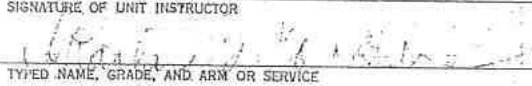
[Multiple name ROTC Officer's reimbursement for travel & payroll voucher](#)

Multiple name pay voucher

50.02.02.2.2

IA 9

BY 4

PAY ROLL—INACTIVE DUTY TRAINING		D. O. VOUCHER NO. 15657
DESIGNATION OF UNIT Co G 2nd Bn 321st Inf Regt 81st Infantry Division		PAID BY 215-382 J. W. McMANUS COL., PC JUL 1951 Atlanta, Ga. For State of Pa. Paying Office
STATION Place Chapel Hill, N.C.	PRINCIPAL ARM Rifle	
PERIOD (Month and year) Training Dates FROM 1 February 19 51 TO 30 April 19 51		
APPROPRIATIONS		CERTIFICATES
11 21505 1-96 P522-01 899-999 SYMBOL ALLOTMENT 11/21505 1-96 P522-01 899-999 11 21505 1-96 P522-01 899-999	\$ 119 71 22 50 345 57	I CERTIFY that this pay roll is correct and has been prepared in accordance with law, regulations, and instructions governing the Reserve Corps; that all training assemblies shown hereon were held in accordance with law and regulations; that each commissioned officer, warrant officer, and enlisted man whose name appears hereon assigned to this unit unless otherwise stated in remarks, and meets the following requirements, viz: Is within the age limits prescribed by law and regulations; is personally rendered the service for which pay is claimed; has not been counted more than once or been given credit for more than one period of military attendance at a series of formations constituting one assembly; and that those listed hereon as flying, glider, or parachute duty were, on the dates on which they are credited with making aerial or glider flights, or parachute jumps, in a flying, glider, or parachute status as required by law and regulations; that no person whose name appears on this within pay roll is drawing a pension, disability allowance, disability compensation, retired pay; that the employment of the persons named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation involved; and that the certificates on the reverse hereof are made a part hereof. I FURTHER CERTIFY that this unit is in training category or class II that a total of 19 training assemblies for which pay is authorized has been held during the fiscal year beginning 1 July, 19 50 and that this unit was under field training from - - - , 19 - - - , to - - - , 19 - - - inclusive. *Authorized to receive pay
TOTAL AMOUNT DISBURSED 487 78		SIGNATURE OF UNIT COMMANDER  TYPED NAME, GRADE, AND ARM OR SERVICE DIXON WARREN 1st Lt SigC-USAR
COLLECTIONS JUL 31 1951		I CERTIFY that I have given this pay roll administrative examination; that I have checked it with the records of attendance pertaining thereto, and that from my personal knowledge, or from data presented by the unit commander and the instructor sergeant instructor on duty with the unit, the entries herein are correct; that each commissioned officer, warrant officer, and enlisted man has qualified for pay for the number of training assemblies, and/or other periods for which pay is actually due, shown; that each officer, warrant officer, and enlisted man on flying, glider, or parachute duty has performed flights or jumps as indicated in the remarks pertaining to his name; and that all requirements of law and regulations governing inactive duty training pay have been complied with.
TOTAL COLLECTIONS 487 78		I FURTHER CERTIFY that the authorized strength of this unit is 6-0 1-WO 26-EM in accordance with T/O No. or T/D No. 7-17N dated 15 November , 19 50 ; and that the unit commander is entitled administrative function pay.
PAID BY CHECK 22	487 78	
TOTAL AMOUNT ACCOUNTED FOR 487 78		
CERTIFICATE		
I CERTIFY that each officer claiming administrative function pay on this pay roll was actually and properly in command of this unit and faithfully performed the administrative functions in connection therewith during the period for which administrative function pay is claimed. (To be signed by next superior commanding officer having administrative functions or by the appropriate unit instructor, or senior instructor who has knowledge of facts.)		
SIGNATURE 	SIGNATURE OF UNIT INSTRUCTOR 	
TYPED NAME, GRADE, AND ARM OR SERVICE CHARLES G. COOPER Capt TC	TYPED NAME, GRADE, AND ARM OR SERVICE CHARLES G. COOPER Capt TC	

NME FORM 10 SEP 48

10-57982-1

Form prescribed by Comptroller General, U.S. Department of the Army, November 17, 1948

PAGE NO. _____

NAMES, BY GRADE, AND HOME ADDRESS OF ALL WHO WERE ASSIGNED TO THE UNIT OR ATTACHED THERETO DURING ANY PART OF THE PAY PERIOD WHETHER PRESENT OR ABSENT, AND ENLISTMENT PERIOD IN YEARS (a)	SERIAL NO. (Officers) AND DATE OF ENLISTMENT AND SERIAL NO. (E. M.) (b)	NUMBER OF YEARS SERVICE (c)	NUMBER OF TRAINING ASSEMBLIES OR OTHER PERIODS FOR WHICH PAY IS ACTUALLY DUE (d)	TOTAL NUMBER OF TRAINING ASSEMBLIES OR OTHER PERIODS PAID FOR OR ACCRUED FOR PAY DURING FISCAL YEAR (e)
1 0-2				
2 <u>1ST LTS</u> [Redacted] (WE-1) 2 Cobb Terrace Chapel Hill NC	6 Nov 45 [Redacted]	10	6	16
4 "atnd asmb 2,16 Feb; 2,22 Mar; 6,20 Apr/51"				
5 "Comd/orgn 1 Feb to 30 Apr/51 incl"				
5 "Orgn str Feb 26 Mar 22 Apr 21"				
6 0-1				
7 <u>2ND LTS</u> [Redacted] (WE-2) 204 Ruffin Dorm Chapel Hill NC	20 Apr 51 [Redacted]	4	1	1
9 "aptd 2nd Lt eff 20 Apr/51 and asgd org per par 13 ALO 141 Hq NCMD dtd 26 Apr/51"				
10 "atnd asmb 20 Apr/51"				
[Redacted] (WE-4) 48-C Glen Lennox Chapel Hill NC	10 Nov 48 [Redacted]	8	4	14
12 "atnd asmb 16 Feb; 22 Mar; 6,20 Apr/51"				
13 E-7				
14 <u>MASTER SERGEANTS</u>				
15 [Redacted] (WE-3) (3) 13-D Glen Lennox Chapel Hill NC	29 Dec 48 [Redacted]	8	4	16
16 "atnd asmb 2,16 Feb; 2,22 Mar/51"				
17 NOT USED				
18 NOT USED				
19 NOT USED				
20 NOT USED				

FOR USE OF PAYING OFFICE

BASE PAY AND LONGEVITY (g)		ADMINISTRATIVE FUNCTION PAY (h)		ADDITIONAL ITEMS OF PAY (i)		TOTAL AMOUNT DUE (j)		TOTAL AMOUNT OF STOPPAGES (k)		BALANCE PAID (m)		
												1
												2
64	13	22	50									3
												4
												5
												6
												7
												8
												9
												10
												11
												12
												13
												14
												15
												16
												17
												18
												19
												20

Amount Paid

→ 86 63

36 10

29 40

(FASTEN ALONG THIS EDGE)

NME FORM 10A
1 SEP 48

DATES OF TRAINING ASSEMBLIES FOR WHICH PAY IS AUTHORIZED (a)	ACTUAL & CON-STRUCTIVE ATTENDANCE OF OFFICERS (p)	ACTUAL & CON-STRUCTIVE ATTENDANCE OF EN-LISTED MEN (q)	TOTAL OF COLUMNS (p) & (q) (r)	ASSIGNED STRENGTH ON DATE OF ASSEMBLY (s)	PERCENTAGE OF ATTENDANCE AT ASSEMBLY (t)	CERTIFICATE				
						AVIATION PAY	PARACHUTE PAY			
2 Feb 51	2	16	18			I hereby certify that I have examined the training of each person claiming aviation pay that, during the period for which aviation pay is claimed, was, by orders required to participate regularly and frequently in aerial flights; and, in case each did participate in regular and frequent flights, while in a duty status, and requirements of Executive Order No. 9157, 7 May 1942 (Agos-1486).				
16 Feb 51	2	20	22			I hereby certify that during the period for which glider flight pay is claimed this pay roll, each such person was by orders of competent authority required to and frequently in glider flights, and in consequence of such orders each did part status, is sufficient glider flight to meet the requirements of Executive Order No. 9157, 7 May 1942 (Agos-1486).				
2 Mar 51	2	18	20			I hereby certify that, during the period for which parachute pay is claimed for this pay roll, each such person was not a flying pay status or glider-flight status; was an essential part of his military duty; that each such person has received a rating is undergoing training for such a rating; that each has been engaged in parachute performed the number of parachute jumps required by AR 35-1496.				
22 Mar 51	2	19	21							
6 Apr 51	2	13	15							
20 Apr 51	2	13	15							
<p>Above in comp with ltr TAG AGAO-S 353 (27 Jul 49) CSOPA-H AGAO-C 27 Jul 49</p> <p>Authority: Ltr TAG AGAO-5 353 (11 Aug 49) CSAGF-HE-M AGAO-C (15 Aug 49)</p>						<p>" I hereby certify that the asgd this unit was as follows:</p> <p>28 Feb 51.....3-23 31 Mar 51.....3-19 30 Apr 51.....2-19"</p> <p>" I certify that this unit is c a Category III to a Category II u 1 April 1950 per TWX Hq 3rd Army, NC Mil Dist 29 April 1950."</p> <p><i>Dixon</i> DIXON WARREN 1st Lt SigC-USAR Commanding</p>				
TOTALS						12	99	111		
PERCENTAGE OF ATTENDANCE FOR QUARTER (Total Column (r) divided by Total Column (s))										

Single name final pay voucher for West Point Cadet

50.05.26 44

IN 5470

PA 2109

FINAL PAYMENT ROLL—SUMMARY SHEET		D. O. VOUCHER No. <i>1111</i>
FOR SUBVOUCHERS _____ TO _____ INCLUSIVE		PAID BY
ORGANIZATION	REGIMENT	<i>W. F. CROCKER</i>

UNITED STATES CORPS OF CADETS		CLASS OF 1955	
STATION WEST POINT, NEW YORK		West Point Training	
PERIOD (Month and year) APRIL 1953	Class Year & Time of Training	PRINCIPAL ARMS	
APPROPRIATIONS			
2132010 1-156 P1130-01 S99-999	(SYMBOL)	(ALLOTMENT)	\$ 97 30
2132010 1-15 P1410-02 S99-999			23 70
TOTAL AMOUNT DISBURSED			\$ 121 00
SUMMARY OF ALLOTMENTS AND DEDUCTIONS			
CLASS D			\$
CLASS E			
CLASS F			
CLASS N			
QUARTERS DEDUCTION			
TOTAL ALLOTMENTS AND DEDUCTIONS			\$
COLLECTIONS—REPAYMENT TO APPROPRIATIONS AND MISCELLANEOUS RECEIPTS			
2130101 20-101 P4101350-145			5 30
215215			
214090 213511			1 70
TOTAL COLLECTIONS			\$ 7 00
TRUST FUNDS			
218930.1			\$
218930.3			
218930.6			
TOTAL COLLECTIONS			\$ 7 00
ARMY EXCHANGE; COMPANY FUNDS; ETC. (Paid by check)			\$
INDIVIDUALS PAID BY CHECK			
PAID BY CHECK TO ORDER OF TREASURER, USMA, FOR CREDIT TO ACCOUNT OF PAYEE			
TOTAL PAID BY CHECK (1)	DATE - 1 MAY 1953		\$ 114 00
TOTAL PAID BY CASH			\$
TOTAL AMOUNT ACCOUNTED FOR			\$ 121 00

11. 10. 1. 1. 1.
WEST POINT, N. Y.
SYN. 215-370
STAL. No. 955
(FOR USE OF PAYING OFFICE ONLY)

SUMMARY BY APPROPRIATION	
APPROPRIATION	AMOUNT
	\$
TOTAL,	\$

CERTIFICATE OF CERTIFYING OFFICER

I certify that this roll is made required by law and regulations at entries pertaining to each man and the subvouchers made a part hereof; that payment to the enlisted named on the attached subvoucher; prohibited by any provisions of law I the availability of the appropriation involved; that the amount appearing subvoucher attached has been determined to be due him on the basis of official and his having met all requirements and regulations entitling him there that he was at no time during the period which pay is due in a status which disqualify him from receiving the amount shown as due.

SIGNATURE OF CERTIFYING OFFICER

TYPED NAME AND GRADE

JAMES S SIMS
CWO, USA
Personnel Officer

CERTIFICATE OF WITNESSING OFFICER

I certify that I witnessed the payment amounts set forth in the attached vouchers prior to the signing of this certificate and that each man received the amount set forth with the exception of those marked "not paid."

SIGNATURE OF WITNESSING OFFICER

TYPED NAME AND GRADE

C.V. # 1801

ARMY COMPONENT:				FINAL PAYMENT—WORK SHEET			
LAST NAME	Name	FIRST NAME	MIDDLE NAME	ARMY SERIAL NO.	GRADE	D. O. VO SUBVOU	
█		█	(WE 1)	Service Number	Cadet		
HOME ADDRESS				ENLISTED OR INDUCTED AT		NAME OF	
513 ¹ / ₂ Oak Street, Johnstown, Pennsylvania						Lt (
DISCHARGED ON		STATION		ARRIVED U. S.		PERIOD (
24 Apr 53		West Point, New York				1 A	
LAST PAID				PREVIOUS ORGANIZATION (OR PLACE)		HON. DIS	
DATE: 31 Mar 1953		Discharge Date				Phy	
BY: Lt Col W F Crocker, FC				DATE OF TRF		Par	
MONTHLY DEDUCTIONS				PARTIAL PAYMENTS			
CLASS D	\$			\$		ACCRUED BASE AND LONGEVITY PAY	Fl A
CLASS E						FOREIGN SERVICE PAY	
CLASS F						FLYING PAY	
CLASS N						COMBAT INF. PAY	
TOTAL						EXPERT INF. PAY	
NO. OF MOS.						MEDICAL BADGE PAY	
TOTAL	\$		TOTAL	\$		PARACHUTE BADGE PAY	
STOPPAGES							
GOV'T LDRY, 215215				\$		GLIDER PAY	
G P L D-214888 213511					\$1 70	PAY FOR AWARDS	
C M FINES 218930.1						SOLDIER'S DEPOSITS	
S. H. DED 218930.6						INTEREST	
Taxable Income 864.90						FURLOUGH RATIONS	
Tax Withheld					5 30	QUARTERS ALLOWANCE	
						SUBSISTENCE ALLOWANCE @ \$1.35	1 A
						TRAVEL PAY (See Remarks)	395
						MUSTERING-OUT PAYMENT	\$
TOTAL				\$	7 00	TOTAL CREDITS	
REMARKS: Ent to Travel Pay fr West Point, New York				LESS PARTIAL PAYMENTS			
to Johnstown, Pennsylvania. 395 mi @ .06				ALLOTMENTS			
				TOTAL			
				LESS TOTAL STOPPAGES			
				NET BALANCE PAID			
APPROPRIATIONS				\$		IMPORTANT—THIS SEC	
						CHECK NO.	AMOUNT
							\$ //
				SOLDIER'S SIGNATURE (Certificate on reverse m)			

WAR DEPARTMENT FORM 372A Form prescribed by Comptroller General, U. S., 11 August 1946



CERTIFICATE

I hereby acknowledge receipt IN CASH of the amount stated on reverse, and in case of pa certify that I (my dependents) actually occupied quarters at the addresses shown during the peri during the current period for which allowances are claimed I have made contributions for the su hereon at a rate approximately equal to the rate of contributions for the support of the same dep and/or certificates herewith or heretofore submitted and that there has not been a material char nor degree of dependency as stated therein.

NAME OF DEPENDENT	RELATIONSHIP	A



☆ U. S. GOVERNMENT PRINTING OFFICE 16-45027-1

Single name Officer Statement of Service

STATEMENT OF SERVICE

IN CONNECTION WITH INCREASED PAY FOR LENGTH OF SERVICE

(In accordance with Paragraph 20b, AR 35-1110, 25 May 1950. To be filed with initial Pay and Allowance Accounts and any succeeding vouchers claiming additional longevity credits. List periods of service in chronological order.)

Name

Rank

Service Number

12 July 1955

SERVICE OR FILE NUMBER	NAME OF SERVICE MEMBER (Last - First - Middle)	GRADE, RATING OR RANK	CLASS
[Redacted]	[Redacted] Service Number [Redacted] Name [Redacted]	1st Lt	
<input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AF <input type="checkbox"/> MC	STATION OR SHIP		
<input type="checkbox"/> OTHER (Specify)	250th Trans Co (Amph Trk) USAR Fort Mason, Calif		
1 I CERTIFY THAT THE FACTS STATED AND DISCLOSED IN THIS CERTIFICATE ARE TRUE AND CORRECT FOR THE PURPOSE OF:			
a OBTAINING CREDIT FOR BASIC ALLOWANCE FOR QUARTERS PROVIDED FOR A MEMBER OF THE UNIFORMED SERVICES WITH DEPENDENTS ON AND AFTER (Use only a for the initial claim. Use a and b for all claims after the initial claim.)		DATE	
		10 Jul 55	
b SUBSTANTIATING ANY CREDITS FOR BASIC ALLOWANCE FOR QUARTERS PROVIDED FOR A MEMBER OF THE UNIFORMED SERVICES WITH DEPENDENTS DURING THE (Use a and b for all claims after the initial claim.)		SIX-MONTH PERIOD ENDING	
		<input type="checkbox"/> 30 JUNE 19 <input type="checkbox"/> 31 DECEMBER 19 <input type="checkbox"/> MO. PERIOD ENDING	
c OBTAINING CREDIT FOR BASIC ALLOWANCE FOR QUARTERS PROVIDED FOR A MEMBER OF THE UNIFORMED SERVICES WITH DEPENDENTS FOR THE PERIOD (Use only c for request for advance decision or determination.)		FROM TO	
		10 Jul 55 24 Jul 55	
2 DURING THE PERIOD STATED IN ITEM 1, THE PERSON NAMED BELOW WAS MY DEPENDENT. (If wife is not named as dependent, state reason on reverse)			
a NAME OF LAWFUL WIFE ¹		DATE OF MARRIAGE	ADDRESS
[Redacted] Name of wife or dependent [Redacted]		1 Feb 1942	3200 Annapolis Drive Bakersfield, Calif.
NAME OF LEGITIMATE CHILD ¹		DATE OF BIRTH	
b NAME OF ADOPTED CHILD ¹		DATE OF BIRTH	RELATIONSHIP TO CHILD BEFORE ADOPTION (If none, so state)
ADOPTED PURSUANT TO THE LAWS OF		AMOUNT OF SERVICE MEMBER'S MONTHLY CONTRIBUTION FOR SUPPORT OF CHILD	
		\$	
CERTIFIED COURT ORDER OF ADOPTION FILED HEREWITH OR WITH SUBSTANTIATING DOCUMENTS SUBMITTED TO THE <input type="checkbox"/> GENERAL ACCOUNTING OFFICE <input type="checkbox"/>			
DISBURSING OFFICER		SYMBOL NUMBER	MONTH AND YEAR
NAME OF PERSON CHILD RESIDED WITH		RELATIONSHIP	ADDRESS
THE ADOPTION BY ME WAS FOR THE CHILD'S BENEFIT; THE CHILD WAS NOT ADOPTED BY ME TO SECURE ANY PERSONAL OR PECUNIARY ADVANTAGE EITHER IN THE WAY OF INCREASE IN MY PAY OR ALLOWANCES OR OTHERWISE; THE CHILD WAS NOT POSSESSED OF PROPERTY OR INCOME ADEQUATE FOR OR HER SUPPORT; THE CHILD WAS NOT THE BENEFICIARY, EITHER DIRECTLY OR THROUGH OTHERS, OF ANY TRUST OR ESTATE ENTITLING THE CHILD TO INCOME ADEQUATE FOR HIS OR HER SUPPORT AND EDUCATION; I ACTUALLY AND NECESSARILY CONTRIBUTED FROM MY OWN PERSONAL FUNDS THE AMOUNT SHOWN ABOVE EACH MONTH, SOLELY FOR THE CARE, MAINTENANCE, SUPPORT, AND EDUCATION OF SUCH CHILD.			
c NAME(S) OF CHILD (CHILDREN) OF DIVORCED MEMBER WHO WAS (WERE) IN CUSTODY OF PERSON OTHER THAN CLAIMANT ¹			
NAME OF PERSON HAVING LEGAL CUSTODY, CARE AND CONTROL OF CHILD (CHILDREN) ¹		ADDRESS	
RELATIONSHIP OF CUSTODIAN TO CHILD (CHILDREN)		AMOUNT OF SERVICE MEMBER'S MONTHLY CONTRIBUTION FOR SUPPORT OF CHILD (CHILDREN)	
		\$	
DIVORCE DECREE GRANTED BY (Court - State - Date)		TYPE OF DECREE	DATE DECREE BECOMES FINAL
		<input type="checkbox"/> FINAL <input type="checkbox"/> INTERLOCUTORY	
NAME OF PERSON FORMER WIFE REMARRIED ¹		ADDRESS OF FORMER WIFE	
THE CHILD OR CHILDREN NAMED ABOVE WAS OR WERE MY LEGITIMATE CHILD OR CHILDREN NOW IN THE LEGAL CUSTODY, CARE AND CONTROL OF PERSON NAMED ABOVE. I PAID THE ALIMONY REQUIRED BY THE DECREE; (or where no alimony is required by the decree) I ACTUALLY CONTRIBUTED MONTHLY THE AMOUNT SHOWN ABOVE FROM MY OWN PERSONAL FUNDS FOR THE CARE, MAINTENANCE, SUPPORT AND EDUCATION OF SAID CHILD OR CHILDREN.			
3 DID THE ABOVE-NAMED DEPENDENT SERVE AS A MEMBER OF THE UNIFORMED SERVICES OR PARTICIPATE IN FULL TIME TRAINING DUTY WITH PAY FOR PERIOD STATED IN ITEM 1? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
4 DID THE ABOVE-NAMED DEPENDENT OCCUPY GOVERNMENT QUARTERS OR HOUSING FACILITIES UNDER THE JURISDICTION OF THE UNIFORMED SERVICES WITHIN THE PERIOD STATED IN ITEM 1? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
5 FIRST CERTIFICATE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		THERE HAS BEEN NO CHANGE IN THE STATUS OF DEPENDENCY OF THE ABOVE-NAMED DEPENDENT SINCE LAST CERTIFICATE WAS FILED EXCEPT AS NOTED ON REVERSE.	
6 IMPORTANT NOTE: Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than five years or both. Act 25 June 1948, 18 U.S.C. 287, 1001.		I WILL IMMEDIATELY NOTIFY MY DISBURSING OFFICER OF ANY CHANGE IN THE ABOVE-STATED DEPENDENT STATUS. DATE: 10 Jul 55 SIGNATURE OF SERVICE MEMBER: [Redacted] Officer's Signature	
¹ First Name - Middle Initial - Last Name.			

DD FORM 137
1 MAY 51

PREVIOUS EDITIONS OF THIS FORM MAY BE USED.
REPLACES NAVMC-811-SD WHICH IS OBSOLETE.

☆ U. S. GOVERNMENT PRINTING OFFICE: 1952 O-209657

Form approved by
Comptroller General
January 24, 1951

Multiple name Reserve Officer Pay Roll & Mileage Voucher

50.10.30.4.2 Tu 10396 Bf 304

PAY ROLL AND MILEAGE VOUCHER RESERVE OFFICERS		D.O. VOUCHER NO. 1130 GEO. M. SECKINGER LT COL FC S/N 231	
STATION 250TH TRANSPORTATION COMPANY (AMPHIBIOUS TRUCK) SAN FRANCISCO PORT OF EMBARKATION FORT MASON, CALIFORNIA		JUL 1955	
PERIOD (Month, Day, Year) 10 July 1955 TO 24 July 1955		Finance & Accounting Officer, SFPG Fort Mason, Calif. (For Use of Paying Office)	
APPROPRIATIONS			
SYMBOL	ALLOTMENT	\$	
2162070 656-9102 P8111-01 S04-225			747 12
2162070 656-9102 ^{P8171} P8181 -02 S04-225			112 68
TOTAL AMOUNT DISBURSED		\$	859 80
COLLECTIONS			
21F0101-20-101 P410-13 S04-197		\$	64 00
TOTAL COLLECTIONS		\$	64 00
PAID IN CASH	DATE		
	23 July 1955	\$	795 80
PAID BY CHECK		\$	
TOTAL AMOUNT ACCOUNTED FOR		\$	859 80
CERTIFICATES			
I CERTIFY THAT PAYMENT TO ME AS STATED ON THE WITHIN VOUCHER IS NOT PROHIBITED BY ANY PROVISIONS OF LAW LIMITING THE AVAILABILITY OF APPROPRIATION(S) INVOLVED; THAT DURING THE PERIOD STATED ON THIS VOUCHER, I WAS NOT IN RECEIPT OF A PENSION, DISABILITY ALLOWANCE, DISABILITY COMPENSATION, OR RETIRED PAY FROM THE GOVERNMENT OF THE UNITED STATES.			
QUARTERS ALLOWANCE I CERTIFY THAT DURING THE PERIOD FOR WHICH QUARTERS ALLOWANCE IS CLAIMED MY DEPENDENTS DID NOT OCCUPY PUBLIC QUARTERS WITH ME.			
<div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">CASH</div>			

DD FORM 1 MAR 50 201

REPLACES WD FORMS 31 AND 31a, 27 JUL 32, AND WD FORMS 329 AND 329a, 3 AUG 28, WHICH ARE OBSOLETE.

Form Approved By
Comptroller General, U. S.
January 12, 1950

PAGE NO. 2.

WE, THE SUBSCRIBERS, SEVERALLY CERTIFY THAT THE ACCOUNTS STATED OPPOSITE HAS NOT BEEN RECEIVED; THAT NO TRANSPORTATION, EITHER IN KIND OR ON GOVERNMENT WE HAVE RECEIVED THE SUMS SET OPPOSITE OUR RESPECTIVE NAMES, IN CASH WHERE SO ROLL, OR ATTACHED HERETO, ARE MADE A PART HEREOF.

NAME, GRADE AND SERVICE NUMBER	TAX WITH-HOLDING EXEMPTION	NUMBER OF YEARS SERVICE	AUTHORITY FOR TRAVEL	ALLOWANCE IN LIEU OF TRANSPORTATION			BASIC PAY
				POINTS FROM AND TO -	NUMBER OF MILES	AMOUNT OF MILEAGE AT \$ PER MILE	
Per par 1 LO #ADT 446 hq So Calif Sub-Dist and Ft MacArthur Calif dtd 2 May 55 the following Officers reported to AD and departed home 10 Jul 55 arrived San Francisco Port of Embarkation Ft Mason Calif 2000 10 Jul 55 departed tng sta 24 Jul 55 arrived home 24 Jul 55 and reverted to inact status 24 Jul 55.							
6 FIRST LIEUTENANTS							
7 [REDACTED]		4	12 #446	ADTL Bakersfield Calif to Ft Mason Calif and return.	626	37 56	198.3
2901 Berger St Bakersfield, Calif.				Dependency Established JUL 10 1955			
8 [REDACTED]		3	13 #446	ADTL Bakersfield Calif to Ft Mason Calif and return.	626	37 56	198.3
3200 Annapolis Dr Bakersfield, Calif.				Dependency Established JUL 10 1955			
9 [REDACTED]		1	9 #446	ADTL Bakersfield Calif to Ft Mason Calif and Return.	626	37 56	183.3
15 END OF ROLL							
16							
17							
18							
19							
20							
21							
22							
23							

24									
25									
26									

U. S. GOVERNMENT PRINTING OFFICE: 1950 O - 882500

OUR NAMES BELOW, ARE JUST AND TRUE IN ALL RESPECT; THAT PAYMENT THEREFOR TRANSPORTATION REQUEST, HAS BEEN FURNISHED, EXCEPT AS STATED BELOW; AND THAT NOTED, IN FULL PAYMENT THEREOF. APPLICABLE CERTIFICATES ON THE FACE OF THIS

INCENTIVE AND SPECIAL PAY	QUARTERS AND SUBSISTENCE ALLOWANCES	TOTAL AMOUNT DUE		TAXABLE INCOME		INCOME TAX WITHHELD		TOTAL COLLECTIONS		BALANCE PAID		SIGNATURE
												1
												2
												3
												4
												5
	47 10 23 94	307 50	198 90	15 60						291 90		6
												7
	47 10 23 94	307 50	198 90	20 60						286 90		8
												9
												10
												11
	23 94	244 80	183 30	27 80						217 00		12
												13
												14
												15
												16
												17
												18
												19
												20
												21
												22

Signature indicating receipt of pay

Fasten along this edge

4432.05 ASN 031-146

Computations and payment made by
 RALPH M. DOUNDS, Capt; FC;
 Class "B" Agent Officer
 Madigan Army Hospital, Tacoma, Wn
 Date SEP 6 1952

NME FORM NO 5
 1 MAY 48

REPLACES WD FD FORM 21
 WHICH IS OBSOLETE

Form prescribed by
 Comptroller General.

WE, THE SUBSCRIBERS, SEVERALLY CERTIFY THAT THE ACCOUNTS STATED OPPOSITE OUR RECEIVED; THAT THE TRAVEL FOR WHICH ALLOWANCE AT FIVE CENTS PER MILE IS HEREIN VEYANCE NOT OWNED OR OPERATED BY THE U. S. GOVERNMENT; THAT NO CLAIM HAS BEEN OR PORTATION REQUESTS; AND THAT WE HAVE RECEIVED THE SUMS SET OPPOSITE OUR RESPECTIVE

NAME	PLACE FROM WHICH ORDERED TO Travel allowance from Madigan Army Hospital to: (NAME OF CAMP)	AUTHORITY FOR ATTENDANCE
1 [REDACTED] (WE-1)	Bronx, New York	Order No.6, 9 May 1952, PIS&T, Univ of Pa.
2 [REDACTED] (WE-2)	Lake Peekskill, New York	" " "
3 [REDACTED] (WE-0)	Name and Rank of ROTC officer	" " "
4 [REDACTED] (WE-1)	Phila 43, Pa.	" " "
5 [REDACTED] (WE-1)	Ashville, N. C.	" " "
6 [REDACTED] (WE-1)	Phila 4, Pa.	" " "
7 [REDACTED] (WE-2)	Phila, Pa.	" " "
[REDACTED] (WE-1)	South San Francisco, Cal.	SO 3, 12 May 1952 PIS&T, College of Physicians & Surgeons, Dental School, San Francisco, Cal.
9 [REDACTED] (WE-1)	Fresno, Cal.	" " "
10 [REDACTED] (WE-1)	Santa Monica, Cal.	" " "
11 [REDACTED] (WE-0)	San Francisco, Cal.	" " "
12 [REDACTED] (WE-3)	San Francisco, Cal.	" " "
13 [REDACTED] (WE-1)	Palo Alto, Cal.	" " "
14 [REDACTED] (WE-1)	Richmond, Cal.	" " "
15 [REDACTED] (WE-1)	Berkeley, Cal.	" " "
16 [REDACTED] (WE-1)	Albany, Cal.	" " "

17	[REDACTED]	(WE-1)	No. Hollywood, Cal.	"	"	"
18	[REDACTED]	(WE-0)	San Francisco, Cal.	"	"	"
19	[REDACTED]	(WE-0)	Monterey, Cal.	"	"	"
20	[REDACTED]	(WE-3)	San Francisco, Cal.	"	"	"
21	[REDACTED]	(WE-1)	San Francisco, Cal.	"	"	"
22	[REDACTED]	(WE-3)	San Francisco, Cal.	"	"	"
23	[REDACTED]	(WE-1)	San Francisco, Cal.	"	"	"
24	[REDACTED]	(WE-3)	Chicago, Ill.	IO 3, 20 May 1954 PH S&T, Loyola Un		
25						

PAGE NO. 2

48 9760

FOR USE OF FINANCE DEPARTMENT ONLY

NAMES BELOW, ARE JUST AND TRUE IN ALL RESPECTS; THAT PAYMENT THEREFOR HAS NOT BEEN CLAIMED, WAS OR IS ON OFFICIAL BUSINESS AND WAS OR IS TO BE ACCOMPLISHED IN A COMMISSION WILL BE MADE HEREIN FOR TRANSPORTATION SECURED BY THE USE OF U.S. GOVERNMENT TRANSPORTATION NAMES IN CASH. UNLESS OTHERWISE STATED, IN FULL PAYMENT OF THE ACCOUNT.

NUMBER OF MILES	AMOUNT OF MILEAGE OR REIMBURSEMENT		PAY		With-Holding Tax	AMOUNT PAID		SIGNATURE OR CHECK NUMBER	
								ROTC officer's signature for receipt of payment	
3131	156	55	104	00	10	10	250	45	[REDACTED]
3154	157	70	104	00	None		261	70	[REDACTED]
3125	156	25	104	00	21	20	239	05	[REDACTED]
3039	151	95	104	00	10	10	245	85	[REDACTED]
2964	148	20	104	00	10	10	242	10	[REDACTED]
3039	151	95	104	00	10	10	245	85	[REDACTED]
3039	151	95	104	00	None		255	95	[REDACTED]
878	43	90	104	00	10	10	137	80	[REDACTED]
982	49	10	104	00	10	10	143	00	[REDACTED]
1243	62	15	104	00	10	10	156	05	[REDACTED]
878	43	90	104	00	21	20	126	70	[REDACTED]
878	43	90	104	00	None		147	90	[REDACTED]
908	45	40	104	00	10	10	139	80	[REDACTED]
863	43	15	104	00	10	10	137	05	[REDACTED]

(Fasten along this edge)

869	43	45	104	00	10	10				137	35	
868	43	40	104	00	10	10				137	30	16
1250	62	50	104	00	10	10				156	40	17
878	43	90	104	00	21	20				126	70	18
1000	50	00	104	00	21	20				132	80	19
878	43	90	104	00	None					147	90	20
878	43	90	104	00	10	10				137	20	21
878	43	90	104	00	None					147	90	22
878	43	90	104	00	10	10				137	80	23
2223	111	15	104	00	None					215	15	24
												25

PAGE NO. **3**

NME FORM NO 5 A
1 MAY 48

REPLACES WD FD FORM 21a
WHICH IS OBSOLETE

Form prescribed by
Comptroller General, U.
19 May 1948

Primary
Sources

Multiple name pay voucher

FAX REQUEST FOR MILITARY RECORDS/INFORMATION								DATE:			
<input type="checkbox"/>	ATLANTA (404) 736-2931 NRC (040)	<input checked="" type="checkbox"/>	DAYTON (937) 425-0646 NRDD (051)	<input type="checkbox"/>	KC/BANNISTER (816) 268-8036 NRE (060)	<input type="checkbox"/>	RIVERSIDE (Perris) (951) 956-2079 NRHP (091)	<input type="checkbox"/>	ST. LOUIS-CPR (314) 801-9269 NRPCR (061)	<input type="checkbox"/>	SEATT (206) 3 NRIS (1
<input type="checkbox"/>	BOSTON (781) 663-0154 NRAB (010)	<input type="checkbox"/>	DENVER (303) 407-5709 NRG (080)	<input type="checkbox"/>	KC/LEE'S SUMMIT (816) 268-8163 NRE (059)	<input type="checkbox"/>	PHILADELPHIA (215) 671-0273 NRBPT (021)	<input type="checkbox"/>	ST. LOUIS - VA (314) 538-4573 RMC (376)	<input type="checkbox"/>	WASH (301) 7 NWRW
<input type="checkbox"/>	CHICAGO (773) 948-9050 NRDC (050)	<input type="checkbox"/>	FORT WORTH (817) 334-5373 NRF (070)	<input type="checkbox"/>	KC/LENEXA (913) 825-7822 NRE (060)	<input type="checkbox"/>	PITTSFIELD (413) 236-3609 NRAP (011)	<input type="checkbox"/>	SAN FRANCISCO (650) 238-3509 NHRS (090)	<input type="checkbox"/>	ARCHI' (202) 2 NWCTE
RECORDS OF THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC											
Last Name, First Name, Middle Initial Veteran, Example, T.						Service Number/SSN 111111		Date of Birth 1/1/1932			
Branch of Service USAR						Dates: FROM				TO	
VA Claim Number				Prior Location				Date of Transfer			
Address At Time Of Entry Into Service								Local Board or Selective Service Number			
RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE OF SUBJECT VETERAN											
<input type="checkbox"/>	REPORT OF SEPARATION OR STATEMENT OF SERVICE (If neither are available, send copies of all VA Form 3101's)										
<input type="checkbox"/>	CASUALTY REPORT/REPORT OF DEATH (Date of Injury)										
<input type="checkbox"/>	FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial Information If Applicable)										
<input type="checkbox"/>	ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS										

<input type="checkbox"/>	ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS
<input type="checkbox"/>	LINE OF DUTY DETERMINATION REPORT (Report of investigation)
<input type="checkbox"/>	ADDRESS OF RECORD
<input type="checkbox"/>	PHYSICAL EVALUATION PROCEEDINGS
<input checked="" type="checkbox"/>	OTHER: Active for Duty pay voucher 250 th Transportation Company, Fort Mason CA 7/10/55 to 7/2
<input type="checkbox"/>	Request copies of General Court Martial Case Number: _____ Accession Number: _____ Box Number: _____ Stack Number: _____
	Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts circumstances when available. Include Appellate Review and all supplementary orders credited for review.
<input type="checkbox"/>	Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified i

ATTN FRC/VA: PLACE REPLY BELOW
(CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.)

<input type="checkbox"/>	RECORDS ENCLOSED	<input type="checkbox"/>	RECORDS NOT ON FILE
<input type="checkbox"/>	RECORDS TRANSFERRED TO:		ON:
<input type="checkbox"/>	RECORDS SENT TO VARO:		ON:
<input type="checkbox"/>	REMARKS:		

<p>PLEASE EMAIL, FAX OR MAIL BACK TO:</p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) ATTN: NRPM 9700 Page Avenue, Room St. Louis, MO 63132-5100</p> <p>PLEASE RETURN THIS FORM WITH YOUR REPLY</p>	<p>REQUEST NUMBER: 1-100000000</p> <p>FAX NUMBER: (314) 801-</p> <p>PHONE NUMBER: (314) 801-</p> <p>EMAIL: @NARA.GOV</p>
	<p>ATTENTION MAILROOM: THIS IS NOT A NEW REQUES</p>

- ✧ [Index Chart](#)
- ✧ [Air Force Medals Sidebar](#)

-
- ✧ [Air Medal](#)
 - ✧ [American Campaign Medal](#)
 - ✧ [American Defense Service Medal](#)
 - ✧ [Antarctica Service Medal](#)
 - ✧ [Armed Forces Expeditionary Medal](#)
 - ✧ [Armed Forces Reserve Medal](#)
 - ✧ [Army Aviator Badge](#)
 - ✧ [Army Commendation Medal](#)
 - ✧ [Army of Occupation of Germany WWI](#)
 - ✧ [Army of Occupation Medal WWII](#)
 - ✧ [Asiatic Pacific Campaign Medal](#)
 - ✧ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ✧ [Belgian Fourragère](#)
 - ✧ [Bronze Star Medal](#)
 - ✧ [Combat Infantryman Badge](#)
 - ✧ [Combat Medical Badge](#)
 - ✧ [Commendation Ribbon w/Metal Pendant](#)
 - ✧ [Distinguished Flying Cross](#)
 - ✧ [Distinguished Service Cross](#)
 - ✧ [Distinguished Service Medal](#)
 - ✧ [Distinguished Unit Citation](#)
 - ✧ [Diver Badges](#)
 - ✧ [Drill Sergeant Identification Badge](#)
 - ✧ [Driver and Mechanic Badge](#)
 - ✧ [European African Middle Eastern Campaign Medal](#)
 - ✧ [Expert Infantryman Badge](#)
 - ✧ [Explosive Ordnance Disposal Badges](#)

Pearl Harbor Commemorative Medal



The Pearl Harbor Commemorative Medal was established to honor those members of the Armed Forces who were in Hawaii and those civilian employees of the War Departments who were killed or wounded at Pearl Harbor on December 7, 1941. Presentations of the Pearl Harbor Commemorative Medal to eligible personnel or their next of kin were planned to coincide with the 50th anniversary of the attack on Pearl Harbor. The estimated number of former military service personnel who were eligible to receive the medal was about 105,500. There were 68 civilian employees reported killed at Pearl Harbor. An estimate of the number of civilian employees wounded in the attack is not available.

This medal is not distributed through normal supply channels. **For Army veterans, do not attempt to issue using the Army medals web form.** If the record of a former Air Force, Army Air Force, or Army Air Corps member indicates that he served at Pearl Harbor on December 7, 1941, issue the Pearl Harbor Commemorative Medal using the NA Form 13059. Write in the award on a blank line on the NA Form 13059. Click [here](#) for instructions to issue the [Pearl Harbor Commemorative Medal](#).

The Pearl Harbor Commemorative Medal was established on November 5, 1990.

Authorized Device/Appurtenance: None

Dates Authorized: WWII

Type of award: Commemorative Medal

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.44D
January, 1996

SUBJECT: **Penal/mental/correctional institution requests**

1. **Purpose.** This memorandum issues and transmits instructions for handling requests from Federal, state, county, and local penal/mental/correctional institutions (including police departments) for military service and medical data needed in planning welfare, treatment, and rehabilitation programs, and in making determinations concerning probation and parole.
2. **Cancellation.** NPRC 1865.44C is canceled.
3. **Reason for revision.** This revision: (1) corrects form numbers from GSA to NA; (2) provides for referring requesters to the VA toll-free telephone number, rather than to the office to which a medical record was charged out; and (3) updates the names and addresses of military facilities to which some requests must be forwarded. Also, some portions have been removed because they describe standard operating procedures that do not need to be repeated in individual memorandums, such as the need to make positive identification of the veteran of record before responding to the request.
4. **Instructions.** The instructions for answering these requests are contained in the attachment.
Exception: Requests from PRIVATE hospitals are not covered herein. See [NPRC 1865.103](#), ch. 4, for information on requests involving medical records.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13045, Informal Information Reply
NA Form 13051, Transmittal
NA Form 13053, National Personnel Records Center Acknowledgement/Referral
NA Form 13072, Summary of Military Service
NA Form 13075, Questionnaire About Military Service
NA Form 13098, NPRC Routing Slip
DD Form 214, Report of Separation from Active Duty
Standard Form 180, Request Pertaining to Military Records
WD AGO Form 40, Certificate of Disability for Discharge

DAVID L. PETREE
Director

**PENAL/MENTAL/CORRECTIONAL INSTITUTION REQUESTS (FEDERAL,
STATE, COUNTY, MUNICIPAL, INCLUDING REQUESTS FROM STATE, COUNTY,
AND MUNICIPAL PROBATION AND PAROLE OFFICES)**

1. **Release.** If the requester is verified as a "routine use" for the system of records, furnish the requested information from personnel and/or health records, or furnish copies. This includes, when specifically requested, information or copies pertaining to confinement and/or academic records. See [NPRC 1865.16](#), Release and Access Guide, [apps. A-E](#). The information may also

be released if the request is signed by the head of the agency and states the law enforcement activity for which the record is sought.

2. **Completing reply.**

- a. **Form of reply.** Make reply on request form, if it is suitable for such use. See [fig. 1](#). If not, use NA Form 13072, Summary of Military Service. See [fig. 2](#). If latter is used, be sure to show the requester's complete reference or file number. (The Illinois Department of Mental Health permits MPR to place a red checkmark next to items that are correctly shown on their requests, such as name, service number, etc., and then to show dates of service and character of discharge informally on the reverse. This is optional and need not be followed if the NA Form 13072 is used for the response. These requests are from the Department of Mental Health's Veterans Service Coordinators located in institutions throughout Illinois. This method may be suitable for other large scale requesters, but it should not be used without prior clearance by the Assistant Director for Military Records.)
- b. **Dates of service.** Show only active service. If there are several periods of continuous active service, all ending in the same character of discharge, show beginning date and ending date only. If not continuous, or if all periods did not end in the same character of discharge, show each period separately. Note that if there is no extended period of active duty for those veterans who had active duty for training only, the following should be written, "No active duty other than active duty for training." If there was not even any active duty for training, write, "No active duty or active duty for training. Only duty performed was _____." (An example would be ROTC.)
- c. **Separation information.** Furnish character of separation for each period of active service shown. If discharge was Bad Conduct, Dishonorable, Undesirable, or OTH, show the specific reason, character, and date of discharge on the remarks section of the form. The reason for separation can usually be obtained from the service record. If not, see [NPRC 1865.45](#), Requests from Federal probation officers, [par. 8](#). If discharge has been changed, show character to which changed. If discharge was reviewed but not changed, do not mention. If application for review has been received but action not completed, enter: "Application for review of discharge submitted, action not complete." (**Please note:** If discharge has been changed, do not mention the fact that it was changed.)
- d. **Disciplinary record.** Furnish only convictions by courts-martial. Show type, date, and offense. Be sure to enter "NONE" in this space, if applicable. Do not show non-judicial punishment. Copies of court-martial orders, regardless of branch of military service involved, should be furnished instead of transcribing the information when the orders are extensive in length and it appears that copying them will afford the most economical means of completing the request.
- e. **Sea and foreign service.** If requested, show inclusive dates of overseas and sea service, or show the total amount of such service if that is the way it is shown in the record or on the DD Form 214, Report of Separation from Active Duty. This may be shown to the nearest full month, 16 days or more being credited as a full month. If information is not available in the record, do not attempt to obtain it from other records, but respond that the information is not available. (All service aboard a Coast Guard vessel or ship of the U.S. Navy is to be counted as sea service.)
- f. **Special decorations or citations.** Show only personal decorations and awards for special meritorious service or acts, as follows:
 - Medal of Honor -Navy Achievement Medal
 - Distinguished Service Cross -Purple Heart

- Navy Cross -Gold Life Saving Medal
- Air Force Cross -Silver Life Saving Medal
- Distinguished Service Medal -Combat Action Ribbon
- Silver Star Medal -Airman's Medal
- Legion of Merit -Coast Guard Medal
- Distinguished Flying Cross -Bronze Star Medal
- Soldier's Medal -Navy and Marine Corps Medal
- Joint Service Commendation Medal -Air Medal
- Commendation Medal--Army, Air Force, Coast Guard, and Navy (which is also issued to Marine Corps members)
- Secretary of the Treasury Commendation for Achievement Award (Coast Guard)

g. **Medical information.** Furnish copies of reports and classification summaries of personality disorders or nervous or mental conditions. Furnish also the diagnosis and dates of treatment for serious injuries or illnesses of other types. If separation was by WD AGO Form 40, Certificate of Disability for Discharge, furnish a copy of the CDD. Complete medical histories of treatment for injuries and illnesses are not to be furnished unless specifically requested.

Make negative report if medical information has been requested and the record contains none. If records were lent to VA, inform requester to contact the VA at 1-800-827-1000. If the requester is listed as a "routine use" for the system of records or is an authorized representative of the veteran or next of kin, the VA claim number is released. If additional medical records are found, refer to [NPRC 1865.103](#), Requests involving medical records, for instructions. The record should also be screened for drug abuse patient treatment material, according to [NPRC 1865.103](#).

h. **Requests on [SF 180, Request Pertaining to Military Records](#), for separation documents.** Some institutions are use the SF 180 and check the block asking for replacement of a separation document. Disregard this and furnish only the usual information as called for above.

i. **Additional data requested.** Furnish any other data specifically requested.

j. **Inquiries concerning fire-related records.** Furnish data and/or documents from the organizational records if available. Reconstruct service record as much as possible. This includes a BIRLS check and procurement action the Department of Veterans Affairs for medical records and/or facts and circumstances if a claims folder is available. If the requested information cannot be obtained from the service record or auxiliary records sources, use NA Form 13045, Informal Information Reply, and NA Form 13075, Questionnaire About Military Service, to obtain more information.

3. **Action if records not yet received at NPRC.** Forward the request to the appropriate office. Inform the requester by NA Form 13053, National Personnel Records Center Acknowledgement/Referral. (This also applies to referrals to ARPERCEN.) Use [Standard Form 180](#) for determining where the requests should be sent, except that on Marine Corps and Navy cases the following applies:

- a. **Requests for MarCor/Navy service data only.** Forward Marine Corps requests to the Commandant, U.S. Marine Corps (Code MMSB-10), Washington, DC 20380. Forward Navy requests to the Bureau of Naval Personnel, PERS 312, Washington, DC 20370-5300. It is not necessary to forward these through the Navy Liaison Officer.
- b. **Requests for Marine Corps/Navy medical data only.** For Marine Corps medical data, forward the requests to Commandant, U.S. Marine Corps, Washington, DC 20390. For

Navy medical data, forward the request to Naval Reserve Personnel Center, New Orleans, LA 70149.

c. Requests for MarCor/Navy service AND medical data.

(1) Medical record on file but personnel record is not. Furnish medical data and inform requester that service data will be furnished by separate correspondence. File copy of request and reply in the medical jacket. Forward original of inquiry as outlined in [subpar. 3a](#), above. Note on the original that medical data have been furnished.

(2) Personnel record on file but medical record is not. Furnish service data and inform requester that medical data, if there is any, will be furnished by separate correspondence. File copy of request and reply in personnel record. Forward original of inquiry as outlined in [subpar. 3b](#), above. Note on the original that service data have been furnished.

4. Special instructions regarding Marine Corps Reservists and retirees.

a. **Fleet Marine Corps Reservists and retired personnel.** If the individual is retired and in receipt of retired pay or in the Fleet Marine Corps Reserve receiving retainer pay, forward copies of the request and reply to the Marine Corps Finance Center, Retired Pay Division, 1500 East 95th, Kansas City, Missouri 64197. Use NA Form 13051, Transmittal, prepared in duplicate. Place a check in the last box on the NA Form 13051 and write in the status of the individual (FMCR, USMCR RETD with pay). Attach the copy of the NA Form 13051 to the file copies of the request and reply and place in the appropriate folder.

b. **Marine Corps Reservists.** If the individual still has Marine Corps Reserve status and the military records thus are not yet at NPRC, forward request to Marine Corps Liaison Office, using NA Form 13098, NPRC Routing Slip.

5. **Signature and dispatch.** Replies are stamped, signed and dispatched in routine fashion, except that for Navy/Marine Corps medical records which contain a neuropsychiatric diagnosis, the stamped and signed reply is routed for review, with the records, to the Naval Medical Records Liaison Officer, using NA Form 13098.

PENAL/MENTAL/CORRECTIONAL INSTITUTIONS

Make reply on request form, if suitable. If form is not suitable for reply, prepare NA Form 13072, Summary of Military Service.

VERIFY THE FOLLOWING INFORMATION FOR ALL SERVICE BRANCHES:

- 1) **All** Active Duty Dates
- 2) Character of Service **and** Type of Separation - If character is OTH, show **reason** for discharge.
- 3) Courts-Martial - Do **NOT** furnish NJPs. Write "None" in space if applicable. Copies of the court-martial order(s) may be sent, if transcription would be lengthy.
- 4) Inclusive Dates of Foreign Service (From and To), **OR** Total Amount of Service (i.e. 2 Yrs., 10 Mo. 11 Days), if that is the way it is shown in record. (**NOTE:** All service aboard a Coast Guard vessel or ship of the U.S. Navy is to be counted as sea service.) Provide foreign service **ONLY IF REQUESTED**.

- 5) Personal Decorations and Awards for Special Meritorious Service or Acts, as follows:

- Medal of Honor
- Distinguished Service Cross
- Distinguished Flying Cross
- Navy Cross
- Air Force Cross
- Silver Star Medal
- Legion of Merit
- Navy and Marine Corps Medal
- Coast Guard Medal
- Soldier's Medal
- Secretary of the Treasury Commendation for Achievement Award (CG)
- Airman's Medal
- Bronze Star Medal
- Air Medal
- Purple Heart
- AF/Navy/Army/Coast Guard Commendation Medal
- Navy Achievement Medal
- Gold or Silver Life Saving Medal
- Joint Service Commendation Medal
- Combat Action Ribbon

Source: [NPRC 1865.44](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
 National Personnel Records Center
 St. Louis, Missouri 63132-5100

NPRC 3630.5
 November 20, 2000

SUBJECT: Performance Management Program for personnel in the NRPM Core Environment

1. **Purpose.** This memorandum establishes a program for appraising individual and team performance for NRPM employees in the Core Environment. It also provides instructions for taking appropriate action to acknowledge various levels of performance.
2. **Applicability.** The provisions of this memorandum apply to all NRPM personnel working in a Core Environment.
3. **References.** This memorandum supplements procedures prescribed in the following:
 - a. Chs. 43, 45, 53, and 54, title 5, United States Code (U.S.C.).
 - b. Parts 293, 300, 335, 430, 431, 451, 531, 532, and 771, title 5, Code of Federal Regulations (CFR).
 - c. Chs. 315 and 752, NARA Personnel 300.
4. **Forms.** This memorandum provides for the use of the following forms:
 - a. NPRC Test Form 00-1, Performance Management Program – Performance Plan
 - b. NPRC Test Form 00-2, Performance Management Program – Performance Appraisal
 - c. (Unnumbered) Supervisory Certificaton for WGI

R. L. HINDMAN
 Director

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CHAPTER 1. GENERAL INFORMATION

1. *Purpose.*

- a. This memorandum describes the performance appraisal process and the requirements for taking personnel actions on the basis of performance. This memorandum serves as the National Personnel Records Center (NPRC) performance management program for the NRPM Core Environment.
- b. The Performance Management Program provides a systematic process for integrating performance appraisal, pay, and awards systems with basic management functions for the purpose of improving individual and organizational effectiveness. This memorandum describes a performance appraisal program used at the National Personnel Records Center. The purpose of performance management is to use performance appraisal to assist in carrying out basic management and supervisory responsibilities by:

(1) Communicating and clarifying NARA goals and objectives;

- (2) Identifying individual and team accountability for the accomplishment of organizational goals and objectives;
- (3) Evaluating and improving individual, team, and organizational accomplishments; and
- (4) Using the results of performance appraisal as a basis for adjusting base pay, determining performance awards, training, rewarding, reassigning, promoting, reducing in grade, retaining, and removing employees.

2. **Coverage.** This memorandum applies to all NARA/NRPM employees within a Core Environment and excludes employees in excepted service positions for which employment is not reasonably expected to exceed 120 calendar days in a consecutive 12-month period.

3. **Definitions.**

- a. **Acceptable level of competence (ALOC).** Fully successful performance by an employee of the duties and responsibilities of his/her assigned position which warrants advancement of the employee's rate of basic pay to the next higher step of the grade of his/her position, subject to the requirements of [Chapter 5, Part 2](#).
- b. **Additional element.** A dimension or aspect of individual, team or organizational performance that is not a critical element. Such elements are not used in assigning a summary level but are useful for purposes such as communicating performance expectations and serving as the basis for granting awards.
- c. **Appointing authority.** The Archivist of the United States (N) or his/her designee.
- d. **Appraisal.** The process under which performance is reviewed and evaluated.
- e. **Appraisal period.** The period of time established by an appraisal system for which an employee's performance will be reviewed and a rating of record will be prepared. The annual appraisal period is from October 1 to September 30 of the following year.
- f. **Appraisal program.** The specific procedures and requirements established under the policies and parameters of an agency appraisal system.
- g. **Appraisal system.** A framework of policies and parameters established by an agency as defined at 5 U.S.C. 4301(1) for the administration of performance appraisal programs under subchapter I of chapter 43 of title 5, U.S.C., and this subpart.
- h. **Award.** Something bestowed or an action taken to recognize and award individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest.
- i. **Balanced score card.** Performance measurement of cost efficiency, timeliness of responses, team growth and development, and quality of customer service.
- j. **Contribution.** An accomplishment achieved through an individual or group effort in the form of a suggestion, invention, or special act or service in the public interest connected with or related to official employment, which contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.
- k. **Critical element.** A work assignment or responsibility of such importance that unacceptable performance on the element would result in a determination that an employee's overall performance is unacceptable. Such elements shall be used to measure performance only at the individual level.

- l. **Interim appraisal.** A performance rating prepared at a time other than at the end of the annual appraisal period.
- m. **Non-monetary award.** A form of recognition other than cash payment. They may be in the form of an honorary award or an informal recognition award. An Honorary award may be a medal, certificate, plaque, citation, badge, or other item that has lasting symbolic value. An informal recognition award must be an item of nominal value (no more than \$30) such as plaques, mugs, medals, T-shirts, calculators, pens, paperweights, and notepads.
- n. **Performance.** Accomplishment of work assignment or responsibilities.
- o. **Performance award.** A performance-based cash payment to an individual based on the individual's rating of record. This award is a lump-sum payment that does not increase base pay.
- p. **Performance award budget.** The amount of money allocated by NARA for distribution as performance awards to covered employees.
- q. **Performance management plan.** The description of NARA's methods which integrate performance, pay, and awards systems with its basic management functions for the purpose of improving individual and organizational effectiveness in the accomplishment of NARA's mission and goals.
- r. **Performance plan.** All of the written, or otherwise recorded, performance elements that set forth expected performance. A plan must include critical elements and their performance standards. A plan may also consist of additional elements and their standards. Development of individual employee performance plans must conform to agency-wide guidance on linking plans to organizational goals and strategic objectives.
- s. **Performance rating.** The written, or otherwise recorded, appraisal of performance compared to the performance standard(s) for each critical and additional element on which there has been an opportunity to perform for the minimum period. A performance rating may include the assignment of a summary level within a pattern (as specified in 5 CFR §430.208(d)). Performance ratings will be documented on NPRC Test Form 00-2, Group Member Performance Appraisal (see figs. [1-3.1](#) and [1-3.2](#)).
- t. **Performance standard.** The management-approved expression of the performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, quantity, timeliness, and manner of performance.
- u. **Quarterly progress review.** A review of the individual's and team's progress toward achieving the performance standards established in his/her performance plan. A progress review is not in itself a rating. Reviews will occur every December, March, and June.
- v. **Rating official.** The person responsible for establishing performance plans, appraising performance, and assigning ratings of records. Normally, this is the employee's immediate supervisor.
- w. **Rating of record.** The performance rating prepared at the end of an appraisal period (or at such other times as Chapter 5 of this chapter specifies for special circumstances) for performance of agency-assigned duties over the entire appraisal period and the assignment of a summary level.

- x. **Reviewing official.** The person responsible for reviewing and approving performance plans and appraisals. Normally, this is the rating official's supervisor.
 - y. **Special act or service.** A special act or service in the public interest in connection with or related to official employment.
 - z. **Summary level.** The summary levels for this program are Outstanding, Successful, and Unacceptable.
4. **Training.** All employees and rating and reviewing officials will receive orientation and training on this Performance Management Program as part of initial implementation and thereafter as required. This training encompasses all aspects, including performance appraisal, performance awards, within-grade increases (WGI), and quality step increases (QSI). As part of the annual review of the effectiveness of PMS, the Human Resources Service Division (NHHH) identifies performance management training needs and recommends approaches to filling these needs to the Assistant Archivist Office of Human Resources and Information Services (NH).
5. **Program evaluation.** NHH will periodically review the effectiveness of this Performance Management Program. This review includes operation of the appraisal system and programs, the criteria used for determining the distribution of salary increases and performance awards, and the effectiveness of the system as a basis for other personnel management decisions. The evaluation includes a review of performance appraisals, statistical information available in the automated personnel information system, and contacts with employees and their supervisors. NHH reports the results of this review and any recommendations for system improvements to NH.

CHAPTER 2. PERFORMANCE APPRAISAL

PART 1. PERFORMANCE APPRAISAL FOR INDIVIDUAL EMPLOYEES

1. **Coverage.** The performance appraisal process described in this section applies to all employees described in [Chapter 1, Paragraph 2](#).
2. **Performance plans.** The performance plan consists of critical elements and the performance standards for each element. The plan may also consist of additional elements and their standards.
 - a. The performance plan should be consistent with the employee's position description, but the performance plan must reflect the duties actually assigned to the employee. If a position description is out-of-date, it should be updated as part of the performance planning process.
 - b. Accomplishment of organizational objectives should be included in the performance plan, as appropriate, by including objectives, goals, program plans, work plans, or other measures of program results. This program must conform to agency-wide policy on linking individual employee performance plans to strategic goals and organizational objectives.
 - c. The rating official must establish the performance plan and communicate it in writing to the employee at the beginning of each appraisal period. This should be done before the appraisal period begins, but not later than 30 days after the beginning of the period. This is accomplished by providing the employee with a copy of NPRC Test Form 00-1 signed by the rating and reviewing officials. The employee should sign the appropriate block of the form to acknowledge receipt. Performance plans are in effect when given to the employee, whether or not the employee acknowledges receipt (see figs. [2-2.1](#) and [2-2.2](#)).

- d. A performance plan remains in effect until a new plan is issued under [subpar. c](#), provided the employee remains in the same position.
- e. The rating official may review and revise a performance plan at any time provided the employee is given any changes and revisions in writing, and the employee has the opportunity to work for a minimum period on the revised plan before being rated.
- f. Although supervisors have the final authority to assign work and set performance requirements, employees should have an opportunity to participate in performance planning. Supervisors can accomplish this by several means at their discretion, including:
 - (1) Joint development of the plan by the employee and supervisor;
 - (2) Development of a draft plan by the employee for the supervisor's review, revision, and approval;
 - (3) Development of a draft plan by the supervisor for review and comment by an employee or group of employees; or
 - (4) Development of a draft plan by a group of employees for the supervisor's review, revision, and approval.

3. **Critical elements.**

- a. These elements will be used for evaluating individual performance. A performance plan must include at least one critical element.
- b. This plan provides for three performance levels which apply to element ratings and summary ratings. The three levels are Outstanding, Successful, and Unacceptable (see fig. [2-3](#) for level definitions).
- c. A performance plan for an employee with supervisory responsibility must include at least one critical element which includes this responsibility. This element covers duties and responsibilities such as: assigning and reviewing work; managing leave; setting performance requirements and appraising performance; recommending or approving personnel actions; and resolving complaints and grievances. With the concurrence of NA, office heads may establish common performance elements and standards for their employees.

4. **Additional elements.** ([SEE PART 2](#))

5. **Performance standards.**

- a. To the extent possible, performance standards include objective measures of performance such as quality, quantity, cost efficiency, timeliness, and manner of performance, and may include other measures of performance as appropriate. Performance standards should be appropriate for the kind of work being measured. For positions that involve production of work items for which the supervisor can establish specific measures, numerical expressions of quantity, quality, and timeliness are appropriate. For positions that involve activities of a more judgmental nature, numerical standards may not be appropriate. For positions such as these, such terms as "usually", "most", "almost always", etc., provide more appropriate criteria.
- b. The rating official must establish performance standards at the Successful and Outstanding levels of performance for each critical element.

- c. Performance standards must take into consideration the performance level definitions in fig. [2-3](#).

6. **Development and approval of performance plans.**

- a. Supervisors who are accountable for accomplishing a unit's work are usually responsible for developing written performance plans for their employees. When performance requirements apply to employees in more than one organization, performance plans may be established at a higher management level. In either case, supervisors should encourage participation by employees.
- b. The reviewing official, or other official at a level higher than the supervisor who developed the plan, must review and approve the performance plan. This review and approval ensures that critical elements and performance standards:
- (1) Are consistent for similar positions in different organizations;
 - (2) Provide an objective means for measuring actual performance;
 - (3) Are sufficiently difficult to establish realistic requirements for successful performance and provide challenging requirements for performance above successful;
 - (4) Provide meaningful criteria for employees whose performance does not contribute towards achieving organizational goals and objectives or meet successful performance standards; and
 - (5) Reflect linkages to applicable organizational goals and strategic objectives.
- c. Reviewing officials approve plans as submitted, revise the plans, or return them to the rating official for revision. Reviewing officials must approve plans before they are issued to the employees.
- d. When there is a significant change in duties during the appraisal period, the supervisor should revise the employee's performance plan. Revised plans are effective upon approval by the reviewing official and issuance to the employee.
- e. When an employee is detailed, temporarily promoted, or otherwise temporarily assigned to another position within NARA for 120 calendar days or longer, the supervisor over the position the employee is temporarily assigned to must establish a performance plan for the temporary assignment. The performance plan should be provided to the employee in writing within 30 calendar days after the beginning of the temporary assignment.
- f. The detail of a NARA employee to another agency is subject to agreement with the other agency to provide appraisal information to NARA at the conclusion of the detail or at the end of the employee's appraisal period, whichever comes first. The performance appraisal is completed in accordance with the other agency's performance management plan. The rating official must give appropriate consideration, in accordance with subpars. [7b](#) and [j](#), to the appraisal information provided by the other agency.

7. **Individual performance appraisal.** Individual performance appraisal is the process of comparing actual job performance of the individual against performance standards, rating each Critical Element, and assigning a summary rating. In comparing actual performance against performance standards to determine an appropriate rating level, the rating official must consider: (1) the degree to which standards were met; and (2) the opportunity the employee had to demonstrate performance on the critical element (e.g., if an employee was not assigned work on

an element, the employee cannot be rated on that element). Rating and reviewing officials must provide written ratings of record to the employee as soon as practicable after the end of the appraisal period.

- a. **Quarterly progress reviews.** Rating officials should keep employees continuously informed about their level of performance. Rating officials must hold a progress review for each employee on a quarterly basis. As part of the quarterly progress review, or at such other time as deemed appropriate by the supervisor, a written performance appraisal must be prepared and given to the employee. Neither the progress review nor the written appraisal, if any, constitutes a rating of record. The progress review:
 - (1) Informs the employee of his/her level of performance by comparison with performance standards of critical elements. This should include a review of the team's performance (additional elements) as captured by the Balanced Scorecard measures for the team.
 - (2) Provides assistance to an employee whose performance does not meet the successful performance level; and
 - (3) Determines if the performance plan adequately covers the employee's duties and responsibilities.
- b. **Consideration of interim ratings.** The rating official must consider interim ratings received while the employee served in other positions, under other supervisors, upon transfer to NARA from another agency, or while on detail, temporary promotion, or other temporary assignment. The rating official may also consider information about the performance of an employee on a detail of less than 120 days. The rating official must include in the appraisal a statement of how any interim ratings were considered in completing the summary rating.
- c. **Element ratings.** Although standards should provide an objective basis for appraising performance, the appraisal process requires considerable judgment on the part of the rating official. To assign an appropriate rating on a critical element, performance on that element must clearly meet the standard for that level. To be rated outstanding on an element, performance must clearly and substantially exceed the standards for successful or meet the standards for outstanding, if any.
- d. **Narrative appraisal.** A performance appraisal must include a rating at one of the three performance levels on each critical element and an overall rating at one of the three levels. For any rating above or below successful, a narrative statement is required. The rating official may also provide a narrative statement for a successful rating. The narrative explains how the employee's actual performance met, exceeded, or failed to meet the appropriate standard, citing specific examples. Comments about matters which are not performance related (e.g., leave abuse, tardiness, or medical problems) must not be included in the appraisal. These problems are handled under disciplinary and adverse action procedures described in ch. 752, of NARA Personnel 300.
- e. **Minimum summary rating requirements.** Rating officials must assign summary ratings and ratings of record based upon assessment of the critical elements in accordance with the minimum requirements shown in fig. [2-7](#). Exceptions must be documented and approved by the reviewing official.
 - (1) An outstanding rating may be assigned only when all critical elements have been rated outstanding.

(2) A successful rating may be assigned only when no critical elements have been rated unacceptable and one or more critical elements are rated successful.

(3) An unacceptable rating is required when one critical element has been rated unacceptable. Such a rating also requires reassignment, reduction in grade, or removal, consistent with [Chapter 5, Part 1](#).

- f. **Discussion with employee.** Supervisors may consult with employees during the appraisal process and may obtain information from the employee and other sources about the employee's performance. The rating official's judgment, however, normally carries the greatest weight in the appraisal process. Reviewing officials must approve, summary ratings and ratings of record before they are communicated to employees. Rating officials cannot use a rating of record as the basis for a performance based action (including a WGI, QSI, or performance award) until the reviewing official approves the performance rating. When the rating official makes an unacceptable performance determination, he/she must discuss the action with the Employee Relations and Benefits Branch (NHHR) prior to discussion with the employee.
- g. **Performance counseling.** Once the reviewing official approves the appraisal, he/she returns the appraisal to the rating official for discussion with the employee. At this time, the rating official should discuss the basis for the rating and provide an honest assessment of the employee's accomplishments, failures, and areas for improvement. This discussion provides a useful opportunity to coach the employee in an effort to improve the employee's performance. If performance has been less than successful, the supervisor must assist the employee in improving performance to the successful level (see [par. 14](#)).
- h. **Resolution of disagreements.** Employees are encouraged to resolve disagreements about performance appraisals directly with the rating or reviewing official. The reviewing official must approve changes to the appraisal that affect the element ratings or rating of record. If disagreements cannot be resolved at this level, employees have grievance and appeal rights.
- i. **Detail to other agencies.** When an employee is detailed to another agency, the rating official must make a reasonable effort to obtain appraisal information from that agency. The rating official must consider the information received from the other agency when preparing the rating of record.
- j. **Appraising disabled veterans.** The performance appraisal and resulting rating of a disabled veteran may not be lowered because the veteran has been absent from work to seek medical treatment as provided in E.O. 5396.

8. **Required appraisals.**

- a. **Annual appraisal.** The rating official must complete a rating of record at the end of each fiscal year for each employee unless the employee has not held a position for the minimum appraisal period or has not worked under a performance plan for the minimum appraisal period (see [par. 9](#)). The rating is prepared on NPRC Test Form 00-2, Performance Management Program – Performance Appraisal.
- b. **Interim appraisals.** During the annual appraisal period, the rating official must complete an interim performance rating on NPRC Test Form 00-2 (provided the employee has served for the minimum appraisal period):
 - (1) When the employee changes positions such as by reassignment or promotion (including promotion to a higher level position in the same career ladder);

- (2) When the employee transfers to another Federal agency;
- (3) Prior to departure of the rating official by separation, reassignment etc.; and
- (4) At the conclusion of a detail, temporary promotion, or other temporary assignment for 120 calendar days or longer.

9. **Minimum appraisal period.** The minimum appraisal period is 90 days. In order to review an employee's performance and assign a summary level and rating of record, the employee must have held a position under a performance plan for this minimum appraisal period. To prepare a rating, the rating official must have held a supervisory position over the employee for the minimum period or otherwise have sufficient information about the employee's performance during the appraisal period. When an employee cannot be rated at the end of an appraisal period, the period is extended. (See [par 10](#)).
10. **Inability to rate.** When an employee cannot be rated at the end of the appraisal period, the appraisal period is extended for the amount of time necessary to meet the minimum appraisal period at which time a rating of record is prepared for the 90-day period.
11. **Approval of ratings.**
 - a. The reviewing official must review and approve, disapprove, or change all interim performance ratings and ratings of record.
 - b. The official with responsibility for managing the performance awards budget must approve all ratings of record.
12. **Forced distribution.** A rating distribution must not be prescribed for employees covered by this Performance Management Program. This prohibition does not preclude managers from carrying out their responsibility for reviewing standards for difficulty and strictness of application and assignment of ratings. This review ensures that only those employees whose performance exceeds normal expectations are rated at levels above successful.
13. **Management of rating process.** Managers are accountable for managing the performance management process within their areas of responsibility. On at least an annual basis, managers conduct a review of the following aspects of this Performance Management Program:
 - a. Quality and difficulty of performance standards;
 - b. Consistent and accurate application of standards in appraising performance;
 - c. Comparison of the rating distribution against organizational accomplishments;
 - d. Consistent application of provisions for performance-based personnel actions including WGs, QSI, performance awards, and actions based on unacceptable performance; and
 - e. Effectiveness of the performance management process in achieving organizational goals and objectives.
14. **Assisting employees.**
 - a. When a supervisor determines that the employee's performance is unacceptable, the supervisor must take prompt action to assist the employee in bringing his/her performance up to the successful level. The supervisor must discuss the problem fully and in depth with the employee, the reviewing official, and NHHR to determine appropriate and specific

remedial action. Such action may include closer supervision, additional instruction, or formal training. The supervisor should monitor performance closely.

- b. Counseling lets the employee know specifically how his/her performance is deficient, develops a course of action that enables the employee to improve his/her performance in deficient areas, and informs the employee of the possible consequences of unacceptable performance.
- c. If the employee's performance does not improve after providing counseling and assistance, a detail or reassignment to another position at the same grade (with a new performance plan with new elements and standards) may provide a change in job requirements or environment sufficient to improve the employee's performance to the successful level. However, detail or reassignment need not precede a reduction in grade or removal for unacceptable performance.

15. **Transfer of ratings.** When NARA transfers an employee's Official Personnel Folder (OPF) to another servicing personnel office, to another agency, or to the National Personnel Records Center (NRPC), NHHO must include with the OPF all performance ratings of record that are 4 years old or less, including the performance plan on which the most recent rating of record was based. NHHO must also identify the pattern that the summary rating was based on under the agency-wide system (pattern B) and the summary rating that was prepared when the employee changed positions or left NARA.
16. **Retention of performance appraisal records.** Performance ratings and supporting documents generally are not permanent records and are retained by NHHO as follows:
 - a. Ratings of record, performance plans on which they are based, and supporting documents are retained for three years.
 - b. Performance records that are withdrawn or superseded through an administrative or judicial procedure are destroyed.

PART 2. PERFORMANCE APPRAISAL FOR TEAMS

17. **Coverage.** The performance appraisal process described in this section applies to all employees described in [Chapter 1, Paragraph 2](#).
18. **Additional elements.** Additional elements are used to assess team, core, and organizational accomplishments and progress toward identified goals. In addition, team quality is tracked and information about trends or training needs can surface through the use of additional elements.
 - a. These elements capture the balanced scorecard measures of the team (cost efficiency, timeliness of responses, team growth/development and the quality of the team's customer service).
 - b. Additional elements are not used to derive a summary rating for the individual.
19. **Performance standards for additional elements.** To the extent possible, performance standards include objective measures of performance such as quality, quantity, cost efficiency, timeliness and manner of performance, and may include other measures of performance as appropriate. Performance standards should be appropriate for the kind of work being measured. For positions that involve production of work items for which the supervisor can establish specific measures, numerical expressions of quantity, quality, and timeliness are appropriate. For positions that involve activities of a more judgmental nature, numerical

standards may not be appropriate. For positions such as these, such terms as "usually", "most", "almost always", etc., provide more appropriate criteria.

20. ***Development of additional elements and standards.***

- a. Teams are accountable for developing performance plans for the team that are:
 - (1) consistent with the team's mission;
 - (2) provide an objective means for measuring actual performance; and
 - (3) are sufficiently difficult to establish realistic requirements for successful performance and provide challenging requirements for performance above the successful level.
- b. Additional elements capture (1) the team's quality of customer service, and (2) the balanced scorecard measures of the team that track the team's progress toward meeting strategic plan objectives.
- c. While additional elements are not used to derive a summary level, additional elements are used to revise team goals, identify training needs, recognize group achievements and to provide feedback to the team members.

21. ***Team performance appraisal.***

- a. Additional elements are used to evaluate the team's performance at the three summary levels.
- b. To be Outstanding, the team must be outstanding on all additional elements. Additional elements have no effect on the individual summary rating.
- c. ***Quarterly progress reviews.*** Rating officials should continuously keep the team informed about the team's level of performance. Rating officials must hold a progress review for the team on a quarterly basis. The progress review:
 - (1) Informs the team of the team's level of performance by comparison with performance standards of additional elements.
 - (2) Provides guidance/feedback to the team whose performance does not meet the successful performance level; and
 - (3) Determines if the team's performance plan is appropriate and makes adjustments as necessary.

CHAPTER 3. AWARDS

1. ***General.*** This part describes only individual and team performance awards, superior accomplishment awards, and quality step increases. This part does not preclude employees from being nominated and receiving other awards.

PART 1. PERFORMANCE AWARDS (INDIVIDUAL AND TEAM)

2. ***Individual awards.*** Individuals are awarded for their individual Outstanding performance as captured by all critical elements. If a cash award is granted, an Outstanding annual performance appraisal shall be the basis for a cash award of 3% of the first step of the employee's grade during the rating period.

3. **Team awards.** Awards for Outstanding team performance are possible on a quarterly basis. If cash awards for Outstanding team performance are given, awards are equally distributed among all team members.
 - a. All Additional Elements must be rated at the Outstanding level for the team to be eligible for a team award.
 - b. Awards can be paid at the end of each quarter (at the end of Dec., Mar., June, and Sept.).

PART 2. SUPERIOR ACCOMPLISHMENT AWARDS

4. **General.** This part describes the granting of superior accomplishment awards to Performance Management Program employees. Superior accomplishment awards are for contributions which are not considered in an appraisal of the employee's performance against the standards for his/her position. Included are awards for special acts, inventions, and suggestions. Superior accomplishment awards should be used to motivate employees to increase productivity and creativity by rewarding efforts which improve Government efficiency, economy, and effectiveness.
5. **Coverage.** All NARA employees are eligible for superior accomplishment awards.
6. **Appropriate use of superior accomplishment awards.** Superior accomplishment awards may not be used as a substitute for other personnel actions such as a pay increase or other monetary recognition (e.g., performance award, SES rank award, etc.).
7. **Requirements for superior accomplishment awards.** To be granted an award under this part, a contribution must:
 - a. Have been made while the contributor was a Government employee;
 - b. Be supported by a written justification separate from the employee's rating of record; and
 - c. Be approved at a management level higher than that of the individual who recommended use of the suggestion or invention, or recommended the award.
8. **Consideration for promotion.** Special achievement awards shall be given appropriate consideration in the rating and ranking of applicants under NARA's merit promotion plan.
9. **Funding.** NA shall ensure that adequate funding and administrative support is provided to run an effective superior accomplishment awards program.

PART 3. QUALITY STEP INCREASES (QSI)

10. **General.** The intent of law is to provide appropriate incentives as recognition for excellence in performance and to maintain pay distinctions in keeping with work and performance distinctions. While within-grade increases (WGs) are granted to those employees whose work is of an acceptable level of competence, the quality step increases (QSI) may be granted to those who demonstrate outstanding performance. This section describes the linkage between performance appraisal and QSI for GS employees.
11. **Coverage.** This section applies to employees in permanent positions classified and paid under the General Schedule who are paid at steps 1 through 9 of their grades.
12. **Purpose.** The QSI provides a means of recognizing outstanding performance by granting step increases at a faster rate than normal. The QSI is not intended as a reward for short-term

outstanding performance but rather as a recognition that the employee deserves a higher rate of pay because of outstanding performance demonstrated in the past and expected in the future.

13. **Level of performance required.** A QSI may be granted only to an employee who receives a rating of record of outstanding. The rating of record must document outstanding performance in the employee's current position for a period of at least 6 months.
 14. **Recommendation and approval.**
 - a. The rating official may consider granting a QSI to those rated outstanding when appropriate. However, a QSI is not required and is appropriate only under circumstances such as:
 - (1) When a clearly outstanding level of performance on a full range of duties has been sustained for such an extended period of time that it may be expected to continue in the future; or
 - (2) When an employee performs beyond the level of his/her position but cannot be promoted because of time-in grade or other restrictions.
 - b. The rating official makes a recommendation to grant or not grant a QSI at the time he/she prepares the annual rating of record. The reviewing official approves or disapproves the QSI recommendation.
 - c. NH grants final approval of QSI recommendations.
 15. **Restrictions.** Only one QSI may be granted to an employee in any 52-week period. A QSI may not be granted if the employee is given a performance award for the same appraisal period.
 16. **Effective date.** A QSI normally is effective on the first day of the first pay period that begins on or after the date the rating and QSI recommendation are received by NHHR.
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CHAPTER 4. WITHIN-GRADE INCREASE (WGI) FOR GS EMPLOYEES

1. **Earning within-grade increase.**

- a. A GS employee at step 1 through 9 at the grade for his/her position earns an increase to the next higher step of that grade only when the following requirements are met:
 - (1) The employee's performance of the duties and responsibilities of his/her position is at an acceptable level of competence.
 - (2) The employee has completed the required waiting period for advancement to the next step of the grade of the employee's position; and
 - (3) The employee has not received an equivalent increase (e.g., by promotion) during the waiting period. A QSI is not an equivalent increase.
- b. Normally, a WGI is effective on the first day of the first pay period following completion of the waiting period. When due to administrative error, oversight, or postponement, and a positive determination is made after the waiting period is completed, the effective date of the WGI is retroactive to the original date of eligibility.

2. **Certification of Acceptable Level of Competence (ALOC).**

The supervisor (rating official) makes the determination whether or not the employee is working at the acceptable level of competence.

- a. The Human Resources Operations Branch (NHHO) sends the supervisor the WGI certification notification approximately 60 days before the projected date of eligibility for the employee's WGI. (See fig. [4-2](#))
- b. The supervisor checks the "yes" block if the employee is performing at or above the Successful level and returns the WGI certification to NHHO for release of the WGI upon eligibility.
- c. The supervisor checks the "no" block if the employee is performing at the Unacceptable level and returns the certification to NHHO to **not** release the WGI. The supervisor contacts the Employee Relations and Benefits Branch (NHHR) to coordinate all actions necessary to properly deny the employee's WGI to include preparing a rating or record to document performance at the unacceptable level. The employee receives a letter from the supervisor that sets forth the following:
 - (1) The reasons for the denial of the WGI;
 - (2) How the employee must improve to earn the WGI.
- d. If NHHO does not receive the WGI certification response from the supervisor in a timely manner, a delay in processing the WGI may result. A delayed WGI that is subsequently processed will be retroactive to the original date of eligibility to include retroactive payment to the employee.

3. ***Delay in determination.***

- a. An acceptable level of competence determination is delayed when either of the following applies:
 - (1) The employee has not had the minimum period of time (90 days) to work under the performance standards of a written Performance Plan (NPRC Test Form 00-1) to demonstrate Successful performance and the employee has not received a performance rating in any position within 90 days before the end of the waiting period; or
 - (2) The employee is reduced in grade because of unacceptable performance to a position in which he/she is eligible for a WGI or will become eligible for a WGI within the 90-day minimum appraisal period.
- b. When an acceptable level of competence determination is delayed and a WGI is due, the rating official:
 - (1) Informs the employee that his/her determination is postponed and the rating period extended to allow the employee the minimum of 90 days to demonstrate acceptable competence (Successful or better performance); and
 - (2) Makes an acceptable level of competence determination based on the employee's performance at the end of the 90-day minimum appraisal period.
- c. If, after the delay, the rating official determines the employee's performance is at an acceptable level of competence, the WGI is granted retroactively to the beginning of the pay period following completion of the waiting period. The supervisor notifies NHHO by completing and returning the WGI certification notification to NHHO.

4. **Waiver of determination.**

- a. An acceptable level of competence determination is waived and the WGI granted when an employee has not served in any position for the 90-day minimum appraisal period during the final 52 calendar weeks of the waiting period for one of the following reasons:
 - (1) Absences that are creditable service under 5 CFR 531.406 (e.g., military service);
 - (2) Absences on paid leave;
 - (3) Receipt of service credit under the backpay provisions of 5 CFR Part 550, subpart H;
 - (4) Long term training; or
 - (5) Employee has had insufficient time to demonstrate an acceptable level of competence due to authorized activities not subject to appraisal (e.g., labor-management partnership activities).
- b. The rating official checks the "yes" block and forwards the WGI certification to NHHO to document an acceptable level of competence determination and release the employee's WGI.

5. **Reconsideration of negative determination.** The following procedures apply for reconsideration of a WGI denial:

- a. The employee or his/her representative may request reconsideration of a WGI denial determination by filing a written response not more than 15 calendar days after receiving the written notification of the WGI denial. The written request must state the reasons for requesting reconsideration. The deciding official may extend the 15-day time limit when the employee shows that he/she was not made aware of the time limit or if compelling circumstances prevented the employee from filing within the time limit.
- b. When an employee files a request for reconsideration of a WGI denial, NHHR establishes a reconsideration file. This file contains only documents made available to the employee or his/her representative. The employee has the opportunity to submit a written exception to any summary in the file of the employee's personal (oral) presentation. The file will include:
 - (1) The letter from the rating official denying the employee's WGI to include any ratings or performance data relevant for the WGI determination;
 - (2) The employee's written request for reconsideration;
 - (3) A report of investigation if an investigation was conducted;
 - (4) A written summary or transcript of any personal presentation made by the employee;
 - (5) The decision letter regarding the request for reconsideration; and
 - (6) Any other pertinent documents.
- c. The employee's rating official (usually the first-line supervisor) will allow an employee who is in a duty status, no more than 4 hours of official time to review the materials and prepare a request for reconsideration. The employee must request and obtain authorization for use of official time from the rating official.

- d. A written final decision is provided to the employee within 15 calendar days from the date of receipt of the employee's request for reconsideration. When the letter sustains the denial of the WGI, the letter must inform the employee of the reasons for the decision and of the employee's grievance and appeal rights.

6. **Granting a WGI after negative determination.**

- a. When a WGI has been denied, the rating official may, at any time at least 90 calendar days after the denial, determine that the employee has demonstrated sustained performance at the acceptable level of competence (Successful level or better). The rating official must review the employee's performance after each 52-week period following the original eligibility for the WGI.
- b. The rating official prepares and submits a new rating of record to NHHO/NHHR to document performance at the acceptable level of competence and to release the WGI that was previously denied.
- c. When an employee achieves an acceptable level of competence at some time following a WGI denial, the effective date of the WGI is the first day of the first pay period after the acceptable level of competence determination is made.

CHAPTER 5. OTHER PERFORMANCE-BASED ACTIONS

PART 1. REDUCTION IN GRADE AND REMOVAL

1. **Unacceptable performance.** Performance that fails to meet performance standards at the Successful level on one or more critical elements is unacceptable. Reduction in grade and removal because of unacceptable performance are taken under the authority of 5 U.S.C. 4303 and 5 CFR Part 432.
2. **Exceptions.** The procedures described in this section do not apply to the following actions (ch. 315 of NARA Personnel 300):
 - a. A reduction to the grade previously held by a supervisor or manager who has not completed the supervisory or managerial probationary period; or
 - b. A reduction in grade or removal of an employee who is serving a probationary or trial period under an initial appointment or who has not completed one year of current continuous employment under other than a temporary appointment limited to one year or less.
3. **Opportunity period.** An employee whose performance is unacceptable must be reduced in grade or removed, but only after the employee has been given a formal, written Performance Improvement Plan (PIP), to include a reasonable opportunity to demonstrate acceptable performance. The supervisor establishes the duration of the opportunity period after consultation with NHHR.
4. **Timing of action.** Actions based on unacceptable performance may be taken at any time during the appraisal period when an employee's performance is determined to be at an unacceptable level on one or more critical elements of the job and need not be delayed until the end of the appraisal period.
5. **Representation.** An employee against whom an action is proposed under [subpar. 6d](#) is entitled to be represented by an attorney or other representative of his/her choice. The deciding official

may disallow as an employee's representative an individual whose activities as a representative would cause a conflict of interest or position, an employee whose release from his/her official position would give rise to unreasonable costs to the Government, or an employee whose priority work assignments preclude his/her release from official duties.

6. **Procedures.** The following procedures apply to actions under this section.

- a. **Consultation with NHHR.** When a rating official believes an employee's performance is at an unacceptable level, he/she should contact NHHR to discuss appropriate procedures for informing the employee and counseling him or her on the performance deficiencies.
- b. **Notice of opportunity period.** The rating official must notify the employee in writing that he/she believes the employee's performance has reached an unacceptable level and that the employee will be given an opportunity to improve his/her performance. This notice will:
 - (1) Identify the critical elements for which performance is unacceptable;
 - (2) Inform the employee of the performance standards that must be reached in order to be retained;
 - (3) Give the employee a reasonable opportunity to demonstrate acceptable performance (see [par. 3](#)); and
 - (4) State the assistance which will be provided
- c. **Assistance to employee.** During the opportunity period, the supervisor provides active and appropriate assistance to help the employee improve his/her performance. This assistance may consist of closer supervision, counseling and guidance, formal training, or other assistance as determined by the supervisor.
- d. **Notice of proposed action.** If the employee's performance is still unacceptable at the conclusion of the opportunity period, the rating official prepares a written determination of unacceptable performance that requires reduction in grade or removal of the employee. An employee who is to be reduced in grade or removed is entitled to:
 - (1) Thirty calendar days' advance written notice of the proposed action specifying instances of unacceptable performance on which the proposed action is based, the critical elements involved in each instance of unacceptable performance, and, if a performance appraisal has been prepared, a copy of the performance appraisal on NPRC Test Form 00-2.
 - (2) Be represented by an attorney or other representative of the employee's choice;
 - (3) A reasonable period of time for the employee to answer orally and/or in writing. Normally, the time allowed should not be less than 15 calendar days following the date the employee receives the notice; and
 - (4) A written decision that specifies the instances of unacceptable performance on which the action is based (see [subpar. e](#)).
- e. **Written decision.** A written decision must be issued to the employee no later than 30 days after the expiration of the notice period. The deciding official may extend the notice period for no more than 30 additional days. A decision to remove or reduce in grade must be based on instances of unacceptable performance that occurred during the one-year period ending on the date of the notice of proposed action ([subpar. d](#)).

- f. **Approval of action.** A decision on an action under this section is made by the Director (NRP).
 - g. **Performance improvement.** If, due to performance improvement during the notice period, the employee is not reduced in grade or removed and the employee's performance continues to be acceptable for one year from the date of the advance written notice, all reference to the unacceptable performance is removed from any record relating to the employee. (See 5 CFR 432.107(b), p.328)
 - h. **Appeal rights.** An employee who is in the competitive service or is a preference eligible in the excepted service with one year of current continuous service who has been reduced in grade or removed for unacceptable performance is entitled to appeal to MSPB. Bargaining unit employees may appeal to MSPB or file a grievance under the negotiated grievance procedure, but not both. Appeal rights are set forth in the written decision described in [subpar. e.](#)
7. **Consideration of medical information.** An employee shall be given a reasonable time to furnish medical documentation (as defined in 5 CFR 339.102) if he/she wishes the deciding official to consider any medical condition which may contribute to his/her unacceptable performance. The employee must furnish this information no later than the date given to respond to the notice of proposed action.

PART 2. OTHER ACTIONS

8. **Promotions.** An employee whose current rating of record is below the successful level is not eligible for promotion under NARA's merit promotion plan and may not receive a career ladder or other noncompetitive promotion. (This does not apply to noncompetitive promotions required by law or regulation.) Selecting officials must consider performance appraisals in selecting candidates for competitive promotions as described in the merit promotion plan.
9. **Probationary period.**
- a. The supervisor considers an employee's performance against the critical elements and performance standards for the employee's position when deciding if the employee has successfully completed a probationary or trial period. This includes the probationary period required upon appointment in the competitive service, the trial period required by NARA upon appointment in the excepted service, and the probationary period for new supervisors and managers (see ch. 315 of NARA Personnel 300).
 - b. Performance plans for supervisory employees must include one or more critical elements that cover supervisory duties and responsibilities. Therefore, a rating official gives primary consideration to an appraisal against these requirements when determining if an employee has satisfactorily completed the supervisory or managerial probationary period.
10. **Reduction in force (RIF).** RIF procedures must comply with law, rules and regulations.
11. **Training and development.** In making decisions about employee training and development, supervisors give consideration to performance appraisals. Performance deficiencies identified in the appraisal process should cause the supervisor to consider formal training to assist the employee in improving performance to the Successful level. The appraisal process also identifies an employee's potential to perform other duties which, combined with formal training, may allow the organization to better utilize the employee.

Figure 2-3. Performance level definitions for critical elements

Outstanding. Rare, high quality performance which leaves little room for improvement. Performance consistently far exceeds standards established at the successful level and makes an unusual contribution towards achieving organizational objectives.

Successful. Good performance and work quality and quantity indicative of a fully competent employee. Performance meets all standards established at this level and contributes towards achieving organizational objectives.

Unacceptable. Performance inadequate for retention in the job. Performance fails to meet successful performance standards on one or more critical elements.

Figure 2-7. **Minimum rating requirements**

<i>To assign a summary rating of:</i>	<i>Critical elements must be rated:</i>
Outstanding	All outstanding
Successful	None rated unacceptable, at least one successful
Unacceptable	One unacceptable

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- ÿ [Army Medals Sidebar](#)

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- ÿ [Air Force Commendation Medal](#)
 - ÿ [Air Force Cross](#)
 - ÿ [Air Force Good Conduct Medal](#)
 - ÿ [Air Force Longevity Service Award](#)
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 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Gold Star Lapel Button](#)
 - ÿ [Good Conduct Medal \(Army\)](#)
 - ÿ [Honorable Service Lapel Button WWII](#)
 - ÿ [Korea Defense Service Medal](#)
 - ÿ [Korean Service Medal](#)
 - ÿ [Legion of Merit](#)
 - ÿ [Medal For Humane Action](#)
 - ÿ [Medal of Honor](#)
 - ÿ [National Defense Service](#)

Philippine Defense Medal



The Philippine Defense Medal is awarded for combat service in the defense of the Philippines from 8 Dec 41 to 15 Jun 42, if the person was:

1. a member of the Bataan or Manila Bay forces or of a unit, ship, or airplane under enemy attack; or
2. assigned or stationed in Philippine waters for at least 30 calendar days during this period.

A person who meets both conditions above is authorized to wear a bronze service star on the ribbon.

It is a red ribbon divided by wide white bands and centering three white stars that form a triangle. The single star is worn uppermost.

The Philippine Defense Ribbon was established: 1948

Authorized Device: [Bronze Service Star](#)

Dates Authorized: WWII

Type of award: International Award

Additional information about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: C7.5.1.1. page 69](#)

Medal

- ÿ Pearl Harbor Commemorative Medal
- ÿ Philippine Defense Medal
- ÿ Philippine Independence Ribbon
- ÿ Philippine Liberation Ribbon
- ÿ Philippine Presidential Unit Citation
- ÿ Presidential Unit Citation
- ÿ Prisoner of War Medal
- ÿ Purple Heart

- ÿ Republic of Korea Korean War Service Medal
- ÿ Republic of Korea Presidential Unit Citation

- ÿ Silver Star

- ÿ United Nations Medal
- ÿ United Nations Service Medal

- ÿ World War II Victory Medal

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 - ÿ [Army of Occupation Medal WWII](#)
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 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
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 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Philippine Defense Ribbon



The Philippine Defense Ribbon is awarded for service in the defense of the Philippines **from 8 December 1941 to 15 June 1942**, under either of the following conditions:

- a. Participation in any engagement against the enemy in Philippine territory, in Philippine waters, or in the air over the Philippines or over Philippine waters. An individual will be considered as having participated in an engagement if they meet one of the following:
 - (1) Was a member of the defense garrison of the Bataan Peninsula or of the fortified islands at the entrance to Manila Bay.
 - (2) Was a member of and present with a unit actually under enemy fire or air attack.
 - (3) Served on a ship which was under enemy fire or air attack.

[ÿ Flight Surgeon Badges](#)
[ÿ French Fourragère](#)

[ÿ Glider Badge](#)
[ÿ Gold Star Lapel Button](#)
[ÿ Good Conduct Medal](#)
[ÿ Guard, Tomb of the Unknown Soldier Identification Badge](#)

[ÿ Honorable Service Lapel Button WWII](#)

[ÿ Korea Defense Service Medal](#)
[ÿ Korean Service Medal](#)

[ÿ Legion of Merit](#)

[ÿ Medal of Honor](#)
[ÿ Medal of Humane Action](#)
[ÿ Meritorious Unit Commendation](#)
[ÿ Mexican Border Service Medal](#)
[ÿ Mexican Service Medal](#)

[ÿ National Defense Service Medal](#)
[ÿ Netherlands Orange Lanyard](#)

[ÿ Parachute Rigger Badge](#)
[ÿ Parachutist Badges](#)
[ÿ Pearl Harbor Commemorative Medal](#)
[ÿ Philippine Defense Ribbon](#)
[ÿ Philippine Independence Ribbon](#)
[ÿ Philippine Liberation Ribbon](#)
[ÿ Philippine Republic Presidential Unit Citation](#)
[ÿ Presidential Unit Citation](#)
[ÿ Prisoner of War Medal](#)
[ÿ Purple Heart Medal](#)

[ÿ Ranger Tab](#)
[ÿ Republic of Korea Korean War Service Medal](#)
[ÿ Republic of Korea Presidential Unit Citation](#)

[ÿ Silver Star](#)
[ÿ Soldier's Medal](#)

(4) Was a crewmember or passenger in an airplane which was under enemy aerial or ground fire.

- b. Assigned or stationed in Philippine territory or in Philippine waters for not less than 30 days during the period.
- c. Individuals who meet conditions set forth in a and b above are authorized to wear a bronze service star on the ribbon.

The Philippine Defense Ribbon was established: 1948

Authorized Device/Appurtenance: Service Star

Dates Authorized: WWII

Type of award: International Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-7](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

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- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Philippine Independence Ribbon



The Philippine Independence Ribbon is awarded to any recipient of both the Philippine Defense and Philippine Liberation ribbons. United States Army personnel authorized to wear the Philippine Independence Ribbon under the established criteria, may continue to wear the ribbon, provided the authority for such wear was recorded before 24 November 1954.

The Philippine Independence Ribbon was established in 1948.

Authorized Device/Appurtenance: Service Stars

Dates Authorized: WWII

Type of award: International Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-9](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

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Philippine Liberation Ribbon

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- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)



The Philippine Liberation Ribbon is awarded for service in the liberation of the Philippines **from 17 October 1944 to 3 September 1945**, under any of the following conditions:

(1) Participated in the initial landing operations on Leyte or adjoining islands from 17 October 1944 to 20 October 1944. An individual will be considered as having participated in such operations if he landed on Leyte or adjoining islands, was on a ship in Philippine waters, or was a crewmember of an airplane which flew over Philippine territory during the period.

(2) Participated in any engagement against the enemy during the campaign on Leyte and adjoining islands. An individual will be considered as having participated in combat if he meets all of the conditions set forth in [paragraph 9-8a \(2\) through \(4\)](#).

(3) Participated in any engagement against the enemy on islands other than those included in (2) above. An individual will be considered as having participated in combat if he or she meets any of the conditions set forth in [paragraph 9-8a\(2\) through \(4\)](#).

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

(4) Served in the Philippine Islands or on ships in Philippine waters for not less than 30 days during the period.

An individual who meets more than one of the conditions set forth in items shown above is authorized to wear a bronze service star on the ribbon for each additional condition under which he or she qualifies other than that under which he or she is eligible for the initial award of the ribbon.

The Philippine Liberation Ribbon was established: 8 March 1948.

Authorized Device/Appurtenance: Service Stars

Dates Authorized: WWII

Type of award: International Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-8](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

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Philippine Presidential Unit Citation



This emblem was awarded to members of the Armed Forces of the United States for services culminating in the liberation of the Philippine Islands during the Second World War. The conditions were the same as would be required for award of the Presidential Unit Citation of the United States. The award is made in the name of the President of the Republic of the Philippines. The ribbon is slightly larger for the Army and worn on the right breast; for the other services, the ribbon is the standard size.

Established in 1948.

Authorized Device: None

Dates Authorized: WWII

Type of award: Foreign Unit Award

Additional information about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: C7.5.2.1. page 76](#)

-
- ÿ [Air Force Commendation Medal](#)
 - ÿ [Air Force Cross](#)
 - ÿ [Air Force Good Conduct Medal](#)
 - ÿ [Air Force Longevity Service Award](#)
 - ÿ [Air Force Outstanding Unit Award](#)
 - ÿ [Airman's Medal](#)
 - ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation Medal](#)
 - ÿ [Asiatic-Pacific Campaign Medal](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Gold Star Lapel Button](#)
 - ÿ [Good Conduct Medal \(Army\)](#)
 - ÿ [Honorable Service Lapel Button WWII](#)
 - ÿ [Korea Defense Service Medal](#)
 - ÿ [Korean Service Medal](#)
 - ÿ [Legion of Merit](#)
 - ÿ [Medal For Humane Action](#)
 - ÿ [Medal of Honor](#)
 - ÿ [National Defense Service](#)

Medal

- ÿ Pearl Harbor Commemorative Medal
- ÿ Philippine Defense Medal
- ÿ Philippine Independence Ribbon
- ÿ Philippine Liberation Ribbon
- ÿ Philippine Presidential Unit Citation
- ÿ Presidential Unit Citation
- ÿ Prisoner of War Medal
- ÿ Purple Heart

- ÿ Republic of Korea Korean War Service Medal
- ÿ Republic of Korea Presidential Unit Citation

- ÿ Silver Star

- ÿ United Nations Medal
- ÿ United Nations Service Medal

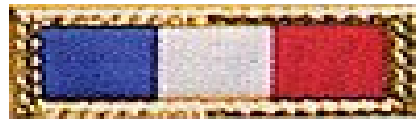
- ÿ World War II Victory Medal

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 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Philippine Republic Presidential Unit Citation



The Philippine Republic Presidential Unit Citation was awarded to certain units of the Armed Forces of the United States in recognition of participation in the war against the Japanese Empire during the periods **7 December 1941 and 10 May 1942, inclusive, and 17 October 1944 to 4 July 1945, inclusive**. Not more than one Philippine Republic Presidential Unit Citation will be worn by an individual and no oak leaf cluster or other appurtenance is authorized. **This medal is not issued by the Army.** It may be purchased from civilian dealers in military insignia.

Established in 1948.

Authorized Device/Appurtenance: None

Dates Authorized: WWII

Type of award: Foreign Unit Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-21](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

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PHOTOCOPY PROCEDURES		
SITUATION	WHAT TO DO	WHAT NOT TO DO/COMMENTS
Auto-Exposure	Use the auto-exposure setting while photocopying with the lid up.	Using the auto-exposure setting with the lid up keeps the photo copies from coming out too dark.
Auto-Feeder	Raise the photocopy machine lid and place documents directly on the photocopy machine platen (glass).	Using the auto-feeder is strictly prohibited for all documents, archival and non-archival.
Blank Documents	Photocopy every document that is provided.	Do not skip blank pages in service record books.
Colored Paper	Wood Pulp paper (brownish orange color), pink, blue, green and yellow: Adjust the photocopier to the lowest setting to lighten document.	Do not photocopy without adjusting the photocopier's exposure.
Document text too light or too dark to read?	Change the manual exposure setting to lighten or darken the document.	Do not use the Auto-Exposure.
Glued Documents	Carefully bend glued-documents over to photocopy information that is underneath the glued document.	Do not tear glued document apart. Do not push down on lid while photocopying glued documents. It might be better to photocopy with the lid up; adjust the photocopier accordingly.
Manual Exposure	Use the manual exposure setting while photocopying with the lid down.	The manual exposure setting lightens or darkens the document.
One-sided Photocopies Only	Make photocopies on one side only (make every two-sided document into two one-sided documents).	Do not make two-sided photocopies.
Photocopier lid position	To get the best image, photocopy with the lid down whenever possible. Exceptions are noted throughout this document.	Do not push down on the lid to straighten a document.
Photocopy	Only one record is allowed on	Photocopying multiple records at the

one record at a time	the photocopy stand at any given time.	same time increases the risk of putting documents in wrong records.
Rubber-Bands	When photocopying is completed, place all documents carefully and neatly back into the technician's folder.	Do not place rubber bands around documents inside a file or jacket. When placing rubber bands on jackets or folders, make sure the rubber bands are not cutting into the edges of any document.
Service Record Books	Carefully photocopy service record books. Copy all pages, even blank pages, in the service record books.	Do not push down on the lid while photocopying.
Staples and other Fasteners in Documents	Return the documents to their preparer for correction/proper prepping, unless a document is stapled to a backing to support it (examples include EKG strips and photographs).	Do not remove staples or fasteners from documents. Technicians have the proper tools and were trained in proper techniques for removing staples and other types of fasteners.
Tissue Paper	Photocopy all tissue paper documents with the lid down.	If documents are photocopied with the lid up there is a chance that information on the back of the document will 'bleed' through.

INDIVIDUAL PHOTOGRAPHS and PHOTOGRAPHS RELATING TO OTHER MILITARY SUBJECTS (all service departments)

Last Updated: 11/25/2013

1. General Information

- a. **Sources.** Requests for photographs are received from various sources. Most requesters are seeking photographs of individual veterans. Others may request photographs of organizational groups, ships or vessels, aircraft, cemeteries, gravesites, or similar subjects.
- b. **Availability of individual photographs.** Individual photographs were not required of all persons who served in the Armed Forces. Photographs are most commonly found in the records of regular commissioned personnel of all branches of service and in the records of Marine Corps enlisted personnel. They are found in some of the Coast Guard and Navy enlisted records, but are seldom found in the Army and Air Force enlisted records.
- c. **Original photographs.** All original photographs in an Official Military Personnel File (OMPF) must stay in the record. If appropriate, send a photocopy of the photograph to the requester. NEVER send an original photograph to any requester, even when the OMPF contains duplicate photographs.
- d. **Negatives.** An OMPF may contain a negative from which a photograph can be made.
- (1) Negatives are most commonly found in the Navy WWII Enlisted and Navy PWW Enlisted records, but are sometimes found in records from other series.
- (2) **The negatives are usually in sleeves or small envelopes. NEVER take a negative out of its container.**
- (3) Do NOT attempt to make a print from a negative using a microfiche reader-printer.
- (4) Negatives are fragile. To avoid scratches, cracking, fingerprints, or other types of damage, Archival Operations will arrange for all prints being made from negatives.
- e. **Procedures.** Table 1 contains a summary of the actions to be taken for specific requests and circumstances. Detailed procedures for those actions are contained in paragraphs 2-5 below.

<i>What Does the Requester Want?</i>	<i>Does the OMPF Contain a Photograph or Negative?</i>	<i>Procedures If the Request Involves A Non-Archival OMPF</i>	<i>Procedures If the Request Involves An Archival OMPF</i>

A photograph and other information	NO	Add this pattern paragraph to the response letter: Personnel-Related Information» Photograph Not On File	
	YES, a photograph	Send a redacted photocopy of the photograph	Notify the Coach or ET: Transfer the request to Archival Operations (RL-SL)
	YES, a negative	Notify the Coach or ET: Put the request in suspense and request a photo from Archival Operations	
	YES, a photograph AND a negative	Send a redacted photocopy of the photograph	
A photograph only	NO	Add this pattern paragraph to the response letter: Personnel-Related Information» Photograph Not On File	
	YES, a photograph	Send a redacted photocopy of the photograph	Notify the Coach or ET: transfer the request to Archival Operations (RL-SL)
	YES, a negative	Notify the Coach or ET: Put the request in suspense and request a photo from Archival Operations	
	YES, a photograph AND a negative	Send a redacted photocopy of the photograph	

Table 1, Summary of Procedures - Requests for Photographs

2. Procedures: Requests involving an archival OMPF for a complete copy AND a veteran's photograph.

- a. Order the record for the veteran named in the request and determine (or verify) its archival status.

b. If the archival OMPF contains a negative or a photograph:

- (1) Notify your Coach or Expert Technician (ET), who will send an email to **stl.archives@nara.gov** with the SR number and "Request for Photograph" in the subject line to transfer the SR to Archival Reference in the Archival Operations (RL-SL).
- (2) The Archival Reference staff will contact the Coach or ET to make arrangements to pick up the OMPF.
- (3) The Archival Reference staff in RL-SL will complete the response to the request.

c. If the archival OMPF does not contain a negative or a photograph, do not transfer this request to RL-SL. Send an invoice to the requester and include the following pattern paragraph in the response letter: [Get Pattern Paragraph»Personnel Related Information»Photograph not on file.](#)

3. Procedures: Request for ONLY a veteran's photograph from an archival OMPF

- a. Order the record for the veteran named in the request and determine (or verify) its archival status.
- b. If the archival OMPF contains a negative or a photograph:

- (1) Notify your Coach or Expert Technician (ET), who will send an email to **stl.archives@nara.gov** with the SR number and "Request for Photograph" in the subject line to transfer the SR to Archival Reference in the Archival Operations Branch (RL-SL).
- (2) The Archival Reference staff will contact the Coach or ET to make arrangements for pick up by an Archivist or delivery by a Coach or ET of the OMPF.
- (3) The Archival Reference staff in RL-SL will complete the response to the request.

c. If the archival OMPF does not contain a negative or a photograph, use the following pattern paragraph to direct requester to the proper source: [Get Pattern Paragraph»Personnel Related Information»Photograph not on file.](#)

4. Procedures: Request for a veteran's photograph from a non-archival OMPF. *Also see in the CRG under [Freedom of Information Act \(FOIA\) Requests, Information that can be Released Under FOIA the section about furnishing a Photograph.](#)*

- a. A copy of a photograph can be sent to any requester: the veteran, a deceased veteran's next of kin, a routine user, an authorized third party, or a member of the general public.
- b. If the OMPF contains a **photograph**:

- (1) **NEVER** send an original photograph even if duplicates are in the record.
- (2) Make a clear photocopy of best and most recent photograph.
- (3) Redact personal identifying information (including the social security number or date of birth) from photocopy with a black marker.

- (4) Duplicate the redacted copy; furnish that duplicate to the requester.
- (5) Place the redacted black-marker copy in an acid-free folder inside the record. Write the SR number in pencil on the outside of the acid-free folder.

c. If the OMPF contains a **negative**:

- (1) Notify your Coach or ET to send an email message to stl.archives@nara.gov with the SR number and "Request for Photograph from Negative" in the subject line. Place the SR in suspense.
- (2) The RL-SL staff will contact the Coach or ET to pick up the OMPF and arrange to have a print be made by RXS.
- (3) The RL-SL staff will return the OMPF and the photograph (print) to the coach or ET within one work day.
- (4) When you receive the OMPF and photograph, take the SR out of suspense and complete the case.

5. **Procedures: Requested photographs not on file in St. Louis.** If the requested photographs are not on file in St. Louis, use the appropriate pattern paragraph as described below to provide the requester with information about other possible sources for photographs.

- a. When a requested veteran's photograph is not present in a fire-related OMPF, use the pattern paragraph [Get Paragraph»Fire Related Records»Photograph not available](#)
- b. When a requested veteran's photograph is not present in an OMPF that is not fire related, use the pattern paragraph [Get Paragraph»Personnel Related Information»Photograph not on File](#)
- c. When the request involves photos of organizational groups, ships or vessels, aircraft, cemeteries, gravesites, or other military topics, use the pattern paragraph [Get Paragraph»Personnel Related Information»Photograph not on File](#).
- d. The pattern paragraphs contain the following table of contact addresses.

SOURCES FOR PHOTOGRAPHS of ORGANIZATIONAL GROUPS, CEMETERIES, GRAVESITES, and OTHER MILITARY SUBJECTS	
DEPARTMENT of DEFENSE	
1982-Present	Contact Address
Air Force/Army/Navy/Marine Corps	[00522] Department of Defense Still Media Records Center

	Code SSRC Washington, DC 20374-1681
Prior to 1982	Contact Address
Air Force/Army/Navy/Marine Corps	[00124] Special Media Archives Services Division National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001
COAST GUARD	
Prior to 1962	Contact Address
Coast Guard	[00124] Special Media Archives Services Division National Archives at College Park 8601 Adelphi Road College Park, MD 20740-6001
1960-Present	Contact Address
Coast Guard	[00523] Commander Military Personnel Command (G-BPR) 2100 2nd Street, SW Washington, DC 20593
NATIONAL CEMETERIES, GRAVESITES, and MEMORIALS	
Burial in a national cemetery in a foreign country	[00126] American Battle Monuments Commission Courthouse Plaza II, Suite 500 2300 Clarendon Boulevard Arlington, VA 22201
Burial in Arlington National Cemetery or the Soldiers Home	[00192] Arlington National Cemetery Arlington, VA 22211
Burial in a national cemetery in the continental United States, including	[00199] U.S. Department of Veterans Affairs National Cemetery Administration (43A1)

the National Memorial Cemetery of the
Pacific at Honolulu

810 Vermont Ave., NW
Washington, DC 20420

Source: [NPRC 1865.80](#)

PATIENT INDEX RETRIEVAL SYSTEM (PRS) UPDATE

Quick Reference Sheet

The Patient Index Retrieval System (PRS or PIRS) has recently been updated to include entries identifying inpatient treatment for military and dependents into 2001. The PRS update is accessible from the Novell Application Launcher through a new icon. See table below.

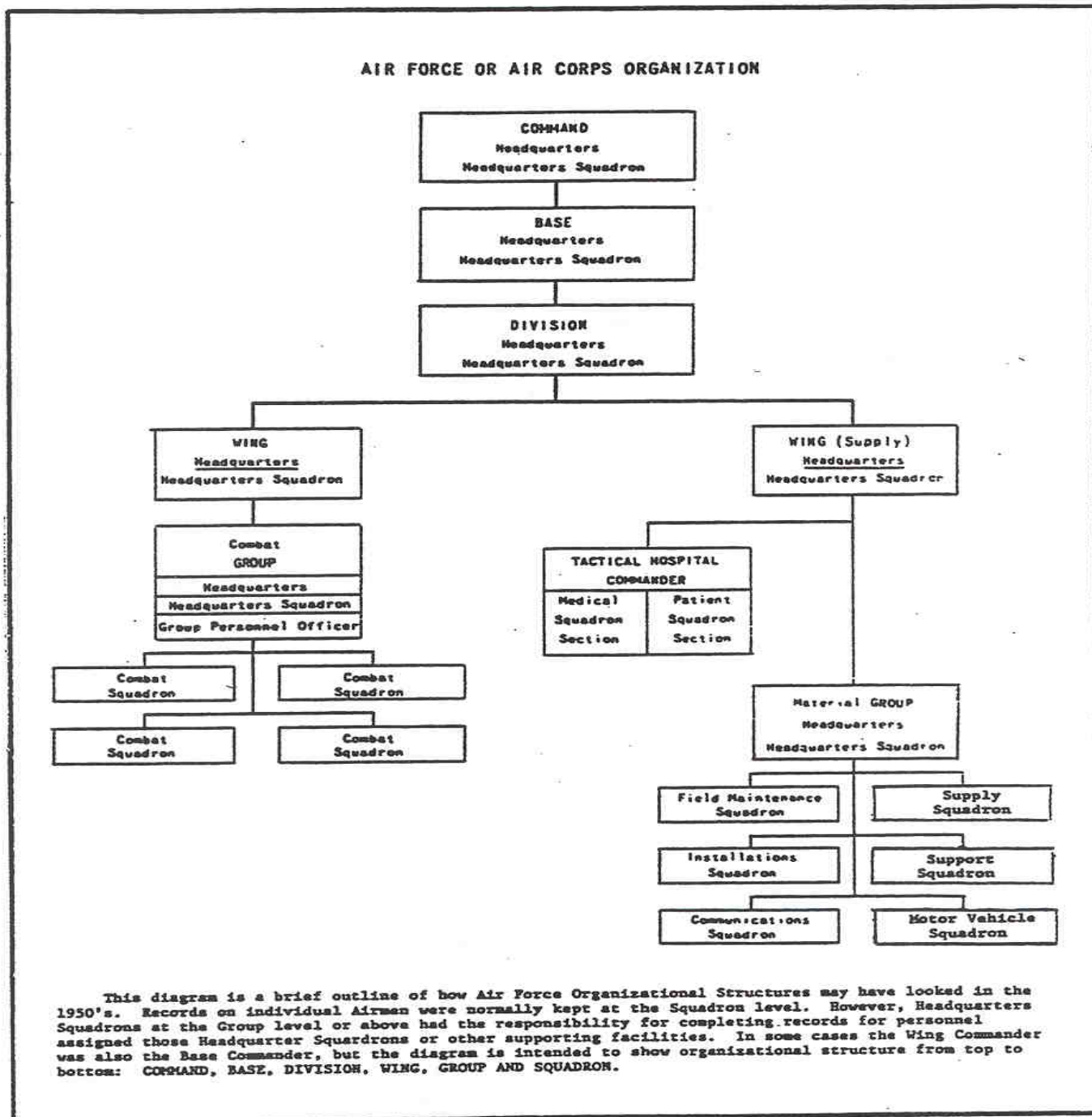
The PRS update will not supersede the older PRS records currently accessible via the Austin connection. Although both systems contain many of the same records, each system has unique records among its pre-1997 entries. Check both systems to locate all pre-1997 entries.

The new PRS update and the old PRS in Austin are accessible to NPRC users. The two systems are compared in the chart below. Brief access instructions are provided for each.

	NEW PRS UPDATE	OLD PRS AT AUSTIN
Coverage	Army: 1970 - Aug 2001 (latest entry) Air Force: 1971 - Jul 2001 (latest entry) Navy: 1965 - Sep 2001 (latest entry)	Army: 1970 - 1996 Air Force: 1971 - 1996 Navy: 1965 - 1996
Coverage Notes	New PRS has coverage through 2001. However, some entries prior to 1997 are not found on New PRS and some FMPs are missing. Try Old PRS to find missing information.	Old PRS covers through 1996. Old PRS may not always show the facility name. Try New PRS to find missing information.
Novell Launcher Icon	Double click icon:	Double click icon and log in.
Query	Click on File on the Main Menu Bar. Click on PRS Inquiry . Service Number: Enter SSN or SN . SSN begins with a zero, include the zero, but no spaces or hyphens. Branch: Select the Branch that owns the treatment facility where treatment is alleged. Select either Army, Air Force, Navy or All from the drop down list. All is the default. Identifier: Enter name or Search ID Number for reference (Optional). Click the Search button. It may take up to 30 seconds for the results to be displayed. To return to the Inquiry screen, click File on the Main Menu Bar and then click Close .	Select Patient Retrieval System from the Menu. (Press F6 or the P key.) Agency: Enter: AR for treatment at Army facilities AF for treatment at Air Force facilities PM for treatment at Navy facilities All for treatment at any facility regardless of branch. SSN: Enter SSN or SN without spaces or hyphens. NAME: Enter name for information purposes, only.

		Press <enter> . Press the F4 key to return to the Inquiry screen.
Help	Click on Help Button on Main Menu	Press the F1 key
Questions	Call Diane Rademacher at 1-0598 or Rob Coan at 1-0591	

Figure 2-6.2: Post World War Air Force Organization



POST-TRAUMATIC STRESS DISORDER AND AGENT ORANGE CLAIMS

Last Update: 9/28/2004

In order to obtain service connection in cases of Post-Traumatic Stress Disorder (PTSD) and Agent Orange Claims, individuals need proof of service with units that took part in combat, were involved in accidents, or served in other stressful activities. In some situations, individuals need to verify that they were serving on Temporary Duty (TDY) or Temporary Active Duty (TAD). This is important in cases of individuals who claim TDY/TAD in Vietnam. Review the OMPF for assignment orders, other orders, and any Officer Efficiency Report (OER)/Enlisted Efficiency Report (EER) which may show such TDY/TAD. Provide any additional evidence in addition to the documents listed below.

AIR FORCE

Furnish pages from the service record that show units of assignment to include all DD Forms 214 and 215; NGB Forms 22 and 23; AF forms 7 or 11; and Reports on Individual Personnel (RIP) record briefs.

ARMY

Furnish pages from the service record that show units of assignment to include all DD Forms 214 and 215; NGB Forms 22 and 23; DA Forms 20, 2-1, or comparable documents.

MARINE CORPS

Furnish service record book pages showing unit assignments and combat history/expeditions. Advise requester to contact **BOTH** of the offices shown below.

Unit diaries and general information about USMC unit records research

[\[00182\]](#)

CMC
HQMC MMSB - 10
2008 Elliott Road
Suite 201
Quantico, VA 22134-5030

Command chronologies and after action combat reports

[\[00592\]](#)

Director
Marine Corps History and Museums
Historical Branch
Building 58
Washington Navy Yard, DC 20374-5680

NAVY

Furnish service record book pages showing unit and ship assignments. If member served aboard ship(s), send ship history(s). If ship history is not on file, advise requester to contact the Naval Historical Center at the following address

[\[00170\]](#)

Department of the Navy
Naval Historical Center
805 Kidder Breese SE
Washington Navy Yard
Washington, DC 20374-5060

COAST GUARD

Furnish service record book pages showing unit and ship assignments, and advise requester to contact Coast Guard HQ for additional information on ship's movements.

[\[00593\]](#)

Commandant
Headquarters, U.S. Coast Guard
2100 2nd Street, SW
Washington, DC 20593

U.S. ARMED SERVICES CENTER FOR UNIT RECORD RESEARCH (USASCURR)

The mission of the USASCURR is to research unit records (of the Air Force, Army, and Navy>*) to verify specific combat stressing experiences in support of PTSD and Agent Orange claims. If this Center has already provided the information outlined above, advise requester to contact JSRRC [\[00519\]](#): Joint Services Records Research Center (JSRRC), Kingman Building 2C08, 7701 Telegraph Road, Alexandria, VA 22315-3828 for assistance; however, in order for USASCURR to locate pertinent documentation, veterans must be specific about dates and/or places of incidents, and about the incidents themselves.

* JSRRC does not research unit record of the Marine Corps. Refer requester to the addresses shown above, in the section pertaining to Marine Corps.

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Codes

A service code is assigned to identify the specific type of record.

AF	Air Force personnel/medical records (paper).
AFF	Air Force personnel/medical records (all microfiche).
AFM	Air Force personnel/medical records (mixed mode*).
AFP	Air Force personnel records (medical records sent to VARMC or VARO at time of separation).
AR	Army personnel/medical records (paper).
ARM	Army personnel/medical records (mixed mode*).
ARP	Army personnel records (medical records sent to VARMC or VARO at time of separation).
ART	Army retiree records (personnel/medical).
CG	Coast Guard personnel/medical records (paper).
CGP	Coast Guard personnel records (medical records sent to VARMC or VARO at time of separation).
NP	Navy personnel records (paper).
NVP	Navy personnel records (medical records sent to VARMC or VARO at time of separation).
PM	Combined Navy personnel/medical records (paper).
PMM	Combined Navy personnel/medical records (mixed mode*).
AM	Combined Marine Corps personnel/medical records (paper).
AMF	Marine Corps personnel/medical records (all microfiche).
AMM	Marine Corps personnel/medical records (mixed mode*).
MC	Marine Corps personnel records (paper).
MCP	Marine Corps personnel records (medical records sent to VARMC or VARO at separation).
MC Enlisted	Non-registry Marine Corp enlisted record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".
MC Officer	Non-registry Marine Corp officer record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".
MC Archival	Archival Marine Corp record. These records have been transferred to NARA's custody.
Navy Medical	Non-registry Navy Medical record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".
Navy Officer	Non-registry Navy Officer record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".
Navy PWW	Non-registry Navy PWW record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".
Navy WWII	Non-registry Navy WWII record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry".

NM	Navy medical records, Marine Corps medical records (paper).
NR	Vault Flag.
NGB	National Guard Bureau records.
NV Archival	Archival Navy record. These records have been transferred to NARA's custody.
QC	Auxiliary records at CPR.
QM	Auxiliary records at MPR. QC - Auxiliary records at CPR.
QT	Auxiliary records which are microfilmed and not suitable for filing as QM & QC.
QS	Any group of auxiliary records which cannot be indexed under one of the above categories.

* Mixed mode - personnel records on fiche; medical records on paper.

The following service codes are currently not in use, but have been reserved for future use.

ARF	Army personnel/medical records (all microfiche).
CGF	Coast Guard personnel/medical records (all microfiche).
CGM	Coast Guard personnel/medical records (mixed mode).
PMF	Combined Navy personnel/medical records (all microfiche).

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Registry Prefixes

All records in the service registry file, "B/R" registry file, and auxiliary file are identified by a registry number with a prefix. Prefixes assigned to date are:

Prefix	Description
A	Army service registry file.
B	Records recovered from fire and water-damaged files are now filed in "B/R" registry file. Use of prefix "B" was discontinued in April 1974, except in rare instances when "recovered" records are discovered, perhaps in the folder of another individual. When a record is added to the "B" registry file, a deleted number must be used.
C	(With QM service code, auxiliary file) Army hospital clinical record cover sheets and/or nominal index (admission) cards-military personnel. The three groups of digits in registry number designate respectively the box #, folder #, and page #, for desired record. Example: Registry number C 0059 173 098 signifies box 59, folder 173, and page 98.
D	(With QM service code) Army discharge special orders. The registry number system for this file is the same as for the "C" records above.
D	(With QT service code) Index information from the California Military Benefit Index.
E	Enlistment/induction service number registers showing date and place of entry into service. These also are in the QM series of auxiliary records file. The registry number system is the same as for the "C" and "D" records.
F	Air Force service registry file.
H	(With QT service code) Surgeon General's Office (SGO) Hospital Admission Card File which pertains to data concerning some Army hospital admissions during WWII and the Korean Conflict. The FAR indicates three groups of numbers in the data field normally used for registry number auxiliary file location. The three groups of digits designate respectively the listing year, the microfiche page #, and the frame #. NOTE: The FAR will NOT indicate the veteran's name, only the service number. This information is used to locate each related record on a microfiche listing. To interpret the coded record a blowback copy is made of the

	microfiche page. The codes are then entered to a computer screen format which interprets each code and generates a printout.
J	(With QM service code) Information from the Judge Advocate General (JAG) microfilm index. The FAR indicates veteran's name, service number, and court-martial Case Number. The Case Number is contained in the last six digits of the data field normally used for registry number auxiliary file location.
K	(With QM service code) Korean Prisoner of War computerized database. This database was extracted from the Korean Casualty File. The dates of incarceration as a Korean War POW are provided on a FAR in response to an inquiry. No search of the Korean Casualty File is necessary (See K with QT service code below).
K	(With QT service code) Korean Casualty File. Entries on this file appear on the FAR with a "K 0000 000 000" registry number. The FAR identifies a veteran listed in the Korean Casualty File, i.e., casualties and POW's of the Korean Conflict. The Korean Casualty File contains three separate microfiche listings each sorted into a different sequence. These listings arrange the complete file in alphabetical order; list the veterans alphabetically by home county and state; and provide an alphabetical extract of Prisoners of War.
M	(Reserved for miscellaneous types of records in small quantities that may be filed in the auxiliary records file.)
MC	Archival Marine Corp record. These records have been transferred to NARA's custody. The service code field for these records will be blank.
N	Navy service registry file.
NV	Archival Navy record. These records have been transferred to NARA's custody. The service code field for these records will be blank.
Non Registry	Non-registry records entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Service Code entry will reflect the non-registry record block where the record is physically located.
O	Vault Flag. Inserted in anticipation of receiving a military record of an NPRC employee or relative from one of the service departments. The record location of all such entries will be NR 0 000 000. Once received, the record will be housed in the security vault and a "V" Registry record location will be assigned.
P	(With QM service code) Pay records (final pay vouchers and payrolls, Army enlisted). The registry numbers for this file concerning World War I and II records designate only the folder in which record is to be found. Example: Registry number P 0000 089 159 signifies folder #89159. Within the folder, it is necessary to scan all records (not more than 50 in a folder) for one desired. Names on payrolls are arranged alphabetically by rank. Individual pay vouchers, for the most part, are not arranged alphabetically, rather numerically by Disbursing Officer Number. The registry numbers for this file concerning Post World War II records designate the box in which record is located along with folder number. Example: Registry number P 0922 034 010 signifies box 922 and folder (0)34, page (0)10.
P	(With QT service code) Philippine POW index cards.
R	Records reconstructed after March 16, 1974, and filed in "B/R" registry file.
S	Records treated ("Safeguarded") by the Preservation Unit, to remediate mold-contamination or some other condition, and now must be kept in a temperature and humidity controlled storage environment.
V	Permanent records filed in the vault ("VIP's") and temporary housing for the records of NPRC employees and their relatives.
W	(With QT service code) Paper records and backup microfilm for WWII Prisoners of War listed in alphabetical order. The FAR indicates veteran's name, service number, date of capture, and date of release or return to military control.
*	American Battle Monument Project (AMBM) on microfiche (World War II and Korea).

No registry prefix - Other registry file, pre-1964 Coast Guard.

Sources:

[NPRC 1865.115A](#)

[NPRC 1865.114, figure 5](#)

[NRP 2005-14](#)

PREPARING DOCUMENTS FOR PHOTOCOPYING		
SITUATION	WHAT TO DO	WHAT NOT TO DO
Artifacts	By-pass all artifacts found in an OMPF.	Do not photocopy. Examples include medals, lapel pins, and dog tags.
Burned Documents	Gently place brittle or severely burned documents in a polyester L-sleeve. Handle all documents with care.	Do not brush or break away burned areas of a document; do not staple or tape documents to a backing paper to support them.
Crumpled Documents	Carefully use a bone folder to smooth the document as flat as possible.	Do not bend documents in an opposite direction from the crease in order to flatten them.
Dirty Documents	Photocopy all dirty documents "as they are" unless the dirt obscures critical information. If dirt obscures critical information, contact Preservation for document cleaning.	Do not attempt to clean documents.
File Folder	Remove documents from file folder. Remove loose papers from service record book (see glued documents).	Be careful not to tear documents while preparing them for photocopying.
Glued Documents	Photocopy glued documents as they are. If the requester comes back with a second request asking for better photocopies, send the record down to Preservation.	Do not attempt to separate documents by pulling them apart or by using a micro-spatula or letter opener.
Metal Fasteners (other than staples)	Remove all paper clips and other metal fasteners. Use push drill on rivets or other fasteners that are difficult to remove.	Do not tear documents apart when fasteners are too hard to remove. Leave fasteners in the document.
Mold	Place mold-damaged files (not individual documents) in plastic bags (supply provided by Preservation), and immediately email a Preservation Specialist.	Do not prep a mold-damaged record.
Oversized Materials, Microfiche or Microfilm,	Flag oversized documents or other unusual media in a record and contact your Coach to determine an appropriate action.	Do not photocopy.

Computer Diskettes, Audio or Video Recordings, and CDs		
Reassembling the record after photocopies are made	If documents are damaged, and could be damaged more if placed back on the post-fasteners, place the documents loose in the record. If the documents are in good condition, carefully place the documents back on the post-fasteners. When placing rubber bands on jackets or folders, make sure the rubber bands are not cutting into the edges of any document.	Do not place rubber bands around documents inside a file or jacket.
Rubber-banded Documents	Remove all rubber bands holding record folder (or inner folder) together. Gently try to pry off dried rubber bands from individual documents. If a rubber band is not easily removed, leave the rubber band on the document.	Do not use a micro-spatula to gouge or dig off rubber bands dried to paper documents.
Separation Documents	Place all separation documents carefully in a polyester L-sleeve (Mylar sleeve).	Do not put duplicate separation documents in a polyester L-sleeve.
Small Documents	Place as many small documents as will fit safely into a polyester L-sleeve.	Do not tape or staple documents to a blank piece of bond paper to consolidate the documents.
S-Registry	Every S-file has already been prepared for photocopying by Preservation. Remove needed documents carefully from their folders to avoid further damage.	Do not attempt to further prep documents in an S-file as they are already prepped.
Staples	With micro-spatula remove all staples that join documents together. If a document is stapled to a backing to support it, leave the document stapled to the backing. Examples include Telegram strips, EKG strips and Photographs.	Do not use a staple claw to remove staples. Use only those tools provided in your tool kit. If a single document contains a staple, do not attempt to remove the staple. Do not unstaple telegram strips, EKG strips, photographs or other documents that are stapled to support backings.

Taped Documents	Photocopy all documents exactly as they are.	Do not remove tape that was used to mend documents.
Torn, Fragile, Weak or Limp Documents	Put torn, fragile, weak or limp documents in a polyester L-sleeve.	Do not tape or staple documents together or staple or tape documents to a backing paper to support the documents.
X-Rays and Negatives	By-pass all x-rays and negatives found in an OMPF.	Do not photocopy.

PRESERVATION TREATMENT

Background. Some records in NPRC holdings are moldy, brittle, contaminated with bird guano, or in an otherwise damaged condition. NPRC's Preservation Branch is responsible for cleaning, reformatting, or performing other treatments to ensure that the records are preserved permanently. Sometimes the record requiring treatment may be made available quickly; in other instances, it will be unavailable for use in answering requests for several months.

HAZMAT Procedures. If a record is filed in a box that has been labeled as containing biohazard material, it will not be handled by search personnel or removed from the box until after it has been cleaned by an external "HazMat" contractor. Follow the steps below when a case involves one of these records:

Step	Who	Action								
1	Searcher	<ul style="list-style-type: none"> Mark search request with applicable comments. <table border="1" data-bbox="527 651 1421 955"> <thead> <tr> <th>IF box is ...</th> <th>THEN write on search request ...</th> </tr> </thead> <tbody> <tr> <td>marked with red, orange, or yellow label</td> <td>RED HAZMAT.</td> </tr> <tr> <td>marked with green label</td> <td>GREEN HAZMAT.</td> </tr> <tr> <td>charged-out of file</td> <td>CHARGED-OUT HAZMAT.</td> </tr> </tbody> </table> Turn in with negative and charged-out search requests. 	IF box is ...	THEN write on search request ...	marked with red, orange, or yellow label	RED HAZMAT.	marked with green label	GREEN HAZMAT.	charged-out of file	CHARGED-OUT HAZMAT.
IF box is ...	THEN write on search request ...									
marked with red, orange, or yellow label	RED HAZMAT.									
marked with green label	GREEN HAZMAT.									
charged-out of file	CHARGED-OUT HAZMAT.									
2	RRB Support	<ul style="list-style-type: none"> Locate search request in CMRS and make updates. <table border="1" data-bbox="527 1144 1421 1512"> <thead> <tr> <th>In data field ...</th> <th>Select or type ...</th> </tr> </thead> <tbody> <tr> <td>Search Request Status</td> <td>"Not Pulled".</td> </tr> <tr> <td>Comments</td> <td>"RED HAZMAT" or "GREEN HAZMAT" or "CHARGED-OUT HAZMAT" (based on comments written by searcher)</td> </tr> <tr> <td></td> <td>"2nd Search".</td> </tr> </tbody> </table> Apply the flag (✓) in the Cancel Search Request field on the new 2nd Search created by the system to keep it from being batched and printed. Send e-mail to core technician to whom request is assigned and copy the Core Manager. Include the Service Request (SR) number and state that "Record involves HAZMAT and the search request has been sent to Preservation." Put search request in the designated tray for Preservation to pick up. 	In data field ...	Select or type ...	Search Request Status	"Not Pulled".	Comments	"RED HAZMAT" or "GREEN HAZMAT" or "CHARGED-OUT HAZMAT" (based on comments written by searcher)		"2nd Search".
In data field ...	Select or type ...									
Search Request Status	"Not Pulled".									
Comments	"RED HAZMAT" or "GREEN HAZMAT" or "CHARGED-OUT HAZMAT" (based on comments written by searcher)									
	"2nd Search".									
3	Preservation Branch	Pick up search requests from designated tray in Records Retrieval Branch.								
4	Technician	<table border="1" data-bbox="467 1900 1421 2018"> <thead> <tr> <th>IF record is needed for ...</th> <th>THEN ...</th> </tr> </thead> <tbody> <tr> <td>Customer Service or Research Room</td> <td>consult with Coach, Team 5D</td> </tr> </tbody> </table>	IF record is needed for ...	THEN ...	Customer Service or Research Room	consult with Coach, Team 5D				
IF record is needed for ...	THEN ...									
Customer Service or Research Room	consult with Coach, Team 5D									

		<table border="1"> <tr> <td>for burial or medical emergency case</td> <td>(Customer Service), about how to proceed.</td> </tr> <tr> <td>all other cases</td> <td>go to Step 5.</td> </tr> </table>	for burial or medical emergency case	(Customer Service), about how to proceed.	all other cases	go to Step 5.		
for burial or medical emergency case	(Customer Service), about how to proceed.							
all other cases	go to Step 5.							
5	Technician	<ul style="list-style-type: none"> Suspend request with reason "Preservation Treatment" and appropriate Due Date. Inform requester of delay by phone, e-mail, or fax, or send letter using <i>Get Paragraph >> Suspense Paragraph >> HazMat Cleaning</i>. If record is not back at end of first suspense period, and <table border="1"> <thead> <tr> <th>IF request is for ...</th> <th>THEN ...</th> </tr> </thead> <tbody> <tr> <td>Separation document</td> <td> <ul style="list-style-type: none"> procure from alternate sources or use auxiliary records to prepare NA 13038; follow standard Suspense procedures, and if reconstruction is unsuccessful, suspend again with reason "Preservation Treatment" and appropriate Due Date. </td> </tr> <tr> <td>Others</td> <td>suspend again with reason "Preservation Treatment" and appropriate Due Date.</td> </tr> </tbody> </table>	IF request is for ...	THEN ...	Separation document	<ul style="list-style-type: none"> procure from alternate sources or use auxiliary records to prepare NA 13038; follow standard Suspense procedures, and if reconstruction is unsuccessful, suspend again with reason "Preservation Treatment" and appropriate Due Date. 	Others	suspend again with reason "Preservation Treatment" and appropriate Due Date .
IF request is for ...	THEN ...							
Separation document	<ul style="list-style-type: none"> procure from alternate sources or use auxiliary records to prepare NA 13038; follow standard Suspense procedures, and if reconstruction is unsuccessful, suspend again with reason "Preservation Treatment" and appropriate Due Date. 							
Others	suspend again with reason "Preservation Treatment" and appropriate Due Date .							
6	Preservation Branch	<ul style="list-style-type: none"> Hold search request until record is returned and available for use. Retrieve record from cleaned box and attach preservation notice. Send record with search request to RDA. 						
7	RDA	Follow standard procedures to wand, sort, and transport record to core.						
8	Technician	Keep preservation notice with record when you dispatch completed work to Core Support staff.						
9	Core Support	Return record with preservation notice directly to the Preservation Branch.						

Received in Center	Request Number	Core Technician	Core/Team	File Number	Veteran's Name	Flr	Mod	Box ID	Sent for Cleaning	Returned	Sent to Core
2/10/2009	1-9999999999	Technician, Core	2-E	A 0 000 000	Harper, Thomas D	2	10	A8911736, box 282	2/3/2009	4/1/09	4/2/2009

**PLEASE RETURN RECORD TO PRESERVATION (ROOM 1060) WHEN COMPLETE
DO NOT REFILE THROUGH RDA**

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Presidential Unit Citation



The Distinguished Unit Citation, which was later redesignated as the Presidential Unit Citation, is conferred on units of the armed forces of the United States and of cobelligerent nations, for extraordinary heroism in action against an armed enemy on or after Dec. 7, 1941. The unit must display such gallantry, determination, and esprit de corps in accomplishing its mission as to set it apart from and above other units participating in the same campaign. The degree of heroism required is the same that which would warrant award of the Distinguished Service Cross to an individual.

The Presidential Unit Citation was established on 26 February 1942.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWII, Korea

Type of award: Unit Decoration

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 7-13](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Primary Sources for Reconstruction of Records

Each document listed below has been annotated with an "I" or "E" to indicate if it is an internal or external source. Some documents may be obtained from both internal and external sources. This usually occurs when the information may be ordered from OR or obtained online by the technician. These sources have been identified by an asterisk in front of the document name. **Always use internal sources first except when the information may be obtained online.** Click on the title of the source for instructions on how to order and to see an example of what the document will look like.

Source	Name	Service Number	DOB	HOR	Entry Date	Discharge Date	Character of Service	Rank	Med. Treatment / LD	Dent. Treatment / LD	Military Training	Foreign Service	Awards & Decorations	Units of Assignment / Location	Battles / Campaigns	Reserve / NG Service	Nuclear / Environmental	Judicial Punishment	Non-Judicial Punishment	NOK	POW / MIA Status	Marital Status	Incidents (TDY, WIA, KIA, MIA)	Lost Time	Pay Status
QM-P (I)	X	X		X	X	X	X	X				X		X											X
QM-E (I)	X	X			X																				
QM-D (I)	X	X		X		X	X	X						X	X										X
QT-D (I)	X	X	X	X	X	X	X	X			X	X	X	X	X			X						X	X
QM-C (I)	X	X						X	X	X				X											
QT-H/SGO (I)		X							X					X											
QM-J (I) or JAG Tape (I) & Court Martial (E)	X	X			X	X	X	X						X				X							
*QT-K (I)(E)	X	X		X				X				X									X		X		
QM-K (I)	X	X																			X				
QT-W (I)	X	X																			X				
QT-P (I)	X	X																			X				
*SN Index Tape (I)(E)	X	X		X	X			X														X			
VA Index Tape/WWI (I)	X	X	X	X	X	X		X																	
VA Index Tape/WWII (I)	X	X	X	X	X	X		X																	
QT- (I) or American Battle Monuments (E)	X	X		X				X				X	X	X							X		X		
BIRLS & VA Claim File (E)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X	X
State Office (E)	X	X		X	X	X	X	X								X									X

Secondary Sources for Reconstruction of Records

Each document listed below has been annotated with an "I" or "E" to indicate if it is an internal or external source. Some documents may be obtained from both internal and external sources. This usually occurs when the information may be ordered from OR or obtained online by the technician. These sources have been identified by an asterisk in front of the document name. **Always use internal sources first except when the information may be obtained online.** Click on the title of the source for instructions on how to order and to see an example of what the document will look like.

Source	Name	Service Number	DOB	HOR	Entry Date	Discharge Date	Character of Service	Rank	Med. Treatment / LD	Dent. Treatment / LD	Military Training	Foreign Service	Awards & Decorations	Units of Assignment / Location	Battles / Campaigns	Reserve / NG Service	Nuclear / Environmental	Judicial Punishment	Non-Judicial Punishment	NOK	POW / MIA Status	Marital Status	Incidents (TDY, WIA, KIA, MIA)	Lost Time	Pay Status
Officer Pay Card (I)	X	X		X	X	X	X	X				X		X						X					
Flight Record (I)	X	X						X			X			X	X										
Discharge Information (AF Drop Card) (I)	X	X				X	X	X						X											
Decorations (AF Awards Card File) (I)	X	X						X				X	X	X	X										
Unit Records (I)	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Morning Report (I)	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Officer Register (I)	X	X	X	X	X	X		X			X			X											
APO List-Korean Conflict (I)												X													
APO List-WWII (I)												X													
Officer Card File (I)	X			X				X			X			X											
State Books (various) (I)	X	X	X	X	X	X	X	X				X		X									X		
CPR - OPF (E)	X	X	X	X	X	X	X	X			X	X	X	X	X			X			X	X		X	X
CPR - X-rays (E)	X	X			X	X																			
FBI (E)	X	X	X		X																				
Selective Service (E)	X				X	X	X									X						X			
Archival Records (I)	X	X	X	X	X	X	X	X			X	X	X	X	X			X	X		X		X	X	X

Miscellaneous Sources for Reconstruction of Records

Each document listed below has been annotated with an "I" or "E" to indicate if it is an internal or external source. Some documents may be obtained from both internal and external sources. This usually occurs when the information may be ordered from OR or obtained online by the technician. These sources have been identified by an asterisk in front of the document name. **Always use internal sources first except when the information may be obtained online.** Click on the title of the source for instructions on how to order and to see an example of what the document will look like.

Source																									

	Name	Service Number	DOB	HOR	Entry Date	Discharge Date	Character of Service	Rank	Med. Treatment / LD	Dent. Treatment / LD	Military Training	Foreign Service	Awards & Decorations	Units of Assignment / Location	Battles / Campaigns	Reserve / NG Service	Nuclear / Environmental	Judicial Punishment	Non-Judicial Punishment	NOK	POW / MIA Status	Marital Status	Incidents (TDY, WIA, KIA, MIA)	Lost Time	Pay Status
Roster (I)	X	X		X	X	X	X	X			X	X		X	X			X	X					X	X
Clinical Record (I)	X	X	X	X				X	X		X			X						X		X			
Order of Battle/History (I)												X	X	X	X		X						X		
Awards & Decorations List (I)	X	X		X				X					X	X											
WWI Death List (I)	X																						X		
Pay Vouchers ARMY NG/USAR (E)	X	X		X	X			X						X		X						X			X

If the source you are looking for is not listed in the table above, see the previous version of the [Guide to Reconstruction Sources](#) for a listing of additional sources and the type of information each source provides.

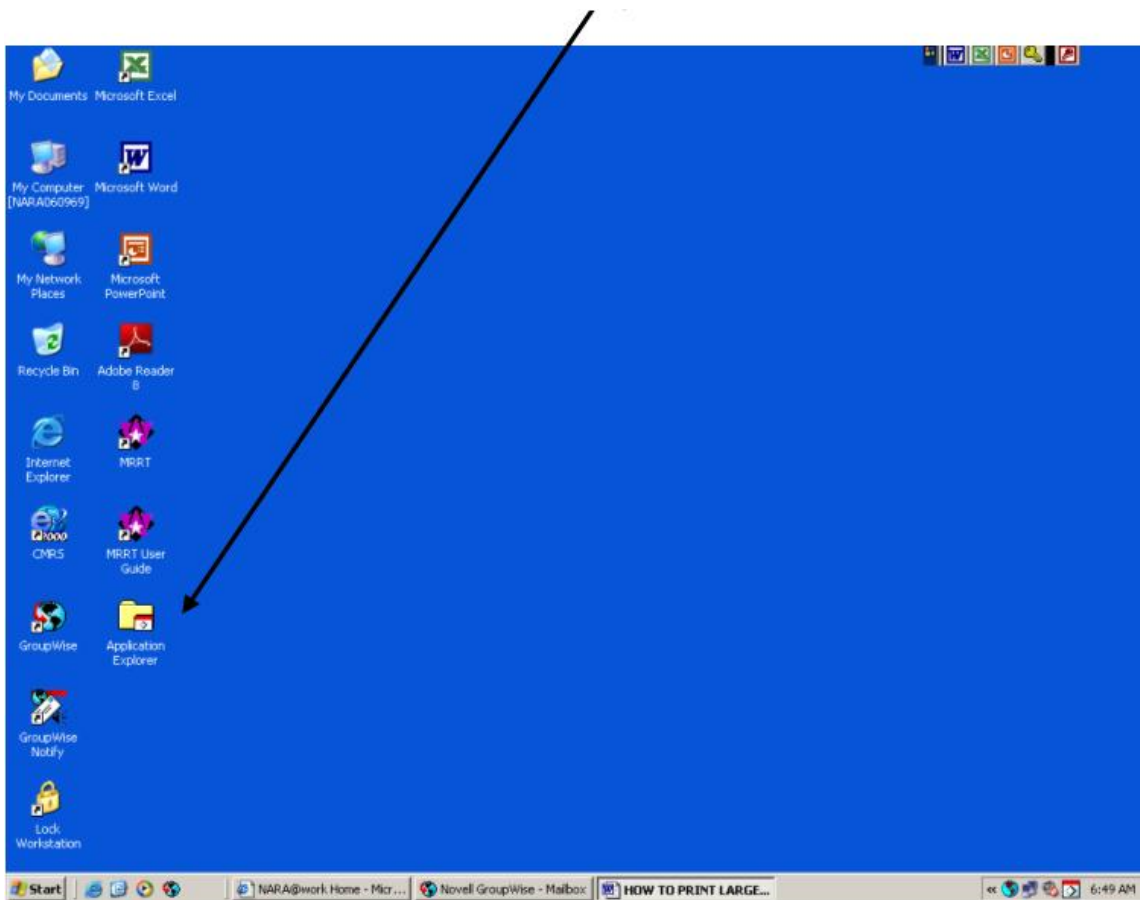
How to Print Large Files (More than 10 pages) to High Speed Copier/Printer

[How to install a printer](#)

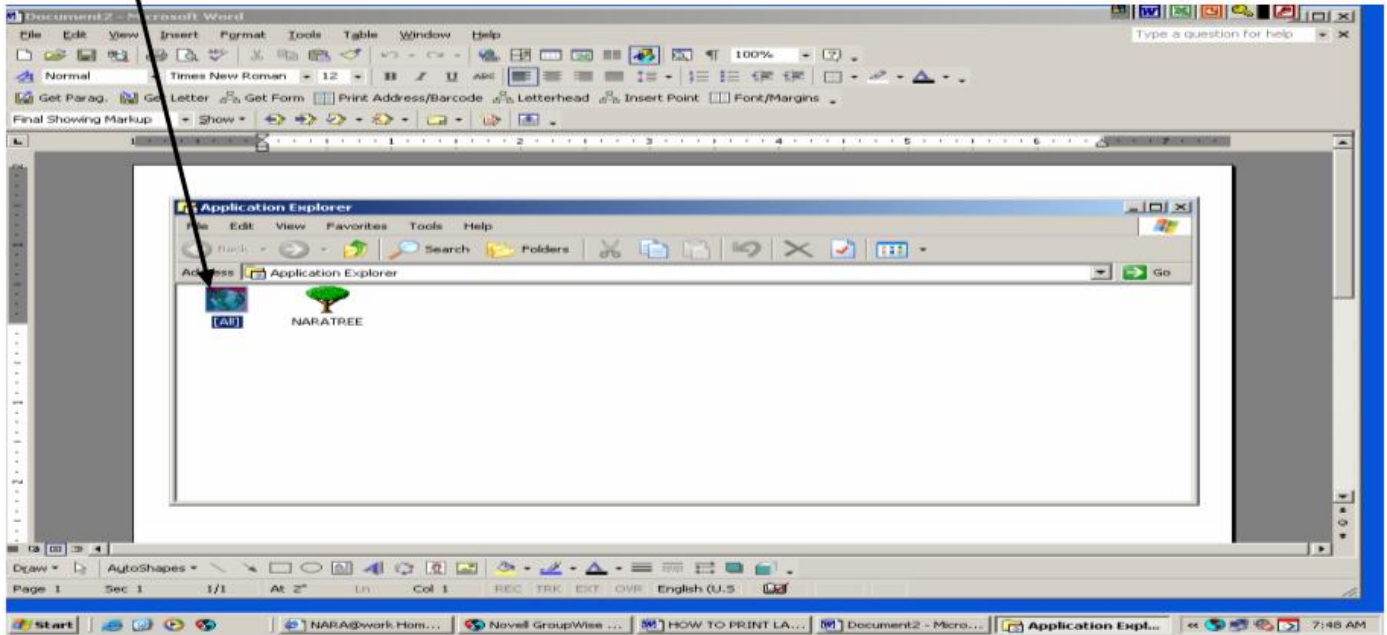
[How to print](#)

1. Install printer

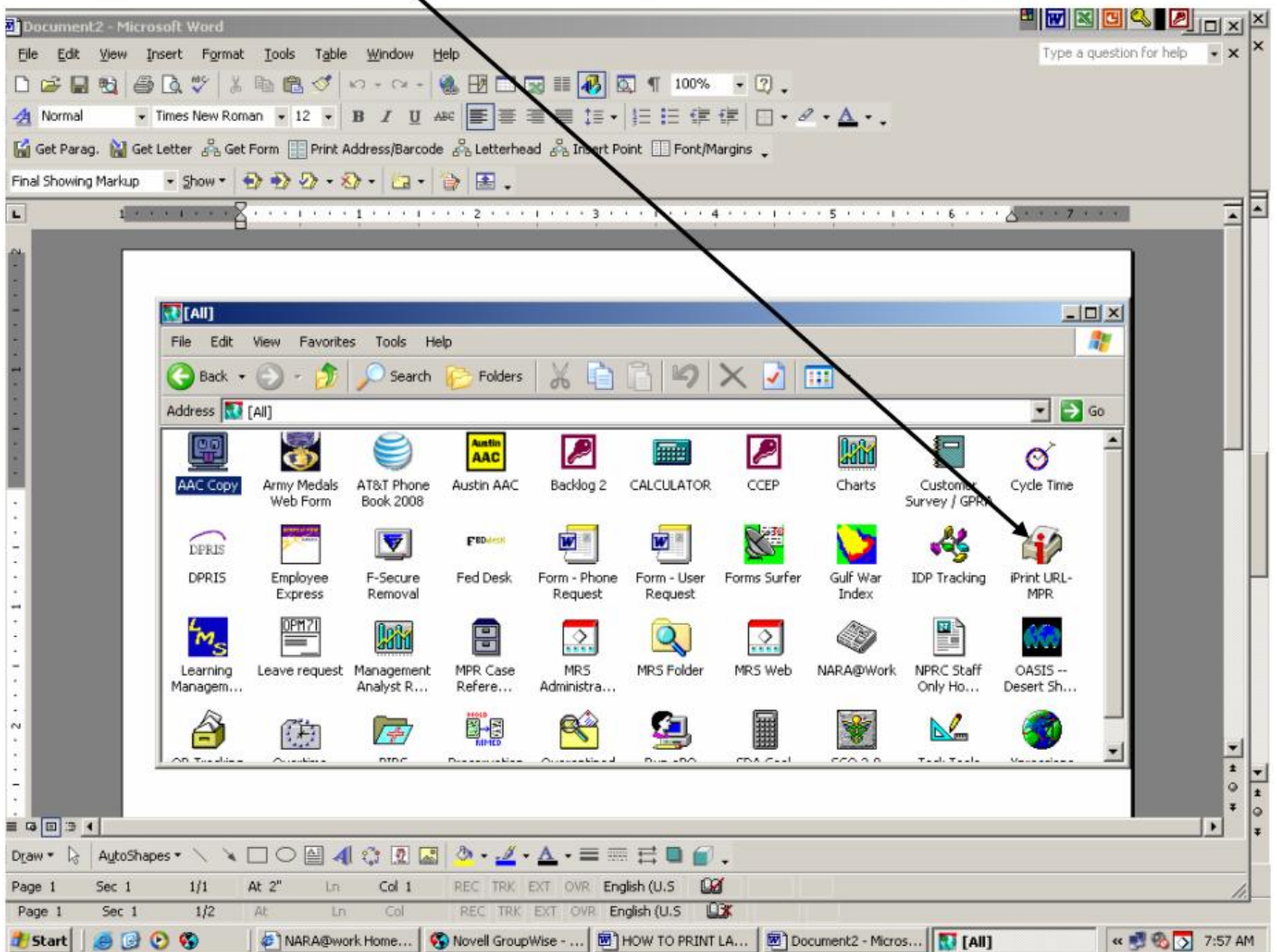
Double click the Application Explorer icon located on your desktop:



Select 'All' on the screen subsequently displayed:



Double click on the 'iPrint URL - MPR' icon



Scroll down the list and click on the name of the printer you want to install from the left hand column. Select the printer that corresponds to your respective Core.

Core 1 designated copier is - MPR-4E31-KM3050
 Core 3 designated copier is - MPR-3N22-KM3050
 Core 4 designated copier is - MPR-2M29-KM3050
 Core 5 designated copier is - MPR-2L19-KM3050

The Novell iPrint box will appear saying, "The printer is not installed. Selected Printer: MPR- XXXX-KM3050. Do you want to install it now?"

Click on the "yes" box.

A Novell iPrint Client - Printer Installation Status box will appear. It will put green check marks as each of the 5 steps is completed for printer installation.

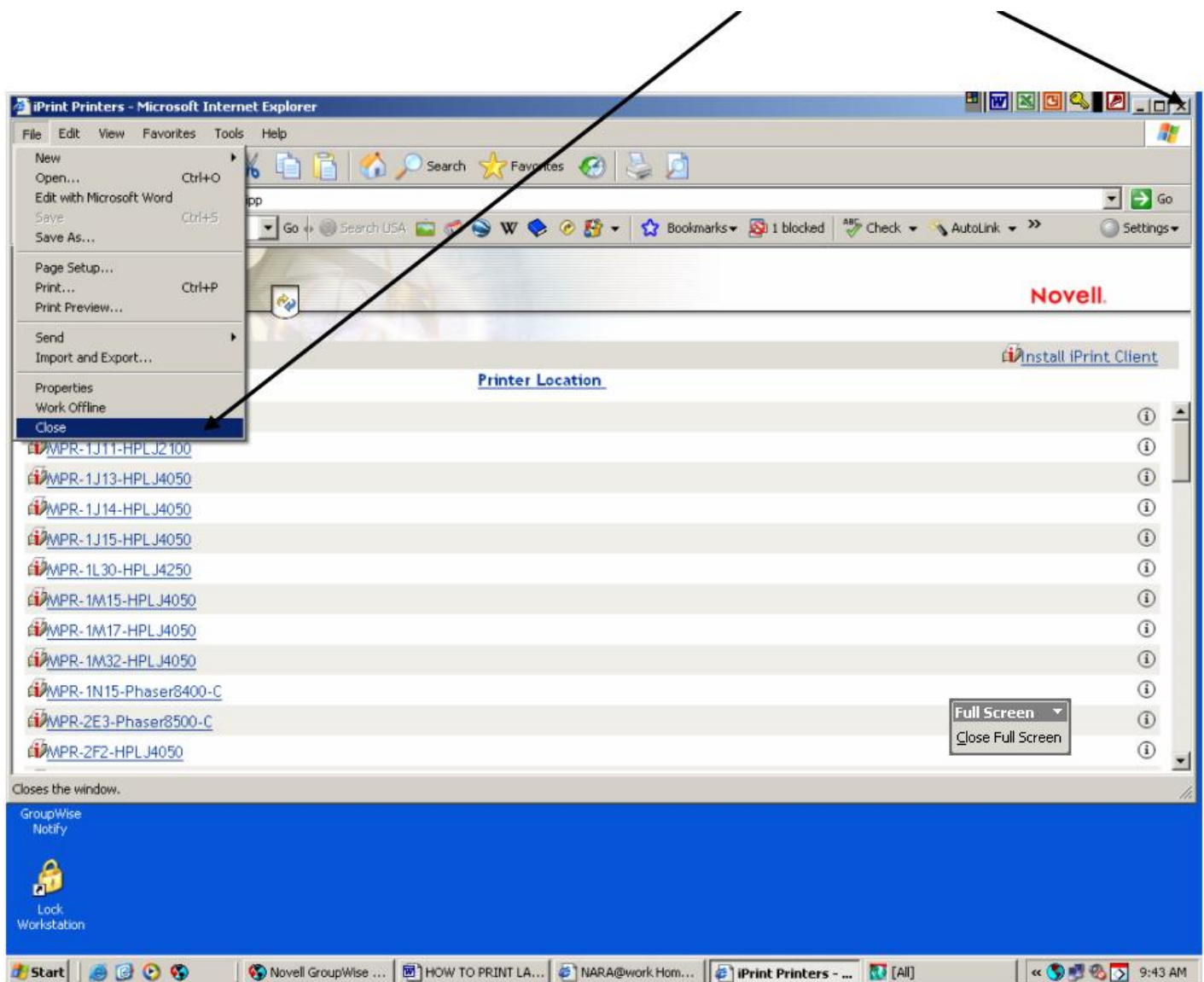
Then a Novell iPrint box will appear telling you that the printer has been successfully installed. Click on the OK button.

The Print driver is downloaded to the PC and displays status in an in-screen window throughout the process.

At the end of the installation process, you will need to click 'OK' to provide a final confirmation of the driver's installation.

Your printer is now installed.

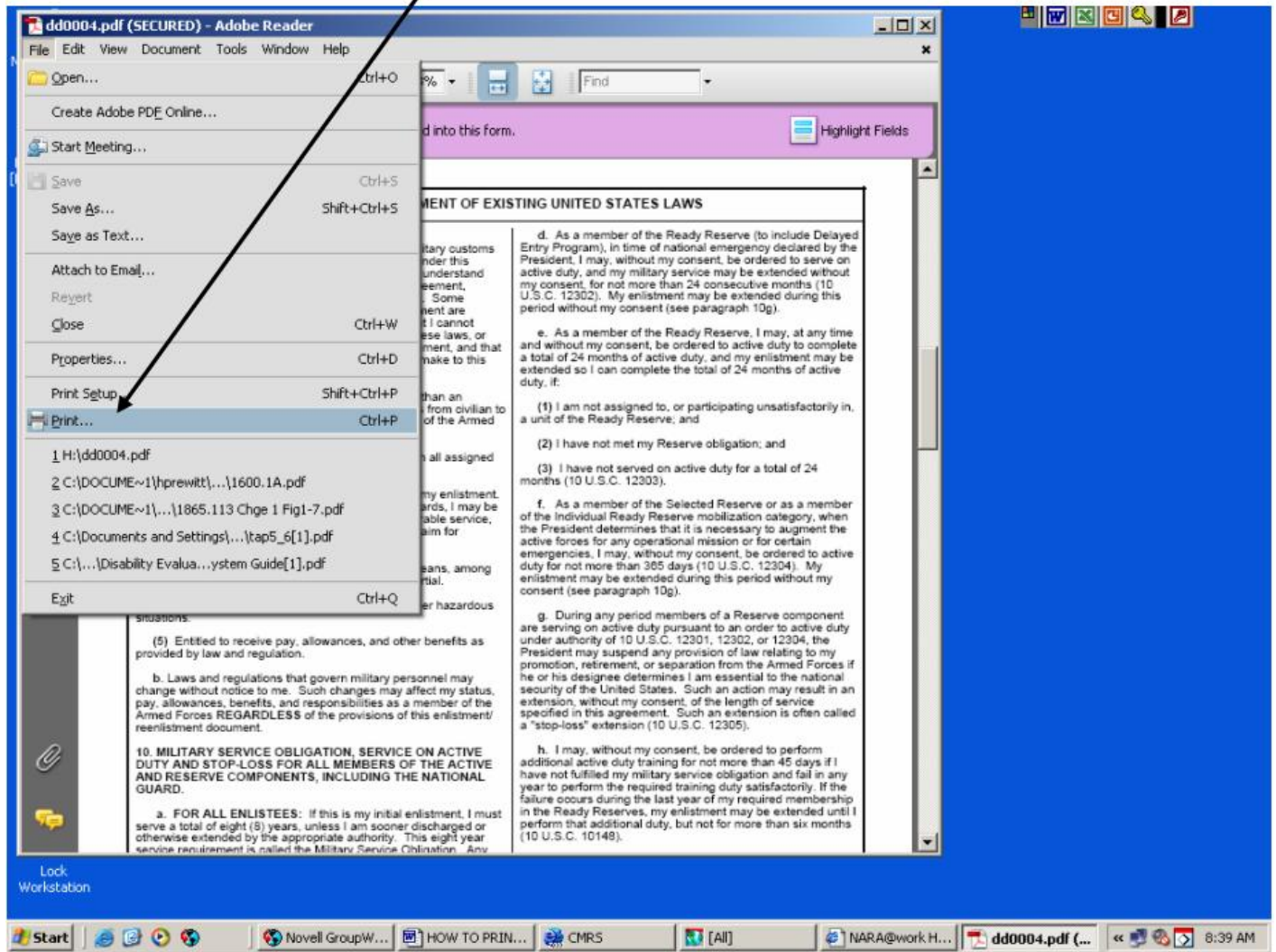
Exit out of iPrint Printers by clicking on File then select Close or click on the "X" in the upper right corner of the screen.



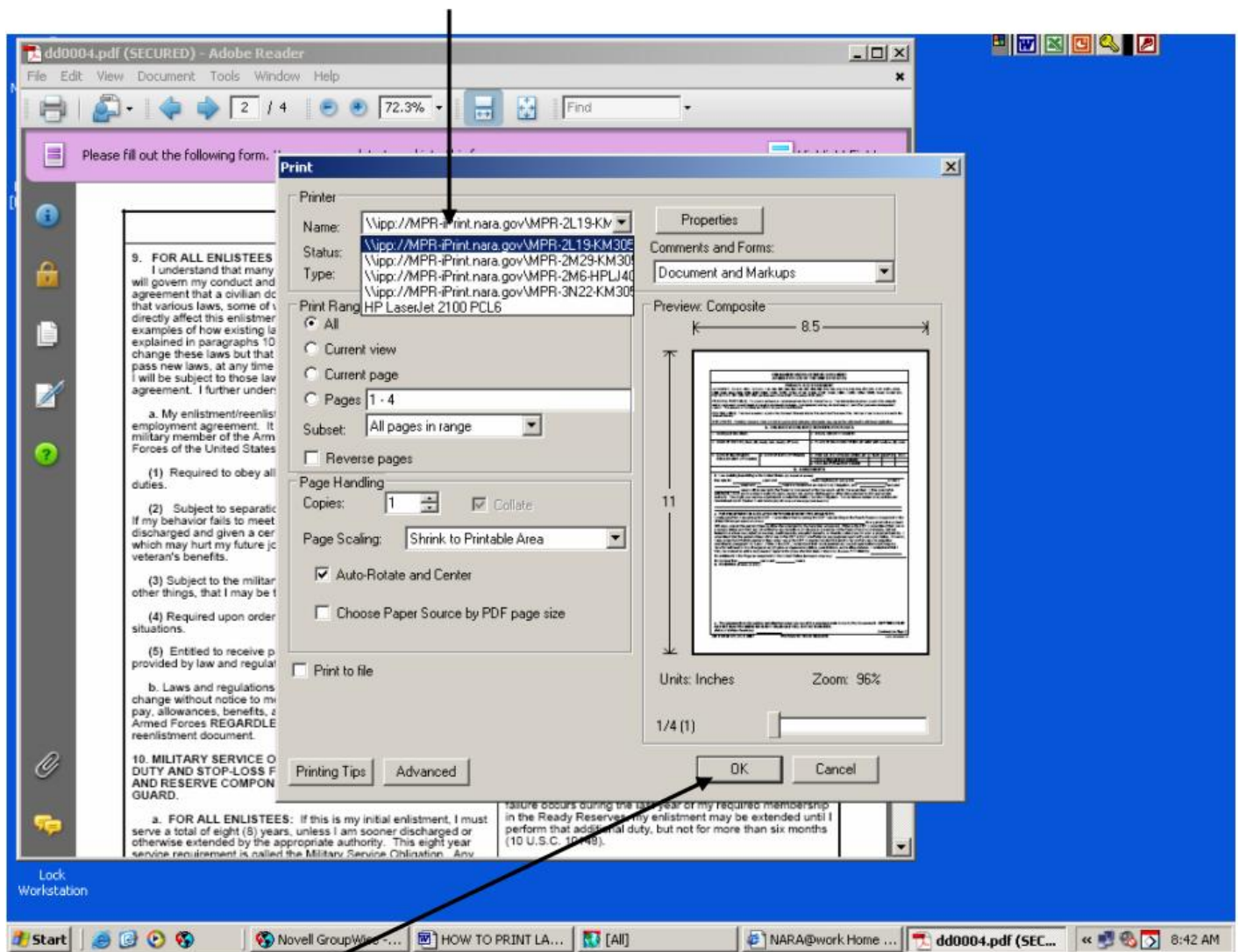
Exit out of Application Explorer by clicking on the "X" in the upper right corner of the Application Explorer screen.

Now that the printer is installed you will need to select the high-speed printer each time you want to print large (over 10 pages) print jobs. To select the printer you must:

2. Click on file and select the print function:



3. Click on the printer name dropdown menu and select the high-speed printer name:



4. Click OK to start printing.

If someone is using the copier at the same time a print job has been sent to be printed, the print job will be sent to a queue and printed as soon as the copier is available. Do not send the same print job multiple times to the copier in hopes of overriding the copying work. If a print job is being printed and someone tries to make copies, the copier will not allow the print job to be interrupted for the copying job.

A header sheet with your name on it will accompany each print job. The header sheet is the first page of the print job and will be used to separate print jobs. This is useful if multiple print jobs are sent to the copier about the same time. To avoid confusion, we recommend that you immediately retrieve your print job from the copier as soon as you send it.

REMINDER: DO NOT USE THE HIGH SPEED COPIERS FOR PRINT JOBS OF LESS THAN 10 PAGES.

PRISONERS OF WAR

ALL SERVICE BRANCHES:

If request is received for verification of POW status, **CHECK** the following sources, in this order:

(1) DOD Defense POW/MIA Accounting Agency Website <http://www.dpaa.mil/>

(2) Service record: for casualty report(s), administrative remarks, or official correspondence.

NEW! (3) MPR Registry: POW captivity dates can be found in the CMRS MPR Registry under the "POW Dates" field for QTW and QMK registry entries. QTW entries are for WWII and QMK entries are for Korea.

The beginning and ending dates of imprisonment appear as two sets of six numbers each to represent day/month/year.

MPR Registry				Menu	New	Delete	Query	Query Results
Veteran Name	Service Code	Registry Number	POW Dates					
> POLLOT MICHAEL J	QT		W221144 010545	WWII Captivity from November 22, 1944 thru May 1, 1945				
KUBASTI GEORGE	QM		K100251 140853	Korea Captivity from February 10, 1951 thru August 14, 1953				

NOTE: There may be two or three casualty reports. If the service member's status was not known immediately, the initial casualty report might declare the member missing in action (MIA). Later reports would indicate POW status and the return to military control.

ADDITIONAL SOURCES FOR NAVY PERSONNEL:

1) Medical jacket for repatriation record (physical examination given a returning POW).

2) Official POW Listing (Red notebook).

3) Combat Connected Naval Casualties-For World War II: a two volume set of books located in Navy reference library; it contains a state-by-state listing of WWII casualties (POW, MIA, KIA, and WIA). To research these books, you must know the veteran's home of record. Examine the induction/enlistment papers for this information. If veteran is listed in this book as POW but **NOT** in personnel/medical jackets or in Official POW Listing, copy page and **LOAN AND TRANSFER** record.

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Prisoner of War Medal



The Prisoner of War Medal may be awarded to any person who was a prisoner of war **after April 5, 1917**, (the date of the United States' entry into World War One). It is awarded to any person who was taken prisoner or held captive while engaged in an action against an enemy of the United States; while engaged in military operations involving conflict with an opposing Armed Force; or while serving with friendly forces engaged in armed conflict against an opposing Armed Force in which the United States is not a belligerent party. The person's conduct, while in captivity, must have been honorable. This medal may be awarded posthumously to the surviving next of kin of the recipient.

The Prisoner of War Medal was established in 1986.

Authorized Device/Appurtenance: Bronze Service Star.

Dates Authorized: WWI, WWII, Korea

Type of award: Department of Defense Service Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 2-9](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.102C
May 16, 1977
Incls CHGES 1 thru 10

SUBJECT: Privacy Act implementation in NPRC reference service operations

1. **Purpose.** This memorandum issues and transmits information and instructions on implementation of the Privacy Act (P.L. 93-579) in MPR and CPR reference service operations. Efforts to keep all directives, affected by the Privacy Act, current continue to be made. The information contained in this memorandum supersedes that previously published in other formal and informal memorandums.
2. **Cancellation.** NPRC 1864.102B is canceled.
3. **Reason for revision.** NPRC 1864.102 is revised to incorporate the comments offered by the Department of Defense after a review of NPRC(MPR) Privacy Act procedures.
4. **Important statement regarding NPRC policy.** It is important to remember (1) that the personnel and related records at NPRC are considered to be "maintained" by the agencies (DoD and CSC) which deposited them, (2) that NPRC functions as an "agent" of those agencies, or under rules prescribed by them. Therefore, in any case where a requested disclosure is not clearly covered by the information that has been made available, either in the Privacy Act itself or in the agency's rules, the matter must be referred to, or coordinated with the designated official of the agency concerned. This may be done by telephone when appropriate, or by referral of the request or requester.
5. **Requests which specify the Freedom of Information Act.** All requests received in this Center, including those from individuals for records pertaining to them which are included in a system of records or requests from individuals pertaining to records which are not included in a system of records (such as rosters or other types of organizational records) are processed in accordance with the Privacy Act guidelines. This includes all requests which cite or allude to the Freedom of Information Act, although separate FOIA procedures, outlined in (NPRC 1865.36 (Obsolete)) and NPRC 1867.15A should also be observed.
6. **Instructions.** See attachment. Since the implementation of the Privacy Act in September 1975, the requirements of the Privacy Act have been constantly changing. As new instructions are received from the DoD Privacy Board and the Civil Service Commission, and as new problems arise, they will be covered in informal directives until this memo is next revised.
7. **Forms.** This memorandum makes use of the following forms:
 - GSA Form 6855, Verbal or Telephone Inquiry Form.
 - GSA Form 6895, Telephone Request for Records or Information.
 - GSA Form 6933, Release of Information.
 - GSA Form 6957, Request for Records.
 - SF 57, Application for Federal Employment.
 - SF 127, Request for Official Personnel Folder.
 - SF 2806, Individual Retirement Record.

SF 2809, Health Benefits Registration Form.
SF 2810, Notice of Change in Health Benefits Enrollment.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.102C CHGE 11
September 26, 2005

SUBJECT: Privacy Act implementation in NPRC reference service operations

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.102C.
2. **Explanation of change.** Instructions have been added to require retention of copies of deleted documents sent in response to third-party Freedom Of Information Act requests, and to explain how to provide information about such disclosures if asked by the person named in the record. Other changes have been made to update references to forms, memoranda, and organizations.
3. **Instructions.** Remove pp. 7/8 and 8.1/8.2 insert revised pp.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.102C CHGE 12
March 13, 2006

SUBJECT: Privacy Act implementation in NPRC reference service operations

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.102C.
2. **Explanation of change.** The Defense Privacy Board has canceled a previous ruling that allowed NPRC to provide copies of blanket orders without deleting personal information about third parties, if the documents were created prior to 9/27/75.
3. **Instructions.** Remove pp. 11/12 and 13/14 insert revised pp.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

SUBJECT: Privacy Act implementation in NPRC reference service operations

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.102C.

2. **Explanation of changes.**

a. Subparagraph 18.d. has been removed, as a result of the recently-implemented Defense Privacy Board ruling that requires deletion of personal information pertaining to third parties, even when the requester is the veteran to whom the record pertains and no matter when the document to be released was created. Change 12 had addressed the Privacy Board ruling by revising par. 18.c., but subpar. 18.d. also should have been deleted at that time.

b. Subparagraph 18.f. has been revised to reflect current correspondence procedures.

3. **Instructions.** Remove pp. 13/14 insert revised pp.

R.L. HINDMAN

Director

PRIVACY ACT IMPLEMENTATION AT NPRC

1. **Basic provisions.** The basic provisions of the Privacy Act, as it applies to military and civilian records at NPRC, are to provide safeguards for an individual against an invasion of personal privacy by--

a. Permitting the individual to determine what records pertaining to him/her are maintained.

b. Permitting the individual to prevent records pertaining to him/her from being used or made available to purposes other than the purpose for which they were created, and

c. Permitting the individual to gain access to his/her records, to have copies made of all or any portion thereof, and to correct or amend such records.

2. **Definitions.**

a. **Disclosure.** The term "disclosure" at NPRC means furnishing to a third party information/records in response to any type of request therefor. This includes mail and telephone requests for information and records (including loans and transfers), as well as access to records on the premises. Furnishing information/records to a third party is considered a disclosure, even when the written consent of the individual named in the records has been provided, but furnishing information/records to the individual is not a disclosure.

b. **Routine use.** The term "routine use" means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected. For NPRC, the DoD and CSC descriptions of routine uses will constitute our release policies.

c. **Agency.** An important aspect of the Privacy Act is that records accepted by GSA for storage and servicing are considered to be "maintained" by the agency which deposited

the records. This is further defined and explained by GSA Bulletin FPMR B-57 Archives and Records, on the Subject of Implementation of the Privacy Act of 1974. GSA, functioning as an agent of the transferring agency, may not disclose the record except to that agency, or under rules established by it. For the purposes of this instruction, the Department of Defense is considered the "agency" that deposited the military records and the Civil Service Commission is considered the agency that deposited the civilian records. It should be clearly understood that, in any case where an action of NPRC, based on DoD or CSC release policies, is contested or questioned, the matter is no longer proper for handling by NPRC but must be referred instead to the appropriate Armed Force or to the Civil Service Commission.

d. **Record.** The term "record" at NPRC includes computer printouts and microfilm tapes. This is important since the same safeguards prescribed for personnel and related records also apply to the computer records.

3. **Identification of requester.** With implementation of the Privacy Act, there must be an increased awareness for the proper identification of the requester. ([See par. 11 concerning telephone requests.](#)) If the request is made in person, verify the identity of the person by requesting some type of identification, for example, driver's license, employment identification card, social security card, etc. Verification of identity in writing must include identifying data, i.e., name, date of birth, service number, social security number, etc. Verification of identity may also be assured by requiring the individual to provide some item of information in the record which only the concerned person would likely know. (An individual cannot be denied access to his records for refusing to disclose his/her social security number.)

4. **Requests from individuals for "access" to their records.**

a. **Requirement.** Under the Act, an individual, upon request, is to be informed whether or not a system of records contains a record pertaining to his/her and, accompanied by a person of his/her own choosing, if he/she so desires shall be permitted to review his/her records and to obtain a copy of all or any portion thereof. The agency may require the individual to furnish a written statement authorizing discussion of that individual's record in the accompanying person's presence.

b. **Procedure.**

(1) In the months since the implementation of the Privacy Act, this Center has periodically received requests for information as to whether or not a record exists. ([See par. 17](#) for additional information and instructions on this subject.) These requests have been written or communicated by individuals visiting the Center. Normally, these requests seek photocopies of the existing records or access to review any records which may be on file. (If a request mentions the Privacy Act or asks whether or not a record exists, it can be termed a request for access.) However, most veterans and separated employees are usually aware of the existence of their records.

(2) As in the past, certain types of records must be removed before an individual is given access to his/her own record. These are discussed in [pars. 6](#) and [7](#).

5. **Disclosures to other sources.** As indicated in the definition, this means releasing information/records to anyone other than the individual named in them. From the Act itself on "conditions of disclosure," we know that the following broad categories of sources may continue to receive records/information without the written consent of the individual.

- a. **Authorized officials and elements of the agency that created the record for use in the performance of their official duties.** For military records, this would be elements of the Department of Defense and the military departments. For civilian records, it would be the Civil Service Commission and all Federal agency personnel offices.
- b. **Any agency (of the Federal government) or any instrumentality of any governmental jurisdiction (state or local) for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a WRITTEN REQUEST specifying the particular portion desired and the law enforcement activity for which the record is sought.** "Head of the agency" is further defined in the OMB Guidelines to the Act to include any official delegated by the head of the agency to request records, but never below a section chief. (Requests which do not state the purpose, i.e., the "law enforcement activity for which the record is sought," should be returned asking for this information.)
- c. **To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, or any joint committee.** The OMB Guidelines and the published routine uses of the military departments have been amended to authorize disclosure of personal information to Members of congress when the member is acting his/her individual capacity on behalf of his/her constituent.
- d. **Courts of law pursuant to a court order or subpoena.** There is no change in our procedure on these, other than that which is required by [par. 10](#), concerning notification to the individual at his/her latest address of record.
- e. **Any person showing compelling circumstances affecting the health or safety of an individual.** In such cases, notification of the disclosure must be sent to the last known address of the individual.
- f. **The Comptroller General or any authorized representative for official GAO business.**
- g. **Any source if the requested information is of a type which is required to be released to the public under the Freedom of Information Act.** Examples of such information in military personnel records would be:
 - Name
 - Dates of Service
 - Rank/grade
 - Date of rank/grade
 - Salary
 - Present and past duty assignments (including geographical location)
 - Future assignments which have been finalized
 - Office phone number
 - Source of commission
 - Serial/service numbers (those issued prior to use of the social security number) as the service number. ([See subpar. 18b for further details.](#))
 - Military and civilian educational level (including major area of study, school, year of graduation, and degree)
 - Promotion sequence number
 - Age (date of birth)
 - Marital status
 - Dependents including the names, sex, and age
 - Awards and decorations

- Photographs (except for non-releasable personal data recorded on the photo, such as social security number)
- Duty status
- Records of courts-martial trials (unless classified)

The above items may normally be released, therefore, without the veteran's consent, if requested. If, however, there is reason to suspect an unethical or improper intended use on the part of the requester, the request should be forwarded to the appropriate armed force concerned. For deceased service personnel, the following items also may generally be released:

- Date and place of birth
- Date and geographical location of death
- Place of burial
- Service number

Although the Privacy Act, as interpreted by the OMB Guidelines of July 9, 1975, does not protect the records of deceased individuals from disclosure, the Freedom of Information Act authorizes the withholding of some data to protect the privacy of the next of kin.

Office of Personnel Management guidelines for disclosure of information (see [fig. 1.](#)).

h. ***Any requester who provides NPRC adequate assurance that the record will be used solely for statistical research.*** These requests are always coordinated with and responded to by the Director who assures compliance with the Privacy Act. A written statement must be provided to NPRC which furnishes the purpose for the request and certification that the records will be used only for statistical purposes. In these cases, NPRC may provide copies of records which have been stripped of personally identifying information. This can be accomplished by covering the individual's name and identifying numbers during the photocopying.

i. ***Other categories of requesters are covered under the Act's provisions for "routine uses" of the records, which the agencies are required to define and publish annually.***

6. ***Exemptions.*** Under the Privacy Act, agencies may exempt certain types of records from certain provisions of the Act. However, the system of records must specifically exempt a category or type of records in order to prevent its disclosure. The following are general types of records which may be exempted. **IF THESE TYPES ARE ENCOUNTERED AT NPRC, THE APPROPRIATE SYSTEM OF RECORDS MUST BE CHECKED TO DETERMINE IF ANY OF THE POTENTIAL EXEMPTIONS APPLY. THEY ARE AS FOLLOWS:**

- a. ***Records maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws.***
- b. ***Records specifically authorized under criteria established under an Executive Order to be kept classified in the interest of national defense or foreign policy and are in fact properly classified pursuant to such Executive Order.*** For CPR, the personnel folder is checked to determine if there is a notice of clearance or discontinuance of investigation or other material relating to proceedings under E. O. 9835 or 10450. If such personnel records are present, CPR may furnish photocopies of all the loyalty investigation records unless the employee was released on loyalty grounds. In those cases, the request and the OPF are forwarded to the **Director, Bureau of Management Information**

System, U. S. Civil Service Commission, 1900 E. Street, N. W. Washington, DC 20415. See [par. 19](#) for additional information on E. O. 9835 or 10450.

- c. ***Investigatory material compiled for law enforcement purposes, other than material covered under a, above; unless an individual would be denied any right, privilege, or benefit that he would otherwise be entitled to by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material.*** Such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.
- d. ***Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, BUT ONLY TO THE EXTENT THAT THE DISCLOSURE OF SUCH MATERIAL WOULD REVEAL THE IDENTITY OF A SOURCE WHO FURNISHED INFORMATION TO THE GOVERNMENT UNDER AN EXPRESS PROMISE THAT THE IDENTITY OF THE SOURCE WOULD BE HELD IN CONFIDENCE, OR PRIOR TO SEPTEMBER 27, 1975, UNDER AN IMPLIED PROMISE THAT THE IDENTITY OF THE SOURCE WOULD BE HELD IN CONFIDENCE.*** Requests for records which include express or implied promises of confidentiality are referred to the appropriate office of the Armed Force concerned for access determination.
- e. ***Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or***
- f. ***Evaluation material used to determine potential for promotion in the Armed Services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence or prior to be held in confidence.*** DoD components shall specify those categories of individuals for whom pledges of confidentiality may be made when obtaining information on an individual's suitability for promotion.

If any of these types of records are encountered in a record being prepared for "review," or for "complete" copying, correspondence personnel must check the appropriate System of Records. The Systems of Records for military personnel may be obtained from the FEDERAL REGISTER through the Management and Technical Staff. In December 1976 the DoD Privacy Board determined that an investigatory record or other law enforcement record which may be exempted under one records system would not be afforded a general exemption if permanently filed in a non-exempt records system. **THEREFORE, IF A SPECIFIC TYPE OF RECORD (INVESTIGATORY OR LAW ENFORCEMENT) IS EXEMPTED BY A SYSTEM PRESENT AT MPR, EMPLOYEES MUST BE SURE TO INFORM THE REQUESTER WHO IS SEEKING ACCESS TO HIS/HER RECORDS THAT AN EXEMPTED TYPE OF RECORD IS PRESENT IN HIS/HER RECORDS, AND THEN DIRECT THE REQUESTER TO THE ORIGINATING INVESTIGATIVE ORGANIZATION.** If the request specifically relates only to an exempted type of record, the requester is referred to the System's Manager designated in the appropriate Notice of Systems of Records. To be familiar with the exemptions within each System of Records, supervisors should periodically review each system serviced by branch employees.

7. ***Other special types of records requiring special consideration.*** In addition to the categories of records listed in [par. 6](#) as "exempt" from certain provisions of the Privacy Act, the following

categories must also be screened out before access is granted, whether in person or by mail.

- a. **Privacy of other individuals named in the record.** According to the Privacy guidelines of the Department of Defense, Center employees must not release information that would violate the privacy of another individual. Whenever NPRC receives an inquiry from a veteran or his duly authorized representative and releases photocopies of documents which are a part of the master personnel record, those photocopies cannot contain social security numbers, home addresses of record, or home telephone numbers, which pertain to service personnel other than the requesters. To protect the personal privacy of the other individuals, do not release more information than is available to the general public under FOIA. An extract or photocopy may need to be made deleting the information pertaining to the other individual(s).
- b. **Medical information in records which may adversely affect the individual named in them.** There is no change in the criteria and procedures with regard to this type of information, except that in any case where there is uncertainty as to whether the medical information is releasable to the individual concerned, the matter must be referred to the appropriate office of the military service department concerned, or to the Office of Personnel Management.
- c. **Information compiled in anticipation of a civil action.** An individual may not be granted access to any information compiled in reasonable anticipation of a civil action or proceeding.
- d. **Information furnished by others under express or implied promise of confidentiality.** If the record contains material which would reveal the identity of a source who furnished information to the Government under promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an IMPLIED promise that the identity of the source would be held in confidence, the request is forwarded to the Armed Force concerned.
- e. **Drug abuse patient treatment records.** The screening of records for Drug Abuse patient material is covered in NPRC [1865.103, ch. 3](#)

8. **Keeping an accounting of certain disclosures.**

- a. **Requirement.** The Act requires that an "accounting" be kept of all disclosures except for (1) disclosures to the agency that retired the record; or in the case of the military departments, any official within the Department of Defense who has a need for access in the performance of official duties; and (2) disclosures under the FOIA. HOWEVER, NPRC does retain an accounting of each disclosure made under the FOIA. (See subpar. [8.c\(1\) NOTE](#), below.) The "accounting" must show the date, nature, and purpose of each disclosure when made. The accounting is required even when the disclosure is made with the individual's written consent.

NOTE: Furnishing information/records to the individual named in the record is not considered a "disclosure" within the meaning of this requirement.

- b. **Procedure.** The above accounting will be satisfied here by retaining the inquiry, a copy of the reply letter (or form), and evidence of what document(s)/information was sent.

Transcribing data from the record is the safest way to provide FOIA information. This may be done on NA Form 13164, Information Releasable Under the Freedom of Information

Act, for MPR replies, or NA Form 13037, Transcript/Statement of Federal Service, for CPR replies. If more space is needed, use the MPR response letter or the CPR transmittal.

If the most efficient way to respond to a particular request is to send copies of record documents (either in addition to the NA form or without it), one or both of the following must be done to ensure that a sufficient accounting can be made of what was sent: 1) File a copy in the OMPF/OPF of each deleted document sent (showing all deletions made); 2) If any documents are sent that do not require deletions, it is necessary only to retain a list of those documents, either in the CMRS Request Note applet, or, at CPR, in the OPF. Do NOT make file copies of documents that do not contain any deletions.

When records are loaned to the various authorized tenant and visiting agents--and if loan is classified as a "disclosure"--the accounting will be accomplished by filing the request for the record. The request is normally submitted on NA Form 13087, Request for Records, which includes the date, nature, purpose, and name of the agency to which disclosed. Since the Act requires the accounting to be kept only on disclosures to another agency, NPRC will not have to keep it when military records are lent to any agency or element of DoD.

At CPR, the accounting will be kept on loans of OPF's to Federal civilian personnel offices. This accounting will be accomplished by retaining the SF 127, Request for Official Personnel Folder, or NA Form 13080, Telephone Request for Records or Information, with the refile material. Additional instructions for CPR for maintaining the accounting are as follows:

- (1) Senate and U. S. House of Representative requests for Health Benefits Act information. Information clerks must be careful to retain a photocopy of the United States House and Senate requests for Health Benefits Act information. The SF 2810, Notice of Change in Health Benefits Enrollment, or SF 2809, Health Benefits Registration Form, is not always forwarded. A copy of the information furnished must be retained. These instructions are also incorporated in NPRC 1867.19.
- (2) Certification of teaching experience. For those requests which require certification of teaching experience in dependent schools, Federal schools, or Indian schools, a photocopy of the completed form must be retained.
- (3) Requests for SF 2806. A pencil or draft copy of the SF 2806, Individual Retirement Record, must be retained in the personnel folder.
- (4) Retention of ALL Standard Forms 127 in OPF's and with refile material. If a personnel folder is returned to NPRC (CPR) and refiled (with a SF 127 within it) and subsequent SF 127 is submitted, the original SF 127 is not taken out of the personnel folder or destroyed. It must be retained as a record of transfer.

NOTE: If a disclosure is made from an organization-type record and there is no individual record (folder) in which to file the "accounting," the record of disclosure will be given a registry location and treated as refile material.

c. Requests for the "accounting of disclosure."

- (1) **Requirement.** The Act requires that, except for disclosure to governmental law enforcement activities, the "accounting of disclosure" ([par. 8](#)) must be made available to the individual named in the records AT HIS/HER REQUEST.

NOTE: Although the Freedom of Information Act does not require NPRC to keep an "accounting of disclosure" for each disclosure made under FOIA, there is no basis for denying access to the copy of the response or request if access is sought by the subject of the record.

(2) **Procedures.** The reply to the individual named in the records includes the date, nature and purpose, and name and address to whom disclosure was made. NPRC also provides exactly what information was released in response to any third-party FOIA requests. Remember that even though we do AS A MATTER OF ROUTINE keep a record of certain disclosures within the agency; i.e., within DoD or within OPM, this kind of accounting is not to be made available to the requester if the disclosure was made under subsection (b)(7) of the Act (see [subpar. 5b](#) of this memorandum), or if the system specifically exempts access to the accounting record (see [par. 6](#)).

(3) **Air Force accounting of disclosure (individuals discharged since 9/27/75).** Since the implementation of the Privacy Act in September 1975, the Department of the Air Force has maintained accountings of disclosure on the Privacy Act Tracking System (PATS) computer at Randolph AFB. The paper/microfiche record retired to NPRC does not contain an accounting of disclosure record; IT SHOULD NOT BE ASSUMED THAT THERE WERE NO DISCLOSURES OF THE RECORD. If a request for an accounting of disclosures be received at NPRC, the request and records should be referred to AFPC/DPFFCMP, Randolph AFB, to be answered. Requests for an accounting of disclosure for reservists and ANG officers should be forwarded to ARPC/DPSFR, Denver, CO, for reply. If a veteran comes to NPRC to review his/her records and also seeks an accounting of disclosure, the veteran should be encouraged to put his/her request in writing (so that it may be forwarded for processing). The request and the record are then forwarded to AFPC or ARPC, as appropriate.

9. **Requests involving amendment (change) or administrative correction of records.**

a. **Military records.** The distinction between amendment of a military record and administrative correction has been clarified. General guidelines are as follows:

(1) **Amendment.** NPRC, as the physical custodian (but not the legal custodian) of military records, cannot amend military records. Amending (changing substantive information contained in a military record) is the responsibility of the armed force creating the record. Requests indicating the veteran desires changing the substance of his/her record (no error was made at the time of the record's creation) are not within the authority of NPRC. Examples of amendment requests include:

to change a name which has been legally changed subsequent to service (see the special procedures outlined in [subpar. 9a\(1\)\(f\)](#).)

to add non military documents, statements, information to a record

to delete certain items, facts, papers from the record

to change the sex indicated in the record

to alter the name under which the record is filed because the veteran claims to have served under an alias

to change facts in the military record when there is an indication that a crime/fraud may have been committed

to change the birthdate listed in the records because the veteran concealed his/her true birthdate at the time of enlistment/induction

any change indicating concealment/falsification of information at the time of creation of the record

The following procedures should be followed when a request for amendment is received:

(a) If a request for amendment states that it is being submitted under the provisions of the Privacy Act, NPRC must acknowledge the receipt of the request within 10 WORKDAYS.

(b) Forward the request to the appropriate armed force and send a notification to the veteran.

or

Notify the requester that he or she may submit a request to the military department and that the request may be further supported if accompanied by:

- i. Certified transcript of record of birth.
- ii. Certified transcript of baptism.
- iii. Certified copy of court order.

(c) Never take any action to "deny" a request concerning amendment of a record. If the requester insists that NPRC complete the amendment, coordinate with the armed force concerned prior to referring the request and appropriate records.

(d) Requests for a change in sex regarding Marine Corps records are forwarded to the Commandant of the Marine Corps (MMSB). Forward both the personnel and medical records with the correspondence.

(e) Do not issue DD Form 215, Correction to DD Form 214, for the types of amendments outlined above THIS IS THE RESPONSIBILITY OF THE ARMED SERVICE.

(f) If the veteran provides a certified court order or other legal proof of a name change, notify the veteran that we are not changing the veteran's record, but are adding a computer cross reference to his/her record(s) to provide identification and reference by both names. File the court order in the record. Use the R6-6915 form to inform the veteran of NPRC's action. The military departments have asked NPRC to treat name changes in this manner. However, if the veteran writes a second time insisting that his/her previous name be deleted from all records and from the computer reference or that his/her new name be added to all record documents, forward the request and records to the appropriate office as outlined on the R6-6915 form (blocks 1 and 3 and appropriate address). (Navy personnel records are forwarded to the Chief of Naval Personnel through the BuPers Liaison Officer.) Use a duplicate copy to inform the requester of the referral. File a copy in the record. (Three (3) copies total.)

(2) **Administrative correction.** Correcting an administrative error made on a military document or a typographical misspelling or transposition of numbers (date of birth, service number, etc.) is an NPRC function when evidence is found in the record to support the request. In some cases, the requester may be able to submit a copy of a discharge certificate or statement of service to support the request for an administrative correction. Clerical errors made on military records at the time of their creation and errors made on

separation/discharge documents are the most frequent types of administrative corrections which NPRC employees may perform. Examples are:

- misspelled name
- wrong initial(s)
- reversed first and middle name
- reversed first and last name
- nicknames cited rather than full legal name
- incorrect date of birth
- transposed digits in a social security number or service number

When a request for an administrative correction is received, follow these guidelines:

(a) Use R6-6915 form, Change of Record Request, to notify requester of the receipt of request, and if the request is:

- i. To correct an administrative error to DD Form 214, Certificate of Release or Discharge from Active Duty, and official documents in the record support the request for correction; then, follow guidelines in [NPRC 1865.87](#) for preparation of DD Form 215, Correction to DD Form 214.
- ii. For Air Force Reference Branch personnel, when AF Form 281 is required to change basic identifying data (i.e., date and place of birth, SSAN, and name) as outlined in Air Force Regulation 35-22, forward request and record to AFMPCDOO(officer) or AFMPCDOA(enlisted), Randolph Air Force Base, TX.

(b) The requester may furnish proof of correct name/DOB/SSAN, if not supported in record by providing a copy of original discharge certificate or statement of service issued by the service department containing the correct name.

(c) If there is a delay after the evidence/documents have been submitted to support the need for a correction, advise the requester of the delay and the approximate date when the required action to correct the record will be completed by NPRC.

(d) Upon receipt of admissible proof of name, number, or date(s) in question, prepare:

- i. DD Form 215, Correction to DD Form 214 (when appropriate). Retain evidence submitted to support correction. Additional instruction for the reference branches are:
 - A. For Army Reference Branch and Records Reconstruction Branch personnel, when there is no indication that a DD Form 214 was issued initially, forward request and record to **→ARPERSCOM, ZCC-B←**.
 - B. For Navy Reference Branch personnel, prepare DD Form 1343, Notification of Change in Service Member's Official Records, when the error involves correcting the record of a discharged veteran, or the veteran has military status (e.g., retired, Fleet Reserve member). The signature of the appropriate Liaison Officer is required for authentication. Refer to NPRC1865.65, Changes/Corrections to Military Personnel/Medical Records Indexed in Alpha or Numeric files, for distribution of DD Form 1343.
- ii. R6-6915 form, checking the block indicating a name cross-reference is established (when applicable).

(e) Dispatch the request, response, and record to the supervisor for a change of computer action if necessary.

10. **Civilian records.** OPM rules require that all requests to amend records be referred to the System Manager indicated in the notice of systems of records, or the individual be advised to contact an OPM office near his residence. If this action cannot be taken within ten days, an acknowledgment must be sent.

11. **Informing prior recipients of corrected (or disputed) records.**
 - (1) **Requirement.** The Act provides for individuals to request amendments to their records. In cases where the records are amended, the Act further requires that each agency or person to whom the record has been disclosed be notified of the amendment. This requirement, for NPRC purposes, does not apply to disclosures to personnel within the agency, to the public under the Freedom of Information Act, or to disclosures made prior to September 27, 1975, for which no accounting was made. In the heading of this paragraph, the words "or disputed" refer to cases where the request for amendment is denied, the agency ultimately has noted the portion of the record "in dispute," and the individual's "statement of disagreement" is filed with the record and made available to anyone to whom the record subsequently is disclosed.

 - (2) **Procedures.** Procedures for notifying prior recipients of amendments to records or notifications of dispute should be the responsibility of the Armed Force which has custody of the record during the amendment process. If, however, a record is returned to NPRC after amendment and it is apparent that prior recipients of the record were not notified, the record should be referred to the branch chief so that he/she might contact the Armed Force to determine the proper course of action.

12. **Subpoenas and court orders--courts of competent jurisdiction.** The Act stipulates that disclosures may be made pursuant to the order of a court of competent jurisdiction, and that, reasonable efforts be made to notify the individual that the records have been made available. This is done by sending the individual, at his/her last known address, a copy of the transmittal letter which is addressed to the clerk of the court.

13. **Telephone requests.** Since the implementation of the Privacy Act, NPRC must exercise great care in establishing the identity of the individual making a request and in handling telephone requests. NPRC will not honor a telephone request unless the employee receiving the call can positively identify the caller. Except in the case of telephone requests from Congressional offices, callers should be urged to put their requests in writing, and advised as to the information needed to conduct a records search. The OMB Guidelines and the published "routine uses" of the military departments have been amended to authorize the disclosure of personal information to a Member of Congress when the Member is acting in behalf of his/her constituent. A written request from the Congressional office need not be submitted. However, in those cases where the Congressional office indicates that the request is being made on behalf of a person other than the individual whose record is to be disclosed, the Congressional office is advised that the written consent of the subject of the record is required.

14. **Requests concerning deceased and "incompetent" individuals, and minors.**
 - a. **Deceased.** The Privacy Act is silent with regard to records of deceased individuals, although the provisions of Freedom of Information Act protect the essential privacy of the next of kin.

 - b. **"Incompetents" and minors.** Subsection (h) of the Act reads: "For the purposes of this section, the parent of any minor, or the legal guardian of any individual who has been

declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual." All requests and authorizations for disclosure from the legal guardians of incompetents must be in writing and must be accompanied by a certified copy of the guardian's letter of appointment showing proof of incompetency. The parentage of a minor can be verified from the record.

15. **Soliciting personal information from individuals.**

- a. **Requirement.** The Act requires that each individual who is asked to supply personal information about himself must be told (1) the authority for the solicitation; (2) the principal purpose for which it is to be used; (3) the routine uses to be made of it; (4) whether furnishing the information is mandatory or voluntary; and (5) the effects on him, if any, if he doesn't provide the information.

NOTE: Remember that this requirement pertains only to our requests TO THE INDIVIDUAL for information ABOUT HIMSELF/HERSELF.

- b. **Procedure.** This requirement has been fulfilled by including a Privacy Act of 1974 Compliance Statement on most forms used by NPRC to request personal identifying information from individuals. When information is solicited for the Verbal or Telephone Inquiry form, NA Form 13086, the statement must be read to the individual.

16. **Fees.**

- a. **MPR.** The Privacy Act makes no change in fee policies at MPR.
- b. **CPR.** OPM rules (5 CFR 297.115) stipulate there shall be no charge for the first copy of a record furnished to the individual to whom it pertains. This would rule out the charging of a fee even if the request states that it is being made under the Freedom of Information Act.

17. **Form of notification when information/records not releasable.** When military records/information cannot be released ([see par. 5](#)), the NA Form 13062, Release of Information, is used, checking the block which reads as follows:

"Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering your request. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian should furnish a copy of the court appointment.) Although the Privacy Act does not apply to the records of deceased individuals, Department of Defense instructions indicate that we must have the written consent of the next of kin if the individual is deceased. If you are able to obtain the written consent, please return your request to us."

However, if the requester cites FOIA, the NA Form 13062 (par. quoted above) is not used. (SEE NPRC 1865.36(Obsolete)).

18. **Request for home addresses of military personnel and former military personnel.** Department of Defense Directive 5400.11, Encl. 5, par. D-2 implementing the Privacy Act, generally prohibits the furnishing of home addresses to the public, whether requested in list or single name form, unless the request indicates compelling and overriding interests, such as when the health or safety of an individual would be affected, or when the purpose is to confer a benefit on the veteran, provided the veteran is notified of such releases at his or her last know

address. The directive does permit the forwarding of a request to the last known address of the individual for reply at his/her discretion, the requester being notified accordingly. See [NPRC1865.49](#) for the criteria for determining whether the request must be furnished, denied, forwarded without fee, or forwarded only if a \$2.00 fee is paid.

19. **Requests which seek access and do not specify a system of records.** Since the implementation of the Privacy Act in 1975, NPRC has occasionally received requests for access which cite various pages of the FEDERAL REGISTER and request NPRC to search all or many of the systems of records listed on those pages for any records which may exist on the requester. These requests are not honored "in toto." It is necessary for the requester to specify the system(s) of records which he/she believes contain(s) information about him/her. The requester should be advised that the public notices for all existing systems of records have been published in the FEDERAL REGISTER and that he/she should consult these to determine the exact system(s) of records to which he/she desires access.

NOTE: If the requester furnishes sufficient information for NPRC employees to search a primary records system located at this Center (which is listed within the pages cited) then, employees should furnish photocopies of the records within that system or inform the requester of the hours during which the records may be reviewed. Examples of the primary records systems located at this Center would be: Marine Corps Military Personnel Records, MMN00006; Navy Personnel Records System, N0022 PERSRECSYS; or Tennessee Valley Authority Personnel Files, TV-2, etc.

20. **Release of personal identifying data or organizational records (DoD).**

- a. **August 1976 decision regarding organizational records.** The Defense Privacy Board has ruled that this Center must not release information from organizational records (including those of deceased individuals) that would constitute a clearly unwarranted invasion of the privacy of any individual. The board has determined that the amount of information which can be released to the public should not exceed those items releasable to third parties under FOIA (except for older service numbers - see [subpar. b](#) below). Delete all personal information from military organizational records prior to release. See [subpar. 5g](#) for those items releasable to the public under the Freedom of Information Act.
- b. **December 1979 decision regarding release of service numbers.** The Defense Privacy Board has ruled that the serial/service number does not have the same importance as the social security number (SSAN). The older service numbers (issued until July 1, 1969) are no longer considered to be personal identifiers. Therefore, it is the Defense Privacy Board's decision that NPRC personnel do not have to delete listings of serial/service numbers when photocopies of organizational records or military orders are released. In simple words, this means that NPRC personnel do not have to block out either names or serial/service numbers from photocopies of organizational records or military orders.
- c. **January 2006 decision prohibiting release of undeleted copies of blanket orders.** The Defense Privacy Board has canceled a previous ruling that allowed NPRC to provide copies of blanket orders without deleting personal information about third parties, if the documents were created prior to 9/27/75. Such information now must be deleted.

(1) Paragraph Deleted.

(2) Paragraph Deleted.

(3) Paragraph Deleted.

d. Paragraph Deleted.

- e. **Requests for copies of rosters.** When NPRC releases photocopies of rosters in response to a request, it is permissible to release the names of other veterans. However, social security numbers, home addresses of record, and other personal identifiers should be blocked out.
- f. **Transmittal statement.** Whenever personal information has been deleted from the copies being sent, the transmittal letter must include a statement explaining that the Privacy Act of 1974 does not permit the release of Social Security Numbers or other personal information to the public without the authorization of the veterans concerned.
21. **Guidelines for determining the releasability of information relating to loyalty investigations of Federal employees.** The following guidelines should be observed when releasing information or records relating to E. O. 9835 or 10450 to parties other than the subject of the record:
22. **Court orders and subpoenas.** When furnishing photocopies of records in response to court orders and subpoenas, NRPCR deletes all references to loyalty matters on forms, e.g., the application SF 57 returned by the OPM stamped "Processed under E. O. 9835, part 1, section 3." Notification from a former regional loyalty board of the OPM or from a former agency loyalty board is also obliterated. Failure to block out such references would constitute an unwarranted invasion of personal privacy.
23. **Executive Branch personnel and employment offices.** Requests from personnel and employment offices, within the Executive Branch, concerning completion of the loyalty investigation under E. O. 9835 and E. O. 10450 may be answered completely. Usually NRPCR receives requests for the transfer of an OPF to Executive Branch personnel and employment offices. The OPF may be sent to fulfill such requests.
24. **Judicial and Legislative Branch personnel and employment offices.** Requests from personnel and employment offices within the Judicial and Legislative Branches regarding loyalty matters are not answered. If the personnel folder contains a notice of clearance of discontinuance of investigation or other material relating to proceedings under E. O. 9835, or E. O. 10450, the folder is released only if the request includes a signed statement to the effect that the personnel folder is required solely in connection with appointment of the individual involved, and that the requesting agency agrees to comply with the terms and provisions of the President's letter of April 3, 1952, to the Secretary of State and Loyalty Review Board Memorandum #45, Revised.
25. **Any request which is partially answered by furnishing the date and reason for separation.** If the former Federal employee has been separated on loyalty grounds, replies to requests state only that he was separated on grounds of reasonable doubt of his loyalty.
-

PROBATION (FEDERAL)

ALL SERVICE BRANCHES:

Make reply on Probation Form 14B, Request for Military Service Data. You must verify **all** of the following information:

- 1) **Name and Service Number:** Line out incorrect items and insert correct information.
- 2) **All Available Data Requested on Form:** Check boxes in left column only if information for that block is being furnished. **DO NOT** show "NONE."
- 3) **All Active Duty:** Provide active duty only.
 - 3A) **Active Duty for Training Only:** Write on form, "No active duty other than for training."
- 4) **Character of Service and Type of Separation:** Discharge, Release from AD, etc. If character is OTH, show the specific reason.
- 5) **Highest Grade, Rank, or Rating Held**
- 6) **Decorations and Citations:** Show **only** the following:
 - Medal of Honor
 - Distinguished Service Cross
 - Distinguished Flying Cross
 - Navy Cross
 - Air Force Cross
 - Silver Star Medal
 - Legion of Merit
 - Navy and Marine Corps Medal
 - Coast Guard Medal
 - Soldier's Medal
 - Secretary of the Treasury Commendation for Achievement Award (CG)
 - Airmen's Medal
 - Bronze Star Medal
 - Air Medal
 - Purple Heart
 - AF/Navy/Army/Coast Guard Commendation Medal
 - Navy Achievement Medal
 - Gold or Silver Life Saving Medal
 - Joint Service Commendation Medal
 - Combat Action Ribbon
- 7) **Any Psychiatric Records, Including Diagnosis of Personality Disorders, Nervous, or Mental Conditions:** If medical records at VARO or RMC, advise requester. If there is a VA claim number, provide it to requester.
- 8) **Either Inclusive Dates of Foreign OR Total Amount of Time of Such Service** (e.g., 1 yr, 3 mos, 17 dys).

9) **All Courts-Martial:** Furnish type, nature of offense, date and sentence (punishment) of any court martial convictions. DO NOT show NJPs. Copies of the court martial order(s) may be furnished instead of transcribing data to form.

Source: [NPRC 1865.45](#)

Processing requests for archival military personnel records

Last Updated: 02/24/2014

Background. An archival Official Military Personnel File (OMPF) becomes archival (or “accessioned”) when the ownership is transferred from the Department of Defense (DoD) to the National Archives and Records Administration (NARA). In 2004, DoD and NARA agreed that an OMPFs are accessioned 62 years after the service member's date of discharge, retirement, or death in service. Once transferred to NARA, the archival record is open to the public. Fees may be charged for photocopies of archival OMPFs.

Medical documents found in an archival OMPF are considered part of the OMPF and are also archival. Standalone medical records (for example, Navy medical records) are not archival and are processed using Records Center (non-archival) instructions.

A request for an archival record does not need to include either authorization from the veteran (or next-of-kin) or proof of death.

Note: Due to the fire of 1973, NPRC obtained multiple records series, pay vouchers (QMP records) and discharge orders (QMD records) to help reconstruct the lost service information. Some of these records are accessioned (see [Non-OMPF Archival Records CRG entry](#)) and fees may be charged for photocopies.

Procedure. Follow the steps in the table below when processing requests involving archival military personnel records.

Processing requests involving archival military personnel records

Step	Who	Action				
1	Core Technician	Pre-processes request.				
2	a. Archival Operations Branch	Creates search batches for records in the following OMPF groups: <ul style="list-style-type: none"> • Marine Corps World War I • Navy World War I • Navy World War II • NV Registry records (with the exception of High Priority search requests for Navy World War II and NV Archival records) Prints routine searches on blue paper and high-priority searches on purple paper.				
	b. Records Retrieval Branch	Prints routine and medium priority searches from potential and known archival record collections at NPRC on blue paper and high priority searches on purple paper.				
3	Core Technician	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">IF record</th> <th style="width: 50%;">THEN...</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> </tr> </tbody> </table>	IF record	THEN...		
IF record	THEN...					

is...	
Not found or charged out	Treat request as non-archival. <i>Exception: Records with service codes MC Archival or NV Archival are archival records; the service request is considered archival and archival processes apply.</i>
Found	Go to Step 4 .

4 Core Technician

When the SR status changes to "In Core", either "a" or "b" will apply below

a. For Marine Corps WWI Enlisted, Navy WWI Enlisted, and Navy WWII Enlisted records, MC Archival, and NV Archival records, the core technician does ONE of the following:

1. Reads search results in CMRS. The search request status is "not pulled" and the comment field states that the record has been found and indicates the size:
 "Small" means "5 pages or less"
 "Large" means "6 pages or more"
 Go to [Step 5](#) and follow the procedures for "fee is not waived".

2. Receives archival photocopies (benefits only). Go to [Step 5](#) and follow the procedures for "fee is waived".

b. For records from any other record block, receives record and reviews to determine if date of discharge, retirement, or death in service is 62 or more years ago from the current date. (The archival date is on the CMRS scroll bar at the bottom of the CMRS screen.)

IF...	THEN...
less than 62 years ago	record is not archival. Use non-archival (Records Center) procedures.
62 or more years ago	record is archival. Go to Step 5 .

As necessary:

- Stamps record jacket "Archival Record - Do not Loan or Transfer", taking care not to cover up any record data shown on jacket.
- Changes request type to Archival Request.
- Determines if a fee will be charged in accordance with the [Archival Response Guide](#) .

5 Core

	Technician	<table border="1"> <thead> <tr> <th data-bbox="483 67 602 117">IF...</th> <th data-bbox="602 67 1398 117">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 117 602 205">Fee is waived</td> <td data-bbox="602 117 1398 205">Process request in accordance with the Archival Response Guide.</td> </tr> <tr> <td data-bbox="483 205 602 1738">Fee is not waived</td> <td data-bbox="602 205 1398 1738"> <p>a. Determine how much to charge (see NARA Fee Schedule) and activate fee flag in CMRS.</p> <p>b. Prepare appropriate request payment letter from CMRS tab in Word: Get Paragraph > Archival > Request Payment-.</p> <p>c. Prepare appropriate invoice from CMRS tab in Word: Get Form > Archival > Archival Order Form - RIC on or after Oct 1, 2012 >. (PLACES BAR CODE ON THE INVOICE, NOT ON THE OUTGOING ENVELOPE).</p> <p>d. Print appropriate fact sheet(s), as required from CMRS tab in Word: Get Form > Archival > DIR - Fact Sheets >.</p> <p>e. Send (to the requester) a payment letter, invoice, fact sheets and envelope addressed to:</p> <p>[00670] National Archives at St. Louis Attn: RL-SL P.O. Box 38961 St. Louis, MO 63138</p> <p>Note 1: <i>For security reasons, be sure to send the return envelope with the P.O. box address above.</i></p> <p>Note 2: <i>Always send the invoice directly to the requester. If the request is from a congressional office, send a copy (cc:) of the payment letter to the congressional office. Do not send the invoice to the congressional office.</i></p> <p>Note 3: <i>Do not ask for or accept credit card information from requesters via phone, fax or mail. If a requester wants to fax credit card information to NPRC, provide the archival fee desk fax number: 314-801-0608.</i></p> </td> </tr> </tbody> </table>	IF...	THEN...	Fee is waived	Process request in accordance with the Archival Response Guide .	Fee is not waived	<p>a. Determine how much to charge (see NARA Fee Schedule) and activate fee flag in CMRS.</p> <p>b. Prepare appropriate request payment letter from CMRS tab in Word: Get Paragraph > Archival > Request Payment-.</p> <p>c. Prepare appropriate invoice from CMRS tab in Word: Get Form > Archival > Archival Order Form - RIC on or after Oct 1, 2012 >. (PLACES BAR CODE ON THE INVOICE, NOT ON THE OUTGOING ENVELOPE).</p> <p>d. Print appropriate fact sheet(s), as required from CMRS tab in Word: Get Form > Archival > DIR - Fact Sheets >.</p> <p>e. Send (to the requester) a payment letter, invoice, fact sheets and envelope addressed to:</p> <p>[00670] National Archives at St. Louis Attn: RL-SL P.O. Box 38961 St. Louis, MO 63138</p> <p>Note 1: <i>For security reasons, be sure to send the return envelope with the P.O. box address above.</i></p> <p>Note 2: <i>Always send the invoice directly to the requester. If the request is from a congressional office, send a copy (cc:) of the payment letter to the congressional office. Do not send the invoice to the congressional office.</i></p> <p>Note 3: <i>Do not ask for or accept credit card information from requesters via phone, fax or mail. If a requester wants to fax credit card information to NPRC, provide the archival fee desk fax number: 314-801-0608.</i></p>
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6	Core Technician	<ul style="list-style-type: none"> • Updates CMRS: <ul style="list-style-type: none"> ○ Request Status = Suspense ○ Suspense Reason = Requester ○ Due Date = Today's date plus 45 calendar days 						

		<ul style="list-style-type: none"> Retains record in suspense at desk until payment is received or request auto-closes for lack of payment. <p>Note: Do not manually complete (close) requests in suspense for payment before 45 days.</p> <p><i>Special Note about dual requests: Dual requests are those involving both archival and non-archival records. Send the non-archival response (using Records Center processes) with the archival invoice whenever possible. The request type remains Archival Request. Dual requests cannot be electronically referred.</i></p> <p><i>For instructions regarding how to refer Archival Non-OMPF requests, or the Archival Non-OMPF portion of a dual request - click here, and read the yellow section at the top of the page.</i></p>						
7	Archival Fee Clerk	<ul style="list-style-type: none"> Receives and processes payment. Queries CMRS to locate request associated with payment. Scans receipt into Incoming Attachments applet. Enters "Payment Receipt Attached" in the Request Note applet and Description field of the Request Information applet. Changes request status to In Core. Reviews "Ship To Address" section of invoice for changes made by requester. Enters note in CMRS Notes Applet, as applicable, to inform Core Technician of change to mailing address 						
8	Core Technician	<table border="1" data-bbox="483 1117 1398 1927"> <thead> <tr> <th data-bbox="483 1117 625 1171">IF...</th> <th data-bbox="625 1117 1398 1171">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1171 625 1318">Fee is not received</td> <td data-bbox="625 1171 1398 1318">Send the original record (if present) to refile after the request auto-closes in 45 days.</td> </tr> <tr> <td data-bbox="483 1318 625 1927">Fee is received</td> <td data-bbox="625 1318 1398 1927"> <ul style="list-style-type: none"> The request status will change to "In Core" and a note will be entered indicating a "Payment receipt is attached". Follow either "a" or "b" below, as appropriate. <ol style="list-style-type: none"> Prepare record documents for photocopying (see CRG entry Preparing Documents for Photocopying for proper prepping methods) and sends prepared documents to core support for photocopying. Go to Step 9. Receive photocopies of Marine Corps WWI Enlisted, Navy WWI Enlisted, and Navy WWII Enlisted records. Go to Step 10. </td> </tr> </tbody> </table>	IF...	THEN...	Fee is not received	Send the original record (if present) to refile after the request auto-closes in 45 days.	Fee is received	<ul style="list-style-type: none"> The request status will change to "In Core" and a note will be entered indicating a "Payment receipt is attached". Follow either "a" or "b" below, as appropriate. <ol style="list-style-type: none"> Prepare record documents for photocopying (see CRG entry Preparing Documents for Photocopying for proper prepping methods) and sends prepared documents to core support for photocopying. Go to Step 9. Receive photocopies of Marine Corps WWI Enlisted, Navy WWI Enlisted, and Navy WWII Enlisted records. Go to Step 10.
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9	Core							

	Support Staff	Makes photocopies of prepped documents using the procedure for photocopying documents . Delivers original record documents and photocopies to the core technician.
10	Core Technician	<ul style="list-style-type: none"> • Reviews CMRS Notes Applet to determine whether a change has been made to the “Ship To Address” of the invoice by an Archival Fee Clerk. • Changes address on letter, as appropriate, to reflect the “Ship To Address” section of the invoice. • Screens and redacts copied documents in accordance with NPRC 1600.1, Release of information from archival OMPFs. • Prepares final response letter, using most appropriate option from MSWord CMRS tab: Get Paragraph > Archival > Copies Enclosed pattern paragraphs. • Enters a zero in the Fee-Copies field and the Fee-Time field in the Response Information applet. (CMRS requires this when the fee flag is activated). • Changes CMRS request status to Case Completed. • Dispatches response containing photocopies to mailroom through core support. • Places record with search request sheet on top in designated area for refile. <p><i>Note 1: If this is a Congressional request and an archival fee payment has been received from the requester, do not send record photocopies to the Congressional office. Instead send the record photocopies to the address shown in the "Ship To Address" section of the invoice and send a copy (cc:) of your response letter to the Congressional office.</i></p> <p><i>Note 2: To prevent damage, do not fold the flap back inside wallet-type jackets (Navy WWI & Navy WWII jackets).</i></p>

Extracted from [NARA 1653. NARA Reproduction Fee Schedule. Appendix A](#). Please follow the link to see the whole schedule if you can not find what you are looking for below.

Fixed-Fee Orders Fixed-fee order prices supersede digitized reproduction prices (that is, a Form 82 digitized order carries a fee of \$25.00 not a per-page copy price).	Fee
Archival Official Military Personnel Files (OMPFs), 6 or more pages	\$70.00 per package
Archival Official Military Personnel Files (OMPFs), 5 or fewer pages	\$25.00 per package
Archival Official Military Personnel Files, Persons of Exceptional Prominence (PEP) (minimum reproduction order fees may apply)	\$0.80 per copy
Archival Official Personnel Folders (OFPs), 6 or more pages	\$70.00 per package

Archival Official Personnel Folders (OFPs), 5 or fewer pages
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\$25.00 per package

Related Topics:

[Archival Official Military Personnel Files \(OMPFs\) at NPRC](#)

[Archival OMPFs, Release of Information](#)

[Archival Record Collections at NPRC](#)

[Archival Records Registry](#)

[Archival Response Guide](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.104G
March 10, 2000

SUBJECT: Processing inquiries prepared in a foreign language

1. **Purpose.** This memorandum outlines procedures for processing inquiries that are prepared in a foreign language.
2. **Cancellation.** NPRC 1864.104F is canceled.
3. **Reason for revision.** This memorandum is revised to update: the Task code for reporting time spent on translations; the address of an outside source; the partial listing of NARA employees who translate inquiries written in a foreign language; and provide information for locating, on the Internet, a full list of NARA employees who perform translation services.
4. **Applicability.** This memorandum applies to both Military and Civilian Operations Branch personnel who are involved in handling inquiries that are prepared in a foreign language; and all those NPRC employees who are responsible for translating these inquiries ([see fig. 1](#)).
5. **Instructions.** The instructions for processing inquiries that are prepared in a foreign language are contained in the Attachment.
6. **Forms.** This memorandum makes use of the following form:

Optional Form 41, Routing and Transmittal Slip

DAVID L. PETREE
Director

PROCESSING INQUIRIES PREPARED IN A FOREIGN LANGUAGE

1. **Responsibilities of mailroom personnel.** Upon receipt of an inquiry that has been prepared in a foreign language, the employees of the Mail and Data Input Section, Military Operations Branch (NRPMO-M); and the employees of the Mail and Data Input Section, Civilian Operations Branch (NRPCO-M) shall review the inquiry and determine if a translation of the inquiry is absolutely necessary. If it appears that the inquiry lacks sufficient identifying information, then the inquiry shall be returned to the requester in accordance with the latest revisions of [NPRC 1865.20](#), Inquiries lacking sufficient identifying information and/or locator data (MPR only); or NPRC 1840.11, Mail coding and routing instructions, ch. 2-2d, (CPR only). The mailroom employee shall consult the supervisor if there is any problem determining if a translation is absolutely necessary.
2. **Selecting NPRC translator.** If it is determined that a translation is necessary, then mailroom personnel shall consult [fig. 1](#) to see if an NPRC translator is available for the particular language used in the subject inquiry. If an NPRC translator is not available, then see pars. [4](#) and [5](#). If a translator is available within NPRC, then the mailroom employee shall:
 - a. **Transmittal form.** Prepare an Optional Form 41, Routing and Transmittal Slip, to the translator through the appropriate NPRC branch chief.

- b. **Photocopies and routing.** Photocopy the OF 41 and the inquiry and route the photocopied inquiry to the translator.

NOTE: DO NOT photocopy or transmit inquiry enclosures such as documents or printed material.

- c. **Suspense file.** The photocopy of the OF 41 and the original inquiry, with attached documentation, shall be placed in a suspense file until the return of the completed translation.
- d. **Notification of delays.** If the translation has not been received within the allotted timeframes (see [subpar. 3b](#)), then the mailroom employee shall notify his or her supervisor, who will in turn, contact the appropriate branch chief to ascertain the reason for the delay.

3. **Responsibilities of NPRC translators and their immediate supervisors.** Upon receipt, the immediate supervisor shall assign the inquiry to the employee for translation. The NPRC translator is given off-standard time to complete the translation. Time expended translating inquiries shall be reported using TASK code "TRAO." The translator notes the beginning and ending times of the translation effort on the OF 41. The translation services provided by NPRC employees should not take more than one hour. The immediate supervisor is responsible for the following:

- a. **Prepared translation.** Ensuring that the translation is typed or prepared on a word processor.
- b. **Turnaround time.** Ensuring that the inquiry is returned to the appropriate mailroom within the allotted timeframe. If the inquiry originated in the same building in which the translation occurs, then the translated inquiry is returned within eight (8) working hours. If the inquiry is transmitted between buildings, then the translated inquiry is returned within sixteen (16) working hours.

4. **Using the services of NARA employees outside NPRC.** If it is determined that a translation is absolutely necessary, and that NPRC does not have an employee available to provide the translation, then the mailroom employee shall forward the inquiry to branch headquarters through the immediate supervisor.

EXCEPTION: If the inquiry is received in NRPMO-M AND is written in Vietnamese, send to NRPCO for action.

The branch headquarters is responsible for the following:

- a. **Selecting translator.** Review the list of translators in [fig. 2](#) and determine if a NARA employee outside of NPRC is available to provide the translation service. Select an employee for the translation.

NOTE: A complete list of NARA employees who translate inquiries prepared in a foreign language is available on the NARA Staff Only page on the NARA Website under Mail, Forms, and Administration (http://www.nara-at-work.gov/staff_resources_and_services/admin_resources/foreign.html).

- b. **Transmittal of inquiry.** Prepare original cover letter and file copy for the branch chief's signature. Address the letter directly to the translator, as shown in [fig. 3](#).

- c. **Routing.** Fax the cover letter and the inquiry to the translator or attach a photocopy of the inquiry to the cover letter and mail to the NARA employee.

NOTE: DO NOT photocopy or transmit inquiry enclosures such as documents or printed material.

- d. **Suspense file.** The file copy of the cover letter and the original inquiry, with attached documentation, shall be placed in a suspense file until the return of the completed translation.

(1) **Control log.** Maintain a log at the branch level indicating the date and to whom the inquiry was sent. Upon receipt of the translated inquiry, log in the return date.

(2) **Notification of delays.** If the translation has not been returned within four (4) weeks, then the branch chief or designee shall call the translator to ascertain the reason for the delay.

5. **Outside Agency sources.** When the workload dictates, an outside Agency source shall be used ONLY for the translation of inquiries prepared in Vietnamese.

EXCEPTIONS: Consult Chief, Management Systems Staff, for exceptions. If the inquiry is prepared in Vietnamese, process in the following manner:

- a. **NRPMO-M.** Route the inquiry to Civilian Operations Branch (NRPCO).
- b. **NRPCO-M.** Route the inquiry to Branch Headquarters (NRPCO). Branch Headquarters shall prepare original cover letter and file copy for the Branch Chief's signature. (See [fig. 4.](#)) Address cover letter to: Vietnamese Lutheran Fellowship, 17 Ponca Trail, Attn: Mr. Chau Vo, Kirkwood, MO 63122.
- c. **Photocopies and routing.** Attach a photocopy of the inquiry to the cover letter and route to the translator.
- NOTE:** DO NOT photocopy or transmit inquiry enclosures such as documents or printed material.
- d. **Suspense file.** The file copy of the cover letter and the original inquiry, with attached documentation, shall be placed in a suspense file until the return of the completed translation.
- e. **Notification of delays.** If the translation has not been returned within ten (10) working days, then the branch chief or designee shall call the translator to ascertain the reason for the delay.
- f. **Processing of inquiry and invoice.** When the translation and invoice are received, attach the original inquiry to the translation and process in the usual manner. Route the invoice and photocopies of the original inquiry and the translated inquiry to NRPS (Budget) for payment processing.

Figure 1: NPRC translators

LANGUAGE	TRANSLATOR	OFFICE SYMBOL
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French	William Seibert Janet Thomason	NRPMO NHTOS
German	Eric Voelz	NRPMO
Italian	Janet Thomason	NHTOS
Portuguese	Janet Thomason	NHTOS
Spanish	Janet Thomason	NHTOS

Figure 2: **NARA translators (outside NPRC)**

LANGUAGE	TRANSLATOR	OFFICE SYMBOL	ROOM	TELEPHONE	FAX
Arabic	Steven Hamilton	NWCTF	6350	301-713-6612	301-713-7480
Chinese	Lily Tao	NWCC	2800	301-713-6655 x221	301-713-6653
Chinese Mandarin	Howard C. Feng	NWMDM-A	5500	301-713-7181X394	301-713-6908
Croatian	Amy Schmidt	NWCTM	2400	301-713-7250 X371	301-713-7482
Dutch	Pat Alexander	NA	1150	301-713-6500 X231	301-713-6851
French	John Cornelius Linda L. Jones Ken Thibodeau	NWCCA NFS NH	2380 1540	301-713-6875 X246 202-523-3419 301-713-7330 X293	301-713-6740 202-523-5216 301-713-6911
German	Chris Kent Neils Cordes Yvonne K. Wilson	NWCS NWCC2 NWML	5360 5320	301-713-6625 X257 301-713-6785 301-713-7110 X246	301-713-6850
Hebrew	Richard Marcus Ellie Wackerman Yehoshua Yungshten	NH NWCS NWTS	1550 3340 B810	301-713-7330 X250 301-713-7050 X239 301-713-7409 X333	301-713-7344 301-713-7436 301-713-6921
Italian	Adeline Vallejo John Cornelius Judy Edelhoff	NRHLC NWCCA NWE	 2380 14N	714-360-2620 301-713-6875 X246 202-208-7345 X234	714-360-2624 301-713-6740 202-219-1888

Japanese	Alfred Johnson	NLS		805-522-8444 X2030	805-522-9621
Korean	Hyomi Park	NABT		301-713-6405 X253	301-713-7311
Lithuanian	George Sermuksnis	NRAB		781-647-8100	781-647-8460
Marshallese (language spoken in the Philippines)	Vernon Smith	NWCC2	1005	301-713-6800 X330	301-713-7482
Norwegian	Paul Rood	NWMDC	8W	202-501-5463 X245	202-219-1543
Portuguese	Cheryl Stadel-Bevins	NWME	5320	301-713-6630 X299	301-713-6911
Russian	Donya Platoof Patricia Eames	Volunteer NWE-V	G-12	202-501-5205 202-501-5205	202-501-5248 202-501-5248
Samoan	Mary Fuimaono Cynthia Mithcell	NRHS NRHS		650-876-9181 650-876-9006	650-876-9496 650-876-9496
Spanish	Ivadnia Scott-Cora John Lilyea Claude Hopkins	NW NFS NRHS	3400	301-713-7010 X278 301-523-3419 650-876-9001	301-713-6915 301-523-5216 650-876-9233
Swedish	Jennifer Heaps	NWDNC	3320	301-713-7030 X228	301-713-6913
Talalog (language spoken in the Philippines)	Veronica Edejer Aleta Calamba	NABT NRIS	5100	301-713-6405 X248 203-526-6501	301-713-7311 206-526-6575
Tamil (language spoken in India and Sri Lanka)	Ramanathan Panayappan	NWTD	1540	301-713-6700 X266	301-713-7466
Visaya (language spoken in the Philippines)	Aleta Calamba	NRIS		206-526-6501	206-526-6575

Processing Persons of Exceptional Prominence (PEP) Write-in Requests

Background. In 2004, NARA and DoD entered into an agreement that provided for accessioning into National Archives the Official Military Personnel Files (OMPFs) of individuals who have been separated from service for 62 years, or in the case of certain persons concerning whom there is significant historical interest, 10 years after their death. Among the latter records are the OMPFs of many prominent individuals such as military heroes, political leaders, cultural figures, celebrities, and entertainers. These records, designated as files of Persons of Exceptional Prominence, or PEPs, are some of the most intrinsically valuable holdings in the NARA system today.

Because PEPs include some of the most at-risk archival records in the NARA system, a program to produce electronic versions as surrogates for the original records is underway.

Procedure. Follow the steps in the table below when processing requests involving Persons of Exceptional Prominence paper and digital records.

Processing requests involving PEP paper and digital records

Step	Who	Action								
1	Core technician	Pre-processes request.								
2	Archival Operations Branch	<ul style="list-style-type: none"> Prints Vault search (See Appendix A) batch and then prints the individual searches on purple paper. Checks the Vault Records Death Index (VRDI) to determine if a reproduction copy or digital copy of the record has been created. <table border="1"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Reproduction Copy is available</td> <td>Go to step 3</td> </tr> <tr> <td>Reproduction Copy is NOT available</td> <td>Go to step 4</td> </tr> <tr> <td>Digital Copy is available</td> <td>Go to step 5</td> </tr> </tbody> </table>	IF	Then	Reproduction Copy is available	Go to step 3	Reproduction Copy is NOT available	Go to step 4	Digital Copy is available	Go to step 5
IF	Then									
Reproduction Copy is available	Go to step 3									
Reproduction Copy is NOT available	Go to step 4									
Digital Copy is available	Go to step 5									
3	Archival Operations Branch	<ul style="list-style-type: none"> Adds a NOTE in CMRS Request Note applet as follows: This is a PEP record with xxx pages. Please bill the requester using the PEP record invoice. If payment is received, email <i>PEP requests@nara.gov</i>. Include the SR#. A copy of the record will be provided to you upon receipt of the email. Changes the Request Status to 'In Core.' 								

		<ul style="list-style-type: none"> Places search requests (both copies) in folder in Archival Operations.
4	Archival Operation Branch	<ul style="list-style-type: none"> Charges-out and hand-carries the original record to Archival Operations Branch Headquarters. Updates the VRDI to indicate original record is in Archival Operations Branch Headquarters. Makes a reproduction copy of the original record on archival bond paper. Updates VRDI with the copy count. Refiles the original record and the reproduction copy in the vault; removes the charge-out. Updates VRDI to indicate original record has been refiled. Adds a NOTE in CMRS Request Note applet as follows: <p>This is a PEP record with xxx pages. Please bill the requester using the PEP record invoice. If payment is received, email PEP_requests@nara.gov. Include the SR#. A copy of the record will be provided to you upon receipt of the email.</p> Changes the Request Status to 'In Core.' Places search requests (both copies) in folder in Archival Operations.
5	Archival Operation Branch	<ul style="list-style-type: none"> Sends e-mail to the core technician and coach with a cc to William Seibert as follows: <p>PEP record has a Digital copy available. Request is being reassigned to the Archival Operations Branch to be processed and completed.</p> Reassigns request to an Archivist in the Archival Operations Branch. Changes the Request Status to 'In Core.' Places search requests (both copies) in folder in Archival Operations. Go to Step 7
6	Core technician	<ul style="list-style-type: none"> Sees 'In Core' requests and reads note. Changes request type to Archival Request. Activates fee flag in CMRS. Prepares appropriate request payment letter from MSWord CMRS tab: Get Paragraph > Archival > Request Payment. Prepares appropriate invoice located on MSWord CMRS tab: Get Form > Archival > Archival Order Form - RIC on or after Feb 28, 2009 > NPRC Test Form 2008-01E-Archival Order Form-PEP. Mails request payment letter, invoice, and envelope addressed to archival P.O. Box to requester. Updates CMRS: <ul style="list-style-type: none"> Request Status = Suspense Suspense Reason = Requester <p><i>Note 1: For security reasons, be sure to send the return envelope with the P. O. box address.</i></p>

		<p><i>Note 2: Always send the invoice directly to the requester. If the request is from a congressional office, cc: the congressional office on the payment letter, do not send the invoice to the congressional office.</i></p> <p><i>Note 3: Do not ask for or accept credit card information from requesters via phone, fax or mail. If a requester wants to fax his credit card information to NPRC, provide the archival fee desk fax number: 314-801-0608.</i></p>						
7	Archivist	<ul style="list-style-type: none"> • Sees 'In Core' requests and reads note. • Changes request type to Archival Request. • Activates fee flag in CMRS. • Prepares appropriate request payment letter from MSWord CMRS tab: Get Paragraph > Archival > Request Payment. • Prepares appropriate invoice located on MSWord CMRS tab: Get Form > Archival > DIR - Archivist Use Only > NPRC Test Form 2011-01F-Archival Order Form-PEP CD. • Prints fact sheet located on MSWord CMRS tab: Get Form> Archival > DIR - Archivist Use Only > PEP IT Fact Sheet . • Mails request payment letter, invoice, and envelope addressed to archival P.O. Box to requester. • Updates CMRS: <ul style="list-style-type: none"> ◦ Request Status = Suspense ◦ Suspense Reason = Requester <p><i>Note 1: For security reasons, be sure to send the return envelope with the P.O. box address.</i></p> <p><i>Note 2: Always send the invoice directly to the requester. If the request is from a congressional office, cc: the congressional office on the payment letter, do not send the invoice to the congressional office.</i></p> <p><i>Note 3: Do not ask for or accept credit card information from requesters via phone, fax or mail, If a requester wants to fax his credit card information to NPRC, provide the fee desk fax number: 314-801-0608.</i></p>						
8	Archival fee clerk	<ul style="list-style-type: none"> • Receives and processes payment. • Queries CMRS to locate request associated with payment. • Scans receipt into Incoming Attachments applet. • Enters Payment Receipt Attached note in CMRS. • Changes request status to 'In Core.' 						
9	Core technician	<table border="1" data-bbox="448 1661 1458 1885"> <thead> <tr> <th data-bbox="448 1661 631 1713">IF</th> <th data-bbox="631 1661 1458 1713">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1713 631 1797">Fee is not received</td> <td data-bbox="631 1713 1458 1797">Request auto-closes in 45 days.</td> </tr> <tr> <td data-bbox="448 1797 631 1885">Fee is received</td> <td data-bbox="631 1797 1458 1885">Emails PEP_requests@nara.gov and includes the SR# indicating payment was received.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Updates CMRS: <ul style="list-style-type: none"> ◦ Request Status = Suspense 	IF	Then	Fee is not received	Request auto-closes in 45 days.	Fee is received	Emails PEP_requests@nara.gov and includes the SR# indicating payment was received.
IF	Then							
Fee is not received	Request auto-closes in 45 days.							
Fee is received	Emails PEP_requests@nara.gov and includes the SR# indicating payment was received.							

- o Suspense Reason = Search

		<ul style="list-style-type: none"> o Suspense Reason = Search 						
10	Archivist	<table border="1" data-bbox="448 193 1458 527"> <tr> <td data-bbox="448 193 675 243">IF.....</td> <td data-bbox="675 193 1458 243">Then</td> </tr> <tr> <td data-bbox="448 243 675 331">Fee is not received</td> <td data-bbox="675 243 1458 331">Request auto-closes in 45 days.</td> </tr> <tr> <td data-bbox="448 331 675 527">Fee is received</td> <td data-bbox="675 331 1458 527"> <ul style="list-style-type: none"> o Locates search request sheets from folder in Archival Operations. o Places search request sheets in Preservation's in-box (Room 308) o Go to step 11. </td> </tr> </table> <ul style="list-style-type: none"> • Updates CMRS: <ul style="list-style-type: none"> o Request Status = Suspense o Suspense Reason = Search 	IF.....	Then	Fee is not received	Request auto-closes in 45 days.	Fee is received	<ul style="list-style-type: none"> o Locates search request sheets from folder in Archival Operations. o Places search request sheets in Preservation's in-box (Room 308) o Go to step 11.
IF.....	Then							
Fee is not received	Request auto-closes in 45 days.							
Fee is received	<ul style="list-style-type: none"> o Locates search request sheets from folder in Archival Operations. o Places search request sheets in Preservation's in-box (Room 308) o Go to step 11. 							
11	Archival Operations Branch	<ul style="list-style-type: none"> • Reads email and locates search request. • Removes the reproduction copy from the vault, leaving the original record in its vault file location. • Places search request 'copy' in file as a charge out for the reproduction copy. • Hand-carries reproduction copy to Archival Operations Branch Headquarters. • Makes a photocopy of the reproduction copy on plain bond paper. <div data-bbox="789 1100 1195 1297" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Note: The document feeder on the photocopy machine may be used to create the photocopy of the reproduction copy.</p> </div> <ul style="list-style-type: none"> • Refiles the reproduction copy with the original record; removes the charge out. • Places search request 'copy' used as a charge out in 'Refile folder'. • Hand-carries the photocopy to RDA for wandling FOUND and delivers to the core support. • Go to step 13 						
12	Preservation	<ul style="list-style-type: none"> • Picks up search request sheets from Preservation's in-box. • Makes PEP CD. • Places CD in jewel case. • Places CD jewel case in letter-sized padded mailer. • Attaches search request sheet outside of padded mailer. • Hand-carries package to Archival Operations. • Go to step 15. 						
13	Core support	<ul style="list-style-type: none"> • Wands search request 'In Core.' • Delivers the photocopies to core technician. 						

14	Core technician	<ul style="list-style-type: none"> • Prepares appropriate Copies Enclosed letter from MSWord CMRS tab: Get Paragraph > Archival > Copies Enclosed • Enters a number in the Fee-Copies and Fee-Time fields in the Response Information applet (any number works-CMRS requires this when the fee flag is activated). • Changes CMRS request status to Case Completed. • Dispatches response containing photocopies to mailroom through core support.
15	Archivist	<ul style="list-style-type: none"> • Updates the Search Request Status to 'Found' then to 'In Core' in the Search Request Applet. • Prepares appropriate Copies Enclosed letter from MSWord CMRS tab: Get Paragraph > Archival > Copies Enclosed • Enters a number in the Fee-Copies and Fee-Time fields in the Response Information applet (any number works - CMRS requires this when the fee flag is activated). • Changes CMRS request status to Case Completed. • Dispatches response containing photocopies to mailroom.

Appendix A: Vault Records

Vault records are indexed in the CMRS Registry system with a registry prefix of "V". The following chart will help determine the type of record requested.

RECORD TYPE	CMRS REGISTRY NUMBER RANGE	RECORD GROUP
VIP	V000000001 -VOO0100000	All
Employee Relative	V000100001 -VOO0199999	All
PEP	V000200000 -V000699999 (entire range)	All
Navy	VOO0200000-VOO0299999	24
CG	V000300000 -VOO0399999	26
MC	V000400000 -VOO0499999	127
Army	V000500000 -VOO0599999	319
AF	V000600000 -VOO0699999	342

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1867.62
January 28, 2005

SUBJECT: PROCESSING REQUESTS FOR INFORMATION FROM FBI PERSONNEL FILES

1. **Purpose.** This memorandum issues instructions for processing requests for information from Federal Bureau of Investigation (FBI) personnel files (PFs). Included are routine requests from former FBI employees; requests from federal agencies; requests from members of congress; third party requests; on-site reviews, and National Name Check Program (NNCP) requests from federal agencies.
2. **Applicability.** The provisions of this memorandum are applicable to employees in the Personnel Reference Service Section, Reference Service Branch.
3. **Background.** In January 2005, the first shipment of FBI personnel files was received at the National Personnel Records Center, Civilian Personnel Records facility. This shipment consisted of personnel files of former FBI **support** (non-agent) employees who have been out of service 15 years or longer. NPRC (CPR) will continue to receive shipments as these 'closed' personnel files become 15 years old. An FBI personnel file created prior to 1994 contains personnel, security and medical information *consolidated* in one personnel file (PF). Personnel files created during or after 1994 consist of several *separate* folders: Personnel Folder, Employee Medical Folder (EMF), Security Folder, and Other Government Service File (OPF which documents service with an agency **other than** FBI). NPRC will not see PFs with separate folders until approximately 2010.
4. **Forms.** This memorandum provides for the use of the following forms:
 - Standard Form 127, Request for Official Personnel Folder
 - Standard Form 184, Request for Employee Medical Folder
 - Standard Form 50, Notification of Personnel Action

R. L. HINDMAN
Director

ATTACHMENT

1. **General Information.** NPRC handles only **unclassified** personnel files (PFs) of former FBI support (non-agent) employees who have been separated from the FBI for 15 years or more. Unclassified files are stamped as such in the right bottom corner of the PF. **NOTE: Files with the following markings must be given to the Reference Service Branch Chief immediately: 1) Red line on the entire left side of the file (Special Agent file), or 2) label on the file cover states the record contains classified information. If, upon examination of contents, a personnel file appears to be one for an AGENT, also give it immediately to the Branch Chief.**
2. **Accounting of Disclosure.** Place a copy of every response in the appropriate personnel file as a record of disclosure. Each response must contain: the information that was released, the date it was released, to whom it was released, who at NPRC released it, who requested the release, and under what authority it was requested.
3. **Request from a former FBI employee.** If the request contains written authorization (a signature is required), provide **employment information only**. Furnish a copy of the specific document or information requested, a Transcript of Service, or a copy of the personnel file (PF). Information provided is subject to the Privacy Act or FOIA, as required. **For the first request, do not provide any medical or security information that may be included in the PF.** If the requester comes in a second time and **specifically** asks for medical or security information, furnish the information requested, as long as the information can be disclosed without violating FOIA and Privacy Act provisions. When the request is for medical or security information, forward the record and response to the Reference Service Branch Chief for review before sending the response to the requester.
4. **Request from a Federal Agency. NOTE:** If a former FBI employee has a separate OPF for employment with a different agency, **DO NOT combine the contents of the FBI folder with the 'other agency' folder.** Also, due to stickers, stamps and annotations on the FBI personnel file jacket do not place FBI files in newer folders.
 - a. **Request for employment information.** Provide a transcript of FBI service or send copies of Standard Forms 50, Notification of Personnel Action, if available. DO NOT send the FBI Personnel File to the requesting agency. If a separate OPF exists for service with another government agency, provide that Other Government Service File to the requesting agency with the transcript of FBI service. The FBI personnel file will remain at NPRC and will be refiled in its original file location.
 - b. **Request for medical or security information** A written authorization from the former FBI employee must be provided before documents can be released. If the proper authorization is included with the request, provide copies of medical or

security documents found in the FBI personnel file to the requesting agency. Do not disclose information subject to the FOIA or Privacy Act exemptions, e.g., psychological evaluations and information subject to confidentiality agreements.

5. **Request from a third party, including next of kin.** Only employment information may be given to a third party by NPRC. Fed-Ex requests (Branch Chief or designee will request a Fed-Ex number from the FBI) for medical or security information, with the records, to the **Federal Bureau of Investigation, Records Management Centers Unit, Records Management Division, 935 Pennsylvania Avenue NW, Washington, DC, 20535** for response. Notify the requester of the referral.
 - a. **Request for transcript of service.** A written authorization from the former FBI employee must be provided before information may be released. If the written authorization is included with the request, furnish the basic information releasable under the Freedom of Information Act (FOIA): former employee's name, effective dates of actions, pay plan, series, grade/step, salary, and last employing agency. If specifically requested by the former employee, provide the verbatim reason for separation as shown on the relevant Notification of Personnel Action. If the authorization is not included, provide the above FOIA information **without** the effective dates of actions and reason for separation.
 - b. **Request for specific document(s) or information.** A written authorization from the former FBI employee must be provided before the document(s) or information may be released. If the written authorization is included with the request, furnish the document or information, subject to the FOIA and Privacy Act exemptions. If the document or information cannot be found, Fed-Ex the request and the record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, Records Management Centers Unit, Records Management Division, 935 Pennsylvania Avenue NW, Washington, DC, 20535** for response. Notify the requester of the referral.
 - c. **Request for information about a deceased employee.** If proof of death of a former FBI employee is included in the record or is provided by the requester (e.g., obituary or death certificate), provide copies of the requested records, except to the extent that the release does not violate any privacy rights of living persons. If proof of death is not in the record or provided by the requester, furnish copies of records releasable under FOIA: former employee's name, pay plan, series, grade/step, salary, and last employing agency. Inform the requester that additional information may be released if proof of death is provided.
6. **Request related to a court order.** Fed-Ex the request and the record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, Office of the General Counsel (OGC) Litigation Branch, 935 Pennsylvania Avenue NW, Washington, DC, 20535** for response. Notify the requester of the referral.
7. **Request related to an investigation.** Occasionally a federal investigator (FBI, CIA, DIA, NSA, DEA, OPM, or Postal Inspector) will request an on-site review of a former FBI employee's record. Furnish the record in its entirety for review **at NPRC**. If the investigator wishes to take the file from NPRC, he must have written authorization from an FBI personnel officer, an FBI medical files system manager or designee, an FBI Investigative Officer, or OPM. The authorization letter must contain the name of the former employee and state specifically that the record may be removed from NPRC. A non-investigator messenger or other official authorized to pick up a requested record must have a similar letter of authorization. All such charge-outs will be documented in the FBI personnel file with Standard Forms 127 or 184, as appropriate.
8. **Request from a Member of Congress.**
 - a. **Acting on behalf of a constituent.** If written authorization of the former FBI employee is included in the request, provide the requester with a copy of the requested information subject to the FOIA and Privacy Act exemptions. If written authorization is not provided, furnish copies of records releasable under FOIA: former employee's name, pay plan, series, grade/step, salary, and last employing agency. If specifically requested, provide the verbatim reason for separation as shown on the relevant Notification of Personnel Action. Inform the requester that additional information may be released if written authorization of the former FBI employee is provided.
 - b. **Request for information, not acting on behalf of a constituent.** Requests may be from either house of Congress, including requests from Congressional Committees, Joint Committees or Sub Committees thereof. Fed-Ex the request and record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, Office of Congressional Affairs, 935 Pennsylvania Avenue NW, Washington DC, 20535** for response. Notify the requesting Congressional entity of the referral.
9. **National Name Check Program (NNCP).** Any employee who is appointed to a civilian position in any department or agency of the government is subject to investigation. The National Name Check Program (NNCP) disseminates information from FBI files in response to name check requests received from: Federal agencies; components within the legislative, judicial and executive branches of the federal government; friendly foreign police and intelligence agencies; and state and local law enforcement agencies within the criminal justice system. The above sources request information primarily to determine employment suitability and for processing security clearances. The FBI personnel file is reviewed to determine whether an individual has been involved in any FBI investigation(s), and if so, what (if any) relevant information may be disclosed to the requesting agency. NNCP requests are received on agency letterhead as attachments to emails sent to NPRC's central mailbox at namecheck@nara.gov. They are clearly marked "NAME CHECK." When NPRC receives a request for a name check on an individual who was previously employed by the FBI, NPRC will run the name against the civilian registry system and proceed as follows:
 - a. **No record found.** Notify the requesting agency that a search of NPRC's database was negative. Do this by stamping the original request with the "No Record Found" stamp ([fig. 1](#)) and returning the request to the requesting agency. File a copy of the stamped request in the Branch Transitory File. Retain the file copy for 6 months before destroying it.

b. **Record found, information was previously disseminated to the same requesting agency.** If derogatory information is located in the file, Fed-Ex the request and the record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, National Name Check Program Section, Records Management Division, Room 6387, 935 Pennsylvania Avenue NW, Washington, D.C. 20535** for processing. A copy of the FBI's response will be filed in the personnel file before the file is returned to NPRC. Examples of derogatory information are:

- Administrative Inquiry information.
- Office of Professional Responsibility matter.
- Adverse personnel action.

Since the employee's file is at least fifteen years old, the following are **not** considered derogatory:

- Violation of employment agreement.
- Sick leave and attendance issues that did not result in administration action.
- Minor employee indebtedness.
- Alcohol-related issues.
- Marital counseling.
- Oral admonishments.

If no derogatory information is located in the file, provide a copy of the original FBI response or a copy of the communication that contains a record of dissemination. File a copy of the response in the personnel file. A record of dissemination may be found in file in the form of a **dissemination stamp**, an **applicant stamp**, a **notation** on an FBI investigative report or outgoing communication, or the **outgoing communication** itself.

- (1) **Dissemination stamp.** Before the FBI was inundated with name check requests, each document of which a photocopy was made for a requester was stamped with the 'dissemination stamp' ([fig. 2](#)). When the FBI began receiving requests in volume, the information previously contained in the stamp was often handwritten as shown in [fig. 2](#).
- (2) **Applicant stamps.** Typical stamps in file are the **complete applicant stamp** ([fig. 3](#)) and the **incomplete applicant stamp** ([fig. 4](#)). In each instance, the investigation conducted disclosed no derogatory information. Applicant stamps are accompanied in file by handwritten notations that generally show the name of the requesting agency that received the response, the date the response was completed, the date the request was received by the FBI, and the initials of the FBI employee who handled the response. The following are typical locations of applicant stamps in the personnel file:
 - Applicant brief ([fig. 5](#))
 - FD-263 (Cover page of FBI investigative report) ([fig. 6](#))
 - Investigative summary (airtel and teletype) [fig. 7 & fig. 8](#))
 - Outgoing communication prepared by FBI ([fig. 9](#))
 - Summary memorandum of FBI employment (service memo) ([fig. 10](#))
- (3) **Notations.** Notations can be in the form of a dissemination stamp ([fig. 2](#)) or may be handwritten. The following are typical locations of notation markings in the personnel file:
 - FD-263 (Cover page of FBI investigative report) ([fig. 6](#))
 - Outgoing communication prepared by FBI ([fig. 9](#))
 - Summary memorandum of FBI employment (service memo) ([fig. 10](#))
- (4) **Outgoing Communications.** An outgoing communication was prepared by the FBI when the requesting agency requested a copy of the employee's Background Investigation. The requesting agency is typically recorded near the bottom left-hand corner of the communication, with the words "Original and One" or "Original" followed by the name of the agency ([fig. 9](#)).

c. **Record found, no indication of previous dissemination.**

- (1) **Personnel file contains derogatory information.** Fed-Ex the request and the record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, National Name Check Program Section, Records Management Division, Room 6387, 935 Pennsylvania Avenue NW, Washington, D.C. 20535** for processing. A copy of the FBI's response will be filed in the personnel file before the file is returned to NPRC. Notify the requester of the referral.
- (2) **Personnel file does not contain derogatory information.** Provide the following dates to the requesting agency: Dates of the individual's pre-employment background investigation (BI) and 5-year full-field re-

investigation(s); entry on duty (EOD) date and date of separation. Dates of investigations are typically found on:

- Applicant brief ([fig. 5](#))
- Appointment letter ([fig. 11](#))
- Personnel File Cover Sheet (4-176) ([fig. 12](#))
- Most recent investigative document (FD-263, airtel investigative summary, teletype investigative summary) ([fig. 6](#), [fig. 7](#), and [fig. 8](#) respectively)
- Electronic communication or FD-263 containing an "eligibility stamp" (applicable only to 5-year full re-investigations which began in 1994) ([fig. 13](#))

Service dates are typically found on:

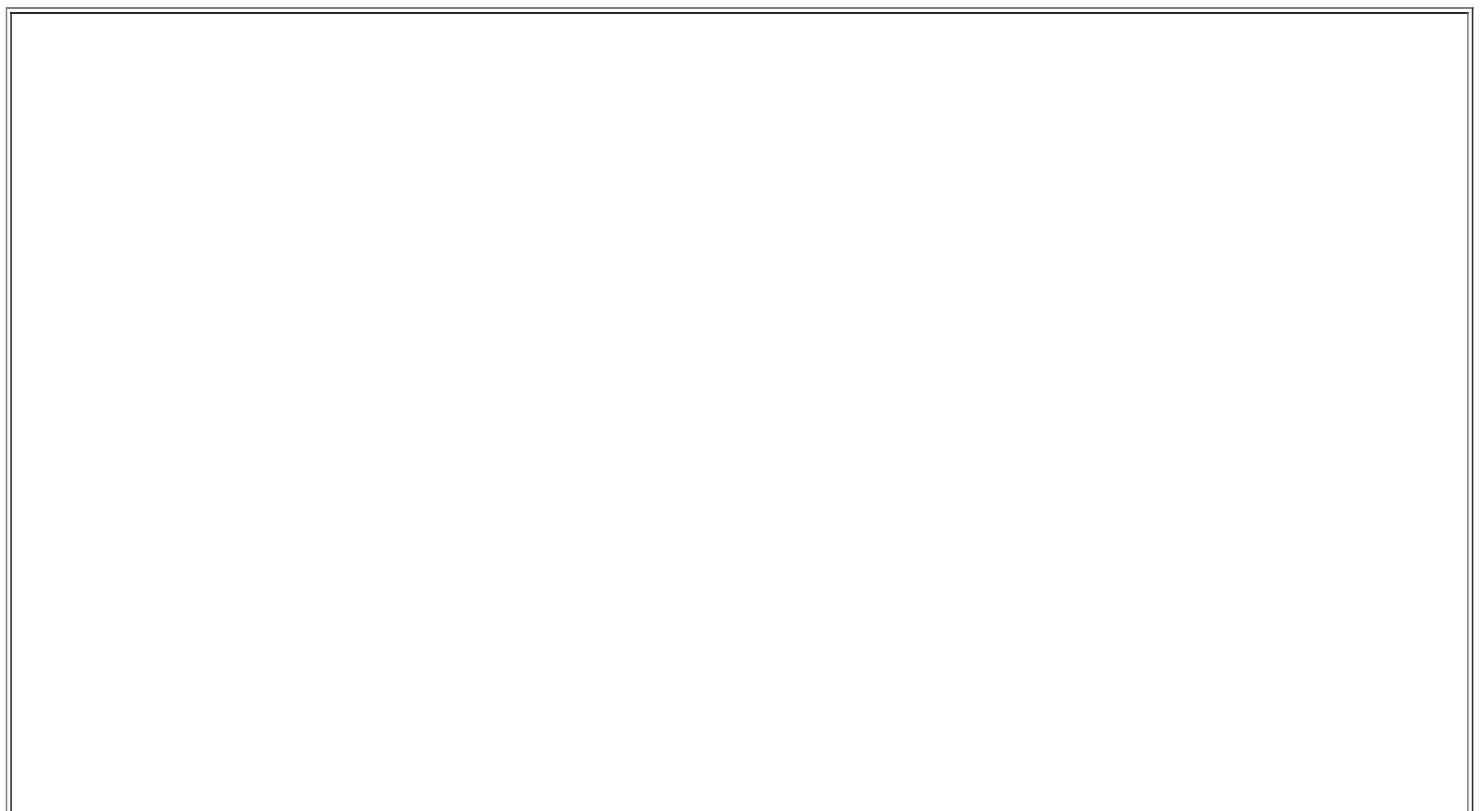
- Personnel File Cover Sheet (4-176) ([fig. 12](#))
- Payroll card ([fig. 14](#))
- Standard Forms 50
- Report of Exit and Separation (FD-193) ([fig. 15](#))

- d. **Record found, file contains outgoing communication previously prepared by the FBI.** If there is an outgoing communication previously prepared by the FBI, which has not been disseminated to the requesting agency, and a review of the file discloses no subsequent derogatory information, furnish a copy of the FBI communication to the requesting agency. File a copy of the response in the personnel file. If subsequent derogatory information is found in the file, Fed-Ex the request and the record (Branch Chief or designee will request a Fed-Ex number from the FBI) to the **Federal Bureau of Investigation, National Name Check Program Section, Records Management Division, Room 6387, 935 Pennsylvania Avenue NW, Washington, D.C. 20535** for processing.

Figure 1. 'NO RECORD FOUND' Stamp



Figure 2. Dissemination Stamp



Indicates a photocopy of the document was sent to requesting agency.

Agency to which copy was provided.

Date request was received by FBI.

Date request was answered.

Initials of person who answered request.

Photo
 CC TO *Dis*
 RR *12/31/93*
 Mar 18 1994
 ANS BY *Lgh/Kdy*

Due to the volume of requests, the 'dissemination stamp' was replaced by handwritten notations on documents provided to an agency. For example:

I - cc OPM indicates a photocopy was provided to the Office of Personnel Management (OPM).

I X C DIS indicates a Xerox copy (photocopy) was provided to the Defense Investigative Service (DIS).

Figure 3. 'Complete' Applicant Stamp

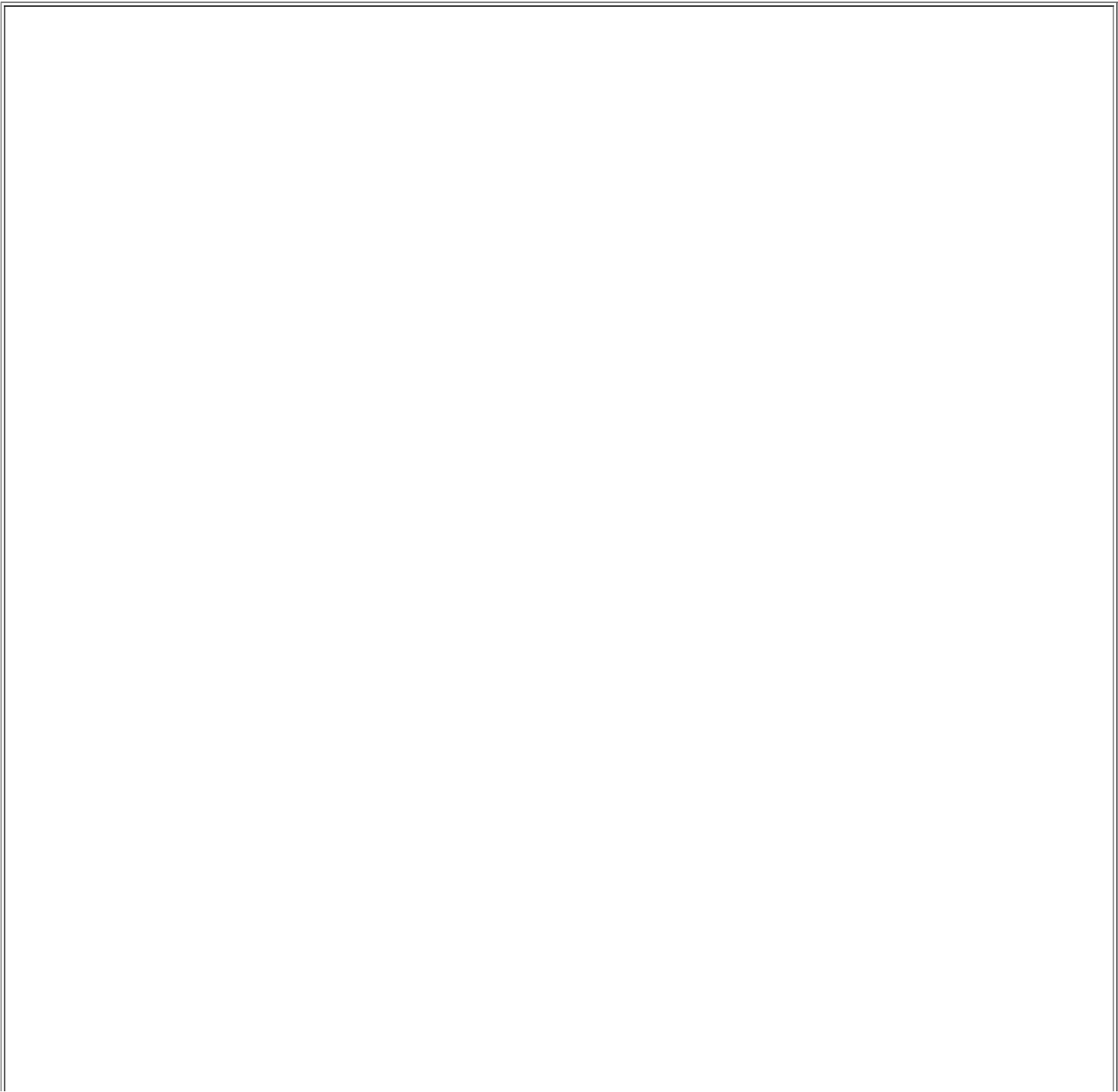
AN APPLICANT-TYPE INVESTIGATION
 BY THE FBI CONCLUDED ON _____
 REVEALED NO PERTINENT DEROGATORY
 INFORMATION. THIS IS A RESULT
 OF A REQUEST FOR AN FBI FILE
 CHECK ONLY AND IS NOT TO
 BE CONSIDERED AS A CLEARANCE OR
 RECOMMENDATION OF THE INDIVIDUAL INVOLVED.

Figure 4. 'Incomplete' Applicant Stamp



“The FBI has not conducted a complete investigation. The investigation conducted, which was concluded on _____, revealed no pertinent derogatory information. This is the result of a request for an FBI file check only and is not to be considered as a clearance or recommendation of the individual involved.”

Figure 5. **Applicant Brief containing Applicant Stamp with handwritten notations.**



~~BUAP - TYPIST~~
BUAP - TYPIST
Age 17; Single; -Unemployed

Typing: 97
Spelling: 90

Applicant is to graduate high school on completion of current semester, ~~has~~ a B+ student and has been active in school affairs. Employments verified, favorable, school officials, employers, references, neighbors, acquaintances favorably recommend and she and family enjoy good reputation. Applicant described as above-average student, conscientious and cooperative. No unfavorable credit and no arrest record applicant or family. Applicant's uncle hospitalized, diagnosed as neurotic depressive reaction, condition not regarded as hereditary. Applicant is 5' 3", -135 pounds and is four pounds overweight. She is available 9/2/69 with two weeks' notice.

1-8H
~~OK~~
GS 3 TYPIST \$4600 *w/o*
EOD 9/2/69 (SOG)
Contingent Graduation, Physical
Credit: Albany
57-20-4
RECORDED

Request Received Date

Name of requesting agency

OPM/222-17-04
8-20-69 UKR

Date completed, initials of FBI employee

AN APPLICANT-TYPE INVESTIGATION BY THE FBI CONCLUDED *OK* 1969. REVEALED NO PERTINENT DEROGATORY INFORMATION. THIS IS A RESULT OF A REQUEST FOR AN FBI FILE CHECK ONLY AND IS NOT TO BE CONSIDERED AS A CLEARANCE OR RECOMMENDATION OF THE INDIVIDUAL INVOLVED.

with the FBI on 9-2-1969 & resigned on 9-18-1969.

Figure 6. FD-263 (Cover page of FBI investigative report)

FD-36 (Rev. 5-22-64)

FBI

TRANSMIT VIA:

- Teletype
- Facsimile
- AIRTEL

PRECEDENCE:

- Immediate
- Priority
- Routine

CLASSIFICATION:

- TOP SECRET
- SECRET
- CONFIDENTIAL
- UNCLAS E F T O
- UNCLAS 8/22/86

Date

Handwritten signature/initials

1
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TO: DIRECTOR, FBI.

FROM: SAC, SPRINGFIELD (67D-17564) (RUC)

SUBJECT: ~~XXXXXXXXXX~~
 BUAP-CLERK TYPIST (HQ)
 BUDED 8/26/86
 RO: SPRINGFIELD

Re Springfield FD-294 to Bureau, 8/6/86.

BIRTH:

The following investigation was conducted by IA JAMES E. MOORE, at Springfield, Illinois.

On 8/14/86, ~~XXXXXXXXXX~~ Clerk, Bureau of Vital Records, ILLINOIS DEPARTMENT OF PUBLIC HEALTH, Springfield, advised birth certificate ~~XXXXXXXXXX~~ filed 7/18/86, reveals ~~XXXXXXXXXX~~ was born 7/9/66 at Rock Island, Illinois.

67-883684-4

Searched _____ Indexed _____

1 OCT 28 1986

② - Bureau
 1 - Springfield (67D-17564)
 GWK/jad
 (3)

Approved: *[Signature]* Transmitted _____ Per _____
 (Number) (Time)

1 OCT 28 1986

Figure 8. Investigative summary (teletype) containing Applicant Stamp with notations

FORMS TEXT HAS 1 DOCUMENT

INBOX.2 (47959)

TEXT:

SI00005

RR EQ

DE SI

R 91643Z OCT 86

FM SPRINGFIELD (57D-17564) (RUC).

TO DIRECTOR (57D-883684) ROUTINE

BT

UNCLAS

ATTENTION ~~_____~~ ROOM 6658

~~_____~~; BUAP - CLERK TYPIST (HQ). BUDED: EAST

RE BUREAU TEL TO SPRINGFIELD, OCTOBER 2, 1986.

ON OCTOBER 9, 1986, ~~_____~~ SOCIAL ACQUAINTANCE,

~~_____~~ ROCK ISLAND, ILLINOIS, VERIFIED.

APPLICANT'S UNEMPLOYMENT STATUS FROM FEBRUARY 1986 UNTIL PRESENT.

BT

RECEIVED
TELETYPE
UNIT

9 OCT 86 17 46

FBI
U.S. DEPT. OF JUSTICE

15

Exec AD-Adm.	
Exec AD-Inv.	
Exec AD-LES	
Asst. Dir.:	
Adm. Serv.	
Crim. Inv.	
Ident.	
Inspection	
Intell.	
Laboratory	
Legal Coun.	
Off. of Cong. & Public Affs.	
Rec. Mgmt.	
Tech. Servs.	
Training	
Telephone Rm.	
Director's Sec'y	

67-883684-9

Searched _____ Numbered _____

15 NOV 7 1986

credit

AN APPLICANT-TYPE INVESTIGATION BY THE FBI CONCLUDED IN 10/86 REVEALED NO PERTINENT DEROGATORY INFORMATION. THIS IS A RESULT OF A REQUEST FOR AN FBI FILE CHECK ONLY AND IS NOT TO BE CONSIDERED AS A CLEARANCE OR RECOMMENDATION OF THE INDIVIDUAL INVOLVED.

Name of Requesting Agency

7 DEC 31 1986
12/14/86
5

Chief Sec. plntoy RR RR + 10/10/86

Date completed, initials of FBI employee

Request Received Date

Figure 9. Outgoing communication prepared by FBI

December 21, 1981

~~_____~~
Born: April 2, 1968
Washington, D.C.

In response to your name check request, the central files of this Bureau reveal that the captioned individual was the subject of a preemployment investigation completed by the FBI in January, 1981. No investigative reports are available; however, this investigation revealed the following information.

~~_____~~ birth was verified by the Bureau of Vital Statistics, Washington, D.C., as reflected above. He graduated from Roosevelt High School, Washington, D.C., in June, 1978. He attended Marion Institute, Marion, Alabama, from August, 1978, until his graduation in August, 1980, receiving an Associate of Arts degree in criminal justice.

The following employments were verified and favorable:

Marion Institute Marion, Alabama	Postal Clerk, from August, 1975, until May, 1980.
Defense Mapping Agency Bethesda, Maryland	Custodial helper, from June, 1975, until August, 1978.
Department of Human Resources Washington, D.C.	Clerk, two months during the summer of 1979.
Covington and Burling Washington, D.C.	Clerk, from October, 1980, to the time of this investigation.

References, neighbors, and social acquaintances recommended ~~_____~~ for Federal employment.

Appropriate credit and arrest record checks were negative concerning ~~_____~~. You may desire to consult the files of the FBI Identification Division for an arrest record on ~~_____~~ brother, ~~_____~~, FBI Number ~~_____~~.

The records of the Office of Personnel Management were checked with negative results.



1 - ~~_____~~ Admin: ~~_____~~
 1 - ~~_____~~
 Original & 1 - NACC-Army
 (3)

SEE REVERSE SIDE
 ADD. DISSEMINATION
 NOV. 3 1983
 Pet & via Liaison
 10/22/81

NOT FOR DISSEMINATION
 10-23-81
 This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and its contents are not to be distributed outside your agency. This reply is for the use of the recipient only. To check arrest records, request must be submitted to FBI Identification Division. Fingerprints are necessary for positive check.

Figure 10. Summary memorandum of FBI employment (service memo)

December 15, 1981

Re: [REDACTED]

The following pertains to the present employment in the Federal Bureau of Investigation of captioned individual concerning whom a preemployment investigation was conducted.

Date of entry on duty: January 5, 1981

EOD title, grade and

Salary: File Clerk, Grade 3, \$9766 per annum

Present salary and grade: \$11,490 per annum in Grade GS 4

His services are satisfactory and nothing is known which would reflect unfavorably on his character or integrity.

Memorandum prepared for the transmittal to NACC-Army

- Exec AD Adm. _____
- Exec AD Inv. _____
- Exec AD LES _____
- Asst. Dir.:
- Adm. Servs. _____
- Crim. Inv. _____
- Ident. _____
- Insp. _____
- Intell. _____
- Lab. _____
- Legal Coun. _____
- Off. Cong. & Public Affs. _____
- Rec. Mgnt. _____
- Tech. Servs. _____
- Training _____
- Telephone Rm. _____
- Director's Sec'y _____ MAIL ROOM _____

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI, and is loaned to your agency; it and its contents are not to be distributed outside your agency. This reply is result of check of FBI investigative files. To check arrest records, request must be submitted to FBI Identification Division. Fingerprints are necessary for positive check.

ENCLOSURE

Figure 11. Appointment Letter

January 5, 1981

~~Washington, D. C. 20010~~
Washington, D. C. 20010

Dear ~~Mr. [redacted]~~

I am pleased to offer you an appointment in the Federal Bureau of Investigation, United States Department of Justice, as a Clerk in Grade GS 3, on a part-time basis with salary at the rate of \$ 9765 per annum less necessary deductions for retirement and withholding tax purposes. The hourly rate of pay for this annual salary is \$ 4.70. You will be required to work a minimum of 20 hours per week with a prearranged regularly scheduled tour of duty. This appointment is probationary for a period of one year during which time you will be required to demonstrate your fitness for continued employment and is subject to cancellation or postponement at any time prior to your entry on duty. Positions in the Federal Bureau of Investigation are excepted by law from the competitive Civil Service, and your acceptance of this appointment will automatically constitute relinquishment during your tenure of any such competitive status you may have acquired. If the date on which you report to this Bureau immediately follows your employment in another Federal agency, you should advise the Personnel Office of that agency the date you enter on duty in this Bureau, in order to insure that your sick and annual leave is properly transferred or correct payment is made for annual leave. Positions in this Bureau are under the Annual and Sick Leave Act of 1951, as amended. Employees are expected to dress appropriately for work in a business office.

Please advise this Bureau at once of your acceptance of this appointment by executing and returning the enclosed form. You should report to the location in Washington, D. C., specified in enclosed Form 3-581 for oath of office and assignment at 8:00 a.m., on January 5, 1981.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for duty. It is necessary that you bring your Social Security card with you. If you will be under 18 years of age on the date you report, bring your birth certificate or a certified copy of it. If you have had active military service, bring with you a copy of your form DD-214 (Report of Transfer or Discharge). Enclosed are additional instructions which become a part of this appointment offer.

Sincerely yours,

John L. Williamson

John L. Williamson
Personnel Officer

NOV 3 1983

1 - ~~[redacted]~~

Enc. 6

1 - SAC, WFO (67-93906) (Enclosure) RES: 819-1092

(67-809767)
(S)

67-809767-12	
Searched	Numbered
8 JAN 5 1981	

10 JAN 7 1981

Figure 12. Personnel File Cover Sheet (4-176)

Personnel File Cover Sheet
4-175 (Rev. 10-13-75)

ELIGIBILITY STAMP

Name			SALARY CHANGES		
Date	Grade	Salary			
1/5/81	GS 3	\$9,766			
5-17-81	GS-4	10,963			
10-4-81	GS-4	11,400			
7-14-82	TERMINATION-MIL.				
2-14-83	REINSTATEMENT				
2-14-83	GS 4	5119949			
9-6-83	RESIGNATION				

POSITION CHANGES		
Date	Position	Assigned
1/5/81	FILE CLERK	IDENT
7-14-82	TERMINATION-MIL.	
2-14-83	REINSTATEMENT	IDENT DIV.
2-14-83	FILE CLERK	IDENT DIV.
9-6-83	RESIGNATION	

Personnel Summary

Date	Preparer	Date	Preparer	Date	Preparer	Date	Preparer

Security Review

Date	Reviewer	Date	Reviewer	Date	Reviewer	Date	Reviewer

Tests

Preemployment Tests

Date	Short Employment Test, Set #	-2	
10/9/80	Verbal	30	Numerical
	Clar. Apt.	35	Raw Score
	Word Recog.	(#2) 20	Comp. Score
	Typing	wpm	Steno.
	Vocabulary		

Aptitude Tests

KAROL
NOV 8 1983

Date Notif.	Test	Grade
	Abstract Reasoning	
	Verbal Reasoning	
	Missouri College Eng.	
	Clerical, Speed, Accuracy	
	FBI/PA Excising	
	IBM-ADP	
	Designer (Photo)	
	Skilled Worker	

Special Skills Tests

Date	Test	Grade
	Steno (80 wpm)	
	Steno (100 wpm)	
	Steno (120 wpm)	
	Vocabulary	
	Teletype	
	Typing	wpm

Figure 13. Electronic communication containing an 'Eligibility Stamp'

4-14 (Rev. 10-28-69)

67-663502

(SUBJECT)

(FILE NO.)

ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE "SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN

FOLLOWING SERIALS WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN: 66-818-5388

2,3,6,7

EMPLOYEE'S NAME		DESIGNED	
[REDACTED]		Vol resig eff. ch 9-18-69	
EMPLOYEE'S SOCIAL SECURITY NO.	BIRTH DATE	VET. PREF.	SOCIAL SECURITY NO.
[REDACTED]	11-8-51	None	[REDACTED]
DIVISION	GRADE	SALARY	EFFECTIVE DATE
D4-Rec	GS-3(S-1)	\$4917	9-2-69 hmb
TITLE			
temp. pursuant P. L. 253 as amended			
Clerk-Typist			

(THIS CARD IN THE NUMBERING UNIT INDICATES ACTION TAKEN)

DATE 9-9-76

INITIALS XEL

Figure 15. First page of Report of Exit and Separation (FD-193)

Report of Exit and Separation
FD-193 (Rev. 2-10-89)

TO: ~~██████████~~
FROM: ~~██████████~~
Name of Employee

DATE: 5/3/99

EOO Date 11/05/86 Title Clerk-Typist

Last Local Address

Forwarding Address (include Zip Code, if known)

Cease-active-duty Date (hour and last day physically at work)

Same as local address

4:30 p.m. - May 4, 1990

Working Hours (include workweek if other than Monday - Friday)
8:00 a.m. - 4:30 p.m.

Interview Conducted by (Signature)

Title

Supervisory Special Agent

LEAVE DATA

Leave Category

4

6

8

Hours of accrued leave employee will have at close of business on cease-active date which is the last hour of the last day physically at work. Do NOT add accruals if effective date of separation is at a later date.

AL 3.00 SL

Hours of annual leave carried over at beginning of current leave year.

AL

Leave to be used prior to cease-active-duty date none

Note: Public Law 93-181 provides employees are paid for all annual leave credited to employee in year of separation.

If employee has been granted advanced leave, indicate number of hours owed at close of cease-active-duty date.

AL SL -97.00

READ BEFORE INTERVIEWING

Purposes:

- 1 - Obtain real, motivating reason for resignation
- 2 - Save a valuable employee if possible
- 3 - Serve as basis (1) information supplied by Bureau upon request by State Unemployment Compensation Boards, (2) accurate analysis of turnover, (3) determining necessary or desirable organizational improvements, and (4) permitting a recorded recommendation regarding future reinstatement.

When and Where Conducted: As promptly as possible after receipt of resignation in adequate privacy with adequate time.
Reasons Given for Separation: First, carefully weigh reasons for resignation shown in separation SF-52 and developed during exit interview to determine real motivating reason for resigning. (For instance employee might show resigning to seek employment closer to home meaning motivating reason is to return home, not seek other employment.) Explain all under Item A, Comments.

- 01 Return to Home Area
- 02 Homesick for Family and Friends
- 03 Unable to Adjust to City Environment
- 04 Living Costs
- 05 Transportation
- 06 Housing
- 07 Concern Over City Life (Crime, Etc.)
- 08 Dissatisfaction with Assigned Duties
- 09 Dissatisfaction with Support Supervision
- 10 Dissatisfaction with Agent Supervision
- 11 Dissatisfaction with SAC/ASAC Management
- 12 Assignment Other Than Anticipated or Promised
- 13 Dislike of Production or Work Standards
- 14 Dislike Performing Overtime
- 15 Dislike Shift Assignment
- 16 Working Conditions
- 20 Other Government - Promotional Prospects
- 21 Other Government - Better Salary
- 22 Other Government - Career Change (Indicate only if otherwise completely satisfied with FBI employment.)
- 23 Private Industry - Promotional Prospects
- 24 Private Industry - Better Salary
- 25 Private Industry - Career Change (Indicate only if otherwise completely satisfied with FBI employment)
- 26 Self-Employment
- 30 Military
- 31 Poor Health (Self)
- 32 Poor Health (Family)
- 33 Marriage
- 34 Maternity
- 35 Attend School
- 36 Change of Residence (Husband or Family Moving)
- 37 Housewife or Child Care
- 40 Resignation Requested/Removal (All Involuntary Resignations)
- 41 Abandonment of Position (Failed to Submit Resignation)
- 42 Resigned During Administrative Inquiry
- 43 Optional Retirement (Including Liberalized)
- 44 Disability Retirement
- 45 Oath
- 46 Other

A. Comments: (Please state specific reason in explanation of above check. Set out if can possibly be obtained 1) re employment - information as to where the other employment will be, its nature, the salary that will be paid and when it will begin; 2) re school - date employee proposes to enroll.

~~██████████~~ has indicated she is resigning to enhance her career with another Government agency at a higher salary.

Processing Requests for OMPFs of Persons of Exceptional Prominence (PEP)

Last Updated: 12/15/2014

1. **Background:** In 2004, NARA and DoD entered into an agreement that provided for accessioning into National Archives the Official Military Personnel Files (OMPFs) of individuals who have been separated from service for 62 years, or in the case of certain persons concerning whom there is significant historical interest, 10 years after their death.

Among the latter records are the OMPFs of many prominent individuals such as military heroes, political leaders, cultural figures, celebrities, and entertainers. These records, designated as files of Persons of Exceptional Prominence, or PEPs, are some of the most intrinsically valuable holdings in the NARA system today.

Because PEPs include some of the most at-risk archival records in the NARA system, a program is underway to produce electronic versions for reference purposes to minimize the risk of damage or loss. The most recent list of PEPs, to include those currently available in electronic format, is available [here](#).

2. **Procedure:** Follow the steps in the table below when processing requests involving PEP records.

Step	Who	Action								
1	Core technician	Pre-processes request.								
2	Archival Operations Branch	<ul style="list-style-type: none"> Prints Vault search batch (see Appendix A) on purple paper. Checks the Vault Records Death Index (VRDI) to determine if a reproduction copy or digital copy of the record has been created. <table border="1"> <thead> <tr> <th>IF....</th> <th>Then....</th> </tr> </thead> <tbody> <tr> <td>Reproduction Copy is available</td> <td>Go to step 3</td> </tr> <tr> <td>Reproduction Copy is NOT available</td> <td>Go to step 4</td> </tr> <tr> <td>Digital Copy is available</td> <td>Go to step 5</td> </tr> </tbody> </table>	IF....	Then....	Reproduction Copy is available	Go to step 3	Reproduction Copy is NOT available	Go to step 4	Digital Copy is available	Go to step 5
IF....	Then....									
Reproduction Copy is available	Go to step 3									
Reproduction Copy is NOT available	Go to step 4									
Digital Copy is available	Go to step 5									
3	Archival Operations Branch	<ul style="list-style-type: none"> Adds the following to the Request Note applet <p>This is a PEP record with xxx pages. Please bill the requester using the PEP fee schedule. When payment is received, email PEP.records@nara.gov Include the SR#. A copy of the record will be provided to you upon receipt of the email.</p> Changes the Request Status to 'In Core.' 								

		<ul style="list-style-type: none"> Places search requests (both copies) in folder in Archival Operations.
4	Archival Operations Branch	<ul style="list-style-type: none"> Charges-out and hand-carries the original record to Archival Operations Branch Headquarters. Enters NOTE in Request Note Applet and Search Request Comments field to notify technician that record is "Found" but copy count is unknown and will be identified soon Updates the VRDI to indicate original record is in Archival Operations Branch Headquarters. Makes a reproduction copy of the original record on archival bond paper. Updates VRDI with the copy count. Refiles the original record and the reproduction copy in the vault; removes the charge-out. Updates VRDI to indicate original record has been refiled. Adds a NOTE in CMRS Request Note applet as follows: <p>This is a PEP record with xxx pages. Please bill the requester using the PEP record invoice. If payment is received, email PEP.records@nara.gov., and include the SR#. A copy of the record will be provided to you upon receipt of the email.</p> Changes the Request Status to 'In Core.' Places search requests (both copies) in folder in Archival Operations.
5	Archival Operations Branch	<ul style="list-style-type: none"> Sends e-mail to the core technician and coach with a cc to stl.archives@nara.gov as follows: <p>PEP record has a digital copy available. Request is being reassigned to the Archival Operations Branch to be processed and completed.</p> Reassigns request to an Archivist in the Archival Operations Branch. Changes the Request Status to In Core. Go to Step 7
6	Core technician	<ul style="list-style-type: none"> Sees In Core requests and reads note. Changes request type to Archival Request. Activates fee flag in CMRS. Prepares request payment letter, using most appropriate option from MSWord CMRS tab: Get Paragraph > Archival > Request Payment pattern paragraphs. Prepares appropriate invoice located on MSWord CMRS tab: Get Form > Archival > Archival Order Form - RIC on or after Oct 1, 2012 > NPRC Test Form 2012-01E-Archival Order Form-PEP. Mails request payment letter, invoice, and envelope addressed to archival P.O. Box to requester. Updates CMRS: <ul style="list-style-type: none"> Request Status = Suspense Suspense Reason = Requester

		<p>Note 1: For security reasons, be sure to send the return envelope with the P. O. box address.</p> <p>Note 2: Always send the invoice directly to the requester. If the request is from a congressional office, cc: the congressional office on the payment letter, do not send the invoice to the congressional office.</p> <p>Note 3: Do not ask for or accept credit card information from requesters via phone, fax or mail. If a requester wants to fax his credit card information to NPRC, provide the archival fee desk fax number: 314-801-0608.</p>						
7	Archivist	<ul style="list-style-type: none"> Changes request type to Archival Request and activates fee flag Prepares request payment letter, using most appropriate option from CMRS tab: Get Paragraph > Archival > Request Payment pattern paragraphs. Prepares appropriate invoice located on MSWord CMRS tab: Get Form > Archival > DIR - Archivist Use Only > NPRC Test Form 2011-01F-Archival Order Form-PEP CD. Mails request payment letter, invoice, and envelope addressed to archival P.O. Box to requester. Updates CMRS: <ul style="list-style-type: none"> Request Status = Suspense Suspense Reason = Requester <p>Note 1: For security reasons, be sure to send the return envelope with the P.O. box address.</p> <p>Note 2: Always send the invoice directly to the requester. If the request is from a congressional office, cc: the congressional office on the payment letter, do not send the invoice to the congressional office.</p> <p>Note 3: Do not ask for or accept credit card information from requesters via phone, fax or mail, If a requester wants to fax his credit card information to NPRC, provide the fee desk fax number: 314-801-0608.</p>						
8	Archival fee clerk	<ul style="list-style-type: none"> Receives and processes payment. Queries CMRS to locate request associated with payment. Scans receipt into Incoming Attachments applet. Enters "Payment Receipt Attached" note in CMRS Description Field and Note applet. Changes request status to In Core. 						
9	Core technician	<table border="1"> <thead> <tr> <th>IF.....</th> <th>Then.....</th> </tr> </thead> <tbody> <tr> <td>Fee is not received</td> <td>Request auto-closes in 45 days.</td> </tr> <tr> <td>Fee is received</td> <td>Emails stl.archives@nara.gov and includes the SR# indicating payment was received.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Updates CMRS: <ul style="list-style-type: none"> Request Status = Suspense Suspense Reason = Search 	IF.....	Then.....	Fee is not received	Request auto-closes in 45 days.	Fee is received	Emails stl.archives@nara.gov and includes the SR# indicating payment was received.
IF.....	Then.....							
Fee is not received	Request auto-closes in 45 days.							
Fee is received	Emails stl.archives@nara.gov and includes the SR# indicating payment was received.							

10	Archivist	<table border="1"> <tr> <td data-bbox="467 79 751 121">IF.....</td> <td data-bbox="760 79 1352 121">Then.....</td> </tr> <tr> <td data-bbox="467 121 751 174">Fee is not received</td> <td data-bbox="760 121 1352 174">Request auto-closes in 45 days.</td> </tr> <tr> <td data-bbox="467 174 751 258">Fee is received</td> <td data-bbox="760 174 1352 258"> <ul style="list-style-type: none"> • requests the CD from Preservation • Go to step 12. </td> </tr> </table>	IF.....	Then.....	Fee is not received	Request auto-closes in 45 days.	Fee is received	<ul style="list-style-type: none"> • requests the CD from Preservation • Go to step 12.
IF.....	Then.....							
Fee is not received	Request auto-closes in 45 days.							
Fee is received	<ul style="list-style-type: none"> • requests the CD from Preservation • Go to step 12. 							
11	Archival Operations Branch	<ul style="list-style-type: none"> • Reads email and locates search request. • Removes the reproduction copy from the vault, leaving the original record in its vault file location. • Places search request 'copy' in file as a charge out for the reproduction copy. • Hand-carries reproduction copy to Archival Operations Branch Headquarters. • Makes a photocopy of the reproduction copy on plain bond paper. <div data-bbox="792 636 1203 835" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Note: <i>The document feeder on the photocopy machine may be used to create the photocopy of the reproduction copy.</i></p> </div> <ul style="list-style-type: none"> • Refiles the reproduction copy in the file location designated for storage of PEP reproduction copies; removes the charge out. • Places search request 'copy' used as a charge out in 'Refile folder'. • Hand-carries the photocopy to RDA for wandling FOUND and delivers to the core manager. • Go to step 13 						
12	Preservation	<ul style="list-style-type: none"> • Makes PEP CD and delivers it to Archival Operations. • Go to step 15. 						
13	Core support	<ul style="list-style-type: none"> • Wands search request In Core. • Delivers the photocopies to core technician. 						
14	Core technician	<ul style="list-style-type: none"> • Prepares a “Copies Enclosed” letter using the most appropriate paragraph from CMRS tab in Word: Get Paragraph > Archival > Copies Enclosed • In the Response Information applet, enters zero in the Fee-Copies field and in the Fee-Time field • Changes CMRS request status to Case Completed. • Dispatches response containing photocopies to mailroom through core support. 						
15	Archivist	<ul style="list-style-type: none"> • Updates the Request Status to In Core. • Prints fact sheet located on CMRS tab: Get Form > Archival > DIR - Archivist Use Only > PEP IT Fact Sheet • Prepares a “Copies Enclosed” letter using the most appropriate paragraph from CMRS tab in Word: Get Paragraph > Archival > Copies Enclosed • In the Response Information applet, enters zero in the Fee-Copies field and in the Fee-Time field 						

- | | |
|--|--|
| | <ul style="list-style-type: none"> • Changes CMRS request status to Case Completed, then to In Dispatch. • Dispatches response (letter, fact sheet, and CD) to mailroom. |
|--|--|

Appendix A: Vault Records

Vault records are indexed in the CMRS Registry system with a registry prefix of "V". The following chart will help determine the type of record requested.

RECORD TYPE	CMRS REGISTRY NUMBER RANGE	RECORD GROUP
VIP	V000000001 - V000100000	All
Employee Relative	V000100001 - V000199999	All
PEP	V000200000 - V000699999 (entire range)	All
Navy	V000200000 - V000299999	24
CG	V000300000 - V000399999	26
MC	V000400000 - V000499999	127
Army	V000500000 - V000599999	319
AF	V000600000 - V000699999	342

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.117
September 30, 1992

SUBJECT: **Processing requests for service information for homeless veterans**

1. **Purpose.** This memorandum issues instructions for processing agency requests for service information on homeless veterans.
2. **Cancellation.** Appendix A of NPRC 1864.114 is canceled.
3. **Applicability.** The provisions of this memorandum are applicable to personnel of the search and correspondence sections of the military reference branches, the Records Reconstruction Branch (NCPMR), and the Inquiry Analysis and Distribution Section (NCPMO-I), Military Operations Branch.
4. **Background.** Since the Archivist of the United States granted permission for NPRC to verify service on homeless veterans via facsimile (FAX) transmission, the number of requests has grown dramatically. Community service agencies at the local, state, and national level are requesting assistance in verifying service for homeless veterans in order to determine their eligibility for benefit programs, shelters, and other services.
5. **Instructions.** In order to meet our response time goal of 10 working days, the instructions for processing these requests are as follows:
 - a. **General.** Requesting agencies will be instructed to prepare a cover sheet addressed to NPRC containing the agency name, mailing address, and office and FAX phone numbers. The cover sheet must clearly identify the request as pertaining to a homeless veteran. The agency will also have the veteran prepare and sign a [Standard Form 180, Request Pertaining to Military Records](#), requesting an undeleted copy of the veteran's separation document(s). The SF 180 will be transmitted to NPRC along with the cover sheet, to the FAX machine located in NCPMR. The commercial and FTS FAX machine phone number is (314) 801-9201.
 - b. **Receipt and control procedures.** Upon receipt of a FAX request in NCPMR, the request will be reviewed by the FAX clerk to determine if it contains the words "homeless veteran." If it does, the FAX clerk will photocopy the request and affix a color code tab corresponding to the date of receipt to both the original request and the photocopy. NA Form 13156, Homeless Veteran Correspondence Cover Sheet, will also be affixed to the original request. Twice daily, the FAX clerk will deliver the original of requests received to the appropriate reference branch headquarters for processing and file the photocopy of the requests in NCPMR's suspense file.

If the words "homeless vet" do not appear on the SF 180 or the cover sheet, the FAX clerk will forward the request to his/her supervisor for determination before photocopying or taking any other action.
 - c. **Reference branches and Records Reconstruction Branch processing.** Upon receipt in the branch headquarters, the veteran's identifying information and the date(s) of receipt

will be entered in a branch log. The case will be processed as a first PRIORITY (red tag) request. Correspondence technicians must process the case and deliver the response to NCPMR by close of business on the eighth workday after receipt in the Center. It is important to check to make sure the request is correctly signed, is for a "homeless" veteran and that the reply is addressed and transmitted to the requesting agency, as indicated on the SF 180 or agency cover sheet.

When the reply is complete, the reference branch will prepare the following:

- (1) an NPRC facsimile cover sheet,
- (2) copy of the requesting agency's cover sheet, and,
- (3) a bond paper copy of the reply form with attachments.

NOTE: If the veteran's name on the SF 180 differs from the personnel record name, a copy of the SF 180 must be included and sent to NCPMR to clear the suspense file.

Paper clip the necessary attachment(s) to the cover sheet and hand-carry the completed case to the FAX clerk in NCPMR branch headquarters.

NOTE: Delivery of completed responses to the FAX clerk must be accomplished throughout the workday. Completed responses must not be held until a significant quantity has accumulated. The original reply form with attachments will be dispatched by the correspondence section for mailing to the requesting agency at the address listed on the SF 180 or agency cover sheet.

- d. **FAX transmission of replies by NCPMR.** NCPMR will date stamp the copies of the responses as they are received from the reference branches. If a completed case is received in NCPMR after 2:00 p.m., it will be stamped with the next workday's date. Responses will be transmitted as soon as possible. (Usually the same day.) Copies of completed FAX transmissions are kept for two months, then destroyed.
- e. **Follow-up on cases not completed by suspense date.** On a daily basis, the NCPMR FAX clerk will review the suspense file for cases which have reached the eighth working day. A copy of the SF 180 request and an Optional Form 41, Routing and Transmittal Slip, will be hand-carried with the new requests to the appropriate branch headquarters for follow-up action.
- f. **Requests received by means other than FAX transmission.** Periodically, homeless veterans requests have been identified in our normal processing backlogs. The following steps are to be taken when a homeless veteran request is found in NCPMO-I or in the reference branches:
 - (1) Any case identified by NCPMO-I will be hand-carried to NCPMR. NCPMR will take the necessary actions to route the case to the appropriate reference branch as outlined in b, above.
 - (2) Correspondence sections identifying veterans requests in the pending workload will complete the case and dispatch copies. A copy of the SF 180 and reply will be hand-carried to NCPMR for transmission to the requesting agency, if a FAX number is shown. If no FAX number is shown, prepare mail copy only.

6. **Forms.** This memo makes use of the following forms:

NA Form 13156, Homeless Veteran Correspondence Cover Sheet
Optional Form 41, Routing and Transmittal Slip
Standard Form 180, Request Pertaining to Military Records
Unnumbered NPRC Facsimile Cover Sheet

DAVID L. PETREE
Director

Reconstruction Procurement Sequence for Basic Service Data

Use the tables on the following pages to determine the sequence in which you would procure auxiliary records from primary and secondary sources to reconstruct basic service data. Most of the item names are links to CRG entries that describe these source documents and how to procure them.

The sequence shown is a starting point that will work for most cases. However, there are many variable combinations that may justify a slight deviation from what is shown. Experience will increase your efficiency in determining the best source for reconstructing a particular record.

Often ordering auxiliary records requires more information than the requester provided. It is the technician's responsibility to collect this information and a phone call or email is often the most effective method. The technician may send an NA Form 13075 to the requester to collect this information. See the CMRS Literature item titled "Obtaining Additional Information (13075 or 13055)" for more information on sending the NA Form 13075.

Which data element do you need?

- [Date of Entry](#)
- [Separation/Discharge Date](#)
- [Character of Discharge](#)

[Additional Sources for Information](#)

Reconstruction Procurement Sequence for Basic Service Data

1. DATE OF ENTRY		WWI	WWII	Korea
1.1. Registry: OMPF (B, S, or R file), QM-P , QT-D , QM-E	If QM-J is available, see Note 4	X	X	X
1.2. Access to Archival Databases (AAD)	See Note 2		X	
1.3. VA Index; WWI or WWII		X	X	X
1.4. Discharge Information Document – Iowa and Delaware only.	See OR Smartscrip Item "Discharge Information Document"	X	X	X
1.5. Procure VA Claim Folder or procure from State Offices	See Note 5 to help determine where to go first. See Note 1 if state of Massachusetts	X	X	X
1.6. FBI – If DOB is 1929 or later			X	X
1.7. Selective Service or this link .	Classification Codes	X	X	X
1.8. For Officer; Officer Pay Card		X	X	

1.9. For Officer; Officer Register		X	X	X
1.10. CPR OPF	If you receive information from the requester that indicates the veteran worked for the federal government.	X	X	X
1.11. State books	Located in RECON Library.	X	X	
1.12. If you have adequate information, e.g. place of entry, unit, and approximate dates, you may be able to use additional sources such as " Unit Records " or " Morning Reports ".	See the CRG Guide to Reconstruction Sources for additional reconstruction sources.	X	X	X

Reconstruction Procurement Sequence for Basic Service Data

>

2. SEPARATION/DISCHARGE DATE and CHARACTER of SERVICE		WWI	WWII	Korea
2.1. Registry: OMPF (B, S, or R file), QM-P , QM-D , QT-D	If QM-J is available, see Note 4	X	X	X
2.2. American Battle Monuments Commission Register (QT-*) – Do Not Order	Shows in Registry as QT-* but do not order. Available online		X	X
2.3. Discharge Information – AF Drop Card	Air Force Only See Note 3			X
2.4. Discharge Information Document – Iowa and Delaware only.	See OR Smartsript Item "Discharge Information Document"	X	X	X
2.5. Procure VA Claim Folder or procure from State Offices	See Note 5 to help determine where to go first. See Note 1 if state of Massachusetts	X	X	X
2.6. Selective Service or this link .		X	X	X
2.7. For Officer; Officer Pay Card		X	X	X
2.8. For Officer; Officer Register		X	X	X
2.9. CPR OPF	If you receive information from the requester that indicates the veteran worked for	X	X	X

	the federal government			
2.10. State books		X	X	X
2.11. If you have adequate information, e.g. place of entry, unit, and approximate dates, you may be able to use additional secondary sources such as " Unit Records " or " Morning Reports ".	See the CRG Guide to Reconstruction Sources for additional reconstruction sources.	X	X	X

Reconstruction Procurement Sequence for Basic Service Data












Notes:

1. The state of Massachusetts maintains an online database of electronic documents (primarily separation documents) from WWII to present. The state has authorized 1 person from NPRC account access to this database. The current NPRC account holder is Penny Morris. Contact her for a search of this database. Otherwise, you can contact the Massachusetts Archive using the contact information shown in the CRG Contact Directory and they will search the database.
2. SN Index tape is what's available through AAD but sometimes entries are wrong or do not make it to the database. If the AAC was negative or suspected to be incorrect you may wish to see if a SN Index Tape is available.
3. AF drop cards do not contain a character of service. Also, the discharge date shown may be a release from active duty date or a final discharge date. Therefore, this information should be used in conjunction with other information to determine the type of separation on this date.
4. If you notice a QM-J in the registry you may be able to get dates of entry, discharge information from these courts martial records. Do not order through the registry. See the QM-J entry in the Guide to Reconstruction Sources. Additionally, paragraph 16 of 1865.112 provides valuable information in regards to interpreting these documents.
5. When it comes to determining whether to choose to procure a VA claim folder to go to a state office, experience and judgment will play a role in determining which source to use first. There are just too many variables to conclusively document the best option. Often offices in some states are more responsive and have more information than what is available through the VA claim folder. However, that circumstance can change tomorrow if that highly responsive clerk in the state office finds a new job and is replaced with someone not quite so responsive.

Additional Sources:

- [Guide to Reconstruction Sources](#)
- [Service indicators when no separation document is available](#). The data contained in many of the alternate record sources often requires some interpretation on the part of correspondence personnel. Certain remarks were used in the recording of data that are considered positive indicators of a particular happening. On occasion, the particular manner in which a record was initiated, and the purpose therefore, is sometimes considered sufficient to establish a specific fact of service.
- [NPRC 1865.113](#)

- **Records Reconstruction CRG Entries**

-  [NPRC 1865.32 Verification, misplaced, and “can’t find” records searching](#)
 -  [NPRC 1865.104 General background and reference information concerning Records Reconstruction Branch](#)
 -  [NPRC 1865.106 Routine searching of auxiliary records in Records Reconstruction Branch](#)
 -  [NPRC 1865.107 Miscellaneous correspondence procedures unique to Records Reconstruction Branch](#)
 -  [NPRC 1865.111 Internal sources of information used in the records reconstruction process](#)
 -  [NPRC 1865.112 External sources of information used in the records reconstruction process](#)
 -  [NPRC 1865.113 Organizational records searching procedures used in the Records Reconstruction Branch](#)
 -  [NRPM Memo 2009-03: Instructions for annotating documents received from unofficial sources](#)
 -  [Organizational Records Used in Records Reconstruction \(Monograph\)](#)
 -  [Requesting Copies of Document--for Reconstruction Purposes Only--from Archival VA Claim \(XC\) Folders](#)
 -  [World War I Military Personnel and Related Records of the War Department, 1912 - 1939 \(Monograph\)](#)
-
-

PROOF OF DEATH

If request is from NOK or a third-party WITH written consent of NOK:

Furnish copy of Report of Death, Casualty Report, or Certificate of Death PROVIDED death was in line of duty, not due to own misconduct, and was not due to a disease that reflects unfavorably upon the deceased.

If death was due to misconduct or a disease that reflects unfavorably on the deceased:

PREPARE "Report of Death" form and omit cause of death.

If request is from a third-party WITHOUT written consent of NOK:

Furnish only data releasable under FOIA.

Source: [NPRC 1865.118](#)

Providing Complete Copy - OMPF or Medical Record

Last Updated: 5/12/2016

Background. Complete copy requests are received via the web, mail, or fax in many formats including Standard Form 180, Request Pertaining to Military Records. Requesters may ask for copies of the full military personnel and/or medical record, using such phrases as "complete 201 file...pers and meds...all records...military records...any and all/complete Health records...medical records... Outpatient records...Dental records...Meds...Health Treatment record (HTR)."

For most first requests for complete copy, NPRC provides a comprehensive extract of the record to the requester. If requester asks for a complete copy of personnel and/or medical records, send a COMPLETE COPY if the request is one of the following:

- Congressional or White House
- U. S. Marine Corps
- [Litigation \(even if copies are not furnished under seal/ribbon\)](#)
- A second request (Proof in CMRS or in the request that an extract copy has been previously furnished.)
- Complaint
- Research Room Requests

The intent of providing the comprehensive extract is to give copies of significant documents of interest to the requester and avoid copying miscellaneous information. This is to limit cost and waste.

Table 1. Procedure - Providing Complete Copy. Some requests may require all steps be completed, while others may not. Review all steps to ensure a correct response.

Step	Action
1	<p><i>For archival records requests do not continue, STOP.</i></p> <p>Go to CRG, Archival Response Guide.</p>
2	<p><i>For clinical record requests only do not continue, STOP.</i></p> <p>Go to CRG, Inpatient (Clinical Records)</p> <p><i>Note: A complete copy request does not mean a request for clinical records unless the requester specially mentions clinical, inpatient, or hospitalization records.</i></p>
3	<p><i>For fire-related records in which documents were destroyed or damaged beyond use.</i></p>

Go to [CRG, Records Reconstruction, and paragraph Service Data Reconstruction](#), then return to this CRG and complete the following.

4

Review the request and verify it is properly authorized ([see NPRC 1865.16\(series\), Release and Access Guide for Military Personnel and Related Records at NPRC](#)).

Note: Veterans and deceased veterans' NOK may request the veteran's record and cite FOIA; these are processed following the steps below. Other family members and unrelated 3rd parties who do not have the veteran's or NOK authorization are typically limited to the FOIA releasable information specified in [CRG, Freedom of Information Act \(FOIA\) Requests](#).

5

To provide complete copy of the record follow the table below.

IF...	GO to...
complaint	Step 7.
Congressional office or White House request <i>Note: The congressional or White House request is handled like a complaint because the veteran often has already made a request for the record.</i>	Step 7.
second or subsequent request <i>Note: A second request is a request where there is an indication this same requester or the requester's representative (e.g. VSO, lawyer) has asked for this information before.</i>	Step 7.
first request <i>Note: A first request is when there is no indication in the file, CMRS, or the request that this same requester has asked for this information before.</i>	Step 6.
Research Room Request	Step 7.

6

For a first request for complete copy.

Send copies of all key documents (a comprehensive extract) that give a summary of the veteran's service. The tables linked below provide, by military branch, the types of information that must be included if on file and the documents where the information may be found. For records on microfiche, make paper copies of required images and redact in the same manner as other paper documents.

TO respond to veterans and NOK for...	GO to ...
Air Force	Table 2.
Army	Table 3.
Marine Corps <i>Note: If more than one service, and one is the Marine Corps, follow the Marine Corps procedure.</i>	Table 4.
Navy	Table 5.
Coast Guard	Table 6.

Go to [Step 8.](#)

7

For a second request, complaint, congressional or White House request, or Research Room Request.

Copy and send all of the documents in the medical and personnel files.

Note: Technicians/staff may make only one copy of documents where there are exact multiples of that document in the file.

Note: For Research Room requests, provide copies of all VA Forms 3101 found in file ONLY if specifically requested.

8

Review the request for items requested in addition to complete copy and prepare response to those items. For example, the requester also may desire medals.

9

For medical records at VA and not at NPRC.

Determine record status (loaned/retired) and location by checking the following: registry, record, BIRLS, and Military Records Location Matrix. See the table below for records not retired to NPRC.

ARMY	DISCHARGE DATE	CONTACT
	10/16/1992 to 12/31/2013	[00197] Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020 1-888-533-4558
	After 1/1/2014	[00723] AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217
AIR FORCE	DISCHARGE DATE	CONTACT
	5/1/1994 to 12/31/2013	[00197] Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020 1-888-533-4558
	After 1/1/2014	[00722] AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road,

		Suite 116 San Antonio, TX 78217
NAVY	DISCHARGE DATE	CONTACT
	1/31/1994 to 12/31/2013	[00197] Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020 1-888-533-4558
	After 1/1/2014	[00724] Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd., Building 103 St. Louis, MO 63120
MARINE CORPS	DISCHARGE DATE	CONTACT
	5/1/1994 to 12/31/2013	[00197] Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020 1-888-533-4558
	After 1/1/2014	[00724] Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Blvd.,

		Building 103 St. Louis, MO 63120
COAST GUARD	DISCHARGE DATE	CONTACT
	4/1/1998 to 9/30/2014	[00197] Department of Veterans Affairs Records Management Center (RMC) Post Office Box 5020 St. Louis, MO 63115-5020 1-888-533-4558

10

Based on the medical record status (loaned/retired) and location:

Respond to the requester following the tables below.

IF record...	THEN...
loaned to VA	Refer requester to VA using pattern letter from MSWord CMRS tab: Get Letter > Referral > Medical Record Loaned to VA.docx .
retired to VA Regional Office (VARO) <i>Note: This means the record was retired to the VA, because a claim was made at time of separation. The record was transferred to the VARO nearest the veteran's home.</i>	Refer requester to VA using pattern letter from MSWord CMRS tab: Get Letter > Referral > Meds Not Retired to This Center.docx . Customize response as needed.
retired to VA Records Management Center (VARMC)	Refer the request to VA following procedures in CRG, Referral of Requests With and Without Records .

If referral is done manually, in response letter use pattern paragraph from MSWord CMRS tab: [Get Paragraph > Medical Records > Health record not retired, contact VARMC](#). Customize response as needed.

11

Review the response for the following special situations. When releasing information related to one of the below, go to and follow the CRG entry.

- [Drug/Alcohol Rehabilitation Program](#)
- [Reconstructing Lost/Missing Military Health Records \(Non-Fire Related\)](#)
- [Legal Demands and Requests for Authenticated or Certified Copies](#)
- [Incomplete/Open Personnel Records](#)
- [Detrimental Physical or Mental Health Records](#)
- [Congressional Cases](#)
- [Fees: Archival record and a non archival record](#)

12

Review the copies and make redactions. See CRG, [Frequently Asked Questions about Redacting](#) and [Redactions of Restricted Information on Photocopied Documents](#).

13

Select the correct pattern letter to respond. From the MSWord CMRS tab, select from the list below if extract or complete copy. Insert additional pattern paragraphs as needed to fully respond to requests.

IF Extract of...	THEN use response letter...
personnel record	Get Letter > Personnel Records > Complete Copy - Personnel Record EXTRACT.docx
medical record	Get Letter > Medical Records > Complete Copy - Medical Record EXTRACT.docx
personnel and medical record	Get Letter > Personnel Records > Complete Copy - Pers and Med Record EXTRACT.docx

IF Complete Copy of...	THEN use response letter...

	<table border="1"> <tr> <td>personnel record</td> <td>Get Letter > Personnel Records > General Response Letter.docx > Personnel Records</td> </tr> <tr> <td>medical record</td> <td>Get Letter > Medical Records > General Response Letter.docx > Medical Records</td> </tr> <tr> <td>personnel and medical record</td> <td>Get Letter > Personnel Records > General Response Letter.docx > [X] Personnel Records [X] Medical Records</td> </tr> </table>	personnel record	Get Letter > Personnel Records > General Response Letter.docx > Personnel Records	medical record	Get Letter > Medical Records > General Response Letter.docx > Medical Records	personnel and medical record	Get Letter > Personnel Records > General Response Letter.docx > [X] Personnel Records [X] Medical Records
personnel record	Get Letter > Personnel Records > General Response Letter.docx > Personnel Records						
medical record	Get Letter > Medical Records > General Response Letter.docx > Medical Records						
personnel and medical record	Get Letter > Personnel Records > General Response Letter.docx > [X] Personnel Records [X] Medical Records						
14	Assemble response and dispatch.						

Complete Copy Response Information by Military Service - Tables 2-6

Table 2. Air Force - Comprehensive Extract. Provide all the information in the left column. If more than one service, and one is the Marine Corps, follow the Marine Corps procedure.

Official Military Personnel File	
Provide the following:	Where to find:
<ul style="list-style-type: none"> • Military service dates • Statement of Service (Reserve Retirement Points if applicable) • Character of service • Promotions/reductions • Duty stations and assignments • Foreign service • Sea service • Military schooling or training • Awards citations and letters of commendation • Letters of Counseling • Disciplinary actions • Time lost • Enlistment contracts • Discharge/Retirement Orders • Oaths of Office • Appointment Letters • Facts and Circumstances pertaining to discharge, if character of service is Other Than Honorable (OTH) • Court-Martial Orders, if discharge resulted from court martial • Medical Boards 	<ul style="list-style-type: none"> • DD Form 4 (DSS Form 281, or equivalent) All enlistment contracts (and extensions) • DD Form 214, or equivalent (WD AGO 53-55, WD AGO Form 66, NGB Form 22, etc.) • DD Form 215 (if in file) • DD Form 1300, Casualty Report (Report of Death) • AF Form 7, 11, or 1712 (Airman or Officer Military Record) • AF Form 190, 458, 526, 712, 1883a, DD Form 220, NGB Form 23 (Retirement Points Summary) • Award Citations • Discharge/retirement order

	<ul style="list-style-type: none"> • Report of Medical Survey
Medical Record	
Provide the following:	Where to find:
<ul style="list-style-type: none"> • Physical Exams upon Entry and Separation • Immunizations • Dental Examinations • Clinical Summaries / Cover Sheets • Documents that pertain to any illness, disease, or injury specifically mentioned. 	<ul style="list-style-type: none"> • SF Form 88, 89 (Entrance and Separation physical) • SF Form 513, Consultation Sheet • SF Form 600, Chronological Record of Medical Care • SF Form 601, Immunization Record • SF Form 603, Dental Exam

Caution: Technicians must make redactions on extract copies or actual complete copies required by [Step 12](#).

Table 3. Army - Comprehensive Extract. Provide all the information in the left column. If more than one service, and one is the Marine Corps, follow the Marine Corps procedure.

Official Military Personnel File	
Provide the following:	Where to find:
<ul style="list-style-type: none"> • Military service dates • Statement of Service (Reserve Retirement Points if applicable) • Character of service • Promotions/reductions • Duty stations and assignments • Foreign service 	<ul style="list-style-type: none"> • DD Form 214, or equivalent (WD AGO 55, WD AGO 525, NGB Form 22, etc.) • DD Form 215 (if in file) • DD Form 1300, Casualty Report (Report of Death) • DD Form 4 or equivalent (Enlistment contracts)

<ul style="list-style-type: none"> • Sea service • Military schooling or training • Awards citations and letters of commendation • Letters of Counseling • Disciplinary actions • Time lost • Enlistment contracts • Discharge/Retirement Orders • Oaths of Office • Appointment Letters • Facts and Circumstances pertaining to discharge, if character of service is Other Than Honorable (OTH) • Court-Martial Orders, if discharge resulted from court martial • Medical Boards 	<ul style="list-style-type: none"> • DA Form 20, 2-1 or 66 • NGB 23, ARPC 249-2, or equivalent (Retirement Points Summary) • Officer/Enlisted record brief (if on file) • Award Citations • Discharge/retirement order • Report of Medical Survey
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Medical Record

Provide the following:	Where to find:
<ul style="list-style-type: none"> • Physical Exams upon Entry and Separation • Immunizations • Dental Examinations • Clinical Summaries / Cover Sheets • Documents that pertain to any illness, disease, or injury specifically mentioned. 	<ul style="list-style-type: none"> • SF Form 88, 89 (Entrance and Separation physical) • SF Form 513, Consultation Sheet • SF Form 600, Chronological Record of Medical Care • SF Form 601, Immunization Record • SF Form 603, Dental Exam

Caution: Technicians must make redactions on extract copies or actual complete copies required by [Step 12](#).

Table 4. Marine Corps - Complete Copy No Extract. For the Marine Corps the complete copy of Personnel Record and/or Medical Record is sent on the first request. No extract is provided.

Official Military Personnel File	
Provide the following:	Where to find:
All documents in file. <i>Note: If the veteran served in more than one branch of service, then provide a non-extract complete copy of that record as well</i>	
Medical Record	
Provide the following:	Where to find:
All documents in file.	

Caution: Technicians must also make redactions on complete copies as required by [Step 12](#).

Table 5. Navy - Comprehensive Extract. Provide all the information in the left column. If more than one service, and one is the Marine Corps, follow the Marine Corps procedure.

Official Military Personnel File	
Provide the following:	Where to find:
<ul style="list-style-type: none"> • Military service dates 	<ul style="list-style-type: none"> • DD Form 214, or earlier version (NAVPERS 553)

<ul style="list-style-type: none"> • Statement of Service (Reserve Retirement Points if applies) • Character of service • Promotions/reductions • Duty stations and assignments • Foreign service • Sea service • Military schooling or training • Awards citations and letters of commendation • Letters of Counseling • Disciplinary actions • Time lost • Enlistment contracts • Discharge/Retirement Orders • Oaths of Office • Appointment Letters • Facts and Circumstances pertaining to discharge, if character of service is Other Than Honorable (OTH) • Court-Martial Orders, if discharge resulted from court martial • Medical Boards 	<ul style="list-style-type: none"> • DD Form 215 (if in file) • DD Form 1300, Casualty Report (Report of Death) • DD Form 4 (DSS Form 281 or equivalent) All enlistment contracts and extensions • NAVPERS 601-14 (or 601-15 or 1070/601-12 or 15) • Appointment as an officer • Award citations • Discharge/retirement order • Evaluations • Fitness Reports • Report of medical survey • Service record book pages 4 thru 6, 8, 9, 12, 13. • Yellow cards (if not on file, send pages showing change of rank and any Statement of Service pages showing active and inactive duty)
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Medical Record

<p>Provide the following:</p>	<p>Where to find:</p>
--------------------------------------	------------------------------

<ul style="list-style-type: none"> • Physical Exams upon Entry and Separation 	<ul style="list-style-type: none"> • SF Form 88, 89 (Entrance and Separation physical)
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<ul style="list-style-type: none"> • Immunizations • Dental Examinations • Clinical Summaries / Cover Sheets • Documents that pertain to any illness, disease, or injury specifically mentioned. 	<ul style="list-style-type: none"> • SF Form 513, Consultation Sheet • SF Form 600, Chronological Record of Medical Care • SF Form 601, Immunization Record • SF Form 603, Dental Exam
--	--

Caution: Technicians must make redactions on extract copies or actual complete copies required by [Step 12](#).

Table 6. Coast Guard - Comprehensive Extract. Provide all the information in the left column. If more than one service, and one is the Marine Corps, follow the Marine Corps procedure.

Official Military Personnel File	
Provide the following:	Where to find:
<ul style="list-style-type: none"> • Military service dates • Statement of Service (Reserve Retirement Points) • Characters of service • Promotions/reductions • Duty stations and assignments • Foreign service • Sea service • Military schooling or training • Awards citations and letters of commendation • Letters of Counseling • Disciplinary actions 	<ul style="list-style-type: none"> • DD Form 214, or equivalent • DD Form 215 (if in file) • DD Form 1300 Casualty Report • CG Form 3301 Enlistment Contract • CG Form 3301B Agreement to Extend Enlistment • CG Form 3301C Discharge and Reenlistment Contract • CG Form 3303 Achievement Sheet • CG Form 3305 Leave Record • CG Form 3306 • CG Form 3307 Administrative Rmks • CG Form 3309 Record of Discharge, Release from Active Duty, or Death

<ul style="list-style-type: none"> • Time lost • Enlistment contracts • Discharge/Retirement Orders • Oaths of Office • Appointment Letters • Facts and Circumstances pertaining to discharge, if character of service is OTH • Court-Martial Orders, if discharge resulted from CM • Medical Boards 	<ul style="list-style-type: none"> • CG Form 3312A • CG Form 4057 Chronological Record of Service • CG Form 9556 Acceptance of Oath of Office • CG PPC Form 1071 Statement of Creditable Service • CG PPC Form 1072 Statement of Creditable Sea Service • Award Citations
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Medical Record

<p>Provide the following:</p>	<p>Where to find:</p>
--------------------------------------	------------------------------

<ul style="list-style-type: none"> • Physical Exams upon Entry and Separation • Immunizations • Dental Examinations • Clinical Summaries / Cover Sheets • Documents that pertain to any illness, disease, or injury specifically mentioned. 	<ul style="list-style-type: none"> • CG Form 3444 Sick Call Treatment Record • CG Form 4392 Abstract of Med History • DD Form 741 Ophthalmologic Consult • PHS Form 731 International Certificate of Vaccination • SF Form 88 Report of Medical Exam • SF Form 89 Report of Medical History • SF Form 600 Chronological Record of Medical Care • SF Form 601 Immunization Record • SF Form 603 Dental (Dental Exam)
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Caution: Technicians must make redactions on extract copies or actual complete copies required by [Step 12.](#)

Providing a Discharge or Retirement Certificate

(Updated on: 11/12/2014)

This information pertains ONLY to non-archival records. For archival records, please refer to the instructions furnished in the [Archival Response Guide](#).

- A. [General](#)
 - B. [Retirement Certificate](#)
 - 1. ["Never Received" Retirement Certificate](#)
 - 2. [Replacing a Lost or Destroyed Retirement Certificate](#)
 - C. [Discharge Certificates](#)
 - 1. [Discharge Certificates That Are Not Issued](#) (See [NPRC 1865.72, Figure 1](#) for additional information)
 - a. [General Discharge Certificate](#)
 - b. [Other than Honorable Certificates](#)
 - c. [Release from Active Duty](#)
 - d. [National Guard Discharge Certificates](#)
 - e. [Discharge Certificate for Marine Corps Officers](#)
 - 2. [Special Instructions for Navy Officers Separated before February 1, 1948](#)
 - 3. [Issuing a Discharge Certificate](#) (See [NPRC 1865.72, Figure 1](#) for additional information)
 - a. [Air Force](#) (Regular AF and Reserve)
 - b. [Army](#)
 - c. [Navy](#)
 - d. [Marine Corps](#) (Enlisted Only)
 - e. [Coast Guard](#)
 - f. [Army and Air Force Non-Archival Fire-Related Service](#)
 - g. [Instructions for Completing Discharge Certificates](#)
-

A. General

A discharge (DD Form 256) or retirement (DD Form 363) certificate is issued when a service member is discharged or retired from the military. Discharge and retirement certificates are prepared in the original form only; copies cannot be furnished. For all service departments, if the individual indicates the original Honorable Discharge certificate was "never received," consider issuing a DD Form 256. The same is true for a DD Form 363, but the service departments prepare these. If the original certificate (discharge/retirement) is in the military record, furnish it if the requester is eligible to receive it. In the case of Coast Guard discharge or retirement certificates, always consider the amount of time it might take a certificate to reach a former service member. If a reasonable amount of time has passed and no certificate, Core loan and transfer the request, record, and CMRS All Service Details with current notes to the Coast Guard [\[00187\]](#).

The Coast Guard is the only service department that continues to retire personnel records to this Center.

Lost or destroyed retirement certificates are not replaced and no substitute is issued. The service departments have authorized our Center to stop issuing DD Form 257, General **Discharge Certificate**. Coast Guard makes an exception to this ruling (see [General Discharge Certificates](#)).

When the purpose for requesting a discharge certificate is included, a Core Technician can determine if the requester wants a separation document or a discharge certificate. If benefits or employment are involved, a DD Form 214 is sent when applicable. Conversely, if a discharge certificate is requested for framing, keepsake or etc, provide it. When one is requested for a VA home loan, consider sending a discharge order or a service department's equivalent. The Core Technician's response is based on information shown in the inquiry and on the evidence found in the service record.

In most cases for honorable service, the service departments allow for replacement of a lost or destroyed DD Form 256 to the veteran, legal guardian, or unremarried surviving spouse. Core Technicians no longer prepare DD Forms 303, **Certificate in Lieu of Lost or Destroyed Discharge (CIL)**, for any of the service departments. They prepare another Honorable Discharge Certificate for the [Air Force](#), [Army](#), [Navy](#) and [Marine Corps](#), if the military record contains official documentation about the separation. [Coast Guard requests](#) are processed differently.

With the exception of the Marine Corps, templates for the service departments' DD Form 256 are located in CMRS under **Get Form>>DD Forms>>Dir-Certificates**. The Core Technician selects the appropriate service department and printer option. The former service member's social security number is not included on the form.

B. Retirement Certificate


1. "Never Received" Retirement Certificate

If a retirement certificate is requested and it is located in the military service record, only to the retiree, the retiree's legal guardian, or unremarried surviving spouse can authorize its release. If the person is legally incompetent, the legal guardian must sign the release and furnish a copy of the court order appointment. Proof of death (POD) is required for requests from an unremarried surviving spouse. The requester may provide POD, or the Core Technician can verify the service member's death from one of our on-line web resources: <http://10.148.251.13/crg/GetPOD.html>.

If the request indicates the certificate was "never received" nor is it located in the military record, the Core Technician is to Core L&T the request or web signature page (if applicable), service record, and All Service Details report with current CMRS notes to one of the appropriate service departments listed below and use the following pattern paragraph: [Get PP>>Referrals>>Under the Jurisdiction Of](#)

IF the service department is...	THEN Core L&T to...
Air Force	(Active Routine) [00521] Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street W JBSA-Randolph AFB, TX 78150

	<p>(Active Priority)</p> <p>[00142] HQ AFPC/IG 550 C Street West, Suite 1 Randolph AFB, TX 78150-4703</p> <p>(Reserve Routine & Priority)</p> <p>[00662] Air Reserve Personnel Center HQ ARPC/DPTARA 18420 E Silver Creek Ave Bldg 390 MS 68 Buckley AFB, CO 80011</p>
Army	<p>(Routine)</p> <p>[00148] Department of the Army Army Human Resources Command Attn: AHRC-PDR-H 1600 Spearhead Division Avenue Dept 420 Fort Knox, KY 40122-5402</p> <p>(Priority)</p> <p>[00647] DEPARTMENT OF THE ARMY ARMY HUMAN RESOURCES COMMAND ATTN: AHRC-SGS 1600 SPEARHEAD DIVISION AVENUE DEPT 100 FORT KNOX, KY 40122-5402</p>
Navy	<p>(Routine)</p> <p>[00166] Commander, Navy Personnel Command PERS-312 Records Support Branch 5720 Integrity Drive Millington, TN 38055-3120</p> <p>(Priority)</p> <p>[00096] Navy Personnel Command-00L Congressional Liaison Office 5720 Integrity Drive Millington, TN 38055-0000</p>
Coast Guard	<p>(Routine & Priority referral w/record)</p> <p>[00676] COMMANDER</p>

	<p>ATTN: PSC (BOPS-C-MR) US COAST GUARD, STOP 7200 2703 MARTIN LUTHER JR AVE SE WASHINGTON DC, 20593-7200</p> <p>(Routine & Priority referral w/o record)</p> <p> [00187] Commander, CG Personnel Service Center Attn: PSC (BOPS-C-MR) 2703 Martin Luther King Jr. Ave SE Washington, DC 20593-7200</p>
Marine Corps	<p>(Routine)</p> <p>[00178] Commandant U.S. Marine Corps Personnel Management Support Branch 2008 Elliot Road, Room 203 Quantico, VA 22134-5030</p> <p>(Priority)</p> <p>[00176] Commandant of the Marine Corps ATTN: Office of Legislative Affairs (OLAC) 3000 Marine Corps Pentagon, Room 4C553 Washington, DC 20350</p>

2. Replacing a Lost or Destroyed Retirement Certificate

Service departments do not replace lost or destroyed retirement certificates. Core Technicians are to inform the requester that retirement certificates are prepared in the original form; therefore, a copy is not available to furnish. Provide requester with a copy of the retirement order or the service department's equivalent as a substitute. Use the following response document to reply to the request: [Get PP>>Discharge or Retirement Certificate Requested>>Unable to Furnish Discharge Certificate](#).

If a second request for a replacement retirement certificate is received, Core L&T the service record, current request or web signature page (if applicable), and All Service Details report with current CMRS notes; include prior request, prior reply, and prior All Service Details report containing former CMRS notations to the appropriate service department using [Get PP>>Referrals>>Under the Jurisdiction Of](#). Only requests received from one of the individuals listed above in item B1 are referred.

Department of the Navy is an exception to the above procedure. When responding to the first request, provide a copy of the retirement order or service record page that has the date of retirement on it; copy and paste into the response document the succeeding statement. This might deter a second request. If not, expert technician or coach should contact the Navy Liaison Office for further guidance.

"The Department of the Navy does not issue replacement Retirement Certificates. We have enclosed copies of service record pages that show the date of retirement." (***DO NOT forget to remove the quotation marks.***)

C. DISCHARGE CERTIFICATES

1. Discharge Certificates That Are Not Issued (See [NPRC 1865.72, Figure 1](#) for additional information)

a. General Discharge Certificates

With the exception of the Coast Guard, service departments have discontinued issuing General Discharge Certificates, DD Form 257. Core Technicians are to inform the requester that our office has stopped issuing this certificate by furnishing pattern paragraph [Get PP>>Discharge or Retirement Certificate Requested>>DD Form 257 - General Discharge Certificate](#). If a Coast Guard service member, the service member's legal guardian, or an unremarried surviving spouse indicates a General Discharge certificate was "never received," Core L&T the service record, request or web signature page (if applicable) and All Service Details report with current CMRS notes to the Coast Guard [00187] using [Get PP>>Referrals>>Under the Jurisdiction Of](#). The legal guardian should have signed the release and furnished a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse. If request is to replace a lost or destroyed DD Form 257CG, copy and paste (**font: Times New Roman and no italics**) the following reply into the response document:

Military personnel, upon discharge from the Armed Forces, are issued discharge certificates. These certificates are prepared in the original only; therefore, copies cannot be furnished.

b. Other than Honorable Certificates

Service departments no longer issue certificates for Other than Honorable service. This includes Bad Conduct, Undesirable, or Dishonorable discharges. Core Technicians are to provide the requester with the following pattern paragraph: [Get PP>>Discharge or Retirement Certificate>>Discharge Certificate for OTH](#).

c. Release from Active Duty

If DD Form 214, Report of Separation, or its equivalent indicates "**Release from Active Duty and Transfer to the Reserves**" (to complete remaining period of military obligation), **DO NOT** prepare a discharge certificate based on this information. Look in the record for official documentation (order, service record page, or etc) that shows former service member's discharge data. Then use the information to prepare a certificate.

d. National Guard Discharge Certificates

Our Center does not prepare National Guard discharge certificates. However, if one is contained in the military personnel record and request is from an eligible requester, send it and indicate actions taken in CMRS note. If a request asks for one of the certificates indicated below, suggest requester to contact the Adjutant General's Office of the state in which former service member served. When the form number or name is not included in a request, a military record containing a NGB Form 22 for the only or last period of service is an indicator that the request pertains to a National Guard discharge certificate.

NGB Form 55 (Certificate of Honorable Discharge from the Armed Forces of the United States of America)
NGB Form 55A (Certificate of Honorable Discharge from the Federally Recognized Army National Guard)
NGB Form 55B (Certificate of Honorable Discharge from the Federally Recognized Army National Guard Transferred to the United States Army Retired Reserves)
NGB Form 56 (Certificate of General Discharge Under Honorable Conditions from the Armed Forces of the United States of America)
NGB Form 56A (Certificate of General Discharge from the Federally Recognized Army National Guard)

e. **Discharge Certificate for Marine Corps Officers**

Only Marine Corps Headquarters can issue a discharge certificate for service as an officer in the Marine Corps. If the request is from the service member, the service member's legal guardian, or unremarried surviving spouse, the Core Technician is to Core L&T the request, service record and, CMRS All Service Details report with current notes to the appropriate Marine Corps office using the following pattern paragraph: [Get PP>>Referrals>>Under the Jurisdiction Of](#). The legal guardian should have signed the release and furnished a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse. Copy and paste the note below in CMRS Note Applet. However, if requester is not eligible to receive a discharge certificate, use the Routine or Congressional pattern paragraph located under [Get PP>>Discharge or Retirement Certificate Requested>>Unable to Furnish MC Officer Discharge Certificate-Routine](#) in response to request.

(Copy and paste in CMRS Note Applet)

"Per MCLNO a Marine Corps Officer's discharge certificate is prepared by Marine Corps Headquarters. We are referring request and record to your office for action."

2. **Special Instructions for Navy Officers Separated before February 1, 1948**

These officers were not issued formal discharge certificates such as those given to enlisted personnel. If the request involves such an officer, send a copy of the orders effecting separation and use the following pattern paragraph: [Get PP>>Discharge or Retirement Certificate Requested>>Discharge Certificate-Navy Officers-before February 1, 1948](#).

3. Issuing a Discharge Certificate (See [NPRC 1865.72](#), [Figure 1](#) for additional information)

a. Air Force (Regular AF & Reserve)

If an honorably discharged service member, the service member's legal guardian, or unremarried surviving spouse indicates a discharge certificate was "never received," lost or destroyed, the Core Technician prepares a pre-signed DD Form 256AF. The legal guardian should have signed the release and furnished a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse. Using the Air Force discharge certificate template located in CMRS under **Get Form>>DD Forms>>DIR-Certificates**, the technician prepares a certificate for either regular or reserve service. Requests involving regular AF discharge certificates are no longer referred to the service department. The Core Technician may obtain a pre-signed Air Force certificate from Core Headquarters.

Regular Air Force and Air Force Reserve use the same pre-signed DD Form 256 AF.

b. Army

If an honorably discharged service member, the service member's legal guardian or unremarried surviving spouse indicates a discharge certificate was "never received," lost or destroyed, the Core Technician prepares a pre-signed DD Form 256A. The legal guardian must sign the release and furnish a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse. Using the appropriate Army discharge certificate template located in CMRS under **Get Form>>DD Forms>>DIR-Certificates**, the technician prepares a certificate. The Core Technician may obtain a pre-signed Army certificate from Core Headquarters.

c. Navy

If an honorably discharged service member, the service member's legal guardian, or unremarried surviving spouse indicates a discharge certificate was "never received," lost or destroyed, the Core Technician prepares an unsigned DD Form 256N. The legal guardian should have signed the release and furnished a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse. Using the appropriate Navy discharge certificate template located in CMRS under **Get Form>>DD Form>>DIR-Certificates**, the technician prepares a certificate. The Core Technician then places the completed form and military record in the Core Manager's "In Box" for signature. The Assistant Core Manager signs the certificate when serving as the "Acting Core Manager." The technician may obtain an unsigned Navy certificate from Core Headquarters

d. Marine Corps (Enlisted Only)

If an honorably discharged service member, the service member's legal guardian, or unremarried surviving spouse indicates a discharge certificate was "never received," lost or destroyed, the Core Technician completes [NA Form 13085, Armed Forces Discharge Certificate Worksheet](#). The legal guardian should have signed the

release and furnished a copy of the court order appointment. Proof of death is required for a request from the unremarried surviving spouse.

The Core technician completes and places the worksheet on top of the record, tabs or prints source documents, and hands off to the person who prepares MC certificates for the core. The succeeding paragraph has additional information about source documents. There is no MC template in CMRS Get Form. **Do Not** type the social security number or the service number (if applicable) on a MC certificate.

When preparing a certificate for typing and signing, the Core Technician should follow these procedures: attach post-it notes to the paper service record source documents (e.g. the enlistment contract(s), separation document(s), last rank and/or discharge information). **We should either return or not remove documents held in place with fasteners.** When it applies, print paper copies of the **microfiche service record** source documents. Provide the same source documents as would be provided for a paper record. Place them in the front of the service record before it goes to the typist. To prevent damage to the completed discharge certificate, the Core Technician should place it inside a folder. Then place the completed form and military record in the Core Manager's "In Box" for signature. *The Assistant Core Manager signs the certificate when serving as the "Acting Core Manager."*

e. Coast Guard

When requests indicate a DD Form 256CG was "never received" or if a lost or destroyed certificate is requested a second time by an [eligible requester](#), Core L&T the record, request/web signature page (if applicable), and CMRS All Service Details with current notes to the Coast Guard [\[00187\]](#). Respond to **first time requests** for a lost or destroyed certificate by copying and pasting the following reply (in font Times New Roman) into the response document:

Military personnel, upon discharge from the Armed Forces, are issued discharge certificates. These certificates are prepared in the original only; therefore, copies cannot be furnished.

f. Air Force and Army Non-Archival Fire-Related Service

Occasionally, we receive requests for a discharge certificate for non-archival, fire-related service. Limited resources make it difficult to prepare a certificate for these periods of service. Sometimes a ["B" registry file](#) might have sufficient, legible information to prepare a certificate. Then again some records in Organizational Records (OR) or procurements from Federal Records Centers (FRC) might have the data a Core Technician needs to prepare a discharge certificate. QT D microfilms pertain to Californians discharged from the armed forces, and a lot of the entries consist of separation documents. [QM D records](#) are a collection of separation orders and separation documents. QT D microfilms and QM D records are a good source of information when the type of separation is "Discharge" and the character is "Honorable."

If type of separation is "Release from Active Duty," a Core Technician has to obtain discharge information before preparing a certificate.

As a last resort, a search of the Morning Reports in OR is an option. However, check with your Expert Technician or Coach to see if the request warrants this type of research. Army Morning Reports ([NPRC 1865.113, Fig 2.5](#)) for staging units like

Transfer Stations, Transfer Points, Garrisons, or the former service member's last unit of assignment are good sources to find the character of service and date of separation.

In the case of an Air Force former service member, it is likely he/she separated from his/her last unit of assignment ([NPRC 1865.113, Fig 2-6.1](#)). Therefore, it is important to have the exact name of the unit. Sometimes the former service member may have separated from a unit responsible for the discharging at that base. So consider organizations with different functions: e.g. personnel processing, maintenance, base headquarters and etc. If search efforts are negative, then search the Air Force drop cards for a possible date and place of discharge, or if applicable, search the Special Orders for that base. Again, the type and character of separation determines if you can prepare a certificate.

For all the service departments, monitor the frequency of requests for replacement of discharge certificates. If more than one request is received from the same eligible requester, obtain further guidance from your Expert Technician or Coach.

g. Instructions for Completing Discharge Certificates

Discharge certificates are prepared in the original only. No punctuation and social security numbers are included on these forms.

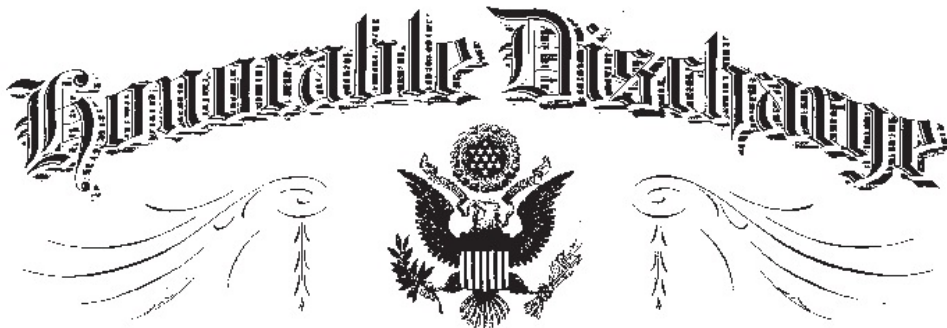
1. **Air Force, [DD Form 256AF](#)** (Regular and Reserve) - Regular and Reserve components use the same template. Select the Air Force template and prepare the certificate in the following way:
 - a. **First line.** In uppercase letters enter former service member's full name, rank, service component (UNITED STATES AIR FORCE or USAFR) and, as appropriate include service number. **Abbreviate United States Air Force (USAF) if name, rank, service component and service number are too long to fit on first line.**
 - b. **Second line.** Day, month, and year of discharge are entered in the appropriate spaces.
 - c. **Third line.** These documents are pre-printed and pre-signed with the appropriate Air Force official's name. The same certificate is used for the Regular and Reserve components.
2. **Army, [DD Form 256A](#)** - Select appropriate Army template based on your type of printer and prepare the certificate in the following way:
 - a. **First line.** In uppercase letters enter former service member's full name, as appropriate service number, rank and service component (REGULAR ARMY or USAR). Abbreviate Regular Army (RA) if name, service number, rank, and service component are too long to fit on first line.
 - b. **Second line.** [Same as 1b](#) above.
 - c. **Third line.** These documents are pre-printed and pre-signed with the appropriate Army official's name.
3. **Navy [DD Forms 256N](#)** - Prepare these documents in the following manner:

- a. **First line.** Center service member's full name in CAPS, service number, as applicable, rank, and service component (USN or USNR).
 - b. **Second line.** [Same as 1b](#) above.
 - c. **Third line.** Core Manager or Acting Core Manager's name, grade level, and title in CAPS
 - d. **Signature.** Forward to Core Manager (or Acting Core Manager) for signature.
4. **Marine Corps, [DD Forms 256MC](#)** - Prepare these documents in the following manner:
- a. **First line.** Center service member's rank and full name in CAPS (**DO NOT** include the service number, if applicable or social security number.)
 - b. **Second line.** [Same as 1b](#) above.
 - c. **Third line.** Core Manager or Acting Core Manager's name, grade level, and title in CAPS
 - d. **Signature.** Forward to Core Manager (or Acting Core Manager) for signature.

Source: [NPRC 1865.72](#) and [NPRC 1865.51](#)

Useful Link: [Social Security Numbers, Dates Military Began Using.](#)

DD Forms 256A



from the Armed Forces of the United States of America

This is to certify that

JOHN DOE 00 000 000 PRIVATE FIRST CLASS REGULAR ARMY

was Honorably Discharged from the

United States Army

*on the 10TH day of MAY/2000 This certificate is awarded
as a testimonial of Honest and Faithful Service*

RICHARD P. MUSTION
MAJOR GENERAL, USA
Commanding

DD FORM 1300, 1 MAR 1963 (REV 10 MAR 1997)

DD Forms 256AF

Honorable Discharge



from the Armed Forces of the United States of America

This is to certify that

JOHN EDWARD DOE, STAFF SERGEANT USAFR 00 000 000

was Honorably Discharged from the

United States Air Force

on the 8TH *day of* MAY 1990

This certificate is awarded

as a testimonial of Honest and Faithful Service

A handwritten signature in cursive script, appearing to read "P. Blassie".

PATRICIA S BLASSIE, Colonel, USAFR
Commander

DD FORM 1 NOV 51 256 AF

THIS IS AN IMPORTANT RECORD - SAFEGUARD IT!

DD Forms 256N



from the Armed Forces of the United States of America

This is to certify that

JOHN WALKER DOE 0000000 ENSIGN USNR

was Honorably Discharged from the

United States Navy

*on the 11TH day of JANUARY 2002 This certificate is awarded
as a testimonial of Honest and Faithful Service*

ELLEN L. DAVIS, GS-12
ACTING MANAGER, REFERENCE CORE FOUR, NPRC

DD Forms 256MC (Version 1 - Template not in CMRS Get Form)

Honorable Discharge



from the Armed Forces of the United States of America

This is to certify that

LANCE CORPORAL JOHN FRANKLIN DOE

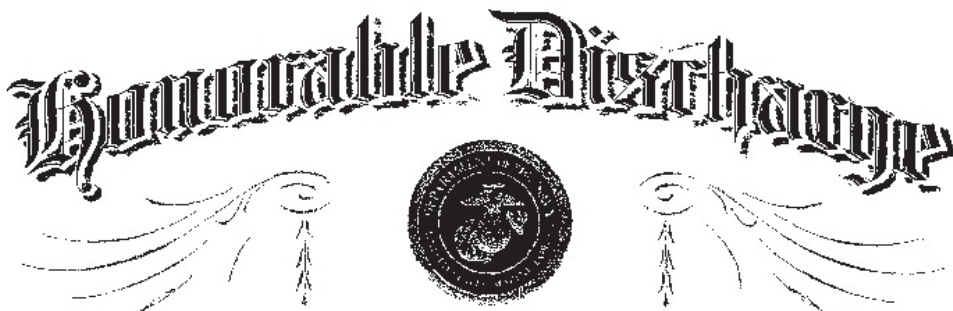
was Honorably Discharged from the

United States Marine Corps

on the 9TH *day of* APRIL 1983 *This certificate is awarded
as a testimonial of Honest and Faithful Service*

M. D. STANZE, CWO3, USMC
MARINE CORPS LIAISON OFFICER, NPRC

DD Forms 256MC (Version 2 - Typed Copy)



FIDELI CERTA MERGES

from the Armed Forces of the United States of America

This is to certify that

SERGEANT TERRY EUGENE WRIGHT

was Honorably Discharged from the

United States Marine Corps

*on the 22ND day of JULY 1974 This certificate is awarded
as a testimonial of Honest and Faithful Service*

M. D. STANZE, CW03, USMC
Marine Corps Liaison Officer, NPRC

Providing Stop Loss Special Pay Claim Documents

Background. Stop Loss is a tool used by the Department of Defense to retain forces and generate forces to surge in a major conflict. After September 11, 2001, in response to the terrorist attacks on the United States, the Department of Defense involuntarily retained in the military individuals who were scheduled to retire, be released from active duty, or be discharged. This action is called Stop Loss. In 2009, Congress enacted legislation to provide retroactive Stop Loss special pay. Active, reserve, and former service members who had their enlistment involuntarily extended or retirement suspended due to Stop Loss are eligible for this special pay, if they served on active duty between September 11, 2001 and September 30, 2009. Present legislation allows for affected service members to make claims for Stop Loss entitlements between October 31, 2009, and October 21, 2011. Veterans may contact NPRC requesting documents to support these claims.

Procedures.

- **Providing Documents to Support Stop Loss Claims.** With proper authorization (see [NPRC 1865.16](#)(series)), technicians are to send copies of documents shown in the tables below, in response to requests for documentation to support Stop Loss claims.

TO respond to veterans from...	GO to ...
Army	Table 1
Air Force	Table 2
Navy/Marines	Table 3

- **Providing More Information to Requesters Asking How to Make Stop Loss Special Pay Claims.** As described above, send any copies that support the requester's claim and tell the requester where to get additional information by using the **GET PARAGRAPH>> PERSONNEL RELATED INFORMATION >>DIR-STOP LOSS >> [SERVICE]**. Select the paragraph for the military service.

Table 1. Army Documents. Based on the component and the veteran's status, send copies of the following documents to support Stop Loss claims. Most requests will be from DPRIS records. If the documents requested are DPRIS records and not found, then follow the procedures at CRG Defense Personnel Records Information Retrieval System (DPRIS) paragraph "[If OMPF is found in DPRIS but record does not contain specific documents requested.](#)"

Component	Status	Documents
Active	Enlisted Soldier	DD Form 214 DD Form 215 (if one was issued)

		<p>DD Form 4 Enlistment /Reenlistment /Extension Contract.</p> <p>DD Form 1966 Record of Military Processing - Armed Forces of the United States. Note: In many cases, this will be part of the 4DDPACK available via DPRIS.</p>
	Indefinite Enlisted	Memorandum showing approved retirement was denied or suspended.
	Officers	<p>DD Form 214.</p> <p>DD Form 215 (if one was issued)</p> <p>Memorandum showing approved retirement was denied or suspended.</p>
National Guard	Enlisted Soldier	<p>DD Form 214.</p> <p>DD Form 215 (if one was issued)</p> <p>DD Form 4 Enlistment/Reenlistment/Extension Contract.</p> <p>DD Form 1966 Record of Military Processing - Armed Forces of the United States. Note: In many cases, this will be part of the 4DDPACK available via DPRIS.</p> <p>DA Form 4187 for Stop Loss Adjustment of ETS.</p> <p>Separation Document NGB22.</p>
	Indefinite Enlisted	Memorandum showing approved retirement was denied or suspended.
	Officers	<p>DD Form 214.</p> <p>DD Form 215 (if one was issued)</p> <p>Memorandum showing approved retirement was denied or suspended.</p>
Reserve	Enlisted Soldier	DD Form 214.

		<p>DD Form 215 (if one was issued)</p> <p>DD Form 4 Enlistment/Reenlistment/Extension Contract.</p> <p>DD Form 1966 Record of Military Processing - Armed Forces of the United States. Note: In many cases, this will be part of the 4DDPACK available via DPRIS.</p> <p>DA Form 4187 for Stop Loss Adjustment of ETS.</p> <p>Separation Document NGB22.</p>
	Officers	<p>DD Form 214.</p> <p>DD Form 215 (if one was issued)</p> <p>Memorandum showing approved retirement was denied or suspended.</p>
<p>Source: http://www.army.mil/standto/archive/2009/10/20/</p>		

Table 2. Air Force Documents. Send copies of the following types of documents to support Stop-Loss claims.

Examples of Documents
<ul style="list-style-type: none"> • DD Form 214, Certificate of Discharge and/or DD Form 215, Correction to DD Form 214. • Personnel record of enlistment or re-enlistment document recording original expiration of service date. • Approved retirement memorandum or orders establishing retirement prior to actual date of retirement as stipulated on DD Form 214 or DD Form 215. • Approved resignation memorandum or transition orders establishing a separation date prior to actual date of separation as stipulated on DD Form 214 or DD Form 215. • Revocation of retirement or separation orders. • Copy of initial retirement or separation order with subsequent final order enacting final retirement or separation, which demonstrates a change in orders. • Copy of request to Re-establish DOS Retirement Date, upon release of Air Force specialty code from stop loss.

- Copy of Air Force Form 1160, Military Retirement Actions; Air Force Form 780, Officer Separation Actions; Air Force Form 31, Airman's Request for Early Separation/Separation Based on Change in Service Obligation; or Air Force Form 973, Request and Authorization for Change of Administrative Orders.
- Involuntary DOS extension memorandum (2003 only).
- Signed documentation or affidavit from knowledgeable officials from the individual's chain of command.
- Other documentation an individual feels may support his or her claim.

Source: <http://www.afpc.af.mil/shared/media/document/AFD-091021-035.pdf>

Table 3. Navy/Marine Documents. NPRC is not likely to have records on file for Navy or Marine Corps veterans eligible for Stop-Loss special pay. If records are found, send copies of the following documents to veterans to support Stop-Loss claims.

Examples of Documents

- DD Form 214, Certificate of Discharge and/or DD Form 215, Correction to DD Form 214.
- Personnel record or enlistment or reenlistment document recording original expiration of service date.
- Approved retirement memorandum or orders establishing retirement prior to actual date of retirement as stipulated in DD Form 214 or DD Form 215.
- Approved resignation memorandum or transition orders establishing a separation date prior to actual date of separation as stipulated on DD Form 214 or DD Form 215.
- Revocation of orders (retirement or separation).
- Copy of initial retirement or separation order with subsequent final order enacting final retirement/separation (demonstrates change in orders).
- Copy of request to Reestablish Planned Separation or Retirement Date (upon USMC release from Stop Loss).

-

Signed documentation or affidavit from knowledgeable officials from the individual's chain of command.

Source:

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MI/A_MIF/SL_CMS/zSLCMS_FAQ

Last Update. Published 2/1/2010.

Providing GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates

Background. General Educational Development (GED) tests are a group of five subject tests which, when passed, certify that the taker has high school-level academic skills. The GED is sometimes referred to as a General Equivalency Diploma or General Education Diploma. Some training programs were conducted for the military branches by contracting with various schools and colleges and were offered to servicemen in their off-duty time by the Educational Services Program of the United States Armed Forces Institute (USAFI). The records and tests formerly held by USAFI are now held by the Defense Activity for Non-Traditional Educational Support (DANTES). From 1971 through 1976 some military service personnel attended overseas Department of Defense Dependent Schools (DODDS) and participated in the Pre-discharge Education Program (PREP) to obtain their high school diplomas.

Most employers, civilian schools, and colleges allow academic credit for these educational programs. Some of the educational documents may be on file, others may not. Frequently, technicians will need to refer requesters to the agency holding the records.

Procedure - Providing Scores, Transcripts and Certificates. For these requests follow the steps below.

Step	Action								
1	<p>Order records and review for requested scores, transcripts or certificates. The documents listed below by service may contain requested information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Service</th> <th style="text-align: center;">Forms</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Air Force</td> <td>AF Form 7 DD Form 214</td> </tr> <tr> <td style="text-align: center;">Army</td> <td>DA Form 20 or 2-1 DA Form 669 DD Form 214</td> </tr> <tr> <td style="text-align: center;">Marine Corps Navy Coast Guard</td> <td>USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card</td> </tr> </tbody> </table> <p><i>Note: At the end of this CRG is a sample GED certificate.</i></p>	Service	Forms	Air Force	AF Form 7 DD Form 214	Army	DA Form 20 or 2-1 DA Form 669 DD Form 214	Marine Corps Navy Coast Guard	USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card
Service	Forms								
Air Force	AF Form 7 DD Form 214								
Army	DA Form 20 or 2-1 DA Form 669 DD Form 214								
Marine Corps Navy Coast Guard	USAFI Form 642.15, Military Test Report NAVPERS 601 (4) NAVMC 118 (8) Enlisted Qualification Card								

2	Determine response from table below:		
	IF record is...	AND documents on file...	THEN...
	found	fully satisfy the request	respond with the requested documents.
		partially satisfy the request	respond with the requested documents and refer the requester to the agency. From the MSWord CMRS tab, select <u>Get Paragraph > Personnel Related Information > GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Partial.</u>
do not satisfy the request		refer the requester to the agency. From the MSWord CMRS tab, select <u>Get Paragraph > Personnel Related Information > GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Not on File.</u>	
not found	not on file	refer the requester to the agency. From the MSWord CMRS tab, select <u>Get Paragraph > Personnel Related Information > GED, USAFI, DANTES or PREP Scores, Transcripts and Certificates, Not on File.</u>	
<p><i>Note: Respond to the requester with the complete pattern paragraph although it contains information on all locations for all tests and certificates.</i></p>			
3	Assemble response letter, make copies, and dispatch.		

Last update: Update published 7/14/2010.

Figure 2-2.1: PRS Inquiry Results Screen with FMP codes

NCPS.BJB Q011	NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PRS INQUIRY RESULTS SCREEN	2/13/97 13:59:47
[REDACTED]	ALL	MIELE THOMAS

SSAN	AGENCY	REG	FMP	DATE	HOSPITAL CODE & NAME
[REDACTED]	AF	6745020	04	930513	0664 TRAVIS AFB CA
[REDACTED]	AF	0426745	20	930513	0664 TRAVIS AFB CA
[REDACTED]	AF	0441318	20	940716	0664 TRAVIS AFB CA
[REDACTED]	PM	00006133	01	820428	066096 NH NAPLES IT
[REDACTED]	PM	00006090	30	820428	066096 NH NAPLES IT

Family Member Prefix (FMP) Codes

1st - 19th dependent child of sponsor	01-19
Veteran/sponsor	20
Spouse (or former spouse) of sponsor	30-39
Mother or stepmother of sponsor	40
Father or stepfather of sponsor	45
Mother-in-law of sponsor	50
Father-in-law of sponsor	55
Other authorized dependents of sponsor	60-69
Beneficiary authorized by statute	90-95
Civilian emergency	98
Not elsewhere classified	99

NOTE: For the first entry, dependent (04) treated at Air Force facility, the record is located at CPR.

Figure 1-9.1: PRS Inquiry Results Screen

NCPS.BJB NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 2/13/97
Q011 PRS INQUIRY RESULTS SCREEN 13:59:47

[REDACTED]

ALL

MIELE THOMAS

SSAN	AGENCY	REG	FMP	DATE	HOSPITAL CODE & NAME
[REDACTED]	AF	6745020	04	930513	0664 TRAVIS AFB CA
[REDACTED]	AF	0426745	20	930513	0664 TRAVIS AFB CA ✓
[REDACTED]	AF	0441318	20	940716	0664 TRAVIS AFB CA
[REDACTED]	PM	00006133	01	820428	066096 NH NAPLES IT
[REDACTED]	PM	00006090	30	820428	066096 NH NAPLES IT

PRS PRINTOUT #1. CHECK REQUESTED RECORD.

WRITE ON EACH PRS REQUEST: REQUESTER'S NAME, OFFICE SYMBOL, DATE

NCPS.BJB NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 2/13/97
Q011 PRS INQUIRY RESULTS SCREEN 13:59:47

[REDACTED]

ALL

MIELE THOMAS

SSAN	AGENCY	REG	FMP	DATE	HOSPITAL CODE & NAME
[REDACTED]	AF	6745020	04	930513	0664 TRAVIS AFB CA
[REDACTED]	AF	0426745	20	930513	0664 TRAVIS AFB CA
[REDACTED]	AF	0441318	20	940716	0664 TRAVIS AFB CA ✓
[REDACTED]	PM	00006133	01	820428	066096 NH NAPLES IT
[REDACTED]	PM	00006090	30	820428	066096 NH NAPLES IT

PUBLIC LAW 220

WHAT IS PUBLIC LAW 220?

Public Law 220 authorizes payments for unused leave and mustering out pay to former **NAVY** service members who received other than honorable discharges, which were later amended.

WHAT IS THE DIFFERENCE BETWEEN LIBERTY AND LEAVE?

Liberty is authorized absence of an individual from a place of duty and is not chargeable as leave. Liberty may be granted at any time for a period up to 48 hours and can be extended up to 72 hours by the commanding officer if the period includes a holiday, which is proclaimed by the President and/or authorized by the Secretary of the Navy.

Leave is authorized vacation or absence from duty, other than liberty. Under the Armed Forces Leave Act of 1946 all members of the Armed Forces receive compensation for leave on an equal basis. Each member is entitled to leave at the rate of 2 1/2 days per month of active service subsequent to September 8, 1939, excluding time lost.

ANSWERING PUBLIC LAW 220 REQUESTS

PWW records: Send a copy of NAVPERS 601 (8), Leave Record, in response to a PL 220 request. If any other data requested, e.g., verification of mustering-out pay or statement of service, furnish data. When furnishing the statement of service include all transfer and receipts and promotions and reductions.

WWII records: Compute leave credit as follows:

1) Compute gross service (subtract entry date from discharge date).

Example:	46	06	01
	<u>44</u>	<u>07</u>	<u>13</u>
	1	10	18
	—	—	+1
	1 Yr	10 Mos	19 Days

2) Examine authorized leave page (NAVPERS 601 [5]). Also look for standard leave forms, standard transfer orders, leave extensions, and any/all miscellaneous correspondence for possible notations about leave. Add up all leave used.

****NOTE**** The leave page will show both inclusive dates of leave and number of days taken. A disparity between the inclusive dates and number of days taken can be attributed to travel time, which is not counted as leave. When this is the case, use the number of days for your computation. The day of departure, whatever the hour, is counted as a day of duty; the day of return is a day of leave, except when such return is made before 0900, in which case it is not counted as leave. If time of return is not shown, count day of return as leave.

3) Examine absent from duty page (NAVPERS 601 [6]). Also review all administrative pages (NAVPERS 601 [9]) and miscellaneous correspondence for any time lost. **Add up all time lost.** Time lost for purpose of leave computation is: absence without leave (AWOL), absence over leave (AOL), confinement as a result of deck court/court martial (CONF), nonperformance of duty because of civil imprisonment (NPDI). DO NOT count periods of less than 24 hours as time lost. DO NOT count sick misconduct as time lost.

****NOTE**** Count days of confinement from the date the deck court or court martial was approved. If the service record shows member was confined as a result of deck court or court martial but does not show date released from confinement, determine the date by first subtracting good conduct time from sentence to get actual time served and then adding the time served to the approval date of the deck court or court martial.

Earning and Computing Good Conduct Time:

1 day for each 6 days of sentence, if sentence is less than one year or,
5 days for each month of the sentence, if sentence is less than one year.
6 days for each month of sentence, if sentence is not less than one year and is less than three years.
7 days for each month of sentence, if sentence is not less than three years and is less than five years.
8 days for each month of sentence, if sentence is not less than five years and is less than 10 years.
10 days for each month of sentence, if sentence is 10 years or more.

****NOTE**** Good conduct time for fractions of months is pro-rated on the basis of a 30 day month. Good conduct time less than a full day is disregarded.

4) Subtract total time lost from gross service to obtain net service.

5) Convert net service into months and multiply by 2.5 (again, member earns 2.5 days of leave per month). If there are days in excess of a month (e.g., 22 months and 17 days), calculate leave accrual as follows:

1 to 6 days, inclusive – ½ day of leave
7 to 12 days, inclusive – 1 day of leave
13 to 18 days, inclusive – 1 ½ days of leave
19 to 24 days, inclusive – 2 days of leave
25 to 31 days, inclusive – 2 ½ days of leave

6) Subtract leave used from leave accrued to obtain leave credit on date of discharge.

ADDITIONAL QUESTIONS ON PL 220 FORM:

1) "Served outside the continental United States or in Alaska?" If veteran served aboard any vessel other than a receiving ship, assume yes.

2) "In good standing on September 1, 1946?" Check "yes" box **unless** service member was AOL or in a deserter status on date. Give details on reverse of form if you check "no."

Source: [NPRC 1865.73](#); [NPRC 1865.101](#); Dept. of Navy memo dated 7/31/52

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)

 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)

 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)

 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Purple Heart Medal



This award, the modern form of the original Purple Heart established by General George Washington in 1782, is conferred on any person wounded in action while serving with the Armed Forces of the United States. It is awarded for wounds or death as result of an act of any opposing Armed Force, as a result of an international terrorist attack or as a result of military operations while serving as part of a peacekeeping force, while serving with the Armed Forces of the United States. It is also awarded posthumously to the next of kin of personnel killed or having died of wounds received in action after April 5, 1917.

The original Purple Heart Medal was awarded for "Military Merit", and before World War II was only awarded to three men. During the early period of World War II (7 Dec 41 to 22 Sep 43), the Purple Heart was awarded both for wounds received in action against the enemy and for meritorious performance of duty. Executive Order 9277, dated 12/3/42 authorized the award only for wounds received.

The Purple Heart was established in 1782.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Department of Defense Decoration

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 2-8](#)

Orders are issued for this award

This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)
- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)
- ÿ [Honorable Service Lapel Button WWII](#)
- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)
- ÿ [Legion of Merit](#)
- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)
- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)
- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)
- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)
- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

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- ÿ [Air Force Commendation Medal](#)
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 - ÿ [Air Force Longevity Service Award](#)
 - ÿ [Air Force Outstanding Unit Award](#)
 - ÿ [Airman's Medal](#)
 - ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation Medal](#)
 - ÿ [Asiatic-Pacific Campaign Medal](#)

 - ÿ [Bronze Star Medal](#)

 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Medal](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)

 - ÿ [Gold Star Lapel Button](#)
 - ÿ [Good Conduct Medal \(Army\)](#)

 - ÿ [Honorable Service Lapel Button WWII](#)

 - ÿ [Korea Defense Service Medal](#)
 - ÿ [Korean Service Medal](#)

 - ÿ [Legion of Merit](#)

 - ÿ [Medal For Humane Action](#)
 - ÿ [Medal of Honor](#)

 - ÿ [National Defense Service](#)

Purple Heart



This award, the modern form of the original Purple Heart established by General George Washington in 1782, is conferred on any person wounded in action while serving with the Armed Forces of the United States. It is also awarded posthumously to the next of kin of personnel killed or having died of wounds received in action after April 5, 1917.

The Purple Heart is awarded for wounds or death as result of an act of any opposing Armed Force, as a result of an international terrorist attack or as a result of military operations while serving as part of a peacekeeping force. Prior to the adoption of the Legion of Merit and Bronze Star Medal, it was given by the Army for meritorious service. The decoration was authorized for the Army by a War Department order of February 22, 1932, and for Navy and Marine Corps personnel by a Navy Department order of January 21, 1943, superseded by an executive order of November 12, 1952.

The Purple Heart was established in 1782.

Authorized Device: [Oak Leaf Cluster](#)

Dates Authorized: WWI, WWII, Korea and after

[Medal](#)

- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Medal](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart](#)

- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)

- ÿ [United Nations Medal](#)
- ÿ [United Nations Service Medal](#)

- ÿ [World War II Victory Medal](#)

Type of award: Individual Department of Defense Decoration

Additional information about this award is contained in Department of Defense [MANUAL OF MILITARY DECORATIONS AND AWARDS: AP1.1.2.21. page 102](#)

ÿ [Devices](#)

QM-C

Details: Hospital clinical record coversheets or Letterman General Hospital record.


- Branch: Army
- Timeframe: 1906 to 1955 (Letterman General Hospital records)

How to request: Request through CMRS.

Samples of documents returned to technician:

Sample of clinical record

Sample of clinical record

1. IDENTIFY NO. 239247		2. NAME (LAST, FIRST, MIDDLE INITIAL)		3. GRADE	
4. STATE		5. SERVICE		6. DATE OF COMMISSION	
7. GRADE		8. SERVICE		9. DATE OF COMMISSION	
10. SERVICE		11. SERVICE		12. DATE OF COMMISSION	
Ala		1-2/12		April 5, 1943	
COMMAND					
13. STATE OF RESIDENCE					
Mental efficiency, Moran, Mental age: 9 years, 9 months. I.Q. 71.					
14. LINE OF DUTY					
No					
15. SPECIAL DUTY					
NOT REQUIRED					
17. ADDITIONAL DIAGNOSIS, OPERATIONS					
18. PLACE OF TREATMENT					
HOSP.					
19. DESCRIPTION Discharged not honorable under the provision of Sec VIII AB 625-360 on account of habits and traits of character per, (a)					
20. DATE OF DESCRIPTION May 4, 1943					
21. NAME OF HOSPITAL					
LETTERMAN GENERAL HOSPITAL, SAN FRANCISCO, CALIF.					
22. DATE OF REPORT OF A. S. S. FOR DUTY OF					
May, 1943					
23.					
 W. D. D. K. Medical Corps, U. S. Army.					
Colonel, Medical Department, U. S. A. Registered (March 15, 1932)					

Name & Service Number

Application # shown as last six digits on FAR

Type / Character of Discharge / Discharge Authority

**Primary
Sources**

QM-D

Last Updated: 6/19/2014

Details: Discharge special orders and collections of cards with discharge information.

- Branch: Army

How to request if QM-D registry number begins with D0200...thru D0388...:

Cores 1, 3 and 4 order through CMRS

Core 2

1. Confirm veteran's information has been entered correctly in CMRS.
2. Include QMD registry number in CMRS Notes so it is included on the report below OR hand write the registry number on the report after it's printed.
3. Click on "Reports" in the top toolbar, select "[Service Request All Details](#)", and print form.
4. Place printed form in appropriate search tray.

Tip: The QM-D registry number provides the box, folder and page number for the information. Writing your note in that format can be helpful for search or support in locating the record.

For example, the first 4 numbers for registry number D0369002034 would be the box number; the next 3 the folder number and the last 3 the page number. So, QM-D0369002034 would be located in Box 369, folder 002 and page 034.

How to request all other QM-D's: Request through CMRS

Samples of documents returned to technician:

Sample of multiple name discharge order

**HEADQUARTERS TRANSFER POINT
Fort Benning, Georgia.**

SPECIAL ORDERS)

8 September 1955

DIVISION 175)

EXTRACT

20. PFC DANIEL FIDENEY US63213770 MOS: 111,00 IIS; 14 Sep 55 Hq & Hq Co 3rd Stu Bn (The School Brigade) this sta placed on TDY w/Transfer Point this sta for approx four (4) days for purpose of being processed for sep fr the svc UP AR 615-360. He will report to Transfer Point 0800 9 Sep 55. He will report to Ward B-12 USA Hosp Cantonment Area 1245 8 Sep 55 for final type phy exam. Provisions of Cir #62 Hq TIC dtd 8 Apr 55 will be complied with. AUTH: AR210-10.

21. DGA fol named Pers are rel fr TDY to Transfer Point this Sta and AD not by reason of phy disability and trf to the Army Reserve on EDGSA shown below. Each is asg to the USAF Control Group (Reinforcement) of the Mil Dist shown opp his name off date fol date of rel fr AD. Each will be given a Rpt of Separation from the Armed Forces of the US (DD Form 214) and Cert of Svc (DD Form 217a). Jump sum pt for unused accr lv auth. Svc oblig under USF and Service Act is 8 yrs unless otherwise indicated. THE PCS TPA 2162010 601-13 P1511 02 03 07 899-999. AUTH: See V SR615-360-5 and AR635-250. HONORABLE

GRADE NAME SVC NO BR OF SVC	DATE REL FR	MIL DIST	UNUSED ACCR LV
MOS RACE ETHNIC OF RECORD	AD (EDGSA)		
SP3(T) JOSEPH P CAPORLANCO JR R513459440 911,10 A Modr Cau	15 Sep 55 Tvl pay to		34 days
Home of Record			
SP3(T) EDWARD S PRICE 951,10 MPD Cau	15 Sep 55 Tvl pay to		5 days
Home of Record			
SP3(T) DENNIS J OVERMYER 951,10 MPD Cau	14 Sep 55 Tvl pay to	Calif	34 days
Home of Record			
L WATERS 0,00 Arty Cau	15 Sep 55 Tvl pay to		5 days
Home of Record			
SP3(T) JEREMIAH YARFEE 711,10 Inf Cau	13 Sep 55 Tvl pay to	NY	14 days
Home of Record			
SP3(T) JOHN A PEANULT 130,00 Armor Cau	13 Sep 55 Tvl pay to	Mich	21 days
Home of Record			
TO BE REL FR AD UP AR615-360 and AR635-250 HONORABLE			
SP3(T) KEITH A PUGH 036,20 AGO Cau	15 Sep 55 (D/R 20 Jan 55) Tvl pay to	Okla	30 days
Home of Record			

Type / Character of Discharge / Discharge Authority

Date Released from Active Duty

Name & Service Number

Sample of Discharge Card

1	2	3	4	5	6	7	8	9	10	11	12	
Name		HELPER, Lewis Michael						Med. Res.		o-369515		
Home Address		333 Medical Arts Bldg., San Antonio, Tex.										
Born		12-24-06		RELIEVED FROM ACTIVE DUTY								
School		MD Univ of Ill 34										
App. Rec.				First Rank →		Rank		1st Lt.				
Reg. to A.G.		12-18-43				App't		5-31-38				
Stat. Assign:						Acc.		6-8-38				
47336		356/20		12-22-43		C-3131		N-3 spec. 543				
		Bushnell GH Brigham City Utah 6 wks thence TD MDRP MRTC Cp Barkeley Tex pfo via Cp Barkeley 1-1-44 ✓										
Hq AAF Randolph Fld		16/8		1/20/44		relieved from active duty						
47336		39/20		2-15-44		TD MDRP Stark GH Charleston SC pfo via MDRP MESS Carlisle MDRP MESS 2-23-44						
AGO		3/17/44		39/20 amended to show eff date as 2/24/44.								
22261		✓ 100/10		4-26-44		Rel MDRP Stark GH asgd Ft Bragg, N.C.						
28315		<i>disregard</i>										
24-12117												
		Rel Ft Bragg, NC. asgd 390th Med Serv Det ASFTC Cp Barkeley, Tex.										

FRONT

OTC 11330-44		On du Ft. Bragg, N.C.	
mr/12-15-44		Asgd Pat. Det. Fitzsimons GH, Denver Colo	
Fitz 126/1		5-6-45	
		Reld & asgd Sep Ctr Ft Sam Houston, Tex. granted 17 das term lv, will revert to inactive status 5-28-45. ←	
See 201 File		Physically unfit for ltd sv d	
RELIEVED FROM ACTIVE DUTY			
3-9-46		AGL Trans to Inact-Res PDQ. Not contemplated reordering to AD may submit resignation	
5-16-46		AGL Resignation accepted as 1st Lt Inact-Res	

Date Relieved from Active Duty

Last Rank

BACK

Primary Sources

Sample of Service Request All Details

SERVICE REQUEST ALL DETAILS				NPRC	
Service					
Service Request #:	1-94342401	Status:	Pre-Processing	Date Created:	01/13/2004
Request Priority:	Medium	Assigned To:	RMADRID	Date Received in:	01/15/2004
Source:	Homeless Vets	Core:	Core 5	Date Received in Core:	
Purpose:	Benefits	Team:	Team B	Date Completed:	
Level of:	Others	How Received:	Web	Date Out of Core:	
Description:	veteran is homeless				
Requester Information:					
First Name:	Al	Address:	480 W.		
Last Name:	Freeman	City:	Las Vegas		
Company:	CBOC	State:	NV		
Phone:	(702) 822-	Zip:	89106		
Fax:	(702) 822-				
Veteran Information:					
Veteran Last Name:	BONNER	Date of Birth:			
Veteran First Name:	TERRY	SSN:			
Service Details					
Service Number:	Branch of Service:	Officer/Enlisted:	Date Released:		
	Air Force	Not Applicable	02/1961		
Notes					
QMD D020043569 02/05/04					
Documents Requested					
Documents:	Comments:	Branch of Service:			
Separation Document	UNDELETED	Air Force			
CMRS Report Generated for RMADRID on 2/5/2004					

QM-E

Details: Enlistment/induction service number register showing date of entry.

- Branches: Army & Air Force

How to request: Request through CMRS.

Sample of document returned to technician: The searcher will write the enlistment date on the MPR Search Request Form.

Sample of QM-E

MPR Search Request



National Archives and Records Administration

Priority: Medium
 Source: Routine
 Complexity: Others
 Search Type: 1st Search
 Non-Registry Block:



1-2D5XQ6

Registry Number: E 0074 010 007
 Floor 4 Module 16 Row 32

Reg Veteran's Name: RHODES WILLIAM S

SR Number: 1-143006469

SR Veteran's Name: RHODES, WILLIAM S

Search Section: 2

SSN: [REDACTED]

DOB: [REDACTED]

POB: PATERSON NJ

SSN/SVN: [REDACTED]

Core: Core 5
Team: Team B

Service Code: QM

Service Number:

Record Charged to:

Name: Yolande Terry
 Room #: 2315
 Phone #: (314) 801-0837

Searcher Name: CASIMONI

Initials: _____

Date: _____

Notes:

1-25-50



1-2D5XQ6

Enlisted Date written by Searcher

All Records Ordered for this Service
1-2D5XQ7

Service Request Received in Center
 Search Request created by: WFLMGR
 Search Request printed by: KHARRIS

06/21/2004 00:00:00
 06/22/2004 12:47:33
 9/30/2004 3:02:05 PM

3700TH PERSONNEL PROCESSING SQUADRON
 3700TH MILITARY TRAINING WING (ATC)
 United States Air Force
 Box 1556, Lackland Air Force Base, Texas

SPECIAL ORDERS)
 NUMBER B-752)

17 July 1958/brr

PERSONNEL DATA: A/B, Caucasian, Single, Term of Enlistment 4 years. (Unless otherwise indicated). RegAF, No Prior Service, AFSC 00010, Accession Code "NPS-ADN-604".

ASSIGNMENT: Following Airmen having reported this Wg. this date are further assigned (Pipeline Student) Flight 547, 3724 Basic Military Training Sq, 3720th Basic Military Training Gp, this base

REPORTING DATA: Airmen will be accounted for on Morning Report effective Date of Enlistment.

GENERAL INSTRUCTIONS: For entry into Basic Military Training
 TRANSPORTATION: No travel involved.

Note-Columns do not line up with Column Heading

NAME, SN, SCORES, DOB,	EDUCATION,	DATE OF ENLISTMENT,	ACCOUNT NR.
ADKISSON, GEORGE E JR	AF19616813	5-36-3 17MAR40	12 16JUL58
ANDERSON, ROBERT F	AF19612296	6-87-2 16FEB40	12 "
AULTMAN, HOMER L JR	AF14658519	5-65-2 5JUL40	12 "
BAKKER, THOMAS	AF11351711	6-50-3 3JUN40	12 "
BATSON, RONALD O	AF28778683	5-61-3 9APR39	12 "
BOWDEN, LAWRENCE S	AF17826609	5-59-3 2MAY39	12 "
BRENNAN, JAMES J III	AF12564840	6-56-3 17AUG39	10 "
BRESHON, LARRY O	AF19612298	6-85-2 3JUL40	12 "
BRI... E		5-77-2	12 "
BO... R		5-75-2	12 15JUL58
CAL... EDWARD W		5-81-2	12 "
CRAFT, DAVID G	AF19616810	6-39-3	12 "
CROCKETT, KENNETH L	AF19618307	5-58-3 26MAY39	12 "
DAINES, PAUL D	AF28921617	5-31-3 28AUG38	12 "
DEAN, EDDIE L	AF19616807	6-48-3 28MAR41	11 "
DESY, PAUL P JR	AF11351712	6-43-3 26OCT36	12 "
DUBOSE, J B	AF14680695	5-21-4 30JUN40	10 "
DOUMMON, DONALD L	AF19618304	5-69-2 18JUN40	12 15JUL58
ECKARD, DOUGLAS F	AF12564839	6-65-2 8DEC40	12 16JUL58
FINK, WAYNE H	AF19618291	5-69-2 13JUL40	12 15JUL58
FISCHER, HERBERT E	AF14658522	6-34-3 14OCT37	11 16JUL58
FISHER, RICHARD W	AF12564829	6-43-3 11OCT39	12 "
FITZGERALD, BILLY W	AF19618295	6-87-2 21MAY40	12 15JUL58
FULLER, EUGENE A	AF19618290	6-87-2 8JUL38	10 "
GAGE, HARRY R	AF19612280	6-71-2 7APR40	12 16JUL58
GAGNON, EDMOND J	AF11351713	5-63-3 10FEB40	12 "
GALLOWAY, JAMES L	AF19616811	5-44-3 5FEB40	12 "
GILLIARD, REAFORD L	AF14658512	6-61-3 12JAN40	12 "
HENNEBERRY, PAUL C	AF12564838	6-56-3 17SEP39	12 "
HOOPER, RALPH E	AF19612297	6-81-2 28JUN39	12 "
HUMMER, STANLEY F	AF12564844	6-71-2 21AUG40	12 "
HYDER, JERRY D	AF19618316	6-73-2 29AUG40	12 15JUL58
JOHNSON, JAMES R	AF13636804	6-30-4 23FEB41	10 16JUL58
JOHNSON, RONALD G	AF19618298	5-52-3 9FEB40	12 15JUL58
KIDNEY, LARRY D	AF19618287	5-43-3 29AUG39	12 "

Name

Service Number

Date of Birth

Date of Enlistment

SPECIAL ORDERS B-752 (CONT'D)

NAME	SN	SCORES	DOB	EDUCATION	DATE OF ENLISTMENT	ACCOUNT NR.
KUCZENSKI, JOAL J				AF12564831	6-52-3 31DEC39	12 16JUL58
LAMERS, GARRETT D				AF19618303	5-58-3 20MAY40	12 15JUL58
LEFEBVRE, FRANCIS W				AF11351715	5-63-3 4FEB41	12 16JUL58
@LUMPKIN, ROOSEVELT JR				AF14658521	6-29-4 25DEC36	15 "
MCDIVITT, ROBERT A				AF19618299	5-34-3 12NOV35	13 15JUL58
MC MULLEN, WILLIAM C				AF12564830	6-75-2 12DEC38	13 16JUL58
MARHENKE, PAUL III				AF19616806	5-89-2 2SEP40	12 "
MILLS, CARL V JR				AF11351222	6-95-1 23SEP36	12 "
NEALE, STEPHEN E				AF11351710	5-85-2 11FEB40	12 "
NEUBAUER, KENNETH C				AF12564832	5-81-2 15JUL39	12 "
NIEMAN, DAVID R				AF19618297	5-79-2 21AUG39	12 15JUL58
O'DELL, CALVIN M				AF12564835	6-47-3 29MAR39	10 16JUL58
PARLIMAN, EDSON C JR				AF12564827	5-43-3 14NOV39	12 "
PARSLOW, DAVID L				AF19618292	6-77-2 8MAR41	12 15JUL58
PERSONS, KARL P				AF19612294	5-87-2 8JAN39	12 16JUL58
PIERCE, REGGIE L				AF19618293	6-89-2 16AUG40	12 15JUL58
PIERSON, RONALD D				AF19618288	5-91-2 11JUN39	11 "
RANGER, JOHN S				AF11351221	5-77-2 22MAY40	12 16JUL58
REILLY, KENNETH P				AF11351714	6-77-2 19FEB41	12 "
ROSSEEL, JOHN P JR				AF12564843	5-77-2 29MAY41	10 "
SALZERENNER, LOUIS H JR				AF19616802	5-50-3 15MAY41	11 "
SHERWOOD, ROBERT A				AF19618294	6-50-3 30JUL40	12 15JUL58
SINCLAIR, RICHARD L				AF19618296	5-77-2 25APR40	12 "
STANLEY, ROBERT D				AF14658510	5-56-3 8JAN40	12 16JUL58
STARK, GERALD D				AF19612295	5-31-3 11JUL41	10 "
SUNDEEN, DONALD H				AF19618310	5-61-3 27DEC34	15 15JUL58
SUPCHAK, KARL H				AF12564836	6-67-2 23JAN40	12 16JUL58
SWANEY, DENNIS M				AF19618306	6-94-1 17MAR41	12 15JUL58
VARRELL, DAVID C				AF11351223	6-95-1 9MAY40	12 16JUL58
VASILE, ANTHONY W				AF12564834	6-63-3 9NOV40	12 "
@VEIGA, JAMES P				AF19616808	5-50-3 26MAR41	12 "
VIGNOLA, ANTHONY				AF12564837	6-73-2 1OCT40	12 "
WALKER, RAYMOND B				AF11349445	6-43-3 10MAY41	9 "
WIEDER, EDWARD J				AF19616805	6-85-2 2JUL39	12 "
ZANE, JACK W				AF14658514	5-93-1 19AUG39	13 "

(70 Airmen this SO) Total in FLIGHT 70 FLIGHT COMPLETE

@-NEGROLD



MARVIN ALEXANDER
LT COL, USAF
COMMANDER

EUGENE W SCHNEIDER
CAPT, USAF
ASSISTANT ADJUTANT

DISTRIBUTION "L"

Primary Sources

QM-J or JAG Tape and Court-Martial

Details: JAG Tape is a microfilm of court-martial index cards.

- Branches: Army and Air Force (Air Corps and Air Service)
- Timeframe: Army - 1917 to January 1959
Air Force (Air Corps and Air Service) - 1917 to 1948

How to obtain court-martial case number:

- QM-J in MPR registry: Case number is the last six digits. Do NOT order record through CMRS.
- No QM-J and date pertains to years listed above: Submit OR search request through CMRS for a search of the JAG Tape.
- No QM-J and date does not pertain to years listed above: Send an email to the appropriate service department to request a case number (See [NPRC 1865.112, Ch 2, Part 3](#)).

How to request Army court-martial cases dating through 1938:

- Complete a NA Form 13160.
- Fax completed NA Form 13160 to Modern Military Records at Archives II.

How to request Army court-martial cases dating from 1939 and after:

- Use the [Army GCM & SPCM accession numbers and stack numbers at WNRC](#) chart to obtain the location of the case and complete NA Form 13160.
- Fax the completed NA Form 13160 to Washington National Records Center.

NOTE: Case numbers below 211,960 do NOT have accession numbers.

How to request Air Force court-martial case:

- All Air Force court-martial cases (for the fire-related period) are at Washington National Records Center.
- Use the [Air Force Court-Martial Order accession and stack numbers WNRC](#) chart to obtain the location of the case and complete NA Form 13160.
- Fax the completed NA Form 13160 to Washington National Records Center.

Sample of document returned to technician:

- See [NPRC 1865.112, paragraph 17](#) for instructions on how to determine discharge dates from courts-martial proceedings.

Sample of JAG Tape

ARTHUR O. (Name)	Private (Rank)
Battery B, 16th F. A. (Organization)	
S. C. M. O. 2, Camp Greene, Charlotte, N.C., 1918.	
C. M. Record No. 1 1 4 4 7 6	
Registered in J. A. G. O. May 10, 1918.	
W. D., J. A. G. Form No. 9	INDEX TO RECORD OF TRIAL BY GENERAL COURT MARTIAL
	GPO 3-5430

CORRECTED COPY

HEADQUARTERS
U. S. ARMY TRAINING CENTER, INFANTRY
Fort Dix, New Jersey

GENERAL COURT-MARTIAL
ORDER NUMBER 89

31 May 1957

Before a general court-martial which convened at Fort Dix, New Jersey, pursuant to paragraph 88, Special Orders Number 109, Headquarters U.S. Army Training Center, Infantry, Fort Dix, New Jersey, 2 May 1957, was arraigned and tried:

Private JAMES G. CAGIE, RA 12 489 541, US Army, Detachment 13, Service Troops, U.S. Army Garrison Fort Dix (61-1262).

Charge: Violation of the Uniform Code of Military Justice, Article 85.

Specification: In that Private James G. Cagle, U.S. Army, Detachment 13, Service Troops, U.S. Army Garrison Fort Dix (61-1262), then of C Battery, 269th Field Artillery Battalion, 40th Field Artillery Group, did, on or about 1 December 1956, without proper authority and with intent to remain away therefrom permanently, absent himself from his organization, to wit: C Battery, 269th Field Artillery Battalion, 40th Field Artillery Group, located at Fort Carson, Colorado, and did remain so absent in desertion until he was apprehended on or about 15 March 1957.

PLEAS

To the Specification: Guilty, except the words "and with intent to remain away therefrom permanently" and "in desertion." To the excepted words: Not Guilty.

To the Charge: Not Guilty, but Guilty of a violation of Article 86.

FINDINGS

Of the Specification and Charge: Guilty

Original Sentence

SENTENCE

To be dishonorably discharged from the service and to forfeit all pay and allowances and to be confined at hard labor for three years. (Two previous convictions considered.)

The sentence was adjudged on 10 May 1957.

Date Adjudged

ACTION

HEADQUARTERS
U. S. ARMY TRAINING CENTER, INFANTRY

Fort Dix, New Jersey
31 May 1957

In the foregoing case of Private James G. Cagle, RA 12 489 541, US Army, Detachment 13, Service Troops, U.S. Army Garrison Fort Dix (61-1262), the sentence is approved. The forfeitures shall apply to pay and allowances becoming due on and after date of this action. The record of trial is forwarded to The Judge Advocate General of the Army for review by a board of review. Pending completion of appellate review the accused will be confined in the US Army Branch Disciplinary Barracks, New Cumberland, Pennsylvania.

/s/ Earl C. Borgquist
/t/ EARL C. BERGQUIST
Major General, USA
Commanding

FOR THE COMMANDER:

OFFICIAL:

OFFICE OF THE JUDGE ADVOCATE GENERAL OF THE ARMY
 TO THE ADJUTANT GENERAL
 Colonel, GS

John S. Hays, Jr.

JOHN S. HAYS, JR.
 Captain, AGC
 Asst AG

Acting Chief of Staff
 This order accurately reflects the
 results of trial and action of the
 convening authority in this case.

FOR THE JUDGE ADVOCATE GENERAL:

396308

CORRECTED COPY

Copy sent JUL 8 - 1957
 Correction Division OPMG

REVIEW OF THE STAFF JUDGE ADVOCATE

MAY 29 1957

Staff Judge Advocate, Headquarters U. S. ARMY TRAINING CENTER, INFANTRY

TO: The Commanding General, U. S. ARMY TRAINING CENTER, INFANTRY

1. THE RECORD OF TRIAL BY GENERAL COURT-MARTIAL of the accused named below has been referred to me for review and advice prior to action by the convening authority. I submit herewith my review, with opinion and recommendation and reasons therefor, as required by paragraph 85b of the Manual for Courts-Martial, United States, 1951.

2. SYNOPSIS OF THE RECORD AND OF THE OPINION AND RECOMMENDATION:

a. Personal Data

Cagle	James G.	RA 12 489 541	Pvt	Det 13, Svc Trps USA Gar Ft Dix (61-1262) US Army
Last Name	First Name & Middle Initial	Service No.	Rank	Organization Armed Force

Tried at Fort Dix, New Jersey on 10 May 1957
 date sentence adjudged

Days in arrest or restriction 0; in confinement 51; total awaiting trial 51.

Date of Birth	: 7 Feb 1938	Current Service	: Enl 13 Sep 55 for 3 yrs
Prior Service (inclusive dates)	: None	Contribution to Family or Quarters Allowance	: None
Pay	: \$83.20		
Character of Service	: See Par 6b	Previous Convictions	: Two
Intelligence	: GT 75/IV AFQT 22/IV	Psychiatric Report	: None

Enlisted Date

b. Sentence

	DISCHARGE (DD; BCD; NONE)	CONFINEMENT at hard labor (How long?)	FORFEITURE (Amt. per Month) (How Long?)
Maximum sentence based on correct findings	: DD	3 yrs	Total
Sentence adjudged by court	: DD	3 yrs	Total
Action by SpCM authority	: Not applicable		
Recommendation by Staff JA	: DD	3 yrs	Total
Place of temporary temporary custody (Indicate which)	: <u>US Army Branch Disciplinary Barracks, New Cumberland, Pennsylvania</u>		

c. Charges

<u>Ch.</u>	<u>UCMJ</u>	<u>Spec.</u>	<u>Gist of Offense</u>	<u>Pleas</u>	<u>Findings</u>	<u>Correct</u>
85			Desertion from o/a 1 Dec 56 to o/a 15 Mar 57 (Terminated by apprehension)	NG Art 85 desertion, G Art 86 AWOL	G	Yes

JUN 6 1957
 Correction Division, OPMG

396308

1AA FORM 270 (See reverse side for instructions)

Sample of Result of Appellate Review

HEADQUARTERS
BRANCH UNITED STATES DISCIPLINARY BARRACKS
New Cumberland, Pennsylvania

GENERAL COURT-MARTIAL)

13 August 1957

ORDER NUMBER . . . 545)

In the general court-martial case of Private JAMES G. CAGLE, RA 12 489 541, U. S. Army, Branch United States Disciplinary Barracks, New Cumberland, Pennsylvania (formerly a member of Detachment 13, Service Troops, U. S. Army Garrison Fort Dix (61-1262)), only so much of the sentence promulgated in Corrected General Court-Martial Order Number 89, Headquarters, U. S. Army Training Center, Infantry, Fort Dix, New Jersey, dated 31 May 1957, as provides for dishonorable discharge, forfeiture of all pay and allowances, the forfeitures applying to all pay and allowances becoming due on and after the date of the convening authority's action, and confinement at hard labor for one (1) year, has been affirmed pursuant to Article 66. The provisions of Article 71c having been complied with, the sentence as thus modified will be duly executed, but the execution of that portion thereof adjudging dishonorable discharge is suspended until the accused's release from confinement. The prisoner will be confined in the Branch United States Disciplinary Barracks, New Cumberland, Pennsylvania, and the confinement will be served therein, or elsewhere as competent authority may direct. (CM 396308)

FOR THE COMMANDANT:

OFFICIAL:

WALTER F. JUNKINS
Captain, MPC
Adjutant

Walter F. Junkins
WALTER F. JUNKINS
Captain, MPC
Adjutant

DISTRIBUTION:
(Par 45, AR 310-110B)

OFFICE OF THE JUDGE ADVOCATE GENERAL OF THE ARMY
TO THE JUDGE ADVOCATE GENERAL
The right to appeal from the
final action of the convening authority to the
appellate review authority is limited to
FOR THE JUDGE ADVOCATE GENERAL:
Charles D. Albert

Read carefully to determine if any changes or suspensions occurred to the original sentence.

Discharge Date Determination Ex:
10 May 1957
+ 1 Year
9 May 1958

NO CLEMENCY
RECOMMENDED
BY JAGO
AUG 22 1957
Copy sent
Correction Division, OPMG
NON-CMA CASE

QM-K

Details: Dates that veterans were prisoners of war.

- Branches: Army & Air Force
- War: Korean Conflict

How to request: No search request is required. The dates are listed in CMRS.

Screen shot of CMRS: The dates the veteran was a prisoner of war are listed in the "POW Dates" field in CMRS. The dates are formatted as DDMMYY.

MPR Registry Requests

OR Requests

Non Registry Requests

Search Request

Search Type	Request Priority	SR Request Type
> 1st Search	Medium	Correspondence
1st Search	Medium	Correspondence

Service Details

Component	Branch of Service
> Active	Army

Attachments

Name	Size	Type

Registry Submit Search Request

Registry Number	POW Dates	Service Number/SSN
D0217013030		018325791
D0271013030		018325791
> K3011025083	K301150 250853	018325791
K0000000000		018325791

Primary Sources

QM-P

Details: Pay vouchers.

- Branches: Army & Air Force
- War: World War I & World War II

How to request: Request through CMRS.

Samples of documents returned to technician:

- [Multiple name pay voucher](#)
- [Single name pay voucher](#)
- [Single name pay card](#)
- [Officer's final pay voucher](#)

Sample of Multiple Name Pay voucher (Part 1 of 2)

DP-9

ORIGINAL
FINAL PAYMENT ROLL

Voucher No. 111621

of 11 *Recorded*

ADVANCED UNASSIGNED SEPARATION CENTER 1262ND SGT PERSONNEL CENTER
 (Organization) (Assignment)

PORT DIXON J
 (Station) (Principal name)

Discharged on 9 June 1945 Paid on 9 June 1945

APPROPRIATIONS:

212/50425/501-192 P425-01 S99-999	20,000.00
212/50425/501-74 P414-01 S99-999	6588.64
21x8910/501-108 P410-13 S99-999	15.00
212/50502/507-51 P411-07 S99-999	24.60
212/50425/501-31 P431-02 S99-999	147.65
Total amount disbursed	2975.89

ALLOTMENT SUMMARY:

Class "N" 14.17

Class "E"

PAID BY
 H. M. FIX
 Major / D.
 Fort Dix, N.J.
 Sym. #211-948
 Sta. #119
 JUN 1945

allowance is over, the soldier was not furnished quarters in kind nor received the equivalent thereof in money that where quarters allowance is credited for the enlisted man, his dependent, or both, public quarters were not available or assigned to such persons nor did they receive a monetary allowance in lieu thereof; and that payment to the enlisted men named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved. Except as otherwise stated in remarks, each enlisted man is entitled to travel pay to the place indicated after his name and was last paid to include as indicated by _____ by _____ D. U. S. A.

**Front Cover
Date of Discharge**

Date of Enlistment (or date of call to active duty)	No. Years Res. Co.	NAME, GRADE, AND COMPONENT (Date and place of accession for enlistment, or place of receipt of orders for active duty, by remark; indication; report for duty as National Guardsman under call or draft by the President, to which entitled to travel allowance.)	Serial No.	ALLOTMENTS						
				Month and year deducted	Class N	Class X	Class D	Class F	Class B	Class I mbr
Honorable discharged by reason of: <u>SEO II AR 615-362</u>				No time lost under A. W. 107 except as indicated						
(State reason in order, if any)										
1.		<u>OTHER COMPONENTS KAC</u>								
5 Dec 44	0	<u>PREVIOUS</u>								
2.		<u>Trfd as Pvt fr Pvt fr 4234 IAC</u>								
3.		<u>Walls Wash 3 Jun 45, LP 31 May 45 by H C M</u>								107
		<u>MLJ ED not ent trans. furn in kind. HQ</u>								
4.		<u>109 Mill St Allendale SC.</u>								
5.		<u>NOT USED</u>								
6.										
7.										
8.										
9.										

**Page Containing
Discharge Authority/
Character of Service**

Sample of Multiple Name Pay voucher (Part 2 of 2)

Date of Enlistment (Indication of unit or active duty)	No. Years Enlistment	Name, Grade, and Component (Date and place of enlistment, or place of receipt of orders for active duty, by receipt, indicate date reporting for duty at National Guardiana center call or draft by the President, to which assigned to travel allowances)	Serial No.	ALLOTMENTS					
				Month and year deducted	Class X	Class E	Class D	Class F	Class I BONDYMBR
(State reason and order, if any)				No time lost under A. W. 107 except as indicated					
1		OTHER COMPONENT WAC PRIVATES							
12 Jun 44	0								
2	0	Trfd as Pvt fr Pvt fr 1100 SOU Boston							
2 lines 7 Jun 45		LP 31 Oct 44 by O N RHEIN CAMP							
		FD. KXUL Cr 11 Nov 44 to 5 Apr 45							
4		Apr 45 to 1 Nov 44 to 10 Nov 44							
		Providence R.I. MOP not ent.							
28 Mar 44	0								
5	0	Trfd as Pvt fr Pvt fr 4000th AAFBU							
7		Wright Field Dayton Ohio 4 Jun 45. LP 30 Apr 45							
		by C S MARSH LT CCL FD. TP not ent trans foun in							
		g kind. MOP \$200.00 402 White St. Pittsburgh, PA							

Page with Rank
Date of Enlistment
Individual's Name &
Service Number

OFFICE OF FINANCE DEPARTMENT ONLY									
CREDITS			COLLECTIONS			Total ASSETS DUE	Total LIABILITIES	Balance PAID	Remarks
Pay	Debit and Interest	Allocation for Job or Personal Reasons	Tax Pay	Over- Landed	Vol. Ded.				
28 44			13 ³⁵			136 69		58 00	1
								86 69	2
									26992
58 44			21 ¹⁰			22 ⁶⁵	78 60	58 99	

Page with Individual's Name

Sample of single name pay voucher (Part 1 of 2)

OTHER COMPONENTS PRIVATE ORIGINAL

M. T. ANDERSON

Co D, 34th Sig. Tng Bn
8th Cav. Regt., GORTO.

FINAL STATEMENT of [Redacted] **ACCEPTED for** [Redacted]

(Name of soldier) (Social No.) (Rank) (Component) (Incentive)

Inducted on 18 September 1943

Discharged at Camp Crowder, Missouri on 17 February 1943

Reason: Regular No. 22; dtd Feb 4/43 and 8th Ind. Hq., GORTO, Camp Crowder, Mo, dtd Feb 12/43

Having over 0 years service at date of discharge

DUE SOLDIER for Accrued pay

For additional pay Nothing

For clothing Nothing and 100 dollars (\$)

For deposits Nothing and 100 dollars (\$)

For pay detained by court-martial Nothing and 100 dollars (\$)

For Nothing

(Any other items, including allowances, in New quarters, for which W. D. Form 200 must be attached hereto, see instruction 11)

Last paid to include 31 January, 1943, by M. T. ANDERSON, Capt., T. D.

DUE UNITED STATES for 01 M. about Two Dollars and forty-nine cents (\$2.49) for mo. of Feb/43, 01 M. about Two Dollars and forty-nine cents (\$2.49) per mo. for index period commencing Oct/42; about discontd Feb/43, 01 M. about Twenty-Two Dollars (\$22.00) per mo. for index period commencing Nov/42 and discontd Feb/43.

REMARKS: Sol transferred as Pvt 1st to Co A, 38th Sig Tng Bn, GORTO, Camp Crowder, Mo, per Par 48, EOF 14, Hq, GORTO, Camp Crowder, Mo, dtd 16 January 1943. No time lost under A.M. 107. Soldier entitled to travel pay. I further certify that the payment to the Enlisted Man named on the within voucher is not prohibited by any provisions of the law limiting the availability of the appropriations involved.

I CERTIFY that the foregoing Final Statement is correct.

(Do not sign in duplicate)

WAR DEPARTMENT Form No. 270 Form approved by the Comptroller General U. S. December 4, 1932

William V. Foley
WILLIAM V. FOLEY,
2nd Lieut., Signal Corps,
Asst. Personnel Officer

M. T. ANDERSON

Name & Service Number

Date of Entry

Date of Discharge

Type / Character of Discharge / Discharge Authority

Travel pay \$ 31 P 431-07 A 0425

Auth.

Deposit, Deposit Fund

Auth. p. 212/30425 (prior Dec 1942)

Total \$ 22.49

DUE UNITED STATES

For \$

For \$

For \$

Total stoppages

Balance due soldier

Paid by check No.

State, dated, 19

Deposit with my new account

(Signature)

Post Exchange paid by Check No. TREASURER UNITED STATES, date for \$

(To be completely filled in before signature)

Received FEB 17 1943

Finance Department, U. S. A.

Assistant [Signature] and [Signature]

(Do not sign)

NOTE—This bill will become due when the bill of exchange is cashed.

873.44

Sample of single name pay voucher (Part 2 of 2)

wja

FINAL PAYMENT - WORK SHEET

ARMY COMPONENT: AUS		ARMY SERIAL NO. [REDACTED]		GRADE: Cpl	D.O. [REDACTED]
LAST NAME: [REDACTED]	FIRST NAME: William	MIDDLE NAME: W			
HOME ADDRESS: [REDACTED] Calif.			ENLISTED OR INDUCTED AT: Tulsa, Okla.	NAME OF D.O.: H D LLOYD,	
DISCHARGED ON: 17 Oct 45	STATION: McClellan Fld, Calif.	ARRIVED U.S.: 22 June 45	NO YRS. SERVICE: 0	PERIOD OF ACCOUNT: 1 Oct 45 to	
LAST PAID: 30 Sep 45	PREVIOUS ORGANIZATION FOR PLACE: Kirtland Fld, N.Mex.		DATE OF TRF: 11 Oct 45		HON. DISCH. BY RE: AR 615-365
A WILLIAMS, Maj., AC.					

MONTHLY DEDUCTIONS		PARTIAL PAYMENTS		CREDITS	
CLASS D	\$	\$		ACCUMULATED MAKE & LONGEVITY PAY	1 Oct 45 17
CLASS E				FOREIGN SERVICE PAY	
CLASS F				FLYING PAY	
CLASS N 1	\$6.50	6.50		COMBAT INF. PAY	
TOTAL				EXPERT INF. PAY	
NO. OF MOS.				MEDICAL BADGE PAY	
TOTAL	\$	6.50	TOTAL \$	PARACHUTE PAY	
STOPPAGES					
GOV'T LDY. 215215		\$		GLIDER PAY	
G P L D 214330				PAY FOR AWARDS	
C M FINES 218930.1				SOLOVER'S DEPOSITS	
S.H. DEO 218930.6				INTEREST	
				SURLOUGH RATIONS	1 Oct 45 10
				QUARTERS ALLOWANCE	
				SUBSISTENCE ALLOWANCE	
				TRAVEL PAY	
				MUSTERING-OUT PAYMENT	\$300.00
TOTAL	\$		TOTAL \$	TOTAL CREDITS	
REMARKS				LESS PARTIAL PAYMENTS	\$
				ALIOTMENTS	\$
				TOTAL	
				LESS TOTAL STOPPAGES	
				NET BALANCE PAID	
APPROPRIATIONS	\$			IMPORTANT - THIS SECTION MUST BE	
				CHECK NO	AMOUNT
				620401	\$ 181.90
				SOLDIER'S SIGNATURE (Certificate on reverse)	

WAR DEPARTMENT FORM 372 A
FORM PRESCRIBED BY COMPTROLLER GENERAL, U.S.
11 AUGUST 1945

Officer's final pay voucher (Part 1 of 4)

WAR DEPARTMENT OFFICERS' PAY, ALLOWANCE, AND MILEAGE VOUCHER		D. O. VOUCHER NO. 15202
THE UNITED STATES, Dr.		
1. NAME - Last, First, Middle Initial	2. ARMY SERIAL NO. [REDACTED]	3. GRADE 1st Lt
		4. BRANCH F.A.
		5. COMPONENT AUS
DEPENDENTS		
6. None	7. <input checked="" type="checkbox"/> Lawful wife or unmarried child under 21 years of age (a)	8. <input type="checkbox"/> Mother or father (b)
		9. <input type="checkbox"/> Adopted child or stepchild under 21 years of age (c)
PAY STATUS DATA		
10. DATE ENTERED ON ACTIVE DUTY: 25 Dec 42	11. PLACE FROM WHICH ORDERED TO ACTIVE DUTY: 260 RD #1 Wilkes - Barre, Pa.	
12. LEAVE ACCRUED	13. SERVICE OVER	14. PAY PERIOD
MONTHS 12 DAYS 25	YEARS 4	NUMBER 6
	15. YEARS COMPLETED (d)	16. DATE COMPLETED
	NUMBER 4	DATE COMPLETED AA

PAID BY: [REDACTED]

FOR FILE: **Major, F.D.**

Fort Dix, N.J.

Syn. **201-948**

Sta. **44319**

SEP 22 1945

(For use of paying office)

CREDITS							
PAY FOR—	ACCRUAL PERIODS, 45-6 (Inclusive dates)						TOTAL AMOUNT
	FROM—	1-30	1-31	1-30	3 Jan	3 Feb	
TO—	Sep	Oct.	1-3 Dec				
16. Base and longevity (15)	\$	\$75.00	\$75.00	\$92.50	\$	\$	\$ 542.50
17. Foreign service 9/1 -- 14		7.78					7.78
18. Flying/aeronautical rating (c)							
19. Flying, nonflying officer (f)							
20. Parachutist (g)							
21. Mustering out (h)				100.00	100.00	100.00	300.00
22. ...							
23. ...							
24. Subsistence		42.00	43.40	46.20			131.60
25. Rental (i)		75.00	75.00	82.50			232.50
26. Travel, mileage status (j)	6.32						6.32
27. ...							
28. ...							
29. ...							
TOTAL CREDITS	6.32	299.78	293.40	421.20	100.00	100.00	\$ 1220.70

DEBITS							
30. Class-B allotment—Bonds							
31. Class-D Government insurance							
32. Class-E allotment		180.00					180.00
33. Class-N Nat'l serv. life insurance		6.60	6.60	13.20			26.40
34. ...							
35. Due United States for (No.) 108 meals		27.00		216/70504 7-C-161			27.00
36. 43 mls. Aug. & 15 mls. Sep.							
37. ...							
TOTAL DEBITS		213.60	6.60	13.20			\$ 233.40

NET BALANCE	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
NET BALANCE	6.32	86.18	286.80	408.00	100.00	100.00		\$987.30
38. Amount paid by cash	6.32							
39. Amount paid by check on Treas. U.S.		86.18	286.80	408.00	100.00	100.00		
40. Check No.								
41. Date of check								
42. Voucher No.								
43. Symbol No. (For use by G. A. O.)								
44. Mail check(s) to me at the following address:	443 W. 51st St. N.Y., N.Y.							

45. I CERTIFY that the foregoing statement and account of moneys due and to become due me in accordance with existing law, including any accompanying certificates, statements and schedules (which are hereby made a part hereof), are to the best of my knowledge and belief true and correct; that payment therefor in full or in part, except as stated, has not previously been received; that I now have no assigned, transferred, or other pay accounts outstanding for the period for which pay is claimed on this voucher or for future months; that I am not in any manner indebted to the United States or its agencies or instrumentalities, except as stated; that on this and previous vouchers I have entered and had deducted all allotments made by me during the period of my military service; that I am not accountable or responsible for public property; and that payment as stated on the within pay voucher is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved.

46. RECD IN CASH \$ 6.32	47. DATE CASH REC'D 22 Sep 45	48. SIGNATURE OF PAYEE FOR CASH RECEIVED Sign Original Only Frank Kondratich	CERTIFICATION SIGNATURE OF PAYEE Sign Original Only Frank Kondratich
--------------------------	-------------------------------	---	---

ACCOUNTING CLASSIFICATION		
APPROPRIATION/ LIMITATION OF PROJECT SYMBOL	APPROPRIATION TITLE	APPROPRIATION (Amount)
212/60425V	601-32 P431-02 S 99-999	6.32

Officer's final pay voucher (Part 2 of 4)

NAME OF DEPENDENT WIFE OR UNMARRIED CHILD UNDER 21 YEARS OF AGE	IF CHILD ENTER AGE	ADDRESS
b) DEPENDENT FATHER OR MOTHER (Item 8)		

For the purpose of obtaining payment of certain allowances from the Government and in support of my conviction that my mother is in fact dependent on me for his or her chief support, I CERTIFY that my father or mother is Mr. (Mrs.) _____ who lives at _____ that the amount required for my father's or mother's and proper living expenses is from \$ _____ to \$ _____ per month; that for the period from _____, I have contributed to the support of my father or mother, without any consideration therefor or expectation of return therefrom, the sum of \$ _____; that the total gross income of my father or mother, from all sources in such income any payment or contribution of others toward his or her proportionate share of household or living expenses) or my contributions has not exceeded and does not exceed \$ _____ per month or \$ _____ per year for the period from _____ to _____; and that the living expenses actually incurred by my father or mother during the period from _____ to _____, amount to from \$ _____ to \$ _____ each month.

(c) ADOPTED CHILD OR STEPCHILD (Item 9)

I CERTIFY that _____ is my adopted child and will be _____ years of age at his or her next birthday; that she was adopted by me pursuant to the laws of _____, certified copy of adoption papers filed herewith (or filed with No. _____, _____, 19____, accounts of _____); that the child was _____ related to me by blood or _____ as my _____ before adoption; that the adoption by me was for the child's benefit; that the child was not adopted by me to secure any personal or pecuniary advantage, either in the way of increase in my pay or allowances, or otherwise; that the child is now residing with _____, related to me by blood or marriage as my _____ and I consider the child as _____; that the child is not possessed of property or income adequate of his or her support; that the child is not the beneficiary, either directly or through others, of any trust or estate entitling the child to income adequate for his or her maintenance and education; that I actually and necessarily contribute from my own personal funds \$ _____ each month solely for the maintenance, support, and education of the said child.

(d) STATEMENT OF SERVICE FOR LONGEVITY CREDIT (Item 15)

I have held a commission; appointment as commissioned warrant officer, warrant officer, flight officer, or army flight lieutenant; or I have been enlisted as a member of the respective service(s) shown below for the inclusive periods indicated. I FURTHER CERTIFY that no National Guard service claimed hereon was federally recognized; that it was not in the inactive National Guard; that all National Guard service was in the capacity of an enlisted man and that all initial appointments are shown from the date of accession.

Prior Enlisted Service

SERVICE OR COMPONENT	FROM-	TO-	SERVICE OR COMPONENT	FROM-	TO-
Army AUS	2 Dec 40	2 Dec 42			
Comm	3 Dec 42				

(e) FLYING PAY (Aeronautical rating) (Item 18)

I CERTIFY that I hold an aeronautical rating as _____; that during the period for which aviation pay is claimed this voucher I was, by orders of competent authority, required to participate regularly and frequently in aerial flights; and, in consequence of such orders, I did participate in regular and frequent flights, while in a duty status, sufficient to meet the requirements of Executive Order No. 9195, 7 July 1942 (AR 35-1480).

(f) FLYING PAY (Nonflying officer) (Item 19)

I CERTIFY that during the period for which aviation pay is claimed on this voucher I was, by orders of competent authority, required to participate regularly and frequently in aerial flights as a nonflying officer; and, in consequence of such orders, I did participate in regular and frequent flights, while in a duty status, sufficient to meet the requirements of Executive Order No. 9195, 7 July 1942 (AR 35-1480).

(g) PARACHUTE DUTY (Item 20)

I CERTIFY that, during the period from _____, 19____, to _____, 19____, I was not in a flight status; that parachute jumping was an essential part of my military duty; that I held a rating as a parachutist or was undergoing training for such rating; and that I was engaged upon duty designated by the Secretary of War as parachute duty.

(h) MUSTERING-OUT PAY (Item 21) (Strike out the italicized words if inapplicable)

I CERTIFY that I am a member of the armed forces and have been engaged in active service in the present war; that I am being discharged or relieved from active service under honorable conditions; that I have not heretofore received a mustering-out payment under the Mustering-Out Payment Act of 1944; that I performed active service for at least 60 days; that I served outside the continental limits of the United States or in Alaska; and that I do not fall within any of the classes of persons to whom payment is prohibited by section I (b) of Executive Order No. 9831, 28 July 1945.

(i) RENTAL ALLOWANCES (Item 25)

I CERTIFY that, during the period for which rental allowance is claimed on this voucher, I was not assigned adequate quarters at a permanent station; if without dependents, I was not on field or sea duty; if with dependents, I did not occupy with them quarters assigned to me without charge at any station, nor did any of them occupy public quarters assigned to them or to a dependent of mine, except for bona fide social visits, or receive a monetary allowance in lieu thereof.

(j) AUTHORITY FOR DUTY AT PRESENT STATION AND STATEMENT OF TRAVEL (Item 28)

I CERTIFY that the following statement of travel was performed in compliance with orders attached and is correct; that no transportation request, except as stated, was received; and that no transportation was furnished by the United States, either in kind or on Government transportation request, except as stated.

On duty at pres. sta. per par. 346 S. O. 269 HQ Ft. Dix, RS dated 17 Sep 45 rec'd at Ft. Dix on 17 Sep 45
 Ordered home per par. 45 S. O. 263 HQ Ft. Dix, SC dated 21 Sep 45 rec'd at Ft. Dix on 22 Sep 45

STATEMENT OF TRAVEL PERFORMED (to be filled in by traveler)

COMPUTATION OF AMOUNT DUE (To be filled in by administrative officer)

DATE	FROM-	DATE	TO-	KIND OF TRANS. FURN. (See note) (5)	LAND GRANT INCL. IN EST. ROUTE AND DIST. (6)	TRANS. FURN. EXCL. LAND GRANT IN COL. 6 (7)	AUTHORIZED MILEAGE (8) (9) (10)	NO.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
19 45		19 45			Miles	Miles	Miles	
22 Sep 45	Ft. Dix, SC	22 Sep 45	New York, N.Y.	None R			79	

Transportation furnished by U. S. Government: T/B—Gov't trans. request; rail, water, air, or highway. G/B—Gov't boat. G/P—Gov't plane or airship. G/A—Gov't automobile. No transportation furnished by U. S. Government—None. Indicate method of travel used by inserting after "None" one of the following letters: Highway (H); Air (A); Water (W); Rail (R); Privately owned conveyance (P). R No. _____ Carrier(s) No. _____ Carrier(s)	TOTALS			79
	Rate per mile	\$0.03	\$0.03	\$0.08
	Amounts			6.32
	Deduct columns 6 and/or 7			
	Other deduction			

Officer's final pay voucher (Part 3 of 4)

Army Service Forces
 Second Service Command
 SEPARATION CENTER
 1262d SCU Personnel Center
 Fort Dix, New Jersey

21 September 1945

SPECIAL ORDERS)
 NUMBER.....263) * * *

- E X T R A C T -

45. DP ea fol Off, (on schedule O-22 Love), atchd unasgd this orgn, WP arr home, or unit rendezvous, as indicated, on date specified, upon midnight of which date will revert to inactive status, (not physical disability). Ea Off will be issued Cert of Sv (Part 1, WD AGO Fm 53-98). Term lv plus atzd tvl time is grtd eif 22 Sep 45. Qrs will terminate eif 22 Sep 45. Auth: Par 13b (1) (b) AR 210-10, dtd 20 Dec 40, as amonded. If gr held by Off is temp apmt in AUS, it will continue in force during period of present emergency & 6 mos thorafter, unless sooner terminated DP. In event he holds temp gr in AUS(AC), such apmt will terminate eif date rel fr AD.

PCS TDN TPA FSA 1942-46 601-32 P 431-02 03 04 05 07 08 A 212/60425 S 99-999.

NAME	HOME OR UNIT RENDEZVOUS *	LV & TVL TIME	REVERT INACTIVE STATUS
1ST LT LORAND ANDAHAZY 01012018, INF(AUS)		2 mon 11 days Tvl 1 day	4 Dec 45
1ST LT GOODWIN Y APLEE 01048275; CAC(AUS)		3 mos	22 Dec 45
1ST LT ROBERT K CAIN 01303104, CE(AUS)		2 mos 6 days	28 Nov 45
1ST LT ROBERT R CHEDD 01045048, INF(AUS)		1 mon 17 days	8 Nov 45
1ST LT SALVATORE CHIARENZA 0698660, AC(AUS)		1 mon 8 days Tvl 2 days	1 Nov 45
1ST LT STEPHEN D CUOMO 0574324, AC(AUS)		2 mos 17 days	9 Dec 45
1ST LT EZRA DAVIS 01533836, M.C(AUS)		3 mos 9 days	31 Dec 45
1ST LT EDWIN J DEADRICK 0823038, AC(AUS)		1 mon 12 days	3 Nov 45
1ST LT JAMES F HAYDEN 0712562, AC(AUS)		20 days	12 Oct 45
1ST LT WALTER E HILL 01301486, INF(AUS)		29 days	21 Oct 45
1ST LT JOHN J HUGHES 0814068, AC(AUS)		2 days	24 Sep 45
1ST LT RICHARD C JACOBSEN 0811651, AC(AUS)		19 days	11 Oct 45
1ST LT VANDYKE JONES 02064153, AC(AUS)		24 days	16 Oct 45
* 1ST LT FRANK KONDRATICK 01174343, FA(AUS)		2 mos 11 days	<u>3 Dec 45</u>
1ST LT ALFRED S KOPPLE 0202330, AC(AUS)		2 mos 4 days	26 Nov 45

Relieved from Active Duty

0191558, AC(ORC)	1 mon 14 days	5 Nov 45
1ST LT SIDNEY J LESHIN 0707286, AC(AUS)	3 mos 15 days	6 Jan 46
1ST LT JAMES G MARRIN JR 0327555, CAC(ORC)	1 mon 26 days	17 Nov 45
1ST LT JOHN A PISARCIK 01111310, CE(AUS)	1 mon 9 days	31 Oct 45
1ST LT ROBERT C ROSE 0691409, AC(AUS)	1 mon 8 days	1 Nov 45
1ST LT HERBERT D SNYDER 01310316, AC(AUS)	Tvl 2 days	
1ST LT DONALD J STOFFEL 01048206, CAC(AUS)	2 mon 14 days	7 Dec 45
	Tvl 1 day	

Officer's final pay voucher (Part 4 of 4)

1ST LT ROBERT WOOD 0359166, MR(AUS)	1 mon 11 days	2 Nov 45
1ST LT PHILIP P WRIGHT 0753477, AC(AUS)	1 mon 11 days	2 Nov 45
2ND LT LEO ACCADIA 02018088, INF(AUS)	11 days	30 Oct 45
2ND LT FRANK A AMMIRATA JR 02077558, AC(AUS)	9 days	1 Oct 45
2ND LT WILBUR J BEIKIRCH 02008677, CAC(AUS)	13 days	5 Oct 45
2ND LT EDWARD J BROWN 0786518, AC(AUS)	24 days	18 Oct 45
2ND LT HARRIS COMBECOFF 02008157, AGD(AUS)	Tvl 2 days	
2ND LT WILLIAM KOSTANT 02008813, CAC(AUS)	19 days	11 Oct 45
2ND LT JOSEPH R OCCHIPINTI 01646461, SigC(AUS)	12 days	4 Oct 45
2ND LT SELIG SEDOWSKY 0867955, AC(AUS)	19 days	11 Oct 45
F/O ROBERT J RIDDLE T132051, AC(AUS)	1 mon 1 day	23 Oct 45
F/O MAX C WEISS T134172, AC(AUS)	24 days	16 Oct 45
CWO LEWIS SADORITO W2120120, USA(AUS)	1 mon 2 days	24 Oct 45
	2 mos 3 days	25 Nov 45

Auth: RR1-5 "Demobilization"

* * *

BY ORDER OF LIEUTENANT COLONEL CHILDS:

LEONARD MEYERS
1st Lt., CMP,
Asst Adjutant

OFFICIAL:
Leonard Meyers
LEONARD MEYERS,
1st Lt., CMP,
Asst Adjutant

DISTRIBUTION: "A"
10 ea OPA com
34 ea TAGO (SPXPO-R) (SPXPO-S) (SPXPO-AC) (SPXPOC-II)

1 CG 1st SWS (Off Br)
34 CG 2d SWS (Off Br)
2 CG 3rd SWS (Res Br)
17 CG AAF (C & S Dr)
2 Chf Engrs
11 CG AGF
1 Surg Gen
1 Chf MI
1 Chf SigC
1 AGD
1 M/R Sec
3 Off Affairs
69 ORC Sec
408 FO con

Primary Sources

QT- * or American Battle Monuments Commission Register

Last updated: 6/18/2014

Details: Information pertaining to veterans buried in American military cemeteries on foreign soil, missing or lost, or buried at sea.

- Branches: All
- War: World War I, World War II and Korean Conflict

Externally - How to request:

- Conduct a search online at [00126]: [American Battle Monuments Commission \(ABMC\)](#).
- Locate the search field on the page and search by the Veteran's first and last name.
- If necessary, refine search criteria.
- If you are unable to locate the information online, you MUST submit an internal request through CMRS.


Internally - How to request:

- Order the QT-* registry record.

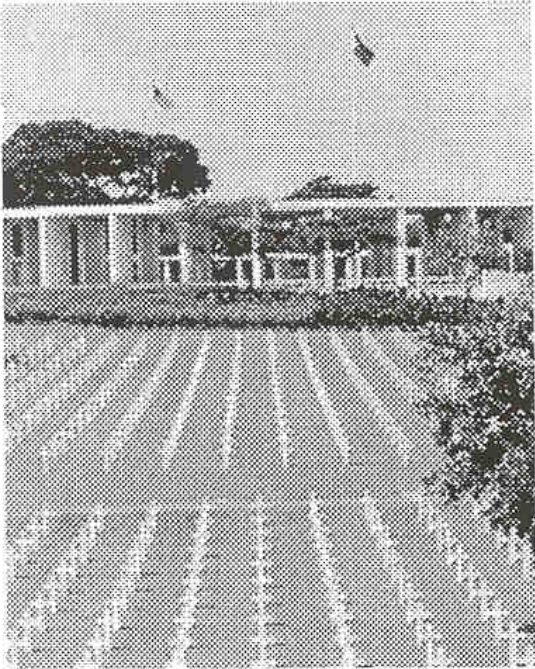
Samples of documents returned to technician:

Sample American Battle Monuments Commission - WWII online page

AMERICAN BATTLE MONUMENTS COMMISSION



THE WORLD WAR II HONOR ROLL



John C. Smith

First Lieutenant, U.S. Army Air Forces

Service # 0-679671

394th Bomber Squadron, 5th Bomber Group, Heavy

Entered the Service from: New York
Died: April 2, 1944
Missing in Action or Buried at Sea
Tablets of the Missing at Manila American Cemetery
Manila, Philippines

Awards: Air Medal with 3 Oak Leaf Clusters, Purple Heart

Sample American Battle Monuments Commission - Korean Conflict online page

AMERICAN BATTLE MONUMENTS COMMISSION



The Korean War Honor Roll

Robert H. Ostendorf**Hennepin, Minnesota****Born 1930****Private First Class, U.S. Army****Service Number 55082791****Killed in Action****Died August 27, 1951 in Korea** No photo available

Private First Class Ostendorf was a member of Company E, 2nd Battalion, 9th Infantry Regiment, 2nd Infantry Division. He was Killed in Action while fighting the enemy in North Korea on August 27, 1951. Private First Class Ostendorf was awarded the Purple Heart, the Combat Infantryman's Badge, the Korean Service Medal, the United Nations Service Medal, the National Defense Service Medal and the Korean War Service Medal.

Sample Page of American Battle Monument Commission Register (QT-*)

ROOD KEAL M		SIC	03377156	USM
ILL	AUG 10 1943	MANILA		PH
ROOD WILLIAM R		PVT	18041381	693 ORD CD/AVM/
TEX	OCT 24 1944	MANILA		PH
ROODE RUSSELL O		TEC 3	31013240	4 SIG SV CG
MASS	JUNE 09 1942	NEW YORK		PH
ROODENBURG WILLIAM H		MAJ	0-239992	HQ SQ 33 FTR GP
M Y	JAN 11 1943	NORTH AFRICA		PH
8-7-13		S2C	03147080	USMR
ROOF CHARLES W		MANILA		PH
MICH	JULY 30 1945	RM3C	05454124	USMR
ROOF KENNETH S		HONOLULU		PH
CAL	MAY 18 1945	F3C	04121290	USMR
ROOF STANLEY HOMER		MANILA		PH
OHIO	AUG 09 1943	NONMIC	06547992	USMR
ROOFER JOE F		MANILA		PH
DRES	JULY 19 1944	SGT	18006453	23 INF 2 DIV
ROOK HOWARD T		NORMANDY		SS PH/OLC/
TEX	JULY 26 1944	PVT	04838025	15 INF 3 DIV
ROOK JOHN		RMONE		PH
PA	AUG 15 1944	RM3C	03823139	USM
A-3-16		MANILA		PH
ROOK JOHN C		S2C	03377271	USM
CAL	JULY 12 1943	MANILA		PH
ROOK WALTER E		F3C	03564556	USM
MO	JULY 12 1943	NEW YORK		S2C
ROOKER STANLEY IRVIN		S2C	05705384	USMR
OKLA	FEB 18 1942	MANILA		PH
ROOKER WILLIAM H		CAPT	0-008625	USM
OHIO	NOV 01 1944	MANILA		PH
ROOKS ALBERT M		PFC	17509841	9 INF BN 6 ARMO DIV
WASH	MAR 01 1942	LUXEMBOURG		PH
ROOKS JACKIE L		2 LT	0-890408	INFANTRY
KANS	JAN 11 1943	MANILA		PH
M-11-8		PFC	34088089	6 INF 1 ARMO DIV
ROOKS JAMES O		NORTH		
TEX	DEC 15 1944			
ROOKS TOM M				
GA	NOV 08 1942			
ROOKUS JOHN A JR				
MICH	DEC 03 1944			
ROOME CHARLES C				

Primary
Sources

QT-D

Details: California Military Benefit index cards containing discharge information, and in most cases, a copy of the veteran's separation document.

- Branches: Army & Air Force

How to request: Request through CMRS.

Sample of document returned to technician:

Sample of application from California Military Benefit Card and corresponding DD 214

State of California
Department of Veterans Affairs
DIVISION OF SERVICE AND COORDINATION

APPLICATION FOR CERTIFICATE OF ELIGIBILITY **K-**
CAL-VET FARM AND HOME PURCHASE - VETERANS' EDUCATIONAL ASSISTANCE

INSTRUCTIONS

Please submit with this form a large clear photo of your discharge or other official document showing the date and place of your discharge. If you have more than one period of service and discharge, if you are still in service submit a copy of all enlistments and discharges.

Application # shown as last six digits on FAR

549700

our discharge or other official document showing the date and place of your discharge. If you have more than one period of service and discharge, if you are still in service submit a copy of all enlistments and discharges.

Mail this form and your documents to: DEPARTMENT OF VETERANS AFFAIRS, P.O. Box 1559, SACRAMENTO

PLEASE PRINT OR TYPEWRITE

- 1. Full Name GERALD MARTIN HUSTON
- 2. Address [REDACTED] SAN DIEGO, CALIFORNIA
- 3. Birthdate [REDACTED] 4. Birthplace DAYTON OHIO 5. Citizenship USA
- 6. Home address at entry into Armed Forces of US [REDACTED]
- 7. Periods of residence in California prior to entry into Armed Forces JULY 1941 TIL ENTRY

MILITARY SERVICE

HONORABLE

NAME - LAST FIRST - MIDDLE NAME: **HUSTON GERALD MARTIN**

GRADE - RATE - CLASS AND PAY: **Pvt-2 (P) 25 Jul 48 AUS Inf**

DATE OF ENTRY INTO SERVICE: **8 August 44** DISCHARGE: **(w/600 pay)**

PLACE OF BIRTH: **Dayton Ohio**

PLACE OF RESIDENCE: **San Diego California**

DATE OF ENTRY INTO SERVICE: **25 Mar 48**

GRADE - RATE - CLASS AND PAY: **Pvt-1**

DATE OF ENTRY INTO SERVICE: **5 May 48** PLACE OF RESIDENCE: **Los Angeles Calif**

DATE	GRADE	RATE	CLASS	PAY
25 Mar 48	Pvt-1	74 ⁰⁰	200	
5 May 48	Pvt-1	74 ⁰⁰	200	

National Defense Service Medal

Primary Sources

QT-H/SGO

Details: Surgeon General's Office Hospital Admission Card File. These documents do not contain veterans' names. They only contain service numbers

- Branch: Army
- War: World War II & Korean Conflict

How to request: Request through CMRS.

Sample of document returned to technician:

Sample microfiche page from SGO listing and corresponding printout

** F11**

U.S. ARMY SGO HOSPITALIZATION FILE LISTING 1950-53 (KOREA)

Y E A R	SV PR A	SERVICE NUMBER	R A S G N C I E G S V	A S G N E G S V	L B R A R Y U N I T N U M B R	T Y U N I T N U M B R	A D M I S S I O N S T A T	***** DIAGNOSES *****						F A C A S F I N P L S P												
								1 S T	2 N D	3 R D	4 T H	5 T H	6 T H		C C A G T	R S L	F N	T R								
2	RA	16332895	2	8	2	4	25	57	0021	MA08	1	2	2	6151	-	590	-	-	-	-	0	-	-	-	12	-
1	RA	16332895	2	8	2	6	30	23	0034	L740	4	1	1	0360	-	-	-	-	-	-	8	-	-	-	+5	-
3	RA	16332895	2	8	3	5	44	-	-	J371	5	3	1	4130	-	-	-	-	-	-	-	-	-	-	09	-
3	RA	16332895	2	8	3	5	44	-	-	J371	5	3	1	4130	-	-	-	-	-	-	-	-	-	-	09	-
3	RA	16332895	2	8	3	5	44	63	0320	J371	2	3	1	4260	-	-	-	-	-	-	8	-	-	-	17	-
3	RA	16332895	2	8	3	6	44	-	-	J371	8	3	1	0303	-	-	-	-	-	-	-	-	-	-	+5	-
3	RA	16332895	2	8	3	6	44	-	-	J371	8	3	1	5110	-	450	-	-	-	-	-	-	-	-	18	09
1	RA	16332898	1	8	2	3	30	23	0038	-A13	2	1	1	8235	8998	-	-	-	-	-	8	0	613	-	17	-
1	RA	16332900	2	8	2	4	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
2	RA	16332900	2	8	2	4	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
2	RA	16332900	2	8	2	4	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
1	RA	16332901	1	8	4	2	24	57	0008	MA14	4	1	1	5302	-	180	-	-	-	-	8	-	-	-	03	-
1	RA	16332903	2	8	3	5	24	57	0008	MA15	8	1	1	0303	-	-	-	-	-	-	8	-	-	-	+5	-
2	RA	16332903	2	8	3	5	46	-	-	B655	4	2	2	6151	-	590	-	-	-	-	0	-	-	-	39	-
2	RA	16332904	1	8	2	5	88	-	-	E580	6	2	1	3005	-	998	-	-	-	-	8	-	-	-	40	15
1	RA	16332904	1	8	2	3	30	23	0038	-A06	3	1	1	8011	8440	-	-	-	-	-	8	0	610	-	17	99
2	RA	16332904	1	8	2	5	88	-	-	E580	6	2	1	3005	-	998	-	-	-	-	8	-	-	-	40	15
2	RA	16332913	1	8	2	5	89	+0	-	\$020	7	2	1	0303	-	-	-	-	-	-	8	-	-	-	+5	-
0	RA	16332920	1	8	2	2	88	-	-	B252	0	0	1	8151	8486	733	-	-	-	-	8	9	964	-	39	-
2	RA	16332920	1	8	3	4	44	80	0558	-A29	4	3	1	8161	8486	733	-	-	-	-	8	7	992	-	43	18
3	RA	16332920	1	8	3	4	44	80	0558	-A29	4	3	1	8161	8486	733	-	-	-	-	8	7	992	-	43	18
0	RA	16332925	1	8	3	2	88	-	-	-	-	-	1	-	-	-	-	-	-	-	8	-	-	-	39	-

Subject Service #
Matches Printout

INFORMATION FROM THE HOSPITAL ADMISSION CARDS CREATED BY THE OFFICE OF THE SURGEON GENERAL, DEPARTMENT OF THE ARMY (1942-1945) and (1950-1954).

VA

INFORMATION FOR THE YEAR 1951

SERVICE NUMBER: 16332898

CATEGORY:	CODE:	EXPLANATION:
SERVICE PREFIX:	RA	Regular Army Enlisted
RACE:	1	Caucasian, includes Mexican
GRADE/SEX/INSL STAT:	8	Enlisted male (incl. aviation cadet)
AGE:	2	14-19 yrs.
LENGTH OF SERVICE:	3	6-12 mths. (6 or more but less than 12)
BRANCH OF SERVICE:	30	Infantry, not further specified
TYPE OF UNIT:	23	Regiments: Infantry (in e Regiments)
UNIT NUMBER:	0038	0038
ADMISSION STATION:	-A	Korea
ADMISSION DD/M/Y:	15 2 1	15 February 1951
FIRST DIAGNOSIS:		
TYPE:	1	Not previously recorded, not sequela of anct agnosis, not EPTS (Existed Prior To entry o e military Service)
DIAGNOSIS:	8235	Wound, penetrating, missile with no nerve or y involvement
LOCATION:	8998	Thigh
OPERATION:	-	made
SECOND DIAGNOSIS:		
TYPE:		
DIAGNOSIS:		

Diagnosis and Treatment Shown

**Primary
Sources**

QT-P

Details: US Army personnel who were prisoners of war in the Philippines.

- Branch: Army
- Timeframe: December 1941

NOTE: These documents will only show proof that the veteran was a prisoner of war. They will not provide dates.

How to request: Request through CMRS.

Sample of document returned to technician:

Sample of Philippine POW card

NAME <u>Thompson, Fred</u>	Civ. _____	KIL. _____	Rank <input checked="" type="checkbox"/>	<u>Cpl</u>	ASN _____	1
Ref. File	Page	Remarks				
3151-11	120	POW Kabe by # 2				

Primary
Sources

QT-W

Details: Dates that veterans were prisoners of war.

- Branches: Army & Air Force
- War: World War II

How to request: No search request is required. The dates are listed in CMRS.

Screen shot of CMRS: The dates the veteran was a prisoner of war are listed in the "POW Dates" field in CMRS. The dates are formatted as DDMMYY.

The screenshot displays the CMRS interface with a sidebar on the left and a main content area. The sidebar contains three menu items: "MPR Registry Requests", "OR Requests", and "Non Registry Requests". The main content area is divided into four panels:

- Search Request:** A table with columns "Assigned Date" and "In Staging". It shows two rows of data: "1/5/2005 12:00:00 AM" and "1/5/2005 12:00:00 AM" with a corresponding "1/6/2005 6:49:15 AM" in the "In Staging" column.
- Attachments:** A table with columns "Name", "Size", and "Type". It is currently empty.
- Service Details:** A table with columns "Component" and "Branch of Service". It shows "Active" for the component and "Army" for the branch of service.
- Registry:** A table with columns "Registry Number", "POW Dates", and "Service Number/SSN". It includes a "Submit Search Request" button. The data rows are: "P0000191740" with "006152284", "W2904429055" with "W290444 290545" and "006152284", "F0003047715" with "006152284", and "R0011138622" with "006152284".

Primary Sources

Quality Program Major Error Listing

Last Updated: 3/26/15

A major error is discrepancy identified during quality audit that meets the definition of an error and poses a moderate to high risk to NPRC, the service department, or our customers. Both severity and frequency of occurrence are factors used to determine what should be a major error. Major error determinations are based on the major error listing below.

Major Error Listing:

1. Wrong person's record or documents included in response or sending response to wrong recipient.
2. Response contains PII data for multiple individuals other than the subject of the record. (e.g. Blanket orders with PII for multiple veteran's unredacted)
3. Providing response without signature authorization of the veteran, NOK or legal representative (Does not apply to routine use or valid legal demands).
4. Failure to provide information that was specifically requested or explain why we can't provide what was requested.
5. Filing without action or otherwise completing a case without some type of response to the requester/recipient when adequate contact information was provided.
6. Providing a negative response when other routine options were available. (e.g. DPRIS, registry or medical record available, but not ordered; or should have been a referral)
7. Providing incorrect dates of service or character of service.
8. Referral to the wrong referral agency.
9. Verifying medals the veteran did not earn or failing to verify medals specifically shown in the record.
10. Preparing DD215 for amendments we are not authorized to make.
11. Failure to provide DD214s, or equivalent, which covers all periods of service when the requester did not specify a particular period of service.
12. Sending original record documents out of the building.

What if the discrepancy is not listed as a major error?

If the discrepancy is not listed as a major error, but still meets the quality program definition of an error, it will be considered a minor error. For performance management calculations, four minor errors will equal one major error.

If the discrepancy is not listed as a major error and does not meet the quality program definition of an error, it will not be considered an error. These will just be returned as "discrepancies."

Is this list of major errors subject to change?


Yes, updates to this list will occur as needed to ensure we are providing a quality product to our customers. Updates will be coordinated through the Director and advertised to the workforce.

Core Queue Management



Instructions:

1. **Each day**, begin with the first task in the work order.
2. Work within each task **until all work has been completed** within that queue.
3. Begin the next listed task.
4. When reaching the end of the list, start the process over with the first task as time permits for that day.

Work Order	Task	Query Name	Change Due Date	Notes**
1	Preprocessing	Pre-Processing & Open Requests		As Required
2	In Core - PRIORITY	In Core Priority Requests		As Required
3	In Core - SEPARATION DOCUMENTS	In Core Routine Sep Docs		As Required
4	Suspense (Due today and prior) *	Suspense Due Today		Outline Suspense Actions
5	In Core - Routine Other	In Core Routine Others		As Required

* **SUSPENSE:** When any CMRS item is placed in the status of Suspense, enter a due date in the "Response Information" applet's "Due Date".

** **REQUEST NOTE:** Use this field when:

- Added to document any extraordinary actions that you've taken to obtain a record or any contacts you've had with the requester.
- Documenting your efforts to resolve a case that is in suspense. Every time you follow up with an external agency on a procurement, you should document what you've done by adding a short note.

RADIATION EXPOSURE

Updated: 1/30/2015M

Refer the following requests that involve radiation exposure to the Department of Veterans Affairs:

- Nuclear tests from 1945 to 1962
 - Occupation of Hiroshima or Nagasaki
-

SOURCE: [NRPC 1865.103](#) (update pending)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Ranger Tab



Embroidered Tab



Metal Badge

The Commandant of the U.S. Army Infantry School may award the Ranger Tab to any person who successfully completed a Ranger Course conducted by that school.

The Commander, U.S. Total Army Human Resources Command (HRC) and the Commander, U.S. Total Army Reserve Personnel Center (AR-HRC) may award the Ranger Tab to any person who was awarded the Combat Infantryman Badge while serving during World War II as a member of a Ranger Battalion (1st Bn - 6th Bn inclusive) or in the 5307th Composite Unit, Provisional (Merrill's Mauraunders); to any person who was awarded the Combat Infantryman Badge while serving during the Korean Conflict with the 8th Army Ranger Company (11 October 1950 to 27 March 1951); or to any person who successfully completed a Ranger Course conducted by the Ranger Training Command at Fort Benning, GA.

The Ranger Tab was established: Unknown.

Authorized Device/Appurtenance: None

Dates Authorized: WWII, Korea

Type of award: Skill Tab

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-48](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Current Rank (Grade) Insignia chart for Officers and Enlisted personnel (1990-Present)

MilitaryTimes MEDIA GROUP INSIGNIA OF THE UNITED STATES ARMED SERVICES

OFFICERS

	0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE ARMY
NAVY	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL
AIR FORCE	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE
MARINE CORPS	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	
COAST GUARD	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	

WARRANT OFFICERS

	ARMY	MARINE CORPS	NAVY	COAST GUARD
WO1	WARRANT OFFICER 1	WARRANT OFFICER 1	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2
CW2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2

CW3



CHIEF WARRANT OFFICER 3



CHIEF WARRANT OFFICER 3

CW4



CHIEF WARRANT OFFICER 4



CHIEF WARRANT OFFICER 4

CW5



CHIEF WARRANT OFFICER 5



CHIEF WARRANT OFFICER 5

CHIEF WARRANT OFFICER 3



CHIEF WARRANT OFFICER 3

CHIEF WARRANT OFFICER 3



CHIEF WARRANT OFFICER 3

CHIEF WARRANT OFFICER 4



CHIEF WARRANT OFFICER 4

CHIEF WARRANT OFFICER 4



CHIEF WARRANT OFFICER 4

CHIEF WARRANT OFFICER 5



CHIEF WARRANT OFFICER 5



CHIEF WARRANT OFFICER 5

ENLISTED

ARMY

NAVY

AIR FORCE

MARINE CORPS

COAST GUARD

	ARMY	NAVY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	PRIVATE	AIRMAN/SEAMAN/FIREMAN/RECRUIT	AIRMAN BASIC	PRIVATE	AIRMAN/SEAMAN/FIREMAN RECRUIT
E-2	PRIVATE	AIRMAN/SEAMAN/HOSPITALMAN, DENTALMAN/CONSTRUCTIONMAN/FIREMAN APPRENTICE	AIRMAN	PRIVATE FIRST CLASS	AIRMAN/SEAMAN/FIREMAN APPRENTICE
E-3	PRIVATE FIRST CLASS	AIRMAN/SEAMAN/HOSPITALMAN, DENTALMAN/CONSTRUCTIONMAN/FIREMAN	AIRMAN FIRST CLASS	LANCE CORPORAL	AIRMAN/SEAMAN/FIREMAN
E-4	SPECIALIST, CORPORAL	PETTY OFFICER THIRD CLASS	SENIOR AIRMAN	CORPORAL	PETTY OFFICER THIRD CLASS
E-5	SERGEANT	PETTY OFFICER SECOND CLASS	STAFF SERGEANT	SERGEANT	PETTY OFFICER SECOND CLASS
E-6	STAFF SERGEANT	PETTY OFFICER FIRST CLASS	TECHNICAL SERGEANT	STAFF SERGEANT	PETTY OFFICER FIRST CLASS
E-7	SERGEANT FIRST CLASS	CHIEF PETTY OFFICER	MASTER SERGEANT, FIRST SERGEANT	GUNNERY SERGEANT	CHIEF PETTY OFFICER
E-8	MASTER SERGEANT, FIRST SERGEANT	SENIOR CHIEF PETTY OFFICER	SENIOR MASTER SERGEANT, FIRST SERGEANT	MASTER SERGEANT, FIRST SERGEANT	SENIOR CHIEF PETTY OFFICER
E-9	SERGEANT MAJOR, COMMAND SERGEANT MAJOR	MASTER CHIEF PETTY OFFICER, COMMAND, FLEET/FORCE	CHIEF MASTER SERGEANT	MASTER GUNNERY SERGEANT, SERGEANT MAJOR	MASTER CHIEF PETTY OFFICER

	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER	COMMAND CHIEF MASTER SERGEANT	FIRST SERGEANT	
SPECIAL	 SERGEANT MAJOR OF THE ARMY	 MASTER CHIEF PETTY OFFICER OF THE NAVY	 CHIEF MASTER SERGEANT OF THE AIR FORCE	 SERGEANT MAJOR OF THE MARINE CORPS	 MASTER CHIEF PETTY OFFICER OF THE COAST GUARD

Figure 1. RAPIDS location sites

MILITARY INSTALLATION	CITY	COMMERCIAL
ALABAMA		
NMCRC Bessemer	Bessemer	(205) 424-4210 ext 125
87th Division Exercise, USARC	Birmingham	(205) 987-3998
81ST Regional Support Command	Birmingham	(205) 940-9176
117th MSS/DPMAC Birmingham	Birmingham	(205) 841-9315
Headquarters 167th Support Command	Birmingham	(205) 942-2985
Fort McClellan	Fort McClellan	(205) 848-3641
Fort Rucker	Fort Rucker	(334) 255-2437
Maxwell	Maxwell AFB	(334) 416-1453
Maxwell AFB	Maxwell AFB	(334) 953-3143
908th MSS/DPMPS Maxwell AFB	Maxwell AFB	(334) 953-5522
NMCRC Mobile	Mobile	(334) 344-5395
USCG Mobile	Mobile	(334) 639-6131
187th MSS/DPM	Montgomery	(334) 284-7221
Adjutant General Alabama	Montgomery	(334) 271-7203
Redstone Arsenal	Redstone Arsenal	(205) 842-2413
NRC Tuscaloosa	Tuscaloosa	(205) 345-6910
ALASKA		
176th MSS/DPM Anchorage	Anchorage	(907) 249-1402
Fort Richardson	Anchorage	(907) 384-0332
168th ARW Eielson	Eielson AFB	(907) 337-1363
Eielson AFB	Eielson AFB	(907) 377-4144
Elmendorf AFB	Elmendorf AFB	(907) 552-2276
Adjutant General Alaska	Fort Richardson	(907) 428-6416
Fort Wainwright	Fort Wainwright	(317) 353-2243
USCG ISC Ketch-Juneau	Juneau	(907) 463-2160
USCG Group Ketchikan	Ketchikan	(907) 228-0213
USCG Integrated Support Command	Kodiak	(907) 487-5170 ext 037
National Guard Armory Nome	Nome	(907) 443-5282
USCG Air Station Sitka	Sitka	(907) 966-5434
ARIZONA		
Davis-Monthan AFB	Davis-Monthan AFB	(520) 228-3241
939th MSS SPA/DPM	Davis-Monthan AFB	(520) 228-2162

Fort Huachuca	Fort Huachuca	(520) 533-1645
Luke AFB	Glendale	(602) 856-7875
Western ARNG Aviation Training Site	Marana	(520) 682-4562
NMCRRC Phoenix	Phoenix	(602) 484-7292
161st MSS/DPM	Phoenix	(602) 302-9250
Adjutant General Arizona	Phoenix	(602) 267-2750
NMCRRC Tuscon	Tuscon	(520) 228-6289
162nd FW/MSF Tuscon	Tuscon	(520) 295-6567
Yuma Proving Grounds	Yuma	(520) 328-2958
MCAS Yuma	Yuma	(520) 341-3588

ARKANSAS

2ND Battalion - 379 Reg	Arkadelphia	(501) 246-9861
4003d USAG Barling	Barling	(501) 484-3189
National Guard Center Fayetteville	Fayetteville	(501) 442-7176
Fort Chaffee (R)	Fort Chaffee	(501) 484-2242
188th MSS/DPM Fort Smith	Fort Smith	(501) 648-5215
189th MSS/DPM Little Rock AFB	Jacksonville	(501) 988-6703
Little Rock AFB	Little Rock AFB	(501) 988-6831
90th RSC North Little Rock	North Little Rock	(501) 771-8906 or 7323
NMCRRC Little Rock	North Little Rock	(501) 771-1661
Adjutant General Arkansas	North Little Rock	(501) 212-5035
Pine Bluff Arsenal	Pine Bluff	(501) 540-3890

CALIFORNIA

USCG ISC Alameda	Alameda	(510) 437-2904 or 2905
NMCRRC Bakersfield	Bakersfield	
MCLB Barstow	Barstow	(619) 577-6664
Beale Air Force Base	Beale AFB	(916) 634-3152
MCB Camp Pendleton	Camp Pendleton	(619) 725-2768
PSD Camp Pendleton	Camp Pendleton	(619) 725-1308
Headquarters - Camp Roberts	Camp Roberts	(805) 238-8345
PSD China Lake	China Lake	(619) 939-3314
PSD Concord	Concord	(510) 246-2461
PSD Coronado	Coronado	(619) 437-2199
HHC - 1 BDE/91st DIV	Dublin	(510) 803-5539
Edwards AFB	Edwards AFB	(805) 277-2276
PSD El Centro	El Centro	(619) 339-2545
NMCRRC Encino	Encino	(818) 344-5101
Fort Irwin	Fort Irwin	(619) 380-3100
Naval Reserve Center Fresno	Fresno	(209) 291-0204
144th MSF/DPMPFS Fresno	Fresno ANGB	(209) 454-5274
Fort Hunter Liggett	Jolon	(408) 386-3009
MCR Lathrop	Lathrop	(209) 982-3802
PSD NAS Lemoore	Lemoore	(209) 998-4004
63rd RSC Los Alamitos	Los Alamitos	(310) 795-2172
		(310) 235-4110

311th COSCOM Los Angeles	Los Angeles	(310) 363-1109
Los Angeles AFB	Los Angeles AFB	(909) 655-3070
163rd MSS/DPM March Field AFB	March AFB	(909) 655-3028
452nd MSS/DPMP March AFB	March AFB	(916) 643-1808 ext 7170
940th MSS/DPMP McClellan AFB	McClellan	(916) 643-6274
McClellan AFB	McClellan AFB	(707) 839-6123
USCG Group Humboldt Bay	McKinleyville	(415) 603-8679
7th PSYOPS Moffett Airfield	Moffett Airfield	(415) 603-9175
129th MSF/MSPA Sunnyvale	Moffett Fed. Airfield	(415) 603-9627
PSD Santa Clara	Moffett Field	(408) 656-2746
PSD Monterey	Monterey	(408) 242-5209
Presidio of Monterey	Monterey	
Oakland Army Base	Oakland	(510) 466-2260
1397th TTB Oakland	Oakland	(510) 263-4701
PSD North Bay	Oakland	
Onizuka AFB	Onizuka AFB	(707) 765-7354
USCG TC Petaluma	Petaluma	(805) 989-8525
PSD Point Magu	Point Magu	(805) 986-7469
146th MSS/DPM PS Port Hueneme	Port Hueneme	(805) 982-5335
PSD Port Hueneme	Port Hueneme	(909) 655-7699
NMCRC Moreno Valley	RiverSide	(916) 854-3176
Adjutant General California	Sacramento	(916) 387-7105
NMCRRC Sacramento	Sacramento	
PSD NTC San Diego	San Diego	(619) 524-4200
MCRD San Diego	San Diego	(619) 553-4980
PSD Point Loma	San Diego	(619) 545-9501
PSD North Island	San Diego	(619) 524-1907
PSD ASW San Diego	San Diego	(619) 532-3236
PSD Miramar	San Diego	(619) 545-9501
PSD North Island (Reserves)	San Diego	(619) 537-6803
MAG-46	San Diego	(619) 556-9248
PSD Naval Station San Diego	San Diego	(619) 532-6571
PSD Balboa	San Diego	(510) 233-1091
2nd Medical Brigade San Pablo	San Pablo	(310) 732-7420
USCG ISC San Pedro	San Pedro	
MCAS El Toro	Santa Ana	(707) 528-8077
6253d USAH Santa Rosa	Santa Rosa	(415) 561-7269
91st Division (T)	Sausalito	(707) 424-2346
349th MSSQ/DPMA Travis AFB	Travis AFB	(707) 424-3366
Travis AFB	Travis AFB	
MCAS Tustin	Tustin	(619) 830-7440
MCAGCC Twenty-Nine Palms	Twenty-nine Palms	(805) 734-8232 Ext 64999
Vandenberg AFB	Vandenburg AFB	

COLORADO

Fitsimmons Medical Center	Aurora	(303) 340-9420
140th MSS/DPM Aurora	Aurora	(303) 676-6983
PSD Denver	Aurora	(303) 340-6258
NRRC Aurora	Aurora	(303) 340-6113
Buckley AFB	Buckley ANGB	(719) 554-8852

US Army Space Command	Colorado Springs	(303) 397-3179
Adjutant General Colorado	Engelwood	(719) 567-2385
Falcon AFB	Falcon AFB	(719) 526-2978
NRC Fort Carson	Fort Carson	(719) 526-8420
Fort Carson	Fort Carson	(719) 556-6171
Peterson AFB	Peterson AFB	(719) 556-8185
302nd MSS/DPMPS	Peterson AFB	(719) 333-2276
US Air Force Academy	USAF Academy	

CONNECTICUT

Bradley ANGB	East Granby	(860) 292-2368
PSD New London	Groton	(860) 449-3033
National Guard Armory Hartford	Hartford	(860) 524-4818
Adjutant General Connecticut	Hartford	(860) 524-4818
NMCRC New Haven	New Haven	(203) 467-1618
US Coast Guard Academy	New London	(860) 444-8208
NMCRC Plainville	Plainville	(860) 747-4563
405th Combat Support Hospital	West Hartford	(860) 231-2098 or 2092

DELAWARE

Dover AFB	Dover	(302) 677-4581
National Guard Armory Dover	Dover	(302) 741-7514
512 MSS/DPM Dover	Dover AFB	(302) 677-3522
166TH MSS New Castle	New Castle	(302) 323-3410
Adjutant General Delaware	Wilmington	(302) 326-7118
NMCRC Wilmington	Wilmington	(302) 998-3328

DISTRICT OF COLUMBIA

1100th MSSQ Bolling AFB	Bolling AFB	(202) 767-4440
White House COMM Agency	Washington	(202) 757-5170
Adjutant General Washington D.C.	Washington	(202) 433-7269
PSD Anacostia	Washington	(202) 433-2800
4th Support Battalion	Washington	(202) 433-3612
Walter Reed Army Medical Center	Washington	(202) 782-7758
PSD Anacostia (R)	Washington	(202) 685-0666

FLORIDA

PSD Cecil Field	Cecil Field	(904) 778-5309
NRC Saint Petersburg	Clearwater	(813) 531-7033

919th CSS/DPMAC Eglin AFB	Eglin AFB	(904) 883-6458
Eglin AFB	Eglin AFB	(904) 882-2745
NMCRC Miami	Hialeah	(305) 628-5150
482nd MSS/DPMPs Homestead ARB	Homestead ARB	(305) 224-7057
Hurlburt Field	Hurlburt Field	(904) 884-5250
PSD Jacksonville	Jacksonville	(904) 772-3728
125th MSS/DPM Jacksonville	Jacksonville	(904) 741-7808
PSD Key West	Key West	(305) 293-2161
USCG Key West	Key West	(305) 292-8712
MacDill AFB	MacDill	(813) 828-2276
PSD Mayport	Mayport	(904) 270-5319
USCG ISC Miami	Miami	
PSD Milton	Milton	(904) 623-7175 ext 13
3rd BN/347th BDE/87th Division (T)	Orlando	(407) 645-5958
PSD NTC Orlando	Orlando	
NMCRRRC Orlando	Orlando	(407) 897-8150
PSD Panama City	Panama City	(904) 235-5525
920th MSS/DPM Patrick	Patrick AFB	(407) 494-2217
Patrick AFB	Patrick AFB	(407) 494-4536
361st Civil Affairs Brigade	Pensacola	(904) 857-1471 or 1472
NRC Pensacola	Pensacola	(904) 452-1341
PSD Pensacola	Pensacola	(904) 452-2225
PSD Corry Station	Pensacola	(904) 452-6567
Adjutant General Florida	Starke	(904) 533-3495
NMCRC Tallahassee	Tallahassee	(904) 576-6194
NRC Tampa	Tampa	(813) 209-4008
Tyndall AFB	Tyndall AFB	(904) 283-2276
3220th USAG West Palm Beach	West Palm Beach	(407) 684-0733
NMCRC West Palm Beach	West Palm Beach	(561) 687-3954

GEORGIA

MCLB Albany	Albany	(912) 439-5100
PSD Athens	Athens	(706) 354-7339
Headquarters - USARC	Atlanta	(404) 629-8481
NMCRC Augusta	Augusta	(706) 733-2249
NRC Columbus	Columbus	(706) 324-5298
2125th Army Reserve Garrison	Decatur	(404) 286-6335
94th MSS/DPMPs Dobbins	Dobbins ARB	(770) 919-4881
461st PSC	East Point	(404) 559-5565
Adjutant General Georgia	Ellenwood	(404) 675-5396
578th Combat Support	Forrest Park	(404) 363-5171
Fort Benning	Fort Benning	(706) 545-1411
359th Signal Command	Fort Gordon	(706) 791-1659
Fort Gordon	Fort Gordon	(706) 791-1927
Fort McPherson	Fort McPherson	(404) 464-2054
Fort Stewart	Fort Stewart	(912) 767-4909
Delta Detachment 24th PSB	Ft Benning	(706) 544-2216
165th MSF/DPM Savannah	Garden City	(912) 966-8567
Hunter Army Air Field	Hunter Army Airfield	(912) 352-5403
PSD Kings Bay	Kings Bay	(912) 673-3729

HHC - 48th Infantry Brigade	Macon	(912) 751-6242
NMCRRC Marietta	Marietta	(501) 678-5067
PSD Atlanta	Marietta	(770) 919-6347 or 6348
MAG-42, 4th MAW	Marietta	(770) 919-6433
Moody AFB	Moody AFB	(912) 257-3368
Robins AFB	Robins AFB	(912) 926-6651
AFRES/DPARP	Robins AFB	(912) 327-0284
622nd MSSQ/MSMAC Robins AFB	Robins AFB	(912) 926-1082
MCR Rome	Rome	(706) 291-5674
116th MSS/DPM Robbins AFB	Warner Robbins	(800) 796-1521 ext 60350

HAWAII

PSD Barbers Point	Barbers Point	(808) 684-0055
PSD Barking Sands	Barking Sands	(808) 335-4494
Fort Shafter	Fort Shafter	(808) 438-9735
Fort Shafter (R)	Fort Shafter	(808) 438-3671
Camp Smith	Halawa Heights	(808) 477-8376
349th MSS/SPA Hickam AFB	Hickam AFB	(808) 449-6520
Hickam AFB	Hickam AFB	(808) 449-0123
154th MSS/DPM Hickam AFB	Hickam AFB	(808) 449-7788
USCG ISC Honolulu	Honolulu	(808) 541-2481
Adjutant General Hawaii	Honolulu	(808) 733-4119
MCAS Kanehoe Bay	Kanehoe Bay	(808) 257-6200
PSD Pearl Harbor	Pearl Harbor	(808) 471-2405 x318 or x472
Schofield Barracks	Schofield Barracks	(808) 655-6884
Tripler AMC	Tripler AMC	(808) 433-9166
PSD Wahiawa	Wahiawa	(808) 653-0052

IDAHO

Adjutant General Idaho	Boise	(208) 422-5046
NMCRRC Boise	Boise	(208) 422-6291
124th MSS/DPM Boise	Boise	(208) 422-6719
National Guard Armory Lewiston	Lewiston	(208) 799-5041
Mountain Home AFB	Mountain Home AFB	(208) 828-2133
NRF Pocatello	Pocatello	(208) 238-0490

ILLINOIS

85th Division Arlington Heights	Arlington Heights	(800) 741-4650 x 160 or x 146
National Guard Armory Crestwood	Crestwood	(708) 239-6333 or 6351
416th ENCOM	Darine	(630) 910-3213 ext 211
NRC Decatur	Decatur	(217) 875-1733
NRC Forrest Park	Forest Park	(708) 771-7010
330th Hospital Center	Fort Sheridan	(773) 348-3358

Charles Melvin Price Support Center	Granite City	(618) 452-4226
PSD RTC Great Lake	Great Lakes	(847) 688-4611
NRC Great Lakes	Great Lakes	(847) 688-5831
PSD NTC Great Lakes	Great Lakes	(847) 688-5550 ext 384/5/6
300th AG	Homewood	(708) 957-2032
MCR Joliet	Joliet	
126th MSS/DPM	O'Hare IAP ARS IL	(773) 825-6928
182nd MSF/DPMP Peoria	Peoria	(309) 633-3181
NMCRC Peoria	Peoria	(309) 697-5755
NMCRC Rock Island Arsenal	Rock Island	(309) 782-6084
Rock Island Arsenal	Rock Island	(309) 782-0596
327th MP Battalion	Rosemont	(773) 825-6685
Scott AFB	Scott AFB	(618) 256-8897
932nd MSS/DPMP Scott AFB	Scott AFB	(618) 256-3901
183rd MSS/DPM Springfield	Springfield	(217) 757-1308
Adjutant General Illinois	Springfield	(217) 761-3588

INDIANA

Camp Atterbury	Edinburgh	(812) 526-1111
NMCRC Evansville	Evansville	(812) 479-6824
384th MP BN Fort Wayne	Fort Wayne	(219) 747-1131
122nd MSF/DPMP Fort Wayne	Fort Wayne	(219) 478-3231
NRC Gary	Gary	(219) 938-2541
434th MSS Grissom ARB	Grissom ARB	(317) 688-3909
NRC Indianapolis	Indianapolis	(317) 924-6389 ext 16
88th RSG Fort Harrison Reserve Complex	Indianapolis	(800) 554-8487 ext. 5044
DFAS Indianapolis	Indianapolis	(317) 542-4430
Adjutant General Indiana	Indianapolis	(317) 247-3469
NMCRC South Bend	South Bend	(219) 233-2375
181 MSF Terre Haute	Terre Haute	(812) 877-5263
604th MP Battalion	Terre Haute	(812) 238-2663/235-0330

IOWA

Iowa Army National Guard	Cedar Rapids	(319) 363-4511
NRC Cedar Rapids	Cedar Rapids	(319) 362-6620
Det 1, 4224 USAH	Cedar Rapids	(319) 362-1398
NMCRC Des Moines	Des Moines	(515) 285-5581
132nd MSF/DPMA Des Moines	Des Moines	(515) 256-8530
19th TAACOM Des Moines	Des Moines	(515) 284-6179
NRC Dubuque	Dubuque	(319) 556-2144
Adjutant General Iowa	Johnston	(515) 252-4728
USCG Group Upper Mississippi River	Keokuk	(319) 524-7511 ext. 26
185th MSS/DPM Iowa	Sioux City	(712) 233-0534
NRC Sioux City	Sioux City	(712) 276-0130

KANSAS

Fort Leavenworth	Fort Leavenworth	(913) 684-4454
Fort Riley	Fort Riley	(913) 239-5818
931st MPF/DPMPs	McConnell AFB	(316) 652-3593
184th BW/MPF	McConnell AFB	(316) 687-7836
McConnell AFB	McConnell AFB	(316) 652-3737
Kansas Regional Training Institute	Salina	(913) 823-7111
190th MSS/DPM Topeka	Topeka	(913) 861-4130
USCG Human Resources Svc & Info Center	Topeka	(913) 357-3605
NMCRC Topeka	Topeka	
89th RSC Wichita	Wichita	(800) 892-7266 ext 405
69th Troop Command	Wichita	(316) 681-6243
NMCRC Wichita	Wichita	(316) 683-3491

KENTUCKY

Fort Campbell	Fort Campbell	(502) 798-2424
Fort Knox	Fort Knox	(502) 624-3248
National Guard Center Boone	Frankfort	(502) 564-6310
Adjutant General Kentucky	Frankfort	(502) 564-6331
NRC Lexington	Lexington	(606) 255-1041
100th Division (IT)	Louisville	(502) 454-2960
123rd MSF/DPMPE Louisville	Louisville	(502) 364-9486
NMCRC Louisville	Louisville	(502) 364-5074

LOUISIANA

917th CSS/DPMAC Shreveport	Barksdale AFB	(318) 456-9866
Barksdale AFB	Barksdale AFB	(318) 456-2276
NMCRC Baton Rouge	Baton Rouge	(504) 356-1369
NMCRC Bossier City	Bossier City	(318) 746-9657
MCTC Broussard	Broussard	(318) 837-5152
Fort Polk	Fort Polk	(318) 531-1839
926th MSSQ/DPM PSD New Orleans	NAFJRB New Orleans	(504) 678-3307
Marine Reserve Force Project Officer	New Orleans	(504) 678-1548
NMCRRC New Orleans	New Orleans	(504) 678-6299
377th TAACOM New Orleans	New Orleans	(504) 286-9359
159th MSS/DPMD New Orleans	New Orleans	(504) 391-8326
Adjutant General Louisiana	New Orleans	(504) 278-8247
PSD NAS New Orleans	New Orleans	(504) 678-2761
PSD NSA New Orleans	New Orleans	(504) 678-2761
USCG 8th District New Orleans	New Orleans	(504) 942-3033 ext 7338
348th Personnel Group	New Orleans	(504) 254-5689
Camp Beauregard	Pineville	(318) 641-8289>

MAINE

Oliver Otis Howard USAR	Auburn	(207) 782-7088
Adjutant General Maine	Augusta	(207) 626-4273
101st MSS/DPM Bangor	Bangor	(207) 990-7387
NRC Bangor	Bangor	(207) 942-4388
PSD Brunswick	Brunswick	(207) 921-2564
Army National Guard Caribou	Caribou	(207) 498-6518
NCTS Cutler	Cutler	
NRRC Portland	Portland	(207) 775-6555
Headquarters - 133rd	Portland	(207) 626-4457
USCG Portland	South Portland	(207) 767-0336
PSD Winter Harbor	Winter Harbor	(207) 963-5559>

MARYLAND

Aberdeen Proving Ground	Aberdeen	(410) 278-3108
NRC Adelphi	Adelphi	(301) 394-5040
459th MSS/DPMPs Andrews AFB	Andrews AFB	(301) 981-3843
Andrews AFB	Andrews AFB	(301) 981-2276
113th MSS/DPM Andrews AFB	Andrews AFBS	(301) 981-4012
USNA Annapolis	Annapolis	(410) 293-5802
175th Wing Baltimore	Baltimore	(410) 780-8206 (Main Number)
USCG Group Activity Baltimore	Baltimore	(410) 576-2512
NRRC Baltimore	Baltimore	(410) 752-5895
Adjutant General Maryland	Baltimore	(410) 576-6081
PSD Bethesda NNMC	Bethesda	(301) 295-2161
PSD Naval Air Facility Washington	Camp Springs	(301) 981-3457
USAF, Ft. Meade	Fort Meade	(301) 677-0318
USN Ft. Meade	Fort Meade	(301) 677-0898
Fort Detrick	Frederick	(301) 619-3448
USA Ft. Meade	Ft. Meade	(301) 677-6031
220th MP Brigade	Gaithersburg	(301) 295-7390
CSD Indian Head	Indian Head	(301)-743-4945
PSD Patuxent River	Patuxent River	(301) 826-1050/1064
352nd Civil Affairs Command	Riverdale	(301) 394-0074
Public Health Service	Rockville	(301) 594-3384
NOAA	Silver Spring	(301) 713-3453
Camp David	Thurmont	(301) 271-1406

MASSACHUSETTS

USCG Support Command Boston	Boston	(617) 223-3264
MEPS Boston	Boston	(617) 753-3063
USCG Cape Cod	Cape Cod	(508) 968-6308
439th MSS/DPMPs Westover ARB	Chicopee	(413) 557-3877

94th RSC Fort Devens	Fort Devens	(508) 796-2130
Hanscom AFB	Hanscom AFB	(617) 377-2276
102nd MSF/DPMPs Otis ANGB	Otis ANGB	(508) 968-4185
Adjutant General Massachusetts	Reading	(617) 944-0500 ext 2151
PSD South Weymouth	South Weymouth	
399 Combat Support Hospital	Taunton	(508) 884-8001
104th MSS/DPM Westfield	Westfield	(413) 568-9151 ext 247
NMCRC Worcester	Worcester	(508) 853-5522

MICHIGAN

Alpena CRTC	Alpena	(517) 354-6474
110th MSF Battle Creek	Battle Creek	(616) 969-3216
NMCRC Battle Creek	Battle Creek	(616) 968-9216
NRF Calumet	Calumet	(906) 482-4677
Camp Grayling	Camp Grayling	(517) 348-3608
USCG Detroit	Detroit	(313) 568-9480
USCG Group Grand Haven	Grand Haven	(616) 847-4517
NMCRC Grand Rapids	Grand Rapids	(616) 363-6889
300th MP CMD PW	Inkster	(313) 561-9510
Adjutant General Michigan	Lansing	(517) 483-5838
NMCRC Lansing	Lansing	(517) 482-9150
1/84 DIV	Livonia	(313) 458-6480
NRC Saginaw	Saginaw	(517) 754-3091
USCG Sault Saint Marie	Sault Saint Marie	(906) 635-3242
127 Wing/MSF	Selfridge ANGB	(810) 307-6788
927 MSS Selfridge	Selfridge ANGB	(810) 307-5473
USCG Traverse City	Traverse City	(616) 922-8268
Tank Auto Command Warren	Warren	(810) 574-8313

MINNESOTA

HHD - 302nd Maint BN.	Arden Hills	(612) 628-2149
NRC Duluth	Duluth	(218) 722-9209
148th MSS/DPM Duluth	Duluth	(218) 723-7212
88th RSC Minneapolis	Fort Snelling	(612) 713-3061
Camp Ripley	Little Falls	(320) 632-7400
PSD Minneapolis	Minneapolis	(612) 713-1824
934th CSG/DPMAC Minneapolis	Minneapolis	(612) 713-1085
Adjutant General Minnesota	Saint Paul	(612) 282-4127
133rd MSS/DPMP Minneapolis	Saint Paul	(612) 713-2061

MISSISSIPPI

Inst. Support Unit - Camp Shelby	Camp Shelby	(601) 558-2827
Columbus AFB	Columbus AFB	(601) 434-2719

PSD Gulfport	Gulfport	(601) 871-2322
172nd MSS/DPM Jackson	Jackson	(601) 936-8346
3rd PERSCOM	Jackson	(601) 960-8663
NRC Jackson	Jackson	(601) 352-3912
403rd MSS/DPMP	Keesler AFB	(601) 377-4322
Keesler AFB	Keesler AFB	(601) 377-2276
PSD Meridan	Meridian	(601) 679-2302
186th MSS/DPM Meridian	Meridian	(601) 484-9303
PSD Pascogoula	Pascogoula	(601) 761-2185
US Army Corp of Engineers Division	Vicksburg	(601) 634-5790 (LMV)
412nd ENG Command	Vicksburg	(601) 631-6146

MISSOURI

NRRC St Louis	Bridgeton	(314) 263-6493
31st MSF/DPMP St. Louis	Bridgeton	(314) 263-6393
NRC Cape Girardeau	Cape Girardeau	(573) 335-3051
Fort Leonard Wood	Fort Leonard Wood	(573) 596-0744
Adjutant General Missouri	Jefferson City	(573) 526-9361
NRC Kansas City	Kansas City	(816) 923-2341
MCRSC Kansas City	Kansas City	(816) 923-2341
139 MSS/DPM St Joseph	Saint Joseph	(816) 236-3330
AR-PERSCOM St Louis	Saint Louis	(314) 592-0123
FTSMC St Louis (R)	Saint Louis	(314) 263-9584
329th Quarter Master Battalion	Saint Louis	(314) 263-3403
National Guard Armory Springfield	Springfield	(417) 895-6838
NMCRC Springfield	Springfield	(417) 869-5721
USCG ISC St Louis	St Louis	(314) 539-3900 ext 252
442nd MSS/DPMP Whiteman AFB	Whiteman AFB	(816) 687-3532
Whiteman AFB	Whiteman AFB	(816) 687-6428

MONTANA

NMCRC Billings	Billings	(406) 248-2090
Montana Army National Guard	Billings	(406) 657-2936
120th MSS/DPM	Great Falls	(406) 791-6284
95Th Troop Command	Helena	(406) 444-9420
Malmstrom AFB	Malmstrom AFB	(406) 731-4155 / 5266 / 3207

NEBRASKA

National Guard Armory Kearney	Kearney	(308) 865-5319
155th ARW Lincoln	Lincoln	(402) 458-1445
NRC Lincoln	Lincoln	(402) 470-2142
Adjutant General Nebraska	Lincoln	(402) 471-7441

PSD Omaha	Offutt AFB	(402) 294-5492
Offutt AFB	Offutt AFB	(402) 294-2276

NEVADA

Adjutant General Nevada	Carson City	(702) 887-7289
PSD Fallon	Fallon	(702) 426-2653
NMCRC Las Vegas	Las Vegas	(702) 457-6528
Nellis AFB	Nellis AFB	(652) 652-4605
NMCRC Reno	Reno	(702) 972-5600
152nd MSS/DPM Reno	Reno ANGB	(702) 788-4510

NEW HAMPSHIRE

NMCRC Manchester	Bedford	(603) 471-0085
National Guard Armory Berlin	Berlin	(603) 752-3153
Adjutant General New Hampshire	Concord	(603) 225-1332
167th Support Company	Manchester	(603) 669-6040
157th MSS/DPM	Pease ANGB	(603) 430-3514
PSD Portsmouth NH	Portsmouth	(207) 438-2208

NEW JERSEY

USCGTC Cape May	Cape May	(609) 898-6340
CSD Earle	Colts Neck	(908) 866-2528 or 2067
78th Division (EX)	Edison	(908) 985-7843
177TH FW, Egg Harbor Township	Egg Harbor Twsp	(609) 645-6227
Adjutant General New Jersey	Fort Dix	(609) 562-0652
Fort Dix	Fort Dix	(609) 562-2177
Fort Monmouth	Fort Monmouth	(908) 532-4694
NRRC Kearney	Kearney	(201) 690-5234
PSD Lakehurst	Lakehurst	
514TH MSS/DPMPs McGuire	McGuire AFB	(609) 724-5233
108th MSF McGuire	McGuire AFB	(609) 724-4466
McGuire AFB	McGuire AFB	(609) 724-5773
Picatinny Arsenal	Picatinny Arsenal	(201) 724-4315
Headquarters Somerset, NJ	Somerset	(908) 418-3312

NEW MEXICO

PSD Albuquerque	Albuquerque	(505) 846-6342 x121
Cannon AFB	Clovis	(505) 784-2094
Holloman AFB	Holloman AFB	(505) 475-7277

Kirtland AFB	Kirtland AFB	(505) 846-5459
150th MSS/DPM Kirtland AFB	Kirtland AFB	(505) 846-5820
White Sands Missile Range	Las Cruces	(505) 678-5961
National Guard Armory Roswell	Roswell	(505) 347-3500
Adjutant General New Mexico	Santa Fe	(505) 474-1344

NEW YORK

NMCRC Albany	Albany	(518) 482-1133
NMCRC Brooklyn	Bossier City	(718) 258-0525
353rd Civil Affairs Command	Bronx	(718) 733-2355
Fort Hamilton	Brooklyn	(718) 630-4557
77th ARCOM Fort Totten	Flushing	(718) 352-5734 or 5071
Fort Drum, 10th Personnel SVC Battalion	Fort Drum	(315) 772-3103
1st Marine Corps District	Garden City	(516) 228-5695
NRC Glen Falls	Glen Falls	(518) 792-6368
NRC Horseheads	Horseheads	(607) 732-7950
Adjutant General New York	Latham	(518) 786-4660
NRC Syracuse	Mattydale	(315) 455-2442
411th Engineer Brigade	New Windsor	(914) 567-1376
105th MSS/DPMP	Newburgh	(914) 563-2011
107th DPMPS Niagara Falls	Niagara Falls	(716) 236-2435
914th MSF/DPMP Niagara Falls	Niagara Falls IAP ARS	(716) 236-2197
Camp Smith	Peekskill	(914) 734-7361
NMCRC Rochester	Rochester	(716) 247-6858
98th Division Rochester	Rockchester	(716) 338-7400 ext. 223
PSD Scotia	Scotia	(518) 382-0473
109th AW/MPF	Scotia	(518) 344-2436
USCG New York	Staten Island	(718) 354-4037
174th MPS/DPM Syracuse	Syracuse	(315) 454-6496
NRC Watertown	Watertown	(315) 782-1851
US Military Academy	West Point	(914) 938-3005
106th MSS/DPM Westhampton Beach	Westhampton Beach	(518) 288-7344

NORTH CAROLINA

NRC Asheville	Asheville	(704) 253-4441
USCG Cape Hatteras	Buxton	(919) 995-6402
MCB Camp Lejuene	Camp Lejuene	(910) 451-2727
145th MSS/DPM Charlotte	Charlotte	(704) 391-4153
108th Division Charlotte	Charlotte	(704) 342-5197
NMCRC Charlotte	Charlotte	(704) 598-0447
USCG Elizabeth City	Elizabeth City	(919) 335-6871
HHC - USAOC Fort Bragg	Fort Bragg	(910) 396-7835
Fort Bragg Readiness Center Fort Bragg	Fort Bragg	(910) 396-8373
82nd PSB	Fort Bragg	(910) 432-0138
Fort Bragg	Fort Bragg	(910) 396-9339

Seymour-Johnson AFB	Goldsboro	(919) 736-6822
NMCRC Greensboro	Greensboro	(910) 668-0053
MCAS Cherry Point	Havelock	(919) 466-3375
MCAS New River	Jacksonville	(910) 451-6354
Pope AFB	Pope AFB	(910) 394-2276
NMCRC Raleigh	Raleigh	(919) 834-6461
Adjutant General North Carolina	Raleigh	(919) 664-6105
916th MSF/DPMPs Seymour-Johnson	Seymour-Johnson AFB	(919) 736-6762
Sunnypoint MOT	Southport	(910) 341-8535
NRC Wilmington	Wilmington	(910) 762-9676
Headquarters - Winston-Salem	Winston-Salem	(910) 761-5504

NORTH DAKOTA

Adjutant General North Dakota	Bismark	(701) 224-5126
Camp Gilbert C. Grafton	Devil's Lake	(701) 662-0400
NRC Fargo	Fargo	(701) 232-3689
119th MSS/DPM	Fargo	(701) 241-7244
Grand Forks AFB	Grand Forks	(701) 747-4588
Minot AFB	Minot AFB	(701) 723-2276

OHIO

NMCRC Akron	Akron	(330) 376-9054
NMCRC Cincinnati	Cincinnati	(513) 221-0138
USCG 9th District Cleveland	Cleveland	(216) 522-7287/86
NRC Cleveland	Cleveland	(216) 771-0844
NARC Columbus	Columbus	(614) 492-3805
83RD ARCOM Columbus	Columbus	(614) 692-4233
391st MPBN Fort Hayes	Columbus	(614) 692-5483
NMCRC Columbus	Columbus	(614) 235-2630
DLA Columbus	Columbus	(614) 692-6784
Adjutant General Ohio	Columbus	(614) 766-3800
NMCRC Dayton	Dayton	
179th MSS/DPM	Mansfield	(419) 521-0204
National Guard Armory North Canton	North Canton	(330) 966-7799
2nd POG	Parma	(216) 886-7151
NMCRC Toledo	Perrysburg	(419) 666-3444
121 ARW MSS Rickenbaker AFB	Rickenbacker ANGB	(614) 492-3520
178th MSS/DPM	Springfield	(513) 327-2333
180th MSS/DPM Toledo	Swanton	(419) 868-4016
910th AW MPF/DPMPs	Vienna	(330) 392-1095
NMCRC Youngstown	Vienna	(216) 856-3211
Wright - Patterson AFB	Wright-Patterson AFB	(937) 257-2547
445th AW Wright Patterson AFB	Wright-Patterson AFB	(513) 257-6981

OKLAHOMA

Altus AFB	Altus AFB	(405) 481-6559
Camp Gruber	Braggs	(918) 487-6007
NMCRC Tulsa	Broken Arrow	(918) 258-7822
Fort Sill	Fort Sill	(405) 442-3379
McAlester Army Ammo Plant	McAlester	(918) 421-2375
Adjutant General Oklahoma	Oklahoma City	(405) 425-8645
NRRC Oklahoma City	Oklahoma City	(405) 737-6099
137th MSF/DPM Oklahoma City	Oklahoma City	(405) 686-5212
95th Division (IT)	Oklahoma City	(405) 736-1618
Tinker AFB	Tinker AFB	(405) 739-7464
PSD Oklahoma City	Tinker AFB	(405) 739-3161
507th MSS/DPMPs	Tinker AFB	(405) 734-7492
138th MSS/DPM PS Tulsa	Tulsa	(918) 832-8206
Vance AFB	Vance AFB	(405) 249-7500

OREGON

Bill Healey Armory	Bend	(541) 388-6280
NRC Central Point	Central Point	(541) 772-2566
NMCRC Eugene	Eugene	(541) 342-1887
USCG Group North Bend	North Bend	(541) 756-9219
364th Civil Affairs Brigade	Portland	(503) 246-6550
NMCRC Portland	Portland	(503) 285-4566 ext 517
142nd MSF/DPM Portland	Portland IAP	(503) 335-4046
939th MSS/DPMPs Portland	Portland IAP	(503) 335-4586
NMCRC Salem	Salem	
Adjutant General Oregon	Salem	(503) 945-3802
USCG Group Astoria	Warrenton	(503) 861-6205

PENNSYLVANIA

NMCRC Lehigh Valley	Allentown	(610) 264-8823
National Guard Armory Allentown	Allentown	(610) 821-6533
National Guard Armory Annville	Annville	(717) 861-8693
Adjutant General Pennsylvania	Annville	(717) 861-8429
NRC Avoca	Avoca	(717) 457-8430
Carlisle Barracks	Carlisle	(717) 245-3869
MCR Connellsville	Connellsville	(412) 628-9181
171st MPF Pittsburgh	Coraopolis	(412) 474-7485
911th MSSQ/MSMAC Pittsburgh	Coraopolis	(412) 474-8526
NMCRC Ebensburg	Ebensburg	(814) 472-5083
NMCRC Erie	Erie	(814) 866-3073
464th Chemical Brigade	Johnstown	(814) 288-1209
PSD Mechanicsburg	Mechanicsburg	(717) 790-3778
193rd MSF/DPM Middletown	Middletown	(717) 948-2283

358th Civil Affairs Brigade	Norristown	(610) 239-1823
CE Kelly Support Center	Oakdale	(412) 693-2475
DPSC Philadelphia	Philadelphia	(215) 737-2390
Naval Inventory Control Point	Philadelphia	
NMCRC Reading	Reading	(610) 378-0164
Tobyhanna Army Depot	Tobyhanna	(717) 895-7494
NRC Williamsport	Williamsport	(717) 323-7991
111th MSS/DPM Willow Grove	Willow Grove	(215) 443-1402
MAG-49, 4th MAW	Willow Grove	(215) 443-6717
913rd MSSQ/MSMAC Willow Grove	Willow Grove	(215) 443-1086
1215th GSU	Willow Grove	(215) 443-1617
Willow Grove NAS	Willow Grove	(215) 443-6863

PUERTO RICO

USCG Air Station Aquadilla	Aguadilla	(787) 890-8402
156th MSS/DPM	Carolina	(787) 253-7538
PSD Roosevelt Roads	Ceiba	(787) 865-3532
Fort Buchanan	Fort Buchanan	(787) 273-3511
65th ARCOM Puerto Rico	Fort Buchanan	(787) 277-2157
Adjutant General Puerto Rico	Puerta De Tierra Old San Juan	(787) 289-1525
Camp Santiago Salinas PR	San Juan	(787) 289-1525

RHODE ISLAND

Adjutant General Rhode Island	Cranston	(401) 457-4165
PSD Newport	Newport	(401) 841-3021
143rd MSS/DPM	North Kingstown	(401) 886-1280
NMCRRC Providence	Providence	(401) 941-9262

SOUTH CAROLINA

PSD Beaufort	Beaufort	(803) 525-5359
MCAS Beaufort	Beaufort	(803) 522-7941
USCG Group Charleston	Charleston	(803) 724-7620
315th MSS/DPM Charleston AFB	Charleston AFB	(803) 566-2055
Charleston AFB	Charleston AFB	
Adjutant General South Carolina	Columbia	(803) 806-4369
NRC Columbia	Columbia	(803) 799-3412 ext 3022
169th MSS/DPMPs Eastover	Eastover	(803) 695-6205
Fort Jackson	Fort Jackson	(803) 751-6022
360th Civil Affairs Brigade	Ft Jackson	(803) 751-1349
Naval Weapons Station Charleston	Goose Creek	(803) 764-7771 ext 118
415th Chemical Brigade	Greenville	(864) 299-4803
NMCRC Greenville	Greenville	(864) 277-9775

MCRD Parris Island	Parris Island	(803) 525-3396
Shaw AFB	Sumter	(803) 668-2765

SOUTH DAKOTA

Ellsworth Air Force Base	Ellsworth AFB	(605) 385-2426 or 2336
Adjutant General South Dakota	Rapid City	(605) 399-6666
114th MSS/DPM Sioux Falls	Sioux Falls	(605) 333-5845
NRC Sioux Falls	Sioux Falls	(605) 336-2402
National Guard Watertown	Watertown	(605) 882-9323

TENNESSEE

Arnold Air Force Base	Arnold AFB	(615) 454-6121
NMCRC Chattanooga	Chattanooga	(423) 698-8955
MCR Johnson City	Johnson City	(423) 926-8241
NMCRC Knoxville	Knoxville	(423) 971-4709
National Guard Armory Knoxville	Knoxville	(423) 594-3105
134th MSS/DPM Knoxville	McGhee-Tyson ANGB	
164th MSS/DPM Memphis	Memphis	(901) 541-7220
PSD NSA Memphis	Millington	(901) 874-7355
PSD NAS Memphis	Millington	(901) 874-7355
Adjutant General Tennessee	Nashville	(615) 313-0840
NRC Nashville	Nashville	(615) 228-6893
2135 USAR Garrison Support	Nashville	(615) 391-2331/2334
118th MSS/DPM Nashville	Nashville	(615) 399-5567
332nd Medical Brigade	Nashville	(615) 353-2500 ext 1115

TEXAS

Dyess AFB	Abilene	(915) 696-5722
NMCRC Amarillo	Amarillo	(806) 372-5589
Adjutant General Texas	Austin	(512) 706-6841
NMCRC Austin	Austin	(512) 467-2317
Brooks AFB	Brooks AFB	(210) 536-1845
420th Eng Brigade	Bryan	(409) 822-9063 ext 315
301st MSSQ/DPMA Carswell AFB	Carswell AFB	(817) 782-5680
USCG Corpus Christi	Corpus Christi	(512) 939-6242
PSD Corpus Christi	Corpus Christi	(512) 939-3848
136th MSS/DPM Dallas	Dallas	(972) 269-3238
NMCRRC El Paso	El Paso	(915) 565-3993/4/5
Fort Bliss	Fort Bliss	(915) 568-6210
Fort Hood	Fort Hood	(817) 287-5670
Fort Sam Houston	Fort Sam Houston	(210) 221-0834
MAG-41 Fort Worth	Fort Worth	(817) 782-7490
USCG Houston	Galina Park	(713) 671-5124

USCG Group Galveston	Galveston	(409) 766-5604
Goodfellow AFB	Goodfellow AFB	(915) 654-3302
NRC Harlingen	Harlingen	(210) 425-0404
75th Division	Houston	(713) 799-7589
147th MSS/DPM Houston	Houston	(281) 929-2272
CSD Houston	Houston	(713) 795-0920
NAS JRB Carswell	Houston	(713) 795-5147
PSD Ingleside	Ingleside	(512) 776-5854
433rd MSS/DPMPs Kelly AFB	Kelly AFB	(210) 977-6658
Kelly AFB	Kelly AFB	(210) 925-1845
Lackland AFB	Lackland AFB	(210) 671-4141 or 2600
Lackland AFB (MPF), Customer Service	Lackland AFB	(210) 671-4177
Laughlin AFB	Laughlin AFB	(210) 298-5828
NRC Lubbock	Lubbock	(806) 765-6657
NRC Orange	Orange	(409) 883-5003
Randolph AFB	Randolph AFB	(210) 652-2276
PSD San Antonio	San Antonio	(210) 671-1860
90th ARCOM San Antonio	San Antonio	(210) 221-5795
149th MSS/DPM Kelly AFB	San Antonio	(210) 977-5534
807th Medical Brigade	Seagonville	(214) 287-2736
Sheppard AFB	Sheppard AFB	(817) 676-4633
NRC Tyler	Tyler	
NMCRC Waco	Waco	(817) 776-1841

U. S. VIRGIN ISLANDS

Adjutant General Virgin Islands	Kings St Croix	(809) 712-7758
Leonard B. Francis Armory	St. Thomas	(809) 777-7207

UTAH

Adjutant General Utah	Draper	(801) 576-3073
97th Troop Command	Draper	(801) 576-3651
Dugway Proving Grounds	Dugway	(801) 831-3870
Hill AFB	Hill AFB	(801) 777-3641
419th MSS/DPMPs Hill AFB	Hill AFB	(801) 777-0024
151st MSS/DPM Salt Lake City	Salt Lake City	(801) 595-2331
96th RSC Fort Douglas	Salt Lake City	(800) 348-0039
NMCRRC Salt Lake City	Salt Lake City	(801) 584-4201 ext 31
Tooele Army Depot	Tooele	

VERMONT

Adjutant General Vermont	Colchester	(802) 654-0162
158 MPS	South Burlington	(802) 660-5227
NRC White River Junction	White River	(802) 295-0050

VIRGINIA

HQMC Henderson Hall	Arlington	(703) 614-2013
BUPERS Navy Annex	Arlington	(703) 693-0586
USMC Retired Activities	Arlington	(703) 614-1031
PSD Crystal City	Arlington	(703) 607-0043
Fort Pickett	Blackstone	(757) 292-2327
Fort A.P. HILL	Bowling Green	(804) 633-8234
SJA School Charlottesville	Charlottesville	(757) 972-6326
PSD Northwest	Chesapeake	(757) 421-8212
USCG Chincoteague	Chincoteague	(757) 336-2851
PSD Weapons Station Dahlgren	Dahlgren	(540) 653-8689
310th TAACOM Alexandria	Fort Belvoir	(703) 806-5303
Fort Belvoir	Fort Belvoir	(703) 805-3341
Fort Eustis	Fort Eustis	(757) 878-0942/0948
Fort Lee	Fort Lee	(804) 734-6970
Fort Monroe	Fort Monroe	(804) 727-2960
Fort Myer	Fort Myer	(703) 696-3030
Fort Story	Fort Story	(757) 422-7033
Langley AFB	Langley AFB	(804) 564-2270
COC 4 CBTENGRBN 4 MARDIV	Lynchburg	(757) 237-2206
PSD Submarine Norfolk	Norfolk	(757) 445-6789
PSD Naval Station Norfolk	Norfolk	(757) 444-7273
PSD LANTFLEET Norfolk	Norfolk	
Naval Amphibious Base Little Creek	Norfolk	(757) 464-8065
NMCRRC Little Creek	Norfolk	(757) 363-4530
PSD Naval Station Norfolk	Norfolk	(757) 444-7273
PSD NAS Norfolk	Norfolk	(757) 445-4262
Pentagon - Air Force	Pentagon	(703) 697-4110
Pentagon - Navy	Pentagon	(703) 695-2219
USCG ISC Portsmouth	Portsmouth	(757) 483-4003
PSD Portsmouth VA	Portsmouth	(757) 398-5634
MCCDC Quantico	Quantico	(703) 784-2750
NMCRRC Richmond	Richmond	(804) 271-6096
80th Division (IT)	Richmond	(804) 271-5804
Adjutant General Virginia	Richmond	(804) 775-9128
NMCRRC Roanoke	Roanoke	(540) 563-9723
Army Rosslyn	Rosslyn	(703) 695-8553
192nd MSS/DPM	Sandston	(804) 236-6310
Naval Special Warfare Group	Virginia Beach	(804) 433-7951
PSD Damneck	Virginia Beach	(757) 433-7951
PSD Oceana	Virginia Beach	(757) 433-2186
PSD Yorktown	Williamsburg	(757) 887-4534
USCG Yorktown	Yorktown	(757) 877-8307

WASHINGTON

PSD Bremerton	Bremerton	(360) 476-7621 x248
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PSD Everett	Everett	(425) 304-4202
141st MSS/DPM Fairchild AFB	Fairchild AFB	(509) 247-7056
Fort Lewis	Fort Lewis	(206) 967-5065
McChord AFB	McChord AFB	(206) 984-2544 or 2545
446th MSS/DPMPs McChord AFB	McChord AFB	(206) 984-3472
PSD Whidbey Island	Oak Harbor	(360) 257-2354
USCG Group Port Angeles	Port Angeles	(360) 457-2242
70th Reg Support Command	Seattle	(206) 281-3299
USCG 13th District Seattle	Seattle	(206) 217-6510
Pacific Marine Center Seattle	Seattle	(206) 553-1784
PSD Bangor	Silverdale	(360) 396-5731
NMCRC Spokane	Spokane	(509) 327-3346
Fairchild AFB	Spokane	(509) 247-2261
NMCRC Tacoma	Tacoma	(206) 383-3577
Adjutant General Washington	Tacoma	(206) 512-8080
Camp Murray Air National Guard	Tacoma	(206) 512-8080
Vancouver Barracks	Vancouver	
104th RES Vancouver	Vancouver	(360) 696-2575
Yakima Firing Center	Yakima	(509) 577-3207
MCR Yakima	Yakima	(509) 575-6935
Nat. Guard Armory Yakima Training Center	Yakima	(509) 577-3207

WEST VIRGINIA

>NRC Charleston	Charleston	(304) 776-2307
130th MSS/DPM Charleston	Charleston	(304) 341-6160
Adjutant General West Virginia	Charleston	(304) 341-6434
Marion County Armory	Fairmont	(304) 363-1010
NRC Huntington	Huntington	(304) 523-7471
167th MSS/DPM	Martinsburg	(304) 262-5295
NMCRC Moundsville	Moundsville	(304) 843-1553
PSD Sugar Grove	Sugar Grove	(304) 249-6386

WISCONSIN

Volk Field CRTS	Camp Douglas	(608) 427-1245
Fort McCoy	Fort McCoy	(608) 388-4563
NMCRC Green Bay	Green Bay	(414) 336-2444
NRC La Crosse	La Crosse	(608) 788-2565
Adjutant General Wisconsin	Madison	(608) 242-3420
115th MSF/DPMPs Madison	Madison	(608) 245-4468
NMCRC Madison	Madison	(608) 249-0129
USCG Marinette	Marinette	(715) 735-4109
84th Division MIlwaukee	Milwaukee	(414) 438-6149
440th MSS/DPMPs	Milwaukee	(414) 482-5327
NMCRC Milwaukee	Milwaukee	(414) 744-9448
128th MSF/DPMPs ARG Milwaukee	Milwaukee	(414) 747-4135
National Guard Armory Wausau	Wausau	(715) 845-1014

WYOMING

153rd MSF/DPM Cheyenne	Cheyenne	(307) 772-6321
NRC Cheyenne	Cheyenne	(307) 772-2221
Wyoming Army National Guard HQ	Cheyenne	(307) 772-5220
F E Warren AFB	FE Warren AFB	(307) 775-1845
Headquartes - 2/300th Field Artillery	Sheridan	(307) 672-6442

RE-CODE CHANGES/EXPLANATIONS

Requests for change of reenlistment code which are received in letter form should be forwarded, along with record, to:

Air Force: [\[00063\]](#)
Air Force Review Boards Agency
SAF/MRBR
550 C Street West, Suite 40
Randolph AFB, TX 78150-4742

Army: [\[00159\]](#)
U.S. ARMY HUMAN RESOURCES COMMAND
ENLISTED PROCEDURES & SOLDIER ACTION BRANCH
ATTN: AHRC-EPO-P
1600 SPEARHEAD DIVISION AVENUE DEPT 332
FORT KNOX, KY 40122-5303

**Marine
Corps:** [\[00581\]](#)
Commandant of the Marine Corps
HQ, U.S. Marine Corps (MMSB)
2008 Elliot Road, Suite 114
Quantico, VA 22134-5030

Coast Guard: [\[00595\]](#)
Commander
Military Personnel Command
ATTN: GPIM-2
2100 2nd Street, SW
Washington, D.C. 20593-0001

Navy: Send requester a DD Form 149 and instruct him/her to send application to
[\[00163\]](#)

Department of the Navy
Board for Correction of Naval Records
701 South Courthouse Road, Suite 1001
Arlington, VA 22204-2490

(If the request is on a DD Form 149, send it to BCNR. **DO NOT** forward record)

Requests for a narrative explanation of the reenlistment code:

Air Force: Refer request, with record [[00521](#)]

Air Force Personnel Center
HQ AFPC/DPSIRP
550 C Street W
JBSA-Randolph AFB, TX 78150

Army, Navy, Marine Corps, Coast Guard: Available information is currently being developed in a "JOB AIDS" file. An announcement will be posted when that information is available to CRG users. Until that time, see your supervisor/coach/lead technician for assistance.

RECONSTRUCTING LOST/MISSING MILITARY HEALTH RECORDS (Non-Fire Related)

If a record that has been retired to NPRC cannot be located after numerous searches (both verification and misplaced), or if it was removed from the files to answer an inquiry and has not been returned to its proper file location within a reasonable time, the record is probably lost. The following sections will assist you in responding to inquiries when the records are lost or missing (never retired to NPRC).

LOST HEALTH RECORDS

- A. **Marine Corps.** If the lost record is a Marine Corps fiche record, obtain the **master fiche** from CPR through the Marine Corps Liaison Office and duplicate. (Do **not** request a Navy, Army, or Air Force master fiche for this purpose as it does not include a health record.)
- B. **All other cases.** In all other cases (Army, Air Force, Navy, and Marine Corps), run a **BIRLS**. If positive, refer the requester to the Department of Veterans Affairs Regional Office (VARO) or the Department of Veterans Affairs Records Management Center (RMC), as appropriate. Create a temporary folder and file search reports and record of all actions in folder.
- C. **Negative BIRLS.** If there are no health records at the VA, you may be able to identify a clinical record using the PIRS. The dates for each service branch shown below include records created since that date.

NAVY: 1965

MARINE CORPS: 1965

ARMY: 1970

AIR FORCE: 1971

If we have clinical records obtain them from OR and send them to veteran. Explain to the veteran that we are unable to locate the requested health record. Also advise him/her that the file location will be flagged and the health record will be sent when located. Prepare NA Form 13131, create a temporary folder, and file search reports and record of all actions in folder.

- D. **If there are no health records at VA** and you cannot identify a clinical record in PIRS, or if the veteran served prior to the dates shown above, advise veteran that we are unable to locate health record at this time. Send the veteran an NA Form 13042, and we will conduct a further search for clinical records. Create a temporary folder.
- E. **PERMS.** For **ARMY** records only: Certain military documents were permanently saved in PERMS by the Army Reserve Personnel Command, from the mid 1980's through October 15, 1992. You should see the team coach for assistance in requesting a PIRMS search for the missing medical records.
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MISSING HEALTH RECORDS

A. **Navy pre-registry medical records or Registry NM records** - Search the 5th floor Navy medical record block. Run new **FARs**, alpha and numeric (social security number and service number). If there is no record in the 5th floor medical record block and no record in registry, advise requester that NPRC is unable to locate the military health record for the veteran. Advise him/her further that there is a **possibility** that the health record is on file with the VA. Suggest the veteran contact the VA. Also, send the veteran an NA Form 13042, Request for Information Needed to Locate Medical Records, and advise him/her to complete and return the form to NPRC if the VA does not have the health record.

B. **Navy PM or PMM Records** - Run new FARs, both alpha and numeric. If there are any additional Navy records, request the records. Usually, if Navy HQ cannot locate the health record when the member is separating and service records are being closed out, they may initially retire only the service record to NPRC and file in the record a pink sheet noting the absence of the health record. If the record contains no pink sheet or mention of the absence of a health record, have a verification searcher recheck the file location. Occasionally a searcher will pull the personnel jacket and leave the health jacket in the files or vice versa.

If there are no additional records, look at the service record for a possible explanation. Look particularly at the **NAVPERS 601 (13)**. You may find a notation indicating the health record was checked out to the service member. Or, if the member was discharged for a physical disability you may find either a **VA Form 3101** completed by Navy HQ or a service record book notation stating the health record was sent directly to the Department of Veterans Affairs upon separation. Also review **NAVPERS 1070/615 (Inactive)**, Record of Discharge from the U.S. Navy Reserve, which may show that the health record was sent to the VA.

If the service record offers no explanation about the location of the health record, send the requester an NA Form 13042, Request for Information Needed to Locate Medical Records, and advise him/her to complete and return the form to NPRC.

C. **Navy NVP Records** - These records should not contain health records. These health records should have been retired to the RM) located in St. Louis. The requester or request should be referred to that Center. If the requester asks that we check for health records because the needed records are not at the RMC, run new FARs, both alpha and numeric. If there are additional Navy records, service or medical, request the record(s). If there are no additional records at NPRC and the veteran was discharged before 1/31/94, refer request to [\[00587\]](#): **Bureau of Medicine and Surgery, Health Care Operations (MED-03), 2300 E. Street NW, Washington, DC 20372-5300**. If there are no additional records at NPRC and the veteran was discharged on or after 1/31/94, advise requester to contact the RMC.

D. **Marine Corps AM or AMM Records** - Run new FARs, alpha and numeric. Request any additional service or medical records. If no medical records are available, review the service records for any notations about the location of the health record. The health records may have been given to the service member or, if the veteran was discharged for medical reasons, the health record may have been sent directly to the VA in anticipation of a claim being filed. Look for any VA Forms 3101 on file. If the neither of these options are a matter of record, loan and transfer record and the request to the Marine Corps HQ in Quantico, VA. Notify the requester of the action.

E. **Marine Corps AMF Records** - Run new FARs, alpha and numeric. Request any additional records and review for medical records. If no additional records are available, ask the liaison office to obtain the Marine Corps master fiche from CPR. If the master fiche does not include a

health record, loan and transfer the record and the request to the Marine Corps HQ. Notify the requester of the action.

- F. **Coast Guard Records** - Review the service record for any explanation about the location of the health record. If no mention of the health record's disposition is found, loan and transfer record with the request to the Coast Guard HQ. Notify the requester of the action.
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RECORDS RECONSTRUCTION

- [GENERAL INFORMATION](#)
 - [SERVICE DATA RECONSTRUCTION](#)
 - [FIRE-RELATED MEDICAL RECORDS](#)
-

GENERAL INFORMATION

17,516,376 military records were destroyed or damaged in a major fire which occurred at this Center on July 12, 1973. The fire affected the military records of Army personnel who served from 1912 to 1959, and Air Force personnel with surnames Hubbard through "Z", who served from 1947 to 1963. This section will provide reference information to assist you in reconstructing data that was lost in the fire; however, because of the complexities involved in the reconstruction process, this section cannot possibly address all of the many situations which will occur as you attempt this process. It can be a very difficult and time-consuming challenge to reconstruct the needed information, as can be attested by the large number of memos that provide guidance and detailed procedures in this process. Those memos are listed below:

[1865.3 Source Document Guide](#)

[1865.32 Verification, Misplaced, & "Can't Find" Records Searches](#)

[1865.104 General Background/Reference Information](#)

[1865.106 Routine Auxiliary Records Searches](#)

[1865.107 Miscellaneous Correspondence Procedures Unique to Reconstruction](#)

[1865.111 Internal Sources of Information Used in Reconstruction](#)

[1865.112 External Sources of Information Used in Reconstruction](#)

[1865.113 Organizational Records Search Procedures Used in Reconstruction](#)

Before you attempt any reconstruction, you must first determine if the information/document was a part of the military record that was retired to this Center. The [Source Document Guide, 1865.3](#), will help you make this decision. If the answer is NO, inform the requester that the information would not have been a "matter of record in the military OMPF", and if another source exists, refer requester to the appropriate office or agency. If the answer is YES, the requested information would have been a matter of record, you should proceed with reconstruction only if alternate records sources exist that would provide the requested data.

NOTE: See the "[Records Reconstruction Search Actions](#)" form, which you should copy and use while working a reconstruction case. Your completed form will help you to cover many of the actions you must take during reconstruction. ATTACH the completed form to your completed case; this will be a good reference source for future cases that may require additional research and reconstruction.

Review online registry using all available identifiers that have been furnished:

a) service number

b) social security number

c) alpha probe (unless name is very common & additional info is lacking)

If you have a “B” or “R” entry shown online:

a) Obtain the record and furnish requested information, if available.

b) If the requested information is not in file, consider what reconstruction steps should be conducted. See more specific details shown in the below sections, “**SERVICE DATA RECONSTRUCTION**”, and “**MEDICAL RECORDS RECONSTRUCTION.**”

Be sure that a record isn’t here under another identifier!

The individual **may** have performed service subsequent to the fire dates (which he/she neglected to mention) that would indicate the record was actually located in an area that was not affected by the fire.

If you find evidence that the veteran subsequently served in another branch of service, obtain that record and look for:

a) The enlistment contract - often shows verification of prior military service.

b) Statement of Service or a separation document for prior service

When the online registry does not show any entries for the veteran, a careful analysis of the inquiry is required to identify possible “clues.” (See [NPRC 1865.32](#) & [NPRC 1865.104](#))

a) Signature - is the name SIGNED the same as stated in the request

b) Service number - state of residence at the time of entry is clue to service numbers assigned to that state

c) SSN - will indicate the state of residence at the time of first employment, and is often the same state where entered military service

d) Date of birth - helps to determine possible time period of service

e) Place of birth - Possible clue to residence, which helps identify his service number

SERVICE DATA RECONSTRUCTION

INTERNAL ALTERNATE RECORDS SOURCES (see [NPRC 1865.111](#) for more info, the "*Guide to Reconstruction Sources*" graph, and [Monograph](#)).

a) Obtain ALL auxiliary records listed on the FAR, as this information will be, in many cases, sufficient to verify service and issue NA Form 13038, Certification of Military Service (See [NPRC 1865.104](#), [NPRC 1865.106](#) & [NPRC 1865.107](#))

b) Conduct a VA Master Index search, which can be used to verify date of entry and date of birth (If VA claim number is shown, it can be used to obtain separation document or service data from the VA; see External sources, shown below)

c) Service Number Index Tapes (1940-1946) will show date of entry ([Electronic ASNF](#))

- d) Recon Library, if initial inquiry furnishes relevant data, the following may be useful:
- Army Registers (contain statements of service for some officers)
 - State Rosters (contain statements of service, but not all states available)
 - American Battle Monuments Commission files (alpha lists of KIA for WWII and Korea, who were buried overseas, or bodies not recovered and listed on overseas memorials)

EXTERNAL SOURCES (see [NPRC 1865.112](#) and the "*Guide to Reconstruction Sources*" graph

- a. BIRLS: If "positive" for the veteran, be sure the claim number is **not** the SSN; claims files established using the SSN do not usually contain service data that was verified prior to the occurrence of the fire. If the claim number is 8 digits or less, contact the VARO/RMC which maintains the file, to obtain copies of the separation document or previously verified VA 3101.
- b. JAG: consider a search of court martial numbers if FAR shows QME, but no QMD the FAR will show a JAG hit for the CM number if the individual's last name begins with the initials A to D, and possibly E; not all E's were entered, and no data was entered for any of the initials F to Z). If you locate a CM number, procure for the court martial as shown below, under FRC
- c. FRC: E-mail request to JAG for court martial case file number
- 1) Air Force - (you must specify 1917-1949 or 1950-1959 for a search); when you receive the CM case file number, procure to WNRC for copies of the CM records
 - 2) Army - same as above
- d. CPR for X-ray search: entrance and separation exams are available in many cases, from 1940 to the present.
- If CPR can provide the dates and locations of the x-rays, submit NA 13105 to ORU
 - Positive response from ORU: prepare NA Form 13038
 - Partial or negative response from ORU: contact requester for additional info to conduct a further search (obtain data requested on NA Form 13075)
- e. Library of Virginia: fax request for separation document, under the following conditions:
- Veteran was born in the state of Virginia or indicated that he intended to seek employment in Virginia after separation
 - Separated between 1942 and 1950 (majority are 1944-1946)
 - All branches of service
 - Veteran was not killed in action or did not die while in service

If all of the above conditions are met, fax the form 'Library of Virginia Separation Document Request' to the Library of Virginia. The form is available through 'Get Form', under 'Miscellaneous and Unnumbered Forms'. The Library will search its collection for any documents for the veteran in question. If no documents are located, the form will be faxed back with the block titled "Unable to locate any documents for this veteran" checked. If documents are found, they will be faxed back with the request form IF they are legible enough for faxing. If they are poor copies, the documents will be photocopied and mailed to the technician, but the request form will be faxed to the technician advising him that the documents were mailed.

WHEN MORE INFORMATION IS REQUIRED TO CONTINUE A SEARCH

If the above steps have not provided the information required, you should contact the requester by telephone, or send NA Form 13075, Questionnaire About Military Service, to obtain additional data.

NOTE: If the veteran is deceased or the request is from a third party, you must consider proceeding with the search to other external sources, using the available data. One of those sources is the FBI. If you have a name and date of birth (and SSN if available) the FBI can search their files for the individual's service number and date of entry in the military service.

UPON RECEIPT OF A COMPLETED NA FORM 13075

Consider an additional search of the sources listed above, if the completed NA Form 13075 contains new information.

INTERNAL SOURCES (see [NPRC 1865.111](#), [NPRC1865.113](#), *“Guide to Reconstruction Sources”* graph and [Monograph](#)).

First, you must review all available information, to include the following:

- a) All current and prior correspondence/documents received from requester/veteran.
- b) All available auxiliary records
- c) All available service records

Do these sources contain information required for an ORU search?

- a) Approximate date of the allegation (preferably within a 3 month period)
- b) Complete unit of assignment at time of the allegation (e.g. company, battalion, regiment)
- c) Location of the action you seek to verify (military installation, city, state, country)

If so, send for a search of organizational records for verification/location of an action/date.

REMEMBER, all available service data is helpful and should be provided to the ORU technician with your request for a search. (See [NPRC 1865.113](#) and *“Guide to Reconstruction Sources”* graph)

EXTERNAL SOURCES (See [NPRC1865.112](#))

- 1) CIVILIAN OPF at CPR: military service data shown on application for federal employment, if employed subsequent to military service
- 2) FBI: Requires name, date and place of birth, and SSN if available
 - a) Armed Forces fingerprint card file contains SN/date of entry
 - b) Criminal record remarks - dates of arrests/incarcerations can be useful for purposes of analysis
- 3) SELECTIVE SERVICE registration and classification records
 - a) Shows changes of classification - individual may not have performed service
 - b) May show dates of active duty
 - c) Classifications can be a clue to character of service
- 4) STATE OFFICES
 - a) National Guard service records may provide relevant information
 - b) State Bonus records - separation document was often required to issue bonus

c) State Archives - may contain copy of separation document/service verification

If you have followed all of the above steps and still cannot verify the requested data, explain to the requester that no further searches are possible without new information.

FIRE-RELATED MEDICAL RECORDS

Army and Air Force inpatient (clinical) and outpatient records were filed in the military records that were lost in the fire. It is important to remember, however, that the Army and Air Force subsequently discontinued the practice of filing clinicals within the individual's outpatient record. The ORU is responsible for searching clinicals that were retired as organizational records. Since clinical record libraries were authorized to maintain some records for as long as 10 years, clinical records exist for some Army treatment facilities as early as 1957, and some Air Force clinicals exist for hospitalization as early as 1951. If the clinical record was retired separately, as an organizational record, **it was not lost in the fire**. If an inquiry is received concerning fire-related records and there is evidence of hospitalization, remember to send a request to ORU for a search of clinicals. See [NPRC 1865.113](#), [Figure 2-7.2](#), on pages 26, 27, and 28, for a list of the specific hospitals and dates that fall into this category.

Prior to the fire, thousands of medical records were loaned to the Department of Veterans Affairs (VA). A search of BIRLS should always be conducted when a request is received for medical records. If the requester indicates the records are needed for a VA claim, the VA claim number should be provided with a suggestion that the medical records may have been loaned to the VA prior to the fire, and an inquiry should be directed to that agency (see [NPRC 1865.103](#)). Do NOT follow this procedure, however, if the BIRLS shows the SSN as a claim number. SSNs were not used as claim numbers until the late 1970s; therefore, the medical records would not have been sent to the VA before the fire in 1973. If the requester indicates the medical records are needed for his/her personal physician, you should contact the VA office shown on the BIRLS; if the service medical records are in file, request copies of those records to be sent to this Center.

No duplicate medical records exist, and if the record was destroyed in the fire, we cannot reconstruct medical records. There are some alternate records sources available which will provide some data, but that information is extremely limited. The information shown below will assist you in gathering data from alternate records sources when the medical record was lost in the fire.

OBTAIN ALL AVAILABLE EVIDENCE

1) Review FAR and obtain all medical data that is shown:

- a) QTH (SGO: Army Surgeon General's Office Hospital Admission Listings)
- b) QTK (Korean Casualty File)
- c) QMC (Army Hospital Clinical Record Cover Sheets)

2) Review the information you have received. Does this data contain the information the requester is seeking? If it does, provide the information to the requester along with the fire paragraph.

3) If you cannot identify any of the above sources for the veteran:

- a) Provide fire paragraph to the requester and send NA Form 13055
- b) EXPLAIN what we can reconstruct:

- 1) Morning reports (M/R) show changes in status such as hospitalization
- 2) If hospitalized, the M/R's of the Detachment of Patients (DOP) of the treatment facility MAY show a diagnosis. You need to search the dates (beginning and end) of the hospitalization as the initial diagnosis and final diagnosis may change.
- 3) Sick Reports (S/R) will show entries such as: sick, returned to duty; sick, to quarters; or hospitalized. S/R's do NOT show a diagnosis.
- 4) Excused From Duty (EFD) reports were used by the Air Force only, and were used sporadically. These reports are attached to the unit's daily M/R, if available, and will show the same data found in S/R's. They do NOT show a diagnosis.

c) EXPLAIN what information we need to conduct a search:

- 1) Date(s) of allegation (month/year or season/year) within a 3 month period
- 2) COMPLETE unit of assignment (company, regiment, battalion, etc., or squadron, group, wing, etc.)
- 3) Location (military installation, base, name/number of treatment facility, city, state, country, etc.)
- 4) Was the veteran hospitalized or treated as an outpatient?

****NOTE** IF THE VETERAN IS DECEASED**, it may not be useful to send the NA Form 13055. The requester may not be aware of any specific medical treatment. This must be determined on a case-by-case basis. It may be more useful to contact the requester by telephone and briefly explain what is required for reconstruction.

UPON RECEIPT OF A COMPLETED NA FORM 13055

- 1) Read the information provided and prepare a request for ORU search; if you cannot determine if the information is sufficient, consult an ORU technician.
 - 2) All available service data and auxiliary records may be helpful and should always be provided to the ORU technician when you request a search of morning/sick reports.
 - 3) Remember, the separation document can be a valuable source of information, such as dates of overseas service and final unit of assignment, in addition to exact dates of active duty.
 - 4) If x-rays are requested: only entrance and separation chest x-rays are available at CPR (early 1940s to current); interim x-rays are retained at the facility of creation and are eligible for destruction after a period of 5 years; they are NOT retired as permanent records, and there are no alternate sources available whereby we can reconstruct x-ray data.
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Reconstruction Branch Library Organized by Keyword

KeyWords	Title	Description	Section	Shelf
107th Inf.	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
1917-1946	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		OR	0
1919 Station List	American Expeditionary Forces, Station List & Alphebetical List of Towns, Jan, Mar & May 1919		TT	0
1951	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
1977 Library Holdings	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		A	1
1992 Library Holdings	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		A	1
A.E.F.	American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	TT	0
A.E.F.	American Expeditionary Forces, Station List & Alphebetical List of Towns, Jan, Mar & May 1919		TT	0
A.E.F. Members	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2
A.E.F. Missing In Action	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2

KeyWords	Title	Description	Section	Shelf
ABCMR	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
Adjutant General Report	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
Administrative Publications	Index of Administrative Publications, PAM 310-1, (3 Books-Jul 55, Jan 60 & Jul 60)		A	1
Air Corps	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Air Corps	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
Air Corps	The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
Air Force	Army and Air Force Register, 1948 (books 31-32)		B	3
Air Force	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Air Force	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		C	2
Air Force	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Air Force	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Air Force	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Air Force	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Air Force	Prisoner of War Listing-Korea, AF Only		E	2

KeyWords	Title	Description	Section	Shelf
Air Force	U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		E	2
Amer Deaths In Brit. Isles	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
Amer Soldiers In Brit. Isles	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
American Battle Monuments Commision	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
APO Numbers	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		TT	0
Army	Army Register, 1916-1930 (books 1 thru 13)		B	1
Army	Army Register, 1931-1943 (books 14 thru 26)		B	2
Army	Army Register, 1944-1950 (books 27 thru 34)		B	3
Army	Army Register, 1951-1957 (books 35 thru 44)		B	4
Army	Army Register, 1958-1959 (books 45-47)		B	5
Army	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Army	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Army	Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		F	1

KeyWords	Title	Description	Section	Shelf
Army	The Army Air Forces in WWII- Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
Army	The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
Army Air Corps	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		OR	0
Army Air Corps	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
Army AirCorps	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		TT	0
Army Officers	Army List & Directory 1915- 1922 (15 books)		A	4
Army Officers	Army List & Directory 1922- 1930 (23 books)		A	5
Army Officers	Army List & Directory 1931- 1943 (30 books)		A	6
Army Officers	Army List & Directory 1938- 1943 (10 books)		A	6
Articles of War	The Articles of War approved Jun 4, 1920		F	6
Awards	Assorted Articles and Information Pertaining to Military Awards		E	1
Awards	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Awards	Decorations, U.S. Army 1862- 1926		E	1
Awards	Decorations, U.S. Army- Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Awards	Medal of Honor Recipients, 1863-1973		E	1
Awards	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Awards	Military Awards, AR 672-5-1, revision dated Aug 1974		E	1

KeyWords	Title	Description	Section	Shelf
Awards	War Department Circulars & Bulletins (concerning awards) 1942-1946		E	1
Badges	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Battle Locations, Maryland	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3
Battle Participation	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	D	1
Battle Participation	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	D	1
Battle Participation	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		D	1
Battle Participation	The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
Battle Participation	WWI Battle Credits & Misc. Orders		D	1
Battle-Participation	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		D	1
Battles	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Biographies	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Bonus Claim Files	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
Bulletins	Bulletins No. 16, War Department, Jun 1916		C	3

KeyWords	Title	Description	Section	Shelf
Bulletins	Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		C	6
Bulletins	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Bulletins	Compilations of General Orders, Circulars & Bulletins of the War Department & 1916 Supplement 1881-1915 (2 books)		C	3
Bulletins	Department of the Army & Air Force Bulletins 1948-1949		C	3
Bulletins	Department of the Army & Air Force Bulletins 1950-1951		C	3
Bulletins	Department of the Army Bulletins, 1952-1961 (2 books)		C	3
Bulletins	Extracts From General Orders & Bulletins, War Department, 1917		C	4
Bulletins	Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		C	4
Bulletins	General Orders & Bulletins, War Department, 1919-1937 (20 books)		C	5
Bulletins	General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		C	4
Bulletins	General Orders & Bulletins, War Department, 1912-1915 (4 books)		C	3
Bulletins	General Orders & Bulletins, War Department, 1916-1918 (6 books)		C	4
Bulletins	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Bulletins	War Department & Department of the Army Bulletins 1946-1947		C	3
Bulletins	War Department Bulletins, 1941-1945		C	3

KeyWords	Title	Description	Section	Shelf
Bulletins	War Department Circulars & Bulletins (concerning awards) 1942-1946		E	1
Buried at Sea	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
Buried Overseas	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
Campaign Designation	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Campaigns	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Captives	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
Card File	Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		TT	0
Casualty List	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
Chaplains	A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		OR	0
Chronology	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	D	5

KeyWords	Title	Description	Section	Shelf
Circulars	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Circulars	Compilation of General Orders, Circulars & Bulletins Of The War Department & 1916 Supplement 1881-1915 (2 Books)		C	3
Circulars	Compilation of War Department General Orders, Bulletins & Circulars Jan 1943		C	6
Circulars	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Circulars	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		C	2
Circulars	Department of The Army Circulars 1947		C	2
Circulars	Department of The Army Circulars 1953-1954		C	2
Circulars	Department of The Army Circulars, No. 1-1 Thru 940-4, 1955-1960 (6 Books)		C	2
Circulars	General Orders, Bulletins & Circulars, War Department, 1938-1940 (3 Books)		C	5
Circulars	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Circulars	War Department Circulars & Bulletins (concerning awards) 1942-1946		E	1
Circulars	War Department Circulars 1913		B	6
Circulars	War Department Circulars Pertaining To Demobilization, Oct 1918 Thru Mar 1919		B	6
Circulars	War Department Circulars, 1901 & 1918 (Unnumbered)		B	6
Circulars	War Department Circulars, 1918-1937 (20 Books)		B	6
Circulars	War Department Circulars, 1937-1947 (14 Books)		C	1

KeyWords	Title	Description	Section	Shelf
Circulars	War Department Circulars, 1946-1947 (3 Books)		B	6
Circulars	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		F	6
Circulars for Discharge	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Civilian Occupational Codes	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
Color Reproductions	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Combat Units	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
Computing Distances	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Connecticut	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
Correction of Records Actions	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
Court-Martial	War Department, General Court-Martial Orders 1931-1938		C	6
Court-Martials	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Court-Martials	War Department General Court-Martial Orders 1931-1938		C	6
Creation of & Usage	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		A	1

KeyWords	Title	Description	Section	Shelf
Credits for Aircraft Destroyed	U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		E	2
D.A. Regulations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		F	4
Data Sources	Records Used In Reconstruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Date and Location Info.	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Deaths	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
Deaths	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
Deaths	Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		E	2
Deaths	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	SC	0
Deaths	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Deaths	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		TT	0

KeyWords	Title	Description	Section	Shelf
Deaths	New York State, Roll of Honor (Deaths in the Service) 1917-1919		E	5
Deaths	Register of Posthumous Commisions WWI		TT	0
Deaths	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
Deaths	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0
Deaths	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		TT	0
Deaths In Service-1912 to 1917	List of Deaths In Svc. (Incomplete) Feb 1912 Thru Apr 1917 (Alphebetical List Showing Name, Organization & Date of Death)		E	2
Decorations	Assorted Articles and Information Pertaining to Military Awards		E	1
Decorations	Decorations, U.S. Army 1862-1926		E	1
Decorations	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Decorations	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Delaware	Delaware's Role in WWII, 1940-1946 (2 volumes)		E	5
Deserters	Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Deserters	Deserters List WWI (Name only-by State, County & Selective Service Board, Actually "Draft Dodgers") (books 1 thru 24)		A	2

KeyWords	Title	Description	Section	Shelf
Deserters	Deserters Lists WWI (Name only-by State, County & Selective Service-Board, Actually "Draft Dodgers") (books 25 to 38)		A	3
Dictionary	Dictionary of United States Army Terms, TM 20-205, Jan 1944		A	1
Dictionary	Webster's New International Dictionary, Second Edition Unabridged		TT	0
Director	Army List & Directory 1931-1943 (30 books)		A	6
Directory	Army List & Directory 1915-1922 (15 books)		A	4
Directory	Army List & Directory 1922-1930 (23 books)		A	5
Directory	Army List & Directory 1938-1943 (10 books)		A	6
Directory	Directory of Military Personnel & Related Records	Air Force, Army, Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC-Revised copy issued Sep 1990)	A	1
Discharge	Department ofThe Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		F	4
Discharge Info	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		A	1
Discharge Information	Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		TT	0
Discharge Upgrade Info	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
Discharge-Chart Of Reasons	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4

KeyWords	Title	Description	Section	Shelf
Discharges From Draft	Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		OR	0
Disposition	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense- Monogram No. 8. Dec 1954		A	1
Dist. Svc.	Decorations, U.S. Army- Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Dist. Svc. Cross	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Dist. Svc. Cross	Decorations, U.S. Army 1862-1926		E	1
Dist. Svc. Cross	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Dist. Svc. Medal	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Dist. Svc. Medal	Decorations, U.S. Army 1862-1926		E	1
Dist. Svc. Medal	Decorations, U.S. Army- Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Dist. Svc. Medal	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Distances	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Divisions	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		E	6

KeyWords	Title	Description	Section	Shelf
Divisions	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	D	1
Enlisted	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
Enlisted	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		F	5
Enlisted	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		F	5
Enlisted	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		F	5
Enlisted Men	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	SC	0
Enlisted Personnel	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
Feb 1919	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2
Fire-Related Records	Records Used In Reconstruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Fly. Cross	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Foreign Claims Commision	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0

KeyWords	Title	Description	Section	Shelf
General 1931-1938	War Department General Court-Martial Orders 1931-1938		C	6
General Orders	Compilation of General Orders, Circulars & Bulletins of The War Department & 1916 Supplement 1881-1915 (2 books)		C	3
General Orders	Compilation of War Department General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
General Orders	Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		C	6
General Orders	Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
General Orders	Department of The Army General Orders 1948-1960 (7 books)		C	6
General Orders	Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		C	4
General Orders	Extracts From General Orders & Bulletins, War Department 1917		C	4
General Orders	General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		C	4
General Orders	General Orders & Bulletins, War Department, 1912-1915 (4 books)		C	3
General Orders	General Orders & Bulletins, War Department, 1912-1915 (4 books)		C	3
General Orders	General Orders & Bulletins, War Department, 1916-1918 (6 books)		C	4
General Orders	General Orders & bulletins, War Department, 1919-1937 (20 books)		C	5
General Orders	General Orders-War Department, 1910-1911 (2 books)		C	3
General Orders	General Orders-War Department, 1941-1947 (7 books)		C	6

KeyWords	Title	Description	Section	Shelf
General Orders	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
General Orders	War Department, General Court-Martial Orders 1931-1938		C	6
George AFB Hospital	Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		E	1
Georgia	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0
Held By Communists	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
High Ranking Officers	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
History	American Military History 1607-1953 ROTCM 145-20 Department of The Army Reserve Officer Training Corps Manual, Jul 1956		D	1
History	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
History	Delaware's Role in WWII, 1940-1946 (2 volumes)		E	5
History	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	D	2
History	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
History	History, FT. Jackson, S.C. 1917-1967		D	1

KeyWords	Title	Description	Section	Shelf
History	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		D	1
History	Quartermaster Support of The Army: A History of The Corps 1775-1939		D	1
History	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
History	U.S. Army in the Korean War 1950-1955, Vol 1-Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		D	5
Honor Roll	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
Honor Roll	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	E	3
Honor Roll	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
Honor Roll	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		TT	0
Illinois	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		E	5
Insignia	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1

KeyWords	Title	Description	Section	Shelf
Iowa	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
Italian	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	OR	0
Key Officer Biographies	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Key To Codes	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Korea	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
Korea	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Korea	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0
Korea	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
Korea	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
Korea	Prisoner of War Listing-Korea, AF Only		E	2
Korea	U.S. Army in the Korean War 1950-1955, Vol 1-Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3- Truce Tent & Fighting Front		D	5

KeyWords	Title	Description	Section	Shelf
Korean Casualty File	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Korean Conflict	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Letters	Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		C	2
List of Actions	Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
List of August 31, 1919	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	B	5
List of Items Removed	List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		A	1
Louisiana	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
Maine	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
Maps	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Maps Of Battle Locations	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3

KeyWords	Title	Description	Section	Shelf
Maryland	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
Maryland	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3
Maryland	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3
Maryland	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	E	3
Medal Of Honor	Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Medal Of Honor	Decorations, U.S. Army 1862-1926		E	1
Medal Of Honor	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Medal Of Honor	Medal of Honor Recipients, 1863-1973		E	1
Medal of Honor.	Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Medals	Assorted Articles and Information Pertaining to Military Awards		E	1
Medals	Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Medical Statistics	U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		D	5

KeyWords	Title	Description	Section	Shelf
Memos	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Memos-D.A.	Department Of The Army-Memos 1-1 thru 900-1 (2 books)		C	3
Mexican Border	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0
Mexican Border Personnel	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0
Mexican Border Service	National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		TT	0
Military Discipline	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Military Justice	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Military Occupations	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		F	5
Military Occupations	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		F	5
Military Occupations	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		F	5

KeyWords	Title	Description	Section	Shelf
Military Occupations	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		F	5
Military Occupations	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		F	5
Military Personnel Records	Directory of Military Personnel & Related Records	Air Force, Army, Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC-Revised copy issued Sep 1990)	A	1
Military Records (Samples)	Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		A	1
Missing In Action	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2
Monogram	Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		A	1
Monograph	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		A	1
MOS'S	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
MOS'S	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		F	5
MOS'S	Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		F	5
MOS'S	Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		F	5
MOS'S	Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		F	5

KeyWords	Title	Description	Section	Shelf
MOS'S	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		F	5
Naional Guard	State National Guard units-Federal Designations In WWI, 1917		E	6
Names-Guide To Variations	Guide To Similar Surnames, Variations & Derivatives Of Given Names		A	1
National Guard	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		E	6
National Guard	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
National Guard	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0
National Guard	National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		TT	0
National Guard	National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		B	5
National Guard	National Guard Regulations And Pamphlets 1920's to 1960's		F	6
National Guard	National Guard Regulations And Pamphlets 1960's (2 binders)		F	6
National Guard	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		E	5
New York State	New York State, Roll of Honor (Deaths in the Service) 1917-1919		E	5
North Carolina	North Carolina-WWI Service Record Cards (3 x 5 card file)		OR	0

KeyWords	Title	Description	Section	Shelf
North Dakota	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
North Dakota	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
Nurses	Nurses Who Served In WWI		E	2
Occupations	Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
Officers	Army List & Directory 1915-1922 (15 books)		A	4
Officers	Army List & Directory 1922-1930 (23 books)		A	5
Officers	Army List & Directory 1931-1943 (30 books)		A	6
Officers	Army List & Directory 1938-1943 (10 books)		A	6
Officers	Army Register, 1916-1930 (books 1 thru 13)		B	1
Officers	Army Register, 1931-1943 (books 14 thru 26)		B	2
Officers	Army Register, 1944-1950 (books 27 thru 34)		B	3
Officers	Army Register, 1951-1957 (books 35 thru 44)		B	4
Officers	Army Register, 1958-1959 (books 45-47)		B	5
Officers	Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Officers	Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		F	5
Officers	History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
Officers	Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		F	5

KeyWords	Title	Description	Section	Shelf
Officers	Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		B	1
Officers	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	B	5
Officers	Register of Posthumous Commisions WWI		TT	0
Ohio	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		E	4
Ohio	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		E	5
Order Of Battle	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	D	1
Order Of Battle	Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	D	1
Order of Battle	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		D	1
Pamphlet Given To Vets	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		A	1
Pamphlets	National Guard Regulations And Pamphlets 1920's to 1960's		F	6
Pamphlets	National Guard Regulations And Pamphlets 1960's (2 binders)		F	6
Pearl Harbor-7 Dec 1941	Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		E	2
Personnel Federalized	Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0

KeyWords	Title	Description	Section	Shelf
Personnel Records	Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense- Monogram No. 8. Dec 1954		A	1
Personnel Records-1912-1939	Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		A	1
Personnel Records-Maintenance	Company Administration & Personnel Records (Guide for a company clerk, WWII)		A	1
Personnel Who Served	American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	TT	0
Prisoners	Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
Prisoners of War	Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Prisoners of War	Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		E	2
Prisoners of War	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0
Prisoners of War	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	OR	0
Prisoners of War	Prisoner of War Listing-Korea, AF Only		E	2
Procedure	Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Quartermaster Corps	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		D	1

KeyWords	Title	Description	Section	Shelf
Quartermaster Corps	Quartermaster Support of The Army: A History of The Corps 1775-1939		D	1
Reconstruction Sources	Records Used In Recontruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Reconstruction-Guide To Records Used	Records Used In Recontruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Register	Army and Air Force Register, 1948 (books 31-32)		B	3
Register	Army Register, 1916-1930 (books 1 thru 13)		B	1
Register	Army Register, 1931-1943 (books 14 thru 26)		B	2
Register	Army Register, 1944-1950 (books 27 thru 34)		B	3
Register	Army Register, 1951-1957 (books 35 thru 44)		B	4
Register	Army Register, 1958-1959 (books 45-47)		B	5
Register	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3
Register	National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		B	5
Register	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
Register	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
Register	Register of Posthumous Commisions WWI		TT	0

KeyWords	Title	Description	Section	Shelf
Register	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
Register of Patients	Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		E	1
Regulations	Department of The Army Regulations, AR 1-10 thru 35-1465-15 (books 1 thru 4)		F	1
Regulations	Department of The Army Regulations, AR 1-10 thru 930-10	Books 46-48, contain portions of regulations covered in books 1 thru 45	F	6
Regulations	Department of The Army Regulations, AR 310-110A thru 606-5 (books 19 thru 33)	NOTE: Books 22 & 23 are missing-AR 341-51 to 45-299	F	3
Regulations	Department of The Army Regulations, AR 35-1475 thru 310-105 (books 5 thru 18)	Note: Book 12 is missing-AR 130-10-4 to 130-14	F	2
Regulations	Department of The Army Regulations, AR 608-5 thru 970-10-5 (books 34-45)		F	4
Regulations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		F	4
Regulations	Department of The Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		F	4
Regulations	Military Awards, AR 672-5-1, revision dated Aug 1974		E	1
Regulations	National Guard Regulations And Pamphlets 1920's to 1960's		F	6
Regulations	National Guard Regulations And Pamphlets 1960's (2 binders)		F	6
Regulations	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Regulations	Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		F	1

KeyWords	Title	Description	Section	Shelf
Regulations	Selective Service Regulations 1918		F	6
Regulations	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		F	6
Regulations- Army	Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1946, AR 1-5		F	1
Regulations- Army	Index To Army Regulations & Changes Promulgated Prior to 1 Oct. 1930, AR 1-5		F	1
Regulations- Army	Index To Regulations & Changes Promulgated Prior To 1 Jan 1944, AR 1-5		F	1
Regulations- Army	Regulations For The Army of The United States 1913- Corrected to April 15, 1917 (Changes 1 thru 77)		F	1
Regulations- Army,	Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1935		F	1
Regulations- Special	Department of The Army, Special Regulations, SR 10-5-1 thru 930-10-1 (2 books)		F	6
Regulations- Special	War Department Special Regulations, 1917-1921 (5 books)		F	1
Remains Not Recovered	American Battle Monuments Commision Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
Reserve Corps	Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	B	5
Roster	Maryland In WWI Military & Naval Service Records, 1917- 1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
Roster	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3

KeyWords	Title	Description	Section	Shelf
Roster	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
Roster	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
Roster	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		E	4
Roster	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		E	5
Roster	Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		E	5
Roster	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
Roster	The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		E	5
Rosters	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
Selective Service	Selective Service Regulations 1918		F	6
Separation Codes	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Separations	Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		F	4
Service Record Cards	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0
Service Records	North Carolina-WWI Service Record Cards (3 x 5 card file)		OR	0

KeyWords	Title	Description	Section	Shelf
Service Records (Samples)	Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		A	1
Servicemen & Women	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0
Soldier's Medal	Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
South Carolina	Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		E	5
South Carolina	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
Special Orders	Special Orders, HQ. 2002d AAF BU Base SVS., U.S. Military Academy Stewart Field, N.Y. 1946		C	6
Special Orders	War Department & Department of The Army Special Orders, 1917-1918 & 1938-1959.	Order Number & Year Are Needed To Access This Information (1919-1937 are stored at WNRC)	AR	0
SPN Codes	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
SPN's	Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Travel Time	Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
U.S. Army	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	D	2
U.S. Army	U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		D	4

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in the Korean War 1950-1955, Vol 1-Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		D	5
U.S. Army	U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		D	2
U.S. Army	U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		D	2
U.S. Army	U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		D	2
U.S. Army	U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		D	2
U.S. Army	U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		D	2
U.S. Army	U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		D	2
U.S. Army	U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papau		D	2
U.S. Army	U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		D	2
U.S. Army	U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		D	2
U.S. Army	U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		D	2
U.S. Army	U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		D	2
U.S. Army	U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		D	2

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		D	2
U.S. Army	U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		D	2
U.S. Army	U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		D	2
U.S. Army	U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		D	2
U.S. Army	U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		D	3
U.S. Army	U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		D	3
U.S. Army	U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		D	3
U.S. Army	U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		D	3
U.S. Army	U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		D	3
U.S. Army	U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		D	3
U.S. Army	U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		D	3
U.S. Army	U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		D	3

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		D	3
U.S. Army	U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		D	3
U.S. Army	U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		D	3
U.S. Army	U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		D	3
U.S. Army	U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		D	3
U.S. Army	U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		D	3
U.S. Army	U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		D	3
U.S. Army	U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		D	4
U.S. Army	U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		D	4
U.S. Army	U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		D	4
U.S. Army	U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		D	4
U.S. Army	U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		D	4

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		D	4
U.S. Army	U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		D	4
U.S. Army	U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		D	4
U.S. Army	U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		D	4
U.S. Army	U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		D	4
U.S. Army	U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		D	4
U.S. Army	U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		D	4
U.S. Army	U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		D	4
U.S. Army	U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		D	4
U.S. Army	U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		D	4
U.S. Army	U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		D	4

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		D	4
U.S. Army	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	D	5
U.S. Army	U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		D	5
U.S. Army	U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		D	5
U.S. Army	U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		D	5
U.S. Army	U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		D	5
U.S. Army	U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		D	5
U.S. Army	U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		D	5
U.S. Army	U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		D	5
U.S. Army Terms	Dictionary of United States Army Terms, TM 20-205, Jan 1944		A	1
Unit	The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
Unit Locations	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		TT	0
Unit Records	Company Administration & Personnel Records (Guide for a company clerk, WWII)		A	1
Units	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		D	1

KeyWords	Title	Description	Section	Shelf
Units	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
Units	Louisiana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
Units	QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		D	1
Units	Quartermaster Support of The Army: A History of The Corps 1775-1939		D	1
Units	The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
W.A.A.C.	Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
W.A.A.C.	Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		F	6
War Department	War Department, General Court-Martial Orders 1931-1938		C	6
Wash. D.C.	Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		B	1
WWI	Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		D	1
WWI	Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		E	6
WWI	Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	SC	0
WWI	Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		OR	0

KeyWords	Title	Description	Section	Shelf
WWI	Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		E	2
WWI	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
WWI	List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2
WWI	Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
WWI	Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3
WWI	New York State, Roll of Honor (Deaths in the Service) 1917-1919		E	5
WWI	North Carolina-WWI Service Record Cards (3 x 5 card file)		OR	0
WWI	Nurses Who Served In WWI		E	2
WWI	Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
WWI	Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
WWI	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		E	4
WWI	Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		E	5
WWI	Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	D	1
WWI	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	D	1

KeyWords	Title	Description	Section	Shelf
WWI	Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		D	1
WWI	Register of Posthumous Commissions WWI		TT	0
WWI	Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
WWI	Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
WWI	State National Guard units-Federal Designations In WWI, 1917		E	6
WWI	WWI Battle Credits & Misc. Orders		D	1
WWI	WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
WWI	WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0
WWII	American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
WWII	American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
WWII	APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		TT	0

KeyWords	Title	Description	Section	Shelf
WWII	Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
WWII	Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
WWII	Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0
WWII	Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		A	1
WWII	Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	OR	0
WWII	Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	D	2
WWII	Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
WWII	Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		TT	0
WWII	Louisana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
WWII	Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3

KeyWords	Title	Description	Section	Shelf
WWII	Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	E	3
WWII	Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		E	5
WWII	Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantries during campaigns & Battles	D	1
WWII	The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
WWII	U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		D	4
WWII	U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		D	2
WWII	U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		D	2
WWII	U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		D	2
WWII	U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		D	2
WWII	U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		D	2
WWII	U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		D	2
WWII	U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papua		D	2
WWII	U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		D	2

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		D	2
WWII	U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		D	2
WWII	U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		D	2
WWII	U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		D	2
WWII	U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		D	2
WWII	U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		D	2
WWII	U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		D	2
WWII	U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		D	3
WWII	U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		D	3
WWII	U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		D	3
WWII	U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		D	3
WWII	U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		D	3

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		D	3
WWII	U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		D	3
WWII	U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		D	3
WWII	U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		D	3
WWII	U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		D	3
WWII	U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		D	3
WWII	U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		D	3
WWII	U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		D	3
WWII	U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		D	3
WWII	U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		D	4
WWII	U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		D	4
WWII	U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		D	4

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		D	4
WWII	U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		D	4
WWII	U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		D	4
WWII	U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefront		D	4
WWII	U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		D	4
WWII	U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		D	4
WWII	U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		D	4
WWII	U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		D	4
WWII	U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		D	4
WWII	U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		D	4
WWII	U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		D	4

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		D	4
WWII	U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		D	4
WWII	U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	D	5
WWII	U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		D	5
WWII	U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		D	5
WWII	U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		D	5
WWII	U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		D	5
WWII	U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		D	5
WWII	U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		D	5
WWII	U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		D	5
WWII	U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		D	5
WWII	WWII Honor List of Dead & Missing (By State & County, Alphebetcal-Shows Service Number & Rank) (10 Green Binders)		TT	0
WWII Volume 13	U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		D	2
WWII Volume 26	U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		D	3

KeyWords	Title	Description	Section	Shelf
WWII Volume 46	U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		D	4



Reconstruction Branch Library Organized by Title

Title	Description	Section	Shelf
A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		OR	0
American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	TT	0
American Expeditionary Forces, Station List & Alphabetical List of Towns, Jan, Mar & May 1919		TT	0
American Military History 1607-1953 ROTCM 145-20 Department of The Army Reserve Officer Training Corps Manual, Jul 1956		D	1
American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		TT	0
Army and Air Force Register, 1948 (books 31-32)		B	3
Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
Army List & Directory 1915-1922 (15 books)		A	4
Army List & Directory 1922-1930 (23 books)		A	5
Army List & Directory 1931-1943 (30 books)		A	6
Army List & Directory 1938-1943 (10 books)		A	6
Army Register, 1916-1930 (books 1 thru 13)		B	1
Army Register, 1931-1943 (books 14 thru 26)		B	2
Army Register, 1944-1950 (books 27 thru 34)		B	3

Title	Description	Section	Shelf
Army Register, 1951-1957 (books 35 thru 44)		B	4
Army Register, 1958-1959 (books 45-47)		B	5
Assorted Articles and Information Pertaining to Military Awards		E	1
Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		E	2
Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		D	1
Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Bulletins No. 16, War Department, Jun 1916		C	3
Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		F	5
Company Administration & Personnel Records (Guide for a company clerk, WWII)		A	1
Compilation of General Orders, Circulars & Bulletins Of The War Department & 1916 Supplement 1881-1915 (2 Books)		C	3
Compilation of General Orders, Circulars & Bulletins of The War Department & 1916 Supplement 1881-1915 (2 books)		C	3

Title	Description	Section	Shelf
Compilation of War Department General Orders, Bulletins & Circulars Jan 1943		C	6
Compilation of War Department General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		C	6
Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Compilations of General Orders, Circulars & Bulletins of the War Department & 1916 Supplement 1881-1915 (2 books)		C	3
Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		E	6
Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	SC	0
Decorations, U.S. Army 1862-1926		E	1
Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Delaware's Role in WWII, 1940-1946 (2 volumes)		E	5
Department of the Army & Air Force Bulletins 1948-1949		C	3
Department of the Army & Air Force Bulletins 1950-1951		C	3
Department of the Army Bulletins, 1952-1961 (2 books)		C	3
Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		C	2
Department of The Army Circulars 1947		C	2
Department of The Army Circulars 1953-1954		C	2

Title	Description	Section	Shelf
Department of The Army Circulars, No. 1-1 Thru 940-4, 1955-1960 (6 Books)		C	2
Department of The Army General Orders 1948-1960 (7 books)		C	6
Department of The Army Regulations, AR 1-10 thru 35-1465-15 (books 1 thru 4)		F	1
Department of The Army Regulations, AR 1-10 thru 930-10	Books 46-48, contain portions of regulations covered in books 1 thru 45	F	6
Department of The Army Regulations, AR 310-110A thru 606-5 (books 19 thru 33)	NOTE: Books 22 & 23 are missing-AR 341-51 to 45-299	F	3
Department of The Army Regulations, AR 35-1475 thru 310-105 (books 5 thru 18)	Note: Book 12 is missing-AR 130-10-4 to 130-14	F	2
Department of The Army Regulations, AR 608-5 thru 970-10-5 (books 34-45)		F	4
Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		F	4
Department of The Army, Special Regulations, SR 10-5-1 thru 930-10-1 (2 books)		F	6
Department Of The Army-Memos 1-1 thru 900-1 (2 books)		C	3
Department ofThe Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		F	4
Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Deserters List WWI (Name only-by State, County & Selective Service Board, Actually "Draft Dodgers") (books 1 thru 24)		A	2
Deserters Lists WWI (Name only-by State, County & Selective Service-Board, Actually "Draft Dodgers") (books 25 to 38)		A	3
Dictionary of United States Army Terms, TM 20-205, Jan 1944		A	1
Directory of Military Personnel & Related Records	Air Force, Army,Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC- Revised copy issued Sep 1990)	A	1

Title	Description	Section	Shelf
Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		OR	0
Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		F	5
Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		TT	0
Extracts From General Orders & Bulletins, War Department, 1917		C	4
Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		C	4
Extracts From General Orders & Bulletins, War Department 1917		C	4
Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		A	1
Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		E	2
Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0
General Orders & Bulletins, War Department, 1919-1937 (20 books)		C	5
General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		C	4
General Orders & Bulletins, War Department, 1912-1915 (4 books)		C	3
General Orders & Bulletins, War Department, 1916-1918 (6 books)		C	4
General Orders & bulletins, War Department, 1919-1937 (20 books)		C	5
General Orders, Bulletins & Circulars, War Department, 1938-1940 (3 Books)		C	5
General Orders-War Department, 1910-1911 (2 books)		C	3
General Orders-War Department, 1941-1947 (7 books)		C	6
Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		A	1

Title	Description	Section	Shelf
Guide To Similar Surnames, Variations & Derivatives Of Given Names		A	1
Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	OR	0
Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	D	2
History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
History, FT. Jackson, S.C. 1917-1967		D	1
Index of Administrative Publications, PAM 310-1, (3 Books-Jul 55, Jan 60 & Jul 60)		A	1
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1935		F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1946, AR 1-5		F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Oct. 1930, AR 1-5		F	1
Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Index To Regulations & Changes Promulgated Prior To 1 Jan 1944, AR 1-5		F	1
Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
List of Deaths In Svc. (Incomplete) Feb 1912 Thru Apr 1917 (Alphebetical List Showing Name, Organization & Date of Death)		E	2
List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		A	1
List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2

Title	Description	Section	Shelf
Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		TT	0
Louisana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		F	5
Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3
Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3
Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	E	3
Medal of Honor Recipients, 1863-1973		E	1
Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0
Military Awards, AR 672-5-1, revision dated Aug 1974		E	1
Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		F	5
Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		A	1
National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		TT	0

Title	Description	Section	Shelf
National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		B	5
National Guard Regulations And Pamphlets 1920's to 1960's		F	6
National Guard Regulations And Pamphlets 1960's (2 binders)		F	6
New York State, Roll of Honor (Deaths in the Service) 1917-1919		E	5
North Carolina-WWI Service Record Cards (3 x 5 card file)		OR	0
Nurses Who Served In WWI		E	2
Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		F	5
Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		B	1
Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	B	5
Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		E	4
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		E	5
Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		E	5
Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantry during campaigns & Battles	D	1
Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	D	1

Title	Description	Section	Shelf
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	D	1
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		D	1
Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		A	1
Prisoner of War Listing-Korea, AF Only		E	2
QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		D	1
Quartermaster Support of The Army: A History of The Corps 1775-1939		D	1
Records Used In Recontruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		E	1
Register of Posthumous Commisions WWI		TT	0
Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		F	1
Regulations For The Army of The United States 1913-Corrected to April 15, 1917 (Changes 1 thru 77)		F	1
Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
Selective Service Regulations 1918		F	6
Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
Special Orders, HQ. 2002d AAF BU Base SVS., U.S. Military Academy Stewart Field, N.Y. 1946		C	6

Title	Description	Section	Shelf
State National Guard units-Federal Designations In WWI, 1917		E	6
The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		E	5
The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
The Articles of War approved Jun 4, 1920		F	6
U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		D	4
U.S. Army in the Korean War 1950-1955, Vol 1-Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		D	5
U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		D	2
U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		D	2
U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		D	2
U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		D	2
U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		D	2
U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		D	2
U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papua		D	2
U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		D	2
U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		D	2
U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		D	2

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		D	2
U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		D	2
U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		D	2
U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		D	2
U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		D	2
U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		D	2
U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		D	3
U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		D	3
U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		D	3
U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		D	3
U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		D	3
U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		D	3
U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		D	3
U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		D	3
U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		D	3

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		D	3
U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		D	3
U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		D	3
U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		D	3
U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		D	3
U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		D	3
U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		D	4
U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		D	4
U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		D	4
U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		D	4
U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		D	4
U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		D	4
U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		D	4
U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		D	4

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		D	4
U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		D	4
U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		D	4
U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		D	4
U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		D	4
U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		D	4
U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		D	4
U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		D	4
U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		D	4
U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	D	5
U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		D	5
U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		D	5
U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		D	5
U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		D	5
U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		D	5
U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		D	5

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		D	5
U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		D	5
U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		E	2
War Department & Department of the Army Bulletins 1946-1947		C	3
War Department & Department of The Army Special Orders, 1917-1918 & 1938-1959.	Order Number & Year Are Needed To Access This Information (1919-1937 are stored at WNRC)	AR	0
War Department Bulletins, 1941-1945		C	3
War Department Circulars & Bulletins (concerning awards) 1942-1946		E	1
War Department Circulars 1913		B	6
War Department Circulars Pertaining To Demobilization, Oct 1918 Thru Mar 1919		B	6
War Department Circulars, 1901 & 1918 (Unnumbered)		B	6
War Department Circulars, 1918-1937 (20 Books)		B	6
War Department Circulars, 1937-1947 (14 Books)		C	1
War Department Circulars, 1946-1947 (3 Books)		B	6
War Department General Court-Martial Orders 1931-1938		C	6
War Department Special Regulations, 1917-1921 (5 books)		F	1
War Department, General Court-Martial Orders 1931-1938		C	6
Webster's New International Dictionary, Second Edition Unabridged		TT	0
Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		F	6
WWI Battle Credits & Misc. Orders		D	1
WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0

Title	Description	Section	Shelf
WWII Honor List of Dead & Missing (By State & County, Alphabetical-Shows Service Number & Rank) (10 Green Binders)		TT	0



RECORD OF DISCLOSURE CASES

1. **Definition.** Record of Disclosure cases are requests from the subject of the record asking “who has accessed the record while in the possession of the National Personnel Records Center.” This type of request is allowed under the provisions of the Privacy Act. The term "disclosure" at NPRC means furnishing to a third party information/records in response to any type of request. This includes mail and telephone requests for information and records (including loans and transfers), as well as access to records on the premises. Furnishing information/records to a third party is considered a disclosure, even when the written consent of the individual named in the records has been provided, but furnishing information/records to the individual is not a disclosure. In some cases, the requester will not use the specific words “Record of Disclosure”, but may state something like, “Tell me who requested copies of my record” or “I want to know who asked about my record.”

Note: Telephone requests seeking personal identifying information (PII) are not honored. The caller will either have to mail or fax a request that includes proper release before requested information can be provided.

2. **Actions.** Do **not** request a hardcopy or electronic (DPRIS) record. These cases will be answered by Core 2, Team D. If a core technician has a possible Record of Disclosure case, inform your Expert Technician and he or she will reassign the request.
3. **Core 2, Team D Actions.** Perform the following actions for hardcopy records.
- Check record for paper replies (pre-CMRS).
 - Query CMRS to locate any CMRS replies.
 - E-mail STLHelp for archived CMRS replies.

Additionally, for Army records...

- Check to see if an electronic record exists using DPRIS.

Note: Querying CMRS will identify both hardcopy and DPRIS record replies. Use the result of this query to respond to requests for Record of Disclosure or the informal version “Tell me who requested copies of my record.”

- **No** replies/requests from any law enforcement agencies should be provided as they are exempt from this type of disclosure - there are several others, as listed in [NPRC 1864.102C. \(See Case Reference Guide under Privacy Act\)](#).
- If **non-exempt disclosures** were made, provide the following information:
 1. Person or agency that requested information
 2. Date information was disclosed
 3. Brief description of what was disclosed and reason.

For example:

Department of Veterans Affairs Regional Office, Memphis, TN, Feb 2, 1998, Copy of record for VA claim.

DPRIS Records. If there is also an electronic military personnel record which would be accessed using DPRIS, provide information about non-exempt replies located in CMRS (see above note) and include the following, as part of response (**Do NOT refer this type of request**):

Some or all of the Military Personnel Record exists in an electronic storage system maintained by the Department of the Army. For a Record of Disclosure for the electronic record, please write to:

[\[00148\]](#)

DEPARTMENT OF THE ARMY
ARMY HUMAN RESOURCES COMMAND
ATTN: AHRC-PDR-H
1600 Spearhead Division Avenue Dept 420
Fort Knox, KY 40122-5402

RECORD REVIEWS (RESEARCH ROOM)

One of the purposes of the Research Room is to enable veterans, or their representatives, to visit this Center and review their military records. Appointments are required, but try to be flexible when you arrange a date and time that will hopefully be convenient for both you and the veteran. (Remember that it takes approximately one hour to prepare a military record for review.) Some of our visitors travel from a great distance, by car and/or airplane; therefore, as a matter of courtesy, keep this in mind when scheduling an appointment. Remember, he/she is our customer. Also, firms may access records on behalf of the veteran. Always be courteous and polite.

Before the appointment has been set, the Research Room attendant will obtain the veteran's record(s), and screen the entire record for [sensitive information*](#), which must be removed **prior** to the veteran's viewing. If evidence in the record indicates that the veteran may be disruptive. The attendant will alert the guards, so they are prepared should any problems arise. Also, determine if the information the veteran is seeking is actually in the record. For example, if he/she has indicated that he wants to review medical records, make sure the medical records are in the record. If they have been loaned to the VA, inform the veteran by telephone, **before** he/she arrives at the Center for a review.

When the veteran arrives for the appointment, the Research Room attendant should introduce himself/herself and be certain that the veteran completes and signs the required form **first** ([SF 180](#), if it has not been previously submitted, and NA Form 13035, Concealment, Removal, or Mutilation of Records). Verify the individual's identity, preferably by a photo ID (such as a driver's license), and check the signature on the ID with the signature in the military record. **You must remain with the individual during the entire review. NEVER leave the individual alone with a record.** If the veteran requests copies of some documents, you may use the copier in the research room to provide a limited number of copies; however, if he/she requests copies of the complete record, offer to mail those copies instead.

If the veteran asks if any document(s) or information has been removed from his record, explain that the Privacy Act of 1974 and Department of Defense regulations do not allow access to certain types of information. If he/she persists in demanding to see the restricted records, contact your supervisor for assistance.

If a commercial firm requester represents multiple veterans with signed veteran's release, the Research Room service policy is similar to the veteran requesting his own record on a walk-in basis. Both are provided expedited service and entered into CMRS as high priority. The veteran's and funeral related requests are paged to Records Retrieval for same day service. The commercial firm's requests are expedited with next-day or second-day service.

***SENSITIVE and RESTRICTED INFORMATION:**

If the visitor is the veteran or next of kin, you must screen the record for the following data:

- 1) Personal identifiers of another veteran, in accordance with the Privacy Act of September 27, 1974.

- 2) Neuropsychiatric records.
- 3) Any accounting of disclosure to law enforcement agencies for law enforcement purposes.
- 4) Information compiled in anticipation of a civil action.
- 5) Information furnished by others under express or implied promise of confidentiality.
- 6) Any documents which have been filed in the record erroneously, such as pay records, prison records, etc.

If the visitor is the representative of the veteran or next of kin, WITH a signed and dated release authorization, you must **ALSO screen and remove the following information:**

- 1) Drug or Alcohol Abuse Rehabilitation information on the veteran and any other veteran mentioned in the record.
- 2) AF & Navy records only: Family advocacy records (FAP); AIDS, and sickle cell records.

Source: [NPRC 1864.108](#) and [NPRC 1864.112](#)

Record in Core Needed by Another Agency

Background. Frequently a record in the possession of a Core Technician is also needed by another agency (L&T user), e.g. VA or ARBA. In those instances, the Records Retrieval Branch (RRB) staff will create and service a verification search, which will require coordination between the verifier and core personnel.

Procedures. Follow the process outlined below.

STEP	PERSON RESPONSIBLE	ACTION				
1	Verification Searcher	<ul style="list-style-type: none"> Receives search request for record needed by another agency. Conducts search in stack area and/or CMRS; verifies/obtains charge-out information reflecting name of Core, Team, and Technician where record is located. Sends e-mail to technician's Coach (copy to Core Manager and Assistant Manager) stating that a record assigned to the Core is needed by another agency. 				
2	Coach	<ul style="list-style-type: none"> Receives e-mail from verification searcher that record is needed by another agency. Adds a note to the request in CMRS that record is needed by agency. Instructs technician to complete the request as soon as possible and to provide the completed response document and record (with Core Search Request) to Coach. 				
3	Core Technician	<ul style="list-style-type: none"> Receives instruction from coach to complete request because record is needed by another agency. Proceeds as follows: <table border="1" style="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 35%; padding: 5px;">If request can be completed</td> <td style="padding: 5px;">Provides record (with Search Request) and response document to Coach within 24 hours.</td> </tr> <tr> <td style="padding: 5px;">If request cannot be completed, but technician knows what documents are needed to respond</td> <td style="padding: 5px;">Makes necessary copies of record to answer Core request at a later time. Furnish record (with Core Search Request) to</td> </tr> </tbody> </table> 	If request can be completed	Provides record (with Search Request) and response document to Coach within 24 hours.	If request cannot be completed, but technician knows what documents are needed to respond	Makes necessary copies of record to answer Core request at a later time. Furnish record (with Core Search Request) to
If request can be completed	Provides record (with Search Request) and response document to Coach within 24 hours.					
If request cannot be completed, but technician knows what documents are needed to respond	Makes necessary copies of record to answer Core request at a later time. Furnish record (with Core Search Request) to					

		<table border="1"> <tr> <td></td> <td>Coach within 24 hours.</td> </tr> <tr> <td>If request and record must be Core L&T'd to 'another' agency</td> <td> <p>Completes Core L&T process.</p> <p>Provides record (with Core Search Request) and response document to Coach within 24 hours.</p> </td> </tr> <tr> <td>If Archival request is in Suspense</td> <td>Informs Coach as soon as possible.</td> </tr> </table>		Coach within 24 hours.	If request and record must be Core L&T'd to 'another' agency	<p>Completes Core L&T process.</p> <p>Provides record (with Core Search Request) and response document to Coach within 24 hours.</p>	If Archival request is in Suspense	Informs Coach as soon as possible.
	Coach within 24 hours.							
If request and record must be Core L&T'd to 'another' agency	<p>Completes Core L&T process.</p> <p>Provides record (with Core Search Request) and response document to Coach within 24 hours.</p>							
If Archival request is in Suspense	Informs Coach as soon as possible.							
4	Coach	<ul style="list-style-type: none"> • Receives record (with Core Search Request) and response document if provided. • If Core L&T is needed, provides record (with Core Search Request) and response document to Assistant Core Manager for completion of next steps. • Places a note in CMRS that record is ready for verification pickup. • Wands record and response document (if provided) "Out of Core." • Dispatches response document, if provided, to mailroom or Fee Desk (if applicable). • Sends email reply to verification searcher with 'cc' to RRB Assistant Branch Chief and Search Section Chief that record is ready for pickup. • Places record in designated location for verifier pickup, with copy of verifier's e-mail on top. 						
5	Assistant Core Manager	<ul style="list-style-type: none"> • Receives Core L&T record (with Core Search Request) and response document. • Receives e-mail forwarded from Coach if record is Archival. • Contacts the L&T user about pending Core L&T or Archival action and determines if any copies can be provided. • Sends an e-mail notifying RRB that record cannot be furnished due to pending Core L&T and, if applicable, copies were furnished to L&T user. • Gives Core L&T record (with Core Search Request) and response document to Core Support Staff. 						
6	Core Support Staff	<ul style="list-style-type: none"> • Wands Core L&T "Out of Core" and dispatches. • Places record in designated RDA pickup location by support staff. 						

7	Verification Searcher	<ul style="list-style-type: none">• Receives e-mail notice from Coach that record is ready for pick-up.• Picks up record from designated location.• Pulls Copy 2 of the Core Search Request from the file location.• Places Copy 2 of the L&T Search Request in the file location.• Provides Copy 2 of the Core Search Request to RRB Support for refile wandling.• Forwards L&T record to RDA for "Found" wandling and L&T dispatch.
8	RRB Assistant Branch Chief or Search Supervisor	<ul style="list-style-type: none">• Receives e-mail from Assistant Core Manager that record cannot be furnished due to pending Core L&T or Archival request.• Completes CMRS action to end the pending verification search.

EMAIL FORMAT FOR MESSAGES SENT BY VERIFICATION SEARCHERS TO CORES FOR RECORDS NEEDED BY ANOTHER AGENCY

Military Record Locations

This document is intended to serve as a general guide that reflects the most common locations for a set of records. **It is NOT ABSOLUTE.**

Always check the registry before ordering non-registry records.

Record Location by Type

<u>Army</u>	<u>1</u>
<u>Air Force</u>	<u>2</u>
<u>Marine Corps</u>	<u>3</u>
<u>Navy</u>	<u>4</u>
<u>Coast Guard</u>	<u>5</u>
<u>Dependents (medical)</u>	<u>5</u>
<u>Retiree (medical, created after retirement)</u>	<u>6</u>
<u>Philippine Army/Philippine Scouts</u>	<u>6</u>
<u>Public Health Service</u>	<u>6</u>
<u>Non-Registry Searches</u>	
<u>Non-Registry - Marine Corps</u>	<u>7</u>
<u>Non-Registry - Navy</u>	<u>8</u>

ARMY

Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Officer, discharged, deceased, or retired	Before 1917	Archives I Reference Services Branch Washington, DC		
Enlisted, discharged, deceased, or retired	Before 11/1/1912			
Officer, discharged, deceased, or retired	7/1/1917 - 12/31/1959	MPR Registry (Fire) ¹ Potential Archival Record	MPR Registry (Fire) ¹ / Service Jacket	Organizational Records
Enlisted, discharged, deceased, or retired	11/1/1912 - 12/31/1959			
Officer and Enlisted, discharged, deceased, or retired	1/1/1960 - 10/15/1992	MPR Registry ²	MPR Registry/Service Jacket	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted, discharged, deceased, or retired	10/16/1992 - 10/1/2002	MPR Registry ² or DPRIS	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System
Officer and Enlisted, discharged, deceased, or retired	10/1/2002 – 12/31/2013	DPRIS	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted, discharged, deceased, or retired	1/1/2014 - Present	DPRIS	AMEDD Record Processing Center, San Antonio, TX	Organizational Records Check Medical Registry System (MRS)
Army Air Corps	ALL	MPR Registry (Fire) ¹ Potential Archival Record	MPR Registry (Fire)/ Service Jacket	Organizational Records
Army Air Force	ALL	MPR Registry (Fire) ¹ Potential Archival Record	MPR Registry (Fire)/ Service Jacket	Organizational Records
Current Reserve, Officer and Enlisted	ALL	U.S. Army Human Resources Command, Fort Knox, KY Check DPRIS		
Current National Guard who served on active duty	Before 7/1/1972	U.S. Army Human Resources Command, Fort Knox, KY Check DPRIS		
Current National Guard, Enlisted (without active duty time)	ALL	Adjutant General of appropriate state Check DPRIS		
Current National Guard, Officer (without active duty time)	ALL	Army National Guard Readiness Center, Arlington, VA Check DPRIS		
Current Active Duty Officers (including National Guard on active duty) or TDRL officers	ALL	U.S. Army Human Resources Command, Fort Knox, KY Check DPRIS		
Current Active Duty Enlisted (including National Guard on active duty) or TDRL enlisted	ALL	Commander USAEREC, Indianapolis, IN Check DPRIS		

¹May be fire-related ²Service number registry until June 1969 – Social Security Number registry after July 1969.

AIR FORCE				
Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Officer and Enlisted – Discharged, deceased, or retired (Last Name HUBBARD thru Z) (See General Officer Below)	9/25/1947 - 12/31/1963	MPR Registry (Fire) ¹ Potential Archival Record	MPR Registry (Fire) ¹ / Service Jacket	Organizational Records
Officer and Enlisted – Discharged, deceased, or retired (Last Name A thru HUBBARD) (See General Officer Below)	9/25/1947 - 12/31/1963	MPR Registry ² Potential Archival Record	MPR Registry/ Service Jacket	Organizational Records
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	1/1/1964 - 4/30/1994	MPR Registry ²	MPR Registry/ Service Jacket	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	5/1/1994 - 10/1/2004	MPR Registry ²	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	10/1/2004 – 12/31/2013	Air Force Personnel Center Randolph AFB, TX	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	1/1/2014 – Present	Air Force Personnel Center Randolph AFB, TX	AF STR Processing Center San Antonio, TX	Organizational Records Check Medical Registry System (MRS)
Current Active Duty – officer and enlisted (including National Guard on Active Duty) and TDRL	ALL	Air Force Personnel Center Randolph AFB, TX		
General Officers retired with pay (Note: If deceased see "Officer and Enlisted" status blocks above.)	ALL	Air Force Personnel Center Randolph AFB, TX		
Current Reserve, including retired reserve in nonpay status (Note: If retired but drawing retirement pay, normally age 60, see "Officer and Enlisted" status blocks above.)	ALL	Air Reserve Personnel Center Buckley AFB, CO		
Current National Guard Officers (not on active duty) or National Guard released from active duty	ALL	Air Reserve Personnel Center Buckley AFB, CO		
Current National Guard Enlisted, not on active duty	ALL	Adjutant General of appropriate state		

¹May be fire-related ²Service Number Registry until June 1969 – Social Security Number Registry July 1969

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Always check the registry first before ordering non-registry records.

MARINE CORPS				
Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Enlisted – Discharged, deceased, or retired	1895 - 1904	Non-OMPF Records (Archival)		
Officer – Discharged, deceased, or retired	Before 1905	Archives I Reference Services Branch Washington, DC		
Enlisted – Discharged, deceased, or retired	1/1/1905 - 1939	MPR Registry (Archival)	MPR Non-registry/ Medical Jacket 1911 - 1963	After 1940s Organizational Records Check Medical Registry System (MRS)
	1940 - 12/31/1963	MPR Non-registry ¹		
Officer – Discharged, deceased, or retired	1905 - 12/31/1963	MPR Non-registry ¹ MPR Registry (Archival)	MPR Non-registry/ Medical Jacket 1911 - 1963	After 1940s Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	1/1/1964 - 4/30/1994	MPR Registry ²	MPR Registry/Medical Jacket before 7/1/1977; Service Jacket after	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	5/1/1994 - 1/1/1999	MPR Registry ²	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	1/1/1999 – 12/31/2013	Headquarters U.S. Marine Corps Quantico, VA	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	1/1/2014 - Present	Headquarters U.S. Marine Corps Quantico, VA	Navy Medicine Records Activity St. Louis, MO	Organizational Records Check Medical Registry System (MRS)
Individual Ready Reserve or Fleet Marine Corps Reserve	ALL	Marine Corps Reserve Support Command Kansas City, MO		
Current Active Duty, Officer and Enlisted, Selected Marine Corps Reserve and TDRL	ALL	Headquarters U.S. Marine Corps Quantico, VA		

¹Non-registry (filed by Service Number) until Dec 1963. Exception: SN above 1699997 in Registry. ²Service Number Registry until Dec 1971 – Social Security Number Registry after Jan 1972.

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Always check the registry first before ordering non-registry records.

NAVY

Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Officer – Discharged, deceased, or retired	Before 1/1/1903	Archives I Reference Services Branch Washington, DC		
Enlisted – Discharged, deceased, or retired	Before 1/1/1886			
Officer – Discharged, deceased, or retired	1/1/1903 - 12/31/1963	MPR Non-registry ¹	MPR Non-registry/ Medical Jacket	Organizational Records Check Medical Registry System (MRS) or With medical jacket before 1940s
Enlisted – Discharged, deceased, or retired	1/1/1886 - 1939	MPR Registry (Archival)		
	1940 - 12/31/1963	MPR Non-registry ¹ MPR Registry (Archival)		
Officer – Discharged, deceased, or retired	1/1/1964 - 12/29/1967	MPR Non-registry ¹	MPR Registry/ Medical Jacket	Organizational Records Check Medical Registry System (MRS)
Officer – Discharged, deceased, or retired	12/30/1967 - 1/30/1994	MPR Registry ¹	MPR Registry/ Medical Jacket before 7/1/1976; Service Jacket after 7/1/1976	Organizational Records Check Medical Registry System (MRS)
Enlisted – Discharged, deceased, or retired	1/1/1964 - 1/30/1994			
Officer and Enlisted – Discharged, deceased, or retired	1/31/1994 - 12/31/1994	MPR Registry ¹	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	1/1/1995 – 12/31/2013	Navy Personnel Command Millington, TN	VARMC or VARO see BIRLS. Exception: Mar 1995-Feb 1997 at MPR in medical jacket, NM service code	Organizational Records Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired	1/1/2014 – Present	Navy Personnel Command Millington, TN	Navy Medicine Records Activity St. Louis, MO	Organizational Records Check Medical Registry System (MRS)
Current Active Duty, Reserve and TDRL– Officer and Enlisted,	ALL	Navy Personnel Command Millington, TN		

¹ENLISTED: Non-Registry (Alpha [WWI, WWII, PWW]) until Dec 1963 – Service Number Registry Jan 1964 thru Dec 1971 – Social Security Number Registry after Jan 1972. OFFICER: Non-Registry filed by Service Number until Dec 1967 (SN above 669129 in Registry) – Service Number Registry Jan 1968 thru Dec 1971 – Social Security Number Registry after Jan 1972. [Back to Table of Contents](#)

COAST GUARD				
Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
All – Discharged, deceased, or retired	Before 1/1/1898	Archives I Reference Services Branch Washington, DC		
All – Discharged, deceased, or retired	1/1/1898 - 3/31/1998	MPR Registry ¹ Potential Archival Record	MPR Registry/ Service Jacket	Organizational Records Check Medical Registry System (MRS)
All – Discharged, deceased, or retired	4/1/1998 – 9/30/2014	MPR Registry ¹	VARMC or VARO see BIRLS	Organizational Records Check Medical Registry System (MRS)
All – Discharged, deceased, or retired	10/1/2014 - Present	MPR Registry ¹	MPR Registry/ Service Jacket	Organizational Records Check Medical Registry System (MRS)
Current Active Duty, Reserve or TDRL	ALL	Commander CGPC-Adm-3 Washington, DC		

¹ Service Number Registry until Sep 1974 - Social Security Number Registry after Oct 1974

DEPENDENT MEDICAL RECORDS				
Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Army Facility Treatment Records	ALL		Organizational Records	Organizational Records
Air Force Facility Treatment Records	ALL		Organizational Records	Organizational Records
Navy Facility Treatment Records	ALL		Organizational Records	Organizational Records

Check [Medical Registry System \(MRS\)](#) before ordering organizational records.

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RETIREE MEDICAL RECORDS (Created AFTER Retirement)

Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Army Facility Treatment Records	ALL		Organizational Records	Organizational Records
Navy Facility Treatment Records	ALL		Organizational Records	Organizational Records
Air Force Facility Treatment Records	Records retired prior to 6/2003		Organizational Records	Organizational Records
Air Force Facility Treatment Records	Records retired after 6/2003		CPR	Organizational Records

Check [Medical Registry System \(MRS\)](#) before ordering organizational records.

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PHILIPPINE SERVICE

Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Philippine Commonwealth Army	ALL	MPR Non-Registry ¹	Service Jacket, if any	
Philippine Guerillas	ALL	MPR Non-registry ¹	Service Jacket, if any	
Philippine Scouts	ALL	MPR Registry ² Potential Archival Record	Service Jacket	Organizational Records

¹Cannot be ordered through CMRS non-registry screen.

²May be fire-related.

PUBLIC HEALTH SERVICE

Status	Time Frame	Personnel Records	Medical Records	
			Health Records (Outpatient, Dental, Mental)	Inpatient Records (Clinical)
Public Health Service	ALL - Commissioned Corps – active, inactive, terminated, retired	Division of Commissioned Personnel Rockville, MD		

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Marine Corps - Information Required for Non-Registry Search

Always check the registry before ordering non-registry records.

Record Type	Date Discharged, Deceased, or Retired	Record Block	Information required for a non-registry search	How Filed
Enlisted Personnel Record	1905 thru 1939	Note: All Archival MC Enlisted <u>WWI</u> records are now in the Registry under service code MC ARCHIVAL.	No longer non-registry. Order via CMRS Registry search using service number or name with FULL middle name included. <i>Note: Full middle name is required or CMRS will not find a match in the Archival Registry.</i>	Service Number (1 to 251262)
	1940 thru 12/31/1963	MC ENLISTED	<ul style="list-style-type: none"> • Service number required • Full name (last/first/middle) • Record block 	Service Number (251263 to 1699997)
Note: Archival Marine Corps record types are listed in the CRG.				
Officer Personnel Record	1905 thru 12/31/1963	MC OFFICER	<ul style="list-style-type: none"> • Service number required • Full name (last/first/middle) • Record block 	Service Number, based upon last 3 digits (01-000 to 86-999)
Health Record	1911 thru 12/31/1963	Navy Medical	<ul style="list-style-type: none"> • Full name (last/first/middle) • Service number (preferred) or date and place of birth • Record block 	Alphabetical by Name

Important Note: Requesters may have records in more than one location. Requesters often give dates of separation which ignore inactive duty time; records may not have been received by NPRC for years after the separation date provided by the requestor. Thus, the records wanted by the requester may have more than one registry number and/or be in a non-registry record block.

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Navy - Information Required for Non-Registry Search

Always check the registry before ordering non-registry records.

Record Type	Date Discharged, Deceased, or Retired	Record Block	Information required for a non-registry search	How Filed
Enlisted Personnel Record	1885 thru 9/8/1939	Note: All Navy Enlisted WWI records are now in the Registry under service code NV ARCHIVAL.	No longer non-registry. Order via CMRS Registry search using service number or name with FULL middle name included. <i>Note: Full middle name is required or CMRS will not find a match in the Archival Registry.</i>	Alphabetical by Name
Enlisted Personnel Record	9/9/1939 thru 8/31/1947	Navy WWII Note: Navy Enlisted WWII records from AAB, Howard D. through JAKUBETZ, Frank M. are now in the Registry under service code NV ARCHIVAL.	<ul style="list-style-type: none"> • Full name (last/first/middle) • Service number (preferred) or date and place of birth • Year separated • Record block 	Alphabetical by Name
Enlisted Personnel Record	9/1/1947 thru 12/31/1963	Navy PWII	<ul style="list-style-type: none"> • Full name (last/first/middle) • Service number (preferred) or date and place of birth • Year separated • Record block 	Alphabetical by Name
Officer Personnel Record	1902 thru 12/29/1967	Navy Officer	<ul style="list-style-type: none"> • Service number required • Full name • Year separated • Record block 	Service Number (000532 to 699129) And Alphabetical by Name
Health Record	1911 thru 12/31/1963	Navy Medical	<ul style="list-style-type: none"> • Full name (last/first/middle) • Service Number (preferred) or date and place of birth • Record block 	Alphabetical by Name

Important Note: Requesters may have records in more than one location. Requesters often give dates of separation which ignore inactive duty time; records may not have been received by NPRC for years after the separation date provided by the requestor. Thus the records wanted by the requester may have more than one registry number and/or be in a non-registry block.

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See [Medical Treatment Facility \(MTF\) Records](#) for detailed process.

Air Force – Inpatient Records	
Dates of Admission	Record Location
Prior to 1957	Personnel Jacket with health record (Fire-Related) OR Organizational Records. Click for a list of Air Force hospitals who may have retired their records to NPRC.
After 1957	Organizational Records Check Medical Record Registry (MRS)

Army – Inpatient Records	
Dates of Admission	Record Location
1960 or prior	Inpatient record filed within the personnel record OR Organizational Records. Click for a list of Army hospitals beginning mid-1950s who may have retired their records to NPRC.
After 1960	Organizational Records Check Medical Record Registry (MRS) By fall 2010, all inpatient treatment records are expected to be stored at the NPRC Annex in Valmeyer. Ordering procedures for inpatient records will not change; they will continue to be ordered through the OR Requests screen in CMRS.

Sources: See NPRC 1865.103A - Appendix 1A and NPRC 1865.121, app. 2-D for additional information.

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Military Record Locations



*This document is intended to serve as a general guide that reflects the most common locations for a set of records. **It is NOT ABSOLUTE.***

<u>Army</u>	<u>1</u>
<u>Air Force</u>	<u>2</u>
<u>Marine Corps</u>	<u>3</u>
<u>Navy</u>	<u>4</u>
<u>Coast Guard</u>	<u>5</u>
<u>Dependents (medical)</u>	<u>5</u>
<u>Retiree (medical, created after retirement)</u>	<u>6</u>
<u>Miscellaneous</u>	<u>6</u>
Appendix	
<u>PRE-Registry (Marine Corps)</u>	<u>7</u>
<u>PRE-Registry (Navy)</u>	<u>8</u>
<u>Army Clinical Records</u>	<u>9</u>
<u>Air Force Clinical Records</u>	<u>10</u>
<u>Records Retired to the VA</u>	<u>11</u>
<u>Medical Registry System (MRS)</u>	<u>12</u>
<u>Archival Records</u>	<u>12</u>

Always check the registry before ordering non-registry records.

ARMY				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Officer, discharged, deceased, or retired	Before 1917	Old Military & Civil Records Washington, DC		
Enlisted, discharged, deceased, or retired	Before 11/1/1912			
Officer, discharged, deceased, or retired	7/1/1917 - 12/31/1959	MPR Registry (Fire)*	MPR Registry (Fire)/Service Jacket	MPR SEE PAGE 9
Enlisted, discharged, deceased, or retired	11/1/1912 - 12/31/1959			
Officer and Enlisted, discharged, deceased, or retired	1/1/1960 - 10/15/1992	MPR Registry*	MPR Registry/Service Jacket	MPR Organizational Record
Officer and Enlisted, discharged, deceased, or retired	10/16/1992 - 10/1/2002	MPR Registry* or DPRIS	VARMC or VARO	MPR Organizational Record
Officer and Enlisted, discharged, deceased, or retired	10/1/2002 - Present	DPRIS	VARMC or VARO	MPR Organizational Record
Army Air Corps	All	MPR Registry (Fire)*	MPR Registry (Fire)/Service Jacket	MPR SEE PAGE 9
Army Air Force	All	MPR Registry (Fire)*	MPR Registry (Fire)/Service Jacket	MPR SEE PAGE 9
Current Reserve, Officer and Enlisted	All	U.S. Army Human Resources Command Check DPRIS		
Current National Guard who served on active duty	Before 7/1/1972	U.S. Army Human Resources Command Check DPRIS		
Current National Guard, Enlisted (without active duty time)	All	Adjutant General of appropriate state Check DPRIS		
Current National Guard, Officer (without active duty time)	All	Army National Guard Readiness Center, Arlington VA Check DPRIS		
Current Active Duty Officers (including National Guard on active duty) or TDRL officers	All	U.S. Army Human Resources Command, Alexandria VA Check DPRIS		
Current Active Duty Enlisted (including National Guard on active duty) or TDRL enlisted	All	Commander USAEREC Indianapolis IN Check DPRIS		

*Service number registry until June 1969 – Social Security Number registry after July 1969.

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AIR FORCE				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Officer and Enlisted – Discharged, deceased, or retired (Last Name HUBBARD thru Z) (See General Officer Below)	9/25/1947-12/31/1963	MPR Registry (Fire)*	MPR Registry (Fire)/Service Jacket	MPR SEE PAGE 10
Officer and Enlisted – Discharged, deceased, or retired (Last Name A thru HUBBARD) (See General Officer Below)	9/25/1947-12/31/1963	MPR Registry*	MPR Registry/Service Jacket	MPR SEE PAGE 10
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	1/1/1964-4/30/1994	MPR Registry*	MPR Registry/Service Jacket	MPR Organizational Record
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	5/1/1994 - 10/1/2004	MPR Registry*	VARMC or VARO	MPR Organizational Record CPR for Records Retired after 6/2003 Check Medical Registry System (MRS)
Officer and Enlisted – Discharged, deceased, or retired (See General Officer Below)	10/1/2004 - Present	Air Force Personnel Center Randolph AFB TX	VARMC or VARO	CPR Check Medical Registry System (MRS)
Current Active Duty – officer and enlisted (including National Guard on Active Duty) and TDRL	All	Air Force Personnel Center Randolph AFB TX		
General Officers retired with pay (Note: If deceased see "Officer and Enlisted" status blocks above.)	All	Air Force Personnel Center Randolph AFB TX		
Current Reserve, including retired reserve in nonpay status (Note: If retired but drawing retirement pay, normally age 60, see "Officer and Enlisted" status blocks above.)	All	Air Reserve Personnel Center Denver CO		
Current National Guard Officers (not on active duty) or National Guard released from active duty	All	Air Reserve Personnel Center Denver CO		
Current National Guard Enlisted, not on active duty	All	Adjutant General of appropriate state		

*Service Number Registry until June 1969 – Social Security Number Registry July 1969

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MARINE CORPS				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Officer – Discharged, deceased, or retired	Before 1917	Old Military & Civil Records Washington, DC		
Enlisted – Discharged, deceased, or retired	Before 1/1/1905	Old Military & Civil Records Washington, DC		
Officer – Discharged, deceased, or retired	1917-12/31/1963	MPR Pre-registry*	MPR Pre-registry/Medical Jacket 1911 - 1963	MPR After 1940s Organizational Record
Enlisted – Discharged, deceased, or retired	1/1/1905-12/31/1963	MPR Pre-registry*	MPR Pre-registry/Medical Jacket 1911 - 1963	MPR After 1940s Organizational Record
Officer and Enlisted – Discharged, deceased, or retired	1/1/1964-4/30/1994	MPR Registry*	MPR Registry/Medical Jacket before 7/1/1977, Service Jacket after	MPR Organizational Record
Officer and Enlisted – Discharged, deceased, or retired	5/1/1994-1/1/1999	MPR Registry*	VARMC or VARO	MPR Organizational Record
Officer and Enlisted – Discharged, deceased, or retired	1/1/1999 - Present	Headquarters U.S. Marine Corps Quantico, VA	VARMC or VARO	MPR Organizational Record
Individual Ready Reserve or Fleet Marine Corps Reserve	All	Marine Corps Reserve Support Command Kansas City MO		
Current Active Duty, Officer and Enlisted, Selected Marine Corps Reserve and TDRL	All	Headquarters U.S. Marine Corps Quantico, VA		

*Non-registry (filed by Service Number) until Dec 1963. Exception SN above 1699997 in Registry – Service Number Registry until Dec 1971 – Social Security Number Registry after Jan 1972.

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NAVY				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Officer – Discharged, deceased, or retired	Before 1/1/1903	Old Military & Civil Records Washington, DC		
Enlisted – Discharged, deceased, or retired	Before 1/1/1886			
Officer – Discharged, deceased, or retired	1/1/1903 - 12/31/1963	MPR Pre-registry*	MPR Pre-registry/Medical Jacket	MPR Organizational Records or With medical jacket before 1940s
Enlisted – Discharged, deceased, or retired	1/1/1886 - 12/31/1963			
Officer – Discharged, deceased, or retired	1/1/1964 - 12/29/1967	MPR Pre-registry*	MPR Registry/Medical Jacket	MPR Organizational Records
Officer – Discharged, deceased, or retired	12/30/1967 - 1/30/1994	MPR Registry*	MPR Registry/Medical Jacket before 7/1/1976, Service Jacket after 7/1/1976	MPR Organizational Records
Enlisted – Discharged, deceased, or retired	1/1/1964 - 1/30/1994			
Officer and Enlisted – Discharged, deceased, or retired	1/31/1994 - 12/31/1994	MPR Registry*	VARMC or VARO	MPR Organizational Records
Officer and Enlisted – Discharged, deceased, or retired	On or after 1/1/1995	Navy Personnel Command Millington TN	VARMC or VARO Exception: Mar 1995-Feb 1997 at MPR in medical jacket, NM service code	MPR Organizational Records
Current Active Duty, Reserve and TDRL– Officer and Enlisted,	All	Navy Personnel Command Millington TN		

***ENLISTED:** Non-Registry (Alpha [WWI, WWII, PWW]) until Dec 1963 – Service Number Registry Jan 1964 thru Dec 1971 – Social Security Number Registry after Jan 1972. **OFFICER:** Non-Registry filed by Service Number until Dec 1967 (SN above 669129 in Registry) – Service Number Registry Jan 1968 thru Dec 1971 – Social Security Number Registry after Jan 1972. [Back to Table of Contents](#)

COAST GUARD				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
All – Discharged, deceased, or retired	Before 1/1/1898	Old Military & Civil Records Washington, DC		
All – Discharged, deceased, or retired	1/1/1898-3/31/1998	MPR Registry*	MPR Registry/Service Jacket	MPR Organizational Records
All – Discharged, deceased, or retired	4/1/1998-Present	MPR Registry*	VARMC or VARO	MPR Organizational Records
Current Active Duty, Reserve or TDRL	ALL	Commander CGPC-Adm-3 Washington DC		

* Service Number Registry until Sep 1974 - Social Security Number Registry after Oct 1974

DEPENDENT MEDICAL RECORDS				
Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Army Facility Treatment Records	Records retired prior to 6/2003		CPR	CPR
Army Facility Treatment Records	Records retired after 6/2003		MPR Organizational Records	MPR Organizational Records
Air Force Facility Treatment Records	ALL		CPR	CPR
Navy Facility Treatment Records	ALL		MPR Organizational Records	MPR Organizational Records

[Check Medical Registry System \(MRS\) for record retired after 6/2003](#)

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RETIREE MEDICAL RECORDS (Created AFTER Retirement)

Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Army Facility Treatment Records	ALL		MPR Organizational Records	MPR Organizational Records
Navy Facility Treatment Records	ALL		MPR Organizational Records	MPR Organizational Records
Air Force Facility Treatment Records	Records retired prior to 6/2003		MPR Organizational Records	MPR Organizational Records
Air Force Facility Treatment Records	Records retired after 6/2003		CPR	CPR

[Check Medical Registry System \(MRS\) for record retired after 6/2003](#)

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MISCELLANEOUS

Status	Time Frame	Personnel	Medical	
			Health Records (Outpatient, Dental, Mental)	Clinical (Inpatient)
Philippine Commonwealth Army	All	MPR Non-Registry		
Philippine Guerillas	All	MPR Non-registry		
Philippine Scouts	All	MPR Registry		
Public Health Service	Commissioned Corps – active, inactive, terminated, retired	Division of Commissioned Personnel Rockville MD		

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Pre-Registry Records - Marine Corps

Record Type	Date Discharged, Deceased, or Retired	Record Block	Requirements to Order	How Filed
Enlisted Personnel Record	1906 thru 12/31/1963	MC ENLISTED	1. Full Name (last/first/middle) 2. Service Number 3. Record Block	Service Number (20001 to 1699997)
Possible ARCHIVAL RECORD if MC Enlisted, Discharged between 1906 and 1939, and Service Number between 20,000 - 49,999 or 60,000 - 251,265				
Officer Personnel Record	1905 thru 12/31/1963	MC OFFICER	1. Full Name (last/first/middle) 2. Service Number 3. Record Block	Service Number, Based upon last 3 digits (01-000 to 86-999)
Health Record	1911 thru 12/31/1963	Navy Medical	1. Full Name (last/first/middle) 2. Service Number (preferred) or Date and Place of Birth 3. Record Block	Alphabetical by Name

BEWARE: Dates of separation provided by requestors may not take inactive duty commitments into consideration. For those serving these inactive duty commitments, records may not have been accessioned to NPRC for several years after the date provided by the requestor. The record may be in the registry if the date they provided is within a couple of years of a filing change.

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Always check the registry before ordering non-registry records.

Pre-Registry Records - Navy

Record Type	Date Discharged, Deceased, or Retired	Record Block	Requirements to Order	How Filed
Enlisted Personnel Record	1885 thru 9/8/1939	Navy WWI	<ol style="list-style-type: none"> 1. Full Name (last/first/middle) 2. Service Number (preferred) or Date and Place of Birth 3. Year Separated 4. Record Block 	Alphabetical by Name
Possible ARCHIVAL RECORD if Navy WWI record block, and discharged between 1885 and 1939 with a DOB on or before 09/01/1923.				
Enlisted Personnel Record	9/9/1939 thru 8/31/1947	Navy WWII	<ol style="list-style-type: none"> 1. Full Name (last/first/middle) 2. Service Number (preferred) or Date and Place of Birth 3. Year Separated 4. Record Block 	Alphabetical by Name
Enlisted Personnel Record	9/1/1947 thru 12/31/1963	Navy PWII	<ol style="list-style-type: none"> 1. Full Name (last/first/middle) 2. Service Number (preferred) or Date and Place of Birth 3. Year Separated 4. Record Block 	Alphabetical by Name
Officer Personnel Record	1902 thru 12/29/1967	Navy Officer	<ol style="list-style-type: none"> 1. Full Name 2. Service Number 3. Year Separated 4. Record Block 	Service Number (000532 to 699129) And Alphabetical by Name
Health Record	1911 thru 12/31/1963	Navy Medical	<ol style="list-style-type: none"> 1. Full Name (last/first/middle) 2. Service Number (preferred) or Date and Place of Birth 3. Record Block 	Alphabetical by Name

BEWARE: Dates of separation provided by requestors may not take inactive duty commitments into consideration. For those serving these inactive duty commitments, records may not have been accessioned to NPRC for several years after the date provided by the requestor. The record may fall into another non-registry record block or registry if the date they provided is within a couple of years of a filing change.

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Always check the registry before ordering non-registry records.

Army - Clinical Records

Dates	Location
Prior to 1960	Personnel Jacket with health record (Fire Related) or Organizational Records (See Below)
After 1960	Organizational Records

Clinical Records dating before 1960, from the following hospitals, may be located in organizational records.

ARMY: (beginning mid 1950's)

- Brooke General Hospital, Ft. Sam Houston, TX
- Fitzsimmons General Hospital, Colorado
- USAH Fort Gordon, GA
- Ireland Army Hospital, Ft. Knox, KY
- Letterman General Hospital, CA (* closed or pending closure)
- Madigan General Hospital, Ft. Lewis, WA
- Martin Army Hospital, Fort Benning, GA
- Tripler Army Hospital, Moanalua, Oahu, Hawaii
- Valley Forge General Hospital, Pennsylvania
- Walter Reed General Hospital, Washington, DC
- Walton Army Hospital, Fort Dix, NJ
- William Beaumont General Hospital, Ft. Sam Houston, TX
- Womack Army Hospital, Ft. Bragg, NC

Sources: See NPRC 1865.103A - Appendix 1A and NPRC 1865.121, app. 2-D for additional information.

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Air Force - Clinical Records

Dates	Location
Prior to 1957	Personnel Jacket with health record (Fire Related) or Organizational Records (See Below)
1957 - 6/2003	Organizational Records
6/2003 - Current	Civilian Personnel Records (Check Medical Registry System)

Clinical Records dating before 1957, from the following hospitals, may be located in organizational records.

AIR FORCE: (beginning early 1950's)

- David Grant USAF Hosp., Travis AFB, CA
- Francis E. Warren AFB, WY was clinical records library (CRL) from 1951 to 1958.
- Malcolm Grow USAF Hosp., Andrews AFB, MD
- Mitchell AFB, NY was CRL from 1951 to 1960.
- Offutt AFB, NB was CRL from 1951 to 1958.
- Parks AFB, CA was CRL from 1953 to 1958.
- Sampson AFB, NY was CRL from 1951 to 1956, but no CRL's except mental hygiene.
- ** Wilford Hall USAF Hosp., Lackland AFB, TX (** Authorized to retain clinical records for 10 years.)
- 78 USAF Hosp., Hamilton, AFB, CA
- 3320 USAF Hosp., Amarillo AFB, TX
- 4500 USAF Hosp., Langley AFB, VA
- 6100 USAF Hosp., Nagoya, Japan was CRL from 1955 to 1957.
- 7625 USAF Hosp., USAF Academy, CO
- 807 Medical Group, March AFB, CA (* closed or pending closure)
- 814 Medical Group, Westover, AFB, MA
- 855 Medical Group, Barksdale AFB, LA
- USAF Hosp., Elmendorf AFB, AK
- USAF Hosp., Wright-Patterson AFB, OH
- USAF Hosp., Eglin AFB, FL
- USAF Hosp., Chanute AFB, IL (* closed or pending closure)
- USAF Hosp., Kessler AFB, MS
- USAF Hosp., Sheppard AFB, TX
- USAF Hosp., Maxwell AFB, AL
- USAF Hosp., Scott AFB, IL
- USAF Hosp., Clark Air Base, Philippines (* closed or pending closure)
- USAF Hosp., Tachikawa Air Base, Japan
- USAF Hosp., Carswell AFB, TX (* closed or pending closure)
- USAF Hosp., Wiesbaden, Germany (* closed or pending closure)

Sources: See NPRC 1865.103A - Appendix 1A and NPRC 1865.121, app. 2-D for additional information.

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Records Retired to the VA

Check **BIRLS** to determine the **current location** and furnish the requester the address for the RMC or VARO. Advise the requester to contact that facility directly.

The service departments began sending health records to the RMC for persons released, retired, or discharged on or after the following dates:

Army: October 16, 1992

Navy: January 31, 1994

Air Force and Marine Corps: May 1, 1994

Coast Guard: April 1, 1998

If a veteran files a disability claim at the time of separation from active duty, the medical record is sent to the VA Regional Office nearest the veteran's home of record.

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Medical Registry System (MRS)

Electronic index of inpatient and outpatient records

- Inpatient and Outpatient records retired to NPRC (MPR and CPR) since June 2003.
- This could include old records that were not retired until June 2003. There is no specific record cutoff or start date. Medical treatment facilities often retire **older records from any timeframe**, as long as the record is retirement eligible.

THEREFORE: Records from any time period could be entered into the MRS.

Since system implementation in 2003, inpatient and outpatient records created at Air Force facilities are retired to CPR and inpatient and outpatient records created at Army and Navy facilities are retired to MPR. Records are no longer sorted into separate military and non-military shipments. (Records retired prior to 2003 that (not indexed in MRS) remain in their original storage locations: Army and AF dependents at CPR; Army and AF military/retirees and Navy military/retirees/dependents at MPR.)

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Archival Records

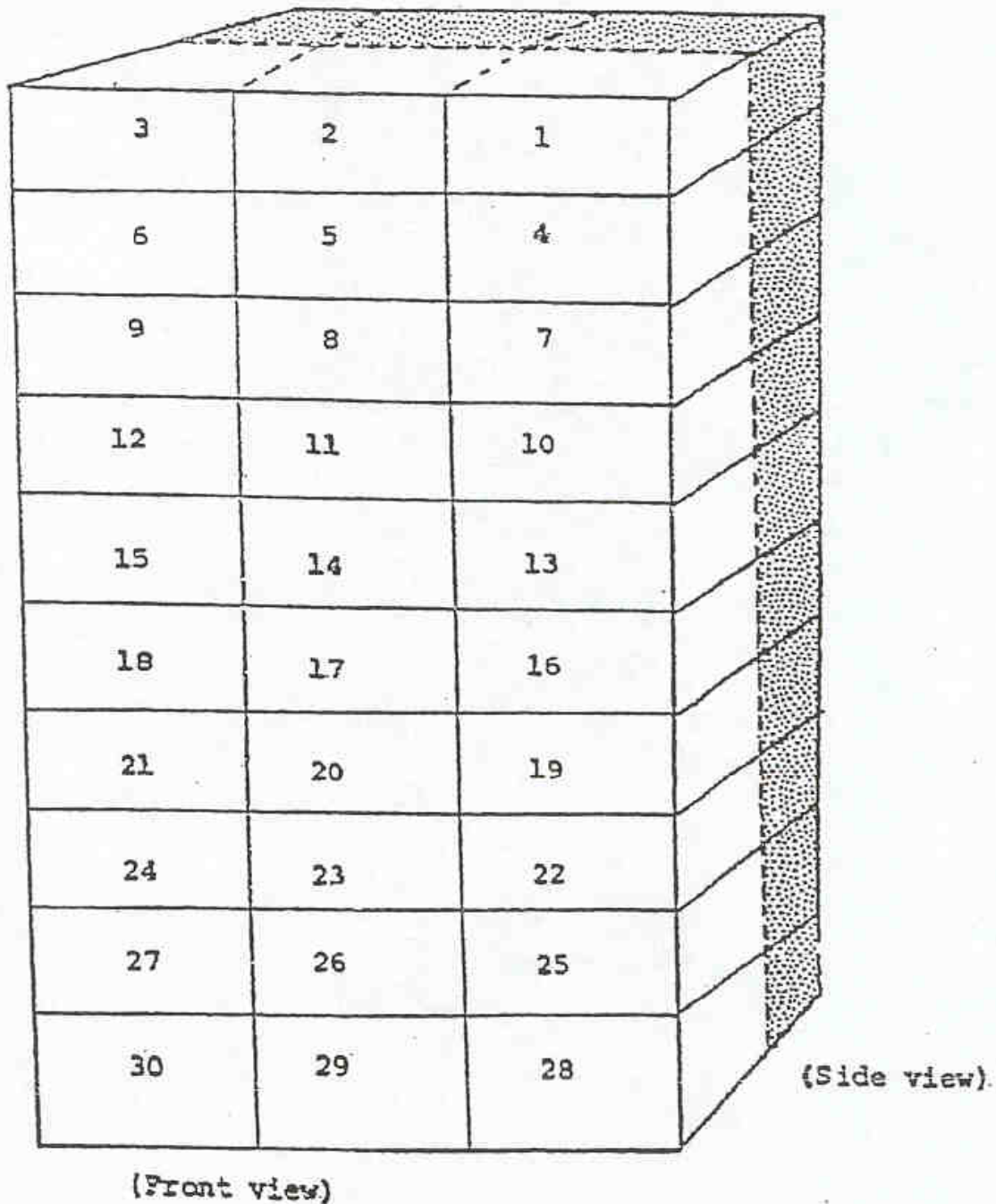
An archival OMPF is a military record whose ownership has been transferred from the Department of Defense (DOD) to the National Archives and Records Administration (NARA).

Archival records at NPRC consist of approximately 1.2 million Navy and Marine Corps enlisted WWI OMPFs, and selected records of persons of exceptional prominence who served in all branches of the military, both enlisted and officer personnel, and who have been deceased for at least ten years.

At the present time, the archival holdings of the National Personnel Records Center consist of three groupings of military service records:

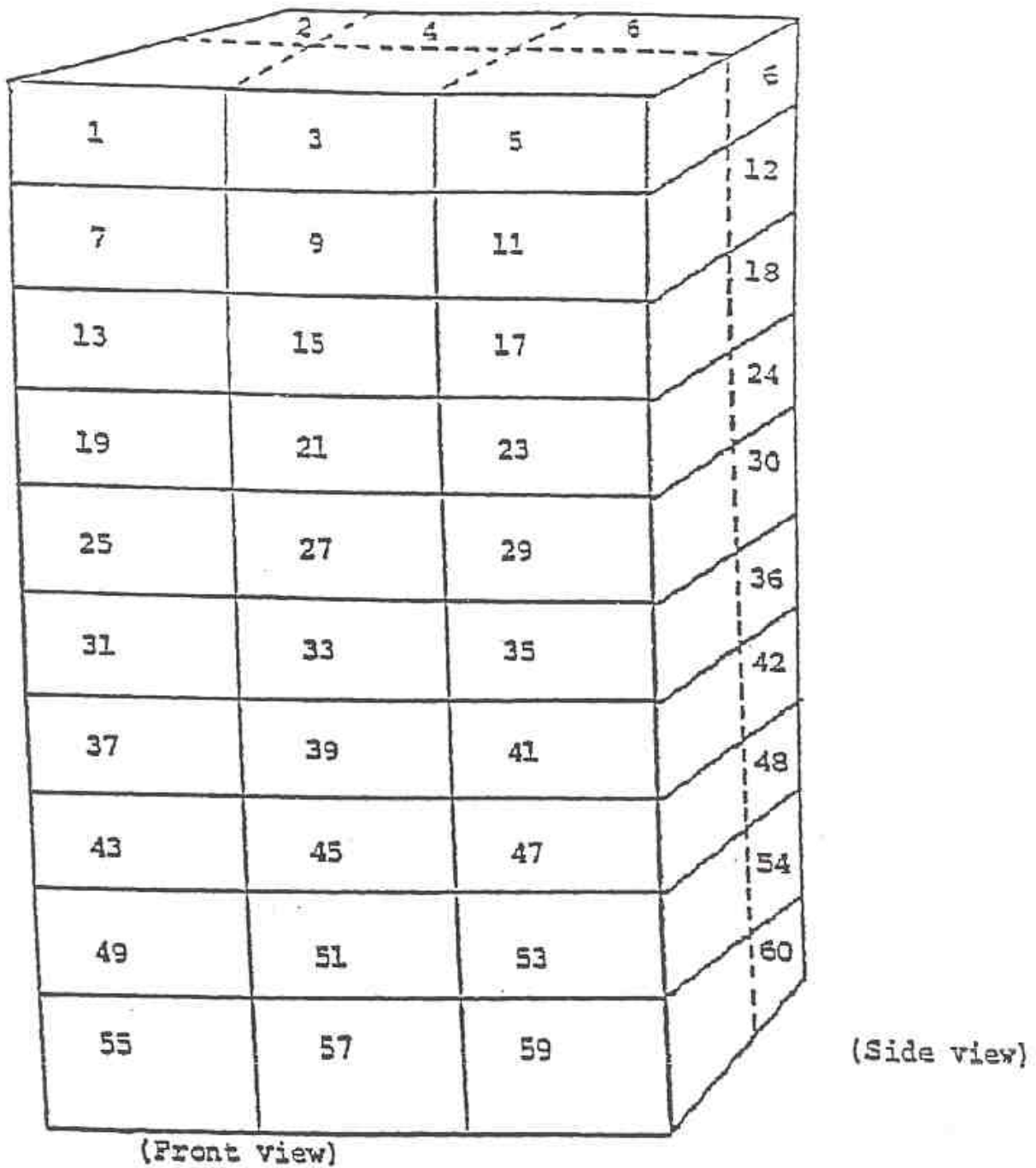
- Records of Navy Enlisted personnel (**Navy WWI Block**) who were **discharged between 1885 and 1939** with a **DOB on or before 09/01/1923**.
- Records of **Marine Corps Enlisted** personnel who were **discharged between 1906 and 1939** with a **Service Number between 20,000 thru 49,999 and 60,000 thru 251,265**
- Selected records of persons of exceptional prominence who served in all branches of the military, both Enlisted and Officer personnel, and have been deceased for at least ten years

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Figure 1: **Records Arrangement** (Part 1 of 2) [Part 2](#)

Ten high/three wide shelving unit; boxes 1 thru 30 are veneered to front of shelf. Boxes behind are not part of the front record block (examples being P and A Registry).

Figure 1: **Records Arrangement** (Part 2 of 2)



Ten high/three wide shelving unit; boxes are arranged two-deep (example here is 5th floor Navy alpha records block).

APPENDIX 3-B. RECORDS CONTAINING POTENTIALLY DETRIMENTAL INFORMATION

March 31, 1997 NPRC 1865.103A

REQUESTER	BRANCH	INSTRUCTIONS
1 on app. 3-A	Army	Furnish copies of other documents which make no reference to potentially detrimental diagnoses using NA Form 13017 as shown in app. 3-B-1 .
2 and 4 on app. 3-A	Army	If the inquiry indicates the requester is aware of the potentially detrimental diagnoses, furnish the medical records WITHOUT CHECKING THE "CAUTION" statement on NA Form 13017. If not specifically requested or mentioned, handle the request as if it was received from the veteran.
3 and 5 thru 8 on app. 3-A	Army	Furnish medical records and check the "CAUTION" statement on NA Form 13017.
1 thru 5 on app. 3-A	Air Force	If the request is for health records, forward the request and record to AFPC, DPSRP, using NA Form 13008 for a determination of releasability. Inform the requester of this referral using NA Form 13053. When the record is returned, complete the case according to AFPC instructions. If the request is for clinical records, forward the request and records to OEHL/RZ, Brooks AFB, TX, for a determination of releasability.
6 thru 8 on app. 3-A	Air Force	Furnish medical records and check the "CAUTION" statement on NA Form 13017.
1 thru 8 on app. 3-A	Navy & Marine Corps	Pull out records containing potentially detrimental information and place on top of record. Forward the request and record to the

		Liaison Officer using NA Form 13098, NPRC Routing Slip. When the record is returned, complete the case according to BuMed Liaison Office instructions.
1 thru 8 on app. 3-A	Coast Guard	Forward the request and record to the Commander, Coast Guard, using NA Form 13008 for a determination of releasability. Inform the requester of this referral using NA Form 13053.

NOTE: For court order cases see the latest revision of [NPRC 1864.107](#).

RECORDS NEEDED FROM THE REFILE SECTION

Background. Core technicians sometimes need to retrieve a recently-used record that has not yet worked its way through the entire refile process, which may take up to ten (10) workdays. The record remains "locked" in the MPR Registry File within the Case Management and Reporting System (CMRS) and cannot be ordered in the normal manner. Refile Section personnel must intervene to locate the record on the refile racks or carts and perform the necessary CMRS steps to track the location of the record properly.

Procedures. If you need a record returned from the Refile Section to use on the **same** Routine Separation Document or Priority service request previously processed, follow these steps:

Step	Who	Action						
1	Core Coach/ET	<ul style="list-style-type: none"> • Visit Refile Supervisor in person, OR • Send e-mail to GroupWise address "Refile MPR" with information shown in sample below. 						
2	Refile Supervisor/ Lead Technician	<p>Search for record on refile racks, refile carts and office area</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Record is not found</td> <td>Inform Coach/ET in person or by e-mail of negative search results</td> </tr> <tr> <td>Record is found</td> <td> <ul style="list-style-type: none"> • Send e-mail to Coach/ET that record is ready for pick-up • Hand over record to Coach/ET </td> </tr> </tbody> </table>	If	Then	Record is not found	Inform Coach/ET in person or by e-mail of negative search results	Record is found	<ul style="list-style-type: none"> • Send e-mail to Coach/ET that record is ready for pick-up • Hand over record to Coach/ET
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Record is not found	Inform Coach/ET in person or by e-mail of negative search results							
Record is found	<ul style="list-style-type: none"> • Send e-mail to Coach/ET that record is ready for pick-up • Hand over record to Coach/ET 							
3	Core Coach/ET	<ul style="list-style-type: none"> • Pick up record and return to core • Immediately wand record back into status of In Core • Deliver record to technician to complete request processing 						

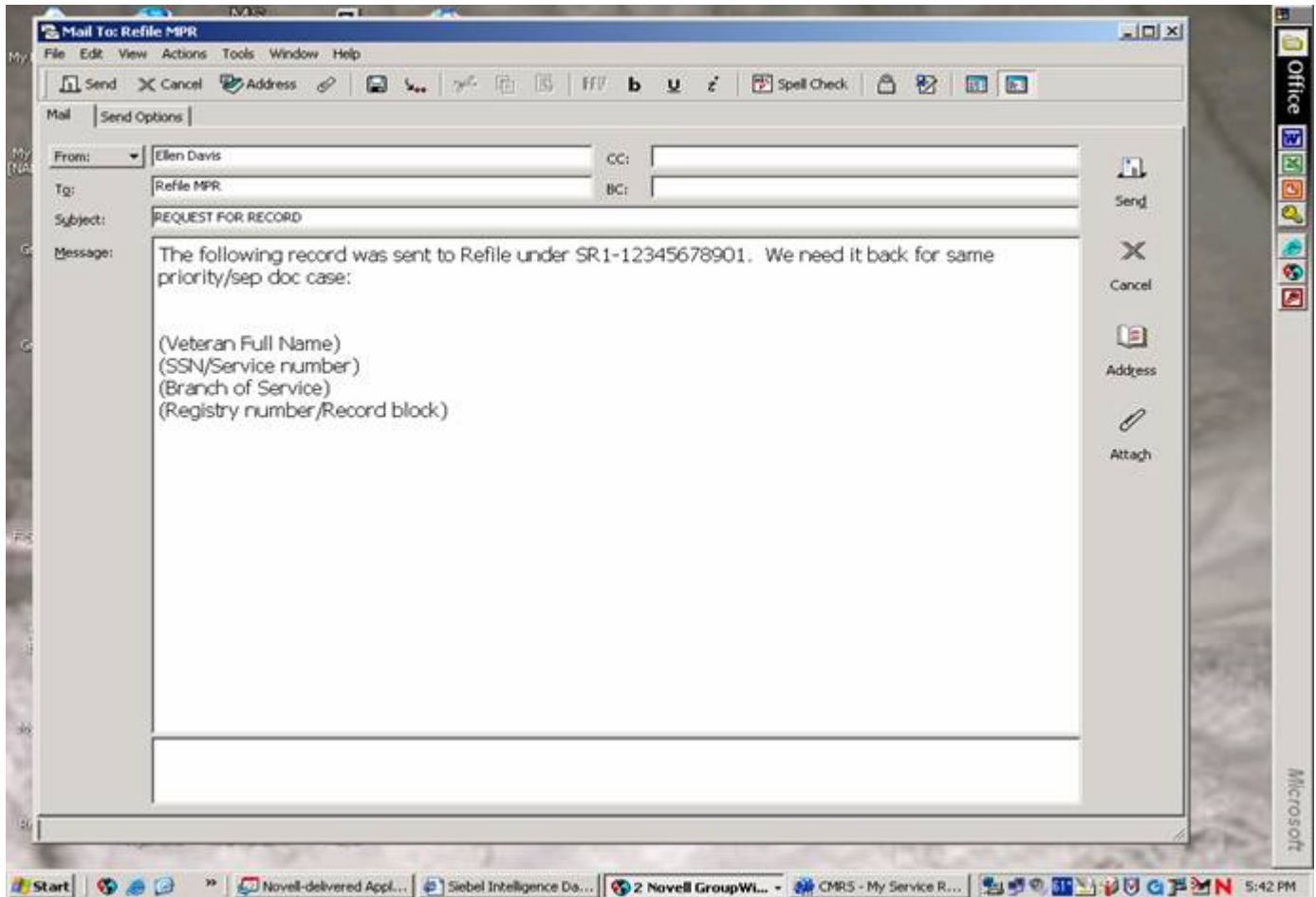
If you need a record returned from the Refile Section to use on a **new** Routine Separation Document or Priority service request, follow these steps:

Step	Who	Action						
1	Core Coach/ET	Send e-mail to GroupWise address "Refile MPR" with information shown in sample below.						
2	Refile Supervisor/ Lead Technician	<p>Search for record on refile racks, refile carts and office area</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Record is not found</td> <td>Inform Coach/ET by e-mail of negative search results</td> </tr> <tr> <td>Record is found</td> <td> <ul style="list-style-type: none"> • Print search request (Copy pg. 3) from CMRS • Wand record as Refiled • Send e-mail to Coach/ET that record may be reordered • Take record and original e-mail to Search Supervisor </td> </tr> </tbody> </table>	If	Then	Record is not found	Inform Coach/ET by e-mail of negative search results	Record is found	<ul style="list-style-type: none"> • Print search request (Copy pg. 3) from CMRS • Wand record as Refiled • Send e-mail to Coach/ET that record may be reordered • Take record and original e-mail to Search Supervisor
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Record is not found	Inform Coach/ET by e-mail of negative search results							
Record is found	<ul style="list-style-type: none"> • Print search request (Copy pg. 3) from CMRS • Wand record as Refiled • Send e-mail to Coach/ET that record may be reordered • Take record and original e-mail to Search Supervisor 							
3	Core Coach/ET	Instruct technician to re-order record and notify Search Supervisor						
4	Core Technician	<ul style="list-style-type: none"> • Create new search request in CMRS • Send e-mail to GroupWise address "Search MPR" with information shown in sample below. 						
5	Search Supervisor	<ul style="list-style-type: none"> • Batch new search request identified in e-mail • Assign to searcher • Print search request forms 						
6	Searcher	<ul style="list-style-type: none"> • Remove previous charge-out sheet from box • Replace it with new charge-out sheet (Copy pg. 3) • Deliver record with new search request to RDA (pg. 2) • Discard previous charge-out sheet 						

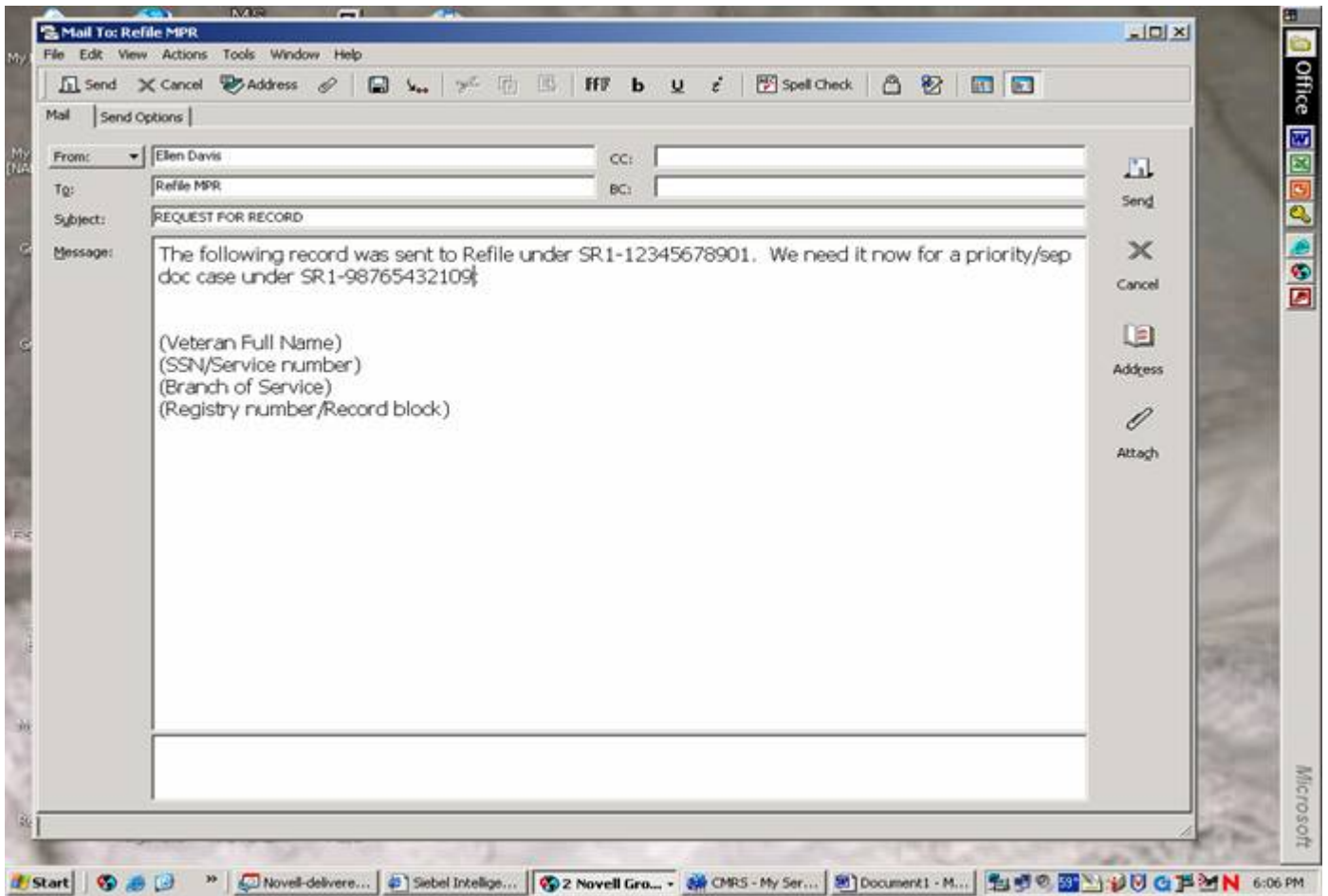
7	RDA Staff	<ul style="list-style-type: none"> • Wand record as Found • Route to designated core on routine delivery schedule
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For Routine Others cases, utilize the above steps only when it has been ten (10) workdays or more since the record was wanded Out of Core.

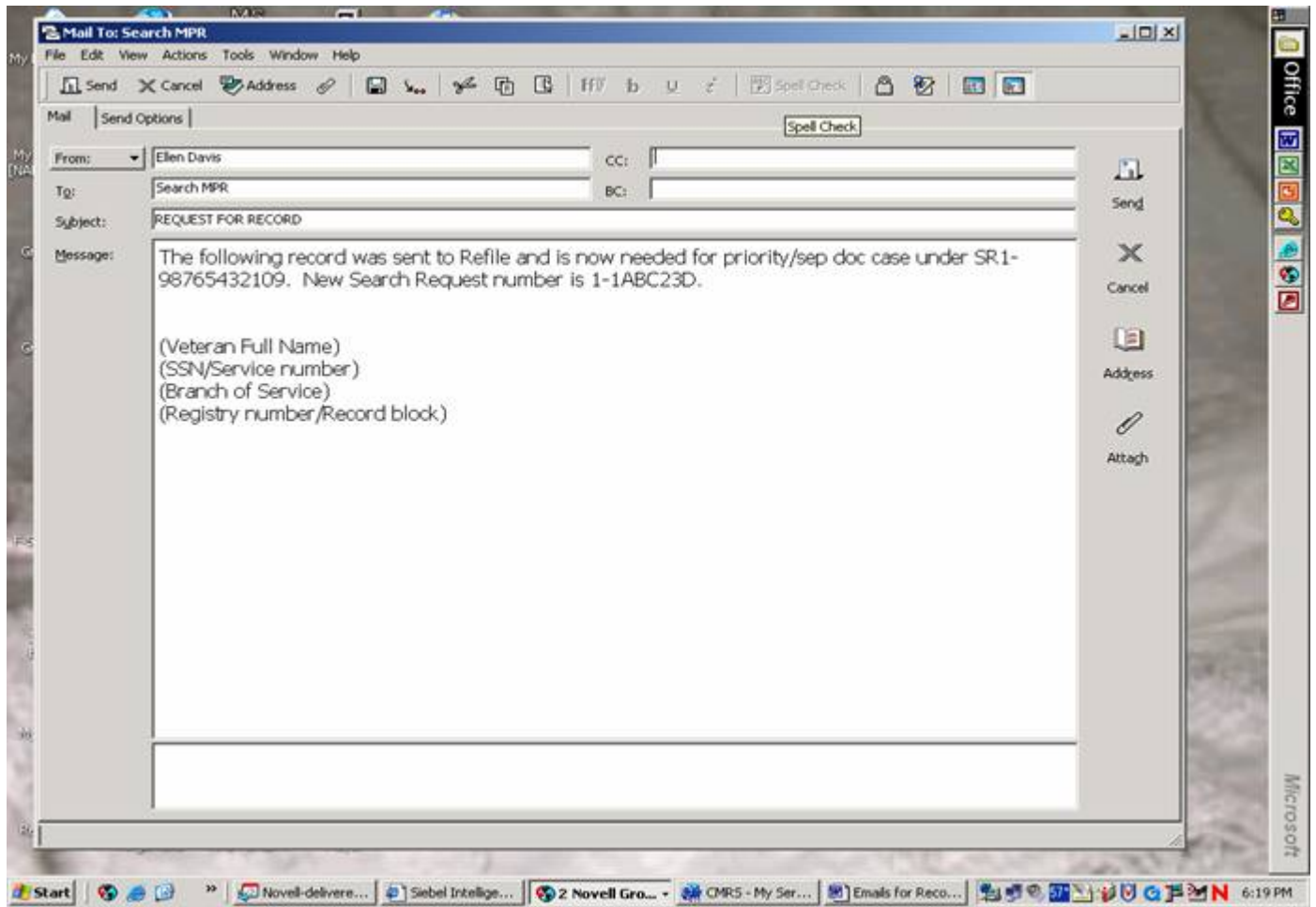
Sample e-mail to Refile Section for same priority/sep doc request



Sample e-mail to Refile Section for new priority/sep doc request



Sample e-mail to Search Section with new search request number



RECORDS RECONSTRUCTION SEARCH ACTIONS

POSSIBLE SEARCH ACTIONS : Note all actions taken - some are available only for specific time periods or individuals	INITIALS and DATE	RESULTS OF SEARCHES
Finding Aid Report (FAR): <u>Verify all searches made previously:</u> Name, Service number, & SSN Pull appropriate record / auxiliary records (Consider "QM" probe - not "ALL" for a common name)		
FAR Negative: Try further analysis of all identifiers given: Name, SN, SN prefix, SSN, DOB & Place of Birth—any clues? Check SN chart (Service numbers issued to each State)		
Directory of Military, Personnel & Related Records: Are the records <u>really</u> here at NPRC?		
VA Master Index: WWI: 1917-1940 / WWII: 1940-1972		
SN Index Tape: 1940-1946 (Enlisted/Inducted personnel)		
BIRLS Probe: Consider procurement to VA <u>If C # is NOT SSN</u>		
Discharge by Court Martial? Check Army JAG or AF JAG (Email: give approx. service dates & if "pre- or post-" 1950 service) If Court-Martial # -procure to WNRC		
Reconstruction Branch Library Records of death in service / State Honor Rolls Army Registers (officers) / State Rostersplus <u>other library sources</u>		
More info required: Call or send questionnaire (NA Form 13075) Is vet deceased? 3rd party requester? (Consider proceeding without it – requester <u>may not have</u> more info) Was NA 13075 previously returned???		
State Office: National Guard records / State Bonus records / Archives		
CPR: X-Rays (enlisted & officers, 1940-1963) Federal Civilian Employee OPF (Check employment application)		
Selective Service Registry / Classification Records		
FBI: Armed Forces fingerprint card / Criminal record chronology		
Specialized Auxiliary Records: WWI Deaths List Foreign Claims Tape (WWII / Korea)		
Organizational record search required: Send all available info to ORU (see "Guide to Reconstruction Sources")		

Regional Records Services Function Records Schedule

Crosswalk Attachment

NEW FUNCTION CITATION	FORMER NARA SCHEDULE CITATION
<p>I. PROGRAM DIRECTION</p> <p>147-1 Region-Wide (Regional Administrator)</p> <p><u>Disposition:</u> PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>106-1 Numbered Memos at the Office, Staff, and Field Unit Level-Originating office record copy and background materials.</p> <p>109-2 Program Subject Files-Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. EXCLUDED are unique program-related files specifically described elsewhere in this manual.</p> <p>a. Records relating to substantive programs not duplicated at a higher level.</p> <p>111-2 NARA Strategic Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-3 NARA Annual Performance Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-4 NARA Annual Performance and Accountability Report Developmental Files.</p> <p>b. Files maintained by other offices for submissions for Annual Performance Reports covering FYs 1999 through 2003.</p> <p>112-2 Program Review Files-Program reviews to brief other NARA senior officials. [need to add 112-1 as well as currently written kept by NPOL]</p> <p>113-2 Offices' Performance Reports-Other copies.</p> <p>115-1 Committee, Task Force, Board, and Working Group Files-NARA-sponsored</p>

<p>I. PROGRAM DIRECTION</p> <p>147-1 Region-Wide (Regional Administrator)</p> <p>Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>committees on substantive policy/programmatic issues.</p> <p>NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c).</p> <p>a. Official committee records.</p> <p>115-3 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have a substantive impact on NARA: Records of NARA staff members of committees whose mandates and activities cause NARA to revise its policies/programs.</p> <p>115-4 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have no substantive impact on NARA: Records of NARA staff members of committees whose mandates and activities do not cause NARA to revise its policies/programs.</p> <p>121-2 Annual Report to Congress-Background records (all offices).</p> <p>125-1 NARA Histories-Narrative histories, oral histories, transcribed interviews with past and present personnel, copies of tapes and transcripts, and deeds of gift.</p> <p>132-1 Customer Feedback Files-Customer Survey Questionnaire, Focus Group, and Interview Files.</p> <p>c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(2) Copy of final report maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(3) Report developmental files maintained by the office responsible for conducting survey</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-1 Region-Wide (Regional Administrator)</p> <p>Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>questionnaires, focus groups, and telephone/in-person interviews.</p> <p>140 Special Studies and Project Records</p> <p>145 Research and Evaluation Program Files</p> <p>146-1 Research and Evaluation Technical Report Files-Record copy maintained by office conducting the evaluation.</p> <p>202-2 Reading files maintained by office heads, staff directors, or equivalent.</p> <p>204-1 Schedules of Daily Activities-Records containing substantive information relating to the official activities of the Archivist, Deputy Archivist, office heads, staff directors, and special assistants to the Archivist and Deputy Archivist, the substance of which has not been incorporated into reports.</p> <p>218 Management Control Policies and Procedures Files</p> <p>219 Risk Assessment Files</p> <p>220-2 Management Control Evaluation Files-Records maintained by other offices.</p> <p>220-3 Management Control Evaluation Files-Tracking files.</p> <p>221-2 Federal Managers' Financial Integrity Act (FMFIA) Annual Report-Documents accumulated in preparing the annual report, including assurance statements.</p> <p>222-1 Management Improvement Study Files-Case Files.</p> <p>a. Case files on substantive studies.</p> <p>226-1 Unified Agenda and Regulatory Plan-Agenda materials maintained by all offices.</p> <p>262 Information Security Policy File</p> <p>407-2 Allowances and Operating Budget Plans-Documents created or accumulated by individual NARA offices in preparing and</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-1 Region-Wide (Regional Administrator)</p> <p>Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.</p> <p>602-2 Agency Space Files-Correspondence and reports relating to agency space holdings and requirements.</p> <p>b. Copies in subordinate reporting units and related work papers.</p> <p>803-2 Planning and System Development Files-Records maintained by other offices.</p> <p>b. Other records relating to studies.</p> <p>907 Congressional Contact Files</p> <p>1002-1 News Releases-Record copies of news releases or radio spots.</p> <p>a. Textual records arranged chronologically by date of event.</p> <p>b. Audiovisual records.</p> <p>1003 Press Clippings</p> <p>1027-1 Still Photography-Photographs which depict significant events, personalities, and other subjects relating to the mission and activities of NARA in particular and American history in general.</p> <p>1028-1 Motion pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Official record set.</p> <p>1029-1 Related Documentation for Audiovisual Records-Permanent records-related documentation.</p> <p>a. Finding aids.</p> <p>b. Production case files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.</p> <p>1030 Posters</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-1 Region-Wide (Regional Administrator)</p> <p>Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.</p>	<p>1207-2 Audit Resolution Case Files-Files maintained by designated central point of contact for a major office, and the audited unit.</p> <p>1318-2 Records Center Inspection Files-Records maintained by records centers.</p> <p>1402-1 Narrative Program Report Files-Quarterly narrative reports summarizing project work, reference service, training and professional activities, administrative and personnel matters, and other activities.</p> <p>b. Copies maintained by NR program directors, heads of NR and NL field units, and their subordinate units. [See 113-3b above]</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p> <p>1441 Precious Metals Report</p> <p>1601-2 Professional and Scholarly Conferences and Symposia Files-Published and unpublished program proceedings and related records.</p> <p>a. Textual and electronic records and supporting nontextual items pertaining to program proceedings.</p> <p>b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation.</p> <p>(1) Video and audio recordings and related documentation that significantly enhance knowledge and understanding of the proceedings and other related information.</p> <p>1602-1 Ceremonies and Events Files-Unique ceremonies, events and associated receptions, and those that occur annually, periodically, or frequently and are considered to be historically significant.</p> <p>b. Textual and electronic records and supporting nontextual items maintained for historical documentation.</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>101-3 Organizational Files-Records maintained by other offices.</p> <p>102-3 NARA Regulations Case Files- Unofficial case files maintained by other offices.</p> <p>103-3 External Directives Case Files- Unofficial case files maintained by other offices.</p> <p>104-1 NARA Directives Case Files-POLICY DIRECTIVES</p> <p>b. Unofficial case files maintained by other offices.</p> <p>c. Case files on directives that were developed but not issued.</p> <p>104-2 NARA Directives Case Files-INTERIM GUIDANCE.</p> <p>b. Originating office record copy and related background materials.</p> <p>c. Other copies.</p> <p>104-3 NARA Directives Case Files-SUPPLEMENTS.</p> <p>c. Other copies.</p> <p>104-4 Internal Operating Procedures.</p> <p>105-2 NARA Notice Files-Other copies.</p> <p>106-2 Numbered Memos at the Office, Staff, and Field Unit Level-Other copies (including signed record copies on letterhead).</p> <p>109-2 Program Subject Files-Records accumulated by division directors in the Washington, DC, area and Heads of Field Units. Generally arranged by subject. EXCLUDED are unique program-related files specifically described elsewhere in this manual.</p> <p>b. Other records.</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>110 Routine Program Administration Files NOTE: When any of the documents in this file result in the initiation of, or affect a specific program process, project, directive, or case, the record copy must be filed in the official file relating to that particular activity or action.</p> <p>111-1 NARA Strategic Planning and Government Performance and Results Act (GPRA) Files-NARA Strategic Plans, Annual Performance Plans, and Annual Performance and Accountability Reports (formerly Annual Performance Reports).</p> <p>b. Copies maintained by other offices.</p> <p>111-2 NARA Strategic Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-3 NARA Annual Performance Plan Developmental Files.</p> <p>b. Files maintained by other offices.</p> <p>111-4 NARA Annual Performance and Accountability Report Developmental Files.</p> <p>b. Files maintained by other offices for submissions for Annual Performance Reports covering FYs 1999 through 2003.</p> <p>112-3 Program Review Files-Other copies.</p> <p>113-2 Offices' Performance Reports-Other copies.</p> <p>113-3 Offices' Performance Reports-Feeder reports, which may be prepared quarterly, for office heads by heads of field units and directors of programs, divisions, staffs, and their subordinate units.</p> <p>b. Other copies, including copies maintained by subordinate units.</p> <p>115-1 Committee, Task Force, Board, and Working Group Files-NARA-sponsored committees on substantive policy/programmatic issues.</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>NOTE: Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records. (See file no. 115-1c).</p> <p>b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.</p> <p>c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, EXCLUDING those maintained by the Secretary or recordkeeper.</p> <p>115-2 Committee, Task Force, Board, and Working Group Files-NARA-sponsored committees on internal administrative/facilitative matters.</p> <p>a. Official committee records.</p> <p>b. Routine administrative records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative records.</p> <p>c. Agendas, minutes, final reports, and related records documenting the accomplishments of official committees, EXCLUDING those maintained by the Secretary or recordkeeper.</p> <p>115-4 Committee, Task Force, Board, and Working Group Files-Non-NARA-sponsored committees whose activities have no substantive impact on NARA: Records of NARA staff members of committees whose mandates and activities do not cause NARA to revise its policies/programs.</p> <p>121-2 Annual Report to Congress-Background records (all offices).</p> <p>127-2 Agency-Authorized Staffing Plan-Paper copies maintained by NAB, NPOL, and program offices.</p> <p>128-1 Vacancy Allocation Files-Vacancy</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>Allocation Form (VAF) Files.</p> <p>a. Records maintained by NAB, NPOL, and program offices.</p> <p>128-3 Vacancy Allocation Files-Paper copies of VAF Tracking Report.</p> <p>b. Copies maintained by other offices.</p> <p>131-1 NARA Customer Service Program Files-NARA Customer Service Plans and Customer Service Reports.</p> <p>b. Copies maintained by other offices.</p> <p>131-2 NARA Customer Service Program Files-NARA Customer Service Plan Developmental files.</p> <p>b. Developmental files maintained by other offices.</p> <p>131-3 NARA Customer Service Program Files-NARA Customer Service Report Developmental Files.</p> <p>b. Developmental files maintained by other offices.</p> <p>140 Special Studies and Project Records</p> <p>146-2 Research and Evaluation Technical Report Files-Other copies.</p> <p>242 Feasibility Studies</p> <p>252 Classified Documents Administrative Correspondence Files</p> <p>261-1 Top Secret Inventory Requirements Files-Annual inventory reports originated by custodial units and sent to NARA Information Security Manager.</p> <p>a. Reports maintained by custodial units.</p> <p>261-2 Waiver of inventory report files, including applications and responses.</p> <p>262 Information Security Policy File</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>407-2 Allowances and Operating Budget Plans- Documents created or accumulated by individual NARA offices in preparing and submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.</p> <p>602-2 Agency Space Files-Correspondence and reports relating to agency space holdings and requirements.</p> <p>b. Copies in subordinate reporting units and related work papers.</p> <p>1012-2 FOIA Reports Files-Feeder and other reports.</p> <p>1315-2 Records Center Reports and Correspondence-Reports maintained by records centers.</p> <p>1315-3 Reports pertaining to precious metals.</p> <p>1318-2 Records Center Inspection Files-Records maintained by records centers.</p> <p>1401-1 Statistical Program Report Files- Individual and unit summary Time and Production Reports created and maintained in the custodial units.</p> <p>1403-1 Work Plan Files-Annual work plan instructions (call) formulated by NW or NR.</p> <p>b. Copies in custodial units.</p> <p>1403-3 Work Plan Files-Submissions retained by custodial units.</p> <p>1412 Project Administration</p> <p>1415-1 Records Restriction Files-Documents accumulated in establishing limitations on access to records accessioned by NARA.</p> <p>1415-3 Records Restriction Files-Other Records.</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p>
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<p>I. PROGRAM DIRECTION</p> <p>147-2 Operational unit</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p> <p>C. Transitory records</p> <p>Disposition: TEMPORARY. Destroy when no longer needed, no later than when 180 days old. (GRS 23/7)</p> <p>D. Non-record material</p> <p>Disposition: TEMPORARY. Destroy when no longer needed.</p>	<p>1441 Precious Metals Report</p> <p>1450-2 Regional Archives Inspection Files-Records maintained by regional archives.</p> <p>1605-2 Volunteer and Tour Program Files-Correspondence, memoranda, and other records relating to the administration of these programs.</p>
<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>114-1 Performance Measurement and Reporting System (PMRS)-Data Collection Sources and Supporting Records.</p> <p>a. Textual records, print-outs of e-mail, and GPRA databases containing statistical data for PMRS metrics. Supporting textual records include print-outs of e-mail and other documents created and maintained to verify data accuracy and make corrections after initial quarterly reporting of data to PMRS.</p> <p>b. Operational databases specifically created to support program functions. Databases supply statistical data to PMRS.</p> <p>201-1 Files Plan-Record copy of files plan maintained by the office responsible for the records.</p> <p>201-2 Files Plan-Copies maintained by NARA Records Officer, records liaison officers, and administrative officers.</p> <p>202-3 Reading Files-All other reading files.</p> <p>203-1 Suspense Files-A note or other reminder</p>

<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>to take action.</p> <p>203-2 Suspense Files-The file copy, or an extra of an outgoing communication, filed by the date on which a reply is expected.</p> <p>204-2 Schedules of Daily Activities-Records of other NARA employees containing substantive information relating to official activities, the substance of which has not been incorporated into the official files.</p> <p>204-3 Schedules of Daily Activities-Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into official files.</p> <p>205 Office Administration Files</p> <p>206 Administrative Tracking and Control Files</p> <p>208 Designations</p> <p>209 Employee Publication Review Files</p> <p>211 Reference Publication Files</p> <p>213-1 Training Program Files-NARA Training Aids</p> <p>213-2 Training Program Files-NARA-sponsored Training</p> <p>213-3 Training Program Files-Background and working files.</p> <p>213-4 Training Program Files-Routine operational records relating to support of training, such as room reservations and class lists.</p> <p>216-2 Federal Activities Inventory Reform (FAIR) Act Files-Records related to management reviews conducted pursuant to the FAIR Act.</p> <p>216-3 Federal Activities Inventory Reform (FAIR) Act Files-Copies of OMB Circular A-76, implementing instructions and related materials issued outside of NARA.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>217-3 A-76, Performance of Commercial Activities Files-Records maintained by other offices, including information copies and background material.</p> <p>228-2 External Questionnaires and Surveys-Records maintained by other offices.</p> <p>229-3 Reports Control-Registers.</p> <p>231-1 Forms Management Administration Files-Forms registers used to record and control the numbers and other identifying data assigned to each form.</p> <p>232-3 Forms Case Files-Files maintained by other offices.</p> <p>233 Stationery Files</p> <p>235 Emergency Planning Administrative Correspondence Files</p> <p>236 Emergency Planning Case Files</p> <p>237 Emergency Directives Reference Files</p> <p>238 Emergency Planning Reports</p> <p>239 Emergency Operations Test Files</p> <p>240-1 Records Management Survey and Evaluation Files-Records maintained by the NARA Records Officer, records liaison officers, and administrative officers.</p> <p>240-2 Records Management Survey and Evaluation Files-Records maintained by other offices.</p> <p>244 Vital Records Policy and Procedures Files</p> <p>246 Distribution Lists</p> <p>247-1 Postal and Private Mail Service Records-Records relating to incoming or outgoing registered mail pouches; and registered, certified, insured, overnight, express, and special delivery mail, including receipts and return receipts.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>247-2 Postal and Private Mail Service Records-Application for registration and certification of declared value mail.</p> <p>247-3 Postal and Private Mail Service Records-Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.</p> <p>247-4 Postal and Private Mail Service Records-Postal Irregularities Files.</p> <p>248-1 Mail and Delivery Service Control Files-General files, including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.</p> <p>248-2 Mail and Delivery Service Control Files-Statistical reports and data related to handling of mail and volume of work performed.</p> <p>248-3 Mail and Delivery Service Control Files-Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).</p> <p>248-4 Mail and Delivery Service Control Files-Requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).</p> <p>248-5 Mail and Delivery Service Control Files-Records relating to checks, cash, stamps, money orders, or any valuables remitted to the agency by mail.</p> <p>248-6 Mail and Delivery Service Control Files-Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING those records covered by file nos. 247-1, 247-2, and 247-3, and those used as indexes to correspondence files.</p> <p>248-7 Mail and Delivery Service Control Files-Locator cards, directories, indexes, and other records relating to mail delivery to individuals.</p> <p>249 Metered Mail Files</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>250 Mail Service Program Management Files</p> <p>253 Classified Document Receipt Files</p> <p>254 Classified Documents Destruction Certificates Files</p> <p>255 Classified Documents Inventory Files</p> <p>256 Top Secret Document Accounting Files</p> <p>257 Top Secret Document Control Files</p> <p>258 Classified Documents Access Request Files</p> <p>259-1 Classified Document Container Security Files-Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.</p> <p>259-2 Classified Document Container Security Files-Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.</p> <p>263-2 Information Security Inspection and Survey Files-Documents maintained by the assistant information security managers.</p> <p>263-3 Information Security Inspection and Survey Files-Vault Certifications.</p> <p>307 Human Resources Information System</p> <p>310-1 Pay and Leave Administration Files-Pay Administration Files.</p> <p>311 Standards of Conduct Files</p> <p>321-1 Merit Promotion Case Files-Records relating to recruitments for specific vacancies.</p> <p>321-2 Merit Promotion Case Files-General Reference Files.</p> <p>323 Certificate of Eligibles Files</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>324 Interview Records</p> <p>330-2 Labor-Management Relations Records-Documents maintained by other offices.</p> <p>331-1 Campaigns-Savings Bond Campaign.</p> <p>331-2 Campaigns-Charitable Contribution Campaigns.</p> <p>332-8 Equal Employment Opportunity Records-EEO Affirmative Action Plans (AAP).</p> <p>b. Agency feeder plans to consolidated AAPs.</p> <p>335 Occupational Injury and Illness Files</p> <p>338 Health Summaries</p> <p>345-3 Flexiplace Program Records-Forms and other records generated by NARA or the participating employee in evaluating the flexiplace program.</p> <p>418-1 Time and Attendance Records-OPM Form 71 (leave slips) Files.</p> <p>418-2 Time and Attendance Records-All other time and attendance records (paper and electronic) upon which leave input data is based, such as time or sign-in sheets; flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime.</p> <p>503 Office General Services and Supply Files 505 Supply Catalogs</p> <p>520-1 Solicited and Unsolicited Bids and Proposals Files-Solicited and unsolicited unsuccessful bids and proposals.</p> <p>a. Relating to small purchases as defined in the FAR, 48 CFR Part 13.</p> <p>b. Relating to transactions above the small purchase limitations in 48 CFR Part 13.</p> <p>(1) When filed separately from contract case files.</p> <p>(2) When filed with contract case files.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p><u>Disposition:</u> TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>520-2 Solicited and Unsolicited Bids and Proposals Files-Canceled solicitations files.</p> <p>a. Formal solicitations of offers to provide products or services (e.g. Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract.</p> <p>b. Unopened bids.</p> <p>524 Contract Appeals Case Files</p> <p>601 Data books</p> <p>604 Posting File</p> <p>605 Community Activities Files</p> <p>611-2 Federal Structures Construction Files-Space assignment plans.</p> <p>612 -1 Other Architectural and Engineering Files-Drawings interfiled with related materials.</p> <p>612-2 Other Architectural and Engineering Files-Drawings filed separately from related records.</p> <p>612-3 Other Architectural and Engineering Files-Contract Negotiation Drawings.</p> <p>614 Finding Aids</p> <p>615 Grounds Improvement Project Files</p> <p>616-1 Painting Program Files-Progress reports.</p> <p>616-2 Painting Program Files-Other records.</p> <p>617-1 Snow Removal Records-Plans and related records.</p> <p>617-2 Snow Removal Records-Other records.</p> <p>618-1 Cleaning and Sanitation Files-Routine records relating to cleaning and sanitation, exclusive of files described elsewhere in this section.</p> <p>619-1 Carpet Program Files-Progress reports.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>619-2 Carpet Program Files-Other records.</p> <p>622 Parking Controls</p> <p>623-1 Concession Files-Documents relating to the establishment, operation, modification, or discontinuance of concessions, including vending machines and pay telephone stations.</p> <p>623-2 Concession Files-Concession operation files.</p> <p>624 Building and Equipment Service Files</p> <p>625-1 Service Call Work Authorizations-Suspense copies.</p> <p>625-2 Service Call Work Authorizations-Originals.</p> <p>626-1 Work Authorization Files-Orders.</p> <p>626-2 Work Authorization Files-Registers.</p> <p>627 Preventive Maintenance Control Cards</p> <p>629-2 Operating Equipment Inspection Files-Other records.</p> <p>634 Heating and Air Conditioning Schedules</p> <p>635-1 Water Treatment Files-Testing instructions.</p> <p>635-2 Water Treatment Files-Other records.</p> <p>636-1 Vertical Transportation Files-Authorizations to operate elevators.</p> <p>636-2 Vertical Transportation Files-Traffic survey data, schedules, and related records created in developing, maintaining, and revising schedules for the operation of elevators and escalators.</p> <p>a. Schedules.</p> <p>b. Other records.</p> <p>636-3 Vertical Transportation Files-Inspection and maintenance Files.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>a. Certificates of inspection.</p> <p>b. Acknowledgement of inspection.</p> <p>c. Schedules, reports, and other records.</p> <p>636-4 Vertical Transportation Files-Data cards used to record identification, location, operation, repair, and alteration data pertinent to each elevator.</p> <p>637 Lighting Files</p> <p>638 Utility Consumption Files</p> <p>639-1 Key Accountability Files-For areas under maximum security.</p> <p>639-2 Key Accountability Files-For other areas.</p> <p>641-1 Communication Correspondence, Reports, and Reference Files-Correspondence and related records pertaining to internal administration ad operation.</p> <p>641-2 Communication Correspondence, Reports, and Reference Files-Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.</p> <p>641-3 Communication Correspondence, Reports, and Reference Files-Telecommunications statistical reports, including cost and volume data.</p> <p>641-4 Communication Correspondence, Reports, and Reference Files-Telecommunications reference voucher files.</p> <p>a. Reference copies of vouchers, bills, invoices, and related records.</p> <p>b. Records relating to installation, change, removal, and servicing of equipment.</p> <p>643-1 Telephone Use (Call Detail) Records-Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>electronic mail) during a specified period, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations, audits, or Accountable Officers' Accounts Records.</p> <p>643-2 Telephone Use (Call Detail) Records- Telephone call data maintained by individual offices to document prior approval for official long distance telephone calls.</p> <p>644 Security and Protective Services Administrative Correspondence Files.</p> <p>646-1 Survey and Inspection Files- Government-owned facilities.</p> <p>646-2 Survey and Inspection Files-Privately owned facilities.</p> <p>647 Investigative Files</p> <p>648 Physical Security Devices Files</p> <p>649-1 Credentials Files-Identification credentials, including cards, badges, photographs, and property, visitors passes, and other identification credentials.</p> <p>649-2 Credentials Files-Receipts, indices, listings, and accountable records.</p> <p>650-1 Visitor Control Files-For areas under maximum security.</p> <p>650-2 Visitor Control Files-For other areas.</p> <p>651 Property Pass Files</p> <p>652-1 Police Functions Files-Ledger records of arrest, cars ticketed, and outside police contacts.</p> <p>652-2 Police Functions Files-Reports, statement of witnesses, warning notices, and</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>other documents relating to arrests, commitments, and traffic violations.</p> <p>652-3 Police Functions Files-Reports of contact with outside police with building occupants,</p> <p>653-1 Lost and Found Files-Ledger files.</p> <p>653-2 Lost and Found Files-Reports, loss statements, receipts, and other documents relating to lost and found articles.</p> <p>654 Special Orders</p> <p>655 Emergency Action Files</p> <p>656-1 Guard Assignment Files-Ledger records.</p> <p>656-2 Guard Assignment Files-Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.</p> <p>657-1 Guard Service Control Files-Control center key or code records, emergency call cards, and building records and employee identification cards.</p> <p>658-1 Guard Logs and Registers-Central guard office master logs.</p> <p>658-2 Guard Logs and Registers-Individual guard post logs of occurrences entered in master logs.</p> <p>659-1 Facilities Checks Files-Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by file no. 314 of this schedule).</p> <p>659-2 Facilities Checks Files- Reports of routine after-hours security checks that either do not reflect security violations of for which the information contained therein is documented in the files defined in file no. 314 of this schedule.</p> <p>701-2 General Travel and Transportation Files-Documents maintained by individual offices.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>704 Travel and Miscellaneous Expenses Files.</p> <p>705-1 Freight Files-Issuing office copies, other than those identified in file no. 705-4, of Government or commercial bills of lading.</p> <p>705-2 Freight Files-All other copies, including copies for which goods were received.</p> <p>705-5 Freight Files-Lost or Damaged Shipments Files.</p> <p>706 Motor Vehicle Correspondence Files</p> <p>707-1 Motor Vehicle Operating and Maintenance Files-Operating records including those relating to gas and oil consumption, dispatching, and scheduling.</p> <p>707-2 Motor Vehicle Operating and Maintenance Files-Maintenance records, including those relating to service and repair.</p> <p>708 Motor Vehicle Cost Files</p> <p>709 Motor Vehicle Report Files</p> <p>710 Motor Vehicle Accidents Files</p> <p>711 Motor Vehicle Release Files</p> <p>712 Motor Vehicle Operation Files</p> <p>713 Public Transit Subsidy Program (PTSP) Records</p> <p>1006-1 Freelance Editorial Vendors File-Invoices, log of current budgetary balance, mailing lists, and related records.</p> <p>1006-2 Freelance Editorial Vendors File-Resumes, examples of work, and evaluations.</p> <p>1007-1 Employee Newsletters-Record copies of each newsletter maintained by the office originating the publication.</p> <p>1009-1 FOIA Requests Files-Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>a. Granting access to all the requested records.</p> <p>b. Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>c. Denying access to all or part of the records requested.</p> <p>1009-2 FOIA Requests Files-Official file copy of requested records.</p> <p>1010-1 FOIA Appeals Files-Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if files herein).</p> <p>1010-2 FOIA Appeals Files-Official file copy of records under appeal.</p> <p>1011-1 FOIA Control Files-Registers or listing.</p> <p>1011-2 FOIA Control Files-Other Files.</p> <p>1013-1 FOIA Administrative Files-Records relating to the general NARA implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>1013-2 FOIA Administrative Files-NARA FOIA Indexes and Check Lists.</p> <p>1014-1 Privacy Act Requests Files 1022 Information Request Files</p> <p>1023 Acknowledgement File</p> <p>1027-2 Still Photography-Photographs of routine award ceremonies, social events (e.g., retirement parties), and activities not related to the mission of the agency.</p> <p>1027-4 Still Photography-Passport photographs.</p> <p>1027-5 Still Photography-Internal personnel and administrative training filmstrips and slides of programs that do not reflect NARA's mission.</p>
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<p>II. ADMINISTRATIVE</p> <p>266 Records of all administrative functions with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>1027-6 Still Photography-Duplicate photographs and negatives.</p> <p>1028-2 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-All other copies.</p> <p>1028-3 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Items acquired from outside sources for personnel and management training.</p> <p>1028-4 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Internal personnel and administrative training programs that do not reflect the mission of the agency.</p> <p>1028-5 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Recordings that document routine meetings and award presentations.</p> <p>1028-6 Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records-Duplicate dubbings and pre-mix elements.</p> <p>1029-2 Related Documentation for Audiovisual Records-Temporary records-related documentation.</p> <p>a. Finding aids for identification, retrieval, or use of temporary audiovisual records.</p> <p>b. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.</p> <p>1805 Order Fulfillment and Accounting System (OFAS) and Related Records</p> <p>1807 NARA Online Ordering System (Order Online!/SOFA) and related Records</p>
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<p>II. ADMINISTRATIVE</p> <p>267 Records of administrative functions concerning the collection and expenditure of funds</p> <p>267-1. Records that document the collection and expenditure of funds.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal or calendar year in which the project/activity/transaction was completed or superseded, whichever is appropriate. Destroy 7 years after cut off.</p>	<p>234-Printing Requisition Files</p> <p>326 Incentive Awards Program Reports</p> <p>409-2 Pegasys/NEAR Accounting Reports-Copies maintained by other offices.</p> <p>411 Reimbursable Agreements</p> <p>412 Reimbursable Billing</p> <p>413-1 Cash Management-Guidance from OMB, General Accounting Office (GAO), and Department of Treasury on effective cash management, including the Financial Managers Financial Integrity Act (FMFIA) as implemented in OMB Circular A-127.</p> <p>413-2 Cash Management-Cash management reports on late payment charges and interest paid out, unpaid invoices and problems, and reviews of financial management systems.</p> <p>414 Accounting System Guidance Files</p> <p>415 Obligation Files</p> <p>416 Office Accounting Files</p> <p>417 Office Financial Files</p> <p>419 Cashier and Collection Officer Designations</p> <p>420 Collection Receipts</p> <p>421 Imprest Fund Files</p> <p>507-1 Property Management Officer/Accountable Officers' (PMO/AO) History Files-Suspense file of source documents on which action has not been completed.</p> <p>507-2 Property Management Officer/Accountable Officers' (PMO/AO) History Files-PMO/AO case files containing source documents on which action has been completed.</p>
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<p>II. ADMINISTRATIVE</p> <p>267 Records of administrative functions concerning the collection and expenditure of funds</p> <p>267-1. Records that document the collection and expenditure of funds.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal or calendar year in which the project/activity/transaction was completed or superseded, whichever is appropriate. Destroy 7 years after cut off.</p>	<p>507-3 Property Management Officer/Accountable Officers' (PMO/AO) History Files-Property listings showing items of personal property on NARA inventory by class, value, serial number, and accountable officer account.</p> <p>508-1 Office Equipment Control Files-GSA Form 1025, Receipt for Property, hand receipts, or comparable documents.</p> <p>508-2 Office Equipment Control Files-Property listings.</p> <p>509-1 Office Equipment Maintenance Files-Guarantees, warranties and related records obtained with, and applicable, to office materials and equipment.</p> <p>509-2 Office Equipment Maintenance Files-Cards used to record a history of the maintenance and repair of selected items of equipment.</p> <p>510 Excess Property Screening Files</p> <p>511 Excess Personal Property Reports</p> <p>519-1 General Procurement Files-Procurement or purchase organization copy, and related papers.</p> <p>a. Transactions dated on or after July 3, 1995 (the effective date of the FAR rule defining "simplified acquisition threshold").</p> <p>(1) Commercial and non-commercial transactions that exceed the simplified acquisition threshold (\$100,000) and all construction contracts exceeding \$2,000.</p> <p>(2) Commercial and non-commercial transactions at or below the simplified acquisition threshold (\$100,000) and all construction contracts at or below \$2,000.</p> <p>b. Transactions dated earlier than July 3, 1995.</p> <p>(1) Transactions exceeding \$25,000 that utilized other than small purchase procedures and all construction contracts exceeding \$2,000.</p>
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<p>II. ADMINISTRATIVE</p> <p>267 Records of administrative functions concerning the collection and expenditure of funds</p> <p>267-1. Records that document the collection and expenditure of funds.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal or calendar year in which the project/activity/transaction was completed or superseded, whichever is appropriate. Destroy 7 years after cut off.</p>	<p>(2) Transactions less than or equal to \$25,000 that utilized small purchase procedures and all construction contracts under \$2,000.</p> <p>519-2 General Procurement Files-Obligation copy.</p> <p>704 Travel and Miscellaneous Expenses Files</p> <p>705-3 Freight Files-Original vouchers and support documents covering commercial freight charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by file no. 705-4.</p> <p>705-4 Freight Files-Records covering payment for commercial freight charges for services for which: (1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; (2) deduction or collection action has been taken; (3) the voucher contains inbound transit shipment(s); (4) parent voucher has print of paid supplemental bill associated; (5) the voucher has become involved in litigation; or (6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6-year retention period covered by file no. 705-3.</p> <p>804-2 IT Hardware and Software Acquisition Case Files-Copies of requisitions and supporting documentation maintained by other offices.</p> <p>1805 Order Fulfillment and Accounting System (OFAS) and Related Records</p> <p>1806-2 Purchase and Contract Case Files-Copies maintained by other offices.</p> <p>1807 NARA Online Ordering System (Order Online!/SOFA) and Related Records</p> <p>Note: This item includes GRS items that are administrative in function to NR for which a deviation is being requested.</p>
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<p>II. ADMINISTRATIVE</p> <p>267 Records of administrative functions concerning the collection and expenditure of funds</p> <p>267-2. Building records.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer to purchaser or dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p>	<p>611-1 Federal Structures Construction Files-Intermediate and pre-final, final working, as-built, shop, repair and alteration, contract and standard drawings; project specifications, with documents relating to their preparation; and engineering projects.</p> <p>612-4 Other Architectural and Engineering Files-Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</p> <p>612-5 Other Architectural and Engineering Files-Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</p> <p>613 Paint Plans and Samples</p> <p>628-1 Building Equipment History Files-Guaranty and warranty files.</p> <p>628-2 Building Equipment History Files-Building equipment history cards.</p> <p>628-3 Building Equipment History Files-Mechanical Equipment data forms.</p> <p>632 Environmental Condition Operating Records</p>
<p>II. ADMINISTRATIVE</p> <p>268 Records tracking workload used as a source of billing data for the Federal Records Centers</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.</p>	<p>251 Messenger Service Files</p> <p>705-1 Freight Files-Issuing office copies, other than those identified in file no. 705-4, of Government or commercial bills of lading.</p> <p>1316-1b TASK System-Input forms-Long-term</p> <p>1326-1 NARS-5 System-Forms and reports, documenting input actions to NARS-5...</p> <p>1327-3 Reference Request Files-Centers Information Processing System (CIPS)</p>

II. ADMINISTRATIVE	
<p>268 Records tracking workload used as a source of billing data for the Federal Records Centers</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old.</p>	<p>a. Reference Request History File</p> <p>1328 Reference Service Correspondence File</p> <p>1805-2 Order Fulfillment and Accounting System (OFAS) and Related Records-Order transaction files</p>
<p>269 Personnel records created and maintained by NR field units</p> <p>1. Employee Name Files. (Unofficial Personnel Files (UPFs))</p> <p>Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents, and destroy file relating to an employee within 1 year after separation or transfer.</p> <p>EXCEPTION: DO NOT DESTROY NA FORM 3009a, NARA Employee Exit Clearance Record, and supporting documentation (such as printed e-mail exchanges and the related printed properties pages) when destroying an employee's UPF. Place all such removed forms in a separate folder by fiscal year, file with current UPFs, and retain until further notice.</p>	<p>212-1 Office Training Files – Individual Training Files</p> <p>303-1 Supervisor's Personnel Files – Unofficial Personnel Files</p>
<p>2. All other records, including labor relations and occupational injuries.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 4 years old.</p> <p>Note: This item includes GRS items that are administrative in function to NR for which an exception is being requested.</p>	<p>303-2 Supervisor's Personnel Files-Personnel Subject Files.</p> <p>310-2 Pay and Leave Administration Files –Voluntary Leave Transfer Program (VLTP) Files.</p> <p>310-3 Pay and Leave Administration Files-Family and Medical Leave Act (FMLA) Files.</p> <p>313 Personnel Security Clearance Status Files.</p> <p>314-1 Security Violations Files-Files relating to alleged violations of a sufficiently serious nature that are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Departments of Justice or Defense offices responsible for making such determinations.</p> <p>314-2 Security Violations Files-All other files, exclusive of documents placed in official personnel folders.</p> <p>327-1 Employee Awards Files-General Awards Records.</p> <p>a. Case files including recommendations, approved nominations, correspondence, and reports pertaining to agency-sponsored cash</p>

<p>II. ADMINISTRATIVE</p> <p>269 Personnel records created and maintained by NR field units.</p> <p>2. All other records, including labor relations and occupational injuries.</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 4 years old.</p> <p>Note: This item includes GRS items that are administrative in function to NR for which an exception is being requested.</p>	<p>and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.</p> <p>b. Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.</p> <p>327-2 Employee Awards Files-Length of Service and Sick Leave Awards Files.</p> <p>327-3 Employee Awards Files-Letters of Commendation and Appreciation.</p> <p>329-1 Grievance, Disciplinary, and Adverse Actions Files-Administrative Grievance Files (5 CFR 771).</p> <p>329-2 Grievance, Disciplinary, and Adverse Actions Files-Disciplinary, Adverse (5 CFR 752) and Performance-Based Actions (5 CFR 432) Case Files.</p> <p>a. Case files and other related textual records.</p> <p>b. Discipline Log.</p> <p>c. Documentation on Inappropriate Use of NARA Office Equipment.</p> <p>329-3 Grievance, Disciplinary, and Adverse Actions Files-Merit System Protection Board (MSPB) Appeal Case Files.</p> <p>336 Personal Injury Files</p> <p>345-1 Flexiplace Program Records-Approved requests or applications to participate in the flexiplace program; agreements between NARA and the employee; and records relating to the safety of the worksite; the installation and use of equipment, hardware and software; and the use of secure, classified information or data subject to the Privacy Act.</p> <p>345-2 Flexiplace Program Records-Unapproved requests.</p>
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<p>Transitory records</p> <p>Disposition: TEMPORARY. Destroy when no longer needed, no longer than when 180 days old. (GRS 23/7)</p> <p>Non-record material</p> <p>Disposition: TEMPORARY. Destroy when no longer needed.</p>	
<p>III. PROGRAM OPERATION</p> <p>1618 Regional Outreach</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>125-2 NARA Histories-Background materials, including electrostatic copies of agency documents made for convenient reference.</p> <p>132-1 Customer Feedback Files-Customer Survey Questionnaire, Focus Group, and Interview Files.</p> <p>a. Case files related to developing, administering, and evaluating the effectiveness of customer survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(1) Files maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(3) Documents related to working with an outside organization or contractor to develop and/or administer survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>(a) Memorandums of Agreement (or Understanding) and statements of work.</p> <p>(b) Purchase orders and other contractual paperwork.</p> <p>b. Files related to evaluating feedback from customers completing customer satisfaction information collections.</p> <p>c. Files related to reporting on final results of survey questionnaires, focus groups, and telephone/in-person interviews. [maybe have this only appear in PA-A?]</p> <p>(2) Copy of final report maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-</p>

<p>III. PROGRAM OPERATION</p> <p>1618 Regional Outreach</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>person interviews.</p> <p>(3) Report developmental files maintained by the office responsible for conducting survey questionnaires, focus groups, and telephone/in-person interviews.</p> <p>132-2 Customer Feedback Files-Comment and Complaint Files.</p> <p>213-5 Training Program Files-External training.</p> <p>213-6 Training Program Files-Course announcement files.</p> <p>840-1 NARA Web Function-Includes, but not limited to, files related to designing, populating, testing, implementing, and maintaining NARA's web sites (including Presidential Library web sites.)</p> <p>b. As performed by offices proposing and preparing content for posting.</p> <p>1002-2 News Releases-Other Copies</p> <p>1002-3 News Releases-Other records.</p> <p>1004-2 Biographies-All other copies.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1005-2 NARA Publications-Copy of each publication maintained for reference use.</p> <p>1005-3 NARA Publications-Printers' galleys, graphics, working papers, copies of publications, and related records.</p> <p>1005-4 NARA Publications-Photographs, negatives, and prints used in publications, EXCLUDING original photography in file no. 1027.</p> <p>1007-2 Employee Newsletters-Background materials.</p> <p>1305-1 Records Management Workshop, Conference, and Training Course Files-Correspondence, notices, applications, attendance records, and administrative forms</p>
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<p>III. PROGRAM OPERATION</p> <p>1618 Regional Outreach</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>pertaining to records management workshops, conferences, and training courses.</p> <p>1305-2 Records Management Workshop, Conference, and Training Course Files- Training materials, including course outlines, handouts, view graphs, and reference files.</p> <p>1601-1 Professional and Scholarly Conferences and Symposia Files-Administrative records associated with the logistics of planning, scheduling, and managing conferences, symposia, and associated receptions.</p> <p>1601-2 Professional and Scholarly Conferences and Symposia Files-Published and unpublished program proceedings and related records.</p> <p>b. Video and audio recordings of proceedings, reception speeches, and interviews, copyright releases and authorizations, and any other related documentation.</p> <p>(2) Video and audio recordings and related documentation that do not significantly enhance knowledge and understanding of the proceedings and other related information.</p> <p>1602-1 Ceremonies and Events Files-Unique ceremonies, events and associated receptions, and those that occur annually, periodically, or frequently and are considered to be historically significant.</p> <p>a. Administrative records associated with the logistics of planning, scheduling, and managing ceremonies, events, and receptions.</p> <p>1602-2 Ceremonies and Events Files- Ceremonies, events, and associated receptions that occur routinely and are not considered to be historically significant, milestone, or gala.</p> <p>1603 Study Tour Files</p> <p>1604 International Visitors File</p> <p>1605-1 Volunteer and Tour Program Files- Development papers, brochures, and plans for program promotion and membership activities.</p> <p>1605-3 Volunteer and Tour Program Files-</p>
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<p>III. PROGRAM OPERATION</p> <p>1618 Regional Outreach</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>Individual volunteer files.</p> <p>1606-1 Education Workshop Training Files-Correspondence, memoranda, notices, mailing lists, and other records relating to archival and genealogical workshops.</p> <p>1606-2 Education Workshop Training Files-Training materials, including workshop outlines, handouts, and audiovisual materials.</p> <p>1607-1 Teacher Workshop Files-Correspondence, memoranda, notices, mailing lists, and other records relating to workshops for teachers.</p> <p>1607-2 Teacher Workshop Files-Training materials, including workshop outlines, handouts, and audiovisual materials.</p> <p>1608-1 School Program Training Materials Files-Correspondence, memoranda, notices, mailing lists, and other records relating to school programs.</p> <p>1608-2 School Program Training Materials Files-Training materials, including workshop outlines, handouts, and audiovisual materials.</p> <p>1609-3 Modern Archives Institute Files-Files maintained by NARA Staff members who serve as instructors for Institute sessions.</p> <p>1610-1 Exhibit Case Files-Documents related to the planning and preparation of exhibits, including photographs, correspondence, and lists of exhibit items.</p> <p>1610-2 Exhibit Case Files-Records of an administrative nature, such as copies of contracts and agreements, and records covered elsewhere in this schedule.</p> <p>1611-1 Graphic Record Files-Exhibit-related graphics.</p> <p>1611-2 Graphic Record Files-All other graphics.</p>
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<p>III. PROGRAM OPERATION</p> <p>1342 Records Management Services</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1301-1c. Records Administration Program Subject Files-Targeted assistance project files.</p> <p>1301-2 Records Administration Program Subject Files-Records maintained by other offices.</p> <p>1302-4 Agency Evaluation Files-Records maintained by records centers.</p>
<p>1343 Records Center Services</p> <p>1343-1. Transfer</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1304 Agency Correspondence Files</p> <p>1321 Accession Register</p> <p>1324 Records Center Unscheduled and Permanent Records Report</p> <p>1325 Pending Schedules Implementation Files</p>
<p>1343-2. Reference/Records Services/Internal Operations</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p> <p>NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.</p>	<p>214-1 NARA Fee Schedule Files-Case file maintained by office responsible for coordinating or developing the fee schedule.</p> <p>214-2 NARA Fee Schedule Files-Copies of the fee schedule maintained by all offices.</p> <p>214-3 NARA Fee Schedule Files-Other records maintained by other offices.</p> <p>215 Special Fee Projects</p> <p>251 Messenger Service Files</p> <p>253 Classified Document Receipt Files</p> <p>254 Classified Documents Destruction Certificates Files</p> <p>255 Classified Documents Inventory Files</p> <p>256 Top Secret Document Accounting Files</p>

<p>III. PROGRAM OPERATION</p> <p>1342. Records Center Services</p> <p>1343-2. Reference/Records Services/Internal Operations</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p> <p>NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.</p>	<p>257 Top Secret Document Control Files</p> <p>258 Classified Documents Access Request Files</p> <p>259-1 Classified Document Container Security Files-Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.</p> <p>259-2 Classified Document Container Security Files-Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms.</p> <p>263-2 Information Security Inspection and Survey Files-Documents maintained by the assistant information security managers.</p> <p>263-3 Information Security Inspection and Survey Files-Vault Certifications.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1303 Agency Records Center Case Files</p> <p>1314-1 Agency/Records Center Agreement Files-Documents relating to national agreements.</p> <p>1314-2 Agency/Records Center Agreement Files-Documents relating to Records Center-negotiated agreements.</p> <p>1316-1a Task System-Input forms-Short-term</p> <p>1316-1b Task System-Input forms-Long-term (See Otherwise...)</p> <p>1316-2a-d Task System-Output reports</p> <p>1316-3a Task System-Automated files-Program and documentation files containing machine instructions designed to add or retrieve information to or from specific data systems and related written documentation</p>
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<p>III. PROGRAM OPERATION</p> <p>1342. Records Center Services</p> <p>1343-2. Reference/Records Services/Internal Operations</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p> <p>NOTE: Any records required for billing audit should be migrated to II.C at the close of the fiscal year.</p>	<p>files. (1) Files maintained at records centers.</p> <p>1316-3b Task System-Automated files-Intermediate input-output files consisting of data that is manipulated, sorted, or moved from one computer run to a subsequent run and is used in the process of updating a master file.</p> <p>1316-3c(1) Task System-Automated files-Files maintained at records centers</p> <p>1319 Records Center Quality Control Files</p> <p>1327-1 Reference Request Files-Optional Forms (OF) 11 (charge out copy) used to document the loan of records.</p> <p>1327-2 Reference Request Files-OF 11s (charge out copy) used to document the permanent withdrawal of entire boxes.</p> <p>1327-3 Reference Request Files-Centers Information Processing System (CIPS)</p> <p>a. Reference Request History File</p> <p>b. CIPS User Database</p> <p>1328 Reference Service Correspondence File</p> <p>1329-1 Research Application and Authorization Files-Researcher Application Forms.</p> <p>1329-2 Research Application and Authorization Files-Other Records.</p> <p>1330 Register of Visitors</p> <p>1335 NR/Records Center Project Control Files</p> <p>1336-1 Micrographic Project/Agreement Files-Agency Job Files.</p> <p>1336-2 Micrographic Project/Agreement Files-Official project files.</p> <p>1337-1 Micrographics Program Files-Micrographics equipment inventories, equipment production rate records, histories of repairs, and related records.</p>
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<p>III. PROGRAM OPERATION</p> <p>1343 Records Center Services</p> <p>1343-2. Reference/Records Services/Internal Operations</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.</p>	<p>1337-2 Micrographics Program Files-Fiscal year work program files.</p> <p>1337-3 Micrographics Program Files-Micrographics reference files.</p> <p>1340-1 Case Management and Reporting System-Customer Requests (“Scanned Paper”)</p> <p>1340-3 Case Management and Reporting System-Registry File</p> <p>1340-4 Case Management and Reporting System- All other documentation generated as part of the fulfillment process.</p> <p>1341-1 Records Center Program Billing System (RCPBS)-Input/Source Documentation</p>
<p>1343-3. Disposition</p> <p>a. All records of the Disposition function with the exception of those listed in b. below. Included are disposal notices and related SF 135s.</p> <p>1. Records related to permanent transfers</p> <p>Disposition: Forward to custodial unit assuming physical and legal custody of records.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1310-2 Rejected or Canceled Offers of Records-Files maintained by records centers.</p> <p>1320-1 Records Transmittal and Receipt (SF 135) File-SF 135s, SF 135As, and related records for holdings transferred to the National Archives for permanent retention.</p> <p>1331 Permanent Records Transfer Files</p>
<p>2. Records related to all other transfers</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1320-2 Records Transmittal and Receipt (SF 135) File-SF 135s, SF 135As, and related records for holdings that are not permanent.</p> <p>a. Those SF 135s and related records received after the implementation of the NARS-5 system.</p>

<p>III. PROGRAM OPERATION</p> <p>1343 Records Center Services</p> <p>1343-3. Disposition</p> <p>a. All records of the Disposition function with the exception of those listed in b. below.</p> <p>2. Records related to all other transfers</p> <p>Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old.</p>	<p>b. Those SF 135s and related records received prior to the implementation of the NARS-5 system.</p> <p>1322-2 Accession and Disposal Exception Files-Records centers action files.</p> <p>a. Freeze files (arranged alphabetically by freeze code).</p> <p>b. All other exceptions.</p> <p>1326-1 NARS-5 System-Forms and reports, documenting input actions to NARS-5 (See Otherwise note)</p> <p>1326-2 NARS-5 System-NARS-5 output reports</p> <p>1326-3a(1) NARS-5 System-Automated Files-Files maintained at records centers</p> <p>1326-3b NARS-5 System-Automated Files-Intermediate input-output files consisting of data that is manipulated, sorted, or moved from one computer run to a subsequent run and is used in the process of updating a master file.</p> <p>1332-1 Notices of Eligibility for Disposal Files-Documents relating to requests which were approved by the records center.</p> <p>1332-2 Notices of Eligibility for Disposal Files-Documents relating to requests which were not approved by the records center.</p> <p>1333-1 Agency Review for Contingent Disposal Files-Notices Indicating that a complete accession can be destroyed.</p> <p>1333-2 Agency Review for Contingent Disposal Files-Notices Indicating that an accession or part of an accession can not be destroyed.</p> <p>1334-1 Records Disposal Authorization Correspondence-Correspondence received from agencies, which was not part of the regular quarterly disposal cycle, authorizing the disposal of records.</p>
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<p>III. PROGRAM OPERATION</p> <p>1343 Records Center Services</p> <p>1343-3. Disposition</p> <p>b. SF115</p> <p>Disposition: TEMPORARY. Destroy when superseded/obsolete.</p>	<p>1334-2 Records Disposal Authorization Correspondence-Correspondence regarding disposal of courtesy-stored records of Members of Congress.</p> <p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1309-3 Records Disposition Case Files-Other copies, including those in custodial units and records centers.</p>
<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-1. Accessioning</p> <p>a. All records of the Accessioning function with the exception of those listed in b. below.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1306-2 Case Files on Archival Records in Agency Custody-Records Maintained by the custodial units.</p> <p>1310-3 Rejected or Canceled Offers of Records-Files maintained by custodial units.</p> <p>1405-1 Records Accession Files-Accession dossiers.</p> <p>1405-2 Records Accession Files-Accession dossiers relating to the destruction, loss, or removal of records.</p> <p>1405-3 Records Accession Files-Working Papers and copies in other offices.</p> <p>1406-1 Change of Status Files-Change of Status Reports at the record group level which include the NA Form 14044, Change of Status Record (formerly GSA Form 6710), and related records maintained by the Holdings Management Staff (NWCM).</p> <p>b. Copies in custodial units and Presidential</p>

<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-1. Accessioning</p> <p>a. All records of the Accessioning function with the exception of those listed in b. below.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.</p>	<p>libraries.</p> <p>1406-2 Change of Status Files-Change of Status Record below the record group level (NA Form 14044, formerly GSA Form 6710A).</p> <p>b. Copies in custodial units and Presidential libraries.</p> <p>1406-3 Change of Status Files-Registers of Change of Status, such as the GSA Form 6740, Register of Changes in Holdings.</p> <p>1406-4 Change of Status Files-Periodic Statistical or narrative reports or summaries of change of status or holdings.</p> <p>b. Other offices.</p> <p>1406-5 Change of Status Files-NARS A-1 System containing the automated Change of Status-below Record Group Level and other machine-readable descriptions of NARA holdings.</p> <p>b. Microfiche of NARS A-1.</p> <p>1406-6 Change of Status Files-Change of Holdings Tracking System formerly titled "Record Group Statistics and Analysis (NARS A-i ½ or A-B-C Lists))."</p> <p>1409-1 Acquisition Case Files-Acquisition case file maintained in unit of custody.</p> <p>1409-2 Acquisition Case Files-Working papers and copies in other offices.</p> <p>1409-3 Acquisition Case Files-Acquisition Logs or registers.</p> <p>1415-3 Records Restriction Files-Other Records.</p>
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<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-1. Accessioning</p> <p>b. Location Register</p> <p>Disposition: TEMPORARY. Destroy when superseded.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1442-2 Records Storage and Security Files-Documents created in controlling the physical location of accessioned records and donated materials in NARA. Included are shelf lists, location registers, and related forms and records.</p> <p>1442-4 Automated Microfilm Location Registers</p> <p>a. Register of NARA microfilm held as record copy by regional archives.</p> <p>(1) Master File.</p> <p>(2) Published inventory of any descriptive material</p> <p>b. Register of accessioned and NARA-created microfilm stored in off-site location.</p> <p>(1) Master file.</p> <p>(2) Periodic microfiche or paper copies of information.</p>
<p>1474-2. Processing/Preservation</p> <p>a. All records of the Processing/Preservation function with the exception of those listed in b. below.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy when related asset is destroyed.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1413-1 Project Case Files-Record copy of unpublished project product. (For published products, see file no. 122, NARA Publications.</p> <p>1413-2 Project Case Files-Other Records.</p> <p>1414 Project Control and Assignment Files</p> <p>1425 Finding Aid Files</p> <p>1436-1 Preservation Project Case Files-Case files relating to preservation projects for individual items, selected groups of records, or whole collections.</p> <p>1436-2 Preservation Project Case Files-Other</p>

<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-2. Processing/Preservation</p> <p>a. All records of the Processing/Preservation function with the exception of those listed in b. below.</p> <p>Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy when related asset is destroyed.</p>	<p>records in custodial units. 1436-3 Preservation Project Case Files-Other offices.</p> <p>1438-2 Environmental Condition Reports-Weekly hygrometric charts and other records.</p> <p>1439-2 Preservation Monthly Report to Archivist-Other Copies</p> <p>1441 Precious Metals Report</p>
<p>b. Surveys of Records Needing Treatment</p> <p>Disposition: TEMPORARY. Destroy when superseded.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1414 Project Control and Assignment Files</p> <p>1440-2 Preservation Survey Files-Working papers and other copies. [really need 1440-1 here but as currently scheduled makes this HQ]</p>
<p>1474-3. Reference</p> <p>a. All records of the Reference function with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Destroy when 5 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1340-1 Case Management and Reporting System-Customer Requests ("Scanned Paper")</p> <p>1402-2 Periodic analytical surveys or studies maintained in NW, NR, or NL on reference services and reference use, including reports on reference inquiries and responses, reproduction orders and other use of holdings.</p> <p>1402-3 Project analyses, progress reports, and related records and forms.</p> <p>1417 Reference and Reproduction Administration Files</p> <p>1420-1 Research Room Reference Service Files-Copies of reference service slips that record dates and times of researcher use, and what materials were furnished.</p>

<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-3. Reference</p> <p>a. All records of the Reference function with the exception of those listed below.</p> <p>Disposition: TEMPORARY. Destroy when 5 years old.</p>	<p>1420-2 Research Room Reference Service Files-Duplicate copies of reference service slips retained in custodial units for materials sent to a central research room. (white copy)</p> <p>1420-3 Research Room Reference Service Files-Other records.</p> <p>1421-1 Reference Service Communication Files-Communications control files, which include registers and logs (including automated logs) that list incoming reference requests and replies, with related information.</p> <p>1421-2 Reference Service Communication Files-Routine inquiries and replies and related records.</p> <p>1421-3 Reference Service Communication Files-Correspondence and supporting documents, maintained at the branch or library level, relating to: Significant persons, subjects, or events; noted researchers or research projects; or replies involving repetitive, difficult, or complex research.</p> <p>1421-4 Reference Service Communication Files-Reading files of reference correspondence, including extra copies of outgoing letters.</p> <p>1421-5 Reference Service Communication Files-Routine requests for information and copies of forms and publications, in both paper and electronic formats, which require no research for reply. Also includes copies of replies that may be created.</p>
<p>b. Agency Reference Files</p> <p>Disposition: TEMPORARY. Destroy when no longer needed.</p>	<p>1425 Finding Aid Files</p> <p>1407 Agency Background Files</p>

<p>III. PROGRAM OPERATION</p> <p>1474-3. Reference</p> <p>c. User Registration/Retrieval Documentation</p> <p>Disposition: TEMPORARY. Destroy when 25 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>261-3 Top Secret Inventory Requirements Files-Top Secret Inventory Lists and Registers</p> <p>a. Lists of Top Secret documents disclosed to researchers. [not sure if getting back to who used the document is what's important here]</p> <p>1418-1 Researcher Application and Authorization Files</p> <p>a. Issuing office.</p> <p>b. Other offices.</p> <p>c. (2) Live data maintained on servers.</p> <p>1418-2 Researcher Application and Authorization Files-Other records related to researcher applications.</p> <p>a. Custodial unit research room regulations signed and acknowledged by researchers.</p> <p>b. Correspondence and other records.</p> <p>1418-3 Researcher Application and Authorization Files-Applications for access to classified and restricted materials, including documentation of the researcher's clearance for such access, and related records.</p> <p>1418-4 Researcher Application and Authorization Files-Records relating to requests for access to donor-restricted materials.</p> <p>1418-5 Researcher Application and Authorization Files-Electronic database of researcher applications used as a finding aid and to prepare statistical reports and mailing lists.</p> <p>1419-1 Research Room Use Files-Research room use for which researcher identification cards are needed.</p>
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<p>III. PROGRAM OPERATION</p> <p>1474-3. Reference</p> <p>c. User Registration/Retrieval Documentation</p> <p>Disposition: TEMPORARY. Destroy when 25 years old.</p>	<p>1419-2 Research Room Use Files-Research room use for which no research card is needed.</p> <p>1419-3 Research Room Use Files-Public-Use personal computer (PC) user logs and system audit data used to record public access on research room PCs and to detect inappropriate use.</p> <p>a. Log sheets signed by researchers registering to use public-use PCs.</p> <p>b. Audit data recording Internet use activity on public-use PCs.</p> <p>1423-1 Reproduction Service Files-Register or log of reproduction requests and service orders.</p> <p>1423-2 Reproduction Service Files- Reproduction requests, requests for authentication, related correspondence, service orders, invoices from contractors and related records.</p> <p>1423-3 Reproduction Service Files-Documents authorizing or not authorizing the reproduction of agency or donor-restricted, or copyrighted materials. Included are: requests for authorization; replies; letters from copyright and proprietary rights' owners granting or denying permission for NARA to furnish reproductions; letters of indemnification; and related records.</p> <p>1424-1 Agency Loan Files-Documents created in making accessioned records available to the originating Federal agency for temporary loan. Included are: requests for loans; external loan receipts; loan registers; forms, such as the NA Form 14014, National Archives and Records Administration Loan Receipt; and related records.</p> <p>1424-2 Agency Loan Files-Documents relating to unrecoverable loans and permanent withdrawals.</p> <p>1424-3 Agency Loan Files-Registers or logs of agency loans, external loan receipts, and related records.</p> <p>1612-2 Photographic Security Copies-</p>
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<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-3. Reference</p> <p>c. User Registration/Retrieval Documentation</p> <p>Disposition: TEMPORARY. Destroy when 25 years old.</p>	<p>Facsimiles accumulated by custodial units.</p> <p>1613-1 Exhibit Loan File-Documents relating to the preparation and administration of loans (whether approved or denied), including correspondence, lists of borrowers and items loaned, loan agreements, insurance policies, condition reports, news clippings, and related records.</p> <p>1613-2 Exhibit Loan File- Documents relating to withdrawn loan requests.</p> <p>1613-3 Exhibit Loan File-Records of an administrative nature, such as copies of agreements and records covered elsewhere in this schedule.</p> <p>1615 Marketing Files</p> <p>1616 Reciprocal Advertising File</p> <p>1617 Conference Exhibitions [not sure if these are meant for museum shops, see also 1615-1616]</p>
<p>d. Special Access Issues Files</p> <p>Disposition: TEMPORARY. Cut off files relating to an individual request when the request is fully resolved. Destroy 6 years after cut off.</p>	<p>1422-1 Freedom of Information Act (FOIA) and Mandatory Review Requests Files- Communications control files, which include registers and logs (including automated logs) that list incoming requests and replies, and related information.</p> <p>b. Other files maintained at the branch level.</p> <p>1422-2 Freedom of Information Act (FOIA) and Mandatory Review Requests Files- Documents maintained at the branch level relating to those records where originating agency authority is needed or NW or NR has denied access to all or part of the requested records. Included in these authority case files are the original request, a copy of the reply, agency authorization or denial, and supporting materials.</p>

<p>III. PROGRAM OPERATION</p> <p>1474 Archives Services</p> <p>1474-3. Reference</p> <p>d. Special Access Issues Files</p> <p>Disposition: TEMPORARY. Cut off files relating to an individual request when the request is fully resolved. Destroy 6 years after cut off.</p>	<p>1422-3 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-Routine FOIA inquiries and replies and related records, granting complete access to all the requested records or responding to requests for non-existent records.</p> <p>1422-4 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-FOIA inquiries and replies and related records, denying access to all or part of the requested records maintained in NW and NR.</p> <p>1422-5 Freedom of Information Act (FOIA) and Mandatory Review Requests Files-Files created in responding to appeals under the FOIA for release of information denied by NARA, consisting of the original letter, a copy of the reply, and related supporting documents.</p> <p>c. Files maintained in other offices.</p>
<p>1474-4. Appraisal/Internal Disposal</p> <p>Disposition: TEMPORARY. Destroy when 10 years old.</p>	<p>1005-1 NARA Publications-Record copy of each publication.</p> <p>1309-3 Records Disposition Case Files-Other copies, including those in custodial units and records centers. [see 1405-1]</p> <p>1310-3 Rejected or Canceled Offers of Records-Files maintained by custodial units.</p>
<p>Transitory records</p> <p>Disposition: TEMPORARY. Destroy when no longer needed, no later than when 180 days old. (GRS 23/7)</p>	
<p>Non-record material</p> <p>Disposition: TEMPORARY. Destroy when no longer needed.</p>	

**RECOMMENDATION TO THE ARCHIVIST ON
RECORDS DISPOSITION REQUEST**

Job No. N1-064-7-5

Item Count: 31

SUMMARY

The National Archives and Records Administration, Office of Regional Services, Regional Records Facilities submits Job No. N1-064-07-5 to request disposition authority for 31 items, (30 temporary items and 1 permanent item) relating to NARA Regional Records Facilities. These records document Program Direction, Administrative Records, and Program Operation Records.

The proposed retention periods are sufficient for the protection of legal rights and interests of the Government and the American people and to ensure Government accountability.

Notice of this job was published in the Federal Register. No copies were requested and no comments were received from the public.

I recommend approval of this schedule.

RECOMMENDATION

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Item 1**
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not required.

Required — Publication Date: September 21, 2007
Copies Requested: 0
Comments Received: 0

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal su 11/19/07 #B 11/19/07	Appraiser	<i>Robert M. [Signature]</i>	11/15/2007
	NWML	<i>Laura M. [Signature]</i>	11/19/2007
Concurrences for	NWM	<i>Susan R. [Signature]</i>	11/19/07
	NR	<i>Myrtle L. [Signature]</i>	11/21/2007
	NW	<i>Michael J. [Signature]</i>	11-23-07

Attachment 1 - Office of Regional Records Services - Regional Records Facilities Schedule

I. PROGRAM DIRECTION

- A. Region-Wide (Regional Administrator)
- B. Operational unit

II. ADMINISTRATIVE

- A. Records of all administrative functions with the exception of those listed below
- B. Records of administrative functions concerning the collection and expenditure of funds
- C. Records tracking workload used as a source of billing data for the Federal Records Centers
- D. Personnel records created and maintained by NR field units
- E. Transitory records
- F. Non-record materials

III. PROGRAM OPERATION

- A. Records Management Services
- B. Records Center Services
 - 1. Transfer
 - 2. Reference/Records Services/Internal Operations
 - 3. Disposition
- C. Archives Services
 - 1. Accessioning
 - 2. Processing/Preservation
 - 3. Reference
 - 4. Appraisal/Internal Disposal
- D. Regional Outreach

I. PROGRAM DIRECTION

Planning, managing, and evaluating all activities at NARA Regional Records Facilities.

147- A. Region-Wide (Regional Administrator)

1

Directs and coordinates the performance of all NARA programs and activities assigned to regional records services facilities. Sets overall goals and objectives in each region, assigning specific tasks and activities to operational units. Evaluates program-wide activities to determine whether goals and objectives have been met.

Disposition: PERMANENT. Cut off at the close of the fiscal year. Transfer to the National Archives in 5-year blocks when the newest records are 5 years old.

147- B. Operational unit

2

Records related to planning, managing and evaluating activities and programs that are created in operational units.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

II. ADMINISTRATIVE

The administrative functions include accounting and financial management, administrative support, personnel, and property and facilities management.

266 Records of all administrative functions with the exception of those listed below.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

267 Records of administrative functions concerning the collection and expenditure of funds

267- 1 Records that document the collection and expenditure of funds. Examples include Property Management Officer/Accountable Officers' History Files, Time & Attendance, pre-1995 procurement transactions exceeding \$25,000 that used other than small purchase procedures, post-1995 procurement actions exceeding the simplified acquisition threshold, construction projects exceeding \$2000, and Travel.

Disposition: TEMPORARY. Cut off at the end of the fiscal or calendar year in which the project/activity/transaction was completed or superseded, whichever is appropriate. Destroy 7 years after cut off.

267- 2 Building records.
2 Records documenting facilities, such as acquisition, major maintenance/renovation/improvements, quality of environment. (For all other issues use File no. 266.)

Disposition: TEMPORARY. Retain for life of asset. Transfer to purchaser or dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

268 Records tracking workload used as a source of billing data for the Federal Records Centers

Records include customer service requests and internal NARA-generated operational data used to process RCP service requests, track work accomplished, and support billing information entry by the Centers into the Web Tally portion of RCPBS.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy when 3 years old. (N1-64-05-09)

Hardcopy supporting work documentation includes, but is not limited to: Optional Form 11's, Trust Fund Requests, IRS batch sheets, TASK Daily Work Logs, and completed hardcopy Web Tally data entry sheets. Electronic data sources include extracts from various operational sources, including but not limited to: Center-specific databases and barcode reader systems, CIPS request summaries, the NARS-5 34 Report and Daily Transactions, Web Tally.

269 Personnel records created and maintained by NR field units.

269- Employee Name Files.

1 Correspondence, forms, and other records relating to individual employees duplicated in or not appropriate for the OPF. Also known as the UPF or supervisor's files. Arranged alphabetically by name of employee.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents, and destroy remaining file relating to an employee within 1 year after separation or transfer. (GRS1/18)

NOTE: For employees reassigned to another NARA unit, performance-related files and statements of employment and financial interest must be transferred to the new NARA supervisor.

269- All other records, including labor relations and occupational injuries.
2

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/ transaction was completed or superseded. Destroy when 4 years old.

Note: This item includes GRS items that are administrative in function to NR for which an exception is being requested.

III. PROGRAM OPERATION

Functions that directly fulfill NARA's mission.

1618 Regional Outreach

Includes promoting NARA and its programs to the government, researcher and educational communities, and the general public, within the region; development activities; public programs and exhibits. Comprises records that document outreach activities of the Office of the Regional Administrator, Records Management, Records Center, and Archives

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

Programs. Examples include workshop presentations and records management training to Federal employees, workshops and educational materials for teachers and/or students, marketing materials, event planning and documentation materials, newsletters, sign in sheets, evaluations, customer surveys and similar information collections.

1342 Records Management Services

The Records Management Services function is responsible for appraising records to determine their long term evidentiary and informational value; providing guidance on records management regulations and their implementation; reviewing and developing schedules for the retention and disposition of Federal records; and, evaluating the effectiveness of records management programs in place in Federal agencies. Also included are: conducting Targeted and technical assistance projects; commenting on policy guidance and professional matters; and participation or leadership in National Project Teams. **Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.**

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

1343 Records Center Services

The Records Center Services function is responsible for maintaining and operating records centers; storing, processing, and servicing records in records centers; and negotiating local memoranda of agreement with Federal agencies for special services/projects. **Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.**

1343- 1. Transfer

1 Records that document the process of transferring agency records to a Federal records center. Examples include tracking data, data input forms, deficiency and other correspondence. Does NOT include SF 135s for specific transfers or associated documentation related directly to a specific transfer such as e-mails, memoranda and box lists.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

1343- 2. Reference/Records Services/Internal Operations

2 Records that document providing access to records, (also referred to as "reference,") and other records services provided by the RCP. Examples of records include OF 11's, tracking databases, and correspondence; examples of services include data entry, document digitization, "FastPack," access authorization, records pick-up and delivery etc. This disposition does not cover records documenting the handling of security classified records.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 3 years old.

NOTE: Any records required for billing audit should be migrated to File no. 268 at the close of the fiscal year.

1343- 3. Disposition

3 Records that document the disposition of records in the Federal records center.

a. All records of the Disposition function with the exception of those listed in b. below. Included are disposal notices and related SF 135s.

1. Records related to permanent transfers

Disposition: Forward to custodial unit assuming physical and legal custody of records.

2. Records related to all other transfers

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy when 75 years old.

b. SF115

Reference copies of agency schedules used by Records Center staff to verify the disposition authority on records.

Disposition: TEMPORARY. Destroy when superseded/obsolete.

1474 D. Archives Services

The Archives Services function is responsible for accessioning those records of Federal agencies determined by the Archivist to have sufficient historical value to warrant their continued preservation and making them available for reference. Activities include accessioning records from agencies and other sources; preparing and publishing finding aids; providing reference service;

recommending to the Archivist the disposal of records in the custody of NR; and providing assistance to agencies for preparing exhibits and displays. **Please note that training, agency and professional outreach activities are covered under A. Regional Outreach.**

1474- 1. Accessioning

1 Records that document the accessioning of agency records to the National Archives. Examples include SF 258s, tracking databases, correspondence etc.

a. All records of the Accessioning function with the exception of those listed in b. below.

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy 5 years after related asset is destroyed.

b. Location Register
Records that document the location of archival records held at the National Archives.

Disposition: TEMPORARY. Destroy when superseded.

1474- 2. Processing/Preservation

2 Records that document the processing and preservation of permanent records held at the National Archives. Examples include correspondence etc.

a. All records of the Processing/Preservation function with the exception of those listed in b. below.

Disposition: TEMPORARY. Retain for life of asset. Transfer along with asset when de-accessioned OR destroy when related asset is destroyed.

b. Surveys of Records Needing Treatment
Records that document the survey of records needing treatment.

Disposition: TEMPORARY. Destroy when superseded.

1474- 3. Reference

3 Records that document the reference process for the National Archives. Examples include tracking databases, and correspondence etc.

a. All records of the Reference function with the exception of those listed below.

Disposition: TEMPORARY. Destroy when 5 years old.

b. Agency Reference Files
Reference files used for research into functions and recordkeeping practices of Federal agencies or offices whose records are accessioned by NARA. Included are records management surveys, copies of SF 115s, manuals, directives, and other issuances relating to the management and filing of agency records, copies of agency directories, and related records.

Disposition: TEMPORARY. Destroy when no longer needed.

c. User Registration/Retrieval Documentation

Disposition: TEMPORARY. Destroy when 25 years

Records accumulated in issuing researcher identification cards, acquainting researchers with research room regulations, authorizing access to restricted or security-classified materials, and tracking movement of researchers, records pull slips, and documentation on loans to agencies or other entities.

old.

d. Special Access Issues Files

Records created and/or accumulated by the FOIA request process and the mandatory review request process for accessioned records.

Disposition: TEMPORARY. Cut off files relating to an individual request when the request is fully resolved. Destroy 6 years after cut off.

1474-
4 **4. Appraisal/Internal Disposal**
Records that document appraisals and disposals performed by Archives staff after accessioning agency records into the National Archives.

Disposition: TEMPORARY. Destroy when 10 years old.

1618 **Regional Outreach**

Includes promoting NARA and its programs to the government, researcher and educational communities, and the general public, within the region; development activities; public programs and exhibits. Comprises records that document outreach activities of the Office of the Regional Administrator, Records Management, Records Center, and Archives Programs. Examples include workshop presentations and records management training to Federal employees, workshops and educational materials for teachers and/or students, marketing materials, event planning and documentation materials, newsletters, sign in sheets, evaluations, customer surveys and similar information collections.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded. Destroy 5 years after cut off.

Sending Records to Copy

1. Place the documents in the appropriate color copy folder for the specific day the documents are being sent to copy or a red folder, if it is a priority.

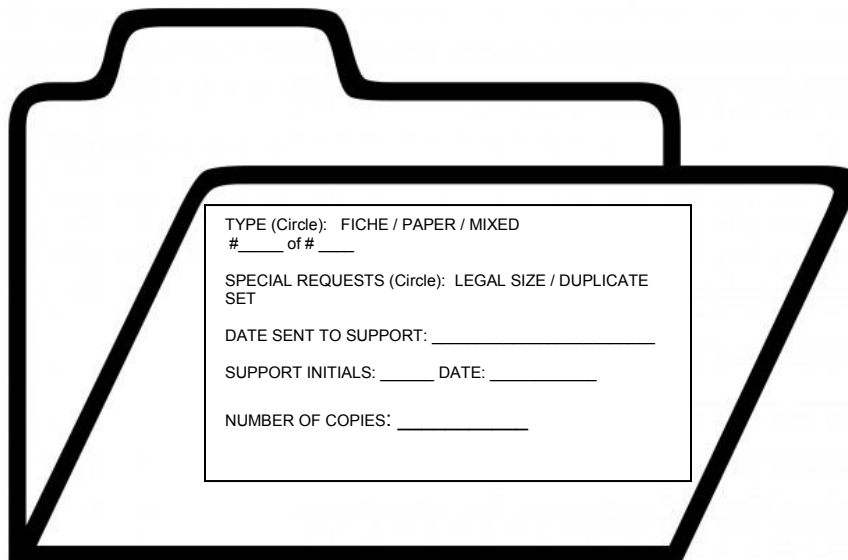
Red Folder: Medium and high priority cases
Blue Folder: Monday routine cases
Green Folder: Tuesday routine cases
Pink Folder: Wednesday routine cases
Purple Folder: Thursday routine cases
Yellow Folder: Friday/Saturday routine cases

2. Place a copy of the Search Request Sheet on top of the outside of the folder.

NOTE: Add the date folder is sent to support on the Search Request Sheet.

3. Identify the type of copies required (paper, microfiche, legal size, etc.) on the copy of the Search Request Sheet using pre-typed labels (available from your Core secretary).

4. If the case has multiple registry records and/or records with different service codes, place documents for records with different service codes and registry numbers in separate folders and mark each folder accordingly (1 of 3, 2 of 3, etc.) and bind together.



A diagram of a folder with a label on the front flap. The label contains the following text:

TYPE (Circle): FICHE / PAPER / MIXED
____ of # ____

SPECIAL REQUESTS (Circle): LEGAL SIZE / DUPLICATE SET

DATE SENT TO SUPPORT: _____

SUPPORT INITIALS: _____ DATE: _____

NUMBER OF COPIES: _____

5. The support staff will copy all required documents, date/initial Search Request Sheet once complete and return all folders to the technician together, including cases with multiple registry records and/or different service codes.

Recruiters

a. Regular Army recruiter	DD Form 214/separation document requested for a veteran who served in any branch of service.	Route request to: [00091] Army Recruiting Liaison Office (USAREC LIAISON TEAM) 1 Archives Drive, Room 124 St. Louis, MO 63138	NOTE: USARCRO will request the appropriate record as required: Do not refer the record with the request. Notify requester of referral by letter.
b. Army Reserve recruiter			
NOTE: Although not recruiters, the various States Adjutants General are considered routine uses of Army records. Requests for DD Form 214 are processed by the cores. See Part 2, Item 5			
c. Active Navy recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Cores are to furnish a copy of requested separation document, if recruiting office provides a release signed by the veteran.	
d. Navy Reserve Recruiters			
e. Active Air Force recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Route request to: [00071] USAF Recruiting Liaison (NPRC) 345th USAF Recruiting Squadron 1 Archives Drive, Room 134 St. Louis, MO 63138	NOTE: USAF Recruiting/Liaison offices will request the appropriate record as required. Do not refer the record with the request. Notify requester of the referral by letter. Rooms 136 and 138 are consolidated offices.
f. Air Force Reserve recruiters			
g. Marine Corps recruiters	DD Form 214/separation document for a	Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not	

<p>h. Coast Guard recruiters</p> <p>i. National Guard recruiters</p> <p>(Although technically a request from a state agency, requests from NG recruiters are listed here to ensure consistency.)</p>	<p>veteran who served in any branch of Service.</p> <ol style="list-style-type: none"> 1. Army 2. Coast Guard 3. Air Force 4. Navy 5. Marine Corps 	<p>contain the veteran's authorization are returned as they lack proper signatory authority.</p> <p>Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not contain the veteran's authorization are returned as they lack proper signatory authority.</p> <p>The Air Force considers the National Guard to be a joint service component of DoD, and therefore is a Routine User. Cores respond to the inquiry.</p> <p>Covered by Routine Use Statement (see apps. D and E).</p> <p>Cores respond to the inquiry.</p>
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Source: [NPRC 1865.16](#)

REDACTIONS OF RESTRICTED INFORMATION ON PHOTOCOPIED DOCUMENTS

Background. Military and civilian personnel and medical documents often contain restricted or personal identifying information (PII) that may not be released in response to a request. Before release, the non-releasable information must be "redacted" from any photocopies of the documents, meaning that the information is hidden from viewing by the recipient of the copies. NPRC personnel sometime refer to this procedure as "making deletions" but that terminology incorrectly suggests that information is being removed from the file or destroyed. NARA's policy on how records are redacted is contained in the directive [NARA 1601.15 \(page 9\)](#).

Restricted information. This instruction tells only HOW to redact, not when or what to redact. Further guidance about what personal information must be withheld and in what circumstances may be found in various other NPRC directives, which include (but are not limited to) [NPRC 1864.113](#), Freedom of Information Act (FOIA) Requests; [NPRC 1864.102](#), Privacy Act implementation in NPRC reference service operations; [NPRC 1864.108](#), Screening of military personnel and medical records for on-site review or for disclosure through photocopies; and [NPRC 1867.6](#), Restrictions and release policies for Official Personnel Folders.

Procedures. Each item of information that is redacted must be completely unreadable by the recipient; however, it also must be evident that information has been redacted. **NEVER MAKE REDACTIONS ON ORIGINAL DOCUMENTS.**

The NARA General Counsel office has prescribed the correct methods for making these redactions, as listed in the table below. NPRC personnel must adhere strictly to these procedures when redacting restricted information on separation documents or any non-releasable information on other forms and documents.

IF the document to be redacted is ...	THEN ...
a separation document (Jul. 79 or later versions of DD Form 214)	<ul style="list-style-type: none"> • select the template that corresponds to this edition of the separation document <div data-bbox="586 1556 1414 1745" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: A template is a transparent document cover with dark tape or markings that correspond with the locations of information which must be redacted from the document.</i></p> </div> <ul style="list-style-type: none"> • place the separation document correctly in the template to hide the "Special Additional Information" blocks 23 thru 30. <div data-bbox="586 1881 1414 1965" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: DO NOT FOLD original documents.</i></p> </div>

- make two redacted photocopies of the separation document.
- verify that the redacted information is completely unreadable on the copy
- attach one redacted copy to the response and,

IF redacted document will be sent to ...	THEN ..
the subject of record or deceased subject's next of kin	also include the second copy of the redacted form with the response.
other requesters	<ul style="list-style-type: none"> • retain in the record, in an acid-free folder, the second copy of the redacted form. • write the CMRS request number in pencil on the front of the acid-free folder. <div data-bbox="820 1167 1377 1562" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: For DPRIS records, place the folder containing redacted copies in an administrative file centrally maintained in each Core. Retain these copies for 12 months. File these folders by month and sequentially by the CMRS request number.</p> </div>

a separation document (versions of DD Form 214 prior to Jul. 79 and predecessor forms)

- select the template that corresponds to the particular edition of the separation document you are copying

Note: A template is a transparent document cover with dark tape or markings that correspond with the locations of information which must be redacted from the document.

- place the separation document correctly in the template to hide the restricted blocks on the form.
- make two redacted photocopies of the separation document.
- verify that the redacted information ***is completely unreadable*** on the copy
- attach one redacted copy to the response, and

IF redacted document will be sent to ...	THEN ...
the subject of record or deceased subject's next of kin	also include the second copy of the redacted form with the response.
other requesters	<ul style="list-style-type: none"> • retain in the record, in an acid-free folder, the second copy of the redacted form. • write the CMRS request number in pencil on the front of the acid-free folder. <div data-bbox="820 1293 1373 1591" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: For DPRIS records, place the acid-free folder containing redacted copies in an administrative file that is centrally maintained in each Core. File these folders by month and sequentially by the CMRS request number.</p> </div>

the "Remarks" section of a separation document

- make a one-sided photocopy of document requiring redactions.
- use a black felt-tipped marker.
- mark the redactions on this photocopy.

NOTE: Be extremely cautious to ensure that ink does

not bleed through onto other documents, record jackets, or your desktop.

- **RE-COPY** this redacted copy.
- verify that the redacted information ***is completely unreadable*** on the second copy and include that one with response, and

IF redacted document will be sent to ...	THEN ...
the subject of record or deceased subject's next of kin	also include the second copy of the redacted form with the response.
other requesters	<ul style="list-style-type: none"> • retain in the record, in an acid-free folder, the second copy of the redacted form. • write the CMRS request number in pencil on the front of the acid-free folder. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: For DPRIS records, place the acid-free folder containing redacted copies in an administrative file that is centrally maintained in each Core. File these folders by month and sequentially by the CMRS request number.</p> </div>

any other document

- make a photocopy of document requiring redactions.
- use a black felt-tipped marker.
- mark the redactions on this photocopy.

NOTE: *Be extremely cautious to ensure that ink does*

not bleed through onto other documents, record jackets, or your desktop.

- **RE-COPY** this redacted copy.
- verify that the redacted information is completely unreadable on the second copy and include that one with response, and

IF redacted document will be sent to ...	THEN ...
the subject of record or deceased subject's next of kin	dispose of first copy with original marker redactions.
other requesters	<ul style="list-style-type: none"> • retain in the record, in an acid-free folder, the second copy of the redacted form. • write the CMRS request number in pencil on the front of the acid-free folder. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: For DPRIS records, place the acid-free folder containing redacted copies in an administrative file that is centrally maintained in each Core. File these folders by month and sequentially by the CMRS request number.</p> </div>

Prohibited methods of redaction. DO NOT USE the following:

- Black grease pencil (china marker). *The pencil residue may damage copy machines, and the military records if retained in file.*
- White correction fluid or tape. *This method may disguise the fact that information has been redacted.*

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.3B

SUBJECT: Reference service source document guides

1. **Purpose.** This memorandum contains reference service source document guides and instructions for their use.
2. **Cancellation.** NPRC 1865.3A is canceled.
3. **Reason for revision.** The source document guides are updated and the instructions for their use are clarified.
4. **Applicability.** This memorandum applies to all employees who extract information from military personnel records.

DAVID L. PETREE
Director

REFERENCE SERVICE SOURCE DOCUMENT GUIDE

1. **General information.** The source document guides provide a standard method for locating information in military personnel records. The information in the guides is divided into four categories: personal data, entry/enlistment data, service data, and separation data. There are separate guides for each of the following:
 - a. Air Force -- Officers ([fig. 1](#))
 - b. Air Force -- Enlisted ([fig. 2](#))
 - c. Coast Guard -- Officers ([fig. 3](#))
 - d. Coast Guard -- Enlisted ([fig. 4](#))
 - e. Army World War I -- Officer ([fig. 5](#))
 - f. Army World War I -- Enlisted ([fig. 6](#))
 - g. Army World War II -- Officers ([fig. 7](#))
 - h. Army World War II -- Enlisted ([fig. 8](#))
 - i. Army Post World War II -- Enlisted ([fig. 9](#))
 - j. Army Post World War II -- Officers ([fig. 10](#))
 - k. Navy Enlisted -- Records Editions Prior to 1924 ([fig. 11](#))
 - l. Navy Enlisted -- Records Editions 1924 to March 1950 ([fig. 12](#))
 - m. Navy Enlisted -- March 1950 and Subsequent Records Editions ([fig. 13](#)).

- n. Navy Officers -- ([fig. 14](#))
- o. Marine Corps -- Officers ([fig. 15](#))
- p. Marine Corps -- Enlisted ([fig. 16](#))

2. **Using the source document guides.** Locate the requested information in the appropriate source document guide. Note that each item is followed by two code letters which stand for the source documents as shown in the code legend at the bottom the guide. Extract the requested information from the primary source document (given the Code I column). If the primary source document is missing or if the requested information does not appear, obtain the information from the secondary source document (given in the Code II column). If the secondary source document does not provide the information, try to find another reliable document in the folder that contains that information. Consult the supervisor if necessary.
3. **Verifying information on the source document.** Do not attempt to verify the information given on the source document by comparing it with other information in the record. Accept the information as it is shown, except in the following situations:
 - a. When requests for verification of information are received from agencies which receive copies of military documents during veterans' periods of service,
 - b. When obviously incorrect or contradictory information is shown,
 - c. For Army Board or court cases,
 - d. For requests for administrative correction of documents, and
 - e. For requests which question in accuracy of a prior NPRC response.
4. **Special instructions involving reconstructed records.** Since NPRC's records reconstruction efforts began after the 1973 fire, personnel working with the fire related inquiries have been instructed to use the information obtained from auxiliary records sources to answer inquiries. The data being used, however, must be based on auxiliary records sources which are considered sufficiently substantive to enable correspondence technicians to certify information with a high degree of accuracy. *Paragraph 18a, NPRC 1865.76 (Obsolete Memo)*, Miscellaneous Correspondence procedures unique to Records Reconstruction Branch, lists a few of the most used auxiliary records sources, which are:
 - a. Military pay vouchers,
 - b. Enlisted registers,
 - c. Personnel discharge orders,
 - d. Clinical record cover sheets,
 - e. Veterans Administration microfilmed index tape,
 - f. Microfilmed morning reports,
 - g. Microfilmed sick reports,
 - h. Records maintained by other Federal agencies and State offices, and
 - i. Various Federal Publications.

Also, *figure 4, NPRC 1865.75 (Obsolete Memo)*, auxiliary records information sheet - NPRC holdings, lists NPRC's auxiliary record collections, and directs correspondence technicians on which auxiliary record contains the information needed. Technicians should check with the supervisor if in doubt as to whether or not information on an auxiliary record can be used to answer an inquiry.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.6E
May 16, 1997

SUBJECT: **Referral and routing matters**

1. **Purpose.** This memorandum issues and transmits revised information and instructions on the referral and routing of inquiries and related records between work elements of NPRC (MPR) and other offices.
2. **Cancellation.** This memorandum cancels NPRC Memorandum 1865.6D.
3. **Reason for cancellation.** NPRC 1865.6D is canceled in order to update procedures used in referring and routing inquiries and to reflect current NPRC organizational elements and routing symbols. In addition, changes have been made to update the routing symbols and addresses of records custodians outside of NPRC.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in the reference branches, Records Reconstruction Branch, and the Mail and Data Input Section, Military Operations Branch.
5. **Instructions.** Instructions for referral and routing of inquiries are contained in the attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records
NA Form 13017, Reply to Medical Records/X-Ray Requests
NA Form 13044, Reply Concerning Military Records
NA Form 13045, Informal Information Reply
NA Form 13051, Transmittal
NA Form 13053, National Personnel Records Center Acknowledgement/Referral
NA Form 13060, Referral
NA Form 13098, NPRC Routing Slip
NA Form 13104, Multiple Purpose Correspondence Form
DD Form 149, Application for Correction of Military or Naval Record
DD Form 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States
VA Form 3101, Request for Information

DAVID L. PETREE
Director

REFERRAL AND ROUTING MATTERS

1. **General information.** The referral of work results when an inquiry is received in an incorrect NPRC action element or is misdirected to NPRC.
 - a. **Definition.** A misdirected inquiry is defined as an inquiry received by NPRC that pertains to a record or group of records that are not in the custody of NPRC (MPR); or an inquiry

that contains questions pertaining to or requires explanation of policies, programs, functions, or responsibilities of other agencies or offices of the Government.

b. **Recurring types of misdirected inquiries.** [App. A](#) lists the most recurring types of misdirected inquiries which should normally be referred without action to the proper office. Disposition codes are provided for requests involving certain types of records, and these relate to the address list of custodians in [app. B](#). [App. C](#) lists the routing symbols for ARPERCEN. Guidelines for referring misdirected inquiries not provided for in this memorandum can be obtained from the "Directory of Military Personnel and Related Records." Doubtful cases should be coordinated with supervisor.

c. **Borderline cases.**

(1) **Custodian of record reports negative.** DO NOT consider a request misdirected if it is forwarded to NPRC and contains a reported negative by the proper custodian of records. More than likely this type is being sent here for a last resort search. Route these, without search, to the correspondence section supervisor having the most nearly related responsibility. If this cannot be ascertained, return the inquiry for more information.

(2) **Additional identifying information.** DO NOT forward to another office any inquiry which is on the borderline between a misdirected case and a case which should be returned to requester for more identifying information. Return these for more information.

2. **Responsibilities.**

a. **Mailroom.**

(1) Process misdirected and other inquiries requiring referral action without search action. See also latest revision of **NPRC 1865.109**, Processing inquiries with negative computer probes.

(2) Recommend additional categories of inquiries which may be referred without action.

(3) Identify sources which repeatedly missend inquiries.

b. **Reference branches and Records Reconstruction Branch (NRPMP).**

(1) Process misdirected and other inquiries requiring referral action which get into the searching and/or correspondence workload, such as those which cannot be recognized as being misdirected or requiring referral action until records are reviewed.

(2) Keep the referral of inquiries between work elements of NPRC to an absolute minimum consistent with the responsibilities of each element.

(3) Recommend additional categories of inquiries which may be referred without action.

(4) Identify sources which repeatedly missend inquiries.

3. **When to inform requester of proper address.** Factors to consider in recommending that a requester be informed of proper addressee include but are not limited to:

a. **Specific source.** When volume of missent inquiries from a specific source is high.

b. **Branch offices.** When total volume of missent inquiries from various branch offices of an agency is high even though not every branch errs. Examples are Department of Veterans Affairs (VA) Regional Offices and Social Security Administration (SSA) District offices.

Central offices, such as those of the VA and SSA, upon request, disseminate proper addressee information to all of their branch offices, thus reducing future errors by all of them.

- c. **Urgent inquiries.** Importance or urgency of the type of inquiry being missent. Corrective action should be considered even if volume from a source is small, if the types of inquiries are very urgent or important.

4. **Restricting referral of inquiries within and between work elements of NPRC.** The referral of inquiries within and between work elements of NPRC for completion requires close supervision to see that it is held to a minimum. This should be accomplished in the following manner:

- a. **Inquiries referred to a higher grade level within the same section.** Supervisors and lead archives technicians are responsible for conducting periodic spot checks of inquiries to preclude unjustified "unloading" of problem inquiries. When an inquiry is referred solely because of level of difficulty, it should be made certain that the level of difficulty reflected is consistent with **NPRC 1840.8**, National Personnel Records Center (Page) Mail Routing Guide, or other NPRC instructions. Supervisory review of all referrals of this type may be required at the discretion of the branch chief.
- b. **Inquiries referred to another section/branch.** The supervisors and lead archives technicians in the work element initiating the referral are responsible for conducting periodic spot checks to ensure the necessity for these actions. Supervisory review of all referrals of this type may be required at the discretion of the branch chief.

5. **Referral notices.** A referral notice is normally sent when an inquiry is forwarded outside NPRC by reference branch or NRPMR personnel for direct reply. Referral notices are also sent by NRPMO-M personnel when appropriate as outlined in [subpar. 6b](#).

- a. **Responsibility.** The need to send a referral notice may occur at any stage during processing and is the responsibility of the organizational element having possession of the case at that time.
- b. **Forms used.** NA Form 13053, National Personnel Records Center Acknowledgement/Referral, is appropriate to notify requester of a referral action for most cases. The proper response form may also be used as the referral notice; e.g., NA Form 13060, Referral, or NA Form 13017, Reply to Medical Records/X-Ray Requests. In some instances, a copy of the transmittal form may be used as the referral notice. See [subpar. 6b\(2\)](#).
- c. **Identifying data.** Sufficient identifying data to permit the requester to refer to his/her initial inquiry should appear on any referral notice; e.g., name, service number, social security account number (SSAN), and VA claim number. **EXCEPTIONS:** DO NOT show the SSAN on NA Form 13053. In addition, DO NOT show the SSAN on any other referral notices if the requester is someone other than the subject of record and the individual was unable to furnish the information on the request.

6. **Processing by mailroom personnel.**

- a. **Forwarding.** Mailroom personnel are responsible for forwarding all inquiries which have been determined as misdirected, except for first priority requests; e.g., Congressionals, VIP requests. Route these to the Priority Control Desk for further disposition.

b. **Referral notice required.** Although most misdirected requests are forwarded, ONLY in the following situations do mailroom personnel send a referral notice to the requester:

(1) **Requests from VA.** Use the third copy of computer-generated VA Form 3101, Request for Information, or photocopy of form, if needed, as the referral. On the copy use the VA referral stamp which reads: "RECORD NOT ON FILE AT NPRC (CODE 13) - YOUR INQUIRY HAS BEEN REFERRED TO VA ADDRESS CODE ____." Place stamp in the lower right hand section of VA Form 3101. Write in VA address code which corresponds to the office having custody of the record. (See [Appendix B.](#)) Affix branch chief stamp, initial and date the form and forward to appropriate VARO.

(2) **Requests from SSA.** Prepare NA Form 13051, Transmittal, to refer requests to the appropriate office. Send a copy of the transmittal to the office that originated the request as the referral notice.

(3) **Requests forwarded to ARPERCEN.** Send a referral notice for all inquiries forwarded to ARPERCEN.

(4) **Requests involving matters of probation, parole, and penal or mental institutions.** If the inquiry is referred to another activity, the requester must be notified.

(5) **Requests involving health records retired to VA, Records Management Center (RMC).** The service departments began to send health records to the VA, RMC, for persons released, retired, or discharged on or after the following dates: Army - October 16, 1992; Navy - January 31, 1994; Air Force and Marine Corps - May 1, 1994. If the computer probe indicates an ARP, AFP, NVP, or MCP service code, and:

(a) **Health record only is requested.** Forward the inquiry to the VA, RMC, using NA Form 13051. Send NA Form 13060 to the requester, checking the appropriate block to notify the requester of the referral to the VA, RMC.

(b) **Both personnel and health records are requested.** Photocopy the request and send the copy to the VA, RMC, using NA Form 13051. Annotate on the original request that a copy was sent to the VA, RMC, and the date it was sent. Code and route the inquiry based on the personnel records information requested. Use NA Form 13060 to notify the requester of the referral to the VA, RMC, and that the personnel record portion will be answered by this Center. Mark the block by the third paragraph and the block by the blank space at the bottom of the form. Write, "This Center will respond separately to your request for personnel records."

7. **Processing by reference branches and NRPMPR.** Specific instructions on the referral and routing of inquiries (and related records) between the action elements of NPRC and outside NPRC, are contained in [fig. 1](#). **EXCEPTION:** For instructions on the referral of requests for health records located at the VA, RMC, see [NPRC 1865.103](#), Requests involving health records of former military members, [par. 1-13](#).

Figure 1: **Instructions on referral and routing matters**

R U L E	IF REFERRAL IS TO:	THEN:
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1	Elements of NPRC (MPR) (with any related records)	<p>a. Prepare NA Form 13098, NPRC Routing Slip, in duplicate.*</p> <p>b. Attach original to the inquiry and, *if appropriate, file the copy in the transitory (IBR) file.</p> <p>c. See latest revision of NPRC 1864.103, Delay notices.</p>
2	CPR	<p>a. Prepare NA Form 13104, Multiple Purpose Correspondence Form, in duplicate.</p> <p>b. Attach original to the inquiry and file the copy in the transitory (IBR) file, if appropriate.</p> <p>c. See latest revision of NPRC 1864.103.</p>
3	Service dept./ agency outside NPRC (without records)	<p>a. Prepare NA Form 13051 in triplicate.* See apps. A thru C, or the Directory of Military Personnel and Related Records, to determine the appropriate office symbol/address. Check/write reason for referral in remarks section and check the block that states, "Writer notified of this referral."</p> <p>b. Attach original of the form to the inquiry and forward to the service dept./agency. Place a copy of the form in the record and send the record for refile.</p> <p>c. *If appropriate, prepare and place third copy in the transitory (IBR) file.</p> <p>d. Notify requester of referral using NA Form 13053.</p> <p>NOTE: If request involves two separate matters, one of which is handled by NPRC (MPR), complete the action and use NA Form 13060 to inform the requester of the referral. Indicate appropriate referral address at the bottom of the form. NA Form 13044, Reply Concerning Military Records, or NA Form 13045, Informal Information Reply, may be used to notify requester of referral on dual action requests when a portion of the request is for medals/ awards.</p>
4	Service dept./agency	<p>a. Prepare NA Form 13008, Loan or Transfer of Records, to transmit inquiry with records. Use</p>

	<p>outside of NPRC (with records)</p>	<p>apps. A thru C, or the Directory of Military Personnel and Related Records, to determine the appropriate office symbol/address. Include reason for referral in the remarks portion of the form. Check the block that states, "Writer notified of this referral."</p> <p>b. Place hard copy of NA Form 13008 in appropriate box for forwarding to search and file section for change in chargeout. Write "Re-charge" in the upper right hand corner.</p> <p>c. If appropriate, file copy of NA Form 13008 in the transitory (IBR) file.</p> <p>d. Notify the requester of referral using NA Form 13053.</p> <p>See NOTE in rule 3.</p>
5	<p>Navy and Marine Corps Liaison Offices (LNO) (for determinations only)</p>	<p>a. Prepare NA Form 13098 in original only.</p> <p>b. Attach NA Form 13098 and the inquiry to the record, and place in tray for forwarding to LNO. (Referral notice is NOT necessary.)</p> <p>NOTE: Some common determinations made by LNO's are: Character of discharge; conflicting active duty dates; and releasability of records which contain neuropsychiatric diagnosis.</p>
6	<p>Navy LNO for awards (with records)</p>	<p>a. Prepare NA Form 13008. Send to Navy Awards Sec., Rm. 5409, PERS-313E. Show reason for referral in the remarks section of the form.</p> <p>b. Place hard copy of NA Form 13008 in appropriate box for forwarding to search and file section for change in chargeout. Write "Re-charge" in the upper right hand corner.</p> <p>c. File copy of NA Form 13008 in transitory (IBR) file.</p> <p>d. Notify the requester of referral using NA Form 13053.</p> <p>NOTE: If request involves two separate matters, one of which is handled by NRPC (MPR), complete that action and notify requester of referral by checking appropriate block on NA Form 13044.</p>

7	LNO's (NOT for awards/with records)	Follow procedures in rule 6 , except indicate appropriate LNO.
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Appendix A: **List of Missent Inquiries**

		DISPOSITION CODE (See Appendix B):
<i>REQUESTS INVOLVING:</i>		
<ul style="list-style-type: none"> ● Army military personnel and medical records. (Excludes requests solely or partly involving medical records for which the latest revision of NPRC 1840.8 indicates processing by Records Reconstruction Branch, Correspondence Section 2 (OR) (NRPMR-O). 		
 <i>Retired.</i> Temporary Duty Retired List (TDRL):		
	Officers.	3
	Enlisted.	4
 <i>Reserve.</i> All members now in a reserve status.		
		2
 <i>Active.</i> Officers now on active duty.		
		3
	Enlisted now on active duty.	4
<ul style="list-style-type: none"> ● Current National Guard officers NOT on active duty in Army. 		5
<ul style="list-style-type: none"> ● Current National Guard enlisted NOT on active duty in Army. 		6

- Philippine Army personnel and medical records. (Excludes Philippine Scouts' records. These are on file in NPRC.) 2
 - Air Force military personnel and medical records. (Excludes requests solely or partly involving medical records for which the latest revision of **NPRC 1840.8** indicates processing by NRPMR-O.)
- Retired.* All members now in a retired (reservist) nonpay status awaiting age 60. 7
- All members now on TDRL (Temporary Disability Retired List). 8
- All retired general officers (active duty, reserve, and guard) receiving retired pay. 8
- Reserve.* All members now in a reserve status. 7
- Active.* All members now on extended active duty. 8
- Current National Guard NOT on active duty. 7
 - Dependents of Army and Air Force personnel for medical records created by Army and Air Force hospitals. 1
 - Army and Air Force military personnel (final type) x-rays. (These are x-rays taken at entrance into and at separation from service.) 1
 - Navy military personnel and medical records. (Excludes requests involving ONLY medical records. See latest revision of **NPRC 1840.8**.)

<i>Separated.</i>	Admirals (full).	9
<i>Retired.</i>	Admirals (full).	9
	All members now on TDRL (Temporary Disability Retired List.)	9
<i>Active.</i>	All members now on extended active duty.	9
<i>Reserve.</i>	All members now in a reserve status.	10
●	Marine Corps military personnel and medical records. (Excludes requests involving ONLY medical records. See latest revision NPRC 1840.8 .)	
<i>Active.</i>	All members now on extended active duty.	11
<i>Reserve.</i>	Officers now in a reserve status.	12
	Enlisted now in ACTIVE reserves.	12
●	Dependents of Navy and Marine Corps personnel for medical records created by Army and Air Force hospitals.	1
●	Coast Guard military personnel and medical records. (Excludes requests solely or partly involving medical records for which the latest revision of NPRC 1840.8 indicates processing by NRPMR-O.)	
<i>Separated.</i>	Officers separated between 1/1/15-12/31/28.	13

<i>Reserve.</i>	All members now in a reserve status.	13
<i>Active.</i>	All members now on extended active duty.	13
●	Merchant Marine records.	14
NOTE:	If request involves medical records created by a military hospital, code for processing by NRPMPR-O.	
●	Civilian employees of the U.S. Government (separated), personnel and medical records.	1

Appendix B: **Addresses of custodians and VA address codes**

	<i>ADDRESS OF CUSTODIAN:</i>	<i>VA ADDRESS CODE:</i>
1.	National Personnel Records Center (CPR) 111 Winnebago St. St. Louis, MO 63118-4199	75
2.	Commander U.S. Army Reserve Personnel Center 9700 Page Ave. St. Louis, MO 63132-5200	11
3.	Commander U.S. Total Army Personnel Command Attn: TAPC-MSR 200 Stovall St. Alexandria, VA 22332-0400	18
4.	Commander U.S. Army Enlisted Records & Evaluation	14

Center
Ft. Benjamin Harrison, IN 46249-5301

5. Army National Guard Readiness Center 90
NGB-ARP-CO
111 S. George Mason Dr.
Arlington, VA 22204-1382
6. The Adjutant General of the appropriate State
7. Air Reserve Personnel Center 21
6760 E. Irvington Pl., Suite 4450
Denver, CO 80280-5000
8. HQ Air Force Personnel Center 22
550 C Street West
Randolph AFB, TX 78150
9. Commander, Bureau of Naval Personnel 31
PERS-313D
Arlington Annex
Washington, DC 20370-3130
10. Naval Reserve Personnel Center 36
4400 Dauphine St.
New Orleans, LA 70149-7800
11. Commandant of the Marine Corps 41
HQ US Marine Corps (MMSB-10)
2008 Elliot Rd., Suite 225
Quantico, VA 22134-5030
12. MARCOR Reserve Support Center 42
15303 Andrews Rd.
Kansas City, MO 64147-1207
13. Commander, (MPC-S-3) 51

Military Personnel Command
2100 2nd St., SW
Washington, DC 20593-0001

14. Director (NMC4A)
U.S. Coast Guard
National Maritime Center
4200 Wilson Blvd., Suite 510
Arlington, VA 22203-1804

Appendix C: **ARPERCEN Routing Symbols**

<i>NATURE OF INQUIRY</i>	<i>SYMBOL</i>
ABCMR - DD Form 149, Application for Correction of Military or Naval Record	SFA-A
ADRB - DD Form 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States	SFA-D
Congressionals, subpoenas, complaint cases	SFA-I
Discharge orders	SFS-R
Freedom of Information Act	IMP-F
Grade Determinations:	
● Request from Finance & Accounting Center on active Army retired personnel	SFR-SCI

● Request concerning USAR retired pay under Title 10, U.S. Code 1331	SFR-SCP
● EXCEPTION: Requests pertaining to highest pay grade for deceased personnel	SFA-C
● Enlisted grade determinations (Unit and IRR personnel)	SFS-T
Litigation/complaint against Federal government	SFA-I
Records to be accessioned into ARPERCEN	PRA
Retirement:	
● 20 year letter	SFR-SCP
● application for retired pay	SFR-S
● certificates/awards	SFS-I
● points:	
● corrections	SFR-PAC
● verifications	SFR-PAV
Survivor Benefits	SFR-SCB

All other referrals to ARPERCEN; e.g., Former Spouse Protection Act, awards for veterans, incomplete record, open service record, etc.

SFE

Referrals to Military Service Departments (formerly Loans and Transfers)

General guidelines:

It is appropriate to forward an inquiry with the service record to a military service department for reply if the requester asks for service or information that NPRC is not authorized to provide, such as a substantive correction to the record or the reissuance of the separation document.

To create a response: Reference CMRS Job Aids, *Referring CMRS requests, Part II. Referring requests WITH RECORDS*, and *Completing Case When Reply is Hardcopy Correspondence*.

1. Go to **Get Paragraphs**.
2. Select **Referrals**.
3. Click on one of the three **DIR** selections - **Records on Loan, Records on Loan Review Boards, or Under Jurisdiction Of**.
4. Select the paragraph that is appropriate; e.g., routine Army, congressional Air Force, etc.

NOTE: Some military services require requests be sent to different offices depending on whether it is a congressional request or request relating to service in the reserves. Others do not make this distinction.

DO NOT prepare NA Form 13008, Loans or Transfer of Records.

For further instructions, see referenced CMRS Job Aids.

Figure 26: Regional Form R5-984, Finding Aid Report (FAR)

<p>RECORD CHARGED TO: <u>NPRC ORGANIZATIONS</u></p> <p><input type="checkbox"/> <u>AC 6 GA3</u> (CASE ROUTING CODE)</p> <p><input type="checkbox"/></p>		<p>ACT CODE FILE IDENT</p>	<p>SERVICE IDENTIFICATION NUMBER</p>	<p>NAME</p>	<p>SERVICE CODE</p>	<p>REGISTER NUMBER</p>
<p><input type="checkbox"/> RESEARCH ROOM, 2045</p> <p><input type="checkbox"/> FAA</p> <p><input type="checkbox"/> NAVAL RESERVE</p> <p><input type="checkbox"/> MILIREC</p> <p><input type="checkbox"/> EQUIFAX</p> <p><input type="checkbox"/></p>		<p>BRAVERMAN JOSEPH D</p>		<p>AR</p>	<p>A 4 230 073</p>	
<p><u>OCCUPANT AGENCIES</u></p> <p><input type="checkbox"/> BUMED LN O, 190</p> <p><input type="checkbox"/> BUPERS LN O, 190</p> <p><input type="checkbox"/> CIA, 240</p> <p><input type="checkbox"/> CSC INV DIV, 190</p> <p><input type="checkbox"/> EEA, 4615</p> <p><input type="checkbox"/> FBI, 170</p> <p><input type="checkbox"/> MARCOR LN O, 190</p> <p><input type="checkbox"/> NRC, 250</p> <p><input type="checkbox"/> OSI, 180</p> <p><input type="checkbox"/> DIS-NACC (UNIT 3), 4415</p> <p><input type="checkbox"/> VA LN O, 230</p> <p><input type="checkbox"/></p>		<p>GENERAL SERVICES ADMINISTRATION PAGE 02616 BATCH 168</p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records)</p> <p>DATE</p>				
<p><u>OTHER ORGANIZATIONS</u> <u>OFFICE/SYMBOL</u></p> <p><input type="checkbox"/> ARPC, Denver</p> <p><input type="checkbox"/> BUMED, Wash. D.C.</p> <p><input type="checkbox"/> BUPERS, Wash. D.C.</p> <p><input type="checkbox"/> HQ MC, Wash. D.C.</p> <p><input type="checkbox"/> HQUSCG, Wash. D.C.</p> <p><input type="checkbox"/> USAFMPC, RAFB</p> <p><input checked="" type="checkbox"/> USARCPAC</p>						

N PAGE 0005
05/09/79

DATE (current)
CLERK'S INITIALS NE

Figure 1: Regional form R6-7231, Genealogical Statement (back)

THIS PORTION OF THIS FORM WILL SERVE AS A REQUEST IF COMPLETED AND RETURNED TO THIS CENTER

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION. The following information is provided in accordance with 5 U.S.C. 552(a)(1) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C. 552(a)(2)(4)(D) include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS

NAME USED DURING SERVICE (<i>Last, first, and middle</i>)	SOCIAL SECURITY NO.	DATE OF BIRTH	PLACE OF BIRTH

ACTIVE SERVICE, PAST AND PRESENT

BRANCH OF SERVICE	DATES OF ACTIVE SERVICE		Check one		SERVICE NUMBER DURING THIS PERIOD
	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	

SECTION II - REQUEST

I request the informational data available under FOIA. I realize that a fee may be applicable.

Please verify the following additional data to ensure that NPRC has identified the correct veteran's record:

<p>IDENTIFICATION OF REQUESTER (<i>Check appropriate box</i>)</p> <p><input type="checkbox"/> NEXT OF KIN (<i>relationship</i>):</p> <p><input type="checkbox"/> OTHER (<i>specify</i>):</p>	<p>RELEASE AUTHORIZATION, IF REQUIRED (<i>Read second-to-last paragraph on front side</i>)</p> <p>I hereby authorize release of the requested information/documents to the person indicated at left.</p> <p style="text-align: center;">SIGNATURE OF VETERAN OR NEXT OF KIN</p> <hr/> <p>(<i>If signed by other than veteran, show relationship to veteran</i>):</p>
SIGNATURE OF REQUESTER	

<p>REQUESTS SHOULD BE SUBMITTED TO:</p> <p>Director National Personnel Records Center 9700 Page Boulevard St. Louis, Missouri 63132</p>	<p>COMPLETE RETURN ADDRESS OF REQUESTER (<i>Please type or print clearly</i>)</p> <p>NAME</p> <hr/> <p>NUMBER AND STREET</p> <hr/> <p>CITY, STATE AND ZIP CODE</p> <hr/> <p>TELEPHONE NO. (<i>Include area code</i>)</p>
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R6-7231 (REV. 9/81) BACK

Figure 1: Regional Form R6-7231, Genealogical Statement (front) - [Next](#)

GENEALOGICAL STATEMENT	
<p>Past experience indicates that documents issued to the veteran at time of discharge (or issued to his/her next of kin, if individual died in service) usually contain information suitable for genealogical purposes. Such documents usually are still in the possession of the veteran or his/her next of kin. Every effort should be made to contact the veteran or the next of kin, if individual is deceased, to obtain genealogical information before contacting this Center. We must caution that genealogical requests have a low priority at this Center as our primary function is to process requests relating to veterans' claims for benefits. As a result, our answer to a request for genealogical information should not be anticipated for several weeks. (Also, please note that biographical sketches, though similar to genealogical requests, are not provided by this Center.)</p> <p>When information cannot be obtained from the veteran or next of kin, this Center is permitted to honor a request only to the limits of the Freedom of Information Act (FOIA), as amended in 1974. Under the provisions of FOIA, we may release certain items of information to the general public. Only the following items are releasable to the general public, regardless of whether or not FOIA is cited in the request:</p> <ul style="list-style-type: none"> name age (date of birth) salary photographs source of commission duty status office telephone number military and civilian educational level decorations and awards (including a copy of the citation, if available) present and past duty assignments (including geographical location) future assignments which have been finalized records of court-martial trials (unless classified) marital status education/schooling rank/grade serial/service number date of rank/grade promotion sequence number dependents (including name, sex and age) <p>If the written consent of the veteran or his/her next of kin (if veteran is deceased) can be obtained, then we will verify additional items such as name of father and/or mother, home address, or comparable information needed to establish that we have identified the person in question. For purposes of release authorization, the next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother or sister.</p> <p>A fee is applicable for researching, processing, and photocopying certain types of genealogical requests. We are unable to predict the exact cost of this service in advance. If your request is determined to be a chargeable inquiry, you will be billed upon completion of the response.</p>	
	<p>6NCP</p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132</p>
GENERAL SERVICES ADMINISTRATION	R6-7231 (REV. 9/81)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.115A
April 30, 1998

SUBJECT: Registry File System records processing procedures

1. **Purpose.** This memorandum issues and transmits revised instructions for processing records into the Registry File System by the Accession and Disposal Section, Military Operations Branch.
2. **Cancellation.** NPRC 1865.115 is canceled.
3. **Reason for revision.** This revision updates procedures concerning processing records into the Registry File System because of the reorganization of the Military Operations Branch and changes in the technology by which identifying data for the records being retired to the National Personnel Records Center are provided by the service departments and the Department of Transportation. This change also reflects the retirement of health records to the Veterans Administration Records Management Center (VARMC) rather than to NPRC with the personnel records which began in 1992.
4. **Instructions.** The information about the Registry File System and instructions for processing records into it are contained in the attachment.
5. **Forms.** This memorandum provides for use of the following forms:

NA Form 13131, Important Notice Card
NA Form 13089, Batch, Task, and Audit Sheet

DAVID L. PETREE
Director

REGISTRY FILE SYSTEM RECORDS PROCESSING PROCEDURES

1. **General information.** The registry file system was established in 1964 at NPRC(MPR) to (1) provide a cut-off date for all military personnel type folders; (2) integrate these records into one system; (3) provide a comprehensive cross-index to the files; and (4) lower the administrative cost of servicing active records by grouping them in a central location, eliminating costly searches for non-accessioned jackets, and by fully utilizing all filing equipment. The principle of the registry system is to assign a number to each basic personnel and medical jacket and then use this number to file or locate the jacket. Jackets are assigned consecutive registry numbers according to the order in which received.
 - a. **The service registry file.** This file, established January 1, 1972, includes three separate files, one each for Army, Air Force, and Navy (includes Navy Bureau of Personnel and Navy Bureau of Medicine and Surgery, Marine Corps, and Coast Guard). This file initially was to contain all files received after January 1, 1972, regardless of date of separation of the individual. However, due to NPRC's fire of July 12, 1973, and rewarehousing projects, records received prior to 1972 were added to the service registry file. (See [subpar. 2a.](#))
 - b. **The "B/R" registry file.** This file was established September 14, 1973, to include reconstructed records and those recovered from the July 12, 1973, fire.

- c. **"Auxiliary" record file.** "Auxiliary" records were added to the computerized registry file system starting in 1974, to include pay records (final pay vouchers and payrolls), clinical records, enlistment/induction registers, and some discharge orders covering the period 1950-59, etc.

2. **Specific record collections included in the various registry files.**

a. **Service registry file.**

Air Force	9/25/47 - present
Marine Corps	1/1/64 - present
Navy BuMed	1/1/64 - present
Navy BuPers (Enl.)	1/1/64 - present
Navy BuPers (Off)	1902 - present (includes a part of the collection predating 1972)
Coast Guard	1898 - present
Army	1/1/60 - present
Other Coast Guard (Enl.)	1906 - 12/31/63
Coast Guard (Off.)	1/1/29 - 12/31/63

b. **"B/R" registry file.**

Army	11/1/12 - 12/31/59
Navy BuMed	1911 - 12/31/63 (approximately 518,000 folders)
Coast Guard (Enl.)	1906 - 12/31/63

Coast Guard (Off) 1/1/29 - 12/31/63 (approximately 53,000 folders)

Air Force 9/25/47 - 12/31/63

c. **Auxiliary records.** Various categories of personnel-related, medical, and payroll records added to the registry index system for ready use as a supplemental source when the master personnel record is not available. For further descriptions, see subpar. 4c, prefixes [C](#), [D](#), [E](#), [M](#), and [P](#).

3. **The suspense file.** The suspense file ("S" file) was established in February 1976. Each folder accessioned into this file is assigned a registry number with "S" prefix. It is maintained by NRPMP as a means for controlling procurement action requests taken incidentally to reconstructing records lost or damaged in NPRC's July 12, 1973, fire. All folders accessioned into the "S" file remain there on a temporary basis. At the time a final response is made to the request that "triggered" establishment of the "S" file, the "S" file number is deleted from the computer file and an "R" prefix registry number is assigned and accessioned into the "B/R" registry file.

4. **Computer index.**

a. The computer index consists of record identifying data stored on computer tapes and discs. The computer has a random access storage that consists of two files for use by NPRC(MPR): (1) SERVICE NUMBER/SOCIAL SECURITY NUMBER with related name, service code, and registry number, and (2) NAME AND SERVICE CODE with related service number/social security number and registry number. Special emphasis is placed on accuracy in properly recording data in the computer for storage and querying computer for locator service. Thus, to locate a record, a computer can be searched by service number/social security number (numeric search) or by name and service code (alpha search).

b. There are three items of essential information extracted from each jacket and stored in the computer's index:

(1) **Name - (last name, first name, middle initial).**

(2) **Service number/social security number.** The service number (SN) was issued upon entering service and was controlled by that particular branch of service. The social security number (SSN) was issued by the Social Security Administration upon application. The military service departments discontinued using SN and commenced using SSN as the identifier on the dates shown below.

Army and Air Force

July 1, 1969

Navy and Marine Corps

January 1, 1972

Coast Guard

October 1, 1974

(3) **Service code.** A two or three letter service code is assigned to identify the specific type of record. The code assigned to each type of record is as follows: (See [1865.114, figure 5](#))

c. All records in the service registry file, "B/R" registry file, and auxiliary file are identified by a registry number with a prefix. Prefixes assigned to date are:

- A** - Army service registry file.

- B** - Records recovered from fire and water-damaged files are now filed in "B/R" registry file. Use of prefix "B" was discontinued in April 1974, except in rare instances when "recovered" records are discovered, perhaps in the folder of another individual. When a record is added to the "B" registry file, a deleted number must be used.

- C** - (With QM service code, auxiliary file) Army hospital clinical record cover sheets and/or nominal index (admission) cards-military personnel. The three groups of digits in registry number designate respectively the box #, folder #, and page #, for desired record. Example: Registry number C 0059 173 098 signifies box 59, folder 173, and page 98.

- D** - (With QM service code) Army discharge special orders. The registry number system for this file is the same as for the "C" records above.

- D** - (With QT service code) Index information from the California Military Benefit Index.

- E** - Enlistment/induction service number registers showing date and place of entry into service. These also are in the QM series of auxiliary records file. The registry number system is the same as for the "C" and "D" records.

- F** - Air Force service registry file.

- H** - (With QT service code) Surgeon General's Office (SGO) Hospital

Admission Card File which pertains to data concerning some Army hospital admissions during WWII and the Korean Conflict. The FAR indicates three groups of numbers in the data field normally used for registry number auxiliary file location. The three groups of digits designate respectively the listing year, the microfiche page #, and the frame #.

NOTE: The FAR will NOT indicate the veteran's name, only the service number. This information is used to locate each related record on a microfiche listing. To interpret the coded record a blowback copy is made of the microfiche page. The codes are then entered to a computer screen format which interprets each code and generates a printout.

- J** - (With QM service code) Information from the Judge Advocate General (JAG) microfilm index. The FAR indicates veteran's name, service number, and court-martial Case Number. The Case Number is contained in the last six digits of the data field normally used for registry number auxiliary file location.

- K** - (With QM service code) Korean Prisoner of War computerized database. This database was extracted from the Korean Casualty File. The dates of incarceration as a Korean War POW are provided on a FAR in response to an inquiry. No search of the Korean Casualty File is necessary (See K with QT service code below).

- K** - (With QT service code) Korean Casualty File. Entries on this file appear on the FAR with a "K 0000 000 000" registry number. The FAR identifies a veteran listed in the Korean Casualty File, i.e., casualties and POW's of the Korean Conflict. The Korean Casualty File contains three separate microfiche listings each sorted into a different sequence. These listings arrange the complete file in alphabetical order; list the veterans alphabetically by home county and state; and provide an alphabetical extract of Prisoners of War.

- M** - (Reserved for miscellaneous types of records in small quantities that may be filed in the auxiliary records file.)

- N** - Navy service registry file.

- O** - Vault Flag. Inserted in anticipation of receiving a military record of an NPRC employee or relative from one of the service departments. The record location of all such entries will be NR 0 000 000. Once

received, the record will be housed in the security vault and a "V" Registry record location will be assigned.

- P** - (With QM service code) Pay records (final pay vouchers and payrolls, Army enlisted). The registry numbers for this file concerning World War I and II records designate only the folder in which record is to be found. Example: Registry number P 0000 089 159 signifies folder #89159. Within the folder, it is necessary to scan all records (not more than 50 in a folder) for one desired. Names on payrolls are arranged alphabetically by rank. Individual pay vouchers, for the most part, are not arranged alphabetically, rather numerically by Disbursing Officer Number. The registry numbers for this file concerning Post World War II records designate the box in which record is located along with folder number. Example: Registry number P 0922 034 010 signifies box 922 and folder (0)34, page (0)10.

- P** - (With QT service code) Philippine POW index cards.

- R** - Records reconstructed after March 16, 1974, and filed in "B/R" registry file.

- V** - Permanent records filed in the vault ("VIP's") and temporary housing for the records of NPRC employees and their relatives.

- W** - (With QT service code) Paper records and backup microfilm for WWII Prisoners of War listed in alphabetical order. The FAR indicates veteran's name, service number, date of capture, and date of release or return to military control.

- *** - American Battle Monument Project (AMBM) on microfiche (World War II and Korea).

No Registry prefix - Other registry file, pre-1964 Coast Guard.

5. Sources of Incoming shipments of military personnel and medical records.

- a. New accessions of Army, Marine Corps, Navy, and Coast Guard records are received with magnetic tapes containing the required identifying data for entry into the Registry File. The required identifying data for new accessions of Air Force records are received by electronic file transfer.

b. New accessions are received from the following offices:

- | | |
|--------------------------------|--|
| (1) Air Force | - Randolph AFB, TX (Active Duty separations)
Air Reserve Personnel Center, Denver, CO
(Reserve and ROTC separations) |
| (2) Navy | - Naval Reserve Personnel Center, New Orleans, LA
Bureau of Personnel, Millington, TN |
| (3) Navy ROTC
Disenrollment | - Department of the Navy, Chief of Naval Education
and Training, Pensacola, FL |
| (4) Army | - AR-PERSCOM, St. Louis, MO |
| (5) Marine Corps | - USMC, HQ, Quantico, VA |
| (6) Coast Guard | - USCG, Martinsburg, WV |

The name, address, and telephone number of the contact person and office for each of the services which retire records to the Center are maintained by the Accession and Disposal Section (NRMPO-A), Military Operations Branch.

6. *Processing incoming shipments of military personnel and medical records.*

- a. ***Accessions received with magnetic tapes.*** The magnetic tape is delivered to the Information Technology Operations Branch at NPRC (NHTO) for a printout of the data on the magnetic tape. The printout is reviewed to ensure that the format of the information on the tape is correct. The printout is spot checked against the records received for discrepancies such as unmatched names and social security account numbers, incorrect service codes (e.g., AFP service code on a record containing medical records), etc. If the format is incorrect, the Accession and Disposal Section notifies the agency and arranges for a corrected tape to be mailed to the Center. Upon receipt, the new tape is reviewed as described above. While the records are still in the shipping boxes, the first and last record in the shipment are checked against the printout to insure delivery of the entire shipment. The records in the shipment are subjected to a random visual review for discrepancies. If significant discrepancies are found in the shipment of records, the Section Chief is notified.
- b. ***Accessions for which data is received by electronic file transfer.*** The electronic file transfer takes place prior to the shipment of records to the Center. The records are shipped to NPRC only after a printout of the file provided by NHTO has been reviewed by NRPMO-A to ensure that the format is correct. If the format is incorrect, NRPMO-A contacts the agency and provides assistance in correcting the deficiencies in the format and arranges for a follow-up electronic file transfer. Upon receipt of the shipment and while the records are still in the shipping boxes, the first and last record in the shipment are checked against the printout to insure delivery of the entire shipment. The records in the

shipment are subjected to a random visual review for discrepancies. If significant discrepancies are found in the shipment of records, the Section Chief is notified.

- c. **Preparing records for the service registry files.** New accessions are received in cardboard cartons. Archives aids place cartons of military personnel and medical jackets on conveyor belts in processing area. Take care to ensure that containers from each service department are kept together and not mixed with containers from other services. Once it is determined that the electronic data on the records is correctly formatted, the shipment received is complete, and the visual inspection reveals few deficiencies, remove all jackets from shipping containers and place into plastic tubs, making sure that the jackets are kept in same order as they were received. Labels are printed by NHTO upon request.
- d. **Labeling records for the service registry file.** The Lead Archives Technician obtains the labels from NHTO each morning. The number of reject labels as printed on the last sheet of labels is verified. The labels are separated into batches and NA Form 13089, Batch, Task, and Audit Sheet, is prepared. The first and last registry numbers of the labels and the total numbers of labels in a batch are recorded on NA Form 13089. The batches are assigned to the Archives Aids.

(1) The Archives Aids compare the entire name and SSN/SN on each label with the information shown on the back flap of the related jacket or, if the information is not shown on the back flap, as shown of the front of a related jacket. Place the label approximately 1/4 inch from the top and 1/2 inch from the right-hand side of front of the jacket.

(a) The first name, middle initial, last name, and the SSAN/SN must be identical. Labels and records on which the names and/or SSAN/SN do not match are removed and given to the Lead Archives Technician for review and determination of the appropriate action. When the label has an incorrect name or SSN/SN, the related record is removed from the tray and an NA Form 13131, Important Notice Card, is inserted in its place. On the card, write "Deleted - name wrong" or "Deleted - SSAN wrong." The erroneous label and related record are given to the Lead Archives Technician for appropriate corrective action.

NOTE: If a label from a previous accession action is already attached to the record, the new label is placed over the old label so that the old registry number is covered. Do not treat such records as refiles.

(b) Social Security numbers which begin with the digit "8" or "9" have not been issued by the Social Security Administration. Some records have been received with Temporary Identification Numbers (TIN) having a first digit of "9." However, the registry system computer program currently rejects these records.

(c) Two-part last names are not hyphenated or do not have a separation in the last name on the label (e.g., Garcia-Rodriquez becomes GarciaRodriquez).

(d) Names beginning with Saint are not abbreviated as St. on the label

(e) Labels will not contain Jr., Sr., or III.

(f) If the label shows the married and maiden name, use the name at the time of discharge.

(2) Do not place a reject label on the related record. Remove the related record from the tub, affix the label to an index card, give the reject label and the related record to the Lead Archives Technician for appropriate corrective action. Since a reject label does not create a registry location, an Important Notice Card need not be placed in the file.

(3) If a label was generated but no related record is found in the shipment, affix the label to an 8 1/12 x 11 card or paper. Annotate that card with the phrase "no record." Give the card to the Lead Archives Technician for appropriate action. Complete and place NA Form 13131 in the place the record should have been and annotate the card with the phrase "no record received with accession" and the registry number assigned to the missing record.

(4) While labeling records, watch for misfiled documents and jackets in the records (e.g., medical record jackets, documents and records of a person other than the subject of the record, etc.). Notify the Lead Archives Technician for appropriate instructions.

(5) Archives Aids are responsible for each label in the batches assigned to them. Labels not attached to records must be turned into the Lead Archives Technician. **NO REJECT LABELS ARE TO BE SENT TO FILE.**

(6) After the records have been labeled, the Lead Archives Technician reviews the records and/or labels turned in by the Archives Aids with the completed batch slip to verify that:

(a) Reject labels and their corresponding records have been removed from the accession.

(b) Records which correspond with the incorrect labels were not sent to file. If a label requiring a delete action is turned in without a record, the Lead Archives Technician checks the accession.

(c) No records are in the accession which correspond with those labels annotated "no record."

7. ***Special procedures for processing "S" and "R" folders into the registry file system.*** All "S" folders and all "R" folders created from "S" files are entered into the respective registry systems by the Suspense File Clerk in the Search and Control Section, Records Reconstruction Branch (NRPMR-S). All "R" folders created without having been in the "S" registry file are entered in the "R" registry system by NRPMO-A.

a. ***Processing folders into the "S" registry file.*** Once a procurement action is taken as a part of responding to a request, the Archives Technicians or Archives Aids in the Records Reconstruction Branch correspondence section place a copy of the request in a folder and place the folder in the bin marked for "S" files. (The folder may be a B-registry folder, an R-registry folder, or a newly created folder).

(1) The Suspense File Clerk in NRPMR-S enters each folder into the registry system by last name, first name, middle initial (if any), service number (or social security number if no service number has been identified), and the appropriate service code on a daily basis. The identification data is taken from documents in the folder or from the "R" or "B" label on the file. The "S" labels for the folders are generated in the section.

(2) The Suspense File Clerk places the label on each folder in the upper right-hand corner or, if the record is from the "R" or "B" registry, below the "R" or "B" label on the record. The Suspense File Clerk checks to be sure the full name and service number on the label

match the folder. The "S" label is never placed over an "R" or "B" registry label. The folder is placed in the "S" registry file located in NRPMR-S.

- b. **Removing suspense file folders from the "S" registry file.** When a procurement action is answered, the suspense file is removed from the "S" registry file and is assigned along with the procurement response to an Archives Aid or Technician to complete. When the Center's response to the requester is completed, the record is sent to NRPMR-S.

(1) The Suspense File Clerk reviews each "S" registry file record to ensure that a response has been made and that no corrections are needed to the identifying information. The "S" registry number is deleted.

(2) If the record which was deleted from the "S" registry is a record from the "B" or "R" registry files, the "S" registry file number is blacked out and the record is returned for refile.

(3) If the record which was deleted from the "S" registry was newly created, it is entered into the "R" registry file by the Suspense File Clerk. The labels for these "R" registry records are printed out in NRPMR-S as the records are entered into the registry file. The new "R" label is placed over the deleted "S" label. Each day, the "R" registry records created by NRPMR-S are sent to NRPMO-A to be shelved.

8. **Procedures for processing records into the "V" Registry File.** Military records of high ranking political figures (elective and appointive), high ranking and/or historically important military figures, well-known public figures such as authors and actors, and persons of high visibility in the news are permanently housed in this registry which is maintained in the security vault at the Center's facility at 9700 Page Avenue (registry numbers 1 through 100 000). The records of NPRC employees or their relatives are temporarily housed in the security vault in this registry file (registry numbers 100 001 and higher). Procedures for identifying such records and processing them into the "V" registry file are found in [NPRC 1864.99](#), Civilian and military records of VIP's, and NPRC 6240.4, Military service records of employees and their relatives.

9. **Boxing jackets and transporting to files.**

- a. Archives aids transfer labeled jackets from trays into cardboard cartons for storage. Care is taken to ensure that jackets are kept in registry number order.
- b. Leave empty space in each carton in the amounts indicated below:

Air Force	2 inches
Army	3 inches
Coast Guard	2 inches
Marine Corps enlisted (pers and med combined)	3 inches

Marine Corps officer 2 inches

Navy enlisted (pers and med combined) 3 inches

Navy officer 2 inches

c. Using a black marker, Archives Aids enter on front of each carton the registry number of the first jacket in the carton and the consecutive box number for the appropriate registry file.

d. Archives aids load cartons onto "half-skids" as instructed.

10. **Numbering shelves.** Numbers are painted on end panels to indicate inclusive registry numbers within each row. Registry numbers are positioned on panels four inches from front (aisle) edge of the panel and at the sixth shelf level from the floor.

11. **Processing time.** Process new personnel and medical jacket accessions immediately upon receipt and, to the extent possible, not later than two workdays after receipt, depending on available computer time.

12. **Deficiencies in records shipments.**

a. **Types of deficiencies.** Deficiencies normally discovered in the accessioning process are described below. These are of the type that have a substantial impact on the amount of time required of a searcher to locate a particular record and/or require a significant amount of time to correct. Such deficiencies include but are not limited to:

(1) Records not proper for retirement to this Center;

(2) Magnetic tape prepared in the wrong format (i.e., incorrect service code, incorrect action code, data in the wrong location or spaces, incomplete date, etc.);

(3) Electronic file transfer is prepared in the wrong format.

(4) Incomplete identification data on the outside of records.

(5) Records containing misfiled documents.

b. **Actions taken when the deficiencies are discovered.**

(1) When deficiencies are discovered while accessioning a shipment, the section chief is notified of the types and extent of the deficiencies.

(2) When one or a combination of deficiencies involves an entire shipment of records, the section chief determines if the shipment should be returned to the initiating facility based on the following factors:

- (a) The nature and magnitude of the deficiency;
 - (b) The size of the shipment;
 - (c) The time required to prepare the shipment for return as opposed to the time required to correct the deficiency; and
 - (d) Whether or not the initiating office has a history of repeated deficient shipments.
- (3) If the Section Chief determines that the deficiencies, although correctable in-house, are significant in that records retirement practices are not being followed or a lack of quality control is evident, he/she contacts the appropriate office in person or by telephone. A record of the deficiencies and the contact is maintained in the NRPMO-A office.

NOTE: The Accession and Disposal Section Chief and the Military Operations Branch Chief are encouraged to telephone or meet with agency records managers to obtain compliance with records retirement procedures.

- (4) When the same office retires records which consistently contain the same or similar deficiencies and it is determined that further shipments from that office will not be accepted pending correction of deficiencies, the Section Chief prepares a letter outlining the deficiencies and/or the history of continuing deficiencies for the signature of the Director, National Personnel Records Center (NRP).
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[Printable Version](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.16C
February 11, 2002

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum issues a revised release and access guide for military personnel, medical and related records at NPRC. This guide has been developed with the assistance of the Department of Defense, the military service departments, and the United States Coast Guard. The office of the General Counsel (DoD), the Defense Privacy Board, and the Department of Defense have found the guide to be acceptable. The guide is transmitted as an attachment hereto.
2. **Cancellation.** NPRC 1865.16B is canceled.
3. **Reason for revision.** This memorandum was revised to (1) update references to other NPRC directives; (2) incorporate all current changes; (3) clarify and update DOD release policies; (4) update references to NPRC organizations; and (5) update outside agency addresses.
4. **Relation to other directives.** Detailed procedural instructions on most categories of inquiries listed in this guide are covered in other Center directives. Using the guide in conjunction with the instructions should provide adequate guidance in the majority of situations encountered. The guide will be of particular value in dealing with the requests that have not been covered specifically in the directives system. Any question regarding the release of information should be referred to the Management Systems Staff (NRPS) through supervisory channels. (NOTE: In any case where the guide is noted to be at variance with another publication, notify NRPS.)
5. **Forms.** This memorandum makes use of the following forms.

DD Form 214, Report of Separation from Active Duty

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.16C CHGE 1
November 21, 2003

SUBJECT: Release and access guide for military personnel and related records at NPRC

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Part 1 has been updated to reflect new addresses for referring requests to:
 - a. Active Air Force recruiters and Air Force Reserve recruiters.
 - b. Active Navy recruiters and Navy Reserve recruiters.
3. **Instructions.** Remove pp. 3/4 of Part 1 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 2
July 30, 2004

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Paragraph 4a has been corrected to allow for the release of only the place of birth for deceased service personnel.
3. **Instructions.** Remove page. 4 and insert the revised page.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 3
March 1, 2005

SUBJECT: Release and access guide for military personnel and related records at NPRC

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Part 1 has been updated to reflect new addresses for referring requests to Active Air Force recruiters and Air Force Reserve recruiters.
3. **Instructions.** Remove pp. 3/4 of Part 1 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 4
March 13, 2006

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of change.** The Defense Privacy Board has canceled a previous ruling that allowed NPRC to provide copies of blanket orders without deleting personal information about third parties, if the documents were created prior to 9/27/75.
3. **Instructions.** Remove pp. 6/7 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 5
October 30, 2009

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of change.** The recently revised SF Form 180, Request Pertaining to Military Records and Defense Privacy Office directive require proof of death of a veteran before releasing non-public information to the next of kin or other parties.
3. **Instructions.** Remove p. 8 and insert the revised p. 8.

R. L. HINDMAN
Director

**RELEASE AND ACCESS GUIDE FOR MILITARY PERSONNEL AND RELATED
RECORDS AT THE NATIONAL PERSONNEL RECORDS CENTER**

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RELEASE AND ACCESS GUIDE FOR MILITARY PERSONNEL AND RELATED RECORDS AT THE NATIONAL PERSONNEL RECORDS CENTER

1. **General.** This guide sets forth procedural policies for the release of military personnel and medical records information in response to the recurring types of inquiries received by the National Personnel Records Center, National Archives and Records Administration, St. Louis, Missouri. To facilitate its use, the guide is arranged according to the five broad categories of inquiry sources, each category representing a part, as follows:

[Part 1. FEDERAL GOVERNMENT AGENCIES AND REPRESENTATIVES, ROUTINE USES \(INCLUDING MILITARY\)](#)

[Part 2. STATE AND LOCAL GOVERNMENTS](#)

[Part 3. FOREIGN GOVERNMENTS, AND NON-NATIONALS RESIDING OUTSIDE THE UNITED STATES](#)

[Part 4. INDIVIDUALS WHOSE RECORDS ARE INVOLVED](#)

[Part 5. PRIVATE ASSOCIATIONS, BUSINESSES, ORGANIZATIONS, INDIVIDUALS \(OTHER THAN VETERAN\), GENERAL PUBLIC](#)

Because of the many varieties of ways in which inquiries are written and the many special circumstances that may surround a case, these release policies cannot always be applied literally. **Individual consideration must come to bear** when there is reason to believe or suspect an inquiry may involve some peculiar condition not immediately evident in the stated purpose.

While it is impossible to enumerate all the various special circumstances that may be encountered, the ones most likely to occur are set forth in paragraphs 6 and 8 of this introduction. This method is used since it would be impractical to incorporate them through-out the various parts of the guide. This means, of course, that users must thoroughly familiarize themselves with this introduction and commit to memory the special circumstances set forth herein. These special conditions may apply even to the seemingly simplest case. Careful analysis and good judgment in the handling of each inquiry are therefore mandatory.

In unusual or "borderline" situations where the case is not covered or where the guide does not fit the specific circumstances involved the appropriate directives of the Department of Defense or of the military services should be consulted for guidance.

The disposition of each request arising under the guide must conform to the legal requirements of the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a), and the implementing regulations of the Department of Defense and the military departments. If there is apparent conflict between the guide and the Acts and implementing regulations, the Acts and regulations shall prevail.

2. **Definitions.** Following are some special terms as used in this guide.

- a. **Access to records.** The inspection of records in NPRC custody, whether in person or by mail, including photocopies of records and the disclosure of information.
- b. **Armed force.** Any of the following: Air Force, Army, Coast Guard, Marine Corps, or Navy. "Armed Forces" means the foregoing collectively.
- c. **Consent.** Written authorization to comply with a request from the individual concerned; the next of kin when such individual is deceased; the individual's legal representative officially designated in writing, or legal guardian when the individual has been declared incompetent. If the Member of Congress or a member of his/her staff implies, either in writing or verbally, that he/she has the veteran's consent, this also constitutes consent.
- d. **Next of kin.** The next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother, or sister, Please note that "widow" or "widower" is defined as a woman (or man) who has lost her husband (or wife) by death and has not married again. See paragraph 12a below for special requirements for Army medals.

3. **Specific offices of the Armed Forces to contact when coordination is required.** Throughout this guide mention is made of certain conditions under which a request must be coordinated with or forwarded for action to the armed force whose records are concerned. The specific offices with which these matters should be coordinated or to which inquiries would be forwarded are:

- a. **Air Force.** Headquarters, AFPC, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721. (Questions relating to reserve duty are directed to Headquarters, Air Force Reserve Personnel Center, Denver, Colorado 80280-5000.)
- b. **Army.** Commander, U. S. Army Reserve Personnel Center, ATTN: ARPC-ZCC, St. Louis, Missouri 63132-5200.
- c. **Coast Guard.** Commandant, U. S. Coast Guard, Military Personnel Command, MPC-S-3, 2100 2nd Street SW, Washington, DC 20593-0001.
- d. **Marine Corps or Navy medical records.** Naval Personnel Command, Retired Records Section, PERS 313E, Room 5409, NPRC.
- e. **Marine Corps personnel records.** U. S. Marine Corps Liaison Officer, NPRC.
- f. **Navy personnel records.** Naval Personnel Command, Retired Records Section, PERS 313E, Room 5409, NPRC.

4. **Freedom of Information Act and amendments thereto.**

- a. **Original act.** The Freedom of Information Act (P.L. 90-23, June 5, 1967) had little effect on release procedures at NPRC because it specifically excluded from its provisions personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

32 CFR 286, 32 CFR 286a, and Defense Privacy Board decisions list items of information pertaining to military personnel which normally may be released WITHOUT an unwarranted invasion of privacy:

Name
Dates of Service
Rank/Grade
Date of rank/grade
* Salary
Present and past duty assignments (including geographical location)
* Future assignments which have been finalized
* Office phone number

Source of commission	NOTE: Actual awards and decorations are not releasable. Information concerning entitlement and copies of award citations are releasable.
Military education level	
Promotion sequence number	
Decorations and Awards-----	
Education/schooling (military)	
** Duty Status	
Photograph (non-releasable data, such as social security number, recorded on the photo must be deleted)	
Records of courts-martial trials (unless classified)	
Serial/service numbers. (Those issued prior to the use of the social security number as the service number. See subpar. 18b of NPRC 1864.102 for further details.)	
Place of induction and separation	
* These items obviously relate to active duty personnel only.	
** Records processed at NPRC generally concern individuals with discharged or retired status.	

If requested, the above items normally may be released without the veteran's consent. For deceased service personnel, the following items also may generally be released:

Place of birth
Date and geographical location of death
Place of burial

It also should be noted that although the Privacy Act, as interpreted by the OMB Guidelines of July 9, 1975, does not protect the records of deceased individuals from disclosure, the Freedom of Information Act authorizes the withholding of some data to protect the privacy of the next of kin.

Although the Freedom of Information Act provides for the above items to be released without the veteran's consent, it is important to remember that if there is reason to suspect an unethical or improper use on the part of the requester, the request should be forwarded to the appropriate official of the Armed Forces concerned.

NPRC Memorandum [1864.102](#) also offers definitive guidelines and instructions on the Privacy and Freedom of Information Acts. See also NPRC [1864.113](#) for FOIA processing guidelines.

- b. **Amendments.** As with the original Act, the 1974 amendments to the Freedom of Information Act (P.L. 93-502, November 21, 1974) had little impact on NPRC's release policies. They did, however, require certain special procedures, including (1) a determination and acknowledgment within 20 working days of receipt of request as to whether or not the requested information could be furnished, and (2) an annual statistical report on requests made under the Act.

5. **Privacy Act.** The Privacy Act of 1974 (P.L. 93-579, December 31, 1974), effective September 27, 1975, effected a number of new requirements relating to access by an individual to his own records, and on disclosures to agencies and to individuals other than the

individual named in the record. Under the Act, agencies were required to publish in the Federal Register all systems of records maintained on individuals, the "authorized disclosures" from such records, their "routine uses," and all records categories that were to be specifically exempt from the provisions of the Act. Records that may be exempted from the access provisions of the Privacy Act are outlined in NPRC [1864.102](#). This revision of the release guide reflects the changes resulting from the Privacy Act, the agency notices in the Federal Register, and the implementing regulations of the Department of Defense, the military departments, the U. S. Coast Guard, court decisions, and determinations of the Defense Privacy Board. See NPRC [1864.102](#) for additional processing guidelines for Privacy Act requests.

6. **Other special types of records requiring special consideration.** In addition to the categories of records listed in NPRC 1864.102 as "exempt" from certain provisions of the Privacy Act, the following categories must also be screened out before access is granted, whether in person or by mail:

a. **Privacy of other individuals named in a record.** If the record contains information of a sensitive nature about another individual, that portion may not be made available when granting access to the veteran or former employee (or their authorized representatives). To protect the personal privacy of the other individual(s), an extract or copy will be made, deleting only the personal information pertaining to the other individual(s).

Blanket orders created prior to September 27, 1975, are NO LONGER an exception and must be deleted according to the above requirement. The Defense Privacy Board recently canceled a previous ruling on this subject.

b. **Medical information that may adversely affect the individual identified therein.** This paragraph refers to medical records that may contain any of the following:

- i. Records relating to a mental, psychoneurotic or personality disorder;
- ii. Diagnosis or implication of sexual deviation;
- iii. Any illness that carries a uniformly unfavorable prognosis.

When such information is observed in the record, and if the request cannot be satisfied without it, consult NPRC [1865.103, Ch 3, pars. 3-7](#), which require referral of records with such information to the Air Force, Navy, Marine Corps and Coast Guard for a determination of releasability. Army records are not referred and the requester is informed that the records can only be released to a physician. If the requester contests the offer to release the records to a physician, refer the records to the Department of the Army. If NPRC offers to release the type of medical records described in subpars. B (1) thru (3) to the veteran's personal physician who has the veteran's authorization, this is not considered to be a denial of records. In effect, NPRC is offering to make the records available to the veteran through the personal physician.

c. **Information compiled in anticipation of civil action.** An individual may not be granted access to any information compiled in reasonable anticipation of a civil action or proceeding. This information includes but is not limited to attorney work products. A "civil proceeding" may be defined as quasi-judicial and preliminary judicial steps occurring prior to actual litigation. NOTE: NPRC employees reasonably may expect to find few instances of such records included in military personnel and medical records processed at this Center. When such information is discovered, the request and record are referred to the supervisor.

d. **Information furnished by others under express or implied promise of confidentiality.** If the record contains material which would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, and under an IMPLIED promise that the identity of the source would be held in confidence, the request will be forwarded to the Armed Force concerned.

7. **Confidentiality of Drug and/or Alcohol Abuse Patient Treatment Records.** The screening of records for drug and/or alcohol abuse patient treatment material is covered in NPRC [1865.103](#) and NPRC [1864.108](#).

8. **Special conditions that may require deviation from stated policies.** The following special conditions should be looked for when replying to any inquiry. When these conditions exist, the action indicated should be taken:

a. **Third party requests that do not state a purpose other than those covered in [subpar. 4a, above](#).** Return, asking for the purpose of the request. This does not apply to requests from Federal agents to review files if the agency has been listed as a routine user of the records of the Armed Force concerned, or to any source whose right to the information for any purpose is established. The veteran himself does not have to state the purpose of his request insofar as releasability is concerned. Purpose is sometimes necessary, however, for a clear understanding of what information is needed. The purpose also need not be stated if the request is for information releasable under the FOIA.

b. **Inquiries suspected of being ill intended.** Requests which directly or by implication ask disparaging questions about a veteran or express criticism or mere curiosity of him, or which contain any kind of threat or other indication of malicious intent, will be referred through channels to the Core Manager or Branch Chief involved to determine whether the inquiry should be forwarded to the Armed Force concerned.

c. **General statement on requests from next of kin, mental institutions, legal guardians for the mentally incompetent, persons with power of attorney, etc.** Requests from these sources are mentioned in various parts of the guide. Such requests must be carefully checked to determine if the requester has a legal consent order, or authorization, or power of attorney. If they do, treat the same as requests from the veterans themselves as long as the authorization (power of attorney) is within 12 months of the date of the request. It should also be noted that the power of attorney should be specific enough to mention the disclosure of records.

d. **Requests involving controversial issues.** These will be forwarded to the Armed Force concerned.

9. **Denials.** This guide is primarily designed to handle routine requests. Specific memorandums on the Privacy Act (NPRC [1864.102](#)) and FOIA (NPRC [1864.113](#)) are published separately and offer processing instructions for inquiries which specifically cite either the Privacy or Freedom of Information Act. A routine request that cites either the Privacy Act or FOIA, but seeks items of information not releasable to the general public under FOIA may be returned to the requester if it lacks the signature of the veteran or his/her next of kin.

This action is not considered to be a denial of records. A true denial of records (to the subject of the records) can only be handled by the legal custodian of the records system (the appropriate branch of the military service). Should an appeal to a denial (appropriately made by a branch of military service) be received in this Center, NPRC employees should bring the inquiry to the supervisor's attention. The appeal should be referred to the office that completed the initial denial action. Be sure to inform the requester of the referral.

NOTE: If the request seeks only items of information releasable to the general public under FOIA, these may be furnished without the veteran's signature.

10. **General policy regarding extent of information to be furnished.** Since this guide is designed to show what information may be furnished in response to the various types of requests, it usually indicates the maximum that may be released. In actual practice, however, the rule is to respond to an inquiry only to the extent of the requested information plus whatever explanation may be necessary to clarify. Requests that do not state what information is wanted should be returned for further explanation.
11. **Routine uses of Department of Defense records at NPRC (MPR).** [Appendices A-F](#) list the "routine uses" of Department of Defense and Coast Guard records. The appendices are provided primarily as background in support of the basic memorandum and Parts 1 through 5 of the guide. Except when the guide refers the user of this memorandum to the appendices, NPRC employees use the guide and the appropriate procedural instructions to process requests received at the Center. Although there may appear to be some contradictions between the guide and the appendices, the guide ([Parts 1-5](#)) was developed by NPRC and approved by the Armed Forces and the Defense Privacy Board as a means to ensure consistency in processing requests for information from records stored at NPRC. Questions on releasability should be referred to the Management Systems Staff (NRPS) or the Core Manager.

12. **Requirements of a complete authorization.**

- a. Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering a request to review a record and/or to furnish information/photocopies from the record. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian must furnish a copy of the court appointment.) The SF Form 180, Request Pertaining to Military Records and Department of Defense instructions indicate that we must have the written consent of the next of kin (NOK) if the individual is deceased and requester must provide proof of death (see [Getting Proof of Death](#)). For purposes of the release authorization, the next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother, or sister. Please note that "widow" or "widower" is defined as a woman (or man) who had lost her husband (or his wife) by death and has not married again. For Army medals, NOK must follow the following order: surviving spouse, eldest child, father or mother, eldest brother or sister, or eldest grandchild (see AR 600-8-22).
- b. All authorizations must be signed by the subject of the record. If the subject of the record is unable to write (cursively), a printed signature is sufficient. If the subject of the record is unable to write or print his/her name, the authorization (an "X" will be sufficient) must be witnessed by two adults. If the subject is providing access to a third party, the witnesses must be other than the third party and the third party's company/employer. The witnesses must also sign and date the authorization.
- c. All authorizations granting a third party (attorney, subject's representative, company, or agent) the right to review a military personnel or medical record, or dependent medical record must be dated.
- d. The authorization remains in effect for one year from the time the subject or his/her next of kin (if the subject of the record is deceased) signs and dates the authorization. Do not honor authorizations that are more than one year old.
- e. The authorization must specify that the veteran is authorizing the release of military personnel and/or medical records, or dependent's medical records. While it is not necessary that the authorization itself name the recipient, it must be clear that the veteran who signed the authorization intended whoever had control of the records to release them to the requester. It is sufficient that another piece of paper (transmittal) indicates where the copies or information will be sent.
 - i. If the authorization specifies only medical records, personnel records will not be released and vice versa if the authorization specifies only personnel records.
 - ii. We do not honor vague authorizations that have been passed from one company to another. The authorization must specify the company whose agent will complete the review and/or to furnish information/photocopies from the record.
 - iii. We do not honor vague authorizations that do not specify or imply that the subject of the record realizes that his/her military records will be reviewed and/or photocopied.
- f. As long as there is nothing in the signed authorization to indicate the veteran's desire to limit NPRC's response to either photocopies or information, the veteran's signature will be construed as permission to release record information in the most convenient form.
- g. An original request containing the subject's signature or a clear photocopy or carbon copy, or a signed consent form submitted via facsimile (FAX) machine is acceptable.
- h. If, on the authorization submitted, it appears that the signature block or any other portion has been altered in any manner, do not honor the request.

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST LOUIS FEDERAL GOVERNMENT AGENCIES AND REPRESENTATIVE, ROUTINE USES**

Part 1

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)	
1. Occupant Agencies at the National Personnel Records Center (MPR)	Access to and review of personnel and/or medical records for official functions of their offices.	When the Armed Force concerned has agreed to grant the requesting occupant agency continuing access to records on file in NPRC and these agencies are listed as routine users, see Appendices A-F , the records are furnished on a loan basis for use only within NPRC (MPR). Officials of the occupant agencies are responsible for assuring that the records are used only by persons that are authorized to use them and in accordance with terms specified in NPRC 1865.58. If required, the records will be screened in accordance with NPRC 1864.108 .	
2. Any Federal Military or Civilian Agency (except Occupant Agencies which are covered in 1 , above)	Access to and review of personnel and/or medical records for official functions of their offices.	Access may be granted at the NPRC (MPR), or records may be lent--see note of explanation at end of this item--only in accordance with the routine uses published by the Armed Force concerned (see Appendices A-F). (Note: Records cannot be lent to agents for removal from the building, except where special arrangements have been made with the appropriate Core Manager or Branch Chief.)	
3. Any Armed Force	a. Data on past military service to compute service for current basic pay purposes.	Furnish statement of service, showing any lost time, with character of separation or discharge.	
	b. Data on past military service to determine eligibility for retirement, etc.	Furnish statement of service, showing any time lost, and character of separation. Answer questions pertaining to, or furnish copies of, specified personnel and/or medical records including any containing unfavorable information.	
	c. Data on past military service to use in current courts martial proceedings, appellate review of courts martial, fraudulent enlistment investigations, proceedings of boards convened to demote or separate member, etc.	Furnish requested information from or copies of personnel and/or medical records, certified under authentication certificate if this is indicated as necessary. See NPRC 1864.107 NOTE: Requests from a recruiter of any military branch for copies of documents or information from the record other than the DD 214 or other separation document must include the written authorization of the veteran.	
a. Regular Army recruiter	DD Form 214/separation document requested for a veteran who served in any branch of service.	Route request to: Army Recruiting Liaison Office (USARCRO-PP-RL) 9700 Page Blvd. St. Louis, MO 63132-5100	NOTE: USARCRO will request the appropriate record as required: Do not refer the record with the request. Notify requester of referral by letter.
b. Army Reserve recruiter			
NOTE: Although not recruiters, the various States Adjutants General are considered routine uses of Army records. Requests for DD Form 214 are processed by the cores. See Part 2, Item 5 .			
c. Active Navy recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Route request to: Navy Recruiting Command Room 5007 9700 Page Avenue St. Louis, MO 63132-5100	NOTE: Navy Recruiting Liaison Offices will request the appropriate record as required: Do not refer the record with the request. Notify requester of the referral by letter.

d. Navy Reserve Recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Navy Reserve Recruiting Command Room 3150 9700 Page Avenue St. Louis, MO 63132-5100	
e. Active Air Force recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Route request to: USAF Recruiting Office 345th USAF Recruiting Squadron Bldg. 109, Level 3, Col. 3-W-17 9700 Page Avenue St. Louis, MO 63132-5100	NOTE: USAF Recruiting offices will request the appropriate record as required. Do not refer the record with the request. Notify requester of the referral by letter.
f. Air Force Reserve recruiters	DD Form 214/separation document for a veteran who served in any branch of Service.	Air Force Reserve Recruiting Office Bldg. 109, Level 3, Col. 3-W-17 9700 Page Avenue St. Louis, MO 63132-5100	
g. Marine Corps recruiters h. Coast Guard recruiters i. National Guard recruiters (Although technically a request from a state agency, requests from NG recruiters are listed here to ensure consistency.)	DD Form 214/separation document requested for a veteran who served in the: 1. Army 2. Coast Guard 3. Air Force 4. Navy 5. Marine Corps	Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not contain the veteran's authorization are returned as they lack proper signatory authority. Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not contain the veteran's authorization are returned as they lack proper signatory authority. The Air Force considers the National Guard to be a joint service component of DoD, and therefore is a Routine User. Cores respond to the inquiry. Covered by Routine Use Statement (see apps. D and E). Cores respond to the inquiry.	
4. Any source in this part	a. Personnel and/or medical information for use in determining suitability for employment or security clearance, eligibility for veterans' preference, eligibility for airman's certificates, total creditable service for any purpose, and the like.	In most cases, review of the personnel/medical records to assist in determining suitability for employment, security clearances, etc., will be made by someone who has direct access to the records, namely, the Military Record Review Unit of the Office of Personnel Management's Investigative Division, or an authorized investigator from the employing agency in accordance with a published routine use (see Appendices A-F). However, when requests are received direct from the agency concerned for those purposes or any other purpose mentioned in this item, first determine if the requesting agency is a routine user. If it is not, specific questions concerning personnel/medical records or information are not answered unless the written consent of the veteran is furnished. If the requester is a part of DoD or mentioned as a routine user, the information/records are furnished.	
	b. Personnel and/or medical information for use in determining status of former employees who entered the military service and failed to apply for former position.	Furnish service dates and character of separation. Answer specific questions such as whether only a short period of active duty was involved, the remainder of which was reserve; whether all or part of the service was voluntary or involuntary; whether service was terminated after hospitalization, and the like, including questions involving unfavorable information. Furnish any medical information requested. If veteran is deceased, so state and give date.	
	c. Personnel and/or medical information for an agency's use in claims or litigation between the agency and the person whose records are involved.	Furnish copies of or information from personnel and/or medical records. Certify under authentication certificate if indicated as necessary.	

	d. Address for any purpose.	Verify that the requester is listed as a routine use of the system of records. See Appendices A-F . If the agency is not mentioned as a routine use, the address is not normally releasable unless accompanied by a written authorization from the veteran. Refer to supervisor for decision any request for address that indicates compelling and overriding interests such as when the health or safety of any individual would be affected, or when the purpose is to confer a benefit on the veteran.
5. Office of Personnel Management, Retirement and Insurance Group	Data on military service to compute that which can be used toward Civil Service retirement.	Furnish service dates, time lost, character of separation and related information as requested. See NPRC Memo 1865.46 .
6. Federal hospitals and penal/mental/correctional institutions (including military)	Personnel and/or medical information needed in treatment or rehabilitation of patients or inmates.	Verify that the requester is a routine use (Appendices A-F). If it is, furnish the requested information from or copies of personnel and/or medical records including, when specifically requested, information from or copies of confinement and/or academic records. If the requester is not a routine use, the information cannot be released without the written authorization of the veteran. Requests from military hospitals for health records are answered by (1) lending the record copies of Army and Air Force veterans; (2) providing copies of the Navy health records to Army and Air Force medical facilities and the record copies to Navy facilities; and (3) providing the record copies of all clinical/treatment (organizational) records to the requesting military facility. See NPRC 1865.103, Chapter 6 , for details.
7. Federal hospitals and/or medical research agencies (including military)	Medical research.	Furnish information from or copies of medical records. If volume is great, coordinate with appropriate Armed Forces as to possibilities of lending files or permitting requester to review files on these premises. In the event of the veteran's death, the request may be forwarded to the next of kin (for such action as is deemed appropriate) if additional information is needed for follow-up purposes.
8. Federal Parole Offices (ers)	Personnel and/or medical information for use in parole	If the agency and purpose are listed as a routine use of the records (see apps. A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the record is sought. See NPRC 1865.45 .
9. Federal Probation Offices (ers)	Personnel and/or medical information for use in pre-sentence investigations (to assist judges in sentencing convicted persons).	If the agency and purpose are listed as a routine use of the records (see apps. A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the record is sought. See 1865.45 .
10. General Accounting Office	Personnel information for use in adjudicating claims and auditing accounts.	If requested, furnish statement of service with character of discharge. Furnish answers to specific questions concerning personnel records, including unfavorable information.
11. Selective Service System	Personnel/medical information for use in determining whereabouts and/or draft classification of registrant, and related functions.	Answer specific questions such as dates of service, character, reason and authority for discharge, and identification information such as address, date and place of birth. Furnish specific medical information requested.
12. Social Security Administration of the Department of Health and Human Services	Personnel and/or medical information for use in adjudicating claims for social security based on military service.	Furnish requested personnel and/or medical information.

<p>13. Department of Veterans Affairs</p> <p>NOTE: See Part 5 for releasing information to the Office of Servicemen's Group Life Insurance.</p>	<p>Personnel and/or medical information for use in administering laws pertaining to veteran's benefits or insurance.</p>	<p>Furnish requested personnel information. Lend on an indefinite basis record copies of requested medical records.</p>
<p>14. U.S. Naval Home U.S. Soldiers and Airmen's Home</p>	<p>Service information to determine applicant's eligibility for admittance.</p>	<p>Furnish requested service information.</p>
<p>15. Office of Workers' Compensation Programs (OWCP), U. S. Department of Labor</p>	<p>Medical information for use in adjudicating claims pertaining to injuries or illness of U.S. civilian employees who formerly were in the military service.</p>	<p>Furnish information from or copies of requested medical records.</p>
<p>16. Members of Congress</p>	<p>Personnel and/or medical information requested in behalf of people whose records are concerned; or by the NOK if the person whose record is involved is a minor dependent of the veteran; or by the veteran's legally appointed guardian if the veteran has been judicially declared incompetent.</p>	<p>Furnish, with the exceptions indicated below, requested information if Congressman affirmatively indicates the inquiry is made on the basis of a written request from the individual to whom the record pertains, or the NOK if that person is deceased, or by the veteran's legally appointed guardian if the veteran has been judicially declared incompetent; or by the NOK if the person whose record is involved is a minor dependent of the veteran. When these conditions are not present, information can be furnished only if: (1) it would be required to be disclosed under the Freedom of Information Act--see par. 4 of the text preceding this guide; (2) the Member requests that the response go directly to the individual whose record is concerned; (3) there are "compelling circumstances affecting the health or safety of an individual...or other overriding interests"; or (4) item 17 applies. Otherwise, inform the Congressman of this requirement.</p> <p>EXCEPTIONS when furnishing information: If medical information is involved which might prove injurious to the physical or mental health of the person whose records are involved, inform MC that such information is not furnished to the person (whose records are involved) but will, upon that person's written consent, be furnished to his personal physician. If personnel information is involved which may be deleterious to the Armed Force concerned, or involves any special legal or other controversial problem coordinate with the appropriate Armed Force. See 1865.103 for additional information concerning requests involving medical records.</p>
<p>17. Either house of Congress, any committee or subcommittee thereof</p>	<p>a. Either House for any purpose. b. Any committee or subcommittee to the extent of matter within its jurisdiction.</p>	<p>Furnish requested information.</p>
<p>18. Justice Department, U. S. Postal Service, Treasury Department</p>	<p>Personnel and/or medical information for use in criminal investigations.</p>	<p>Furnish requested information from or copies of personnel and/or medical records if these agencies are listed as a routine use by the Armed Force concerned (see Appendices A-F) or if they qualify under subsection (b)(7) of the Privacy Act.</p>
<p>19. Justice Department (Includes U. S. Attorneys, but not "Federal Public Defenders." See NOTE in column 3.)</p>	<p>Personnel and/or medical information for use in civil or criminal action.</p>	<p>Furnish copies of records certified under an authentication certificate unless the person whose records are involved has any type of military status, or the case concerns anyone prominent in the news, or involves a controversial issue. In those instances, coordinate with the appropriate Armed Force or refer request and records to the Armed Force, depending on the circumstances in the case. NOTE: Treat requests from Federal</p>

		Public Defenders the same as requests from veteran's representative. See Part V, items 9f and 9g .
20. U. S. Courts	a. Personnel and/or medical information for use in criminal or civil actions where the U. S. is a party.	Coordinate with the appropriate office of the Armed Force concerned. (See NPRC 1864.107) EXCEPTION: requests, subpoenas, and court orders from U. S. Attorney's are processed under Part 1, Item 19 , even if the U. S. is a party.
	b. Personnel and/or medical information for use in civil or criminal actions where the U. S. is not a party.	<p>Upon receipt of a proper court order or subpoena, furnish copies of records certified under authentication certificate EXCEPT that when any of the following conditions exist the demand and records should be referred for action to the Armed Force concerned:</p> <ul style="list-style-type: none"> a. Records concern anyone with any type of current military status. (EXCEPTION: Cases involving Navy medical records only need not be referred if otherwise proper for action by NPRC.) b. Records concern anyone prominent in the news. c. A controversial issue is involved. d. Some information is available that raises doubt as to the materiality, relevance, or usefulness of the requested information in the litigation. e. The litigation involves a CRIMINAL action and the individual whose records are involved is NOT a party to the action. f. Records concern deceased Air Force (including Air Arm) personnel, regardless of when death occurred, and cases involving military aircraft accidents. g. Records are those of retired Air Force personnel. <p>NOTE: See NPRC 1864.107 for specific direction in determining if the requirements of a proper court order have been met and for procedures for processing legal demands.</p>
21. Quasi-Official agencies, e.g., Nat'l. Academy of Sciences, Nat'l. Research Council, American Nat'l. Red Cross, and Navy Relief	Personnel/medical data for use in official activities.	<p>Determine if the requester is listed as a routine use for the system of records. See Appendices A-F. If so, furnish the personnel/medical data/records. If the determination is difficult, consult the supervisor. If the requester is not listed as routine use for the system of records, the data may not be furnished without the written consent of the veteran, except when release of home address is compelling or overriding interests under 4d above. See 1865.103 for additional information concerning requests involving medical records.</p> <p>NOTE: This item refers to single-name inquiries received through the mail. Special projects are coordinated with the Armed Force concerned.</p>

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
STATE AND LOCAL GOVERNMENTS**

Part 2

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
1. State and local government offices and agencies such as bonus, health & welfare, and social service offices; housing authorities; etc.	a. Personnel (including replacement of separation or other documents) and/or medical information to assist veteran, or NOK in case of death, in various ways, 3.g.,	Determine if the source is listed as a routine use for the system of records (see Appendices A-F). If the requester is listed as a routine use, furnish the requested information. If it is not, the written consent of the veteran is required to disclose data not releasable under FOIA. See 1865.103 for additional information concerning requests involving medical records. See

	to obtain benefits or prove eligibility for them; for burial purposes; identification of deceased; etc.	NPRC 1865.51 for instructions regarding replacement documents. See also Part 2, item 3.
	b. Whereabouts information.	Check to determine if the source is listed as a routine use for the system of records (see Appendices A-F). If so, furnish requested information. If the requester is not a routine user and the purpose is to confer a benefit on the veteran or NOK, release requested information. Otherwise, deny under authority of 32 CFR 286c.12(f)(2). Forward to last known address, if asked to do so. See NPRC 1865.45. NOTE: If the requesting agency (Federal, state or local) is seeking the information to facilitate collection of child support or alimony, release requested information.
2. State Soldiers' home	Service information to determine applicant's eligibility for admittance.	Check to determine if the source is listed as a routine use for the system of records. (See Appendices A-F). If the requester is listed as a routine user, furnish the requested information. If it is not, the written consent of the veteran is required to disclose any data not releasable under the FOIA.
3. State or local government veterans service officers, counselors, and assistance officers signing in an individual capacity rather than as the head of an office or component	a. Personnel and/or medical information to assist veteran or NOK in obtaining substantiating evidence for any purpose, e.g., obtaining benefits, joining organizations, etc.	Furnish REQUESTED information only to the extent required by the Freedom of Information ACT--see NPRC 1864.102 for additional instructions. WRITTEN CONSENT is required for release of any other information, and for release of replacement copy of separation or other documents. See Part 2, Item 1.
	b. Whereabouts information.	Same as rule 1b.
4. State and local government hospital or health departments, medical directors, etc.	a. Medical information for use in current treatment, to prevent spread of contagious disease, etc.	Determine if the requester is listed as a routine user for the system of records involved. (See Appendices A-F). If so, furnish the requested information/records. If the requester is not listed as a routine user, the information/record may not be furnished without the veteran's consent. If consent cannot be obtained, the record may be disclosed if there is a showing of compelling circumstances affecting the health of or safety of the individual. When records are furnished under compelling circumstances, a notification of the disclosure must be sent to the last known address of the individual named in the record. If X-rays are specifically requested, they may be lent if reproduction facilities are not available.
	b. Medical information for research purposes.	WITH WRITTEN CONSENT or in accordance with published routine use (see Appendices A-F), provide requested information from, copies of, or access at NPRC to the medical records requested. When consent is not provided and the requester is not listed as a routine user, records may be released only if there is advance written assurance that (1) the records will be used solely as a statistical research or reporting record; (2) the record is to be transferred in a form that is not individually identifiable (i.e., the identity of the individual cannot be determined); and (3) the record will not be used to make a decision about the rights, benefits or entitlements of an individual, the requested records may be provided. NOTE: Requests of this nature must usually be negotiated on an individual basis, and, when of considerable proportions, must have the concurrence of the Armed Force concerned.
5. State Adjutant Generals	Service information to determine acceptability for National Guard, to determine creditable service, and the like.	Furnish extra or reproduced copy of separation document (i.e., DD Form 214 or predecessor form) and/or other service information as requested. (See note Part 1, item 3.)

<p>6. State and local government offices (including police departments)</p>	<p>a. Service and/or medical information to determine suitability for employment.</p>	<p>WITH WRITTEN CONSENT, furnish any requested information/records including copy of separation document, summary of medical information or copy of such summary, and summary of academic training received in service to include aptitudes, personal and professional qualifications, efficiency, and related data. Copy of separation document with SPN/SPD and R code information may not be disclosed without the specific consent or request of the individual. Without that consent, furnish copy of separation document with this information deleted. In response to requests for an evaluation of an applicant, state that this center does not attempt to express an opinion as to the character and ability of former military personnel. WITHOUT WRITTEN CONSENT, furnish requested data only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions.</p>
<p>7. State and local agencies/offices engaged in law enforcement, to include police departments, investigative offices, prosecuting attorney's and district attorneys, coroners, etc.</p>	<p>b. Service information to determine military status of former employees who entered service and failed to apply for former position.</p> <p>Service and/or medical information for a particular law enforcement activity which must be states in the request.</p>	<p>If discharged or retired, send request to last address of record with notification to requester. If veteran is deceased, furnish fact and date of death. Refer requests on "status" personnel to the appropriate office of the Armed Force concerned.</p> <p>Furnish requested information from or copies of personnel and/or medical records.</p> <p>NOTE: This rule is based on the provision of the Privacy Act which permits disclosure to state and local law enforcement agencies and instrumentalities upon WRITTEN REQUEST from the head of the agency stating the "law enforcement activity for which the record is sought." The OMB guidelines indicate the head of the agency may delegate this authority to any official, but not below a section chief. Although this is not too definitive, it is clear that requests from an individual (e.g., attorney) who is not acting as the head of a given office cannot be honored.</p> <p>If the agency and purpose are listed as a routine use of the records (see Appendices A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the record is sought. See 1865.103 for additional information concerning requests involving medical records.</p>
<p>8. State and local parole officers</p>	<p>Service and/or medical information for use in parole investigations.</p>	<p>Same as item 7.</p>
<p>9. State and local prison/mental/correction-al institutions</p>	<p>Service and/or medical information for use in rehabilitating inmates.</p>	<p>Same as item 7.</p>
<p>10. State and local probation officers</p>	<p>Service and/or medical information for use in pre-sentence investigations (to assist judges in sentencing convicted persons).</p>	<p>Same as item 7.</p>
<p>11. State and local government missing persons bureaus</p>	<p>Whereabouts information to locate missing persons.</p>	<p>Same as item 7. See NPRC 1865.45.</p>
<p>12. State Workmen's Compensation</p>	<p>Service/medical information for use in State Workmen's Compensation programs.</p>	<p>Furnish requested information from or copies of service and medical records. Provide authenticated copies, if requested.</p> <p>If classified records or records of deceased Air Force or Army Air Arm personnel are involved, coordinate the request with the armed forces.</p>

13. State attorneys	Service/medical information for use in criminal prosecution.	See item 7 . If request does not meet these requirements, advise of proper procedures.
14. State and county courts	a. Service/medical information for use in criminal or civil actions.	<p>Upon receipt of a proper court order or subpoena, furnish the court requested copies of personnel and/or medical records certified under authentication certificate EXCEPT that when any of the following conditions exist the legal demand and pertinent records should be referred to the appropriate office of the Armed Force concerned:</p> <ul style="list-style-type: none"> a. The litigation involves a CRIMINAL action and the individual whose records are involved is NOT a party of the action. b. Records concern someone with any type of current military status. (EXCEPTION: Cases involving Navy medical records only need not be referred if otherwise proper for action by NPRC.) c. Records concern anyone prominent in the news. d. A controversial issue is involved. e. Some information is available that raises doubt as to the materiality, relevance, or usefulness of the requested information in the litigation. f. Records concern deceased Air Force (including Air Army) personnel, regardless of when death occurred, and cases involving military aircraft accidents. g. Records are those of retired Air Force personnel. <p>Send copy of transmittal to last known address of person named in record.</p> <p>NOTE: See NPRC 1864.107 for specific direction in determining if the requirements of a proper court order have been met and procedures for processing legal demands.</p>
	b. Whereabouts information for use in adoption of illegitimate children when deemed inadvisable to notify member of adoption proceedings.	Furnish to court, upon written request, certificate as to the whereabouts of member during period involved. (A court order is NOT required.)

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR), NARA, ST. LOUIS
FOREIGN GOVERNMENTS, AND NOT-NATIONALS RESIDING OUTSIDE THE US**

Part 3

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
1. Former member of Philippine Scouts or someone writing in his behalf	Personnel/and/or medical information for any purpose other than legal action (Legal action covered elsewhere in this part).	Furnish only with the written consent of the individual whose record is involved or the NOK if the veteran is deceased.
2. Republic of the Philippines	Personnel information to determine applicant's qualifications for commission in the Armed Forces of the Philippines.	Furnish only with the written consent of the individual or in accordance with a published routine use for the system of records. In response to requests for evaluation of an applicant, state that this office does not attempt to express an opinion as to the character and ability of former military personnel.

<p>3. Any foreign source (including a grave adoption committee) caring for the grave of a deceased member of the U. S. Armed Forces interred in a foreign country.</p>	<p>For any information regarding the deceased or his family for any purpose related to the subject referred to in Column 1.</p>	<p>Refer to appropriate office of the Armed Force concerned.</p>
<p>4. Any source in this part alleging paternity and/or non-support</p>	<p>Address of, or any other information concerning the person or family of person against whom the allegation is made or implied.</p>	<p>If records on file at NPRC, refer the request to, or coordinate with the appropriate office of the Armed Force concerned. If referring the request, furnish the individual's present or last known military status and last known address.</p>
<p>5. Any source in this part</p>	<p>a. Address to assist in collection of debts.</p>	<p>Same as item 4 above. For overseas military banking facilities, see Part 5, Item 15.</p>
	<p>b. Address for any purpose other than as outlined in 3-5a, above.</p>	<p>Same as item 4 above.</p>
	<p>Personnel and/or medical records for use in civil or criminal actions.</p>	<p>Same as item 4 above.</p>

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
INDIVIDUALS WHOSE RECORDS ARE INVOLVED**

Part 4

PURPOSE/SUBJECT OF REQUEST	INFORMATION GIVEN/DENIED
<p>1. Requests for copies of records</p> <p>NOTE: The granting of access (by requesting photocopies) may not be conditioned upon any requirement to state a reason or otherwise justify the need to gain access.</p>	<p>These requests are answered by furnishing copies of whatever records are requested, except for the special types of records described in par. 6 of the text preceding this guide.</p> <p>NOTE: If request indicates records are wanted to substantiate a claim against the Federal government, consult with the Armed Force concerned before complying.</p>
<p>2. Requests for replacement of separation document, Discharge Certificate or Certificate of Service</p>	<p>a. Member discharged honorably or under honorable conditions. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). See NPRC 1865.51 for procedural details. If document is not on file or not legible, furnish Certification of Military Service and/or statement of service, as appropriate.</p> <p>b. Member discharged under less than honorable conditions. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). See NPRC 1865.51 for procedural details. If requester insists on a replacement for the discharge certificate, inform requester that the law provides for furnishing such replacements only for persons who were discharged honorably or under honorable conditions.</p>
<p>3. Requests for information from or copies of medical records (excludes legal action and State Workmen's Compensation cases covered elsewhere in this part)</p>	<p>Furnish, except information related to diagnosis of or treatment for mental condition that, if furnished, might prove injurious to his/her physical or mental health. See subpar. 6b of the text preceding this guide. If request is for x-rays, member may authorize their loan to a personal physician. See 1865.103 for additional information concerning requests involving medical records.</p>

<p>4. Requests for a Soldiers and Sailors Civil Relief Act Certificate</p>	<p>Army: Refer request to ARPERSCOM. All others: Return to requester advising that these certificates are issued only by the armed force concerned. Give complete address and office designation.</p>
<p>5. Requests for information/copies of records for use in State Workmen's Compensation proceedings</p>	<p>Furnish requested photocopies or information, except medical records relating to a mental or physical condition that might prove injurious to the veteran's physical or mental health. See subpar. 6b of the text preceding this guide. See NPRC 1865.103 for additional information concerning requests involving medical records.</p> <p>NOTE: If the request is from the State Workmen's Compensation Office and contains the veteran's authorization, see Part 2, item 12, of this guide.</p>
<p>6. Requests for information from or copies of personnel and/or medical records for use in civil or criminal action cases where U. S. <i>is</i> a party</p>	<p>Coordinate with appropriate office of the armed force concerned. See NPRC 1864.107.</p>
<p>7. Requests for information from or copies of personnel and/or medical records for use in civil or criminal action cases where U. S. <i>is not</i> a party</p>	<p>Furnish requested information from or deleted photocopies of personnel and/or medical records except when any of the following conditions exist:</p> <p>a. Medical records related to diagnosis of or treatment for mental or physical condition which if furnished, might prove injurious to veteran's mental or physical health. See subpar. 6b of text preceding this guide. See NPRC 1865.103 for additional information concerning requests involving medical records.</p> <p>b. Requester has some type of current military status. In these cases, refer request and records to or coordinate request with the armed force concerned.</p>
<p>8. Requests for access to a review of member's own personnel/medical records for any purpose</p>	<p>Access may be granted in a room occupied by designated representatives of NPRC. The record must first be screened for any of the special types of records described in par. 6 of the text preceding this guide, and in NPRC 1864.102. The action indicated therein must be taken. See 1864.108 for procedures concerning screening of military personnel and medical records.</p> <p>NOTE: The veteran must be made aware that records have been removed and advised that we can furnish medical records to his physician. If he insists on seeing the medical and personnel documents, coordinate with the appropriate Armed Force or refer the person to the Armed Force, whichever is more suitable.</p> <p>NOTE: The granting of access may not be conditioned upon any requirement to state a reason or otherwise justify the need to gain access.</p> <p>NOTE: If the individual wishes to be accompanied by another person of his choosing, in accordance with the Privacy Act, he should furnish a written statement authorizing discussion of the records in the presence of the accompanying person. This statement will be filed in the record.</p>

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
PRIVATE ASSOCIATIONS, BUSINESSES, ORGANIZATIONS, INDIVIDUALS (Other than veteran), GENERAL
PUBLIC**

Part 5

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
<p>1. Living veteran's spouse</p>	<p>Replacement or copy of Report or Separation. Discharge Certificate or Certificate of Service.</p>	<p>WRITTEN CONSENT required. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). If copy is not on file or not legible, furnish Certification of Military Service, NA Form 13038, or statement of service, as appropriate. See NPRC 1865.51 for procedural details.</p>

2. Deceased veteran's unremarried spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service for any purpose.	<p>a. Member discharged honorably or under honorable conditions. See Part 5, Item 1. Refer to NPRC 1865.51 for procedural details.</p> <p>b. Member discharged under less than honorable conditions. See Part 5, Item 1. Refer to NPRC 1865.51 for procedural details.</p>
3. Deceased veteran's NOK, other than spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	If request appears justified, furnish copy of Report of Separation. If report not on file or not legible, furnish Certification of Military Service. If requester insists on a replacement for the Discharge Certificate, inform him that the law provides for furnishing such replacements only to the former member of his surviving spouse. In reply, also consider 2a and 2b above.
4. Veteran's NOK	a. Medical records for purposes other than legal action.	<p>Furnish copies of medical records, as requested, on receipt of --</p> <p>(1) WRITTEN CONSENT of member, or</p> <p>(2) Written request of legal guardian, if member has been adjudged incapable of governing his own affairs for reasons of physical or mental illness (need court order proving incapacity and appointment as guardian) or written request of next of kin if member is deceased. (Need proof of death and satisfactory evidence of kinship unless facts are self-evident from veteran's record and/or material provided by requester.)</p> <p>Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information. (NOTE: Refer Navy medical records to the Navy Medical Records Liaison Officer for determination.)</p> <p>EXCEPTION: When records concern anyone with any type of current military status or anyone prominent in the news, a controversial issue is involved, or some information is available that raises a doubt as to the materiality, relevance, or usefulness of the desired information in the legal action, refer request to the Armed Force concerned.</p>
	b. Personnel/medical records for use in civil or criminal action where the U.S. is not a party.	<p>Furnish information from, or copies of personnel and/or medical records on receipt of --</p> <p>(1) WRITTEN CONSENT of member, or</p> <p>(2) Written request of legal guardian, if member has been adjudged incapable of governing his own affairs, for reasons of physical or mental illness (need court order proving incapacity), or is deceased. (Need proof of death and satisfactory evidence of kinship unless facts are self-evident from veteran's record and/or material provided by requester.)</p> <p>Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.</p>
	c. Personnel/medical records for use in criminal actions or civil actions where U.S. is a party.	Coordinate with appropriate Armed Force.
	d. Facts and circumstances surrounding death in service requested for any purpose.	Forward, together with pertinent records, to the appropriate office of the Armed Force concerned.
	e. Whereabouts information.	Do not furnish address. Cite 32 CFR 286c.12(f)(2) as authority. Forward request to last known address and inform requester. See NPRC 1865.49 for additional instructions.

5. Deceased veteran's relatives other than NOK or spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Explain who is eligible under the law to receive such replacements. Service dates may be furnished if this would appear to satisfy requester. If second request is received insisting on document(s), and if another reply by NPRC seems inappropriate, refer request to or seek advice from the Armed Force concerned.
6. Living veteran's family, other than spouse	Placement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Deny, explaining that these documents may only be furnished to the discharged person or with written consent of discharged person in cases of this kind.
7. Veteran's relatives other than NOK	Medical records for any purpose.	Furnish information or copies, WITH WRITTEN CONSENT of member; if deceased, the legal NOK; or if incompetent, the court appointed guardian. Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
8. Divorced spouse whether or not remarried); and deserted or separated without divorce) spouse or cohabitant	a. Whereabouts	a. Furnish the last known address, if the requester indicates child support, alimony, or other legal claim is the reason for requesting whereabouts. If the reason is not clear, return inquiry using NA Form 13062 (check seventh block).
	b. Other	b. Furnish other REQUESTED information only to the extent required under FOIA--see NPRC 1864.102 .
9. Veteran's representative	a. Access to and review of veteran's personnel and/or medical records for any purpose.	Upon receipt of veteran's WRITTEN CONSENT specifically designating the representative to be given such access and perform such review, access may be granted in a room occupied by designated representatives of NPRC after any of the records described in paragraph 6 of the text preceding this guide and in NPRC 1864.102 have been removed. This includes access and review upon authorization of a legal guardian appointed for an incompetent member or veteran. See NPRC 1864.108 for procedures concerning screening of military personnel and medical records. NOTE: This authority is not to be extended to include requests from deceased member's NOK or relatives, or their representatives.
	b. Copies of records for use in discharge upgrading work.	WITH WRITTEN CONSENT, furnish requested records. This includes requests for copies of "complete" records. Medical records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
	c. Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Procedure same as Part 5, item 1 .
	d. Medical records (legal action requests from this source covered elsewhere in this part).	Procedure same as Part 5, item 4a .
	e. Personnel/medical records for use in State Workmen's Compensation proceedings.	Furnish copies of personnel and/or medical records (copies should be authenticated, if specifically requested) on receipt of -- (1) WRITTEN CONSENT of member, or

		(2) Written request of next of kin, if member has been adjudged incapable of governing his own affairs, for reasons of physical or mental illness (need court order proving incapacity and appointment as guardian), or is deceased (need proof of death and kinship). Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
	f. Personnel/medical information for use in civil or criminal action where the U.S. is not a party.	Procedure same as part 5, item 4b .
	g. Personnel/medical records for use in criminal actions or civil actions where U.S. is a party.	Coordinate with appropriate Armed Force.
10. Veteran's friends, fiancées, etc.	a. Medical records for personal reasons.	Procedure same as part 5, item 4a .
	b. Whereabouts information to contact veteran to renew friendships, to plan reunions, etc.	Deny, citing 32 CFR 286c.12(f)(2) as the authority. The Center does not provide a forwarding service on requests of this nature. If paternity or nonsupport is involved, see item 26j . On requests for rosters, see item 28 . See NPRC 1865.49 for additional information. Some requests may be referred to the VA.
	c. Whereabouts information to seek affidavits to support claims for veterans benefits	Forwarding requests to last known address of the subject of the inquiry and inform requester that this action was taken. See NPRC 1865.49 for additional instructions.
11. Churches, clubs, lodges, societies, associations, etc.	Whereabouts information to contact its members who entered the military service.	Deny, citing 32 CFR 286c.12(f)(2) as the authority. See also NPRC 1865.49 .
12. Welfare, relief, and disaster assistance societies or organizations, not listed as a routine use	Service information to assist member or dependents.	Furnish only with the WRITTEN CONSENT of the veteran, or if deceased, his next of kin. In other cases, furnish only the items of information authorized by FOIA unless compelling circumstances affecting the health or safety of an individual can be demonstrated and the individual is notified of such disclosures at his or her last known address.
13. Physicians, medical research or scientific organizations	Medical information for use in medical research.	Same as item 4b, part 2 .
14. Physicians, hospitals, rehabilitation centers, etc.	Medical records for use in current treatment or expected treatment.	Same as item 4a, part 2 .
15. Banks, administrators or estates, etc.	Proof of death to cash bonds, collect insurance principals, settle estates, etc.	Furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. Furnish additional requested information only with the WRITTEN CONSENT of the next of kin.
16. Credit agencies or creditors (e.g., banks, loan	Verification of military service date to establish an account.	WITH WRITTEN CONSENT, furnish all available requested data. Furnish other requested information only to the extent required by the Freedom of

co's., credit offices of commercial concerns, credit card co's., etc.)		Information Act--see NPRC 1864.102 for additional instructions. Evaluations of personal characteristics, including pay habits if known, are NEVER furnished. Refer inquiries on current status personnel, i.e., retired, reserve, active, etc., to the appropriate office of the Armed Force concerned.
17. Collection/credit agencies, banks, loan copies, overseas military banking facilities, etc.	Whereabouts information to contact members, NOK, or emergency addresses to collect debts.	Deny, citing 32 CFR 286c.12(f)(2) as authority. An offer of forwarding service is made on requests of this type. See NPRC 1865.49 for details of forwarding service. NOTE: Overseas Military Banking facilities are routine users (see Appendix A) and may receive the last known address of the veteran without the veteran's written consent under certain circumstances.
18. Employers, former	Military Status of former employees who entered service but did not apply for position formerly held.	If completely discharged, or retired, send request to last address of record with notification to requester. If veteran is deceased, furnish fact and date of death. Refer requests on "Status" personnel to the appropriate office of the Armed Force concerned.
19. Employers, prospective	Service and/or medical information to determine suitability for employment (includes Sea Service Transcripts).	<p>WITH WRITTEN CONSENT, provide deleted DD Form 214 or predecessor form unless the veteran's authorization specifies that an undeleted copy is requested. See NPRC 1865.51. If written consent not furnished, inform requester to obtain the use member's separation documents. If requester states member not in possession of separation documents, inform him to advise member to write for replacement. If requester presents separation documents that appear to have been altered, forged, etc., or states that such a document has been supplied, refer request and records to the appropriate office of the Armed Force concerned.</p> <p>WITH MEMBER'S WRITTEN CONSENT, furnish additional pertinent information not shown on separation document, including such information as (1) summary of medical information or copy of such summary in file, (2) summary of academic training received in service to include aptitudes and aptitude test scores, personal and professional qualifications (including member's occupational specialty), efficiency and related data and (3) Transcript of Sea Service. Respond to requests for evaluation of an applicant by stating that this office does not attempt to express an opinion as to the character and ability of former military personnel. Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.</p>
20. Insurance companies	a. Medical records to use in adjudicating claims.	Furnish copies of summaries or medical record requested only upon receipt of WRITTEN CONSENT of individual concerned, his designated legal representative or, if deceased, his NOK. See NPRC 1865.103 .
	b. Medical records for use in determining eligibility for insurance.	Furnish copies WITH WRITTEN CONSENT of individual concerned (furnish minimum summary, or copy of summary, if necessary). See NPRC 1865.103 .
	c. Information needed in connection with payment of principal on insurance policies.	<p>Office of Servicemen's Group Life Insurance. Furnish requested information.</p> <p>All Other Insurance Companies. If on file, furnish extra copy of Report of Death or Casualty Report except when the cause of death is derogatory. If cause of death is derogatory, furnish only date and place of death, on appropriate form. If extra copy of report not on file, furnish, on an appropriate form, date and place of death, but include cause of death only if it is not derogatory to deceased. With WRITTEN CONSENT of NOK, furnish other requested details, except as indicated in (1) and (2), below.</p> <p>(1) Deny information regarding LOD or misconduct.</p> <p>(2) Deny information regarding manner of contracting disease derogatory to decedent.</p>

		If, however, requested details have already been released to NOK, advise insurance company in general terms, stating date released, and suggest insurance company solicit information from NOK. NOTE: These provisions are not intended to preclude release in response to a proper court order.
21. Employer's insurance carrier or its attorney	Personnel/medical records for use in State Workmen's Compensation proceedings	Furnish with WRITTEN CONSENT of member or his designated legal guardian or representative, copies of requested personnel and/or medical records. If specifically requested, copies should be authenticated. If doubt exists as to validity of authorization, furnish copies to member for release at his discretion, and advise requester accordingly. See NPRC 1865.103 for additional information concerning requests involving medical records.
22. Insurance companies and other commercial concerns other than those shown in item 17	a. Whereabouts information to solicit policy renewals, or other type sales.	Deny, citing 32 CFR 286c.12(f)(2) as authority. The Center does not offer to forward requests of this nature to the last known address.
	b. Whereabouts information to make refunds, pays dividends, etc.	Forward request to last known address and inform requester. If member is deceased, forward request to emergency address of NOK and advise requester. See NPRC 1865.49 for additional instructions.
23. Undertakers, private cemeteries, etc.	Identification of and verification of service of veteran, for rendering honors, assistance in obtaining benefits, etc. in connection with burials.	Furnish WITH WRITTEN CONSENT OF NOK dates of service and character of separation. A list of decorations will be furnished if specifically requested. If NOK cannot be located, i.e., consent cannot be obtained, furnish branch and dates of service. Coordinate with Armed Force when requester insists upon verification of character of service.
24. Veteran and NOK organizations/Associations	Personnel/medical information to determine eligibility for membership, for burial honors or memorial services, or to assist veteran to obtain benefits.	(1) To determine eligibility for membership. (a) Veterans and patriotic organizations. If statement is received that the separation document cannot be obtained, furnish the information requested to the individual concerned. Furnish to the organization only upon receipt of WRITTEN CONSENT of veteran. (b) Surviving NOK organizations. Furnish requested information if death was in line of duty. If death was not in line of duty or was due to misconduct, furnish only upon receipt of WRITTEN CONSENT of NOK. (2) For burial honors or memorial services. Furnish requested service information only WITH WRITTEN CONSENT of NOK. (3) To assist veteran or NOK to obtain benefits. Furnish requested personnel and/or medical records WITH CONSENT OF VETERAN, or, if deceased, next of kin. Medical records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information. If consent is not obtained, furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. IMPORTANT: This does not include requests for medals or decorations, as these items must be requested by and can only be furnished to the person entitled to them. See item in this part pertaining specifically to decorations and/or medals.
25. Public information media (Publishers, radio, TV, etc.)	Any type of military record information requested for any purpose.	All requests from the news media are to be routed to a core manager (IAW NPRC 1804.1). This includes requests received from newspapers, magazines, radio and television stations, and news services such as UPI and AP. Be alert for requests from individuals indicating that the information requested is to be used in articles for the news media. NRPM will determine the appropriate sections to answer the request.

		Furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. If additional information is requested, coordinate with the appropriate office of the Armed Force concerned. EXCEPTIONS: (1) Requests to ensure that no one served under a specified name in a specified period and service may be honored without coordination. These are cases where requester wishes to use a name in a production or story without risk of being sued by someone having such name, claiming he was improperly portrayed. Replies to these requests should state that answers cannot be guaranteed essentially because manner in which records are filed is determined by member's total service and that lists covering a specific wartime, etc., period were not compiled. (2) Newspaper "Action Line" requests for limited information releasable to the member may be furnished to the member explaining it is furnished in response to the newspaper request and may be released to the newspaper at the member's discretion. Advise "Action Line" of action taken.
26. Any source in this part	a. Facts and circumstances surrounding discharge requested for any purpose.	Furnish to NOK (1) if VETERAN'S WRITTEN CONSENT is received, or (2) if proof of veteran's death or incompetence is received. Furnish to other sources in this part only with VETERAN'S WRITTEN CONSENT.
	b. Facts and circumstances surrounding death in service requested for any purpose.	On requests from NOK, see item 4d of this part. On all others, deny unless the NOK has furnished written consent.
	c. Decorations and/or medals (issuance of or replacements for) for any purpose.	>Refer requests for Navy, Marine Corps, and Coast Guard medals to Naval Personnel Command, NPRC. See NPRC 1840.8 for routing of awards requests. See NPRC 1865.110 regarding processing Air Force and Army Air Corps awards requests.
	d. Soldiers and Sailors Civil Relief Act Certificate for any purpose.	Army: Refer request to ARPERSCOM. All others: Return to requester advising that these certificates are issued only by the armed force concerned. Give complete address and office designation.
	e. Photographs of veteran requested for any purpose.	Furnish the last copy to the veteran or next of kin, if veteran is deceased. If more than one copy is present, photographs taken for official purposes of members of the Armed Forces are generally releasable under the Freedom of Information Act. Delete any non-releasable personal data, such as the social security number, recorded on the photograph.
	f. Marital status for any purpose.	Deny, citing 32 CFR 286c.12(f).
	g. Race, nationality or religious preference for any purpose.	Deny without written consent of member. When denying, state that this is privileged information.
	h. Degree of security clearance held by veteran while he was in service, requested for any purpose.	Furnish only WITH WRITTEN CONSENT. When consent not received, advise that security clearances granted while in the service terminate upon discharge of the person from service. If request is from an industrial concern having a U. S. contract, inform them that their request should be submitted to the Commander, Defense Security Service, 601 10 th Street, Suite 255, Fort George Meade, MD 20755-5134.
	i. Courts-Martial Orders and/or Courts-Martial Records of Trial for any purpose.	Furnish under the provisions of the Freedom of Information Act. Be sure to charge the FOIA fee unless the requester has furnished the veteran's written authorization. See either NPRC 1852.1 or 1852.2 for an explanation of the FOIA fees.

	j. Whereabouts information to contact veteran against whom an allegation of paternity or non-support is made or implied. (Requests from former spouse are covered in item 8.)	Requests involving allegations of paternity should be referred to or coordinated with the appropriate office of the Armed Force concerned. Where the purpose is to enforce a legal obligation to provide child support, furnish the last known address. NOTE: If there is evidence that the paternity has been acknowledged or proved, furnish the last known address.
	k. Whereabouts information to contact NOK, veteran, or emergency addressee to settle estate of deceased veteran or for any beneficial purpose not otherwise covered in this part.	Forward request to last known address and inform requester. If member is deceased, forward request to emergency address of NOK and advise requester. See NPRC 1865.49 .
	l. Identification of dates and branch of service of, and similar information on veterans for genealogical or similar sentimental and unofficial purpose.	Furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions, but be sure to apply the FOIA fee schedule to those requesters who perform genealogical research. Also treat requests from educational and similar institutions for information on their alumni under this item.
	m. Personnel/medical records for use in criminal actions or civil actions where U.S. is a party.	Coordinate with appropriate Armed Force.
27. Any source in this part (including parties whose interests are adverse to the veteran), except veteran's NOK or legal representative	Personnel/medical information for use in civil action where U.S. is not a party.	Furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 . Furnish other requested information or copies of personnel and/or medical records (authenticated) only on receipt of -- (1) WRITTEN CONSENT of member, or (2) WRITTEN CONSENT OF NOK or legal guardian (need evidence of kinship or representation). When member is incompetent (need court order judging incompetence and appointing legal guardian) or deceased (need proof of death unless self evident from veteran's record or material provided by requester).
28. Veterans in general (other than veteran named in the record)	a. Rosters or lists of names of former members of requester's military outfit.	Rosters or lists of names may be furnished--subject to fee charges. If the requested roster or list does not already exist, there is no obligation under the Freedom of Information Act to compile one. Advise the requester that such a list does not exist.
	b. Rosters or lists of names AND ADDRESS-ES usually for reunions.	Deny, citing 32 CFR 286c.12(f)(2) as authority. If purpose of request is to seek affidavits of companions to support claims for veteran's benefits, see item 10c . NOTE: Some of these requests may be referred to the VA.
29. Authors and historians	Information from military records for publication.	Furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 . On all others, deny, citing 32 CFR 286c.12(f)(2) as authority, unless the veteran/NOK authorized the release of information.

Appendix A. Blanket Routine Uses applicable to DoD records unless noted otherwise

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury as entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Financial Manual, vol 1, part 3, chapter 5000, sec 5070, sub-sec 5070.10.

ROUTINE USE-DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

Appendix B-1. Routine Uses of the Military Personnel Records Jacket Files A0640-10a TAPC and Official Military Personnel File, A0640-10b TAPC

The routine uses listed below are for U. S. Army personnel records which, prior to arriving at NPRC, are maintained as two separate records systems: A0640-10a TAPC (MPRJ), Military Personnel Records Jacket Files and A0640-10b TAPC, Official Military Personnel File. The two records are merged before being retired to NPRC and are often indistinguishable from one another. For practical purposes, these routine uses are applied to all records in the military personnel record serviced by NPRC employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of State to issue passport/visa, to document persona-non-grata status, attaché assignments, and related administration of personnel assigned and performing duty with the Department of State.

To the Department of Treasury to issue bonds; to collect and record income taxes.

To the Department of Justice to file fingerprints; to perform investigative and judicial functions.

To the Department of Agriculture to coordinate matters related to its advanced education program.

To the Department of Labor to accomplish actions required under Federal Employees Compensation Act.

To the Department of Health and Human Services to provide services authorized by medical, health, and related functions authorized by 10 U.S.C. 1074 through 1079.

To the Nuclear Regulatory Commission to accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

To the American Red Cross to accomplish coordination and service functions including blood donor programs and emergency investigative support and notifications.

To the Civil Aeronautics Board to accomplish flight qualifications, certification and licensing actions.

To the Federal Aviation Agency to determine rating and certification (including medical) of in-service aviators.

To the General Services Administration for records storage and archival services and for printing of directories and related material which includes personal data.

To the U.S. Postal Service to accomplish postal service authorization involving postal officers and mail clerk authorizations.

To the Department of Veterans Affairs to provide information relating to service, benefits, pensions, in-service loans, insurance, and appropriate hospital support.

To the Bureau of Immigration and Naturalization to comply with status relating to alien registration, and annual residence/location.

To the Office of the President of the United States of America to exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

To the Federal Maritime Commission to obtain licenses for military members accredited as captain, mate, and harbormaster for duty as Transportation Corps warrant officer.

To each of the several states, and U.S. possessions to support state bonus application; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions to accomplish student registration, tuition support, tests, and related requirements incident to in-service education programs in compliance with 10 U.S.C. chapters 102 and 103.

To the Social Security Administration to obtain or verify Social Security Account Number; to transmit Federal Insurance Compensation Act deductions made from members' wages.

To the Department of Transportation to coordinate and exchange necessary information pertaining to inter-service relationships between U.S. Coast Guard (USCG) and U.S. Army when service members perform duty with the USCG.

To the Civil authorities for compliance with 10 U.S.C. 814.

To the U.S. Information Agency to investigate applicants for sensitive positions pursuant to E.O. 10450.

To the Federal Emergency Management Agency to facilitate participation of Army members in civil defense planning, training, and emergency operations pursuant to the military support of civil defense as prescribed by DOD Directive 3025.10, Military Support of Civil Defense, and Army Regulation 500-70, Military Support of Civil Defense.

To the Director of Selective Service System to Report of Non-registration at Time of Separation Processing, of individuals who decline to register with Selective Service System. Such report will contain name of individual, date of birth, Social Security Number, and mailing address at time of separation.

Other elements of the Federal Government pursuant to their respective authority and responsibility.

To the Military Banking Facilities Overseas. Information as to current military addresses and assignments may be provided to military banking facilities that provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

County and city welfare organizations to provide information needed to consider applications for benefits.

Penal institutions to provide health information to aid patient care.

State, county, and city officials to include law enforcement authorities to provide information to determine benefits or liabilities, or for the investigation of claim or crimes.

Patriotic societies incorporated, pursuant to 36 U.S.C., in consonance with their respective corporate missions when used to further the welfare, morale, or mission of the soldier. Information can only be disclosed only if the agency that receives it adequately prevents its disclosure to persons other than their employees who need such information to perform their authorized duties. (See the last page of this app. for a listing of patriotic societies incorporated under the provisions of Title 36 U.S.C.)

Blanket Routine Uses also apply to these records.

NOTE: Records of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. The 'Blanket Routine Uses' do not apply to these categories of records.

TITLE 36 -- PATRIOTIC SOCIETIES AND OBSERVANCES

- | | |
|---|--|
| 1. American National Red Cross | 28. American Society of International Law |
| 2. Daughters of the American Revolution | 29. United States Olympic Committee |
| 3. American Historical Association | 30. Conference of State Societies, Washington, District of Columbia |
| 4. Sons of the American Revolution | 31. Corregidor Bataan Memorial Comm. |
| 5. Boy Scouts of America | 32. National Conference on Citizenship |
| 6. Girl Scouts of America | 33. National Safety Council |
| 7. The American Legion | 34. Pershing Hall Memorial Fund |
| 8. United Spanish War Veterans | 35. Board for Fundamental Education |
| 9. Marine Corps League | 36. Sons of Union Veterans of the Civil War |
| 10. Belleau Wood Memorial Association | 37. The Foundation of the Federal Bar Association |
| 11. AMVETS (American Veterans of World War II) | 38. The National Fund for Medical Education |
| 12. Grand Army of the Republic | 39. Legion of Valor of the United States of America |
| 13. Ladies of the Grand Army of the Republic | 40. National Music Council |
| 14. United States Blind Veterans of World War I | 41. Boys' Club of America |
| 15. Disabled American Veterans | 42. Presidential Inaugural Ceremonies |
| 16. American War Mothers | 43. Civil War Centennial Commission |
| 17. Veterans of Foreign Wars of the United States | 44. Veterans of World War I of the United States of America |
| 18. American Battle Monuments Commission | 45. The Congressional Medal of Honor Society of the United States of America |
| 19. The National Yeomen F | 46. Military Order of the Purple Heart of the United States of America |
| 20. Service Clubs | 47. Blinded Veterans Association |
| 21. National Observances | 48. Big Brothers of America |
| 22. Patriotic Customs | 49. Jewish War Veterans, U.S.A., National Memorial, Inc. |
| 23. Civil Air Patrol | 50. Blue Star Mothers of America |
| 24. Reserve Officers Association | 51. Agricultural Hall of Fame |
| 25. National Academy of Sciences | |

26. Future Farmers of America
 27. Military Chaplains Association of the United States of America

52. National Woman's Relief Corps, Auxiliary of the Grand Army of the Republic
 53. Naval Sea Cadet Corps
 54. Audits of Federally Chartered Corporations

Appendix B-2. Routine uses of the Health Care and Medical Treatment Record System A0040-66b DASG

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

The Department of Veterans Affairs to adjudicate veterans' claims and provide medical care to Army members.

National Research Council, National Academy of Sciences, National Institute of Health, Armed Forces Institute of Pathology, and similar institutions for authorized health research in the interest of the Federal Government and the public. When not essential for longitudinal studies, patient identification data shall be eliminated from records used for research studies. Facilities/activities releasing such records shall maintain a list of all such research organizations and an accounting disclosure of records released thereto.

Local and state government and agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs.

Third party payers per 10 U.S.C. 1095 as amended by Pub. L. 99-272, and guidance provided to the DoD health services by DoD Instruction 6015.23, for the purpose of collecting reasonable inpatient/outpatient hospital care costs incurred on behalf of retirees or dependents.

To former DoD health care providers, who have been identified as being the subjects of potential reports to the National Practitioner Data Bank as a result of a payment having been made on their behalf by the U. S. Government in response to a malpractice claim or litigation, for purposes of providing the provider an opportunity, consistent with the requirements of DoD Instruction 6025.15 and Army Regulation 40-68, to provide any pertinent information and to comment on expert opinions, relating to the claim for which payment has been made.

Blanket Routine Uses also apply to these records.

NOTE: Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do **not** apply to these records.

Appendix B-3. Routine Uses of Correctional Reporting System (CRS), A0190-47 DAMO

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed:

- a. To local, state, and Federal law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, and
- b. To confinement/correctional agencies for use in the administration of correctional programs, including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment records, and social histories.
- c. To state and local authorities for purposes of providing (1) notification that individuals, who have been convicted of a specified sex offense or an offense against a victim who is a minor, will be residing in the state upon release from military confinement and (2) information about the individual for inclusion in a state operated sex offender registry.
- d. To the Bureau of Prisons for purpose of providing notification that the military transferee has been convicted of a sexually violent offense or an offense against a victim who is a minor.
- e. To victims and witnesses of crime for the purpose of notifying them of date of parole or clemency hearing and other release related activities.

Blanket Routine Uses also apply to these records.

NOTE: Release of records or information from this system must be approved by contacting the Commander, Directorate of Inmate Administration, ATTN: ATZL-DBE, Fort Leavenworth, KS 66027-1363 (telephone 913-684-4629/4743). NRPMMR-O can supply the name of the contact person.

Appendix B-4. Routine Uses of Courts Martial Files A0027-10b DAJA

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Courts-martial records reflect criminal proceedings ordinarily open to the public; therefore, they are normally releasable to the public pursuant to the Freedom of Information Act.

Information from these records may be disclosed to the Department of Justice, the Department of Veterans Affairs, and Federal, State and local law enforcement agencies for determination of rights and entitlements of the individuals concerned and for use in the enforcement of criminal or civil law.

Information from this system of records may also be disclosed to law students participating in a volunteer legal support program approved by the Judge Advocate General of the Army.

The Blanket Routine Uses also apply to this system.

Appendix C-1. Routine Uses of the Air Force Military Personnel Records System FO 36 AF PC C

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records may be disclosed to the Department of Veterans Affairs for research, processing and adjudication of claims, and providing medical care.

To dependents and survivors for determination of eligibility for identification card privileges.

To the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) for determination of eligibility and benefits.

To local Immigration/Naturalization office for accountability and audit purposes.

To State Unemployment Compensation offices for verification of military service related information for unemployment compensation claims; Respective local state government offices for verification of Vietnam "State Bonus" eligibility.

To the Office of Personnel Management for verification of military service for benefits, leave, or Reduction in Force purposes, and to establish Civil Service employee tenure and leave accrual rate.

To the Social Security Administration to substantiate applicant's credit for social security compensation; local state office for verification of military service relative to the Soldier and Sailors Civil Relief Act. Information as to name, rank, Social Security Number, salary, present and past duty assignments, future assignments that have been finalized, and office phone number may be provided to military financial institutions who provide services to DoD personnel. For personnel separated, discharged or retired from the Air Force, information as to last known address may be provided to the military financial institutions upon certification by a financial institution officer that the facility has a dishonored check or defaulted loan.

To the Selective Service Agencies for computation of service obligation.

To the American National Red Cross for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling.

To the Department of Labor for claims of civilian employees formerly in military service, verification of service-related information for unemployment compensation claims, investigations of possible violations of labor laws and for pre-employment investigations.

To the National Research Council for medical research purposes.

To the Armed Forces Retirement Home to determine eligibility.

Blanket Routine Uses also apply to these records.

Appendix C-2. Routine Uses of Air Force Dental Health Records FO 44 AF SG C

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the ["NOTE"](#) below.

Information from the inpatient or outpatient dental records of retirees and dependents may be disclosed to third party payers in accordance with 10 U.S.C. 1095 as amended by Public Law 99-272, for the purpose of collecting reasonable inpatient/outpatient hospital care costs incurred on behalf of retirees or dependents.

Records are used and reviewed by health care providers in the performance of their duties. Health care providers include military and civilian providers assigned to the medical facility where care is being provided.

Students participating in a training affiliation program with a USAF medical facility may also use and review records as part of their training program.

In addition, records may be disclosed to: (1) Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to the Air Force. (2) Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. (3) Private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. (4) Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force. (5) Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. (6) Authorized surveying bodies for professional certification and accreditation. (7) The individual's organization or government agency as necessary when required by Federal statute, Executive Order, or by treaty.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol/drug abuse treatment function conducted, requested or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The "Blanket Routine Uses" do not apply to these types of records.

Appendix C-3. Routine Uses of Air Force Medical Records System FO 44 AF SG E

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

Information from the inpatient medical records of retirees and dependents may be disclosed to third party payers in accordance with 10 U.S.C. 1095, as amended by Pub. L. 99-272, for the purpose of collecting reasonable inpatient/outpatient hospital care cost incurred on behalf of retirees or dependents. Records are used and reviewed by health care providers in the performance of their duties. Health care providers include military and civilian providers assigned to the medical facility where care is being provided. Students participating in a training affiliation program with a USAF medical facility may also use and review records as part of their training program. In addition, records may be disclosed to: (1) Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to members of the Air Force. (2) Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. (3) Private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. (4) Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force. (5) Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. (6) Authorized surveying bodies for professional certification and accreditation. (7) The individual's organization or government agency as necessary when required by Federal statute, Executive Order, or by treaty.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol/drug abuse treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The "Blanket Routine Uses" do not apply to these types of records.

Appendix C-4. Routine Uses of Air Force Correction and Rehabilitation Records; FO 31 AF SP A

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

Records may be disclosed to Federal, state and local law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, confinement/correctional agencies for use in the administration of correction programs, including custody, classification, employment, training and education assignments, treatment programs,

clemency, restoration of duty or parole actions, verification of offender's criminal records, employment records, and social histories.

Blanket Routine Uses also apply to these records.

Appendix C-5. Routine Uses of Air Force Family Advocacy Program Record System FO 44 AF SGQ

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

Disclosure is authorized to any member of the family in whose sponsor's name the file is maintained, in furtherance of treating any member of the family.

Used by the Attorney General of the United States or his authorized representatives in connection with litigation, or other matters under the direct jurisdiction of the Department of Justice.

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to the adjudication of veteran's claims and in providing medical care to members of the Air Force.

To officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies and relating to the coordination of family advocacy programs, medical care and research concerning family maltreatment and neglect and exceptional educational or medical conditions.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force.

To officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs.

Used by federal, state or local governmental agencies when appropriate in the counseling and treatment of individuals or families with exceptional medical or educational needs or when involved in child abuse or neglect.

To authorized surveying bodies for professional certification and accreditation.

To the individual organization or government agency as necessary when required by Federal statute, E.O., or by treaty.

Drug/Alcohol and Family Advocacy information maintained in connection with Abuse Prevention Programs shall be disclosed only in accordance with applicable statutes.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains.

The 'Blanket Routine Uses' do not apply to these types of records.

Appendix D-1. Routine Uses of the Navy Personnel Records System NO 1070-3

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemiology. Each study in which the records of members and former members of the naval service are used must be approved by the Chief of Naval Personnel.

To officials and employees of the Department of Health and Human Services, Department of Veteran Affairs, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of the Department of Veteran Affairs in the performance of their duties relating to approved research projects.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties relating to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

To duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

To state and local agencies in performance of their official duties related to verification of status for determination of eligibility for Veterans Bonuses and other benefits and entitlements, including Department of Labor and state unemployment agencies for unemployment compensation for ex-service members.

To officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of their official duties related to the verification of the active duty naval service of Members of Congress.

To federal, state, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Information as to current military addresses and assignments may be provided to military banking facilities that provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by

the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur.

Information relating to professional qualifications of chaplains may be provided to civilian certification boards and committees, including, but not limited to, state and federal licensing authorities and ecclesiastical endorsing organizations.

To governmental entities or private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

Blanket Routine Uses also apply to these records.

Appendix D-2. Routine Uses of Navy and Marine Corps Health Care Treatment Record System No 6150-2

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to the adjudication of veterans' claims and in providing medical care to Navy and Marine Corps members.

To officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to public health and welfare, communicable disease control, preventive medicine, child and spouse abuse prevention and public safety.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

To spouses of service members (including reservists) who are infected with the Human Immunodeficiency Virus. This release will be limited to HIV positive information. Procedures for informing spouses will be published by the Director, Naval Medicine and must be used.

To military and civilian health care providers to further the medical care and treatment of the patient.

To release radiation data per 10 CFR Part 20.

To third parties in those cases where the Government is seeking reimbursement under the Third Party Payers Act.

When required by Federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary.

Blanket Routine Uses also apply to this system.

NOTE: Records of identity, diagnosis, prognosis or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, excepted as provided in 42 U.S.C. 290dd-2(e), be confidential and be disclosed only for the purposes and under the circumstances expressly authorized under 42 U.S.C. 290dd-2(b).

Blanket Routine Uses do not apply to these records.

Appendix D-3. Routine Uses for Medical Department Professional/Technical Personnel Development; NO 6150-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information of adverse actions, including administrative or disciplinary actions or revocations of health care providers' clinical credentials may be disseminated to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

The Blanket Routine Uses also apply to this system.

Appendix D-4. Routine Uses of U.S. Navy/Marine Corps Individual Correctional Records; NO 1640-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To Federal, state, and local law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.

To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

To victims and witnesses of crime for the purpose of notifying them of date of parole or clemency hearing and other release related activities.

Blanket Routine Uses apply to these records.

Appendix D-5. Routine Uses of Summary courts-martial and non-bad conduct discharge courts-martial -- Navy and Marine Corps; NO 5814-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket Routine Uses apply to these records.

Appendix D-6. Routine Uses of Family Advocacy Program System NO 1752-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

To the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect.

To Federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

To contractors, private and public individuals/organizations for authorized health

research in the interest of the Federal government and the public. When not considered necessary, client identification data shall be eliminated from records used for research studies.

To officials and employees of Federal, state, and local governments and agencies when required by law and/or regulation in furtherance of local communicable disease control, family abuse prevention programs, preventive medicine and safety programs, and other public health and welfare programs.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing, and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

NOTE: Records of identity, diagnosis, prognosis or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided in 42 U.S.C. 290dd-2, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The 'Blanket Routine Uses' do not apply to these types of records.

Appendix E. Routine Uses of the Marine Corps Military Personnel Records System (OQR/SRB), MMN 0006

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Coast Guard and National Guard in the performance of their official duties relating to screening members who have expressed a positive interest in an inter-service transfer, enlistment, appointment or acceptance.

To agents of the Secret Service in connection with matters under the jurisdiction of that agency upon presentation of credentials.

To private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

To officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

To officials and employees of the Sergeant at Arms of the U.S. House of Representatives in the performance of official duties related to the verification of Marine Corps service of Members of Congress. Access will be limited to those portions of the member's record required to verify service time, active and reserve.

To state, local and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

To officials and employees of the Department of Veterans Affairs, Department of Health and Human Services, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Marine Corps.

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to approved research projects.

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of members and former members of the Marine Corps.

Blanket Routine Uses apply to these records.

Appendix F-1. General Routine Uses applicable to DOT records unless noted otherwise

PREFATORY STATEMENT OF GENERAL ROUTINE USES

The following routine uses apply to, except where otherwise noted or where obviously not appropriate, each system of records set forth below.

1. In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
2. A record from this system of records may be disclosed, as a routine use, to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed in the following circumstances:
- a. Routine use for disclosure for use in litigation: It shall be a routine use of the records in this system of records to disclose them to the Department of Justice or other Federal agency conducting litigation when:
 - (1) The Department of Transportation (DOT), or any agency thereof, or
 - (2) Any employee of DOT or any agency thereof (including a member of the Coast Guard), in his/her official capacity, or
 - (3) Any employee of DOT or any agency thereof (including a member of the Coast Guard), in his/her individual capacity where the Department of Justice has agreed to represent the employee, or
 - (4) The United States or any agency thereof, where DOT determines that litigation is likely to affect the United States, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or other Federal agency conducting the litigation is deemed by DOT to be relevant and necessary in the litigation, provided, however, that in each case, DOT determines that disclosure of the records in the litigation is a use of the information contained in the records that is compatible with the purpose for which the records were collected.
 - b. Routine use for Agency disclosure in other proceedings: It shall be a routine use of records in this system to disclose them in proceedings before any court or adjudicative or administrative body before which the Department of Transportation (DOT) or any agency thereof, appears, when:
 - (1) DOT, or any agency thereof, or
 - (2) Any employee of DOT or any agency thereof (including a member of the Coast Guard) in his/her official capacity, or
 - (3) Any employee of DOT or any agency thereof (including a member of the Coast Guard) in his/her individual capacity where DOT has agreed to represent the employee, or
 - (4) The United States or any agency thereof, where DOT determines that the proceeding is likely to affect the United States, is a party to the proceeding or has an interest in such proceeding, and DOT determines that use of such records is relevant and necessary in the proceeding, provided, however, that in each case, DOT determines that disclosure of the records in the proceeding is a use of the information contained in the records that is compatible with the purpose for which the records were collected.
5. The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.
6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. In such cases, however the congressional office does not have greater right to records than the individual. Thus, the disclosure may be withheld from delivery to the individual where the file contains investigative or factual information or other materials which are being used, or are expected to be used, to support prosecution or fines against the individual for violations of a statute, or of regulations of the Department based on statutory authority. No such limitations apply to records requested for congressional oversight or legislative purposes; release is authorized under 49 CFR 10.35 (a) (9).
7. One or more records from a system of records may be disclosed routinely to NARA (GSA) in records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906.
8. Access to Systems of Records of the Department is authorized to member(s) of the Office of Inspector General where the records are considered '...pertinent to the DOT programs or operations being reviewed. Existing orders or (internal) directives contrary to this provision are hereby superseded.' The Secretary of Transportation by the foregoing has clarified the role of Inspector General personnel 'who have need for the record(s) in the performance of their duties.'
9. The Department may make available to another agency or instrumentality of any governmental jurisdiction, including State and local governments, listings of names from any System of Records in the Department of use in law enforcement activities, either civil or criminal, or to expose fraudulent claims, regardless of the stated purpose for the collection of the information in the System of Records. These enforcement activities are generally referred to as 'matching' programs because two lists of names are checked for match using automated assistance.
- This routine use is advisory in nature and does not offer unrestricted access to Systems of Records for such law enforcement and related antifraud activities. Each request will be considered on the basis of its purpose, merits, cost effectiveness and alternatives using 'Revised Supplemental Guidance for Conducting Matching Programs' published by the Director, Office of Management and Budget, dated May 11, 1982.
10. It shall be a routine use of the information in any DOT system of records to provide to the Attorney General of the United States, or his/her designee, information indicating that a person meets any of the disqualifications for receipt, possession, shipment, or transport of a firearm under the Brady Handgun Violence Prevention Act. In case of a dispute concerning the validity of the information provided by DOT to the Attorney General, or his/her designee, it shall be a routine use of the information in any DOT system of records to make any disclosures of such information to the National Background Information Check System, established by the Brady Handgun Violence Prevention Act, as may be necessary to resolve such dispute.

Appendix F-2. Official Officer Service Records. DOT/CG 626

ROUTINE USERS OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

- Fulfillment of normal administrative procedures including assignment, promotion, training, etc.
- Physical Evaluation Boards.
- Board of Correction of Military Records.
- Answering of Congressional and personal inquiries initiated by the individual whose record is concerned.
- Preparation of forms, statements, compilations and computations necessary in the daily personnel administration of each individual entering, reentering or leaving the Coast Guard. (Routine personnel administration requires copies of this and other service record material to be included in administrative files physically separated from the record; however, the original of this material will be included in the official service record maintained at Coast Guard Headquarters.)
- Furnishing of information (authorized and specified by the individual concerned) to other agencies or individuals (specified by the individual concerned) normally concerned with employment, educational or veteran's benefits, claims or applications.
- Furnishing specified material in an officer's service record pursuant to the order of competent jurisdiction.

Used by:

- Authorized Coast Guard Personnel.
- Personnel from other Federal Agencies in the conduct of official business, as authorized by the Chief, Officer Personnel Division or his designated representative.

See DOT Prefatory Statement of General Routine Uses, 3 through 5 do not apply.

Disclosures pursuant to 5 USC 552a(b)(12). Disclosures may be made from this systems to "consumer reporting agencies" (collecting on behalf of the U.S. Government) as defined in the Fair Credit Reporting Act (15 USC 1681a(f) or the Federal Claims Collection Act of 1982 (31 USC 3701(a)(3)).

Appendix F-3. Enlisted Personnel Record System. DOT/CG 629

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

For use in formulating all Coast Guard personnel actions including, but not limited to assignment, promotion, reenlistment, retirement, discharge, determination of entitlement to pay and allowances, correction of records, and disciplinary actions.

Data is provided to the Veterans Administration for determination of an individual's eligibility for benefits administered by that agency and to medical facilities maintained by the Department of Health, Education and Welfare in conjunction with medical treatment afforded an individual.

See DOT Prefatory Statement of General Routine Uses, 3 through 5 do not apply.

Disclosures pursuant to 5 USC 552a(b)(12). Disclosures may be made from this systems to "consumer reporting agencies" (collecting on behalf of the U.S. Government) as defined in the Fair Credit Reporting Act (15 USC 1681a(f) or the Federal Claims Collection Act of 1982 (31 USC 3701(a)(3)).

Appendix F-4. Military Health Record System. DOT/CG 572

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

- a. Provided to the Department of Defense to determine suitability of members for overseas assignments and to develop automated information relating to medical readiness in wartime and contingency operations.
- b. Provided to federal, state, or local governments and agencies to compile statistical data for research and auditing; to provide quality assurance; to report medical conditions and other data required by law; to aid in preventive health and communicable disease control programs.
- c. Provided to the Joint Commission on Accreditation of Healthcare Organizations to evaluate health care provided, personnel and facilities for professional certification and hospital accreditation; to provide quality services.
- d. Records of communicable disease are provided to the Department of Defense to analyze the results, to ensure uniformity of record keeping, and to centralize production of reports for all uniformed services.

- e. Provided to the Department of Defense or other federal, state, or local governments and agencies for casualty identification purposes.
 - f. Provided to the Social Security Administration and Department of Veterans Affairs for use in determining an individual's entitlement to benefits administered by those agencies.
 - g. Provided to the Public Health Service, Department of Defense, or Department of Veteran's Affairs medical personnel or to personnel or facilities providing care to eligible beneficiaries under contract in connection with medical treatment of individuals. Records are provided to the Department of Health, Education and Welfare for purposes of the Federal Medical Care recovery set. Records are available to the Public Health Service or DoD medical personnel in connection with medical treatment of individuals at USPHS or DoD facilities.
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.16C
February 11, 2002

SUBJECT: Release and access guide for military personnel and related records at NPRC

1. **Purpose.** This memorandum issues a revised release and access guide for military personnel, medical and related records at NPRC. This guide has been developed with the assistance of the Department of Defense, the military service departments, and the United States Coast Guard. The office of the General Counsel (DoD), the Defense Privacy Board, and the Department of Defense have found the guide to be acceptable. The guide is transmitted as an attachment hereto.
2. **Cancellation.** NPRC 1865.16B is canceled.
3. **Reason for revision.** This memorandum was revised to (1) update references to other NPRC directives; (2) incorporate all current changes; (3) clarify and update DOD release policies; (4) update references to NPRC organizations; and (5) update outside agency addresses.
4. **Relation to other directives.** Detailed procedural instructions on most categories of inquiries listed in this guide are covered in other Center directives. Using the guide in conjunction with the instructions should provide adequate guidance in the majority of situations encountered. The guide will be of particular value in dealing with the requests that have not been covered specifically in the directives system. Any question regarding the release of information should be referred to the Management Systems Staff (NRPS) through supervisory channels. (NOTE: In any case where the guide is noted to be at variance with another publication, notify NRPS.)
5. **Forms.** This memorandum makes use of the following forms.

DD Form 214, Report of Separation from Active Duty

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.16C CHGE 1
November 21, 2003

SUBJECT: Release and access guide for military personnel and related records at NPRC

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Part 1 has been updated to reflect new addresses for referring requests to:
 - a. Active Air Force recruiters and Air Force Reserve recruiters.
 - b. Active Navy recruiters and Navy Reserve recruiters.
3. **Instructions.** Remove pp. 3/4 of Part 1 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 2
July 30, 2004

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Paragraph 4a has been corrected to allow for the release of only the place of birth for deceased service personnel.
3. **Instructions.** Remove page. 4 and insert the revised page.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 3
March 1, 2005

SUBJECT: Release and access guide for military personnel and related records at NPRC

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of changes.** Part 1 has been updated to reflect new addresses for referring requests to Active Air Force recruiters and Air Force Reserve recruiters.

3. **Instructions.** Remove pp. 3/4 of Part 1 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 4
March 13, 2006

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of change.** The Defense Privacy Board has canceled a previous ruling that allowed NPRC to provide copies of blanket orders without deleting personal information about third parties, if the documents were created prior to 9/27/75.
3. **Instructions.** Remove pp. 6/7 and insert the revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.16C CHGE 5
October 30, 2009

SUBJECT: **Release and access guide for military personnel and related records at NPRC**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.16C.
2. **Explanation of change.** The recently revised SF Form 180, Request Pertaining to Military Records and Defense Privacy Office directive require proof of death of a veteran before releasing non-public information to the next of kin or other parties.
3. **Instructions.** Remove p. 8 and insert the revised p. 8.

R. L. HINDMAN
Director

**RELEASE AND ACCESS GUIDE FOR MILITARY PERSONNEL AND RELATED
RECORDS AT THE NATIONAL PERSONNEL RECORDS CENTER**

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RELEASE AND ACCESS GUIDE FOR MILITARY PERSONNEL AND RELATED RECORDS AT THE NATIONAL PERSONNEL RECORDS CENTER

1. **General.** This guide sets forth procedural policies for the release of military personnel and medical records information in response to the recurring types of inquiries received by the National Personnel Records Center, National Archives and Records Administration, St. Louis, Missouri. To facilitate its use, the guide is arranged according to the five broad categories of inquiry sources, each category representing a part, as follows:

[Part FEDERAL GOVERNMENT AGENCIES AND REPRESENTATIVES, ROUTINE USES](#)
[1. \(INCLUDING MILITARY\)](#)

[Part STATE AND LOCAL GOVERNMENTS](#)
[2.](#)

[Part FOREIGN GOVERNMENTS, AND NON-NATIONALS RESIDING OUTSIDE THE](#)
[3. UNITED STATES](#)

[Part INDIVIDUALS WHOSE RECORDS ARE INVOLVED](#)
[4.](#)

[Part PRIVATE ASSOCIATIONS, BUSINESSES, ORGANIZATIONS, INDIVIDUALS](#)
[5. \(OTHER THAN VETERAN\), GENERAL PUBLIC](#)

2. Because of the many varieties of ways in which inquiries are written and the many special circumstances that may surround a case, these release policies cannot always be applied literally. **Individual consideration must come to bear** when there is reason to believe or suspect an inquiry may involve some peculiar condition not immediately evident in the stated purpose.
3. While it is impossible to enumerate all the various special circumstances that may be encountered, the ones most likely to occur are set forth in paragraphs 6 and 8 of this

introduction. This method is used since it would be impractical to incorporate them through-out the various parts of the guide. This means, of course, that users must thoroughly familiarize themselves with this introduction and commit to memory the special circumstances set forth herein. These special conditions may apply even to the seemingly simplest case. Careful analysis and good judgment in the handling of each inquiry are therefore mandatory.

4. In unusual or "borderline" situations where the case is not covered or where the guide does not fit the specific circumstances involved the appropriate directives of the Department of Defense or of the military services should be consulted for guidance.
5. The disposition of each request arising under the guide must conform to the legal requirements of the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a), and the implementing regulations of the Department of Defense and the military departments. If there is apparent conflict between the guide and the Acts and implementing regulations, the Acts and regulations shall prevail.
6. **Definitions.** Following are some special terms as used in this guide.
 - a. **Access to records.** The inspection of records in NPRC custody, whether in person or by mail, including photocopies of records and the disclosure of information.
 - b. **Armed force.** Any of the following: Air Force, Army, Coast Guard, Marine Corps, or Navy. "Armed Forces" means the foregoing collectively.
 - c. **Consent.** Written authorization to comply with a request from the individual concerned; the next of kin when such individual is deceased; the individual's legal representative officially designated in writing, or legal guardian when the individual has been declared incompetent. If the Member of Congress or a member of his/her staff implies, either in writing or verbally, that he/she has the veteran's consent, this also constitutes consent.
 - d. **Next of kin.** The next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother, or sister, Please note that "widow" or "widower" is defined as a woman (or man) who has lost her husband (or wife) by death and has not married again. See paragraph 12a below for special requirements for Army medals.
7. **Specific offices of the Armed Forces to contact when coordination is required.** Throughout this guide mention is made of certain conditions under which a request must be coordinated with or forwarded for action to the armed force whose records are concerned. The specific offices with which these matters should be coordinated or to which inquiries would be forwarded are:
 - a. **Air Force.** Headquarters, AFPC, 550 C Street West, Suite 19, Randolph AFB, TX 78150-4721. (Questions relating to reserve duty are directed to Headquarters, Air Force Reserve Personnel Center, Denver, Colorado 80280-5000.)
 - b. **Army.** Commander, U. S. Army Reserve Personnel Center, ATTN: ARPC-ZCC, St. Louis, Missouri 63132-5200.
 - c. **Coast Guard.** Commandant, U. S. Coast Guard, Military Personnel Command, MPC-S-3, 2100 2nd Street SW, Washington, DC 20593-0001.
 - d. **Marine Corps or Navy medical records.** Naval Personnel Command, Retired Records Section, PERS 313E, Room 5409, NPRC.
 - e. **Marine Corps personnel records.** U. S. Marine Corps Liaison Officer, NPRC.
 - f. **Navy personnel records.** Naval Personnel Command, Retired Records Section, PERS 313E, Room 5409, NPRC.
8. **Freedom of Information Act and amendments thereto.**

- a. **Original act.** The Freedom of Information Act (P.L. 90-23, June 5, 1967) had little effect on release procedures at NPRC because it specifically excluded from its provisions personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

32 CFR 286, 32 CFR 286a, and Defense Privacy Board decisions list items of information pertaining to military personnel which normally may be released WITHOUT an unwarranted invasion of privacy:

Name	
Dates of Service	
Rank/Grade	
Date of rank/grade	
* Salary	
Present and past duty assignments (including geographical location)	
* Future assignments which have been finalized	
* Office phone number	
Source of commission	
Military education level	
Promotion sequence number	
Decorations and Awards-----	NOTE: Actual awards and decorations are <i>not</i> releasable. Information concerning entitlement and copies of award citations <i>are</i> releasable.
Education/schooling (military)	
** Duty Status	
Photograph (non-releasable data, such as social security number, recorded on the photo must be deleted)	
Records of courts-martial trials (unless classified)	
Serial/service numbers. (Those issued prior to the use of the social security number as the service number. See subpar. 18b of NPRC 1864.102 for further details.)	
Place of induction and separation	
* These items obviously relate to active duty personnel only.	
** Records processed at NPRC generally concern individuals with discharged or retired status.	

If requested, the above items normally may be released without the veteran's consent. For deceased service personnel, the following items also may generally be released:

Place of birth
Date and geographical location of death
Place of burial

It also should be noted that although the Privacy Act, as interpreted by the OMB Guidelines of July 9, 1975, does not protect the records of deceased individuals from disclosure, the Freedom of Information Act authorizes the withholding of some data to protect the privacy of the next of kin.

Although the Freedom of Information Act provides for the above items to be released without the veteran's consent, it is important to remember that if there is reason to suspect an unethical or improper use on the part of the requester, the request should be forwarded to the appropriate official of the Armed Forces concerned.

NPRC Memorandum [1864.102](#) also offers definitive guidelines and instructions on the Privacy and Freedom of Information Acts. See also NPRC [1864.113](#) for FOIA processing guidelines.

- b. **Amendments.** As with the original Act, the 1974 amendments to the Freedom of Information Act (P.L. 93-502, November 21, 1974) had little impact on NPRC's release policies. They did, however, require certain special procedures, including (1) a determination and acknowledgment within 20 working days of receipt of request as to whether or not the requested information could be furnished, and (2) an annual statistical report on requests made under the Act.
9. **Privacy Act.** The Privacy Act of 1974 (P.L. 93-579, December 31, 1974), effective September 27, 1975, effected a number of new requirements relating to access by an individual to his own records, and on disclosures to agencies and to individuals other than the individual named in the record. Under the Act, agencies were required to publish in the Federal Register all systems of records maintained on individuals, the "authorized disclosures" from such records, their "routine uses," and all records categories that were to be specifically exempt from the provisions of the Act. Records that may be exempted from the access provisions of the Privacy Act are outlined in NPRC [1864.102](#). This revision of the release guide reflects the changes resulting from the Privacy Act, the agency notices in the Federal Register, and the implementing regulations of the Department of Defense, the military departments, the U. S. Coast Guard, court decisions, and determinations of the Defense Privacy Board. See NPRC [1864.102](#) for additional processing guidelines for Privacy Act requests.
10. **Other special types of records requiring special consideration.** In addition to the categories of records listed in NPRC 1864.102 as "exempt" from certain provisions of the Privacy Act, the following categories must also be screened out before access is granted, whether in person or by mail:
 - a. **Privacy of other individuals named in a record.** If the record contains information of a sensitive nature about another individual, that portion may not be made available when granting access to the veteran or former employee (or their authorized representatives). To protect the personal privacy of the other individual(s), an extract or copy will be made, deleting only the personal information pertaining to the other individual(s).

Blanket orders created prior to September 27, 1975, are NO LONGER an exception and must be deleted according to the above requirement. The Defense Privacy Board recently canceled a previous ruling on this subject.

- b. **Medical information that may adversely affect the individual identified therein.** This paragraph refers to medical records that may contain any of the following:
 - i. Records relating to a mental, psychoneurotic or personality disorder;
 - ii. Diagnosis or implication of sexual deviation;
 - iii. Any illness that carries a uniformly unfavorable prognosis.

legal consent order, or authorization, or power of attorney. If they do, treat the same as requests from the veterans themselves as long as the authorization (power of attorney) is within 12 months of the date of the request. It should also be noted that the power of attorney should be specific enough to mention the disclosure of records.

- d. **Requests involving controversial issues.** These will be forwarded to the Armed Force concerned.
13. **Denials.** This guide is primarily designed to handle routine requests. Specific memorandums on the Privacy Act (NPRC [1864.102](#)) and FOIA (NPRC [1864.113](#)) are published separately and offer processing instructions for inquiries which specifically cite either the Privacy or Freedom of Information Act. A routine request that cites either the Privacy Act or FOIA, but seeks items of information not releasable to the general public under FOIA may be returned to the requester if it lacks the signature of the veteran or his/her next of kin.

This action is not considered to be a denial of records. A true denial of records (to the subject of the records) can only be handled by the legal custodian of the records system (the appropriate branch of the military service). Should an appeal to a denial (appropriately made by a branch of military service) be received in this Center, NPRC employees should bring the inquiry to the supervisor's attention. The appeal should be referred to the office that completed the initial denial action. Be sure to inform the requester of the referral.

NOTE: If the request seeks only items of information releasable to the general public under FOIA, these may be furnished without the veteran's signature.

14. **General policy regarding extent of information to be furnished.** Since this guide is designed to show what information may be furnished in response to the various types of requests, it usually indicates the maximum that may be released. In actual practice, however, the rule is to respond to an inquiry only to the extent of the requested information plus whatever explanation may be necessary to clarify. Requests that do not state what information is wanted should be returned for further explanation.
15. **Routine uses of Department of Defense records at NPRC (MPR).** [Appendices A-F](#) list the "routine uses" of Department of Defense and Coast Guard records. The appendices are provided primarily as background in support of the basic memorandum and Parts 1 through 5 of the guide. Except when the guide refers the user of this memorandum to the appendices, NPRC employees use the guide and the appropriate procedural instructions to process requests received at the Center. Although there may appear to be some contradictions between the guide and the appendices, the guide ([Parts 1-5](#)) was developed by NPRC and approved by the Armed Forces and the Defense Privacy Board as a means to ensure consistency in processing requests for information from records stored at NPRC. Questions on releasability should be referred to the Management Systems Staff (NRPS) or the Core Manager.
16. **Requirements of a complete authorization.**
 - a. Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering a request to review a record and/or to furnish information/photocopies from the record. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian must

furnish a copy of the court appointment.) The SF Form 180, Request Pertaining to Military Records and Department of Defense instructions indicate that we must have the written consent of the next of kin (NOK) if the individual is deceased and requester must provide proof of death (see [Getting Proof of Death](#)). For purposes of the release authorization, the next of kin is defined as any of the following: widow or widower, son, daughter, father, mother, brother, or sister. Please note that "widow" or "widower" is defined as a woman (or man) who had lost her husband (or his wife) by death and has not married again. For Army medals, NOK must follow the following order: surviving spouse, eldest child, father or mother, eldest brother or sister, or eldest grandchild (see AR 600-8-22).

- b. All authorizations must be signed by the subject of the record. If the subject of the record is unable to write (cursively), a printed signature is sufficient. If the subject of the record is unable to write or print his/her name, the authorization (an "X" will be sufficient) must be witnessed by two adults. If the subject is providing access to a third party, the witnesses must be other than the third party and the third party's company/employer. The witnesses must also sign and date the authorization.
 - c. All authorizations granting a third party (attorney, subject's representative, company, or agent) the right to review a military personnel or medical record, or dependent medical record must be dated.
 - d. The authorization remains in effect for one year from the time the subject or his/her next of kin (if the subject of the record is deceased) signs and dates the authorization. Do not honor authorizations that are more than one year old.
 - e. The authorization must specify that the veteran is authorizing the release of military personnel and/or medical records, or dependent's medical records. While it is not necessary that the authorization itself name the recipient, it must be clear that the veteran who signed the authorization intended whoever had control of the records to release them to the requester. It is sufficient that another piece of paper (transmittal) indicates where the copies or information will be sent.
 - i. If the authorization specifies only medical records, personnel records will not be released and vice versa if the authorization specifies only personnel records.
 - ii. We do not honor vague authorizations that have been passed from one company to another. The authorization must specify the company whose agent will complete the review and/or to furnish information/photocopies from the record.
 - iii. We do not honor vague authorizations that do not specify or imply that the subject of the record realizes that his/her military records will be reviewed and/or photocopied.
 - f. As long as there is nothing in the signed authorization to indicate the veteran's desire to limit NPRC's response to either photocopies or information, the veteran's signature will be construed as permission to release record information in the most convenient form.
 - g. An original request containing the subject's signature or a clear photocopy or carbon copy, or a signed consent form submitted via facsimile (FAX) machine is acceptable.
 - h. If, on the authorization submitted, it appears that the signature block or any other portion has been altered in any manner, do not honor the request.
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**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST LOUIS FEDERAL GOVERNMENT AGENCIES AND REPRESENTATIVE, ROUTINE USES**

Part 1

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
1. Occupant Agencies at the National Personnel Records Center (MPR)	Access to and review of personnel and/or medical records for official functions of their offices.	When the Armed Force concerned has agreed to grant the requesting occupant agency continuing access to records on file in NPRC and these agencies are listed as routine users, see Appendices A-F , the records are furnished on a loan basis for use only within NPRC (MPR). Officials of the occupant agencies are responsible for assuring that the records are used only by persons that are authorized to use them and in accordance with terms specified in NPRC 1865.58. If required, the records will be screened in accordance with NPRC 1864.108 .
2. Any Federal Military or Civilian Agency (except Occupant Agencies which are covered in 1 , above)	Access to and review of personnel and/or medical records for official functions of their offices.	Access may be granted at the NPRC (MPR), or records may be lent--see note of explanation at end of this item--only in accordance with the routine uses published by the Armed Force concerned (see Appendices A-F). (Note: Records cannot be lent to agents for removal from the building, except where special arrangements have been made with the appropriate Core Manager or Branch Chief.)
3. Any Armed Force	a. Data on past military service to compute service for current basic pay purposes.	Furnish statement of service, showing any lost time, with character of separation or discharge.
	b. Data on past military service to determine eligibility for retirement, etc.	Furnish statement of service, showing any time lost, and character of separation. Answer questions pertaining to, or furnish copies of, specified personnel and/or medical records including any containing unfavorable information.
	c. Data on past military service to use in current courts martial proceedings, appellate review of courts martial, fraudulent	Furnish requested information from or copies of personnel and/or medical records, certified under authentication certificate if this is indicated as necessary.

	enlistment investigations, proceedings of boards convened to demote or separate member, etc.	See NPRC 1864.107 NOTE: Requests from a recruiter of any military branch for copies of documents or information from the record other than the DD 214 or other separation document must include the written authorization of the veteran.	
a. Regular Army recruiter	DD Form 214/separation document requested for a veteran who served in any branch of service.	Route request to: Army Recruiting Liaison Office (USARCRO-PP-RL) 9700 Page Blvd. St. Louis, MO 63132-5100	NOTE: USARCRO will request the appropriate record as required: Do not refer the record with the request. Notify requester of referral by letter.
b. Army Reserve recruiter			
NOTE: Although not recruiters, the various States Adjutants General are considered routine uses of Army records. Requests for DD Form 214 are processed by the cores. See Part 2, Item 5 .			
c. Active Navy recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Route request to: Navy Recruiting Command Room 5007 9700 Page Avenue St. Louis, MO 63132-5100	NOTE: Navy Recruiting Liaison Offices will request the appropriate record as required: Do not refer the record with the request. Notify requester of the referral by letter.
d. Navy Reserve Recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Navy Reserve Recruiting Command Room 3150 9700 Page Avenue St. Louis, MO 63132-5100	
e. Active Air Force recruiters	DD Form 214/separation document for a veteran who served in any branch of service.	Route request to: USAF Recruiting Office 345th USAF Recruiting Squadron Bldg. 109, Level 3, Col. 3-W-17 9700 Page Avenue St. Louis, MO 63132-5100	NOTE: USAF Recruiting offices will request the appropriate record as required. Do not refer the record with the request. Notify requester of the referral by letter.

f. Air Force Reserve recruiters	DD Form 214/separation document for a veteran who served in any branch of Service.	Air Force Reserve Recruiting Office Bldg. 109, Level 3, Col. 3-W-17 9700 Page Avenue St. Louis, MO 63132-5100	
g. Marine Corps recruiters h. Coast Guard recruiters i. National Guard recruiters (Although technically a request from a state agency, requests from NG recruiters are listed here to ensure consistency.)	DD Form 214/separation document requested for a veteran who served in the: 1. Army 2. Coast Guard 3. Air Force 4. Navy 5. Marine Corps	Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not contain the veteran's authorization are returned as they lack proper signatory authority. Written authorization of the veteran required. Cores process those requests that contain the veteran's authorization. Those that do not contain the veteran's authorization are returned as they lack proper signatory authority. The Air Force considers the National Guard to be a joint service component of DoD, and therefore is a Routine User. Cores respond to the inquiry. Covered by Routine Use Statement (see apps. D and E). Cores respond to the inquiry.	
4. Any source in this part	a. Personnel and/or medical information for use in determining suitability for employment or security clearance, eligibility for veterans' preference, eligibility for airman's certificates, total creditable service for any purpose, and the like.	In most cases, review of the personnel/medical records to assist in determining suitability for employment, security clearances, etc., will be made by someone who has direct access to the records, namely, the Military Record Review Unit of the Office of Personnel Management's Investigative Division, or an authorized investigator from the employing agency in accordance with a published routine use (see Appendices A-F). However, when requests are received direct from the agency concerned for those purposes or any other purpose mentioned in this item, first determine if the requesting agency is a routine user. If it is not, specific questions concerning personnel/medical records or information are not answered unless the written consent of the veteran is furnished. If the requester is a part of DoD or mentioned as a routine user, the information/records are	

		furnished.
	b. Personnel and/or medical information for use in determining status of former employees who entered the military service and failed to apply for former position.	Furnish service dates and character of separation. Answer specific questions such as whether only a short period of active duty was involved, the remainder of which was reserve; whether all or part of the service was voluntary or involuntary; whether service was terminated after hospitalization, and the like, including questions involving unfavorable information. Furnish any medical information requested. If veteran is deceased, so state and give date.
	c. Personnel and/or medical information for an agency's use in claims or litigation between the agency and the person whose records are involved.	Furnish copies of or information from personnel and/or medical records. Certify under authentication certificate if indicated as necessary.
	d. Address for any purpose.	Verify that the requester is listed as a routine use of the system of records. See Appendices A-F . If the agency is not mentioned as a routine use, the address is not normally releasable unless accompanied by a written authorization from the veteran. Refer to supervisor for decision any request for address that indicates compelling and overriding interests such as when the health or safety of any individual would be affected, or when the purpose is to confer a benefit on the veteran.
5. Office of Personnel Management, Retirement and Insurance Group	Data on military service to compute that which can be used toward Civil Service retirement.	Furnish service dates, time lost, character of separation and related information as requested. See NPRC Memo 1865.46 .
6. Federal hospitals and penal/mental/correctional institutions (including military)	Personnel and/or medical information needed in treatment or rehabilitation of patients or inmates.	Verify that the requester is a routine use (Appendices A-F). If it is, furnish the requested information from or copies of personnel and/or medical records including, when specifically requested, information from or copies of confinement and/or academic records. If the requester is not a routine use, the information cannot be released without the written authorization of the veteran. Requests from military hospitals for <i>health</i> records are answered by (1) lending the record copies of Army and Air Force veterans; (2) providing copies of the Navy <i>health</i> records to Army and Air Force medical facilities and the record copies to Navy facilities; and (3) providing the record copies of all

		clinical/treatment (organizational) records to the requesting military facility. See NPRC 1865.103, Chapter 6 , for details.
7. Federal hospitals and/or medical research agencies (including military)	Medical research.	Furnish information from or copies of medical records. If volume is great, coordinate with appropriate Armed Forces as to possibilities of lending files or permitting requester to review files on these premises. In the event of the veteran's death, the request may be forwarded to the next of kin (for such action as is deemed appropriate) if additional information is needed for follow-up purposes.
8. Federal Parole Offices (ers)	Personnel and/or medical information for use in parole	If the agency and purpose are listed as a routine use of the records (see apps. A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the record is sought. See NPRC 1865.45 .
9. Federal Probation Offices (ers)	Personnel and/or medical information for use in pre-sentence investigations (to assist judges in sentencing convicted persons).	If the agency and purpose are listed as a routine use of the records (see apps. A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the record is sought. See 1865.45 .
10. General Accounting Office	Personnel information for use in adjudicating claims and auditing accounts.	If requested, furnish statement of service with character of discharge. Furnish answers to specific questions concerning personnel records, including unfavorable information.
11. Selective Service System	Personnel/medical information for use in determining whereabouts and/or draft classification of registrant, and related functions.	Answer specific questions such as dates of service, character, reason and authority for discharge, and identification information such as address, date and place of birth. Furnish specific medical information requested.
12. Social Security Administration of the Department of Health and Human Services	Personnel and/or medical information for use in adjudicating claims for social security based on military service.	Furnish requested personnel and/or medical information.

<p>13. Department of Veterans Affairs</p> <p>NOTE: See Part 5 for releasing information to the Office of Servicemen's Group Life Insurance.</p>	<p>Personnel and/or medical information for use in administering laws pertaining to veteran's benefits or insurance.</p>	<p>Furnish requested personnel information. Lend on an indefinite basis record copies of requested medical records.</p>
<p>14. U.S. Naval Home</p> <p>U.S. Soldiers and Airmen's Home</p>	<p>Service information to determine applicant's eligibility for admittance.</p>	<p>Furnish requested service information.</p>
<p>15. Office of Workers' Compensation Programs (OWCP), U. S. Department of Labor</p>	<p>Medical information for use in adjudicating claims pertaining to injuries or illness of U.S. civilian employees who formerly were in the military service.</p>	<p>Furnish information from or copies of requested medical records.</p>
<p>16. Members of Congress</p>	<p>Personnel and/or medical information requested in behalf of people whose records are concerned; or by the NOK if the person whose record is involved is a minor dependent of the veteran; or by the veteran's legally appointed guardian if the veteran has been judicially declared incompetent.</p>	<p>Furnish, with the exceptions indicated below, requested information if Congressman affirmatively indicates the inquiry is made on the basis of a written request from the individual to whom the record pertains, or the NOK if that person is deceased, or by the veteran's legally appointed guardian if the veteran has been judicially declared incompetent; or by the NOK if the person whose record is involved is a minor dependent of the veteran. When these conditions are not present, information can be furnished only if: (1) it would be required to be disclosed under the Freedom of Information Act--see par. 4 of the text preceding this guide; (2) the Member requests that the response go directly to the individual whose record is concerned; (3) there are "compelling circumstances affecting the health or safety of an individual....or other overriding interests"; or (4) item 17 applies. Otherwise, inform the Congressman of this requirement.</p> <p>EXCEPTIONS when furnishing information: If medical information is involved which might prove injurious to the physical or mental health of the person whose records are involved, inform MC that such information is not furnished to the person (whose records are involved) but will, upon that person's</p>

		written consent, be furnished to his personal physician. If personnel information is involved which may be deleterious to the Armed Force concerned, or involves any special legal or other controversial problem coordinate with the appropriate Armed Force. See 1865.103 for additional information concerning requests involving medical records.
17. Either house of Congress, any committee or subcommittee thereof	a. Either House for any purpose. b. Any committee or subcommittee to the extent of matter within its jurisdiction.	Furnish requested information.
18. Justice Department, U. S. Postal Service, Treasury Department	Personnel and/or medical information for use in criminal investigations.	Furnish requested information from or copies of personnel and/or medical records if these agencies are listed as a routine use by the Armed Force concerned (see Appendices A-F) or if they qualify under subsection (b)(7) of the Privacy Act.
19. Justice Department (Includes U. S. Attorneys, but not "Federal Public Defenders." See NOTE in column 3.)	Personnel and/or medical information for use in civil or criminal action.	Furnish copies of records certified under an authentication certificate unless the person whose records are involved has any type of military status, or the case concerns anyone prominent in the news, or involves a controversial issue. In those instances, coordinate with the appropriate Armed Force or refer request and records to the Armed Force, depending on the circumstances in the case. NOTE: Treat requests from Federal Public Defenders the same as requests from veteran's representative. See Part V, items 9f and 9g .
20. U. S. Courts	a. Personnel and/or medical information for use in criminal or civil actions where the U. S. <i>is</i> a party.	Coordinate with the appropriate office of the Armed Force concerned. (See NPRC 1864.107) EXCEPTION: requests, subpoenas, and court orders from U. S. Attorney's are processed under Part 1, Item 19 , even if the U. S. is a party.
	b. Personnel and/or medical information for use in civil or criminal actions where the U. S. is <i>not</i> a party.	Upon receipt of a proper court order or subpoena, furnish copies of records certified under authentication certificate EXCEPT that when any of the following conditions exist the demand and records should be referred for action to the Armed Force concerned:

		<p>a. Records concern anyone with any type of current military status. (EXCEPTION: Cases involving Navy medical records only need not be referred if otherwise proper for action by NPRC.)</p> <p>b. Records concern anyone prominent in the news.</p> <p>c. A controversial issue is involved.</p> <p>d. Some information is available that raises doubt as to the materiality, relevance, or usefulness of the requested information in the litigation.</p> <p>e. The litigation involves a CRIMINAL action and the individual whose records are involved is NOT a party to the action.</p> <p>f. Records concern deceased Air Force (including Air Arm) personnel, regardless of when death occurred, and cases involving military aircraft accidents.</p> <p>g. Records are those of retired Air Force personnel.</p> <p>NOTE: See NPRC 1864.107 for specific direction in determining if the requirements of a proper court order have been met and for procedures for processing legal demands.</p>
<p>21. Quasi-Official agencies, e.g., Nat'l. Academy of Sciences, Nat'l. Research Council, American Nat'l. Red Cross, and Navy Relief</p>	<p>Personnel/medical data for use in official activities.</p>	<p>Determine if the requester is listed as a routine use for the system of records. See Appendices A-F. If so, furnish the personnel/medical data/records. If the determination is difficult, consult the supervisor. If the requester is not listed as routine use for the system of records, the data may not be furnished without the written consent of the veteran, except when release of home address is compelling or overriding interests under 4d above. See 1865.103 for additional information concerning requests involving medical records.</p> <p>NOTE: This item refers to single-name inquiries received through the mail. Special projects are coordinated with the Armed Force concerned.</p>

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
STATE AND LOCAL GOVERNMENTS**

Part 2

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
<p>1. State and local government offices and agencies such as bonus, health & welfare, and social service offices; housing authorities; etc.</p>	<p>a. Personnel (including replacement of separation or other documents) and/or medical information to assist veteran, or NOK in case of death, in various ways, 3.g., to obtain benefits or prove eligibility for them; for burial purposes; identification of deceased; etc.</p>	<p>Determine if the source is listed as a routine use for the system of records (see Appendices A-F). If the requester is listed as a routine use, furnish the requested information. If it is not, the written consent of the veteran is required to disclose data not releasable under FOIA. See 1865.103 for additional information concerning requests involving medical records. See NPRC 1865.51 for instructions regarding replacement documents. See also Part 2, item 3.</p>
	<p>b. Whereabouts information.</p>	<p>Check to determine if the source is listed as a routine use for the system of records (see Appendices A-F). If so, furnish requested information. If the requester is not a routine use and the purpose is to confer a benefit on the veteran or NOK, release requested information. Otherwise, deny under authority of 32 CFR 286c.12(f)(2). Forward to last known address, if asked to do so. See NPRC 1865.45.</p> <p>NOTE: If the requesting agency (Federal, state or local) is seeking the information to facilitate collection of child support or alimony, release requested information.</p>
<p>2. State Soldiers' home</p>	<p>Service information to determine applicant's eligibility for admittance.</p>	<p>Check to determine if the source is listed as a routine use for the system of records. (See Appendices A-F). If the requester is listed as a routine user, furnish the requested information. If it is not, the written consent of the veteran is required to disclose any data not releasable under the FOIA.</p>

3. State or local government veterans service officers, counselors, and assistance officers signing in an individual capacity rather than as the head of an office or component	a. Personnel and/or medical information to assist veteran or NOK in obtaining substantiating evidence for any purpose, e.g., obtaining benefits, joining organizations, etc.	Furnish REQUESTED information only to the extent required by the Freedom of Information ACT--see NPRC 1864.102 for additional instructions. WRITTEN CONSENT is required for release of any other information, and for release of replacement copy of separation or other documents. See Part 2, Item 1 .
	b. Whereabouts information.	Same as rule 1b.
4. State and local government hospital or health departments, medical directors, etc.	a. Medical information for use in current treatment, to prevent spread of contagious disease, etc.	Determine if the requester is listed as a routine user for the system of records involved. (See Appendices A-F). If so, furnish the requested information/records. If the requester is not listed as a routine user, the information/record may not be furnished without the veteran's consent. If consent cannot be obtained, the record may be disclosed if there is a showing of compelling circumstances affecting the health of or safety of the individual. When records are furnished under compelling circumstances, a notification of the disclosure must be sent to the last known address of the individual named in the record. If X-rays are specifically requested, they may be lent if reproduction facilities are not available.
	b. Medical information for research purposes.	WITH WRITTEN CONSENT or in accordance with published routine use (see Appendices A-F), provide requested information from, copies of, or access at NPRC to the medical records requested. When consent is not provided and the requester is not listed as a routine user, records may be released only if there is advance written assurance that (1) the records will be used solely as a statistical research or reporting record; (2) the record is to be transferred in a form that is not individually identifiable (i.e., the identity of the individual cannot be determined); and (3) the record will not be used to make a decision about the rights, benefits or entitlements of an individual, the requested records may be provided. NOTE: Requests of this nature must usually be negotiated on an individual basis, and, when of considerable proportions, must have the concurrence of the Armed Force concerned.
5. State Adjutant Generals	Service information to determine acceptability for National Guard, to determine creditable service,	Furnish extra or reproduced copy of separation document (i.e., DD Form 214 or predecessor form) and/or other service information as requested. (See note Part 1, item 3 .)

	and the like.	
6. State and local government offices (including police departments)	a. Service and/or medical information to determine suitability for employment.	<p>WITH WRITTEN CONSENT, furnish any requested information/records including copy of separation document, summary of medical information or copy of such summary, and summary of academic training received in service to include aptitudes, personal and professional qualifications, efficiency, and related data. Copy of separation document with SPN/SPD and R code information may not be disclosed without the specific consent or request of the individual. Without that consent, furnish copy of separation document with this information deleted. In response to requests for an evaluation of an applicant, state that this center does not attempt to express an opinion as to the character and ability of former military personnel. WITHOUT WRITTEN CONSENT, furnish requested data only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions.</p>
	b. Service information to determine military status of former employees who entered service and failed to apply for former position.	<p>If discharged or retired, send request to last address of record with notification to requester. If veteran is deceased, furnish fact and date of death. Refer requests on "status" personnel to the appropriate office of the Armed Force concerned.</p>
7. State and local agencies/offices engaged in law enforcement, to include police departments, investigative offices, prosecuting attorney's and district attorneys, coroners, etc.	Service and/or medical information for a particular law enforcement activity which must be states in the request.	<p>Furnish requested information from or copies of personnel and/or medical records.</p> <p>NOTE: This rule is based on the provision of the Privacy Act which permits disclosure to state and local law enforcement agencies and instrumentalities upon WRITTEN REQUEST from the head of the agency stating the "law enforcement activity for which the record is sought." The OMB guidelines indicate the head of the agency may delegate this authority to any official, but not below a section chief. Although this is not too definitive, it is clear that requests from an individual (e.g., attorney) who is not acting as the head of a given office cannot be honored.</p> <p>If the agency and purpose are listed as a routine use of the records (see Appendices A-F of this memo), it would not be necessary for the head of the agency to sign the request or to state the law enforcement activity for which the</p>

		record is sought. See 1865.103 for additional information concerning requests involving medical records.
8. State and local parole officers	Service and/or medical information for use in parole investigations.	Same as item 7 .
9. State and local prison/mental/correction-al institutions	Service and/or medical information for use in rehabilitating inmates.	Same as item 7 .
10. State and local probation officers	Service and/or medical information for use in pre-sentence investigations (to assist judges in sentencing convicted persons).	Same as item 7 .
11. State and local government missing persons bureaus	Whereabouts information to locate missing persons.	Same as item 7 . See NPRC 1865.45 .
12. State Workmen's Compensation	Service/medical information for use in State Workmen's Compensation programs.	Furnish requested information from or copies of service and medical records. Provide authenticated copies, if requested. If classified records or records of deceased Air Force or Army Air Arm personnel are involved, coordinate the request with the armed forces.
13. State attorneys	Service/medical information for use in criminal prosecution.	See item 7 . If request does not meet these requirements, advise of proper procedures.
14. State and county courts	a. Service/medical information for use in criminal or civil actions.	Upon receipt of a proper court order or subpoena, furnish the court requested copies of personnel and/or medical records certified under authentication certificate EXCEPT that when any of the following conditions exist the legal demand and pertinent records should be referred to the appropriate office of the Armed Force concerned: a. The litigation involves a CRIMINAL action and the individual whose records

		<p>are involved is NOT a party of the action.</p> <p>b. Records concern someone with any type of current military status. (EXCEPTION: Cases involving Navy medical records only need not be referred if otherwise proper for action by NPRC.)</p> <p>c. Records concern anyone prominent in the news.</p> <p>d. A controversial issue is involved.</p> <p>e. Some information is available that raises doubt as to the materiality, relevance, or usefulness of the requested information in the litigation.</p> <p>f. Records concern deceased Air Force (including Air Army) personnel, regardless of when death occurred, and cases involving military aircraft accidents.</p> <p>g. Records are those of retired Air Force personnel.</p> <p>Send copy of transmittal to last known address of person named in record.</p> <p>NOTE: See NPRC 1864.107 for specific direction in determining if the requirements of a proper court order have been met and procedures for processing legal demands.</p>
	<p>b. Whereabouts information for use in adoption of illegitimate children when deemed inadvisable to notify member of adoption proceedings.</p>	<p>Furnish to court, upon written request, certificate as to the whereabouts of member during period involved. (A court order is NOT required.)</p>

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
FOREIGN GOVERNMENTS, AND NOT-NATIONALS RESIDING OUTSIDE THE US**

Part 3

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
1. Former member of Philippine Scouts or someone writing in his behalf	Personnel/and/or medical information for any purpose other than legal action (Legal action covered elsewhere in this part).	Furnish only with the written consent of the individual whose record is involved or the NOK if the veteran is deceased.
2. Republic of the Philippines	Personnel information to determine applicant's qualifications for commission in the Armed Forces of the Philippines.	Furnish only with the written consent of the individual or in accordance with a published routine use for the system of records. In response to requests for evaluation of an applicant, state that this office does not attempt to express an opinion as to the character and ability of former military personnel.
3. Any foreign source (including a grave adoption committee) caring for the grave of a deceased member of the U. S. Armed Forces interred in a foreign country.	For any information regarding the deceased or his family for any purpose related to the subject referred to in Column 1.	Refer to appropriate office of the Armed Force concerned.
4. Any source in this part alleging paternity and/or non-support	Address of, or any other information concerning the person or family of person against whom the allegation is made or implied.	If records on file at NPRC, refer the request to, or coordinate with the appropriate office of the Armed Force concerned. If referring the request, furnish the individual's present or last known military status and last known address.
5. Any source in this part	a. Address to assist in collection of debts.	Same as item 4 above. For overseas military banking facilities, see Part 5, Item 15 .
	b. Address for any purpose other than as outlined in 3-5a , above.	Same as item 4 above.

	Personnel and/or medical records for use in civil or criminal actions.	Same as item 4 above.
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**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
INDIVIDUALS WHOSE RECORDS ARE INVOLVED**

Part 4

PURPOSE/SUBJECT OF REQUEST	INFORMATION GIVEN/DENIED
<p>1. Requests for copies of records</p> <p>NOTE: The granting of access (by requesting photocopies) may not be conditioned upon any requirement to state a reason or otherwise justify the need to gain access.</p>	<p>These requests are answered by furnishing copies of whatever records are requested, except for the special types of records described in par. 6 of the text preceding this guide. NOTE: If request indicates records are wanted to substantiate a claim against the Federal government, consult with the Armed Force concerned before complying.</p>
<p>2. Requests for replacement of separation document, Discharge Certificate or Certificate of Service</p>	<p>a. Member discharged honorably or under honorable conditions. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). See NPRC 1865.51 for procedural details. If document is not on file or not legible, furnish Certification of Military Service and/or statement of service, as appropriate.</p> <p>b. Member discharged under less than honorable conditions. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). See NPRC 1865.51 for procedural details. If requester insists on a replacement for the discharge certificate, inform requester that the law provides for furnishing such replacements only for persons who were discharged honorably or under honorable conditions.</p>
<p>3. Requests for information from or copies of medical records (excludes legal action and State Workmen's Compensation cases covered elsewhere in this part)</p>	<p>Furnish, except information related to diagnosis of or treatment for mental condition that, if furnished, might prove injurious to his/her physical or mental health. See subpar. 6b of the text preceding this guide. If request is for x-rays, member may authorize their loan to a personal physician. See 1865.103 for additional information concerning requests involving medical records.</p>

4. Requests for a Soldiers and Sailors Civil Relief Act Certificate	Army: Refer request to ARPERSCOM. <i>All others</i> : Return to requester advising that these certificates are issued only by the armed force concerned. Give complete address and office designation.
5. Requests for information/copies of records for use in State Workmen's Compensation proceedings	Furnish requested photocopies or information, except medical records relating to a mental or physical condition that might prove injurious to the veteran's physical or mental health. See subpar. 6b of the text preceding this guide. See NPRC 1865.103 for additional information concerning requests involving medical records. NOTE: If the request is from the State Workmen's Compensation Office and contains the veteran's authorization, see Part 2, item 12 , of this guide.
6. Requests for information from or copies of personnel and/or medical records for use in civil or criminal action cases where U. S. <i>is</i> a party	Coordinate with appropriate office of the armed force concerned. See NPRC 1864.107 .
7. Requests for information from or copies of personnel and/or medical records for use in civil or criminal action cases where U. S. is <i>not</i> a party	Furnish requested information from or deleted photocopies of personnel and/or medical records except when any of the following conditions exist: a. Medical records related to diagnosis of or treatment for mental or physical condition which if furnished, might prove injurious to veteran's mental or physical health. See subpar. 6b of text preceding this guide. See NPRC 1865.103 for additional information concerning requests involving medical records. b. Requester has some type of current military status. In these cases, refer request and records to or coordinate request with the armed force concerned.
8. Requests for access to a review of member's own personnel/medical records for any purpose	Access may be granted in a room occupied by designated representatives of NPRC. The record must first be screened for any of the special types of records described in par. 6 of the text preceding this guide, and in NPRC 1864.102 . The action indicated therein must be taken. See 1864.108 for procedures concerning screening of military personnel and medical records. NOTE: The veteran must be made aware that records have been removed and advised that we can furnish medical records to his physician. If he insists on seeing the medical and personnel documents, coordinate with the appropriate Armed Force or refer the person to the Armed Force,

whichever is more suitable.

NOTE: The granting of access may not be conditioned upon any requirement to state a reason or otherwise justify the need to gain access.

NOTE: If the individual wishes to be accompanied by another person of his choosing, in accordance with the Privacy Act, he should furnish a written statement authorizing discussion of the records in the presence of the accompanying person. This statement will be filed in the record.

**RELEASE OF INFORMATION FROM MILITARY PERSONNEL AND MEDICAL RECORDS ON FILE AT NPRC(MPR),
NARA, ST. LOUIS
PRIVATE ASSOCIATIONS, BUSINESSES, ORGANIZATIONS, INDIVIDUALS (Other than veteran), GENERAL
PUBLIC**

Part 5

SOURCE OF REQUEST	SUBJECT/PURPOSE	INFORMATION GIVEN OR DENIED (CONSENT NOT NEEDED UNLESS INDICATED)
1. Living veteran's spouse	Replacement or copy of Report or Separation. Discharge Certificate or Certificate of Service.	WRITTEN CONSENT required. Furnish copy of separation document (i.e., DD Form 214 or predecessor form). If copy is not on file or not legible, furnish Certification of Military Service, NA Form 13038, or statement of service, as appropriate. See NPRC 1865.51 for procedural details.
2. Deceased veteran's unremarried spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service for any purpose.	a. Member discharged honorably or under honorable conditions. See Part 5, Item 1 . Refer to NPRC 1865.51 for procedural details. b. Member discharged under less than honorable conditions. See Part 5, Item 1 . Refer to NPRC 1865.51 for procedural details.
3. Deceased veteran's NOK, other than spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of	If request appears justified, furnish copy of Report of Separation. If report not on file or not legible, furnish Certification of Military Service. If requester insists on a replacement for the Discharge Certificate, inform him that the law

	Service.	provides for furnishing such replacements only to the former member of his surviving spouse. In reply, also consider 2a and 2b above.
4. Veteran's NOK	a. Medical records for purposes other than legal action.	<p>Furnish copies of medical records, as requested, on receipt of --</p> <p>(1) WRITTEN CONSENT of member, or</p> <p>(2) Written request of legal guardian, if member has been adjudged incapable of governing his own affairs for reasons of physical or mental illness (need court order proving incapacity and appointment as guardian) or written request of next of kin if member is deceased. (Need proof of death and satisfactory evidence of kinship unless facts are self-evident from veteran's record and/or material provided by requester.)</p> <p>Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information. (NOTE: Refer Navy medical records to the Navy Medical Records Liaison Officer for determination.)</p> <p>EXCEPTION: When records concern anyone with any type of current military status or anyone prominent in the news, a controversial issue is involved, or some information is available that raises a doubt as to the materiality, relevance, or usefulness of the desired information in the legal action, refer request to the Armed Force concerned.</p>
	b. Personnel/medical records for use in civil or criminal action where the U.S. is <i>not</i> a party.	<p>Furnish information from, or copies of personnel and/or medical records on receipt of --</p> <p>(1) WRITTEN CONSENT of member, or></p> <p>(2) Written request of legal guardian, if member has been adjudged incapable of governing his own affairs, for reasons of physical or mental illness (need court order proving incapacity), or is deceased. (Need proof of death and satisfactory evidence of kinship unless facts are self-evident from veteran's</p>

		record and/or material provided by requester.) Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
	c. Personnel/medical records for use in criminal actions <i>or</i> civil actions where U.S. <i>is</i> a party.	Coordinate with appropriate Armed Force.
	d. Facts and circumstances surrounding death in service requested for any purpose.	Forward, together with pertinent records, to the appropriate office of the Armed Force concerned.
	e. Whereabouts information.	Do not furnish address. Cite 32 CFR 286c.12(f)(2) as authority. Forward request to last known address and inform requester. See NPRC 1865.49 for additional instructions.
5. Deceased veteran's relatives other than NOK or spouse	Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Explain who is eligible under the law to receive such replacements. Service dates may be furnished if this would appear to satisfy requester. If second request is received insisting on document(s), and if another reply by NPRC seems inappropriate, refer request to or seek advice from the Armed Force concerned.
6. Living veteran's family, other than spouse	Placement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Deny, explaining that these documents may only be furnished to the discharged person or with written consent of discharged person in cases of this kind.
7. Veteran's relatives other than NOK	Medical records for any purpose.	Furnish information or copies, WITH WRITTEN CONSENT of member; if deceased, the legal NOK; or if incompetent, the court appointed guardian. Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
8. Divorced spouse whether	a. Whereabouts	a. Furnish the last known address, if the requester indicates child support,

or not remarried); and deserted or separated without divorce) spouse or cohabitant		alimony, or other legal claim is the reason for requesting whereabouts. If the reason is not clear, return inquiry using NA Form 13062 (check seventh block).
	b. Other	b. Furnish other REQUESTED information only to the extent required under FOIA--see NPRC 1864.102 .
9. Veteran's representative	a. Access to and review of veteran's personnel and/or medical records for any purpose.	Upon receipt of veteran's WRITTEN CONSENT specifically designating the representative to be given such access and perform such review, access may be granted in a room occupied by designated representatives of NPRC after any of the records described in paragraph 6 of the text preceding this guide and in NPRC 1864.102 have been removed. This includes access and review upon authorization of a legal guardian appointed for an incompetent member or veteran. See NPRC 1864.108 for procedures concerning screening of military personnel and medical records. NOTE: This authority is not to be extended to include requests from deceased member's NOK or relatives, or their representatives.
	b. Copies of records for use in discharge upgrading work.	WITH WRITTEN CONSENT, furnish requested records. This includes requests for copies of "complete" records. Medical records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.
	c. Replacement or copy of Report of Separation, Discharge Certificate or Certificate of Service.	Procedure same as Part 5, item 1 .
	d. Medical records (legal action requests from this source covered elsewhere in this part).	Procedure same as Part 5, item 4a .
	e. Personnel/medical records for use in State Workmen's Compensation proceedings.	Furnish copies of personnel and/or medical records (copies should be authenticated, if specifically requested) on receipt of --

		<p>(1) WRITTEN CONSENT of member, or</p> <p>(2) Written request of next of kin, if member has been adjudged incapable of governing his own affairs, for reasons of physical or mental illness (need court order proving incapacity and appointment as guardian), or is deceased (need proof of death and kinship).</p> <p>Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.</p>
	f. Personnel/medical information for use in civil or criminal action where the U.S. is <i>not</i> a party.	Procedure same as part 5, item 4b .
	g. Personnel/medical records for use in criminal actions <i>or</i> civil actions where U.S. <i>is</i> a party.	Coordinate with appropriate Armed Force.
10. Veteran's friends, fiancées, etc.	a. Medical records for personal reasons.	Procedure same as part 5, item 4a .
	b. Whereabouts information to contact veteran to renew friendships, to plan reunions, etc.	Deny, citing 32 CFR 286c.12(f)(2) as the authority. The Center does not provide a forwarding service on requests of this nature. If paternity or nonsupport is involved, see item 26j . On requests for rosters, see item 28 . See NPRC 1865.49 for additional information. Some requests may be referred to the VA.
	c. Whereabouts information to seek affidavits to support claims for veterans benefits	Forwarding requests to last known address of the subject of the inquiry and inform requester that this action was taken. See NPRC 1865.49 for additional instructions.
11. Churches, clubs, lodges, societies, associations, etc.	Whereabouts information to contact its members who	Deny, citing 32 CFR 286c.12(f)(2) as the authority. See also NPRC 1865.49 .

	entered the military service.	
12. Welfare, relief, and disaster assistance societies or organizations, not listed as a routine use	Service information to assist member or dependents.	Furnish only with the WRITTEN CONSENT of the veteran, or if deceased, his next of kin. In other cases, furnish only the items of information authorized by FOIA unless compelling circumstances affecting the health or safety of an individual can be demonstrated and the individual is notified of such disclosures at his or her last known address.
13. Physicians, medical research or scientific organizations	Medical information for use in medical research.	Same as item 4b, part 2 .
14. Physicians, hospitals, rehabilitation centers, etc.	Medical records for use in current treatment or expected treatment.	Same as item 4a, part 2 .
15. Banks, administrators or estates, etc.	Proof of death to cash bonds, collect insurance principals, settle estates, etc.	Furnish <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. Furnish additional requested information only with the WRITTEN CONSENT of the next of kin.
16. Credit agencies or creditors (e.g., banks, loan co's., credit offices of commercial concerns, credit card co's., etc.)	Verification of military service date to establish an account.	WITH WRITTEN CONSENT, furnish all available requested data. Furnish other <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. Evaluations of personal characteristics, including pay habits if known, are NEVER furnished. Refer inquiries on current status personnel, i.e., retired, reserve, active, etc., to the appropriate office of the Armed Force concerned.
17. Collection/credit agencies, banks, loan copies, overseas military banking facilities, etc.	Whereabouts information to contact members, NOK, or emergency addresses to collect debts.	Deny, citing 32 CFR 286c.12(f)(2) as authority. An offer of forwarding service is made on requests of this type. See NPRC 1865.49 for details of forwarding service. NOTE: Overseas Military Banking facilities are routine users (see Appendix A) and may receive the last known address of the veteran without the veteran's written consent under certain circumstances.
18. Employers, former	Military Status of former employees who entered service but did not apply for position	If completely discharged, or retired, send request to last address of record with notification to requester. If veteran is deceased, furnish fact and date of death. Refer requests on "Status" personnel to the appropriate office of the Armed

	formerly held.	Force concerned.
19. Employers, prospective	Service and/or medical information to determine suitability for employment (includes Sea Service Transcripts).	<p>WITH WRITTEN CONSENT, provide deleted DD Form 214 or predecessor form unless the veteran's authorization specifies that an undeleted copy is requested. See NPRC 1865.51. If written consent not furnished, inform requester to obtain the use member's separation documents. If requester states member not in possession of separation documents, inform him to advise member to write for replacement. If requester presents separation documents that appear to have been altered, forged, etc., or states that such a document has been supplied, refer request and records to the appropriate office of the Armed Force concerned.</p> <p>WITH MEMBER'S WRITTEN CONSENT, furnish additional pertinent information not shown on separation document, including such information as (1) summary of medical information or copy of such summary in file, (2) summary of academic training received in service to include aptitudes and aptitude test scores, personal and professional qualifications (including member's occupational specialty), efficiency and related data and (3) Transcript of Sea Service. Respond to requests for evaluation of an applicant by stating that this office does not attempt to express an opinion as to the character and ability of former military personnel. Records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.</p>
20. Insurance companies	a. Medical records to use in adjudicating claims.	Furnish copies of summaries or medical record requested only upon receipt of WRITTEN CONSENT of individual concerned, his designated legal representative or, if deceased, his NOK. See NPRC 1865.103 .
	b. Medical records for use in determining eligibility for insurance.	Furnish copies WITH WRITTEN CONSENT of individual concerned (furnish minimum summary, or copy of summary, if necessary). See NPRC 1865.103 .
	c. Information needed in connection with payment of principal on insurance policies.	<i>Office of Servicemen's Group Life Insurance.</i> Furnish requested information. <i>All Other Insurance Companies.</i> If on file, furnish extra copy of Report of

		<p>Death or Casualty Report except when the cause of death is derogatory. If cause of death is derogatory, furnish only date and place of death, on appropriate form. If extra copy of report not on file, furnish, on an appropriate form, date and place of death, but include cause of death only if it is not derogatory to deceased. With WRITTEN CONSENT of NOK, furnish other requested details, <i>except</i> as indicated in (1) and (2), below.</p> <p>(1) Deny information regarding LOD or misconduct.</p> <p>(2) Deny information regarding manner of contracting disease derogatory to decedent.</p> <p>If, however, requested details have already been released to NOK, advise insurance company in general terms, stating date released, and suggest insurance company solicit information from NOK. NOTE: These provisions are not intended to preclude release in response to a proper court order.</p>
21. Employer's insurance carrier or its attorney	Personnel/medical records for use in State Workmen's Compensation proceedings	Furnish with WRITTEN CONSENT of member or his designated legal guardian or representative, copies of requested personnel and/or medical records. If specifically requested, copies should be authenticated. If doubt exists as to validity of authorization, furnish copies to member for release at his discretion, and advise requester accordingly. See NPRC 1865.103 for additional information concerning requests involving medical records.
22. Insurance companies and other commercial concerns other than those shown in item 17	a. Whereabouts information to solicit policy renewals, or other type sales.	Deny, citing 32 CFR 286c.12(f)(2) as authority. The Center does not offer to forward requests of this nature to the last known address.
	b. Whereabouts information to make refunds, pays dividends, etc.	Forward request to last known address and inform requester. If member is deceased, forward request to emergency address of NOK and advise requester. See NPRC 1865.49 for additional instructions.
23. Undertakers, private cemeteries, etc.	Identification of and verification of service of veteran, for rendering honors, assistance in obtaining benefits,	<p>Furnish WITH WRITTEN CONSENT OF NOK dates of service and character of separation. A list of decorations will be furnished if specifically requested.</p> <p>If NOK cannot be located, i.e., consent cannot be obtained, furnish branch and</p>

	etc. in connection with burials.	dates of service. Coordinate with Armed Force when requester insists upon verification of character of service.
24. Veteran and NOK organizations/Associations	Personnel/medical information to determine eligibility for membership, for burial honors or memorial services, or to assist veteran to obtain benefits.	<p>(1) To determine eligibility for membership.</p> <p>(a) Veterans and patriotic organizations. If statement is received that the separation document cannot be obtained, furnish the information requested to the individual concerned. Furnish to the organization only upon receipt of WRITTEN CONSENT of veteran.</p> <p>(b) Surviving NOK organizations. Furnish requested information if death was in line of duty. If death was not in line of duty or was due to misconduct, furnish only upon receipt of WRITTEN CONSENT of NOK.</p> <p>(2) For burial honors or memorial services. Furnish requested service information only WITH WRITTEN CONSENT of NOK.</p> <p>(3) To assist veteran or NOK to obtain benefits. Furnish requested personnel and/or medical records WITH CONSENT OF VETERAN, or, if deceased, next of kin. Medical records on a living veteran that contain information that may be harmful to the veteran may be released only to the veteran's designated physician. See NPRC 1865.103 for additional information.</p> <p>If consent is not obtained, furnish requested information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions.</p> <p>IMPORTANT: This does not include requests for medals or decorations, as these items must be requested by and can only be furnished to the person entitled to them. See item in this part pertaining specifically to decorations and/or medals.</p>
25. Public information media (Publishers, radio, TV, etc.)	Any type of military record information requested for any purpose.	All requests from the news media are to be routed to a core manager (IAW NPRC 1804.1). This includes requests received from newspapers, magazines, radio and television stations, and news services such as UPI and AP. Be alert

		<p>for requests from individuals indicating that the information requested is to be used in articles for the news media. NRPM will determine the appropriate sections to answer the request.</p> <p>Furnish <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions. If additional information is requested, coordinate with the appropriate office of the Armed Force concerned. EXCEPTIONS: (1) Requests to ensure that no one served under a specified name in a specified period and service may be honored without coordination. These are cases where requester wishes to use a name in a production or story without risk of being sued by someone having such name, claiming he was improperly portrayed. Replies to these requests should state that answers cannot be guaranteed essentially because manner in which records are filed is determined by member's total service and that lists covering a specific wartime, etc., period were not compiled. (2) Newspaper "Action Line" requests for limited information releasable to the member may be <i>furnished to the member</i> explaining it is furnished in response to the newspaper request and may be released to the newspaper at the member's discretion. Advise "Action Line" of action taken.</p>
26. Any source in this part	a. Facts and circumstances surrounding discharge requested for any purpose.	Furnish to NOK (1) if VETERAN'S WRITTEN CONSENT is received, or (2) if proof of veteran's death or incompetence is received. Furnish to other sources in this part only with VETERAN'S WRITTEN CONSENT.
	b. Facts and circumstances surrounding death in service requested for any purpose.	On requests from NOK, see item 4d of this part. On all others, deny unless the NOK has furnished written consent.
	c. Decorations and/or medals (issuance of or replacements for) for any purpose.	>Refer requests for Navy, Marine Corps, and Coast Guard medals to Naval Personnel Command, NPRC. See NPRC 1840.8 for routing of awards requests. See NPRC 1865.110 regarding processing Air Force and Army Air Corps awards requests.
	d. Soldiers and Sailors Civil Relief Act Certificate for any	Army: Refer request to ARPERSCOM. <i>All others</i> : Return to requester advising that these certificates are issued only by the armed force concerned.

purpose.	Give complete address and office designation.
e. Photographs of veteran requested for any purpose.	Furnish the last copy to the veteran or next of kin, if veteran is deceased. If more than one copy is present, photographs taken for official purposes of members of the Armed Forces are generally releasable under the Freedom of Information Act. Delete any non-releasable personal data, such as the social security number, recorded on the photograph.
f. Marital status for any purpose.	Deny, citing 32 CFR 286c.12(f).
g. Race, nationality or religious preference for any purpose.	Deny without written consent of member. When denying, state that this is privileged information.
h. Degree of security clearance held by veteran while he was in service, requested for any purpose.	Furnish only WITH WRITTEN CONSENT. When consent not received, advise that security clearances granted while in the service terminate upon discharge of the person from service. If request is from an industrial concern having a U. S. contract, inform them that their request should be submitted to the Commander, Defense Security Service, 601 10 th Street, Suite 255, Fort George Meade, MD 20755-5134.
i. Courts-Martial Orders and/or Courts-Martial Records of Trial for any purpose.	Furnish under the provisions of the Freedom of Information Act. Be sure to charge the FOIA fee unless the requester has furnished the veteran's written authorization. See either NPRC 1852.1 or 1852.2 for an explanation of the FOIA fees.
j. Whereabouts information to contact veteran against whom an allegation of paternity or non-support is made or implied. (Requests from former spouse are covered in item 8.)	Requests involving allegations of paternity should be referred to or coordinated with the appropriate office of the Armed Force concerned. Where the purpose is to enforce a legal obligation to provide child support, furnish the last known address. NOTE: If there is evidence that the paternity has been acknowledged or proved, furnish the last known address.
k. Whereabouts information to contact NOK, veteran, or	Forward request to last known address and inform requester. If member is deceased, forward request to emergency address of NOK and advise requester.

	emergency addressee to settle estate of deceased veteran or for any beneficial purpose not otherwise covered in this part.	See NPRC 1865.49 .
	l. Identification of dates and branch of service of, and similar information on veterans for <i>genealogical</i> or similar sentimental and unofficial purpose.	Furnish <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 for additional instructions, but be sure to apply the FOIA fee schedule to those requesters who perform genealogical research. Also treat requests from educational and similar institutions for information on their alumni under this item.
	m. Personnel/medical records for use in criminal actions or <i>civil</i> actions where U.S. <i>is</i> a party.	Coordinate with appropriate Armed Force.
27. Any source in this part (including parties whose interests are adverse to the veteran), except veteran's NOK or legal representative	Personnel/medical information for use in civil action where U.S. is <i>not</i> a party.	Furnish <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 . Furnish other requested information or copies of personnel and/or medical records (authenticated) only on receipt of -- (1) WRITTEN CONSENT of member, or (2) WRITTEN CONSENT OF NOK or legal guardian (need evidence of kinship or representation). When member is incompetent (need court order judging incompetence and appointing legal guardian) or deceased (need proof of death unless self evident from veteran's record or material provided by requester).
28. Veterans in general (other than veteran named in the record)	a. Rosters or lists of names of former members of requester's military outfit.	Rosters or lists of names may be furnished--subject to fee charges. If the requested roster or list does not already exist, there is no obligation under the Freedom of Information Act to compile one. Advise the requester that such a list does not exist.
	b. Rosters or lists of names AND ADDRESS-ES usually	Deny, citing 32 CFR 286c.12(f)(2) as authority. If purpose of request is to seek affidavits of companions to support claims for veteran's benefits, see item 10c .

	for reunions.	NOTE: Some of these requests may be referred to the VA.
29. Authors and historians	Information from military records for publication.	Furnish <i>requested</i> information only to the extent required by the Freedom of Information Act--see NPRC 1864.102 . On all others, deny, citing 32 CFR 286c.12(f)(2) as authority, unless the veteran/NOK authorized the release of information.

Appendix A. Blanket Routine Uses applicable to DoD records unless noted otherwise

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and

Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Financial Manual, vol 1, part 3, chapter 5000, sec 5070, sub-sec 5070.10.

ROUTINE USE-DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

**Appendix B-1. Routine Uses of the Military Personnel Records Jacket Files
A0640-10a
TAPC and Official Military Personnel File, A0640-10b TAPC**

The routine uses listed below are for U. S. Army personnel records which, prior to arriving at NPRC, are maintained as two separate records systems: A0640-10a TAPC (MPRJ), Military Personnel Records Jacket Files and A0640-10b TAPC, Official Military Personnel File. The two records are merged before being retired to NPRC and are often indistinguishable from one another. For practical purposes, these routine uses are applied to all records in the military personnel record serviced by NPRC employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of State to issue passport/visa, to document persona-non-grata status, attaché assignments, and related administration of personnel assigned and performing duty with the Department of State.

To the Department of Treasury to issue bonds; to collect and record income taxes.

To the Department of Justice to file fingerprints; to perform investigative and judicial functions.

To the Department of Agriculture to coordinate matters related to its advanced education program.

To the Department of Labor to accomplish actions required under Federal Employees Compensation Act.

To the Department of Health and Human Services to provide services authorized by medical, health, and related functions authorized by 10 U.S.C. 1074 through 1079.

To the Nuclear Regulatory Commission to accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

To the American Red Cross to accomplish coordination and service functions including blood donor programs and emergency investigative support and notifications.

To the Civil Aeronautics Board to accomplish flight qualifications, certification and licensing actions.

To the Federal Aviation Agency to determine rating and certification (including medical) of in-service aviators.

To the General Services Administration for records storage and archival services and for printing of directories and related material which includes personal data.

To the U.S. Postal Service to accomplish postal service authorization involving postal officers and mail clerk authorizations.

To the Department of Veterans Affairs to provide information relating to service, benefits, pensions, in-service loans, insurance, and appropriate hospital support.

To the Bureau of Immigration and Naturalization to comply with status relating to alien registration, and annual residence/location.

To the Office of the President of the United States of America to exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

To the Federal Maritime Commission to obtain licenses for military members accredited as captain, mate, and harbormaster for duty as Transportation Corps warrant officer.

To each of the several states, and U.S. possessions to support state bonus application; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions to accomplish student registration, tuition support, tests, and related requirements incident to in-service education programs in compliance with 10 U.S.C. chapters 102 and 103.

To the Social Security Administration to obtain or verify Social Security Account Number; to transmit Federal Insurance Compensation Act deductions made from members' wages.

To the Department of Transportation to coordinate and exchange necessary information pertaining to inter-service relationships between U.S. Coast Guard (USCG) and U.S. Army when service members perform duty with the USCG.

To the Civil authorities for compliance with 10 U.S.C. 814.

To the U.S. Information Agency to investigate applicants for sensitive positions pursuant to E.O. 10450.

To the Federal Emergency Management Agency to facilitate participation of Army members in civil defense planning, training, and emergency operations pursuant to the military support of civil defense as prescribed by DOD Directive 3025.10, Military Support of Civil Defense, and Army Regulation 500-70, Military Support of Civil Defense.

To the Director of Selective Service System to Report of Non-registration at Time of Separation Processing, of individuals who decline to register with Selective Service System. Such report will contain name of individual, date of birth, Social Security Number, and mailing address at time of separation.

Other elements of the Federal Government pursuant to their respective authority and responsibility.

To the Military Banking Facilities Overseas. Information as to current military addresses and assignments may be provided to military banking facilities that provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

County and city welfare organizations to provide information needed to consider applications for benefits.

Penal institutions to provide health information to aid patient care.

State, county, and city officials to include law enforcement authorities to provide information to determine benefits or liabilities, or for the investigation of claim or crimes.

Patriotic societies incorporated, pursuant to 36 U.S.C., in consonance with their respective corporate missions when used to further the welfare, morale, or mission of the soldier. Information can only be disclosed only if the agency that receives it adequately prevents its disclosure to persons other than their employees who need such information to perform their authorized duties. (See the last page of this app. for a listing of patriotic societies incorporated under the provisions of Title 36 U.S.C.)

Blanket Routine Uses also apply to these records.

NOTE: Records of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. The 'Blanket Routine Uses' do not apply to these categories of records.

TITLE 36 -- PATRIOTIC SOCIETIES AND OBSERVANCES

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| 1. American National Red Cross | 28. American Society of International Law |
| 2. Daughters of the American Revolution | 29. United States Olympic Committee |
| 3. American Historical Association | 30. Conference of State Societies, Washington, District of Columbia |
| 4. Sons of the American Revolution | 31. Corregidor Bataan Memorial Comm. |
| 5. Boy Scouts of America | 32. National Conference on Citizenship |
| 6. Girl Scouts of America | 33. National Safety Council |
| 7. The American Legion | 34. Pershing Hall Memorial Fund |
| 8. United Spanish War Veterans | 35. Board for Fundamental Education |
| 9. Marine Corps League | 36. Sons of Union Veterans of the Civil War |
| 10. Belleau Wood Memorial Association | 37. The Foundation of the Federal Bar Association |
| 11. AMVETS (American Veterans of World War II) | 38. The National Fund for Medical Education |
| 12. Grand Army of the Republic | 39. Legion of Valor of the United States of America |

13. Ladies of the Grand Army of the Republic
 14. United States Blind Veterans of World War I
 15. Disabled American Veterans
 16. American War Mothers
 17. Veterans of Foreign Wars of the United States
 18. American Battle Monuments Commission
 19. The National Yeomen F
 20. Service Clubs
 21. National Observances
 22. Patriotic Customs
 23. Civil Air Patrol
 24. Reserve Officers Association
 25. National Academy of Sciences
 26. Future Farmers of America
 27. Military Chaplains Association of the United States of America
 40. National Music Council
 41. Boys' Club of America
 42. Presidential Inaugural Ceremonies
 43. Civil War Centennial Commission
 44. Veterans of World War I of the United States of America
 45. The Congressional Medal of Honor Society of the United States of America
 46. Military Order of the Purple Heart of the United States of America
 47. Blinded Veterans Association
 48. Big Brothers of America
 49. Jewish War Veterans, U.S.A., National Memorial, Inc.
 50. Blue Star Mothers of America
 51. Agricultural Hall of Fame
 52. National Woman's Relief Corps, Auxiliary of the Grand Army of the Republic
 53. Naval Sea Cadet Corps
 54. Audits of Federally Chartered Corporations
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Appendix B-2. Routine uses of the Health Care and Medical Treatment Record System A0040-66b DASG

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

The Department of Veterans Affairs to adjudicate veterans' claims and provide medical care to Army members.

National Research Council, National Academy of Sciences, National Institute of Health, Armed Forces Institute of Pathology, and similar institutions for authorized health research in the interest of the Federal Government and the public. When not essential for longitudinal studies, patient identification data shall be eliminated from records used for research studies. Facilities/activities releasing such records shall maintain a list of all such research organizations and an accounting disclosure of records released thereto.

Local and state government and agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs.

Third party payers per 10 U.S.C. 1095 as amended by Pub. L. 99-272, and guidance provided to the DoD health services by DoD Instruction 6015.23, for the purpose of collecting reasonable inpatient/outpatient hospital care costs incurred on behalf of retirees or dependents.

To former DoD health care providers, who have been identified as being the subjects of potential reports to the National Practitioner Data Bank as a result of a payment having been made on their behalf by the U. S. Government in response to a malpractice claim or litigation, for purposes of providing the provider an opportunity, consistent with the requirements of DoD Instruction 6025.15 and Army Regulation 40-68, to provide any pertinent information and to comment on expert opinions, relating to the claim for which payment has been made.

Blanket Routine Uses also apply to these records.

NOTE: Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do *not* apply to these records.

Appendix B-3. Routine Uses of Correctional Reporting System (CRS), A0190-47 DAMO

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed:

- a. To local, state, and Federal law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, and
- b. To confinement/correctional agencies for use in the administration of correctional programs, including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment records, and social histories.
- c. To state and local authorities for purposes of providing (1) notification that individuals, who have been convicted of a specified sex offense or an offense against a victim who is a minor, will be residing in the state upon release from military confinement and (2) information about the individual for inclusion in a state operated sex offender registry.
- d. To the Bureau of Prisons for purpose of providing notification that the military transferee has been convicted of a sexually violent offense or an offense against a victim who is a minor.
- e. To victims and witnesses of crime for the purpose of notifying them of date of parole or clemency hearing and other release related activities.

Blanket Routine Uses also apply to these records.

NOTE: Release of records or information from this system must be approved by contacting the Commander, Directorate of Inmate Administration, ATTN: ATZL-DBE, Fort Leavenworth, KS 66027-1363 (telephone 913-684-4629/4743). NRPMR-O can supply the name of the contact person.

Appendix B-4. Routine Uses of Courts Martial Files A0027-10b DAJA

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Courts-martial records reflect criminal proceedings ordinarily open to the public; therefore, they are normally releasable to the public pursuant to the Freedom of Information Act.

Information from these records may be disclosed to the Department of Justice, the Department of Veterans Affairs, and Federal, State and local law enforcement agencies for determination of rights and entitlements of the individuals concerned and for use in the enforcement of criminal or civil law.

Information from this system of records may also be disclosed to law students participating in a volunteer legal support program approved by the Judge Advocate General of the Army.

The Blanket Routine Uses also apply to this system.

Appendix C-1. Routine Uses of the Air Force Military Personnel Records System FO 36 AF PC C

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records may be disclosed to the Department of Veterans Affairs for research, processing and adjudication of claims, and providing medical care.

To dependents and survivors for determination of eligibility for identification card privileges.

To the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) for determination of eligibility and benefits.

To local Immigration/Naturalization office for accountability and audit purposes.

To State Unemployment Compensation offices for verification of military service related information for unemployment compensation claims; Respective local state government offices for verification of Vietnam "State Bonus" eligibility.

To the Office of Personnel Management for verification of military service for benefits, leave, or Reduction in Force purposes, and to establish Civil Service employee tenure and leave accrual rate.

To the Social Security Administration to substantiate applicant's credit for social security compensation; local state office for verification of military service relative to the Soldier and Sailors Civil Relief Act. Information as to name, rank, Social Security Number, salary, present and past duty assignments, future assignments that have been finalized, and office phone number may be provided to military financial institutions who provide services to DoD personnel. For personnel separated, discharged or retired from the Air Force, information as to last known address may be provided to the military financial institutions upon certification by a financial institution officer that the facility has a dishonored check or defaulted loan.

To the Selective Service Agencies for computation of service obligation.

To the American National Red Cross for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling.

To the Department of Labor for claims of civilian employees formerly in military service, verification of service-related information for unemployment compensation claims, investigations of possible violations of labor laws and for pre-employment investigations.

To the National Research Council for medical research purposes.

To the Armed Forces Retirement Home to determine eligibility.

Blanket Routine Uses also apply to these records.

Appendix C-2. Routine Uses of Air Force Dental Health Records FO 44 AF SG C

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

Information from the inpatient or outpatient dental records of retirees and dependents may be disclosed to third party payers in accordance with 10 U.S.C. 1095 as amended by Public Law 99-272, for the purpose of collecting reasonable inpatient/outpatient hospital care costs incurred on behalf of retirees or dependents.

Records are used and reviewed by health care providers in the performance of their duties. Health care providers include military and civilian providers assigned to the medical facility where care is being provided.

Students participating in a training affiliation program with a USAF medical facility may also use and review records as part of their training program.

In addition, records may be disclosed to: (1) Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to the Air Force. (2) Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. (3) Private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. (4) Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force. (5) Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. (6) Authorized surveying bodies for professional certification and accreditation. (7) The individual's organization or government agency as necessary when required by Federal statute, Executive Order, or by treaty.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol/drug abuse treatment function conducted, requested or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The "Blanket Routine Uses" do not apply to these types of records.

Appendix C-3. Routine Uses of Air Force Medical Records System FO 44 AF SG E

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

Information from the inpatient medical records of retirees and dependents may be disclosed to third party payers in accordance with 10 U.S.C. 1095, as amended by Pub. L. 99-272, for the purpose of collecting reasonable inpatient/outpatient hospital care cost incurred on behalf of retirees or dependents. Records are used and reviewed by health care providers in the performance of their duties. Health care providers include military and civilian providers assigned to the medical facility where care is being provided. Students participating in a training affiliation program with a USAF medical facility may also use and review records as part of their training program. In addition, records may be disclosed to: (1) Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to members of the Air Force. (2) Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. (3) Private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. (4) Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force. (5) Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. (6) Authorized surveying bodies for professional certification and accreditation. (7) The individual's organization or government agency as necessary when required by Federal statute, Executive Order, or by treaty.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol/drug abuse treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The "Blanket Routine Uses" do not apply to these types of records.

**Appendix C-4. Routine Uses of Air Force Correction and Rehabilitation Records; FO 31
AF SP A**

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

Records may be disclosed to Federal, state and local law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, confinement/correctional agencies for use in the administration of correction programs, including custody, classification, employment, training and education assignments, treatment programs, clemency, restoration of duty or parole actions, verification of offender's criminal records, employment records, and social histories.

Blanket Routine Uses also apply to these records.

Appendix C-5. Routine Uses of Air Force Family Advocacy Program Record System FO 44 AF SGQ

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

Disclosure is authorized to any member of the family in whose sponsor's name the file is maintained, in furtherance of treating any member of the family.

Used by the Attorney General of the United States or his authorized representatives in connection with litigation, or other matters under the direct jurisdiction of the Department of Justice.

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to the adjudication of veteran's claims and in providing medical care to members of the Air Force.

To officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties relating to review of the official qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies and relating to the coordination of family advocacy programs, medical care and research concerning family maltreatment and neglect and exceptional educational or medical conditions.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Air Force are used must be approved by the Surgeon General of the Air Force.

To officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs.

Used by federal, state or local governmental agencies when appropriate in the counseling and treatment of individuals or families with exceptional medical or educational needs or when involved in child abuse or neglect.

To authorized surveying bodies for professional certification and accreditation.

To the individual organization or government agency as necessary when required by Federal statute, E.O., or by treaty.

Drug/Alcohol and Family Advocacy information maintained in connection with Abuse Prevention Programs shall be disclosed only in accordance with applicable statutes.

NOTE: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains.

The 'Blanket Routine Uses' do not apply to these types of records.

Appendix D-1. Routine Uses of the Navy Personnel Records System NO 1070-3

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemiology. Each study in which the records of members and former members of the naval service are used must be approved by the Chief of Naval Personnel.

To officials and employees of the Department of Health and Human Services, Department of Veteran Affairs, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of the Department of Veteran Affairs in the performance of their duties relating to approved research projects.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties relating to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

To duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

To state and local agencies in performance of their official duties related to verification of status for determination of eligibility for Veterans Bonuses and other benefits and entitlements, including Department of Labor and state unemployment agencies for unemployment compensation for ex-service members.

To officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of their official duties related to the verification of the active duty naval service of Members of Congress.

To federal, state, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Information as to current military addresses and assignments may be provided to military banking facilities that provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by

the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur.

Information relating to professional qualifications of chaplains may be provided to civilian certification boards and committees, including, but not limited to, state and federal licensing authorities and ecclesiastical endorsing organizations.

To governmental entities or private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

Blanket Routine Uses also apply to these records.

Appendix D-2. Routine Uses of Navy and Marine Corps Health Care Treatment Record System No 6150-2

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to the adjudication of veterans' claims and in providing medical care to Navy and Marine Corps members.

To officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to public health and welfare, communicable disease control, preventive medicine, child and spouse abuse prevention and public safety.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

To spouses of service members (including reservists) who are infected with the Human Immunodeficiency Virus. This release will be limited to HIV positive information. Procedures for informing spouses will be published by the Director, Naval Medicine and must be used.

To military and civilian health care providers to further the medical care and treatment of the patient.

To release radiation data per 10 CFR Part 20.

To third parties in those cases where the Government is seeking reimbursement under the Third Party Payers Act.

When required by Federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary.

Blanket Routine Uses also apply to this system.

NOTE: Records of identity, diagnosis, prognosis or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, excepted as provided in 42 U.S.C. 290dd-2(e), be confidential and be disclosed only for the purposes and under the circumstances expressly authorized under 42 U.S.C. 290dd-2(b).

Blanket Routine Uses do not apply to these records.

Appendix D-3. Routine Uses for Medical Department Professional/Technical Personnel Development; NO 6150-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information of adverse actions, including administrative or disciplinary actions or revocations of health care providers' clinical credentials may be disseminated to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

The Blanket Routine Uses also apply to this system.

Appendix D-4. Routine Uses of U.S. Navy/Marine Corps Individual Correctional Records; NO 1640-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To Federal, state, and local law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.

To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

To victims and witnesses of crime for the purpose of notifying them of date of parole or clemency hearing and other release related activities.

Blanket Routine Uses apply to these records.

Appendix D-5. Routine Uses of Summary courts-martial and non-bad conduct discharge courts-martial -- Navy and Marine Corps; NO 5814-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket Routine Uses apply to these records.

Appendix D-6. Routine Uses of Family Advocacy Program System NO 1752-1

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses, except as stipulated in the "[NOTE](#)" below.

To the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect.

To Federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

To contractors, private and public individuals/organizations for authorized health

research in the interest of the Federal government and the public. When not considered necessary, client identification data shall be eliminated from records used for research studies.

To officials and employees of Federal, state, and local governments and agencies when required by law and/or regulation in furtherance of local communicable disease control, family abuse prevention programs, preventive medicine and safety programs, and other public health and welfare programs.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing, and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

NOTE: Records of identity, diagnosis, prognosis or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided in 42 U.S.C. 290dd-2, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The 'Blanket Routine Uses' do not apply to these types of records.

Appendix E. Routine Uses of the Marine Corps Military Personnel Records System (OQR/SRB), MMN 00006

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Coast Guard and National Guard in the performance of their official duties relating to screening members who have expressed a positive interest in an inter-service transfer, enlistment, appointment or acceptance.

To agents of the Secret Service in connection with matters under the jurisdiction of that agency upon presentation of credentials.

To private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

To officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

To officials and employees of the Sergeant at Arms of the U.S. House of Representatives in the performance of official duties related to the verification of Marine Corps service of Members of Congress. Access will be limited to those portions of the member's record required to verify service time, active and reserve.

To state, local and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

To officials and employees of the Department of Veterans Affairs, Department of Health and Human Services, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Marine Corps.

To officials and employees of the Department of Veterans Affairs in the performance of their official duties relating to approved research projects.

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of members and former members of the Marine Corps.

Blanket Routine Uses apply to these records.

Appendix F-1. General Routine Uses applicable to DOT records unless noted otherwise

PREFATORY STATEMENT OF GENERAL ROUTINE USES

The following routine uses apply to, except where otherwise noted or where obviously not appropriate, each system of records set forth below.

1. In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.
2. A record from this system of records may be disclosed, as a routine use, to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses if necessary to obtain information relevant to a Department decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
4. A record from this system of records may be disclosed in the following circumstances:
 - a. Routine use for disclosure for use in litigation: It shall be a routine use of the records in this system of records to disclose them to the Department of Justice or other Federal agency conducting litigation when:
 - (1) The Department of Transportation (DOT), or any agency thereof, or
 - (2) Any employee of DOT or any agency thereof (including a member of the Coast Guard), in his/her official capacity, or
 - (3) Any employee of DOT or any agency thereof (including a member of the Coast Guard), in his/her individual capacity where the Department of Justice has agreed to represent the employee, or
 - (4) The United States or any agency thereof, where DOT determines that litigation is likely to affect the United States, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or other Federal agency conducting the litigation is deemed by DOT to be relevant and necessary in the litigation, provided, however, that in each case, DOT determines that disclosure of the records in the litigation is a use of the information contained in the records that is compatible with the purpose for which the records were collected.
 - b. Routine use for Agency disclosure in other proceedings: It shall be a routine use of records in this system to disclose them in proceedings before any court or adjudicative or administrative body before which the Department of Transportation (DOT) or any agency thereof, appears, when:

- (1) DOT, or any agency thereof, or
 - (2) Any employee of DOT or any agency thereof (including a member of the Coast Guard) in his/her official capacity, or
 - (3) Any employee of DOT or any agency thereof (including a member of the Coast Guard) in his/her individual capacity where DOT has agreed to represent the employee, or
 - (4) The United States or any agency thereof, where DOT determines that the proceeding is likely to affect the United States, is a party to the proceeding or has an interest in such proceeding, and DOT determines that use of such records is relevant and necessary in the proceeding, provided, however, that in each case, DOT determines that disclosure of the records in the proceeding is a use of the information contained in the records that is compatible with the purpose for which the records were collected.
5. The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.
 6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. In such cases, however the congressional office does not have greater right to records than the individual. Thus, the disclosure may be withheld from delivery to the individual where the file contains investigative or factual information or other materials which are being used, or are expected to be used, to support prosecution or fines against the individual for violations of a statute, or of regulations of the Department based on statutory authority. No such limitations apply to records requested for congressional oversight or legislative purposes; release is authorized under 49 CFR 10.35 (a) (9).
 7. One or more records from a system of records may be disclosed routinely to NARA (GSA) in records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906.
 8. Access to Systems of Records of the Department is authorized to member(s) of the Office of Inspector General where the records are considered '...pertinent to the DOT programs or operations being reviewed. Existing orders or (internal) directives contrary to this provision are hereby superseded.' The Secretary of Transportation by the foregoing has clarified the role of Inspector General personnel 'who have need for the record(s) in the performance of their duties.'
 9. The Department may make available to another agency or instrumentality of any governmental jurisdiction, including State and local governments, listings of names from any System of Records in the Department of use in law enforcement activities, either civil or criminal, or to expose fraudulent claims, regardless of the stated purpose for the collection of the information in the System of Records. These enforcement activities are generally referred to as 'matching' programs because two lists of names are checked for match using automated assistance.

This routine use is advisory in nature and does not offer unrestricted access to Systems of Records for such law enforcement and related antifraud activities. Each request will be considered on the basis of its purpose, merits, cost effectiveness and alternatives using 'Revised Supplemental Guidance for Conducting Matching Programs' published by the Director, Office of Management and Budget, dated May 11, 1982.

10. It shall be a routine use of the information in any DOT system of records to provide to the Attorney General of the United States, or his/her designee, information indicating that a person meets any of the disqualifications for receipt, possession, shipment, or transport of a firearm under the Brady Handgun Violence Prevention Act. In case of a dispute concerning the validity of the information provided by DOT to the Attorney General, or his/her designee, it shall be a routine use of the information in any DOT system of records to make any disclosures of such information to the National Background Information Check System, established by the Brady Handgun Violence Prevention Act, as may be necessary to resolve such dispute.
-

Appendix F-2. Official Officer Service Records. DOT/CG 626

ROUTINE USERS OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

- Fulfillment of normal administrative procedures including assignment, promotion, training, etc.
- Physical Evaluation Boards.
- Board of Correction of Military Records.
- Answering of Congressional and personal inquiries initiated by the individual whose record is concerned.
- Preparation of forms, statements, compilations and computations necessary in the daily personnel administration of each individual entering, reentering or leaving the Coast Guard. (Routine personnel administration requires copies of this and other service record material to be included in administrative files physically separated from the record; however, the original of this material will be included in the official service record maintained at Coast Guard Headquarters.)
- Furnishing of information (authorized and specified by the individual concerned) to other agencies or individuals (specified by the individual concerned) normally concerned with employment, educational or veteran's benefits, claims or applications.
- Furnishing specified material in an officer's service record pursuant to the order of competent jurisdiction.

Used by:

- Authorized Coast Guard Personnel.
- Personnel from other Federal Agencies in the conduct of official business, as authorized by the Chief, Officer Personnel Division or his designated representative.

See DOT Prefatory Statement of General Routine Uses, 3 through 5 do not apply.

Disclosures pursuant to 5 USC 552a(b)(12). Disclosures may be made from this systems to "consumer reporting agencies" (collecting on behalf of the U.S. Government) as defined in the Fair Credit Reporting Act (15 USC 1681a(f) or the Federal Claims Collection Act of 1982 (31 USC 3701(a) (3)).

Appendix F-3. Enlisted Personnel Record System. DOT/CG 629

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

For use in formulating all Coast Guard personnel actions including, but not limited to assignment, promotion, reenlistment, retirement, discharge, determination of entitlement to pay and allowances, correction of records, and disciplinary actions.

Data is provided to the Veterans Administration for determination of an individual's eligibility for benefits administered by that agency and to medical facilities maintained by the Department of Health, Education and Welfare in conjunction with medical treatment afforded an individual.

See DOT Prefatory Statement of General Routine Uses, 3 through 5 do not apply.

Disclosures pursuant to 5 USC 552a(b)(12). Disclosures may be made from this systems to "consumer reporting agencies" (collecting on behalf of the U.S. Government) as defined in the Fair Credit Reporting Act (15 USC 1681a(f) or the Federal Claims Collection Act of 1982 (31 USC 3701(a)(3)).

Appendix F-4. Military Health Record System. DOT/CG 572

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

- a. Provided to the Department of Defense to determine suitability of members for overseas assignments and to develop automated information relating to medical readiness in wartime and contingency operations.
- b. Provided to federal, state, or local governments and agencies to compile statistical data for research and auditing; to provide quality assurance; to report medical conditions and other data required by law; to aid in preventive health and communicable disease control programs.
- c. Provided to the Joint Commission on Accreditation of Healthcare Organizations to evaluate health care provided, personnel and facilities for professional certification and hospital accreditation; to provide quality services.
- d. Records of communicable disease are provided to the Department of Defense to analyze the results, to ensure uniformity of record keeping, and to centralize production of reports for all uniformed services.
- e. Provided to the Department of Defense or other federal, state, or local governments and agencies for casualty identification purposes.
- f. Provided to the Social Security Administration and Department of Veterans Affairs for use in determining an individual's entitlement to benefits administered by those agencies.
- g. Provided to the Public Health Service, Department of Defense, or Department of Veteran's Affairs medical personnel or to personnel or facilities providing care to eligible beneficiaries under contract in

connection with medical treatment of individuals. Records are provided to the Department of Health, Education and Welfare for purposes of the Federal Medical Care recovery set. Records are available to the Public Health Service or DoD medical personnel in connection with medical treatment of individuals at USPHS or DoD facilities.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1600.3
April 1, 2009

SUBJECT: Release of information from archival civilian personnel records

1. **Purpose.** This memorandum issues guidance for releasing information from archival civilian personnel records.
2. **Applicability.** The provisions of this memorandum apply to all NPRC personnel who screen archival civilian records in response to requests for information from these records received from former federal employees, federal agencies and the general public.
3. **References.** This memorandum supplements procedures outlined in NARA Directive 1601, Screening Federal Records for Information Covered by FOIA Exemptions and the Freedom of Information Act (5 U.S.C. 552).
4. **Background.** With the transfer of civilian personnel records to the National Archives, the Privacy Act (5 U.S.C 552a) no longer applies. However, in order to protect the privacy of the former federal employee, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information. The guidance provided in the attachment outlines what information should and should not be released.

R. L. HINDMAN
Director

1. General Guidelines for Screening Archival Civilian Personnel Records for Release to the GENERAL PUBLIC.

a. **Release Authorizations.** NPRC does not require a release authorization from the former employee to provide archival civilian personnel records.

b. **Screening Requirements.**

(1) **Former employee's date of birth is 100 years ago or greater.** Redact all Social Security Numbers (SSNs) from the photocopied archival personnel documents and correspondence contained in the archival record. This includes the SSN of the former federal employee as well as those of third parties.

(2) **Former employee's date of birth is less than 100 years ago.**

(a) **Former employee is deceased.** If you find acceptable evidence that the former employee is deceased, the following information must be redacted or withheld from the photocopies sent to the requester:

(i) All SSNs as described above in par. 1b (1).

(ii) Personal information similar to what is described below in 1b (2) (b) (ii and iii) if it pertains to someone **other than** the subject of the record.

(b) **No evidence the former employee is deceased.** If there is no documentation indicating the former employee is deceased, presume the former employee is alive. The following information and documents must be redacted or withheld from the photocopies sent to the requester:

- (i) All SSNs as outlined above in par. 1b (1).
- (ii) Any reference to homosexuality or psychiatric/mental health conditions.
- (iii) A medical diagnosis and/or treatment for alcohol/drug abuse. References to drug or alcohol use without a corresponding medical diagnosis do not need to be redacted.
- (iv) Any correspondence from/to the former employee regarding his/her civilian record. For example, if the former employee requested a copy of his/her Official Personnel Folder (OPF), that request document and NPRC's reply should be withheld from the photocopied archival record. However, if the former employee authorized a third party to access his/her records, that correspondence should be included along with the other documents sent to the requester.

c. **Medical records.** Except as indicated in par. 1b (2) (b) (ii) above, release all medical documents found inside the record pertaining to the subject of the record, including loose documents or those affixed within an employee medical folder.

d. **Reference requests, forms/questionnaires, replies, work notes, routing slips, finding aid reports, etc.** With the exception of the correspondence from/to the former employee as discussed above in par. 1b (2) (b) (iv), all correspondence and other documents generated by NPRC that were filed in the civilian records when they were transferred to the National Archives are now a part of the records and are considered archival. These documents should be screened and released in the same manner as other documents in the record.

e. **Notifying requester of withheld information.** If information is redacted or withheld from the copies sent, you must specifically state that in the response letter, indicating the record contains social security numbers or certain sensitive personal information. The specific citation for this action is the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)). You must also include the requester's appeal rights. The standard text for this response is located under *Get Form>>CPR Archival>>Copies Enclosed-Info Deleted or Withheld*. **Note: Do not use this response when redactions were not made as it may generate unnecessary appeals.**

2. General Guidelines for Screening Archival Civilian Records for Release to the FORMER EMPLOYEE OR AUTHORIZED REPRESENTATIVE.

a. **Authorized Representative.** The former employee's authorized representative is defined as either:

- (1) An individual designated in writing by the former employee to receive the record, or

(2) The court-appointed legal guardian of a former employee who has been declared incompetent.

b. **Screening Requirements.** The following information and documents must be redacted or withheld from the photocopies sent to the requester:

(1) All SSNs except for the subject of the record.

(2) Personal information similar to what is described above in 1b (2) (b) (ii and iii) if it pertains to someone ***other than*** the subject of the record.

(3) If information is redacted or withheld from the copies sent, you must specifically state that in the response letter, indicating the record contains social security numbers or certain sensitive personal information. The specific cite for this action is the personal privacy exemption of Freedom of Information Act (5 U.S.C. 552 (b) (6)). You must also include the requester's appeal rights. The standard text for this response is located under *Get Form >> CPR Archival >> Copies Enclosed-Info Deleted or Withheld*.

3. **General Guidelines for Screening Archival Civilian Records for Release to FEDERAL AGENCIES.** Federal agencies will have full access to archival civilian personnel records to facilitate their review for official government business. Agents for federal agencies may review the record on site in the archival research room or NPRC will send them a complete copy. Under no circumstance will the archival record leave NPRC.

RELEASING DETRIMENTAL PHYSICAL OR MENTAL HEALTH INFORMATION FOUND IN NON-ARCHIVAL RECORDS

Background: NPRC **never** releases detrimental physical or mental health information found in health or clinical records directly to the veteran. Detrimental information may have an adverse effect on the mental or physical health of an individual. Technicians are to carefully review records to determine whether the contents include this information. This guide explains the procedure for releasing non-archival records when detrimental information has been identified in the record. Examples of detrimental physical or mental health information include, but are not limited to:

- diagnosis of a mental, psychoneurotic, or personality disorder, or
- diagnosis or implications of sexual deviation, or
- illness(es) carrying an unfavorable prognosis.

For records containing information about Drug and Alcohol treatment --see CRG, [Drug/Alcohol Rehabilitation Program](#). For requests concerning Family Advocacy Program (FAP) -see CRG, [FAP \(Family Advocacy Program\)](#).

Table 1. Procedure - Releasing detrimental information. Verify request is properly authorized. Then respond following below.

IF requester is...	THEN...
veteran	go to Table 2 .
next of kin of deceased veteran, or member of congress with veteran's written authorization, who does not indicate awareness of the detrimental information	handle the request as if from the veteran and go to Table 2 .
next of kin of deceased veteran, or member of congress with veteran's written authorization who indicates awareness of the detrimental information	provide copies of the information with caution paragraph from MSWord CMRS Tab - Get Paragraph > Medical Records > Detrimental Physical and Mental Health Records--Caution Statement
legal guardian, and the following with veteran's written authorization: veteran's attorney or representative, insurance firms, state, county, & municipal medical facilities private non-governmental medical personnel or facilities	provide copies of the information with caution paragraph from MSWord CMRS Tab - Get Paragraph > Medical Records > Detrimental Physical and Mental Health Records--Caution Statement
agency or entity who purpose is "Routine Use of this record"	go to CRG, Release and Access Guide for Military Personnel and Related Records at the NPRC, Appendices A-F

Table 2. Procedure - Releasing Detrimental Information to Veterans or next of kin and members of congress who do not indicate awareness of the detrimental information. Follow the steps below.

Step	Action
1	Send copies of documents which make no reference to detrimental information, and include the following paragraph in the reply letter. Get paragraph from MSWord

	<p>CMRS Tab - Get Paragraph > Medical Records > Detrimental Physical and Mental Health Records--Release to Designated Physician.</p> <p><i>Caution: Do not release page(s) containing or referring to detrimental information directly to the veteran.</i></p>
2	Place case in CMRS in "suspense."
3	<p>On receipt of veteran's signed authorization to release information,</p> <p>Send copies of the health or clinical records to the designated physician with the pattern paragraph: Get paragraph from MSWord CMRS Tab - Get Paragraph > Medical Records > Detrimental Physical and Mental Health Records--Letter to Designated Physician</p>

Source: [NPRC 1865.103](#)

Last Updated: Published 12/9/2015

Figure 10: Reply to appeal, original decision upheld, with offer of forwarding service

We have reviewed the circumstances which prompted the attached inquiry, and have concluded that the facts stated do not appear to warrant a reversal of our initial decision. The Department of Defense Privacy Program, 32 CFR 286a. 41 (d), is specific in stating that home addresses will not be disclosed, without the consent of the individual involved, to the public, to congressmen, to creditors, or to commercial institutions. Requests for home addresses may be referred to the last known address for reply at the veteran's discretion, if a * fee is remitted for each piece of correspondence you wish to have forwarded.

If you wish to have your correspondence forwarded to the last address of the veteran, please enclose the correspondence in a stamped envelope with the veteran's name typed or printed on the envelope. Do not include a return address. This Center will complete the veteran's address. Please enclose a check or money order payable to the National Personnel Records Center sufficient to cover the costs of handling the number of requests (pieces of correspondence) you submit. Since this Center has no way of knowing if the available address is current or if the communication will be delivered, items of value should not be submitted for forwarding. Any correspondence for which we are unable to identify a record in our files or to obtain an address from the record will be returned to you with a refund.

* See NPRC 1852.1, Ch. 4, for current fee.

Figure 11: Reply to appeal, original decision upheld, with no offer of forwarding service

We have reviewed the circumstances which prompted the attached inquiry, and have concluded that the facts stated do not appear to warrant a reversal of our initial decision. The Department of Defense Privacy Program, 32 CFR 286a. 41 (d), is specific in stating that home addresses will not be disclosed, without the consent of the individual involved, to the public, to congressmen, to creditors, or to commercial institutions.

Since special consideration is not warranted in this case, we are unable to take favorable action on your request.

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Republic of Korea Korean War Service Medal



The Republic of Korea Korean War Service Medal is a foreign award from the Korean government. It is awarded in recognition of the sacrifices of United States veterans of the Korean War. It should not be confused with the Korean Service Medal which is a United States award.

The Republic of Korea Korean War Service Medal **cannot be ordered on the Army web site**. Click here for instructions to issue the [Republic of Korea Korean War Service Medal](#).

The Republic of Korea Korean War Service Medal was established on August 20, 1999.

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: Foreign Medal

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

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 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Republic of Korea Presidential Unit Citation



The Republic of Korea Presidential Unit Citation is awarded by the Korean government. Not more than one Republic of Korea Presidential Unit Citation will be worn by any individual and no oak leaf cluster or other appurtenance is authorized. This foreign award is not issued by the Department of the Army, but may be purchased from civilian dealers in military insignia.

Date Established: Unknown

Authorized Device/Appurtenance: None

Dates Authorized Korea

Type of award: Foreign Unit Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-22](#)

Information can be verified from [DA Pamphlet 672-1](#) (Unit Citation and Campaign Participation Credit Register)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

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- ÿ [Soldier's Medal](#)

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ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

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ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.51
July 30, 1990

SUBJECT: Request for replacement of separation documents

1. **Purpose.** This memorandum transmits instructions for answering requests for replacement of separation documents to include reports of separation, certificates of service, and certificates in lieu. This memo also provides guidelines for the deletion of sensitive information from DD Form 214, Certificate of Release or Discharge from Active Duty, and predecessor forms.
2. **Cancellation.** NPRC memos 1865.51B and 1865.53C are canceled.
3. **Reason for revision.** This memo is revised to update instructions for processing requests for replacement of separation documents; to incorporate instructions concerning the deletion of sensitive information from DD Form 214; and to reflect the use of current forms.
4. **Applicability.** The provisions of this memorandum are applicable to personnel involved in the preparation of outgoing correspondence.
5. **Instructions.** The instructions for processing requests for replacement of separation documents are found in the attachment. The attachment is divided into chapters to facilitate the use of this memorandum. Chapter 1 provides general instructions and the remaining chapters contain instructions regarding the various types of separation documents.
6. **Forms.** This memorandum provides for the use of the following forms:
 - NA Form 13010, Certification of Discharge from Draft
 - NA Form 13038, Certification of Military Service
 - NA Form 13040-B, Authentication Certificate (MPR)
 - NA Form 13041, Statement of Service
 - NA Form 13044, Reply Concerning Military Records
 - NA Form 13045, Informal Information Reply
 - NA Form 13046, Response to Request for Separation Documents/Information
 - NA Form 13062, Release of Information
 - NA Form 13085, Armed Forces Discharge Certificate Worksheet
 - NA Form 13098, NPRC Routing Slip
 - DD Form 214, Certificate of Release or Discharge from Active Duty
 - DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
 - DD Form 256MC, Honorable Discharge Certificate (Marine Corps)
 - DD Form 257MC, General Discharge Certificate (Marine Corps)
 - DD Form 256N, Honorable Discharge Certificate (Navy)
 - DD Form 257N, General Discharge Certificate (Navy)
 - DD Form 303A, Certificate in Lieu of Lost or Destroyed Discharge (Army)
 - DD Form 303AF, Certificate in Lieu of Lost or Destroyed Discharge (Air Force)
 - DD Form 303CG, Certificate in Lieu of Lost or Destroyed Discharge (Coast Guard)

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.51C CHGE 2
February 9, 2001

SUBJECT: **Request for replacement of separation documents**

1. **Purpose.** This memorandum transmits changes to NPRC 1865.51C.
2. **Explanation of changes.**
 - a. Delete references to the use of DD Form 303N, Certificate in Lieu of Lost or Destroyed Discharge (Navy). The Department of the Navy advises that the DD Form 303N is an obsolete form. New instructions are incorporated for issuing DD Form 256N, Honorable Discharge Certificate (Navy), or DD Form 257N, General Discharge Certificate (Navy), instead of a DD Form 303N; and
 - b. Update the procedures to follow when the requested record pertains to an individual whose enlistment or induction was voided.
3. **Instructions.**
 - a. Remove transmittal pp. 1/2 of NPRC 1865.51C and insert revised transmittal pages.
 - b. Remove pp. i/ii and iii and iv from the Table of Contents, and insert revised pages.
 - c. Remove pp. 3/4 and 5/6 of Chapter 1, and insert revised pages.
 - d. Remove pp. 1/2 and 5/6 of Chapter 4, and insert revised pages.
 - e. Remove pp. 1/2 of Chapter 5, and insert revised pages.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, MO 63132-5100

NPRC 1865.51C CHGE 3
August 15, 2003

SUBJECT: **Request for replacement of separation documents**

1. **Purpose.** This memorandum transmits changes to NPRC 1865.51C.
2. **Explanation of change.** A requirement has been added to the preparation of NA Forms 13038, Certification of Military Service, that the date and place of birth, if available, must be placed in the blank space of the form used for additional information.
3. **Instructions.** Remove pp. 3/4 and 5/6 of Chapter 3, and insert revised pages.

R. L. HINDMAN
Director

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Paragraph Title

Paragraph

Number

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[Figure 5-2 Statement of attendance at Reserve Officers Training Camp \(also can be used for Student Army Training Camp\)](#)

[Figure 5-4 Sample completed NA Form 13010](#)

CHAPTER 1: **GENERAL INSTRUCTIONS**

1. **Separation documents.** The instructions in this memo referring to DD Form 214, Certificate of Release or Discharge from Active Duty, are applicable to any equivalent "separation document" issued prior to the use of the DD Form 214. Many requests are extremely varied and may not mention a DD Form 214, or predecessor separation document, as the document needed. If it appears that a replacement document; e.g., report of separation, certificate of service, or certificate in lieu (CIL) will be sufficient, treat the request under this instruction. [Fig. 1-1](#) provides background information on the replacement of separation documents.
2. **Release policy and "what to furnish."** The decision logic table in [fig. 1-2](#) provides for instructions on what documents to furnish on different types of requests. [Fig. 1-2](#) also provides limited information on NPRC release policies. For detailed information concerning release policies consult the latest revision of [NPRC 1865.16](#), Release and access guide for military personnel and related records at NPRC.
3. **Basic requirements of requests.** All requests for military service information should meet certain basic requirements. These are:

- a. **Identifying information.** Supply enough information to positively identify the record;
- b. **Period(s) of service.** State the period of service for which the replacement is needed. (Requests which do not specify a period of service are answered by furnishing information for the last period of service. However, at the discretion of the supervisor, information may be furnished for all periods of service.);
- c. **State the document(s) needed.** If the request is unclear it may be returned for clarification using NA Form 13062, Release of Information. This is not necessary if it appears that a copy of a separation document, as shown in [fig. 1-2](#), will suffice even though it is not specifically requested; and
- d. **Written authorization.** In the case of a living veteran, the inquiry **must** contain the veteran's written signature as authorization. The authorization remains valid for one year from the time it was given. In the case of a deceased veteran, the inquiry must contain the signature authorization of the next of kin (NOK). (See [NPRC1865.16, par. 12.](#))

4. **Examination of record to determine requester's relationship to veteran.**

- a. **General.** On requests from other than the veteran, the requester's stated relationship to the veteran should normally be accepted at face value. Extensive examination of the record for the purpose of proving or disproving the statement concerning relationship should be confined to those cases where the motives of the requester are suspect or are not clear. If there is reason to question requester's relationship to veteran, return the request for authorization using NA Form 13062.
- b. **Determining "next of kin."** For the purposes of the release authorization, the next of kin is defined as **any** of the following: widow or widower, son, daughter, father, mother, brother, or sister.

NOTE: "Widow" or "widower" is defined as a woman (or man) who has lost her husband (his wife) by death and **has not remarried.**

5. **Other than honorable(OTH) separations.**

- a. **Effect of OTH separations on "what to furnish."** The fact that a separation was other than honorable has no effect on the action required by [fig. 1-2](#), except when issuing DD Form 303, Certificate in Lieu of Lost or Destroyed Discharge (CIL). (CIL's are **ONLY** issued if the character of service was honorable or under honorable conditions.) An other than honorable separation may require a chargeable fee to the requester.

b. **Fee requirements.**

(1) **Non-chargeable inquiries.** The following types of inquiries involving OTH separations are generally non-chargeable. See latest revision of [NPRC 1852.1](#), Information and instructions on fee cases (9700 Page), for further information.

(a) **Discharge Review Board/corrections.** Inquiries indicating the replacement document is needed for the Discharge Review Board or record correction purposes

(b) **Financial benefits.** Inquiries indicating the replacement document is needed to obtain financial benefits (e.g., an unemployment compensation claim)

(c) **Foreign countries.** Inquiries from foreign countries, and

(d) **Government bodies.** Inquiries from federal, state, territorial, county, or municipal governments, provided the service is given directly to the requesting office and not to the veteran or NOK in care of that office. However, if the inquiry concerns the matters specified in (a) and (b), above, the service may be provided and given directly to the veteran at no charge.

(2) **Chargeable inquiries.** Other than those types of inquiries listed in subpar. [5b\(1\)](#), above, an OTH separation is normally an indication of a chargeable inquiry. If [fig. 1-2](#) calls for issuance of a replacement document, complete the inquiry in a routine manner. Route the response and related documents to the fee clerk (NRPMO-M) in accordance with [NPRC 1852.1, ch. 3](#). This same procedure is applicable if the inquiry pertains to two or more periods of service involving one period of OTH service.

6. **Official seal impression and certification.** The NARA official seal impression is required on **ALL copies/photocopies of DD Form 214 (or equivalent)** which are forwarded in response to requests. In addition to the agency seal, the branch chief's signature is also required for requests from California veterans (or their representatives) if the request indicates that the separation document is needed for recording purposes. Provide the signature of the branch chief AND the seal impression using NA Form 13040-B, Authentication Certificate (MPR). See latest revision of [NPRC 1864.106](#), Affixing official seal impression to documents or photocopies of documents.

7. **Transmitting replacement documents.** The following NA forms should normally be used to transmit replacement separation documents:

- NA Form 13046, Response to Request for Separation Documents/Information
- NA Form 13044, Reply Concerning Military Records, **or**
- NA Form 13045, Informal Information Reply

8. **Nonavailability of requested document.** If the requester asks for a specific document which is not available in the record, and another document is being furnished to replace the requested document (in accordance with [fig. 1-2](#)), be sure to inform the requester that the requested document is not available by checking the appropriate block on the transmittal or preparing a composed reply.

CHAPTER 2: **DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. **DD Form 214.** This form provides the following:

- a. **Reenlistment codes.** Information to help determine eligibility for reenlistment;
- b. **Summary of service.** A brief summary of active military service at the time of separation, release, discharge, or transfer; and
- c. **Authoritative information.** This information is useful to Government agencies when adjudicating claims and applying Federal and state laws. See [fig. 1-2](#) to determine when it is appropriate to send a copy of DD Form 214.

2. **Sensitive information.** Entries on the DD Form 214 include sensitive information that requires specific treatment regarding the release of this information and the possible deletion action of these items. (See [fig. 2-2](#).) Sensitive information includes:

- Specific authority for separation

- Narrative reason for separation
- Reenlistment eligibility code
- Separation Program Designator (SPD) or Separation Designation Number (SDN)

NOTE: In addition to the sensitive information listed above, consideration must also be given to the releasability of "restricted" information; e.g., neuropsychiatric reports and drug or alcohol abuse rehabilitation treatment. For specific instructions pertaining to "restricted" information, see latest revision of [NPRC 1864.108](#), Screening of military personnel and medical records for onsite review at NPRC or for disclosure through photocopies.

3. *DD Form 214 revisions.*

- a. **July 1, 1979, revision.** See [fig. 2-3.1](#) for a sample of this revision. Use of this revision by all military service departments was effective October 1, 1979. Copies are issued and distributed as follows:

- Copy 1. Member/veteran (does not have items 23 thru 30, Special Additional Information)
- Copy 2. Master Personnel Record (contains all items)
- Copy 3. Department of Veterans Affairs
- Copy 4. Member/veteran, when requested by veteran (contains all items)
- Copy 5. Department of Labor
- Copy 6. State Director of Veterans Affairs
- Copy 7. Field Record Group
- Copy 8. As required by special instructions

- b. **Nov. 88 revision.** See [fig. 2-3.2](#) for a sample of this form. Use of this revision by all military service departments was effective January 6, 1989. Copies are issued and distributed as shown in [subpar. 3a](#), above.

NOTE: This revised DD Form 214 requires deletion of Item 19b, "Name and Address of Nearest Relative" (if address is different than Item 19a) when responding to third party requesters.

4. *Methods of deletion.*

- a. **DD Forms 214 (Jul. 79 and Nov. 88 revisions).** Only Copy 1 does NOT include the "Special Additional Information" (blocks 23 thru 30) at the bottom of the DD Form 214. If Copy 1 is not available, but deletion is necessary, then blocks 23 thru 30 must be omitted from the photocopy by:

- Folding the additional information section under prior to photocopying, **or**
- Covering the additional information prior to photocopying

NOTE: The Department of the Army sometimes places the "Special Additional Information" on Copy 1. If this occurs, the technician will need to apply one of the deletion methods, above, before furnishing a deleted copy.

- b. **DD Forms 214 (prior to Jul. 79 revision).**

(1) **Template method.** This method is used to the maximum extent possible. The more recent editions of the DD Form 214 lend themselves to this method more readily than do the earlier editions. Be sure the template fits properly and determine whether any of the information to be deleted appears under "remarks." (See [NPRC 1864.108](#).) The supply of templates is maintained at the photocopy machine and the machine operator determines

which template to use or the correspondence clerk may suggest which template to use. Review copies before dispatch to make sure the template was correctly aligned.

(2) **Correction tape method.**

(a) **Extra copy of DD Form 214 in file.** If the record contains an extra copy of the DD Form 214 in addition to the record copy, and if it is legible, delete the sensitive items, see [par. 2](#), above. The clerk deletes (using correction tape) and routes it with the record and a completed transmittal, to the machine operator.

NOTE: NEVER permanently delete information from the RECORD copy.

(b) **ONLY record copy in file.** When the template method will not work and the record contains only one copy of the DD Form 214, the clerk sends this copy (without the record and a completed transmittal) to the machine operator for copying. The record copy and the machine copy are then returned to the clerk for necessary deletions on the machine copy. Return the record copy to the jacket. The record, machine copy, and a completed transmittal are then sent in the usual way to the machine operator for copying. Upon completion, the new copy is dispatched and the one with the correction tape is filed in the record by the machine operator.

5. **Use of available original DD Form 214.** In some instances, NPRC receives service records containing the original (Copy 1) of the separation document as well as the designated record copy. When an individual does not at time of separation want the original DD Form 214, it is retained in the record in the event the veteran later requests a copy. When Copy 1 is furnished in response to a request, make a note of this on the file copy of the response.
6. **Use of extra copies in record.** If the requirements in [fig. 2-2](#) call for an undeleted DD Form 214, and the record contains more than one copy of an undeleted DD Form 214, that extra copy is furnished.
7. **Transmitting undeleted DD Form 214.** When furnishing an UNDELETED copy, always check the block on the transmittal which informs the veteran of the option to request a sanitized version of the separation document, if he/she so desires. NA Form 13046 may be used when furnishing a DELETED copy; e.g., to third party requesters, checking the block which informs the requester of the option to request an undeleted version of the separation document.
8. **Errors noted on DD Form 214.** Compare the name and service number/social security number on the DD Form 214 with the information shown on the request to make sure the information is the same. If any obvious errors are noted, the inquiry should be referred to a C4 or C5. (See [EXCEPTIONS](#) below.) See latest revision of [NPRC 1865.87](#), Corrections to DD Form 214, Certificate of Release or Discharge from Active Duty (and predecessor forms).

EXCEPTIONS:

- a. **Third party requesters with authorization.** If a third party, who has the veteran's written authorization, writes to NPRC to request a copy of DD Form 214 and an error is noted, prepare and forward NA Form 13038 using NA Form 13046 as the transmittal. Check the block which indicates NA Form 13038 is sent in lieu of separation document and that the veteran may request the separation document be corrected.
- b. **Recruiter, state Adjutant General's office, and some DoD officials.** If a recruiter, a state Adjutant General's office, or any DoD official other than a separation transfer activity requests a copy of DD Form 214 and an error is noted, furnish a photocopy of the separation document.

NOTE: Correction to DD Form 214 is NOT prepared. Inform the requester of the item which is in error and the correct information.

9. **Entries on reverse of separation document.** Some separation documents, prior to use of DD Form 214, contain information on the reverse side. If the request specifically asks for a copy of the reverse side of the separation document, and if there are remarks on it, furnish copies of both sides. If there are no remarks on the reverse and this side has been requested, write on the front of the copy: "No remarks on reverse."
10. **Uncharacterized separation.** The Department of Defense established on October 1, 1982 the "Uncharacterized Entry Level Separation." Entry level status is the first 180 days of a period of continuous active military service or active duty for training. An Uncharacterized Separation results when the separation is initiated while a member is in entry level status. In responding to the initial request for the separation document, furnish a copy of DD Form 214 using NA Form 13046. Check the block which explains the Uncharacterized Separation.

Requests for Copy 4, DD Form 214. Periodically the veteran will specifically request the Member Copy, No. 4 of the DD Form 214. Copy 4 should have been furnished to the veteran upon release or discharge from active duty. If Copy 4 is not on file in the record, furnish a photocopy of an available copy of DD Form 214. Transmit the document using NA Form 13046 checking the last block.

CHAPTER 3: NA FORM 13038, CERTIFICATION OF MILITARY SERVICE

1. **Purpose of NA Form 13038.** This form is primarily used to replace a lost or destroyed DD Form 214 (or equivalent). This form serves as verification of military service and may be used for any official purpose. See [fig. 1-2](#) to determine when preparing and forwarding this document is appropriate.
2. **Additional cases when NA Form 13038 is warranted.** In addition to those types of requests listed on [fig. 1-2](#), NA Form 13038 is also prepared in the following circumstances:
 - a. **Poor quality DD Form 214.** The poor quality of a DD Form 214 would make the photocopy unreadable.

NOTE: If the requester needs the DD Form 214 for proof of foreign service or reenlistment, forward a copy of DD Form 214 **AND** NA Form 13038.
 - b. **Army officers/1950's service.** During the 1950's the character of service may have been omitted from the separation documents of Army officers. If the separation document does not indicate a character of discharge, forward a copy of the DD Form 214 (or equivalent), if available, **AND** a completed NA Form 13038.
 - c. **Fire-related period.** The record requested is included in the fire-related period, **AND** a DD Form 214 (or equivalent) may not have been issued by the Department of Army or Air Force during the requested service period.
3. **NA Form 13038 NOT appropriate.** When the request pertains to a non-fire-related record, NA Form 13038 shall **NOT** be prepared when it appears that a DD Form 214 was **NEVER issued** for the requested period of service; e.g., veteran specifically requests a copy of DD Form 214 indicating honorable service for a prior period of service when all periods of service are documented on one DD Form 214 and the final discharge is OTH. In these cases, the request should be forwarded to the appropriate service department for action.

4. **Use of NA Form 13085, Armed Forces Discharge Certificate Worksheet.** This form is intended for use when the certification is typed by someone other than the person who extracts the information from the record. Aside from that, it may be used on an optional basis.
5. **Completion of NA Form 13038.** See [fig. 3-5.1](#), [fig. 3-5.2](#) and [fig. 3-5.3](#) for samples of completed documents. NA Form 13038 shall be completed in accordance with the following:

- a. **1st line.** Show first name, middle initial (or name), and last name, followed by the service number, if any.
- b. **2nd line.** Show specific component spelled out in full. Examples:

United States Air Force
 United States Army
 United States Coast Guard
 United States Marine Corps
 United States Navy
 Army of the United States
 United States Air Force Reserve
 United States Army Reserve
 Enlisted Reserve Corps
 United States Coast Guard Reserve
 United States Marine Corps Reserve
 Fleet Marine Corps Reserve
 United States Naval Reserve
 Fleet Naval Reserve
 National Naval Volunteers
 Naval Reserve Force

(1) Combination of service in both regular and reserve components. Show both components, such as, United States Marine Corps Reserve and United States Marine Corps."

(2) Combination of service in more than one branch of the Armed Forces. Furnish a separate certification for each branch.

EXCEPTION: If veteran transferred from the Army to the Air Force on September 27, 1947, all service may be combined on one form, showing the component as "Armed Forces of the United States," or "United States Army and United States Air Force."

(3) Other designations. Show components if found in the record. Examples: "National Army," "Army of the United States," etc. Enter whatever the record shows, provided the service covered by lines three and four was wholly within that component.

- c. **3rd and 4th lines.** Enter dates veteran entered and left the branch or component shown on line two, even though the status may have been inactive at the time. If any of the service was inactive, see [subpar. 5f](#). If there were two or more enlistments, see [par. 7](#).
- d. **5th line.** Generally, the actual character of service should be shown as indicated in the record. (See examples below.) However, instructions for completing line five may vary depending on the branch and dates of service. (See [figs. 3-5.4](#) and [3-5.5](#).)

Honorable Discharge
 Under Honorable Conditions Discharge

Undesirable Discharge
 Bad Conduct Discharge
 Dishonorable Discharge
 General Discharge Under Honorable Conditions

(1) Under honorable conditions. If the record shows "Good," "Ordinary," or "General" discharge, add the words, "Under Honorable Conditions."

(2) Discharge using exact wording as it appears in record. For the following types of separations, enter the exact wording as it appears in the record, such as:

Death,
 Relief From Active Duty,
 Release from Active Duty,
 Transfer to Fleet Reserve,
 Furlough to _____ Reserve,
 Mustered Out,
 Terminated by Operation of Law, etc.
 Retirement
 Dismissed

(3) Under honorable conditions unless noted otherwise. If the reason for separation is one listed below, and no other character of service is shown in the record, enter as an "Under Honorable Conditions" discharge. However, if the record indicates, "Honorable," process as an "Honorable" discharge.

Underage
 Inaptitude
 Indifferent
 Medical Survey
 Dependency
 Special Order

The reasons for discharge may also be shown, if applicable, such as "To accept commission," "To reenlist," etc.

(4) Special instructions for fire-related records. In the absence of a record which contains a DD Form 214, correspondence clerks may only be able to furnish the character of discharge and not the type of discharge.

(a) Separation "Under Honorable Conditions." When the auxiliary record indicates "Release from Active Duty General - Under Honorable Conditions," enter as "Release from Active Duty - Under Honorable Conditions."

(b) Discharge from Army Reserve. When the date and character of discharge from the Army Reserve are requested, indicate entire period of service. Enter as "Honorable Discharge" unless otherwise indicated in the auxiliary record.

e. **6th line.** Self-explanatory.

f. **7th line.** If any of the service shown on lines 3 and 4 was inactive, then the dates of active service must be entered on the 7th line. If all the service was active, enter, "Same as above" on this line. If there was no active service, other than active duty for training (ACDUTRA), enter "No active service other than for training purposes." Do not routinely show ACDUTRA unless it was under the Reserve Forces Act of 1955 or the Reserve Enlistment Program of 1963. If member had this type of service, show it in the space

UNDER the 7th line, and identify it as "RFA-55" or "REP-63," or as appropriate. Show other ACDUTRA in this space if specifically requested.

6. **Showing additional information.** You MUST show date and place of birth, if available in the documents or records being used to prepare the NA Form 13038, below "Active Duty Dates." The date and place of birth should be used, along with the other identifying information in the request and in the record, to verify that the certification is being prepared for the correct veteran. If date and place of birth is not available to you, show "Date and Place of Birth: Not Available."

You MAY show other information if specifically requested or if needed to help clarify the certification. Show this in the space under the words, "Active Service Dates." Examples:

- a. **Dates of foreign service.** Show this if specifically requested or when needed to obtain benefits or to join the Veterans of Foreign Wars (VFW).
 - b. **Active duty dates.** Furnish active duty dates when different from dates of entry and/or separation.
 - c. **Subsequent service.** If the veteran had an other-than-honorable separation after the date shown on line four, enter the remark, "Reenlisted in (branch) on (date)."
 - d. **Prior service.** Prior service need not generally be shown, but you may show it if it will help clarify the certification, or make it easier to complete.
 - e. **Change in name.** If a service member's name was changed after separation from service, prepare the certificate in the original name and explain the fact that it was later changed. This does not apply, of course, if the record was officially changed to show the new name.
 - f. **Time lost.** This may be shown if it appears to be important to the case.
 - g. **Breakdown of service in different components.** The space under "Active Service Dates" may be used to show a breakdown of the service in different components.
7. **Two or more enlistments.** When there are two or more enlistments to report, it is generally preferable to show just the last one on lines 3 and 4 and to show the previous enlistment(s) in the space under the words "Active Service Dates." Depending on the wording of the request it may be preferable to send individual certificates for each enlistment.
8. **Special instructions for fire-related records regarding National Guard personnel mustered into Federal service prior to WWI.** Enter "Armed Forces of the United States" on line 2 for persons who enlisted in the National Guard and who either: Were mustered into Federal service subsequent to passage of the National Defense Act of June 3, 1916; served during the Mexican Border disturbance and were honorably discharged before being mustered out of their organization prior to WWI; or reported for WWI service and honorably discharged before August 5, 1917. (See [fig. 3-5.1.](#)) In addition, type one of the following remarks, as applicable, below the words, "Active Service Dates":
- a. **Mexican Border conflict.** If the individual served on the Mexican Border and returned to Federal service, but was honorably discharged before August 5, 1917, enter "Mustered into Federal service (give date), mustered out (give date), and reported for World War I service (give date)."
 - b. **National Guard member.** If the individual was a member of a National Guard organization, was mustered into Federal service for Mexican Border service and was

honorably discharged before being mustered out of the organization, enter "Mustered into Federal service (give date) ."

9. **Authentication and file copy.** NA Form 13038 is prepared in duplicate. Upon completion, affix NARA seal to lower right hand corner of original. Place file copy in the record. **DO NOT send photocopies of the file copy in response to subsequent requests.** Prepare new NA Form 13038.

CHAPTER 4: DD FORM 303, CERTIFICATE IN LIEU OF LOST OR DESTROYED DISCHARGE

1. **Purpose of DD Form 303.** DD Forms 303 (CIL's) are issued to replace a lost or destroyed discharge certificates for Army, Air Force and Coast Guard service. See [fig. 1-2](#) to determine when it is appropriate to prepare DD Form 303.

NOTE: Instead of a DD Form 303, the Navy and Marine Corps require the reissuance of a DD Form 256 or DD Form 257, as appropriate. See [NPRC 1865.72](#) for guidance on preparing DD Form 256/257.

2. **Persons authorized CIL's.** CIL's may be issued only to:

- a. **Veteran.** A service member whose character of service was HONORABLE OR UNDER HONORABLE CONDITIONS.

NOTE: If unable to issue CIL due to OTH discharge, check appropriate block on NA Form 13044.

- b. **Surviving spouse.** For purposes of this instruction, a surviving spouse is defined as a survivor who was legally married to a member of the service at the time of the member's death.
 - c. **Guardian.** For purpose of this instruction, a guardian is defined as a person or group of persons legally placed in charge of the affairs of a service member adjudicated mentally incompetent.
3. **Requests.** Before issuing a CIL, the request must state that the original discharge certificate was lost or destroyed. See [NPRC 1865.72](#) if the requester states that a discharge certificate was never issued.
 4. **Use of NA Form 13085.** This form is intended for use when the certificate is typed by someone other than the person who extracts the information from the record. Aside from that, it may be used on an optional basis.
 5. **Completion of DD Forms 303.** See figs. [4-5.1](#), [4-5.2](#) and [4-5.4](#) for samples of completed documents. Using appropriate DD Form 303 complete the certificate in accordance with the following:
 - a. **1st line.** Under the words, "This is to certify that," center (all on one line) the name, service number, final rating, and the service component (all branches except Air Force). Show full middle name if this is shown on the official service record. (See [ch. 3](#) for additional information.)
 - b. **2nd line.** Show character of discharge. (See [ch. 3](#) for additional information.)

- c. **3rd line.** Show date of discharge in military style; e.g., 13 September 1974.
- d. **4th line.** Show geographical location of activity or installation where discharge occurred. If this was a mobile activity outside the United States and the geographical location is not shown in the record show only Washington, DC.
6. **Showing additional information.** The following additional items, when requested or if needed to obtain benefits, may be typed below the "Given at..." line:
- a. **Manner, date, and place of entry.** Show place of entry only if specifically requested or if needed to obtain benefits. The place of reporting for members of the National Guard and for reservists is normally shown as the place of entry into active service. Show, as appropriate:
- (1) For inductees: "Inducted at (place) on (date) ."
 - (2) For enlistees: "Enlisted at (place) on (date) "
 - (3) For officers: "Accepted commission at (place) on (date) "
 - (4) For Army Nurses: "Executed oath at (place) on (date) "
 - (5) For Army Field Clerks: "Accepted appointment at (place) on (date) "
- b. **Date and place of birth, or age at entry.** Show this information if a service number was not assigned; if the accuracy of the service number is in doubt; if specifically requested; or if the type of case involved indicates it may be important.
7. **Authentication and file copy.** DD Forms 303 are prepared in duplicate. File tissue copy in record. DD Forms 303A, AF, and CG are presigned by the appropriate official. Affix NARA seal to the lower right hand corner of these certificates.

CHAPTER 5: SPECIAL INSTRUCTIONS

1. **Coverage.** This chapter provides instructions for requests for separation documents not covered in other chapters in this memorandum.
2. **Reserve Officers Training Camp and Reserve Officers Training Corps Camp.** Using NA Form 13041, Statement of Service, furnish information regarding training camp service. (See [fig. 5-2.](#)) For more detailed information on these camps, see the Monograph on Military Personnel and Related Records of the War Department (1912 - 1939).
 - a. **Dates of Reserve Officers Training Camp.**

May 15, 1917 - Aug. 14, 1917
 Aug. 27, 1917 - Nov. 26, 1917
 Jan. 5, 1918 - Apr. 19, 1918
 May 15, 1918 - Sept. 1, 1918
 - b. **Dates of Reserve Officers Training Corps Camp. June 3, 1918 - July 3, 1918 (extended to July 16 in some cases).**

3. **Student Army Training Corps (SATC) and Student Army Training Corps Camp (SATCC).** Service in the SATC was creditable military service, but not service in the SATCC (July 16, 1918 - Sept. 18, 1918). The SATC came into existence on October 1, 1918. Furnish NA Form 13041 to document service in the SATC. See the [WWI Monograph](#) for detailed information.
4. **Discharge from Draft (Apr. 6, 1917 - Nov. 11, 1918).** Furnish NA Form 13010, Certification of Discharge from Draft. (See [fig. 5-4](#).)
5. **Russian Railway Service Corps (Oct. 9, 1917 - Apr. 1, 1920).** In 1971, the United States District Court for the District of Columbia held in the case of Hoskins vs Resor that members of the Russian Railway Service Corps were members of the Army of the United States during World War I. It was further held that these persons are entitled to honorable discharges and the rights pertaining thereto.
 - a. **"A" file records.** Because of the court's decision the records have been transferred to this Center for file and maintenance as military personnel records. The records have been accessioned into our registry file system alphabetically (service numbers were not assigned to members) under the service code "AR" and have been assigned registry numbers under the "A" series. Requests for information from these records are coded "C-6" and processed by NRPMA-C.
 - b. **Locations of computer printouts.** A computer printout, listing the names and registry numbers of those individuals who had Russian Railway Service, is on file in NRPMA-S, NRPMR, and NRPMO-M. If Russian Railway Service is indicated in the request, the computer printout is consulted prior to the submission of a request for a computer check.
6. **Void induction or enlistment.**
 - a. **Background.** During the approximate period of March thru August 1968, DD Forms 214 and discharge certificates were not issued to Army personnel who were released because of erroneous induction or enlistment. Release was effected by special orders "by virtue of a void induction/enlistment," and a copy of the special orders was placed in the record. The regulations were amended in August 1968 to require the issuance of a DD Form 214 in these cases. For a brief period, the Air Force also did not issue DD Form 214 when enlistments were voided. It is also possible that other service departments could have had occasions on which a separation document was not issued when the enlistment was voided.
 - b. **Action.** When a separation document is requested and the case involves a voided induction/enlistment, send the separation document if one is found. Also, if information is specifically requested about the discharge, send copies of the administrative documents(s) pertaining to the void enlistment. If there is no separation document, handle the case as follows:
 - (1) **Army.** Use NA Form 13098, NPRC Routing Slip, to route the request and record to AR-PERSCOM Customer Contact Office, **ARPC-ZCC-V ARPC-ZCC-B (routine inquiries) or ARPC-ZCC-A (congressionals)**, for determination. ([See Note](#))
 - (2) **Air Force.** Send the request and record (loan and transfer) to Randolph AFB, AFPC/DPSAMP, notifying requester of the referral.
 - (3) **Navy.** Use NA Form 13098 to route the request and records to the Navy Liaison Office for determination.

(4) **Marine Corps.** Send copies of the administrative document(s) pertaining to the void enlistment. Explain that a separation document was not issued.

(5) **Coast Guard.** Use NA Form 13098 to route the request and record to the Chief, Management Systems Staff, for determination.

7. **Navy officers separated before February 1, 1948.** Officers of the naval service separated before February 1, 1948, were not issued formal discharge certificates such as those given to enlisted personnel. If the request involves one of these, send copy of the orders effecting separation and use paragraph reading as follows:

"Prior to February 1, 1948, officers of the naval service were not "discharged" in the sense of being awarded formal certificates such as were given to enlisted personnel upon separation. Since discharge certificates may not be issued retroactively, a copy of the orders effecting your separation are forwarded as the only tangible evidence of your discharge from the naval service."

8. **Public Law 95-202.** This statute provides for the determination of active military service and discharge for specific civilian or contractual personnel. Under this law, certain groups have been certified as active military service; e.g., **Women's Army Auxiliary Corps (WAAC - May 14, 1942 to August 31, 1943)** and **Army Transportation Corps (U.S. Army Transport Service)**. For these groups, the individual must apply for a DD Form 214 from the Department of the Army. If a DD Form 214 is not on file, refer the request to ARPERSCOM (PAS-ENC), and notify the requester of the referral.

Figure 1-1: **Background information on replacement of separation**

1. **Legislative authority for issuance of certificates in lieu of lost or destroyed discharge certificate.** Replacing lost or destroyed Army discharge certificates dates back to an act of Congress approved March 3, 1873. This legislation was updated from time to time, and was expanded in 1956 to cover the Air Force as well. Early legislation on the issuance of Marine Corps and Navy CIL's (an act of February 7, 1890) pertained specifically to members who had served in the War of 1812, the Mexican War, and the Civil War. This was never updated; however, the precedent established under it formed the basis for administrative directives under which CIL's have been issued over the years to Marine Corps and Navy veterans. Public Law 90-235, dated January 2, 1968, revising Title 10 of the United States Code, provided for the first time a single law on the issuance of CIL's to members of all the Armed Forces. This is contained in section 1040 and it reads as follows:

"If satisfactory proof is presented that a person who was discharged honorable or under honorable conditions has lost his certificate of discharge from an armed force or that it was destroyed without his procurement or connivance, the Secretary concerned may give that person, or his surviving spouse, a certificate of that discharge, indelibly marked to show that it is a certificate in place of the lost or destroyed certificate. A certificate given under this section may not be accepted as a voucher for the payment of a claim against the United States for pay, bounty, or other allowance, or as evidence in any other case."

In February 1984, the Marine Corps issued a directive changing the procedures regarding the issuance of CIL's. In those instances when a DD Form 303MC would normally be issued, the Marine Corps requires issuance of a DD Form 256MC, Honorable Discharge Certificate, or DD Form 257MC, General Discharge Certificate, with the words, "Duplicate," typed in the lower left hand corner of the certificate.

In March 2000, The Navy issued a directive changing the procedures regarding the issuance of CIL's. In those instances when the DD Form 303N would normally be issued, the Navy requires issuance of a DD Form 256N, Honorable Discharge Certificate, or DD Form 257N, General Discharge Certificate.

2. **Use of copy of DD Form 214 in answering CIL request.** The furnishing of a copy of DD Form 214, or equivalent, in response to a CIL request was begun on an experimental basis, with Department of the Army approval, in August 1960. This action was taken because it was obvious that nearly all CIL's were being requested for use in connection with veteran benefits and because DD Form 214 contained more vital information than the CIL. The experiment proved entirely successful and the practice was gradually introduced, with the other military services' approval, into all operating elements of NPRC.
3. **NA Form 13038, Certification of Military Service.** This form was developed in 1962 for use on CIL requests when a copy of the DD Form 214, or equivalent, was not on file or, being on file, was not suitable for reproducing. The Departments of the Air Force and Army immediately consented to the use of the form (December 1962) and later, when it was demonstrated that it was satisfactory to the recipients, the Department of the Navy, the U.S. Marine Corps, and the U.S. Coast Guard also gave approval.

Figure 1-2: **Table for determining response to requests for replacement of separation documents** (Part 1 of 2 - [Next](#))

R U L E	IF REQUEST IS FROM:	AND, IF IT ASKS FOR A REPLACEMENT OR COPY OF:	THEN:
1.	Veteran	a. DD Form 214 (or equivalent)	Ÿ Furnish copy of DD Form 214 (or equivalent) if available and legible (see ch. 2). Ÿ If not, furnish NA Form 13038, Certification of Military Service, (see ch. 3).
		b. Discharge Certificate	Ÿ If original certificate is found in record, furnish this, provided requester is eligible to receive it.

			<p>(See latest revision of NPRC 1865.72, Issuance and reissuance of original discharge certificate.)</p> <p>ÿ If not, furnish copy of DD Form 214 if available and legible.</p> <p>ÿ If not, furnish NA Form 13038.</p> <p>ÿ If requester writes a second time insisting on a copy of Discharge Certificate, furnish documents called for below (providing a Discharge Certificate was issued):</p> <p>(1) Air Force: DD Form 303AF</p> <p>(2) Army: DD Form 303A</p> <p>(3) Marine Corps: DD Form 256MC or DD Form 257MC, as applicable, with "DUPLICATE" typed in lower left hand corner (see 1865.72).</p> <p>(4) Navy: DD Form 256N or DD Form 257N, as applicable (see NPRC 1865.72)</p> <p>(5) Coast Guard: DD Form 303CG</p> <p>NOTE: See ch. 4 for samples of DD Forms 303. See NPRC 1865.72 if the veteran states that a discharge certificate was never issued.</p>
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Figure 1-2: **Table for determining response to requests for replacement of separation documents** (Part 2 of 2)

R U L E	IF REQUEST IS FROM:	AND, IF IT ASKS FOR A REPLACEMENT OR COPY OF:	THEN:
1.	Veteran Cont'd.	c. Both DD Form 214	Attempt to satisfy request with

		and Discharge Certificate	copy of DD Form 214 or NA Form 13038. If in doubt, consult supervisor.
2.	Deceased veteran's NOK	a. DD Form 214	See rule 1a , this fig., and subpar. 1-4b . NOTE: If a deceased veteran's spouse remarries, he/she is no longer eligible to receive separation document unless the authorization of NOK is obtained. Honor requests from a remarried widow/widower when she/he is requesting the separation document in order to obtain benefits for dependent minor children who are the legal NOK. (See NPRC 1865.16 for requests from common-law wife.)
		b. Discharge Certificate	See rule 1b , this fig., and ch. 4-2 for persons authorized CIL's.
3.	Third party requesters	DD Form 214 or Discharge Certificate	Consult NPRC 1865.16 .
4.	Routine uses	DD Form 214	See Rule 1a .

Figure 2-2: **Required actions for requests involving "sensitive" information on DD form 214 (or equivalent)** (Part 1 of 2 - [Next](#))

<p>NOTE: This figure ONLY pertains to the possible deletion of "sensitive" information (as defined in par. 2). For instructions relating to the possible deletion of "restricted" information; e.g., drug/alcohol abuse rehabilitation treatment consult NPRC 1864.108.</p>			
R U	If request is from:	and, if it asks for:	THEN:

L E			
1	Veteran	a. Copy of DD Form 214:	
		(1) Issued on or after 10-01-79	Furnish UNDELETED copy (WITH items 23 thru 30). Furnish Copy 4, if available.
		(2) Prior editions (before 10-01-79):	Furnish UNDELETED copy.
		b. Copy of DELETED DD Form 214:	
		(1) Issued on or after 10-01-79	Furnish DELETED copy (WITHOUT items 23 thru 30).
		(2) Prior editions (before 10-01-79):	Furnish copy with SENSITIVE information DELETED . (see par. 2)
2	Deceased veteran's NOK	Copy of DD Form 214	Treat the same as request from veteran.
3	Third parties with proper release authorization; e.g., prospective employers.	Copy of DD form 214:	
	(Excludes ROUTINE	a. Issued on or after 01-06-89:	Furnish DELETED copy (WITHOUT items 19b, if different than item 19a, AND 23 thru 30).

	USERS and recruiters)		
		b. Issued on or after 10-01-79:	Furnish DELETED copy (WITHOUT items 23 thru 30).
		c. Issued prior to 10-01-79:	Furnish copy DELETING sensitive items. (see par.2)
4	Routine User	Copy of DD Form 214 or review of record	NO deletion action required. (see NPRC 1865.16)
5	Recruiting offices of the Armed Forces	Copy of DD Form 214	See NPRC 1865.16, Part 1, Item 3.
6	Veteran	the reason for discharge or for an explanation of the SPD or SDN	Using NA Form 13044, furnish a narrative explanation of the SPD/SPN taking it from the regulation in EFFECT AT TIME OF SEPARATION. (see part 2, this fig.) If separated before the use of separation codes, give narrative explanation of the cited separation authority; i.e., brief description for the code number EXACTLY as shown in the applicable regulation; e.g., Unfitness; Hardship; etc.

Figure 3-5.4: **Types and characters of discharge for Navy and Coast Guard**

TYPES AND CHARACTERS OF DISCHARGE FOR NAVY AND COAST GUARD

Before September 8, 1939 -

SHOWN IN RECORD AS:	TYPED AS:
Good	Good Discharge, Under Honorable Conditions

Ordinary	Ordinary Discharge, Under Honorable Conditions
Under Honorable Conditions (UHC)	Under Honorable Conditions
Underage, Inaptitude, Indifferent, Medical Survey, Dependency, Special Order	Under Honorable Conditions (unless otherwise stated)
Undesirable	If date of discharge is prior to November 1, 1924, refer to NMPC through Navy Liaison Office

NOTE: When Ordinary and Good are shown together, "Good Discharge, Under Honorable Conditions" takes precedence.

From September 8, 1939 to June 30, 1947 -

Good	Under Honorable Conditions Discharge
Ordinary	Under Honorable Conditions Discharge
UHC	Under Honorable Conditions Discharge
General	General Discharge, Under Honorable Conditions
Underage, Inaptitude, Indifferent, Medical Survey, Dependency, Special Order	Under Honorable Conditions (unless otherwise stated)

From July 1, 1947 -

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Ordinary	General Discharge, Under Honorable Conditions
Good	General Discharge, Under Honorable Conditions
UHC	General Discharge, Under Honorable Conditions

Figure 3-5.5: **Types and character of discharge for Marine Corps**

TYPES AND CHARACTERS OF DISCHARGE FOR MARINE CORPS

Before March 1, 1945 -

SHOWN IN RECORD AS:	TYPED AS:
Report of Medical Survey (in line of duty)	Honorable
Expiration of Enlistment	Honorable
All others including, Excellent, Good, Very Good, Medical Survey (not in line of duty), etc	Under Honorable Conditions
Bad or Bad Conduct Discharge	Bad Conduct Discharge
Dishonorable Discharge	Dishonorable Discharge
Undesirable	Refer to Marine Corps Liaison Office for determination
None Awarded	Refer to Marine Corps Liaison Office for determination

From March 1, 1945 -

Exactly as shown in record

REQUESTING MICROFICHE FROM VALMEYER

AND HANDLING UNREADABLE MICROFICHE

Last Updated: 5/19/2017

The Civilian Personnel Records Center at Valmeyer maintains duplicate copies of many of the microfiche records found in the OMPF at NPRC.

Use the following service department specific tables to determine when and how to appropriately secure a copy of the microfiche.

[Marine Corps](#)

[Navy](#)

[Air Force](#)

[Army](#)

[Miscellaneous Background Info](#)

MARINE CORPS

<p>1. Determine if microfiche copy should be requested.</p>	<p>Continue to step 2 only if <u>ANY</u> of the following applies.</p> <ul style="list-style-type: none"> • Microfiche is missing from a registry record and the registry service code is AMF or AMM. • Microfiche is illegible and the registry service code is AMF or AMM. <p>Stop here and do not request a microfiche if the registry service code is AM, MC or MCP as these are paper only records for which no master microfiche exists.</p>
<p>2. Search the “NavyIndex” application in Zenworks using the veteran’s social security number to locate the accession number needed to locate the master microfiche.</p>	<p>If <u>index search is positive</u>, record or copy the accession number for entry on the Microfiche Worksheet and continue to step 3.</p> <p>If <u>index search is negative</u>, stop here as no microfiche is</p>

	available for this record, contact your Expert Technician for possible options.
3. Open a Microfiche worksheet that is available under " Get Forms » Miscellaneous and UnNumbered Forms » Request for Microfiche Worksheet ."	
4. In the Marine Corps section of the worksheet, complete the following fields. <ul style="list-style-type: none"> • Name • SSN • Accession # • CMRS Request # 	
5. Save the completed worksheet to your PC desktop.	
6. Attach the completed worksheet to an email addressed to microfiche.request@nara.gov <ul style="list-style-type: none"> • Include the SR# in the SUBJECT of the email. • cc your coach and ETs • Send 	
7. Valmeyer will search for microfiche	<p><u>Microfiche is found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will duplicate the microfiche, attach the duplicate to a copy of the worksheet and mail to the appropriate Core Headquarters. • Core Headquarters will distribute the duplicate microfiche to the team coach of the requesting technician • Team Coach will:

<p>Note: Turnaround is typically 2 days. If you have not received a negative response or a copy of the microfiche after 7 days, contact your coach.</p>	<ul style="list-style-type: none"> o Update CMRS status to "In Core" o Add CMRS Note indicating receipt of microfiche received o Deliver microfiche to technician <p><u>Microfiche is not found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will reply to the technician's email request, using "Reply All", and provide a negative response.
<p>8. Examine microfiche received from Valmeyer for legibility.</p>	<p><u>Microfiche copy is not legible:</u></p> <ul style="list-style-type: none"> • Add a CMRS Note indicating that the microfiche copy in the record was missing or illegible and the master microfiche copy was also illegible. • Core L&T the record, microfiche copy and request to the address indicated below and the appropriate Marine Corps response paragraph under <u>Get PP>Handling Unreadable Microfiche</u> <ul style="list-style-type: none"> o ROUTINE: Commandant U.S. Marine Corps Personnel Management Support Branch 2008 Elliot Road, Room 203 Quantico VA 22134-5030 o CONGRESSIONAL: Commandant of the Marine Corps ATTN: Office of Legislative Affairs (OLAC) 3000 Marine Corps Pentagon, Room

	<p>4C553 Washington DC 20350</p> <p>Copy is legible, use the copy to complete your case and leave the microfiche copy in the record.</p>
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NAVY

<p>1. Determine if microfiche copy should be requested.</p>	<p>Continue to step 2 only if ALL of the following applies</p> <ul style="list-style-type: none"> • Microfiche is missing from a registry record • Registry service code is NVP, PMM, or PMF • Service was on or after 1975 <p>Stop here and do not request a microfiche if the registry service code is NP, or PM as these are paper only records for which no master microfiche exists.</p>
<p>2. Search the “NavyIndex” application in Zenworks using the veteran’s social security number to locate the accession number needed to locate the master microfiche.</p>	<p>If index search is positive, record or copy the accession number for entry on the Microfiche Worksheet and continue to step 3.</p> <p>If index search is negative, stop here as no microfiche is available for this record, contact your Expert Technician for possible options.</p>
<p>3. Open a Microfiche worksheet that is available under “Get Forms » Miscellaneous and UnNumbered Forms » Request for Microfiche Worksheet.”</p>	
<p>4. In the Navy section of the worksheet, complete the</p>	

<p>following fields.</p> <ul style="list-style-type: none"> • Name • SSN • Accession # • CMRS Request # 	
<p>5. Save the completed worksheet to your PC desktop.</p>	
<p>6. Attach the completed worksheet to an email addressed to microfiche.request@nara.gov</p> <ul style="list-style-type: none"> • Include the SR# in the SUBJECT of the email. • cc your coach and ETs • Send 	
<p>7. Valmeyer will search for microfiche</p> <p>Note: Turnaround is typically 2 days. If you have not received a negative response or a copy of the microfiche after 7 days, contact your coach.</p>	<p><u>Microfiche is found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will duplicate the microfiche, attach the duplicate to a copy of the worksheet and mail to the appropriate Core Headquarters. • Core Headquarters will distribute the duplicate microfiche to the team coach of the requesting technician • Team Coach will: <ul style="list-style-type: none"> ◦ Update CMRS status to “In Core” ◦ Add CMRS Note indicating receipt of microfiche received ◦ Deliver microfiche to technician <p><u>Microfiche is not found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will reply to the technician’s email request, using “Reply All”, and provide a negative response.

<p>8. Examine microfiche received from Valmeyer for legibility.</p>	<p><u>Microfiche copy is not legible:</u></p> <ul style="list-style-type: none"> • Add a CMRS Note indicating that the microfiche copy in the record was missing and the master microfiche copy was also illegible. • Provide a copy of illegible microfiche and respond to the requester using the appropriate Navy paragraph under <u>Get PP>Handling Unreadable Microfiche</u>. Our response informs the requester that this is the best copy we can provide and advises them to contact the appropriate office below if they require a better copy. <ul style="list-style-type: none"> ◦ ROUTINE: Navy Personnel Command PERS 312D1 5720 Integrity Drive Millington TN 38055-3120 ◦ CONGRESSIONAL: Navy Personnel Command-00L Congressional Liaison Office 5720 Integrity Drive Millington TN 38055-0000 <p><u>Copy is legible</u>, use the copy to complete your case and leave the microfiche copy in the record.</p>
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AIR FORCE

<p>1. Determine if microfiche copy</p>	<p>Continue to step 2 only if <u>ALL</u> of the</p>
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should be requested.

following applies

- Microfiche is missing from a registry record
- Registry service code is AFF, AFM, or AFP

DO NOT REQUEST MICROFICHE COPY if either of the following apply

- ILLEGIBLE MICROFICHE: Do not request copy of master microfiche if the microfiche in the record is illegible. Instead, provide a copy of illegible microfiche and respond to the requester using the appropriate Air Force paragraph under Get PP>Handling Unreadable Microfiche. Our response informs the requester that this is the best copy we can provide and advises them to contact the appropriate office below if they require a better copy.

- ROUTINE:
Air Force Personnel
Center
HQ AFPC/DPSIRP
550 C Street W
JBSA-Randolph AFB,
TX 78150
- CONGRESSIONAL:
HQ AFPC/IG
550 C Street West, Suite
1
Randolph AFB, TX
78150-4703
- RESERVES
Routine/Congressional):
Air Reserve Personnel
Center
HQ ARPC/DPTARA
18420 E Silver Creek
Ave Bldg 390 MS 68
Buckley AFB, CO 80011

Stop here and do not request a microfiche if the registry service code is AF as these are paper only

	records for which no master microfiche exists.
2. Open a Microfiche worksheet that is available under " Get Forms » Miscellaneous and UnNumbered Forms » Request for Microfiche Worksheet. "	Continue to step 3 and complete the Microfiche worksheet
3. Transcribe the Veteran's Name, SSN and the CMRS registry number from the record to the worksheet.	
4. Access and open the "Registry.doc" Excel file found on the S drive.	
5. Using the record registry number, locate the end-of-month registry number date.	<p>Example: The record has registry number F3, 856, 532. Find the number groupings on the End of Month Registry Number Date form where the registry number falls. If the registry number falls between the numbers shown for 2 particular months, then use the later month and year shown on the form. In the groupings below, F3, 856, 532 falls between F3, 856, 411, and F3, 864, 938, so the correct entry on the worksheet is June 1989. Apr 89 - F3,850,038 May 89 - F3,856,411 Jun 89 - F3,864,938</p> <p>Step 3 - Enter the End of Month Registry Number Date (Jun 89) on the worksheet. From this date, Valmeyer personnel are able to determine the Accession Number.</p>
6. Enter the End of Month Registry Number Date on the worksheet. From this date, Valmeyer personnel are able to	In the example above that number would be (Jun 89).

<p>determine the Accession Number.</p>	
<p>7. Check the appropriate box (AFPC or ARPC), depending on the component status of the veteran.</p>	
<p>8. Transcribe the CMRS Request number from the record to the worksheet.</p>	
<p>9. Provide the Technician's contact information.</p>	
<p>10. Save the completed worksheet to your PC desktop.</p>	
<p>11. Attach the completed worksheet to an email addressed to microfiche.request@nara.gov</p> <ul style="list-style-type: none"> • Include the SR# in the SUBJECT of the email. • cc your coach and ETs • Send 	
<p>12. Valmeyer will search for microfiche</p> <p>Note: Turnaround is typically 2 days. If you have not received a negative response or a copy of</p>	<p><u>Microfiche is found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will duplicate the microfiche, attach the duplicate to a copy of the worksheet and mail to the appropriate Core Headquarters. • Core Headquarters will distribute the duplicate microfiche to the team coach of the requesting technician • Team Coach will: <ul style="list-style-type: none"> ◦ Update CMRS status to "In Core" ◦ Add CMRS Note indicating receipt of microfiche received

<p>the microfiche after 7 days, contact your coach.</p>	<ul style="list-style-type: none"> o Deliver microfiche to technician <p><u>Microfiche is not found:</u></p> <p>Valmeyer personnel will reply to the technician's email request, using "Reply All", and provide a negative response.</p>
<p>13. Examine microfiche received from Valmeyer for legibility.</p>	<p><u>Microfiche copy is not legible:</u></p> <ul style="list-style-type: none"> • Add a CMRS Note indicating that the microfiche copy in the record was missing and the master microfiche copy was also illegible. • Provide a copy of illegible microfiche and respond to the requester using the appropriate Air Force paragraph under <u>Get PP>Handling Unreadable Microfiche.</u> Our response informs the requester that this is the best copy we can provide and advises them to contact the appropriate office below if they require a better copy. <ul style="list-style-type: none"> o ROUTINE: Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street W JBSA-Randolph AFB, TX 78150 o CONGRESSIONAL: HQ AFPC/IG 550 C Street West, Suite 1 Randolph AFB, TX 78150-4703 o RESERVES (Routine/Congressional): Air Reserve Personnel Center HQ ARPC/DPTARA 18420 E Silver Creek

Ave Bldg 390 MS 68
Buckley AFB, CO 80011

Copy is legible, use the copy to complete your case and leave the microfiche copy in the record.

ARMY

<p>1. Determine if microfiche copy should be requested.</p>	<p>Continue to step 2 only if the microfiche is missing from the record and ANY of the following applies</p> <ul style="list-style-type: none"> • Active Army officer or enlisted (E5 and above) with service between 1973 and 1992 • Reserve Army officer or enlisted with service between 1973 and 1992 • National Guard officer with service between 1973 and 1992 <p>Microfiche was not used prior to 1972. Microfiche may exist for service up to 1998, but check DPRIS first for service after 1992.</p>
<p>2. Open a Microfiche worksheet that is available under "Get Forms » Miscellaneous and UnNumbered Forms » Request for Microfiche Worksheet."</p>	
<p>3. In the Army section of the worksheet, complete the following fields.</p>	<p>Valmeyer personnel will obtain the <i>Accession</i></p>

<ul style="list-style-type: none"> • Name • SSN • CMRS Request # • Technician's Information • Year of Discharge (if prior to 1998) 	<p><i>Number, Box #, and Location, if available.</i></p>
<p>4. Save the completed worksheet to your PC desktop.</p>	
<p>5. Attach the completed worksheet to an email addressed to microfiche.request@nara.gov</p> <ul style="list-style-type: none"> • Include the SR# in the SUBJECT of the email. • cc your coach and ETs • Send 	
<p>6. Valmeyer will search for microfiche</p> <p>Note: Turnaround is typically 2 days. If you have not received a negative response or a copy of the microfiche after 7 days, contact your coach.</p>	<p><u>Microfiche is found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will duplicate the microfiche, attach the duplicate to a copy of the worksheet and mail to the appropriate Core Headquarters. • Core Headquarters will distribute the duplicate microfiche to the team coach of the requesting technician • Team Coach will: <ul style="list-style-type: none"> ◦ Update CMRS status to "In Core" ◦ Add CMRS Note indicating receipt of microfiche received ◦ Deliver microfiche to technician <p><u>Microfiche is not found:</u></p> <ul style="list-style-type: none"> • Valmeyer personnel will reply to the

	<p>technician's email request, using "Reply All", and provide a negative response.</p>
<p>7. Examine microfiche received from Valmeyer for legibility.</p>	<p><u>Microfiche copy is not legible:</u></p> <ul style="list-style-type: none"> • Add a CMRS Note indicating that the microfiche copy in the record was missing and the master microfiche copy was also illegible. • Provide a copy of illegible microfiche and respond to the requester using the appropriate Army paragraph under <u>Get PP>Handling Unreadable Microfiche</u>. Our response informs the requester that this is the best copy we can provide and advises them to contact the appropriate office below if they require a better copy. • ROUTINE: Department of the Army Human Resources Command Attn: AHRC-PDR-H 1600 Spearhead Division Avenue Dept 420 Fort Knox, KY 40122-5402 • CONGRESSIONAL: Department of the Army Human Resources Command Attn: AHRC-SGS 1600 Spearhead Division Avenue Dept 420

	Fort Knox, KY 40122-5402
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	Copy is legible , use the copy to complete your case and leave the microfiche copy in the record.
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Miscellaneous Background Information

- Following the 1973 fire at this Center, some service departments began retiring microfiche separate from the personnel record. The first shipments were sporadic, but eventually all branches that used microfiche began sending them regularly.
- Microfiche are filed at Valmeyer by Accession Number. **Accession Numbers** are 9 digit numbers that look like this: 127 99 0111.

The first 3 numbers are the Record Group:

024 is Navy,
127 is USMC
338 is Army
342 is Air Force

The next two numbers signify the year the accession number was assigned.

The last 4 numbers signify the number assigned to a shipment.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.82C

SUBJECT: Requests concerning admission to the United States Naval Home

1. **Purpose.** This memorandum provides instructions for handling requests for information concerning admission to the U.S. Naval Home.
2. **Cancellation.** NPRC 1865.82B is canceled.
3. **Reason for revision.** This memorandum is revised to reflect current forms; and to update procedures for processing requests. Fig. 1 (Parts 1 and 2) is updated to include additional information.
4. **Applicability.** The information contained in this memorandum applies to personnel of the Correspondence Section of the Navy Reference Branch (NCPMN-C).
5. **Instructions.** The instructions for processing requests concerning admission to the U.S. Naval Home are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:
 - NA Form 13041, Statement of Service
 - NA Form 13104, Multiple Purpose Correspondence Form

DAVID L. PETREE
Director

1. **Background.** An act of February 26, 1811, established the United States Naval Home for the purpose of providing an honorable and comfortable home for old, disabled, and infirm officers and enlisted members of the Navy and Marine Corps, and those of the Coast Guard who served during a period when that organization was attached to the Navy. The Home is under the direction of the Secretary of the Navy and is controlled administratively by a line officer known as the Governor. The Governor makes the final decision on an applicant's admission to the Home based on the verification of service, availability of space, etc.
2. **Request sources.** NPRC honors requests for transcripts of service received from the Governor of the U.S. Naval Home. Inquiries are also received directly from the individual involved, and shall be referred to the U.S. Naval Home.
3. **INSTRUCTIONS FOR PROCESSING REQUESTS.**
 - a. **Requests from the Governor.** Requests from the Home are processed by furnishing a statement of service and/or photocopies of documents/appropriate service record pages. It is important that all the information requested be included in the service verification. If the individual was attached to a shore activity outside the continental limits of the United States, provide the inclusive dates of such service. Unusually hazardous duty warranting citations or decorations, which would entitle the individual to special consideration, is also reported. Forward a copy of the medical survey when requested. (See [fig. 1.](#))

b. **Requests from the individual.** If the individual requests information concerning the Home; or submits a completed application for admission to the Home:

(1) Refer the inquiry/application to:

Governor
U.S. Naval Home
01800 East Beach Blvd.
Gulfport, MS 39501

Use NA Form 13104, Multiple Purpose Correspondence Form, (checking the second block) to refer the inquiry/application.

(2) Inform the individual of the referral action taken by forwarding a carbon copy (cc:) of the NA Form 13104.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.120A
January 28, 2002

SUBJECT: Requests for Air Force officer flight records

1. **Purpose.** This memorandum provides instructions for handling requests for copies of Air Force officer flight records.
2. **Cancellation.** NPRC 1865.120 is cancelled.
3. **Applicability.** The provisions of this memorandum are applicable to personnel in all Cores and the Correspondence Section (Organizational Records) of the Records Retrieval Branch.
4. **Instructions.** The instructions for handling requests for Air Force officer flight records are contained in the Attachment. For instructions for handling requests for flight training records, see the latest revision of [NPRC 1865.68, Requests for verification of training, education, and performance while in the military.](#)
5. **Forms.** This memorandum provides for the use of the following form:

NA Form 13105, NPRC Search Request and Reply

R. L. HINDMAN
Director

1. **Background.** NPRC acquired a microfilmed collection of Air Force officer flight records when Norton AFB closed, primarily to assist in records reconstruction efforts. However, these records can also be used to respond to requests for copies of an individual's flight records, and copies of flight training records. (For information regarding flight-training records, see the latest revision of [NPRC 1865.68, Requests for verification of training, education, and performance while in the military.](#)) The microfilmed collection is located in Room 1536 on the first floor. The reels are filed in eighteen runs (separated by years). From 1911 through June 1967 the reels are filed in alphabetical order, and reels from July 1967 through May 1973 are filed bi-monthly by service number or social security number. Flight records for 1973 through 1995 are on microfiche. After 1995, flight records were given to the veteran. Requests for flight records are received from individuals seeking copies of their flight records (flying time) for a specific span of years (sometimes 20-30 years). Some Air Force officer flight records are also filed in the Official Military Personnel Folder (OMPF). Due to Privacy Act considerations flight records from 1969 and later that contain social security numbers are not available for review.
2. **Air Force officer flight records.** Each individual flight record covers a specific time period, and provides flight time information; e.g., aircraft type, mission symbol, hours of time flown, etc. In addition, each record provides a cumulative total of total flight time shown in summary format by hours flown in various categories. (See [Figure 1.](#)) The flight record for the officer's last month and year flown will provide a career total of flying time.

NOTE: Air Force officer flight records offer an alternate source of information for records reconstruction since they contain the name, service number(s), branch of service, dates of

service, ratings, date of birth, and organization(s) assigned. This information is available for a specific time (month/year) during the pilot's career or throughout their career. To request a search of these records for reconstruction purposes, follow procedures as outlined in the latest revision of [NPRC 1865.111, Internal sources of information used in the records reconstruction process, subpar. 14c.](#)

3. **Responsibility of archives technicians.** Archives technicians in the cores have the responsibility for answering requests for flight records and other records (i.e., personnel or health records). However, if the request is for flight records ONLY, the request should be routed to The Records Retrieval Branch, Correspondence Section (Organizational Records (OR)); they will answer these requests.

a. **Analyze request and record.** Archives technicians shall analyze the request and review the OMPF to determine if records on file may be used to respond to the request. If no records are found, the technician should request a search of microfilmed flight records.

NOTE: Archives technicians will determine whether to use the flight records as an alternate source of information for records reconstruction.

b. **Search request.**

(1) **Last month/year flown provided by requester.** To request a search of microfilmed records, prepare NA Form 13105, NPRC Search Request and Reply. Furnish identifying data of the veteran and the last month and year flown. **NOTE:** Regardless of the way in which the request is worded; e.g., "Send complete/all copies of flight records," provide only the last month/year flown. Core archives technicians shall send search requests to the Records Retrieval Branch, Correspondence Section (Organizational Records). In response to the search request, a flight record showing cumulative flight time will be furnished. Archives technicians in the Records Retrieval Branch shall search and complete the case, if only flight records are requested. **NOTE:** DO NOT provide the discharge/retirement date on the search request since flight records were not maintained to the end of the officer's career.

(2) **Last month/year flown not provided by requester.** If the requester does not provide the last month/year flown, contact the requester and ask for this information. If the requester is only able to provide the last year flown, request a search of the microfilm for the month of December for that year.

(3) **Additional searches requested.** If the requester insists on additional searches (by month/year), a form letter shall be sent stating that additional records will be made available to the requester to review on-site at the Center (See [Figure 2](#)).

4. **Responsibility of Records Retrieval Branch, Correspondence Section (Organizational Records).** Technicians in Organizational Records are responsible for searching requests for technicians in the cores. Search the last month/year shown on the search request. Organizational Records technicians shall attach copies of the flight record to the search request and return to the core. Organizational Records technicians shall search the flight records and complete the case when the customer is requesting only copies of flight records.

NOTE: Organizational Records may receive search requests for flight records from core technicians for records reconstruction purposes. In these cases, Organizational Records furnishes the requested information on the search request form and returns to the technician.

TABLE I - SUMMARY OF PILOT EXPERIENCE								
DUTY	SINGLE ENGINE	2 ENGINE	PROP	JET PROPULSION	GYROPLANE & HELICOPTER	CLASS	OTHER	TOTAL
(10) COMBAT PILOT	0	0	0	0	0	7	0	0
(11) PILOT INSTRUCTOR	644	78						722
(12) CO-PILOT		30						30
(13) TOTAL AAF PILOT TIME	644	108						752
(14) AAF STUDENT PILOT TIME								208
(15) CIVILIAN PILOT TIME OVER 600 HP								
(16) FOREIGN MILITARY PILOT TIME								
(17) OTHER U. S. MILITARY PILOT TIME								
(18) TOTAL PILOT TIME								960

(19) PILOT COMBAT TIME	(20) CO-PILOT	(21) 1ST PILOT	(22) CO-PILOT	RANK	RANK	RANK	RANK	(23) TOTAL
								None

TABLE III - MISCELLANEOUS ENTRIES										
RADIO CONTROL PILOT			SYNTHETIC INSTRUMENT PILOT TRAINER							
DATE	TYPE	TIME	DATE	TYPE	TIME					
			4/17/49	Link	1:00	2-G.C.A.'s				
					//end//					
(24) TOTALS THIS SHEET					1					
(25) SHEETS FORWARDED FROM SHEET NO.					26	37				
(26) TOTAL TO DATE					38					

Figure 2. Sample form letter for on-site review

National Personnel Records Center



Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

Thank you for contacting the National Personnel Records Center. Your original request asked for copies of U.S. Air Force officer flight records from ^ to ^ . We do have available at this Center U.S. Air Force officer flight records from 1911 to May 1973 on microfilm and officer flight records on microfiche from June 1973 to Dec 1995. After 1995, flight records were given to the veteran.

The National Personnel Records Center is staffed and budgeted to respond to requests from or on behalf of veterans who are seeking benefits due them under various veterans' laws. Therefore, we normally try to limit our research of microfilmed/microfiche Air Force officer flight records to the last month and year flown. This record provides a cumulative career total of flight time.

If you wish to obtain more than the last month and year flown with the cumulative total, we can make the records available to you or your designated representative for review here at our Center. In lieu of you personally visiting this Center, you may wish to contact the History Department of on the local universities (Washington University, St. Louis University, University of Missouri-St. Louis, Southern Illinois University-Edwardsville, and Webster University) for graduate students who may be available to conduct this research. If you or your designated representative decide to review the records, you must first obtain permission to review the records and then notify us *in advance* of your visit so we can make the necessary arrangements. You will need to first write to the following office to obtain the required written authorization for access to the records:

Deputy Chief of Staff, Plans and Operations
Headquarters United States Air Force
Washington, D.C. 20330-5054

Once authorization is obtained, you will need to call the Organizational Records section of this Center at (314) 538-4461 to schedule an appointment *before* your visit. This will ensure that there are no scheduling conflicts and that the records are available and ready for your review. You will also need to furnish us with copy of your written authorization to review records. *NOTE:* Due to Privacy Act considerations flight records from 1969 and later that contain social security numbers are not available for review.

National Archives and Records Administration

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.124
April 30, 1999

SUBJECT: Requests for Army replacement medals and certificates

1. **Purpose.** This memorandum provides information and instructions on processing requests for issuance of Army replacement medals, and replacement of certain certificates.
2. **Background.** On November 4, 1998, the function of processing Army replacement medals and certain certificates was transferred to the National Personnel Records Center (NPRC). The memorandum of agreement (MOA) establishes guidelines and responsibility in regard to processing requests from veterans for the replacement of Army medals and certain certificates. The MOA also stipulates that NPRC will not make Army award determinations. They will be forwarded to the Department of Army, Total Army Personnel Command (PERSCOM), Alexandria, Virginia.
3. **Applicability.** The provisions of this memorandum are applicable to personnel in Army Reference Branch, Special Inquiries Section of Air Force Reference Branch, Organizational Records Section of the Records Reconstruction Branch, and the Mail and Data Input Section.
4. **Instructions.** The instructions concerning requests for Army replacement medals and certain certificates are contained in the Attachment.
5. **Forms.**

NA Form 13020, Response to Request Concerning Entitlement to Awards

NA Form 13081, Change of Record Request

NA Form 13105, NPRC Search Request and Reply

OMPF, Official Military Personnel File

ORB, Officer Record Brief

DA Form 2-1, Personnel Qualification Record, Part II

DA Form 20, Enlisted Qualification Record

DA Form 24, Service Record

DA Form 66, Officer Qualification Record

DA Form 201, Military Personnel Records Jacket

DA Form 1577, Authorization for Issuance of Awards

DD Form 3, Application for Gold Star Lapel Button

DD Form 149, Application for Correction of Military or Naval Record Under the Provisions of Title 10, US Code Sec. 1552

DD Form 214 Series, WDAGO Form 53 Series, Certificate of Release or Discharge from Active Duty and prior similar Certificates of Discharge

DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DAVID L. PETREE
Director

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1. **General Information.** The Army Reference Branch and Special Inquiries Section, Air Force Reference Branch, have responsibility for processing requests for Army replacement medals

and certain award certificates. In accordance with the Memorandum of Agreement (MOA) dated November 4, 1998, NPRC has been authorized to prepare DA Form 1577, Authorization for Issuance of Awards, for replacement medals for veterans, retirees, and their next of kin.

2. **Types of decorations and awards.** The types of medals awarded to Army members fall into the following categories:

- a. **Military decorations.** Military decorations are awarded in recognition of individual heroism, meritorious achievement, or meritorious service. The Medal of Honor is the highest military decoration that can be bestowed on a service member. Other decorations awarded are the Distinguished Service Cross, the Defense Distinguished Service Medal, the Distinguished Service Medal, the Silver Star, the Defense Superior Service Medal, the Legion of Merit, the Distinguished Flying Cross, the Soldier's Medal, the Bronze Star Medal, the Purple Heart, the Defense Meritorious Service Medal, the Meritorious Service Medal, the Air Medal, the Joint Service Commendation Medal, the Army Commendation Medal, the Joint Service Achievement Medal, and the Army Achievement Medal.
- b. **Unit awards.** Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are not intended to recognize individual actions, but to acknowledge the combined efforts of the organization. The various unit awards that have been authorized are the Presidential Unit Citation, the Joint Meritorious Unit Award, the Valorous Unit Award, the Meritorious Unit Commendation, and the Army Superior Unit Award.
- c. **Foreign decorations and service awards.** Awards from foreign governments are given in recognition of active combat service or for outstanding or unusually meritorious performance. The non-U.S. service medals that have been authorized are the Belgian Fourragere, the French Fourragere, the Netherlands Orange Lanyard, the Philippine Defense Ribbon, the Philippine Liberation Ribbon, the Philippine Independence Ribbon, the United Nations Service Medal (Korea), the United Nations Medal, the NATO Medal, the Multinational Force Observers Medal, the Republic of Vietnam Campaign Medal, the Kuwait Liberation Medal (Saudi Arabia), the Kuwait Liberation Medal (Kuwait), the Philippine Republic Presidential Unit Citation, the Republic of Korea Presidential Unit Citation, the Vietnam Presidential Unit Citation, the Republic of Vietnam Gallantry Cross with Palm Unit Citation, the Republic of Vietnam Civil Actions Unit Citation, and the Inter-American Defense Board Medal.
- d. **Service medals.** Service medals, campaign medals, and service ribbons denote participation by a service member in a campaign, war, national emergency, expedition, or the fulfillment of specified service requirements in a creditable manner. The U. S. service medals, campaign medals, and service ribbons that have been authorized are the World War I Victory Medal, the American Defense Service Medal, the Army Good Conduct Medal, the Army of Occupation of Germany Medal, the American Campaign Medal, the Asiatic-Pacific Campaign Medal, the European-African-Middle Eastern Campaign Medal, the Women's Army Corps Service Medal, the World War II Victory Medal, the Army of Occupation Medal, the Honorable Service Lapel Button, the Medal for Humane Action, the National Defense Service Medal, the Armed Forces Reserve Medal, the Korean Service Medal, the Antarctica Service Medal, the Armed Forces Expeditionary Medal, the Vietnam Service Medal, the Humanitarian Service Medal, the Military Outstanding Volunteer Service Medal, the Army Service Ribbon, the NCO Professional Development Ribbon, the Overseas Service Ribbon, Prisoner of War Medal, the Southwest Asia Service Medal, the Armed Forces Service Medal, the Army Reserve Components Achievement Medal, and the Army Reserve Components Overseas Training Ribbon.

e. **Badges.** Combat Infantryman Badge, Combat Medical Badge, Parachutist Badges, Army Aviator Badges, Aircraft Crewman Badges, Drill Sergeant Badge, Recruiter Badges, Marksmanship Badges, Driver and Mechanic Badges, Expert Infantryman Badge, and Expert Field Medical Badge.

f. **Appurtenances.** Appurtenances are devices affixed to service or suspension ribbons or worn instead of medals or ribbons. They are worn to denote additional awards, participation in a specific event, or other distinguished characteristics of the award. The following appurtenances are shown on the DA Form 1577:

(1) **Service Stars.** Service stars are worn on campaign and service ribbons to denote an additional award. A silver star is worn instead of five bronze service stars. Service stars are authorized for wear on the following campaign and service medals and/or ribbons:

- (a) World War I Victory Medal
- (b) American Defense Service Medal
- (c) American Campaign Medal
- (d) Asiatic-Pacific Campaign Medal
- (e) European-African-Middle Eastern Campaign Medal
- (f) Korean Service Medal
- (g) Armed Forces Expeditionary Medal
- (h) Vietnam Service Medal
- (i) National Defense Service Medal
- (j) Humanitarian Service Medal
- (k) Prisoner of War Medal
- (l) Southwest Asia Service Medal
- (m) Military Outstanding Volunteer Service Medal

(2) **Oak Leaf Clusters.** An Oak Leaf Cluster is issued to denote award of second and succeeding awards of decorations (other than the Air Medal), the Army Reserve Components Achievement Medal, and unit awards. A silver Oak Leaf Cluster is worn instead of five bronze Oak Leaf Clusters.

(3) **Arrowhead.** An arrowhead denotes participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. It is worn on the service and suspension ribbons of the Asiatic-Pacific Campaign Medal, European-African-Middle Eastern Campaign Medal, Korean Service Medal, Vietnam Service Medal, and Armed Forces Expeditionary Medal. Only one arrowhead will be worn on any ribbon.

(4) **Clasps.** Clasps are authorized for wear on the Good Conduct Medal, World War I Victory Medal, American Defense Service Medal, Army Occupation Medal, and Antarctica Service Medal.

(5) **"V" Device.** The "V" device is worn to denote participation in acts of heroism involving conflict with an armed enemy. It originally was worn only on the Bronze Star Medal. Effective February 29, 1964, the "V" device was also authorized for wear on the Air Medal and Army Commendation Medal for heroic acts or valorous deeds not warranting awards of the Distinguished Flying Cross or the Bronze Star Medal with "V" device. Effective June 25, 1963, the "V" device was authorized additionally for wear on the Joint Service Commendation Medal when the award is for acts of valor (heroism) during participation in combat operations. Only one "V" device is worn on the service ribbons.

(6) **"M" Device.** The Mobilization ("M") device is worn on the Armed Forces Reserve Medal (AFRM) to denote service during a mobilization or contingency designated by the Secretary of Defense. The "M" device is authorized to be worn on the AFRM by members of the reserve components who on or after August 1, 1990, performed qualifying active duty service in support of the following designated contingency operations:

- Persian Gulf War
- Operation Restore Hope in Somalia
- Operation Uphold Democracy in Haiti
- Operation Joint Endeavor in Bosnia
- Operation Joint Guard in Bosnia

(7) **Numerals.** Arabic numerals are issued instead of a medal or ribbon for second and succeeding awards of the Air Medal, Multinational Force and Observers Medal, Overseas Service Ribbon, and the Army Reserve Components Overseas Training Ribbon. The ribbon denotes the first award and numerals starting with the numeral 2 denote the number of additional awards. The numeral worn on the NCO Professional Development Ribbon will denote the highest completed level of NCO development.

3. **Auxiliary sources of information pertaining to decorations and awards.** Listed below are auxiliary sources of information to verify and document eligibility for decorations and awards.

a. **Request for an organization record search.** If a search of organization records, i.e. clinical records, morning reports, rosters, etc. is required to help determine eligibility for an award, forward a request to the Organizational Records Section (NRPMR-O). Prepare NA Form 13105, NPRC Search Request and Reply, in triplicate, including the veteran's name, service number, the award for which eligibility is to be determined, dates to be searched, name of unit, or hospital, etc. Send the original and one copy to NRPMR-O. Attach the third copy to the request and hold with the record until the reply is received. File a copy of the NA Form 13105 in the record showing the results of the search. Refer to NPRC memos [1865.111](#), [1865.113](#), and [1865.121](#) for guidance pertaining to organization records searches.

b. **General Orders for Vietnam Awards.** Requests for missing Vietnam-Era Award General Orders (GO) will be recorded daily, and transmitted weekly via FAX to PERSCOM Awards Branch at (703) 325-2581. VIP and congressional cases may be telephoned in, as required, to PERSCOM at (703) 325-4768.

NOTE: These orders are filed by division or Major Command, and the year; therefore, that information is very important when making a request to PERSCOM for a copy of the GO. Check OMPF/discharge for unit and refer to DA Pam 672-3.

c. **CD-ROM listing of Gulf War Veterans (Desert Storm/Desert Shield).** A CD-ROM is available which provides the dates veterans served in Southwest Asia during Desert Storm

and Desert Shield. This information is available by entering his/her social security number or via name search.

- d. **Additional Reference Materials.** The following is a listing of reference materials for WWI, WWII, and Korea to assist in verification of eligibility for Army medals:

(1) **Prisoner of War Books WWI, WWII, and Korea.** POW books, Army only, listing prisoners of war of WWI, WWII, and Korea. Books are in alpha order, includes service number and rank.

(2) **Silver Star WWII and Distinguished Service Cross Recipients WWI and WWII.** Book listing veterans that received the Silver Star and Distinguished Service Cross during WWI and WWII. These are actually two separate books. The SS Book is an alpha index in three parts listing recipients of the SS, but it does not contain SN. It gives the general order number, year, and headquarters that published the order. It is a starting point from which to check the general order fiche to verify the SN and see if the requester is actually the individual that received the SS.

(3) **Casualty Listing of WWII and Korean service members.** List of veterans that are missing, lost or buried at sea during World War II and Korea for Purple Heart verification. This is an alpha listing which includes all services.

(4) **General Order Books WWI.** Book of veterans that served during World War I, listed by unit.

(5) **PH Policies for WWII.** Policy binder for award of Purple Heart during World War II.

(6) **General Orders for various awards during the 50's.** Microfiche index book of units listing fiche location of Recommendations for Awards, General Orders showing veteran is entitled to the Purple Heart and other awards during the 1950's.

(7) **Microfiche index and General Order awards for WWII and Korea.** Fiche index that shows what microfiche to check to find a General Order number for awards, by division and year, during World War II and Korea.

(8) **Precedent Files WWI.** Precedent files of specific award cases of rulings made for World War I.

(9) **Microfiche of Korean POW Listings.** Microfiche listing of Korea POW's in alpha order.

(10) **WWI Card Files and Orders.** Alpha card file of Army veterans who were entitled to the Silver Star, Purple Heart and Campaign Stars during World War I. Does not show campaign stars; however, some show locations of service.

4. **NPRC responsibility for servicing medals requests.** Requests involving fire-related Army and Army Air Corps records will be serviced by NPRC. Requests involving non-fire-related Army records will be serviced by NPRC if the Official Military Personnel File (OMPF) has been retired to the Center. Requests involving current Army reservists, as well as discharged Army personnel whose OMPF's have not yet been retired to NPRC, will be referred by the Mail and Data Input Section staff to AR-PERSCOM, Attn: →**ARPC-ZCC-A (congressional cases) or ARPC-ZCC-B (routine cases)**←. Requests involving current active Army service members, retired General officers, and all requests for the Medal of Honor will be referred by Mail and Data Input Section staff to Commander, PERSCOM, ATTN: TAPC-PDO-PA, 200 Stovall Street, Alexandria, VA 22332-0471.

5. **Dual Requests.** All requests received in the Mail and Data Input Section, which contain requests for Army medals and additional documents/information, as well as those involving other branches of service, will be forwarded to the NRPMA Medals Section.

6. **Verifying entitlement to medals (non-fire-related cases).**

- a. **Non-specific requests for all medals.** Review separation documents and, as applicable, DA Form 20, Enlisted Qualification Record, DA Form 66, Officer Qualification Record, DA Form 24, Service Record, ORB, Officer Record Brief, or DA Form 2-1, Personnel Qualification Record, Part II. Complete the DA Form 1577 in accordance with the instructions in [par. 8](#), below, based on the decorations and awards listed on these source documents. It is not necessary to review the entire OMPF when the requester asks for "all medals" and does not specify certain ones to which he/she believes that he/she is entitled.
- b. **Requests for specific medal(s).** First review the documents listed in [par. 6a](#), above. If the requested medal(s) is/are documented on those source documents, complete the DA Form 1577 in accordance with instructions in [par. 8](#), below. If not, review the entire OMPF for general orders, citations, etc. to substantiate the requester's entitlement to the desired medal.

(1) **Documentation found in OMPF.** Complete DA Form 1577 in accordance with instructions in [par. 8](#), below.

(2) **Documentation not found in OMPF.** Search appropriate auxiliary sources described in [par. 3](#), above. If documentation of entitlement to award is found, complete the DA Form 1577 in accordance with instructions in [par. 8](#), below. If not, furnish a negative reply to the requester using NA Form 13020, Response to Request Concerning Entitlement to Awards, and request that the veteran submit copies of documents (i.e.; General Order, Citation, or DD214) in his/her possession for further consideration. If the requester again requests the medals, but provides no or inadequate documentation, refer the case to PERSCOM or AR-PERSCOM, as appropriate. If there is evidence in the OMPF, Official Military Personnel File, that those offices have already reviewed the case and disapproved the award, send the requester a DD Form 149, Application for Correction of Military or Naval Records Under the Provisions of Title 10, US Code Sec. 1552.

7. **Verifying entitlement to medals (fire-related cases).** In most cases separation documents provided by the veteran, from fire related records of WWI, WWII, and the Korea conflict, will be all the necessary verification needed to process Army replacement medals. The following are the basic medals for each war or conflict:

a. **Basic medals for Korea.**

Good Conduct Medal (for enlisted personnel)
 National Defense Service Medal (Honorable service between 6/27/50 through 7/27/54)
 Korea Service Medal (if served in Korea)
 United Nations Service Medal (if served in Korea on behalf of the United Nations)

NOTE: Check OMPF/discharge for unit and refer to DA Pam 672-1.

b. **Basic medals for WWII.**

WWII Victory Medal
 Honorable Service Lapel Button (ruptured duck)

Bronze Star Medal (based on the award of the CIB, CMB or Defense of Philippines)
 American Campaign Medal
 American Defense Service Medal
 European-African Middle Eastern Medal (if served in those areas)
 Asiatic-Pacific Campaign Medal (if served in those areas)

NOTE: Check OMPF/discharge for unit and refer to DA Pam 672-1.

c. **Basic medals for WWI.**

WWI Victory Medal
 WWI Victory Button (Bronze)

NOTE: If the medals/decorations requested are not documented on discharge paper, check WWI card file and general orders.

d. **Pre-World War I Medals.** In 1981, the Army, as well as the other military services, discontinued manufacture of pre-World War I service medals.

8. **Completion of the DA Form 1577.** NPRC technicians will complete DA 1577, Authorization for Issuance of Awards, and forward number 1 and 2 copies of the completed form to: U.S. Army Soldier and Biological Chemical Command, IMMC, Soldier Systems Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. The DA Form 1577 will be completed using the [instructions in figure 1 \(click here for a sample completed form\)](#). In addition to forwarding two copies of the DA 1577 to Philadelphia, forward copy 3 to the requester, and file copy 4 in the veteran's service record. When completing the DA Form 1577, using ball point pen, the technician must print clearly and press down hard to ensure the information appears through all copies. After the last entry, enter on the next line "Nothing Follows."

a. **Fees charged for replacement of medals.** The initial DA Form 1577 processed for each award is free of charge. Subsequent DA Form 1577's for the same award will include a notation in block 12 that a charge is required. If payment is required, Philadelphia sends a notice to the intended recipient with payment instructions. Upon receipt of funds, Philadelphia issues the medal sets.

b. **Multiple/Extra Sets of Medals.** The following is Department of Army guidance pertaining to requests for Multiple/Extra Sets of Medals. Repeated and/or multiple requests for replacements sets of medals for veterans or for eligible surviving next of kin should be handled on a case by case basis taking into consideration the reasons for replacements and family situations (for example, divorce, separation, remarriage, death, etc.) Refer unusually difficult requests for multiple sets of medals to PERSCOM, Alexandria, VA for resolution.

c. **Awards available.** [Appendix A](#) and [Appendix B](#) provide lists of awards and decorations available for issue by Philadelphia.

9. **Correction of separation documents.** Prepare DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty. Add the awards not shown on the DD Form 214, Certificate of Release or Discharge from Active Duty. Include the area of operations for the AFEM; e.g., "Armed Forces Expeditionary Medal (for Bosnia)." Send the original DD Form 215 to the veteran using NA Form 13081, Change of Record Request, checking the appropriate block. See the latest revision of NPRC 1865.87, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, for distribution of the remaining copies of the DD Form 215.

10. **Certificates.** Award certificates will be prepared upon request from the veteran and next of kin, if the same certificate was never previously issued. [Appendix C](#) provides a list of available Army Military Award Certificates. The following Army policy guidance applies to the issuance of award certificates:

- a. **Award Orders. NO CERTIFICATE WILL BE ISSUED TO THE VETERAN WITHOUT AN ORDER,** except for the Bronze Star Medal, World War II (based on the CIB and CMB) or the Purple Heart (WWII and Killed-In-Action (KIA)).
- b. **Certificates issued for decorations only.** Award certificates are pre-signed by authorized officials and issued for decorations only. Certificates are not issued for service medals, with the exception of the Good Conduct Medal, effective January 1, 1981.
- c. **Other certificates for decorations not issued.** The following other certificates for decorations not issued by NPRC are:

Joint Service Commendation Medal
 Joint Service Achievement Medal
 Defense Meritorious Service Medal
 Defense Superior Service Medal
 Defense Distinguished Service Medal

Refer requests for these certificates to:

Chief, Military Personnel Division
 Personnel and Security Directorate
 Washington Headquarters Services
 Washington, DC 20301-4000

NOTE: A copy of the separation document verifying the Joint/Defense Award will be attached to the request prior to forwarding to Washington Headquarter Service.

11. **Citations.** Citations are normally issued in an original only at the time of the award. Therefore, in many cases, copies are not available in the service record. If available, provide photocopy upon request.

12. **Special instructions for certain decorations and awards.**

- a. **Medal of Honor.** All requests received for the Medal of Honor will be forwarded to PERSCOM Awards Branch, Alexandria, VA. Prior to forwarding request to PERSCOM, attach a copy of the veteran's final separation document.
- b. **Retired General Officers.** All requests for Retired General Officer awards and medals will be forwarded to PERSCOM Awards Branch, Alexandria, VA.
- c. **Gold Star Lapel Button.** The Gold Star Lapel Button is issued to widows, widowers, parents, and next of kin of members of the Armed Forces of the United States who lost their lives during WWI, WWII, United Nations Action in Korea; or who lost their lives after June 30, 1958, while engaged in military operations involving conflict with an imposing foreign force; or while serving with friendly foreign forces engaged in an armed conflict in which the United States is not a belligerent party against an imposing Armed Force. Request for replacement of Gold Star Lapel Button (lost, destroyed, or unserviceable) must be submitted on DD Form 3, Application for Gold Star Lapel Button. However, if DD Form

3 is not available and the NOK provides sufficient documentation not found in OMPF, NPRC may issue the Gold Star Lapel Button based on a letter request.

- d. **World War II Army Air Corps medals.** Upon receipt of requests for WWII Army Air Corps medals, check separation document for unit and refer to DA Pam 672-1. **EXCEPTION:** Forward DFC and Air Medal requests to the Air Force, in accordance with [NPRC 1865.110](#), Request for awards and certificates.
 - e. **Purple Heart.** Requests for the Purple Heart not supported by documentation (other than while POW) are returned to veteran with instructions to provide medical records, assigned unit, and date of injury. Upon receipt, NARA will check morning reports (prior to 1975), other NARA sources, and forward packet to PERSCOM Awards Branch for determination.
 - f. **Purple Heart for injuries while a prisoner of war (POW).** For Purple Heart requests for injuries while a POW, return request with instructions to provide medical records, assigned unit, date of injury, sworn statement from witnesses, Repatriation Physical Examination and/or VA medical documentation. Upon receipt, NARA will verify POW status from NARA source and forward documentation to PERSCOM, Alexandria, VA for determination.
 - g. **Republic of the Philippines Medals.** The Philippine Liberation Medal and the Philippine Republic Presidential Unit Citation Badge are not supplied by the U. S. Army Soldier and Biological Chemical Command. Advise requester to write to the following address to obtain these medals and send a copy of the DA Form 1577 completed by NPRC along with the required fee: Defense and Armed Forces Affairs Office, Embassy of the Philippines, 1600 Massachusetts Avenue NW, Washington, DC 20036. Do not forward request or DA Form 1577 directly to the Philippine Embassy. The Philippine government charges an assessment fee of \$7.00 for both medals to defray the administrative cost of processing, shipping and handling. (The Department of the Army does provide the Philippine Liberation Ribbon at no charge.)
 - h. **Criteria for award of the Combat Infantryman Badge.** The following are the criteria for the award of the Combat Infantryman Badge (CIB). NPRC can verify entitlement to the CIB if all three conditions are met:
 - (1) Must have infantry MOS, and
 - (2) Assigned to infantry unit, and
 - (3) Participation in combat (campaigns) while assigned to infantry unit and holding an infantry MOS.
 - i. **Campaigns.** [Appendix D](#) provides a list of all Army Campaigns.
 - j. **Appendix E.** [Appendix E](#) provides a list of awards issued for actions and humanitarian reasons since the cold war (1945).
13. **National Guard Medal Requests.** Requests from National Guard (NG) veterans requesting replacement medals for their active duty service will be processed, if the records are available in NPRC's holdings. Requests for medals for which records are not available, or for state awards, will be returned to the veteran with instructions to write to the Adjutant General of the state in which he/she served.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.118

SUBJECT: Requests for birth or death certificates/information

1. **Purpose.** This memorandum provides instructions for handling requests for birth or death certificates or information for former military personnel and their dependents.
2. **Cancellation.** Figs. 17 and 18 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums, are cancelled.
3. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations and the Organizational Records Section.
4. **Instructions.** The instructions for handling requests for birth or death information are contained in the Attachment.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records
NA Form 13018, Reply to Inquiry (NCP)
NA Form 13052, Report of Death
NA Form 13053, NPRC Acknowledgement/Referral
NA Form 13062, Release of Information
NA Form 13106, Birth Information

DAVID L. PETREE
Director

1. Veterans' birth data/certificates.**a. Requests from veterans or next of kin.**

(1) **Birth certificate on file.** Transmit the original birth certificate, retaining a photocopy for file, except for Navy. A retained copy is not required for Navy records. Use NA Form 13018, Reply to Inquiry (NCP), for the transmittal, and write: "The attached birth certificate is furnished in response to your request."

(2) Birth certificate not on file.

(a) Prepare NA Form 13106, Birth Information, unless the inquiry is submitted on a form providing space for the birth information. In that event, enter the birth data on the request form. See [fig. 1](#).

(b) If the request very specifically asks for a "birth certificate," send the NA Form 13106, and inform the requester where the birth certificate may be obtained by placing a check mark next to the appropriate referral point at the bottom of the form.

(c) If records show the birth certificate was submitted in connection with an allotment, forward the inquiry to the appropriate finance office. If the record indicates the birth

certificate was sent elsewhere for any reason, forward the inquiry accordingly.

- b. **Requests from other sources.** Birth data (place of birth, father's name, mother's maiden name) may be furnished to routine users without veteran's authorization. A living veteran's birth date, and the place and date of birth of a deceased veteran, are releasable under the Freedom of Information Act. A veteran's authorization is required for the release of any other birth data to the general public. If authorization is not received, return the request with NA Form 13062, Release of Information, checking the appropriate item seeking authorization. When release is appropriate, prepare NA Form 13106, unless the request form provides space for the birth information. In that event, enter the birth data on the request form.
- c. **Birth data not on file.** If birth information is not located in the record or auxiliary sources, return the request using NA Form 13062 and check the appropriate blocks.

2. **Dependents; birth data/certificates (born in Naval medical facilities).**

a. **Requests from veterans or next of kin.**

(1) **Original birth certificate on file.** This may be sent to the dependent, or to the parent if the dependent is a minor. If the dependent is deceased, any of the next of kin may get the certificate. NA Form 13018 may be used to transmit. (It is not necessary to make a copy of the certificate for the file.)

(2) **Carbon copy of birth certificate on file.** Extract the information to NA Form 13106. The release policy for this is the same as in [subpar. 2a](#) above.

(3) **Birth certificate not on file.** Furnish completed NA Form 13106. If the requester very specifically asks for the "birth certificate" or no birth data are available, inform the requester where the birth certificate may be obtained by placing a check mark next to the appropriate referral point on the bottom of the form.

- b. **Requests from other sources.** Release policy is the same as in [subpar. 1b](#). If release is appropriate, prepare NA Form 13106, unless the request form provides space for the birth information. In that event, enter the data on the request form.

3. **Filling evidence of replies.**

- a. If NA Form 13106 is furnished, prepare in duplicate and file the copy in the record. A transmittal form is not required unless additional remarks are necessary.
- b. If documents are being furnished, prepare the transmittal, NA Form 13018, in duplicate. Annotate the duplicate to show which records were sent and file the copy in the record.
- c. If the requested data are being furnished on the request form, make a photocopy of the request form and file in the record.

4. **Requests for proof of death.** Information verifying the death of a veteran may be released to the next of kin. For third party requesters; e.g., banks, administrators of estates, and insurance companies, **furnish requested information only to the extent required by the Freedom of Information Act.** (See latest revision of [NPRC1864.102](#), Privacy Act implementation in NPRC reference service operations, for additional instructions.)

Furnish additional requested information only with the WRITTEN CONSENT of the next of kin. Furnish copy of the Report of Death, Casualty Report, or Certificate of Death to the next of kin or other authorized requester provided death was in line of duty not due to own misconduct, and was not due to a disease that reflects unfavorably on the deceased. If in doubt about releasability, consult with supervisor. **If information is not releasable**, prepare NA Form 13052, Report of Death, omitting the cause of death. See [fig. 2](#).

5. **Requests for facts and circumstances surrounding the veteran's death.** Using NA Form 13008, Loan or Transfer of Records, forward the request and records to the appropriate service department. Notify the requester of the referral using NA Form 13053, NPRC Acknowledgement/Referral.
 6. **Requests critical of the service department.** Inquiries from members of Congress, government officials, prominent civilians, the next of kin, or members of the immediate family which are critical of the service department because the servicemember died while serving on active duty are forwarded to the appropriate service department. Follow instructions in [par. 5](#).
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Requests for Birth Certificate/Birth Information

(Last Updated: 3/4/2013)

This information pertains ONLY to non-archival records. For archival records, please refer to the instructions furnished in the Archival Response Guide.

- A. [Birth Certificate in the record](#)
- B. [Birth Certificate not in the record](#)
- C. [Birth Certificate/Birth Data for dependents](#)
- D. [Birth Certificate or Birth Data not available](#)

A. Birth Certificate in the record

1. Requests from the veteran, veteran's authorized representative, living or deceased veteran's next of kin (NOK), or routine user
 - a. **DO NOT** send the original birth certificate. Make a photocopy of the original certificate to send the veteran, veteran's authorized representative or deceased veteran's NOK if proof of death (POD) is provided. If POD is not provided by NOK, research our on-line web resources at <http://10.148.251.13/crg/GetPOD.html#3> to verify the veteran's death. If death cannot be substantiated, use pattern paragraph [PP>>Birth Certificates>>Need Authorization or Proof of Death >>NOK or Third Party](#) and suspend the request.
 - b. Requests from routine users do not need the veteran's authorization. Typically, only birth data-not a copy of the birth certificate-is furnished. Use pattern paragraph [PP>>Birth Certificates>>Birth Data Furnished>>Requests from Veteran, Veteran's Representative, Dependent, Routine User, Authorized Third Party or Deceased Veteran's NOK \(Proof of Death Required for Last Two\)](#) to respond to these requests. Instead of preparing a letter, if a request form is submitted and it has space for birth information, enter the information on the request form.
 - c. Requests from a living veteran's NOK will require the veteran's electronic or written consent. If consent is provided, use pattern paragraph [PP>>Birth Certificates>>Birth Data Furnished>>Requests from Veteran, Veteran's Representative, Dependent, Routine User, Authorized Third Party or Deceased Veteran's NOK \(Proof of Death Required for Last Two\)](#) to respond to the request. If consent is not provided, birth information cannot be furnished. Respond to the request by sending pattern letter [Release-FOIA>>Authorization to Release Needed.docx](#) and suspend the request.
2. Requests from an unauthorized third party (no consent)
 - a. If requester provides proof of death or veteran's death is verified by researching our on-line web resources, provide the birth information releasable under FOIA. This does not require electronic or written (signature) consent. The Department of Defense has determined that certain items of information may be released to the general public without an unwarranted invasion of the individual's privacy. *The Case Reference Guide (CRG) entry [FREEDOM OF INFORMATION ACT \(FOIA\) REQUESTS, INFORMATION THAT CAN BE RELEASED UNDER FOIA](#) indicates the **PLACE OF BIRTH** is the only birth information releasable under these conditions. Use pattern paragraph [PP>>Birth Certificate>>Proof of Death Required>>Unauthorized Third Party Requests With Proof of Death No Consent](#) to respond to these requests.*
 - b. If proof of death is not furnished with the request and it cannot be verified on one of our on-line web resources, **do not** furnish **PLACE OF BIRTH**. Instead provide requester with pattern paragraph(s) [PP>>Birth Certificate>>Need Authorization or Proof of Death>>NOK or Third Party](#) and suspend the request.

PLACE OF BIRTH is releasable under FOIA to unauthorized third party requesters only if the veteran's death

can be verified.

B. Birth Certificate not in the record (requests from veteran, veteran's authorized representative, deceased veteran's NOK or authorized third party)

If the birth certificate is requested and it is not in the record, provide available birth information (e.g. date and place of birth, father's name, mother's maiden name, etc.) and include one of the appropriate referral points indicated in item D. To respond to these requests, use pattern paragraph [PP>>Birth Certificates>>Birth Data Furnished>>Requests from Veteran, Veteran's Representative, Dependent, Routine User, Authorized Third Party or Deceased Veteran's NOK](#) (**Proof of Death Required for Last Two**). Referral point paragraphs are located in CMRS Get Paragraph under Birth Certificates.

Note: If proof of death is not included with a request from deceased veteran's NOK or authorized third party and death cannot be verified from one of our on-line web resources, use the following pattern paragraph to respond to the request and place request in suspense: [PP>>Birth Certificate>>Proof of Death Required>>NOK or Authorized Third Party Requests](#).

C. Birth Certificate/Birth Information for Dependents

1. Requests from the dependent, veteran (sponsor), or next of kin

- a. Birth information for dependents can usually be acquired from clinical/medical records established at the military treatment facility where individual was born or treated. On rare occasions, an original or copy of a birth certificate might be located in the sponsor's military record.
- b. If an original birth certificate is found **do not** send it. Make a photocopy of it to send to the legal age dependent, veteran (sponsor), or next of kin. If a birth certificate is not on hand, furnish available birth information in pattern paragraph [PP>>Birth Certificates>>Birth Data Furnished>>Requests from Veteran, Veteran's Representative, Dependent, Routine User, Authorized Third Party or Deceased Veteran's NOK](#) (**Proof of Death Required**) along with one of the suitable referral points indicated in [item D](#). Referral point paragraphs are located in CMRS Get Paragraph under Birth Certificates. Electronic or written consent (signature) is a requirement when answering this type of request.
- c. If dependent is a minor, the parent or legal guardian must provide appropriate release to obtain a copy of the birth certificate or birth information. If the dependent is of legal age but is mentally incompetent, the legal guardian must provide consent and include a copy of the court order appointment with the request.

2. Requests from other sources (routine user, third party or NOK without consent)

- a. Copy of birth certificate or birth information (e.g. date and place of birth, father's name, mother's maiden name, etc.) can be furnished to routine users without the consent of the individual whose record is involved. Generally, furnishing birth information instead of a copy of the birth certificate is sufficient. If a request form is submitted and it has space for birth information, enter the information on the form.
- b. Third party and NOK requests without proper consent cannot receive birth information on a legal age dependent. However, if a minor or legal age dependent is deceased and proof of death is verified, the **PLACE OF BIRTH** can be furnished to a third party requester under FOIA. With proof of death the NOK can receive a copy of the birth certificate, if available, or all existing birth information.

D. Birth Certificate or Birth Information not available

If the request, specifically, asks for a birth certificate, furnish the birth information indicated in item B and inform the requester by including one of the referral points where the birth certificate may be obtained. If birth information is also not available, requester should contact one of the referral points explained below:

- Persons born within the United States or its territories should contact the Bureau of Vital Statistics in the state or territory where the birth occurred.
- U. S. citizens born outside the United States or its territories should contact:

[\[00577\]](#)
Passport Services
Correspondence Branch
Department of State
1111 19th Street NW, Suite 510
Washington, DC 20522-1705

There are pattern paragraphs for these referral points in CMRS Get Paragraph under Birth Certificates.

Source: [NPRC 1865.118](#) – Updates to this memo are pending.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.116
November 18, 1991

SUBJECT: Requests for classified Morning Reports/Rosters

1. **Purpose.** This memorandum establishes guidelines for action when requests for copies of, or information from, classified Morning Reports or Rosters are received from requesters not authorized access by the retiring agency.
2. **Applicability.** The provisions of this memorandum are applicable to correspondence section personnel of the Army and Air Force reference branches and the Records Reconstruction Branch, personnel of the Reference Service Support Branch and the Organizational Records Section of the Army Reference Branch, and the Archivists assigned to the Military Operations Branch.
3. **References.** This memorandum provides procedures for implementing the requirements found in Title 36 of the Code of Federal Regulations, Parts 1250.70 and 1254.40.
4. **Background.** Microfilmed Morning Reports and Rosters for certain selected military units have been classified Confidential or Secret by the retiring agency, and are stored in the MPR vault. Requests received for copies of these records or information from them usually come from individuals who don't have a security clearance and who are not authorized access by the retiring agency. NPRC has no authority to provide copies of these classified records to uncleared and unauthorized requesters. We also have no authority to make copies of these records for internal use and eventual filing in a military or reconstructed record. For reference service purposes, items of information about a specific individual or specific occurrence may be transcribed from these records, but only by NARA personnel who possess a security clearance.
5. **Instructions.** There are three general groups of requesters whose inquiries involve access to, or information from, classified Morning Reports or Rosters.
 - a. Requests for copies of Morning Reports or Rosters for research. Historical researchers, reunion coordinators, and veterans attempting to renew friendships sometime request copies of records which have been classified by the retiring agency. Some of these requests are made under the Freedom of Information Act. Once it is determined that the records are classified, the request, or that part of the request involving classified records, should be returned using an NA Form 13018, Reply to Inquiry, with the statement and referral address, as shown in [fig. 1](#).
 - b. Requests for information from Morning Reports or Rosters for reference service. NPRC employees who need information from a classified Morning Report or Roster to respond to a routine request will forward a copy of the request and the necessary indexing information through their Branch Chief to the NCPMO Archivists. The Archivists will locate and pull the appropriate reel or reels of microfilm. The film will be charged out and delivered to the Branch Chief of the requesting branch. Personnel of that branch who possess a security clearance will search the microfilm for the necessary information and transcribe this data on to a plain piece of paper.

NOTE: If no employee of the branch possess a security clearance, the Archivists will be asked to search the film. No paper copy of the microfilm will be made and filed into the military or reconstructed record. The transcribed information will be annotated as being "taken from classified Morning Reports/Rosters of the (appropriate unit name)."

- c. Requests for information from Morning Reports or Rosters coming from ARPERCEN or another DoD agency. The instructions provided in [b](#), above, will be followed, with the exception that the form of transmittal to the requester will be their form or one of NPRC's normal reply forms.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.119
May 31, 1994

SUBJECT: Requests for disciplinary data

1. **Purpose.** This memorandum provides instructions for handling requests for disciplinary information; e.g., courts-martial records, Article 15, etc., from the veteran, the general public, and authorized requesters.
2. **Cancellation.** This memorandum cancels fig. 28 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums.
3. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations and the Organizational Records Section.
4. **Instructions.** The instructions for handling requests for disciplinary data are contained in the Attachment. See the latest revision of [NPRC 1865.50](#), Employment suitability requests, concerning requests for disciplinary data from prospective employers.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13044, Reply Concerning Military Records
NA Form 13045, Informal Information Reply
NA Form 13105, NPRC Search Request and Reply

DAVID L. PETREE
Director

1. Inquiry pertains to Article 15 or non-judicial punishment (NJP) records.

- a. **Army, Navy, Marine Corps, and Coast Guard.** These records are considered part of the military personnel record systems. They are subject to the same restrictions as other personnel records. See latest revision of [NPRC 1865.16](#), Release and access guide for military personnel and related records at NPRC. Photocopies are released to the veteran, his/her authorized representative, or routine use.
- b. **Air Force.** If the requester is other than the veteran, DoD, or a BLANKET ROUTINE USE, the veteran **MUST SPECIFICALLY AUTHORIZE** the release of Article 15 records because they are not considered to be a part of the personnel records system.

2. Inquiry pertains to courts-martial records at NPRC.

- a. **Requests from veterans.** If the veteran requests a copy of his/her courts-martial records, send photocopies of the court-martial order and summary of facts, if available in the record, using NA Form 13044, Reply Concerning Military Records, or NA Form 13045, Informal Information Reply. If the requester specifically asks for copies of the transcript of the proceedings, send search request to the Organizational Records Section (NCPMA-O) using NA Form 13105, NPRC Search Request and Reply.

- b. **Requests from general public.** The DoD Privacy Board has ruled that records of courts-martial trials, unless classified, are public records and are released upon request to the public. If a request for courts-martial records is received from the general public, FOIA processing and photocopy fees are applicable. Since the records are considered public, it is not necessary to delete personal identifiers.
3. **Inquiry pertains to courts-martial records not at NPRC.** If the requested records are not located at NPRC, refer the requester to the correct office, as shown below, using NA Form 13044, or other appropriate response form.

a. **Army.**

(1) **General courts-martial and special courts-martial records resulting in bad conduct discharge.**

**Office of the Clerk of the Court (JALS-CC)
U.S. Army Judiciary, Nassif Building
Falls Church, VA 22041-5013**

(2) **Special courts-martial (non-BCD) and summary courts-martial.** Requests for trial records should be addressed to the staff judge advocate office of the command where the record was reviewed. (After the appropriate retention period, the records are retired to NPRC.)

b. **Air Force.**

(1) **General courts-martial and special courts-martial records resulting in bad conduct discharge.**

**AFLSA/JAJM
172 Luke Ave., Suite 343
Bolling AFB
Washington, DC 20332-5113**

(2) **Special courts-martial (non-BCD).** Refer requesters to the address shown above. (Summary courts-martial records are retired as part of the personnel record to NPRC.)

c. **Marine Corps and Navy.**

(1) **General courts-martial and special courts-martial resulting in BCD or involving commissioned officers.**

**Assistant Judge Advocate General (Military Law)
Office of the Judge Advocate General
Department of the Navy
200 Stovall St.
Alexandria, VA 22332-2400**

(2) **Special courts-martial (non-BCD) and summary courts-martial of enlisted personnel.** Refer requesters to the address shown above. (After appropriate retention period, the records are retired to NPRC.)

d. **Coast Guard.**

Commandant, U.S. Coast Guard (LMJ)
2100 2nd Street, SW
Washington, DC 20593-0001

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.85C
January 16, 1998

SUBJECT: Requests for Identification Cards, Uniformed Services Identification and Privilege Cards

1. **Purpose.** This memorandum provides instructions for processing requests for identification and privilege cards.
2. **Cancellation.** NPRC Memorandum 1865.85B is canceled.
3. **Reason for cancellation.** This memorandum has been updated to reflect the changes in the designated sites that issue the cards known as Real-time Automated Personnel Identification System (RAPIDS); changes to the services' addresses; and provide guidance on the processing of requests for cards in compliance with the Former Spouse Protection Act law.
4. **Applicability.** The provisions of this memorandum are applicable to personnel of the correspondence sections of the military reference branches, the Records Reconstruction Branch, and the Mail and Data Input Section (NRPMO-M), Military Operations Branch.
5. **Instructions.** The instructions for processing these requests and applications are contained in the attachment to the memorandum.
6. **Forms.** This memorandum provides for the use of the following forms:
 - NA Form 13008, Loan or Transfer of Records
 - NA Form 13018, Reply to NPRC Inquiry
 - NA Form 13045, Informal Information Reply
 - NA Form 13046, Response to Request for Separation Document
 - NA Form 13051, Transmittal

DAVID L. PETREE
Director

REQUESTS FOR IDENTIFICATION CARDS, UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARDS

1. **General.** The Department of Defense has designed a system for the control and issuance of identification cards that retirees and their dependents use to obtain certain privileges to which they are entitled. The cards are issued only at designated installations known as Real-time Automated Personnel Identification System (RAPIDS) sites (see [Fig. 1](#)).
2. **Requests for documents (e.g., retirement orders, DD Form 214, etc.) for the purpose of obtaining an identification card.**
 - a. Furnish the requested document(s), if available. Use an appropriate NA form such as NA Form 13046, Response to Request for Separation Documents, or NA Form 13045, Informal Information Reply, to transmit the document(s). Inform the requester to contact

the nearest RAPIDS site for issuance of the card(s). Forward a copy of the appropriate page(s) of the RAPIDS site locations to the requester.

- b. If requested document is not in the record, use NA Form 13008, Loan or Transfer of Records, to forward the request and record to the proper location, or NA Form 13051, Transmittal, to forward the request if the record has not yet been retired to NPRC.

Army

AR-PERSCOM
ATTN: ARPC-PSV-V
9700 Page Avenue
1 Reserve Way
St. Louis, MO 63132-5200
[\(See Note\)](#)

Air Force

Retired active duty:

HQ AFPC/DPPR Retirements & Separation
Div
550 C Street West, Suite 11
Randolph AFB, TX 78150-4713

Reservist:

HQ ARPC/DSMR
6760 E. Irvington Place
Denver, CO 80280-4450

Navy. Refer via Navy Liaison Officer to:

➔(Benefits)
Navy Personnel Command
Attn: 312
5720 Integrity Drive
Millington, TN 38055-3120
Tel: 1-800-443-9297 ←

Marine Corps. Refer via Marine Corps Liaison Officer to:

Commandant, U.S. Marine Corps
CODE: MSSB-10
2008 Elliot Road
Quantico, VA 22134-5030

Coast Guard.

Commandant, U.S. Coast Guard (CGPC-
adm)
2100 2nd Street, SW
Washington, DC 20593-0001

3. **Requests for identification card only.** If the request is for only the identification card and not for a specific document, the requester is sent a copy of the appropriate page(s) of the RAPIDS locations ([Fig. 1](#)) and advised, on NA Form 13018, to apply to the nearest installation. Such inquiries should be turned around in the Mail and Data Input Section, but when the record needs to be pulled for some other reason(s), notification is done from the correspondence section.

4. **Former Spouse Protection Act.** The criteria for the extension of benefits and privileges to a former spouse are set by Public Laws 97-252; 98-525; 99-661; 100-271; and 100-468. This law requires a statement of service as a criteria requirement to be eligible for an identification card. Marriage concurrent (overlap) and the number of creditable years service determines the number of entitlements for the former spouse. Since initial verification of status must be performed by the services, requests and records and/or documents as appropriate, will be forwarded to the appropriate service address listed in par 2b, above.
5. **Visitors.** A veteran of any branch of service or his/her dependents, to include former spouse and next of kin, who appears in person requesting an identification card are sent to AR-PERSCOM for processing:

Room 118, Prevedel Building
Telephone: 592-0123 or 1-800-318-5298

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.101B
August 31, 1994

SUBJECT: Requests for information concerning compensation, leave, and grade/rank

1. **Purpose.** This memorandum provides instructions for handling requests concerning compensation, leave, and grade/rank.
2. **Cancellation.** This memorandum cancels NPRC 1865.101A and figs. 5, 11, 31, and 40 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums.
3. **Reason for revision.** This memorandum has been revised to incorporate processing instructions for requests pertaining to various types of compensation, leave, and grade/rank.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations.
5. **Instructions.** The instructions for handling requests concerning compensation, leave, and grade/rank are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records
NA Form 13018, Reply to Inquiry (NCP)
NA Form 13053, NPRC Acknowledgement/Referral
NA Form 13060, Referral
NA Form 13074, Verification of Mustering-Out Pay
NA Form 13075, Questionnaire About Military Service
DD Form 214, Certificate of Release or Discharge from Active Duty
WD AGO Form 100, Separation Qualification Record

DAVID L. PETREE
Director

1. **Request for highest grade held.** Inquiries are received from military offices requesting an individual's highest grade held, the period such grade was held, and whether or not the service was satisfactory. This information is requested as a result of the Comptroller General's decision that a military person can be retired in the highest grade held, regardless of the branch of service in which such grade was held. Send the request with the record to the appropriate service department using NA Form 13008, Loan or Transfer of Records. Notify the requester of the referral using NA Form 13053, NPRC Acknowledgement/ Referral.
2. **Terminal leave.** Requests are received concerning pay for military leave not used at time of separation. Most members receive lump sum payment for this leave. By law, service members discharged after August 31, 1946, who have unused leave may be compensated for such leave. Most members receive a lump sum payment in cash based on basic pay and allowances applicable on the date of discharge. If the requester asks for copies of documents for the

purpose of settling a claim for the payment of unused leave, furnish releasable documents/information, and refer the requester to the appropriate finance office using NA Form 13060, Referral. [See app. A](#) for a list of addresses. See latest revision of [NPRC 1865.73](#), Military finance center requests, for further information.

3. **Armed Forces Leave Bond.** These bonds were issued to World War II veterans who were discharged between Jan. 1, 1943, and Sept. 30, 1946. The face amount of the bond represented the dollar value of the leave not used at time of separation. Military personnel records and final pay vouchers do not reflect issuance of a leave bond. Veterans requesting information on how to redeem bonds should be advised to contact the nearest Federal Reserve Bank. Veterans requesting information on whether or not a bond was received or cashed should contact the **Bureau of Public Debt, 399 13th St., SW, Washington, DC 20239**. Advise requester to provide the name and service number shown on the bond, the date the bond was issued, and the denomination of the bond.
4. **Eligibility for retirement pay or pension.** State, county, and municipal governments sometimes allow credit for military service toward retirement. NPRC does not have the authority to make an official determination regarding eligibility for retirement pay or pension. If there is no evidence in the service record to suggest that the veteran may be drawing a pension or retirement allowance, use NA Form 13018, Reply to Inquiry (NCP), and state:

"The subject veteran's service record contains no indication that pension or retirement benefits were allowed as a result of the period of service cited in your inquiry. We have no information regarding eligibility for a pension or retirement benefits that may have been allowed subsequent to the date the record was retired to our physical custody."

If there is evidence in the record that the veteran is eligible for retirement pay or a pension, use NA Form 13018 and state:

"According to the information on file at this Center, the subject veteran (retired from the *branch of service*) after _____ years of service) (was placed on the temporary disability retired list in *(year)*). Such a status ordinarily entitles the veteran to receive benefits. However, we have no information regarding this veteran's current benefits in this regard. Should you care to investigate this matter further, we suggest you direct your inquiry to: [\(address of service department\)](#)."

NOTE: The above requests are not to be confused with requests from governmental offices for information on which to base the computation of amount to be paid into a retirement system in order to receive credit for military service. Such requests are answered by furnishing, if possible, all dates of changes in rank or grade.

5. **Puerto Rico and Guam retirement statutes.** In order to determine the creditability of military service toward retirement, citizens of the Government of Guam and the Commonwealth of Puerto Rico request documentation of service. In some cases the individual requests the amount of actual salary paid and/or dates of promotions.

1. **Requests for information for Puerto Rico retirement.** Persons seeking information for Puerto Rico retirement should be furnished a copy of the DD Form 214, Certificate of Release or Discharge from Active Duty, or equivalent separation document, WD AGO

Form 100, Separation Qualification Record, or any proof of the last grade, rank, and/or rate held by the claimant. Using NA Form 13018, state:

"The attached document(s) is/are furnished in response to your request. We have been informed by the Office of Personnel, Commonwealth of Puerto Rico, that this is sufficient evidence of your military service for their purposes in processing your application for retirement."

If no documentation of service is available, return the request with a blank NA Form 13075, Questionnaire About Military Service. Using NA Form 13018, state:

"We have been informed by the Office of Personnel, Commonwealth of Puerto Rico, that the Retirement Division no longer requires the information requested in the attached inquiry. Instead, they will use information contained in any of the documents furnished to you at time of discharge, such as your Discharge Certificate, Report of Separation (DD Form 214 or similar form), Separation Qualification Record (WD AGO Form 100), etc.

You should forward any of the above documents in your possession to the office in Puerto Rico handling your application. In the event you have none of these documents, or any others which show your rate or rank at time of discharge, please complete the attached form and return it to this Center. We will then take action to supply the needed documentation.

If you do find it necessary to return the form to us, be sure to supply as much as possible of the information called for on the form and **BE SURE TO RETURN THIS CORRESPONDENCE.**"

NOTE: Do not forward any INITIAL requests to Civilian Reference Branch for payroll searches. If the veteran returns the NA Form 13075 as a subsequent request, then reconstruction of records or a search of pay records may be requested.

2. *Requests for information for **Guam** retirement.* A person seeking information for Guam retirement purposes should be furnished the dates of his/her promotions. Using NA Form 13018, state:

"Information about the actual amount of salaries paid is not available at this Center. The dates of your military promotions and active duty service are provided below. The Department of Administration, Government of Guam, will make the necessary computations of earnings when you provide them this information."

If no documentation of service promotion dates is available, return the request along with a blank NA Form 13075. Using NA Form 13018, state:

"We are unable to locate the records needed to answer your inquiry. If you are able to provide the Department of Administration, Government of Guam, with your promotion dates, they will make the necessary computations of earnings. They will use information contained in any of the documents furnished to you at time of discharge, such as your Discharge Certificate, Report of Separation (DD Form 214 or similar form), Separation Qualification Record (WD AGO Form 100), etc.

In the event you have none of these documents, or any others which show your rate or rank at time of discharge, please complete the attached form and return it to this Center. We will take action to supply the needed documentation."

NOTE: Do not forward any INITIAL requests to Civilian Reference Branch for payroll searches. If the veteran returns the NA Form 13075 as a subsequent request, then reconstruction of records or a search of pay records may be requested.

6. ***New York State real property tax exemption using mustering-out pay.*** New York State law allows a limited exception from real property taxes for veterans who use the proceeds of certain Federal or State government payments toward the purchase of real property in the state. Mustering-out pay (MOP) is eligible for the real property tax exemption.

- a. ***Periods of active service.*** If any active service was performed during the periods December 7, 1941, through June 30, 1947, or June 27, 1950, through January 31, 1955, then the veteran may have been eligible to receive MOP. (See [app. B](#) for exceptions to entitlement.)
- b. ***Character of service.*** The veteran's service must have been honorable or under honorable conditions.
- c. ***Amount of MOP.*** Compute the amount of MOP in \$100.00 increments as follows:
 - **\$300.00** was provided when the veteran had at least 60 days of active service, and served any part of that period outside of the continental United States. (Alaska and Hawaii are outside the continental U.S.)
 - **\$200.00** was provided when the veteran had at least 60 days of active service, all of which was within the continental United States.
 - **\$100.00** was provided when the veteran had less than 60 days active service.

NOTE: Only one payment of MOP was authorized to any veteran.

- d. ***MOP not awarded.*** There are many circumstances under which MOP is not awarded. Although a particular veteran may meet the basic requirements, the veteran may not actually be entitled to MOP. [See app. B.](#)
- e. ***Instructions.*** Using NA Form 13074, Verification of Mustering-Out Pay, furnish MOP information from the separation document, service record, or auxiliary/organizational records. (See [fig. 1.](#))

Appendix A: **Addresses of finance offices**

ADDRESSES OF FINANCE OFFICES	
Army:	Defense Finance and Accounting Service - Indianapolis Center Indianapolis, IN 46429-5301
Air Force: (not retired)	Defense Finance and Accounting Service - Denver Center, DAA Denver, CO 80279
(retired)	Defense Finance and Accounting Service - Cleveland Center (DFAS-CL/RO) P.O. Box 99191 Cleveland, OH 44199-1126
Marine Corps:	Defense Finance and Accounting Service - Kansas City Center 1500 E. 95th St. Kansas City, MO 64197
Navy:	Defense Finance and Accounting Service - Cleveland Center Cleveland, OH 44199

Appendix B: **CIRCUMSTANCES UNDER WHICH MOP WAS NOT AWARDED**

*For veterans who served **between Dec. 7, 1941, and Jun. 30, 1947**, (Public Law 225).*

No mustering-out payment shall be made to:

1. Any member of the Armed Forces who, at the time of discharge or relief from active service, is receiving base pay at a higher rate than the base pay of the third period as prescribed in section 1 of the Pay Readjustment Act of 1942, as amended;
2. Any member of the Armed Forces who, at the time of discharge or relief from active service, is transferred or returned to the retired list with retirement pay or to a status in which he receives retirement pay;

3. Any member of the Armed Forces for any active service performed prior to the date of his discharge or relief from active service on his own initiative to accept employment or, in the case of any member so relieved from active service, for any active service performed prior to the date of his discharge while in such inactive status, unless he/she has served outside the continental limits of the United States or in Alaska;
4. Any Air Corps Reserve officer who is entitled to receive a lump-sum payment under section 2, as amended of the Act of June 16, 1936;
5. Any member of the Armed Forces whose total period of service has been as a student detailed for training under: the Army specialized training program; the Army Air Forces college training program; or any similar program under the jurisdiction of the Navy, Marine Corps, or Coast Guard;
6. Any member of the Armed Forces for any active service performed prior to the date of his/her discharge from such forces for the purpose of entering the United States Military Academy, the United States Naval Academy, or the United States Coast Guard Academy;
7. Any member of the Armed Forces whose sole service has been as a cadet at the United States Military Academy or the United States Coast Guard Academy, or as a midshipman at the United States Naval Academy, or in a preparatory school after nomination as a principal, alternate, or candidate for admission to any of said Academies, and
8. Any commissioned officer unless he/she is discharged or relieved from active service within three years after the termination of the present war as proclaimed by the President.

*For veterans who served **between Jun. 27, 1950, and Jan. 31, 1955**, (Public Law 550).*

No mustering-out payment shall be made to:

1. Any member of the Armed Forces who, at the time of discharge or relief from active service, is in a pay grade higher than 0-3;
2. Any member of the Armed Forces who, at the time of discharge or release from active service, is entitled to severance pay or is transferred or returned to the retired list with retired pay, retirement pay, retainer pay, or equivalent pay, or to a status in which he receives such pay: Provided, that this paragraph shall not apply upon retirement or separation pursuant to Title IV of the Career Compensation Act of 1949;
3. Any member of the Armed Forces for any active service performed prior to the date of his discharge or relief from active service on his/her own initiative to accept employment or, in the case of any member so relieved from active service, for any active service performed prior to the date of his/her discharge while in such inactive status, unless he/she has served outside the continental limits of the United States or in Alaska;
4. Any member of the Armed Forces whose total period of service has been as a student assigned by the Armed Forces to a civilian institution for a course of education or training which was substantially the same as established courses offered to civilians;
5. Any member of the Armed Forces for any active service performed prior to the date of his discharge from such forces for the purpose of entering the United States Military Academy, the United States Naval Academy, or the United States Coast Guard Academy;
6. Any member of the Armed Forces whose sole service has been as a cadet at the United States Military Academy or the United States Coast Guard Academy, or as a midshipman at the United

States Naval Academy, or in a preparatory school after nomination as a principal, alternate, or candidate for admission to any of said Academies;

7. Any commissioned officer unless he/she is discharged or relieved from active service within three years after such date as shall be determined by Presidential proclamation or concurrent resolution of the Congress; and
 8. Any member of the Armed Forces who is ordered to active service for the sole purpose of training duty or a physical examination, or for a period of less than sixty days.
-

Figure 2: Guide for "last known address" requests/forwarding to last known address

<i>REQUESTS FOR LAST KNOWN ADDRESS OR FORWARDING TO LAST KNOWN ADDRESS</i>			
SOURCE OF REQUEST	PURPOSE/REASON FOR REQUEST	ACTION BY NPRC EMPLOYEES	PROCESSING INSTRUCTIONS (Pages 9-13)
ROUTINE USES (See NPRC 1865.16 for "routine use" clarification)			
1. Federal government	Official business	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e. Correspondence - See subpar. 5g.
2. State and local government	Official business (includes benefit administration, tax collection, collection on defaulted loans, collection of alimony and child support).	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e. Correspondence - See subpar. 5g.
3. State and local agencies engaged in law enforcement, to include police departments, investigative offices, prosecuting attorneys, district attorneys, coroners, etc.	Official business (does not include employment eligibility requests).	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e. Correspondence - See subpar. 5g.
4. Other routine uses (Examples: AF Aid, Navy Relief, Army Emergency Relief,	To provide assistance to veteran or NOK. (Does not include	FURNISH most current address in the record,	Mailroom - See subpar. 4e. Correspondence - See subpar. 5g.

USO, Red Cross, etc.)	membership qualification.)	and the date of the source.	
OTHER THAN ROUTINE USES			
5. State and local government	a. Any disclosure authorized by the Privacy Act.	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e . Correspondence - See subpar. 5g .
	b. Other		
	(1) NOT IN best interest of veteran/NOK.	DO NOT furnish address, but offer to forward FOR A FEE.	Mailroom - See subpar. 4d . Correspondence - See subpar. 5e .
	(2) IN best interest of veteran/NOK.	DO NOT furnish address, but offer to forward WITHOUT A FEE.	Mailroom - See subpar. 4c . Correspondence - See subpar. 5d .
6. Foreign and domestic financial institutions (bank, loan company, collection/credit agency) and private commercial concerns such as insurance companies. (Does not include overseas military banking facilities. See Item 1.)	a. To locate veteran concerning financial business that veteran has with organization AND requester submits veteran's signed authorization. See figure 1 for proper wording of authorization statement	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e . Correspondence - See subpar. 5g .
	b. Veteran's signed consent NOT provided and:		

	(1) NOT in best interest of veteran/NOK (e.g., debt collection)	DO NOT furnish address, but offer to forward FOR A FEE.	Mailroom - See subpar. 4d . Correspondence - See subpar. 5e .
		<p>NOTE: If from a foreign financial institution/private commercial concern:</p> <p>DO NOT furnish address. DO NOT offer to forward. Coordinate with Military Service.</p>	Mailroom - See subpar. 4f . Correspondence - See subpar. 5h .
	(2) IN best interest of veteran/NOK (e.g., estate settlement, receipt of money)	DO NOT furnish address but offer to forward WITHOUT A FEE. See NOTE in 6b(1) , above.	Mailroom - See subpar. 4c . Correspondence - See subpar. 5d .
	(3) Commercial solicitations	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See Subpar. 4b . Correspondence - See subpar. 5c .
7. Friends, clubs, church or veterans organizations	Social reasons. (No veterans benefits affected.)	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See subpar. 4b . Correspondence - See subpar. 5c .
8. Public information (Radio, TV, print media)	Any purpose	DO NOT furnish address. DO NOT offer to forward. Coordinate with Military Service.	Mailroom - See subpar. 4f . Correspondence - See subpar. 5h .

9. Veterans	a. Requester's VA/SSA benefits are dependent on contacting one or more veterans.	DO NOT furnish address, but offer to forward WITHOUT A FEE.	Mailroom - See subpar. 4c. Correspondence - See subpar. 5d.
	b. Veteran to be contacted will have VA/SSA benefits affected.	DO NOT furnish address, but offer to forward WITHOUT A FEE.	Mailroom - See subpar. 4c. Correspondence - See subpar. 5d.
	c. Unstated or social	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See subpar. 4b. Correspondence - See subpar. 5c.
	d. Adverse effect on veteran	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See subpar. 4b. Correspondence - See subpar. 5c.
10. Divorced, deserted, or separated spouse or cohabitant (whether or not remarried)	To contact veteran for nonsupport (alimony or child support)	Furnish most current address in the record, and the date of the source.	Mailroom - See subpar. 4e. Correspondence - See subpar. 5g.
11. Any private source	a. Allegation of paternity or nonsupport	DO NOT furnish address. DO NOT offer to forward. Coordinate with Military Service.	Mailroom - See subpar. 4f. Correspondence - See subpar. 5h.
	b. Other	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See subpar. 4b. Correspondence - See subpar. 5c.

12. Foreign governmental sources or foreign private citizens (see Item 6, above, for foreign corporations)	Any purpose (includes debt collection and/or allegations of paternity or nonsupport)	DO NOT furnish address. DO NOT offer to forward. Coordinate with Military Service	Mailroom - See subpar. 4f. Correspondence - See subpar. 5h.
13. Veteran's relatives other than spouse	a. Any purpose detrimental to the veteran	DO NOT furnish address. DO NOT offer to forward.	Mailroom - See subpar. 4b. Correspondence - See subpar. 5c.
	b. Veteran's interest	DO NOT furnish address, but offer to forward WITHOUT A FEE.	Mailroom - See subpar. 4c. Correspondence - See subpar. 5d.
	<p>NOTE: Includes situations that MAY be in the veteran's interest, e.g., notification of death/illness in family or attempt to find long lost relative.</p> <p>NOTE: Persons claiming to be the illegitimate children of veterans are NOT relatives unless the paternity is acknowledged by the veteran or established by a court of law. See item 11.</p>		

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.49G
December 14, 1990

SUBJECT: Requests for last known addresses or "whereabouts" information

1. **Purpose.** This memorandum issues information and instructions on inquiries concerning the last known address contained in records held by the National Personnel Records Center (Military Personnel Records).
2. **Cancellation.** NPRC 1865.49F is canceled.
3. **Applicability.** The attached instructions are applicable to all mailroom coders, the fee clerk, and correspondence section personnel of the reference service branches and the Records Reconstruction Branch.
4. **Reason for revision.** NPRC 1865.49 is revised to include NA Form numbers; to eliminate references to the discontinued Work-in-File operations; to clarify certain entries in fig. 2; to allow for providing the veteran's last known address to commercial institutions that submit an appropriate authorization signed by the veteran; to allow referral of certain requests to the Department of Veterans Affairs (VA); to allow branch chiefs the authority to make determinations on appeals of NPRC decisions not to provide last known addresses and to sign the responses; and to update other information where necessary throughout the instructions, including office names/address and the content of response forms.
5. **Instructions.** The instructions for processing whereabouts inquiries are contained in the attachment. See also [NPRC 1865.16](#) for clarification on release policies and routine uses of military records. This instruction does not change NPRC policy with regard to "list" cases except when such cases can be referred to the VA or with roster requests even though addresses may also be the subject of the inquiry.
6. **Forms.** This memorandum provides for the use of the following forms:
 - GSA Form 7034, Chargeable Case Control
 - NA Form 13018-E, Reply to Inquiry (NCP)
 - NA Form 13018-F, Reply to Inquiry (NCP)
 - NA Form 13018-H, Reply to Inquiry (NCP)
 - NA Form 13018-I, Reply to Inquiry (NCP)
 - NA Form 13032, Reply to Request for Rosters/Address
 - NA Form 13047, Reply to Request for Information
 - NA Form 13048, Fee Information Reply
 - NA Form 13054, Return of Inquiry
 - NA Form 13062, Release of Information
 - NA Form 13111, Billing Notice

DAVID L. PETREE
Director

REQUEST FOR WHEREABOUTS INFORMATION

1. **General Instructions.** The release of a last known address from a military record is governed by 32 CFR 286, DoD Freedom of Information Act Program, 32 CFR 286a, DoD Privacy Program, and decisions of the Defense Privacy Board. File a copy of each response to a "whereabouts" request in the record if either the release of the address or a forwarding service is provided.
2. **Providing last known addresses.** NPRC provides the last known address in the veteran's military record to:
 - a. A routine use of the system of records (see [NPRC 1865.16](#)). Routine uses include most Federal agencies pursuing official business, many State and Local agencies who are charged with enforcing civil and/or criminal law, and overseas military banking facilities attempting to obtain restitution for a dishonored check or a defaulted loan.
 - b. Commercial enterprises which include with their requests signed disclosure statements with a format similar to that approved by the Department of Defense (see [fig. 1](#)).

NOTE: There is no time limit for the validity of this particular release authorization.

- c. A divorced, deserted, or separated spouse or cohabitant (whether or not remarried) when child support or alimony is cited as the reason for requesting the last known address.
3. **Analyzing other requests.** All other requests for the last known address are analyzed to determine if this Center should provide a forwarding service (and if a fee should be charged for that service); if this Center should refer the requester to the Department of Veterans Affairs (VA); or if this Center should deny the request. Key considerations in analyzing the requests include:
 - a. Who is the requester?
 - b. What is the reason or purpose cited for the request?
 - c. What is the requester's relationship to the veteran?
 - d. Would it seem more appropriate for the military branch to make a determination?

Use the decision-logic table ([fig. 2](#)) to assist in making the analysis. More specific processing instructions are referenced as part of this figure.

4. **Responsibilities of Mail and File Clerks (NCPMO-M).** Mail and File Clerks in the two Incoming Mail Units are responsible for carefully screening all requests for last known addresses to avoid unnecessary actions in the search and correspondence operations. Last known address inquiries are divided into several categories ([a](#), [b](#), [c](#), [d](#), [e](#), and [f](#), below), depending upon the response required.
 - a. **Referral of requests to the VA.** Requests for last known addresses received from veterans or from third parties on behalf of veterans who are seeking to locate former service personnel with whom the veterans served (except when veterans benefits are cited as the reason) are referred to the VA.

NOTE: If the request asks for a roster and it is clear that addresses are also being requested, process as a roster case and forward to NCPMA-O.

(1) If the request contains fewer than five names, check the first block on NA Form 13018-I, Reply to Inquiry (NCP), and return this form and the original request to the requester, ([fig. 3](#)). No copy of this action is retained.

(2) If the request contains five names or more which are accompanied by service numbers, social security numbers, or VA claim numbers, complete NA Form 13018-I in the original and one copy. Check the second block and send the original to the requester, ([fig. 3](#)). Mail the copy of the form with the inquiry attached to the address on the form, i.e., Director (OO), VA Records Processing Center, P.O. Box 5020, St. Louis, MO 63115. No copy of this action is retained.

(3) If the request contains five or more names, but fewer than five of the names are accompanied by service numbers, social security numbers, or VA claim numbers, prepare NA Form 13018-I in the original only. Check the first block and return this form and the original request to the requester, ([fig. 3](#)). No copy of this action is retained.

- b. **Return of request without action.** If the requested is asking for RELEASE of an address, and the address is not releasable, return the inquiry to requester using NA Form 13054, Return of Inquiry, checking the fifth block ([fig. 4](#)).

If the requester is asking for FORWARDING, and forwarding is not prescribed, return the inquiry to the requester using NA Form 13018-H, Reply to Inquiry (NCP), ([fig. 5](#)).

In either case, If the FAR is negative, **DO NOT** return to the requester for more information.

- c. **Offer to forward, WITHOUT a fee.** If the requested address is not releasable, forwarding to the last known address is prescribed WITHOUT a fee charge, and the requester has included material to be forwarded, obtain computer FAR (when needed,) code to C4, and route as required. If the requester did not include material to be forwarded, return the request using NA Form 13018-E, ([fig. 6](#)). See **NOTES** [1](#), [2](#), and [4](#), below.
- d. **Offer to forward, FOR a fee.** If the requested address is not releasable, but a forwarding service is required FOR a fee, the request and any attachments to be forwarded are returned to the requester through the fee clerk.

If a fee payment is included with the request, obtain a computer FAR (when needed), code to C4, and route to the fee clerk. See **NOTES** [1](#), [2](#), and [4](#), below.

- e. **Release of address.** If the requested address is releasable, obtain a computer FAR (when needed), code to C4, and route appropriately. See **NOTES** [1](#), [3](#), and [4](#), below.
- f. **Coordination with military services.** If the requested address is not releasable, but contact or coordination with the appropriate military service branch is prescribed, obtain a computer FAR (when needed), code to C4, and route appropriately. See **NOTES** [1](#), [2](#), and [4](#), below.

NOTE 1: If the FAR is negative on a non-fire-related inquiry and the request involves a record which should be in the NPRC Registry file, return the inquiry to the requester for additional identifying data.

NOTE 2: Return original request using NA Form 13018-E, Reply to Inquiry (NCP), ([fig. 6](#)).

NOTE 3: If the address is releaseable, return the request using NA form 13054, Return of Inquiry, checking the first and possibly the second, blocks, ([fig. 4](#)).

NOTE 4: If the request is fire-related and results in a negative computer probe ("NOT Found" FAR or "QM" FAR only), return the request using NA Form 13062, Release of Information, checking the eighth and tenth blocks, ([Fig 7](#)).

- g. **Requests with fees enclosed.** Requests for addresses received with money enclosed are routed to the NCPMO-M fee clerk. If an offer to provide a forwarding service is required, the fee clerk prepares GSA Form 7034, Chargeable Case Control, ensures that a computer FAR is obtained (when needed), codes to C4 and routes appropriately. All responses **MUST BE RETURNED THROUGH THE FEE DESK** when the GSA Form 7034 is attached. If the address is not releasable, the fee clerk returns the request and remittance using NA Form 13018-H, ([fig. 5](#)).
- h. **Appeals.** Although our response forms do not state that the requester may appeal the center's decision not to release the last known address or not forward correspondence, we may receive such appeals from time to time. These appeals are routed to the appropriate branch chief for the necessary determination.

5. **Responsibilities of correspondence technicians.** Correspondence technicians examine each request for a last known address to determine if the case is releasable, if a forwarding service is to be offered or provided (and if a fee is to be charged), if the request can be sent to the VA, or if the request is to be denied. A forwarding service should not be provided unless it is required.

- a. **Releasability in question.** If the releasability cannot be determined because the purpose of the request is unclear, return the inquiry for additional information using NA Form 13062, Release of Information, checking the fourth block, ([fig. 7](#)).
- b. **Referral of requests to the VA.** Follow procedures set forth in [subpar. 4a](#), above.
- c. **Return of request without action.** If the requester is asking for RELEASE of an address, and the address is not releasable, return the inquiry to the requester using NA Form 13047, checking the fifth block, ([fig. 8](#)).
- d. **Offer to forward WITHOUT a fee.** If the address is not releasable, but forwarding WITHOUT a fee is prescribed, process as follows:
- (1) If the request includes correspondence which is to be forwarded, use either a franked envelope which INCLUDES the NPRC return address or an envelope provided by the requester **WHICH DOES NOT HAVE ANY RETURN ADDRESS** to forward the material. The material to be forwarded is inspected as a part of making any determination. Items of value should be returned to the requester. Advise the requester of the forwarding action using NA Form 13032, Reply to Request for Rosters/Addresses, checking the eighth block, ([fig. 9](#)).
 - (2) If the request does **NOT** contain material to be forwarded, offer to forward using NA Form 13018-E or NA Form 13018-F, as appropriate.
- e. **Offer to forward FOR a fee.** If the address is not releasable but an offer to forward upon payment of a fee is prescribed, process as described below:
- (1) If a GSA Form 7034 is not attached, the request and any attachments to be forwarded are returned to the requester through the fee desk, NCPMO-M. The NA Form 13111, Billing Notice, will be used to route the material to the fee desk, after completion of Part A, "Military Service Identification and Information Wanted" and checkmarking the "Forwarding Service" line in Part B.

(2) If the fee has been paid (GSA Form 7034 attached) and the request includes correspondence which is to be forwarded, use either a franked envelope which INCLUDES the NPRC return address or an envelope provided by the requester WHICH DOES NOT HAVE ANY RETURN ADDRESS, and prepare for forwarding. Route material to be forwarded, and the GSA Form 7034, to the fee clerk using NA Form 13111, Billing Notice, completing Parts A and B as appropriate. Notify the requester using NA Form 13032, checking the eighth block, ([fig. 9](#)).

(3) If the address shown in the record is the same as the one provided by the requester, return the inquiry to the requester using NA Form 13032, checking the second block, ([fig. 9](#)).

f. **Address not in record.** If no address is available in the record, return the inquiry to the requester using NA Form 13032, checking the second block but crossing out the last eight words (beginning with "later"). See [fig. 9](#).

g. **Release of address.** If the address is releasable to the requester, provide the last known address and the date of record. Use the requester's form if possible or use NA Form 13032, inserting the name, SN/SSAN, and year as provided on the form, ([fig 9](#)). Release SN/SSAN to routine users ONLY.

NOTE: No tracer service, BIRLS probe, or procurement action is taken for whereabouts inquiries.

h. **Coordination with military services.** If the requested address is not releasable, but contact or coordination with the appropriate military service branch is prescribed, follow the instructions in [par. 8](#), below.

6. **Appeals.** Appeals to previous denials to provide the last known address or forward correspondence are routed to the appropriate branch chief for determination. Generally, an appeal for an address is honored only when a state or local government agency can prove that it needs the address to perform a criminal or civil law enforcement function which was not evident in the original request. Appeals from veterans' relatives, other than the spouse, to forward correspondence may also be honored if the branch chief can determine that forwarding will not have a detrimental effect on the veteran. When answering an appeal, use an informal letter similar to those shown in [figs. 10](#) and [11](#), depending on the circumstances.

7. **Congressional interest.** Any of the sources of requests set forth in [fig. 2](#) could involve congressional interest; i.e., Members of Congress can and do write on behalf of any of the sources named. For that reason, congressional interest requests are not included as a separate source. Instead, the general release policies for congressional requests covered in [NPRC 1865.12](#) are applied against the policies set forth in [fig. 2](#).

8. **Forwarding requests to (and coordinating with) the appropriate military service branch.** [Fig. 2, item 6b\(1\) note, item 8, item 11a](#) and [item 12](#), provide for forwarding an inquiry and the record to, or coordinating them with, the appropriate office of the military service branch concerned. The specific office addresses are as follows:

a. **Air Force.** →Records Services Branch, MPC/DPDOB, Randolph AFB, TX 78148.)←

b. **Army.** →U.S. Army Reserve Personnel Command, One Reserve Way, St. Louis, MO 63132-5200.← Depending on the source and type of request, add the appropriate attention line, as follows:

(1) [Figure 2, item 8](#), public information: →ARPC-ZCC-A←.

(2) [Figure 2, item 11a](#), private sources, and [item 6b\(1\) note](#) and [item 12](#), foreign sources:
➔ARPC-ZCC-B←.

Fees received with address requests which are proper for referral to ➔AR-PERSCOM← will not be deposited by the NCPMO-M fee clerk. Instead, the fee remains with the inquiry. ➔AR-PERSCOM← has also agreed to leave the fee attached to inquiries which are referred to NPRC.

- c. **Coast Guard.** Commandant, U.S. Coast Guard, Washington, DC 20590.
 - d. **Marine Corps.** ➔Marine Corps Liaison Officer, Room 5007, National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5100←.
 - e. **Navy.** ➔Navy Liaison Officer, Room 5409, National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5100←.
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.80C
July 21, 1991

SUBJECT: **Requests for photographs**

1. **Purpose.** This memorandum transmits instructions for processing requests for photographs relating to military subjects.
2. **Cancellation.** NPRC 1865.80B is canceled.
3. **Reason for revision.** This memorandum is revised to update instructions for processing requests for photographs.
4. **Applicability.** The provisions of this memorandum are applicable to employees of the correspondence sections of the military reference branches, Records Reconstruction Branch, and the Reference Service Support Branch.
5. **Instructions.** The instructions for processing requests for photographs are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13018, Reply to Inquiry (NCP)
NA Form 13044, Reply Concerning Military Records
NA Form 13045, Informal Information Reply
NA Form 13104, Multiple Purpose Correspondence Form

DAVID L. PETREE
Director

REQUESTS FOR PHOTOGRAPHS

1. **Types of requests.** Requests are received from various sources for individual photographs of service personnel, organizational groups, ships or vessels, aircraft, cemeteries and grave sites, etc. The majority of such requests are for the photographs of individual service personnel.
2. **Availability of individual photographs.** Individual photographs were not required of all persons who served in the Armed Forces. They are normally found in the records of regular commissioned personnel of all branches of service, and the records of Marine Corps personnel. They are found in some of the Coast Guard and Navy enlisted records, but are seldom, if ever, found in the Army and Air Force enlisted records.
3. **Replying to requests for photographs of individuals.**
 - a. **Requests from veteran or next of kin.**
 - (1) **Photograph available.** Furnish the photograph if it is available in the record. Prepare transmittal form in duplicate using NA Form 13018, Reply to Inquiry (NCP). State on the

form, "The enclosed photograph is furnished in response to your request." File copy of NA Form 13018 in the record.

NOTE: If more than one is available, furnish the best or most recent photograph.

(2) **Photograph not available.**

(a) **Non-fire-related record.** If the photograph is not available, and service relates to a non-fire-related record, then return the inquiry to the requester using NA Form 13018. Prepare form in duplicate and state, "The requested photograph is not in the records on file here." Using the instructions and addresses provided in [par. 4](#) refer the requester to the appropriate source. File copy of NA Form 13018 in the record.

(b) **Fire-related record.** If the photograph is not available and service relates to a fire-related record, then return the inquiry using NA Form 13045, Informal Information Reply. Prepare form in duplicate, checking fire paragraph. Using the instructions and addresses provided in [par. 4](#) refer the requester to the appropriate source. File copy of NA Form 13045 in the record.

b. **Requests from the general public.**

(1) **More than one copy of photo available.** If there is more than one copy of the requested photograph available in the record, then furnish the requester the duplicate copy. Delete any non-releasable personal data, such as the social security number, recorded on the photograph. Transmit the reply as described in [subpar. 3a\(1\)](#).

(2) **Only one copy of photo available.** DO NOT furnish the last copy of a photograph to the general public. The last copy of a photograph can only be sent to the veteran or next of kin, if veteran is deceased. However, a photocopy of the photo may be sent in lieu of the actual photograph. Transmit photocopy using NA Form 13044, Reply Concerning Military Records (see [fig. 1](#)). NCPMR-A/B/C transmit reply using NA Form 13045 and the pattern paragraph as shown in [fig. 1](#). Prepare form in duplicate and file copy of response in the record.

(3) **Photograph not available.** If the requested photograph is not a matter of record, prepare a reply in accordance with [subpar. 3a\(2\)](#).

c. **Requests from military installations.** On occasion NPRC receives requests for photographs from military installations. These requests are normally for the purpose of establishing a memorial or preparing a military historical project and can involve requests for photographs of more than one individual. In response to these requests the photograph(s) shall be loaned to the military installation. On the reverse side of each photograph the technician shall write the subject individual's name, service number/social security number, and registry file index number. Transmit the photo(s) by preparing NA Form 13104, Multiple Purpose Correspondence Form, in duplicate. In the remarks section state that the photo(s) should be returned to NPRC. For example state, "Upon completion of your project please return the attached photograph(s) to the address checked below, and to the attention of the **Branch**." File copy of response in record.

4. **Sources of photographs.** If the request is for a photograph of an individual that is not on file in the military record, or if the request is for photographs relating to any other military subject, then use the addresses provided below to refer the requester to the appropriate source. Transmit the reply in accordance with [subpar. 3a\(2\)](#).

- a. **Department of Defense.** The DoD Still Media Records Center maintains the official photographic records of the Army, Navy, Air Force, and Marine Corps from 1982 to the present:

Department of Defense
Still Media Records Center
Code SSRC
Washington, DC 20374-1681

- b. **National Archives.** Photographic records predating DoD's collections, exclusive of the Air Force, have been transferred to the National Archives for permanent retention. Refer the requester to:

National Archives and Records Administration
Special Media Archives Services Division (NWCS)
8601 Adelphi Road
College Park, MD 20740-6001

- c. **Air Force.** For photographic records of the Air Force which predate DoD's collection refer the requester to:

National Air and Space Museum
Records Management Division
Smithsonian Institution
Washington, DC 20560

- d. **Coast Guard.**

(1) For photographic records of the Coast Guard dating **from 1960 to the present** refer the requester to:

Commandant
U.S. Coast Guard (G-BPA)
2100 2nd St., SW
Washington, DC 20593

(2) For photographic records of the Coast Guard **predating 1960** refer the requester to the address shown in [subpar. 4b](#), above.

- e. **National cemeteries, grave sites, and memorials.** Photographs of national cemeteries, grave sites, and memorials, including name inscriptions on a memorial wall for missing personnel, are in the custody of the following:

(1) Burial in a national cemetery in a foreign country:

The American Battle Monuments Commission
Courthouse Plaza II, Suite 500
2300 Clarendon Boulevard
Arlington, VA 22201

(2) Burial in Arlington National Cemetery or the Soldiers Home:

Superintendent
Arlington National Cemetery
Arlington, VA 22211

(3) Burial in a national cemetery in the continental United States, including the National Memorial Cemetery of the Pacific at Honolulu:

Veterans Administration
National Cemetery System (41A)
810 Vermont Ave., NW

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.64C
September 23, 2004

SUBJECT: Requests for ship histories or deck logs

1. **Purpose**. This memorandum provides instructions for handling requests for ship histories or deck logs.
2. **Cancellation**. NPRC 1865.64B, Requests for or involving ship histories or ship deck logs, is cancelled.
3. **Reason for revision**. This memorandum is revised to update information related to the address of the Naval Historical Center and the dates to determine locations of ship deck logs.
4. **Applicability**. The provisions of this memorandum are applicable to personnel in the core environment.
5. **Background**. Aboard most Navy vessels the Quartermaster maintains a daily rough (handwritten) log annotating the time and place of specific events, orders, and actions related to the vessel's personnel and activities. The Officer of the Deck on watch prepares a smooth (typed) log at the completion of his/her watch that summarizes the rough log. In addition, a ship's officer is designated as the ship's historian. The ship's historian prepares the ship's history, usually on an annual basis, from the rough and smooth logs. From these source documents individuals may seek proof of events for a variety of purposes (accidents, exposure to radiation, etc.).
6. **Instructions**.

a. **Requests for ship histories**.

- i. **Records at NPRC**. The NPRC library maintains a four drawer alphabetically arranged file of ship histories. Most entries are for WWII vessels; however, certain historical entries, such as the Civil War U.S.S. Monitor, are on file. When ships are not named, alpha designators and numeric identification (LSM 147, LST 519, etc.) are listed. The NPRC library also has a complete set (8 volumes) of the "Dictionary of American Naval Fighting Ships," which contains a brief history of naval ships since the Navy was formed in 1775. If a requested ship's history is located, photocopy the ship's history and forward to the requester.
- ii. **Records not at NPRC**. If NRPC does not have the requested ship's history, refer the requester to the address shown below.

Ships History Branch
Naval Historical Center
805 Kidder Breese St., SE
Washington Navy Yard, DC 20374-5060

- b. **Requests for ship deck logs**. NPRC holdings do not include ship deck logs. Refer requester to the appropriate address.

Through 1940:	National Archives & Records Administration Old Military & Civil Records (NWCTB) 700 Pennsylvania Ave., NW Washington, DC 20408
From 1941 to 30 years from current year:	National Archives and Records Administration Modern Military Records (NWCTM) 8601 Adelphi Road College Park, MD 20740-6001
Within past 30 years:	Ships History Branch Naval Historical Center 805 Kidder Breesse St., SE Washington Navy Yard, DC 20374- 5060

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.83B
Includes CHGE 1
February 23, 1989

SUBJECT: **Requests for verification of sea service**

1. **Purpose.** This memorandum issues and transmits instructions for processing requests for verification of sea service.
2. **Cancellation.** NPRC 1865.83A is canceled.
3. **Reason for revision.** This memorandum is revised to implement new procedures for responding to requests for verification of sea service. NA Form 3073, Transcript of sea service, shall no longer be prepared in response to these requests. Instead, copies of the pertinent documents from the military personnel record will be provided to the requester.
4. **Applicability.** The provisions of this memorandum are applicable to employees of Navy Reference Branch, Correspondence Section and the Reference Service Support Branch.
5. **Instructions.** The instructions for processing these requests are contained in the Attachment.
6. **Background.** Verification of sea service is needed by veterans who apply for Merchant Marine licenses or certificates for employment on vessels as officers, pilots, and seamen. The information furnished will substantiate qualifying experience for a license, certification, raise in grade, extension of route, or renewal of Merchant Marine licenses. Generally, the applications with appropriate documentation are presented by the veteran to the various Marine Inspection Offices throughout the country.
7. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records
NA Form 13018, Reply to Inquiry (NCP)
NA Form 13044, Reply Concerning Military Records
NA Form 13053, NPRC Acknowledgment/Referral

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.83B CHGE 1
September 28, 1990

SUBJECT: **Requests for verification of sea service**

1. **Purpose.** This memorandum transmits page changes to NPRC 1865.83B.

2. **Explanation of change.** This memorandum is being changed to reflect the use of the appropriate form for referring a request with the record to a military service department.

3. **Instructions.**

- a. Remove transmittal page of NPRC 1865.83B (basic) and insert revised pages.
- b. Remove pp. 2 and insert revised pages.

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REQUESTS FOR VERIFICATION OF SEA SERVICE

1. **Form of reply.** In order to respond to requests for verification of sea service, the technician shall review the military record for any evidence of sea service.
 - a. **Sea service performed.** If evidence of sea service is found in the record, then furnish copies of the pertinent documents from the military personnel record using NA Form 13044, Reply Concerning Military Records, as the transmittal. Prepare form in duplicate, checking first block and attaching appropriate copies. File duplicate copy in record. If asked by the veteran to send the reply to the prospective employer, then furnish copies of documents directly to the employer, and notify the veteran using NA Form 13044 (see [fig. 1](#)). Prepare form in triplicate forwarding second copy to the veteran and retaining the third copy for the file.
 - b. **Creditable sea service.** The technician shall NOT make determinations regarding the credibility of service or duties performed onboard a vessel, except as noted in [subpar. 1c](#). Evaluations of creditable time and service will be made by personnel in the Marine Inspection Offices upon review of the veteran's application and military documentation.
 - c. **Sea service not performed/negative reply.** If the record contains no evidence of sea service, then the technician shall return the inquiry using NA Form 13018, Reply to Inquiry (NCP), and state, "The record contains no evidence of sea service performed." Prepare form in duplicate and file copy in record.

NOTE: Credit for sea service is **NOT** allowed for Marines who were aboard a vessel **ONLY** as a passenger. Prepare a negative reply in these cases (see [subpar. 3e](#) and [subpar.3f](#)).

2. **Necessary items of information.** In order to provide the appropriate documentation to verify sea service, specific items of information must be included on the copies sent to the requester. These items of information are:
 - a. **Names of vessels.** Names of all vessels that an individual served on, to include the hull numbers if shown on the documents.
 - b. **Dates from and to.** Inclusive dates of service on each vessel. For Naval personnel whose records show only the names of vessels on which they served and not the specific dates of service state on the bottom of NA Form 13044, "Dates of service on vessels not shown in record."
 - c. **Rating held.** All ratings held during each vessel assignment. **NOTE:** Does not apply to Marine Corps.

3. **Furnishing copies of documents.** Various documents shall be sent in response to requests for verification of sea service. The documents will differ based on the period of service, branch of service, and whether the individual served as an enlistee, officer, or both. When furnishing copies of documents from the military personnel record, the important factor to consider is **NOT** whether a specific form/document is found in the record, but whether the available document(s) provide(s) the necessary items of information (see [par. 2](#)). The following provides a list of documents that would most likely provide verification of sea service, however, the technician must use judgment in determining the most appropriate document(s) to be furnished in response to these requests.

a. **Navy enlisted.**

History of Assignments (see [fig. 2](#)); or

Transfers and Receipts (see [fig. 3](#)); or

Administrative Remarks (see [fig. 4](#))

Based on the availability of the forms in the record, copies of these documents shall be furnished in the order listed above.

b. **Navy officer.**

Officer's Fitness Reports (see [fig. 5](#))

c. **Coast Guard enlisted.**

Service Record Card (see [fig. 6](#)); or

Enlisted Personnel Data Card ; AND

Abstract of Service (see [fig. 7](#))

Based on the availability of the forms in the record, copies of these documents shall be furnished in the order listed above.

d. **Coast Guard officer.**

If the inquiry relates to a record of a Coast Guard officer, **DO NOT** forward copies of documents. The technician shall refer the request with the record to Commandant, U.S. Coast Guard using NA Form 13008, Loan or Transfer of Records. Furnish the veteran NA Form 13053, NPRC Acknowledgment/Referral, checking the appropriate address.

e. **Marine Corps enlisted.**

Record of Service (see [fig. 8](#)); AND

Sea and Air Travel - Embarkation Slips (see [fig. 9](#))

Furnish copies of these documents **ONLY** if an assigned organization on the Record of Service indicates time served on a vessel. If there is no time served on a vessel, see [subpar. 1c](#).

f. **Marine Corps officers.**

History of Assignments (see [fig. 10](#))

Furnish copies of these documents **ONLY** if the History of Assignments indicates time served on a vessel. If there is no time served on a vessel, see [subpar. 1c](#).

4. **Leave/Confinement records.** In addition to the pertinent documents as shown in [par. 3](#), the technician shall also furnish a copy of the leave record or other appropriate documents when the individual's military record indicates unauthorized leave for periods of 30 days or more and/or periods of confinement ashore for 30 days or more.

 5. **Combination of enlisted and officer sea service.** If the individual performed sea service both as an enlistee and an officer, then furnish copies of ALL documents that indicate sea service as prescribed by [par. 3](#).
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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NPRC 1865.68D
Includes CHGE 1
July 8, 1994

SUBJECT: Requests for verification of training, education, and performance while in the military

1. **Purpose.** This memorandum transmits instructions for answering requests for verification of training, education, and performance while in the military service.
2. **Cancellation.** This memorandum cancels NPRC 1865.68C and fig. 20 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums.
3. **Reason for revision.** This memorandum is revised to include instructions for handling requests for efficiency (effectiveness, fitness, or performance) reports; to delete the addresses of military bases that have closed; to show that Air Force officer flight records are located at NPRC; and to add information concerning the overseas Department of Defense Dependent Schools (DODDS), Pre-discharge Education Program (PREP).
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations and the Organizational Records Section.
5. **Instructions.** The instructions for processing requests for training, education, and performance while in the military are contained in the memorandum.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13018, Reply to Inquiry (NCP)
NA Form 13044, Reply Concerning Military Records
NA Form 13045, Informal Information Reply
NA Form 13061, Request for GED, USAFI, Other Test Scores, or PREP Transcripts
NA Form 13104, Multiple Purpose Correspondence Form
NA Form 13105, NPRC Search Request and Reply
Optional Form 11, Reference Request-Federal Records Center
Standard Form 135, Records Transmittal and Receipt

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
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NPRC 1865.68D CHGE 1
February 3, 1995

SUBJECT: Requests for verification of training, education, and performance while in the military

1. **Purpose.** This memorandum transmits changes to NPRC 1865.68D.
2. **Reason for revision.** This memorandum has been revised to clarify that Air Force officer flight training records may be located within a large collection of microfilmed Air Force officer flight records.
3. **Instructions.** Remove pp. 1 thru 4, and insert revised pages.

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1. **Background on education and training records.** Although the service departments provide members with service school certificates, occupation and training records, and other transcript type material, veterans often find it is necessary to request verification of this type of data from official military records. Most academic records are temporarily maintained at their place of creation for a period of two years before being retired to NPRC for filing in the organizational record (OR) holdings. **EXCEPTIONS:** See [par. 4.](#)
 - a. **USAFI.** Some training programs were conducted for the military branches by contracting with various schools and colleges. These were offered to servicemen in their off-duty time by the Educational Services Program of the United States Armed Forces Institute (USAFI) and other educational agencies within the Armed Forces. The records and tests formerly held by USAFI are now held by the Defense Activity for Non-Traditional Educational Support (DANTES).
 - b. **DODDS.** From 1971 through 1976 some military service personnel attended overseas Department of Defense Dependent Schools (DODDS) and participated in the Pre-discharge Education Program (PREP) to obtain their high school diplomas.

Most employers, civilian schools, and colleges allow academic credit for such experiences since World War II.
2. **Requests for education and training records.** Inquiries received at NPRC (MPR), that relate to verification of in-service training and educational experiences, are usually requests for: clarification about a particular type of training; or complete transcripts of all in-service educational experiences to include courses taught at civilian colleges or universities. Many of these requests are **chargeable** cases. See the latest revision of [NPRC 1852.1](#), Information and instructions on fee cases (9700 Page).
3. **Responsibility for credit evaluation.** Credit evaluations are made by the established standards of the civilian employer or the educational institution. Evaluations are based on the evidence provided by the applicant.
4. **Academic records located at other facilities.** [Figure 1](#) and [figure 2](#) provide the locations of several facilities that maintain certain categories of academic records. If a records source is identified from these listings, then correspondence personnel shall follow the procedures as indicated in the Decision Logic Table in fig. 3, Rules [1](#) and [3](#).
5. **Obtaining education and training information from the military personnel record.** In order to obtain requested information from the official military personnel folder, correspondence personnel shall review the service record for official pages or other items which describe the courses taken. To enable evaluators to award an equitable amount of credit, the description should include such items as: the name and length of the course; dates and place of attendance; subjects and final grade; and the individual's standing in the class. The method of

furnishing the information varies according to the items being requested. The correspondence technician shall take action as indicated in [fig. 3](#).

NOTE: If documents are **NOT** in the military personnel folder, see [par. 8](#).

6. **Obtaining information from organizational records located at NPRC.** In-service training information may also be available from organizational records (OR) located at NPRC. Organizational records are searched by personnel assigned to the Army Reference Branch, Organizational Records Section (NCPMA-O).
- a. **Academic records.** Academic records in the OR holdings are available for the following periods:
- Army - beginning in 1953
 - Air Force - beginning approximately 1953 and ending in 1967
 - Air Force non-resident (correspondence courses) - ending in 1968
 - Navy - beginning approximately 1940
- b. **Navy Pro-Jackets.** Professional jackets of Medical Department Personnel maintained by the Bureau of Medicine and Surgery. These files document education, training, credentials, and other accomplishments. Navy Pro-Jackets for the Nurse Corps are available beginning about 1908. All others are destroyed 10 years after date of separation. When requesting an OR search of Navy Pro-Jackets, correspondence technicians shall provide the dates of entrance and release from active duty on the search request.
- c. **Air Force officer flight training records.** Air Force officer flight training records may be located within a microfilmed/microfiched collection of Air Force officer flight records dating from 1911 through 1995. The early years of an officer's career will contain flight training information. Correspondence technicians in NCPMF-C should request an OR search ONLY when the OMPF does not provide the requested information. Requests for training records should not be confused with requests for copies of Air Force officer flight records which provide a cumulative total of the officer's career flying time. See [NPRC 1865.120](#), Requests for Air Force officer flight records.

NOTE: Documents from flying schools, to include pilot time, may be available from the OMPF.

7. **Requests for organizational records from service bases and facilities.** Requests received from service bases and other facilities are processed by OR searchers. These requests may be received in letter form or documented on Optional Form 11, Reference Request-Federal Records Center. OR searchers shall process these requests in the following manner:
- Locate the record in the organizational files by indexing the Standard Form 135, Records Transmittal and Receipt, that is appropriate to the school and course requested. Write the NARS-5 location number on the request.
-
- Locate appropriate document(s) in the file area and write the NARS-5 location number on the document. The third copy of the OF-11 may be used as the chargeout.
-
- **If OF-11 was used as the request form**, then furnish photocopies of the pertinent documents under cover of the original OF-11 and write "Requested records attached" in the remarks section. Place a check mark to the left of the return address. If no records are found, then the OR searcher shall check the appropriate block and return the OF-11 to

the requester. Keep the second copy of the response in the transitory file, identifying the records that have been searched.

- **If the request is not documented on OF-11**, then prepare NA Form 13104, Multiple Purpose Correspondence Form, in duplicate. Furnish photocopies of the pertinent documents under cover of the original NA Form 13104, checking the first block on the form. If no records are found, then the OR searcher shall check the appropriate block on NA Form 13104. Keep the second copy of the response in the transitory file, identifying the records that have been searched. Route original documents for refile.

8. **Requests for organizational records from the veteran** (when the service record information is insufficient to provide a response). An OR search may be requested by correspondence personnel **ONLY under the following conditions:**

The requested information/documents are NOT available in the military personnel record.
The name and location of the school, the name of the course, and the year(s) the course was taken are provided by the requester or are available in the record.
The requested record is more than two years old.

9. **Requesting OR search.** If **ALL of the conditions** shown in [par. 8](#) are met, correspondence personnel shall request an OR search in the following manner:

- Prepare NA Form 13105, NPRC Search Request and Reply, in quadruplicate, or as needed for section suspense file. This request **MUST** include the information stated above.
EXCEPTION: NCPMR-A/B/O shall prepare NA Form 13105 in triplicate.

- Route the original and second copy of NA Form 13105 and the inquiry with attached documentation. **DO NOT** route record.

- Retain the extra copies of NA Form 13105 for filing in the section suspense file.
EXCEPTION: NCPMR-A/B/O technicians shall retain the third copy of the search request with the record in the suspense file on his/her desk.

- After receiving the appropriate documents from NCPMA-O the correspondence technician completes the case as prescribed in [fig. 3](#).

10. **Action when information is insufficient for an OR search.** If the information furnished by the requester or available in the record is **NOT** sufficient to conduct an OR search (i.e., name and location of school, dates of schooling, and name of course), then correspondence personnel shall prepare NA Form 13018, Reply to Inquiry (NCP), [fig. 5](#), in duplicate. Request needed information by composing a reply on the form; e.g., "**Please furnish the (needed information) for a complete and thorough search of our records.**" Transmit original NA Form 13018 to the requester and place the copy of the reply with the request in the military personnel folder.

11. **Action if documents cannot be located at NPRC or another facility.** If the requested documents are not located, either in the military personnel folder, the organizational records, or

at another facility, then correspondence personnel shall prepare NA Form 13018 in duplicate. Compose reply; e.g., **"A thorough search of our personnel and organizational records for (name of individual) at (place of class or training) in (year of class) was negative."**

Transmit the original NA Form 13018 to the requester. Place the copy of the reply with the inquiry in the military personnel folder. **EXCEPTION:** NCPMR-A/B/O personnel shall reply by preparing NA Form 13045, Informal Information Reply, in duplicate as shown in [fig. 4](#). Transmit original NA Form 13045 to the requester. Place the copy of the reply in the record. If no record exists, prepare original only of NA Form 13045, return the request with the reply, and **DO NOT** establish folder.

12. **Requests for efficiency (effectiveness, fitness, or performance) reports.** These reports are the periodical evaluations of the serviceperson's duty performance, professional skills and qualifications, efficiency, and other related data. Titles of the reports vary among the service departments.
 - a. **Sources of requests.** Requests for copies of these documents originate with the veteran, state and local governments, foreign governments and the service departments. Generally, the information shown on these reports is needed to determine or verify qualifications for employment and promotions and/or commission in the Armed Forces. Occasionally, the information is requested to substantiate claims against the Federal government.

NOTE: Many of these requests are chargeable. Consult latest revision of [NPRC1852.1](#).
 - b. **Instructions.** Furnish copies of requested reports or, if requested, summaries of professional qualifications, efficiency, and related data. Do not send copies of reports that are classified.

REMINDER: Delete personal identifiers of third parties, if appropriate.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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NPRC 1865.60B
September 23, 1994

SUBJECT: Requests for verification or statement of service

1. **Purpose.** This memorandum provides instructions for processing requests for verification or statement of service (SOS).
2. **Cancellation.** This memorandum cancels NPRC 1865.60A and figs. 1, 19, 32, 38, and 41 of NPRC 1865.69, Miscellaneous inquiries not covered in individual memorandums.
3. **Reason for revision.** The purpose of this revision is to update procedures used in handling requests for statement of service and include instructions for responding to requests for verification of service.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations.
5. **Instructions.** The instructions for handling requests for verification or statement of service are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13008, Loan or Transfer of Records
NA Form 13018, Reply to Inquiry (NCP)
NA Form 13041, Statement of Service
NA Form 13041-A, Statement of Service
NA Form 13044, Reply Concerning Military Records
NA Form 13053, NPRC Acknowledgement/Referral
NA Form 13072, Summary of Military Service
AF Form 7, Airman Military Record
AF Form 190, USAF Reserve Personnel Record Card for Retention, Promotion, and Retirement
AF Form 1613, Statement of Service
CG 3301, Enlistment Contract
CG 3303, Achievement Sheet
CG 3305, Leave Record
CG 3307, Administrative Remarks
CG 3312A, Personnel Action
DA Form 2-1, Personnel Qualifications Record
DD Form 4, Enlistment Contract
DD Form 13, Statement of Service
DD Form 47, Enlistment Contract
DD Form 214, Certificate of Release or Discharge from Active Duty
DD Form 220, Active Duty Report
NAVMC 118-5, Record of Time Lost, Promotion, Reduction, Examination for Promotion
NAVMC 118-11, Administrative Remarks
NAVMC 798-A, Reserve Retirement Credit Report
NAVPERS 601-4, Navy Occupation and Training History
NAVPERS 601-8, Leave Record

NAVPERS 601-11, Record of Naval Reserve
NAVPERS 601-13, Administrative Remarks
N-426, Request for Certification of Military or Naval Service

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CHAPTER 2. VERIFICATION OF SERVICE

Paragraph Title	Paragraph Number
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CHAPTER 1. STATEMENT OF SERVICE

1. **Background.** Requests for statement of service (SOS) are received from a variety of sources on various request forms. Sources include military facilities, various governmental agencies, the veteran, and his/her next of kin. Normally, if a request form is received, the form should be completed in response to the request. However, in certain instances, photocopies of documents may be forwarded to military facilities in lieu of a completed NA Form 13041, Statement of Service, or request form. **Based on the documents available in the record, and releasability of requested information, the technician determines which is the most efficient method of reply.** See latest revision of [NPRC 1865.16](#), Release and access guide for military personnel and related records at NPRC.
2. **Type of information furnished.** In response to a request for a statement of service, furnish information for **each** period of service unless otherwise specified. This information generally includes:
 - a. Branch or component of service
 - b. enlistment and separation dates
 - c. character of discharge
 - d. dates of active duty

e. rank

f. lost time; and

g. active duty for training (ACDUTRA)

3. **Photocopying documents.** Certain documents in the military personnel record contain the information necessary to respond to an SOS request from a military facility. [App. A](#) provides a list of these documents. The technician extracts the necessary documents to be photocopied in order to complete the request. Using the request form or appropriate transmittal, furnish copies of documents. List the form numbers of the documents sent on the file copy of the transmittal.
4. **Written responses.** NA Form 13041 or NA Form 13072, Summary of Military Service, are prepared in response to a request from non-military activities for statement of service; and to military activities, if the technician determines it is the most efficient method of reply. The technician must use judgement in determining what types of information to include when preparing these forms. For example, a veteran wishing to join a veteran's organization would require verification of foreign service. A request for information honoring the memory of a former serviceperson would require verification of personal decorations.
5. **NA Form 13041.** This form is prepared in duplicate and used for furnishing a statement of service when disciplinary information is **NOT** required. Send the original and file the copy in the record.
 - a. **Simple.** A simple SOS provides basic facts about military service, such as the beginning and ending dates of continuous service with the same type and character of service. (See [fig. 1-5.1](#).) If the service was **NOT** all active, then use the "Active service" line to show the active duty dates. If there was no active duty performed, then write, "No active duty" on the "Active service" line. Check any of the other boxes, as appropriate, to complete the reply.
 - b. **Complex.** A complex SOS may include multiple enlistments, breaks in service, transfers from one component to another, and such details as changes in grade, organization, station assignment, etc. These statements are referred to as "transcripts." Prepare the front of NA Form 13041 and check the first block and the block indicating, "A statement of service is shown on the reverse side." A sample of a completed SOS (reverse) is shown in [fig. 1-5.2](#). If additional pages are needed, enter "Continued" at the bottom of column A, and "continued" on the top of NA Form 13041-A, Statement of Service.
 - (1) **Column A.** The words "Nature of Action" mean any pertinent change in the serviceperson's status, rating location, etc. Some examples of terms used in the action column are shown in the "Key to Abbreviations." When showing an initial entry into the service or change of branch or component, **always** indicate the branch or component with the action; e.g., "Enl USNR" or "T USAFR." When showing separation from service, indicate the type of separation as well as character; e.g., "HON RAD" or "OTH DISCH."
 - (2) **Column B.** Effective date of action shown in Column A.
 - (3) **Columns C and D.** If there was only one period of active duty or ACDUTRA during an enlistment, show it on the same line with the separation action. If there were two or more periods, arrange the dates in Columns C and D to have the last period of active duty fall on the line with the separation action. If there was no active service during an enlistment, enter "No AD this Enl." After the last entry write, "No further entries."

(4) **Column E.** Show ratings, names and location of activities, etc. Additional remarks such as home address at time of entry, date and place of birth, foreign service, highest grade held, etc., may be entered.

(5) **Time lost.** If applicable, show inclusive dates of time lost. If none, state "None." In cases where the type of or reason for time lost is important, show this immediately after the inclusive dates. When time lost is not applicable, enter "Not applicable."

6. **NA Form 13072.** This form is used when disciplinary or medical/psychiatric data are of primary concern. Prepare form in duplicate. Complete top of form with appropriate information. (See [fig. 1-6](#).) In "Active Service" section, abbreviate branch or component. Enter the date active service began. Enter the date active service terminated. Show the type of and/or reason for separation plus any other data that may be requested to authorized requesters or that may be required to explain the entries in the first three columns. If there was no active service, write "No active service." Complete the remainder of the form by checking appropriate blocks. Attach copies of disciplinary actions, if applicable. Send original and file the copy in the record.

7. **Former Spouse Protection Act.** The Former Spouse Protection Act provides benefits to former spouses of retired veterans who meet certain eligibility requirements. Although it is the responsibility of the service department to determine eligibility, NPRC provides records/information to assist in this determination.

a. **Air Force.** When a request is received from the service department on behalf of the former spouse, determine if the veteran is retired from active duty or from the reserves. (See [fig. 1-7](#).)

(1) **Retired from active service.** Find the latest DD Form 13/AF Form 1613, Statement of Service, in file. If the document is located and shows a completed record of the veteran's service, obtain a certified photocopy. Transmit the photocopy using NA Form 13044, Reply Concerning Military Records. File copy in the record. If the file does not contain a completed DD Form 13/AF Form 1613, prepare NA Form 13041. Certify the original and file the copy in the record. If the file does not contain a complete record of service, route the request and records to USAFMPC using NA Form 13008, Loan or Transfer of Records. Notify the requester of the referral using NA Form 13053, NPRC Acknowledgement/Referral.

(2) **Retired from the reserves.** Route the request and record to ARPC following the instructions in [subpar. 1-7a\(1\)](#), above.

NOTE: If the request is received directly from a former spouse/attorney or other source, return request using NA Form 13018, Reply to Inquiry (NCP). Write "Contact your nearest Air Force installation to obtain information regarding Former Spouse Protection Act."

b. **All others.** Refer request and records to the appropriate military service department using NA Form 13008. Write, "Former Spouse Protection Act" in remarks, and check the block "Writer notified of this referral." Notify the requester of the referral using NA Form 13053.

CHAPTER 2. VERIFICATION OF SERVICE

1. **Background.** Requests for verification of service are received from a variety of sources on various request forms. Sources include military facilities and various governmental agencies. Normally, if a request form is received, the form should be completed in response to the request. **Based on the documents available in the record, and releasability of requested information, the technician determines which is the most efficient method of reply.** See

latest revision of [NPRC1865.16](#), Release and access guide for military personnel and related records at NPRC.

2. **Requests from Immigration and Naturalization Service (INS).** Requests from INS for verification of service are received on N-426, Request for Certification of Military or Naval Service. (See [fig. 2-2](#).) Prepare reply in duplicate using reverse side of N-426.
 - a. **Name.** Check the first box if name is correctly shown on front of form. If not, check the second block and enter the name as shown in the record. Use the space below the second box to show the correct service number or social security number if incorrectly shown on the front of N-426.
 - b. **Items 1 thru 4.** Each separate enlistment and extension **must** be shown, even if the veteran did not have a break in service.
 - c. **Item 5.** Disregard "state whether serving honorably," since this applies only to military departments reporting on people currently in the service. Show the type and character of each separation. If other than honorable, give complete details in item 12. **NOTE:** Even though the discharge may have been honorable, check to see if it was due to alienage. (See [subpar. 2-2e](#), below.)
 - d. **Items 6-10.** Show complete information.
 - e. **Item 11.** Aliens of foreign countries who served in the Armed Forces of the United States and who are discharged because of their alien status are permanently ineligible for naturalization. Thoroughly check the record to determine whether the person was discharged because of alienage. In most cases this is clearly indicated in the record, even though it **may not be shown** on the separation document.
 - f. **Item 12.** Use this space for explaining items 5 and 10, when necessary, and for any derogatory information having a bearing on the person's fitness for citizenship. Examples: Courts-martial or derogatory actions; e.g., civil arrest, Article 15, etc.
 - g. **Lodge Act enlistee.** Complete this item if veteran is a foreigner who enlisted in a foreign country in the U.S. Army **after** June 1950. Show original date of entry into the United States pursuant to military orders, and the port of entry. After the word "via," enter "Military Transportation."
 - h. **Certification.** Complete certification section. Maintain copy of completed form in record.
3. **Eligibility for enlistment or reenlistment.** If the request is for enlistment or reenlistment, furnish or verify requested information and refer requester to the appropriate recruiting office.
4. **U.S. Soldiers' and Airmen's Home.** The U.S. Soldiers' and Airmen's Home provides a home and other benefits for those who apply for admission and are found to qualify. Prepare NA Form 13072 in duplicate. For each period of active service, show: Component; inclusive dates; character and cause of discharge; grade at discharge; and the organization to which assigned. If discharged for disability, furnish nature of disability, line-of-duty status, and whether the disability was the result of applicant's own misconduct, or attach photocopies of pertinent documents. If actual entry was prior to the date of entry on active duty, use asterisks and show under Remarks the actual date and manner of entry. Also show personal description and date and place of birth under Remarks, or attach photocopy of pertinent document. Send original and file the copy in the record.

5. **Davao Marine Coast Guard.** The Davao Marine Coast Guard was a para-military organization created shortly before the Japanese attack on Pearl Harbor for the defense of Davao Gulf. Inquiries may be received from Philippine nationals requesting verification of service. Respond using NA Form 13018 and state:

"After extensive research of various records depositories of the United States Government, no records concerning the Davao Marine Coast Guard can be located. This research included the holdings of the National Archives and the United States Coast Guard. Therefore, we regret that we can be of no further assistance."

APPENDIX A. LIST OF DOCUMENTS USED TO ANSWER SOS REQUESTS

Due to form number changes and/or title changes, the forms listed below may vary depending on the period of service. An equivalent form should be used, when available.

1. **Enlistment Contract**

- Shows branch or component of service and enlistment date.

Coast Guard - CG 3301

All others

- DD Form 4 or DD Form 47

2. **DD Form 214, Certificate of Release or Discharge from Active Duty** - Shows branch or component of service, enlistment/separation date, rank, character, and in some cases, lost time and ACDUTRA.

3. **Discharge Order**

- Shows date of discharge.

Army - Special or letter order

Air Force - Special order

Navy - NAVPERS 1070/604

Marine Corps - NAVMC 118-11, Administrative Remarks

Coast Guard - CG 3312 A, Personnel Action

4. **Documents reflecting time lost (when incomplete or not shown DD Form 214)** -

Army - DA Form 2-1, Personnel Qualification Record, Part II

Air Force - AF 7, Airman Military Record

Navy - NAVPERS 601-8, Leave Record

Marine Corps - NAVPERS 601-13, Administrative Remarks

Coast Guard - CG 3305, Leave Record

5. ***Documents reflecting ACDUTRA for short period of reserve participation (when DD Form 214 not prepared) -***

Army - DD Form 220, Active Duty Report; orders to ACDUTRA

Air Force - DD Form 220; AF Form 190, USAF Reserve Personnel Record Card for Retention, Promotion, and Retirement

Navy - NAVPERS 601-11, Record of Naval Reserve

Marine Corps - NAVMC 798A, Reserve Retirement Credit Report

Coast Guard, CG 3307, Administrative Remarks

6. ***Documents indicating highest rank held when it is different from rank at discharge -***

Army - DA Form 2-1

Air Force - AF Form 7

Navy - NAVPERS 601-4, Navy Occupation and Training History

Marine Corps - NAVMC 118-5, Record of Time Lost, Promotion, Reduction, Examination for Promotion

Coast Guard - CG 3303, Achievement Sheet

NOTE: In response to an SOS request forward copies of the: Enlistment Contract, Report of Separation, and Discharge Order. However, if the Report of Separation shows a complete discharge, it is not necessary to send the Discharge Order.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.45C
March 31, 1999

SUBJECT: **Requests from Federal Probation Officers**

1. **Purpose.** This memorandum transmits instructions for processing requests from Federal Probation Officers.
2. **Cancellation.** NPRC 1865.45B is canceled.
3. **Reason for revision.** The purpose of this revision is to update procedures used in handling requests from Federal Probation Officers. This includes furnishing photocopies of documents rather than abstracting data from military records.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence operations.
5. **Instructions.** The instructions for handling Federal Probation Officer inquiries are contained in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:

AF Form 7, Airman Military Record
CG 3307, Administrative Remarks
DA Form 2-1, Personnel Qualification Record
DD Form 214, Report of Separation from Active Duty
NAVPERS 601, Administrative Remarks
NAVMC 118, Administrative Remarks
Prob Form 14B, Request for Military Service Data

DAVID L. PETREE
Director

1. **Background information about Federal Probation Officers.**

The Federal Probation Officers of the United States District Courts. The United States District Courts are the "trial" courts of the Federal judicial system (as opposed to the courts of appeals and the special courts). The district courts are served by officers of the Federal Probation System known as "Federal Probation Officers." They are subject to the primary control of the respective courts which they serve.

- a. **Investigations conducted by Federal Probation Officers.** The Federal Probation Officers conduct investigations on persons who have pleaded guilty or have been found guilty, the purpose being to obtain information that will be useful to the judge in determining a sentence. The background information developed by the Probation Officer is submitted to the sentencing judge as a "presentence report." Included in the presentence report is information about the person's military service, if any. It is essential that NPRC's replies be received by the probation officers in time for inclusion in their reports.

2. **First priority requests.** Requests from Federal Probation Offices specifying a deadline within 30 calendar days of date of receipt are considered first priority requests. (See the latest revision of [NPRC 1864.101](#), Workflow control procedures and priority levels in reference service.) If the mailroom omits red tagging these cases, they should be handled as first priority requests in the reference areas as soon as they are identified as Federal probation cases.
3. **Release of information.** The release of personnel and medical information to Federal Probation Offices (ers) is based on blanket routine uses applicable to Department of Defense and Department of Transportation records. Specifically, the provisions are stipulated under Routine Use-Law Enforcement. See the latest revision of [NPRC 1865.16](#), Release and access guide for military personnel and related records at NPRC.
4. **Request form.** Prob Form 14B, Request for Military Service Data, is prescribed for use by the Federal Probation Offices to request information from NPRC. A copy of the form is filed in the record indicating that copies of requested documents have been furnished. ([See fig. 1.](#))
5. **Photocopying documents.** A response is made by attaching photocopies of pertinent and available documents in the military personnel record. On Prob Form 14B, check the blocks on the left side of the form and write "see attached" or "NA" (not applicable) in appropriate spaces.
6. **Pertinent documents.** The primary documents (or the equivalent) used to respond to requests from Federal Probation Officers are listed below:
 - Undeleted DD Form 214, Certificate of Release or Discharge from Active Duty (**NOTE:** If veteran had active duty for training only, write on form, "No active duty other than active duty for training.")
 - DA Form 2-1, Personnel Qualification Record
 - AF Form 7, Airman Military Record
 - NAVPERS 601, Administrative Remarks, pages 4, 5, and 13
 - NAVMC 118, Administrative Remarks, pages 3, 9, and 11
 - CG 3307, Administrative Remarks
 - Medical records pertaining to personality disorders, nervous or mental condition. If the medical records have been loaned or retired to the VA, state, "Medical records are in the custody of the VA. Call 1-800-827-1000. VA Claim # _____."
 - Courts martial orders or documents

NOTE: In the absence of documents listed above, other documents may be substituted or pertinent information may be abstracted from the OMPF or auxiliary records and written on Prob Form 14B.

7. **Reason for separation.** The reason for separation must be shown on Prob Form 14B if the character was of any kind besides "Honorable" or "Under Honorable Conditions." The reason for other-than-honorable discharge can usually be obtained from the service record. If not, consult the following: Air Force Manual 39-12; Army Regulation 635-5; Coast Guard Personnel Manual, Chapter 12; Marine Corps Separation and Retirement Manual, Par. 11003; or NAVMILPERSCOMINST 1900.B.

8. **Completion of form and dispatch.** On the bottom of Prob Form 14B, sign your name, add "for insert corres. symbol," and date the form. Attach copies, place a red check mark next to the return address, and dispatch.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.103A
March 31, 1997

SUBJECT: Requests involving health records of former military members

1. **Purpose.** This memorandum issues and transmits instructions on requests involving health records of former military members.
2. **Cancellation.** NPRC 1865.103 is canceled.
3. **Applicability.** The provisions of this memorandum apply to all personnel in reference service operations.
4. **Reason for revision.** This memorandum updates: references to forms; addresses and routing symbols; and procedures used in processing requests for health records of former military members. This revision separates instructions for requests involving the health records of former military members from those requests involving records created at military medical facilities.
5. **Instructions.** Instructions for processing requests for health records of former military members are contained in the Attachment. Because of its length, the material is divided into chapters. A Table of Contents is included for convenience. This memo is NOT intended to provide processing instructions for requests for medical records from the Department of Veterans Affairs (VA). For detailed instructions, technicians should consult the latest revision of [NPRC 1865.38](#), Answering VA Form 3101 requests. In addition, most information and instructions related to inpatient (hospital/clinical) records and medical treatment records of dependents and military retirees created at military medical facilities have been removed from this instruction and placed in [NPRC 1865.121](#), Requests involving records created at military medical facilities.
6. **Forms.** This memorandum provides for the use of the following forms.
 - NA Form 13008, Loan or Transfer of Records
 - NA Form 13017, Reply to Medical Records/X-ray Requests
 - NA Form 13027, Court Order Requirements
 - NA Form 13036, Authorization for Release of Military Medical Patient Records
 - NA Form 13040A, Authentication Certificate (CPR)
 - NA Form 13040B, Authentication Certificate (MPR)
 - NA Form 13042, Request for Information Needed to Locate Medical Records
 - NA Form 13042B, Request for Medical/Dental Records and Other Information
 - NA Form 13051, Transmittal
 - NA Form 13053, NPRC Acknowledgement/Referral
 - NA Form 13060, Referral
 - NA Form 13062, Release of Information
 - NA Form 13078, Preliminary Form for Release of Military Medical Patient Records
 - NA Form 13098, NPRC Routing Slip
 - NA Form 13104, Multiple Purpose Correspondence Form
 - NA Form 13105, NPRC Search Request and Reply
 - DA Form 2985-1R, Alcohol and Drug Abuse Control Program Admission Information
 - DA Form 2985-2R, Individual Patient Data System Alcohol and Drug Abuse Control Program

Intake Record

DA Form 2985-3R, Individual Patient Data System Alcohol and Drug Abuse Control Program

Follow-up Record

DA Form 4465, ADAPCP Military Client Intake and Follow-up Record

DD Form 481, Clinical Record Cover Sheet

DD Form 877, Request for Medical/Dental Records or Information

DD Form 1141, Record of Exposure to Occupational Ionizing Radiation

Standard Form 88, Report of Medical Examination

Standard Form 180, Request Pertaining to Military Records

Standard Form 502, Clinical Record Narrative Summary

Standard Form 513, Clinical Record Consultation Sheet

Standard Form 520, Electrocardiographic Record

Standard Form 600, Chronological Record of Medical Care

VA Form 3101, Request for Information

DAVID L. PETREE

Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

National Personnel Records Center

St. Louis, Missouri 63132-5100

NPRC 1865.103A CHGE 1

June 30, 1998

SUBJECT: Requests involving health records of former military members.

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.103A.
2. **Explanation of change.** This memorandum has been updated to show that effective April 1, 1998, the U.S. Coast Guard began retiring USCG health records to the VA, Records Management Center.
3. **Instructions.** Remove pp. 5/6 of ch. 1, and insert revised pages.

DAVID L. PETREE

Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

National Personnel Records Center

St. Louis, Missouri 63132-5100

NPRC 1865.103A CHGE 2

November 13, 1998

SUBJECT: Requests involving health records of former military members.

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.103A.
2. **Explanation of change.** This memorandum has been updated to show a change in processing requests for Navy medical records.

3. Instructions.

- a. Remove pp. 5 thru 7 of ch. 1 and insert revised pages.
- b. Remove pp. 1/2 of ch. 2 and insert revised pages.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.103A CHGE 3
December 31, 1998

SUBJECT: Requests involving health records of former military members.

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.103A.
2. **Explanation of change.** This is a correction to NPRC 1865.103A CHGE 2, dated November 13, 1998.
3. **Instructions.** Remove pp. 5/6 of ch. 1. and insert revised pages.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.103A CHGE 4
September 24, 2004

SUBJECT: Requests involving health records of former military members.

1. **Purpose.** This memorandum transmits a revised page to NPRC 1865.103A.
2. **Explanation of change.** The address for referrals of radiation exposure requests has been updated.
3. **Instructions.** Remove pp. 7/8 of ch. 3 and insert revised pages.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

SUBJECT: Requests involving health records of former military members.

1. **Purpose.** This memorandum transmits revised pages to NPRC 1865.103A.
2. **Explanation of change.** Information about the Medical Registry System (MRS) has been added and a Patient Retrieval System (PRS) reference has been updated.
3. **Instructions.** Remove pp. 3/4 of ch. 1 and insert revised pages.

R. L. HINDMAN
Director

**REQUESTS INVOLVING HEALTH RECORDS OF FORMER MILITARY MEMBERS
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REQUESTS INVOLVING HEALTH RECORDS OF FORMER MILITARY MEMBERS

CHAPTER 1: GENERAL INFORMATION

1. **Background and location of medical records.** The medical records stored at NPRC fall into three major categories. These are: health records for former military personnel while on active duty; clinical (hospital inpatient) records of former military personnel while on active duty; and medical treatment records of dependents and military retirees created at military medical facilities. See [app. 1-A](#) for the background and locations of medical records stored at NPRC and at the VA, Records Management Center (RMC) (formerly SMRC).
2. **Health records.** The health records of former military members while on active duty are normally filed in a health jacket within the Official Military Personnel Folder (OMPF). (**EXCEPTION:** Navy and Marine Corps records. See [ch. 2](#).) Health records cover outpatient, dental, and mental health treatment (for Navy only) which a former member received while in the military service. Health record documents include induction and separation physical examinations and routine medical care (doctor/dental visits, lab tests, etc.) when the patient was **NOT** admitted to a hospital. The health records were formerly retired to NPRC with the personnel record portion when a member was discharged or retired from service.

NOTE: Since the early 1990's most of these records are retired directly to the VA, RMC. See [par. 13](#).

3. **X-rays.** The types of x-rays most likely to be available for members of the military services are: entrance and separation x-rays, which are maintained at CPR; and dental x-rays, which are found in most health jackets. X-rays taken for specific reasons between the time of entry on active duty and the time of separation (interim x-rays) are generally maintained by the facility at which treatment occurred and are destroyed after five years. Due to base closures, CPR may have received a shipment of interim x-rays from a closing facility. Consult [NPRC 1865.121](#) to identify closed or pending closed bases/facilities. Also, interim x-rays are sometimes found in Navy/Marine Corps medical jackets.

4. **Release of information.**

- a. **General.** The release of information from and photocopies of military medical records is governed by special agreement between the Department of Defense and the National Archives and Records Administration. The specific items of the agreement are set forth in the latest revision of [NPRC 1865.16](#), Release and Access Guide for Military Records.

NOTE: Refer to [ch. 3](#) for requests pertaining to drug/alcohol abuse patient records, Family Advocacy Program (FAP) records, and other records of a confidential nature.

- b. **Proper authorization not received.** If proper authorization is not received, return the inquiry using NA Form 13017, Reply to Medical Records/X-ray Requests, checking the block that states, "Under the provisions of the Privacy Act of 1974...", or NA Form 13062, Release of Information, checking the appropriate block(s).

5. **Accounting of disclosure.** See the latest revision of [NPRC1864.102](#), Privacy Act implementation in NPRC reference service operations, for an explanation of this requirement of the Privacy Act of 1974. NPRC branch personnel fulfill the requirement to keep an accounting of the disclosure by retaining a copy of the request and authorization in the record, along with the copy of our reply.

6. **Sources of requests.** Requests for health records are primarily received from the following sources:

- a. Veteran, next of kin, or legal guardian;
- b. Members of Congress;
- c. Veteran's attorney;
- d. State, county, and municipal hospitals, health departments, and medical research facilities;
- e. Private nongovernmental medical or psychiatric institution or professional practitioner;
- f. Insurance firms, investigative agencies, and probation and parole officers;
- g. Prospective employers and recruiters;
- h. Department of Veterans Affairs (VA) (See the latest revision of NPRC [1865.38](#), Answering VA Form 3101 requests, [fig. 3, rule 19.](#));
- i. Social Security Administration and Department of Health and Human Services; and
- j. Military medical treatment facilities.

7. **Form of request.** Request forms will vary with the type of requester; e.g., letter, [SF 180](#), Request Pertaining to Military Records, VA Form 3101, Request for Information, and DD Form 877, Request for Medical/Dental Records or Information.

8. **Responsibility.**

- a. **Health records.** The Special Inquiries Section and all correspondence sections, excluding NRPMR-O, are responsible for responding to routine requests for health records and inquiries involving a combination of military personnel, health, AND clinical records.
- b. **Clinical records.** Routine requests for clinical records are handled by Records Reconstruction Branch, Correspondence Section 2, (NRPMR-O) at MPR; and Reference Service Branch, Personnel Reference Service Section, (NRPCR-P) at CPR.
- c. **Combination of military personnel, health, and clinical records.** If the request involves MPR operations only, the correspondence technician works the case to the extent possible, requests a search of organizational records from NRPMR-O, and places the case in suspense until a reply is received from NRPMR-O. **The correspondence technician is responsible for ensuring all necessary information is furnished in order to conduct the organizational records search (see [par. 9](#), below).**
- d. **Requests involving records at MPR & CPR.** If the request involves both MPR and CPR operations, the technician works the case and completes the appropriate response form to the extent possible. Forward the request with color code tag attached, response form, and copies of the requested documents to NRPCR-P for completion of the case using NA Form 13104, Multiple Purpose Correspondence Form. File a copy of all correspondence in the record. **The technician is responsible for ensuring all necessary information is furnished on NA 13104 in order to conduct the organizational records search (see [par. 9](#), below).**

EXCEPTION: If the request is for certified/authenticated copies, the technician processing the request brings this fact to the attention of the supervisor who telephones NRPCR-P.

The inquiry is suspended and a delay notice sent, if appropriate. When the documents arrive from CPR, the entire group of medical records is assembled at MPR and one certification is made.

9. **Information vital for search.**

- a. **Health records.** Generally the same items of information needed to locate a military personnel record will be required for a search for a veteran's health record; i.e., full name, service/social security number, and branch and dates of service.
- b. **Inpatient and outpatient records.** The items of information needed to locate inpatient, outpatient, and mental health records (for Army and Air Force only) are: name of patient at time of treatment; the veteran's/sponsor's social security number; dates of treatment; and place of treatment; i.e., the name of the facility or the numerical designation; e.g., 102nd Evacuation Hospital, and the city/country of the treatment facility, (for outpatient records the **last date and place of treatment** is needed); status at time of treatment; e.g., active duty or retired; and name of sponsor (if requesting dependent medical records).
- c. **Medical Registry System.** Inpatient (to include fetal monitoring strips and extended ambulatory records) and outpatient records retired to NPRC since June 2003 and after are indexed on the Medical Registry System (MRS). There is, however, no specific records cutoff or start date for the records in MRS. Medical treatment facilities can and do retire older records from any time frame to MRS, as long as they are retirement eligible. **Always query MRS first to determine if the desired inpatient or outpatient record is indexed in the system.**

Query MRS through the web interface.

Enter: <https://medical-records-registry-system.archives.gov>

Log on and query instructions are contained in the Job Aid "Medical Registry System (MRS) access and query instructions."

- d. **Positive PRS probes.** For requests involving inpatient treatment only (and no record is found on MRS), if the place of treatment, patient's name, and veteran's/sponsor's SSN are provided, and the date of treatment appears to be 1965 to the present, probe the Patient Retrieval System (PRS) (see [NPRC 1865.121, subpar. 2-2a](#)). **Be sure to input the name of the veteran/patient and the veteran's/sponsor's SSN on the data entry screen. Generate a separate printout for each record being requested. On each printout the correspondence technician shall check the record being requested and write his/her name, office symbol, and date (see [fig. 1-9.1](#). In addition, if there is more than one PRS printout, prepare NA Form 13105, NPRC Search Request and Reply. On the bottom of the left side of the form, the technician shall write in "See attached PRS printouts," his/her name, office symbol, and date. Staple all PRS printouts pertaining to one case to the NA Form 13105.**
- e. **All others.** For requests involving inpatient treatment prior to 1971 and all other requests for medical records to be searched by NRPMR-O, prepare NA Form 13105 indicating the records requested. Multiple requests can be listed using one NA Form 13105. (See [fig.1-9.2](#).)
- f. **Information not furnished.** If the OR search information is not furnished by the requester, work the case to the extent possible and send a response to the requester using NA Form 13017, or appropriate response form and state, See attached NA Form 13042,

Request for information needed to Locate Medical Records. Attach NA Form 13042 and highlight areas of information needed for search. Also highlight the statement at the top of the form, "**Please return this form and your original request.**"

10. **Sending copies of medical records.** Each request is thoroughly examined to determine specifically what is needed. Reproduction of documents is held to an absolute minimum. Most inquiries for medical records are answered by furnishing photocopies of health records only, as distinct from clinical records (which require searching in organizational records). NA Form 13017 is generally used to transmit copies of health records and/or x-rays. The documents that are sent are listed in abbreviated form at the bottom of the file copy, which is retained in the record. The original is sent with the photocopied records.
11. **Personal identifiers included on records.** Personal identifiers, such as social security number, of persons other than the individual whose records are involved, **MUST** be deleted whenever they are shown on health records before copies of these records are sent to the requester. For example, SF 88, Report of Medical Examination, may contain the social security number of the doctor and the home address of the veteran's next of kin.
12. **Sending original medical records.**
 - a. **VA Form 3101.** Original medical records are sent to VA Regional Offices (VARO's), but not to VA hospitals/medical centers. **IF CLINICAL RECORDS ARE SENT, SEND THE JACKET AND ITS CONTENTS.** The yellow VA envelope only needs to be used to enclose loose documents. Rubberband VA envelope with clinical records. Requests from VA hospitals/medical centers must come through a VARO. If an emergency request is received via FAX or telephone, then copies of medical records are sent.
 - b. **Reenlistment.** Original Navy, Marine Corps, and Coast Guard health records are sent to military activities upon request for reenlistment purposes.
 - c. **DD Forms 877.** Requests from military medical facilities for health/clinical records should be made on DD Form 877.
 - (1) **Army and Air Force.** Regardless of the branch of service from which the request is received, send the original records. If requester has checked "Clinical," "Outpatient," and "Health," or "All available records" in item 8a, send all available records. (However, do not furnish original or photocopies of physical examination reports which are a part of the enlistment papers.) If only a certain portion of the record is specified, send only that portion.
 - (a) **Vital information not furnished.** If vital information to conduct clinical record search is not furnished, check item 12 and indicate information needed, or attach NA Form 13042 and highlight information needed to respond to request. Place check mark next to the address shown in item 19.
 - (b) **Records provided.** Check appropriate blocks in items 8b and 12. **Show the registry file number in the upper right hand corner of the form.** Enter in the remarks section, "Return records to address shown in item 4, Attn: (branch correspondence symbol)." Make sure NPRC address is clearly shown in item 4. Place check mark next to the address shown in item 19. Retain file copy in the record. For those responses that also include clinical records, **DO NOT REMOVE CLINICAL RECORDS FROM THE JACKET. SEND JACKET AND ITS CONTENTS.**

(2) **Navy, Marine Corps, and Coast Guard.** If the request is from an Army or Air Force medical facility, send photocopies of the health record. Otherwise, send original health records and follow instructions in [subpar. c\(1\)](#), above.

NOTE: DD Forms 877 received from sources other than military medical facilities should be returned for resubmission on an appropriate form; e.g., [SF 180](#). For additional information regarding records created by military medical facilities, see [NPRC 1865.121](#).

13. **Health records located at VA, RMC.** A Department of Veterans Affairs (VA) facility called the Service Medical Records Center (SMRC) opened in late 1992. Since then, the facility has been renamed the Records Management Center (RMC). All of the military service departments send most individual health records to the RMC as soon as the service member's active duty or completion of service obligation has concluded, either by release, retirement, or discharge. These records are both stored and serviced at the RMC.

a. **Effective dates.** The service departments began to send health records to the RMC for persons released, retired, or discharged on or after the following dates:

(1) Army - October 16, 1992;

(2) Air Force and Marine Corps - May 1, 1994; and

(3) Navy - January 31, 1994; and

(4) Coast Guard - April 1, 1998.

b. **New service codes.** Military folders containing only personnel records are entered into the registry system with the following service codes: Army - ARP; Air Force - AFP; Navy - NVP; and Marine Corps - MCP.

c. **Record indicates ARP, AFP, NVP, or MCP service code.**

(1) **Both personnel and health records are requested.** Check the inquiry for annotation made by the mailroom indicating that a copy of the request was sent to RMC. If not found, photocopy the request and send the copy to the RMC using NA Form 13051, Transmittal. Prepare response to personnel records portion of request and use NA Form 13060, Referral, as the transmittal. Check mark appropriate blocks including the block advising requester of the referral to the RMC for health records.

(2) **Health records only requested.** In most instances, mail analysts will identify these upon initial receipt and refer them to the RMC. However, for those requests that are overlooked by the mailroom, technicians should refer the original inquiry to the RMC using NA Form 13051. Send NA Form 13060 to the requester checking appropriate block.

d. **Record reflects a service code other than ARP, AFP, NVP, or MCP, and file DOES NOT contain health records or documentation that health records were sent to a VARO.**

(1) **Both personnel and health records are requested.** If the last date of active duty as shown in the personnel record was on or after the service department began to send health records to the RMC, follow instructions in [subpar. 13c\(1\)](#), above.

(2) **Health records only are requested**<. If the last date of active duty as shown in the personnel record was on or after the service department began to send health records to the RMC, follow instructions in [subpar. 13c\(2\)](#), above.

14. **Navy jackets that indicate a "Health Record Maintained by VA"**. During 1994, NPRC received thousands of Navy records that have a message printed on the inside of the jacket which says: "Health Record Maintained By Department of Veterans Affairs." In most of these cases, the medical record is not at the VA, RMC. When the jacket indicates the medical record is at the VA, review the record (microfiche) to determine the date of discharge, retirement, or other type of separation (from active duty).
 - a. **Date of discharge/retirement or other type of separation before 1-31-94**. The medical record is not at RMC. Probe the Registry file to ensure there is not a separate medical record at NPRC. If the probe is negative, complete NA Form 13008, Loan or Transfer of Records, by placing an "X" in the box above the remarks section and write "PERS-313E, Rm. 5409." Write "No Health Record" in the remarks section. Forward the record along with the top copy of NA Form 13008 and the request to the BuMed Liaison Office, PERS-313E. Inform the requester of the referral using NA Form 13060. (Follow this procedure for VA 3101 requests also.)
 - b. **Date of discharge/retirement or other type of separation is on or after 1-31-94**. Refer the request to the VA, RMC, using NA Form 13051. Inform the requester of the referral using NA Form 13060.
15. **Other Navy records erroneously retired to NPRC**. During March 1995 through February 1997, thousands of health records were received from the Naval Reserve Personnel Center (NRPC), New Orleans, LA, instead of being retired to the VA, RMC. These jackets have an "NM" service code.

CHAPTER 2: SPECIAL INFORMATION ABOUT REQUESTS INVOLVING NAVY, MARINE CORPS, AND COAST GUARD MEDICAL RECORDS

1. **General**. Navy health records for veterans discharged on or before June 30, 1976, are retired and maintained separately from service records. Navy medical records for personnel discharged on or after July 1, 1976, are combined with service records and filed in one location with the exception of records received from the NRPC during March 1995 through February 1997. Marine Corps medical records are maintained separately from service records for veterans discharged on or before June 30, 1977. After that date Marine Corps medical records are combined with service records and filed in one location. (See [app. 1-A](#) for dates retired to VA, RMC.)
2. **Missing or incomplete Navy/Marine Corps medical records**. The missing portion of an incomplete medical record usually consists of all or part of the field health record for one or more periods of active service.
 - a. **Definition**. An "incomplete medical record" is defined as one which does not contain a document specifically requested or one which does not contain the document(s) **NORMALLY** furnished in reply to a specific type of inquiry. On a request from an insurance firm for medical data needed in determining eligibility for insurance, NPRC normally furnishes only a copy of the final physical examination. On such a request, therefore, if the final physical is in the record it would be considered complete, no matter what else may be missing. Do not consider a record incomplete because it does not

contain a dental record if you are answering a request for which dental records are not needed.

b. **Computer probes and review of microfiched records.** Before determining that medical records are incomplete, be sure the computer has been probed correctly, by all available identifiers. In addition, records containing microfiche should be examined closely. Personnel records on microfiche often contain copies of entry and separation physical examination reports.

3. **Missing/incomplete medical records (separated before 1-1-64).** NPRC is responsible for answering inquiries pertaining to personnel separated from service before January 1, 1964. If all efforts to locate record fail, make negative reply. Separation from service is defined as:

Transfer to the Fleet Reserve; Retirement from active military service;
Retirement, death or discharge while in a temporary disability retired status;
Release from active duty and transfer to a reserve status;
Discharge or death while serving on active duty; and
Discharge or death while serving as a member of the naval reserve other than the Fleet Reserve.

4. **Missing/incomplete medical records (separated on or after 1-1-64).** All inquiries pertaining to Navy/Marine Corps personnel separated from service on or after January 1, 1964, whose medical records cannot be located or are incomplete are referred to the appropriate Navy/Marine Corps office outlined in fig. 2-4. Only those inquiries which cannot be answered adequately with documents on hand should be referred to other activities. When it is determined that the request should be referred, complete NA Form 13051 in duplicate, checking appropriate blocks. Use NA Form 13053, NPRC Acknowledgement/Referral, to inform the requester of the referral.

5. **Can't finds.** Certain inquiries are forwarded from the mailroom directly to the attention of the Correspondence Section Chief, Navy Reference Branch. For example, when an inquiry has been sent to a service department activity such as Naval Reserve Personnel Center (NRPC), New Orleans, LA, but returned to NPRC as "not found," the inquiry is sent to NRPMN-C as a "can't find." The Section Chief then determines whether a verification search is appropriate. (See the latest revision of [NPRC 1865.32](#), Verification, misplaced, and "can't find" records searching.) The Section Chief may determine that a verification search is not justified because there is no evidence that NPRC has ever received the record. These inquiries should be forwarded to the Navy Liaison Officer for disposition.

6. **Records received from NRPC with no health records.** Some records received from the Naval Reserve Personnel Center (NRPC) contain personnel records but no health records. They contain instead a pink notice stating "NO HEALTH RECORD AVAILABLE." These records have been entered into the NPRC registry system under the code PM (combined Navy personnel and medical records). As a result, other activities having access to NPRC's registry system finding media have assumed that the health records are on file here. When a request for medical records is received and only this type of record is found, forward the inquiry and record to the BuMed Liaison Officer using NA Form 13008. Notify the requester of the referral using NA Form 13060.

7. **Use of Navy/Marine Corps medical records to supply personnel information, and vice versa.** This paragraph provides instructions for using medical records to supply certain information when the personnel records are not here or are inadequate, and vice versa. There is some duplication of information in personnel and medical records. If one set of records is absent, the alternative records may be used to prevent wasted effort in searching and undue delay in answering inquiries.

a. **Responsibilities.** GS-6 archives technicians are responsible for casework where personnel type information in Navy medical records, or Navy medical type information in Marine Corps or Navy personnel records, may be used to answer an inquiry. Advice may be sought from the liaison officers.

b. **Instructions.**

(1) **General.** The following general instructions are followed when information used in replying to inquiries is obtained from files other than those from which it is customarily furnished:

(a) Compare information given in request with information in records. If alike, chances are the information in the files is accurate.

(b) If it appears the pertinent record is still held by the service department, the "alternate" record may be used to answer only the most routine cases, such as address or service number requests, and cases from the service department.

(c) Follow the current requirements for routing specific types of replies to or through the appropriate liaison officer(s).

(2) **Caution statement.** In no case should information from the "alternate" file be used to resolve items which the request itself indicates are already in dispute, or to respond to requests for information to be used in legal action. Extreme caution should be exercised in using the "alternate" records to respond to the following:

(a) Requests made in connection with obtaining benefits, such as inquiries from the VA, Social Security Administration, and Bureau of Employees' Compensation, as well as those from state and local governments.

(b) Requests for statements of service for longevity purposes, or any type of retirement purposes.

(c) Requests for a separation date when the exact date is of vital importance.

(d) Requests for information which makes character of separation a vital item.

NOTE: In cases where date and/or character of separation cannot be resolved with certainty, photocopy relevant pages of the alternate record and create a "temporary jacket" with the photocopies. Loan the "temporary jacket" to the appropriate service department activity for reconstruction action using NA Form 13008. Explain in the remarks section the circumstances of the case. File a copy of the form in the alternate record and return it to file.

(3) **Documenting and filing record of correspondence action taken.** In any case where information used in replying to an inquiry is obtained from files other than those from which like information customarily is furnished, a "provisional" folder should be established for file in the location where the records should have been filed, or will be filed if received. The "provisional" folder should be established and handled as follows:

(a) **When filing in non-Registry files is appropriate.** Place in appropriate jacket a copy of request and reply, noted to indicate folder from which information needed to make reply was obtained. In addition, place a WANTED card in jacket, indicating that when "regular" record does arrive, it should be charged out and delivered to NRPMN-C with the "provisional" folder and the WANTED card. The section chief

compares the reply made from the alternate record with information in the "regular" record, and if reply was in error, ensures that amended reply is sent. The "provisional" and "regular" records are then merged and filed.

(b) **When filing in Registry File is appropriate.** [Subpar. \(a\)](#), above, applies. In addition, clearly mark the folder "Marine Pers," "Navy Pers," or "Navy Med," as appropriate. Route the folder to the NRPMO-A for assignment of a Registry Number and for indexing and processing into the Registry File.

CHAPTER 3: REQUESTS FOR HEALTH RECORDS

1. **Coverage of this chapter.** This chapter covers the processing of requests from veterans for photocopies of medical records. It also covers requests from sources acting in behalf of the veteran, including next of kin, members of Congress, attorneys, or other personal representatives. These requests have many underlying reasons, the most prevalent being for use in connection with insurance and VA claims, prospective employment, medical treatment, eligibility for veterans preference, insurance applications, etc.
2. **Requests from veteran.** Information from or copies of his/her medical records may be released to a veteran unless it appears that such release might prove detrimental to his/her physical or mental health. Examples of potentially detrimental information include:
 - a. Diagnosis of a mental, psychoneurotic, or personality disorder, such as psychoneurosis, psychosis, or other related condition.
 - b. Diagnosis or implications of sexual deviation.
 - c. Any illness that carries a uniformly unfavorable prognosis.
3. **Record DOES NOT contain potentially detrimental information.**
 - a. **Nonspecific requests.** If veteran, or authorized requester (see [app. 3-A](#)), asks only for medical records, without giving purpose or indicating a specific illness, injury, or condition, furnish only a copy of the final physical (SF 88, see [fig. 3-3.1](#)). If the final physical is not on file, send copies of other appropriate documents that satisfy the request. If a second request is received, stating that veteran received the SF 88 but wants medical records, furnish photocopies of complete health record. (See [par. 15](#) of this chapter if request is from a veteran who indicates an intention to use the photocopies to support a VA claim.)
 - b. **Specific requests.** Specific requests, indicating specific illness, disease, injury, condition, document, time period and/or place of treatment, or purpose, are answered with photocopies of relevant health records. This may include copies of the final physical, clinical record cover sheets, briefs, or narrative summaries which relate to the period of hospitalization or illness. (See [figs. 3-3.2, 3-3.3, 3-3.4](#) and [3-3.5](#).) (**NOTE:** If the health record contains no records relating to the specific condition, it may be necessary to obtain and furnish photocopies of the clinical record(s) pertaining to the specific condition or period of hospitalization. See [NPRC 1865.121](#).) These general guidelines should be observed in determining which medical documents need to be copied and which do not:
 - (1) **Lab reports, x-ray reports, and authorization forms.** Unless specifically requested, lab reports, x-ray reports, and authorization forms are not photocopied.
 - (2) **Records containing EKG's.** If the record contains EKG's stapled to a Standard Form 520, Electrocardiographic Record, which indicates "NORMAL," "WITHIN NORMAL

LIMITS," or "WNL," do not remove the EKG's from the SF 520 for individual copying. Make the copy "as is," which means only those on top will show. Affix a remark somewhere in the blank space as follows, "**FULL EKG TRACING NOT SHOWN, ADVISE IF NEEDED.**" (Furnish full EKG's only if specifically requested.)

4. **Record contains potentially detrimental information.** The procedures outlined in [app. 3-B](#) should be followed in working cases involving records that contain potentially detrimental information.
5. **Confidential information defined.** There are certain types of medical records considered to be confidential or sensitive in nature. These include:
 - a. **Drug/alcohol abuse patient treatment records.** Records maintained in connection with the treatment, rehabilitation, and training of drug/alcohol abuse.
 - b. **Family Advocacy Program (FAP) records.** Since 1989, the Department of the Air Force, and since 1992, the Department of the Navy retire Family Advocacy Program (FAP) records to NPRC as separate systems of records. Because of the sensitive nature of these records, both the Air Force and the Navy require that the Center exercise special precautions before release to the veteran or any other requester. See [par. 11](#) and [par. 12](#) and the latest revision of [NPRC 1865.16, apps. C-5](#) and [D-6](#), for routine uses of these records systems.
 - c. **AIDS and sickle cell prevention and treatment records.** The Department of the Air Force has also included records pertaining to AIDS and sickle cell prevention and treatment records as confidential. The same release policies should be applied to these records as provided for drug abuse patient treatment records.
6. **Confidentiality of drug abuse patient treatment records.** Section 408 of the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) deals with the confidentiality of records maintained in connection with the treatment, rehabilitation, and training of drug/alcohol abuse patients. The Act imposes far greater restrictions on disclosure from these records than are applicable generally to medical records.
7. **Drug/alcohol abuse patient records defined.** The records covered by the Act are those records maintained over any period of time, including those maintained before the enactment of the law, as long as treatment, rehabilitation, and training did not end before March 21, 1972, for drug abuse patients and May 14, 1974, for alcohol abuse patients. It is not necessary for the service person to have successfully completed the rehabilitation program; the records are still subject to the provisions of the Act. Identifying information is not restricted to medical treatment records, as long as whatever records involved were maintained in connection with the treatment, rehabilitation, and training of drug/alcohol abuse patients.
8. **Screening records for rehabilitation documents.**
 - a. **Documents/forms used.** During the years since March 1972 rehabilitation papers have been retired in the personnel and health portions of Marine Corps, Navy, Air Force, and Army records. To a lesser extent, they have also appeared in Coast Guard records. Therefore, it is necessary to screen the records retired by all military branches for this type of information. The rehabilitation records frequently appear with the administrative discharge papers or with the health records on Standard Form 502, Clinical Record

Narrative Summary. Specific records pertaining to treatment and rehabilitation, filed in the health records, could be:

- (1) DA Form 2985-1R, Alcohol and Drug Abuse Control Program Admission Information;
- (2) DA Form 2985-2R, Individual Patient Data System Alcohol and Drug Abuse Control Program Intake Record;
- (3) DA Form 2985-3R, Individual Patient Data System Alcohol and Drug Abuse Control Program Follow-up Record; and
- (4) DA Form 4465, ADAPCP Military Client Intake and Follow-up Record (replaces above forms).

b. **Additional documents.** Additional documentation on medical consultations and laboratory procedures may appear in health records and, in some instances, any or all of these documents may appear in the clinical records.

9. **Exception to screening records.** NPRC is **NOT** required to screen medical records for collateral and incidental entries of drug and alcohol abuse information when the records are requested for official use by Federal government routine uses, when the veteran requests his/her own records, when a third-party requester provides an authorization signed by the veteran which specifically relates to these records, or in response to an Order of a Court of Competent Jurisdiction.

10. **Unauthorized disclosure.** Although this instruction reduces to some extent the degree of screening required under the Drug Abuse Act, everyone should be aware of the seriousness with which unauthorized disclosure is regarded. Sec. 1401.51 of the covering regulation (21 CFR) reads as follows:

1401.51 Penalty for unauthorized disclosure. Subsection (e) of section 408 of the Act (21 U.S.C. 1175) provides that except as authorized under subsection (b) of that section, any person who discloses the contents of any record referred to in subsection (a) of that section shall be fined not more than \$500 in the case of a first offense, and not more than \$5,000 in the case of a second offense.

11. **FAP records description and location.**

a. **Description.** FAP records include the medical records of suspected and confirmed cases of family abuse or neglect, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive documentation. These records should **NOT** be filed in the military personnel or medical record of any veteran, although references or referrals may be noted. These incidental or collateral entries are not to be considered FAP records. Prior to 1989, the Air Force retired these types of records to CPR as Child Advocacy Records. Beginning in 1989, the Air Force determined that the records pertain to the family as a whole, and began to retire them to MPR under the veteran's name and social security number.

b. **Location.** The Air Force and Navy FAP records may be available through NRPMR-O. The FAP records of the Department of the Army are not retired to this Center. Any requests received which pertain to Army FAP records should be referred to: Brooke Army Medical Center, ATTN: Legal Section, Patient Administration Division, Building 1028, Fort Sam Houston, TX 78234-6200.

12. **Record contains confidential information.** The procedures outlined in [app. 3-C](#) should be followed in working cases involving the types of confidential medical records described above.
13. **Requests for certified copies.** This paragraph does **NOT** apply to legal demands (court order/subpoenas signed by a judge) for the production of authenticated copies of records. (See the latest revision of [NPRC 1864.107](#) for procedures in processing legal demands.) However, a court order or subpoena is not required in order for the veteran or his/her authorized representative to obtain certified copies.
1. **Veteran for personal use.** If the veteran requests certified copies for personal use, send photocopies with the NARA seal imprint.
 2. **For court proceedings.** If the requester is authorized access to the records, and requests certified copies to be used in court proceedings, then furnish certified copies according to the procedures that follow. Review the records and delete any third-party personal information. If information is deleted, include the following statement in the reply:

Information of a personal nature which relates to third persons and which appears

in the records requested has been deleted from the attached reproductions

pursuant to the Freedom of Information Act, 5 U.S.C. 552(b)(6), the Privacy Act of

1974, 5 U.S.C. 552a, and the regulations of the agency that created the

documents. If you need reproductions without deletions, you must submit a valid

court order. The attached notice provides information about this requirement.

Reproductions produced pursuant to a court order will be certified under the seal

of the National Archives and Records Administration.

Attach NA Form 13027, Court Order Requirements. Place beneath the NA Form 13040A, Authentication Certificate (CPR) or NA Form 13040B, Authentication Certificate (MPR). The Certificate must be impressed with the NARA seal. DO NOT include the gold authentication seal and red ribbon on such replies. If no information is deleted, the qualifying statement and NA Form 13027 are not included.

14. **Requests for x-rays.**

- a. **X-ray in record or located at CPR.** X-rays are not furnished to the veteran. Instead, they may be sent to the veteran's physician for interpretation. If the x-ray that is requested is found in the health jacket, or the x-ray is likely to be at CPR (i.e., it was taken at entrance or separation), advise the requester that the x-ray(s) must be sent to a physician to be interpreted and explained for the requester. Send NA Form 13017, checking the

appropriate blocks. If the x-ray sought is supposed to be at CPR, circle the CPR address at the bottom of the form, along with checking the MPR address in the usual manner. NA Form 13017 is also used to transmit the x-ray(s) to the physician who is authorized to receive it (them). The transmittal block in the middle of the form is checked and the name of the person who submitted the request and provided the physician's name is printed in the blank space.

NOTE: An entrance or separation x-ray taken at a Navy facility between 1940 and 1969 cannot be located at CPR without the film number, day, month, and year the x-ray was taken, and the place where it was taken. This information is available on the SF 88 in the health jacket and must be written at the bottom of the NA Form 13017 sent to the requester when such an x-ray is requested.

- b. **X-ray destroyed or not available.** If the x-ray has been destroyed, check the appropriate block on NA Form 13017 and furnish a copy of report of x-ray, if available. When the requester must be advised that interim x-rays are not available, NA Form 13017 is also used, by checking the block that describes the five-year retention period.

NOTE: If a facility has been closed within the past five years, the x-rays that are less than five years old are likely to have been sent to CPR.

- c. **X-ray requested for identification purposes.** Requests for x-rays (especially dental x-rays) may occasionally be received from law enforcement activities for the purpose of identifying a body. X-rays may be loaned for this purpose within the boundaries of NPRC release policy. Check the first block of NA Form 13017. Also check the block that ends with "...**MUST BE RETURNED TO THIS CENTER,**" crossing out all but that last sentence.

15. **Request for records to support VA claims when medical records are on file at NPRC.** Copies are not usually provided to answer requests to support VA claims. Instead NA Form 13060 is used to suggest that the requester contact the VA, since it is VA policy to request from NPRC any records that will be needed to adjudicate a VA claim. Exceptions are made when there are other unusual circumstances. For example, the records may be needed in order to furnish copies under authentication certificate; or a member of Congress may ask that medical records be sent to a specific VARO. When replying for a member of Congress, send a copy of the Congressional inquiry to the VA (with enclosures) and always retain a copy for file.
16. **Requested medical records on file at the VA.** Use NA Form 13060, appropriately marked, to inform the requester that records were lent to the VA. Include the VA claim number, if known, but only if the form is being sent to a veteran, the veteran's representative, or the next of kin.
17. **Requesting return of records from the VA.** When it is appropriate to recall the records from the VA (generally, if the requester has had difficulty getting copies from that agency), prepare NA Form 13042B, Request for Medical/Dental Records and Other Information, in triplicate. Forward two copies to the VA office to which the last report was furnished. File third copy in a suspense file. Send a tracer if the requested records are not received from the VA within two weeks. Medical records are not returned to the VA unless their return has been requested on NA Form 13042B.

NOTE: NRPMP see NPRC [1865.112](#), [fig. 2-5.2](#), parts 3 and 4.

18. **Requests concerning occupational radiation exposure.** DD Form 1141, Record of Exposure to Occupational Ionizing Radiation, reports the amount of radiation to which an individual was exposed while on the job, such as while working on a nuclear-powered ship, and is a permanent part of the health record. In response to an inquiry regarding exposure to occupational radiation

while in the military service, photocopy DD Form 1141 or other document(s) reporting radiation exposure, and send to the requester using NA Form 13017 as the transmittal with a copy for the record. If there is no DD Form 1141, or comparable source of information in the health record, take one of the following appropriate actions. Notify the requester on NA Form 13053 if the inquiry is referred to another office for reply.

a. Army (non-fire-related), Navy, Marine Corps, and Coast Guard.

(1) **Medical records loaned to VA.** If the record indicates the medical records were loaned to the VA, refer the requester to the VA using NA Form 13060. **EXCEPTION:** Do **NOT** refer requester to the VA if it is clear that the only record(s) lent would be of no value in this case, such as just the entrance physical.

(2) **Medical records not found and not loaned to VA.** For Army (non-fire related) and Coast Guard records, send a negative reply. For Navy and Marine Corps records, forward the request to:

Naval Dosimetry Center
National Naval Medical Center
Code 42
Bethesda, MD 20814-5000

b. Army (fire-related) records. Any "B" or "R" folders must be checked to see if there is a record of exposure. If no record of exposure is found (or there is no "B" or "R" record), and if BIRLS is positive, refer requester to the VA, indicating that the record of exposure is not on file and MAY be on file with the VA. If BIRLS is negative, tell the requester that there is no record of exposure on file and that it cannot be reconstructed.

c. Air Force records (including fire-related). Forward the request, using NA Form 13051, to OEHL/RZ, Brooks AFB, TX 78235-5501. If the record shows that the medical records were loaned to the VA, refer the requester to the VA using NA Form 13060. **NOTE:** Do **NOT** refer requester to the VA if it is clear that the only record(s) lent would be of no value in this case, such as just the entrance physical.

19. Requests concerning radiation exposure as a result of atomic testing (includes fire-related requests). Requests for information regarding radiation exposure as a result of atmospheric nuclear tests from 1945 to 1962 and in the occupation of Hiroshima or Nagasaki should be referred to:

Defense Threat Reduction Agency
TDND/NTPR
8725 John J. Kingman Road, Stop 6201
Fort Belvoir, VA 22060-6201
Phone: 1-800-462-3683

20. Requests concerning exposure to chemicals or toxic gases; e.g., mustard gas, during testing and research. Relevant information in the health record, if any, would be on a letter and/or an index card. The written response should include either of the following:

a. Evidence found. Write the paragraph below, inserting the word "gas" or "chemicals" depending on the situation:

A review of your records produced the enclosed documents regarding exposure to toxic _____. No other entries were found.

b. **No evidence found.** Write the paragraph below, inserting the word "gas" or "chemicals" depending on the situation:

A review of your records failed to produce any entry regarding exposure to toxic _____.

c. **Naval Research Laboratory (NRL).** This Laboratory ONLY has documentation on naval servicemen who participated in chemical warfare tests conducted at the NRL, Washington, DC (also referenced as Bellevue or Anacostia). The NRL does not control or have custody of records related to tests conducted at other sites in the United States or elsewhere. If documentation exists in the record regarding tests conducted at NRL, Bellevue, or Anacostia, the requester may be referred to the address below as another possible source of information:

Naval Research Laboratory
 Attn: Code 1230
 4555 Overlook Ave., SW
 Washington, DC 20375-5322

Figure 2-4: **Referral of inquiries involving missing or incomplete medical records**

STATUS	Refer inquiry to:	
	NAVY	MARINE CORPS
MISSING RECORDS Reservists: a. Drilling b. Inactive c. Fleet Reserve d. Officers with Inactive Status	Naval Reserve Personnel Center (NRPC)	MarCor Reserve Support Command
Discharged (within 4-6 months of discharge date)	"	HQ, US. Marine Corps Attn: Code MMSB-16
Temporary Disability Retired List (TDRL)	"	"
NROTC (Dropouts)	"	"
OCS (Dropouts)	"	"

PLC (Platoon Leaders Class) - Dropouts	N/A	"
Death or Active Duty Deserters	Bureau of Naval Personnel	HQ, U.S. Marine Corps Attn: Code MMSB-20
INCOMPLETE RECORDS		
Discharged on or after July 1, 1976	NPRC	HQ, U.S. Marine Corps Attn: Code MMSB-16
Discharged on or before June 30, 1976	BuMed LNO	"

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.121
March 31, 1997

SUBJECT: Requests involving records created at military medical facilities

1. **Purpose.** This memorandum issues and transmits instructions on requests involving records created at military medical facilities.
2. **Applicability.** The provisions of this memorandum apply to all personnel in reference service operations.
3. **Instructions.** Instructions for processing requests for records created at military medical facilities are contained in the Attachment. Because of its length, the material is divided into chapters. A Table of Contents is included for convenience. This memo is NOT intended to provide processing instructions for requests for medical records from the Department of Veterans Affairs (VA). For detailed instructions, technicians should consult the latest revision of [NPRC 1865.38](#), Answering VA Form 3101 requests. Also, instructions are available in the latest revisions of [NPRC 1865.103](#), Requests involving health records of former military members, and [NPRC 1865.113](#), Organizational records searching procedures used in the Records Reconstruction Branch.
4. **Forms.** This memorandum provides for the use of the following forms.

NA Form 13013, File Chargeout Card
NA Form 13042, Request for Information Needed to Locate Medical Records
NA Form 13053, NPRC Acknowledgement/Referral
NA Form 13104, Multiple Purpose Correspondence Form
NA Form 13105, NPRC Search Request and Reply
NA Form 13151, Reply to Request for Organizational Records (Medical)
NARA Test Form (unnumbered), reference request facsimile (CIPS request)
Orange instruction sheet for completing DD Form 877 (unnumbered and untitled)
AF Form 42, Records Shipment List
AF Form 565-4, Clinical Record Cover Sheet
DA Form 2172, Records Shipment List
DA Form 3647, Clinical Record Cover Sheet
DD Form 728, Doctor's Orders
DD Form 877, Request for Medical/Dental Records or Information
DD Form 481, Clinical Record Cover Sheet
Standard Form 135, Records Transmittal and Receipt
Standard Form 180, Request Pertaining to Military Records
Standard Form 502, Clinical Record Narrative Summary
Standard Form 504, Medical Record - History
Standard Form 505, Medical Record - History
Standard Form 509, Medical Record - Progress Notes
Standard Form 510, Nursing Notes
Standard Form 511, Vital Signs Record
Standard Form 513, Clinical Record Consultation Sheet
Standard Form 514, Laboratory Reports
Standard Form 515, Tissue Examination

Standard Form 516, Operation Report
 Standard Forms 519 and 519A, Radiologic Consultation Requests/Reports
 Standard Form 539, Abbreviated Medical Record
 Standard Form 541, Cynecologic Cytology
 Standard Form 600, Chronological Record of Care
 VA Form 3101, Request for Information

DAVID L. PETREE
 Director

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[Figure 1-10.1 NA Form 13151, Reply to Request for Organizational Records \(Medical\)](#)

[Figure 1-10.2 NA Form 13042, Request for Information Needed to Locate Medical Records](#)

[Figure 1-10.3 DD Form 877, Request for Medical/Dental Records or Information](#)

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[Appendix 1- Location and descriptions of medical records located at MPR and CPR A](#)

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REQUESTS INVOLVING RECORDS CREATED AT MILITARY MEDICAL FACILITIES

CHAPTER 1: GENERAL INFORMATION

1. **General.** Medical records created at military medical facilities include: clinical (hospital inpatient) records of former military personnel while on active duty; medical treatment records of military retirees and dependents (see [par. 3](#), below); and mental health records (from Army and Air Force facilities only).
2. **Inpatient records.** Inpatient (clinical) records are generally retired to NPRC by the facility which created them. Inpatient records are compiled when members are actually hospitalized while in

the service. An overnight stay or admission generally makes a patient an inpatient. The resulting records from hospital care are called either clinical or inpatient records. Inpatient records are retained at the medical facility which compiled them for varying periods of time: normally one to two years, but up to five years for most clinical record libraries and up to ten years for a teaching hospital. The earliest clinical record collections at MPR are: Army - 1960; Air Force - 1957; and Navy - 1940's. Earlier Army and Air Force clinical records were filed in the OMPF, and many of the documents recording inpatient care for Army and Air Force veterans were destroyed in the 1973 fire. **EXCEPTION:** Clinical record library collections date from the early 1940's (see [app. 2-D](#) and [NPRC 1865.113, fig. 2-7.2](#)).

3. **Medical treatment records of military retirees and dependents.**

a. **Retirees.** For retirees, NPRC (MPR) stores records of inpatient, outpatient, dental, and mental health treatment. These records reflect health care for former members during their retirement years. Some record collections date from the 1940's and 1950's, but more comprehensive information exists beginning in the 1960's. The retiree records are sent to NPRC (MPR) from medical treatment facilities after 1-3 years of inactivity and are retained for 50 years from the year of last patient activity.

b. **Dependents.** For dependents, NPRC stores records of inpatient, outpatient, mental health treatment, and dental (Navy and Coast Guard only. Coast Guard dental records are combined with the outpatient record). MPR stores the records of individuals treated at Navy facilities; and CPR stores the records of individuals treated at Army and Air Force facilities. Some record collections date from the 1940's and 1950's, but more comprehensive information exists beginning in the 1960's. The records are sent to NPRC after 1-3 years of inactivity and are retained 50 years from the year of last patient activity with the exception of dependent dental records which are destroyed after 5 years.

4. **Mental health records.** Army and Air Force medical treatment facilities retire mental health records to NPRC. These records include detailed psychiatric notations of consultation, tests, and treatment.

5. **Responsibility.** Routine requests for records created by military medical facilities are handled by Records Reconstruction Branch, Correspondence Section 2, (NRPMR-O) at MPR; and Reference Service Branch, Personnel Reference Service Section, (NRPCR-P) at CPR. For more complete location information and descriptions of the records located at each building, see [app. 1-A](#). For procedures in working cases involving both MPR and CPR, see [NPRC 1865.103, subpar. 1-8d](#).

6. **Release of information.** The release of information from and photocopies of military medical records is governed by special agreement between the Department of Defense and the National Archives and Records Administration. The specific items of the agreement are set forth in the latest revision of [NPRC 1865.16](#), Release and Access Guide for Military Records. The same release policies and procedures that apply to health records containing potentially detrimental and confidential information also apply to records created by military medical facilities. See [NPRC 1865.103, ch. 3](#).

7. **Accounting of disclosure.** See the latest revision of [NPRC 1864.102](#), Privacy Act implementation in NPRC reference service operations, for an explanation of this requirement of the Privacy Act of 1974. NPRC branch personnel fulfill the requirement to keep an accounting of the disclosure by retaining a copy of the request and authorization in the record, along with the copy of our reply.

8. **Requests for certified copies.** Follow procedures outlined in [NPRC 1865.103, par. 3-13](#).

9. **Information vital to search.** The following information is important for conducting a search:

a. **Identifying information.**

- (1) The patient's name at time of treatment and status; e.g., dependent or military retiree.
- (2) The SSN of the military member or sponsor, **NOT** dependent (patient), is often absolutely necessary for records created after June 1969. Prior to that date, and through December 1971 for Navy and Marine Corps and September 1974 for Coast Guard, the military service number is needed. On occasion, an alphabetical list is available in order to conduct a search.

b. **Inpatient and outpatient records.** The requester must specify whether records being requested were compiled while dependent or military individual was hospitalized or treated on an outpatient basis. Outpatient and inpatient records are usually stored separately.

c. **Place where treatment occurred.** For inpatient records, the numerical designation; e.g., the 102nd Evacuation Hospital, and/or the city/country/base of the treatment facility is vital. Occasionally, the name of the hospital can be ascertained if the requester furnishes the town, state, APO/FPO, and country where treatment occurred. For outpatient records the last place of treatment is needed.

d. **Dates of treatment.** For inpatient records, the year(s) of treatment is/are usually sufficient, although specific dates are helpful at times. For outpatient records, the last year of treatment is needed. When a search of sick reports or morning reports will be required (most often in fire-related cases), more specific information is needed. See the latest revision of [NPRC1865.113](#).

10. **Vital Information not provided.** See [NOTE](#) below:

a. **Private sources.** If the information needed to conduct a search is not provided, return the inquiry to the requester using NA Form 13151, Reply to Request for Organizational Records (Medical), as the transmittal (see [fig. 1-10.1](#)). Complete the form to the extent possible and check the block that states, "Clinical records and mental hygiene consultation...." Attach NA Form 13042, Request for Information Needed to Locate Medical Records (see [fig. 1-10.2](#)). Circle in red or mark the items required for answering the request. Also highlight the line at the top of the form which states, "Please return this form and your original request." Check the appropriate "Return to" address and write in "NRPMR-O."

b. **VA Form 3101, Request for Information.** If the request is received on VA Form 3101, indicate in the remarks section the information needed, or attach NA Form 13042 and highlight the information needed to respond to the request. Also highlight the line at the top of form which states, "Please return this form and your original request."

c. **DD Form 877, Request for Medical/Dental Records or Information.** If the request is received on DD Form 877, check item 12 and indicate the information needed, and/or attach the orange instruction sheet that states, "Please Post for Reference" (see [fig. 1-10.3](#) and [fig. 1-10.4](#)). This instruction sheet requires the medical treatment facility to provide the accession number, box number, location, and registry number, if applicable. Sign and date the DD Form 877 and place a check mark next to the address shown in item 19.

NOTE: For inpatient treatment only, if the place of treatment, patient's name, and veteran's/sponsor's SSN/SN are provided, and the date of treatment appears to be 1965 to the present, probe the Patient Retrieval System (PRS). (See [subpar. 2-2a.](#))

CHAPTER 2: SEARCHING PROCEDURES

1. **Searching aids.** Generally, military service departments hold records created in military medical facilities for **one to two years after the end of the year in which the last medical treatment was given** before retiring the records to NPRC. For example, a clinical record from June 1978 would be retired to NPRC in January 1980. Inpatient records are retired by the year of admission. Outpatient records are retired by the year of last treatment. Listings of military medical facilities are provided in [app. 2-A \(Air Force\)](#), [app. 2-B \(Army\)](#), [app. 2-C \(Navy\)](#) and [app 2-D \(Clinical Record Libraries\)](#). Due to base closures, NPRC has received early shipments of records. The closed/pending closed bases are marked with an asterisk on the listings.
2. **Using indexes to locate medical record shipments.** The first step in physically locating medical records is to use the appropriate index(es) to find the shipment in which the desired record would most likely be located. There are two systems which may be used to index records, one automated and one manual. The order in which one or both of these systems is used is dependent on the information provided in the request.
 - a. **Patient Retrieval System (PRS).** This system is a database containing information on inpatient admissions for service members (sponsors) and their dependents at Army, Navy, and Air Force medical facilities worldwide. Records on the PRS are available for Army facilities since 1970, Air Force facilities since 1971, and Navy facilities since 1965. Yearly updates are made to include current information. The information provided by requesters is often vague or inaccurate regarding the type, date, and place of treatment. The primary use of the PRS is to supplement and verify the information that has been provided by the requester. The PRS is a program which is activated by entering the social security number or service number (for earlier years) of the veteran/sponsor. When the SSN/SN is entered, the computer searches the database, and then displays data on both the sponsor and all of his/her dependents (see [fig. 2-2.1](#)). The data displayed includes the Hospital Registry Number, the Family Member Prefix (FMP) Code, the date of admission to the hospital, and the hospital code, name, and location. The information from the PRS is used to obtain records location information, see [subpar. b](#), below. Actual instructions for accessing this system are provided separate from this directive by the supervisor. **NOTE: Records shown on the PRS may not yet be retired to NPRC.**
 - b. **Standard Form 135, Records Transmittal and Receipt.** This is a manual system located in boxes in the NRPMPR-O office area. The boxes contain file folders labeled with the military hospital name and location. The file folders are alphabetically ordered. The method for using this system is to first locate the proper folder(s) from the information provided in the request. The Standard Form 135's (see [fig. 2-2.2](#)) are ordered in the folder with the most recent shipment (and year of treatment) on top. The SF 135's for all the various types of records are filed together, so care must be taken to read each SF 135 to determine the type of record it relates to; e.g., inpatient or outpatient. Care should also be exercised because there are often multiple shipments for the same year of treatment and for the same type of treatment. If treatment occurred prior to 1964, it may be necessary to check the SF 135's for each branch of service for that facility; e.g., Air Force or Navy personnel treated at Walter Reed Army Hospital check in Air Force and Navy indexes.
3. **Filing and care of SF 135's.** SF 135's are the original document detailing the transfer of records from the treatment facility to NPRC. **They must be carefully maintained and filed in the correct folders in a timely manner.** It is each employee's responsibility to see that torn documents are repaired.

4. **Search of indexes.**

a. **Navy medical facilities.**

(1) **Arrangement of finding aid folders.** Finding aid folders are arranged in alphabetical order by the name of the activity (city, hospital, and sometimes organizational unit) where treatment was given. Folders for ships are in a separate run. Finding aids for Navy and Marine Corps personnel and dependents treated in Army and Air Force hospitals are kept separate.

(2) **Transfer documents.** Transfer documents, usually SF 135, are on the right side of the folder. Documents for inpatient records are followed by documents for outpatient records for the same year. Each inpatient/outpatient grouping is arranged in descending chronological order, from latest year to earliest. **EXCEPTION:**The inpatient and outpatient records for Bethesda Naval Hospital are in separate folders.

(3) **Inpatient records.** Inpatient records are filed in register number order by appropriate activity and date of admission. The register number is obtained from an alphabetical index of patients, showing names of all persons admitted to the hospital during a specific time span, date of admission, and register number assigned to individual records. Beginning in the 1980's, the records are filed by terminal digit (see [subpar. 8c](#)).

(4) **Outpatient records.** Outpatient records are filed in alphabetical order by appropriate activity and date of last treatment. Beginning in the 1980's, the records are filed by terminal digit.

(5) **F cards.** F cards for years 1944 and 1945 have been microfilmed and show treatment given to Navy and Marine Corps personnel. They contain name, service number, rank, diagnosis, number of days sick, and disposition date. The film is available for use in the office of the National Research Council, Room 1793. Cards are arranged either numerically, with an alphabetical index, or in alphabetical order by the first four letters of the surname, then by first and middle name.

b. **Army medical facilities.**

(1) **Arrangement of finding aid folders.** Finding aid folders are arranged in alphabetical order by the name of the hospital or city of location. There is a separate run of numbered hospitals, clinics, etc., in numerical order; e.g., 25th Aviation Battalion Dispensary.

(2) **Transfer documents.** Transfer documents are SF 135 or DA 2172, Records Shipment List. In some cases, transfer documents for inpatient records are on the right side of the folder, while those for outpatient, psychiatric, and dental records are on the left side. In other folders, documents for inpatient records for a given year are followed by those for outpatient records for the same year. In both cases, documents are arranged in descending chronological order, from the latest year to the earliest.

(3) **Inpatient records.** Clinical records are filed alphabetically (1960's); or beginning in the 1970's by terminal digit method using the last four digits of the service number or SSN.

c. **Air Force medical facilities.**

(1) **Arrangement of finding aid folders.** Finding aid folders are arranged in alphabetical order by the name of the hospital or city of location. In box one there is an APO and a numerical index to overseas hospitals or detachments; e.g., 388 TAC Hosp or 377 USAF Hosp, giving city of location. That file may be found in the alphabetical listing.

(2) **Transfer documents.** Transfer documents are SF 135 or AF Form 42, Records Shipment List. Transfer documents for inpatient records are on the right side of the folder, while those for outpatient, psychiatric, and dental records are on the left. Documents are arranged in descending chronological order, from the latest year to the earliest.

(3) **Inpatient records.** Records are filed by registry number or alphabetically through 1990. Beginning in 1991, the records are filed by terminal digit.

5. **File area and shelving location.** Obtain the file area and shelving location from the transfer document; e.g., SF-135, and search for the requested record. A sample file and location code is: 04-26-07-5-3.

a. 04 = module

b. 26 = row

c. 07 = shelving unit (numbered North to South on odd rows and South to North on even rows)

d. 5 = shelf level (descending order from top to bottom)

e. 3 = box location (generally only first box in accession is marked)

NOTE: For numbers in old code; e.g., 28-1811, consult an archivist for new location number.

6. **Scope of search.** While using the indexing systems, it is important not only to remember that the requester may not provide the correct information, but also that the hospital retiring the records may do so incorrectly. Therefore, the following rules will be used to index and search for records:

a. **Inpatient.** When searching for inpatient records, search the year of treatment given. If a request deals with inpatient treatment which occurred in the last three months of the year, and no record for the specified year is located, search the following year since sometimes records from the last three months are retired with records from the following year. (See also [subpar. 2a](#) for using the PRS).

b. **Outpatient, dental, or psychiatric.** If the request states that outpatient, dental, or psychiatric records are needed, search the last year of treatment given.

c. **Both inpatient and outpatient.** If both inpatient and outpatient records are requested, and a range of treatment dates are given, search for the outpatient record first. If an outpatient record is located, screen it for copies of Clinical Record Cover Sheets, which will document inpatient treatment. If found in the record, the Cover Sheets will provide the date(s) and place(s) of inpatient treatment. These options involving extra indexing and searching will only be necessary, however, for inpatient records not identified using the PRS.

7. **Shelving plans.** There are three distinct ways that record shipments are placed on shelving at NPRC.

a. **Front-only shelving.** Using this method, records are shelved only on the front spaces of each shelf. Other types of records, or other shipments of records, are placed on the back

spaces. The front-only method is normally used for active records, such as Official Military Personnel Folders.

- b. **Back-only shelving.** Using this method, records are shelved only on the back spaces of each shelf. Other types of records, or other shipments of records are placed on the front spaces. The back-only method is normally used for inactive records, such as dependent medical records.
- c. **Standard shelving.** Using this method, the same type of records, or the same shipment of records, are placed on both the front and back spaces of each shelf. This type of shelving plan is normally used with large accessions or large runs of the same type of record.

8. **Filing systems.** Once the desired shipment is located, there are several ways that the medical records could be organized in the box or boxes located.

- a. **Alphabetically.** Records alphabetically organized will be by last name, and then by first name for records with the same last name. The individual boxes in the shipment will be labeled with the first name in each box or the range of names in each box.
- b. **Clinical Registry Number (inpatient records only).** Inpatient records may be numerically organized by a five or six digit number. Usually, there is an alphabetically organized Register of Patients in the first box of the shipment. Locate the patient's name and obtain the Registry Number for the patient's record. The individual boxes in the shipment will be labeled with the run of Registry Numbers in each. To locate the record, locate the box with the correct range of numbers.
- c. **Terminal digit.** Records may be ordered by using the last four digits of the veteran's/ sponsor's social security number. The individual boxes in the shipment will be labeled with the run of terminal digits in each. To locate the record, locate the box with the correct range of numbers.

9. **Charging out records.** If the requested medical record is located, write the file location on the record after removing it from its box. If the request is on DD Form 877, the first carbon copy of the form is used as the chargeout. VA Form 3101 may also be used as the chargeout for clinical records. Otherwise, use NA Form 13013, File Chargeout Card, or the hard copy of the PRS printout, to charge the record out of file. Date and initial whatever form is used as the chargeout. If the medical record is to be photocopied only (see [par. 3-4](#)), write the "NRPMR-O" and the date tag code in the "Charged To" block. If the medical record is to be sent to an NPRC branch or another agency, write the branch office symbol or agency name in the "Charged To" block. The name and SN, SSN, or clinical registry number, as it appears on the medical record, is also transcribed on the chargeout. When records are withdrawn from more than one file location, place a charge out card in each location showing the location to which the records are being sent.

CHAPTER 3: RESPONDING TO SEARCH REQUESTS

1. **Types of search requests.** Search requests will be of two basic types: internal requests from correspondence operations; and external requests from outside NPRC seeking copies or originals of medical records. **Regardless of the type of request, a copy of each response is placed in the section's transitory file.**

2. **Internal search requests.** Requests for inpatient and medical treatment records of military retirees and dependents are received from the correspondence operations in relation to a case that also requires copies of military personnel and/or health records from the Official Military Personnel Folder. Search requests are received on NA Form 13105, NPRC Search Request and Reply (see [fig. 3-2](#)), NA Form 13105 with PRS printouts attached, or a PRS printout (if only one record is being requested). The results of a search request for multiple records shall be kept together and returned to the requester as one response.
- Vital information not provided.** If all the information needed to conduct the search is not provided, return the request to the originating office. Annotate the information needed to conduct the search. Sign and date the form.
 - Negative search.** If the search is negative, return the request to the originating office. Annotate the location(s) searched. Check or write "negative," sign, and date the form. If the records have not been retired to NPRC, the OR technician shall state that fact on the search request form.
 - Positive search.** Return the request to the originating office. Attach the requested record(s), and sign and date the search request form.
3. **External search requests.** Requests for inpatient and medical treatment records of military retirees and dependents are received from various external sources to include: private sources; e.g., veteran, physicians, hospitals, attorney's, and state agencies; and Federal government agencies; e.g., VA, and military medical treatment facilities. Request forms vary; e.g., letters, SF 180, Request Pertaining to Military Records, VA Form 3101, DD Form 877, or NARA Test Form (unnumbered), reference request facsimile generated by the Centers Information Processing System (CIPS), referred to as a "CIPS request" in the remainder of this memorandum.
- Vital information not furnished.** If all the information needed to conduct the search is not provided, follow procedures in [par. 1-9](#).
 - Negative search.**
 - Private sources.** Complete NA Form 13151. Report search attempts in the upper portion of the form referencing "Note 2" under "Results of Search" and circling "Note 2" in the "Results of Search" box (see [fig. 3-3.1](#)). If the records have not been retired to NPRC, circle "Note 3."
 - VA Form 3101.** Complete remarks section by listing attempted searches and indicating no records found (see [fig. 3-3.2](#)). Sign and date the form.
 - DD Form 877.** Check the block in item 12 indicating no records found. Sign and date the form (see [fig. 3-3.3](#)).
 - CIPS request.** Check the appropriate block under "Results," and sign and date the form (see [fig. 3-3.4](#)).
 - Positive search.** Photocopies of medical records are sent to all sources except military medical facilities and the Department of Veterans Affairs (VA). Military medical facilities and the VA Regional Offices (VARO's) receive original medical records.

NOTE: In order for a VA hospital or medical center to receive original medical records, they must request the records through a VARO, however, if an emergency request is received, copies may be sent.

4. **Sending copies.** Each request for medical records should be thoroughly examined to determine what is specifically needed. In most cases, however, provide copies of the following documents:

a. **Inpatient records.**

- (1) Clinical Record Cover Sheet (may be DA Form 3647, DD Form 481, or AF Form 565-4).
- (2) SF 516, Operation Report
- (3) SF 515, Tissue Examination
- (4) SF 502, Clinical Record Narrative Summary

NOTE: If there is no Narrative Summary, furnish the following: SF 539, Abbreviated Medical Record; SF 504 and 505, Medical Record - History; SF 509, Medical Record - Progress Notes; DD Form 728, Doctor's Orders; and SF 513, Clinical Record Consultation Sheet.

Unless specifically requested, do not furnish the following:

SF 514, Laboratory Reports; SF 519 and 519A, Radiologic Consultation Requests/Reports; SF 510, Nursing Notes; SF 511, Vital Signs Record; and SF 541, Cynecologic Cytology.

(See NPRC 1865.103, figs. [3-3.2](#), [3-3.3](#), [3-3.4](#) and [3-3.5](#) for samples of medical record documents.)

- b. **Outpatient records.** Furnish every page of the outpatient record, which will most likely be SF 600, Chronological Record of Medical Care. **DO NOT** furnish other forms unless specifically requested.
- c. **Non-military records.** Sometimes included with the inpatient or outpatient records are letters from non-military hospitals and private physicians, written in narrative form, and describing treatment given or diagnosis made. If it is determined that this information is pertinent to the request, furnish copies.
- d. **Requests for x-rays.** X-rays are not normally available as part of the inpatient or outpatient records. Dental x-rays may be available in dental records, and these may be loaned to a physician or dentist. The normal response is to indicate on the response form that the type of x-ray requested is not maintained at NPRC.
- e. **Deletion of third-party personal identifiers.** The Privacy Act permits an individual to gain access to his/her own records, and to grant access of these records to others. But if the record contains information of a sensitive nature about another individual, that portion cannot be made available to the subject of the record or his/her representative. This type of personal information would be social security numbers, home address or telephone number, financial transactions or medical history relating to persons other than the subject of the record.
- f. **Transmittal.** Complete NA Form 13151. Check the first block and complete the top portion of the form that indicates the records searched. Reference "Note 1" under "Results of Search" and circle "Note 1" in the "Results of Search" box (also reference other

appropriate "Notes" if multiple searches are performed). Place original of the form on top of the copies and rubberband or staple them together. File a copy of NA Form 13151 in the record with the request.

5. Sending original medical records.

- a. **VA Form 3101.** Refer to the latest revision of [NPRC 1865.38](#).
- b. **Requests from military medical facilities.** Original medical treatment records are returned to military hospitals and clinics upon request. Requests are received on DD Form 877 or CIPS request. A separate request form must be submitted for each inpatient admission.

NOTE: No other sources are authorized to use these forms. Requests from an unauthorized source should be returned for resubmission on another appropriate form; e.g., [SF 180](#).

(1) **DD Form 877.** Stamp the folder with the "Return this record to:" stamp. Check appropriate boxes in items 8b and 12. Enter in the remarks section, "Return records to address shown in item 4." Make sure the address in item 4 is clearly shown and indicates the office symbol "NRPMR-O." Sign and date the form in items 13 and 14. Place a check mark next to the address in item 19. Place the original DD Form 877 on top of the folder(s) and rubberband together.

(2) **CIPS request.** Follow procedures as outlined above, except complete the form as appropriate.

6. **Reply when records have not been retired to NPRC.** For requests from private sources, return the request using NA Form 13151, referencing "Note 3" under "Results of Search" and circling "Note 3" in the "Results of Search" box. Provide the address of the medical treatment facility where the records are located in the space at the bottom of the form. If the request is received on a DD Form 877, indicate that the records have not been retired to the Center and provide the address of the medical treatment facility where the records are located.
7. **Reply when records have been sent to VA.** For requests from private sources, refer the requester to the VA using NA Form 13151. Reference "Note 4" under "Results of Search," circle "Note 4" in the "Results of Search" box, and provide the VA claim number. If the request is received on a DD Form 877 or CIPS request, indicate that the records were sent to the VA in the remarks/results section and provide the VA's phone number (1-800-827-1000) and the VA claim number.
8. **Reply when records have been sent to another facility.** For requests from private sources, refer the requester to the facility using NA Form 13151. Reference "Note 5" under "Results of Search," circle "Note 5" in the "Results of Search" box, and provide the address of the facility in the space at the bottom of the form. If the request is received on DD Form 877 or CIPS request, indicate that the records are charged out and provide the address of the facility in the remarks/results section.
9. **Subject of request a VA beneficiary.** If the subject of the request is receiving or has received treatment in a military medical facility subsequent to discharge (item 3 checked "VA Beneficiary"), and if the required record has not been transferred here, forward the request to the Office of Regional Records Services, Central Plains Region, (NREK) (formerly KC, FRC) using NA Form NA Form 13104, Multiple Purpose Correspondence Form. Notify requester of

the referral using NA Form 13053, NPRC Acknowledgement/Referral. (See [app. 1-A](#) and/or Directory of Military Personnel and Related Records).

Appendix 1-A. Location and descriptions of medical records located at MPR and CPR

MEDICAL RECORDS - WHERE THEY GO

MPR 9700 PAGE	CPR 111 WINNEBAGO
ALL SERVICES	ALL SERVICES
ACTIVE DUTY HEALTH RECORDS (See NPRC 1865.103, app. 1-A)	ENTRANCE & SEPARATION XRAYs
ACTIVE DUTY DENTAL RECORDS (See NPRC 1865.103, app. 1-A)	FEDERAL EMPLOYEE MEDICAL FOLDERS
TREATMENT FACILITY ARMY * AIR FORCE * COAST GUARD	
MPR	CPR
INPATIENT MILITARY ACTIVE DUTY MILITARY RETIREE	INPATIENT DEPENDENT
OUTPATIENT MILITARY RETIREE	OUTPATIENT DEPENDENT
DENTAL MILITARY RETIREE	DENTAL DEPENDENT (Coast Guard only, filed with outpatient record)
MENTAL HEALTH ARMY & AIR FORCE ONLY: MILITARY ACTIVE DUTY MILITARY RETIREE	MENTAL HEALTH ARMY & AIR FORCE ONLY: DEPENDENT

TREATMENT FACILITY NAVY	
MPR	CPR
INPATIENT MILITARY ACTIVE DUTY MILITARY RETIREE DEPENDENT	INPATIENT NONE
OUTPATIENT MILITARY RETIREE DEPENDENT	OUTPATIENT NONE
DENTAL MILITARY RETIREE DEPENDENT	DENTAL NONE

For detailed information see below:

- [Army Clinical Records Files](#)
- [Air Force Clinical Records Files](#)
- [Navy and Marine Corps Clinical Records Files](#)
- [Coast Guard Clinical Records Files](#)

ARMY CLINICAL RECORDS FILES

CLINICALS, X-RAYS, AND OTHER FILES PERTAINING TO MEDICAL TREATMENT AT VARIOUS MEDICAL FACILITIES.

LOCATED AT NPRC (MPR):

Clinical records of personnel serving on active duty including Reserve, NG, and ROTC on active duty or active duty training, and those completely separated or retired. The records are placed in an inactive file upon release of the patient, cut-off at the end of each calendar year, and retired one year **after** the annual cut-off date. (Hospitals that maintain Clinical Records Libraries retain their clinical records for five additional years.) Clinicals created at *non-fixed* facilities are retired monthly.

Clinical records of cadets and active and retired uniformed personnel of the Public Health Service, Coast and Geodetic Survey, and VA beneficiaries treated at an Army medical facility after December 31, 1965. The records are placed in an inactive file upon release of the patient, cut-off at the end of

each calendar year, and retired one year **after** the annual cut-off date. Clinical records created at *non-fixed* facilities are retired monthly.

Inpatient medical records of dependents of Army personnel treated at a Naval medical facility.

Medical records on American Red Cross personnel are withdrawn and forwarded to the American Red Cross.

Health records of U.S. Military Academy (West Point Cadets only). Filed by class year.

LOCATED AT NPRC (CPR):

Entrance and separation X-rays. Interim X-rays are destroyed at the creating facilities five calendar years after date of last film.

Medical Treatment Folder (clinical, outpatient, and individual consultation service case files) of dependents of military personnel, civilian employees, American Red Cross personnel, and U.S. Merchant Marines treated at Army or Air Force Medical Facilities.

Procurement and separation (final type) x-ray files consisting of chest x-rays exposed during complete medical examinations of enlisted personnel accepted as applicants for enlistment as aviation cadets, officer candidates, or for flying service in an enlisted status; and x-ray film of the chest and other parts of the body made as part of the separation medical examination including disability separations not transferred to the VA. These files also include x-rays of the chest and other parts of the body of officer personnel made as part of procurement and separation medical examinations of applicants for appointments as officers, warrant officers, and flight officers. Includes students and graduates of officer candidate schools, active duty examinations, and x-rays of these officers made at the time of relief from active duty or separation from the service.

AIR FORCE CLINICAL RECORDS FILES

CLINICALS, X-RAYS, AND OTHER FILES PERTAINING TO MEDICAL TREATMENT AT VARIOUS MEDICAL FACILITIES.

LOCATED AT NPRC (MPR):

Clinical records of Air Force personnel on active duty and other military personnel, including retired, who were treated at Air Force medical facilities. Files are cut-off annually and a new file established as of January 1 each year. Records are retired one year **after** annual cut-off date. (Hospitals that maintain clinical records libraries retain their clinical records for an additional five years.) (Treatment PRIOR to 1957 are filed with the Official Military Personnel Folder.)

Outpatient service and Dental health records for retired airmen.

Medical records of Cadets and Midshipmen of service academies treated at Air Force medical facilities.

Inpatient medical records of dependents of Air Force personnel treated at Naval medical facilities.

Outpatient medical records of the Public Health Service and Coast and Geodetic Survey personnel on active duty or retired, and their dependents, treated at Air Force medical facilities.

Medical records of VA beneficiaries treated at Air Force medical facilities **after** 1967.

Interim type x-rays are held for five years at the creating facility and then are destroyed by that facility.

Family Advocacy Program records include the medical records of suspected and confirmed cases of family abuse or neglect, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive documentation. Located at MPR from 1989 to the present. Prior to 1989, retired to CPR as Child Advocacy Records.

LOCATED AT NPRC (CPR):

Final type (entrance and separation) x-ray film for officers and airmen at time of appointment, enlistment, release from active duty, disability separation, and disqualification for flying status.

Final type (entrance and separation) x-ray film for officers and airmen taken while in a student status at Air Force and U.S. Military Academies, and those pertaining to disqualification for reserve enlistment.

Inpatient medical treatment folders for dependents of Air Force military personnel, civilian employees, non-military foreign nationals, and dependents of allied or neutral armed forces personnel treated at Army or Air Force medical facilities. Also those for VA beneficiaries after 1968.

Inpatient medical records of Public Health Service and Coast and Geodetic Survey personnel on active duty or retired and their dependents treated at Air Force medical facilities.

Child Advocacy records (Family Advocacy Program records) prior to 1989.

LOCATED AT THE GAINING VA REGIONAL OFFICE: Air Force military personnel clinical records for patients separated or retired for disability while in a patient status.

LOCATED AT THE VA REGIONAL OFFICE SERVING THE AREA IN WHICH THE PERSON RESIDES: Health records of military personnel separated or retired for disability and not in a patient status.

LOCATED IN AN ALLIED OR NEUTRAL COUNTRY OF RESIDENCE: Allied and neutral armed forces personnel medical records consisting of clinical and dental records, x-ray film, and medical examination reports.

LOCATED IN APPROPRIATE NARA REGIONAL RECORDS CENTERS: VA beneficiaries= outpatient medical and dental treatment records, including x-ray film, of VA outpatient clinics. Records are retained in the clinic for four years **after** last treatment, retired to the records center for 11 more years, then destroyed. Medical records of VA beneficiaries treated at Air Force medical facilities **through** 1967 were retired one year after annual cut-off to the records center (Kansas City). **After** 1967, they were retired to the National Personnel Records Center (MPR).

NAVY AND MARINE CORPS CLINICAL RECORDS FILES

CLINICALS, X-RAYS, AND OTHER FILES PERTAINING TO MEDICAL TREATMENT AT VARIOUS MEDICAL FACILITIES.

LOCATED AT NPRC (MPR):

Records (bound volumes) showing personnel examined for Navy or Marine Corps service during period 1890-1913.

Medical Journals and Reports on Patients (bound volumes) containing the history of medical treatment of Navy and Marine Corps personnel who served during the period 1885-1911. (Those for period 1812-1884 are on file in the National Archives, Washington, DC.)

Hospital Corps rosters dating from 1913-1935 showing name, rate, dates of enlistment and reenlistment, date detached or discharged, and transfers.

Statistical Reports (Form-F and FA Cards) are generally on file for the 1940's. However, many reports were destroyed. Consult the National Research Council to verify records on file.

Medical Officer of the Day Logs showing injuries, serious illness, and information of historical value. Most of these logs date from the 1950's and 1960's. There are some sporadic collections dating from the 1940's up to 1984, but most prior to 1950 have been destroyed.

Sick Call Logs showing daily record of sick call and treatment. Various other daily logs showing record of a medical nature. These logs date from 1943 through 1946.

Clinical records on Navy and Marine Corps personnel treated at U.S. Naval Hospitals and inpatient care at other Naval activities. Also, those for Navy and Marine Corps personnel treated at Army and Air Force medical facilities. Clinicals or patient's treatment folders are transferred to an inactive file upon completion of the treatment. Inactive files are cut-off at the end of each calendar year, retained for one additional year, then retired. (Navy Teaching Hospitals may retain these records for residency training, research, or clinical investigation for a period not exceed five years before retiring.)

Clinical records of members of any of the military services who are discharged from, or die, in any Naval facility. These files are retired two years **after** the last date of admission.

Medical Treatment Folders (clinical, outpatient, and dental records) on dependents of Navy, Marine Corps, Army, Air Force, and Coast Guard personnel, Civil Service employees, Red Cross, Public Health Service, and Coast and Geodetic Survey personnel treated at a Naval medical facility. Also medical records on other categories of patients such as FBI, State Department, foreign military personnel and their dependents, and "humanitarian" patients treated at a Naval medical facility.

Medical Records of Cadets and Midshipmen of service academies treated at a Naval medical facility.

Drug, alcohol, and obesity treatment files from Naval alcohol rehabilitation centers for 1991 and prior are at MPR. Beginning in 1992, these records are filed at the nearest NARA regional records center. These records have a 10-year retention period.

Family Advocacy Program records include the medical records of suspected and confirmed cases of family abuse or neglect, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive documentation.

LOCATED AT NPRC (CPR):

Final type x-rays (entrance and separation). Also, photofluorograms dating from 1940.

Medical Treatment Folders (clinical, outpatient, and dental records) for civilian employees of the Navy and Marine Corps.

OTHER:

Clinical Records for active duty personnel treated at a Public Health Service Facility are located at the facility of treatment.

COAST GUARD CLINICAL RECORDS FILES

CLINICALS, X-RAYS, AND OTHER FILES PERTAINING TO MEDICAL TREATMENT AT VARIOUS MEDICAL FACILITIES.

LOCATED AT NPRC (MPR):

Medical and dental records, including x-ray films of retired personnel treated at an Army, Navy, or Air Force medical treatment facility. Also, outpatient records of retired USCG treated at Coast Guard facilities.

Reports of Medical Relief dating from 1942 showing name, service number, rate, diagnosis, and number of days of treatment and number of days off duty.

Inpatient medical records of dependents of Coast Guard personnel treated at a Naval medical facility.

LOCATED AT NPRC (CPR):

Medical and dental records, including x-ray films of dependents of Coast Guard personnel treated at an Army or Air Force medical facility.

OTHER:

Outpatient medical records of dependents of Coast Guard personnel treated at a Naval medical facility are at Headquarters, USCG, Washington, DC.

Clinical records for active duty personnel treated at a Public Health Service Facility are maintained at that facility.

Clinical and medical records of U.S. Merchant Marine personnel treated at a medical facility in the United States or overseas in a military installation, are on file at NARA regional records centers. Copies of these medical and clinical records can be obtained by writing to: PHS Health Data Center, Gillis W. Long Hansen's Disease Center, Carville, LA 70721.

Appendix 2-A. Listing of Air Force medical facilities

NOTE: Although not marked, all Vietnam locations have been closed since @1975; the end of the Vietnam War.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Academy, USAF, CO

Adair AFS, Disp., OR

Albrook AFB, Disp., CZ, APO NY

Almaden AFS, Med. Aid Sta., CA

Altus AFB, OK

Amarillo AFB, TX

Andersen AFB, Clinic, Guam, APO SF

Andrews AFB (Malcolm Grow Hosp.), Wash., DC

*Ankara, Turkey, APO NY (*closed or pending closure)

Antigo AFS, Disp., WI

Armish Maag, Hosp., Teheran, Iran, APO NY

Arnold AFS, Clinic, TN

Aschaffenburg, Disp., Germany

Ashiya, Hosp., Japan, APO SF

Athenai Airport, Greece, APO NY

Avalon AS, Disp., Australia, APO SF

Aviano AB, Italy, APO NY

Bainbridge AB, Disp., GA

Baldy Hughes AFS, Canada

Baltimore, Disp., MD

Barksdale AFB, LA

Barstow AFB, Disp., FL

Beale AFB, CA

Benguerir AB, Disp., Morocco, APO NY

*Bergstrom AFB, TX (*closed or pending closure)

Biggs AFB, TX

*Bitburg AB, Germany, APO NY (*closed or pending closure)

Blaine AFS, Disp., WA

Blytheville AFB, AR

Bossier AB, Disp., LA

Brindisi, Italy, APO NY

Brookley AFB, AL

Brooks AFB, TX

Bruntingthorpe, Disp., England APO NY

Bryan AFB, TX

Burderop Park, England, APO NY

Burtonwood, England APO NY

Camp des Loges, APO NY

Camp New Amsterdam, Netherlands, APO NY

Cannon AFB, NY

*Carswell AFB, TX (*closed or pending closure)

*Castle AFB, CA (*closed or pending closure)

*Chanute AFB, IL (*closed or pending closure)

Charleston AFB, SC

Chateauroux, Hosp. France, APO NY

Chaumont AB, Disp., France, APO NY

Chennault AFB, LA

Ching Chuan Kang AB, Hosp., APO SF

Chitose AB, Japan, APO SF

*Clark AB, Philippines, APO SF (*closed or pending closure)

Clinton-Sherman AFB, OK

Columbus AFB, MS

Condon AFS, OR

Cottonwood AFS, ID

Craig AFB, AL

Custer AFS, Disp., MI

Davis-Monthan AFB, AZ

Dobbins AFB, GA

Dover AFB, DE

Dow AFB, ME

Dreux AB, France, APO NY

Duluth Airport, MN

Dyess AFB, TX

Edwards AFB, CA

Eglin AFB, FL

Eielson AFB, AK
Ellington AFB, TX
Ellsworth AFB, SD
Elmendorf AFB, AK
*England AFB, LA (*closed or pending closure)
Ent AFB, Disp., CO
Erding AS, Germany, APO NY
Ernest Harmon AFB, Newfoundland, APO NY
Ethan Allen AFB, Disp., VT
Evreaux/Fauville AB, France, APO NY
Fairchild AFB, WA
F. E. Warren AFB, WY
Forbes, HOSP., KS
Fortuna AFS, MT
Foster AFB, TX
Freising, Germany, APO NY
Fuchu AS, Japan, APO SF
Furstenfeldbruck AB, Germany, APO NY
Geiger Field, WA
*George AFB, CA (*closed or pending closure)
Giebelstedt aux Field, Disp., Germany, APO NY
Glasgow AFB, MT
Goodfellow AFB, TX
Goose AB, Labrador, APO NY
Graham AB, FL
Grand Forks AFB, ND
Gray AFB, TX
Greenville AFB, MS
*Griffiss AFB, NY (*closed or pending closure)

*Grissom AFB, IN (*closed or pending closure)
*Hahn AB, Germany (*closed or pending closure)
Hakata/SGR, Disp., Japan, APO SF
Hamilton, Hosp., CA
Hancock Field, NY
Hickam AFB, HI
Hill AFB, UT
Hof Saale, Germany, APO NY
Holloman AFB, NM
*Homestead AFB, FL (*closed or pending closure)
Hondo AFB, TX
Houma AFS, Disp., LA
Howard AFB, CZ, APO Miami
Hunter AFB, GA
Incirlik AB, Turkey, APO NY
*Iraklion, AS, Crete, APO NY (*closed or pending closure)
Istanbul, Turkey, APO NY
Itami AB, Disp., Japan, APO SF
Itazuke AB, Disp., Japan, APO SF
Izmir, Turkey, APO NY
James Connally AFB, TX
Johnson AS, Japan, APO SF
Johnston Island AB, APO SF
Kadena AB, Okinawa, APO SF
Kaiserslautern, Disp., Germany, APO NY
Kamloops AS, Canada
Karamursel, Turkey, APO NY
Kaufbeuren AB, Disp., Germany, APO NY
Keesler AFB, MS

Keflavik AB, Hosp., Iceland

Kelly AFB, TX

Kenai (Wildwood) AFS, Disp., AK, APO Seattle

Kimpo AB, Disp., Korea, APO SF

Kincheloe AFB, MI

Kindley AFB, Bermuda, APO NY

Kingsley Field, OR

Kirknewton, Disp., Scotland, APO NY

Kirksville AFS, MO

Kirtland AFB, NM

*K. I. Sawyer AFB, MI (*closed or pending closure)

Klamath AFS, CA

Korat AB, Thailand, APO SF

Kunsan AB, Korea, APO SF

Lackland AFB (Wilford Hall Hosp.), TX

Ladd AFB, Hosp., AK, APO Seattle

Lajes Field, Azores, APO NY

Landsberg AB, Germany

Langerkpof, Disp., Germany, APO NY

Langley AFB, VA

Laon AB, Disp., France, APO NY

Lakenheath, APO NY

Laredo, Hosp., TX

Larson AFB, WA

Laughlin AFB, TX

L. G. Hanscom Field, MA

Lincoln AFB, NE

Little Rock AFB, AR

*Lockbourne AFB, OH (*closed or pending closure)

Long Beach, Disp., CA
*Loring AFB, ME (*closed or pending closure)
Los Angeles AFS, CA
*Lowry AFB, CO (*closed or pending closure)
Luke AFB, AZ
MacDill AFB, FL
Macton Isle, Disp., Philippines, APO SF
Malden AFB, Disp., MO
Malmstrom AFB, MT
Manhattan Beach AFS, Disp., NY
Marana AFB, AZ
*March AFB, CA (*closed or pending closure)
*Mather AFB, CA (*closed or pending closure)
Maxwell AFB, AL
McCord AFB, WA
McClellan AFB, CA
McConnell AFB, KS
McCoy AFB, FL
McGhee Tyson Airport, Disp., TN
McGuire AFB, NJ
Memphis Airport, Disp., TN
Miles City AFS, MT
Minneapolis-St. Paul Airport, MN
Minot AFB, ND
Misawa AB, Japan, APO SF
Mitchel AFB, NY
Moody AFB, GA
Moore AB, Disp., TX
Moron AB, (Med. Aid Sta.) Spain, APO NY

Mountain Home AFB, ID
Mt. Hebo AFS, OR
*Myrtle Beach AFB, SC (*closed or pending closure)
Nagaya AB, Hosp., Japan, APO SF
Naha AB, Disp., Okinawa, APO SF
Nakon Phanom Airport, Thailand, APO SF
Narasarssauk AB, Disp., Greenland, APO NY
Naselle, AFS, WA
Nellis AFB, NV
Neubiberg AB, Disp., Germany, APO NY
*Newark AFS, OH (*closed or pending closure)
New Castle Airport, Disp., DE
Niagara Falls Airport, NY
Niigata AB, Disp., Japan
North Bend AFS, OR
*Norton AFB, CA (*closed or pending closure)
Nouasseur AB, Hosp., Morocco
Offutt AFB, NE
O'Hare Internat. Airport, Disp., IL
Olmsted AFB, PA
Orlando AFB, FL
Orly Airport, Disp., France
Osan AB, Korea, APO SF
Osceola AS, WI
Oslo, Norway, APO NY
Othello AFS, WA
Otis AFB, Disp., MA
Oxnard AFB, CA
Paine AFB, WA

Palermo AFS, NJ

Palm Beach AFB, FL

Parks AFB, CA

Patrick AFB, FL 32925

*Pease AFB, NH (*closed or pending closure)

Pepperrell AFB, Hosp., Newfoundland, APO NY

Perrin AFB, TX

Peshawar AFS, Disp., APO NY

Peterson Field, CO 80914

Phalsbourg AB, Disp., France, APO NY

Pinecastle AFB, Disp., FL

*Plattsburg AFB, NY (*closed or pending closure)

Poitiers, Disp., France, APO NY

Pope AFB, NC

Portland Airport Hosp., OR

Prewque Isle AFB, ME

Prestwick AB, Disp., Scotland, APO NY

Rabat Sale, Disp., Morocco, APO NY

RAF Alconbury, England, APO NY

*RAF Bentwaters, England, APO NY (*closed or pending closure)

RAF Brize Norton, England, APO NY

RAF Chelveston, England, APO NY

*RAF Chicksands, England, APO NY (*closed or pending closure)

*RAF Greenham Common, England, APO NY (*closed or pending closure)

*RAF Lakenheath, England, APO NY (*closed or pending closure)

RAF Manston, England, APO NY

RAF Sealand, Wales, APO NY

RAF Sturgate, Disp., England, APO NY

RAF Upper Heyford, England, APO NY

RAF West Drayton, England, APO NY

Ramay, Hosp., Puerto Rico, APO NY

Ramstein AB, Germany, APO NY

Randolph AFB, TX

Red Bluff AFS, Disp., CA

Reese AFB, TX

*Rhein-Main AB, Germany, APO NY (*closed or pending closure)

*Richards-Gebaur AFB, MO (*closed or pending closure)

*Rickenbacker AFB, OH (*closed or pending closure)

Robins AFB, GA

Rockville AFS, IN

Rota, Spain

Rothwesten, Disp., APO NY

Sampson AFB, NY

*San Vito Dei Normanni, Italy, APO NY (*closed or pending closure)

Saudi Arabia, Disp., APO NY

Schilling AFB, KS

Schonfeld ACW, Disp., Germany, APO NY

Scott AFB, IL

Sculthorpe, Disp., England, APO NY

Selfridge AFB, MI

*Sembach AB, Germany, APO NY (*closed or pending closure)

Seoul, Korea, APO SF

Sevilla, Hosp., Spain, APO NY

Sewart AFB, TN

Seymour Johnson AFB, NE

Shaw AFB, SC

Shemya AFB, AK, APO Seattle

Sheppard AFB, TX

Shiroi AB, Japan, APO SF

Sidi Slimane AB, Morocco, APO NY

Sioux City, Airport Disp., IA

*Sondrestrom AB, Greenland, APO NY (*closed or pending closure)

South Ruislip, Hosp., England, APO NY

Spangdahlem AB, Germany, APO NY

Spence AB, GA

Spokane Airport, WA

Stead AFB, Disp., NV

Stewart AFB, Disp., NY

Suffolk County AFB, Disp., NY

Tachikawa AB, Japan, APO SF

Tainan, Hosp., Taiwan, APO SF

Takhli, Thailand, APO SF

Taranto, Disp., Italy, APO NY

Teheran, Hosp., Iran, APO NY

Thailand, Usarsup, APO SF

Thule AB, Greenland, APO NY

Tinker AFB, OK

*Tokyo, Honshu, Hosp., Japan, APO SF (*closed or pending closure)

Tokyo International Airport Dispensary, Japan, APO SF

*Torrejon AB, Spain, APO NY (*closed or pending closure)

Toul-Rosiere AB, Disp., France, APO NY

Travis AFB (David Grant Hosp.), CA

Trier AB, Germany, APO NY

Truax AFB, Disp., WI

Turner AFB, Hosp., GA

Tyndall AFB, FL

Ubon, Hosp., Thailand, APO SF

Udorn Afld, Thailand, APO SF
U-Tapao Afld, Thailand, APO SF
Vance AFB, OK
Vandenberg AFB, CA
Vietnam, Bien Hoa AB Clinic, APO SF
Vietnam, Binh Thuy AB Disp., APO SF
Vietnam, Cam Ranh Bay Hosp., APO SF
Vietnam, Da Nang AB Clinic, APO SF
Vietnam, Nha Trang Airport, APO SF
Vietnam, Phan Rang AB, Disp., APO SF
Vietnam, Phu Cat AB, Disp., APO SF
Vietnam, Pleiku AB, Hosp., APO SF
Vietnam, Tan Son Nhut AB, Hosp., APO SF
Vietnam, Tuy Hoa AB, Disp., APO SF
Vincent AFB, ZA
Wadena AFS, MN
Walker AFB, NM
Walson AFH, Fort Dix, NJ
Waverly AFS, IA
Webb AFB, TX
Wendover AFB, Disp., VT
Werenhof Kaserne, Kirchheimbodunden, Germany, APO NY
Westover Clinic, MA
Wethersfield, Hosp., England, APO NY
Wheeler AFB, Disp., APO SF
Wheelus AB, Hosp., Tripoli, Libya
Whiteman AFB, MO
*Wiesbaden, Germany, APO NY (*closed or pending closure)
Wildflecken Annex, Hosp., Germany, APO NY

Wildwood AFS, AK, APO Seattle

*Williams AFB, AZ (*closed or pending closure)

Wimpole Park, England, APO NY

Wright Patman AFB, OH

*Wurtsmith AFB, MI (*closed or pending closure)

Youngstown Airport, Disp., OH

*Zaragoza AB, Spain, APO NY (*closed or pending closure)

*Zweibrucken AB, Germany, APO NY (*closed or pending closure)

USAF Clinic, Alconbury, APO NY

Appendix 2-B. Listing of Army medical facilities

NOTE: Although not marked, all Vietnam locations have been closed since @1975; the end of the Vietnam War.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[Numbered](#)

Fort Allen, Puerto Rico

Fort Amador, Canal Zone, APO NY

Annville, Disp., PA

Arlington Hall Army Clinic, VA

Asmara, USAH, Ethiopia, APO NY

Aschaffenberg, USAH, Germany, APO NY

Augsberg, USAH, Germany, APO NY

Bad Aibling, Disp., Germany, APO NY

Bad Cannstat, USAH, Germany, APO NY

Bad Hersfeld, Germany, APO NY

Bad Kissengen, Clinic, Germany, APO NY

Bad Kreuznach, USAH, Germany, APO NY
Bad Nauheim, Disp., Germany, APO NY
Bad Toelz, USAH, Germany, APO NY
Bamberg, Disp., Germany, APO NY
Bangkok, USAH, Thailand, APO SF
Bassett, USAH, Ft. Wainwright, AK, APO Seattle
Baumholder, Clinic, Germany, APO NY
Bayonne, Clinic, NJ
Beaumont AH, Ft. Sam Houston, TX
*Ft. Benjamin Harrison (Hawley ACH), IN (*closed or pending closure)
Ft. Benning (Martin AH), GA
Bertchtesgaden, Disp., Germany, APO NY
Berlin AH, Germany, APO NY
Black Hills, Disp., Igloo, SD
Fort Bliss, TX
Boston, Disp., MA
Braconne, Disp., France, APO NY
Bremerhaven AH, Germany, APO NY
Brooke AH (Ft. Sam Houston), TX
Brooklyn Disp., NY
Fort Buchanan, Clinic, PR, APO NY
Burtonwood, Clinic
Bussac, AH, France, APO NY
Butzbach, Disp., Germany, APO NY
Fort Campbell, KY
Captieux, Disp., France, APO NY
Carlisle Barracks, Clinic, PA
Fort Carson, CO
Casteau, AH, Belgium, APO NY

Cedar Rapids, AH, IA
Fort Chaffee, AH, AR
Chicago, Disp., IL
Chinon, AH, France, APO NY
Chitose, Disp., Japan, APO SF
Fort Clayton, CZ, APO NY
Croix Chapeau, AH, France, APO NY
Dachau, Disp., Germany, APO NY
Darmstadt, Disp., Germany, APO NY
Defense Electronics, Supply Center, Dayton, OH
Damp des Loges, Disp., APO NY
Fort Detrick, Disp., MD
Detroit, Disp., MI
*Fort Devens (Cutler ACH), MA (*closed or pending closure)
Dewitt, AH, VA (Ft. Belvoir)
Dexheim, Disp., Germany, APO NY
*Fort Douglas, Disp., UT (*closed or pending closure)
Dover, Clinic, NJ
Camp Drum, NY
*Dugway Proving Ground, Clinic, UT (*closed or pending closure)
Edgewood Arsenal, MD
Encino, Disp., CA
Erie Army Depot, Disp., OH
Etain, Disp., France, APO NY
Fort Eustis (McDonald AH), VA
Fitzsimmons GH, CO
Fontainebleau, Disp., France, APO NY
Forrestal Processing Activity, Wash., DC
Frankfurt, Germany, APO NY

Fulda, Clinic, Germany, APO NY
Germisch, Disp., Germany, APO NY
Fort Gordon, GA
Giessen, Clinic, Germany, APO NY
Grafenwohr, Disp., Germany, APO NY
Granite City, Clinic, IL
Greater Pittsburgh Airport, Clinic, PA
Fort Greeley, Clinic, AK, APO Seattle
Fort Gulick, CZ
Fort Hamilton, NY
Hampton Roads, Disp., Norfolk, VA
Hanau, Clinic, Germany, APO NY
Camp Hanford, AH, WA
Hardy Barracks, Disp., APO NY
Harrisburg, Disp., PA
Hawaii, Med. Services, APO SF
Fort Hayes, Disp., OH
Heidelberg, Germany
Herzogenaurach, Disp., Germany, APO NY
Camp Hill, VA
Hohenfels, AH, Germany, APO NY
Fort Holabird, Clinic, MD
Honshu, AH, Japan, APO SF
Fort Hood (Darnall AH), TX
Fort Huachuca, AZ
Hunter (Tuttle AH), GA
Huntingdonshire, England, APO NY
Idar-Oberstein, Disp., Germany, APO NY
Indiantown Gap, GA

Ingrandes, Disp., APO
Ireland AH, Ft. Knox, KY
Irwin AH, Ft. Riley, KS
Fort Jackson (Moncrief AH), SC
Fort Jay, AH, NY
Camp Leroy Johnson, AH, LA
Camp Kilmer, Disp., NJ
Kimbrough AH, Ft. Meade, MD
Kirk AH, Aberdeen PG, MD
Kitzengen, Disp., Germany, APO NY
Fort Kobbe, Disp., CZ
La Leu, Disp.
Landshut, Disp., Germany
Landstuhl, Germany
Fort Lawton, Disp., WA
Fort Leavenworth (Munson AH), KS
Fort Lee, (Kenner AH), VA
Leghorn AH, Italy, APO NY
*Letterman AH, CA (*closed or pending closure)
Fort Lewis, Disp., WA
*Lexington-Blue Grass, Clinic, KY (*closed or pending closure)
Camp Lucas, Disp., MI
Fort MacArthur, CA
Madigan GH (Ft. Lewis), WA
Mainz, Disp., Germany, APO NY
Maison Fort, Disp., France, APO NY
Fort Mason, Disp., CA
McAfee, AH, NM
Fort McClellan, AL

Camp McCoy, WI
Fort McNair, Clinic, Wash., DC
Fort McPherson, GA
Metz, Disp., France, APO NY
Milwaukee, Disp., WI
Minneapolis, Clinic, MN
Fort Monroe, VA
Muenchweiler, AH, Germany, APO NY
Munich, AH, Germany, APO NY
Fort Myer (Andrew Rader Clinic), VA
*Navaho Army Depot, Disp., AZ (*closed or pending closure)
Neubrucke AH, Germany, APO NY
New Cumberland Army Depot, Disp., PA
New Orleans, Disp., LA
New York City, Disp., NY
Fort Niagara, Disp., NY
Nurnburg, AH, Germany, APO NY
Oakland, Disp., CA
Oberammergau, Disp., Germany, APO NY
Oberursel, Disp., Germany, APO NY
Ogden, Disp., UT
Olivet, Disp., France, APO NY
*Fort Ord (S. B. Hays ACH), CA (*closed or pending closure)
Orleans, AH, France, APO NY
Paris, Disp., France, APO NY
Parmasens, AH, Germany, APO NY
Patterson, AH, NJ
Pedricktow, Disp., NJ
Pennsylvania Mili. District, Disp., PA

Pentagon, Disp., Wash., DC
Camp Perry, Disp., OH
Petaluma, Disp., CA
Philadelphia, Clinic, PA
Picatinny Arsenal, NJ
Camp Pickett, Clinic, VA
Pine Bluff, Clinic, AR
Fort Polk, LA
Preum, Disp., Germany, APO NY
Pusan, AH, Korea, APO SF
Red River, Clinic, TX
Redstone Arsenal, AL
Walter Reed, GH, Wash., DC
Regensburg, AH, Germany, APO NY
Fort Richardson, Disp., Alaska, APO Seattle
Richmond, Disp., VA
Richmond Blue-Grass, Clinic, KY
Fort Ritchie, Clinic, MD
Camp Roberts, Disp., CA
Rock Island, Disp., IL
Rocky Mountain Arsenal, CO
Rodriguez, AH, PR, APO NY
Rothwesten, Clinic, Germany, APO NY
Fort Rucker (Lyster AH), AL
Ryukyu Island, AH, Okinawa, APO SF
Sacramento, Clinic, CA
Saigon, AH-Drug Treatment Center, APO SF
Saigon, HSAS, Vietnam, APO SF
Saigon, AH, Vietnam, APO SF

St. Louis, Clinic, MO
Fort Sam Houston, Disp., TX
Sandia Base, NM
San Fernando, Disp., CA
Saran, Disp., France, APO NY
Schenectady, Disp., NY
Schofield Barracks, Disp., APO SF
Schwabisch, Germany, APO NY
Selfridge, Clinic, MI
Seneca Army Depot, NY
Seoul, MH, Korea, APO SF
Fort Shafter, Disp., Hawaii, APO SF
Sharpe, Clinic, CA
*Fort Sheridan, IL (*closed or pending closure)
Sierra, Clinic (see Herlong), CA
Fort Sill (Reynolds AH), OK
Fort Slocum, Disp., NY
South Park, Disp., (see Greater Pittsburgh) PA
Fort Stewart, GA
Fort Story, Disp., VA
Straubling, Disp., Germany
Taegu, Korea, APO SF
Tappan, Disp., NY
Tehran, Iran, APO NY
Tobyhanna, Clinic, PA
Tooele Army Depot, UT
Fort Totten, Disp., NY
Toul, Disp., France, APO NY
Tripler AH, HI

Trois Fontaines, Disp., France, APO NY
Tuslog, Det. 27, APO NY
Camp Tuto, Greenland, APO NY
Two Rock Ranch, Disp., CA
Uijongbu, AH, Korea, APO SF
Vachingen, Disp., Germany, APO NY
Valley Forge, GH, PA
Verdun, AH, France, APO NY
Verona, Disp., Italy
Vicenza, AH, Italy, APO NY
Vilseck, Disp., Germany, APO NY
Vint Hill Farms, Clinic, VA
Vitry le Francois, Disp., France
Fort Wadsworth, Disp., NY
*Walson AH, Fort Dix, NJ (*closed or pending closure)
Fort Wayne, Disp., MI
Weed AH (see Ft. Irwin), CA
Wertheim, Disp., Germany, APO NY
West Point MA, NY
West Point, AH-Cadets, NY
Whittier, Disp., Alaska, APO Seattle
Wildflecken, Disp., Germany, APO NY
Wildwood Disp., Alaska, APO Seattle
Fort Wolters (Beach AH), TX
Womack AH, Ft. Bragg, NC
Fort Leonard Wood, MO
Wurzberg, Germany
Yakima Firing Center, WA
Yuma Proving Ground, Clinic, AZ

Camp Zama, AH, Japan, APO SF

1st Med. Bn., 1st Inf. Div.

1st Transportation Corps, Bn., FPO SF

2nd Armored Div. Aid Station

2nd Bn., 48th Inf., APO NY

2nd Field Hosp., APO NY

2nd Inf. Div. Disp., Ft. Benning, GA

2nd Surgical Hosp., Vietnam

3rd Field Hosp., APO SF (Saigon)

3rd BG Disp., 12th Infirmary

3rd Surgical Hosp., APO SF (Vietnam)

4th Cavalry Disp., APO SF

4th Field Hosp., Camp Drum, NY

4th Gen. Disp., APO NY

4th Inf. Div., APO SF

4th Tac. Hosp.

5th Field Hosp., APO SF

5th Inf. Div., APO SF

5th Surg. Hosp., APO NY

6th Convalescent Center, Cam Ranh Bay

6th Inf. Regt. Disp., APO NY

7th Field Hosp., APO SF

7th Div. Inf., APO

7th Surg. Hosp., APO SF (Vietnam)

8th Inf., Disp.

8th Evac. Hosp., APO

8th Field Hosp., APO SF (Vietnam)

8th U. S. Army - Field Medical Cards

9th Div. Artillery

9th Field Hospital, Nha Trang

9th Inf. Div.

9th Med. Disp., APO NY

10th Gen. Disp., APO NY

11th Evac. Hosp., APO SF

11th Gen. Disp., APO NY

11th Med. Bn.

11th USA Disp., APO SF

12th Field Hosp., APO SF

12th Evac. Hosp., Cu Chi

12th Gen. Disp., APO NY

13th Gen. Disp., APO NY

14th Inf. Disp., APO SF

14th Gen. Disp., APO SF

14th Infirmary, APO SF

14th Field Hosp., APO NY

15th Med. Bn., APO SF

17th Field Hosp., APO SF (Vietnam)

18th Surg. Hosp., APO SF (Vietnam)

20th Med. Det., APO NY

21st Field Artillery Bn., APO

22nd Disp., Ft. Lewis, WA

22nd Surg. Hosp., APO SF (Phu Bai)

24th Evac. Hosp. (Long Binh)

24th Inf. Div., APO NY

24th Gen. Disp., APO NY

24th Med. Det., APO NY

25th Med. Bn., APO SF (Cu Chi)

25th Aviation Bn., APO SF

25th Station Hosp., APO NY
27th Inf., APO SF
27th Surgical Hospital, Chu Lai
28th Gen. Hosp., APO NY
29th Evac. Hosp., APO SF (Vietnam)
30th Field Hosp., APO NY
30th Med. Det., APO NY
31st Field Hosp., APO NY
31st Med. Det., APO NY
34th Armored Regt.
35th Disp., APO SF
36th Evac. Hospital, Vung Tau
36th Med. Det., APO SF
36th Tactical Hosp., APO NY
37th Tuslog, APO NY
38th Tac. Hosp., APO
42nd Field Hosp., Ft. Bragg
43rd Surg. Hosp., APO SF
44th Surg. Hosp., APO SF
45th Surg. Hosp., APO SF (Tay Ninh)
45th Field Hosp., APO NY
47th Inf. Regt. Disp., Ft. Lewis, WA
48th Surgical Hosp., APO SF
48th Tac. Hosp. APO NY
49th Tac. Hosp., APO NY
50th Tac. Hosp. APO NY
51st Field Hosp.
60th Station Hosp., APO NY
61st Gen. Disp., APO NY

64th Field Hosp., APO Seattle
65th Eng. Bn., APO SF
66th Tac. Hosp., APO
67th Evac. Hosp., Vietnam
69th Armored Regt., APO SF
71st Evac. Hosp., Pleiku
81st Maintenance Bns., APO NY
85th Evac. Hosp., APO SF (Vietnam)
85th Tac. Hosp., APO NY
91st Evac. Hosp., Vietnam
93rd Evac. Hosp., Long Binh
95th Evac. Hosp., Da Nang
105th Med. Bn., Goldsboro, NC
106th Gen. Hosp., APO SF
110th Gen. Hosp., Ft. Snelling MN
117th Tac. Hosp., APO NY
118th Med. Disp., APO NY
120th Med. Det., APO NY
121st Evac. Hosp., Seoul, APO SF
136th Tank Bn.
148th Evac. Hosp.
185th Gen. Disp., APO
187th Med. Disp., APO NY
188th Gen. Disp., APO NY
196th Station Hosp., APO NY
215th Gen. Disp.
218th Gen. Disp., APO SF
249th General Hospital, Japan
269th Med. Det., APO NY

290th Gen. Disp., APO NY

301st Field Hosp., Ft. Sam Houston

304th Med. Bn.

312th Evac. Hosp., APO SF (Chu Lai)

317th Sta. Hosp., APO NY

317th Tac. Hosp., APO NY

319th Sta. Hosp.

332nd Gen. Disp.

349th Gen. Disp.

354th Tac. Hosp.

385TH Gen. Disp., APO NY

386TH Gen. Disp.

514th Med. Co., APO Seattle

522nd Med. Det., APO NY

536th Gen. Disp., APO NY

539th Gen. Disp., APO NY

540th Gen. Disp., APO NY

542nd Med. Clearing House

542nd Med. Disp., APO NY

543rd Gen. Disp., APO SF

546th Gen. Disp., APO NY

547th Gen. Disp., APO NY

548th Gen. Disp., APO SF

608th Tac. Hosp., APO NY

616th Med. Co., APO SF

652nd Tac. Hosp., APO NY

731st Gen. Disp., APO NY

760th Med. Det., APO NY

809th Eng. Bn., Disp., APO SF

867th Med. Group, APO NY

868th Med. Group, APO NY

913th Med. Det., APO NY

914th Med. Det., APO NY

Appendix 2-C. Listing of Navy medical facilities

Annapolis, MD

Beaufort, SC

Bethesda, MD

Bremerton, WA

Camp Butler, Okinawa (Support/Evac Hospital)

Camp Lejeune, NC

Camp Pendleton, CA

Charleston, SC

Chelsea, MA (Boston)

Cherry Point, NC

Corpus Christi, TX

Da Nang Naval Hospital (closed since @ 1975, the end of the Vietnam War)

*Great Lakes, IL (*closed or pending closure)

Guam, MI FPO SF

Guantanamo Bay, Cuba, FPO NY

Jacksonville, FL

Key West, FL

Lemoore, CA

*Long Beach, CA (*closed or pending closure)

*Memphis, Millington, TN (*closed or pending closure)

Naples, Italy, FPO NY
Newport, RI
Oakland, CA
Whidbey Island, Oak Harbor, WA
Okinawa (Support/Evac Hospital)
*Orlando, FL (*closed or pending closure)
Patuxent River, MD
Pensacola, FL 32523
*Philadelphia, PA (*closed or pending closure)
Port Hueneme, CA
Portsmouth, NH
Portsmouth, VA
Quantico, VA
Quonset Point, RI
Roosevelt Roads, P.R., FPO NY
Rota, Spain, FPO NY
St. Albans, L.I., NY
San Diego, CA
*Subic Bay, Luzon, P.I., FPO SF (*closed or pending closure)
Taipei, Taiwan, China, APO SF
Yokosuka, Japan, FPO Seattle
USS Repose (AH-16)
USS Sanctuary (AH-17)
1st Marine Medical Battalion (1st Division)
3rd Marine Medical Battalion (3rd Division)

Appendix 2-D. CLINICAL RECORDS LIBRARIES

(Clinical records held for 5 years before retirement to NPRC)

ARMY: (beginning mid 1950's)

Brooke General Hospital, Ft. Sam Houston, TX

Fitzsimmons General Hospital, Colorado

USAH Fort Gordon, GA

Ireland Army Hospital, Ft. Knox, KY

* Letterman General Hospital, CA (* closed or pending closure)

Madigan General Hospital, Ft. Lewis, WA

Martin Army Hospital, Fort Benning, GA

Tripler Army Hospital, Moanalua, Oahu, Hawaii

Valley Forge General Hospital, Pennsylvania

Walter Reed General Hospital, Washington, DC

Walton Army Hospital, Fort Dix, NJ

William Beaumont General Hospital, Ft. Sam Houston, TX

Womack Army Hospital, Ft. Bragg, NC

NAVY: (beginning early 1940's)

National Naval Medical Center, Bethesda, MD

Naval Regional Medical Center, Oakland, CA

Naval Aerospace Regional Medical Center, Pensacola, FL

Naval Regional Medical Center, Portsmouth, VA

Naval Regional Medical Center, San Diego, CA

AIR FORCE: (beginning early 1950's)

David Grant USAF Hosp., Travis AFB, CA

Francis E. Warren AFB, WY was clinical records library (CRL) from 1951 to 1958.

Malcolm Grow USAF Hosp., Andrews AFB, MD

Mitchell AFB, NY was CRL from 1951 to 1960.

Offutt AFB, NB was CRL from 1951 to 1958.

Parks AFB, CA was CRL from 1953 to 1958.

Sampson AFB, NY was CRL from 1951 to 1956, but no CRL's except mental hygiene.

** Wilford Hall USAF Hosp., Lackland AFB, TX (** Authorized to retain clinical records for 10 years.)

78 USAF Hosp., Hamilton, AFB, CA

3320 USAF Hosp., Amarillo AFB, TX

4500 USAF Hosp., Langley AFB, VA

6100 USAF Hosp., Nagoya, Japan was CRL from 1955 to 1957.

7625 USAF Hosp., USAF Academy, CO

* 807 Medical Group, March AFB, CA (* closed or pending closure)

814 Medical Group, Westover, AFB, MA

855 Medical Group, Barksdale AFB, LA

USAF Hosp., Elmendorf AFB, AK

USAF Hosp., Wright-Patterson AFB, OH

USAF Hosp., Eglin AFB, FL

* USAF Hosp., Chanute AFB, IL (* closed or pending closure)

USAF Hosp., Kessler AFB, MS

USAF Hosp., Sheppard AFB, TX

USAF Hosp., Maxwell AFB, AL

USAF Hosp., Scott AFB, IL

* USAF Hosp., Clark Air Base, Philippines (* closed or pending closure)

USAF Hosp., Tachikawa Air Base, Japan

* USAF Hosp., Carswell AFB, TX (* closed or pending closure)

* USAF Hosp., Wiesbaden, Germany (* closed or pending closure)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
 National Personnel Records Center
 St. Louis, Missouri 63132-5100

NPRC 1864.112A
 March 18, 1994

SUBJECT: Requests received in the NPRC Research Rooms

1. **Purpose.** This memorandum transmits instructions for processing requests submitted in person in the NPRC Research Rooms.
2. **Cancellation.** NPRC memorandum 1864.112 is canceled.
3. **Reason for revision.** This memorandum is revised to update instructions and forms used in processing requests submitted in person in the Research Rooms.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence, search, and mailroom operations; and the research room attendants.
5. **Instructions.** The instructions for processing requests received in the Research Rooms are contained in the Attachment.
6. **Forms.** This memo makes use of the following forms:

NA Form 6014, Record of Time of Arrival and Departure from Buildings
 NA Form 13013, File Chargeout Card
 NA Form 13035, Concealment, Removal, or Mutilation of Records
 NA Form 13042, Request for Information Needed to Locate Medical Records
 NA Form 13053, National Personnel Records Center Acknowledgement/Referral
 NA Form 13055, Request for Information Needed to Reconstruct Medical Data
 NA Form 13068, Walk-In Request for OPM Records or Information
 NA Form 13075, Questionnaire About Military Service
 NA Form 13087, Request for Records
 NA Form 13113, Chargeout/Cross Reference
 NA Form 13132, Accounting of Disclosure
 SF 127, Request for Official Personnel Folder
 SF 180, Request Pertaining to Military Records
 DD Form 214, Certificate of Release or Discharge from Active Duty

DAVID L. PETREE
 Director

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CHAPTER 2. INQUIRIES RECEIVED IN THE RESEARCH ROOM AT 9700 PAGE

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CHAPTER 1. INQUIRIES RECEIVED IN THE RESEARCH ROOM AT 111 WINNEBAGO

1. **Walk-ins.** Walk-ins are individuals making a request in person concerning their own records. They are not required to sign in because they are not given access to the building or records. Walk-ins receive copies of requested information and/or documents from the record.
 - a. If the requester asks to review an Official Personnel Folder (OPF), he/she is advised of the agency having legal custody of the record and is told to contact that office for a review of the record.
 - b. If the requester asks to obtain information and/or copies of documents from an OPF, he/she must provide proper identification, including:
 - (1) a document bearing individual's name and photograph (preferably a driver's license or state identification card); or
 - (2) a document bearing the individual's signature.

2. **Investigators.** Investigators are individuals representing governmental agencies and/or private industry who request disclosure of information from the record. Proper identification must be provided. The name of the investigator's agency and/or private employer is listed on a roster giving him/her authority to review OPF's. The roster is maintained by the Research Room attendant. Investigators are required to enter information on NA Form 6014, Record of Time of Arrival and Departure from Buildings.
3. **Other requesters.** Persons other than those described above who are requesting access to another individual's record must provide the appropriate release authorization.
4. **Information sheets.** All requesters of civilian records, whether agents of a routine use, representatives of private industry, or private citizens, should review the National Personnel Records Center Information Sheet - Civilian Records ([see fig. 1-4](#)) before their requests are submitted. Requesters of military dependent medical records should review the National Personnel Records Center Information Sheet - Military Records ([see fig. 2-2](#)). The attendant refers to the information sheets to ensure the appropriate release authorization has been provided.
5. **Request form.** The Research Room attendant asks the requester to prepare NA Form 13068, Walk-in Request for OPM Records or Information, to include:
 - a. all identification needed to locate the record;
 - b. what document or information is sought by the requester;
 - c. whether the reply is to be mailed or picked up; and
 - d. the requester's name and address.
6. **Requests for General Reference Branch records.** When a request is made for military dependent medical records, IRS records, Postal Data Center records, and other local Federal agency records, the Research Room attendant informs the General Reference Branch. The Chief, General Purpose Section, will come to the Research Room and obtain the necessary information about the record from the requester. In the Section Chief's absence, the Assistant Branch Chief or Branch Chief will assist the requester. If the requester is a walk-in, the General Reference Branch representative will also request the appropriate identification for the individual to review records or documents.
7. **Requests for Civilian Reference Branch records.** The Research Room attendant processes these requests in the following manner:
 - a. **Investigators.** Standard Form 127, Request for Official Personnel Folder, is used to request OPF's. Query the on-line system for a record location, attach the pullslip to the SF 127, write on the pullslip the agency abbreviation; e.g., FBI, CIA, etc. and send to the Search and File Section for the retrieval of the record. If the investigator is not on-site and will return at a later date, the record is placed in the investigative file cabinet.
 - b. **All other requests.** Query the on-line system for a records location. Page the supervisor assigned to walk-in requests. Immediate action will be taken to retrieve the record.
8. **Research requests requiring a record (S/research).**

- a. **Search and File Section.** Consult latest revision of NPRC 1867.59, Searching for Official Personnel Folders and other GS-3 operations in the Civilian Reference Branch, Search and File Section. Place requested record in the "Research Room" box located in the Section.
- b. **Screening.** The supervisor or designee screens the record for medical, confidential, and refile material in accordance with the latest revisions of NPRC 1867.6, Release and access guide for Official Personnel Folders, and NPRC 1867.47, Screening the official personnel folder to comply with general and specific agency restrictions. Print "SCREENED" in large letters on the pullslip and initial the document. Also determine if the requester represents a routine use of the requested records.

(1) **Routine use.** If the requester represents a routine use of the records, and the documents requested are releasable, forward the request and releasable documents to the Research Room. The registry number is written on any material that is screened out because it is not releasable, and such material is refiled.

(2) **Non-routine use.** If the requester does not represent a routine use of the records and/or none of the documents requested are releasable to the requester, forward the case to the Correspondence Section for reply. Notify Research Room attendant of the action taken.

c. **Research Room.**

(1) **Observing review of record.** The attendant logs in each record received from the Search and File Section and checks to make sure that the record has been screened. If the record has not been screened, it is returned to the Search and File Section. The record is provided to the requester to review in the Research Room. Records reviewed by agents are assigned by date and time. The attendant observes all requesters reviewing records to see that records are not removed or damaged during the review.

(2) **Accounting of disclosure.** The investigator, after reviewing the record, completes an accounting of disclosure for inclusion in the record. The accounting of disclosure can be a form generated by the agency represented, or NA Form 13132, Accounting of Disclosure, provided to the requester by NPRC. ALL AGENTS must complete an accounting of disclosure statement, unless they represent the agency which is the legal custodian of the record. The accounting must include:

- (a) the date of the review;
- (b) the purpose of the review (explain why the record was reviewed);
- (c) the nature of the records reviewed (personnel, medical, etc.); and

(d) the name, address, and telephone number of the agency which reviewed the record. (The name of the agent may also be supplied in addition to the agency's name, but this is not required.)

(3) **Records returned/held for review.** All agents return folders, or other records reviewed, to the Research Room attendant upon completion of review, or at the end of the work day. The record will be held in the files of the Research Room until the review is completed, or for five work days, whichever is shorter. Agencies may request records held in the Research Room for a longer time, provided specific arrangements are made with the approval of the Assistant Director for Civilian Records.

(4) **Review of accounting of disclosure.** The attendant reviews returned records for accounting of disclosure statements before folders are sent to the Search and File Section for refile. The attendant reports any improperly completed disclosure statement, or noncompliance with the accounting of disclosure requirement, to the Assistant Director for Civilian Records.

9. **Research requests requiring a transcript of the record (C/4 research).**

- a. **Search and File Section.** Follow procedures as outlined in latest revision of NPRC 1867.59, Searching for OPF and other GS-3 operations in the Civilian Reference Branch, Search and File Section. Forward completed action to the Correspondence Section for reply.
- b. **Correspondence Section.** Reply to the inquiry in accordance with the latest revision of NPRC 1867.7, Furnishing verification of service. File copy of request and reply into the record as an accounting of disclosure. Give reply and inquiry to supervisor upon completion. The supervisor takes reply and a copy of inquiry to the Research Room.
- c. **Research Room.** After accounting of disclosure is completed, the investigative folder log is maintained at the Research Room desk and is annotated by the Research Room attendant as to the date the record is returned to file.

10. **Fees.** Commercial agents and private researchers should be informed of the Center's fee requirements. See the latest revision of NPRC 1852.2, Information and instructions on fee cases (111 Winnebago), ch. 5.

CHAPTER 2. INQUIRIES RECEIVED IN THE RESEARCH ROOM AT 9700 PAGE

1. **Security in the Research Room.** The Research Room attendant is responsible for maintaining security for all records and information in the Research Room. When the regular attendant leaves the room for any reason, including lunch or break, a substitute must remain in the room if agents are working there. During such times the door is locked to visitors. If a problem with security is encountered at any time and cannot be resolved, the attendant contacts a security guard or the Assistant Director for Military Records.

- a. **Visitor sign-in.** Each visitor must sign NA Form 6014, Record of Time of Arrival and Departure from Buildings, and provide what the form requires. The sign-in list helps to determine the sequence in which visitors came to the Center in case there is a question about the priority in which visitors are serviced. (However, if it is apparent that the visitor will have to be referred elsewhere--most frequently this would be to ARPERCEN--the visitor does not sign in.)
- b. **Identification.** All visitors, receiving information or photocopies and those reviewing records, must present proper identification.

(1) **Comparison of signature.** Those who choose to wait (or return later) for copies must provide identification at the time the record/copies are presented. The Research Room attendant establishes the identity of a veteran, next of kin, or personal representative by comparing the signature, date of birth, etc., as it appears on the copies, with some form of personal identification such as a driver's license, identification cards, credit cards, passport, etc.

(2) Agents and investigators. Federal, state, or commercial agents must provide credentials issued by the employer. Only properly identified investigative representatives of those agencies which the Department of Defense and the U. S. Coast Guard have given routine use status may review records in connection with employment matters, security clearances, investigations, etc. See [apps.A through E](#) of the latest revision of [NPRC 1865.16](#), Release and access guide for military personnel and related records at NPRC, for lists of routine uses for each records system. Commercial agents must provide the veteran's authorization, or the authorization of the next of kin.

c. **Safeguarding records.** All visitors (including agents) who are in the process of reviewing records must be monitored at all times to prevent possible alteration, destruction, or removal of documents from the folder. When veterans, their representatives, or other authorized individuals (excluding agents and investigators as defined in subpar. (2), above) are reviewing the records, they must be accompanied by a technician from the appropriate correspondence section. The group of persons allowed in the reviewing area at any one time should be limited to a number that can be effectively observed.

2. **Information sheet.** The Research Room attendant refers to the National Personnel Records Center Information Sheet - Military Records to ensure the appropriate release authorization has been provided. A copy of the information sheet should be provided to the requester. ([See fig. 2-2](#))

3. **Processing request of veteran, next of kin, personal representative, or researcher.**

a. **Research Room attendant.**

(1) **Request forms.** Provide an [SF 180, Request Pertaining to Military Records](#), NA Form 13042, Request for Information Needed to Locate Medical Records, or NA Form 13055, Request for Information Needed to Reconstruct Medical Data, to obtain basic identifying data on the veteran. This also ensures that the request is in writing, which is a requirement of the Privacy Act. The Center can best serve the requester by helping him/her determine the documents or information he/she is seeking.

(2) **MPR holdings.** Query the on-line system to ascertain if the record is in the custody of Center holdings. If not, refer the requester to the appropriate office.

(3) **Fire-related records.** Provide an NA Form 13075, Questionnaire About Military Service, if the requested records are within the fire-related blocks. Inform the requester that the Center may be able to verify basic service data if we receive adequate and accurate identifying information to begin the process. If the visitor has brought any military documents or letters, photocopy them and attach them to the NA Form 13075.

(4) **Reply by mail.** Encourage the visitor to accept the reply by mail. If the request is to be answered by mail, attach a special Research Room red tag. ([See par. 13](#))

(5) **On-site reply.** If the visitor insists on waiting or wants to return to the Center to pick up photocopies or to review the record(s), telephone the appropriate correspondence section to advise of that fact. Screening a record prior to permitting a visitor to review it may take an hour or longer; thus, the visitor should be advised to allow sufficient time for the record or copies to be made available. Do not offer same day service for requests for: organizational records; DD Form 214, Certificate of Release or Discharge from Active Duty, when it is for reenlistment purposes; or complete copies. These will be mailed. If the veteran lives in the area and requests a review, offer to schedule a time for the review in 24 to 48 hours. If the veteran is from out of town, try to arrange for same day review. The

veteran must fill out an NA Form 13035, Concealment, Removal, or Mutilation of Records, at the time the record is made available for review.

(6) **Verification of data.** Prior to releasing the photocopies, verify that requested data has been provided, and compare signatures on the documents with those of the veteran.

(7) **Amended request.** If the visitor requests additional documents, amend the original request to indicate that additional information is requested or have the veteran complete another request form.

(8) **Interfile material.** Ensure that any newly-created documents, such as a release authorization or copy of the request, are forwarded to the correspondence section for interfiling in the veteran's folder.

b. **Correspondence section.** The correspondence section to which the request is sent does the deleting and photocopying. If the response is to be mailed, the correspondence section does so, completing the case. However, if the visitor prefers to pick up the copies, the correspondence section forwards them to the Research Room, while retaining the folder until the copies are presented to the requester and it is certain that the folder is no longer needed.

4. **Processing request of visiting Federal or state agent and multiple-record requests from researcher.** The requester must submit a separate NA Form 13087, Request for Records, for each record being requested. The Research Room attendant queries on-line system and electronically transfers request for a record to appropriate search section. The attendant retains one copy of NA Form 13087 for the suspense file in the Research Room. Any negative request is returned to the requester with a suggestion about where the record is probably located, or what additional information is needed.

5. **Telephone requests.** If visiting agents ask how to submit requests by telephone, tell them that all requests must be submitted in writing. The telephone in the Research Room is for internal use only and then only by Center personnel. Visiting Federal, state, and commercial agents have access to a public telephone in the lobby.

6. **Prompt service to the requester.** If the visitor is waiting, the request requires fast action.

a. **Research Room.** The Research Room attendant is the Director's representative in dealing with the public. The record must be available at the specified time. If the requester insists on waiting or returning the same day, the attendant telephones the correspondence section and obtains an estimate of when the record will be available.

b. **Correspondence section.** The supervisor or designee should give a realistic but appropriate estimate of the time that will be required to provide the record. If the record will not be available because it is charged out, incomplete, etc., the supervisor will call to notify the Research Room attendant immediately. Each employee involved in the case must be aware of the importance of keeping the Research Room attendant apprised of the status of the search and/or preparation of the record for review. Any reason for delay should immediately be made known to the Research Room attendant. If there are strict time limits, the documents/record is hand-carried to the Research Room.

7. **Correspondence section responsibilities in providing photocopies of documents and screening records.** When a request requires photocopies of documents only, each document should be reviewed for restricted information. A request to review a record requires that the entire folder be screened according to current release policies. Remember that the source of

the request determines the screening process; some documents which may be reviewed by Federal agents cannot be examined by other visitors, including the veteran. (See latest revisions of [NPRC 1865.16](#), Release and access guide for military personnel and related records at [NPRC1865.51](#), Request for replacement of separation documents, and [1864.108](#), Screening of military personnel and medical records for on-site review at NPRC or for disclosure through photocopies.)

8. **Disclosure of record to veteran or family member.** An archives technician (GS-6 or above), from the correspondence section with physical custody of the record, must be present in the Research Room while the record is being reviewed. Prior to review, the technician asks the veteran for identification and compares the evidence provided with information contained in the record. If the veteran asks if certain documents have been removed from the folder, explain that the Privacy Act of 1974 and Department of Defense regulations do not allow access to certain types of information. If the veteran persists in demanding to see the restricted records, contact the section chief for further assistance. Once the review is complete, the technician verifies that a copy of the veteran's request has been placed in the folder.
9. **Disclosure of record to veteran's representative.** Provisions of [par. 8](#) are applicable. In addition, a written authorization from the veteran, specifically designating the representative to be given access to review the record, is required. The technician should compare the signature with the signatures available in the record.
10. **Disclosure of record to Federal or state investigative agent.** Only properly identified investigative agents of Federal and state agencies which are routine uses of the records system may review records in connection with employment matters, security clearances, investigations, etc. See latest revision of [NPRC 1865.16](#).
 - a. **Observing review of record.** These agents do not have to be accompanied by Center personnel on a one-to-one basis as do the veteran or the veteran's personal representative. These agents must complete the review within the Research Room within sight of the attendant.
 - b. **Accounting of disclosure.** These agents are also subject to all applicable provisions of the Privacy Act, including completing an accounting of disclosure regarding their access to the folder. Also, an adequate accounting of disclosure must be put into each record when it is reviewed by a non-DoD agent. The accounting of disclosure must include:
 - (1) the date of review;
 - (2) the purpose of the review (explain why the record needs to be reviewed);
 - (3) the nature of the records reviewed (personnel, medical, other, etc.); and
 - (4) the name of the agency and the address of the agency which reviewed the record. (The name of the agency may also be supplied in addition to the agency's name, but this is not required.)NA Form 13087 is used as the accounting of disclosure. The Research Room attendant periodically checks the records which have been reviewed (before sending them to be refilled) to determine if there is a completed form that fulfills the requirements.
 - c. **Requests to remove documents.** Federal agents may ask to temporarily remove certain documents for use by their agencies. Refer all requests to the appropriate branch chief,

who applies the procedures in NPRC1865.58, Occupant agency access to records in NPRC.

11. **Disclosure of record to insurance agent or commercial investigator.** Provisions of [par. 10](#) are applicable. Also, make sure the agent or investigator:
 - a. has the written authorization of the veteran or the veteran's next of kin in order to review the military personnel or medical records;
 - b. completes a copy of NA Form 13035; and
 - c. puts the veteran's authorization (or the next of kin's) in the record.

12. **Fees.** Commercial agents and private researchers should be informed of the Center's fee requirements. See the latest revision of [NPRC 1852.I](#), Information and instructions on fee cases (9700 Page).

13. **Use of red tags.**
 - a. **Research Room.** Attach a special Research Room red tag to each request to be answered by mail. Query on-line system. Send positives to appropriate search section for action. Send negatives to Inquiry Analysis Section for action. Write on the request, "Mail Response."
 - b. **Inquiry Analysis Section.** Refer negative Research Room red tag requests to the appropriate branch of service or VA for reply. Notify requester of referral by using NA Form 13053, National Personnel Records Center Acknowledgement/Referral.
 - c. **Reference branches and Records Reconstruction Branch.** Research Room red tag cases must be assigned for immediate service.

Figure 1-4: National Personnel Records Center Information Sheet - Civilian Records

**NATIONAL PERSONNEL RECORDS CENTER
INFORMATION SHEET -- CIVILIAN RECORDS
111 Winnebago St., St. Louis, MO**

HOURS: 7:30 A.M. to 3:45 P.M., Monday through Friday except for legal holidays.

ACCESS TO OFFICIAL PERSONNEL FOLDERS: Access to Official Personnel Folders (OPF's) in the physical custody of NPRC is strictly regulated by the legal custodian of the record. The NPRC, as the physical but not the legal custodian of retired OPF's, is allowed to comply with only certain limited types of requests for access to information/documents.

ROUTINE USES: Routine uses of a record are compatible with the purpose for which the record was created. Routine uses of the records system are permitted access without the written authorization of the subject of the record. Routine uses are designated by the agency that has legal custody of the system of records involved. Lists of routine uses for all systems of records maintained by Federal agencies are published in the Federal Register.

RELEASABLE INFORMATION:

1. The only information releasable by NPRC to other than routine uses of the records, WITHOUT the former employee's written authorization, is information designated as releasable under the Freedom of Information Act. The releasable information is: position title, all past and present grades, past and present salaries, and past and present duty stations of a particular individual.
2. Information releasable by NPRC to non-routine uses of the records, WITH the former employee's written authorization, is limited to a transcript of employment, including the Freedom of Information Act (FOIA) items listed above, and copies of specific documents in the OPF.
3. Determination of releasability, and release of any other information to non-routine uses from the OPF's in the custody of NPRC must be made by the creating agency. NPRC routinely forwards requests for access to other information in the OPF's to the creating agency. A requester may contact the agency retaining legal authority of the record.

REQUIREMENTS OF A WRITTEN AUTHORIZATION:

1. Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering your request for access to a record (except for the FOIA items listed above). If the individual named in the record is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian must furnish a copy of the court appointment.)
2. All authorizations must be signed by the subject of the record. If the subject is unable to write (cursively), a printed signature is sufficient. If the subject is unable to write or print his/her name, the authorization (an "X" will be sufficient) must be witnessed by two adults other than the agent or representatives of the agent's company. The witnesses must also sign and date the authorization.
3. All authorizations granting a third party (attorney, subject's representative, company, or agent) the right to receive copies of specific documents in an OPF, or a transcript of service, must be dated.
4. The authorization remains in effect for one year from the time the subject signs and dates the authorization. We cannot honor authorizations which are more than one year old.
5. An authorization granting a third party the right to receive copies of specific documents, or a transcript of service, should specify that the custodian of the personnel record, or the National Personnel Records Center, St. Louis, Missouri, is authorized to disclose personnel records to an agent of a designated company.
 - a. If the authorization specifies only medical records, personnel records will not be released, and vice versa if the authorization specifies only personnel records.
 - b. The Center will not honor vague authorizations which have been passed from one company or one person to another. The authorization must specify the person who or the company whose agent is authorized access.
 - c. The Center will not honor vague authorizations which do not specify that the subject of the record realizes that his/her personnel record will be reviewed.
6. Please submit either the original request containing the subject's signature, or a clear photocopy or carbon copy. If, on the authorization submitted, it appears that the signature block or any other portion has been altered in any manner, this Center will not honor the request.

SUBMISSION PERIOD PRIOR TO REVIEW: If you submit a request in person at the Research Room, please allow at least sixteen work hours to elapse after submission before returning to the Center. Because of the large volume of requests received here daily, it takes approximately sixteen (16) work hours to discover the location of a record, have it searched, and then have it brought to the Research Room. If you submit a request by mail, please allow at least seven (7) work days to elapse after submission before coming to this Center for the copy(ies) or transcript. This allows the Postal Service several days to deliver the request. NOTE: This time schedule does not apply to individual requesters inquiring about their own records.

RECORDS HELD AT THE RESEARCH ROOM: Once a record has been located and sent to the Research Room, it will not be held in the files in that office for longer than five (5) work days. If you will not be able to come to the Center within ten (10) days of the time you mail your request (we allow seven (7) days for delivery and processing time), please indicate on the request the probable day you will arrive at the Center to review the record. If there is a considerable time span between the date of submission and the planned date of review, your request will not be processed until several days before your scheduled arrival.

ACCOUNTING OF DISCLOSURE: Every agent of a routine use of a records system (other than the subject of a record) who reviews a record on file at NPRC must provide an accounting of disclosure for the record. If the agent/representative cannot provide a disclosure form, the Center will provide a suitable form to be completed by the agent/representative. The accounting must state:

1. the date of review;
2. the purpose of the review;
3. the nature of the records reviewed (personnel, medical, etc.); and
4. the name of the agency and address of the agency which reviewed the record. (The name of the agent may also be supplied, in addition to the agency's name, but this is not required.)

Records will be reviewed before being refiled to determine compliance with this requirement.

Figure 2-2: **National Personnel Records Center Information Sheet - Military Records**

**NATIONAL PERSONNEL RECORDS CENTER
INFORMATION SHEET -- MILITARY RECORDS
9700 Page Ave., St. Louis, MO**

HOURS: 7:30 A.M. to 3:45 P.M., Monday through Friday except for legal holidays.

REQUIREMENTS OF A WRITTEN AUTHORIZATION:

1. Under the provisions of the Privacy Act of 1974, we must have the written consent of the individual whose records are involved before considering your request to review a record. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian must furnish a copy of the court appointment.) Although the Privacy Act does not apply to the records of deceased individuals, Department of Defense instructions indicate that we must have the written consent of the next of kin if the individual is deceased. For purposes of the release authorization, the next of kin is defined as any of the following: unremarried widow or widower, son, daughter, father, mother, brother, or sister.

2. All authorizations must be signed by the subject of the record. If the subject of the record is unable to write (cursively), a printed signature is sufficient. If the subject of the record is unable to write or print his/her name, the authorization (an "X" will be sufficient) must be witnessed by two adults other than the agent or representatives of the agent's company. The witnesses must also sign and date the authorization.
3. All authorizations granting a third party (attorney, subject's representative, company, or agent) the right to review a military personnel or medical record must be dated.
4. The authorization remains in effect for one year from the time the subject or his/her next of kin (if the subject of the record is deceased) signs and dates the authorization. We cannot honor authorizations which are more than one year old.
5. An authorization must specify that the veteran is authorizing the release of military personnel and/or medical records, or dependent's medical records. While it is not necessary that the authorization itself name the recipient, it must be clear that the veteran who signed the authorization intended whoever had control of the records to release them to the requester. It is sufficient that another piece of paper (transmittal) indicates where the copies or information will be sent.
 - a. If the authorization specifies only medical records, personnel records will not be released, and vice versa if the authorization specifies only personnel records.
 - b. The Center will not honor vague authorizations which have been passed from one company to another. The authorization must specify the company whose agent will complete the review and/or to furnish information/photocopies from the record.
 - c. The Center will not honor vague authorizations which do not specify or imply that the subject of the record realizes that his/her military record will be reviewed and/or photocopied.
6. An agent or subject's representative will not be allowed to review or to photocopy documents from either the military personnel or medical portions of the record unless the subject's authorization specifies that he/she is authorizing the company's agent or representative to review and photocopy portions of the personnel or medical records.
7. You must submit either the original request containing the subject's signature or a clear photocopy or carbon copy. If, on the authorization submitted, it appears that the signature block or any other portion has been altered in any manner, this Center will not honor the request.

SUBMISSION PERIOD PRIOR TO REVIEW: If you submit a request in person at the Research Room, please allow at least ten (10) days to elapse after submission before returning to this Center to review a record. Because of the large volume of requests received here daily, it takes approximately ten (10) days to discover the location of a military record, have it searched, and then have it brought to the Research Room.

If you submit a request by mail, please allow at least two (2) weeks to elapse after submission before coming to this Center to review a record. This allows the Postal Service several days to deliver the request.

RECORDS HELD AT THE RESEARCH ROOM: Once a military record has been located and sent to the Research Room, it will not be held in the files in the office for longer than thirty (30) days. If you will not be able to come to the Center within thirty (30) days of the time you mail your request (we allow ten (10) days for delivery and processing time), please indicate on the request the probable day

you will arrive at the Center to review the record. If there is a considerable time span between the date of submission and the planned date of review, your request will not be processed until several days before your scheduled arrival.

ACCOUNTING OF DISCLOSURE: Every agent or routine use of a records system (other than the subject of a record) who reviews a record on file at NPRC must provide an accounting of disclosure for the record. If the agent/representative cannot provide such a form, the Center will provide a suitable form to be completed. The accounting must state:

1. the date of review;
 2. the purpose of the review;
 3. the nature of the records reviewed (personnel, medical, etc.); and
 4. the name of the agency and address of the agency which reviewed the record. (The name of the agent may also be supplied in addition to the agency's name, but this is not required.)
-

Referral of Requests With and Without Records

Last Updated: 10/30/2015

Background: When an inquiry is received that (1) requires a response beyond the scope of what NPRC is authorized to provide or (2) involves a record not available to NPRC employees, you must refer the request to the proper office for action.

Types of Referrals: Variables such as the referral reason, type of request, or branch of service are used to determine how a request is referred. See the [referral smart-script](#) or attached table titled "[Determining the Referral Method](#)" to determine the appropriate referral method.

- **[Electronic Referrals:](#)** When appropriate, this is the preferred method when referring requests without records. With a few CMRS field entries, the referral package is electronically transmitted to the referral agency. If the requester's e-mail address was provided, CMRS will send a notice of the referral via e-mail. If e-mail address was not provided, Management Systems Staff will generate a post-card notice to the requester.
- **Automatic Referrals:** Some requests are automatically referred electronically by CMRS if they meet certain rules established in the system. These cases do not reach the technician for processing. For example, a request for the OMPF of Navy veteran discharged in 2000 would be automatically referred if the requester provided adequate data for CMRS to make this determination.
- **[Manual Referral:](#)** With a manual referral the technician must print and mail both the referral letter (notice) to the requester, and the referral package to the referral agency. Manually refer requests when the referral agency has not agreed to accept electronic referrals; when the request is from a Congressional office; or when you must provide photocopies or charge-out information with the referral.
- **[Core L&T:](#)** When you must send original records with the referral, perform the Core L&T procedure. This procedure supports record tracking requested by the service departments.
- **[Manual Core L&T:](#)** Use this process only when you cannot use the Core L&T process above. The ability to track records is lost when manually performing a Core L&T.

Referral Notices: A response to the requester advising them of our referral of all or part of their request to another agency for their action. Referral notices are generated by the technician (referral letter) for manual referrals, or in the form of a post card or e-mail for electronic referrals. Any time a request is forwarded outside NPRC, send the requester a notice of the referral.

Ensure the referral notice includes sufficient identifying data to permit the requester to refer back to their initial inquiry. Do not include Personally Identifiable Information (PII) in the referral notice if the requester is other than the subject of the record. The name and partial SSN on our response letters will suffice in most instances.

Process: The processes described in this guide include the referral of requests with and without records. The requirement to refer a request will be based on processing procedures for the type of case you are working.

Do not refer a request back to the custodian of the records after they have reported a negative search. More than likely it was sent back to us as a last resort. Talk to your supervisor about how to

best respond to the requester.

Do not forward to another agency an inquiry which should be returned to the requester for additional information. Prior to referring any request, ensure the request includes enough information for the referral agency to locate the record.

Click a link below to navigate to the appropriate section.

[Determine Appropriate Referral Method](#)

[Electronic Referral Procedure](#)

[Manual Referral \(without records\) Procedure](#)


[Core L&T Procedure](#)



[Manual Core L&T Procedure](#)

[Frequently Asked Questions](#)

Table: Determining the Referral Method

IF you are...	AND the type of records is...	THEN perform...
Sending original records to the referral agency	Registry or non-registry records	Core L&T
	Organizational records	Manual Core L&T

IF you are...	BECAUSE...	AND request is...	AND branch is...	AND referral agency is ...	THEN Perform
<p>Not Sending Records to the referral agency</p>	<p>Record has not been retired to NPRC. OR The matter is under the jurisdiction of the Service Department.</p>	Congressional	Any branch of service		Manual Referral
		Not a Congressional	Air Force	<p>[00688] Air Reserve Personnel Center (ARPC) DPSCW (Contact Center) Denver, CO</p>	Electronic Referral
				Other Offices	Manual Referral
				Navy Or Marine Corps	<p>[00689] Navy Personnel Command PERS 312D1, Millington TN</p>
		<p>[00690] Navy Personnel Command Retired Records Section (PERS-321D2) St. Louis MO</p>			
		<p> [00691] National Archives and Records Administration Archives 1 Reference Services</p>			

	Branch (RDT1) Washington, DC	
	[00692] Department of Veterans Affairs Records Management Center St. Louis, MO	
	[00693] Headquarters, US Marine Corps Personnel Management Support Branch (MMSB-20) Quantico, VA	
	Other Offices	Manual Referral
 Coast Guard (Medals Only)	 [00684] Coast Guard, Office of Military Personnel, PSC-PSD-MA (Medals and Awards) Stop 7200, 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200	Electronic Referral
	Army or Coast Guard	Manual Referral

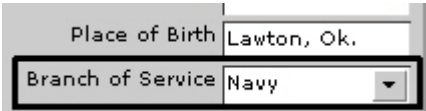
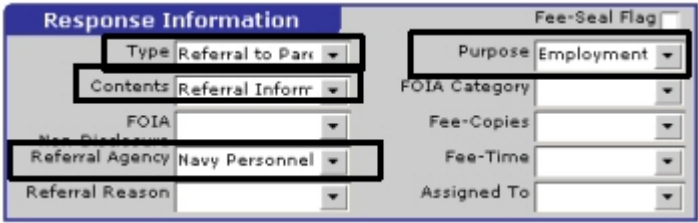
	Record is charged-out to Service Department	Congressional or Non-Congressional	Any branch of service	Manual Referral
<p>Sending a partial response to requester AND</p> <p>Referring request to the Service Department (Example: Request for Navy DD214 and medals), with or without record</p>	NPRC is authorized to provide part of what is being requested	<p>Congressional</p> <p>OR</p> <p>Non-Congressional</p>	Any branch of service	Manual Referral
Referring request with photocopies of documents	Service Department needs some information, but not the full, original record	<p>Congressional</p> <p>OR</p> <p>Non-Congressional</p>	Any branch of service	Manual Referral

Electronic Referral

Background: An electronic referral is used to electronically transmit a referral and response package when the response is beyond the authority of NPRC or when records have not been transferred to NPRC.

Procedure: Currently, electronic referrals can be used only when the veteran's branch of service is Air Force, Navy or Marine Corps and then only when being referred to certain offices. Do not use this procedure for requests from Congressional offices or when you must provide record charge-out information. See [determining the referral method](#) to ensure you can use this procedure. This is the preferred referral method for eligible requests.

<p>Electronic Referral Procedure</p>	

Step		Notes
1.	<p>Confirm referral is appropriate and verify eligibility for electronic referral.</p>	<p>See determining the referral method</p> <p>Should we really be referring this request?</p>
2.	<p>Verify the "Veteran's Information" applet indicates "Branch of Service" is Navy, Marine Corps or Air Force.</p> <p>Do not use branch "NavyMC."</p>	
3.	<p>Verify the request contains adequate information for the referral agency to locate the record and reply to the requester. Also, ensure the request contains either a mailing address, e-mail address or fax number.</p>	<p>If the request does not include enough information to locate a record or contact information other than a phone number, go back to the requester for the information, and place the request in suspense.</p>
4.	<p>In the "Response Information" applet, complete the following fields.</p> <p>a. "Type" of response, as applicable</p> <ul style="list-style-type: none"> • "Referral to Other On-Site Office" • "Referral to Parent Service" • "Referral to Other Agency" <p>b. "Contents" to "Referral Information"</p> <p>c. "Referral Agency", as applicable</p> <p>d. "Purpose", as applicable</p>	<p>Important Note: The "Referral Agency" must be one of the agency offices shown in the table for determining the referral method. If referring to another agency office, you must perform a manual referral.</p> 
5.	<p>In the "Request Information"</p>	<p>Changing the "Request Type" to "Referral" is a</p>

applet, complete the following fields.

- a. "Request Type" to "Referral"
- b. "Status" to "Case Completed"

key item that distinguishes an electronic referral from other referrals, and triggers CMRS to process the e-mailed referral to the Service Department.

The CMRS request data, along with incoming attachments (scanned images), will be sent to the referral agency via [e-mail](#). The requester will receive an [e-mail referral notice](#) if he/she provided his/her e-mail address with the request. If the requester did not provide an e-mail address, Management Systems Staff will generate and send a [postcard notice](#).

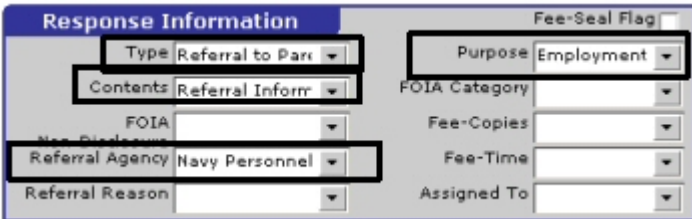
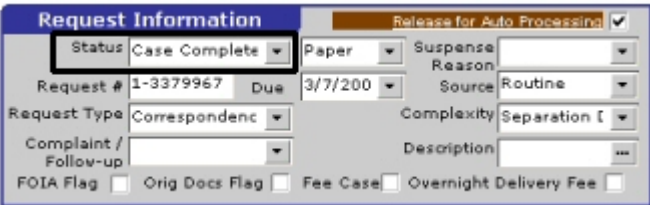
Manual Referral (without records)

Background: A referral involves the transfer of a request to another agency when the scope of the response is beyond the authority of the NPRC.

Procedure: Follow this procedure when you are not sending records and for request referrals that do not meet electronic referral criteria. Use for referrals of requests from Congressional offices, or when charge-out information must be provided via CMRS notes.

Manual Referral (without records) Procedure		
Step		Note
1	Confirm referral is appropriate and that a manual referral is the best option.	See determining the referral method . Should we really be referring this request?
2	Create the referral response letter using "Get Letter" or "Get Form".	
3	Verify the request and/or notes clearly let the referral agency know what they need to do or to what office the record is charged-out.	Add notes if needed for clarification.
4	Print the following:	The "Service Request All Details" report will provide CMRS data to include any Notes you

	<ul style="list-style-type: none"> a. 2 copies of the response letter b. Address and barcode labels c. All incoming attachments d. "Service Request All Details" report 	<p>made on the case.</p>
<p>5</p>	<p>For Requester: Place 1 copy of the referral response letter in an addressed and barcoded envelope for the requester.</p>	
<p>6</p>	<p>For Referral Agency:</p> <ul style="list-style-type: none"> a. Place a red checkmark next to the referral address on the remaining referral response letter. b. Place referral response letter on top of "Service Request All Details" report and incoming attachments. c. Staple agency referral package. Do not place in envelope. 	
<p>7</p>	<p>Place bar-coded response envelope to the requester on top of package for the referral agency.</p> <p>If applicable, place this package on top of record(s) that need to be refiled.</p>	<p>Support will wand out response to the requester and dispatch referral package to the agency.</p> <p>Important Note: Do not physically attach (staple, clip, etc) records to the referral package; support will think it's a Core L&T and send the record to the agency.</p>
<p>8</p>	<p>In the "Response Information" applet, complete the following fields.</p>	

	<p>a. "Type" of response, as applicable</p> <ul style="list-style-type: none"> • "Referral to Other On-Site Office" • "Referral to Parent Service" • "Referral to Other Agency" <p>b. "Contents" to "Referral Information"</p> <p>c. "Referral Agency", as applicable</p> <p>d. "Purpose", as applicable</p>	
<p>9</p>	<p>In the "Request Information" applet, change the "Status" to "Case Completed"</p>	<p>Important Note: DO NOT change the "Request Type" to "Referral". This is reserved for electronic referrals, and is what generates the electronic referral process in the system.</p> 

Core Loan and Transfer (L&T)

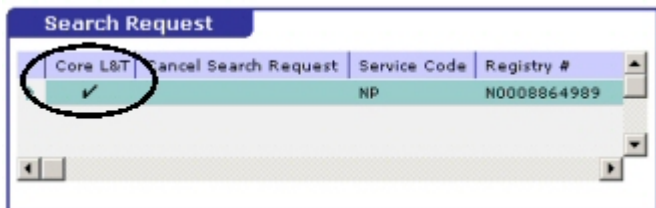
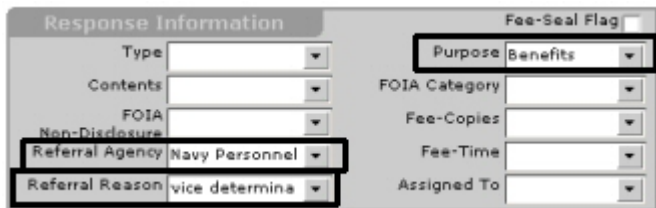
Background. A Core L&T is any referral of a request when we need to send the original records with the referral. It will involve sending the request and original records to the parent service or liaison office for a decision, signature, information, or their response to the requester. The Core L&T procedure will ensure record tracking through CMRS.

Procedure. The process of completing a Core L&T will vary depending on your reason for loaning or transferring the record. Follow procedure 1 below if you will place the case in [suspense](#) while waiting on an answer or signature from a liaison office before finally completing the case yourself. Follow procedure 2 if the referral agency will make the final response to the requester.

1. [Suspense for Liaison question or signature before NPRC response](#): Core L&T procedures apply to requests where you will be sending records to the liaison offices for information, a signature or decision and you expect to receive the request and record back to complete the case.
2. [Case Complete for agency to respond](#): Referral, with original records, to the service departments when they will be responding to the requester.

Important: See the [Frequently Asked Questions](#) section of this guide for how to handle non-typical issues (such as illegible Marine Corps microfiche) surrounding the Core L&T procedure.

Procedure: Core L&T - Suspense for Liaison question or signature before NPRC Response	
Step	Notes
1.	Navigate to the "Request, Response and Notes view in CMRS.
2.	Re-verify that it is appropriate to send this request to the service department.
3.	Document reason for referral in the "Notes" applet. Ensure your notes are meaningful to the referral agency. They will see them.
4.	Print incoming attachments for the referral agency.
5.	Print the "Service Request All Details" report.
6.	Navigate to the "MPR Registry Requests" view.
7.	<p>In the "Response Information" applet, complete the following fields.</p> <ul style="list-style-type: none"> a. Referral Agency b. Referral Reason c. Purpose
8.	<p>In the "Search Request" applet, check the "Core L&T" flag for the record you are loaning or transferring.</p>



If needed, you may check multiple records, but all must be going to the same referral agency and that agency must be authorized to receive that record.

You will receive an error message if the "Referral Agency" previously selected is not authorized to receive the record. You will also receive an error message if the record requires special handling and should not leave the building (e.g. S-File or Archival Records).

Clinical or other types of organizational records are not tracked using the Core L&T process.

9. In the "Request Information" applet, update the following fields.

- a. "Request Type" to "Core L&T"
- b. "Status" to "Suspense"
- c. "Suspense Reason" to "Liaison Office"
- d. Enter appropriate "Due" date



Do not change the "Complexity" to "L&T". This selection is reserved for requests submitted via eMilRecs that will be handled by RRB.

10. Rubber band and staple the incoming attachment and the "Service Request All Details" report to the top of the record jacket.

11. Place the search request form on top of the record.

Important Note: Ensure the correct search form is placed on top of the correct jacket if sending multiple records. This ensures search will correctly label the jacket for record tracking prior to sending it out of NARA's custody.

DO NOT put documents that are not part of the original record, inside the jacket or an envelope.

DO NOT combine or staple separate record jackets.

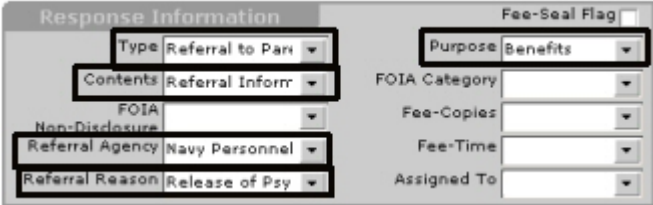
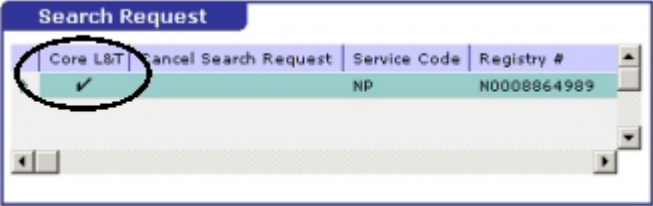
12. Send package to support for dispatch through RDA to the liaison.


When support wants the search request form, a new "Core L&T" search form will be generated and printed.

		<p>The liaison may use this form as a routing slip back to you and to document their comments.</p> <p>The request and record will be routed through RDA for record tracking.</p>
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See the [Frequently Asked Questions](#) section of this guide for how to handle non-typical issues surrounding this procedure.

Procedure: Core L&T - Case Complete for agency to respond		
Step	Notes	
1.	Navigate to the "Request, Response and Notes view in CMRS.	
2.	Re-verify the referral and loan/transfer of the record is appropriate for this request.	
3.	Document reason for referral in the "Notes" applet.	Ensure your notes are meaningful to the referral agency. They will see them.
4.	Create and print 2 copies of your referral response letter.	One copy will go the requester, the other will go to the referral agency.
5.	Print address and barcode labels for response to requester.	
6.	Place a red check-mark next to the referral agency address on the response letter that will be sent to the referral agency.	
7.	Print incoming attachments for the referral agency.	
8.	Print the "Service Request All Details" report.	

<p>9.</p>	<p>Navigate to the "MPR Registry Requests" view.</p>	<p>Optional step, but navigating to this screen now will prevent back-and-forth navigation when completing the following steps.</p>
<p>10.</p>	<p>In the "Response Information" applet, complete the following fields.</p> <ul style="list-style-type: none"> a. Response "Type" = "Referral to Parent Service" b. "Contents" = "Referral Information" c. "Referral Agency" as applicable d. "Referral Reason" as applicable e. "Purpose" as applicable 	
<p>11.</p>	<p>In the "Search Request" applet, check the "Core L&T" flag for the record(s) you are sending to the agency identified in the "Referral Agency" field.</p>	 <p>If needed, you may check multiple records, but all must be going to the same referral agency and that agency must be authorized to receive all records.</p> <p>You will receive an error message if the "Referral Agency" previously selected is not authorized to receive the record. You will also receive an error message if the record requires special handling and should not leave the building (e.g. S-File or Archival Records).</p> <p>Clinical or other types of organizational records are not tracked using the Core L&T process.</p>
<p>12.</p>	<p>In the "Request Information" applet, update the following fields.</p>	

	<p>a. "Request Type" to "Core L&T"</p> <p>b. "Status" to "Case Completed"</p>	 <p>Do not change the "Complexity" to "L&T". This selection is reserved for requests submitted via eMilRecs that will be handled by RRB.</p>
<p>13.</p>	<p>Rubber band and staple the copy of the response letter (with red checkmark, the incoming attachment and the "Service Request All Details" report to the top of the record jacket.</p>	
<p>14.</p>	<p>Place the search request form on top of the record.</p>	<p>Important Notes: Ensure the correct search form is placed on top of the correct jacket if sending multiple records. This ensures search will correctly label the jacket for record tracking prior to sending it out of NARA's custody.</p> <p>DO NOT put records inside an envelope that is not part of the original jacket.</p> <p>DO NOT combine or staple separate record jackets.</p>
<p>15.</p>	<p>Place the addressed and bar-coded envelope containing the response to the requester on top of the referral package.</p>	
<p>16.</p>	<p>Send the response to the requester and the referral package to support for dispatch.</p>	<p>When support wants the search request form, a new "Core L&T" search form will be generated that they will print and place with the record for record tracking.</p>

See the [Frequently Asked Questions](#) section of this guide for how to handle non-typical issues surrounding this procedure

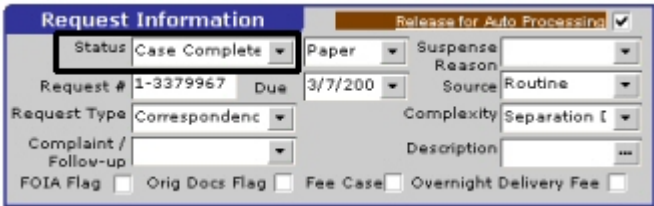
Manual Core L&T Processing

Background. The manual Core L&T processing of records is required when we need to send the original records with the referral, but CMRS will not permit the normal record tracking steps; such as a would occur when trying to Core L&T a request with Organizational Records. It will involve sending the request and original records to the parent service or liaison office for a decision, signature, information, or their response to the requester.

Important Note: The need for this procedure should be very rare. **Use this procedure as a last resort**, and only after positively determining [Core L&T](#) procedures will not work. Before using this procedure, see the [Frequently Asked Questions](#) section of this guide to ensure you didn't miss something that prevented you from performing the Core L&T procedure. NPRC will lose the ability to track records through CMRS for any records manually transferred to an agency.

Manual Referral (with records) Procedure		
Step		Note
1.	Confirm referral is appropriate and that a manual referral is the only option.	See determining the referral method . Should we really be referring this request? Why can't I perform a Core L&T ?
2.	Create the referral response letter using "Get Letter" or "Get Form".	
3.	Verify the request and/or notes clearly let the referral agency know what they need to do.	Add notes if needed for clarification.
4.	Print the following: <ul style="list-style-type: none"> a. 2 copies of the response letter b. Address and barcode labels c. All incoming attachments d. "Service Request All Details" report 	The "Service Request All Details" report will provide CMRS data to include any Notes you made on the case.
5.	For Requester: Place 1 copy of the referral response letter in an addressed and barcoded envelope for the requester.	
6.		

	<p>For Referral Agency:</p> <ol style="list-style-type: none"> a. Place a red checkmark next to the referral address on the remaining referral response letter. b. Place referral response letter on top of "Service Request All Details" report and incoming attachments. c. Rubber band and staple the referral documents to the top of the record. Place the search form on top of these documents, but not rubber-banded or stapled to the record. 	<p>If more than one folder is being sent to the same place, put each folder's search form on top of the folder it is associated with, rubber-band the folders together, and then put the bar-coded envelope on top.</p> <p>Important Note: Ensure the correct search form is on top of each folder.</p>
<p>7.</p>	<p>Place barcoded response envelope to the requester on top of package for the referral agency.</p>	
<p>8.</p>	<p>In the "Response Information" applet, complete the following fields.</p> <ol style="list-style-type: none"> a. "Type" of response, as applicable b. "Contents" to "Referral Information" c. "Referral Agency", as applicable d. "Purpose", as applicable 	
<p>9.</p>	<p>In the "Request Information" applet, change the "Status" to "Case Completed"</p>	<p>Important Note: DO NOT change the "Request Type" to "Referral". This is reserved for electronic referrals. Also, DO NOT change the "Request Type" to "Loan & Transfer"</p>

		
10.	Dispatch referral package to support.	

See the [Frequently Asked Questions](#) section of this guide for how to handle non-typical issues surrounding this procedure.

Frequently Asked Questions

- ***What if the veteran has multiple records and I have to loan or transfer them to different agencies?***

Though it should be rare, if you have one request involving multiple records that need to be loaned to different agencies, have your coach create additional requests to support a Core L&T of each record. Your coach will need to re-associate any applicable searches to the new request.

- ***What should I do when I receive an error because the record I'm loaning was found during a verification search?***

You can still perform the Core L&T by checking the Core L&T flag on the first search for that record. However, if it's a registry record, be very careful to ensure you are selecting a search with a registry number that matches the record you are loaning or transferring. This is critical.

- ***Why do I keep getting the error message "Referral Agency is not authorized to receive Core L & T Referrals" after checking the Core L&T flag in the search applet?***

Below are the most common reasons for this message.

- The record you are attempting to loan a record that the selected referral agency is not authorized to receive. (E.g. You are trying to loan a Coast Guard record to the Army). Ensure you selected the correct referral agency and are attempting to flag the correct record search.
- Certain files such as "S" files or archival files require special handling and should not be loaned or transferred outside NARA's control. Send copies if the agency needs this information.
- Certain files such as clinical or auxiliary typically are not loaned in their original form. If copies will not satisfy the agencies need, for clinical records use the process for a [Manual Loan & Transfer](#); for auxiliary records create an "R" file and see FAQ "[How do I loan or transfer a newly created "R" file that is not yet in the registry?](#)"
- The search you are trying to flag is a verification search. This is something that needs to be fixed in the system, but in the meantime see FAQ "[What should I do when I receive an error because the record I'm loaning was found during a verification search?](#)" for a simple work-around.

- **How do I loan or transfer a newly created "R" file that is not yet in the registry?**

If photocopies are not acceptable:

1. Create an "R" file with the auxiliary records
2. Have your ET or Coach take this folder to the T&D lead or supervisor. T&D will enter this record into the registry; usually within 24 hours.
3. Retrieve record from T&D
4. Create a CMRS search for this newly created "R" file.
5. Immediately, have your coach or ET print a search request form for this newly created search and have it wanded "In Core". This will prevent search from looking for a record you already have in your possession. Important Note: After wanding "In Core", verify the "Cancel Search Request" flag is NOT checked. Failure to remove the checkmark will cause the search to disappear when the case closes.
6. Follow normal [Core L&T](#) procedures to loan or transfer this record.

- **How do I handle a Core L&T for unreadable microfiche?**

Marine Corps

For unreadable Marine Corps microfiche, obtain a copy of the master microfiche from Valmeyer. Use the instructions provided in [Requesting Microfiche from Valmeyer](#) Requesting Microfiche from Valmeyer to order a copy of the master microfiche. After you receive the copy and it is still unreadable, refer the military record, the new copy of the microfiche, the request and the All Service Details report with updated notes to Marine Corps. Explain in your note that both the record's microfiche and the one requested are illegible. See [Handling Unreadable Microfiche](#) for further information and this entry, [Referral of Requests With and Without Records](#) for instructions about performing a Core L&T.

Air Force/Army/Navy

Unreadable Air Force, Army and Navy microfiche are no longer referred to the service department. See CRG entry [REQUESTING MICROFICHE FROM VALMEYER AND HANDLING UNREADABLE MICROFICHE](#) for additional information.

Sample electronic referral automated e-mail to the referral agency. (Note: Any incoming attachments will be attached to this e-mail.)

Please do not respond to the following message. This message has been auto-generated by NPRC.

Referral Service Request from:
NATIONAL PERSONNEL RECORDS CENTER
9700 Page Avenue
St. Louis MO 63132

SERVICE REQUEST

SERVICE REQUEST #: 1-1773901
HOW RECEIVED : Mail
DESCRIPTION :

REQUESTER INFORMATION:

LAST NAME:: .
FIRST NAME:: .
STREET:: 20 Washington
CITY:: Newark
STATE:: NJ
POSTAL CODE:: 07102
PHONE::
FAX::
EMAIL:: deborah.hilton@nara.gov
COMPANY:: Dept. of VA

VETERAN INFORMATION:

LAST NAME:: MOXXXXXXES
FIRST NAME:: JXXXXXO
MIDDLE NAME:: V
SSN:: 123456789
DATE OF BIRTH:: 07/04/1976
DATE OF DEATH::
PLACE OF BIRTH::
BRANCH OF SERVICE:: Navy

SERVICE DETAILS

SERVICE DETAIL - 1
BRANCH:: Navy
COMPONENT:: Active
DATE RELEASED:: 1997
OFFICER/ENLISTED::
SERVICE NUMBER::
SERVICE PERIOD::

DOCUMENTS REQUESTED

Sample electronic referral automated e-mail to the requester if e-mail address was provided.
Please do not respond to the following message. This message has been auto-generated by NPRC.

Thank you for contacting the National Personnel Records Center. Military personnel records are sent to the National Personnel Records Center from the military service departments after the individual is discharged, retired, or deceased. To date, the requested records have not been received by this

center. We have, therefore, referred your inquiry to the appropriate military service department at the following address:

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-3130

SERVICE REQUEST

SERVICE REQUEST #: 1-1773901

HOW RECEIVED : Mail

DESCRIPTION :

REQUESTER INFORMATION:

LAST NAME:: .

FIRST NAME:: .

STREET:: 20 Washington

CITY:: Newark

STATE:: NJ

POSTAL CODE:: 07102

PHONE::

FAX::

EMAIL:: deborah.hilton@nara.gov

COMPANY:: Dept. of VA

VETERAN INFORMATION:

LAST NAME:: MOXXXXXX

FIRST NAME:: JXXXXXO

MIDDLE NAME:: V

SSN:: 123456789

DATE OF BIRTH:: 07/04/1976

DATE OF DEATH::

PLACE OF BIRTH::

BRANCH OF SERVICE:: Navy

SERVICE DETAILS

SERVICE DETAIL - 1

BRANCH:: Navy

COMPONENT:: Active

DATE RELEASED:: 1997

OFFICER/ENLISTED::

SERVICE NUMBER::

SERVICE PERIOD::

DOCUMENTS REQUESTED

Sample electronic referral postcard mailed or faxed to requester if e-mail address is not provided.

National Personnel Records Center
9700 Page Ave
St.Louis, MO 63132 - 5100

Subject: BYRON HOLSOMBACH

Reference Number: 1-3351601

Thank you for contacting the National Personnel Records Center. Military personnel records are sent to the National Personnel Records Center from the military service departments after the individual is discharged, retired or deceased. To date, the requested records have not been received by this center. We have, therefore, referred your inquiry to the appropriate military service department at the following address:

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-3130

BYRON HOLSOMBACH
1234 Apple Street
St Louis, MO 63132

Figure 2-2: Required actions for requests involving "sensitive" information on DD Form 214 (or equivalent) (Part 2 of 2)

REPLY CONCERNING MILITARY RECORDS		DATE 5-17-90
RE: CHARLES Post		
THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S). IF YOU WRITE TO US AGAIN ON THIS SUBJECT, PLEASE RETURN YOUR ORIGINAL REQUEST, THIS FORM, AND ANY OTHER FORM YOU COMPLETE.		
<input type="checkbox"/> Copies of requested military <input type="checkbox"/> personnel <input type="checkbox"/> medical records are attached. We suggest you make an extra copy and guard against loss or damage. We regret if any photocopies may be of poor quality, but they are the best copies obtainable.		
<input type="checkbox"/> The attached separation document may include the following information: authority for separation, reason for separation, Reenlistment Eligibility Code, and Separation (SPN/SPD) Code. If you require a copy of the separation document that does not contain the above information, you may request a deleted copy from this Center.		
<input type="checkbox"/> The Privacy Act of 1974 does not permit the release of a social security number or other personal information to the public without the authorization of the veteran concerned; therefore, we have deleted personal identifying data relating to other persons.		
<input checked="" type="checkbox"/> The Reenlistment Eligibility (RE) Code issued upon release from active duty on <u>12-7-75</u> is <u>RE-2</u>		
<input checked="" type="checkbox"/> The reason and authority for separation from active duty/discharge on <u>12-7-75</u> is <u>[REDACTED]</u>		
<input type="checkbox"/> The record of service in the _____ indicates service in a POW status from _____ to _____.		
<input type="checkbox"/> Military personnel, upon discharge from the Armed Forces, are issued discharge certificates. These certificates are prepared in the original only; therefore, copies cannot be furnished. The law does prohibit that upon presentation of satisfactory proof of loss (such as a signed statement, an honorably discharged veteran or the surviving spouse) be given a "certificate in lieu of lost or destroyed discharges." We are unable to issue a certificate in lieu to anyone other than as provided by law.		
<input type="checkbox"/> The document you have requested, DD Form 214, Report of Separation, was not used until Jan. 1, 1950. However, a similar form was used at the time the person named above was separated. A copy of it is attached.		
<input type="checkbox"/> When the person named above was separated, it was the practice to issue a document which served as a report of separation.		
<input type="checkbox"/> The original Report of Separation was issued at the _____ of separation. Another original cannot be issued. The attached copy, however, will serve the same purpose as the original.		
<input type="checkbox"/> No Report of Separation was issued since the person named above had no active service, or less than 30 days of active duty for training.		
<input type="checkbox"/> The service record of the person named above does contain a copy of a Report of Separation, or its equivalent. Therefore, we are instead furnishing the attached NA Form 13038, Certificate of Military Service. This will serve as verification of military service and may be used for any official purpose.		
<input type="checkbox"/> That portion of your request seeking medals/awards/issuance of medals/awards. Any further correspondence on this subject should be addressed to that office.		
<input type="checkbox"/> ARPERCEN, Attn: DARP-PAS-EAW <input type="checkbox"/> Navy Liaison Office, Room 3475, N-314 9700 Page Blvd., St. Louis, MO 63132		
<input type="checkbox"/> The medical records you request _____ have been lent to the Veterans Administration and may be obtained from the VA office known as _____.		
<input type="checkbox"/> According to the provisions of DoD Directive 5400.11, information that can be interpreted and explained properly furnish us with the name and address of that physician, the release of the records to the designated physician.		
<input type="checkbox"/>		
CHARLES Post [REDACTED] [REDACTED]		NCPM BRANCH STAMP NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13044 (REV. 4-88)

Research Room Library Organized by Keyword

KeyWords	Title	Description	Section	Shelf
	Biennial Report of the Chief of Staff of the United States Army, 1 July 1929-30 June 1945, George C. Marshall	U.S. Army Center of Military History	B	5
	Building Air Bases in the Negev the U. S. Army Corps of Engineers in Israel, 1979-1982	U.S. Army Center of Military History	B	4
	For the Common Defense, A Military History of the U.S.A.		C	2
	General Officers of the Army and Air National Guard - December 1981		C	2
	Getting the Message Through a Branch History of the U.S. Army Signal Corps.	U.S. Army Center of Military History	B	4
	Guerrilla Warrior	The early life of John J. Pershing	B	5
	Holocaust-ERA Assets	A Finding Aid to Records at the National Archives at College Park, Maryland, NARA	B	4
	Integration of the Armed Forces 1940-1965	U.S. Army Center of Military History	B	4
	Inventory of the Records of the Office of the Secretary of War	Record Group 107, Inventory No. 17 NARA	B	4
	Military Government in the Ryukyu Islands 1945-1950	U.S. Army Center of Military History	B	4
	Official Army National Guard Register 1 January 1985	Department of the Army	C	1
	Portrait of an Army	U.S. Army Center of Military History	B	5
	Preliminary Inventory of the Records of U.S. Army Continental Commands, 1821-1920	Record Group 393-NARA	B	4
	Secretaries of War and Secretaries of the Army, Portraits and Biographical Sketches	U.S. Army Center of Military History	B	5
	Soldiers Serving the Nation	U.S. Army Center of Military History	B	5
	The Army Medical Department, 1818-1865.	U.S. Army Center of Military History	B	4
	The Army Medical Department, 1865-1917.	U.S. Army Center of Military History	B	4
	The History of the U.S. Army Corps of Engineers		B	5
	The Inspectors General of the United States Army 1773-1903	U.S. Army Center of Military History	B	4

KeyWords	Title	Description	Section	Shelf
	The Sergeants Major of the Army	U.S. Army Center of Military History	B	5
	The Story of the Noncommissioned Officer Corps	U.S. Army Center of Military History	B	5
	The Women's Army Corps 1945-1978	U.S. Army Center of Military History	B	4
American Military History	American Military History	U.S. Army Center of Military History	C	4
Chief of Staff	Gordon R. Sullivan, The Collected Works (1991-1995)		C	3
Desert Shield and Desert Storm	The Whirlwind War, The U.S. Army in Operations Desert Shield and Desert Storm		C	3
Desert Storm and Desert Shield	From the Fulda Gap to Kuwait, U.S. Army, Europe and the Gulf War		C	3
Desert Storm and Desert Shield	Moving Mountains, Lessons in Leadership and Logistics from the Gulf War		C	3
Desert Storm and Desert Shield	Triumph in the Desert		C	3
Dominican Republic	Leavenworth Papers Number 15: Power Pack: U.S. Intervention in the Dominican Republic, 1965-1966		C	3
Korean War	Ebb and Flow, November 1950 - July 1951	U.S. Army Center of Military History	C	2
Korean War	Korea 1950	Office of the Chief of Military History	C	2
Korean War	Korea 1951-53	Office of the Chief of Military History	C	2
Korean War	U.S. Army in the Korean War, Policy and Direction the First Year	U.S. Army Center of Military History	C	2
Korean War	U.S. Army in the Korean War, South to the Naktong, North to the Yalu (June-November 1950)	U.S. Army Center of Military History	C	2
Korean War	U.S. Army in the Korean War, The Medic's War	U.S. Army Center of Military History	C	2
Korean War	U.S. Army in the Korean War, Truce Tent and Fighting Front	U.S. Army Center of Military History	C	2
Korean War	U.S. Army Mobilization and Logistics in the Korean War	U.S. Army Center of Military History	C	2
Military History	A Guide to the Study and Use of Military History	U.S. Army Center of Military History	C	4

KeyWords	Title	Description	Section	Shelf
Spanish American War	Correspondence Relating to the War With Spain - Volume 1		A	1
Spanish American War	Correspondence Relating to the War With Spain - Volume 2		A	1
U.S. Army	Aleutian Islands	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Algeria-French Morocco	The U. S. Army Campaigns of WWII	A	2
U.S. Army	An Unknown Future and a Doubtful Present: Writing the Victory Plan of 1941		A	2
U.S. Army	Army Lineage Series - Armies, Corps, Divisions, and Separate Brigades	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series - Armor-Cavalry Part 1: Regular Army and Army Reserve	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series - Infantry Part 1: Regular Army	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series-Field Artillery: Regular Army and Army Reserve	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series-Maneuver and Firepower: The Evolution of Divisions and Separate Brigades	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series: Air Defense Artillery	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series: Aviation	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series: Military Intelligence	U.S. Army Center of Military History	C	4
U.S. Army	Army Lineage Series: Military Police	U.S. Army Center of Military History	C	4
U.S. Army	Bastogne: The First Eight Days		A	5
U.S. Army	Central Pacific	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Command Decisions	Office of the Chief of Military History	C	4
U.S. Army	Defense of the Americas	The U.S. Army Campaigns of WWII	A	2
U.S. Army	Ebb and Flow, November 1950 - July 1951	U.S. Army Center of Military History	C	2
U.S. Army	Egypt-Libya	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Fifth Army at the Winter Line		A	4
U.S. Army	From the Volturno to the Winter Line		A	4
U.S. Army	Gordon R. Sullivan, The Collected Works (1991-1995)		C	3

KeyWords	Title	Description	Section	Shelf
U.S. Army	Guadacanal	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Guam		B	2
U.S. Army	History of Military Mobilization in the U.S. Army 1775-1945	Dept of the Army, Pamphlet No. 20-212	C	4
U.S. Army	India-Burma	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Jeburgh Team Operations In Support of the 12th Army Group, August 1944 Combat Studies Institute		A	2
U.S. Army	Korea 1950	Office of the Chief of Military History	C	2
U.S. Army	Korea 1951-53	Office of the Chief of Military History	C	2
U.S. Army	Learning Lessons in the American Expeditionary Forces		A	2
U.S. Army	Leavenworth Papers Number 15: Power Pack: U.S. Intervention in the Dominican Republic, 1965-1966		C	3
U.S. Army	Makin		B	2
U.S. Army	Medical Department U.S. Army: Internal Medicinie in WWII, Volume 1: Activities of Medical Consulants		B	1
U.S. Army	Medical Department U.S. Army: Internal Medicinie in WWII, Volume 2: Infectious Diseases		B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 2: Environmental Hygiene		B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 3: Personal Health Measures and Immunization		B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 4: Communicable Diseases		B	1
U.S. Army	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 5: Communicable Diseases		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII, Volume 2: General Surgery		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Hand Surgery		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Ophthalmology and Otolaryngology		B	1

KeyWords	Title	Description	Section	Shelf
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the European Theater of Operations		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the Mediterranean Theater of Operations		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Physiologic Effects of Wounds		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Thoracic Surgery, Volume 2		B	1
U.S. Army	Medical Department U.S. Army: Surgery in WWII: Vascular Surgery		B	1
U.S. Army	Medical Department U.S. Army: Veterinary Service in WWII		B	1
U.S. Army	Medical Department U.S. Army: Wound Ballistics		B	1
U.S. Army	Medical Department U.S. Army: Cold Injury - Ground Type		B	1
U.S. Army	Medical Department U.S. Army: Dental Service in WWII		B	1
U.S. Army	Merrill's Marauders		B	2
U.S. Army	Moscow to Stalingrad: Decision in the East		A	5
U.S. Army	Naples-Foggia	The U. S. Army Campaigns of WWII	A	2
U.S. Army	New Guinea	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Normandy	The U.S. Army Campaigns of WWII	A	2
U.S. Army	Northern Solomons	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Omaha Beachhead		A	5
U.S. Army	Omar Nelson Bradley: The Centennial		A	2
U.S. Army	Papau	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Papua Campaign		B	2
U.S. Army	Philippine Islands	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Po Valley	The U.S. Army Campaigns of WWII	A	2

KeyWords	Title	Description	Section	Shelf
U.S. Army	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 1		B	2
U.S. Army	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 2		B	2
U.S. Army	Reports of General MacArthur: MacArthur in Japan: The Occupation: Military Phase, Volume 1, Supplement		B	2
U.S. Army	Southern Philippines	The U. S. Army Campaigns of WWII	A	2
U.S. Army	Special Studies-The Demands of Humanity: Army Medical Disaster Relief	U.S. Army Center of Military History	C	4
U.S. Army	St - Lo		A	5
U.S. Army	Stalingrad to Berlin: The German Defeat in the East		A	5
U.S. Army	The Admiralties		B	2
U.S. Army	The Army Nurse Corps: A Commemoration of WWII Service		A	2
U.S. Army	The Employment of Negro Troops	U.S. Army Center of Military History	C	2
U.S. Army	The Final Collapse	U.S. Army Center of Military History	C	3
U.S. Army	The Staff Ride		A	2
U.S. Army	The U.S. Army's Transition to the All- Volunteer Force 1968-1974	U.S. Army Center of Military History	C	3
U.S. Army	The Whirlwind War, The U.S. Army in Operations Desert Shield and Desert Storm		C	3
U.S. Army	The Woman's Army Corps: A Commemoration of WWII Service		A	2
U.S. Army	Time Honored Professionals: The NCO Corps Since 1775		A	2
U.S. Army	To Bizerte With the II Corps		A	4
U.S. Army	Tunisia	The U. S. Army Campaigns of WWII	A	2
U.S. Army	U.S. Army in the Korean War, Policy and Direction the First Year	U.S. Army Center of Military History	C	2
U.S. Army	U.S. Army in the Korean War, South to the Naktong, North to the Yalu (June-November 1950)	U.S. Army Center of Military History	C	2
U.S. Army	U.S. Army in the Korean War, The Medic's War	U.S. Army Center of Military History	C	2

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in the Korean War, Truce Tent and Fighting Front	U.S. Army Center of Military History	C	2
U.S. Army	U.S. Army in the World War: Bulletins - Volume 17		A	1
U.S. Army	U.S. Army in the World War: General Orders - Volume 16		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 5		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 6		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 7		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 8		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 9		A	1
U.S. Army	U.S. Army in the World War: Organization-Volume 1		A	1
U.S. Army	U.S. Army in the World War: Policies - Volume 2		A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 12		A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 13		A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 14		A	1
U.S. Army	U.S. Army in the World War: Reports - Volume 15		A	1
U.S. Army	U.S. Army in the World War: Training - Volume 3		A	1
U.S. Army	U.S. Army in the World War: Military Operations - Volume 4		A	1
U.S. Army	U.S. Army in the World War: The Armistice - Volume 10, Part 1		A	1
U.S. Army	U.S. Army in the World War: The Armistice - Volume 11, Part 2		A	1
U.S. Army	U.S. Army in Vietnam (Advice and support- the early years 1941-1960)	U.S. Army Center of Military History	C	3
U.S. Army	U.S. Army in Vietnam (Advice and support: The final years, 1965-1973)	U.S. Army Center of Military History	C	3
U.S. Army	U.S. Army in Vietnam, The Military and the Media 1962-68	U.S. Army Center of Military History	C	3
U.S. Army	U.S. Army in Vietnam, The Military and the Media 1968-73	U.S. Army Center of Military History	C	3
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the European Theater of Operations			

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the Mediterranean and Minor Theaters		B	4
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the War against Japan		B	4
U.S. Army	U.S. Army in World War II: The Technical Services, The Medical Department: Hospitalization and Evacuation, Zone of Interior		B	4
U.S. Army	U.S. Army in World War II: The War Department: Chief of Staff: Prewar Plans and Preparations		A	2
U.S. Army	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1940-1943		A	2
U.S. Army	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1943-1945		A	2
U.S. Army	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1941-1942		A	2
U.S. Army	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1943-1945		A	2
U.S. Army	U.S. Army in World War II: The War Department: The Army and Economic Mobilization		A	2
U.S. Army	U.S. Army in World War II: The War Department: Washington Command Post: The Operations Division		A	2
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Germany and Italy: Mediterranean and Adjacent Areas		A	3
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Germany: European and Adjacent Areas		A	3
U.S. Army	U.S. Army in World War II: Pictorial Record: The War Against Japan		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Buying Aircraft: Material Procurement for the Army Air Forces		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Chronology: 1941-1945		A	3

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: Special Studies: Civil Affairs: Soldiers Become Governors		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Manhattan: The Army and the Atomic Bomb		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Military Relations Between the United States and Canada 1939-1945		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Rearming the French		A	3
U.S. Army	U.S. Army in World War II: Special Studies: The Employment of Negro Troops		A	3
U.S. Army	U.S. Army in World War II: Special Studies: The Women's Army Corps		A	3
U.S. Army	U.S. Army in World War II: Special Studies: Three Battles: Arnaville, Altuzzo, and the Schmidt		A	3
U.S. Army	U.S. Army in World War II: The Army Ground Forces: The Organization of Ground Combat Troops		A	2
U.S. Army	U.S. Army in World War II: The Army Service Forces: The Organization and Role of the Army Service Forces		A	2
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Command Problems		A	4
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Mission to China		A	4
U.S. Army	U.S. Army in World War II: The China-Burma-India Theater: Time Runs Out in the CBI		A	4
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Breakout and Pursuit		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Cross-Channel Attack		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Logistical Support of the Armies, Volume II: September 1944 - May 1945		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: Riviera to the Rhine		A	5

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Ardennes: Battle of the Bulge		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Last Offensive		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Lorraine Campaign		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Siegfried Line Campaign		A	5
U.S. Army	U.S. Army in World War II: The European Theater of Operations: The Supreme Command		A	5
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Salerno to Cassino		A	4
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Sicily and the Surrender of Italy		A	4
U.S. Army	U.S. Army in World War II: The Mediterranean Theater of Operations: Northwest Africa: Seizing the Initiative in the West		A	4
U.S. Army	U.S. Army in World War II: The Middle East Theater: The Persian Corridor and Aid to Russia		A	4
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Organization for War		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Construction in the U.S.		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Germany		B	3

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Japan		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Troops and Equipment		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: Planning Munitions for War		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Ordnance Department: Procurement and Supply		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Germany		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Japan		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 1		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 2		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Emergency (To December 1941)		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Outcome (Mid - 1943 through 1945)		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Movements, Training, and Supply		B	3

KeyWords	Title	Description	Section	Shelf
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Operations Overseas		B	3
U.S. Army	U.S. Army in World War II: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		B	3
U.S. Army	U.S. Army in World War II: The War Department: The Army and Industrial Manpower		A	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Campaign in the Marianas		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Guadalcanal: The First Offensive		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Leyte : The Return to the Philippines		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Okinawa: The Last Battle		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Seizure of the Gilberts and Marshalls		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Strategy and Command: The First Two Years		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: The Approach to the Philippines		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: The Fall of the Philippines		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Triumph in the Philippines		B	2
U.S. Army	U.S. Army in World War II: The War in the Pacific: Victory in Papua		B	2
U.S. Army	U.S. Army in World War II: The Western Hemisphere: Guarding the United States and it's Outposts		A	4
U.S. Army	U.S. Army in World War II: The Western Hemisphere: The Framework of Hemisphere Defense		A	4
U.S. Army	U.S. Army Mobilization and Logistics in the Korean War	U.S. Army Center of Military History	C	2
U.S. Army	U.S. Army Signals Intelligence in World War II	U.S. Army Center of Military History	C	4
U.S. Army	UN Operational Art	U.S. Army Center of Military History	C	4

KeyWords	Title	Description	Section	Shelf
U.S. Army	Utah Beach To Cherbourg		A	5
U.S. Army	Vietnam Studies, Air Mobility	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Allied Participation in Vietnam	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Base Development 1965-1970	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Communications-Electronics	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Division-level communications 1962-1973	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Field Artillery 1954-1973	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Financial Management of the Vietnam Conflict	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Law at War Vietnam 1964-1973	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Logistic Support	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Medical Support 1965-1970	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Mounted Combat in Vietnam	Dept of the Army	C	3
U.S. Army	Vietnam Studies, Riverine Operations	Dept of the Army	C	3
U.S. Army	Vietnam Studies, The Development and Training of the South Vietnamese Army 1951-1972	Dept of the Army	C	3
U.S. Army	Vietnam Studies, The Role of Military Intelligence 1965-1967	Dept of the Army	C	3
U.S. Army	Vietnam Studies, The War in the Northern Provinces 1966-1968	Dept of the Army	C	3
U.S. Army	Vietnam Studies, U.S. Army Engineers 1965-1970	Dept of the Army	C	3
U.S. Army	Vietnam Studies, U.S. Army Special Forces 1961-1971	Dept of the Army	C	3
Vietnam	Researching the Vietnam Experience	U.S. Army Center of Military History	C	3
Vietnam	The Final Collapse	U.S. Army Center of Military History	C	3
Vietnam	U.S. Army in Vietnam (Advice and support- the early years 1941-1960)	U.S. Army Center of Military History	C	3
Vietnam	U.S. Army in Vietnam (Advice and support: The final years, 1965-1973)	U.S. Army Center of Military History	C	3
Vietnam	U.S. Army in Vietnam, The Military and the Media 1962-68	U.S. Army Center of Military History	C	3
Vietnam	U.S. Army in Vietnam, The Military and the Media 1968-73	U.S. Army Center of Military History	C	3
Vietnam	Vietnam Studies, Air Mobility	Dept of the Army	C	3

KeyWords	Title	Description	Section	Shelf
Vietnam	Vietnam Studies, Allied Participation in Vietnam	Dept of the Army	C	3
Vietnam	Vietnam Studies, Base Development 1965-1970	Dept of the Army	C	3
Vietnam	Vietnam Studies, Communications-Electronics	Dept of the Army	C	3
Vietnam	Vietnam Studies, Division-level communications 1962-1973	Dept of the Army	C	3
Vietnam	Vietnam Studies, Field Artillery 1954-1973	Dept of the Army	C	3
Vietnam	Vietnam Studies, Financial Management of the Vietnam Conflict	Dept of the Army	C	3
Vietnam	Vietnam Studies, Law at War Vietnam 1964-1973	Dept of the Army	C	3
Vietnam	Vietnam Studies, Logistic Support	Dept of the Army	C	3
Vietnam	Vietnam Studies, Medical Support 1965-1970	Dept of the Army	C	3
Vietnam	Vietnam Studies, Mounted Combat in Vietnam	Dept of the Army	C	3
Vietnam	Vietnam Studies, Riverine Operations	Dept of the Army	C	3
Vietnam	Vietnam Studies, The Development and Training of the South Vietnamese Army 1951-1972	Dept of the Army	C	3
Vietnam	Vietnam Studies, The Role of Military Intelligence 1965-1967	Dept of the Army	C	3
Vietnam	Vietnam Studies, The War in the Northern Provinces 1966-1968	Dept of the Army	C	3
Vietnam	Vietnam Studies, U.S. Army Engineers 1965-1970	Dept of the Army	C	3
Vietnam	Vietnam Studies, U.S. Army Special Forces 1961-1971	Dept of the Army	C	3
WWI	U.S. Army in the World War: Bulletins - Volume 17		A	1
WWI	U.S. Army in the World War: General Orders - Volume 16		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 5		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 6		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 7		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 8		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 9		A	1
WWI	U.S. Army in the World War: Organization-Volume 1		A	1

KeyWords	Title	Description	Section	Shelf
WWI	U.S. Army in the World War: Policies - Volume 2		A	1
WWI	U.S. Army in the World War: Reports - Volume 12		A	1
WWI	U.S. Army in the World War: Reports - Volume 13		A	1
WWI	U.S. Army in the World War: Reports - Volume 14		A	1
WWI	U.S. Army in the World War: Reports - Volume 15		A	1
WWI	U.S. Army in the World War: Training - Volume 3		A	1
WWI	U.S. Army in the World War: Military Operations - Volume 4		A	1
WWI	U.S. Army in the World War: The Armistice - Volume 10, Part 1		A	1
WWI	U.S. Army in the World War: The Armistice - Volume 11, Part 2		A	1
WWII	Aleutian Islands	The U. S. Army Campaigns of WWII	A	2
WWII	Algeria-French Morocco	The U. S. Army Campaigns of WWII	A	2
WWII	An Unknown Future and a Doubtful Present: Writing the Victory Plan of 1941		A	2
WWII	Bastogne: The First Eight Days		A	5
WWII	Central Pacific	The U. S. Army Campaigns of WWII	A	2
WWII	Defense of the Americas	The U.S. Army Campaigns of WWII	A	2
WWII	Egypt-Libya	The U. S. Army Campaigns of WWII	A	2
WWII	Fifth Army at the Winter Line		A	4
WWII	From the Volturno to the Winter Line		A	4
WWII	Guadacanal	The U. S. Army Campaigns of WWII	A	2
WWII	Guam		B	2
WWII	India-Burma	The U. S. Army Campaigns of WWII	A	2
WWII	Jeburgh Team Operations In Support of the 12th Army Group, August 1944 Combat Studies Institute		A	2
WWII	Learning Lessons in the American Expeditionary Forces		A	2
WWII	Makin		B	2

KeyWords	Title	Description	Section	Shelf
WWII	Medical Department U.S. Army: Internal Medicine in WWII, Volume 1: Activities of Medical Consultants		B	1
WWII	Medical Department U.S. Army: Internal Medicine in WWII, Volume 2: Infectious Diseases		B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 2: Environmental Hygiene		B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 3: Personal Health Measures and Immunization		B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 4: Communicable Diseases		B	1
WWII	Medical Department U.S. Army: Preventive Medicine in WWII, Volume 5: Communicable Diseases		B	1
WWII	Medical Department U.S. Army: Surgery in WWII, Volume 2: General Surgery		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Hand Surgery		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Ophthalmology and Otolaryngology		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the European Theater of Operations		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Orthopedic Surgery in the Mediterranean Theater of Operations		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Physiologic Effects of Wounds		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Thoracic Surgery, Volume 2		B	1
WWII	Medical Department U.S. Army: Surgery in WWII: Vascular Surgery		B	1
WWII	Medical Department U.S. Army: Veterinary Service in WWII		B	1
WWII	Medical Department U.S. Army: Wound Ballistics		B	1
WWII	Medical Department U.S. Army: Cold Injury - Ground Type		B	1

KeyWords	Title	Description	Section	Shelf
WWII	Medical Department U.S. Army: Dental Service in WWII		B	1
WWII	Merrill's Marauders		B	2
WWII	Moscow to Stalingrad: Decision in the East		A	5
WWII	Naples-Foggia	The U. S. Army Campaigns of WWII	A	2
WWII	New Guinea	The U. S. Army Campaigns of WWII	A	2
WWII	Normandy	The U.S. Army Campaigns of WWII	A	2
WWII	Northern Solomons	The U. S. Army Campaigns of WWII	A	2
WWII	Omaha Beachhead		A	5
WWII	Omar Nelson Bradley: The Centennial		A	2
WWII	Papau	The U. S. Army Campaigns of WWII	A	2
WWII	Papua Campaign		B	2
WWII	Philippine Islands	The U. S. Army Campaigns of WWII	A	2
WWII	Po Valley	The U.S. Army Campaigns of WWII	A	2
WWII	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 1		B	2
WWII	Reports of General MacArthur: Japanese Operations in the Southwest Pacific Area, Volume 2, Part 2		B	2
WWII	Reports of General MacArthur: MacArthur in Japan: The Occupation: Military Phase, Volume 1, Supplement		B	2
WWII	Southern Philippines	The U. S. Army Campaigns of WWII	A	2
WWII	St - Lo		A	5
WWII	Stalingrad to Berlin: The German Defeat in the East		A	5
WWII	The Admiralties		B	2
WWII	The Army Nurse Corps: A Commemoration of WWII Service		A	2
WWII	The Employment of Negro Troops	U.S. Army Center of Military History	C	2
WWII	The Staff Ride		A	2

KeyWords	Title	Description	Section	Shelf
WWII	The Woman's Army Corps: A Commemoration of WWII Service		A	2
WWII	Time Honored Professionals: The NCO Corps Since 1775		A	2
WWII	To Bizerte With the II Corps		A	4
WWII	Tunisia	The U. S. Army Campaigns of WWII	A	2
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the European Theater of Operations			
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the Mediterranean and Minor Theaters		B	4
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Medical Service in the War against Japan		B	4
WWII	U.S. Army in World War II: The Technical Services, The Medical Department: Hospitalization and Evacuation, Zone of Interior		B	4
WWII	U.S. Army in World War II: The War Department: Chief of Staff: Prewar Plans and Preparations		A	2
WWII	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1940-1943		A	2
WWII	U.S. Army in World War II: The War Department: Global Logistics and Strategy: 1943-1945		A	2
WWII	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1941-1942		A	2
WWII	U.S. Army in World War II: The War Department: Strategic Planning For Coalition Warfare: 1943-1945		A	2
WWII	U.S. Army in World War II: The War Department: The Army and Economic Mobilization		A	2
WWII	U.S. Army in World War II: The War Department: Washington Command Post: The Operations Division		A	2
WWII	U.S. Army in World War II: Pictorial Record: The War Against Germany and Italy: Mediterranean and Adjacent Areas		A	3

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: Pictorial Record: The War Against Germany: European and Adjacent Areas		A	3
WWII	U.S. Army in World War II: Pictorial Record: The War Against Japan		A	3
WWII	U.S. Army in World War II: Special Studies: Buying Aircraft: Material Procurement for the Army Air Forces		A	3
WWII	U.S. Army in World War II: Special Studies: Chronology: 1941-1945		A	3
WWII	U.S. Army in World War II: Special Studies: Civil Affairs: Soldiers Become Governors		A	3
WWII	U.S. Army in World War II: Special Studies: Manhattan: The Army and the Atomic Bomb		A	3
WWII	U.S. Army in World War II: Special Studies: Military Relations Between the United States and Canada 1939-1945		A	3
WWII	U.S. Army in World War II: Special Studies: Rearming the French		A	3
WWII	U.S. Army in World War II: Special Studies: The Employment of Negro Troops		A	3
WWII	U.S. Army in World War II: Special Studies: The Women's Army Corps		A	3
WWII	U.S. Army in World War II: Special Studies: Three Battles: Arnaville, Altuzzo, and the Schmidt		A	3
WWII	U.S. Army in World War II: The Army Ground Forces: The Organization of Ground Combat Troops		A	2
WWII	U.S. Army in World War II: The Army Service Forces: The Organization and Role of the Army Service Forces		A	2
WWII	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Command Problems		A	4
WWII	U.S. Army in World War II: The China-Burma-India Theater: Stilwell's Mission to China		A	4
WWII	U.S. Army in World War II: The China-Burma-India Theater: Time Runs Out in the CBI		A	4
WWII	U.S. Army in World War II: The European Theater of Operations: Breakout and Pursuit		A	5

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: The European Theater of Operations: Cross-Channel Attack		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: Logistical Support of the Armies, Volume II: September 1944 - May 1945		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: Riviera to the Rhine		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Ardennes: Battle of the Bulge		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Last Offensive		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Lorraine Campaign		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Siegfried Line Campaign		A	5
WWII	U.S. Army in World War II: The European Theater of Operations: The Supreme Command		A	5
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Salerno to Cassino		A	4
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Sicily and the Surrender of Italy		A	4
WWII	U.S. Army in World War II: The Mediterranean Theater of Operations: Northwest Africa: Seizing the Initiative in the West		A	4
WWII	U.S. Army in World War II: The Middle East Theater: The Persian Corridor and Aid to Russia		A	4
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		B	3
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		B	3

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services: The Chemical Warfare Service: Organization for War		B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Construction in the U.S.		B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Germany		B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: The War Against Japan		B	3
WWII	U.S. Army in World War II: The Technical Services: The Corps of Engineers: Troops and Equipment		B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: Planning Munitions for War		B	3
WWII	U.S. Army in World War II: The Technical Services: The Ordnance Department: Procurement and Supply		B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Germany		B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Operations in the War Against Japan		B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 1		B	3
WWII	U.S. Army in World War II: The Technical Services: The Quartermaster Corps: Organization, Supply, and Services, Volume 2		B	3
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Emergency (To December 1941)		B	3

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Outcome (Mid - 1943 through 1945)		B	3
WWII	U.S. Army in World War II: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		B	3
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Movements, Training, and Supply		B	3
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Operations Overseas		B	3
WWII	U.S. Army in World War II: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		B	3
WWII	U.S. Army in World War II: The War Department: The Army and Industrial Manpower		A	2
WWII	U.S. Army in World War II: The War in the Pacific: Campaign in the Marianas		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Guadalcanal: The First Offensive		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Leyte : The Return to the Philippines		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Okinawa: The Last Battle		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Seizure of the Gilberts and Marshalls		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Strategy and Command: The First Two Years		B	2
WWII	U.S. Army in World War II: The War in the Pacific: The Approach to the Philippines		B	2
WWII	U.S. Army in World War II: The War in the Pacific: The Fall of the Philippines		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Triumph in the Philippines		B	2
WWII	U.S. Army in World War II: The War in the Pacific: Victory in Papua		B	2

KeyWords	Title	Description	Section	Shelf
WWII	U.S. Army in World War II: The Western Hemisphere: Guarding the United States and it's Outposts		A	4
WWII	U.S. Army in World War II: The Western Hemisphere: The Framework of Hemisphere Defense		A	4
WWII	U.S. Army Signals Intelligence in World War II	U.S. Army Center of Military History	C	4
WWII	Utah Beach To Cherbourg		A	5



Research Room Library Organized by Title

Title	Description	Section	Shelf
A.F. Chaplains, Volume 1, "The Service Of Chaplains To Army Air Units, 1917-1946"		OR	0
American Battle Monuments Commission Register of WWII Dead Interred Overseas; WWII & Korea Dead-Remains Not Recovered or Buried or Lost at Sea. (5 Binders)		E	2
American Expeditionary Forces Personnel	Microfiche available in Recon Corres. units-arranged by Surname; contains info on dates & assignments, service number & rank-incomplete	TT	0
American Expeditionary Forces, Station List & Alphabetical List of Towns, Jan, Mar & May 1919		TT	0
American Military History 1607-1953 ROTCM 145-20 Department of The Army Reserve Officer Training Corps Manual, Jul 1956		D	1
American Roll of Honor	Americans Who Gave Their Lives In Military Operations In The British Isles In WWII : Shows Last Name and First Initial Only-No Service Number	E	2
APO Numbers Used in WWII and the location using each number on a specific date (5 x 8 card file)		TT	0
Army and Air Force Register, 1948 (books 31-32)		B	3
Army Board for Correction of Military Records-Microfilm List of Actions, 1917-1976	request for upgrade of discharge which were the result of Court Martial/Review of discharges over 15 years old	OR	0
Army List & Directory 1915-1922 (15 books)		A	4
Army List & Directory 1922-1930 (23 books)		A	5
Army List & Directory 1931-1943 (30 books)		A	6
Army List & Directory 1938-1943 (10 books)		A	6
Army Register, 1916-1930 (books 1 thru 13)		B	1
Army Register, 1931-1943 (books 14 thru 26)		B	2
Army Register, 1944-1950 (books 27 thru 34)		B	3

Title	Description	Section	Shelf
Army Register, 1951-1957 (books 35 thru 44)		B	4
Army Register, 1958-1959 (books 45-47)		B	5
Assorted Articles and Information Pertaining to Military Awards		E	1
Battle Casualties-U.S. Army Personnel at Pearl Harbor, 7 Dec 1941		E	2
Battle Participation of Organizations of the American Expeditionary Forces in France, Belgium & Italy 1917-1918		D	1
Battles and Campaigns of The United States Army, World War II	Maps & notes to show the names of and the combat zones of campaigns announced by War Department from G.O. 33, 1945 through G. O. 48, 1945	TT	0
Biographies for 63 high ranking Air Force Officers (compiled April 1949 to April 1950)		E	1
Bulletins No. 16, War Department, Jun 1916		C	3
Chart of Separation Program Numbers (SPN'S), Authorities, Circulars & Reasons for Separation (Incomplete)		F	4
Civilian & Military Occupational Specialists, AR 615-26, Sep 1940 Thru Jul 1944		F	5
Combat Squadrons of the Air Force WWII & Air Force Combat units of WWII	2 books showing operations, assignments, stations, campaigns, unit awards & more	OR	0
Commissioned & Warrant Officer Personnel, Military Occupational Specialties, SR 605-10505 (Changes 2-11 only), Aug 1955 thru Nov 1958		F	5
Company Administration & Personnel Records (Guide for a company clerk, WWII)		A	1
Compilation of General Orders, Circulars & Bulletins Of The War Department & 1916 Supplement 1881-1915 (2 Books)		C	3
Compilation of General Orders, Circulars & Bulletins of The War Department & 1916 Supplement 1881-1915 (2 books)		C	3

Title	Description	Section	Shelf
Compilation of War Department General Orders, Bulletins & Circulars Jan 1943		C	6
Compilation of War Department General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Compilation of War Department, General Orders, Bulletins & Circulars Jan 1943		C	6
Compilation of War Department, General Orders, Bulletins & Circulars, Apr 1941 to Jun 1942 (3 books)		C	6
Compilations of General Orders, Circulars & Bulletins of the War Department & 1916 Supplement 1881-1915 (2 books)		C	3
Composition of National Guard Divisions and Disposition of Former National Guard Units July 1918		E	6
Congressional Medal of Honor, Distinguished Svc. Cross & Distinguished Svc. Medal issued by the War Department 1917-1919		E	1
Deaths, Enlisted Men, WWI, April 1917-Oct 1918	On Microfiche, Request From Recon Search & Control Section-Give Approximate Date of Death if Known	SC	0
Decorations, U.S. Army 1862-1926		E	1
Decorations, U.S. Army-Supplements I & II 1862-1926 (Awards from Jan 1927 thru Jun 1938)		E	1
Delaware's Role in WWII, 1940-1946 (2 volumes)		E	5
Department of the Army & Air Force Bulletins 1948-1949		C	3
Department of the Army & Air Force Bulletins 1950-1951		C	3
Department of the Army Bulletins, 1952-1961 (2 books)		C	3
Department of The Army Circulars & Air Force Letters (includes index to 1948 circulars) 1948-1952 (4 Books)		C	2
Department of The Army Circulars 1947		C	2
Department of The Army Circulars 1953-1954		C	2

Title	Description	Section	Shelf
Department of The Army Circulars, No. 1-1 Thru 940-4, 1955-1960 (6 Books)		C	2
Department of The Army General Orders 1948-1960 (7 books)		C	6
Department of The Army Regulations, AR 1-10 thru 35-1465-15 (books 1 thru 4)		F	1
Department of The Army Regulations, AR 1-10 thru 930-10	Books 46-48, contain portions of regulations covered in books 1 thru 45	F	6
Department of The Army Regulations, AR 310-110A thru 606-5 (books 19 thru 33)	NOTE: Books 22 & 23 are missing-AR 341-51 to 45-299	F	3
Department of The Army Regulations, AR 35-1475 thru 310-105 (books 5 thru 18)	Note: Book 12 is missing-AR 130-10-4 to 130-14	F	2
Department of The Army Regulations, AR 608-5 thru 970-10-5 (books 34-45)		F	4
Department of The Army Regulations, AR 615-361 thru 635-250, (binders numbered 38-42)		F	4
Department of The Army, Special Regulations, SR 10-5-1 thru 930-10-1 (2 books)		F	6
Department Of The Army-Memos 1-1 thru 900-1 (2 books)		C	3
Department ofThe Army Regulations AR 615-361 thru 635-250 (binders numbered 38-42)		F	4
Deserter List-Air Force (Name, Rank, Service Number, AWOL Date & Location) 1917-1966		TT	0
Deserters List WWI (Name only-by State, County & Selective Service Board, Actually "Draft Dodgers") (books 1 thru 24)		A	2
Deserters Lists WWI (Name only-by State, County & Selective Service-Board, Actually "Draft Dodgers") (books 25 to 38)		A	3
Dictionary of United States Army Terms, TM 20-205, Jan 1944		A	1
Directory of Military Personnel & Related Records	Air Force, Army,Coast Guard, Navy & Marine Corps (Compiled by Cissell, NPRC- Revised copy issued Sep 1990)	A	1

Title	Description	Section	Shelf
Discharges From Draft (Due to cessation of hostilities) Nov 10, 1918 to Nov 15, 1918		OR	0
Enlisted Personnel Military Occupational Specialties, SR 615-25-15, Nov 1950 thru Mar 1955		F	5
Explanation of Codes Used in Korean Casualty File Entries	Request Printout of "QTK" Info From Search & Control Section	E	2
Explanations of Army Regulations, Circulars & Messages Pertaining To Discharge/Separation (WWII & Later-Incomplete) (3 x 5 card file)		TT	0
Extracts From General Orders & Bulletins, War Department, 1917		C	4
Extracts From General Orders & Bulletins American Expeditionary Forces, 1917-1918 (2 books)		C	4
Extracts From General Orders & Bulletins, War Department 1917		C	4
Familiarization Kits For Army (WWI) Army (WWII), Air Force, Navy, Coast Guard & Marine Corps (6 books)		A	1
Final Report of The U.S. Military Mission On American Prisoners of War Aug 1919		E	2
Foreign Claims Settlement Commission Records	Microfilm info on claims filed by vets who were P.O.W. in WWII & Korea-Payment can verify P.O.W. status & dollars paid may indicate days held	SC	0
General Orders & Bulletins, War Department, 1919-1937 (20 books)		C	5
General Orders & Bulletins, American Expeditionary Forces, 1917-1919 (4 books)		C	4
General Orders & Bulletins, War Department, 1912-1915 (4 books)		C	3
General Orders & Bulletins, War Department, 1916-1918 (6 books)		C	4
General Orders & bulletins, War Department, 1919-1937 (20 books)		C	5
General Orders, Bulletins & Circulars, War Department, 1938-1940 (3 Books)		C	5
General Orders-War Department, 1910-1911 (2 books)		C	3
General Orders-War Department, 1941-1947 (7 books)		C	6
Going Back To Civilian Life War Department Pamphlet No. 21-4 Aug 1945		A	1

Title	Description	Section	Shelf
Guide To Similar Surnames, Variations & Derivatives Of Given Names		A	1
Historical Mongraph-HQ. Italian Service Unit, May 1946	Pertains to Italian prisoners of war	OR	0
Historical Studies Of The Army In WWII (1942-1945), 57 volumes are available in th Recon library	(NPRC Archivists Have More Volumes)	D	2
History of The 107th Infantry and Lists of Personnel Assigned (Shows names, ranks, locations, casualties and citations) Jul 15, 1947 to Apr 2, 1919		TT	0
History, FT. Jackson, S.C. 1917-1967		D	1
Index of Administrative Publications, PAM 310-1, (3 Books-Jul 55, Jan 60 & Jul 60)		A	1
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1935		F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Jan 1946, AR 1-5		F	1
Index To Army Regulations & Changes Promulgated Prior to 1 Oct. 1930, AR 1-5		F	1
Index to General Orders, Bulletins, Circulars and W-Memorandums (W-Memos Pertain to W.A.A.C.) War Department 1920-1944		C	6
Index To Regulations & Changes Promulgated Prior To 1 Jan 1944, AR 1-5		F	1
Insignia and Decorations of the U.S. Armed Forces-National Geographic Magazine, Dec 1944	2,476 Reproductions in color and 159 illustrations from photographs	E	1
Iowa Bonus Claim Files For WWI, WWII & Korea	Microfilm copies of applications which include service number, dates of service & sometimes foreign svc. & date of birth	OR	0
List of Deaths In Svc. (Incomplete) Feb 1912 Thru Apr 1917 (Alphebetical List Showing Name, Organization & Date of Death)		E	2
List of Items Removed From The Recon Branch Library/Index During The 1992 Inventory (Includes items placed in storage with Archivist, items disposed of & items listed in 1977 index, now missing)		A	1
List Of Members Of The American Expeditionary Forces-Missing Status, Feb 1919		E	2

Title	Description	Section	Shelf
Listing of Deaths, Army Air Corps, 7 Dec 1941 thru 31 Dec 1945 (17 books arranged alphebetically in a large box)		TT	0
Louisana: The Story Of The Washington Artillery In WWII (141st Artillery)		E	5
Manual Of Enlisted Military Occupational Specialties, AR 611-201, Mar 1955 thru Jun 1960 (6 binders)		F	5
Maryland In WWI Military & Naval Service Records, 1917-1919 (2 volumes)	Honor roll, roster of personnel, unit assignments, medals received, review of WWI: Army & Navy	E	3
Maryland in WWI Military and Naval Service Records, Maps-Battle Locations 1917-1919 (3 books)		E	3
Maryland In WWII Register of Service Personnel Sep 16, 1940 to Dec 31, 1946 (5 volumes)	Shows name, rank, branch of svc., serial number and home town	E	3
Maryland In WWII, 1917-1919 (2 volumes)	Military & Naval Service Records, Honor Roll, Roster Of Personnel, Unit Assignments, Medals Received, Review Of WWI : Army & Navy	E	3
Medal of Honor Recipients, 1863-1973		E	1
Medal of Honor, Dist. Scv. Cross & Dist. Svc. Medal winners, U.S.A.F. Thru Apr 1960		E	1
Mexican Border Card File	National Guard personnel who were federalized in 1916 & 1917-shows enlisted men in alpha order by state; officers are filed in straight alphabetical order	OR	0
Military Awards, AR 672-5-1, revision dated Aug 1974		E	1
Military Justice Procedure, TM 27-255, War Department Technical Manual Feb 1945		C	5
Military Occupational Classification Of Enlisted Personnel, TM 12-427, July 1944 thru Nov 1950		F	5
Monogram On Military Personnel & Related Records Of The War Dept. (Prepared by NPRC, 1966) 1912-1939		A	1
National Guard Data-Mexican Border Service. Indexed By Town Where N.G. Was Sent And By State From Which N.G. Unit Originated (3 x 5 card file)		TT	0

Title	Description	Section	Shelf
National Guard Registers 1927, 1929, 1930, 1931, 1936, 1939, 1941, 1943 (8 books)		B	5
National Guard Regulations And Pamphlets 1920's to 1960's		F	6
National Guard Regulations And Pamphlets 1960's (2 binders)		F	6
New York State, Roll of Honor (Deaths in the Service) 1917-1919		E	5
North Carolina-WWI Service Record Cards (3 x 5 card file)		OR	0
Nurses Who Served In WWI		E	2
Officers Classification, Commission & Warrant, TM 12-406, Feb 1946		F	5
Officers of The Army Stationed In or Near Washington, D.C. In 1920, 1933 and 1943 (3 books in one jacket)		B	1
Official List of The Officers Reserve Corps, AUS	Shows first, middle & last name, date of birth, rank, city & state-10 volumes all in the same book) List as of August 31, 1919	B	5
Official register of North Dakota Veterans, 1941-1945 and 1950-1953	Shows name, rank, branch of service, date of birth and evidence of foreign service	E	4
Official Roster of North Dakota For Soldiers, Sailors and Marines, 1917-1918 (4 volumes)	Shows name, rank, branch of svc., serial number, dates served, date of birth, overseas dates	E	3
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 1 thru 15)		E	4
Official Roster of Ohio For Soldiers, Sailors and Marines 1917-1918 (volumes 16 thru 23)		E	5
Official Roster of South Carolina Servicemen & Servicewomen, 1941-1946 (5 volumes)		E	5
Official Table of Distances Continental U.S., Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico & Puerto Rico, AR 55-60 & AFR 177-135		F	6
Order of Battle Divisions in the European Theater, WWII (2 binders)	Units assigned under Infantry during campaigns & Battles	D	1
Order Of Battle Of The U.S. Land Forces In WWI, American Expeditionary Forces-Divisions	Info on command, composition, operations & history of divisions & large units	D	1

Title	Description	Section	Shelf
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-Divisions	Info on Command, Composition, Operations & History of Divisions & Large Units	D	1
Order of Battle of the U.S. Land Forces in WWI, American Expeditionary Forces-General HQ, Armies, Army Corps, Services of Supply & Separate Forces		D	1
Personnel Records of The Dept. of The Army & Dept. of The Air Force & The Office of The Secretary Of Defense-Monogram No. 8. Dec 1954		A	1
Prisoner of War Listing-Korea, AF Only		E	2
QMC Historical Studies: Supply by Sky, The Quartermaster Airborne Development 1950-1953		D	1
Quartermaster Support of The Army: A History of The Corps 1775-1939		D	1
Records Used In Recontruction Of Military Service Data	Prepared by NPRC management & technical staff, Jan 1979-arranged in 3 parts:WWI period, WWII period & post WWII period	A	1
Register of Patients, U.S.A.F. Hospital, George AFB, CA. Sep 1950-Dec 1959		E	1
Register of Posthumous Commisions WWI		TT	0
Regulations For The Army of The United States 1901, 1904, 1905, 1908, 1910 & 1913 (6 books)		F	1
Regulations For The Army of The United States 1913-Corrected to April 15, 1917 (Changes 1 thru 77)		F	1
Roster of United Nations Personnel Held Captive By The Communists on 18 Dec 1951 (includes 3198 American Personnel)		TT	0
Rosters of Maine in WWI and Report of the Adjutant General of the State of Maine WWI, 1917-1919 (4 Volumes)		E	6
Selective Service Regulations 1918		F	6
Service Records of Connecticut Veterans 1917-1920 (3 volumes)	Shows Name, Rank, Branch of Service, Serial Number, Dates of Service and Character of Discharge	E	3
Special Orders, HQ. 2002d AAF BU Base SVS., U.S. Military Academy Stewart Field, N.Y. 1946		C	6

Title	Description	Section	Shelf
State National Guard units-Federal Designations In WWI, 1917		E	6
The Adjutant General's Report For Illinois-Roster of National Guard & Naval Militia 1917		E	5
The Army Air Forces in WWII-Europe: Torch to Pointblank Aug 1942 to Dec 1943		D	1
The Army Air Forces in WWII: Combat Chronology 1941-1945		D	1
The Articles of War approved Jun 4, 1920		F	6
U.S Army in World War II: Vol 45: The Technical Services: The Signal Corps: The Outcome (Mid-1943 through 1945)		D	4
U.S. Army in the Korean War 1950-1955, Vol 1-Policy & Direction: First Yr., Vol 2-South To The Naktong, North To The Yalu: Jun-Nov 1950, Vol 3-Truce Tent & Fighting Front		D	5
U.S. Army in World War II: Vol 01: The Army Ground Forces: The Organization of Army Ground Combat Troops		D	2
U.S. Army in World War II: Vol 02: The Army Ground Forces: The Procurement and Training of Ground Combat Troops		D	2
U.S. Army in World War II: Vol 03: The Army Services Forces: The Organization and Role of The Army Service Forces		D	2
U.S. Army in World War II: Vol 04: The Western Hemisphere: The Framework of Hemisphere Defense		D	2
U.S. Army in World War II: Vol 05: The War in The Pacific: The Fall of The Phillipines		D	2
U.S. Army in World War II: Vol 06: The War in The Pacific: Guadalcanal: The First Offensive		D	2
U.S. Army in World War II: Vol 07: The War in The Pacific: Victory in Papua		D	2
U.S. Army in World War II: Vol 08: The War in The Pacific: Cartwheel: The Reduction of Rabaul		D	2
U.S. Army in World War II: Vol 09: The War in The Pacific: Seizure of The Gilberts and Marshalls		D	2
U.S. Army in World War II: Vol 10: The War in The Pacific: Campaign in The Marianas		D	2

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 11: The War in The Pacific: The Approach To The Phillipines		D	2
U.S. Army in World War II: Vol 12: The War in The Pacific: Leyte: The Return To The Phillipines		D	2
U.S. Army in World War II: Vol 13: The War in The Pacific: Okinawa: The Last Battle		D	2
U.S. Army in World War II: Vol 14: The Mediterranean Theater of Operations: Northwest Africa: Seizing The Initiative in The West		D	2
U.S. Army in World War II: Vol 15: The Mediterranean Theater of Operations: Sicily and The Surrender of Italy		D	2
U.S. Army in World War II: Vol 16: The Mediterranean Theater of Operations: Cassino to The Alps		D	2
U.S. Army in World War II: Vol 17: The European Theater of Operations The Supreme Command		D	3
U.S. Army in World War II: Vol 18: The European Theater of Operations Logistical Support of The Armies, Volume 1: May 1941-September 1944		D	3
U.S. Army in World War II: Vol 19: The European Theater of Operations Logistical Support of The Armies, Volume 2: September 1944-May 1945		D	3
U.S. Army in World War II: Vol 20: The European Theater of Operations Cross Channel Attack		D	3
U.S. Army in World War II: Vol 21: The European Theater of Operations Breakout and Pursuit		D	3
U.S. Army in World War II: Vol 22: The European Theater of Operations The Lorraine Campaign		D	3
U.S. Army in World War II: Vol 23: The European Theater of Operations The Ardennes: Battle of The Bulge		D	3
U.S. Army in World War II: Vol 24: The European Theater of Operations The Last Offensive		D	3
U.S. Army in World War II: Vol 25: The Middle East Theater: The Persian Corridor and Aid to Russia		D	3

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 26: The China-Burma-India Theater: Stilwell's Mission to China		D	3
U.S. Army in World War II: Vol 27: The China-Burma-India Theater: Stilwell's Command Problems		D	3
U.S. Army in World War II: Vol 28: The China-Burma-India Theater: Time Runs Out In CBI		D	3
U.S. Army in World War II: Vol 29: The Technical Services: The Chemical Warfare Service: Organizing For War		D	3
U.S. Army in World War II: Vol 30: The Technical Services: The Chemical Warfare Service: From Laboratory to Field		D	3
U.S. Army in World War II: Vol 31: The Technical Services: The Chemical Warfare Service: Chemicals in Combat		D	3
U.S. Army in World War II: Vol 32: The Technical Services: The Corps of Engineers: Construction in The United States		D	4
U.S. Army in World War II: Vol 33: The Technical Services: The Corps of Engineers: War Against Japan		D	4
U.S. Army in World War II: Vol 34: The Technical Services: The Medical Department: Hospitalization and Evacuation, Zone of Interior		D	4
U.S. Army in World War II: Vol 35: The Technical Services: The Medical Department: Medical Service in The Mediterranean and Minor Theaters		D	4
U.S. Army in World War II: Vol 36: The Technical Services: The Ordnance Department: Planning Munitions For War		D	4
U.S. Army in World War II: Vol 37: The Technical Services: The Ordnance Department: Procurement and Supply		D	4
U.S. Army in World War II: Vol 38: The Technical Services: The Ordnance Department: On Beachhead and Battlefield		D	4
U.S. Army in World War II: Vol 39: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 1		D	4

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 40: The Technical Services: The Quartermaster Corps: Organization, Supply and Services, Volume 2		D	4
U.S. Army in World War II: Vol 41: The Technical Services: The Quartermaster Corps: Operations In The War Against Japan		D	4
U.S. Army in World War II: Vol 42: The Technical Services: The Quartermaster Corps: Operations In The War Against Germany		D	4
U.S. Army in World War II: Vol 43: The Technical Services: The Signal Corps: The Emergency (To December 1941)		D	4
U.S. Army in World War II: Vol 44: The Technical Services: The Signal Corps: The Test (December 1941 to July 1943)		D	4
U.S. Army in World War II: Vol 46: The Technical Services: The Transportation Corps: Responsibilities, Organization, and Operations		D	4
U.S. Army in World War II: Vol 47: The Technical Services: The Transportation Corps: Movements, Training and Supply		D	4
U.S. Army in World War II: Vol 48: The Technical Services: The Transportation Corps: Operations Overseas		D	4
U.S. Army in World War II: Vol 49: The Technical Services: The Corps of Engineers: The War Against Germany		D	4
U.S. Army in World War II: Vol 50: Special Studies: Chronology: 1941-1945	List dates, events & locations	D	5
U.S. Army in World War II: Vol 51: Special Studies: Rearming The French		D	5
U.S. Army in World War II: Vol 52: Special Studies: Three Battles: Arnaville, Altuzzo, and Schmidt		D	5
U.S. Army in World War II: Vol 53: Special Studies: The Women's Army Corps		D	5
U.S. Army in World War II: Vol 54: Special Studies: Manhattan: The Army and The Atomic Bomb		D	5
U.S. Army in World War II: Vol 55: Pictorial Record: The War Against Japan		D	5
U.S. Army in World War II: Vol 56: Pictorial Record: The War Against Germany: Europe and Adjacent Areas		D	5

Title	Description	Section	Shelf
U.S. Army in World War II: Vol 57: Special Studies: The Employment of Negro Troops		D	5
U.S. Army In WWII, Office Of The Surgeon General, Medical Statistics (one volume)		D	5
U.S.A.F. Credits for the Destruction of Enemy Aircraft, Korean War		E	2
War Department & Department of the Army Bulletins 1946-1947		C	3
War Department & Department of The Army Special Orders, 1917-1918 & 1938-1959.	Order Number & Year Are Needed To Access This Information (1919-1937 are stored at WNRC)	AR	0
War Department Bulletins, 1941-1945		C	3
War Department Circulars & Bulletins (concerning awards) 1942-1946		E	1
War Department Circulars 1913		B	6
War Department Circulars Pertaining To Demobilization, Oct 1918 Thru Mar 1919		B	6
War Department Circulars, 1901 & 1918 (Unnumbered)		B	6
War Department Circulars, 1918-1937 (20 Books)		B	6
War Department Circulars, 1937-1947 (14 Books)		C	1
War Department Circulars, 1946-1947 (3 Books)		B	6
War Department General Court-Martial Orders 1931-1938		C	6
War Department Special Regulations, 1917-1921 (5 books)		F	1
War Department, General Court-Martial Orders 1931-1938		C	6
Webster's New International Dictionary, Second Edition Unabridged		TT	0
Women's Army Auxiliary Corps Regulations & Circulars, AR 600-39, 1942-1944		F	6
WWI Battle Credits & Misc. Orders		D	1
WWI Honor Roll, South Carolina, 1917-1919	Shows Name, Rank, City of Residence and Date of Death	E	5
WWI Service Records for the State of Georgia	Alpha by Surname on Microfilm-Arranged by Officer, Enlisted or Nurse and Deaths in Service	OR	0

Title	Description	Section	Shelf
WWII Honor List of Dead & Missing (By State & County, Alphabetical-Shows Service Number & Rank) (10 Green Binders)		TT	0



Research Room Requests involving Annex and CPR Records

Background. This process pertains to Research Room requests for records that are located at either the Annex or at CPR. The NPRC Research Room will be located at 9700 Page Boulevard until the new NPRC facility on Dunn Road is functional. Research Room requests for records stored off-site will be electronically transmitted to the respective location (either the Annex or CPR) and the requested records will be transported to the 9700 Page Boulevard location via courier.

Procedures. Follow the steps listed below.

Step	Who	Action
1	NPRC Research Room Attendant	<ul style="list-style-type: none"> • Verifies identification of requester • Asks requester to prepare the required forms • Determines that requester is authorized to have access to record • Queries appropriate registry (CPR or MRS) to determine location of record (CPR or the Annex) • Prints FAR for requested record • Enters information from request into Tracking Log to track cycle time • Annotates urgent requests and walk-in requests as high priority
2	NPRC Research Room Attendant	<ul style="list-style-type: none"> • Scans FAR and incoming request from requester • Saves scanned form/FAR to folder on shared drive by requester name and date • Sends email to Annex/CPR Search Section Batch and Control Clerk or their designated point of contact to alert them of the request <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: The Research Room Attendant will email or call the Annex/CPR Batch and Control Clerk for high priority cases to expedite the process.</p> </div>
3	Annex/CPR Batch and Control Clerk (Search Section)	<ul style="list-style-type: none"> • Opens file in shared folder upon receipt of alert email • Prints scanned incoming attachments • Assigns the case to an Archives Aid to conduct search <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: The Annex/CPR Batch and Control Clerk</p> </div>

		<div style="border: 1px solid black; padding: 5px;"> <p>will check the shared drive periodically throughout each day to prevent lengthy delays for Research Room cases.</p> </div>				
4	Annex/CPR Archives Aid (Search Section)	<ul style="list-style-type: none"> • Locates record using established procedures • Delivers record, FAR, and request to Batch and Control Clerk 				
5	Annex/CPR Batch and Control Clerk (Search Section)	<p>Is this a high priority request?</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">No</td> <td> <ul style="list-style-type: none"> • Places requested records in outgoing NPRC Research Room bin for pick-up by courier • Go to Step 6 </td> </tr> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> • Scans record • Saves scanned record in shared folder by requester name and date • Sends high priority email or calls Research Room Attendant to advise that scanned record is ready in shared folder • Go to Step 7 </td> </tr> </table>	No	<ul style="list-style-type: none"> • Places requested records in outgoing NPRC Research Room bin for pick-up by courier • Go to Step 6 	Yes	<ul style="list-style-type: none"> • Scans record • Saves scanned record in shared folder by requester name and date • Sends high priority email or calls Research Room Attendant to advise that scanned record is ready in shared folder • Go to Step 7
No	<ul style="list-style-type: none"> • Places requested records in outgoing NPRC Research Room bin for pick-up by courier • Go to Step 6 					
Yes	<ul style="list-style-type: none"> • Scans record • Saves scanned record in shared folder by requester name and date • Sends high priority email or calls Research Room Attendant to advise that scanned record is ready in shared folder • Go to Step 7 					
6	Archives Technician (Courier)	<ul style="list-style-type: none"> • Retrieves items from Annex/CPR Search Section (outgoing NPRC Research Room bin) • Delivers items to MPR Mailroom for immediate delivery to the NPRC Research Room (incoming Annex bin or the incoming CPR bin) 				
7	NPRC Research Room Attendant	<ul style="list-style-type: none"> • Screens record for releasability and for accuracy • Does the requester represent a routine use of the records or are documents releasable? <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Yes</td> <td> <ul style="list-style-type: none"> • Places record in appropriate file cabinet until requester returns to review record • Go to Step 13 </td> </tr> </table>	Yes	<ul style="list-style-type: none"> • Places record in appropriate file cabinet until requester returns to review record • Go to Step 13 		
Yes	<ul style="list-style-type: none"> • Places record in appropriate file cabinet until requester returns to review record • Go to Step 13 					

		<table border="1"> <tr> <td>No</td> <td> <ul style="list-style-type: none"> Places request/record in CPR Correspondence Section box for pick-up by mailroom Go to Step 8 </td> </tr> </table>	No	<ul style="list-style-type: none"> Places request/record in CPR Correspondence Section box for pick-up by mailroom Go to Step 8
No	<ul style="list-style-type: none"> Places request/record in CPR Correspondence Section box for pick-up by mailroom Go to Step 8 			
8	MPR Mailroom Clerk	<ul style="list-style-type: none"> Retrieves CPR Correspondence Section box from the Research Room Places the box in the outgoing CPR bin in the MPR mailroom for pickup by the courier 		
9	Archives Technician (Courier)	<ul style="list-style-type: none"> Retrieves CPR Correspondence Section box from the MPR mailroom Delivers box to CPR for distribution to CPR Correspondence Section 		
10	CPR Correspondence Section	<ul style="list-style-type: none"> Prepares a response to the requester using established procedures Places response/record in MPR Research Room box for pickup by courier 		
11	Archives Technician (Courier)	<ul style="list-style-type: none"> Retrieves MPR Research Room box from CPR Delivers box to MPR mailroom 		
12	MPR Mailroom Clerk	Delivers MPR Research Room box to the Research Room		
13	NPRC Research Room Attendant	<ul style="list-style-type: none"> Provides record/response to requester Holds record in Research Room until requester completes review (up to five days) Places record in the outgoing Annex/CPR refile bin for pick-up by the mail room clerk for delivery to the MPR mailroom 		
14	MPR Mailroom Clerk	<ul style="list-style-type: none"> Retrieves records from NPRC Research Room Places records in outgoing Annex/CPR bin 		
15	Archives Technician (Courier)	<ul style="list-style-type: none"> Retrieves records from MPR mailroom (outgoing Annex/CPR refile bin) 		

- | | | |
|--|--|--|
| | | <ul style="list-style-type: none">• Delivers records to Annex Search Section (incoming refile bin) or the CPR Search Section (incoming refile bin) |
|--|--|--|

Processing Requests Received in the Records Center Research Room

Updated: 12/29/2016

Requests Received in the Research Room				
	Burial/Med Emerg Separation Document	Burial/Med Emerg Others	Separation Document	Others
Individual Drop Off	Research Room Staff forwards request to CERT	Research Room Staff forwards request to CERT	Request is entered in the Research Room	Research Room Staff forwards request to the Mailroom
Individual Waiting	Request is entered in the Research Room	Research Room Staff forwards request to CERT	Request is entered in the Research Room	Research Room Staff forwards request to the Mailroom
Commercial	Research Room Staff forwards request to CERT	Research Room Staff forwards request to CERT	Research Room Staff forwards request to the Mailroom	Research Room Staff forwards request to the Mailroom
Federal Agency	Not Applicable	Not Applicable	Request is entered in the Research Room	Request is entered in the Research Room

If the Records Center Research Room does not have enough Service Requests in order to satisfy the needs of their section, the distribution of requests on the above chart is subject to change.

Research Room

- Request is entered in the Research Room
- Source is Research Room Walk-ins
- Request Priority will be High

Mailroom

- Research Room Staff forwards request to the Mailroom
- Request is entered by the Mailroom
- Source will be marked as appropriate, but will not equal Research Room Walk-ins
- Request Priority will be Medium

CERT

- Research Room Staff forwards request to CERT
- Request is entered by CERT
- Source will be marked as appropriate
- Request Priority will be High

RESERVE OFFICER TRAINING CORPS (ROTC)

Last Update: 5/15/2013

AIR FORCE

Individuals desiring to enroll in the AF Reserve Officer Training Corps actually enlist in the United States Air Force Reserve (Obligated Reserve Section, ORS) for a period of eight years. Records on these individuals are initiated at the college or university and maintained by the AF ROTC Detachment until the individual is disenrolled, completes all requirements and is commissioned, or dropped from the program. DD Form 4, Enlistment/Reenlistment Document, and AF Form 1056, Air Force Reserve Officer Training Corps Contract, are completed.

In the AF ROTC Contract, the individual agrees to participate in either the College Scholarship Program (CSP) or the Professional Officer Course (POC). Individuals agree to pursue an academic major as a full time student. They also agree to accept an appointment as a commissioned officer in the United States Air Force Reserve upon receipt of a baccalaureate degree and completion of AF ROTC commissioning requirements.

If the individual is **disenrolled**, DD Form 785, Record of Disenrollment From Officer Candidate-Type Training, is completed. The record is forwarded to the [\[00599\]](#): **Department of the Air Force, AF ROTC (ATC), Attn: RRFD, Maxwell AFB, AL 36112-6663**, to process the disenrollment. The record is then forwarded to ARPC, Buckley, CO where a discharge order is issued and discharge certificate prepared. The record is then retired to the NPRC. Because a great deal of correspondence is generated as a result of disenrollment and subsequent collection of scholarship funds disbursed to cadets, Maxwell AFB maintains a duplicate record for at least four years.

If the individual completes the program and accepts a commission, the record is forwarded to Randolph AFB where it becomes a part of his regular Air Force MPRJ.

There are individuals who are allowed to participate in the academic courses and military training without making a commitment to the USAF. These individuals have not signed an enlistment contract or the AF ROTC Contract. If they decide to **drop their participation**, any record established is held for one year at the AF ROTC Detachment at the college or university and then destroyed.

ARMY

Personnel attending either the Reserve Officers Training Camp or the Reserve Officers Training Corps Camp, during World War I, acquired no military status.

ROTC Student Record, DA Form 131, is retained by ROTC unit for five (5) years after student leaves the university, then destroyed. Requester should contact the Dean of the university student attended.

If the veteran served in the Simultaneous Membership Program (SMP) while they were a senior ROTC cadet, and requests service credit, refer them to ABCMR using a (DD Form 149).

NAVY

Navy ROTC Summer Cruises: Review service record for proof of cruise(s). If the information is not available in the service record book, try an OR search. Some NROTC cruise records are part of the NROTC academic records maintained by OR. Available records vary from school to school and year to year (1950s-1970s). Furnish OR the following:

- Name of service member
- Name of University
- State in which university is located
- Date of cruise (summer/year)

Navy ROTC Disenrollment Files: Navy ROTC (NROTC) Disenrollment Files from the Naval Service Training Command are located in the "N" Registry File. These files are of individuals who enrolled in the Reserve Officer Training Corps but did not complete the training. Usually, enrollees have reserve status and their NROTC Disenrollment File is combined with their reserve service record. Although rare, an active duty record might contain a disenrollment file. If a potential record is not automatically located in a technician's Pre-Processing Done assignments, query the MPR Registry applet under the service request number, as you would normally do to locate a record: query by social security number, service number or individual's name.

If no disenrollment file is located or if the reserve service record located does not contain the NROTC Disenrollment File, the requester should contact the following address :

[\[00673\]](#)

Naval Service Training Command
Officer Development (OD-4)
NROTC/STA-21/MECEP Programs
250 Dallas St.
Pensacola, FL 32508

Source: [NPRC 1865.68](#) and Sgt. Jones, Cadet Personnel, Maxwell AFB, AL

[Printable Version](#)

RESPONDING TO BURIAL REQUESTS

ATTENTION: INSTRUCTIONS FOR TECHNICIANS RESPONDING TO HEADSTONE OR MARKER REQUESTS CAN BE FOUND UNDER THE CRG ENTRY: [RESPONDING TO HEADSTONE OR MARKER REQUESTS](#).

Background. Eligible veterans, their spouses, and dependent children can be buried in a national cemetery without cost. Veterans may also receive a burial flag and a government headstone or grave marker whether they are buried in a national cemetery or private cemetery.

The Department of Veterans Affairs (VA) National Cemetery Scheduling Office (NCSO), the Memorial Programs Services (MPS), and Arlington National Cemetery routinely contact NPRC for service verification. The VA's National Cemetery Administration is responsible for administering the 131 national cemeteries under its jurisdiction. Arlington National Cemetery, which is under the jurisdiction of the Department of the Army, is responsible for administering its own activities. In-ground burial in Arlington National Cemetery requires active duty service and either retired in pay status, former prisoner of war (POW) status, or the award of a specific Medal of Valor.

NPRC provides priority assistance to the next of kin in obtaining records required to receive military honors for a veteran's funeral. Military honors include such activities as presentation of an American flag to the veteran's family, honor, color guard participation in the burial ceremony, or any other ceremonial-type activity to be performed during the funeral that requires verification of the veteran's service.

Procedure - responding to burial requests. Follow the steps below to provide information needed for burial-related requests. **NPRC's Customer Emergency Response Team (CERT) responds to 'pending burials' from Arlington National Cemetery, VA National Cemetery Scheduling Office (NCSO), and private requesters.** The complexity level for national cemeteries or private requesters may be listed as 'Separation Document' but may also be listed as 'Others,' since more than just a copy of a separation document may be needed to satisfy the request.

The Source field for these requests is not always entered correctly as **Burial** in CMRS. Check the following areas for the mention of an upcoming burial or funeral to help you make your determination before reassigning the request:

- Incoming attachment (or the lack of one)
- Description field comments
- Agency field (located in Requester Information applet)
- Documents Requested applet

These fields will help to determine whether or not the request should be reassigned to the CERT coach or ET on Team 2D. **Action(s) is to be annotated under the Request Note applet when reassigning a request to Team 2D.** These high priority requests require immediate action. **Keep in mind that web requests from Routine Users such as Arlington & NCSO might not include incoming attachments.** Requests submitted via eMilrecs do not contain an incoming attachment, and these requests can be identified by the annotation of "Web Agency" in the "How Received" field.

Note: Pending burials from any source must be assigned to the CERT (Core 2D) Coach or Expert Technician (ET).

Step	Action										
1	<p>Determine purpose of request.</p> <table border="1"> <thead> <tr> <th>IF purpose is ...</th> <th>AND branch is...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td rowspan="3">burial-related (other than for headstone or marker) (See note above)</td> <td>Air Force Army Navy Marine Corps (Archival) Coast Guard</td> <td>assign request to Team 2D coach or ET for it to be reassigned to CERT technician. Go to Step 2.</td> </tr> <tr> <td>Marine Corps (non-Archival)</td> <td>Team 2D coach or ET will (manually) refer non-archival requests to the Marine Corps Liaison for action.</td> </tr> <tr> <td>Philippine Commonwealth Army Philippine Guerillas</td> <td>assign to Philippine Army (PA) coach or ET.</td> </tr> </tbody> </table>	IF purpose is ...	AND branch is...	THEN...	burial-related (other than for headstone or marker) (See note above)	Air Force Army Navy Marine Corps (Archival) Coast Guard	assign request to Team 2D coach or ET for it to be reassigned to CERT technician. Go to Step 2 .	Marine Corps (non-Archival)	Team 2D coach or ET will (manually) refer non-archival requests to the Marine Corps Liaison for action.	Philippine Commonwealth Army Philippine Guerillas	assign to Philippine Army (PA) coach or ET.
IF purpose is ...	AND branch is...	THEN...									
burial-related (other than for headstone or marker) (See note above)	Air Force Army Navy Marine Corps (Archival) Coast Guard	assign request to Team 2D coach or ET for it to be reassigned to CERT technician. Go to Step 2 .									
	Marine Corps (non-Archival)	Team 2D coach or ET will (manually) refer non-archival requests to the Marine Corps Liaison for action.									
	Philippine Commonwealth Army Philippine Guerillas	assign to Philippine Army (PA) coach or ET.									
2	<p>CERT technician (Team 2D) will determine requester.</p> <table border="1"> <thead> <tr> <th>IF request is from...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>Arlington National Cemetery</td> <td>Go to Step 3.</td> </tr> <tr> <td>VA National Cemetery Scheduling Office (NCSO)</td> <td>Go to Step 4.</td> </tr> </tbody> </table>	IF request is from...	THEN...	Arlington National Cemetery	Go to Step 3 .	VA National Cemetery Scheduling Office (NCSO)	Go to Step 4 .				
IF request is from...	THEN...										
Arlington National Cemetery	Go to Step 3 .										
VA National Cemetery Scheduling Office (NCSO)	Go to Step 4 .										

Private requesters: <ul style="list-style-type: none"> • next of kin, • funeral home, or • private cemetery 	Go to Step 5 .
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3 **CERT technician (Team 2D) will respond to request from Arlington National Cemetery - for pending burial-related.**

IF record is	THEN...
located	complete NA Form 13079 (See Table 1a).
not located	complete appropriate block(s) on NA Form 13079 (see Table 1a) with information furnished by cemetery and enter "No record located" in block 11.
Fire-related	complete NA Form 13079 (see Table 1a) with as much information as possible and enter "Record is fire-related" in block 11. Provide copies of any records available.

Go to [Step 6](#).

Note: NOK signature not required, as Arlington is a Routine User.

4 **CERT technician (Team 2D) will respond to request from VA National Cemetery Scheduling Office (NCSO) - for pending burial-related (and headstone or marker).**

IF record is	THEN...
located	furnish copies of all available: <ul style="list-style-type: none"> • separation document(s) (include DD215's), • enlistment contract(s), • final discharge, • retirement order, • retirement points, • Enlisted/Officer /soldier record brief and/or Personnel Qualification Record (or equivalent) (e.g. DA Form 2-1, DA Form 438, AF Form 7, etc.), • facts and circumstances (for less than honorable discharge), • Oath of office, • awards, and • DD-1300, Report of Casualty <p><i>Note: If person served in more than one branch provide copies from each branch served.</i></p>
not located	complete appropriate block(s) on NA Form 13079 (see Table 1a) with information furnished by cemetery and enter "No record located" in block 11.
Fire-related	complete NA Form 13079 (see Table 1a) with as much information as possible and enter "Record is fire-related" in block 11. Provide copies of any records available.

Go to [Step 6](#).

Note: NOK signature not required, as NCSO is a Routine User.

On rare occasions, NCSO might send a request that is for 'pending burial-related' and headstone or marker. Cert technician (Team 2D) will respond to these requests.

5 **CERT technician (Team 2D) will respond to request from next of kin, funeral home, or private cemetery - for pending burial-related.**

IF purpose is...	AND record is...	THEN...
pending burial-related (other than headstone or marker only)	located & NOK signature included or obtained & Proof of Death is obtained or verified	furnish copies of all requested documents. Include information to verify the following if not requested: <ul style="list-style-type: none"> • dates of service (active and reserve), • character of service, and • last rank
	located & NOK signature not obtained	follow established procedure(s) indicated in the Note below.
	Archival	follow established procedure under the Archival

		Response Guide: http://10.148.251.13/crg/Archival.html#16 .
	not located	follow established procedures when record is unavailable.
	fire-related	follow established procedures for fire-related requests: If archival, respond according to Archival Response Guide: http://10.148.251.13/crg/Archival.html#16 .

Go to [Step 6](#).

Note: The NOK signature must be obtained. If NOK cannot be located, i.e., consent cannot be obtained, furnish only branch and dates of service. Have your expert technician, coach, or assistant core manager to coordinate with Service Department Liaison Office when requester insists upon verification of character of service: [NPRC 1865.16 Release Guide, Part 5](#).

6	<p>CERT technician (Team D) will complete request in CMRS and provide response.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">IF request is for...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>pending burial-related</td> <td> <ul style="list-style-type: none"> • fax cover sheet and response documents to requester unless otherwise requested. • have coach, ET, or manager change the Request Status to "Closed." </td> </tr> </tbody> </table>	IF request is for...	THEN...	pending burial-related	<ul style="list-style-type: none"> • fax cover sheet and response documents to requester unless otherwise requested. • have coach, ET, or manager change the Request Status to "Closed."
IF request is for...	THEN...				
pending burial-related	<ul style="list-style-type: none"> • fax cover sheet and response documents to requester unless otherwise requested. • have coach, ET, or manager change the Request Status to "Closed." 				

Table 1a. Information to complete the NA Form 13079. Follow the table below to complete each block on the [NA Form 13079, Verification of Military Service](#).

Note: Enter all dates using the format of "Day, Month, Year", example: 12 MAR 62 or 5 JUL 78

Note: Any information verified which is different from the information provided by the cemetery should be repeated in the appropriate block on the form. Examples: Name - Jones, Karen Marie, RPT Jones, Karen Marie; Date of birth - 15 NOV 48, RPT 15 NOV 48.

Block	Item	Data
1.	NAME, SERVICE NUMBER, SSN	Enter veteran's complete name, shown as last, first, middle. Verify all service numbers and/or SSN. <i>Note: If verification is for a deceased dependent also add the deceased dependent's name and relationship to veteran.</i> <i>Note: Enter the SSN/SN only if shown in the record.</i>
2.	DATE & PLACE OF BIRTH	Enter date of birth, city, and state.
3.	GRADE ON LAST DISCHARGE OR RETIREMENT	Enter as in record.
4.	DATE ENTERED LAST PERIOD OF ACTIVE DUTY	Verify and enter only for last period of active duty here; prior service will be verified in the "Remarks" section. Leave this block blank if active duty training and refer to block 11.
5.	DATE SEPARATED FROM LAST PERIOD OF ACTIVE DUTY	Verify and enter only for last period of active duty. Leave this block blank if active duty training and refer to block 11.
6.	CHARACTER AND TYPE OF SEPARATION FROM LAST PERIOD OF ACTIVE DUTY	Enter exactly what is shown on separation document. If veteran deserted, furnish copies of documents reflecting date of return to military control.
7.	HIGHEST GRADE /RANK HELD IN RESERVES OR NG AND BRANCH/ COMPONENT IN WHICH HELD	Enter highest Rank/Grade held in Reserves or National Guard (NG) and show the Branch/Component in which held.
8.	HIGHEST GRADE /RANK HELD ON ACTIVE DUTY AND BRANCH/ COMPONENT IN WHICH HELD	Enter highest Rank/Grade held on Active Duty and show the Branch/Component in which held.
9.	WAR SERVICE	Check the appropriate period(s) of War Service; dates are not required; See Table 1b

		for dates of U.S. wars for VA purposes. If request is from Arlington National Cemetery, also verify if the veteran was a former Prisoner of War (POW) by checking box and entering dates in block 11.
10.	DECORATIONS	Check appropriate decorations and furnish copies of pertinent pages. See Table 1c .
11.	REMARKS	<p>Enter the following information, if applicable:</p> <ul style="list-style-type: none"> • Verify all prior service in this section covering blocks 3-10. • If service member performed no active duty other than training, enter in block 11 "No active duty, training only" and provide training dates or retirement points. • If burial is at Arlington National Cemetery then also verify if: <ul style="list-style-type: none"> ◦ veteran is retired in pay status. ◦ veteran is a former prisoner of war (POW); provide date. • Enter a note if information used to complete the form was taken from an alternate record source (e.g. QMD, QME, QMP, AAD results or VA Index). • Enter negative search results including charge-out information for NCSO. • Enter any other pertinent information not noted above.

Table 1b. Block 9 - War service dates for national cemetery burial, headstone or marker requests. War service dates for the purpose of service verification to national cemeteries for burial, headstone or marker requests are shown in the chart below. Check the appropriate box for war service period on NA Form 13079; dates are not needed.

War Service	Dates
Spanish American War	April 21, 1898 to July 15, 1903
Mexican Border Dispute	May 1, 1916 to April 5, 1917
World War I	April 6, 1917 to July 1, 1921
World War II	December 7, 1941 to December 31, 1946
Korean Conflict	June 27, 1950 to January 31, 1955
Vietnam War	August 5, 1964 to May 7, 1975
Persian Gulf War	August 2, 1990 to "Open" *
Kosovo War	March 24, 1999 to "Open" *
Afghanistan War	October 7, 2001 to "Open" *
Iraq War	March 20, 2003 to "Open" *

* Note: For VA eligibility purposes, a formal end date has not been established or activities are ongoing.

Table 1c. Block 10 - Awards and decorations for National Cemetery burials. Review the record to locate information pertaining to the awards and, if found, enter the awards on NA Form 13079. If the awards are not shown on the separation document, furnish copies of appropriate pages from the record. Any former member of the Armed Forces is eligible for in-ground burial at Arlington National Cemetery if awarded a decoration designated with an asterisk. All awards listed are ones inscribed on headstones.

Medal of Honor*	Legion of Merit (Army & Navy)
Air Force Cross	Distinguished Flying Cross
Navy Cross	Bronze Star Medal
Distinguished Service Cross*	Air Medal
Distinguished Service Medal*	Purple Heart Medal*
Silver Star Medal*	

Examples of completed NA Form 13079.

VERIFICATION OF MILITARY SERVICE

TO: NATIONAL CEMETERY SCHEDULING OFFICE (NCSO) – ST. LOUIS, MO
 ARLINGTON NATIONAL CEMETERY – ARLINGTON, VA

ATTN: FLOYD ELLIS

1.	NAME, SERVICE NUMBER, SSN	Krakher, Graham Louis, 12221, 001 01 1001
2.	DATE & PLACE OF BIRTH	19 AUG 25, Evansville, IN
3.	GRADE ON LAST DISCHARGE OR RETIREMENT	Master Sergeant
4.	DATE ENTERED LAST PERIOD OF ACTIVE DUTY	14 MAY 61
5.	DATE SEPARATED FROM LAST PERIOD OF ACTIVE DUTY	31 MAY 65
6.	CHARACTER AND TYPE OF SEPARATION FROM LAST PERIOD OF ACTIVE DUTY	Honorable Retirement
7.	HIGHEST GRADE/RANK HELD IN RESERVES OR NG AND BRANCH/COMPONENT IN WHICH HELD	N/A
8.	HIGHEST GRADE/RANK HELD ON ACTIVE DUTY AND BRANCH/COMPONENT IN WHICH HELD	Master Sergeant, U.S. Marine Corps
9.	WAR SERVICE (Check as appropriate)	<input type="checkbox"/> WWI <input checked="" type="checkbox"/> WWII <input checked="" type="checkbox"/> Korea <input checked="" type="checkbox"/> Vietnam <input type="checkbox"/> Persian Gulf <input type="checkbox"/> Afghanistan <input type="checkbox"/> Kosovo <input type="checkbox"/> Iraq <input type="checkbox"/> None <input type="checkbox"/> Other (Specify)
		<input type="checkbox"/> FORMER POW (Arlington National Only)
10.	DECORATIONS (Check as appropriate) <small>(*Must verify for Arlington National Cemetery)</small>	<input type="checkbox"/> Medal of Honor* <input type="checkbox"/> Air Force Cross <input type="checkbox"/> Distinguished Service Cross* <input type="checkbox"/> Navy Cross <input checked="" type="checkbox"/> Distinguished Service Medal* <input type="checkbox"/> Legion of Merit (Army & Navy) <input checked="" type="checkbox"/> Silver Star* <input type="checkbox"/> Distinguished Flying Cross <input checked="" type="checkbox"/> Purple Heart* <input checked="" type="checkbox"/> Bronze Star Medal <input type="checkbox"/> Air Medal
<small>See attached documents for specific information on decorations checked, including multiple awards.</small>		
11.	REMARKS: (Show all prior service in this block.) Previous service from 20 SEP 43 to 13 May 61 in the U.S. Marine Corps resulted in a Honorable Discharge with a rank of Gunnery Sergeant. Additional supporting documents are attached.	
_____ John Smith Archives Technician, NRPM5D		_____ November 15, 2010 Date
		National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100

VERIFICATION OF MILITARY SERVICE

- TO:** **NATIONAL CEMETERY SCHEDULING OFFICE (NCSO) – ST. LOUIS, MO**
 ARLINGTON NATIONAL CEMETERY – ARLINGTON, VA

ATTN: Kevin Ridgeway, (add NCSO's Request #)

1.	NAME, SERVICE NUMBER, SSN	Engelstad, Halvor, US 50 200 054
2.	DATE & PLACE OF BIRTH	Fire related; No records
3.	GRADE ON LAST DISCHARGE OR RETIREMENT	Private First Class (PFC)
4.	DATE ENTERED LAST PERIOD OF ACTIVE DUTY	10 OCT 50
5.	DATE SEPARATED FROM LAST PERIOD OF ACTIVE DUTY	9 OCT 50
6.	CHARACTER AND TYPE OF SEPARATION FROM LAST PERIOD OF ACTIVE DUTY	Honorable Release from Active Duty
7.	HIGHEST GRADE/RANK HELD IN RESERVES OR NG AND BRANCH/COMPONENT IN WHICH HELD	Fire Related; No record
8.	HIGHEST GRADE/RANK HELD ON ACTIVE DUTY AND BRANCH/COMPONENT IN WHICH HELD	PFC, Army of the United States
9.	WAR SERVICE (Check as appropriate)	<input type="checkbox"/> WWI <input type="checkbox"/> WWII <input checked="" type="checkbox"/> Korea <input type="checkbox"/> Vietnam <input type="checkbox"/> Persian Gulf <input type="checkbox"/> Afghanistan <input type="checkbox"/> Kosovo <input type="checkbox"/> Iraq <input type="checkbox"/> None <input type="checkbox"/> Other (Specify)
<input type="checkbox"/> FORMER POW (Arlington National Only)		
10.	DECORATIONS (Check as appropriate) <small>(*Must verify for Arlington National Cemetery)</small>	<input type="checkbox"/> Medal of Honor* <input type="checkbox"/> Air Force Cross <input type="checkbox"/> Distinguished Service Cross* <input type="checkbox"/> Navy Cross <input type="checkbox"/> Distinguished Service Medal* <input type="checkbox"/> Legion of Merit (Army & Navy) <input type="checkbox"/> Silver Star* <input type="checkbox"/> Distinguished Flying Cross <input type="checkbox"/> Purple Heart* <input type="checkbox"/> Bronze Star Medal <input type="checkbox"/> Air Medal
<small>See attached documents for specific information on decorations checked, including multiple awards.</small>		
11.	REMARKS: (Show all prior service in this block.) Fire related; No record. Verification from morning reports.	
_____ Anita Sota Archives Technician, NRPM5D		_____ July 28, 2010 Date
		National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100

RESPONDING TO HEADSTONE OR MARKER REQUESTS

Last Updated: 6/20/2014

Background. The Department of Veterans Affairs (VA) Memorial Programs Services (MPS) and private requesters routinely contact NPRC for service verification. On rare occasions, the National Cemetery Scheduling Office (NCSO) sends a request to this Center for a 'pending burial' and headstone or marker.

The VA furnishes upon request, at no charge to the applicant, a Government headstone or marker for the **unmarked** grave of any deceased eligible veteran in any cemetery around the world, regardless of their date of death. Spouses and dependents are not eligible for a government-furnished headstone or marker unless they are buried in a national cemetery, state veteran's cemetery, or military post/base cemetery. For eligible veterans that died on or after Nov. 1, 1990 and whose grave is marked with a privately purchased headstone, VA may also furnish a headstone or marker to supplement the graves or a Medallion to be affixed to the privately purchased headstone.

When burial or memorialization is in a national cemetery, state veterans' cemetery, or military post/base cemetery, a headstone or marker will be ordered by the cemetery officials based on inscription information provided by the next of kin or authorized representative. Typically, headstones and markers are inscribed with the name of the deceased, the year of birth and death, and branch of service. Optional items that also may be inscribed are: military grade, rank, or rate; war service (such as "World War II"); an emblem reflecting one's beliefs; valor awards received; and the Purple Heart. The following website contains additional information regarding VA gravestones:

<http://www.cem.va.gov/hmm/>.

Procedures for responding to headstone or marker requests:

Most MPS requests consist of just furnishing the veteran's DD Forms 214 (or equivalent) or specific documents for each service department he/she may have served. Its appeals unit sends a second request if it needs additional evidence to overturn a denied claim or afford a claimant the right to appeal a decision. These are rare. For Air Force, Army, Navy, and Coast Guard, you should furnish a comprehensive extract copy of the veteran's OMPF. As for veterans who served in the Marine Corps (MC), provide a complete copy of their record. In CMRS you should look for the comment "Comprehensive Extract" in the "Document Requested Comment" field. This will help you identify requests from the appeals unit.

Follow the steps below to provide information needed for headstone or marker requests. Core (not CERT) technicians routinely respond to headstone or marker requests from the VA Memorial Programs Services (MPS) and private requesters. Remember that requests received from a **Routine User** (such as MPS or, occasionally, NCSO) via eMilRecs do not include incoming attachments.

Note: Although rare, the National Cemetery Scheduling Office (NCSO) might submit a request to this Center for a 'pending burial' and headstone or marker.

Step	Action
1	Determine purpose of request.

IF purpose is ...	AND branch is...	THEN...
pending burial-related & headstone or marker	Air Force Army Navy Marine Corps (Archival) Coast Guard	follow Step 1 under Responding to Burial Requests Go to Step 2.
	Marine Corps (non-Archival)	follow Step 1 under Responding to Burial Requests
	Philippine Commonwealth Army Philippine Guerillas	assign to Philippine Army (PA) coach or ET
only headstone or marker	any Branch	Go to Step 2.
	Philippine Commonwealth Army Philippine Guerillas	assign to Philippine Army (PA) coach or ET

Note: Requests made via eMilRecs can be identified by the annotation of "Web Agency" in the "How Received" field. eMilRecs requests do not contain an incoming attachment.

2

Determine requester - **for headstone or marker.**

IF request is from...	THEN...
VA National Cemetery Scheduling Office (NCSO) (see note above action chart)	assign request to Team 2D coach or ET. CERT technician will Go to Step 3.
VA Memorial Program Services (MPS)	Go to Step 4.
Private requesters: <ul style="list-style-type: none"> • next of kin (NOK), • funeral home, or • private cemetery 	Go to Step 5.

3

Cert technician (Team 2D) will respond to request from VA National Cemetery Scheduling Office (NCSO) - for pending burial-related **and headstone or marker.**

IF	THEN...

record is	
located	<p>furnish copies of all available:</p> <ul style="list-style-type: none"> • separation document(s) (include DD215's), • enlistment contract(s), • final discharge, • retirement order, • retirement points, • Enlisted/Officer /soldier record brief and/or Personnel Qualification Record (or equivalent) (e.g. DA Form 2-1, DA Form 438, AF Form 7, etc.), • facts and circumstances (less than honorable discharge), • Oath of office, • awards, and • DD-1300, Report of Casualty <p>Note: If person served in more than one branch provide copies from each branch served.</p>
not located	complete appropriate block(s) on NA Form 13079 (see Table 1a) with information furnished by cemetery and enter "No record located" in block 11.
fire-related	complete NA Form 13079 (see Table 1a) with as much information as possible and enter "Record is fire-related" in block 11. Provide copies of any records available.

[Go to Step 6.](#)

Note: NOK signature not required, as NCSO is a Routine User.

4

Respond to request from VA Memorial Program Services (MPS) - **for headstone or marker.**

IF record is...	THEN...
located	furnish requested documents. If the request does not specify what documents to send or indicates a "comprehensive extract," then follow comprehensive extract procedures for the appropriate branch. This is found in the CRG item titled Providing Complete Copy - OMPF or Medical Record . For Marine Corps send a complete copy of the OMPF instead of an extract .
not located	follow established procedures when record is unavailable.
fire-related	follow established procedures for fire-related requests.

[Go to Step 6.](#)

Note 1: If MPR Registry applet or information found in the requested or an identified OMPF indicates the veteran served in more than one service department, furnish the document(s) requested or a comprehensive extract copy of each record. If the service is Marine Corps, furnish a complete copy of the MC record instead of an extract.

Note 2: When a NA Form 13075 is attached and the request status is "Waiting 13075/13055 Response," eMilRecs users will be able to view the form online.

Note: NOK signature not required, as MPS is a Routine User.

5

Respond to request from next of kin, funeral home, or private cemetery - for headstone or marker.

IF record is... THEN...

located & NOK signature included or obtained & Proof of Death obtained or verified.	furnish copies of all requested documents. Include information to verify the following if not requested: <ul style="list-style-type: none"> • dates of service (active and reserve), • character of service, and • last rank
located & NOK signature not obtained.	follow established procedure(s) indicated in Note below.
Archival	Follow established procedure(s) under the Archival Response Guide: http://10.148.251.13/crg/Archival.html#16 .
not located	follow established procedures when record is unavailable.
fire-related	follow established procedures for fire-related requests. If archival, respond according to Archival Response Guide: http://10.148.251.13/crg/Archival.html#16 .

[Go to Step 6.](#)

Note: *The NOK signature must be obtained. If NOK cannot be located, i.e., consent cannot be obtained, furnished only branch and dates of service. Have your expert technician, coach or assistant core manager to coordinate with Service Department Liaison Office when requester insists upon verification of character of service: [NPRC 1865.16, Release Guide, Part 5](#).*

6

Complete request in CMRS and provide response.

IF request is for...	THEN...
a pending burial-related &	<ul style="list-style-type: none"> • fax cover sheet and copies of


headstone or marker request from NCSO	<p>documents to requester unless otherwise requested.</p> <ul style="list-style-type: none"> • have coach, ET, or manager change the Request Status to "Closed."
only a headstone or marker request from VA MPS	<p>mail your reply to the address listed in the SR number.</p> <p><i>Note: Unless otherwise requested, mail ALL responses to the VA MPS.</i></p>
a headstone or marker request from a private requester	<p>fax or mail your reply to the requester.</p> <p><i>Note: If your reply is faxed, have coach, ET, or manager change the Request Status to "Closed."</i></p>

RETIREMENT POINTS

Background. Retirement credit points are earned by members of reserve components. These points accrue toward retirement and are used to determine retention in the reserves or eligibility for promotion. Until June 30, 1949, all members on active reserve were awarded a maximum of 50 points for each year of membership. Beginning July 1, 1949, members could earn additional credit points by active participation in various reserve programs, including active duty reserve training, unit training assemblies, drill training periods, instruction sessions, military flying duty, correspondence courses, and other duties or training activities.

Procedures. NPRC is responsible for reporting information that is contained in the military record. Do not attempt to convert any information in the record into quantities of retirement credit points. That task is the responsibility of the military service departments. Respond to requests for retirement points as indicated below.

If request pertains to:	Then:
Service prior to July 1, 1949	Furnish a complete statement of service, including all active and inactive periods of service, to include all active duty for training dates.
Service after June 30, 1949	<p>Furnish available information pertaining to the year(s) requested. Provide copies of the following forms when available:</p> <ul style="list-style-type: none"> • AIR FORCE: <i>AF 190, AF 458, AF 526*, AF 712, AF 1383 and 1383a, DD 220, NGB 23</i> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>*AF Forms 526 used from 1972-1974, show creditable service in alphabetical character "A" on page 1, and numerical character "1" on page 2. The forms dated 1975-1978 show five numerical characters in codes 1 through 5, but only code "1" is creditable. Forms dated 1979 and subsequent years show nine numerical characters in codes 1 through 9, but only codes "1 to 5" are creditable. Check the summary sheets for the total active duty points received during the subject year(s). If codes 1 through 5 are used, the totals should balance.</i></p> </div> <ul style="list-style-type: none"> • ARMY: <i>DA 2-1, DA 20, DA 1383, DA 3593, DD 220, NGB 23, AGUZ 445, DARP (or ARPC or AHRC) 249 series, DARP (or ARPC or AHRC) 606, ECI (extension/correspondence courses)</i> • COAST GUARD: <i>CG 3034 or CG 4175</i> and discharge page • MARINE CORPS: <i>NAVMC 798</i> and discharge page

	<ul style="list-style-type: none"> • NAVY: NAVPERS 601 (11) and discharge page
Recent periods not documented in the record	Advise requester to contact his/her reserve unit
Member who was in the active reserve of any branch, Army National Guard, or Air National Guard AFTER June 30, 1949, and retirement points documentation is missing or incomplete	<p>Refer request with record to:</p> <ul style="list-style-type: none"> • Air Force [00520]: Air Reserve Personnel Center, HQ ARPC/DPTOCW (Contact Center), 18420 E Silver Creek Ave Bldg 390 MS 68, Buckley AFB, CO 80011 • Army [00148]: Department of the Army, Army Human Resources Command, Attn: AHRC-PDR-H, 1600 Spearhead Division Avenue Dept 420, Fort Knox, KY 40122-5402 • Coast Guard  [00187]: Commander, CG Personnel Service Center , Attn: PSC (BOPS-C-MR), 2703 Martin Luther King Jr. Ave SE, Washington, DC 20593-7200 • Marine Corps [00178]: Commandant U.S. Marine Corps, Personnel Management Support Branch, 2008 Elliot Road, Room 203, Quantico, VA 22134-5030 • Navy Officer [00166]: Commander, Navy Personnel Command, PERS-312 Records Support Branch, 5720 Integrity Drive, Millington, TN 38055-3120 <p>For Navy Enlisted personnel, advise requester to contact the [00542]: Commander, Navy Personnel Command , PERS-4912 Naval Reserve Information Branch , 5720 Integrity Drive , Millington, TN 38055-4910. Do NOT refer request or record.</p>

REUNIONS

The release of a last known address from a military record is governed by 32 CFR 286, DoD Freedom of Information Act Program, 32 CFR 286a, DoD Privacy Program, and decisions of the Defense Privacy Board. NPRC provides the last known address in the veteran's military record to: 1) Routine Users, 2) Commercial enterprises, with veteran's authorization, and 3) divorced, deserted, or separated spouse or cohabitant (whether or not remarried) when child support or alimony is cited. We do not provide addresses or forwarding service for social reasons.

The Department of Veterans Affairs, Records Management Center (RMC) may provide service on requests for addresses or forwarding for reunion purposes. However, the request **MUST** contain the name **AND** either service number, social security number, or VA claim number for each person. Both identifiers must be available. RMC will not/cannot search with just a name only. If request does not contain enough identifying information on each name requested, advise requester to obtain needed info and then contact:

[\[00197\]](#)

**Department of Veterans Affairs
Records Management Center (RMC)
Post Office Box 5020
St. Louis, MO 63115-5020**

If request contains more than five names AND has identifiers (service number, social security number, or VA claim number) for each person, forward request to:

[\[00197\]](#)

**Department of Veterans Affairs
Records Management Center (RMC)
Post Office Box 5020
St. Louis, MO 63115-5020**

NOTE: There are many resources on the World Wide Web, dedicated to locating veterans, which may assist requesters who want help finding veterans. Here is a sampling of what's available:

Veteran's Archive Database	National VETS Archives
Military Search Bulletin Board	World War II Veterans Website
Veterans of Foreign Wars	American Legion
Military City Online	Social Security Death Index

U.S. Navy Memorial Web site has a section called The Navy Memorial Log

More generic (non-military) "people finders" might also be of use in locating people. A few of the most popular sites are Switchboard, InfoSpace, Four11, and Yahoo. Members of countless Naval fleets, field artillery units, bomber groups and U.S. Army divisions, et al, have constructed Web sites devoted to honoring the memory of their companions and keeping in touch with those who are still alive. A quick search in a Web search engine will bring up a lengthy list of these sites.

Source: [NPRC 1865.49](#)

ROSTERS

Last Update: 9/28/2004

AIR FORCE -- No rosters exist for AF organizations (only AAF/AC units prior to 12/31/43)

ARMY

Consolidated rosters of an organization for the entire period of its existence are not available. Monthly rosters of commissioned and enlisted personnel, which contain names and service numbers but do not show home addresses, are generally available for the years 1912 through 1943. Army rosters for the years 1944, 1945, and 1946 were destroyed in accordance with the General Records Schedule, and are no longer available. The Department of the Army created monthly rosters; however, in most cases, only biannual rosters were retained as permanent records for the years 1947 through 1974. There are no rosters available at this Center beyond these dates.

The Department of the Army began using Social Security Numbers as identifiers, rather than service numbers, in 1969. Rosters for that date and beyond will show Social Security Numbers; however, that information is protected by the Privacy Act of 1974 and MUST be deleted before copies are released.

Rosters can be furnished on a limited basis for a fee. The fees assessed for furnishing personnel rosters are as follows:

Searching and Processing:	\$13.25 per hour
Copies (first six pages):	\$ 3.50 per hour
Each Additional Page:	\$.10 per hour
Minimum Charge:	\$ 8.30 per hour

NOTE: Search fees apply whether or not we locate the requested information and a deposit of \$8.30 is required before we begin the search.

MARINE CORPS

Unit Diaries - show enlistment, assignment to unit, reassignment, WIA, hospitalization, etc. Rosters are contained within the unit diary monthly. Advise requester to contact:

[\[00182\]](#)

CMC

HQMC MMSB - 10

2008 Elliott Road

Suite 201

Quantico, VA 22134-5030

Marine Corps Command Chronologies and After Action Combat Reports see address [\[00105\]](#):
Marine Corps Historical Center, 1254 Charles Morris Street, SE, Washington, DC 20374.

NAVY

Muster Rolls - contain monthly rosters and daily report of changes (assignment to unit, reassignment, WIA, hospitalization, etc.). Advise requester to contact the appropriate facility:

Muster Rolls 1801-1938

[\[00597\]](#)

National Archives and Records Administration
Textual Reference Branch (NWDT1)
700 Pennsylvania Avenue, Room 13W
Washington, DC 20408

Muster Rolls 1939-1971

[\[00123\]](#)

National Archives and Records Administration
ATTN: Archives II Reference Section (NWCT2R)
8601 Adelphi Road, Room 2400
College Park, MD 20740-6001

Muster Rolls 1972-1975

[\[00596\]](#)

Bureau of Naval Personnel
PERS-0243
Washington, DC 20370

Muster Rolls 1976- Present

[\[00598\]](#)

Navy Personnel Command (PERS-00J6)
5720 Integrity Drive
Millington, TN 38055

Ship Deck Logs - often list officer personnel on the first page of each month's log. Advise requester to contact the appropriate facility:

Deck Logs 1801-1940

[\[00597\]](#)

National Archives and Records Administration
Textual Reference Branch (NWDT1)
700 Pennsylvania Avenue, Room 13W
Washington, DC 20408

Deck Logs 1941-30 years from current year

[\[00123\]](#)

National Archives and Records Administration
ATTN: Archives II Reference Section (NWCT2R)
8601 Adelphi Road, Room 2400
College Park, MD 20740-6001

Deck Logs-Within past 30 years

[\[00170\]](#)

Department of the Navy
Naval Historical Center
805 Kidder Breese SE
Washington Navy Yard
Washington, DC 20374-5060

NOTE: Navy Muster Rolls for approximately 1940 -1946 also are available in the OR Section. However, the copies are often very poor.

Source: [NPRC 1865.64](#)

Coast Guard

If a requester asks for copies of any Coast Guard station or cutter crew list, roster, or muster roll, refer them to the appropriate address depending on the dates of service.

Copy and paste one of the following referral paragraphs into your response letter.

Coast Guard station or cutter crew lists, rosters, and muster rolls are not stored at the National Personnel Records Center. For service after 2005, contact the Coast Guard at the following address. Please include the cutter's or station's name and the month and year of service.

[\[00727\]](#)
COMMANDER
Personnel Service Center
US Coast Guard STOP 7200
2703 Martin Luther King Jr. Ave. SE
Washington, DC 20593-7200

Coast Guard station or cutter crew lists, rosters, and muster rolls are not stored at the National Personnel Records Center. For service from 1950-2005, contact the Coast Guard at the following address. Please include the cutter's or station's name and the month and year of service.

[\[00728\]](#)
COMMANDANT (CG-611)
ATTN: FOIA OFFICER
US COAST GUARD STOP 7710
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON DC 20593-7710

Coast Guard station or cutter crew lists, rosters, and muster rolls are not stored at the National Personnel Records Center. For service prior to 1950, write to the following address. Please include the cutter's or station's name and the month and year of service.

[\[00729\]](#)
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
TEXTUAL RECORDS
700 PENNSYLVANIA AVENUE, NW
WASHINGTON, DC 20408-0001

Source: US Coast Guard Historian's Office, <https://www.uscg.mil/history/faqs/Genealogy.asp>

Roster

Details: These records contain various amounts of service information.

- Branches: Army
- War: 1912-1943 & 1947-1974

How to request: Create an OR search request through CMRS, providing month and year attached to unit.

Samples of documents returned to technician:

Sample of Roster

GRADE		NAME		SERIAL NUMBER		TEAM		SERIAL		DATE OF BIRTH		MOB		OCC		SERIAL	
A		B		C		D		E		F		G		H		I	
CLASSIFICATION AND AUDIT LIST FOR THE MONTH OF JULY 1945																	
91 RECON WG HQ HQ SQ																	
APO 710																	
PREPARED BY 34 SCU APO 710																	
COL	██████████	WILLIAM C	07017317061	AC	000	1P											
LTC	██████████	RALPH E	07341562081	AC	1112	4V											
LTC	██████████	ROBERT S	07394858141	MC	1121	4F											
LTC	██████████	GEORGE H	07395168181	AC	2222	3P											
LTC	██████████	EARL H	07299805051	AC	2211	3											
LTC	██████████	WRENE J	07286838061	AC	2222	4											
LTC	██████████	WILLIAM B	07354667101	AC	1111	3A											
LTC	██████████	CECIL C	07448441061	AC	1111	6											
MAJ	██████████	ELDON W	07305297101	AC		3											
MAJ	██████████	F D JR	07649022151	AC	2221	6											
MAJ	██████████	EUGENE S	07379615171	AC	2222	3											
MAJ	██████████	WESLEY F	07470801041	AC	1111	6											
														5001			
ARMY AIR FORCES CLASSIFICATION AND AUDIT LIST - OFFICERS																	

Sample of Payroll Roster

DATE OF ENLISTMENT (Indictive or call to active duty)	Number of years service	NAMES PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, date/rate of dependency to be noted as "Attached" or "Fib" with Voucher No.)	SERIAL No.	ALLOTMENTS					COLLECTIONS	
				Month and Year deducted	Class N	Class E	Class D	Class Y	Chart 1	Government liability
1				Dec 1944						
2										
3										
4		<u>REGULAR ARMY</u>								
7 Jun 40		<u>TECHNICIAN FOURTH GRADE</u>								
5	3	██████████, Calvin F.	7084476		6.90	50.00				
6		<u>OTHER COMPONENTS</u>								
		<u>STAFF SERGEANTS</u>								
10 Aug 42		██████████, Vernon F.	35467571		7.05			22.		
7		Dus sol for C of R fr 1								
8 Dec 44		to 31 Dec 44 incl at the rate of \$0.65 per day.								
9										
12 Mar 43		██████████, Marie L.	32823974		3.80			22.	1.50	
10										
11		<u>SERGEANTS</u>								
30 Nov 43		██████████, James M. Jr.	34848702		7.40			22.	1.50	
12										
10 May 40		██████████, Eugene J.	20430412		6.69				1.50	
13	6									
30 Oct 43		██████████, Lawrence F.	36768186		7.30			22.	1.50	
14										
23 Jul 43		██████████, Joseph	33745546		7.50			22.	1.50	
15										
16		<u>TECHNICIANS FOURTH GRADE</u>								
8 Apr 42		██████████, Clifford D.	38047823		6.70			27.	1.50	
17		██████████, John T.	35513161		6.85				1.50	
25 Sep 42										
18										
19		<u>CORPORALS</u>								
1 Dec 43		██████████, Robert R.	6361293		7.40			22.	1.50	
20	3									
28 Oct 43		██████████, Howard L.	36767523		6.50			22.	1.50	
21										
7 Dec 43		██████████, Samuel	42103313		6.40				1.50	
22		Aptd Cpl fr Pvt per P 3 80								
23		202 Hq 68th ITR IRTC this sta dtd 25								
24		Nov 44. Dus sol diff in pay as Cpl								
25		over no yrs serv fr Pvt over no yrs								
26		serv fr 25 Nov 44 to 30 Nov 44 incl								
27		not pd on prior roll.								
26		NOT USED								
27		NOT USED								

FASTEN ALONG THIS EDGE

16-28724-6

Primary Sources

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.106
June 12, 1987

SUBJECT: **Routine searching of auxiliary records in Records Reconstruction Branch**

1. **Purpose.** This memorandum issues and transmits instructions for use by routine search personnel in the auxiliary file of Search and Control Section, Records Reconstruction Branch.
2. **Applicability.** This memorandum is for the information and guidance of Records Reconstruction Branch search personnel insofar as their searching duties are concerned. Organizational records searching is not addressed in this issuance. This issuance is most specifically for the GS-3 routine searcher.
3. **Instructions.** This memo is intended for use in conjunction with NPRC Memo [1865.104](#), General background and reference information concerning Records Reconstruction Branch. The instructions for routine searching are contained in the attachment. This memorandum: Chapter 1 contains general information and instructions; and Chapter 2 contains instructions for processing specific type.
4. **Forms.** This memorandum provides for the use of the following forms.

NA Form 13096, Finding Aid Report
NA Form 13105, NPRC Search Request and Reply
VA Form 70-3101-4, Request for Information
DAS Form 54, Request for Official Military Personnel File, Microfiche, or Paper Document.
AF Form 652, Request for Loan of Master Personnel Record

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.106 CHGE 1
April 22, 1988

SUBJECT: **Routine searching of auxiliary records in Records Reconstruction Branch**

1. **Purpose.** This memorandum transmits a page change to NPRC 1865.106.
2. **Explanation of change.** Only distribution of this memorandum is changed to include personnel who search organizational records (OR) in Correspondence Section 2 of the Records Reconstruction Branch (NRPMR-B).

3. **Instructions.** Distribution of this change sheet is made to all personnel as shown below. Since no changes have been made to the original instructions, the Attachment is distributed only to the OR searchers.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.106 CHGE 2
January 12, 1989

SUBJECT: Routine searching of auxiliary records in Records Reconstruction Branch

1. **Purpose.** This memorandum transmits revised pages for NPRC 1865.106.
2. **Explanation of changes.** This memorandum has been revised to add the NRPMS searching responsibilities for Letterman General Hospital medical cards (QM C), California Military Benefit Cards (QT D), Korean Casualty File (QT K), and the Surgeon General's Office (SGO) Hospital Admission Card File (QT H). The memo provides search processing instructions and samples of these records. In addition, the memo reflects that NRPMS searches for POW information is limited to Korean service only with the inclusion of all WWII service in the auxiliary registry file (QT W).
3. **Instructions.**
 - a. Remove pp. 1/2 of ch. 1 and insert revised pp. 1/2.
 - b. Remove pp. i and ii of ch. 2, Table of Contents, and insert revised pp i and ii.
 - c. Remove pp. 1 thru 4 of ch. 2 and insert revised pp. 1 thru 4.2.
 - d. Remove pp. 7/8 of ch. 2 and insert revised pp. 7/8.
 - e. Remove pp. 19 thru 26 of ch. 2 and insert revised pp. 19 thru 30.

DAVID L. PETREE
Director

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CHAPTER 1. GENERAL INFORMATION AND INSTRUCTIONS

1. **Searcher's responsibility and purpose.** The primary mission of the Center is answering requests for information concerning records in the physical custody of the National Personnel Records Center (NPRC). Inquiries cannot be answered unless the pertinent records are located. The conscientious searcher, who has a personal commitment to providing efficient service to the requester, helps the Center fulfill its mission by displaying initiative and imagination in his/her efforts to locate records. In Records Reconstruction Branch a significant amount of searching is conducted in the auxiliary file.
2. **Auxiliary file.** The auxiliary file of the Records Reconstruction Branch consists of all records (paper, microfiche, and microfilm) which are used to assist in the records reconstruction process. Consult [NPRC 1865.104](#), General background and reference information concerning Records Reconstruction Branch, for a complete description of all records included in the auxiliary registry file.
 - a. **Searching responsibilities in the auxiliary registry file.** Only the following types of auxiliary registry file records are searched by routine searchers in the Search and Control Section (NRPMR-S):

QM C - clinicals (to include Letterman General Hospital on microfilm)

QM D - discharge orders

QM E - enlistment registers

QM P - pay records

QT D - California Military Benefit Cards (microfilm source)

QT H - Surgeon General's Office (SGO) Hospital Admission Card File (microfiche source)

QT K - Korean Casualty File (microfiche source)

QT * - American Battle Monuments

- b. **Supplemental auxiliary records sources.** In addition to the responsibility of searching specific records of the auxiliary registry file, the routine searcher shall search the following supplemental auxiliary records sources:

Service Number Card File (microfilm source)

VA Master Index Card File (microfilm source)

JAG Tapes (microfilm source)

3. **Basic searcher instructions.**

- a. **ALWAYS replace a record/document removed from the file area with a properly completed chargeout.**
- b. **Follow instructions carefully.**
- c. **Maintain neat and orderly work areas (including ladders).**
- d. **Report any records, documents, drawers, or cartons out of place to the supervisor.**
- e. **Report unsafe conditions or damaged equipment, records, documents, microfilm, or cartons to the supervisor.**
- f. **Replace all microfilm, documents, and cartons to their proper location.**

4. **Safety rules.**

a. **Use of ladders.**

(1) Face the ladder when pulling or pushing it.

(2) Place the ladder to avoid excessive reaching.

(3) While on a ladder, never position yourself directly in front of a heavy carton when removing it.

(4) Do not lean back on shelving behind you, as the ladder may have a tendency to slip.

- (5) Do not use a broken ladder. Report it to your supervisor immediately.
- (6) Do not use an overhead fixture or other object for support.
- (7) Do not place a ladder so that the uprights extend into the main aisles.
- (8) Do not pass a person working on a ladder, unless he/she has been warned.
- (9) Do not touch lights, pipes, overhead fixtures, or obstructions when standing on a ladder.
- (10) Do not work within five feet of a person on top of a ladder.
- (11) Do not use cartons as arm rests when working on a ladder.
- (12) Do not attempt to move a ladder while on it--always descend before moving it.
- (13) Do not leave ladders in the aisles at the end of the work day. Place them in the designated area by Column D-33.

b. ***Use of filing equipment.***

- (1) **NEVER stand or climb on shelves** - use ladders.
- (2) Pull out one carton at a time.
- (3) Replace cartons securely on shelving.

5. ***Use of microfilm and equipment.***

a. ***Microfilm.***

- (1) Carefully feed the film into the microfilm reader.
- (2) **DO NOT continue to feed if the film is not feeding properly.**
- (3) Repair broken film with splicing tape. **DO NOT use scotch tape or cellophane tape.**

b. ***Microfilm cabinet drawers.*** **DO NOT slam or jerk the drawers when opening or closing.** (Reels must be flat for the drawer to open and close properly.)

c. ***Refile.*** Refile microfilm periodically throughout the work day.

6. ***Handling of paper records.*** Handle all paper records with extreme care. The records are from 30-70 years old and are frequently very brittle. Repair any individual pages that should tear or crack.

7. ***Photocopying of documents.*** Documents that are being photocopied must lie flat on the copy machine surface. (Any part that is raised off the surface will be blurred.) Always check copies for legibility and completeness. If a document is larger than 8 1/2" x 14", the reduction mode on the copy machine shall be used.

8. ***Batch and assignment of work.*** All work is sorted into priority levels immediately after receipt in Search and Control Section. Work is batched and assigned as necessary to promote efficient processing. Routine searching shall be performed as soon as possible to minimize the pending workload and unnecessary delay.

9. **Routing of work.** At the end of the work day, deliver completed and uncompleted work to NRPMS-S office area.
10. **Records arrangements in stack area.** The records stack area of the auxiliary file consists of nine aisles, generally with ten high shelving units, three cube cartons wide. Within the area there are two basic records arrangements:
 - a. **Aisles 1 through 4.** [Fig. 1-10.1](#) illustrates the common arrangement of the records on shelving from aisles 1 through 4, however certain areas may differ.
 - b. **Aisles 5 through 9.** [Fig. 1-10.2](#) illustrates the common arrangement of the records on shelving from aisles 5 through 9, however certain areas may differ.
11. **Records locations in stack area.** To locate the appropriate file, refer to the registry numbers posted on the end of each aisle.
12. **Routine search in stack area.** A routine search in the stack area requires searching the entire contents of the correct folder, as indicated by the search request. (See [Chapter 2](#) for instructions on searching microfilm.)
13. **Positive identification of record.** Compare the search request to the name and service number (SN) of record to confirm positive identification.

CHAPTER 2. PROCESSING SEARCH REQUESTS

1. **Processing search requests for QM/QT records.** Consult NPRC Memorandum [1865.104](#) for descriptions of various QM/QT records, and for information pertaining to the registry numbers and records locations. The searcher shall search **ONLY** those items indicated on the search request. Upon completion of a search **ALWAYS** initial and date the search request.
2. **Forms used for requesting search actions.** A request for a search action may be documented on one of the following:
 - a. **NA Form 13096, Finding Aid Report (FAR).** On NA Form 13096, the requested search items will be indicated with a "check mark" next to the QM/QT entries. (See [fig. 2-2.1](#).)
 - b. **Single sheet FAR.** On a single sheet FAR, the requested search items will be indicated with a "check mark" next to the QM/QT entries. (See [fig. 2-2.1](#).)
 - c. **VA Form 70-3101, Request for Information.** On upper portion of VA Form 70-3101 (computer generated) requested search items will be indicated with a "check mark" next to the QM/QT entries. (See [fig. 2-2.1](#).)
 - d. **NA Form 13105, NPRC Search Request and Reply.** On NA Form 13105, the requested search items will be indicated on the left side of the form. (See [fig. 2-2.2](#).) The right side of the form shall be completed by the searcher.

NOTE: This form may be used for requesting searches in the stack area, on microfilm, or on microfiche.

3. **Processing priority search requests.** Priority search requests (e.g., red tags, Congressionals) will be hand delivered to searchers. Routine search procedures shall be followed, **except that**

the searcher shall immediately conduct the search and deliver the inquiry and records to NRPMR-S office area.

4. *Processing search requests from sources other than Records Reconstruction Branch.*

Search requests from sources other than Records Reconstruction Branch are **ALWAYS** processed by furnishing photocopies of requested records. A copy of all documents shall be made regardless of the number that may be involved. Searcher shall initial and date request form. See figs. [2-4.1](#) and [2-4.2](#) for samples of the most common types of these requests.

5. *Charging out records.* ALL RECORDS REMOVED FROM THE FILE AREA MUST BE CHARGED OUT.

NOTE: Records are removed from the file area ONLY if the inquiry/search request will be forwarded to Records Reconstruction Branch, Correspondence Sections (NRPMR-A/B).

a. **Definition.** A chargeout is a signal inserted in the file in place of a record/document indicating:

- (1) What record has been removed;
- (2) Where the record was sent;
- (3) When the record was removed (date); and
- (4) The identity of the person who removed the record (usually a searcher.)

b. **Types of chargeouts.** The following forms are used to chargeout records:

(1) NA Form 13013, File Chargeout Card. NA Form 13013 is a reusable form, therefore, all prior entries must be crossed out. (See [fig. 2-5](#) for sample of completed chargeout.)

NOTE: Searcher shall write the date color code and case routing code in the space marked "charged to."

(2) NA Form 13096, Finding Aid Report (FAR). The FAR is printed in duplicate with interleaved carbon. Use the card weight FAR copy as the chargeout. Searchers shall write the date color code, the date of chargeout, and their initials on the FAR. (See [fig. 2-5](#).)

NOTE: If the case routing code is illegible on the card weight FAR copy, the searcher shall write in the code.

(3) VA Form 70-3101-4, Request for Information. When processing search requests using VA Form 70-3101-4, the hardback copy (page 4) is used as the chargeout. Searchers shall write in the date color code, the date of chargeout, and their initials. (See [fig. 2-5](#).)

NOTE: If the case routing guide is illegible on page 4, the searcher shall write in the code. If the record to be charged out is shown on the VA-3101 continuation sheet only, the searcher shall "check mark" the registry number on the continuation sheet chargeout card and attach it to the VA 3101 request.

6. *Reporting chargeouts or negative searches.* The searcher shall report charged out records or negative searches in the following manner:

- a. **Chargeouts.** When a search is made and the requested document has been previously charged out of the file, the pertinent chargeout information shall be reported on the FAR/search request. Next to the appropriate entry write, "**c/o ; case routing code; date color code, and date charged out.**" (Example: c/o RC4 GB2 10-1-86.)

NOTE: Frequently, more than one of the same type of QM or QT record is indicated on the FAR/search request. For example, there may be three (3) "QM P" entries checked on a FAR, indicating that a search action is required for all three "QM P" entries. In these cases, if one or more of the requested records has been previously charged-out, write the registry file number of the document(s) found in the upper right hand corner of the corresponding document(s). This action shall be taken in addition to recording the charge-out information on the FAR/search request.

- b. **Negative searches.**

(1) Auxiliary stack area. When the requested document is not found in the folder, write "not found in folder" on the FAR/search request next to the appropriate entry.

NOTE: Before reporting a negative, the searcher shall:

- **double check** to be sure the correct carton and folder are being searched
- **check the entire box** to be sure the folder has not been misfiled or slipped underneath other folders.

(2) Microfilm/microfiche. To report a negative search of microfilm/microfiche, the searcher shall complete the block in the lower right hand corner of NA Form 13105, indicating the sources searched. If the film/fiche skips the veteran's name or SN, or if it is blurred or illegible, the searcher shall make a notation at the bottom of NA Form 13105.

(3) Negative searches on priority request. Negative searches for priority requests (e.g., red tag, Congressional) shall be reported in the same manner as described above, **except the searcher shall deliver these requests to the supervisor for a verification search.**

7. **Processing search request for QM D or QM P record.** The requested QM D or QM P record may be a single name or a multiple name document.

- a. **Single name document.** A single name document may either be one single sheet or a group of documents. For example, a single name pay voucher may have an attached order listing several names. This is still considered to be a single name document. The requested document or group of documents shall be removed from the file and a chargeout inserted in its place. (See [fig. 2-7.1](#) for sample of single name pay voucher.)
- b. **Multiple name document.** The multiple name document shall only be removed from the file for photocopy purposes. When returning the document to file take extreme care to refile in the correct folder.

(1) Multiple name pay voucher. On a multiple name pay voucher the searcher shall normally photocopy four pages:

- **front cover**
- reverse of the front cover or the **page containing the discharge authority** (usually page 2)
- any additional pages where the **individual's name and signature** appears.

Using the red ink pen place a check mark next to the veteran's name wherever it appears on the voucher. (See [fig. 2-7.2.](#))

(2) Multiple name discharge order. On a multiple name discharge order the searcher shall photocopy the first page (front) of the order. If the veteran's name appears on this page it is not necessary to copy the reverse side of the order. If the veteran's name does not appear on the first page of the order, then copy both sides of the order. The front page usually contains the discharge authority. Using a red ink pen place a check mark next to the veteran's name where it appears. (See [fig. 2-7.3.](#))

8. **Processing search request for QM C record.**

a. **Paper records.** After making positive identification of the QM C record, the searcher shall remove the requested record from the file and insert a chargeout in its place. (See [fig. 2-8.1](#) for sample of clinical record.)

b. **Microfilm record.** A QM C service code on a FAR can represent the existence of a Letterman General Hospital record which is stored on microfilm in the NRPMR-S office area if the QM C indicates box locations 7174-7176, 7195-7198, or 7200-7228. Correspondence technicians will request a copy of the medical card from the Letterman General Hospital microfilm when the requester indicates treatment at this facility. After locating the subject record on the microfilm the searcher shall attach a blowback copy of the medical card to the search request. (See [fig. 2-8.2](#) for sample of the medical card from Letterman General Hospital.)

9. **Processing search request for QM E record.** The date of enlistment is recorded by service number on various pages of ledgers or on individual documents within a folder. Once the correct name and service number are located, the enlistment date shall be written next to the appropriate entry on the FAR/search request. (See [fig. 2-9.](#))

a. **Processing search request for QT D record.** This microfilm source is located in the NRPMR-S office area. After identifying the appropriate record(s) on the microfilm, the searcher shall attach a blowback copy of the application and the DD-214, if available, to the search request. (See [fig. 2-9.1](#) for sample of record.)

b. **Processing search request for QT H record.** The microfiche listing of SGO information is located in the NRPMR-S office area. After identifying the subject coded information on the microfiche listing, the searcher shall make a blowback copy of the microfiche page and attach it to the search request/inquiry. (See [fig. 2-9.2](#) for a sample of coded record.) The search request/inquiry shall then be placed in a designated location in the Section. Further processing in NRPMR-S will require the codes to be entered into the computer screen format which interprets each code and generates a printout in duplicate. (See [fig. 2-9.2](#) for a sample of the computer printout.)

c. **Processing search request for QT K record.** The microfiche listings of the Korean Casualty File (QT K) are located in the NRPMR-S office area. Upon identifying the subject veteran on the microfiche, the searcher shall attach a blowback copy of the applicable information to the search request. (See [fig. 2-9.3](#) for sample of record.)

10. **Processing search request for QT P record.** After making positive identification of the QT P record, the searcher shall remove the requested record from the file and insert a chargeout in its place. (See [fig. 2-10](#) for sample of Philippine POW index card.)

12. **Service Number Index Tape (SN Index).**

- a. **Background.** The Service Number Index Tape (SN Index) provides Army WWII enlistment/reenlistment dates. The microfilm covers the period from January 1, 1940 through September 1946. Computer cards were completed for each veteran.
- b. **Location.** The SN Index tapes are filed in microfilm file cabinets located in the NRPMR-S office area.
- c. **Purpose.** The purpose in searching the SN Index is primarily to verify/furnish the date of enlistment/induction. The cards record the following information: service number, name, date of enlistment (or reenlistment), rank at time of enlistment, and in some cases, the year of birth.

13. **SN Index - File system and organization.** The cards on the tape are arranged in service number order. Tapes 1 through 21 contain information on Army WAC's. (These may be shown with an "A" before the service number.) The remaining tapes contain information on male service personnel.

NOTE: Some of the service numbers below 1,000,000 may be duplicated with the WAC service numbers.

14. **Processing search request for SN Index.** Search requests for SN Index are usually processed using NA Form 13105. The dates on the tapes are shown military style (i.e., day, month, year). Example: enlistment date on the card is "190942." The searcher shall write the date "09-19-42" on NA Form 13105. (See [fig. 2-14.](#))
- a. **Before and after dates.** When requested, the searcher shall furnish the dates of enlistment for the individuals shown immediately "before and after" the service number of the individual originally searched. Show the "before and after" enlistment dates, automatically, whenever the entry date is after June 1945. If the requested service number is skipped on the film, furnish the service number "before and after" with the enlistment dates. Specifically annotate that the dates furnished are "before" and "after" dates on NA Form 13105.
2. **E.R.C. STATISTICAL.** Some of the SN Index cards also carry a notation which reads: "E.R.C. STATISTICAL." This notation stands for "Enlisted Reserve Corps." In these cases the date the veteran began active duty may differ from the date the veteran enlisted in the reserve. If "E.R.C. STATISTICAL" is noted on the card indicate "ERC" on NA Form 13105 next to the date of entry.

15. **SN Index search initiated by Search and Control Section.** The batch clerk shall review completed actions on QM/QT searches and determine those requiring a subsequent SN Index search. The searcher shall prepare and complete NA Form 3105 as shown in [fig. 2-15.](#)

16. **VA Master Index Tape (VA Index).**

- a. **Background.** Prior to January 1972, the Veterans Administration (VA) maintained a card index with the name and partial information about each veteran who had insurance applications and conversions, and veterans who had filed claims with their agency. There were also cards for veterans who were paid a World War I bonus. This card system covered the period from 1917 to January 1972, and contained the names of over

34,000,000 veterans. In 1974, the NPRC was able to obtain a copy of this microfilm index. The VA has retained the Master Card File.

- b. **Location.** The VA Master Index tapes are filed in microfilm file cabinets located in the NRPMR-S office area.
- c. **Purpose.** The purpose in searching the VA index is to verify/furnish the requested service information as indicated in NA Form 13105. This may include name, service number, date of birth, VA claim #, dates of entry and discharge, home address at time of enlistment/induction, VA insurance numbers, and in some cases, the first organization to which the individual was assigned.

17. **VA Index - File system and organization.**

- a. **Time Periods.** The cards were put on the microfilm according to the VA breakdown of the fifty-six year time span into two periods:

"Prior Wars" -- 1917 through September 19, 1940

"World War II" -- September 20, 1940 to January 1972

NOTE: If the veteran served during both periods (i.e., before and after September 1940) the card was filed with the World War II period.

- b. **Card File Description.** Within each period the VA Master Index cards are filed under a library type system. The arrangement is essentially alphabetical within preselected PRIMARY and SECONDARY guides.

(1) PRIMARY guides. The PRIMARY guides are short surnames or the first part of a surname. **Typical PRIMARY guides are: DALF**, followed by **DALK**, and between these two guides will fall such **surnames** as **DALFino**, **DALGetty**, **DALHaus**, **DALicandro**, and **DALJesus**. (See [fig. 2-17.](#))

(2) SECONDARY guides. Within the segment covered by each PRIMARY guide, the cards are arranged alphabetically within the selected SECONDARY guides, consisting of one or more **first name** initials. **SECONDARY guides usually follow this pattern:**

A & B

C

D & E

F & G

H & I

J & K

L & M

N thru S

T thru Z

Each PRIMARY guide segment is repeated, i.e., started again at the beginning for each of these nine SECONDARY guide segments. **This means that for the PRIMARY guide cited in subpar. 17b(1) (DALF thru DALJ), there will be nine separate alphabetical runs.** (See [fig. 2-17.](#))

c. **Additional search information.** The searcher shall use the following information in locating the requested name on microfilm:

(1) Identical names. If there is more than one card for the same name, the names will be in date of birth order.

(2) Last names beginning with "MC" or "MAC." Last names beginning with "MC" or "MAC" are filed together on the tapes.

(3) Hyphenated last names. Hyphenated last names are generally run together, but may also be filed with the first part showing on the tape as the last name, and the second part as the first name.

(4) Common names. When searching a given name that is common and only the middle initial is shown on NA Form 13105 (e.g., Jones, John J.) search all names with only that middle initial, as well as all middle names beginning with that initial. If, however, the middle name is given, first search the middle name and if not found, then the initial only (i.e., Jones, John Joseph and then Jones, John J.).

18. **Processing search request for VA Index.** Search requests for VA Index are usually processed using NA Form 13105. The searcher **shall furnish ALL the information as shown on the VA Index card, regardless of whether or not the information is requested.** (See [fig. 2-18.](#))

19. **VA Index search initiated by Search and Control Section.** The batch clerk shall review completed actions on QM/QT searches and determine those requiring a subsequent VA Index search. **Searcher shall prepare and complete NA Form 13105 by furnishing ALL the information as shown on the VA Index card.** (See [fig. 2-19.](#))

20. **Processing search request for "POW" information.**

a. **Background and procedures for positive search.** A request for "POW" information requires searching Air Force paper records or Army microfiche (QT K POW microfiche) listings of Korean Prisoners of War in alphabetical order. The paper records/fiche furnish the individual's name, SN, rank, component, and dates of capture and release to military control. The paper records/fiche are located in the NRPMR-S office area. After positive identification, the searcher shall furnish the dates of capture and release on the request form (usually NA Form 13105).

b. **Negative search.** If the search of the appropriate record is negative, the searcher shall subsequently search the microfilm of the **Foreign Claims Settlement Commission** and furnish applicable information. This microfilm is located in the NRPMR-S office area, and is also listed in alphabetical order.

21. **Processing search request for "JAG Tape."** A search request for "JAG Tape" requires searching microfilm for a court martial index card. These tapes are divided into two alphabetical runs. The first run covers Army, 1917 to 1949, and Air Force (Air Corps and Air Service), 1917 to 1948. The second run covers Army from 1950 to 1959. The cards are arranged alphabetically by surname. The earlier set of cards contains name, serial number, rank,

organization, general court martial order and record numbers, and date registered in JAGO. The later set of cards contains the same information plus age and sentence and confinement dates. This microfilm source is located in the NRPMR-S office area. After positive identification, the searcher shall furnish the court martial case number on the request form (usually NA Form 13105). If Air Force service is indicated, the searcher shall preface the court martial case number with "AFGCM" (Air Force General Court Martial); or "AFSPCM" (Air Force Special Court Martial).

Figure 7: **Sample certificate attesting to absence of desired information**



National Personnel Records Center

Civilian Personnel Records 111 Winnebago Street St. Louis, Missouri 63118-4199

(Current date)

Copies:
1 - Original
1 - File

CERTIFICATE

STATEMENT OF ABSENCE OF CERTAIN DOCUMENTS IN RECORDS OF CIVILIAN PERSONNEL

I, _____, Chief, Reference Service Branch, National Personnel Records Center (Civilian Personnel Records), National Archives and Records Administration, on behalf of and as authorized by the Archivist of the United States (36 CFR 1254.76), who has legal custody of the records described below. Transferred to the Archivist of the United States pursuant to 44 U. S. C. 3103, have caused diligent search to be made of the described records and have found no documents for _____ (name).

In testimony whereof I, _____, Chief, Reference Service Branch, National Personnel Records Center, have hereunto subscribed by name and caused the seal of the National Archives and Records Administration to be affixed in St. Louis, Missouri, this _____ day of _____ (month and year).

Signed by Chief, or Acting Chief,
for Reference Service Branch

If it appears important to the case,
add a note explaining the time lag
in transfer of records.

Do Not affix a gold paper
notarial seal unless
certificate consists of
more than one page.

Certificates requiring two pages
will be fastened together with
ribbon the same way copies of
records are fastened to be
authenticated.

NARA
Impression Seal
Affixed By
Section Chief's
Office

National Archives and Records Administration

Figure 6: **Sample certificate attesting to information of records**



National Personnel Records Center

Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

(Current date)

Copies:
1 - Original
1 - File

CERTIFICATE

I HEREBY CERTIFY that the official records of the Department of the Army in the custody of the National Archives and Records Administration, filed at the National Personnel Records Center (Military Personnel Records or Civilian Personnel Records), street address, St. Louis, Missouri 63132-5100 or 63118-4199, show that John J. Doe, service number 00 000 000, gave his beneficiaries as Mrs. Mary E. Doe, wife, and John J. Doe, Jr., son. Mrs. Doe's address is shown as 1000 Plover Street, Chicago, Illinois.


Signed by Chief, or Acting Chief, of Reference Branch

Do Not affix a gold paper notarial seal.

NARA
Impression Seal
Affixed By
Section Chief's
Office

National Archives and Records Administration

Figure 9: **Sample certificate attesting to probable loss of desired Air Force record**



National Personnel Records Center
Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

(Current date)

C E R T I F I C A T E

I HEREBY CERTIFY that extensive efforts at the National Personnel Records Center (Military Personnel Records) in St. Louis, Missouri, to locate the Air Force records of (name) , service , have been unsuccessful.

I HEREBY FURTHER CERTIFY that about 75 percent of the records pertaining to former members of the United States Air Force discharged before 1964 that were maintained on the sixth floor of the National Personnel Records Center (Military Personnel Records) in St. Louis, Missouri, were destroyed as a result of a fire on July 12, 1973, and that if a record for (name) , did exist at the said Records Center prior to that date, such record presumably was lost in the fire.

Chief, Records Reconstruction Branch

National Archives and Records Administration

Figure 8: **Sample certificate attesting to probable loss of desired Army record**

National Personnel Records Center

Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

(Current date)

CERTIFICATE

I HEREBY CERTIFY that extensive efforts at the National Personnel Records Center (Military Personnel Records) in St. Louis, Missouri, to locate the Army records of (name), service (number), have been unsuccessful.

I HEREBY FURTHER CERTIFY that about 80% of the records pertaining to former members of the United States Army discharged before 1960 that were maintained on the sixth floor of the National Personnel Records Center (Military Personnel Records) in St. Louis, Missouri, were destroyed as a result of a fire on July 12, 1973, and that, if a record for (name), service number (number), did exist at the said Records Center prior to that date, such record presumably was lost in the fire.

Chief, Records Reconstruction Branch

National Archives and Records Administration

Figure 2-5: Sample chargeouts showing entry of charge code

NA FORM 13013

OUT

NAME (LAST, FIRST, M I) OR REGISTRY NO. <i>Edwards P0000</i> <i>066 940</i>		SVC NO., SSAN OR DOB [REDACTED]	NAM
CHARGED TO <i>RC4 GB2 - RED</i>	DATE <i>10/1/86</i>	INITIALS <i>BD</i>	CH.
NAME (LAST, FIRST, M I) OR REGISTRY NO.		SVC NO., SSAN OR DOB	NA

CHA: Red Tag Cases

For routine, show code as: GB2
For Special Tag case, show: GB2 - SPEC

RECORD CHARGED TO:
NPRC ORGANIZATIONS

RC4 GB2
(CASE ROUTING CODE) ← Routine Case Charge Code

RESEARCH ROOM, 2045

EQUIFAX

MILIREC

FINDING AID REPORT

NA FORM 13086 (9-86)

V

014 13 5400

ACT. COOL FILE IDENT.

SERVICE IDENTIFICATION NUMBER

For Red Tag or Special cases show charge code plus "RED" or "SPEC", e.g., "GB2 - RED"

ROUT / COLOR-CODE	<i>RC4 PB3</i>	C/O DATE	<i>10-15-86</i>	SEARCHER	<i>BD</i>	ADDRESS-CODE	13
SSAN/SN	[REDACTED]	NAME	NOT FOUND	SVC-CODE	REGISTRY-NO.		
		ROWE WALTER E		QM / D 2869 020 042		RUN DATE	10/31/86
		ROWE WALTER F		QM / P 0672 009 020		RUN TIME	11.32
						RUN PAGE	01735
						INQ: PAGE	00001

VA FORM 70-3101-4 JUL 1986

Figure 14: Sample completed computer-generated VA 3101 illustrating reply to request for medical/health records

ROUT/COLOR-CODE.....C/O DATE.....SEARCHER.....ADDRESS-CODE 13
 SSAN/JN NAME SVC-CODE REGISTRY-NO. RUN DATE 07/16/86
 [REDACTED] KELLY ANTHONY L AF F 8 888 888 RUN TIME 18.58
 RUN PAGE 00309
 INQ PAGE 00001

=====REQUEST FOR INFORMATION VA FORM 7C-3101-4 JUL 1986=====

DATE 07-07-86 VA-INS-NO. VA-FILE-NO. [REDACTED]
 TYPE-OF-REQUEST ORIGINAL 1. NAME KELLEY, ANTHONY, LYNN
 TYPE-OF-CLAIM DISABILITY 2. SSAN [REDACTED]
 DATA-REQUESTED SERVICE MEDICAL 3. SERVICE BRANCH AIR FORCE
 4. DATE-OF-BIRTH [REDACTED]
 5. PLACE-OF-BIRTH WASHINGTON, -DC
 6. DATE-OF-DEATH

VETERANS ADMINISTRATION (320)
 110 9TH AVE., SJ.
 NASHVILLE TN 37203 ORIGINATING-UNIT ADJUDICATION 2122

7. ENT ACT DUTY	8. SEP ACT DUTY	9. CHAR	10. SVC NUMBER	11. LAST GRADE, RATE, RANK, AND/OR ORGANIZATION	12. SEP FURN ON FILE
A 05-20-63	04-15-66	[REDACTED]	[REDACTED]		NO
B 04-16-66	05-21-66	[REDACTED]	[REDACTED]		NO
C					

13. SUBSEQUENT-RES/PET-STATUS NONE 14. TERMINAL-DATE 15. RET-STATUS
 16. ALLEGED DISEASE/INJURY 17. TREATMENT-DATES 18. PLACE-OF-TREATMENT 19. TYPE
 A

20. PLEASE FURNISH ALL SMRS TO INCLUDE ENTRANCE AND DISCHARGE EXAMS
 FURNISH ALL CLINICAL RECORDS:

(✓) AVAILABLE () ITEMS 1, AND 2 OR 10 (✓) ITEMS 1, AND 2 OF 10
 REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER) (WHICHEVER WAS THE IDENTIFIER)
 FORWARDED. AND 7-9 VERIFIED CORRECT. AND 7-9 VERIFIED CORRECT, EXCEPT

8b. 5-21-70
 9b. Hon

ADDITIONAL INSTRUCTIONS:
 1. Medical records forwarded to VA from Army, Air Force, Coast Guard, Marine Corps, and Navy. Check the block "Medical Records." If none found, enter "None found" in this block.
 2. Authenticating reply. Whenever medical records are sent to the VA, enter NPRC code stamp in the signature block and complete as shown.

ENCLOSURES	() X-RAYS	() CLINICAL RECORDS	SIGNATURE AND TITLE	DATE
() HEALTH RECORDS	() DENTAL RECORDS	() OTHER RECORDS	[Signature]	8/8/86
() ENTRANCE PHYSICAL	(✓) MEDICAL RECORDS			
() SEPARATION PHYSICAL	() OTHER RECORDS			

• CODE: NPRC F-C DATE: [REDACTED]
 • NATIONAL PERSONNEL RECORDS CENTER, [REDACTED]
 • ST. LOUIS, MO. 63152
 • BY [Signature]

Figure 1-3.1: **Sample completed NA Form 13105 with positive results**

NPRC SEARCH REQUEST AND REPLY

CASE CODE <i>RC6</i> <i>WBI</i>	TO:	<input type="checkbox"/> Organizational Records Section, Rm 2605 <input checked="" type="checkbox"/> Records Recon Corr, Sec 2, Rm 1538 (Fire related organizational records) <input type="checkbox"/> Search and Control Section, Rm 1538	TO:	<input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, Rm 2655 <input type="checkbox"/> Navy Corr, Rm 3355 <input checked="" type="checkbox"/> Records Recon Corr, Sec <u>2</u> Rm 1538 <input type="checkbox"/> Spec Inq Section, Rm 2043
---------------------------------------	-----	---	-----	--

REQUEST SEARCH OF (Check appropriate box)

A <input type="checkbox"/> VA INDEX WW I (1917-SEP 18/40)	F <input type="checkbox"/> "OM" RECORDS
B <input type="checkbox"/> VA INDEX WW II (SEP 20/40-SEP 72)	G <input type="checkbox"/> POW TAPE
C <input type="checkbox"/> JAG TAPE (SEP '17-DEC '49)	H <input checked="" type="checkbox"/> O/R SEARCH
D <input type="checkbox"/> JAG TAPE (1950-1959)	I <input type="checkbox"/> "OT" RECORDS
E <input type="checkbox"/> SN INDEX	J <input type="checkbox"/> OTHER (SPECIFY)

REPORT OF SEARCH

Check if information is correct.
If not, supply correct information below. (Record indicate alpha code for source(s) searched.)

VERIFY/SUPPLY INFORMATION CHECKED BELOW

LAST NAME, FIRST NAME, MIDDLE INITIAL *Smith, Edward F.*

SN (S) / SSM _____

DOB _____

POW DATES _____

VA CLAIM NO. _____

OM RECORD / OT RECORD REGISTRY NO. _____

RECORD OF TRIAL GCMO#

ENTRY ENL DATE _____ PLACE *1-21-52*

DISCHARGE DATE _____ CHARACTER _____ GRADE _____
 PLACE _____ AUTHORITY _____ SPECIFIC REASON _____

GRADE DATE PROMOTED TO _____ DATE REDUCED TO _____

ACTIVE DUTY DATES _____ ACOUTRA _____

TIME LOST AWOL CONF _____

SERVICE OUTSIDE U.S. DATE DEPARTED _____ DATE RETURNED TO U.S. _____

GRADE CARDS _____

ORDERS GENERAL SPECIAL OTHER _____

MORNING REPORTS _____

SICK REPORTS _____

28 AUG 52

CLINICAL RECORDS OUTPATIENT RECORDS
 STATUS OF PATIENT VET DEP OTHER

HOSPITAL _____

DATES OF TREATMENT _____

NATURE OF TREATMENT _____

CHARGE RECORD TO CORR VARO _____

See attached copy of M/R for Rec. Cen. Co A, 5422nd ASO Rec. Cen. (Enlisted) Ft. Sheridan, IL

ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION

Chicago, IL

(Continue on reverse)

NEGATIVE SEARCH (RECDN: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)

REQUESTER'S NAME AND OFFICE SYMBOL <i>T.M. Davis NCPMR-A</i>	REC. ATTCHD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DATE <i>5-6-88</i>	SEARCHER'S NAME <i>J. White</i>	DATE <i>5-9-88</i>
---	---	-----------------------	------------------------------------	-----------------------

Figure 6: Sample completed computer-generated VA 3101 (item(s) incorrect), illustrating pay grade and 90-day statement

ROUT/COLOR-CODE.....C/O DATE.....SEARCHER.....ADDRESS-CODE 13
 SSA/SN NAME SVC-CODE REGISTRY-NO.
 [REDACTED] NOT FOUND [REDACTED] RUN DATE 07/10/80
 [REDACTED] HANSON PAUL [REDACTED] RUN TIME 11-20
 [REDACTED] RUN PAGE 00035
 [REDACTED] INQ PAGE 00001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

DATE 05-09-86 VA-INS-NO. VA-FILE-NO. [REDACTED]
 TYPE-OF-REQUEST ORIGINAL 1.NAME HANSON, PAUL
 TYPE-OF-CLAIM PENSION-DEATH 2.SSN [REDACTED]
 DATA-REQUESTED SERVICE 3.SERVICE-BRANCH ARMY
 BASIC PAY DATA 4.DATE-OF-BIRTH [REDACTED]
 5.PLACE-OF-BIRTH MICHIGAN
 6.DATE-OF-DEATH

=====

VETERANS ADMINISTRATION (335)
 FT. SNELLING
 ST. PAUL MN 55111. ORIGINATING-UNIT ADJUDICATION 2111

=====

7. ENT	8. SEP	9.	10.SVC	11. LAST GRADE, RATE,	12.SEP FORM
ACT DUTY	ACT DUTY	CHAR	NUMBER	RANK, AND/OR ORGANIZATION	ON FILE
A 04-12-47	04-13-50	[REDACTED]	[REDACTED]		NO
B 04-14-50	04-15-50	[REDACTED]	[REDACTED]		NO
C					

=====

13.SUBSEQUENT-RES/RET-STATUS NONE 14.TERMINAL-DATE 15.RET-STATUS
 16.ALLEGED DISEASE/INJURY 17.TREATMENT-DATES 18.PLACE-OF-TREATMENT 19.TYPE
 A

=====

20. FURNISH BASIC PAY DATA

() AVAILABLE () ITEMS 1, AND 2 OR 10 (✓) ITEMS 1, AND 2 OR 10
 REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER) (WHICHEVER WAS THE IDENTIFIER)
 FORWARDED. AND 7-9 VERIFIED CORRECT. AND 7-9 VERIFIED CORRECT, EXCEPT

8b. 4-15-54
 Pay grade: E-6
 4. DOB correct

VETERAN HAD 90 DAYS OR MORE CREDITABLE ACTIVE SERVICE WHICH INCLUDES ONE OR MORE DAYS WARTIME SERVICE EXCLUSIVE OF FURLOUGH TIME AND OTHER NON-CREDITABLE SERVICE.

ENCLOSURES () X-RAYS () CLINICAL RECORDS
 () HEALTH RECORDS () DENTAL RECORDS
 () ENTRANCE PHYSICAL () MEDICAL RECORDS
 () SEPARATION PHYSICAL () OTHER RECORDS

SIGNATURE AND TITLE DATE
 CODE: [REDACTED] DATE: 8/6/80
 NATIONAL PERSONNEL RECORDS CENTER (MPRL) USA
 ST. PAUL, MN 55111
 [Signature]

Figure 9: Sample completed computer-generated VA 3101 illustrating eligibility for complete separation and circumstances surrounding discharge

ROUT/COLOR-CODE.....C/D DATE.....SEARCHER.....ADDRESS-CODE 13
 SSAN/SN NAME SVC-CODE REGISTRY-NO. RUN DATE 07/10/86
 [REDACTED] PEPPPO ANTHONY L NM N 7 777 777 RUN TIME 11.20
 [REDACTED] PEPPPO ANTHONY L NP N 8 888 888 RUN PAGE 00004
 [REDACTED] NOT FOUND INQ PAGE 00001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

DATE 05-09-86 VA-INS-NO. VA-FILE-NO. 433 84 4812
 TYPE-OF-REQUEST ORIGINAL 1.NAME PEPPPO,ANTHONY,L,JR
 TYPE-OF-CLAIM ORIGINAL DEATH 2.SSAN [REDACTED]
 DATA-REQUESTED SERVICE 3.SERVICE-BRANCH NAVY
 MEDICAL 4.DATE-OF-BIRTH [REDACTED]
 5.PLACE-OF-BIRTH NEW ORLEANS LA
 6.DATE-OF-DEATH 06-01-85

VETERANS ADMINISTRATION (321)
 701 LJOYOLA AVE.
 NEW ORLEANS LA 70113 ORIGINATING-UNIT ADJUDICATION 2111

7. ENT ACT DUTY	8. SEP ACT DUTY	9. CHAR	10. SVC NUMBER	11. LAST GRADE, RATE, RANK, AND/JR ORGANIZATION	12. SEP FORM UN FILE
A 10-14-43	02-15-46	[REDACTED]	[REDACTED]	E-4 NAVY ARMED GUARD UNIT	NC
B 02-15-46	05-21-48	[REDACTED]	[REDACTED]		NU

13. SUBSEQUENT RES/RET-STATUS NONE 14. TERMINAL-DATE 15. RET-STATUS
 16. ALLEGED DISEASE/INJURY 17. TREATMENT-DATES 18. PLACE-OF-TREATMENT 19. TYPE
 A

20. PLEASE VERIFY SERVICE AND SEND ALL SMRS TO INCLUDE ENTRANCE AND DISCHARGE EXAMS
 COPY OF ANY SEPARATION DOCUMENTS
 COMPLETE VERIFICATION OF SERVICE
 COPY OF PHYSICAL EXAM AT INDUCTION
 COPY OF PHYSICAL EXAM AT DISCHARGE

() AVAILABLE () ITEMS 1, AND 2 OR 10 () ITEMS 1, AND 2 OR 10
 REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER) (WHICHEVER WAS THE IDENTIFIER)
 FORWARDED. AND 7-9 VERIFIED CORRECT. AND 7-9 VERIFIED CORRECT, EXCEPT

7b. 2-16-46 VETERAN () (WAS NOT) ELIGIBLE FOR COMPLETE SEPARATION WHEN DISCHARGED ON Feb. 15, 1946
 9b. Undesirable

Discharged with an undesirable discharge after PEPPPO demonstrated by his actions and performance of duty that he was totally unfit for retention in the Naval Service. Discharge was not the result of any court-martial. Character is considered to be under other than honorable conditions. The following offenses were committed:
 5/10/45 Special court martial - Unauthorized absence 4/12-4/20/45
 4/27/48 Captain's Mast threatening another man with a knife

ENCLOSURES () X-RAYS () CLINICAL RECORDS () CODE SIGNATURE AND TITLE () DATE
 () HEALTH RECORDS () DENTAL RECORDS () NATIONAL PERSONNEL RECORDS CENTER (DEFEL) USA : 8/8/86
 () ENTRANCE PHYSICAL () MEDICAL RECORDS () ST. LOUIS, MO. ()
 () SEPARATION PHYSICAL () OTHER RECORDS ()

Figure 4: Sample completed computer-generated VA 3101, all items correct, illustrating travel time and reason for separation

ROUT/COLOR-CODE.....C/O DATE.....SEARCHER.....ADDRESS-CODE 13
 SSAN/SN NAME SVC-CODE REGISTRY-NO.
 [REDACTED] NOT FOUND TINKER EDWARD W AF F 2 222 222
 RUN DATE 07/10/86
 RUN TIME 11.20
 RUN PAGE 0007
 INQ PAGE 0001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

DATE 05-09-86 VA-INS-NO. VA-FILE-NO. [REDACTED]
 TYPE-OF-REQUEST ORIGINAL 1.NAME TINKER, EDWARD, W
 TYPE-OF-CLAIM PENSION DISABILITY 2.SSAN [REDACTED]
 DATA-REQUESTED SERVICE 3.SERVICE-BRANCH AIR FORCE
 TRAVEL TIME 4.DATE-OF-BIRTH [REDACTED]
 5.PLACE-OF-BIRTH CHATTANOOGA TN
 6.DATE-OF-DEATH

=====

VETERANS ADMINISTRATION (329)
 477 MICHIGAN AVE.
 DETROIT MI 48226 ORIGINATING-UNIT ADJUDICATION 2333

=====

7. ENT ACT DJTY	8. SEP ACT DUTY	9. CHAR	10. SVC NUMBER	11. LAST GRADE, RATE, RANK, AND/OR ORGANIZATION	12. SEP FORM ON FILE
A 07-20-18	10-18-18	[REDACTED]	[REDACTED]	PVT	NO

=====

13. SUBSEQUENT-RES/RET-STATUS NONE 14. TERMINAL-DATE 15. RET-STATUS

16. ALLEGED DISEASE/INJURY 17. TREATMENT-DATES 18. PLACE-OF-TREATMENT 19. TYPE

A

20. FURNISH TRAVEL TIME

() AVAILABLE () ITEMS 1, AND 2 OR 10 () ITEMS 1, AND 2 OR 10
 REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER) (WHICHEVER WAS THE IDENTIFIER)
 FORWARDED. AND 7-9 VERIFIED CORRECT. AND 7-9 VERIFIED CORRECT, EXCEPT

*Disch by demob.
 Travel time 2 days under 38 USC 106
 4. DOB correct*

ENCLOSURES () X-RAYS () CLINICAL RECORDS () HEALTH RECORDS () DENTAL RECORDS () ENTRANCE PHYSICAL () MEDICAL RECORDS () SEPARATION PHYSICAL () OTHER RECORDS

SIGNATURE AND TITLE DATE
 [REDACTED] NATIONAL PERSONNEL RECORDS CENTER (MPE) ST. LOUIS, MO 68152 7/30/86
 [Signature]

Figure 4: Sample completed employment suitability request (directly related to military records - Type A)

STATE OF CALIFORNIA
MILITARY RELEASE (PO)
 CDC 1901-A-2 (4/88)

DEPARTMENT OF CORRECTIONS
 BACKGROUND INVESTIGATION UNIT

AUTHORIZATION FOR RELEASE OF MILITARY AND MEDICAL INFORMATION

PLEASE SEND COMPLETE STATEMENT OF SERVICE

TO: Military Personnel Records Center - GSA
 9700 Page Blvd.
 St. Louis, Missouri 63132

DATE: 4/3/90
 SOCIAL SECURITY NUMBER: [REDACTED]

NAME OF APPLICANT (PRINTED): Mary Ann Hopkins

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my moral, physical, and mental qualifications. In this connection, I authorize the release of a complete statement of my military service from my military and related medical records, including any and all judicial and non-judicial punishment.

BRANCH OF SERVICE: Air Force
 SERVICE NUMBER: [REDACTED]
 DATE LAST SEPARATED FROM ACTIVE SERVICE: 11/5/85


PRESENT MILITARY STATUS:
 AIR FORCE RESERVE
 ARMY RESERVE
 NONE
 MARINE CORPS RESERVE
 NAVAL RESERVE

PRESENT HOME ADDRESS: [REDACTED]

FURNISH INFORMATION TO: DEPARTMENT OF CORRECTIONS
 Background Investigation Unit
 Northern Field Office
 2201 Broadway, Suite 201
 Sacramento, CA 95818-2572

APPLICANT FOR POSITION OF: Place red check mark next to return address.

I authorize the National Personnel Records Center, St. Louis, MO or other custodian of my military records to release to the Department of Corrections, Background Investigation Unit, information or photocopies from my military personnel and related material records, including the following information/records: Article 15 information, letters of reprimand or any other disciplinary actions taken and any information related to drug or alcohol abuse. This could also include an undeleted photocopy of my DD form 214, Report of Separation.


 (SIGNATURE)
 April 3, 1990
 (DATE)

TO BE COMPLETED BY THE RECORDS OFFICE

DATE OF ENTRY	DATE SEPARATED	REASON FOR SEPARATION	CHARACTER OF SERVICE
11-19-81	6-18-86	Completion of Required Service - FY 86 Early Release Program	[REDACTED]

DISCIPLINARY DATE, IF ANY:
 NONE
 SEE REMARKS
 REPORTS ATTACHED

PHYSICAL CONDITION AT TIME OF SEPARATION:
 REPORT ON SEPARATION PHYSICAL ATTACHED

PSYCHIATRIC CONDITION:
 REPORT ATTACHED

REMARKS:

Complete basic service information on form. Or, because of SPECIFIC statement on release authorization furnish copy of DD Form 214.

NPRC stamp

CONTINUED ON THE REVERSE SIDE

RELEASING OFFICER: _____ RELEASED BY: (SIGNATURE) _____ DATE RELEASED _____

Figure 7: Sample completed manually-generated VA 3101 (item(s) incorrect), illustrating pay grade and 90-day statement

1A ADDRESS CODE		VETERANS ADMINISTRATION REQUEST FOR INFORMATION				III TYPE OF CLAIM	
13						Pension-Death	
2 SEPARATION FORMS ON FILE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		3 DATA REQUESTED: <input checked="" type="checkbox"/> SERVICE <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input checked="" type="checkbox"/> OTHER					
4 BRANCH OF SERVICE: <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)		5A NAME AND ADDRESS OF VA REQUESTING OFFICE: FROM VARO 107 Sixth Street Pittsburgh Pa.		5B ORIGINATING UNIT: Adj Div		6 FILE NO (Use both parties) C- [REDACTED]	
8 LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served): JOHNSON, JOSEPH J.		9A ALL SERVICE NOS [REDACTED]		9B SOCIAL SECURITY NO [REDACTED]		7 INSURANCE NO.	
10 DATE OF BIRTH [REDACTED]		11 PLACE OF BIRTH Michigan		12 DATE OF DEATH 5-8-78			
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE		16. LAST GRADE, RATE OR RANK AND ORGANIZATION	
A. 4-12-47		4-13-50		[REDACTED]			
B. 4-14-50		4-15-50		[REDACTED]			
C.							
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACE OF TREATMENT		20. TYPE (Check) HOSPITAL OP	
A.							
B.							
C.							
21 ADDITIONAL INFORMATION REQUESTED: Furnish basic pay data							
22A SUBSEQUENT RESERVE OR RETIRED STATUS: <input checked="" type="checkbox"/> NONE <input type="checkbox"/> RESERVE OBLIGATION (Complete item 22B) <input type="checkbox"/> RETIRED (Complete item 22C) <input type="checkbox"/> UNKNOWN							
22B OBLIGATION TERMINAL DATE		22C RETIRED STATUS: <input type="checkbox"/> IN PAY STATUS <input type="checkbox"/> NONPAY STATUS <input type="checkbox"/> TEMPORARY DISABILITY RETIRED LIST <input type="checkbox"/> RETIRED STATUS UNKNOWN					
23 DATE June 21, 1978		24 SIGNATURE AND TITLE OF VA OFFICIAL J. H. BROWN, Adj Officer					
EMPOWERMENT/VERIFICATION BY SERVICE DEPARTMENT (Check applicable box(es))							
<input type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED		<input type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT		<input checked="" type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT, EXCEPT:			
14B. 4-15-54		Pay grade: E-6		10. DOB correct		VETERAN HAD 90 DAYS OR MORE CREDITABLE ACTIVE SERVICE (WHICH INCLUDES ONE OR MORE DAYS WAR TIME SERVICE) EXCLUSIVE OF FURLOUGH TIME AND OTHER NON-CREDITABLE SERVICE.	
NO. OF ENCLOSURES		ORIG COPY		NO. ENCL. (Cont.)		ORIG COPY	
HEALTH RECORDS				CLINICAL RECORDS		SERVICE INFORMATION	
PHYSICAL EXAMINATIONS AT ENTRANCE				X-RAYS		MEDICAL RECORDS	
PHYSICAL EXAMINATIONS AT SEPARATION				DENTAL RECORDS		DATE	
				MEDICAL RECORDS		SIGNATURE AND TITLE	
				OTHER RECORDS		BY: [Signature] DATE: 6-28-78	

VA FORM 07-3101 OCT 1973

Exception to SF 180 Approved by Central Services Administration, March 1969

EXISTING STOCKS OF VA FORM 07-3101, AUG 1971, WILL BE USED.

Figure 10: Sample completed manually-generated VA 3101 illustrating eligibility for complete separation and circumstances surrounding discharge

1. ACCOUNT NO.		VETERANS ADMINISTRATION				13. DATE OF CLAIM	
13		REQUEST FOR INFORMATION				Critical Death	
2. SEPARATION FUNCTION ON FILE		3. DATA REQUESTED					
<input type="checkbox"/> SLS <input checked="" type="checkbox"/> M7		<input checked="" type="checkbox"/> SERVICE <input checked="" type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> OTHER					
4. BRANCH OF SERVICE		5. NAME AND ADDRESS OF VA REQUESTING OFFICE		6. ORIGINAL LINE NO.		7. CLAIM NO.	
<input type="checkbox"/> ARMY <input checked="" type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		VA Regional Office 1520 Market Street St. Louis, MO 63103				XC- [REDACTED] [REDACTED]	
8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Use initials if appropriate)				9. ALL SERVICE NOS.		10. SOCIAL SECURITY NO.	
ADAM, Noah A.				[REDACTED]		[REDACTED]	
10. DATE OF BIRTH		11. PLACE OF BIRTH		12. DATE OF DEATH			
[REDACTED]		Chicago, Illinois		1-2-78			
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE		16. LAST GRADE, SERVICE BANK, AND ORGANIZATION	
A. 10-14-43		2-15-46		[REDACTED]			
B. 2-15-46		5-21-48					
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACE OF TREATMENT		20. TYPE (Ch-3)	
						HOSPITAL SP	
A.							
B.							
C.							
21. ADDITIONAL INFORMATION REQUESTED							
22A. SUBSEQUENT RESERVE OR RETIRED STATUS							
<input type="checkbox"/> NONE <input type="checkbox"/> RESERVE OBLIGATION (Complete Item 22B) <input type="checkbox"/> RETIRED (Complete Item 22C) <input type="checkbox"/> UNKNOWN							
22B. OBLIGATION TERMINAL DATE		22C. RETIRED STATUS					
1-20-78		<input type="checkbox"/> IN PAY STATUS <input type="checkbox"/> NONPAY STATUS <input type="checkbox"/> TEMPORARY DISABILITY RETIRED LIST <input type="checkbox"/> RETIRED-STATUS UNKNOWN					
23. DATE							
1-20-78							
24. SIGNATURE AND TITLE OF VA OFFICIAL							
Able B. Able, Adj Off.							
ENCLOSURE - VERIFICATION BY SERVICE DEPARTMENT (Check applicable box(es)) <input checked="" type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED <input type="checkbox"/> ITEMS 8 & 9, AND 13 THROUGH 16 VERIFIED CORRECT <input checked="" type="checkbox"/> ITEMS 8 & 9, AND 13 THROUGH 16 VERIFIED CORRECT EXCEPT:							
13 B. 2-16-46 15 B. Undesirable VETERAN [REDACTED] WAS NOT ELIGIBLE FOR COMPLETE SEPARATION WHEN DISCHARGED ON Feb. 15, 1946 { SHOW REASON OR AUTHORITY }							
Discharge with an undesirable discharge after ADAM demonstrated by his actions and performance of duty that he was totally unfit for retention in the naval service. Discharge was NOT the result of any court-martial. The character is considered to be under other than honorable conditions.							
ADAM committed the following offenses:							
May 10, 1945 Special court-martial. Unauthorized absence Apr 12 to 20, 1945							
Jun 27, 1945 Captain's Mast. Derelict in performing duty							
Oct 26, 1946 Captain's Mast. Threatening another man with a knife							
Jun 15, 1947 Special court-martial. Unauthorized leave May 5 to 10, 1947							
Apr 17, 1948 Special court-martial. Unauthorized leave Mar 10 to 15, 1948							
NO. OF ENCLOSURES		ORIG. COPY		NO. ENCL. (C-1)		ORIG. COPY	
HEALTH RECORDS				CLINICAL RECORDS			
PHYSICAL EXAMINATIONS AT ENTRANCE				R-RAYS			
PHYSICAL EXAMINATIONS AT SEPARATION				DENTAL RECORDS			
				MEDICAL RECORDS		X	
				OTHER RECORDS			
SERVICE INFORMATION		DENTAL RECORDS		MEDICAL RECORDS		OTHER RECORDS	
DAI CODE: 88PM		DATE: 1/20/78		NATIONAL PERSONNEL RECORDS CENTER (NPRC), USA		ST. LOUIS, MO 63132	
DATE BY: [REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	

Figure 15: **Sample completed manually-generated VA 3101 illustrating reply to Request for Medical/Health Records**

Approved Exception to SF 180

1A ADDRESS CODE 13		VETERANS ADMINISTRATION REQUEST FOR INFORMATION		1H TYPE OF CLAIM ORIGINAL DISABILITY	
2 SEPARATION FORMS ON FILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		3 DATA REQUESTED <input checked="" type="checkbox"/> SERVICE <input checked="" type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> OTHER			
4 BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)			
5A NAME AND ADDRESS OF VA REQUESTING OFFICE FROM VARO 450 Maint Street Hartford, Conn. 06103		5B ORIGINATING UNIT Adj Div		6 CLAIM NO C- [REDACTED]	
8 LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served) GOLIATH, DAVID D.		9A ALL SERVICE NOS [REDACTED]		9B SOCIAL SECURITY NO. [REDACTED]	
10 DATE OF BIRTH [REDACTED]		11 PLACE OF BIRTH Washington, D. C.		12 DATE OF DEATH	
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE	
A. 5-20-63		A. 4-15-66		[REDACTED]	
B. 4-16-66		B. 5-21-66		[REDACTED]	
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACES OF TREATMENT	
A.		A.		20. ORGANIZATION AT TIME DISEASE OR INJURY WAS INCURRED	
B.		B.		A.	
C.		C.		B.	
21 ADDITIONAL INFORMATION REQUESTED FURNISH PHYS EXAMS, ALL MEDICAL RECORDS, AND CLINICAL RECORDS.					

<input checked="" type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED 14 B. 5-21-70 15 B. HON		<input type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT		<input checked="" type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 15 VERIFIED CORRECT, EXCEPT: 13	
---	--	--	--	---	--

ADDITIONAL INSTRUCTIONS:

- Medical records forwarded to VA from Army, Air Force, Coast Guard, Marine Corps, and Navy. Check the block "Medical Records." If none found, enter "None found" in this block.
- Authenticating reply. Whenever medical records are sent to the VA, enter NPRC code stamp in the "Medical Records" block and complete as shown.

NO OF ENCLOSURES	ORIG	COPY	NO ENCL. (C. H.)	ORIG	COPY	SERVICE INFORMATION	DATE	SIGNATURE AND TITLE
CLINICAL RECORDS			CLINICAL RECORDS					
PHYSICAL EXAMINATIONS AT ENTRANCE			X-RAYS					
PHYSICAL EXAMINATIONS AT SEPARATION			DENTAL RECORDS			MEDICAL RECORDS		
			MEDICAL RECORDS		<input checked="" type="checkbox"/>			
			OTHER RECORDS					

CODE: **121-71**
 NATIONAL PERSONNEL RECORDS CENTER (NPRC), OSA
 ST. LOUIS, MO. 63132
 DT: **[REDACTED]**

VA FORM 07-3101
JUL 1970

EXISTING STOCKS OF VA FORM 07-3101, OCT 1969, WILL BE USED.

Figure 5: Sample completed manually-generated VA3101, all items correct, illustrating travel time and reason for separation

Approved Exception to SF 180


VETERANS ADMINISTRATION REQUEST FOR INFORMATION				18. TYPE OF CLAIM PENSION DISABILITY	
1A. ADDRESS CODE 13		2. SEPARATION FORMS ON FILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		3. DATA REQUESTED <input checked="" type="checkbox"/> SERVICE <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input checked="" type="checkbox"/> OTHER See 21	
4. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)					
34. NAME AND ADDRESS OF VA REQUESTING OFFICE FROM VA Regional Office 600 Federal Place Louisville, Kentucky 40202			35. ORIGINATING UNIT 3001/212/dav		6. CLAIM NO C- [REDACTED]
8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served) ABRAHAM, ABEL C.			9A. ALL SERVICE NOS [REDACTED]		7. INSURANCE NO.
10. DATE OF BIRTH [REDACTED]		11. PLACE OF BIRTH Kentucky		12. DATE OF DEATH	
13. DATE ENTERED ACTIVE DUTY 7-20-18		14. DATE SEPARATED FROM ACTIVE DUTY 10-13-18		15. CHARACTER OF SEPARATION OR DISCHARGE [REDACTED]	
16. LAST GRADE, RATE OR RANK, AND ORGANIZATION PVT					
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACES OF TREATMENT	
20. ORGANIZATION AT TIME OF CASE OR INJURY IF INCURRED					
21. ADDITIONAL INFORMATION REQUESTED Furnish travel time					
22A. SUBSEQUENT RESERVE OR RETIRED STATUS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> RESERVE OBLIGATION (Complete Item 22B) <input type="checkbox"/> RETIRED (Complete Item 22C) <input type="checkbox"/> UNKNOWN					
22B. OBLIGATION TERMINAL DATE		22C. RETIRED STATUS: <input type="checkbox"/> IN PAY STATUS <input type="checkbox"/> NONPAY STATUS <input type="checkbox"/> TEMPORARY DISABILITY RETIRED LIST <input type="checkbox"/> RETIRED-STATUS UNKNOWN			
22. DATE 12-1-71		24. SIGNATURE AND TITLE OF VA OFFICIAL DAVID A. BROWN, Adj Off <i>David A. Brown</i>			
EMPLOYMENT - VERIFICATION BY SERVICE DEPARTMENT (Check applicable boxes): <input type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED <input checked="" type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 18 VERIFIED CORRECT <input type="checkbox"/> ITEMS 8 & 9, AND 12 THROUGH 18 VERIFIED CORRECT, EXCEPT:					
<p><i>Disch by demob.</i></p> <p><i>Travel time 2 days under 38 USC 106</i></p> <p><i>10. LOB correct.</i></p>					
NO OF ENCLOSURES ORIG COPY		NO ENCL. COPY		DATE	
HEALTH RECORDS		CLINICAL RECORDS		SIGNATURE AND TITLE	
PHYSICAL EXAMINATIONS AT ENTRANCE		X-RAYS		DATE: NCPM A-C DATE: 12-8-71	
PHYSICAL EXAMINATIONS AT SEPARATION		DENTAL RECORDS		NATIONAL PERSONNEL RECORDS CENTER (MPR), GSA ST. LOUIS, MO 63132	
		MEDICAL RECORDS		BY: <i>[Signature]</i>	
		OTHER RECORDS		SIGNATURE AND TITLE	

VA FORM 07-3101

EXISTING CAS OF VA FORM 07-3101 OCT 1969 WILL BE USED

Figure 5-4. Sample completed NA Form 13010

United States of America



Certification of
Discharge From Draft

If inducted by The Adjutant General of a State, cross through the word "for" after "Local Board" and substitute the word "by." On the following line, enter "The Adjutant General" and the appropriate state.

This is to certify, That JOHN DOE
(FIRST NAME) (LAST NAME)

(None), UNITED STATES ARMY, was DISCHARGED from the military service
(SERVICE NUMBER)

of the UNITED STATES at Camp Travis, Texas

on the 11th day of October, 1918, by reason

DO NOT ERASE

of Physical Disqualification

Said JOHN DOE

was inducted into the service from the jurisdiction of the Local Board for
Ada County, State of Oklahoma,

on the 4th day of October, 1918.

Prepare in original only

Given at St. Louis, Missouri, on May 15, 1990

AFFIX
NARA
SEAL

National Personnel Records Center
(Military Personnel Records)
National Archives and Records Administration

THE ARCHIVIST OF THE UNITED STATES IS THE CUSTODIAN OF THIS PERSON'S RECORD.

(This form not valid without official seal.)

NA FORM 13010 (9-85)

Figure 12: Sample completed NA FORM 13026 for x-ray search

MPR-CPR REQUEST/REPLY FORM (With Search Report)		DATE OF INQUIRY 1-4-88	DATE OF REQUEST 1-26-88
TO: MPRC(CPR), 111 Winnebago St., St. Louis, MO 63118			
RECORDS RECONSTRUCTION CASE - PLEASE RETURN THIS FORM			
REQUEST <input type="checkbox"/> Voucher <input checked="" type="checkbox"/> X-Ray <input type="checkbox"/> OPF Search		REPLY	
REQUEST SHOWS THE FOLLOWING INFORMATION. PLEASE VERIFY EACH ITEM CHECKED.		IF CORRECT CHECK HERE	IF NOT CORRECT, SUPPLY CORRECT DATA BELOW
NAME OF FORMER MEMBER (Last, first, middle) Devine, John M.			UNDERLINE IN RED
SERVICE NUMBER(S) [REDACTED]			
SOCIAL SECURITY NO. (For OPF search)			
DATE OF BIRTH (For OPF search)			
DATE OF ENTRY 11-26-51		28 Nov 51	<input type="checkbox"/> VOUCHER <input checked="" type="checkbox"/> X-RAY
PLACE OF ENTRY		Lackland AFB	
DATE OF SEPARATION 10-55		10 Oct 55	<input type="checkbox"/> VOUCHER <input checked="" type="checkbox"/> X-RAY
PLACE OF SEPARATION		Sheffield AFB	
TYPE OF SEPARATION			
GRADE OR RANK AT SEPARATION			
OTHER (Specify)			
INFORMATION NEEDED FOR OPF SEARCH			
(Name of agency)			
FROM _____ TO _____		(NOTE: CPR must have DOB and/or SSN for this search)	
REQUESTER'S SIGNATURE S.S. Keenan		OFFICE SYMBOL NC.PMR-B	
CPR SEARCH REPORT			
INDEX CARD: <input type="checkbox"/> Negative <input type="checkbox"/> Final <input type="checkbox"/> Misc			
VOUCHER		D.O.	
MO.	YEAR	OFFICER'S PAY CARD ATTACHED YES <input type="checkbox"/> NO <input type="checkbox"/>	
CARD SETS CHECKED: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23		SIGNATURE _____ OFFICE SYMBOL _____ DATE _____	
<input checked="" type="checkbox"/> X-RAY SEARCH: <input checked="" type="checkbox"/> Large <input checked="" type="checkbox"/> Small <input type="checkbox"/> Negative		RETURN TO: NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132	
<input type="checkbox"/> OPF SEARCH: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			
SEARCHER'S NAME J. White		OFFICE SYMBOL NCPGG-G	DATE 2/14/88
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13026 (9-85)	

Figure 3-1.3: NA Form 13034, Notification of Receipt of FOIA Request

NOTIFICATION OF RECEIPT OF FOIA REQUEST

PART I -- ACKNOWLEDGEMENT

On _____ the National Personnel Records Center received your request made under the provisions of the Freedom of Information Act (FOIA).

Because of the number of inquiries we are receiving, additional time will be required to complete action on your request. Every effort will be made to respond as promptly as possible.

If it is necessary to write to us again, please enclose this notice.

PART II -- (applicable only if checked below) FREEDOM OF INFORMATION ACT AND THE RIGHTS OF INDIVIDUALS SEEKING ACCESS TO RECORDS ABOUT THEMSELVES

It was not necessary for you to cite the Freedom of Information Act (FOIA) when you sent us your recent request. You would have been granted access to the information/records without citing the Act. The FOIA is a disclosure statute granting access to the public to final opinions and orders of agencies, policy statements and interpretations not published in the *Federal Register*, and to certain other Federal records. This Act is not designated for use by individuals seeking access to records about themselves. Inquiries of this nature fall within the provisions of the Privacy Act (5 U.S.C. 552a).

The Privacy Act covers records which are retrievable by the name of an individual or by other individually identifiable data. Each agency must annually publish a listing in the *Federal Register* of the record systems which it maintains. The individual identified in the record must be granted a right of access to the file and must be given a right to challenge the accuracy of the information contained in it, a provision that is not included in the FOIA. The individual also may authorize a third party access to information or copies of these records. In addition, the parent of a minor or the legal guardian of an individual who has been declared to be incompetent may act on behalf of the individual.


Whenever the FOIA is cited in a request, even if not needed, we must maintain certain statistical data for the annual report required by the Congress. The special controls and additional paperwork required for FOIA requests merely increases the time it normally takes us to answer a request. Therefore, in the interest of saving time, we urge that the FOIA not be cited in requests such as the one that we are responding to at this time. Please be assured that no information or record will be withheld that would be released under FOIA procedures.

Thank you for your cooperation.

	Date: _____ _____ FOR THE CHIEF, Civilian Operations Branch NATIONAL PERSONNEL RECORDS CENTER (Civilian Personnel Records) 111 Winnebago St. St. Louis, MO 63118-1199
--	--

Figure 3-5.3. Sample completed NA Form 13038

United States of America



Certification of
Military Service

This certifies that Walter E. Richeson, [REDACTED]

was a member of the United States Marine Corps Reserve

from March 10, 1944

to May 29, 1944

Service was terminated by [REDACTED]

Last Grade, Rank, or Rating Private

Active Service Dates April 22, 1944 to
May 29, 1944

SEE PAR. 6 FOR OTHER INFORMATION THAT MAY BE SHOWN HERE

Given at St. Louis, Missouri, on May 15, 1990

AFFIX
NARA
SEAL

National Personnel Records Center
(Military Personnel Records)
National Archives and Records Administration

THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD.
(This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation, or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal.)

NA FORM 13038 (REV. 10-89)

DO NOT ERASE



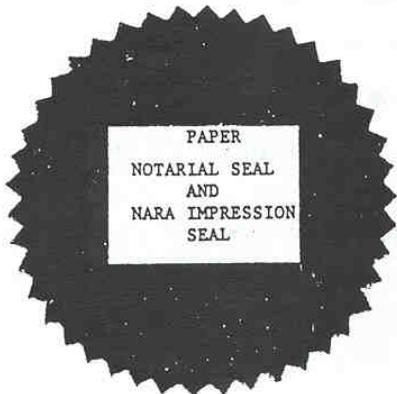
Figure 3: Sample Completed NA Form 13040-B, Authentication Certificate, as used at 111 Winnebago Street

If NRPCR is not present prepare for signature of Acting Branch Chief. Use "Acting Chief" in Title block.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center

To all to whom these presents shall come. Greeting:

By virtue of the authority vested in me by the Archivist of the United States, I certify on his behalf, under the seal of the National Archives and Records Administration, that the attached reproduction(s) is a true and correct copy of documents in his custody.



SIGNATURE (Branch Chief's Signature)	
NAME (Branch Chief's name typed)	DATE Current)
TITLE (Appropriate Branch)	
NAME AND ADDRESS OF DEPOSITORY National Personnel Records Center (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118-4199	

NA FORM 13040-A (9-85)

Figure 2: **Sample Completed NA Form 13040-B, Authentication Certificate, as used at 9700 Page Ave.**

If branch chief is not present
prepare for signature of Acting
Reference Branch Chief. Use
"Acting Chief" in Title block.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center

To all to whom these presents shall come. Greeting:

By virtue of the authority vested in me by the Archivist of the United States, I certify on his behalf,
under the seal of the National Archives and Records Administration, that the attached reproduction(s) is
a true and correct copy of documents in his custody.



SIGNATURE	
(Branch Chief's Signature)	
NAME (Branch Chief's name typed)	DATE (Current)
TITLE Chief, (show appropriate branch)	
NAME AND ADDRESS OF DEPOSITORY NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100	

NA FORM 13040-B (9-85)

Figure 9: Sample completed NA Form 13041

STATEMENT OF SERVICE		DATE <i>Current</i>
RE: <i>DOE, John W.</i>		
DATE OF INQUIRY <i>5-17-90</i>	RECEIVED ON <i>5-25-90</i>	ON BEHALF OF
REFERRED TO NPRC BY		
<p><i>THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).</i></p> <p>The military service information provided on this form has been extracted from records on file at this center and may be used for any official purpose, including application for and adjudication of veteran's benefits.</p> <p><input checked="" type="checkbox"/> This method of reply is the routine procedure used to respond to requests such as yours. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.</p> <p><input checked="" type="checkbox"/> Subject person served in the <i>Army of the United States & U.S. Army Reserve</i> from <i>Apr. 2, 1969</i> to <i>Apr. 18, 1975</i></p> <p><input checked="" type="checkbox"/> Type and character of separation: <i>active service Apr. 2, 1969 to Nov. 5, 1970</i> to <i>0</i></p> <p><input type="checkbox"/> _____ was honorably retired _____ by reason of permanent physical disability incurred in line of duty, but not as a result of armed conflict or an instrumentality of war. The percentage of disability is _____.</p> <p><input type="checkbox"/> Report of separation physical is attached.</p> <p><input type="checkbox"/> The medical records/information pertaining to discharge you requested:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Are enclosed. <input type="checkbox"/> Are not in file.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Have been lent to the Veterans Administration and</p> <p style="margin-left: 40px;"><input type="checkbox"/> Will be forwarded under separate cover. <input type="checkbox"/> May be obtained from the VA office shown below. (Please refer to VA Claim No. G- _____.)</p> <p><input type="checkbox"/> A statement of service is shown on the reverse side.</p> <p><input type="checkbox"/> The military record needed to answer this inquiry is not in our files. If the record was here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:</p> <p style="margin-left: 20px;"><input type="checkbox"/> which can be used to verify two week periods of active duty for training (ADT) for Army and Air Force personnel; it is also possible to verify reserve service other than ADT for Army personnel only. In order to assist us, please furnish dates of reserve service or ADT or both (month, day, and year) and complete organizational assignments (company, battalion, regiment or squadron, group, wing). After receipt of the requested data, we will search all available records sources.</p> <p style="margin-left: 20px;"><input type="checkbox"/> but these sources do not contain the particular type of information requested. We regret that we cannot be of assistance in this matter.</p> <p><input type="checkbox"/></p>		
RETURN ADDRESS		<p>NCPM <i>F-C</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Branch Chief Stamp</div> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132-5100</p>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13041 (9-85)

Figure 16: Sample completed NA Form 13042-A, Request for Medical/Dental Records

REQUEST FOR MEDICAL/DENTAL RECORDS		DATE <i>December 20, 1989</i>	
1. PATIENT (Last Name- First Name - Middle Name) [REDACTED]		NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132 NCPM F-C	
3. TO: [<i>Commander U.S. Air Force Hospital Scott AFB, Illinois</i>]		4. SERVICE NO.(S) [REDACTED]	5. GRADE OR RATE <i>A 2/C</i>
		6. VA CLAIM NUMBER [REDACTED]	
7. ORGANIZATION AND PLACE OF TREATMENT <i>Your hospital</i>	8. DATES OF TREATMENT (Incl) <i>1-23-61 to 3-26-61</i>	9. DISEASE OR INJURY <i>Kidney operation</i>	
10. RECORDS REQUESTED <input type="checkbox"/> CLINICAL <input type="checkbox"/> OUTPATIENT <input type="checkbox"/> HEALTH RECORD <input type="checkbox"/> DENTAL RECORD <input type="checkbox"/> X-RAY <input type="checkbox"/> MEDICAL REPORT CARDS, EMERGENCY MEDICAL TAGS, FIELD MEDICAL CARDS <input type="checkbox"/> OTHERS (See remarks) <input checked="" type="checkbox"/> ALL AVAILABLE RECORDS (Search will include all hospital, dispensary, clinic, or other medical facilities)		11. REMARKS <i>Forward records to address in item 13, below</i>	
		12. SIGNATURE NCPM F-C DATE: <i>12/27/89</i> NATIONAL PERSONNEL RECORDS CENTER (MPC) ST. LOUIS, MO 63132 BY: <i>D. Gray</i>	
FIRST ENDORSEMENT			
13. TO: <i>VARO 1000 Liberty Avenue Pittsburgh, PA 15222</i>		14. ACTION TAKEN <input type="checkbox"/> AVAILABLE RECORDS ENCLOSED <input type="checkbox"/> NO RECORDS ON FILE	
15. ENCLOSURES (Number of) _____ CLINICAL _____ OUTPATIENT _____ HEALTH RECORD _____ DENTAL RECORD _____ X-RAY _____ MEDICAL REPORT CARDS, EMERGENCY MEDICAL TAGS, FIELD MEDICAL CARDS _____ OTHERS (See remarks)		16. REMARKS	
		17. DATE	
		18. SIGNATURE	

Figure 4: Sample completed NA Form 13045

INFORMAL INFORMATION REPLY	DATE: <u>Current</u>
RE: <u>Brown, George W.</u>	
THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S). IF YOU WRITE TO US AGAIN ON THIS SUBJECT, PLEASE RETURN YOUR ORIGINAL REQUEST, THIS FORM, AND ANY OTHER FORM YOU COMPLETE.	
<input type="checkbox"/> Copies of requested military <input type="checkbox"/> personnel <input type="checkbox"/> medical records are attached. We suggest you make an extra copy and guard against loss or damage. We regret if any photocopies may be of poor quality, but they are the best copies obtainable.	
<input type="checkbox"/> The attached separation document may include the following information: authority for separation, reason for separation, Reenlistment Eligibility Code, and Separation (SPN/SPD) Code. If you require a copy of the separation document that does not contain the above information, you may request a deleted copy from this Center.	
<input type="checkbox"/> The Privacy Act of 1974 does not permit the release of a social security number or other personal information to the public without the authorization of the veteran concerned; therefore, we have deleted personal identifying data relating to other persons.	
<input type="checkbox"/> The record of service in the _____ indicates being in a POW status from _____ to _____.	
<input type="checkbox"/> When the person named above was separated, it was not the practice to issue a document which served as a report of separation.	
<input type="checkbox"/> The original Report of Separation was issued at the time of separation. Another original cannot be issued. The attached copy, however, will serve the same purpose as the original.	
<input type="checkbox"/> No Report of Separation was issued since the person named above had no active service, or less than 90 days of active duty for training.	
<input type="checkbox"/> The service record of the person named above does not contain a copy of a Report of Separation, or its equivalent. Therefore, we are instead furnishing the attached NA Form 13038, Certification of Military Service. This will serve as verification of military service and may be used for any official purpose.	
<input type="checkbox"/> The record needed to answer your inquiry was filed in the area that suffered the most damage in a fire here on July 12, 1973, and was damaged/partially destroyed. The specific document or information requested was not contained in the records that were recovered from the burned area.	
<input checked="" type="checkbox"/> The record needed to answer your inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire on that date and may have been destroyed.	
<p style="text-align: center;">Fortunately, alternate records sources often contain information that can be used to reconstruct service record data lost in the fire.</p> <input type="checkbox"/> The information used to prepare the attached NA Form 13038, Certification of Military Service, was obtained from an alternate records source. This certificate will serve as verification of military service and may be used for any official purpose.	
<input type="checkbox"/> The enclosed copies of documents were obtained from an alternate records source.	
<input type="checkbox"/> However, complete records cannot be reconstructed.	
<input checked="" type="checkbox"/> However, we regret that these sources do not contain the particular type of information or document requested.	
<input type="checkbox"/> We will attempt to obtain the required information from these alternate records sources if you will assist us by completing the attached NA Form 13075, Questionnaire About Military Service, to the best of your ability.	
<input type="checkbox"/> In attempting to provide information from alternate records sources concerning illness or injury while in military service, we need additional information as to the approximate dates of illness or injury and the specific organization assignments (company, battalion, regiment, division, group, etc.) at that time. Please complete the attached NA Form 13055, to the best of your ability.	
<p>When we receive the necessary data we shall promptly make every effort to reconstruct the requested information using the resources available.</p> <input type="checkbox"/> That portion of your request seeking medals/awards has been referred to the office checked below. That office has jurisdiction over the issuance of medals/awards. Any further correspondence on this subject should be addressed to that office.	
<input type="checkbox"/> ARPERCEN, Attn: DARP-PAS-EAW <input type="checkbox"/> Navy Liaison Office, Room 347E, N-314 8700 Page Blvd., St. Louis, MO 63132	
<input type="checkbox"/> The medical records you request <input type="checkbox"/> The documents you request pertaining to discharge have been lent to the Veterans Administration and may be obtained from the VA office shown below.	
<input type="checkbox"/> According to the provisions of DoD Directive 5400.11, we cannot release a portion of the medical records you have requested. They contain information that can be interpreted and explained properly only by a physician. If you wish us to send copies to a designated physician, please furnish us with the name and address of that physician. The request MUST INCLUDE the service person's written consent (signature), authorizing the release of the records to the designated physician.	
<input type="checkbox"/>	
<p style="text-align: center;"><u>Mr. George W. Brown</u></p> <p style="text-align: center;">[Redacted]</p> <p style="text-align: center;">[Redacted]</p>	<p style="text-align: center;">NCPM R-A <u>D. H. Jones</u> for Branch Chief Stamp</p> <p style="text-align: center;">NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 8700 Page Boulevard St. Louis, Missouri 63132</p>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13045 (REV. 4-88)</p>	

Figure 3: Sample completed NA Form 13047

REPLY TO REQUEST FOR INFORMATION	DATE <u>Current date</u>
RE: <u>DOE, John W.</u>	
<i>THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).</i>	
<input type="checkbox"/> We are unable to identify a military service record from the information given. <input type="checkbox"/> Please complete the enclosed form and return it with all attached documents. We do not retain copies of all inquiries nor of the replies thereto. <input type="checkbox"/> Please furnish copies of any documents pertaining to military service. <input type="checkbox"/> The document or information requested is not in file. <input type="checkbox"/> The Department of Defense Privacy Program, 32 CFR 286a.41(d), considers the release of rosters (lists) or compilations of names and home addresses, or single addresses of current or former service members, to be a clearly unwarranted invasion of personal privacy, and is prohibited. We are sorry, therefore, that we are unable to furnish the information requested. <input type="checkbox"/> We are unable to act on the attached request because it does not meet all of the requirements of the Privacy Act of 1974 regarding disclosures to law enforcement agencies: <input type="checkbox"/> The request must be signed by the head of the agency or by the official delegated by him/her to sign such requests. The delegated official must be no lower than section chief. <input type="checkbox"/> The request must specify the "law enforcement activity for which the record is sought." <input checked="" type="checkbox"/> This Center normally responds to employment suitability requests by extracting data from or furnishing photocopies of relevant personnel and medical records. This Center does not offer opinions regarding the character and abilities of former military personnel. <input checked="" type="checkbox"/> If you wish to resubmit your request, it should include the veteran's authorization designating the National Personnel Records Center to release information from personnel records/photocopies of medical documents for preemployment consideration. <input type="checkbox"/> The record(s) needed to respond to your inquiry are on loan to: <input type="checkbox"/> Navy Discharge Review Board; <input type="checkbox"/> Board for Correction of Naval Records. <input type="checkbox"/> Please resubmit your request 60 days after notification by the Board of completion of all action. <input type="checkbox"/> Please resubmit your request in _____ days/months. <input type="checkbox"/>	
RETURN ADDRESS	NCPM <u>A-C</u> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px 0;">Branch Chief Stamp</div> NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13047 (REV. 7-90)	

Figure 8: Sample completed NA Form 13051, Transmittal

TRANSMITTAL		SERVICE NUMBER: <input type="checkbox"/> Verified <input type="checkbox"/> Not in file Assigned to: (Name and service number)	
A I R F O R C E	1. USAF MANPOWER AND PERSONNEL CENTER ATTN: _____ RANDOLPH AFB, TX 78160-6001	C G	13. COMMANDANT, U.S. COAST GUARD (CPH-2) 2100 2ND STREET, S.W. WASHINGTON, D.C. 20593-0001
	2. AFMPC/ NORTHEAST OFFICE PLACE 9504 IH 35 NORTH SAN ANTONIO, TX 78233		14. NAVAL MILITARY PERSONNEL COMMAND ATTENTION: 312 WASHINGTON, D.C. 20370-5036
	3. AIR FORCE ACCOUNTING & FINANCE CENTER DAA, ATTENTION: _____ DENVER, CO 80279		15. NAVAL RESERVE PERSONNEL CENTER 4400 DAUPHINE ST. NEW ORLEANS, LA. 70146-5000
	4. AIR RESERVE PERSONNEL CENTER 7300 E. 1ST. AVE. DENVER, CO 80280-5000		16. CO. NAVY FINANCE CENTER CLEVELAND, OH 44199
A R M Y	5. COMMANDER, ARPERCEN ST. LOUIS, MO 63132-5200	O T H E R	17. OFFICE OF PERSONNEL MANAGEMENT RETIREMENT AND INSURANCE PROGRAMS WASHINGTON, D.C. 20415
	6. USAFAC INDIANAPOLIS, IN 46249-5301		18. MILITARY ARCHIVES DIVISION (NHMS) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, D.C. 20408
	7. U.S. ARMY ENLISTED RECORDS & EVALUATION CENTER FORT BENJAMIN HARRISON, IN 46249-5301		19. NATIONAL CEMETERY SYSTEM VETERANS ADMINISTRATION WASHINGTON, D.C. 20420
	8. MILPERCEN ALEXANDRIA, VA 22332-0400		X Director (232) VARPC P.O. Box 5020 St. Louis, MO. 63115
	9. ARMY NATIONAL GUARD PERSONNEL CENTER COLUMBIA PIKE OFFICE BUILDING 5600 COLUMBIA PIKE FALLS CHURCH, VA 22041		
M A R C O R	10. COMMANDANT, U.S. MARINE CORPS (MCRB-) MARINE CORPS COMBAT DEVELOPMENT CENTER BUILDING 2008 QUANTICO, VA 22134-5001		
	11. MARCOR RESERVE SUPPORT CENTER 10950 EL MONTE OVERLAND PARK, KS 66211-1408		
	12. MARCOR FINANCE CENTER 1500 E. 95TH ST. KANSAS CITY, MO 64197		

Records/documents requested are enclosed.

Records not located in NPRC.

Unable to identify from information furnished.

Before a more extensive search is made, additional information as indicated below is required.

Verify spelling of name under which person served (include middle name if not previously furnished).

Furnish/verify service number/SSN.

Furnish/verify dates of all service (active and reserve).

Furnish current military status (none, retired, reserve or on active duty).

Records transferred/lent to (symbol/code/office) _____ (date) _____

OPM FORM BRI 46-143; SSA FORM 654; VA FORM 3101 dated: _____

on Harry Jones _____ CE# _____

Writer notified of this referral.

Missent to this center. Forwarded or returned as a matter pertaining to your office.

Forwarded for necessary action.

See attached Finding Aid Report.

cc: VARD
20 Washington Place
Newark, NJ. 07102

NCPM N-C/156 DATE: 12-20-89
NATIONAL PERSONNEL RECORDS CENTER, (MPR)
9700 Page Boulevard
St. Louis, MO 63132

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13051 (REV. 10-88)

Figure 2: Sample completed NA Form 13062

RELEASE OF INFORMATION		DATE <i>Current date</i>
RE: <i>Doe, John W.</i>		
NOTE: BE SURE TO ENCLOSE THIS FORM AND ALL OF THE ATTACHED PAPERS		
THE REPLY TO YOUR INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S)		
<input checked="" type="checkbox"/> UNDER THE PROVISIONS OF THE PRIVACY ACT OF 1974, WE MUST HAVE THE WRITTEN CONSENT (SIGNATURE) OF THE INDIVIDUAL WHOSE RECORDS ARE INVOLVED BEFORE CONSIDERING YOUR REQUEST. IF THE INDIVIDUAL IS A MINOR DEPENDENT OF A VETERAN, THE PARENT OR LEGAL GUARDIAN MUST SIGN THE RELEASE. IF THE PERSON IS MENTALLY INCOMPETENT, THE LEGAL GUARDIAN MUST SIGN THE RELEASE. (THE LEGAL REPRESENTATIVE OR GUARDIAN SHOULD FURNISH A COPY OF THE COURT APPOINTMENT.) ALTHOUGH THE PRIVACY ACT DOES NOT APPLY TO THE RECORDS OF DECEASED INDIVIDUALS, DEPARTMENT OF DEFENSE INSTRUCTIONS INDICATE THAT WE MUST HAVE THE WRITTEN CONSENT OF THE NEXT OF KIN IF THE INDIVIDUAL IS DECEASED. FOR THE PURPOSES OF THE RELEASE AUTHORIZATION, THE NEXT OF KIN IS DEFINED AS ANY OF THE FOLLOWING: UNREMARRIED WIDOW OR WIDOWER, SON, DAUGHTER, FATHER, MOTHER, BROTHER, OR SISTER. IF YOU ARE ABLE TO OBTAIN THE WRITTEN CONSENT, PLEASE RETURN YOUR REQUEST TO US. THE AUTHORIZATION REMAINS IN EFFECT FOR ONE YEAR FROM THE TIME THE PERSON SIGNS AND DATES IT.		
<input type="checkbox"/> THE SIGNATURE ON YOUR REQUEST WAS WRITTEN MORE THAN A YEAR AGO. TO PROTECT THE PRIVACY OF THE PERSON WHOSE RECORDS ARE BEING REQUESTED, WE REQUIRE THE SIGNATURE THAT AUTHORIZES RELEASE OF THE RECORDS/INFORMATION TO BE LESS THAN A YEAR OLD AT THE TIME THE RESPONSE IS SENT. PLEASE PROVIDE A NEWLY-DATED SIGNATURE AND WE WILL ISSUE A RESPONSE AS SOON AS POSSIBLE. WE REGRET ANY INCONVENIENCE.		
<input type="checkbox"/> WE ARE UNABLE TO DETERMINE WHAT INFORMATION OR DOCUMENTS YOU WANT. PLEASE SEND US A DETAILED STATEMENT OUTLINING THE SPECIFIC INFORMATION OR DOCUMENTS NEEDED.		
<input type="checkbox"/> UPON RECEIPT OF YOUR REPLY, WE WILL CONSIDER YOUR REQUEST PROMPTLY AND FURNISH ALL AVAILABLE INFORMATION OR DOCUMENTS THAT MAY BE RELEASED UNDER POLICIES OF THE MILITARY SERVICES.		
<input type="checkbox"/> THE INFORMATION OR DOCUMENT YOU REQUEST MAY BE RELEASED ONLY UNDER CERTAIN CONDITIONS. PLEASE EXPLAIN THE PURPOSE FOR WHICH YOU INTEND TO USE IT.		
<input type="checkbox"/> IF LEGAL PROCEEDINGS ARE PENDING, PLEASE INFORM US OF THE NATURE OF THE ACTION AND WHETHER THE UNITED STATES IS A PARTY.		
<input checked="" type="checkbox"/> MILITARY PERSONNEL, UPON SEPARATION FROM THE ARMED FORCES, ARE FURNISHED A SEPARATION DOCUMENT CONTAINING A RESUME OF THEIR MILITARY SERVICE. WE BELIEVE THIS DOCUMENT CONTAINS SUFFICIENT EVIDENCE OF SERVICE FOR THE PURPOSE DESCRIBED. IF IT DOES NOT, OR IF THE SEPARATION DOCUMENT IS NOT AVAILABLE, THE SPECIFIC INFORMATION NEEDED WILL BE FURNISHED UPON RECEIPT OF THE SERVICE PERSON'S AUTHORIZATION. IF THE DOCUMENT HAS BEEN LOST, THE VETERAN MAY OBTAIN A COPY BY WRITING TO THIS CENTER.		
<input type="checkbox"/> THE MILITARY RECORD YOU REQUEST IS NOT IN OUR FILES. IF THE RECORD WERE HERE ON JULY 12, 1973, IT WOULD HAVE BEEN DESTROYED. THE MOST DAMAGE IN THE FIRE HERE ON THAT DATE AND MAY HAVE BEEN UNRECOVERABLE.		
<input type="checkbox"/> WHICH OF THE ATTACHED FORMS CONTAINS THE INFORMATION OR DOCUMENT REQUIRED. PLEASE COMPLETE THE FORM AND RETURN IT TO THIS CENTER.		
<input type="checkbox"/> BUT THESE FORMS DO NOT CONTAIN THE PARTICULAR TYPE OF INFORMATION OR DOCUMENT REQUESTED. WE REGRET THAT WE CANNOT BE OF ASSISTANCE IN THIS MATTER.		
<input type="checkbox"/> BIRTH CERTIFICATES FOR PERSONS BORN IN THE UNITED STATES USUALLY CAN BE OBTAINED FROM THE BUREAU OF VITAL STATISTICS IN THE STATE IN WHICH BIRTH OCCURRED. THE ADDRESS FOR THE APPROPRIATE BUREAU APPEARS BELOW:		
<input type="checkbox"/>		
<p style="text-align: center; font-size: 1.2em;"><i>RETURN ADDRESS</i></p>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> FOR OFFICE USE ONLY <input type="checkbox"/> RECORD HELD <input type="checkbox"/> IN SUSPENSE </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> NCPM <i>N-C</i> Branch Chief Stamp </div> <div style="font-size: 0.8em; margin-top: 5px;"> NATIONAL PERSONNEL RECORDS CENTER (MILITARY PERSONNEL RECORDS) 9700 PAGE BOULEVARD ST. LOUIS, MO 63132-5100 </div>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13062 (REV. 5-90)

Check this block in response to requests for other than service data.

Check this block in response to requests for service data or DD Form 214.

Figure 8: Sample completed NA Form 13072

SUMMARY OF MILITARY SERVICE			DATE: <i>(current)</i>		
<i>THE INFORMATION YOU REQUESTED IS FURNISHED BELOW: PLEASE TREAT IT AS CONFIDENTIAL!</i>					
NAME (last, first, middle) <i>Doe, John W.</i>		SERVICE NUMBER/SSN [REDACTED]	YOUR REFERENCE <i>(date of request)</i>		
<p>This method of reply is the routine procedure used to respond to requests such as yours. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.</p>					
ACTIVE SERVICE		<input type="checkbox"/> See Attached			
BRANCH OR COMPONENT	DATE OF ENTRY	DATE OF SEPARATION	SEPARATION DATA AND OTHER REMARKS, AS APPROPRIATE		
<i>USA</i>	<i>9-21-80</i>	<i>4-12-82</i>	[REDACTED]		
MEDICAL RECORDS					
THE MEDICAL RECORDS YOU REQUESTED:					
<input type="checkbox"/> ARE ENCLOSED		<input type="checkbox"/> ARE NOT IN FILE			
<input checked="" type="checkbox"/> HAVE BEEN LENT TO THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND MAY BE OBTAINED FROM:					
<input type="checkbox"/> _____					
<input checked="" type="checkbox"/> THE NEAREST VA OFFICE					
(Please refer to VA Claim No. C- [REDACTED] when writing to the VA.)					
SPECIAL DECORATIONS OR AWARDS:		RECORD OF DISCIPLINARY ACTIONS:			
<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD		<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD			
<input type="checkbox"/> SEE REMARKS		<input checked="" type="checkbox"/> SEE ATTACHED			
<input type="checkbox"/> SEE REMARKS		<input type="checkbox"/> WE MAY NOT RELEASE INFORMATION ABOUT AIR FORCE NON-JUDICIAL PUNISHMENT WITHOUT THE VETERAN'S SPECIFIC AUTHORIZATION.			
<input type="checkbox"/> SEE REMARKS		<input type="checkbox"/> SEE REMARKS			
SEA AND FOREIGN SERVICE:					
FROM _____ TO _____					
<input type="checkbox"/> NONE SHOWN IN SERVICE RECORD					
<input type="checkbox"/> SEE REMARKS					
<input type="checkbox"/> THIS CENTER DOES NOT OFFER OPINIONS REGARDING THE CHARACTER AND ABILITIES OF FORMER MILITARY PERSONNEL.					
<input type="checkbox"/> FOR INFORMATION REGARDING SALARY, SUGGEST YOU CONTACT THE ADDRESS SHOWN BELOW.					
<input type="checkbox"/> THE PRIVACY ACT OF 1974 DOES NOT PERMIT THE RELEASE OF A SOCIAL SECURITY NUMBER OR OTHER PERSONAL INFORMATION TO THE PUBLIC WITHOUT THE AUTHORIZATION OF THE VETERAN CONCERNED; THEREFORE, WE HAVE DELETED PERSONAL IDENTIFYING DATA RELATING TO OTHER PERSONS.					
REMARKS:					
KEY TO ABBREVIATIONS					
ACOUTRA...Active Duty for Training	CG.....Convenience of Gov't.	ETS.....Expiration of Term of Service	OTH.....Other Than Honorable	UNC.....Under Honorable Conditions	USCGR....U.S. Coast Guard Reserve
AUS.....Army of the United States	DD.....Dishonorable Discharge	GCN.....General Court Martial	RAD.....Released for Active Duty	USA.....U.S. Army	USMC....U.S. Marine Corps
BCD.....Bad Conduct Discharge	DEMOS...Demobilized (action)	GD.....General Discharge	SCM.....Summary Court Martial	USAF....U.S. Air Force	USMCR...U.S. Marine Corps Reserve
CCD.....Certificate of Disability for Discharge	DISCH...Discharge(d)	HON.....Honorable	SPCM...Special Court Martial	USAFR...U.S. Air Force Reserve	USN.....U.S. Navy
	ROS.....Obligation of Service	NG.....National Guard	UD.....Un desirable Discharge	USAR....U.S. Army Reserve	USNR....U.S. Navy Reserve
				USC....U.S. Coast Guard	
RETURN ADDRESS		NCPM A-C <div style="border: 1px solid black; padding: 5px; display: inline-block;"> BRANCH CHIEF STAMP </div> NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132-5100			

Figure 15: Sample completed NA Form 13105 for OR records search

NPRC SEARCH REQUEST AND REPLY			
CASE CODE <i>RC5</i> <i>YA5</i>	TO: <input type="checkbox"/> Organizational Records Section, Rm 2605 <input checked="" type="checkbox"/> Records Recon Corr, Sec 2, Rm 1538 (Fire related organizational records) <input type="checkbox"/> Search and Control Section, Rm 1538	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, Rm 2555 <input type="checkbox"/> Navy Corr, Rm 3355 <input checked="" type="checkbox"/> Records Recon Corr, Sec <u>1</u> , Rm 1538 <input type="checkbox"/> Spec Inq Section, Rm 2043	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I (1917-SEP 19/40) B <input type="checkbox"/> VA INDEX, WW II (SEP 20/40-SEP '72) C <input type="checkbox"/> JAG TAPE (SEP '17-DEC '49) D <input type="checkbox"/> JAG TAPE (1950-1959) E <input type="checkbox"/> SN INDEX F <input type="checkbox"/> "QM" RECORDS G <input type="checkbox"/> POW TAPE H <input checked="" type="checkbox"/> O/R SEARCH I <input type="checkbox"/> "QT" RECORDS J <input type="checkbox"/> OTHER (SPECIFY)		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for source(s) searched.)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW			
<input checked="" type="checkbox"/> LAST NAME, FIRST NAME, MIDDLE INITIAL <i>JOHNSON, Joe M.</i>			
<input checked="" type="checkbox"/> SN (S) / SSN XXXXXXXXXX			
DOB			
POW DATES			
VA CLAIM NO.			
QM RECORD / QT RECORD REGISTRY NO.			
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMO#			
<input type="checkbox"/> ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE			
<input checked="" type="checkbox"/> DISCHARGE <input checked="" type="checkbox"/> DATE <input checked="" type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON		<i>SEARCHED Morning Reports of Sep. Ctr., Ft. Jackson, S.C. 2/25 - 3/20/58 with neg. results. Need assigned org. at discharge.</i>	
GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO			
<input type="checkbox"/> ACTIVE DUTY DATES <input type="checkbox"/> ACDUTRA			
TIME LOST <input type="checkbox"/> AWOL <input type="checkbox"/> CONF			
SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED <input type="checkbox"/> DATE RETURNED TO U.S.			
GRADE CARDS			
ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER			
<input type="checkbox"/> MORNING REPORTS <input type="checkbox"/> SICK REPORTS		<i>45th FA Bn. Btry. "B" was inactivated 7/31/57</i>	
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> VET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER HOSPITAL _____ DATES OF TREATMENT _____ NATURE OF TREATMENT _____ CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO _____			
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION <i>date of discharge: 3-7-58</i> <i>Ft. Jackson, S.C.</i> <i>See 1804 13075A</i>			
(Continue on reverse)			
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)			
REQUESTER'S NAME AND OFFICE SYMBOL <i>N.C. White NCPMR-A</i>	REC. ATTCH'D BY YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE <i>2-8-88</i>	SEARCHER'S NAME <i>J.C. Crane NCPMR-B</i>
		DATE <i>2/17/88</i>	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13105 (REV. 10-87)	

Figure 2-15: Sample completed NA Form 13105 for SN Index search initiated by NCPM-S

NPRC SEARCH REQUEST AND REPLY			
CASE CODE	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3435 <input type="checkbox"/> Recs Recon Section, Rm 1537 <input type="checkbox"/> RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRD-OR, Rm 5020	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3355, <input type="checkbox"/> 2, Rm 3355 <input type="checkbox"/> Recs Recon Corr, Unit ____, Rm 1538	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I, (1917-SEP 19/40) F <input type="checkbox"/> "OM" RECORDS B <input type="checkbox"/> VA INDEX, WW II, (SEP 20/40-SEP '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (SEP '17-DEC '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1959) I <input type="checkbox"/> OTHER (Specify) E <input checked="" type="checkbox"/> SN INDEX		REPORT OF SEARCH Check if information is correct, if not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW			
LAST NAME, FIRST NAME, MIDDLE INITIAL SWIS775SM			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">CHECK ONLY IF NAME SAME AS FAR</div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">WRITE IN ANY NAME VARIATIONS FROM FAR</div>			
DOB POW DATES YA CLAIM NO. OM RECORD REGISTRY NO. <input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCNOR			
<input checked="" type="checkbox"/> ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">11-29-45</div>			
<input type="checkbox"/> DISCHARGE <input type="checkbox"/> DATE <input type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON <input type="checkbox"/> GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO <input type="checkbox"/> ACTIVE DUTY DATES <input type="checkbox"/> ACDUTRA <input type="checkbox"/> TIME LOST <input type="checkbox"/> AWOL <input type="checkbox"/> CONF <input type="checkbox"/> SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED <input type="checkbox"/> DATE RETURNED TO U.S. GRADE CARDS <input type="checkbox"/> ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER <input type="checkbox"/> MORNING REPORTS <input type="checkbox"/> SICK REPORTS			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">IF SAME AS ENTRY, SHOW "B & A SAME"</div>			
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS <input type="checkbox"/> STATUS OF PATIENT <input type="checkbox"/> YET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER HOSPITAL DATES OF TREATMENT NATURE OF TREATMENT <input type="checkbox"/> CHARGE RECORD TO			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">SHOW BEFORE AND AFTER DATES HERE.</div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">B + A same</div>			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">B - 11-29-45 A - 4-15-45</div>			
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION			
(Continue on reverse)			
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)			
REQUESTER'S NAME AND OFFICE SYMBOL	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SEARCHER'S NAME BJD
			DATE 11-7-86
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			NA FORM 13105 (9-85)

Figure 2-14: Sample completed NA Form 13105 for SN Index search

NPRC SEARCH REQUEST AND REPLY				
CASE CODE RC5 YB1	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3495 <input checked="" type="checkbox"/> Recs Recon Section, Rm 1557 RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRD-OR, Rm 5020		TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3355, <input type="checkbox"/> 2, Rm 3355 <input type="checkbox"/> Recs Recon Corr, Unit ____, Rm 1598	
	REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I, (1917-Sep 19/40) F <input type="checkbox"/> "OM" RECORDS B <input type="checkbox"/> VA INDEX, WW II, (Sep 20/40-Sep '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (Sep '17-Dec '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1959) I <input type="checkbox"/> OTHER (Specify) E <input checked="" type="checkbox"/> SN INDEX		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW				
LAST NAME, FIRST NAME, MIDDLE INITIAL Gibbons, Robert J.		James		
SN: [REDACTED]		9-19-42		
DOB: _____				
POW DATES: _____				
VA CLAIM NO.: _____				
OW RECORD REGISTRY NO.: _____				
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMOP				
ENTRY <input type="checkbox"/> ENL DATE _____ PLACE _____				
DISCHARGE <input type="checkbox"/> DATE _____ CHARACTER <input type="checkbox"/> GRADE _____ <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON _____				
GRADE <input type="checkbox"/> DATE PRO: _____				
<input type="checkbox"/> ACTIVE DUTY DA: _____				
TIME LOST <input type="checkbox"/> AWOL _____				
SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED _____ DATE RETURNED TO U.S. _____				
GRADE CARDS: _____				
ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER _____				
<input type="checkbox"/> MORNING REPORTS _____				
<input type="checkbox"/> SICK REPORTS _____				
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> VET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER _____				
HOSPITAL: _____				
DATES OF TREATMENT: _____				
NATURE OF TREATMENT: _____				
CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO _____				
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION				
(Continue on reverse)				
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)				
REQUESTER'S NAME AND OFFICE SYMBOL	REC. ATTCH'D <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SEARCHER'S NAME Bgd	
			DATE 10-1-86	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			NA FORM 13105 (9-85)	

Figure 2-19: Sample completed NA Form 13105 for VA Index search initiated by NCPMR-S

NPRC SEARCH REQUEST AND REPLY			
CASE CODE	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3835 <input type="checkbox"/> Recs Recon Section, Rm 1537 <input type="checkbox"/> RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRD-OR, Rm 5020	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3555, <input type="checkbox"/> 2, Rm 3555 <input type="checkbox"/> Recs Recon Corr. Unit, Rm 1538	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I, (1917-SEP 19/40) F <input type="checkbox"/> "OM" RECORDS B <input checked="" type="checkbox"/> VA INDEX, WW II, (SEP 20/40-SEP '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (SEP '17-DEC '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1959) I <input type="checkbox"/> OTHER (Specify) E <input type="checkbox"/> SN INDEX		REPORT OF SEARCH Check if information is correct, if not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW LAST NAME, FIRST NAME, MIDDLE INITIAL		<input checked="" type="checkbox"/>	
SM/ST/SSX		Ebrecht, Wallace N.	
DOB		[REDACTED]	
POW DATES		[REDACTED]	
VA CLAIM NO.		C [REDACTED]	
GM RECORD REGISTRY NO.			
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMO* ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE		5-4-44	
DISCHARGE <input type="checkbox"/> DATE <input type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON		10-30-45 * 12-13-46	
GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO <input type="checkbox"/> ACTIVE DUTY DATES: <input type="checkbox"/> ACOUTRA			
TIME LOST <input type="checkbox"/> AWOL <input type="checkbox"/> CONF			
SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED <input type="checkbox"/> DATE RETURNED TO U.S.			
GRADE CARDS			
ORDERS <input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER			
<input type="checkbox"/> MORNING REPORTS			
<input type="checkbox"/> SICK REPORTS			
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> YET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER HOSPITAL _____ DATES OF TREATMENT _____ NATURE OF TREATMENT _____ CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO _____		INS # - V5188976 HOR: [REDACTED]	
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION			
(Continue on reverse)			
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)			
REQUESTER'S NAME AND OFFICE SYMBOL	REC. ATTCH'D <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	SEARCHER'S NAME Bgd
			DATE 11-6-86
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			NA FORM 13105 (9-85)

Figure 2-18: Sample completed NA Form 13105 for VA Index search

NPRC SEARCH REQUEST AND REPLY			
CASE CODE	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3435 <input checked="" type="checkbox"/> Recs Recon Section, Rm 1537 <input type="checkbox"/> RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRO-OR, Rm 5020	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3355, <input type="checkbox"/> 2, Rm 3355 <input type="checkbox"/> Recs Recon Corr, Unit __, Rm 1538	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I, (1917-Sep 19/40) F <input type="checkbox"/> "QM" RECORDS B <input checked="" type="checkbox"/> VA INDEX, WW II, (Sep 20/40-Sep '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (Sep '17-Dec '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1959) I <input type="checkbox"/> OTHER (Specify) E <input type="checkbox"/> SN INDEX		REPORT OF SEARCH Check if information is correct, if not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW LAST NAME, FIRST NAME, MIDDLE INITIAL <input checked="" type="checkbox"/> LYONS BRADFORD		<input checked="" type="checkbox"/> LYNN	
SSN <input checked="" type="checkbox"/> [REDACTED]		<input checked="" type="checkbox"/> [REDACTED]	
DOD <input checked="" type="checkbox"/> [REDACTED]		<input checked="" type="checkbox"/> [REDACTED]	
POW DATES		<input checked="" type="checkbox"/> [REDACTED]	
VA CLAIM NO.		<input checked="" type="checkbox"/> [REDACTED]	
OW RECORD REGISTRY NO.		<input checked="" type="checkbox"/> [REDACTED]	
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCW#			
<input checked="" type="checkbox"/> ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE		<input checked="" type="checkbox"/> 10-14-47	
<input checked="" type="checkbox"/> DISCHARGE <input type="checkbox"/> DATE <input type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON		<input checked="" type="checkbox"/> NOT SHOWN	
<input type="checkbox"/> GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO			
<input type="checkbox"/> ACTIVE DUTY DATES			
<input type="checkbox"/> TIME LOST <input type="checkbox"/> AWOL			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> WRITE IN MIDDLE NAME IF SHOWN </div>			
<input type="checkbox"/> SERVICE OUTSIDE U.S. U.S.			
<input type="checkbox"/> GRADE CARDS			
<input type="checkbox"/> ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER			
<input type="checkbox"/> WORKING REPORTS			
<input type="checkbox"/> SICK REPORTS			
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> YET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> DOD: 2-16-48	
HOSPITAL _____ DATES OF TREATMENT _____ NATURE OF TREATMENT _____ CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO			
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION			
(Continue on reverse)			
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)			
REQUESTER'S NAME AND OFFICE SYMBOL		REC. ATTCH'D <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE
		<input checked="" type="checkbox"/> BD	<input checked="" type="checkbox"/> 11-6-86
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13105 (9-85)	

Figure 1-3.2: Sample completed NA Form 13105 with negative results

NPRC SEARCH REQUEST AND REPLY			
CASE CODE <i>RC5</i> <i>YA5</i>	TO: <input type="checkbox"/> Organizational Records Section, Rm 2605 <input checked="" type="checkbox"/> Records Recon Corr, Sec 2, Rm 1538 (Fire related organizational records) <input type="checkbox"/> Search and Control Section, Rm 1538	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, Rm 2655 <input type="checkbox"/> Navy Corr, Rm 3355 <input checked="" type="checkbox"/> Records Recon Corr, Sec <u>1</u> , Rm 1538 <input type="checkbox"/> Spec Inq Section, Rm 2043	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I (1917-SEP 19/40) F <input type="checkbox"/> "QM" RECORDS B <input type="checkbox"/> VA INDEX, WW II (SEP 20/40-SEP '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (SEP '17-DEC '49) H <input checked="" type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1959) I <input type="checkbox"/> "OT" RECORDS E <input type="checkbox"/> SN INDEX J <input type="checkbox"/> OTHER (SPECIFY)		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for source(s) searched.)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW			
<input checked="" type="checkbox"/> LAST NAME, FIRST NAME, MIDDLE INITIAL <i>Johnson, Joe M.</i>			
<input checked="" type="checkbox"/> SN (S) / SSN XXXXXXXXXX			
DOB			
POW DATES			
VA CLAIM NO.			
QM RECORD / OT RECORD REGISTRY NO.			
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMO#			
<input type="checkbox"/> ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE			
<input checked="" type="checkbox"/> DISCHARGE <input checked="" type="checkbox"/> DATE <input checked="" type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON		<i>SEARCHED Morning Reports of Sep. Ctr., Ft. Jackson, S.C. 2/25 - 3/20/58 with neg. results. Need assigned org. at discharge.</i>	
GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO			
<input type="checkbox"/> ACTIVE DUTY DATES <input type="checkbox"/> ACDUTRA			
TIME LOST <input type="checkbox"/> AWOL <input type="checkbox"/> CONF			
SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED <input type="checkbox"/> DATE RETURNED TO U.S.		<i>45th FA Bn. Btry. "B" WAS INACTIVATED 7/31/57</i>	
GRADE CARDS			
ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER			
<input type="checkbox"/> MORNING REPORTS			
<input type="checkbox"/> SICK REPORTS			
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> VET <input type="checkbox"/> DEP <input type="checkbox"/> OTHER HOSPITAL _____ DATES OF TREATMENT _____ NATURE OF TREATMENT _____ CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO _____			
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION <i>date of discharge: 3-7-58</i> <i>Ft. Jackson, S.C.</i>			
<i>See 1804 13075A</i>			
(Continue on reverse)			
REQUESTER'S NAME AND OFFICE SYMBOL <i>N.C. White NCPMR-A</i>		REC-ATTCH'D <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DATE <i>2-8-88</i>
		SEARCHER'S NAME <i>J.C. Crane NCPMR-B</i>	DATE <i>2/17/88</i>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13105 (REV. 10-87)	

Figure A-1: **Sample completed NA Form 13139, File Authorization**

FILE AUTHORIZATION

Current
DATE

IT IS POSSIBLE THAT FUTURE CORRESPONDENCE FROM THIS INDIVIDUAL MAY BE FILED WITHOUT ACTION. IN EACH CASE, BRING CORRESPONDENCE AND RECORDS TO THE CHIEF, _____ REFERENCE BRANCH FOR A DETERMINATION.

Prepare for signature of the reference branch chief

(File all correspondence beneath this sheet)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13139 (3/87)

Figure 13: Sample completed Work Sheet for Travel Time

GENERAL SERVICES ADMINISTRATION WORK SHEET FOR TRAVEL TIME - PUBLIC LAW 87-102		
FROM: COMPLEX CORRESPONDENCE UNIT <u>SEC III</u>		
TO: <input checked="" type="checkbox"/> SUPERS Liaison Officer <input type="checkbox"/> MIRCORPS Liaison Officer <input type="checkbox"/> Section I <input type="checkbox"/> Section II <input type="checkbox"/> Section III <input type="checkbox"/>		
NAME ADAM, ABLE B.		SERVICE NUMBER [REDACTED]
DATE ENTERED ACTIVE DUTY OCT 28 1964		DATE RELEASED FROM ACTIVE DUTY JAN 26 1965
PLACE OF RELEASE FROM ACTIVE DUTY WILLIAMSBURG, VA.		HOME ADDRESS [REDACTED]
NUMBER OF MILES	FROM	TO
48	WILLIAMSBURG, Va.	RICHMOND, Va.
237	RICHMOND Va.	HARRISBURG Pa.
131	HARRISBURG, Pa	[REDACTED]
TOTAL MILES 416		NUMBER OF DAYS TRAVEL TIME FROM CHART 1
REMARKS:		
DATE: Jun 8, 1971	COMPUTED BY: A. B. Lee	APPROVED BY:

Figure 5: Sample employment suitability request (related to civilian employment - Type B)

United Dairy Farmers EMPLOYMENT REFERENCE CHECK FORM

APPROPRIATE RELEASE AUTHORIZATION ATTACHED.

Name of Applicant Glenn Blair Position Applied For Clerk

Social Security # [REDACTED] Location/Store # _____

Company Contacted (Former Employer) _____ *

Person Contacted _____

Dates of Employment: From * _____ to * _____

Position _____

Respond to * items on NA Form 13072 (furnish branch and dates of service ONLY.) Check block which states the Center does not offer opinions about the character of former military personnel.

Performance Evaluation: (Please comment on Applicant regarding the following):

Quality/Quantity of Work _____

Attendance/Dependability _____

What were his/her strong points? _____

What were his/her weak points? _____

Appearance _____

What was his/her attitude towards others? _____

What was his/her attitude towards work? _____

Why did he/she leave? _____

Would you rehire if you had an opening? Yes _____ No _____ If not, why? _____

Overall Evaluation of Applicant _____

Additional comments: See attached.

Signature of Person Completing Reference _____

Title _____ Date _____

HRF-12-87

Figure 6: Sample employment suitability request from prospective employer's representative (Type C)



Furnish undeleted, certified copy of DD Form 214. Appropriate written authorization is furnished.

NATIONAL PERSONNEL RECORDS CENTER
MILITARY PERSONNEL RECORDS
9700 PAGE BLVD
ST. LOUIS, MO 63132

RE: Francis L. Kutzer
DOB: [REDACTED]
BRANCH: Army

SSN: [REDACTED]
POB: Fairview, S. C.
DATES OF SERVICE: 1966 to 1968

Gentlemen:

Please find attached a photo copy of a signed release of information form. This office requests a Certified copy of this individual's DD214, be forwarded to us for our records. This information is requested for Nuclear Plant Security Clearance.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

I, FRANCIS LAVANCE KUTZER, hereby authorize Westinghouse Savannah River Company (WSRC), Bechtel Savannah River, Inc. (BSRI), or its duly authorized representative to conduct a background check including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust in maintaining the public health and safety. I authorize all persons who may have information relevant to this check to disclose it to WSRC, BSRI, or their duly authorized representatives, and I release WSRC, BSRI, and all duly authorized representatives providing information to WSRC, BSRI, or their duly authorized representatives from liability on account of such disclosure. This would include a review of my military service personnel and medical records in the same manner as would be permitted if I represented myself for this purpose. Information to be reviewed may include undeleted DD Forms 214 and drug/alcohol related information. I do further authorize the designated background investigative contractor to submit such information, copy or abstract, directly to WSRC and/or BSRI to become part of their records. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

Date FEB 13, 1990 Signature Francis Lavance Kutzer

Figure 3: **Sample letter of transmittal requesting translation from NARA employee outside of NPRC.**



National Personnel Records Center

Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

(Current)

NRPMO

Prepare the letter using the appropriate letterhead.

Translation of inquiry

Steven Hamilton, NWCTF, Room 6350

Please translate the enclosed inquiry and return it with the translation to:

National Personnel Records Center (MPR)
Military Operations Branch (NRPMO)
9700 Page Ave.
St. Louis, MO 63132-5100

JOHN CARVER
Chief, Military Operations Branch

Use the appropriate address and branch.

Enclosure

INQUIRY FROM:

Complete with name and address of requester; and date of request.

DATE: _____

Figure 4: **Sample letter of transmittal requesting translation from source outside of NARA.**



National Personnel Records Center

Civilian Personnel Records 111 Winnebago Street St. Louis, Missouri 63118-4199

(Current date)

Vietnamese Lutheran Fellowship
17 Ponca Trail
Attn: Mr. Chau Vo
Kirkwood, MO 63122

Dear Mr. Vo:

Please translate the enclosed inquiry and return it, with the translation and invoice, to:

National Personnel Records Center (CPR)
Civilian Operations Branch (NRPCO)
111 Winnebago St.
St. Louis, MO 63118-4199

Sincerely,

JOHN GERFEN
Chief, Civilian Operations Branch

Enclosure

INQUIRY FROM:

Complete with name and address of requester; and date of request.

DATE: _____

Figure 2-9.2: Sample microfilm page from SGO listing and corresponding printout

** F11**

U.S. ARMY SGO HOSPITALIZATION FILE LISTING 1950-53 (KOREA)

Y E A R	SV PR A R	SERVICE NUMBER	R A S G N /	G A L B R TY	U N I T	A D M I S S I O N	***** DIAGNOSES *****						F A C A G T	C C A G T	F I N R S L	P L F N	S P T R								
							1 S T	2 N D	1 S T	2 N D	1 S T	2 N D													
2	1	16332895	2	8	25	57	0021	MA08	1	2	6151	-	590	-	-	-	0	-	-	12	-				
1	3	16332895	2	8	26	30	23	0034	L740	4	1	0360	-	-	-	-	8	-	-	+5	-				
3	3	16332895	2	8	35	44	-	J371	5	3	1	4130	-	-	-	-	-	-	-	09	-				
3	3	16332895	2	8	35	44	-	J371	5	3	1	4130	-	-	-	-	-	-	-	09	-				
3	3	16332895	2	8	35	44	63	0320	J371	2	3	1	4260	-	-	-	8	-	-	17	-				
3	3	16332895	2	8	36	44	-	J371	8	3	1	0303	-	-	-	-	-	-	-	+5	-				
3	3	16332895	2	8	36	44	-	J371	8	3	1	5110	-	450	-	-	-	-	-	18	09				
1	1	16332898	1	8	23	30	23	0038	-A13	2	1	1	8235	8998	-	-	8	0	613	-	17	-			
1	2	16332900	2	8	24	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
2	2	16332900	2	8	24	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
2	2	16332900	2	8	24	30	23	0009	-A02	9	1	1	8271	8996	774	7	8011	8491	855	8	0	560	763	65	01
1	1	16332901	1	8	4	24	30	23	0009	-A02	9	1	8718	4939	273	-	-	-	-	8	0	613	-	24	99
1	1	16332903	2	8	34	24	30	23	0008	MA14	4	1	5302	-	180	-	-	-	-	8	-	-	-	03	-
1	1	16332903	2	8	34	24	30	23	0008	MA15	8	1	1	0303	-	-	-	-	-	8	-	-	-	+5	-
2	2	16332903	2	8	35	46	-	B655	4	2	2	6151	-	590	-	-	-	-	-	0	-	-	-	39	-
2	2	16332904	1	8	25	88	-	E580	6	2	1	3005	-	998	-	-	-	-	-	8	-	-	-	40	15
1	1	16332904	1	8	23	30	23	0038	-A06	3	1	1	8011	8440	-	-	-	-	-	8	0	610	-	17	99
2	2	16332904	1	8	25	88	-	E580	6	2	1	3005	-	998	-	-	-	-	-	8	-	-	-	40	15
2	2	16332913	1	8	25	89	+0	S020	7	2	1	0303	-	-	-	-	-	-	-	8	-	-	-	+5	-
0	0	16332920	1	8	22	88	-	B252	0	0	1	8151	8486	733	-	-	-	-	-	8	9	964	-	39	-
2	2	16332920	1	8	34	44	80	0558	-A29	1	2	1	8161	8486	733	-	8161	8486	-	8	7	992	-	43	18
3	3	16332920	1	8	34	44	80	0558	-A29	1	2	1	8161	8486	733	-	8161	8486	-	8	7	992	-	43	18
0	0	16332925	1	8	32	77	-	-	-	-	-	-	-	-	-	-	-	-	-	8	-	-	-	39	-

INFORMATION FROM THE HOSPITAL ADMISSION CARDS CREATED BY THE OFFICE OF THE SURGEON GENERAL, DEPARTMENT OF THE ARMY (1942-1945) and (1950-1954). VA

INFORMATION FOR THE YEAR 1951

SERVICE NUMBER: 16332898

CATEGORY:	CODE:	EXPLANATION:
SERVICE PREFIX:	RA	Regular Army Enlisted
RACE:	1	Caucasian, includes Mexican
GRADE/SEX/INSL STAT:	8	Enlisted male (incl. aviation cadet)
AGE:	2	14-19 yrs.
LENGTH OF SERVICE:	3	6-12 mths. (6 or more but less than 12)
BRANCH OF SERVICE:	30	Infantry, not further specified
TYPE OF UNIT:	23	Regiments: Infantry (incl Airborne Inf and A e Regiments)
UNIT NUMBER:	0038	0038
ADMISSION STATION:	-A	Korea
ADMISSION DD/M/Y:	15 2 1	15 February 1951
FIRST DIAGNOSIS:		
TYPE:	1	Not previously recorded, not sequelae of antc agnosis, not EPTS (Existed Prior To entry o e military Service)
DIAGNOSIS:	8235	Wound, penetrating, missile with no nerve or y involvement
LOCATION:	S998	Thigh
OPERATION:	-	made
SECOND DIAGNOSIS:		
TYPE:		
DIAGNOSIS:		

Figure 16: Sample NA Form 13018, when only partial information can be verified (Part 3 of 3)

REPLY TO INQUIRY (NCP)		DATE 3/1/88
SUBJECT: Murphy, Norman A. [REDACTED]		Your reference SF 180
		Date of inquiry 2/6/88
<p>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</p> <p>From the information furnished, we were unable to verify the date & character of discharge. We have established that you enlisted in the USAF Mar. 16, 1953. To furnish a complete statement of military service, we need more information. Was your service a six months active duty tour? Can you identify your assigned squadron, group, wing, etc. at time of discharge? Please send us any additional information or copies of documents issued to you while in service.</p>		
<p>Mr. Norman A. Murphy [REDACTED]</p>		<p>NCP MR-1 A. B. St. Louis for BRANCH CHIEF STAMP</p> <p>NATIONAL PERSONNEL RECORDS CENTER <input checked="" type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118</p>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13018 (9-85)

Figure 1: **Sample NA Form 13041, Statement of Service, to Naval Home (Reverse)**
(Part 2 of 2)

STATEMENT OF SERVICE		DATE <i>Current date</i>		YOUR REFERENCE <i>As stated</i>	
NAME (Last, first, middle) <i>Jackson, William Edward</i>		SERVICE NUMBER [REDACTED]		SSN [REDACTED]	
NATURE OF ACTION (Show component for each entrance into service; and type of each separation.)	EFFECTIVE DATE	ACTIVE SERVICE (Asterisks after dates in columns C and D denote ACTIVE DUTY FOR TRAINING ONLY)		THIS SPACE FOR ADDITIONAL INFORMATION AS APPROPRIATE, SUCH AS REASON FOR SEPARATION, GRADE, RANK, OR RATING, PLACE OF ACTION, ETC.	
		FROM A C	TO B D		
<i>Enl USN HON DISCH</i>	<i>Nov 12, 1963 DEC 19, 1967</i>	<i>Nov 12, 1963</i>	<i>DEC 19, 1967</i>	<i>EE</i>	
<i>Reenl USN HON DISCH</i>	<i>JAN 25, 1968 SEP 4, 1971</i>	<i>JAN 25, 1968</i>	<i>SEP 4, 1971</i>	[REDACTED]	
<p><i>Awards earned: Bronze Star Medal Purple Heart Medal</i></p> <p><i>Highest rating held: RDI</i></p> <p><i>Date and place of birth: [REDACTED] St Louis, MO.</i></p>					
TIME LOST (Inclusive dates)					
FROM	TO	FROM	TO	FROM	TO
<i>N/A</i>					
KEY TO ABBREVIATIONS					
AD - Active Duty	APPT - Appointed (Appointment)	AUS - Army of the U.S.	BCD - Bad Conduct Discharge	CC - Convenience of Gov't	CR - Change of Rating
DD - Dishonorable Discharge	DEMOB - Demobilized (Mention)	DISCH - Discharge	EEL - Expiration of Enlistment	ENL - Enlisted (Mention)	EOL - Expiration of Obligated Service
ERC - Enlisted Reserve Corps	ETS - Expiration Term of Service	GD - General Discharge	HON - Honorable	IND - Inducted (Mention)	NAS - Naval Air Station
NG - National Guard	NRS - Naval Recruiting Station	NTC - Naval Training Center	NTS - Naval Training Station	ORC - Officer Reserve Corps	OTH - Other Than Honorable
PROM - Promoted (Mention)	R - Received	RA - Regular Army	RAD - Reassigned From Active Duty	RECSTA - Receiving Station	REENL - Reenlisted (Mention)
REPAD - Reported For Active Duty	RS - Receiving Ship	T - Transferred	TERM - Terminated (Mention)	UA - Unauthorized Absence	UD - Undesirable Discharge
UHC - Under Honorable Conditions	UOHC - Under Other Than Honorable Conditions	USNH - U.S. Naval Hospital			

Figure 1: **Sample NA Form 13041, Statement of Service, to Naval Home** (Part 1 of 2 - [Next](#))

STATEMENT OF SERVICE

DATE *Current date*RE: *JACKSON, William E.*

DATE OF INQUIRY

RECEIVED ON

ON BEHALF OF

REFERRED TO NPRC BY

THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S):

The military service information provided on this form has been extracted from records on file at this center and may be used for any official purpose, including application for and adjudication of veteran's benefits.

- This method of reply is the routine procedure used to respond to requests such as years. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.
- Subject person served in the _____
from _____ to _____.
- Type and character of separation _____
active service _____ to _____ to _____.
- _____ was honorably retired _____
by reason of permanent physical disability incurred in line of duty, but not as a result of armed conflict or an instrumentality of war. The percentage of disability is _____.
- Report of separation physical is attached.
- The medical records/information pertaining to discharge you requested:
- Are enclosed. Are not in file.
- Have been sent to the Veterans Administration and
 Will be forwarded under _____ May be obtained from the VA office shown below.
(Please refer to VA Claim No. C- _____.)
- A statement of service is shown on the reverse side.
- The military record needed to answer this inquiry is not in our files. If the record was here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:
- which can be used to verify two week periods of active duty for training (ADT) for Army and Air Force personnel; it is also possible to verify reserve service other than ADT for Army personnel only. In order to assist us, please furnish dates of reserve service or ADT or both (month, day, and year) and complete organizational assignments (company, battalion, regiment or squadron, group, wing). After receipt of the requested data, we will search all available records sources.
- but these sources do not contain the particular type of information requested. We regret that we cannot be of assistance in this matter.

A copy of service record page 5 is attached.

*Governor
U.S. Naval Home
01800 East Beach Blvd.
Bulford, MS 39501*

NCPM#-C

NATIONAL PERSONNEL RECORDS CENTER
(Military Personnel Records)
9700 Page Boulevard
St. Louis, Missouri 63132

Figure 1-5.2: Sample NA Form 13062 returning inquiry to requester indicating information requested is not available

RELEASE OF INFORMATION		DATE <i>current</i>
RE: <i>Smith, James E.</i> [REDACTED]		
DATE OF INQUIRY	RECEIVED ON	ON BEHALF OF
REFERRED TO NPPRC BY		
<p>NOTE: BE SURE TO ENCLOSE ALL OF THE ATTACHED PAPERS IF YOU WRITE TO US AGAIN ON THIS SUBJECT.</p> <p>THE REPLY TO YOUR INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).</p>		
<p><input type="checkbox"/> Under the provisions of the Privacy Act of 1974, we MUST have the written consent (signature) of the individual whose records are involved before considering your request. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian should furnish a copy of the court appointment.) Although the Privacy Act does not apply to the records of deceased individuals, Department of Defense instructions indicate that we must have the written consent of the next of kin if the individual is deceased. For the purposes of the release authorization, the next of kin is defined as any of the following: unmarried widow or widower, son, daughter, father, mother, brother, or sister. If you are able to obtain the written consent, please return your request to us.</p> <p><input type="checkbox"/> We are unable to determine what information or documents you want. Please send us a detailed statement outlining the specific information or documents needed.</p> <p><input type="checkbox"/> Upon receipt of your reply, we will consider your request promptly and furnish all available information or documents that may be released under policies of the military services.</p> <p><input type="checkbox"/> The information or document you request may be released only under certain conditions. Please explain the purpose for which you intend to use it.</p> <p><input type="checkbox"/> If legal proceedings are pending, please inform us of the nature of the action and whether the United States is a party.</p> <p><input type="checkbox"/> Military personnel, upon separation from the Armed Forces, are furnished a separation document containing a resume of their military service. We believe this document contains sufficient evidence of service for the purpose described. If not, or if the separation document is not available, the specific information needed will be furnished upon receipt of the service person's authorization. If the document has been lost, the veteran may obtain a copy by writing to this Center.</p> <p><input checked="" type="checkbox"/> The military record needed to answer this inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:</p> <p style="padding-left: 20px;"><input type="checkbox"/> which often can be used to reconstruct the information or document required. Complete the attached form as completely as possible and return to this Center.</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> but these sources do not contain the particular type of information or document requested. We regret that we cannot be of assistance in this matter.</p> <p><input type="checkbox"/> Birth certificates for persons born in the United States usually can be obtained from the Bureau of Vital Statistics in the state in which birth occurred. The address for the appropriate bureau appears below:</p> <p><input type="checkbox"/></p>		
<p><i>James E. Smith</i></p> <p>[REDACTED]</p> <p>[REDACTED]</p>		<p>NCPM <i>R-A</i></p> <p><i>D.L. for</i></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Branch Chief stamp</p> </div> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132</p>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13062 (REV. 4-88)

Figure 2: Sample NA Form 13077, Report of Searching Action (Part 1 of 2 - Next)

REPORT OF SEARCHING ACTIONS		NOTE: Do not remove from inquiry until all search actions have been completed.																															
INITIATE THIS FORM WHEN ROUTINE SEARCH IS NEGATIVE OR WHEN RECORD IS CHARGED OUT																																	
NAME/REGISTRY NUMBER SMITH, William F9876543		COLOR CODE CHARGE CODE OF REGISTRY GAB FCF																															
SSN/SN																																	
ROUTINE SEARCH																																	
NO RECORD FOUND IN F9876543																																	
<input type="checkbox"/> NEGATIVE <input type="checkbox"/> TRANSFERRED <input checked="" type="checkbox"/> CHARGED TO FC4		COLOR CODE CHARGE DATE OF C/O FCB 1-10-78																															
SEARCHER'S INITIALS JB		DATE SEARCHED 2-23-78																															
SEARCH CORRESPONDENCE - LESS THAN 90-DAYS C/O																																	
<input checked="" type="checkbox"/> <input type="checkbox"/> PENDING WORKLOAD RACK <input checked="" type="checkbox"/> <input type="checkbox"/> IIR FILE <input checked="" type="checkbox"/> <input type="checkbox"/> SUSPENSE FILE <input checked="" type="checkbox"/> <input type="checkbox"/> LOANS AND TRANSFER <input checked="" type="checkbox"/> <input type="checkbox"/> COMBINATION STAGING AREA <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> DESKS (CLERKS, SUPV., AUDIT, PHONES) <i>record found</i> <input checked="" type="checkbox"/> <input type="checkbox"/> COPY MACHINE RACK <input checked="" type="checkbox"/> <input type="checkbox"/> REFILE AREA (CARTS, RACKS-OFFICE AND FILES) <input checked="" type="checkbox"/> <input type="checkbox"/> FILE AREA (CARTS, LADDERS) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 2ND ROUTINE SEARCH		<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">DATE/INITIALS</th> <th style="text-align: left; font-size: small;">SECOND SEARCH DATE INITIALS</th> </tr> </thead> <tbody> <tr> <td>2-23-78 JB</td> <td></td> </tr> <tr> <td>"</td> <td></td> </tr> <tr> <td>"</td> <td></td> </tr> <tr> <td>"</td> <td></td> </tr> <tr> <td>"</td> <td>2-24-78 RR</td> </tr> <tr> <td>"</td> <td></td> </tr> <tr> <td>"</td> <td></td> </tr> <tr> <td>"</td> <td>2-24-78 RR</td> </tr> </tbody> </table>		DATE/INITIALS	SECOND SEARCH DATE INITIALS	2-23-78 JB		"		"		"		"	2-24-78 RR	"		"		"	2-24-78 RR												
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RESULTS Negative		DATE 2-23-78																															
VERIFICATION SEARCH																																	
VERIFICATION SEARCHER'S NAME Chickel		RECEIVED CASE ON 2-24-78	DELAY SENT ON																														
SEARCHED FOLLOWING LOCATIONS																																	
<input type="checkbox"/> COMPUTER PROBE <input type="checkbox"/> ROPAC FILE CHECK <input type="checkbox"/> A-TAPE <input type="checkbox"/> F-TAPE <input checked="" type="checkbox"/> FICHE: ACQU ENL. <input checked="" type="checkbox"/> FICHE: ACQU OFF <input checked="" type="checkbox"/> FICHE: RESERVE <input type="checkbox"/> FICHE: RETIRED <input type="checkbox"/> FICHE: ANG <input type="checkbox"/> LOCATOR FICHE <input type="checkbox"/> B AND R TAPE <input type="checkbox"/> X-REF. AND AF SN INDEX <input type="checkbox"/> VA BIRLS RECORDS PROBE		<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">DATE/INITIALS</th> <th style="text-align: left; font-size: small;">DATE INITIALS</th> </tr> </thead> <tbody> <tr> <td>NAVY</td> <td></td> </tr> <tr> <td><input type="checkbox"/> COMPUTER PROBE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> N-TAPE (NAVY/MC/CG)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> BIDX (NAVY AND MC)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> FICHE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> WW I</td> <td></td> </tr> <tr> <td><input type="checkbox"/> WW II</td> <td></td> </tr> <tr> <td><input type="checkbox"/> POW II</td> <td></td> </tr> <tr> <td><input type="checkbox"/> MEDICALS</td> <td></td> </tr> <tr> <td><input type="checkbox"/> NAVY OFFICERS</td> <td></td> </tr> <tr> <td><input type="checkbox"/> FITNESS REPORTS</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ENLISTED</td> <td></td> </tr> <tr> <td><input type="checkbox"/> OFFICER</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> ENLISTED AND OFFICER</td> <td></td> </tr> </tbody> </table>		DATE/INITIALS	DATE INITIALS	NAVY		<input type="checkbox"/> COMPUTER PROBE		<input type="checkbox"/> N-TAPE (NAVY/MC/CG)		<input type="checkbox"/> BIDX (NAVY AND MC)		<input type="checkbox"/> FICHE		<input type="checkbox"/> WW I		<input type="checkbox"/> WW II		<input type="checkbox"/> POW II		<input type="checkbox"/> MEDICALS		<input type="checkbox"/> NAVY OFFICERS		<input type="checkbox"/> FITNESS REPORTS		<input type="checkbox"/> ENLISTED		<input type="checkbox"/> OFFICER		<input checked="" type="checkbox"/> ENLISTED AND OFFICER	
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3. DRAWER/5 CARTON SEARCH: FROM TO DATE		DATE																															
TELEPHONE TO		DATE																															
RESULTS OF VERIFICATION SEARCH <i>record found</i>		DATE 2-24-78																															
<input type="checkbox"/> WANTED CARD PREPARED <input type="checkbox"/> RETURNED TO REQUESTER FOR ADDITION INFORMATION <input checked="" type="checkbox"/> FORWARDED CORRESPONDENCE SECTION <input type="checkbox"/> RECORD MISFILED UNDER		<input type="checkbox"/> FORWARDED TO SERVICE DEPARTMENT <input checked="" type="checkbox"/> RECORD ATTACHED found in Corr. Sect. <input type="checkbox"/> OTHER																															

Figure 2: Sample NA Form 13077, Report of Searching Action (Part 2 of 2)

MISPLACED - RECORDS SEARCH (INDICATE ALL ACTIONS TAKEN IN THIS FORM)

REQUESTED BY Joe Blow OFFICE SYMBOL NCPMA-C DATE 2-21-78

NO RECORD FILED IN: A 444333

NAME/REGISTRY NUMBER James, John J.

SSN [REDACTED]

VARIATIONS OF NAME/NUMBER

A 4443330 thru 4443339
 4443303 thru 4443373
 4443033 thru 4443933 → 4443833 found, misfiled
 4440333 thru 4447333
 4403333 thru 4493333
 4043333 thru 4943333
 0443333 thru 9443333

Searched by RR Date 2-22-78

S. DRAWER/11 CARTON SEARCH: FROM _____ TO _____ DATE _____

TELEPHONE TO _____ DATE _____

RESULTS record found

FINAL RESULTS OF MISPLACED RECORDS SEARCH

WANTED CARD PREPARED (DATE) _____

RECORD ATTACHED

RECORD MISFILED UNDER A 4443833

FORWARDED TO SERVICE DEPARTMENT

FORWARDED TO CORRESPONDENCE SECTION

RETURNED TO REQUESTER FOR ADDITIONAL INFORMATION

OTHER

Searcher's Name R. Ruckel Date 2-22-78

WHEN MISPLACED SEARCH COMPLETED A PHOTO COPY SHOULD BE MADE FOR BRANCH FILE

GSA FORM 7000 (REV. 5-78) BACK

Figure 3: Sample NA Form 13140, Wanted Card

GENERAL SERVICES ADMINISTRATION WANTED CARD		GENERAL SERVICES ADMINISTRATION WANTED CARD	
DATE OF THIS CARD 3-3-78	REGISTRY NUMBER F 6007443	DATE OF THIS CARD	REGISTRY NUMBER
LAST NAME - FIRST NAME - MIDDLE INITIAL Rollins Richard M.		LAST NAME - FIRST NAME - MIDDLE INITIAL	
SERVICE NUMBER/SSAN [REDACTED]		SERVICE NUMBER/SSAN	
OTHER IDENTIFYING DATA IF SERVICE NUMBER IS NOT AVAILABLE (MOR, Latest Home Address, Military Organisation, DPOB)		OTHER IDENTIFYING DATA IF SERVICE NUMBER IS NOT AVAILABLE (MOR, Latest Home Address, Military Organisation, DPOB)	
THE RECORD IN THIS CASE IS WANTED BY:		THE RECORD IN THIS CASE IS WANTED BY:	
UNIT, SECTION, ROOM NUMBER NCPMF-S Rm #2375		UNIT, SECTION, ROOM NUMBER	
REMARKS: Return to Gene Cunningham		REMARKS:	
<p>NOTE TO PERSON PREPARING THIS CARD: If this record is charged out, attach this card to the chargeout in file.</p> <p>NOTE TO FILE/REFILE CLERK: If you have anything to file for this person, send it with this card to the unit checked above. Be sure to place a chargeout card in file showing the recharge information.</p>		<p>NOTE TO PERSON PREPARING THIS CARD: If this record is charged out, attach this card to the chargeout in file.</p> <p>NOTE TO FILE/REFILE CLERK: If you have anything to file for this person, send it with this card to the unit checked above. Be sure to place a chargeout card in file showing the recharge information.</p>	
GSA FORM 6800 SEP 69		GSA FORM 6800 SEP 69	

Figure 1: Sample of Activity Report generated by the FAX machine

04/18/09 10:41 538 4005 NCPM 001							
***** *** ACTIVITY REPORT *** *****							
MODE		CONNECTION TEL	CONNECTION ID	START TIME	USAGE T.	PAGES	RESULT
*TX	G3	86535988	NARA/NC	04/01 08:04	05' 21	8	OK
*TX	G3	84043315439	G3	04/01 14:00	02' 28	5	OK
*TX	G3	8 653 5988	NC	04/03 08:33	07' 21	6	OK
*AUTO RX	G3	202 653 5988	NARA/NC	04/03 09:24	01' 53	4	OK
*AUTO RX	G3		G3	04/03 10:01	01' 42	2	OK
*TX	G3	98728270	G3	04/03 10:30	01' 24	2	NG
*TX	G3	83148728270	G3	04/03 10:33	01' 26	2	NG
*TX	G3	84867808	Canon G3	04/04 13:25	01' 23	2	OK
*AUTO RX	G3	7036951998	G3	04/04 16:12	01' 05	2	OK
*TX	G3	87036951998	G3	04/05 08:45	03' 34	4	OK
*TX	G3	87636026	NCW	04/09 06:17	01' 11	2	OK
*TX	G3	88397088	FRC BOS INC/1NN	04/09 06:19	01' 03	2	OK
*AUTO RX	G3	008 8489816 926 7201	G3	04/10 07:06	00' 42	1	OK
*TX	G3	8 653 5988	NC	04/10 12:30	02' 39	4	OK
*AUTO RX	G3	515 576 7517	G3	04/11 08:12	01' 02	1	OK
*AUTO RX	G3	314 425 5719	NPRC (CPR)	04/11 12:31	01' 03	2	OK
*AUTO RX	G3	17127573045	G3	04/11 13:31	00' 43	1	OK
*TX	G3	84867808	Canon G3	04/12 05:41	01' 03	2	OK
*TX	G3	8 653 5988	NC	04/12 12:35	01' 02	2	OK
*TX	G3	82067335144	G3	04/12 14:34	03' 09	4	NG
*AUTO RX	G3	202 501 5005	NAT' L ARCHIVES	04/15 09:34	01' 29	3	OK
*AUTO RX	G3	202 653 5988	NARA/NC	04/15 10:33	01' 40	3	OK
*TX	G3	87036422859	DEALER ADMIN.	04/15 10:41	02' 14	3	NG
*TX	G3	87036422859	DEALER ADMIN.	04/15 10:45	01' 43	3	OK
*TX	G3	87964500	NARA-9NCL/9NNL	04/15 12:14	01' 03	2	OK
*AUTO RX	G3	8 796 4500	9NNL/PSW REGION	04/15 14:22	01' 18	2	OK
*TX	G3	89263642	G3	04/16 07:10	01' 21	3	OK
*AUTO RX	G3	803 776 1591	AVIATION GROUP	04/16 08:25	01' 56	3	OK
*AUTO RX	G3	202 501 5005	NAT' L ARCHIVES	04/16 08:48	01' 01	2	OK
*AUTO RX	G3	816 926 5949	G3	04/16 10:19	01' 11	2	OK
*AUTO RX	G3		G3	04/16 10:32	00' 37	1	OK
*TX	G3	98728270	G3	04/16 10:54	00' 50	2	OK
*AUTO RX	G3		Canon G3	04/16 15:16	03' 22	7	OK
*AUTO RX	G3	7742852	NARA FRC	04/17 06:05	06' 09	8	OK
*TX	G3	84047637815	4NC	04/17 07:03	01' 04	2	OK
*TX	G3	84047637815	4NC	04/17 13:31	01' 00	2	OK
*TX	G3	82415005	NAT' L ARCHIVES	04/18 07:25	01' 08	2	NG
*TX	G3	82415005	NAT' L ARCHIVES	04/18 07:27	01' 48	3	NG
AUTO RX	G3	202 501 5005	NAT' L ARCHIVES	04/18 10:21	01' 06	2	OK
AUTO RX	G3	202 501 5005	NAT' L ARCHIVES	04/18 10:38	01' 06	2	OK

Figure 2-9.1: Sample of application from California Military Benefit Card and corresponding DD 214

State of California
Department of Veterans Affairs
DIVISION OF SERVICE AND COORDINATION

APPLICATION FOR CERTIFICATE OF ELIGIBILITY **K-**
CAL-VET FARM AND HOME PURCHASE - VETERANS' EDUCATIONAL ASSISTANCE

INSTRUCTIONS

Please submit with this form a large clear photocopy of all documents showing the date and place of your service and discharges. If you are still in service submit a copy of your discharge or other official orders of all enlistments and discharges. If you are still in service submit a copy of your orders of all enlistments and discharges.

Mail this form and your documents to: DEPARTMENT OF VETERANS AFFAIRS, P.O. Box 1559, SACRAMENTO

PLEASE PRINT OR TYPEWRITE

1. Full Name GERALD MARTIN HUSTON

2. Address [REDACTED] SAN DIEGO, CALIFORNIA

3. Birthdate [REDACTED] 4. Birthplace DAYTON OHIO 5. Citizenship USA

6. Home address of entry into Armed Forces of US [REDACTED]

7. Periods of residence in California prior to entry into Armed Forces JULY 1941 TIL ENTRY

MILITARY SERVICE

HONORABLE

1. NAME (Last, First, Middle Initial) HUSTON GERALD MARTIN

2. GRADE (Last, First, Middle Initial) [REDACTED]

3. SERVICE NUMBER (Last, First, Middle Initial) [REDACTED]

4. DATE OF SEPARATION August 64 DISCHARGE (w/sep pay)

5. PLACE OF SEPARATION San Diego California

6. PLACE OF BIRTH Dayton Ohio

7. SEX Male RACE Gen COMPLEXION Brown HAIR Blue HEIGHT 74" WEIGHT 170

8. DATE OF ENTRY INTO SERVICE 25 Mar 41

9. PLACE OF ENTRY INTO SERVICE Bd file San Diego (San Diego) California

10. GRADE - DATE OF LAST PROMOTION Pvt-1

11. NUMBER OF MONTHS OF ACTIVE SERVICE (Last, First, Middle Initial) [REDACTED]

12. STATEMENT OF SERVICE FOR POW PURPOSES

STATEMENT OF SERVICE FOR POW PURPOSES	A. MONTHS	B. MONTHS	C. MONTHS	D. MONTHS
1. MONTHS OF ACTIVE SERVICE FOR POW PURPOSES	1	4	15	
2. MONTHS OF INACTIVE SERVICE FOR POW PURPOSES	0	0	0	
3. MONTHS OF TOTAL SERVICE FOR POW PURPOSES	1	4	15	

13. NATIONAL DEFENSE SERVICE MEDAL [REDACTED]

Application # shown as last six digits on FAR

549769

Figure 7.3: Sample of application from California Military Benefit Card and corresponding DD214

State of California
Department of Veterans Affairs
DIVISION OF SERVICE AND COORDINATION

**APPLICATION FOR CERTIFICATE OF ELIGIBILITY
CAL-VET FARM AND HOME PURCHASE - VETERANS' EDUCATIONAL ASSISTANCE**

K- **549763**

INSTRUCTIONS
Please submit with this form a large clear photo of your discharge or other official document showing the date and place of your discharge. If you had more than one period of service and discharges. If you are still in service submit a copy of your discharge or other official document showing the date and place of separation. Attach copies of all enlistments and discharges. **ON FAR**

Mail this form and your documents to: DEPARTMENT OF VETERANS AFFAIRS, P.O. Box 1559, SACRAMENTO

PLEASE PRINT OR TYPEWRITE

1. Full Name GERALD MARTIN HUSTON

2. Address [REDACTED]

3. Birthdate [REDACTED] 4. Birthplace DAYTON OHIO 5. Citizenship USA

6. Home address at entry into Armed Forces of US [REDACTED]

7. Periods of residence in California prior to and during Armed Forces JULY 1941 TIL ENTRY

MILITARY SERVICE

WORTHY		OFFICE OF SEPARATION DATA SHEET		SERIAL: 2100	
1. LAST NAME - FIRST NAME - MIDDLE NAME HUSTON GERALD MARTIN		2. GRADE - RATE - PAY - PAY GRADE Pvt-6(P) 253185 AUS 1st		3. DATE OF SEPARATION August 64	
4. PLACE OF SEPARATION San Diego California		5. DATE OF ENTRY 25 Mar 63		6. GRADE - RATE - PAY - PAY GRADE Pvt-1	
7. PLACE OF ENTRY Los Angeles Calif		8. DATE OF ENTRY 25 Mar 63		9. GRADE - RATE - PAY - PAY GRADE Pvt-1	
10. PLACE OF ENTRY Los Angeles Calif		11. DATE OF ENTRY 25 Mar 63		12. GRADE - RATE - PAY - PAY GRADE Pvt-1	
13. PLACE OF ENTRY Los Angeles Calif		14. DATE OF ENTRY 25 Mar 63		15. GRADE - RATE - PAY - PAY GRADE Pvt-1	
16. PLACE OF ENTRY Los Angeles Calif		17. DATE OF ENTRY 25 Mar 63		18. GRADE - RATE - PAY - PAY GRADE Pvt-1	
19. PLACE OF ENTRY Los Angeles Calif		20. DATE OF ENTRY 25 Mar 63		21. GRADE - RATE - PAY - PAY GRADE Pvt-1	
22. PLACE OF ENTRY Los Angeles Calif		23. DATE OF ENTRY 25 Mar 63		24. GRADE - RATE - PAY - PAY GRADE Pvt-1	
25. PLACE OF ENTRY Los Angeles Calif		26. DATE OF ENTRY 25 Mar 63		27. GRADE - RATE - PAY - PAY GRADE Pvt-1	
28. PLACE OF ENTRY Los Angeles Calif		29. DATE OF ENTRY 25 Mar 63		30. GRADE - RATE - PAY - PAY GRADE Pvt-1	
31. PLACE OF ENTRY Los Angeles Calif		32. DATE OF ENTRY 25 Mar 63		33. GRADE - RATE - PAY - PAY GRADE Pvt-1	
34. PLACE OF ENTRY Los Angeles Calif		35. DATE OF ENTRY 25 Mar 63		36. GRADE - RATE - PAY - PAY GRADE Pvt-1	
37. PLACE OF ENTRY Los Angeles Calif		38. DATE OF ENTRY 25 Mar 63		39. GRADE - RATE - PAY - PAY GRADE Pvt-1	
39. National Defense Service Medal					

Figure 2-8.1: Sample of clinical record

WD AOO No. 8-34				DO NOT USE CODE BOXES		
1. LAST NAME, FIRST NAME, MIDDLE INITIAL				A1	A2	A3
[REDACTED]						
2. REGISTER NO.	3. ARMY SERIAL NO.	4. GRADE		B1	B2	B3
161 000	[REDACTED]	Sgt				
5. ORGANIZATION AND ARM OR SERVICE (If AAF personnel, see below)*				C1	C2	
USAF (AF GT) 3/150 200 GS (E)						
6. AGE	7. RACE	8. LENGTH OF SERVICE	9. DATE OF ADMISSION	D1	D2	D3
29	W	9 YRS	3 Oct 50			
10. SOURCE OF ADMISSION				E1	E2	E3
Direct						
* If AAF, indicate pilot, non-pilot flying pers., ground pers., or avn. cadet				F		
11. CAUSE OF ADMISSION, ADDITIONAL DIAGNOSES, OPERATIONS, CHANGE OF STATUS				G		
(E) Eq & Hq Sq				H		
Bronchitis, acute, organism undetermined				I		
				J		
				K		
				L		
				M		
				N		
				O		
				P		

81 USAF, 20 Jul 50-200-100-TC/Spec AFM, 21/1 P-0 00/1004

AMA, 48114, AFCAO-

Q1	Q2
R	
S	
T	
U	
V1	V2
W1	W2
W. D., A. G. O. FORM NO. 8-24 1 July 1944	

12. LINE OF DUTY

Yes

13. DISPOSITION

Duty - General Service

14. DATE OF DISPOSITION

7 October 1950

15. DAYS LOST →	TOTAL	HOSPITAL	QUARTERS
	4	4	

16. NAME AND LOCATION OF REPORTING INSTALLATION

3450 SHERMAN HOSPITAL
FEDERAL BUREAU OF INVESTIGATION

17. SIGNATURE

[Signature]
Y. F. LINDER, M.D., M.P.H., M.C., Registrar

Figure 3-4: Sample of completed data procurement request to a NARA facility for Selective Service Records

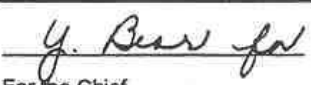
FAX REQUEST FOR MILITARY RECORDS/INFORMATION					DATE 7-14-97
<input type="checkbox"/> BOSTON NRAB (010)	<input type="checkbox"/> BAYONNE NRAJ (020)	<input type="checkbox"/> PHILADELPHIA NRBPT (021)	<input checked="" type="checkbox"/> ATLANTA NRC (040)	<input type="checkbox"/> CHICAGO NRDC (050)	<input type="checkbox"/> WASHINGTON, DC NWDT 1
<input type="checkbox"/> DAYTON NRDD (051)	<input type="checkbox"/> KANSAS CITY NRE (060)	<input type="checkbox"/> FORT WORTH NRF (070)	<input type="checkbox"/> DENVER NRG (080)	<input type="checkbox"/> SAN FRANCISCO NRHS (090)	<input type="checkbox"/> COLLEGE PARK NWDT2
<input type="checkbox"/> LOS ANGELES NRHL (091)	<input type="checkbox"/> SEATTLE NRIS (100)	<input type="checkbox"/> WASH NATIONAL NWRW (030)	<input type="checkbox"/> PITTSFIELD NRAP (011)	<input type="checkbox"/> ST. LOUIS NRPCR (061)	
<i>RECORDS of THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC</i>					
LAST NAME, FIRST NAME, MIDDLE INITIAL DOE, JOAN L.			SERVICE NUMBER/SSN [REDACTED]		
BRANCH of SERVICE Army		DATES of SERVICE * FROM 1917 TO 1918		DATE of BIRTH [REDACTED]	
VA CLAIM NUMBER		PRIOR VA CLAIM FOLDER LOCATION		DATE of TRANSFER	
ADDRESS AT TIME of ENTRY INTO SERVICE ** [REDACTED]				LOCAL BOARD * 1421	
<i>RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE of SUBJECT VETERAN</i>					
REPORT of SEPARATION OR STATEMENT of SERVICE (if neither are available, send copies of all VA Form 3101's)			CASUALTY REPORT/REPORT of DEATH (Date of injury)		
FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial information if applicable)			ALL AVAILABLE MILITARY SERVICE/MEDICAL/ DENTAL RECORDS		
LINE of DUTY DETERMINATION REPORT (Report of investigation)			ADDRESS OF RECORD		
PHYSICAL EVALUATION PROCEEDINGS			OTHER:		
<input type="checkbox"/> Request copies of General Court Martial Case Number _____, Accession Number _____, Box Number _____, Stack Number _____. Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review. <input checked="" type="checkbox"/> Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.					
REPLY					
<i>CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.</i>					
<input type="checkbox"/> RECORDS ENCLOSED <input type="checkbox"/> RECORDS NOT ON FILE <input type="checkbox"/> RECORDS TRANSFERRED TO _____ ON _____ <input type="checkbox"/> RECORDS SENT TO VARO, _____ ON _____					
REMARKS:				*Furnish if available. - Always furnish City, County, and State.	
Return to:			 For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch		
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100			NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		
PLEASE RETURN THIS FORM WITH YOUR REPLY					
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION				NA FORM 13160 (Rev. 7-97)	

Figure 2-6.2: Sample of completed data procurement request to NARA facility

FAX REQUEST FOR MILITARY RECORDS/INFORMATION						DATE <i>7-14-97</i>
<input type="checkbox"/> BOSTON NRAB (010)	<input type="checkbox"/> BAYONNE NRAJ (020)	<input type="checkbox"/> PHILADELPHIA NRBPT (021)	<input type="checkbox"/> ATLANTA NRC (040)	<input type="checkbox"/> CHICAGO NRDC (050)	<input type="checkbox"/> WASHINGTON, DC NWDT 1	
<input type="checkbox"/> DAYTON NRDD (051)	<input checked="" type="checkbox"/> KANSAS CITY NRE (060)	<input type="checkbox"/> FORT WORTH NRF (070)	<input type="checkbox"/> DENVER NRG (080)	<input type="checkbox"/> SAN FRANCISCO NRHS (090)	<input type="checkbox"/> COLLEGE PARK NWD2	
<input type="checkbox"/> LOS ANGELES NRHL (091)	<input type="checkbox"/> SEATTLE NRIS (100)	<input type="checkbox"/> WASH NATIONAL NWRW (030)	<input type="checkbox"/> PITTSFIELD NRAP (011)	<input type="checkbox"/> ST. LOUIS NRPCR (061)		
<i>RECORDS of THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC</i>						
LAST NAME, FIRST NAME, MIDDLE INITIAL <i>DOE, JOHN L.</i>			SERVICE NUMBER/SSN [REDACTED]			
BRANCH of SERVICE <i>Army</i>		DATES of SERVICE FROM <i>1-43</i> TO <i>7-46</i>		DATE of BIRTH [REDACTED]		
VA CLAIM NUMBER <i>XC - [REDACTED]</i>		PRIOR VA CLAIM FOLDER LOCATION <i>301</i>		DATE of TRANSFER <i>5-7-69</i>		
ADDRESS AT TIME of ENTRY INTO SERVICE				LOCAL BOARD		
<i>RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE of SUBJECT VETERAN</i>						
<input checked="" type="checkbox"/> REPORT of SEPARATION OR STATEMENT of SERVICE (If neither are available, send copies of all VA Form 3101's)		<input checked="" type="checkbox"/> CASUALTY REPORT/REPORT of DEATH (Date of injury)				
<input type="checkbox"/> FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial information if applicable)		<input checked="" type="checkbox"/> ALL AVAILABLE MILITARY SERVICE/MEDICAL/ DENTAL RECORDS				
<input type="checkbox"/> LINE of DUTY DETERMINATION REPORT (Report of investigation)		<input type="checkbox"/> ADDRESS OF RECORD				
<input type="checkbox"/> PHYSICAL EVALUATION PROCEEDINGS		<input type="checkbox"/> OTHER:				
<input type="checkbox"/> Request copies of General Court Martial Case Number _____, Accession Number _____, Box Number _____, Stack Number _____. Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review. <input type="checkbox"/> Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.						
REPLY						
<i>CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.</i>						
<input type="checkbox"/> RECORDS ENCLOSED <input type="checkbox"/> RECORDS NOT ON FILE <input type="checkbox"/> RECORDS TRANSFERRED TO _____ ON _____ <input type="checkbox"/> RECORDS SENT TO VARO, _____ ON _____						
REMARKS: NOTE: The blocks checked above are the most commonly used. The specific data requested must be determined after analysis of the inquiry. Request the Report of Death ONLY when death occurred in service. (A Report of Death, for an individual who died in service, is considered a separation document.) 						
Return to:				<i>I. B. Green for</i> For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100						
<i>PLEASE RETURN THIS FORM WITH YOUR REPLY</i>						
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION				NA FORM 13160 (Rev. 7-97)		

Figure 2-16.1: **Sample of completed data procurement request to National Archives**

FAX REQUEST FOR MILITARY RECORDS/INFORMATION						DATE 7-14-97
<input type="checkbox"/> BOSTON NRAB (010)	<input type="checkbox"/> BAYONNE NRAJ (020)	<input type="checkbox"/> PHILADELPHIA NRBPT (021)	<input type="checkbox"/> ATLANTA NRC (040)	<input type="checkbox"/> CHICAGO NRDC (050)	<input checked="" type="checkbox"/> WASHINGTON, DC NWD1	
<input type="checkbox"/> DAYTON NRDD (051)	<input type="checkbox"/> KANSAS CITY NRE (060)	<input type="checkbox"/> FORT WORTH NRF (070)	<input type="checkbox"/> DENVER NRG (080)	<input type="checkbox"/> SAN FRANCISCO NRHS (090)	<input type="checkbox"/> COLLEGE PARK NWD2	
<input type="checkbox"/> LOS ANGELES NRHL (091)	<input type="checkbox"/> SEATTLE NRIS (100)	<input type="checkbox"/> WASH NATIONAL NWRW (030)	<input type="checkbox"/> PITTSFIELD NRAP (011)	<input type="checkbox"/> ST. LOUIS NRPCR (061)		
<i>RECORDS of THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC</i>						
LAST NAME, FIRST NAME, MIDDLE INITIAL DOE, JOHN L.				SERVICE NUMBER/SSN [REDACTED]		
BRANCH of SERVICE Army		DATES of SERVICE FROM 1-35 TO 1-37		DATE of BIRTH		
VA CLAIM NUMBER		PRIOR VA CLAIM FOLDER LOCATION		DATE of TRANSFER		
ADDRESS AT TIME of ENTRY INTO SERVICE					LOCAL BOARD	
<i>RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE of SUBJECT VETERAN</i>						
REPORT of SEPARATION OR STATEMENT of SERVICE (If neither are available, send copies of all VA Form 3101's)			CASUALTY REPORT/REPORT of DEATH (Date of injury)			
FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial information if applicable)			ALL AVAILABLE MILITARY SERVICE/MEDICAL/ DENTAL RECORDS			
LINE of DUTY DETERMINATION REPORT (Report of investigation)			ADDRESS OF RECORD			
PHYSICAL EVALUATION PROCEEDINGS			OTHER:			
<input checked="" type="checkbox"/> Request copies of General Court Martial Case Number 199207 Accession Number _____ Box Number _____ Stack Number _____ Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review.						
<input type="checkbox"/> Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.						
REPLY						
<i>CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.</i>						
<input type="checkbox"/> RECORDS ENCLOSED <input type="checkbox"/> RECORDS NOT ON FILE <input type="checkbox"/> RECORDS TRANSFERRED TO _____ ON _____ <input type="checkbox"/> RECORDS SENT TO VARO, _____ ON _____						
REMARKS:						
Return to:				<i>F. Dumpsford</i>		
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100				For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		
PLEASE RETURN THIS FORM WITH YOUR REPLY						
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION				NA FORM 13160 (Rev. 7-97)		

Figure 2-11: Sample of completed data procurement request to state office

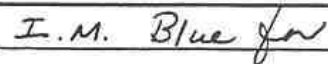
REQUEST FOR SERVICE DATA		DATE <u>7-14-97</u>
TO: <i>Adjutant General P.O. Box 811 Madison, WI 53708-8111</i>		DATE OF INQUIRY/DATE TAG: <u>WE3</u>
RECORDS OF THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC		
LAST NAME, FIRST NAME, MIDDLE INITIAL <i>DOE, JOHN L.</i>		SERVICE NUMBER/SSN [REDACTED]
BRANCH OF SERVICE <i>Army</i>		DATES OF SERVICE FROM <i>2'43</i> TO <i>6'46</i>
DATE OF BIRTH [REDACTED]	PLACE OF BIRTH <i>Denver, Co</i>	LAST GRADE, RANK, OR RATING
ADDRESS AT INDUCTION OR REGISTRATION (street, city, county & state)		
RESIDENCE AFTER MILITARY SERVICE [REDACTED]		
PLACE OF SEPARATION (including name of separating activity)		
ORGANIZATION AND DATES SERVED		
WE WILL APPRECIATE ANY ASSISTANCE YOUR OFFICE MAY BE ABLE TO OFFER BY FURNISHING THE ITEMS CHECKED BELOW:		
<input checked="" type="checkbox"/> Copies of any military service documents such as separation forms, service record cards, verified claims or bonus applications, etc. If the documents cannot be copied, a statement or certification of service to include character of separation will be satisfactory. <input checked="" type="checkbox"/> * Furnish a statement of service of Federally recognized National Guard service, including all dates of enlistment and discharge, reason for separation, and active duty for training. Specify whether service was active or inactive. <input type="checkbox"/> Remarks:		
REPLY		
CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES, SUCH AS A MILITARY SERVICE DEPARTMENT OR NPRC.		
<input type="checkbox"/> RECORDS ENCLOSED		
REMARKS:		
<div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>* Check ONLY if requesting records from a State Adjutant General's office.</p> </div>		
Return to:	<div style="text-align: center;">  I.M. Blue </div>	For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
PLEASE RETURN THIS FORM WITH YOUR REPLY		
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13103 (Rev. 7-97)

Figure 2-6.1: Sample of completed data procurement request to VA

STAPLE BIRLS PRINTOUT HERE OR COMPLETE IDENTIFYING INFORMATION

REQUEST FOR MILITARY RECORDS/INFORMATION (VA FILES)		DATE <u>7-14-97</u>
<input checked="" type="checkbox"/> VARMC P.O. BOX 5020 ST. LOUIS, MO 63115-5020		<input type="checkbox"/> VARO
RECORDS OF THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC		
LAST NAME, FIRST NAME, MIDDLE INITIAL	SERVICE NUMBER/SSN	DATE OF BIRTH
BRANCH OF SERVICE	DATES OF SERVICE	
	FROM	TO
VA CLAIM NUMBER	OTHER VA IDENTIFICATION (if applicable)	
RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE OF SUBJECT VETERAN		
<input checked="" type="checkbox"/> REPORT OF SEPARATION OR STATEMENT OF SERVICE <i>(If neither available send copies of all VA Forms 3101)</i>	<input checked="" type="checkbox"/> CASUALTY REPORT/REPORT OF DEATH <i>(Date of Injury)</i>	
<input checked="" type="checkbox"/> FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE <i>(Include Court Martial information if applicable)</i>	<input checked="" type="checkbox"/> ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS	
LINE OF DUTY DETERMINATION REPORT (Report of investigation)	ADDRESS OF RECORD	
PHYSICAL EVALUATION PROCEEDINGS	OTHER:	

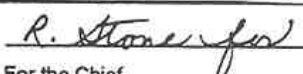
REPLY

CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES, SUCH AS A MILITARY DEPARTMENT OR NPRC.

RECORDS ENCLOSED RECORDS NOT ON FILE
 TRANSFERRED TO _____ ON _____
 SENT TO ADJUDICATION ON _____
 SENT TO BOARD OF VETERANS APPEALS ON _____
 CHARGED OUT TO _____ ON _____

REMARKS:

NOTE: The blocks checked above are the most commonly used. The specific data requested must be determined after analyzation of the inquiry. Request the Report of Death ONLY when death occurred in service. (A Report of Death, for an individual who died in service, is considered a separation document.)

Return to: NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100	<div style="text-align: center;">  For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch </div> NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100
---	---

PLEASE RETURN THIS FORM WITH YOUR REPLY

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13023 (Rev. 7-97)

Figure 2-16.2: Sample of completed data procurement request to WNRC

FAX REQUEST FOR MILITARY RECORDS/INFORMATION					DATE <u>7-14-97</u>
<input type="checkbox"/> BOSTON NRAB (010)	<input type="checkbox"/> BAYONNE NRAJ (020)	<input type="checkbox"/> PHILADELPHIA NRBPT (021)	<input type="checkbox"/> ATLANTA NRC (040)	<input type="checkbox"/> CHICAGO NRDC (050)	<input type="checkbox"/> WASHINGTON, DC NWDT 1
<input type="checkbox"/> DAYTON NRDD (051)	<input type="checkbox"/> KANSAS CITY NRE (060)	<input type="checkbox"/> FORT WORTH NRF (070)	<input type="checkbox"/> DENVER NRG (080)	<input type="checkbox"/> SAN FRANCISCO NRHS (090)	<input type="checkbox"/> COLLEGE PARK NWDT2
<input type="checkbox"/> LOS ANGELES NRHL (091)	<input type="checkbox"/> SEATTLE NRIS (100)	<input checked="" type="checkbox"/> WASH NATIONAL NWRW (030)	<input type="checkbox"/> PITTSFIELD NRAP (011)	<input type="checkbox"/> ST. LOUIS NRPCR (061)	
RECORDS of THE VETERAN IDENTIFIED BELOW ARE NOT AVAILABLE AT NPRC					
LAST NAME, FIRST NAME, MIDDLE INITIAL <u>DOE JOHN L.</u>			SERVICE NUMBER/SSN [REDACTED]		
BRANCH of SERVICE <u>Army</u>		DATES of SERVICE FROM <u>1944</u> TO <u>1946</u>		DATE of BIRTH	
VA CLAIM NUMBER		PRIOR VA CLAIM FOLDER LOCATION		DATE of TRANSFER	
ADDRESS AT TIME of ENTRY INTO SERVICE				LOCAL BOARD	
RECORDS OR DATA CHECKED BELOW ARE REQUIRED TO RESPOND TO AN INQUIRY RECEIVED IN THIS CENTER CONCERNING THE MILITARY SERVICE of SUBJECT VETERAN					
REPORT of SEPARATION OR STATEMENT of SERVICE (If neither are available, send copies of all VA Form 3101's)			CASUALTY REPORT/REPORT of DEATH (Date of injury)		
FACTS & CIRCUMSTANCES, OTHER THAN HONORABLE DISCHARGE (Include Court Martial information if applicable)			ALL AVAILABLE MILITARY SERVICE/MEDICAL/DENTAL RECORDS		
LINE of DUTY DETERMINATION REPORT (Report of investigation)			ADDRESS OF RECORD		
PHYSICAL EVALUATION PROCEEDINGS			OTHER:		
<input checked="" type="checkbox"/> Request copies of General Court Martial Case Number <u>407029</u> Accession Number <u>65-A-3276</u> Box Number <u>unknown</u> Stack Number <u>8/15 : 18-6</u> Please include any documentation indicating prior service, entry/discharge dates, character of discharge(s)/separation(s) from active duty, and facts and circumstances when available. Include Appellate Review and all supplementary orders credited for review. <input type="checkbox"/> Verification of service information from Selective Service System registration and classification cards and ledgers pertaining to the above identified individual.					
REPLY					
<i>CAUTION: FURNISH ONLY DOCUMENTS/INFORMATION RECEIVED FROM RELIABLE SOURCES.</i>					
<input type="checkbox"/> RECORDS ENCLOSED <input type="checkbox"/> RECORDS NOT ON FILE <input type="checkbox"/> RECORDS TRANSFERRED TO _____ ON _____ <input type="checkbox"/> RECORDS SENT TO VARO, _____ ON _____					
REMARKS:					
Return to:			<u>M. Simpson</u> <i>for</i>		
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100			For the Chief, <input type="checkbox"/> Air Force Reference Branch <input checked="" type="checkbox"/> Records Reconstruction Branch NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, MO 63132-5100		
PLEASE RETURN THIS FORM WITH YOUR REPLY					
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			NA FORM 13160 (Rev. 7-97)		

Figure 4-5.4. Sample of completed DD Form 303 CG

CERTIFICATE IN LIEU OF LOST OR DESTROYED

Discharge



Armed Forces of the United States

This is to certify that

JOHN JOSEPH DOE [REDACTED] EM2c USCGR

was discharged from the

United States Coast Guard

by

[REDACTED]

on

14 August 1961

at

New York, New York

Given at Washington, D. C., on 15 May 1990

AFFIX
NARA
SEAL

DAVID L. PETREE
Director
National Personnel Records Center

DD 303CG (REV. 3-61)

THIS IS A VALUABLE RECORD - SAFEGUARD IT.


DO NOT ERASE



Figure 4-5.2: Sample of completed DD Form 303A

CERTIFICATE IN LIEU OF LOST OR DESTROYED

Discharge



Armed Forces of the United States

This is to certify that

JAMES R WHITE [REDACTED] Specialist Four RA

was discharged from the

Army of the United States


by [REDACTED]

on 19 October 1975

at Fort Dix New Jersey

Given at Washington, D. C., on 15 May 1990

AFFIX
NARA
SEAL



THOMAS J. KILMARTIN, Brigadier General, USA
Commander
U.S. Army Reserve Personnel Center

DD FORM 303A, 1 SEP 50

DO NOT ERASE

Figure 4-5.1: Sample of completed DD Form 303AF

CERTIFICATE IN LIEU OF LOST OR DESTROYED

Discharge



Armed Forces of the United States

This is to certify that

DO NOT ERASE

JOHN DOE [REDACTED] SERGEANT

was discharged from the

United States Air Force

by

[REDACTED]

on

27 September 1974

at

Lackland Air Force Base, Texas

Given at

St. Louis, Missouri

this date

15 May 1990

AFFIX
NARA
SEAL

DAVID L. PETREE
Director
National Personnel Records Center

DD FORM 303AF 1 MAY 83 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. THIS IS A VALUABLE RECORD - SAFEGUARD IT.


Figure 3-B-1: Sample of completed NA Form 13017

REPLY TO MEDICAL RECORDS / X-RAY REQUESTS	DATE <i>10/28/96</i>
RE <i>Smith, JOHN R</i>	SERVICE NUMBER/SOCIAL SECURITY NUMBER [REDACTED]
<i>THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S)</i>	
<input checked="" type="checkbox"/> The copies of the medical records and/or the x-rays requested are enclosed. We suggest you make an extra copy of any photocopies and guard against loss or damage. We regret if any photocopies may be of poor quality, but they are the best copies obtainable.	
<input type="checkbox"/> The Privacy Act of 1974 prohibits the release to the public of a social security number or other personal information without the authorization of the person to whom it pertains. Deletions on the enclosed document(s) are of such personal information.	
<input type="checkbox"/> The medical records/x-rays requested are not in file.	
<input type="checkbox"/> Our invoice for services rendered in this case is attached.	
<input checked="" type="checkbox"/> The Department of Defense Privacy Program, 32 CFR 310.30(f), allows for the disclosure of medical records to the individual to whom they pertain. However, a portion of the requested medical records contains information which can be interpreted and explained properly only by a physician.	
<input type="checkbox"/> X-rays require proper interpretation and explanation from a physician.	
<input checked="" type="checkbox"/> If you would like us to send copies of these medical records and/or x-rays to a designated physician who will explain them to you, please furnish us with the name and address of that physician. The request MUST INCLUDE the written consent (signature) of the person whose records are involved, authorizing the release of the records to the designated physician. Please return this form also.	
<input type="checkbox"/> The type of x-ray you requested is kept at the facility at which it was taken and usually is destroyed after five years.	
<input checked="" type="checkbox"/> The enclosed medical records/copies/x-rays are sent to you at the request of _____ Please treat the information confidentially. Any x-ray film MUST BE RETURNED TO THIS CENTER.	
<input checked="" type="checkbox"/> CAUTION The enclosed records should be treated as confidential and the diagnosis/prognosis should not be released directly to the veteran except by his/her physician or after consultation with that physician. Information about these records should not be released or discussed with any other person.	
<input type="checkbox"/> Under the provisions of the Privacy Act of 1974, we must have the signature of the individual whose records are involved before considering your request. If the person is deceased, the next of kin must sign and indicate the relationship. For release purposes the next of kin is defined as any of the following: unremarried widow/widower; daughter/son; mother/father; sister/brother. If the person is a minor, the parent or legal guardian must sign. The guardian must also provide a copy of the court order of guardianship. If the person is legally incompetent, the court-appointed guardian must sign and furnish a copy of the court order adjudging incompetence and appointing the guardian.	
If you resubmit your request, please return all of the attached papers AND THIS FORM	
<input type="checkbox"/> Dependent immunization records are not made a part of the medical record returned to this Center. At the time of initial immunization, this record is given to the parent or sponsor. Duplicate copies of immunization records are maintained at the hospital or dispensary involved, but these too are given to the parent or sponsor upon transfer or separation. If not given to this individual, duplicates are destroyed two years after the latest entry on the immunization record. Therefore, we regret that we are unable to furnish the requested immunization records.	
<input type="checkbox"/>	
<input checked="" type="checkbox"/> If request is returned with the physician's name and address and appropriate authorization, check this block and send copies of records. Place check mark next to "CAUTION" statement.	
Annotate which documents were sent on file copy.	
<i>JOHN R Smith</i> [REDACTED] [REDACTED]	NCP M X-X <i>Be for</i> NATIONAL PERSONNEL RECORDS CENTER <input checked="" type="checkbox"/> (Military Personnel Records) 9700 Page Avenue St. Louis, Missouri 63132-5100 <input type="checkbox"/> (Civilian Personnel Records) 111 Winnebago Street St. Louis, Missouri 63118-4199
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	
NA FORM 13017 (REV. 2-94)	

Figure 3-C-1: Sample of completed NA Form 13036

AUTHORIZATION FOR RELEASE OF MILITARY MEDICAL PATIENT RECORDS	
NOTE: Records Center personnel complete blocks # 1, 2, 3, and 6.	1. SSN OR SN [REDACTED]
This Center has received a request from the facility shown below regarding your participation in the Drug/Alcohol Rehabilitation Program. In order for us to release this information we must have additional authorization from you. If you wish this information released to that facility, please complete blocks # 4, 5, and 7 to the best of your ability. Date and sign this form in the spaces provided (blocks #8 and 9) and return to this Center as soon as possible.	
2. NAME OF PERSON AUTHORIZED TO RECEIVE RECORDS LT. JAMES L. PIERCE	
3. NAME AND ADDRESS OF FACILITY TO RECEIVE RECORDS SUNNYDALE POLICE DEPARTMENT, SUNNYDALE, CA 90023	
4. PLACE WHERE TREATMENT OCCURRED	5. APPROXIMATE PERIOD OF TREATMENT
6. SPECIFIC TYPE OF TREATMENT INVOLVED DRUG ABUSE REHABILITATION RECORDS	
7. PURPOSE FOR WHICH RECORDS ARE NEEDED	
The National Personnel Records Center, National Archives and Records Administration, is hereby authorized to release copies of my military medical treatment records as described above.	
THIS AUTHORIZATION EXPIRES WITHOUT EXPRESS REVOCATION 12 MONTHS FROM THE FOLLOWING DATE:	
8. DATE	9. SIGNATURE OF INDIVIDUAL WHOSE RECORDS ARE REQUESTED
JOHN R. SMITH [REDACTED] [REDACTED]	MCPM X-X Bl for NATIONAL PERSONNEL RECORDS CENTER <input checked="" type="checkbox"/> Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132-5100 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118-4199
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 13036 (8/85)

Figure 3-8: Sample of completed NA Form 13069, FBI Identification Letter



National Personnel Records Center

Military Personnel Records 9700 Page Avenue St. Louis, Missouri 63132-5100

Date : _____

Reply to : _____

Attn of : NRPM

Subject : Request for service data

To : Federal Bureau of Investigation
 Criminal Justice Information Services Division
 Attention: Expedite Service Unit C2
 1000 Custer Hollow Road
 Clarksburg, WV 26306

CHECK THIS BLOCK ONLY IF FINGERPRINTS OF SUBJECT VETERAN CAN BE ATTACHED TO THIS REQUEST

Please furnish the information as requested below:

Check the attached fingerprints with your files for possible identification. A record of service has not been found in this office.

Furnish a record of service prior subsequent to that which began _____.

Compare the enclosed fingerprints with those of the period of service listed below. If not identical, please have a further search made in classified and unclassified U.S. Armed Forces fingerprint records (and criminal file).

Compare the fingerprints of the person listed below.

Furnish criminal report.

Please furnish all available information for the individual identified below. We are attempting to reconstruct this person's record which apparently was lost in the fire that occurred here in July 1973.

✓ PLEASE VERIFY/FURNISH DATA FOR EACH ITEM CHECKED	✓ CHECK IF INFORMATION IS CORRECT. IF NOT, SUPPLY CORRECT INFORMATION.
NAME (last, first, middle initial) ✓ <u>DOE, JOHN J.</u>	
BRANCH OF SERVICE <u>ARMY</u>	
SERVICE NUMBER	
DATE OF ENTRY <u>OCT 52</u>	
PLACE OF ENTRY	

OTHER AVAILABLE IDENTIFYING DATA:

SOCIAL SECURITY #: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: SAN Diego, CA

Enclosure(s) _____

FBI USE ONLY:

INFO FROM _____ PRINT

CONTRIBUTOR ORI #: _____

DATE FURNISHED: _____

ADDITIONAL INFORMATION: _____

UNDERLINE NAME & SN/SSN IN RED

National Archives and Records Administration NA FORM 13069 (REV. 6-98)

Figure 2-3.1. Sample of DD form 214 (Jul. 79 revision)

DD FORM 214 1 JUL 79		SAFEGUARD		CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NO.			
[REDACTED]		ARMY/RA		[REDACTED]			
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENLIST INTO ACTIVE DUTY				
SGT.	E-5	[REDACTED]	SEATTLE, WA				
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8. STATION WHERE SEPARATED				
HET, 4TH SQDN, 12TH AR CAV, 5TH INF DIV, FC			FORE POLK, LA				
9. COMMAND TO WHICH TRANSFERRED			10. SGU COVERAGE				
NA			AMOUNT \$ 50,000 <input type="checkbox"/> NONE				
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years) 31C20 SINGLE CHANNEL RADIO OPERATOR, 7 YEARS //NOTHING FOLLOWS				12. RECORD OF SERVICE			
				a. Date Entered AD This Period	YEAR (s)	MON (s)	DAY (s)
				b. Separation Date This Period	81	11	19
				c. Net Active Service This Period	86	06	18
				d. Total Prior Active Service	04	07	00
				e. Total Prior Inactive Service	02	11	29
				f. Foreign Service	01	07	17
				g. Sea Service	01	11	25
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)				h. Effective Date of Pay Grade			
ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON//GOOD CONDUCT MEDAL (2D AWARD)//ARMY ACHIEVEMENT MEDAL//NCO PROFESSIONAL DEVELOPMENT RIBBON "1"//NOTHING FOLLOWS				82 12 01			
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)				i. Reserve Oblig. Term, Date			
RADIO TELETYPE OPERATOR, 24 WEEKS (1977)//NOTHING FOLLOWS				NA			
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		16. HIGH SCHOOL GRADUATE OR EQUIVALENT		17. DAYS ACCRUED LEAVE PAID			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		0			
18. REMARKS							
DENTAL CARE WAS NOT PROVIDED WITHIN 90 DAYS PRIOR TO SEPARATION//NOTHING FOLLOWS							
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> -SPECIAL ADDITIONAL INFO. ITEMS 23 thru 30. </div>							
19. MAILING ADDRESS AFTER SEPARATION			20. MEMBER REQUESTS COPY 5 & 6E				
[REDACTED]			SENT TO WA OR OF VET AFFAIRS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
21. SIGNATURE OF MEMBER BEING SEPARATED			22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN				
[Signature]			STONEY D. GUTHRY, GS7				
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)							
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Includes upgrades)					
DISCHARGE FM 500		HONORABLE					
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENLISTMENT CODE			
CHAPTER 4, AR 635-200 & DA MSG 202230Z		[REDACTED]		[REDACTED]			
28. NARRATIVE REASON FOR SEPARATION							
[REDACTED]							
29. DATES OF TIME LOST DURING THIS PERIOD				30. MEMBER REQUESTS COPY 4			
NONE				[Signature] INITIALS			

Figure 2-3.2. Sample of DD Form 214 (Nov.88 revision)

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [REDACTED]		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/DA		3. SOCIAL SECURITY NO. [REDACTED]																																					
4. GRADE, RATE OR RANK [REDACTED]	4B. PAY GRADE [REDACTED]	5. DATE OF BIRTH (YYMMDD) [REDACTED]		6. RESERVE OBLIG. TERM. DATE Year nn Month nn Day nn																																					
7A. PLACE OF ENTRY INTO ACTIVE DUTY Detroit MI		7B. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) [REDACTED]																																							
8A. LAST DUTY ASSIGNMENT AND MAJOR COMMAND [REDACTED]		8B. STATION WHERE SEPARATED [REDACTED]																																							
9. COMMAND TO WHICH TRANSFERRED [REDACTED]		10. SGLI COVERAGE Amount: \$ 50,000		None																																					
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and dates involving periods of one or more years.) 62B10 Construction Equipment Repairer 2 years, 10 months//NOTHING FOLLOWS		12. RECORD OF SERVICE																																							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Year(s)</th> <th>Month(s)</th> <th>Day(s)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AO This Period</td> <td>1980</td> <td>01</td> <td>01</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>1982</td> <td>03</td> <td>01</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>02</td> <td>00</td> <td>00</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>f. Foreign Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>g. Sea Service</td> <td>00</td> <td>00</td> <td>00</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>1980</td> <td>01</td> <td>01</td> </tr> </tbody> </table>					Year(s)	Month(s)	Day(s)	a. Date Entered AO This Period	1980	01	01	b. Separation Date This Period	1982	03	01	c. Net Active Service This Period	02	00	00	d. Total Prior Active Service	00	00	00	e. Total Prior Inactive Service	00	00	00	f. Foreign Service	00	00	00	g. Sea Service	00	00	00	h. Effective Date of Pay Grade	1980	01	01
	Year(s)	Month(s)	Day(s)																																						
a. Date Entered AO This Period	1980	01	01																																						
b. Separation Date This Period	1982	03	01																																						
c. Net Active Service This Period	02	00	00																																						
d. Total Prior Active Service	00	00	00																																						
e. Total Prior Inactive Service	00	00	00																																						
f. Foreign Service	00	00	00																																						
g. Sea Service	00	00	00																																						
h. Effective Date of Pay Grade	1980	01	01																																						
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Army Service Ribbon//Overseas Service Ribbon//Army Good Conduct Medal//Marksman Badge (Rifle)//Expert Badge (Grenade)//NOTHING FOLLOWS																																									
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) Construction Equipment Repairer Specialist Course 10 weeks (87)//NOTHING FOLLOWS																																									
15A. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15B. HIGH SCHOOL GRADUATE OR EQUIVALENT																																					
				Yes																																					
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		Yes																																							
18. REMARKS Block 6 - Period of Delayed Entry Program 360730-361028//NOTHING FOLLOWS																																									
SPECIAL ADDITIONAL INFO. ITEMS 23 thru 30.			3rd Party Requesters: Delete Item 19b, if address is different than 19a.																																						
19A. MAILING ADDRESS AFTER SEPARATION (Include Zip Code)			19B. NEAREST RELATIVE (Name and address - include Zip Code)																																						
[REDACTED]			[REDACTED]																																						
20. MEMBER REQUESTS COPY 6 BE SENT TO (Army, Navy, Coast Guard, Air Force, Marine Corps, or other) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) [REDACTED]																																							
21. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]																																									
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)																																									
23. TYPE OF SEPARATION Discharge		24. CHARACTER OF SERVICE (Include upgrades)																																							
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE																																					
28. NARRATIVE REASON FOR SEPARATION		[REDACTED]																																							
29. DATES OF TIME LOST DURING THIS PERIOD (Under 10 U.S.C. 5972)		30. MEMBER REQUESTS COPY 4 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
[REDACTED]		[REDACTED]																																							

DD Form 214, NOV 88 Previous editions are obsolete. SERVICE - 2

Figure 2: Sample of Defense Finance and Accounting system

HUNT 222206902,MBRENT 961025/1126		HEDGE	MEMBER ENTITLEMENT DATA	PROD C=235NOV20 HFE7312
AUTH TI 006		RET LAW 1331	ORIG DIS PCT 000	
		15 YEAR IND N	CURR 000	
FAN CD 07	GUARD	SVC TI 006	SVC DN 9/24/75 N	
FR FAN CD 07			ORIG CMBT PCT 000	
		SVC ENT DT 540202	CURR 000	
RET TRF APPL DT 000000		SOS DISCH DT 000000		
ORIG RET TRF DT 941213		FEED 541226	ORIG DIS ELEC CD	
			CURR	
CURR RET DT 941213		SVC BP 391117	MED DIAG CD 00000	
		SVC PCT MULT 000000	ORIG FB CD 36	
PAY START DT 000000		SVC RET TRF 000000		
		TOT ACT SVC 000000	AGE 62 GF 0.00	
BR OF SVC A		HAVG BASE AMT 0.00	REDCTN FCTR 0.00000	
		HAVG TOT ACT SVC 000000		
HON RK		QUAL PUB SVC 000000	SPEC ACCT STRT CD	
PRE RET RK RT CW04			CORRES CONTROL IND	
RET RK RT CW04		PAY VAR CD 00		
ORIG RK RT CW04		RSV SVC PTS 04146	OTHER QUAL LAW 0000	
CURR RK RT CW04		RSV DUAL SVC 391117	OTHER QUAL MULT 000000	

HUNT 222206902,MBR 961025/1127		HEDGE	MEMBER DATA	PROD C=135DEC19 HFE7312
NAME HEDGES LAWRENCE L		FORMER NAME		
RANK IND Y				
LEG REP		FORMER TD	CHG DT WKMO	
NAME		SSN 00 000000000	SSN 000000 0000	
ROE/COE IND	ROE/COE EFF DT 000000		NAME 000000	
INCOMPT CD N	TWR IND CD N	OFF DESIG CD 0000		
SEX CD M	HIGH 36 CD 9	YRS SVC GRD 00	20 YR DT 000000	
CTZN CD C	OVERRIDE CD	CURR RK RT DT 911213	BUF LOSS CD 000	
	COMP REJ CD 00000	ACDU BASE DT 000000	3067 LOSS RSN	
DOB 341213	BR OF SVC A	DD108 RECD DT 940720	FIRST DATE RET	
	VA LEGIS IND	BENFY RECD DT 000000	ELIGIBLE 740203	
	PROC DT 000000	DD1357 RECD DT 000000	SBF GRANDFTHR Y	
SHELF LOC CD 00000		NAFC REF DT 000000		
TI 008			LOSS DT: 000000	
		ARREARS:	WKMO 0000	
FMR SPSE:	SSN	PAYEE SSN 000000000		
	1 000000000	NAME		
OCC IND 0	2 000000000	RELATNSHP *ND CD*		
FRG DT 000000	3 000000000	FISCAL YR		

ALT-F10 HELP 3 VT-100 3 FDX 3 9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR 3 CR

Figure 7: Sample of Enlisted Personnel Data Card and Abstract of Service from Coast Guard enlisted record

1. NAME: LAST HATHAWAY, FIRST Henry INITIAL M.		2. SERVICE NO.	3. RATE CSC (P)	4. PRESENT UNIT
1. DATE ENLISTED 6-12-56	6. TERM ENL/EXT. 5-28-57	7. DATE EXP. ENL/EXT. 12 June, 1958	8. ACTIVE DUTY DATE	8. TERM REG. ACT. DUTY
12. DATE OF BIRTH	13. RACE CAU	14. NO. DEPENDENTS W2DC	15. LOCATION OF DEPENDENT'S HOME Oakland, Calif.	16. HOME OF RECORD Oakland, Calif.
17. PWFOAD	18. LEGAL RES. Calif.	19. CIVILIAN EDUCATION HS 4	20. LANGUAGE QUALIFICATIONS None	21. CIVILIAN OCCUPATION Packer
22. TEST SCORES		24. EXPERIENCE (Months)		
GCT 43	MA 41	EK 39	SP UNK	WITHIN CLUS: ASHORE 32 AFLOAT 152
AR 47	READ 45	MK 39	PI 13	OUTSIDE CLUS: ASHORE 0 AFLOAT 14
23. SERVICE PRIOR TO THIS ENLISTMENT		25. OFF DUTY TRAINING None		26. SERVICE SCHOOLS COMPLETED None
a. BRANCH USCG		b. ACTIVE SERVICE 15 YRS. 0 MOS. 14 DAYS		27. REMARKS TD FEB. 1957 RETIREMENT -
c. OTHER SERVICE		28. PROMOTION RECORD		
d. TOTAL NET SERVICE FOR PAY 15 YRS. 0 MOS. 14 DAYS		RATE AND DESIG. CS1	PERM. OR PRO. PERM.	EFF. DATE 11-1-41
29. SERVICE FOR BASIC PAY		30. SERVICE FOR RETIREMENT		31. RPTD DIST. 4-28-55
COMP. 26 YRS. ON 5-28-57		COMP. 21 YRS. ON 5-28-57		
32. SERVICE FOR RETIREMENT		33. SERVICE FOR RETIREMENT		34. RPTD UNIT 122457
COMP. 17 YRS. ON 5-28-57		COMP. 17 YRS. ON 5-28-57		
1. NAME: LAST HATHAWAY, FIRST Henry INITIAL M.		2. SERVICE NO.	3. RATE CSC (P)	4. PRESENT UNIT

1. NAME HATHAWAY, Henry M.		2. SERVICE NO.	3. RATE (Pencil)	4. DATE RPTD. DIST. (Pencil)
5. EFFECTIVE DATE REPORTED	6. UNIT	7. DATE DEPARTED	8. SERVICE	9. REMARKS
10-9-52	RAMSDEN			RPTD 14th CGD
12-31-52	KUKUI			
7-1-53	KUKUI			CSC MADE PERM RANK FM 4-19-43
	KUKUI	3-7-55		
3-7-55	BASE (T&A) S.I.	3-9-55		TR TO CCGD12 FASDU
1-19-55	BASE ADMIN (12)			Rptd
1-27-55	BASE ADMIN (12)			Tr to C-11
4-28-55	BASE T.I. (11) ADMIN	4-29-55		TD & FFT
4-29-55	CGC MINNETONKA (11)			FASDU
1-24-57	CG BASE ADMIN (11)			TD PEND. RETIREMENT
2-1-57	CG BASE ADMIN (11)	2-1-57		PLACED ON RET LIST
1. NAME HATHAWAY, Henry M.		2. SERVICE NO.	3. RATE (Pencil) CSC	4. DATE RPTD. DIST. (Pencil) 4-28-55

Figure 2: Sample of Facsimile Cover Page



National Personnel Records Center

Military Personnel Records

9700 Page Boulevard St. Louis, Missouri 63132

NATIONAL PERSONNEL RECORDS CENTER
MILITARY PERSONNEL RECORDS

TELECOPIER/FACSIMILE COVER PAGE

Date 4-19-91 Time 9:25

Number of pages (including this page) 2

TO:

FROM:

JACKIE FULTZ
NCF

BARBARA J. DAVIS
NCPS

Phone Numbers:

Phone Numbers:

(Fax) 653-5988

(Fax) 538-4005

(Ofc) 653-8389

(Ofc) 538-4171

COMMENTS/INSTRUCTIONS:

National Archives and Records Administration

Figure 2: Sample of FAR with "QM C" hit (paper or microfilm records)

FINDING AID REPORT
NA FORM 13098 (9-88)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01391 BATCH 133N PAGE 0070
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V		DOE JOHN L	QM	C 7198* 123 716

*
Numbered breaks:
7174 - 7176;
7195 - 7199;
7200 - 7228

Paper records
Microfilm records

Box # Clinical registry #

RECORD CHANGED TO:
NPRC ORGANIZATIONS
(CASE ROUTING CODE)

RESEARCH ROOM, 2045
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES
 BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LNO, 3475
 NAVAL RESERVE, 3150
 NRC, 1725
 OPM (INV DIV), 180
 OSI, 220C
 VALNO, 220D

OTHER ORGANIZATIONS
OFFICE/SYMBOL
 ARPC, Denver
 HQ MC, Wash. D.C.
 HUSCG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 1: Sample of FAR with "QM C" hit

FINDING AID REPORT NA FORM 13096 (9-85)		NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01392 BATCH 133N PAGE 0069 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86		
ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V		DOE JOHN L.	QM	C 0211 006 096
				Box #
				Folder #
				Page #

RECORD CHARGED TO:
NPRC ORGANIZATIONS
 (CASE ROUTING CODE)

RESEARCH ROOM, 2045
 EDUFAX
 MILREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3150
 NRC, 1725
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
 OFFICE/SYMBOL

ARFC, Denver
 HQ MC, Wash. D.C.
 HQUSCG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARPAC

DATE _____
 CLERK'S INITIALS _____

Figure 3: Sample of FAR with "QM D" hit

FINDING AID REPORT		NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			PAGE 02201 BATCH 139N PAGE 0005		
NA FORM 12098 (9-85)		NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records)			DATE 10/01/86		
ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER			
V		DOE JOHN L	QM	D	5640	002	115
					Box #	Folder #	Page #

RECORD CHARGED TO: NPRC ORGANIZATIONS

(CASE ROUTING CODE)

RESEARCH ROOM, 2045
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1725
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
OFFICE/SYMBOL

ARPC, Denver
 HQ MC, Wash. D.C.
 HOUSSC, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 4: Sample of FAR with "QM E" hit

FINDING AID REPORT
NA FORM 13098 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 02781 BATCH 142N PAGE 0059
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V	[REDACTED]	DOE JOHN L	QM	E 0107 009 262

Ledger of Folder #
 Box #
 Page #

RECORD CHARGED TO:
NPRC ORGANIZATIONS

(CASE ROUTING CODE)

RESEARCH ROOM, 204B
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, ZZDA
 DIS-NACC, 4305
 EEA, 4815
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1725
 OPM (INV DIV), 180
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS

OFFICE/SYMBOL

ARPC, Denver
 HQ, MC, Wash. D.C.
 HQUSSG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 5: Sample of FAR with "QM J" hit

FINDING AID REPORT
 NA FORM 13096 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01398 BATCH 133N PAGE 0075
 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

V

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		DOE JOHN L	QM	J 0000 393 286

↓
 Court Martial
 Case Number

RECORD CHARGED TO:
 NPRC ORGANIZATIONS

(CASE ROUTING CODE)

RESEARCH ROOM, 2045
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4616
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1725
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
 OFFICE/SYMBOL

ARPC, Denver
 HQ MC, Wash. D.C.
 HOUSSG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
 CLERK'S INITIALS _____

Figure 6: Sample of FAR with "QM P" hit

FINDING AID REPORT NA FORM 1309E (9-85)		NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 02201 BATCH 131N PAGE 0005 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86		
ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V		DOE JOHN L	QM	P 0000 626 830
				↓ folder number

NOTE: Within the folder, it is necessary to scan all records (not more than 50 in a folder) for one desired. Names on payrolls are arranged alphabetically by rank. Individual pay vouchers, for the most part, are not arranged alphabetically, rather numerically by Disbursing Officer Number.

RECORD CHARGED TO: NPRC ORGANIZATIONS
(CASE ROUTING CODE)

RESEARCH ROOM, 2048
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES
 BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3150
 NRC, 172B
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 220D

OTHER ORGANIZATIONS
OFFICE/SYMBOL
 ARPC, Denver
 HQ MC, Wash. D.C.
 HOUSSG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCFAC

DATE _____
CLERK'S INITIALS _____

Figure 7: Sample of FAR with "QM P" hit

FINDING AID REPORT
 NA FORM 13096 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 02202 BATCH 139N PAGE 0006
 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V		DOE JOHN L	QM	P 5226 014 029

Box # _____
 Folder # _____
 Page # _____

RECORD CHARGED TO:
 NPRC ORGANIZATIONS _____
 (CASE ROUTING CODE)

RESEARCH ROOM, 2048
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

- BPLNO, 3475
- NMLNO, 3475
- CIA, 220A
- DIS-NACC, 4305
- EEA, 4815
- FAA, 220C
- FBI, 170
- MARCOR LN O, 3475
- NAVAL RESERVE, 3150
- NRC, 1725
- OPM (INV DIV), 190
- OSI, 220C
- VALNO, 220D

OTHER ORGANIZATIONS
 OFFICE/SYMBOL

- ARPC, Denver
- HQ MC, Wash. D.C.
- HQUSSG, Wash. D.C.
- NMPC, Wash. D.C.
- USAFMPC, RAFB
- USARCFAC

DATE _____
 CLERK'S INITIALS _____

Figure 12: **Sample of FAR with "QT *" hit**

G062LST 0277	NATIONAL ARCHIVES AND RECORDS ADMINISTRATION MPR FINDING AID REPORT	11/16/2001 14:48:40
123 45 6789 123 45 6789	DOE JOHN Q	QT * 0000 000 000 2
		Indicates entry on the American Battle Monuments Commission website.
RECORD CHARGED TO:		
SEARCHER:		DATE:

Figure 8: Sample of FAR with "QT D" hit

FINDING AID REPORT
NA FORM 13098 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 02457 BATCH 015N PAGE 0003
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

V

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		DOE JOHN L	QT	D 0000 250 735

↓
Index # for microfilm

RECORD CHARGED TO:
NPRC ORGANIZATIONS
(CASE ROUTING CODE)

RESEARCH ROOM, 2048
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NAACC, 4305
 EEA, 4815
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1726
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
OFFICE/SYMBOL

ARPC, Denver
 HQ MC, Wash. D.C.
 HOUSSG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 20: Sample of FAR with "QT H" hit

FINDING AID REPORT		NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			PAGE 02312	BATCH 133N	PAGE 0070
NA FORM 13096 (9-85)		NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records).			DATE 09/24/88		
ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER			
V		SGO HOSPITAL LIST	QT	H 1944	121	1188	
				listing year		microfiche frame #	
						microfiche page #	

RECORD CHARGED TO:
 NPRC ORGANIZATIONS
 (CASE ROUTING CODE)

RESEARCH ROOM, 2045
 EQUIFAX
 MILREC

OCCUPANT AGENCIES
 BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3150
 NRC, 1725
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 220D

OTHER ORGANIZATIONS
 OFFICE/SYMBOL
 ARPC, Denver
 HQ MC, Wash. D.C.
 HOUSCG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFAPC, RAFB
 USARCPAC

DATE _____
 CLERK'S INITIALS _____

Figure 9: Sample of FAR with "QT K" hit

FINDING AID REPORT
NA FORM 12096 (9-83)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01273 BATCH 145N PAGE 0019
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

ACT. CODE FILE IDRNT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
V		DOE JOHN L	QT	K 0000 000 000

Identifies veteran listed in the
Korean Casualty File
(alphabetical order)

RECORD CHARGED TO:
NPRC ORGANIZATIONS
(CASE ROUTING CODE)

RESEARCH ROOM, 2048
 EQUIFAX
 MILIREC

OCCUPANT AGENCIES

BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4815
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1725
 OPM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
OFFICE/SYMBOL

ARPC, Denver
 HQ MC, Wash. D.C.
 HOUJSCG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 10: Sample of FAR with "QT P" hit

FINDING AID REPORT
NA FORM 13098 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01272 BATCH 145N PAGE 0018
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

V

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		DOE JOHN L	QT	P 7310 015 087

/ Item #
 / Folder #
 / Box #

RECORD CHARGED TO:
NPRC ORGANIZATIONS
(CASE ROUTING CODE)

RESEARCH ROOM, 204E
 EQUIFAX
 MILJREC

OCCUPANT AGENCIES
 BPLNO, 3475
 NMLNO, 3475
 CIA, 220A
 DIS-NACC, 4305
 EEA, 4615
 FAA, 220C
 FBI, 170
 MARCOR LN O, 3475
 NAVAL RESERVE, 3160
 NRC, 1725
 OFM (INV DIV), 190
 OSI, 220C
 VALNO, 2200

OTHER ORGANIZATIONS
 OFFICE/SYMBOL
 ARPC, Denver
 HQ MC, Wash. D.C.
 HOLUSCG, Wash. D.C.
 NMPC, Wash. D.C.
 USAFMPC, RAFB
 USARCPAC

DATE _____
CLERK'S INITIALS _____

Figure 11: Sample of FAR with "QT W" hit

FINDING AID REPORT
NA FORM 12096 (9-85)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 01271 BATCH 139N PAGE 0017
NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records). DATE 10/01/86

V

ACT. CODE FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		DOE JOHN L	QT	W 07 05 42 27 05 42

RECORD CHARGED TO:
NPRC ORGANIZATIONS
CASE ROUTING CODE

RESEARCH ROOM, 2048
 EQUIFAX
 MILREG

OCCUPANT AGENCIES

- BPLNO, 3475
- NMLNO, 3475
- CIA, 220A
- DIS-NACC, 4305
- EEA, 4615
- FAA, 220C
- FBI, 170
- MARCOR LN O, 3475
- NAVAL RESERVE, 3150
- NRC, 1726
- OPM (INV DIV), 190
- OSI, 220C
- VALNO, 2200

OTHER ORGANIZATIONS

- ARPC, Denver
- HQ MC, Wash. D.C.
- HUSCG, Wash. D.C.
- NMPC, Wash. D.C.
- USAFMPC, RAFB
- USARCPAC

DATE _____
CLERK'S INITIALS _____

Year of capture
Month of capture
Day of capture
Year of release
Month of release
Day of release

Figure 10: Sample of History of Assignments for Marine Corps officer record

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS

PERIOD		UNIT OR ORGANIZATION	PRIMARY DUTIES	ADDITIONAL DUTIES
FROM	TO			
1Jun42	14Jun42	USNR, NAS, Atlanta, Ga.	UndInstn	S 2d
15Jun42	18Nov42	USNR, NAS, Jacksonville, Fla.	UndInstn	NAVCAD
19Nov42	7Jan43	AATS, Fort Worth, Tex.	UndInstn 2mos	
8Jan43	15Mar43	United Airlines, Chicago, Ill.	UndInstn 2mos	
16Mar43	31Dec43	OTS-8, MCAS, CherPt NC	UndInstn 3mos FltInstn 6mos	
1Jan44	12Oct44	MOTG-81, Edenton, NC	EngO 9mos	
12Oct44	2Jan45	VMB-464, MCAS, CherPt NC	NA 3mos	
11Jan45	4Apr45	HqSq, MFAWC, NAS, San Diego Calif	NA 3mos	
13Apr45	23Jun45	HqSq-3, 3dMAW	NA 2mos	
13Jul45	8Nov45	VMB-413, 1stMAW	EngO 4mos	
19Nov45	27Aug46	VMR-953	MatO 10mos	
28Aug46	15Mar47	MCAS, Ewa, T.H.	FX Officer 7mos	
1Apr47	31May47	SMS-25, MAG-25	Pilot VMR-4 2mos. ShpStoreO 2mos	
1Jun47	25Jul47	VMR-152, MCAS El Toro Calif	Pilot VMR-4 2mos. ShopStoreO 2mos	
21Aug47	20Feb48	MCATS, MCAS, Quantico, Va.	UndInstn 6mos	
21Feb48	25Feb48	AWS-JG, MCS, Quantico, Va.	Awtg class	
26Feb48	31Aug49	MCATS, MCAS, Quantico, Va.	Oinc, TechFiles 6mos	
6Sept49	6Jun50	HqBn, MCS, Quantico, Va.	UndInstn AWS-JG 9mos	
27Jul50	17Jul51	VMR-352, MAG-25(P) ElToroCalif	SqdO 1mo. ChemVar&RadSafO 9mos	
			AEngO 11mos	
18Jul51	18Jul52	VMR-152, MAG-25, FPO, SanFranCalif	AEngO 7mos GdTrngO 6mos	
19Aug52	23Sep52	VMR-352, MAG-25, MCAS, ElToroCalif	OpsO 1mo	
10Oct52	29Sep53	MAMS-13, MAG-13, FPO, SanFranCalif	ComdgO 12mos	GrpEngO 12mos
30Sep53	13Nov53	HqSq-20, AirFMFLant, CherPt NC	Awtg asgn	
14Nov53	20Jan54	VMIT-20, AirFMFLant, CherPt NC	ComdgO 2mos	
21Jan54	15Feb54	Maintron, MTG-20, CherPt NC	ComdgO 1mo	
16Feb54	7Jul55	H&MS-20, MTG-20, AirFMFLant CPNG	ComdgO 4mos	Cons&SalvageO 4mos; A/CMaint&RepO TechPubO 4mos; Class&AsgnO 11mos; RecruitO 11mos; PersO(S-1) 11mos AltCustRegPub 11mos; InstrCkPilot, Multi-Engine 11mos
			
			
			
8Jul55	28Oct55	VMFT(N)-20, MTG-20, MCAS, CPNG	CO 4mos	FltInstr 3mos; Mbr, Instr FltBd 3mos; TopSecConO 3mos
30Oct55	17Oct56	MABS-32, MAG-32, 2dMAW, MCAS, CPNG	SqdO 1mo SqdExecO 10mos	
12Oct56	12Dec56	H&MS-32, MAG-32, 2dMAW, MCAS, CPNG	ComdgO 2mos	
3Jan57	20Feb57	MAD, NARTC, NAS, ENCLA, FLA.	STUDENT HTII-1, ELLYSON FIELD	
9Apr57	11Apr57	HMR(L)-162, MAG(HR)(L)-16, 1stMAW	Sqd Pilot (3)	
12Apr57	12Sep57	HMR(L)-162, MAG(HR)(L)-16, 1stMAW	Exec. Officer (3) CO(2)	ResnO SummCtMarOfficer (2) TopSecretContO (2);
12Sep57	19Mar58	H&MS-16, MAG(HR)(L)-16, 1stMAW	GrpS-4 O (2) GruiVnSafO (2)	
20Mar58	1Jun58	HMR(L)-162, MAG(HR)(L)-16	TAD 3dProv MarBrig 25May-1Jun58 SqdnPilot	None
25Jun58	15Jun58	H&MS-36, MAG(HR)(L)-36	SqdPilot	
17Jul58	18Jun59	HMR(M)-462, MAG(HR)(L)-36, MCAF, SA	ExecOff	Char Guid O

NAME (Last) CURD (First) John (Middle) Darrell SERVICE NO. [REDACTED]

Figure 2-8.2: Sample of Letterman General Hospital medical card

REGISTER # SHOWN AS LAST SIX DIGITS ON FAR

1. DISCHARGE NO. 239247		
2. LAST NAME		
3. FIRST NAME AND INITIAL		
4. GRADE		
5. GRADE	6. REGIMENT AND No. OF SERVICE	7. AGE
77th Sn	Sc Corps	19
8. STATE	9. SERVICE	10. DATE OF ARRIVAL
Ala	1-2/12	April 5, 1943
11. COMMAND		
12. CODE OF ADMITTANCE		
Mental efficiency, Moran, Mental age: 9 years, 9 months. I.Q. 71.		
13. LINE OF DUTY		
No		
14. BLANK CODE		
NOT REQUIRED		
15. ADDITIONAL DIAGNOSIS (1. OPERATIONS)		
16. PLACE OF TREATMENT		
HOSP.		
17. DISPOSITION		
Discharged not honorable under the provision of Sec VIII AB 625-360 on account of habits and traits of character per, (a)		
18. DATE OF DISCHARGE		
May 4, 1943		
19. NAME OF HOSPITAL		
LETTERMAN GENERAL HOSPITAL, SAN FRANCISCO, CALIF.		
20. DATE WITH REPORT OF A. & S. FOR MONTHS OF		
May, 1943		
21.		
W. J. D. K.		
Colonel, Medical Corps, U. S. Army.		

Medical Form 54
MEDICAL DEPARTMENT, U. S. A.
Revised March 15, 1943

Figure 2-7.3: Sample of Multiple Name Discharge Order

HEADQUARTERS TRANSFER POINT
Fort Benning, Georgia.

SPECIAL ORDERS)
NUMBER.....175)

8 September 1955

EXTRACT

20. PFC DANIEL FINNENEY [REDACTED] MOS: 11L,00 DTS: 14 Sep 55 Hq & Hq Co 3rd Stu Bn (The School Brigade) this sta placed on TDY w/Transfer Point this sta for appr four (4) days for purpose of being processed for sep fr the svc UP AR 615-360 EM will rept to Transfer Point 0800 9 Sep 55. EM will rept to Ward B-12 USA Hosp Cantonment Area 1245 8 Sep 55 for final typy phy exam. Provisions of Cir #62 Hq TIC dtd 8 Apr 55 will be complied with. MTH: AR210-10.

21. DGA fol named Pers are rol fr TDY to Transfer Point this Sta and AD not by reason of phy disability and trf to the Army Reserve on EDCSA shown below. Each is asg to the USAr Control Group (Reinforcement) of the Mil Dist shown opp his name off date fol date of rol fr AD. Each will be given a Rpt of Separation from the Armed Forces of the US (DD Form 214) and Cert of Svc (DD Form 217). Lump sum pay for unused accr lv auth. Svc oblig under USF and Service Act is 8 yrs unless otherwise indicated. TDE PCS TPA 2162010 601-13 P1311 02 03 07 999-999. MTH: Soc V SR615-360-5 and AR635-250. HONORABLE

GRADE NAME SVC NO BR OF SVC	DATE REL FR	MIL DIST	UNUSED ACCR LV
MOS RACE DATE OF RECORD	AD (EDCSA)		
SP3(T) JOSEPH A CAPORANCO JR	13 Sep 55	Pa	16 days
[REDACTED] 91L,10 A Hqs Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
SP3(T) EDWARD S PRICE	13 Sep 55	N H	26 days
[REDACTED] 95L,10 RFC Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
SP3(T) DELBERT J OVERMYER	14 Sep 55	Calif	34 days
[REDACTED] 95L,10 [REDACTED] Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
SP3(T) DAVID L WALTERS	13 Sep 55	N Y	5 days
[REDACTED] 140,00 Arty Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
SP3(T) HAROLD YAPPO	13 Sep 55	N Y	14 days
[REDACTED] 71L,10 Inf Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
SP3(T) JAMES C BEMBLE	13 Sep 55	Mich	21 days
[REDACTED] 130,00 Armor Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			
TO BE REL FR AD UP AR615-360 and AR635-250 HONORABLE			
SP3(T) ROBERT A PUGH	13 Sep 55 (D/R 20 Jan 55)	Okla	30 days
[REDACTED] 086,20 MGC Cau	Tvl pay to [REDACTED]		
Name of Record [REDACTED]			

Figure 2-7.2: Sample of multiple name pay voucher (Part 1 of 2 - Next)

1-150-6210 90
RECORDED 74655 ✓
Voucher No.

FINAL PAY ROLL

Det Patients - SCU 1970 (Organization) (Placement)
Hoff General Hospital, Santa Barbara, Calif. (Station) (Principal office)

For month of September 1943 Paid SYM. No. 210-745 19

Pay of Army, 19	PS41842-418740421 1-27 P 414-CD/0426-26	878.51	Roll General Hospital Santa Barbara, Calif	4 Sept/43
Pay of Army, 19	PS41842-418740421 1-27 P 414-CD/0426-26	2746.75		
Pay of Army, 19	PADE-H 21X 8910-1-108 P 40-15	90.00		
Subs., 19	FL 15-47-4/27/40425 1-27 P 414-14	4.13		

C. & E., 19 (PA) **COPY FRONT COVER**

Total amount disbursed \$ 3,719.39

Information:
 \$ 657.01 Inc. and almts. } CLASS F 429.51
 } B 57.50
 } N 120.00
 } E 50.00

I certify that this roll is made out as required by Army Regulations, and that entries pertaining to each name are correct; that where rental and/or subsistence allowances is due, the soldier was not furnished ration tickets in kind nor received the equivalent thereof in money; that neither he, his family, nor any one dependent on him has occupied Government quarters and that for the period that quarters allowance is due, he or his dependents actually occupied quarters at the address shown. Except as otherwise stated each man was last paid to 31 Aug/43.

by I. I. Gocker Col ED, P.D. USA
W. B. VANDERSLICE, 0266030
 Major, SAC Directorate, Pers. S.W.

I certify that I witnessed the payment of this roll and that prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those men marked "Not paid."
Finley
 FINLEY

DATE OF ENLISTMENT (Extension or call to active duty?)	NO. YEARS SERVED	NAME, GRADE, AND COMPONENT (Date and place of accession for enlistment, or place of receipt of notice for active duty, by reserve indication; reporting for duty as National Guardsman under call or draft by the President, to which entitled to travel allowances.)	SERIAL NO.	ALLOTMENTS					
				Month and year detached	Class M	Class I	Class D	Class F	Class B
Honorably discharged by reason of: <u>AR615-362 SEC III DEPENDENCY</u>				Page 2					
(State reason and order, if any)				No time lost under A. W. 107 except as indicated					
OTHER COMPONENTS									
1.		REC 5							
15 May 41	5			Aug 45	7.40	35.00		22.00	
2.				Sep 45				22.00	
3. Trfd as T/5 fr 1206th SCU Pm Cp Ft Niagara NY 27 Aug 45. LP 51 Jul 45 by J HARRIS									
4. COL ED. N almt \$7.40 disc 31 Aug 45. E almt \$35.00 disc 31 Aug 45. F ded \$22.00 disc 30 Sep 45. Due EM CIP fr 1 Sep 44 to 2 Sep 45 incl not pd on prior P/E. TP to Camden, NJ. MOP \$300.00.									
5. Copy Page containing Discharge Authority									
7.		PFC							
3 Nov 43		O. Evans Raymond, A		Aug 45	7.50			22.00	7.50
8.				Sep 45				22.00	
9. Trfd as Pfc fr PS42 1262 SCU PC Ft Dix NJ 30									

Figure 2-7.2: Sample of multiple name pay voucher (Part 2 of 2)

Page No. 4

DATE OF ENLISTMENT (Inductee or call to active duty)	Number of years active	NAME, PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, determination of dependency to be noted as "Attached" or "Filed with Voucher No. ...")	SERIAL No.	ALLOTMENTS					COLLECTIONS	
				Month and year deducted	Class H	Class E	Class D	Class F	Class pay	Government laundry
		<u>OTHER COMMENTS</u>								
		<u>CORRALS</u>								
19 Sept 3 1942		██████████ (ERC) RECORDED							49.95	1.50
		QMC SCU 1970 ¹ Last pd to incld 31 Aug/43 by L L Gocker Col FD. No time lost under AW 107 since date to which last pd. <u>██████████</u> titled to travel alws to place from which ordered to active duty; Albany Ore. (ER inducted and immediately trfd to ERC). Accepted for induction at Albany, Ore. Hon disch at Hoff GH Santa Barbara Calif Convn of Govt Cir 161 WD 1943; not adaptable for mil serv; not recommended for re-enlistment or reinduction per W/ Ind Rg Hoff GH Santa Barbara Calif 26 Aug/43. Due US M/R Ldry \$1.50.								

COPY PAGE WITH INDIVIDUAL'S NAME

For Use of Finance Department Only

Page No. 5

COLLECTIONS—(continued)			Total AMOUNT FOR DEPENDENTS	TOTAL AMOUNT DUE	TOTAL COLLECTIONS	BALANCE PAID	We hereby acknowledge receipt IN CASH of amount in the column "Balance Paid" on opposite end hereof, and in case of payment of quarterly allotment we certify that we have deposited same in the address above during the period for which allowed, and that during the period for which allotments are allowed we have made contributions for the support of our dependent(s) as a valid dependent(s) under the rules of contribution for the support of the same dependent as shown in effective order certificate copy with or without any endorsement and that there has not been a material change in the status of dependent(s) or degree of dependency as stated therein.
Individuals and Dependents	Soldiers Home						
							1
							2
				58.05	1.50	57.25	3
							4
							5
							6
							7

COPY PAGE WITH INDIVIDUAL'S NAME

Figure 1: Sample of NA Form 13044, Reply Concerning Military Records

REPLY CONCERNING MILITARY RECORDS	DATE
RE:	
<p>THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S). IF YOU WRITE TO US AGAIN ON THIS SUBJECT, PLEASE RETURN YOUR ORIGINAL REQUEST, THIS FORM, AND ANY OTHER FORM YOU COMPLETE.</p>	
<p><input checked="" type="checkbox"/> Copies of requested military <input checked="" type="checkbox"/> ^{photos} personnel <input type="checkbox"/> medical records are attached. We suggest you make an extra copy and guard against loss or damage. We regret if any photocopies may be of poor quality, but they are the best copies obtainable.</p>	
<p><input type="checkbox"/> The attached separation document may include the following information: authority for separation, reason for separation, Reenlistment Eligibility Code, and Separation (SPN/SPD) Code. If you require a copy of the separation document that does not contain the above information, you may request a deleted copy from this Center.</p>	
<p><input type="checkbox"/> The Privacy Act of 1974 does not permit the release of a social security number or other personal information to the public without the authorization of the veteran concerned; therefore, we have deleted personal identifying data relating to other persons.</p>	
<p><input type="checkbox"/> The Reenlistment Eligibility (RE) Code issued upon release from active duty on _____ is _____.</p>	
<p><input type="checkbox"/> The reason and authority for separation from active duty/discharge on _____ is _____.</p>	
<p><input type="checkbox"/> The record of service in the _____ indicates being in a POW status from _____ to _____.</p>	
<p><input type="checkbox"/> Military personnel, upon discharge from the Armed Forces, are issued discharge certificates. These certificates are prepared in the original only; therefore, copies cannot be furnished. The law does provide that upon presentation of satisfactory proof of loss (such as a signed statement), an honorably discharged veteran or the surviving spouse may be given a "certificate in lieu of lost or destroyed discharge." We are unable to issue a certificate in lieu to anyone other than as provided by law.</p>	
<p><input type="checkbox"/> The document you have requested, DD Form 214, Report of Separation, was not used until Jan. 1, 1950. However, a similar form was used at the time the person named above was separated. A copy of it is attached.</p>	
<p><input type="checkbox"/> When the person named above was separated, it was not the practice to issue a document which served as a report of separation.</p>	
<p><input type="checkbox"/> The original Report of Separation was issued at the time of separation. Another original cannot be issued. The attached copy, however, will serve the same purpose as the original.</p>	
<p><input type="checkbox"/> No Report of Separation was issued since the person named above had no active service, or less than 90 days of active duty for training.</p>	
<p><input type="checkbox"/> The service record of the person named above does not contain a copy of a Report of Separation, or its equivalent. Therefore, we are instead furnishing the attached NA Form 13038, Certification of Military Service. This will serve as verification of military service and may be used for any official purpose.</p>	
<p><input type="checkbox"/> That portion of your request seeking medals/awards has been referred to the office checked below. That office has jurisdiction over the issuance of medals/awards. Any further correspondence on this subject should be addressed to that office.</p>	
<p><input type="checkbox"/> ARPERCEN, Attn: DARP-PAS-EAW <input type="checkbox"/> Navy Liaison Office, Room 3475, N-314 9700 Page Blvd., St. Louis, MO 63132-5100</p>	
<p><input type="checkbox"/> The medical records you request <input type="checkbox"/> The documents you request pertaining to discharge have been lent to the Department of Veterans Affairs (VA) and may be obtained from the VA office shown below.</p>	
<p><input type="checkbox"/> The Department of Defense Privacy Program, 32 CFR 286a.30(f), allows for the disclosure of medical records to the individual to whom they pertain. A portion of your medical records, however, contain information which can be interpreted and explained properly only by a physician. If you wish us to send copies to a designated physician, please furnish us with the name and address of that physician. The request MUST INCLUDE the written consent (signature) of the person whose records are involved, authorizing the release of the records to the designated physician.</p>	
<p><input checked="" type="checkbox"/> Release policies do not allow release of an original photograph to the general public if there is only one copy of the photograph in the military record.</p>	
	<p>NCPM</p> <p>NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132-5100</p>
<p>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION</p>	
<p>NA FORM 13044 (REV. 9-90)</p>	

Figure 4: **Sample of NA Form 13051 completed to show request referred to a location other than AR-PERSCOM** (Part 1 of 2 - [Next](#))

TRANSMITTAL		SERVICE NUMBER: <input type="checkbox"/> Verified <input type="checkbox"/> Not in file Assigned to: (Name and service number)	
A I R F O R C E	1. USAF MANPOWER AND PERSONNEL CENTER ATTN: _____ RANDOLPH AFB, TX 78160-8001	C G	12. COMMANDANT, U.S. COAST GUARD (GPIH-2) 2100 2ND STREET, S.W. WASHINGTON, D.C. 20593-0001
	2. AFMPC/ NORTHEAST OFFICE PLACE 9504 IH 35 NORTH SAN ANTONIO, TX 78233		14. NAVAL MILITARY PERSONNEL COMMAND ATTENTION: 312 WASHINGTON, D.C. 20370-5036
	3. AIR FORCE ACCOUNTING & FINANCE CENTER DAA, ATTENTION: _____ DENVER, CO 80279	N A V Y	15. NAVAL RESERVE PERSONNEL CENTER 4400 DAUPHINE ST. NEW ORLEANS, LA 70146-5000
	4. AIR RESERVE PERSONNEL CENTER DENVER, CO 80280-5000		16. CO. NAVY FINANCE CENTER CLEVELAND, OH 44199
A R M Y	5. COMMANDER, ARPERCEN ST. LOUIS, MO 63132-6200	O T H E R	17. OFFICE OF PERSONNEL MANAGEMENT RETIREMENT AND INSURANCE PROGRAMS WASHINGTON, D.C. 20415
	6. USAFAC INDIANAPOLIS, IN 46249-5301		18. MILITARY ARCHIVES DIVISION (NNMS) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, D.C. 20408
	7. U.S. ARMY ENLISTED RECORDS & EVALUATION CENTER FORT BENJAMIN HARRISON, IN 46249-5301		19. NATIONAL CEMETERY SYSTEM VETERANS ADMINISTRATION WASHINGTON, D.C. 20420
	8. MILPERCEN ALEXANDRIA, VA 22332-0400		
	9. ARMY NATIONAL GUARD PERSONNEL CENTER 4501 FORD AVE. ALEXANDRIA, VA 22302-1450		
M A R C O R	10. COMMANDANT, U.S. MARINE CORPS (MTRB-) MARINE CORPS COMBAT DEVELOPMENT CENTER BUILDING 2008 QUANTICO, VA 22134-0001		
	11. MARCOR RESERVE SUPPORT CENTER 10950 EL MONTE OVERLAND PARK, KS 66211-1408		
	12. MARCOR FINANCE CENTER 1500 E. 95TH ST. KANSAS CITY, MO 64197		

Records/documents requested are enclosed. Forwarded for necessary action.
 Records not located in-NPRC. See attached Finding Aid Report.
 Unable to identify from information furnished.
 Before a more extensive search is made, additional information as indicated below is required.
 Verify spelling of name under which person served (include middle name if not previously furnished).
 Furnish/verify service number/SSN.
 Furnish/verify dates of all service (active and reserve).
 Furnish current military status (none, retired, reserve or on active duty).
 Records transferred/lent to (symbol/code/office) _____ (date) _____
 OPM FORM BRI 46-143: SSA FORM 654; VA FORM 3101 dated: _____
 on _____ C# _____
 Writer notified of this referral.
 Missent to this center. Forwarded or returned as a matter pertaining to your office.

NCPM / / DATE 6/3/91
 NATIONAL PERSONNEL RECORDS CENTER, (MPR)
 9700 Page Boulevard
 St. Louis, MO 63132-5100

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NA FORM 13051 (REV. 10-89)

Figure 4: Sample of NA Form 13051 completed to show request referred to AR-PERSCOM (Part 2 of 2)


TRANSMITTAL		SERVICE NUMBER: <input type="checkbox"/> Verified <input type="checkbox"/> Not in file Assigned to: (Name and service number)				
A I R F O R C E	1.	USAF MANPOWER AND PERSONNEL CENTER ATTN: _____ RANDOLPH AFB TX 78150-8001	C G	13.	COMMANDANT, U.S. COAST GUARD (CG214-2) 2100 2ND STREET, S.W. WASHINGTON, D.C. 20593-0001	
	2.	AFMPC/ NORTHEAST OFFICE PLACE 9504 IH 35 NORTH SAN ANTONIO, TX 78233		N A V Y	14.	NAVAL MILITARY PERSONNEL COMMAND ATTENTION: 312 WASHINGTON, D.C. 20370-5036
	3.	AIR FORCE ACCOUNTING & FINANCE CENTER DAA ATTENTION: _____ DENVER, CO 80279			15.	NAVAL RESERVE PERSONNEL CENTER 4400 DAUPHINE ST. NEW ORLEANS, LA 70146-5000
	4.	AIR RESERVE PERSONNEL CENTER DENVER, CO 80280-5000			16.	CO. NAVY FINANCE CENTER CLEVELAND, OH 44199
A R M Y	5.	COMMANDER, ARPERCEN <i>PAS-EVC</i> ST. LOUIS, MO 63132-5200	O T H E R	17.	OFFICE OF PERSONNEL MANAGEMENT RETIREMENT AND INSURANCE PROGRAMS WASHINGTON, D.C. 20415	
	6.	USAFAC INDIANAPOLIS, IN 46249-5301		18.	MILITARY ARCHIVES DIVISION (NNMS) NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, D.C. 20408	
	7.	U.S. ARMY ENLISTED RECORDS & EVALUATION CENTER FORT BENJAMIN HARRISON, IN 46249-5301		19.	NATIONAL CEMETERY SYSTEM VETERANS ADMINISTRATION WASHINGTON, D.C. 20420	
	8.	MILPERCEN ALEXANDRIA, VA 22332-0400				
	9.	ARMY NATIONAL GUARD PERSONNEL CENTER 4501 FORD AVE. ALEXANDRIA, VA 22302-1450				
M A R C O R	10.	COMMANDANT, U.S. MARINE CORPS (MARC-) MARINE CORPS COMBAT DEVELOPMENT CENTER BUILDING 2008 QUANTICO, VA 22134-0001				
	11.	MARCOR RESERVE SUPPORT CENTER 10950 EL MONTE OVERLAND PARK, KS 66211-1408				
	12.	MARCOR FINANCE CENTER 1500 E. 95TH ST. KANSAS CITY, MO 64197				

Records/documents requested are enclosed. Forwarded for necessary action.
 Records not located in NPRC. See attached Finding Aid Report.
 Unable to identify from information furnished.
 Before a more extensive search is made, additional information as indicated below is required.
 Verify spelling of name under which person served (include middle name if not previously furnished).
 Furnish/verify service number/SSN.
 Furnish/verify dates of all service (active and reserve).
 Furnish current military status (none, retired, reserve or on active duty).
 Records transferred/lent to (symbol/code/office) _____ (date) _____
 OPM FORM BRI 46-143; SSA FORM 654; VA FORM 3101 dated: _____
 on _____ C# _____
 Writer notified of this referral.
 Misset to this center. Forwarded or returned as a matter pertaining to your office.

NCPM 0 DATE: 6/4/91
 NATIONAL PERSONNEL RECORDS CENTER (MPP)
 9700 Page Boulevard
 St. Louis, MO 63132-5100

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NA FORM 13051 (REV. 10-89)

Figure 1: Sample of Notification of Eligibility for Retired Pay at Age 60



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
WASHINGTON, D.C. 20310

NG-ARPM 6 October 1970

SUBJECT: Notification of Eligibility for Retired Pay at Age 60

THRU: The Adjutant General, Pennsylvania

TO: **SAMPLE**

1. This is to notify you that, having completed the required years of service, you will be eligible for retired pay upon application at age 60 in accordance with the provisions of Title 10, U.S. Code, chapter 67. Your eligibility for retired pay may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of creditable service performed unless it resulted directly from fraud or misrepresentation on your part. Notwithstanding the foregoing, the number of years of creditable service upon which retired pay is computed may be adjusted to correct any error, miscalculation, misinformation, or administrative determination, and when such a correction is made you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date retired pay is granted.

2. In the event you are now or later become entitled under any other provision of the law to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or Fleet Marine Corps Reserve, you will not be entitled to retired pay under the provisions of 10 U.S.C., 1331.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Army Personnel Division

Copy Furnished:
U.S. Army Admin Ctr
St. Louis, Mo.

SAMPLE

Figure 5: Sample of Officer's Fitness Report from Navy officer record

SEP 11 1957 M
REPORT ON THE FITNESS OF OFFICERS *Cord*

NAVPERS-310 (REV. 9-54)

THE OFFICER REPORTED ON WILL FILL IN THE FIRST ELEVEN SECTIONS:

1. NAME (Last) BLOOM	(First) Stanley	(Middle) Alvin	2. GRADE LTJG	3. USN (N) USN	4. DESIGNATOR 1312	5. FILE NO. 484855
--------------------------------	---------------------------	--------------------------	-------------------------	--------------------------	------------------------------	------------------------------

6. SHIP OR STATION
FLEET AIRCRAFT SERVICE SQUADRON 104

7. DATE REPORTED PRESENT DUTY STATION
17 October 1955

8. OCCASION FOR REPORT
SEMI-ANNUAL DETACHMENT OF REPORTING SENIOR DETACHMENT OF OFFICER

9. TYPE OF REPORT
REGULAR CON-CURRENT SPECIAL

10. PERIOD OF REPORT
FROM 1 MAR 57 to 31 AUG 57

11. DUTIES. List principal duties assigned including watches, and indicate in parentheses after each the number of months during the reporting period. If assignment is in other than regular Navy billet or involves duties not well established, give outline of purpose, scope, and significance of such duties. If necessary, use separate sheet and attach to this form.
HAT FASRON AUGMENTING UNIT 0510 OFFICER (6)
ASSISTANT OPERATIONS OFFICER FASRON 104 (6)
SQUADRON DUTY OFFICER (6)

FOLLOWING TO BE FILLED IN BY THE REPORTING OFFICER: Signature of officer reported on: *Stanley Alvin Bloom*

12. EMPLOYMENT OF COMMAND DURING PERIOD OF THIS REPORT
SUPPORT OF FLEET AVIATION ACTIVITIES BASED IN THE MEDITERRANEAN AREA.

13. REFERENCE HERE AND APPEND ANY COMMENDABLE OR ADVERSE REPORTS ON THIS OFFICER RECEIVED DURING THE PERIOD OF THIS REPORT
NONE

14. PERFORMANCE OF DUTIES (In comparison with other officers of his grade and approximate length of service, consider the requirements of his duties and evaluate his performance.)

DUTY ASSIGNMENT	N O T O B S E R V E D	Outstanding performance in most aspects of his duty assignments. Highly qualified.	Excellent performance in most aspects of his duty assignments. Efficient or competent in most of the remaining aspects. Frequently demonstrates outstanding performance.	Competent and efficient performance in most aspects of his duty assignments. Frequently demonstrates excellent performance.	Satisfactory performance in most aspects of his duty assignments. Needs some supervision. Basically qualified.	Inadequate performance in many aspects of his duty assignments. Needs close supervision. He is not qualified. (Adverse)
(a) Present Assignment			X			
(b) As <u>Squadron Duty</u> Officer		X				
(c) Collateral Duties			X			
(d) Technical Specialty <u>ETA</u>		X				
(e) Ship Handling	X					
(f) In Administration			X			
(g) Ability to Command		X				
(h) As Executive or Division Officer			X			
(i) Duty on a Staff	X					
(j) Other	X					

15. Considering the possible requirements of war, indicate your attitude toward having this officer under your command. Would you:
 Particularly desire to have him? Prefer him to most? Be pleased to have him? Be satisfied to have him? Prefer not to have him? (Adverse)

16. (a) In comparison with other officers of his grade and approximate length of service, how would you designate this officer?
 (b) For this report period indicate in (b) how many officers of his grade you have designated in each category of (a).

	One of the few highly outstanding officers I know	A very fine officer of great value to the service	A dependable and typically effective officer	An acceptable officer	Unsatisfactory (Adverse)
(a)		X			
(b)	1	2	0	0	0

17. COMMENTS. In this section it is important that the outstanding characteristics of the officer, and any weaknesses which seriously affect his performance of duty, be reported. The appraisal should be concise and concrete in terms of specific examples of performance from which the more general factors can be inferred. The appraisal will justify the marks assigned in items 14, 15, and 16 above. In addition, the appraisal should include outstanding qualifications in any field such as the following: administration, planning, logistics, aircraft, air weapons, and in dealing with the public in personal or official contacts. This space must not be left blank.
LTJG BLOOM is a highly dependable and effective officer. He has a thoroughly cooperative and realistic approach to his duties. As a Squadron Duty Officer he has demonstrated a commendable knowledge of overall squadron functions. The general professional development and progress of this officer during the period of this report has been most gratifying. The initiative and competence of LTJG BLOOM contributed materially to the grade of EXCELLENT received by this command in the recent Administrative/Material Inspection conducted by COMFAIRELM. In addition to his regular duties LTJG BLOOM has performed TAD as Operations Officer at the advance base at Suda Bay, Crete. His performance of duty at Suda Bay, under adverse conditions, reflected the highest credit upon his professional competence. LTJG BLOOM is an experienced pilot and he has demonstrated commendable ability in the training of other pilots. LTJG BLOOM is recommended for promotion.

18. NAME, GRADE, AND FILE NUMBER OF REPORTING OFFICER. OFFICIAL STATUS RELATIVE TO OFFICER REPORTED ON.
L. W. BUNCE, CDR, USN, 112924/1310 **COMMANDING OFFICER**

16-70104-1

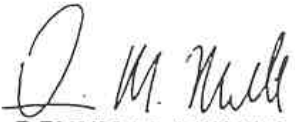
Figure 1: **Sample of Paper Record Close-out**

PAPER RECORD CLOSE-OUT

THIS RECORD IS FORWARDED TO NARA
FOR CUSTODY AS A RETIREE RECORD.

NO RETIREMENT ORDER

ARPERCEN HAS PERFORMED ALL POSSIBLE
RESEARCH AND DETERMINED FROM THE DATA BASE
THAT THIS INDIVIDUAL IS RETIRED
EFFECTIVE _____
FROM THE ACTIVE OR RESERVE FORCE.


DENNIS M. MIKALE
Director, Personnel
Records Management

ARPC Form 2497-2, Aug 96 (Prior edition is obsolete.)

Figure 2-10: **Sample of Philippine POW card**

NAME	<u>Therese, Saed</u>	Civ.	<u> </u>	MIL.	<u> </u>	Rank	<u>✓</u>	<u> </u>	ASN	<u>1</u>
Ref. File		Page		Remarks						
	<u>3151-11</u>	<u>120</u>		<u>POW Kabe by # 2</u>						

Figure 8: Sample of Record of Service from Marines Corps enlisted record

RECORD OF SERVICE							
ORGANIZATION	DATE	REASON	PRIMARY DUTY	EMSP	CONDUCT	PROFICIENCY	SIGNATURE OF MARKING OFFICER
MCRS, PITT SBURGH, PA.	16 Aug 61	Enl/Tr	No Duty	/	/	/	C. J. [Signature] ByDir
2nd RTBn RTR MCRDep, PISC	19 AUG 1961	Jd	Under Rct Trng	/	/	/	[Signature] By dir
2dRTBn RTR MCRDep PISC	3 NOV 1961	Tr	Rct Trng Compl	/	4.1	4.0	[Signature] By dir
2dITBn 1st ITR MCB, CamLej	NOV 4 - 1961	Jd	Duins Indiv Cbt Trng	/	/	/	[Signature] ByDir
2dITBn 1st ITR MCB, CamLej	DEC 2 1961	Tr	IndivCbtTrng Completed	3.9	4.3	4.1	[Signature] ByDir
CommElecScolBn, MCRDep San Diego 40, Calif.	28 DEC 1961	JOINED	Student BasicElecCt	/	/	/	[Signature] ByDir
CommElecScolBn MCRDep, SDIEGO	20 Jun 62	Reasg	Student RadFundGr	4.0	4.4	4.3	[Signature] ByDir
CommElecScolBn MCRDep, SDIEGO	12 Feb 63	Tr	RadRelRepGr Compl	3.9	4.1	3.7	[Signature] ByDir
1stCommCo(Prov)FMF HqBn, 3rdMarDivFMF	22 Apr 63	Jd	RadRelTech	/	/	/	[Signature] ByDir
1stCommCo(Prov)FMF HqBn, 3rdMarDivFMF	31 Jul 63	Semi-Annual	RadRelTech	4.0	4.5	4.4	[Signature] CO
1stCommCo(Prov)FMF HqBn, 3rdMarDivFMF	31 Jan 64	Semi-Annual	RadRelTech	3.1	4.0	4.0	[Signature]
CommSptCoFMF redesign fr Auth FMFPacO 5401.1C &	CG 3dMarDiv msg 250732Z Apr 64.						
CommSptCoFMF HqBn 3dMarDiv(Rein)FMF							
CommSptCoFMF HqBn 3dMarDiv(Rein)FMF	21 Jun 64	Tr	RadRelTech	3.5	3.5	4.0	[Signature] ByDir
CommCo HqBn 2dMar Div FMF CLNC	29 Jul 64	Jd	RadRelTech	/	/	/	[Signature] Dir
CommCo HqBn 2dMarDiv FMF CamLej	27 Aug 64 18 Sep 64	To TAD	RadRelTech	/	/	/	[Signature] CO
H&SCo 3-2-2 FMF	28 Aug 64	For TAD	RadRelTech MFA 44	/	/	/	[Signature] CO
H&SCo 3-2-2	6 Oct 64	To TAD	RadRelTech	/	/	/	[Signature] CO
H&SCo 3-2-2 CamLej	21 30 Jan 65	For TAD TAD Compl	RadRelTech	/	/	/	** CO
H&SCo 3-2-2 CamLej	30 Jan 65	TAD Compl	RadRelTech	3.5	4.0	4.0	[Signature] CO
CommCo HqBn 2d MarDiv FMF clnc	30 Jan 65	Fr TAD To Du	RadRelTech	/	/	/	[Signature] ByDir
CommCo, HqBn, 2dMar Div, FMF, CLNC	24 May 65	To TAD	RadRelTech	3.9	4.0	4.3	[Signature] ByDir
H&SCo 2dBn 2dMar 2dMarDiv, FMF, CamLej	11 MAY 1965	For TAD	RadRelTech	/	/	/	[Signature] ByDir
H&SCo, 2dBn (Rein) 2dMar LANFORMED 2-65	31 Jul 65	Semi-A	2831	4.0	4.2	4.2	[Signature] CO
H&SCo, 2dBn (Rein) 2dMar LANFORMED 2-65	11 NOV 65	TAD Term	2831	3.9	4.2	4.2	[Signature] CO
CommCo, HqBn, 2dMarDiv FMF, CLNC	1 Nov 65	Fr TAD	2831	/	/	/	[Signature] ByDir

NAME (Last) BARTOSH, J. (First) RICHARD (Middle) FERDINAND JR. SERVICE NO. [Redacted]

NAVMC 118 (1)-70 (REV. 7-64) (SUPERSEDES PREVIOUS EDITION WHICH WILL NOT BE USED) (3) C 68050
 ** (See page 11 entry dated 23 Nov 65)

Figure 3: Sample of Retirement Point Accounting System

ACT	RYBDT	RYEDT	MPC	RET	RY	NRP	RY	RY	RYN	RPQLPD	CYR	DTSRC	VSR
19870512	19880511	O	01	028	15						0043	19960825	N
19860512	19870511	O	01	017	15						0032	19960825	N
19850512	19860511	O	01		15	0024					0039	19960825	N
19840512	19850511	O	01	012	15	0025			010000		0052	19960825	N
19830512	19840511	O	01	016	15	0169			010000		0200	19960825	N
19820512	19830511	O	01	042	15	0033			010000		0090	19960825	N
19810512	19820511	O	01	046	15	0019			010000		0079	19960825	N
19800512	19810511	O	01	049	15	0018			010000		0078	19960825	N
19790512	19800511	O	01	040	15	0016			010000		0071	19960825	N
19780512	19790511	O	01	047	15	0028			010000		0088	19960825	N
19770512	19780511	O	01	056	15	0016			010000		0076	19960825	N
19760512	19770511	O	01	066	15	0014			010000		0074	19960825	N

ENTER ACTION - A=ADD, C=CHANGE, D=DELETE, SPACE=INQUIRY
 F1=FLD HELP | F2=EXIT | F3=RPAS MENU | F4=SCR TOP | F5=SCR BOT
 F6=UPDATE | F7=SCR BWD | F8=SCR FWD | F9=CLEAR | F11=MPA HIST
 ALT-F10 HELP * VT-100 * FDY * 9600 N81 * LOG CLOSED * PRT OFF * CR * CR

ACT	RYBDT	RYEDT	MPC	RET	RY	NRP	RY	RY	RYN	RPQLPD	CYR	DTSRC	VSR
19750512	19760511	O	01	066	006	15	0017			010000	0077	19960825	N
19740512	19750511	O	01	054	025	15	0026			010000	0086	19960825	N
19730512	19740511	O	01	056		15	0015			010000	0075	19960825	N
19720512	19730511	O	01	050	016	15	0015			010000	0075	19960825	N
19710512	19720511	O	01	051	001	15	0019			010000	0079	19960825	N
19700512	19710511	O	01	050	005	15	0061			010000	0121	19960825	N
19690512	19700511	O	01	052	006	15	0015			010000	0075	19960825	N
19680512	19690511	O	01	055		15	0015			010000	0075	19960825	N
19670512	19680511	O	01	052		15	0015			010000	0075	19960825	N
19660512	19670511	O	01	040		15				010000	0055	19960825	N
19650512	19660511	O	01	043		15	0015			010000	0073	19960825	N
19640512	19650511	O	01	036	001	15	0029			010000	0081	19960825	N

F1=FLD HELP | F2=EXIT | F3=RPAS MENU | F4=SCR TOP | F5=SCR BOT
 F6=UPDATE | F7=SCR BWD | F8=SCR FWD | F9=CLEAR | F11=MPA HIST
 ALT-F10 HELP * VT-100 * FDY * 9600 N81 * LOG CLOSED * PRT OFF * CR * CR

Figure 9: Sample of Sea and Air Travel-Embarkation Slips from Marine Corps enlisted record

SEA AND AIR TRAVEL-EMBARKATION SLIPS

2Apr63 embarked on board USS General J. C. BRECKINRIDGE, at SDIEGO and departed therefrom 3Apr63. Arrived and disembarked at Naha, Okinawa, on 21Apr63

Arr. Con. U.S. _____

Dep. Con. U.S. 3Apr63 _____

W. S. Clancy
W. S. CLANCY, Maj U.S.M.C.

13Jun63 embarked on board USS LENAWEE (APA-195), at Naha, Okinawa and departed therefrom 13Jun63. Arrived and disembarked at Pohang, Korea, on 25Jun63.

Arr. Con. U. S. _____

Dep. Con. U. S. _____

C. E. Salls
C. E. SALLS, Captain, U.S.M.C.

28Jun63 embarked on board USS LENAWEE (APA-195), at Pohang, Korea and departed therefrom 29Jun63. Arrived and disembarked at White Beach Okinawa, on 5Jul63.

Arr. Con. U.S. _____

Dep. Con. U. S. _____

C. E. Salls
C. E. SALLS, Captain, U.S.M.C.

25 Feb 1964, embarked on board APA-248 at White Beach, Okinawa and departed therefrom 26 Feb 1964. Arrived and disembarked at Ch'e Chang, Taiwan on 4 Mar 1964.

Arr. Con. U.S. _____

Dep. Con. U.S. _____

E. L. Green
E. L. GREEN, 1stLt., USMC

BARTOSH

(LAST NAME)

NAVMC 118(17)-PD

Richard

(First)

Ferdinand Jr.

(Middle)

(Serial No.)

Figure 3-2.2: Sample of Selective Service Classification Ledger

CLASSIFICATION I														the County of Douglas, of Georgia, DAWSON, GA				87 MB Co
No.	NAME OF REGISTRANT	Rank	Serial No.	Date of Issuance of Classification	Date of Expiration of Classification	Date when last reclassified	CLASSIFICATION					Date of Issuance of Classification	Date of Expiration of Classification	Date of Issuance of Classification	Date of Expiration of Classification	Date of Issuance of Classification	Date of Expiration of Classification	REMARKS
							A	B	C	D	E							
4	J. Willard Larkner	col	420	12 15 '17			X											
5	Ben Hill McLarty		414	12 15 '17	12 24 '17		X											
6	Thos. M. McLarty		433	12 15 '17	12 21 '17													
7	Marion Lee Garner		10	12 15 '17	1 16 '18													
8	Will Phillips	col	487	12 15 '17	12 15 '18		X											
9	John W. Rice		140	12 15 '17	12 19 '17													
10	Jerry McCoy	col	422	12 15 '17	11 11 '17													
11	Chas. M. May		18	12 15 '17	12 21 '17		X											
12	Bree Antebah	Col	682	12 15 '17	2 21 '17		X											
13	Steve A. Garrett		739	1 7 '18	3 18 '18													
14				12 15 '17	12 22 '17													
15				12 15 '17	1 26 '18													
16	John W. Miller		182	12 15 '17	12 20 '17													
17	H. Woodfin McLarty		413	12 15 '17	1 12 '18		X											
18	Oliver W. Hallman		46	12 15 '17	12 20 '17	12 20 '17	X	X										
19	J. G. Greel		223	12 15 '17	12 20 '17													
20	T. Jesse Hibley		117	12 15 '17	12 19 '17													
21	Malcol F. Lancaster		602	12 15 '17	12 19 '17													
22	Glen Holleran	Col	390	12 17 '17	12 29 '17		X											
23	Mattie S. Carrigan	Col	76	12 17 '17	12 21 '17		X											
24	John S. Stovall		721	12 17 '17	12 22 '17													
25	Jeff G. Hartline		280	12 17 '17	12 21 '17													
26	W. Cash Morley		757	12 26 '17	12 26 '17		X											

INDIVIDUAL IDENTIFIED ON REGISTRATION CARD

DATE & HOUR TO REPORT FOR MILITARY DUTY

DATE OF ACCEPTANCE AT MOBILIZATION CAMP

FEB 2 3PM MAR 21 1918 Inducted

Classifying numbers on basis and priority are omitted by U. S. G. S.

Figure 3-2.1: Sample of Selective Service Registration Card

Form 1 REGISTRATION CARD 32 No. 71		REGISTRAR'S REPORT - 55-A	
1	Name in full <u>Lucas Knight</u> Age, in yrs. <u>20</u> <small>(Given name) (Family name)</small>	1	Tall, medium, or short (specify which)? <u>Tall</u> Slender, medium, or stout (which)? <u>Slender</u>
2	Home address <u>[Redacted]</u> <small>(No.) (Street) (City) (State)</small>	2	Color of eyes? <u>Black</u> Color of hair? <u>Black</u> Bald? <u>No</u>
3	Date of birth <u>[Redacted]</u> <small>(Month) (Day) (Year)</small>	3	Has person lost arm, leg, hand, foot, or both eyes, or is he otherwise disabled (specify)? <u>No</u>
4	Are you (1) a natural-born citizen, (2) a naturalized citizen, (3) an alien, (4) or have you declared your intention (specify which)? <u>Natural Born</u>	I certify that my answers are true, that the person registered has read his own answers, that I have witnessed his signature, and that all of his answers of which I have knowledge are true, except as follows:	
5	Where was you born? <u>Douglas Co. Ga. U.S.A.</u> <small>(Town) (State) (Nation)</small>	<p style="text-align: center;"><u>J.B. Phillips</u> <small>(Signature of registrar)</small></p>	
6	If not a citizen, of what country are you a citizen or subject? <u>U.S.A.</u>	Precinct <u>1272</u>	
7	What is your present trade, occupation, or office? <u>Farming</u>	City or County <u>Douglas</u>	
8	By whom employed? <u>L.J. Knight</u>	State <u>Ga.</u>	<u>June 5 1917</u> <small>(Date of registration)</small>
9	Where employed? <u>[Redacted]</u>		
10	Have you a father, mother, wife, child under 12, or a sister or brother under 12, solely dependent on you for support (specify which)? <u>No</u>		
11	Married or single (which)? <u>Single</u> Race (specify which)? <u>Negro</u>		
12	What military service have you had? Rank <u>None</u> ; branch <u>[Redacted]</u> years <u>[Redacted]</u> ; Nation or State <u>[Redacted]</u>		
12	Do you claim exemption from draft (specify grounds)? <u>No</u>		
I affirm that I have verified above answers and that they are true. <u>[Signature]</u> <small>(Signature or mark)</small>			
FRONT		BACK	

Figure 1: Sample of SF 180

REQUEST PERTAINING TO MILITARY RECORDS		Please read instructions on the reverse. If more space is needed, use plain paper.	
PRIVACY ACT OF 1974 COMPLIANCE INFORMATION. The following information is provided in accordance with 5 U.S.C. 552(a)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C.(a)(4)(D)		include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.	
SECTION I—INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)			
1. NAME USED DURING SERVICE (Last, first, and middle) <u>Smith, John L</u>		2. SOCIAL SECURITY NO. [REDACTED]	3. DATE OF BIRTH [REDACTED]
		4. PLACE OF BIRTH <u>Miami, FL</u>	
5. ACTIVE SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below)			
BRANCH OF SERVICE (Also, show next organization, if known)	DATES OF ACTIVE SERVICE		Check one OFF- CER EN- LISTED
<u>Air Force</u>	DATE ENTERED	DATE RELEASED	SERVICE NUMBER DURING THIS PERIOD
	<u>6/12/51</u>	<u>6/15/55</u>	[REDACTED]
6. RESERVE SERVICE, PAST OR PRESENT <i>If "none," check here</i> <input type="checkbox"/>			
a. BRANCH OF SERVICE	b. DATES OF MEMBERSHIP		c. Check one OFF- CER EN- LISTED
	FROM	TO	c. SERVICE NUMBER DURING THIS PERIOD
7. NATIONAL GUARD MEMBERSHIP (Check one): <input type="checkbox"/> a. ARMY <input type="checkbox"/> b. AIR FORCE <input type="checkbox"/> c. NONE			
e. STATE	f. ORGANIZATION	g. Check one OFF- CER EN- LISTED	h. SERVICE NUMBER DURING THIS PERIOD
8. IS SERVICE PERSON DECEASED <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "yes," enter date of death.</i>		9. IS (WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST <input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION II—REQUEST			
1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED; OR, CHECK ITEM 2; OR, COMPLETE ITEM 3		2. IF YOU ONLY NEED A STATEMENT OF SERVICE check here <input type="checkbox"/>	
3. LOST SEPARATION DOCUMENT REPLACEMENT REQUEST	<input checked="" type="checkbox"/> a. REPORT OF SEPARATION (DD Form 214 or equivalent) YEAR ISSUED	This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, the surviving next of kin, or to a representative with veteran's signed release (from 5 of this form).	
	<input type="checkbox"/> b. DISCHARGE CERTIFICATE YEAR ISSUED	This shows only the date and character of discharge. It is of little value in determining eligibility for benefits; may be issued only to veterans discharged honorably or under honorable conditions; or, if deceased, to the surviving spouse.	
	c. EXPLAIN HOW SEPARATION DOCUMENT WAS LOST		
4. EXPLAIN PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED		6. REQUESTER	
		a. IDENTIFICATION (check appropriate box)	
		<input type="checkbox"/> Same person identified in Section I <input type="checkbox"/> Surviving spouse	
		<input type="checkbox"/> Next of kin (relationship) _____	
		<input type="checkbox"/> Other (specify) _____	
		b. SIGNATURE (see instruction 3 on reverse side)	
		DATE OF REQUEST	
5. RELEASE AUTHORIZATION, IF REQUIRED (Read instruction 3 on reverse side)		7. Please type or print clearly — COMPLETE RETURN ADDRESS	
I hereby authorize release of the requested information/documents to the person indicated at right (Item 7).		Name, number and street, city, State and ZIP code	
VETERAN SIGN HERE <input type="checkbox"/>		<u>Social Security Administration</u>	
(If signed by other than veteran show relationship to veteran.)		<u>1419 Tremont</u>	
		<u>Galveston, TX 77550</u>	
		TELEPHONE NO. (include area code) <input type="checkbox"/>	
180-108		FORM 7540-00-143-8000	
		STANDARD FORM 180 (Rev. 7-68) Prescribed by GSA, DC DPR 122E-102A7	

Figure 2-7.1: Sample of single name pay voucher (Part 1 of 2 - Next)

OTHER COMPONENTS PRIVATE ORIGINAL

Co D, 34th Sig Tng Bn

FINAL STATEMENT of FOGO, LOREN (MNI) Pvt 8th Sig Tng Bn, OSQRTO

ACCEPTED for Induction at Wankato, Kansas on 16 September, 1943

Discharged at Camp Crowder, Missouri on 17 February, 1943

Reason Honorable Discharge (Key man in Agriculture) Sec 11, W.D. Circular No. 38, dtd Feb 4/43 and 8th Ind. Hq. OSQRTO, Camp Crowder, Mo, dtd Feb 13/43

Having over No years service at date of Discharge

DUE SOLDIER for Accrued pay

For additional pay Nothing

For clothing Nothing and 00 dollars (\$ 00)

For deposits Nothing and 00 dollars (\$ 00)

For pay detained by court-martial Nothing and 00 dollars (\$ 00)

For Nothing

Last paid to include 31 January, 1943, by M. T. ANDERSON, Capt., F.D.

DUE UNITED STATES for 01 M almt Two Dollars and forty-nine cents (\$2.49) for mo. of Feb/43, 01 M almt Two Dollars and forty-nine cents (\$2.49) per mo for index period commencing Oct/42 and discontd 1/43, 01 M almt Twenty-two Dollars (\$22.00) for mo of Feb/43, 01 M almt Twenty-two Dollars (\$22.00) per mo for index period commencing Nov/42 and discontd Feb/43

REMARKS: Sol trfd as Pvt 1st Co A, 38th Sig Tng Bn, OSQRTO, Camp Crowder, Mo, per Par 48, SOF 14, Hq. OSQRTO, Camp Crowder, Mo, dtd 16 January 1943.

No time lost under A.W. 107. Soldier entitled to travel pay.

I further certify that the payment to the Enlisted Men named on the within voucher is not prohibited by any provisions of the law limiting the availability of the appropriations involved.

I CERTIFY that the foregoing Final Statement is correct.

(Do not sign in duplicate)

WAR DEPARTMENT Form No. 870 Approved by the Comptroller General U. S. December 4, 1943

William V. Foley
WILLIAM V. FOLEY,
2nd Lieut., Signal Corps,
Asst Personnel Officer,
CAMP CROWDER, MISSOURI

M. T. ANDERSON
Captain, F.D.,
Camp Crowder, MO (OLD FOR THE FINANCE OFFICER)
FEB 1943 Voucher No. 30081
The No. 31
THE UNITED STATES
To FOGO, LOREN (MNI) OC
Pvt Co D 34th Bn 8th Regt CSQRTC, Dr.
Insurance, Class 711 N 1 27.57
Allotment, Class E 27.20
Pay to 212/30425 P. S. A. 1942-43
Int 212/30425 P. S. A. 1942-43
Allow. in lieu qrs. 3.84
Auth. 3.84
Total 3.84
Allow. in lieu subsistence 00
Auth. 00
Clothing 212/30425 P. S. A. 1942-43
Auth. 00
Travel pay 31 P. 431-02 A 0425-73
Auth. 00
Deposits, Deposit Fund 00
Auth. 212/30425 P. S. A. 1942-43
Total 2.34
DUE UNITED STATES
For 00
For 00
For 00
Total stoppages 00
Balance due soldier 2.34
Paid by check No. 00 on Treasurer United States dated 00, 1900, for \$ 00
Deposit with my new account \$ 00
(Signature of soldier)
Post Exchange paid by Check No. 00 on Treasurer United States, dated 00, 1900, for \$ 00
(To be completely filled in before signature by payee without alteration)
Received FEB 17 1943, 1900, of Finance Department, U. S. A. Twenty Three and 44 dollars in cash
William Foley
(Do not sign in duplicate)
NOTE—This bill will become the bill of the payee by the date shown.

Figure 3: Sample of Transfers and Receipts from Navy enlisted record

TRANSFERS AND RECEIPTS			*See Arr. B-2305, BuPers Manual
SHIP OR STATION USS NEW ORLEANS (LPH-11) At San Diego, California			
DATE TRANSFERRED 10 AUG 70	NO. MOS. S/PSD THIS COMMAND 20	ACTIVITY TO WHICH TRANSFERRED CO, NAS, Willow Groves, Pa. 19090	
RATE YN3	PURPOSE OF TRANSFER (Duty, Instruction, etc.) Released from active duty		
AUTH: NAVOP 24/70 BUPERSMAN 3840210 & 1880220		SIGNATURE AND RANK <i>[Signature]</i> J. R. BUTIERREZ, CWO2, USN, Personnel Office By direction of the Commanding Officer	
FOR USE OF INTERMEDIATE REPORTING STATIONS (If necessary)			
REPORTED AT (Ultimate destination) CO, NARS W1, NAS WILLOW GROVE, PA.		DATE REPORTED 24 OCT 70	SIGNATURE AND RANK <i>[Signature]</i> T. C. WAGNER, LCDR, USNR ASST MILITARY PERSONNEL OFFICER BY DIRECTION OF THE C. O.
NAME (Last, first, middle) COLLAR, George Thomas Jr.		SERVICE NO. [REDACTED]	BRANCH AND CLASS USNR
DATE TRANSFERRED 30 NOV 70	NO. MOS. S/PSD THIS COMMAND -0-	ACTIVITY TO WHICH TRANSFERRED CO, NRA RTU50, NAS WILGRO, PA.	
RATE YN3	PURPOSE OF TRANSFER (Duty, Instruction, etc.) For assignment in Training Category 1A		
AUTH: CNARESTRINST 1001.22B		SIGNATURE AND RANK <i>[Signature]</i> T. C. WAGNER, LCDR, USNR Ass't Military Personnel Officer By direction of the C. O.	
FOR USE OF INTERMEDIATE REPORTING STATIONS (If necessary)			
REPORTED AT (Ultimate destination) CO, NRA RTU50, NAS WILGRO, PA.		DATE REPORTED 1 DEC 70	SIGNATURE AND RANK <i>[Signature]</i> T. C. WAGNER, LCDR, USNR Ass't Military Personnel Officer By direction of the C. O.
NAME (Last, first, middle) COLLAR, GEORGE THOMAS JR.		SERVICE NO. [REDACTED]	BRANCH AND CLASS USNR
DATE TRANSFERRED 03 MAR 71	NO. MOS. S/PSD THIS COMMAND - - -	ACTIVITY TO WHICH TRANSFERRED NQRU W1, NAS WILLOW GROVE, PA., 19090	
RATE YN3	PURPOSE OF TRANSFER (Duty, Instruction, etc.) FOR ASSIGNMENT IN TRCAT "I" PENDING DECISION BY BUMED/BUPERS		
AUTH: CNARESTRINST 1001.22B		SIGNATURE AND RANK <i>[Signature]</i> M. W. DE VOLK, LCDR, USNR, MILPERSOFF BY DIRECTION OF THE COMMANDING OFFICER	
FOR USE OF INTERMEDIATE REPORTING STATIONS (If necessary)			
REPORTED AT (Ultimate destination) CO, NQRU W1, NAS WILLOW GROVE, PA.		DATE REPORTED 04 MAR 71	SIGNATURE AND RANK <i>[Signature]</i> M. W. DE VOLK, LCDR, USNR MILITARY PERSONNEL OFFICER BY DIRECTION OF THE C. O.
NAME (Last, first, middle) COLLAR, GEORGE THOMAS, Jr.		SERVICE NO. [REDACTED]	BRANCH AND CLASS USNR R

Figure 2-9.3: Sample page from Korean Casualty File

KOREAN CASUALTY FILE - ALPHABETIC LIST													PAGE 2
NAME	SERVICE NUMBER	GRADE	PLACE CASUALTY	DATE CASUALTY	RESIDENT STATE	COUNTY	TYPE CASUALTY	DETAIL CD	GROUP CD	PLACE DISPO	DATE DISPO	K CD	
BROHN JOHN E		PV2	LN	2909A	22	C39	EUC	4	6	VO	11 0A	7	
BROHN JOHN E		PV2	LN	2606A	52	113	RTD	4	F	L7		7	
BROHN JOHN G		SFC	LN	0112A	97	077	RTD	4	F		03 1A	1	
BROHN JOHN H		PFC	L5	2209A	22	017	EUC	4	4	VO	06 0A	1	
BROHN JOHN H		PFC	LN	2309A	53	009	EUC	4	6	VO	16 0A	1	
BROHN JOHN H JR		PV2	L5	1102A	43	051	DDI	7	0		31 KC	1	
BROHN JOHN J S		PFC	LN	0210A	98	017	RTD	4	F	LN	31 0A	7	
BROHN JOHN L		PFC	LN	0407B	13	009	KIA		F	LN	04 7B	1	
BROHN JOHN L		2LT	LN	0404C	51	167	RTD	4	F		29 5C	1	
BROHN JOHN R		CPL	LN	2811A	13	017	RTD	4	F		26 1A	1	
BROHN JOHN R		PFC	L5	1302A	61	031	RTD	4	F		27 2A	1	
BROHN JOHN S		PFC	LN	1604A	22	032	RTD	5	F		11 9C	1	
BROHN JOHN S		PFC	LN	1707C	46	071	RTD	5	F		08 9C	7	
BROHN JOHN T		PFC	LN	1510A	43	015	EUC	6	6	VO	13 1B	7	
BROHN JOHN V JR		HSG	LN	1302C	34	001	RTD	5	F	LN	18 2C	1	
BROHN JOHN W		CPL	LN	1909A	53	113	EUC	4	6	VO	16 0A	7	
BROHN JOHN W JR		PV2	LN	0110A	75	191	RTD	6	F		03 0A	1	
BROHN JOHNNIE H		CPL	LN	2905A	46	001	RTD	4	F		30 5A	1	
BROHN JOHNNIE H		PV2	LN	0406A	42	079	EUC	4	6	VO	28 6A	7	
BROHN JOHNNIE C		SFC	LN	0111A	41	001	RMC	H	U	LN	05 9C	1	
BROHN JOHNNIE E		PFC	L5	1003A	20	013	RTD	4	F		23 3A	1	
BROHN JOHNNY		PV2	L5	1609A	47	041	EUC	4	6	VO	26 9A	1	
BROHN JOSEPH A JR		PV2	L5	2105A	88	019	EUC	4	6	VO	31 5A	1	
BROHN JOSEPH C		CPL	L5	1207A	53	042	DIE	H	H	L5	31 0A	1	
BROHN JOSEPH F		PFC	LN	1410A	32	079	RTD	4	F	LN	24 0A	1	
BROHN JOSEPH F		PV2	LN	0911A	32	079	RTD	4	F	LN	29 JA	1	
BROHN JOSEPH H		CPL	LN	2805A	54	003	RTD	4	F	L7	19 7A	1	
BROHN JOSEPH S		CPL	L5	0903A	23	061	DOH	4	B	L5	10 3A	1	
BROHN JOSEPH T		SGT	LN	0206A	31	005	RTD	4	F		11 6A	1	
BROHN JOSEPH W JR		PFC	LN	2209B	85	257	RTD	5	F		02 1C	7	
BROHN JOSHUA E		PFC	LN	3105A	33	085	KIA		I	LN	31 5A	1	
BROHN JUELANN O		PV2	L5	0309A	63	033	KIA		I	L5	03 9A	1	
BROHN JUNIOR P		SFC	LN	0902B	45	042	RTD	4	F	LN	06 3B	1	
BROHN KEITH E		PFC	L5	1409A	32	117	KIA		I	L5	14 9A	1	
BROHN KENNETH		PFC	LN	1408B	51	097	KIA	7	I	LN	14 8B	7	
BROHN KENNETH B		PFC	L5	0703A	32	053	RTD	4	F		01 5A	1	
BROHN KENNETH E		CPT	LN	0206A	85	183	KIA		I	LN	02 6A	3	
BROHN KENNETH E		SGT	L5	2303A	61	031	RTD	4	F		08 5A	1	
BROHN KENNETH J		CPL	L5	1709A	62	163	RTD	4	F		01 1A	1	
BROHN KENNETH L		CPL	L5	0701A	75	055	KIA		I	L5	07 1A	L	
BROHN KENNETH O		CPL	LN	1304B	97	073	KIA		I	LN	13 4B	7	
BROHN KENNETH R		PFC	L5	0309A	91	037	RTD	4	F		07 9A	1	
BROHN KENNETH R		PFC	LN	0511A	91	037	RTD	4	F	LN	07 J&	1	
BROHN KENNETH T JR		PFC	L5	2508A	23	109	RTD	4	F		15 9A	1	
BROHN KENNETH T JR		PFC	L5	1210A	23	109	EUC	4	4	VO	01 1A	1	
BROHN KIMSEY		HSG	L5	1607A	43	121	RTD	4	F		06 9A	1	
BROHN KIRK A		PFC	LN	1507C	32	003	RTD	5	F		04 9C	1	
BROHN KYLE I		PFC	LN	0603B	54	039	RTD	4	F	LN	21 3B	1	
BROHN LANCE C		CPL	L5	1508A	62	161	EUC	4	4	VO	27 9A	1	
BROHN LARRY D		CPL	LN	1902B	76	025	RTD	6	F	LN	20 2B	1	
BROHN LARRY D		CPL	LN	1809A	76	025	RTD	4	F	LN	24 0A	1	

Figure 1: Sample Penal/Mental/Correctional Institution Request With Reply Completed Thereon

REQUEST FOR MILITARY SERVICE DATA			LAST REFERENCE	DATE
TO: National Personnel Records Center Military Personnel Records 9700 Page Boulevard St. Louis, MO 63132			(Current)	
			NAME USED DURING SERVICE (Last, First, Middle) PATTON, GERALD A.	
			SOCIAL SECURITY NUMBER [REDACTED]	
			DATE AND PLACE OF BIRTH Atlanta, GA	
ALL PERIODS OF ACTIVE MILITARY SERVICE				
BRANCH OF SERVICE	DATE ACTIVE DUTY BEGAN	DATE ACTIVE DUTY ENDED	GRADE, RATE OR RANK	PERIOD OF SERVICE
MARINES	JAN 1958	JUN 1959	SERGEANT	00 000 00
PERIODS OF MILITARY RESERVE MEMBERSHIP DATING AFTER ACTIVE DUTY SHOWN ABOVE. IF NONE, CHECK BLOCK <input checked="" type="checkbox"/>				
BRANCH OF SERVICE	DATE MEMBERSHIP BEGAN	DATE MEMBERSHIP ENDED	GRADE, RATE OR RANK	PERIOD OF SERVICE
IS INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (show branch)				
A SUMMARY OF THIS PERSON'S MILITARY RECORD WILL BE OF ASSISTANCE TO THIS OFFICE. PLEASE FURNISH AVAILABLE INFORMATION IN THE SPACE PROVIDED BELOW.				
THIS SPACE FOR RECORDS OFFICE USE (Show active service only)				
BRANCH OF SERVICE	DATE OF ENTRY	DATE OF SEPARATION	SEPARATION DATA AND OTHER REMARKS, ET AL - (10-1)	
USMC	Jan 19, '58	July 7, '59	[REDACTED]	
			[REDACTED]	
RECORD OF DISCIPLINARY ACTIONS				
DATE	DATE	OFFENSES AND OTHER DATA, ET AL		
SCM	Jan 25, '62	[REDACTED]		
NEUROPSYCHIATRIC HISTORY			OTHER SIGNIFICANT MEDICAL HISTORY	
<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SEE ATTACHMENT <input type="checkbox"/> SEE REMARKS			<input checked="" type="checkbox"/> NONE <input type="checkbox"/> SEE ATTACHMENT <input type="checkbox"/> WILL BE FURNISHED SEPARATELY	
<input type="checkbox"/> MEDICAL RECORDS HAVE BEEN SENT TO THE VETERAN ADMINISTRATION				
<input type="checkbox"/> RECORD HAS BEEN RECALLED. RELEVANT MEDICAL DATA WILL BE FURNISHED SEPARATELY				
<input type="checkbox"/> MEDICAL DATA MAY BE OBTAINED FROM THE VA OFFICE SHOWN BELOW. PLEASE REFER TO VA CLAIM NUMBER (C)				
REMARKS				
RETURN TO:			Date of Reply: _____	
Department of Welfare - Corrections 7900 Carondelet Avenue Clayton, MO 63105			CODE: 6NCPWF-C (DATE: (Current)) NATIONAL PERSONNEL RECORDS CENTER (NPRC) ST. LOUIS, MO 63132 Records Office Official Signature BY: <i>Jean Smith</i>	

Do not show reason for separation if honorable.

UNITED STATES GOVERNMENT

Figure 2-17: Sample primary and secondary guides for VA Index

PRIMARY GUIDE All surnames beginning with:	SECONDARY GUIDE All first names beginning with:
<p>DALF (runs thru DALJ) Eg.: DALFario, Adam DALFino, Bruce DALGetty, Albert DALHaus, Alfred DALIcandro, Arthur DALJesus, Benjamin</p> <hr/> <p>DALFario, Charles DALFerry, Calvin DALGleish, Colin DALHeim, Corry DALIdowicz, Cecil DALJesus, Charles (Same pattern for:</p>	<p>AB</p> <hr/> <p>C</p>
<p>DALK (runs thru DALL) Eg.: DALKa, Alonzo DALKe, Bradford DALKert, Bobby DALKowski, Arthur DALL, Acqua DALL, Bruce DALLa, Arnold DALLa, Batista DALLacchio, Amelio DALLacosta, Arthur DALLafior, Bert DALLaglio, Benjamin DALLair, Alfred DALLairo, Burt</p> <hr/> <p>DALKa, Carl DALKe, Charles DALKert, Carlos DALKi, Cornelius DALL, Calvin DALL, Casey DALLa, Clyde DALLacchio, Cosby DALLairo, Clark (Same pattern for:</p>	<p>AB</p> <hr/> <p>AB (Cont'd)</p> <hr/> <p>C</p> <hr/> <p>DE -- and on through the rest of the alphabet.)</p> <hr/> <p>DE -- and on through the rest of the alphabet</p>

Figure 1: Sample Prob form 14-B

PROB 14B (Rev. 7/76)				UNITED STATES DISTRICT COURT FEDERAL PROBATION SYSTEM				DATE <u>11/3/98</u>			
REQUEST FOR MILITARY SERVICE DATA								Dear Sirs: The person identified below is under investigation by this office. The information requested is needed to complete this investigation. Your cooperation will be greatly appreciated. Reply must be received no later than November 16, 1998			
ADDRESS OF PROBATION OFFICE <u>207 Federal Court Building Foley Square, NY 20007</u>						TELEPHONE NO <u>212- 533-7096</u>		SIGNATURE OF PROBATION OFFICER <u>Larna Doone</u> NAME OF PERSON BEING INVESTIGATED (Last, First, Middle) DOE, JOHN NMI ADDRESS OF PERSON BEING INVESTIGATED [REDACTED]			
National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100											
DATE OF BIRTH [REDACTED]		PLACE OF BIRTH <u>New York, NY</u>				SEX <u>M</u>		RACE <u>Caucasian</u>			
ALSO KNOWN AS <u>Johnny Doe, Skinny</u>				FATHER'S NAME <u>Joseph</u>				MOTHER'S NAME <u>Jane</u>			
COLOR HAIR <u>Brn</u>	COLOR EYES <u>Brn</u>	HEIGHT <u>6'6"</u>	WEIGHT <u>195</u>	OTHER IDENTIFYING MARKS (SCARS, TATTOOS, ETC.) <u>Tattoo upper right arm (Eagle)</u>							
ACTIVE MILITARY SERVICE?	BRANCH OF SERVICE <u>Army</u>	FROM <u>12/95</u>		TO <u>3/96</u>		SERVICE NUMBER(S) [REDACTED]					
DID THIS PERSON HAVE ANY RESERVE SERVICE?				<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Show branch)		FROM		TO			
IS THIS PERSON NOW A MILITARY RETIREE?				<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Show branch)		SOCIAL SECURITY NO. [REDACTED]					
SPACE BELOW FOR RECORDS CENTER USE (Show Active Service Only)											
FROM		TO		TYPE AND CHARACTER OF DEPARTMENT						HIGHEST RANK	
				<u>See attached.</u>							
<input checked="" type="checkbox"/> DECORATIONS OR CITATIONS		<u>See attached.</u>									
<input checked="" type="checkbox"/> MEDICAL HISTORY PERTAINING TO PERSONALITY DISORDERS, NERVOUS OR MENTAL CONDITION		<u>NA</u>									
<input checked="" type="checkbox"/> FOREIGN SERVICE		<u>See attached.</u>									
<input checked="" type="checkbox"/> COURTS MARTIAL (Type, nature of offense, date, and sentence)		TYPE		DATE		OFFENSE(S) AND OTHER DATA AS APPROPRIATE					
						<u>See attached.</u>					
SIGNATURE OF OFFICIAL <u>T.C. Jordan</u>				TITLE <u>for NRPMA-C</u>				DATE <u>11-12-98</u>			
If more space is required, continue on reverse. Check here <input type="checkbox"/> if reverse has been used.											

Figure 2: Sample Reply to Penal/Mental/Correctional Institution Request Using GSA Form 6910

Figure 1: Sample reply to request for copies of classified Morning Reports or Rosters (use the statement below with NA Form 13018, Reply to Inquiry)

REPLY TO INQUIRY (NCP)	DATE 7/25/91
SUBJECT: Roster for 513th Military Intelligence Group	Your reference Date of inquiry 5/1/91
<p><i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i></p> <p>We are returning, without action, your request for copies of Morning Reports/Rosters. A search of our records holdings indicates that the records you seek are classified as National Security Information. We have no authority to provide access to records classified by another executive branch agency. Access may only be granted by the agency which originally classified the records. We therefore suggest that you contact the office listed below with your request:</p> <p style="margin-left: 40px;"> DA USAISC-P (ASQNS-OP-F) ATTN: E. Miley Hoffman Building I, Room 1146 Alexandria, VA 22331-0301 </p> <p>This response does not constitute a denial of access for purposes of the Freedom of Information Act (FOIA).</p>	
	NCP NATIONAL PERSONNEL RECORDS CENTER <input checked="" type="checkbox"/> Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118-4199
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 13018 (9-85)

Figure 1: Sample request from Office of Personnel Management as completed by NPRC

CCS.MR

<p>TO:</p> <p>MARK APPROPRIATE ADDRESS ON REVERSE OF THIS FORM.</p>	<p>VERIFICATION OF U.S. MILITARY SERVICE</p> <p><i>(Required under provisions of Civil Service Retirement System)</i></p>	<p>FILE NUMBER</p> <p>13F 1280093</p> <p>DATE</p> <p>7-17-80</p>				
REQUEST	REPLY					
<p>APPLICANT HAS FURNISHED THE FOLLOWING INFORMATION. PLEASE VERIFY EACH ITEM WITH YOUR RECORDS.</p>		<p>IF CORRECT CHECK HERE</p>				
<p>NAME (LAST, FIRST, MIDDLE)</p> <p>OREGIN, EUGENE S.</p>		✓				
<p>ALL SERVICE NUMBERS</p>		✓				
<p>ACTIVE FEDERAL SERVICE</p>						
BRANCH	FROM	TO	<p>ALWAYS COMPLETE THIS BLOCK →</p>	FROM	TO	SHOW TYPE OF REPARATION FOR EACH PERIOD OF ACTIVE SERVICE.
U.S. NAVY	11-13-46	7-20-56	✓			
DATE OF BIRTH		LAST RATING OR GRADE				
[REDACTED]		EN-2				
ORGANIZATION AT DISCHARGE						
<p>APPLICANT IS: <input type="checkbox"/> A MILITARY RESERVIST</p> <p><input checked="" type="checkbox"/> A MILITARY RETIREE</p>						
FURNISH INCLUSIVE DATES OF ANY TIME LOST →				<input type="checkbox"/> AS FOLLOWS: <input type="checkbox"/> NONE		
<p>PLEASE FURNISH IF CHECKED: (USE REMARKS SPACE)</p> <p><input type="checkbox"/> CHANGES IN RATING OR GRADE FOR SERVICE AFTER JULY 31, 1920.</p> <p><input type="checkbox"/> CHANGES IN ORGANIZATION, CAMP, SHIP, STATION, ETC., AFTER JULY 31, 1920.</p> <p><input type="checkbox"/> SEE OTHER SIDE FOR REQUESTED INFORMATION NOT OTHERWISE PROVIDED FOR ON THIS FORM.</p> <p>NOTE: ABOVE BOXES TO BE CHECKED ONLY WHEN ABSOLUTELY NECESSARY TO ADJUDICATE CLAIM.</p>						
SIGNATURE OF U.S. CIVIL SERVICE COMMISSION OFFICIAL				REMARKS (USE OTHER SIDE OF THIS FORM IF ADDITIONAL SPACE IS NEEDED)		
<p><i>Thomas A. Tinsley</i></p> <p>THOMAS A. TINSLEY, DIRECTOR</p> <p>BUREAU OF RETIREMENT, INSURANCE, AND OCCUPATIONAL HEALTH</p>						
RETURN TO:				<p>Items above checked are verified by our records. Items considered inaccurate have been correctly shown in the reply portion.</p> <p>CODE: 6NCPM DATE: 7-23-80</p> <p>NATIONAL PERSONNEL RECORDS CENTER (MPRI), GSA</p> <p>ST. LOUIS, MO 63132</p> <p>BY:</p> <p style="text-align: right;"><i>Peter Jacobson</i></p> <p>RECORDS OFFICE OFFICIAL SIGNATURE (Show Title, Department, etc.)</p>		
<p>United States Civil Service Commission</p> <p>Bureau of Retirement, Insurance, and Occupational Health</p> <p>Washington, D.C. 20115</p> <p style="text-align: right;"><i>Rm 4417</i></p> <p style="text-align: right;"><i>ATT: Margo Robinson</i></p>						

Figure 5: Sample responses when photocopies are inappropriate

REPLY TO INQUIRY (MCP)	DATE
SUBJECT:	Your reference
	Date of inquiry
<i>The answer to your inquiry is furnished below. This abbreviated form of reply has been adopted as a means of supplying information speedily.</i>	
<p>#1 You attended a course of instruction at the <u>(name & location of school)</u> from <u>(date)</u> to <u>(date)</u>, graduating number <u>(number)</u> in a class of <u>(number)</u> with a final mark of <u>(score)</u>.</p> <p>#2 The records do not contain any information to show that you attended any formal service schools. Your record does show that from <u>(date)</u> to <u>(date)</u> you were attached to the <u>(name and location of station)</u> for instruction. The type of instruction received is not shown.</p> <p>#3 Your record shows you attended the <u>(name and location of school)</u> from <u>(date)</u> to <u>(date)</u>; however, you did not complete this course.</p>	
	<p style="text-align: center;">MCP</p> <p>NATIONAL PERSONNEL RECORDS CENTER <input type="checkbox"/> Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100 <input type="checkbox"/> Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118-4199</p>
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	NA FORM 1301B (9-85)

Figure 3: Sample search request using NA Form 13105

NPRC SEARCH REQUEST AND REPLY			
CASE CODE RC 3 YB 1	TO: <input type="checkbox"/> Organizational Records Section, Rm 2605 <input type="checkbox"/> Records Recon Corr, Sec 2, Rm 1538 (Fire related organizational records) <input checked="" type="checkbox"/> Search and Control Section, Rm 1538	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, Rm 2555 <input type="checkbox"/> Navy Corr, Rm 3355 <input type="checkbox"/> Records Recon Corr, Sec _____ Rm 1538 <input type="checkbox"/> Spec Inq Section, Rm 2043	
REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX WW I (1917-SEP 18/40) F <input checked="" type="checkbox"/> "OM" RECORDS B <input type="checkbox"/> VA INDEX WW II (SEP 20/40-SEP '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE (SEP '17-DEC '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE (1950-1959) I <input type="checkbox"/> "OT" RECORDS E <input type="checkbox"/> SN INDEX J <input type="checkbox"/> OTHER (SPECIFY)		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Record indicate alpha code for source(s) searched.)	
<input checked="" type="checkbox"/> VERIFY/SUPPLY INFORMATION CHECKED BELOW			
<input checked="" type="checkbox"/> LAST NAME, FIRST NAME, MIDDLE INITIAL <u>Jones, David L.</u>			
<input checked="" type="checkbox"/> SN (S) / SSN _____			
<input checked="" type="checkbox"/> DOB _____			
<input type="checkbox"/> POW DATES _____			
<input type="checkbox"/> VA INDEX NO. _____			
<input checked="" type="checkbox"/> OM RECORD / QT RECORD REGISTRY NO. <u>OM E 33 004 081</u> <u>OM P 35 017 105</u>			
<input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMO			
<input type="checkbox"/> ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE			
DISCHARGE <input type="checkbox"/> DATE <input type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON			
GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO			
<input type="checkbox"/> ACTIVE DUTY DATES <input type="checkbox"/> ACOUTRA			
TIME LOST <input type="checkbox"/> AWOL <input type="checkbox"/> CONF			
SERVICE OUTSIDE U.S. <input type="checkbox"/> DATE DEPARTED <input type="checkbox"/> DATE RETURNED TO U.S.			
GRADE CARDS			
ORDERS <input type="checkbox"/> GENERAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER			
<input type="checkbox"/> MORNING REPORTS			
<input type="checkbox"/> SICK REPORTS			
<input type="checkbox"/> CLINICAL RECORDS <input type="checkbox"/> OUTPATIENT RECORDS STATUS OF PATIENT <input type="checkbox"/> VET <input type="checkbox"/> DEF <input type="checkbox"/> OTHER			
HOSPITAL _____			
DATES OF TREATMENT _____			
NATURE OF TREATMENT _____			
CHARGE RECORD TO <input type="checkbox"/> CORR <input type="checkbox"/> VARO _____			
ORGANIZATION, DATES OF SEARCH, AND ADDITIONAL INFORMATION			

(Continue on reverse)			
NEGATIVE SEARCH (RECON: INDICATE ALPHA CODE FOR SOURCE(S) SEARCHED)			

REQUESTER'S NAME AND OFFICE SYMBOL <u>B.J. DAVIS NCPMR-A</u>		REC. ATTCH'D <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	DATE <u>2/16/88</u>
SEARCHER'S NAME		DATE	
_____		_____	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13105 (REV. 10-87)	

Figure 2-2.2: Sample search requests using NA Form 13105, NPRC Search Request and Reply

NPRC SEARCH REQUEST AND REPLY		
CASE CODE RC5 YB1	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3355 <input checked="" type="checkbox"/> Recs Recon Section, Rm 1537 RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRD-OR, Rm 5020	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3355, <input type="checkbox"/> 2, Rm 3355 <input type="checkbox"/> Recs Recon Corr, Unit __, Rm 1538
	REQUEST SEARCH OF (Check appropriate box) A <input type="checkbox"/> VA INDEX, WW I, (1917-Sep 19/40) F <input checked="" type="checkbox"/> "QM" RECORDS B <input type="checkbox"/> VA INDEX, WW II, (SEP 20/40-Sep '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (SEP '17-DEC '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1958) I <input type="checkbox"/> OTHER (Specify) E <input type="checkbox"/> SN INDEX	
✓ VERIFY/SUPPLY INFORMATION CHECKED BELOW ✓ LAST NAME, FIRST NAME, MIDDLE INITIAL Gibbons, Robert J. ✓ SN: 151755N ✓ DOB: [REDACTED] ✓ POW DATES ✓ VA CLAIM NO. QM E 33 004 081 ✓ QM RECORD REGISTRY NO. QM P 35 017 105 <input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMOP ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)

NPRC SEARCH REQUEST AND REPLY		
CASE CODE RC4 GB3	TO: <input type="checkbox"/> Air Force WIF, Rm 2275 <input type="checkbox"/> Army WIF, Rm 2515 <input type="checkbox"/> Navy WIF, Rm 3355 <input checked="" type="checkbox"/> Recs Recon Section, Rm 1537 RCPAC <input type="checkbox"/> RAD-SC, Rm 5135 <input type="checkbox"/> RMD-PRD-OR, Rm 5020	TO: <input type="checkbox"/> Air Force Corr, Rm 2275 <input type="checkbox"/> Army Corr, <input type="checkbox"/> 1, Rm 2555, <input type="checkbox"/> 2, Rm 2585 <input type="checkbox"/> Navy Corr, <input type="checkbox"/> 1, Rm 3355, <input type="checkbox"/> 2, Rm 3355 <input type="checkbox"/> Recs Recon Corr, Unit __, Rm 1538
	REQUEST SEARCH OF (Check appropriate box) A <input checked="" type="checkbox"/> VA INDEX, WW I, (1917-Sep 19/40) F <input type="checkbox"/> "QM" RECORDS B <input type="checkbox"/> VA INDEX, WW II, (SEP 20/40-Sep '72) G <input type="checkbox"/> POW TAPE C <input type="checkbox"/> JAG TAPE, (SEP '17-DEC '49) H <input type="checkbox"/> O/R SEARCH D <input type="checkbox"/> JAG TAPE, (1950-1958) I <input type="checkbox"/> OTHER (Specify) E <input type="checkbox"/> SN INDEX	
✓ VERIFY/SUPPLY INFORMATION CHECKED BELOW ✓ LAST NAME, FIRST NAME, MIDDLE INITIAL LYONS BRADFORD ✓ SN: 151755N ✓ DOB: [REDACTED] ✓ POW DATES ✓ VA CLAIM NO. ✓ QM RECORD REGISTRY NO. <input type="checkbox"/> RECORD OF TRIAL <input type="checkbox"/> GCMOP ENTRY <input type="checkbox"/> ENL DATE <input type="checkbox"/> PLACE DISCHARGE <input type="checkbox"/> DATE <input type="checkbox"/> CHARACTER <input type="checkbox"/> GRADE <input type="checkbox"/> PLACE <input type="checkbox"/> AUTHORITY <input type="checkbox"/> SPECIFIC REASON GRADE <input type="checkbox"/> DATE PROMOTED TO <input type="checkbox"/> DATE REDUCED TO		REPORT OF SEARCH Check if information is correct. If not, supply correct information below. (Recon: Indicate alpha code for source(s) searched)

Figure 2-2.1: Sample search requests

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PAGE 03579 BATCH 138N PAGE 001
 NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) DATE 10/28/86

FINDING AID REPORT
 NA FORM 13096 (2-84)

V

ACT. CTRL. FILE IDENT.	SERVICE IDENTIFICATION NUMBER	NAME	SERVICE CODE	REGISTER NUMBER
		FOOTS GILBERT C	QM	E 0069 007 035 ✓
		FOOTS GILBERT C	QM	D 0372 014 082 ✓

Sample search request, NA Form 13096, Finding Aid Report (FAR)

PAGE 00371 BATCH 026A PAGE 0016
11/04/86

DONAIS PAUL A QM

DONAIS PAUL A QM D 0363 030 092

Sample search request, single sheet FAR. NOTE: IF ONLY ONE QM/QT ENTRY IS INDICATED ON THE FAR, THE SEARCH ITEM IS NOT USUALLY "CHECK MARKED."

ROUT/COLOR-CODE. BR 04 C/O DATE SEARCHER ADDRESS-CODE 13
 SSAN/SN NAME SVC-CODE REGISTRY-NG.

NOT FOUND

ROWE WALTER F	QM / D 2859 020 042	RUN DATE 10/31/86
ROWE WALTER F	QM / P 0672 009 020	RUN TIME 11.32
		RUN PAGE 01735
		INQ PAGE 00001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

Sample search request, VA Form 70-3101-4, Request for Information

Figure 2: Sample Social Security Form SSA-654 (certification side) (Part 2 of 2)

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE Social Security Administration		CERTIFICATION BY UNIFORMED SERVICES	
In response to the request on the reverse of this form the following information is hereby certified.			
NAME OF VETERAN AS SHOWN IN MILITARY FILE		SERVICE NUMBER	
SAME AS FURNISHED BY SSA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SAME AS FURNISHED BY SSA <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
A-CERTIFICATION ABOUT ACTIVE SERVICE AFTER SEPTEMBER 7, 1939			
1. DATE(S) OF ENTRY INTO ACTIVE SERVICE	2. DATE(S) OF SEPARATION FROM ACTIVE SERVICE	3. CHARACTER OF SEPARATION(S) * (If Bad Conduct, indicate if given as a result of a General Court Martial)	
<p><i>*If character of separation was not Honorable, Under Honorable Conditions, Dishonorable, Bad Conduct as a result of a General Court Martial, check reason for separation below:</i></p> <p><input type="checkbox"/> 1. DISCIPLINE</p> <p><input type="checkbox"/> 2. DESIGNATION FOR THE GOOD OF THE SERVICE (Officer Only)</p> <p><input type="checkbox"/> 3. CONSCIENTIOUS OBJECTOR WHO REFUSED TO WEAR THE UNIFORM OR OTHERWISE TO COMPLY WITH LAWFUL ORDERS OF COMPETENT MILITARY AUTHORITY.</p> <p><input type="checkbox"/> 4. CONVICTION BY A CIVIL COURT FOR TREASON, SABOTAGE, ESPIONAGE, BURGLARY, ROBBERY, MURDER, ASSAULT WITH INTENT TO KILL, ASSAULT WITH A DANGEROUS WEAPON, OR OF AN ATTEMPT TO COMMIT ANY OF THESE CRIMES.</p> <p><input type="checkbox"/> 5. NONE OF THE ABOVE.</p>			
<p>4. If period of service was less than 90 days, was individual discharged or released from active service as result of injury or disability incurred or aggravated in service in line of duty?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>5. If a portion of service had an entry date after 12/31/49 and before 12/31/59, by which of the following was entry effected?</p> <p>VOLUNTARY ENLISTMENT THROUGH MILITARY DRAFT <input type="checkbox"/> PRODUCTION CALL OR RECALL FROM MILITARY RESERVE</p>			
B-SERVICE DEPT. CERTIFICATION ABOUT RETIRED OR RETAINER PAY (See instructions on reverse side)			
IF THE VETERAN WAS NEVER RETIRED or TRANSFERRED TO THE FLEET RESERVE, check this box <input type="checkbox"/>			
Sign and return the form without answering items 1, 2 and 3 below.			
1. (a) Was this veteran an enlisted member of the Army, Air Force, Navy, Marine Corps, or Coast Guard and retired after September 15, 1940, and before October 1, 1949, because of disability?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Was this veteran ever retired or transferred to the Fleet Naval (or Marine Corps) Reserve after September 15, 1940, for any reason other than disability which is the proximate result of the performance of active duty?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If answer to 1 (a) or 1 (b) is "Yes," answer (c) and (d).			
(c) Was active service after September 15, 1940, and before July 25, 1947, used to establish eligibility to receive retirement or retainer pay?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Was active service after July 24, 1947, and before January 1, 1957, used to establish eligibility to receive retirement or retainer pay?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. (a) Has the retirement (or retainer) pay of this individual ever been fixed under a formula which includes a multiple of active service?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If answer is "Yes," answer (b) and (c).			
(b) Was this multiple increased because of active service occurring after September 15, 1940, and before July 25, 1947?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Was this multiple increased because of active service occurring after July 24, 1947, and before January 1, 1957?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Did the veteran have active duty or active duty for training after December 31, 1956?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
C-CERTIFICATION OF EVIDENCE OF AGE OR DATE OF BIRTH IN MILITARY FILE			
NAME OF RECORD OR DOCUMENT	DATE RECORD ESTAB.	PLACE OF BIRTH	
Enlistment paper	April 14, 1917	Danville, VA	
DATE OF BIRTH	AGE (if date of birth not given)	DATE AS OF WHICH AGE WAS GIVEN (e.g., date of entry)	
	18 years, 7 months	April 14, 1917	
REMARKS BY CERTIFYING ORGANIZATION			
NAME OF CERTIFYING ORGANIZATION		SIGNATURE	
NATIONAL PERSONNEL RECORDS CENTER (NPR), CSA			
ST. LOUIS, MO 63112		RANK OR TITLE	DATE
			2/4/69

Figure 2: Sample Social Security Form SSA-654 (request side) (Part 1 of 2 - [Next](#))

REQUEST FOR INFORMATION FROM UNIFORMED SERVICES					TOE 420
1. IDENTIFICATION OF VETERAN (to be completed by Social Security Administration)					
NAME USED IN SERVICE (Last, first, middle)		DATE OF BIRTH	DATE OF DEATH	SOCIAL SECURITY NUMBER	
Joe, George I.					
PERIODS OF ACTIVE MILITARY SERVICE					
BRANCH OF SERVICE	DATE ACTIVE DUTY BEGAN	DATE MEMBERSHIP ENDED	SERVICE NUMBER	RATE OR RANK	
Army	4/19/17	1919		PFC	
PERIODS OF MILITARY RESERVE MEMBERSHIP DATING AFTER DUTY SHOWN ABOVE. IF NONE, CHECK THIS BLOCK. <input checked="" type="checkbox"/>					
BRANCH OF SERVICE	DATE MEMBERSHIP BEGAN	DATE MEMBERSHIP ENDED	SERVICE NUMBER	RATE OR RANK	
PRESENT STATUS (or status at death): <input type="checkbox"/> Military Retiree <input type="checkbox"/> Discharged (or current military status)					
2. CERTIFICATION REQUESTED (Social Security will check applicable blocks)					
<input type="checkbox"/> active service after Sept. 7, 1939		<input type="checkbox"/> retired or retainer pay		<input type="checkbox"/> evidence of age or date of birth	
<input type="checkbox"/> (Part A on reverse)		<input type="checkbox"/> (Part B on reverse)		<input checked="" type="checkbox"/> in military file (Part C on reverse)	
REMARKS BY SOCIAL SECURITY ADMINISTRATION:					
INSTRUCTIONS FOR UNIFORMED SERVICE OR GSA RECORDS CENTER					
<p>In all cases, please verify the veteran's name and service number furnished by the Social Security Administration. If identical with the military file, check "Yes" in the spaces provided in the reverse of this form; if different, check "No" and enter the name and/or service number shown in the military file.</p> <p>Then certify the information requested by the Social Security Administration in item 2 above. All applicable items in the block are to be filled in by the certifying organization. If you need additional space or remarks are appropriate, use the "Remarks" space on the reverse.</p> <p>The duplicate copy of this form should be kept in the veteran's military file whenever a certification about retired or retainer pay (Part B) is furnished. If there is ever a subsequent change made in the retirement record which affects the information furnished, the Social Security Administration should be advised accordingly.</p> <p>PART A - This information permits the Social Security Administration to determine whether the veteran had active military or naval service during World War II (September 16, 1940-July 24, 1945) or post-World War II (July 25, 1945-December 31, 1956) for which military service wage credits may be granted. List each period of service and identify all periods of service designated as "active duty for training."</p> <p>PART B - Social Security needs this information to determine whether wage credits are precluded because another Federal Agency has determined that a periodic benefit is payable based in whole or part on active military service in World War II or post-World War II.</p> <p>Military retired pay is based on the WW II or post-WW II period of service, as the case may be, if active service in the period has ever been directly credited (used) in establishing eligibility to the retired pay, or in computing the amount of such pay. Transfer to the Fleet Naval (or Marine Corps) Reserve is treated the same as a normal retirement for purposes of completing this form. A decision to retire an individual, when officially approved, constitutes a retirement even though for any reason no retired pay is ever made.</p>			<p>Items 1(c) and (d) - Active service was "used" in establishing eligibility to retired pay if it comprises part of the total minimum service required for retirement according to the provisions of law under which the veteran was actually retired. The fact that he was eligible for retirement under some other provision of law is immaterial.</p> <p>Item 2(a) - Retired pay is "fixed" when one of several applicable formulas for computing retirement pay is selected. If the individual is given the option of deciding which formula is to be used, the pay is not "fixed" until the selection is made and approved.</p> <p>Items 2(a), (b) and (c) - A "multiple of active service" is that number used to represent years of active service when computing retirement pay. For purposes of this multiple, fractions of one-half year or more of active service are counted as a whole year. However, when computing longevity retirement and pay from the Public Health Service, the multiple is the last full year.</p> <p>Item 3 - The terms "active duty" and "active duty for training" have the same meaning as defined in Sec. 102 of Public Law 881, 80th Congress (Service-men's and Veterans' Survivor Benefits Act).</p> <p>PART C - This information is requested where proof of the veteran's age is needed to adjudicate his Social Security claim.</p> <p>The oldest record giving the veteran's date of birth or age should be certified. However, if a later record contains discrepant date of birth or age, certify that record as well. (The "Remarks" block may be used as necessary.)</p> <p>When certifying age, it is important to show the date as of which the age was given. For example, some World War I discharge or separation records may show the veteran's age when he entered service. In this case, the date of entry into service is the "Date As of Which Age Was Given" while the date of discharge may be the "Date Record Established."</p>		
(Originating Office)					
SOCIAL SECURITY ADMINISTRATION 1419 Tremont Galveston, Texas 77550			The information requested in item 2 above is needed by the Social Security Administration to adjudicate a claim based on the account of the above veteran. All available identifying information has been provided.		
			SIGNATURE OF SSA OFFICIAL		
			TITLE		DATE
			District Manager		1/25/69
FORM SSA-654 (3-74)					

Figure 3: Sample Social Security Request Form SSA-829 completed to show medical records were sent to a VA facility

Department of HEALTH, EDUCATION, AND WELFARE Social Security Administration		1. Identifying Information (To be completed by SSA)																							
REQUEST FOR MEDICAL INFORMATION FROM MILITARY FACILITIES OR RECORDS CENTER The patient named in Section I has filed an application for disability benefits under Title II of the Social Security Act. He has authorized any military hospital or records center to release to the Social Security Administration any medical information from their records concerning him.		PATIENT'S NAME AND ADDRESS James E. See																							
		PATIENT'S DATE OF BIRTH [REDACTED]																							
INDICATE NAME OF HOSPITAL OR SPECIFIC RECORD CENTER TO: <u>National Personnel Records Center</u> <u>St. Louis, Missouri</u>		PATIENT'S <input type="checkbox"/> OR SPONSOR'S <input checked="" type="checkbox"/> SERVICE SERIAL NO. [REDACTED]																							
		<table border="1"> <tr> <th>BRANCH OF SERVICE</th> <th>STATUS</th> <th>SPONSOR</th> <th>PATIENT</th> </tr> <tr> <td>NAVY</td> <td>ACTIVE SERVICEMAN</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>RETIRED SERVICEMAN</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>SERVICE DEPENDENT</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>CIVILIAN EMPLOYEE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>CIVILIAN DEPENDENT</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		BRANCH OF SERVICE	STATUS	SPONSOR	PATIENT	NAVY	ACTIVE SERVICEMAN	<input type="checkbox"/>	<input type="checkbox"/>		RETIRED SERVICEMAN	<input type="checkbox"/>	<input type="checkbox"/>		SERVICE DEPENDENT	<input type="checkbox"/>	<input type="checkbox"/>		CIVILIAN EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>		CIVILIAN DEPENDENT
BRANCH OF SERVICE	STATUS	SPONSOR	PATIENT																						
NAVY	ACTIVE SERVICEMAN	<input type="checkbox"/>	<input type="checkbox"/>																						
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	SERVICE DEPENDENT	<input type="checkbox"/>	<input type="checkbox"/>																						
	CIVILIAN EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>																						
	CIVILIAN DEPENDENT	<input type="checkbox"/>	<input type="checkbox"/>																						
II Originating Office SSA Office State Agency		DATE OF LAST REP. FROM ACTIVE DUTY																							
		NAME OF SPONSOR IF OTHER THAN PATIENT, PATIENT'S RELATIONSHIP TO SPONSOR																							
SSA DO/BO/DO NOT COMPLETE WHEN DO/BO IS THE SAME AS PARALLEL OFFICE)		STATE AGENCY (SHOW ADDRESS OF SA MAKING DISABILITY DETERMINATION)																							
175 Aurora Avenue St. Paul, MN 55103		DATE OF REQUEST 6/15/70																							
III Items Checked Indicate Information Wanted	1. <input checked="" type="checkbox"/> HOSPITALIZATION - Please furnish a copy of "Clinical Record-Narrative Summary" SF-502 covering this hospitalization. (If no summary has been prepared please furnish a copy of admission history, results of physical examination, and diagnosis.)		NAME OF TREATMENT FACILITY: U.S. Naval Training Center Great Lakes, MI																						
	2. <input type="checkbox"/> OUT-PATIENT TREATMENT - Please furnish a copy of "Health Record-Chronological Record of Medical Care" SF-600 or DAB-255 covering out-patient treatment at:		DATES OF TREATMENT: FROM 10/18/56 TO 12/28/56																						
	3. <input type="checkbox"/> OTHER - Describe:		NAME OF TREATMENT FACILITY: _____ DATES OF TREATMENT: FROM _____ TO _____																						
IV. When Information Not Available Complete This Section	1. <input type="checkbox"/> No medical reports on record at this facility		COMPLETE WHEN EITHER 3 OR 4 CHECKED																						
	2. <input type="checkbox"/> Unable to identify		NAME OF FACILITY: VA Center																						
V. Parallel SSA Office Is	3. <input type="checkbox"/> Records transferred to another facility		CITY St. Paul STATE MN																						
	4. <input checked="" type="checkbox"/> Medical records sent to VA		CI- [REDACTED] DATE 7/7/70																						
SOCIAL SECURITY ADMINISTRATION District Office Kansas City, MO		NATIONAL PERSONNEL RECORDS CENTER (MPRL) USA ST. LOUIS, MO 63112 E-MAIL ONE COPY OF THIS FORM AND ALL ATTACHMENTS TO OFFICE SHOWN AT LEFT																							

Figure 4-2. **Sample Supervisory Certification for WGI**

Sample Supervisory Certification for WGI

Figure 2-4.1: Sample U.S. Army search request, DAS Form 54, Request for Official Military Personnel File, Microfiche or Paper Document

REQUEST FOR OFFICIAL MILITARY PERSONNEL FILE, MICROFICHE OR PAPER DOCUMENT (DA Memo 640-1)		DATE OF REQUEST March 11, 1988	DATE RECORDS MUST BE RETURNED (To be completed by Custodian)
1. OFFICE OF RECORD			
a. CUSTODIAN NPREC-NARA		b. ADDRESS DI/BB	
2. OMPF MICROFICHE OR PAPER DOCUMENT			
a. NAME AND SSN McCloud, Nathaniel		b. REASON FOR REQUEST ABCMR	c. M-LINE ADDRESS/RETRIEVAL NO. (By Custodian)
3. PERSONNEL REQUESTING RECORDS			
d. <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Complete) <input type="checkbox"/> MILITARY PERSONNEL RECORDS JACKET <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Performance/Efficiency) <input type="checkbox"/> CAREER MANAGEMENT INDIVIDUAL FILE <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE (Service/Historical) <input type="checkbox"/> OTHER (Paper Document, etc.) (Specify)			
(OMD 0301 013 097) (OMP 0000 012 730) (OMD 0334 018 105)			
a. DURATION OF TIME RECORDS NEEDED (Estimate)		b. NAME (Last, first, middle-initial) (Authorized person) P.H.S. ATT	c. TELEPHONE NO. 7468
		d. ADDRESS 4565	e. SIGNATURE OF AUTHORIZED PERSON [Signature]
4. ACTION TAKEN BY RECORDS CLERK			
<input type="checkbox"/> UNABLE TO IDENTIFY <input type="checkbox"/> OFFICIAL MILITARY PERSONNEL FILE - PAPER MODE (Complete) (Efficiency) (Historical) <input type="checkbox"/> "F" FICHE - 1 2 3 4 5 (Circle Number of Fiches in record) <input type="checkbox"/> MILITARY PERSONNEL RECORDS JACKET (Paper Mode) <input type="checkbox"/> "S" FICHE - 1 2 3 4 5 (Circle Number of Fiches in record) <input type="checkbox"/> CAREER MANAGEMENT INDIVIDUAL FILE <input type="checkbox"/> OTHER (Paper Document, etc.) (Specify) _____			
5. RETURN RECORDS TO ADDRESS INDICATED IN ITEM NUMBER 1		a. DATE	b. SIGNATURE
INSTRUCTIONS All requests must be signed by an individual authorized to withdraw Official Military Personnel Files.		CAUTION These records will be used for Official purposes only. Do not remove, permit to be removed, reproduce, nor reveal the contents to unauthorized persons. (AR 330-21)	
(PROTECTED MATERIAL GOVERNED BY AR 340-16)			
THIS FORM WILL BE USED WHEN REQUESTING OR CHARGING OUT OFFICIAL MILITARY PERSONNEL FILES.			
FOR OFFICIAL USE ONLY			
THIS MARKING IS CANCELLED WHEN SEPARATED FROM THE MATERIAL BEARING A PROTECTIVE MARKING.			
DAS FORM 54, 1 AUG 76		EDITION OF 1 FEB 71 IS OBSOLETE.	

Figure 2-4.2: Sample U.S. Air Force search request, AF Form 652, Request for Loan of Master Personnel Record

REQUEST FOR LOAN OF MASTER PERSONNEL RECORD		TO: NPRC	
LAST NAME-FIRST NAME-MIDDLE INITIAL SAUFLEY, NELSON L.,		SSAN/AFSN [REDACTED]	<input type="checkbox"/> Military Personnel Records Div <input checked="" type="checkbox"/> NPRC (MPR) GSA <input type="checkbox"/> Air Reserve Personnel Center Check if you want the records loaned from another depot if applicable
IF COMPLETE NAME AND SERVICE NUMBER ARE NOT AVAILABLE, FURNISH SUFFICIENT IDENTIFYING DATA. P0000 096 885. If neg, search BIRLs for VA claim # and location. MPR req for BCMR case.		DATA PERTINENT TO AUTHORIZED REQUESTOR	
CHECK APPLICABLE BOX MICROFICHE <input checked="" type="checkbox"/> SELECTION FOLDER* <input checked="" type="checkbox"/> S N O C <input checked="" type="checkbox"/> CORRESPONDENCE AND MISC M A R B <input checked="" type="checkbox"/> ENLISTED RECORD		NAME CMSgt Hargrove/Leon	EXTENSION 4802
		DIRECTORATE DPMDOA1	BUILDING AND ROOM NO. NE Office P1
INITIAL TO RETURN RECORDS		CERTIFICATION	
		I certify that I am authorized access to master personnel records and that the records described hereon are for official use only.	
MILITARY PERSONNEL RECORDS DIV.		SIGNATURE OF AUTHORIZED PERSON <i>Albert W. Hargrove</i>	DATE OF REQUEST 28 Oct 86
NPRC (MPR) GSA			
AIR RESERVE PERSONNEL CENTER			
WARNING Whoever willfully and unlawfully conceals, removes, mutilates, obliterates, or destroys, or attempts to do so, or, with intent to do so takes and carries away any record proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000 or imprisoned not more than three years, or both. -(18 USC 2071 (a))		INSTRUCTIONS 1. Type or print legibly. Avoid typographical errors. 2. Return loaned paper records promptly to the office from which received, preferably within fifteen (15) calendar days after receipt. Microfiche copies of records will be destroyed IAW AFM 12-50, paragraph 4-10, after they have served their purpose. 3. All requisitions must be signed by the person authorized to request master personnel records. (Signer will not request his own records.) 4. Do not loan or transfer these records. The authorized person to whom paper records are loaned will be held responsible for their safe return. 5. If you have any questions regarding the contents of the record, please call extension 6986.	

AF FORM 652 JAN 83 PREVIOUS EDITION WILL BE USED.

RECORDS TRANSMITTAL COPY

Figure 19: **Samples of ARPERSCOM Computer probes**

```
SSN 0152 84 990 NAME TR T/C ST ROUT NARA DATE 861209
SSN 0152 84 990 NAME TR STATUS A1 730415 MFI 0 MPC L TRANS ORG X COMP 4
IN RCPAC STRENGTH NO MORE ACT
```

```
SSN 0096 67 282 NAME VE T/C ST ROUT NARA DATE 861202
SSN 0096 67 282 NAME VE STATUS GG 830827 MFI 0 MPC E TRANS H1 ORG COMP 4
DISCH IN GSA NO MORE ACT
```

Indicates military personnel
file is in custody of NPRC,
NARA.

SAVINGS BONDS

Former service members requesting information needed to replace lost, stolen, or destroyed U.S. Savings bonds should be referred to the following address:

[\[00600\]](#)

Bureau of the Public Debt
Department of the Treasury
Parkersburg, WV 26106-1328

Source: [Bureau of the Public Debt Online](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.108C
March 30, 1994

SUBJECT: Screening of military personnel and medical records for on-site review or for disclosure through photocopies

1. **Purpose.** This memorandum issues instructions concerning preparation of military personnel and medical records for on-site review or for disclosure of the record through photocopies.
2. **Cancellation.** NPRC 1864.108B is canceled.
3. **Reason for revision.** This memorandum is revised to update the types of restricted information and show current screening procedures for on-site review or for disclosure through photocopies.
4. **Applicability.** The provisions of this memorandum are applicable to: personnel in the search and file sections, correspondence sections, and Research Room at 9700 Page; and to personnel in the General Purpose Section, General Reference Branch at 111 Winnebago.
5. **Instructions.** The instructions for screening of military personnel and medical records for on-site review or for disclosure through photocopies are contained in the Attachment.
6. **Forms.** This memorandum makes use of the following forms:
 - NA Form 13035, Concealment, Removal or Mutilation of Records
 - NA Form 13087, Request for Records
 - DD Form 214, Certificate of Release or Discharge from Active Duty
 - NAVMC HQ 55 Form, Unfinished Business
 - NAVMC 118 Form, Administrative Remarks
 - SF 180, Request Pertaining to Military Records
 - SF 600, Chronological Record of Medical Care

DAVID L. PETREE
Director

-
1. **Definition of restricted information.** For the purposes of this memorandum, restricted information includes:
 - a. personal identifiers other than those of the veteran whose records are involved;
 - b. neuropsychiatric reports;
 - c. accounting of disclosure to law enforcement agencies for law enforcement purposes;
 - d. information compiled in anticipation of a civil action;
 - e. information furnished by others under express or implied promise of confidentiality;
 - f. drug or alcohol abuse rehabilitation treatment information covered by the Drug Abuse Office and Treatment Act of 1972, as amended in 1974; and

g. FOR AIR FORCE AND NAVY ONLY: Family Advocacy Program.

h. FOR AIR FORCE ONLY: AIDS and sickle cell treatment records.

2. **Security.** All persons reviewing records are watched constantly to prevent possible alteration, destruction, or removal of documents from the record. The correspondence section chief or the Chief, General Purpose Section, designates an individual to remain in attendance while the visitor reviews the record.

3. **Use of NA Form 13035, Concealment, Removal, or Mutilation of Records.**

a. **MPR.** NA Form 13035 is completed by each person reviewing records at 9700 Page. This includes commercial investigative agents, insurance company agents, state and local government agents, authorized third parties, and veterans reviewing their own records. Agents of the Federal government are exempt. NA Form 13035 is attached to NA Form 13087, Request for Records; Standard Form 180, Request Pertaining to Military Records; or any other written authorization, and filed in the military record under review.

b. **General Reference Branch.** Each individual, excluding Federal agents, reviewing military dependent medical records at 111 Winnebago must complete NA Form 13035. Attach NA Form 13035 to appropriate written authorization and file in medical record.

4. **The Privacy Act of 1974.** The Privacy Act permits the individual to gain access to his/her records (or to authorize access to someone else), and to have photocopies made of all or any portion thereof. If the record contains information of a sensitive nature about another individual, that portion is not made available when granting access to the veteran or his/her authorized representatives.

5. **Deletion of personal identifiers.** The Defense Privacy Board requires that NPRC protect the personal privacy of individuals other than the subject of the personnel and medical records.

EXCEPTION: See [subpar. 5c](#). When information is mailed, either as photocopies or extracted data, or when a file is provided for on-site review, the recipient must not be given personal information pertaining to individuals other than the person of record, such as social security number, home address, telephone number, financial transactions, or medical history. The following procedures apply when making copies, including copies of documents from which personal identifiers have been removed so that the copy can be provided for on-site review:

a. **Correction tape on original.** Deletions are made on the record copy of the order by using correction tape. Do not completely remove the protective backing from the correction tape. Peel approximately 1/8 inch of the tape backing from each end of the correction tape. This procedure allows the tape to be easily removed with minimum damage to the record copy of the order. Prepare a machine copy when the correction tape has been applied.

b. **Black wax pencil or correction tape on photocopy.** Prepare a machine copy of the document. Delete personal identifiers on the machine copy, using correction tape or a black wax pencil. Do not release to requesters machine copies of documents with deletions made with wax pencil. Instead, make a copy of the deleted document and provide this copy to the requester. After the record has been reviewed, retain the machine copies in the medical or personnel jacket, as they may need to be used again.

NOTE: If medical information pertaining to an individual other than the subject of the record appears and is extensive, it may be faster and more effective to delete only the name and all personal identifiers of the second individual rather than to attempt to block out all of the information.

c. **Blanket orders.** The Defense Privacy Board has provided guidelines relating to blanket orders or other documents concerning personnel actions such as promotions, discharges, TDY, PCS, etc. This guidance is that these documents can be provided to any of the individuals listed as long as:

(1) the documents were filed in the personnel record;

(2) the documents were previously furnished to the individual; and

(3) the documents were created prior to September 27, 1975.

6. **Screening required by the Department of Defense (DoD).** The DoD requires that NPRC screen military personnel and medical files to ensure that the following types of information are not released inappropriately:

a. **Neuropsychiatric reports.** These include:

(1) Diagnosis of a mental, psychoneurotic, or personality disorder.

(2) Diagnosis or implication of sexual deviation.

(3) Any illness with a uniformly unfavorable prognosis (such as cancer, a terminal illness, any illness leading to ultimate blindness).

If the request is from the veteran or his/her next of kin, see the latest revision of [NPRC1865.103](#), Requests involving medical records. If the request is from a commercial investigative agency or from a source who has the veteran's authorization, be sure to include a CAUTION STATEMENT saying:

"The enclosed records should be treated as confidential. Please use your discretion in regard to releasing the diagnosis/prognosis contained within to the veteran. Information about these records should not be released to or discussed with any other person."

b. **Accountings of disclosure to law enforcement agencies.** Accountings of disclosure to law enforcement agencies for law enforcement purposes are not to be made available to the veteran, their next of kin, or an authorized representative.

c. **Information compiled in anticipation of a civil action.** A veteran or his/her representative may not be granted access to any information compiled in reasonable anticipation of a civil action or proceeding.

d. **Information furnished by others under express or implied promise of confidentiality.** If the record contains material which would reveal the identity of a source who furnished information to the Government under promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under the IMPLIED promise that the identity of the source would be held in confidence, the request is forwarded to the military service concerned.

NOTE: The two types of information described in subpars. [6c](#) and [6d](#), above, are rarely found in military personnel or medical records. If found, consult the supervisor for advice.

7. **Screening required for Family Advocacy Program, AIDS, and sickle cell records.** The Department of the Air Force requires screening of military personnel and medical files to ensure that the following types of information are not released inappropriately: The records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any family advocacy, AIDS, or sickle cell prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States.

NOTE: The Department of the Navy considers Family Advocacy Program records sensitive in nature, and as such should be treated as neuropsychiatric records.

8. **Screening required by the Drug Abuse Office and Treatment Act of 1972.** This law contains provisions designed to protect the confidential nature of records relating to a veteran's participation in a drug or alcohol abuse rehabilitation treatment program conducted by any Federal department or agency.

Records containing information about use, abuse, or treatment unrelated to a rehabilitation treatment program are not covered by the Act and are releasable. Records covered by the Act are described below.

- a. Those that reveal the identity, diagnosis, or treatment of any patient, and which were maintained in connection with a rehabilitation treatment program.

NOTE: Infrequently there is evidence of drug or alcohol abuse rehabilitation treatment information covered by the Act involving a veteran other than the one whose record is being screened. It is equally important not to release this information.

- b. Those that were maintained over any period of time, including prior to the passage of the Act, as long as the service person's participation in a rehabilitation treatment program continued after March 21, 1972, for DRUG ABUSE patients and May 14, 1974, for ALCOHOL ABUSE patients. The confidential nature of the records is protected under the provisions of the Act, regardless of whether the veteran successfully completed the rehabilitation treatment program or NOT.

NOTE: All of the military services have an entirely separate system of records for the type of drug or alcohol abuse records that are protected by law. Therefore, the types of records protected shouldn't be filed in the personnel or medical record. NPRC screens for "collateral and incidental references to drug and alcohol abuse or programs." These references can be found in the personnel or medical record. Do not screen for these types of references for release to the veteran, any third-party with a specific release mentioning these types of records, or to any federal routine use. For all other requesters, screening is required.

9. **Records that do not require screening for references to alcohol and drug abuse.** Any federal routine use agency shall have unrestricted access to the records of the veteran. Requests from these sources do not require screening. In addition, records in certain records blocks, which were retired prior to the effective dates of the Act and its amendments, do not require screening. ([See fig. 1.](#)).

10. **Records that require screening for references to alcohol and drug abuse.** All records in the Service Registry Files, except those listed in [fig. 1](#), require screening:

Service Registry Files		
Air Force	09/25/47 - To the present	
Marine Corps	01/01/64 -	"
Marine Corps (AM)	07/01/77 -	"
Navy BuMed	01/01/64 -	"
Navy BuPers (Enlisted)	01/01/64 -	"
Navy BuPers (Officer)	1902 -	"
Navy (PM)	07/01/76 -	"
Coast Guard	01/01/64 -	"
Army	01/01/60 -	"

11. **Locating drug or alcohol abuse rehabilitation treatment information in the record.**

Information pertaining to a veteran's participation in a drug or alcohol abuse rehabilitation treatment program is found in letters, forms, telegrams, microfiche, etc. There is no standard entry format for this information so the entire file must be reviewed. Following is a list of some forms and organization names to look for when screening records.

- a. Clinical Record Summary Sheet;
- b. Miramar Naval Air Station;
- c. Naval Drug Rehabilitation Center (NDRC);
- d. NAVMC HQ. 55 Form, Unfinished Business;
- e. NAVMC 118 Form, Administrative Remarks;
- f. Social Actions Branch Forms;
- g. Standard Form 600, Chronological Record of Medical Care; and
- h. The "Remarks" block on the DD Form 214, Certificate of Release or Discharge from Active Duty

12. **Processing steps.** Requests received via mail may need screening, or screening may be required prior to on-site review. In the latter case, the employee who requests that the record be pulled enters "SCREEN" in large letters on the form used to route the request for searching. (See [fig. 2.](#))

- a. **Search section responsibilities.** A record requested by the Research Room is charged out to the Research Room, but any record that needs screening must first go to the appropriate correspondence section or to the General Purpose Section where screening takes place.
- b. **Correspondence section responsibilities.** When a record is being screened, each document is reviewed thoroughly for the presence of any restricted information. Restricted information will either be removed entirely, for example, records of drug abuse treatment, or it may be necessary to "sanitize" the document(s) by removing personal identifiers on other individuals before releasing any such document or a copy of it.

(1) **Restricted information not found.** A routine reply is dispatched after requested photocopies are made, but if the request for the record is marked "SCREEN," the screener must also initial and date the request next to "SCREEN" before dispatching the request and record to the Research Room.

(2) **Information believed to be restricted is found.** If any information is found that the screener believes needs to be removed entirely, he/she removes the individual document(s) containing the information, places the document(s) on top of the record with a rubber band, and gives the record to the supervisor. The supervisor reviews the information extracted to verify that it is restricted and screens the rest of the record thoroughly to see if any restricted information is present elsewhere.

(a) **Supervisor determines there is NO restricted information in the record.** Supervisor places the document(s) previously removed back in the record and either returns the case to the archives technician or, if it contains a "SCREEN" stamp, initials and dates the request, and dispatches the request together with the record to the Research Room.

(b) **Supervisor determines there IS restricted information.** The supervisor extracts all pages containing restricted information and writes "restricted document(s) removed," along with initials and date, next to "SCREEN" stamp; and either dispatches the military personnel or medical records (with extracted document(s) in a separate envelope), together with request, to the Research Room; or if personal identifiers must be withheld but the document(s) is(are) otherwise releasable, returns case to archives technician to "sanitize" document(s).

- c. **Research Room.** The attendant retains the envelope containing restricted documents in a secure location while the review is taking place. Upon completion of the review, the envelope is placed in the record and returned for refile.

13. **Microfiche records.** Some records contain both paper and microfiche records in the same jacket. The same procedures followed when screening paper records are also followed when reviewing microfiche, except that the screener stops reviewing the record AS SOON AS he/she believes any restricted information has been found. The microfiche card number, row designation, and the location of the image which contains information believed to be restricted is written on 3 X 5 card. Microfiche is placed back in the microfiche envelope in the record, the 3 x 5 card is attached to the request, and the request is given to the supervisor for review. (See subpars. 12b(2)(a) and (b).)

Figure 1: Records that do not require screening for references to alcohol and drug abuse (Part 1 of 2).

Alpha or Numeric Files	
Navy WWI (Alpha)	1885 - 09/08/39
Navy WWII (Alpha)	09/09/39 - 08/31/47
Navy PWWII (Alpha)	09/01/47 - 12/31/63
Navy BuMed (Alpha)	1911 - 12/31/63
Navy Officer (Alpha & Numeric)	1902 - 12/29/67
Marine Corps (Numeric)	1917 - 12/31/63
"B" and "R" Registry Files	
Army WWI, WWII, & PWWII	11/01/12 - 12/31/59
Navy BuMed	1911 - 12/31/63
Coast Guard (Enlisted)	1906 - 12/31/63
Coast Guard (Officer)	01/01/29 - 12/31/63
Air Force	09/25/47 - 12/31/63
Service Registry File	
Coast Guard (Enlisted)	1906 - 12/31/71
Coast Guard (Officer)	01/01/29 - 12/31/71

Figure 1: Records that do not require screening for references to alcohol and drug abuse (Part 2 of 2).

Former Consolidated Registry Files: All records from the former Consolidated Registry File (C-File) were retired prior to the passage of the Drug Abuse Office and Treatment Act and thus do not need to be screened for drug abuse information. Several years ago, the C-File was dismantled and Air Force, Army, Marine Corps, and Navy records from the C-File were given F, A, and N Registry numbers and were relocated into the appropriate service registry locations. These registry numbers are shown below:

ARMY	AIR FORCE	NAVY
A3446805 - 4079800	F1288772 - 1390963	N2602575 - 3114303
A4274709 - 4434784	F1465364 - 1486745	N3184257 - 3265180
A4465812 - 4690914	F1496253 - 1514177	N3274456 - 3352079
A4701861 - 5019914	F1522337 - 1571370	N3355051 - 3509104
A5043370 - 5309902	F1584037 - 1614279	N3519876 - 3645514
A5347311 - 5518924	F1626040 - 1648619	N3660085 - 3799435
A5541848 - 5732906	F1657248 - 1683036	N3820291 - 3949403
A5764731 - 5955886	F1697431 - 1725147	N3975520 - 4069464
A5982486 - 6031339	F1739000 - 1794408	N4100187 - 4195765
A6050417 - 6112974	F1807540 - 1858906	N4220471 - 4302768
A6130511 - 6182989	F1868036 - 1903000	N4322129 - 4391807
A6026912 - 6256816	F1913159 - 1953825	N4411951 - 4492412
A6266545 - 6313038	F1959146 - 2017638	N4502893 - 4647714
A6329727 - 6819999	F2024357 - 2056188	N4689815 - 4776139
A6837280 - 6844049	F2073401 - 2120088	N4797785 - 5021213
A7479120 - 7508236	F2132849 - 2170348	N5048247 - 5230909
	F2186933 - 2249361	N5257535 - 5501712
	F2257607 - 2313297	N5509676 - 5569135
	F2427762 - 2475164	N5624494 - 5684737
	F2493525 - 2521684	N5695432 - 5817787
	F2619909 - 2659109	N5818758 - 5868612
	F2747309 - 2778513	N5889839 - 6000626
	F2789209 - 2832094	N6607029 - 6644725
	F2842632 - 2918503	N6195576 - 6249690
	F2942922 - 3007923	N6305240 - 6340307
	F3020698 - 3101201	N6421954 - 6542275
	F3119179 - 3296092	N6644726 - 6688052
		N6703140 - 6948242
		N6971107 - 7190806
		N7201907 - 7381571
		N7393315 - 7902537
		N7906075 - 7959310

NOTE: Identification of former Consolidated Registry File records can also be made by the red "MPRC" registry number stamped on the folder.

SEA SERVICE

Verification of Sea Service is needed by veterans who apply for Merchant Marine licenses, or certificates for employment on vessels as officers, pilots, and seamen. The requests may be received from former members of the Navy, Marine Corps, and Coast Guard; however, credit for Sea Service is **NOT** allowed for Marines who were aboard a vessel **only as a passenger**.

Verification of Sea Service: Send copies of service record pages/documents which verify the following information:

- 1) Names of all vessels served aboard.
 - 2) Dates from and to (inclusive dates of service aboard each vessel).
 - 3) Rating held during each vessel assignment (this does not apply to Marine Corps personnel)
 - 4) Furnish the Leave Record or other appropriate documents when record indicates unauthorized leave for periods of 30 days or more and/or periods of confinement ashore for 30 days or more.
-

Service Record Documents Which May Provide The Required Sea Data

NAVY:

- 1) History of Assignments
- 2) Transfers and Receipts
- 3) Administrative Remarks
- 4) Officer Fitness Reports

MARINE CORPS:

- 1) Record of Service
- 2) Sea and Air Travel – Embarkation Slips
- 3) Officer History of Assignments

COAST GUARD (ENLISTED)

- 1) Service Record Card
- 2) Enlisted Personnel Data
- 3) Abstract of Service

COAST GUARD (OFFICERS)

Inquiry and service record should be **Loaned and Transferred to USCG, Headquarters**. Be sure to inform requester of referral.

IF NO EVIDENCE OF SEA SERVICE IS FOUND IN THE SERVICE RECORD, ADVISE THE REQUESTER THEREOF.

Source: [NPRC 1865.83](#)

SEA TRANSCRIPT

If a request is received from an ARMY veteran for a Sea Transcript, provide a raised seal copy of the DA Form 20 (Qualification Record) or DA Form 2-1 (Qualification Record) to the requester and inform them to write directly to the following address:

[00601]

U.S. Army Transportation School

Marine Qualification Division

ATTN: ATZF-OCT-S

Fort Eustis, VA 23604-5407

<http://www.eustis.army.mil/ocot/MQD.htm> is the Web address

SECURITY CLEARANCES

Review record to determine if copies of security clearance (granted and cancelled) are in record, and send copies if on file, with the veteran's release authorization. The degree of security clearance held by any former member of the armed services may be released to private associations, businesses, organizations, and the general public **only with the written consent of the individual involved**. When consent is **not received**, advise that security clearances granted while in the service terminate upon discharge of the person from service.

Personnel security clearance information files for **all of the Department of Defense** may be obtained from the Defense Security Service. Inform the requester that if they wish to request a copy of their DSS investigation, they must send a written request containing the following:

- Full current name
- Any other names they may have used in the past
- Date of Birth
- Social Security Number
- An originally notarized signature*
- A brief description of the records they are seeking
- Any other information that they believe may be useful in a search for records pertaining to them
- Whether they want someone else to receive the records on their behalf (include name and address of the other party)

The address to send your request to is:

**Defense Security Service
Privacy Act Office
601 10th street, Suite 128
Fort George G. Meade, Maryland 20755-5134**

* Please note, that due to privacy concerns, facsimile and electronic mail requests for investigative files are **not** accepted. Only originally signed and properly notarized requests will be accepted via postal mail.

If request is from an industrial concern having a U.S. Government Contract or if the requestor needs additional information, provide the following information:

DSS Customer Service Center

The Customer Service Branch handles status inquiries from cleared industrial contractors, military departments and other government agencies regarding personnel security clearances and investigations conducted by the Defense Security Service. Requests for information on in process and/or cleared contractor facilities are also handled by calling the Customer Service Branch toll-free number at 1-888-282-7682. This number is available from 7:00 a.m. through 5:00 p.m., Eastern Standard time.

SOURCE: [NPRC 1865.16](#) and Directory of Military Personnel and Related Records

Figure 3-3.2: **Selective Service System Classifications for WWI, WWII, and PWII through 1976**

SELECTIVE SERVICE CLASSIFICATIONS

WWI period: (beginning May 18, 1917)

Class I - liable for military service

Class II thru V - temporarily exempted or discharged from draft.

WWII period: (October 4, 1940 to January 17, 1947)

<i>CLASS</i>	<i>DESCRIPTION</i>
I-A	Available for military service
I-A(B)	Acceptable for military service, below standards for general military service
I-A(L)	Available for limited military service
I-A-O	Available for noncombatant military service (conscientious objectors)
I-A-O(B)	Acceptable for noncombatant military service, below standards for general military service (conscientious objectors)
I-A-O(L)	Available for noncombatant limited military service (conscientious objectors)
I-A rem.	Available for military service after correction of defects

I-A-O rem.	Available for noncombatant military service after correction of defects (conscientious objectors)
I-B	Available for limited military service
I-B-O	Available for noncombatant limited military service (conscientious objectors)
I-B rem.	Available for limited military service after correction of defects (conscientious objectors)
I-B-O rem.	Available for noncombatant limited military service after correction of defects
I-C Ind.	Inducted member of armed forces
I-C Enl.	Enlisted member of armed forces
I-C Disc.	Discharged (honorably) from the armed forces
I-C Dec.	Deceased while in Class I-C
I-D	Deferred student, fit for general military service
I-D-O	Deferred student, fit for general noncombatant military service
I-E	Deferred student, fit for limited military service
I-E-O	Deferred student, fit for limited noncombatant

military service

I-G	Member of or honorably separated from armed forces of cobelligerent nation (later extended to include registrants separated from American Field Service or Merchant Marine, and persons interned by an enemy nation)
I-H	Deferred, aged 28 or over
II-A	Deferred in support of national health, safety, or interest
II-A(L)	As II-A, but found qualified for limited military service
II-A(F)	As II-A, but rejected for military service
II-B	Deferred in war production
II-B(L)	As II-B, but found qualified for limited military service
II-B(F)	As II-B, but rejected for military service
II-C	Deferred in agriculture
II-C(L)	As II-C, but found qualified for limited military service
II-C(F)	As II-C, but rejected for military service

- III-A Deferred for dependency reasons
(reestablished 11-15-45)

- III-B Deferred both by reason of dependency and
occupation essential to the war effort

- III-C Deferred both by reason of dependency and
agricultural occupation

- III-D Deferred by reason of extreme hardship and
privation to wife, child, or parent

- IV-A Man who has completed service. (This classification
was applicable in time of peace only.)

- IV-A Man deferred by reason of age.
11-18-42: age 45 and over
10-05-44: age 38 and over
08-31-45: age 26 and over
07-17-46: age 30 and over

- IV-B Official deferred by law

- IV-C Alien not acceptable to armed forces and
certain neutral aliens

- IV-D Minister of religion or divinity student

- IV-E Conscientious objector, available for or assigned
to work of national importance

- IV-E(B) Conscientious objector, under 26 years of age,
acceptable under lowered physical standards for
work of national importance

IV-E-H	Conscientious objector deferred by reason of age (over age 27)
IV-E(L)	Conscientious objector qualified for limited service
IV-E-LS	Conscientious objector available for limited service in civilian work of national importance
IV-E-S	Conscientious objector who would otherwise be in Class I-D or I-E
IV-E Disc.	Conscientious objector separated from work of national importance by issuance of a Certificate of Release
IV-E Sep.	Conscientious objector separated from work of national importance other than by issuance of a Certificate of Release or of death
IV-E Dec.	Deceased while in Class IV-E
IV-F	Rejected for military service; physical, mental, or moral reasons
IV-H	Deferred, age between 38 and 45
Suffix "(H)"	Added to classification, such as II-A(H), to identify registrants aged 38-44 incl.

January 18, 1947 thru 1948 - No draft

PWWII period: (1948 thru 1976*)

1-A	Available for military service
1-AM	Medical specialist available for military service
1-A-O	Conscientious objector available for noncombatant military service
1-A-OM	Medical specialist conscientious objector available for noncombatant military service
1-C	Member of the Armed Forces of the United States, the Coast and Geodetic Survey, or the Public Health Service (Enl)-enlisted; (Ind)-Inducted; (Dis)-discharged
1-D	Member of a Reserve component or student taking military training
**1-H	Registrant not currently subject to processing for induction or alternate service
1-O	Conscientious objector available for civilian work contributing to the national health, safety, or interest
1-OM	Medical specialist conscientious objector available for civilian work contributing to the national health, safety, or interest
1-S	Student deferred by statute: (H)-high school; (C)-college
1-W	Conscientious objector performing civilian work in the national health, safety, or interest (Rel)-released

***1-Y	Registrant qualified for service only in time of war or national emergency
2-A	Registrant deferred because of civilian occupation (except agriculture)
2-AM	Medical specialist deferred because of critical community need involving patient care
2-C	Registrant deferred because of agricultural occupation
2-D	Registrant deferred because of study in preparation for the ministry
2-M	Registrant deferred for medical study
2-S	Registrant deferred because of activity in study
3-A	Registrant with a child or children; or registrant deferred by reason of extreme hardship to dependents
4-A	Registrant who has completed service; or sole surviving son
4-B	Official deferred by law
4-C	Alien
4-D	Minister of religion or divinity student
4-E	Conscientious objector opposed to both combatant and noncombatant training and service

4-F	Registrant not qualified for military service
4-FM	Medical specialist not qualified for military service
4-G	Sole surviving son
4-W	Conscientious objector who has completed civilian alternate service
5-A	Registrant over the age of liability for military service

*

Roman numerals I, II, III, IV, V were sometimes used.

**

With the cessation of registrant processing in 1976, all registrants (except for a few alleged violators of the Military Selective Service Act) were classified 1-H regardless of any previous classification.

The 1-Y classification was abolished December 10, 1971. Local boards were subsequently instructed to reclassify all 1-Y registrants by administrative action.

THE SELECTIVE SERVICE NUMBER

First element:	State code
Second element:	Local board number
Third	Year of birth of the registrant

element:

Fourth
element: Numerical sequence of registrant with his specific local board
for his specific year of birth

SELECTIVE SERVICE SYSTEM (SSS) RECORDS

Last Updated: August 17, 2016

1. Record types

Two primary types of Selective Service System (SSS) records are stored here in St. Louis:

- SSS Form 1, Registration Card (which provides evidence that a person registered), and
- SSS Form 102, Classification Record (which documents entry into, deferment from, or disqualification for service in any one of the service departments).

2.

Non-archival SSS Records **Men Born On or After January 1, 1960..**

- a. **Requests for non-archival SSS records** – These records are not archival and are not stored in St. Louis. Technicians must manually refer requests for these records to:

[00674]

Selective Service System
Data Management Center
P.O. Box 94638
Palatine, IL 60094-4638

Note: Do not confuse this selective service information with the selective service information maintained at [State Offices](#)

- b. **Release of SSS information found in an OMPF** – Non-archival records fall under restrictions placed on their release by the SSS. Although NPRC may have obtained copies of SSS registration or classification records in order to verify military service, technicians must abide by the following requirements (based on the Privacy Act and SSS policy):

IF the requester is...	AND the document in the OMPF is a copy of a ...	THEN...
the registrant	registration card	no redactions are required.
	classification record	redact third party SSNs.
someone OTHER THAN the registrant	registration card WITH WRITTEN PERMISSION of the registrant or deceased registrant's next of kin <i>NOTE: Proof of registrant's death is required if next of kin's permission is used.</i>	no redactions are required.
	registration card WITHOUT WRITTEN PERMISSION of the registrant or deceased registrant's next of kin	do not provide a copy of or release information from the card.
	classification record or transcript	redact all SSNs, including the registrant's.

If the request is not complete, inform the requester that the request must contain the registrant's full name, date of birth, address **at time of registration** with SSS, and signature. If registrant is deceased, requester must provide proof of death.

Requesters may also perform a Selective Service Online Registration Search at the SSS website (<https://www.sss.gov/RegVer/wfVerification.aspx>). Questions may be directed to the SSS at (847) 688-6888.

3.

Archival SSS Records **Men Born Before January 1, 1960..**

All SSS records (from all 50 states, District of Columbia, Panama Canal Zone, Puerto Rico, and Virgin Islands) for men born before January 1, 1960 are archival and have been transferred to the National Archives at St. Louis. The Archival Operations Branch (RL-SL) provides reference service on these records.

- a. **Instructions for the public** – Request forms may be downloaded from the SSS website at <http://www.sss.gov/records.htm>. The address for all requests involving registrants born before January 1, 1960 is:

[00637]

National Archives at St. Louis

ATTN: RL-SL

P.O. Box 38757

St. Louis, MO 63138-0757

- b. **Instructions for core technicians and coaches when SSS requests are assigned to technicians in CMRS** – If an archival SSS record request (for a registrant born before January 1, 1960) is assigned in CMRS to a core technician, the technician notifies the coach or ET who sends an email to stl.archives@nara.gov, with the SR number and “Reassign” in the subject line.

c. **SSS records needed for reconstruction**

(1) **Request process** - The core technician opens the Selective Service Procurement request using the shortcut in the ZENworks Application Window (on the desktop). If the Chrome browser is already open, the request form will automatically appear in a new browser tab.

If the Chrome browser is NOT already in use, the shortcut will cause it to open.

- Chrome may recognize the technician's login credentials and go directly to the email inbox.
- However, the technician may see the NARA email login screen and will have to enter the username and password.
- After the email is open, the technician must then select the shortcut in ZENworks **a second time** for the request form to appear.

Once the SSS form is open in the Chrome browser, the technician enters the required information (including the three items about the registrant needed to make a search: his full name, his date of birth, and his address at the time of registration).

The address must include a city, county, and state.
For New York City, Chicago, Los Angeles, and Detroit,
it must also include a **street address**.

After entering the required information, the technician selects the "Submit" button at the bottom of the form.

The RL-SL staff locates the record(s), then enters pertinent information on the extract form (which is then forwarded to the core technician).

- (2) Samples of documents from which data is extracted
[Selective Service Registration Card](#)

[Selective Service Classification Record](#)

(3) **Classification codes and definitions** – The classification codes and definitions are in [NRPC memorandum 1865.112, Figure 3-3.2, Selective Service System Classifications for WWI, WWII, and PWWII through 1976](#).

SELECTIVE SERVICE SYSTEM (SSS) RECORDS

Last Updated: June 21, 2016

1. Record types

Two primary types of Selective Service System (SSS) records are stored here in St. Louis:

- SSS Form 1, Registration Card (which provides evidence that a person registered), and
- SSS Form 102, Classification Record (which documents entry into, deferment from, or disqualification for service in any one of the service departments).

2.

Non-archival SSS Records **Men Born On or After January 1, 1960..**

- a. **Requests for non-archival SSS records** – These records are not archival and are not stored in St. Louis. Technicians must manually refer requests for these records to:

[00674]

Selective Service System
Data Management Center
P.O. Box 94638
Palatine, IL 60094-4638

Note: Do not confuse this selective service information with the selective service information maintained at [State Offices](#)

- b. **Release of SSS information found in an OMPF** – Non-archival records fall under restrictions placed on their release by the SSS. Although NPRC may have obtained copies of SSS registration or classification records in order to verify military service, technicians must abide by the following requirements (based on the Privacy Act and SSS policy):

IF the requester is...	AND the document in the OMPF is a copy of a ...	THEN...
the registrant	registration card	no redactions are required.
	classification record	redact third party SSNs.
someone OTHER THAN the registrant	registration card WITH WRITTEN PERMISSION of the registrant or deceased registrant's next of kin <i>NOTE: Proof of registrant's death is required if next of kin's permission is used.</i>	no redactions are required.
	registration card WITHOUT WRITTEN PERMISSION of the registrant or deceased registrant's next of kin	do not provide a copy of or release information from the card.
	classification record or transcript	redact all SSNs, including the registrant's.

If the request is not complete, inform the requester that the request must contain the registrant's full name, date of birth, address **at time of registration** with SSS, and signature. If registrant is deceased, requester must provide proof of death.

Requesters may also perform a Selective Service Online Registration Search at the SSS website (<https://www.sss.gov/RegVer/wfVerification.aspx>). Questions may be directed to the SSS at (847) 688-6888.

3.

Archival SSS Records **Men Born Before January 1, 1960..**

All SSS records (from all 50 states, District of Columbia, Panama Canal Zone, Puerto Rico, and Virgin Islands) for men born before January 1, 1960 are archival and have been transferred to the National Archives at St. Louis. The Archival Operations Branch (RL-SL) provides reference service on these records.

- a. **Instructions for the public** – Request forms may be downloaded from the SSS website at <http://www.sss.gov/records.htm>. The address for all requests involving registrants born before January 1, 1960 is:

[00637]

National Archives at St. Louis
ATTN: RL-SL
P.O. Box 38757
St. Louis, MO 63138-0757

- b. **Instructions for core technicians and coaches when SSS requests are assigned to technicians in CMRS** – If an archival SSS record request (for a registrant born before January 1, 1960) is assigned in CMRS to a core technician, the technician notifies the coach or ET who sends an email to stl.archives@nara.gov, with the SR number and “Reassign” in the subject line.

c. **SSS records needed for reconstruction**

(1) **Request process** - The core technician opens the Selective Service Procurement request from the ZENworks Application Window (on the desktop) and enters the required information, including the three items about the registrant needed to make a search: his full name, his date of birth, and his address **at time of registration**.

The address must include a city, county, and state.
For New York City, Chicago, Los Angeles, and Detroit,
it must also include a street address.

The RL-SL staff locates the records, extracts the requested information, enters it onto the extract form, then sends the completed form to the core technician.

(2) Samples of documents returned to technicians

[Selective Service Registration Card](#)
[Selective Service Classification Record](#)

(3) **Classification codes and definitions** – The classification codes and definitions are in [NRPC memorandum 1865.112, Figure 3-3.2, Selective Service System Classifications for WWI, WWII, and PWWII through 1976](#).

SELECTIVE SERVICE SYSTEM (SSS) RECORDS

1. Record types

Two primary types of Selective Service System (SSS) records are stored here in St. Louis:

- SSS Form 1, Registration Card (which provides evidence that a person registered), and
- SSS Form 102, Classification Record (which documents entry into, deferment from, or disqualification for service in any one of the service departments).

2. Non-archival SSS Records **Men Born On or After January 1, 1960**

a. Requests for non-archival SSS records – These records are not archival and are not stored in St. Louis. Technicians forward all requests for these records to:

[00204]
Selective Service System
Data Management Center
P.O. Box 94638
Palatine, IL 60094-4638

Note: Do not confuse this selective service information with the selective service information maintained at [State Offices](#).

b. Release of SSS information found in an OMPF – Non-archival records fall under restrictions placed on their release by the SSS. Although NPRC may have obtained copies of SSS registration or classification records in order to verify military service, technicians must abide by the following requirements (based on the Privacy Act and SSS policy):

IF the requester is...	AND the document in the OMPF is a copy of a ...	THEN...
the registrant	registration card	no redactions are required.
	classification record	redact third party SSNs.
someone OTHER THAN the registrant	registration card WITH WRITTEN PERMISSION of the registrant or deceased registrant's next of kin <i>NOTE: Proof of registrant's death is required if next of kin's permission is used.</i>	no redactions are required.
	registration card WITHOUT WRITTEN PERMISSION of the registrant or deceased registrant's next of kin	do not provide a copy of or release information from the card.
	classification record or transcript	redact all SSNs, including the registrant's.

If the request is not complete, inform the requester that the request must contain the registrant's full name, date of birth, address **at time of registration** with SSS, and signature. If registrant is deceased, requester must provide proof of death.

Requesters may also perform a Selective Service Online Registration Search at the SSS website (<https://www.sss.gov/RegVer/wfVerification.aspx>). Questions may be directed to the SSS at (847) 688-6888.

3. Archival SSS Records **Men Born Before January 1, 1960**

All SSS records (from all 50 states, District of Columbia, Panama Canal Zone, Puerto Rico, and Virgin Islands) for men born before January 1, 1960 are archival and have been transferred to the National Archives at St. Louis. The Archival Operations Branch (RL-SL) provides reference service on these records.

a. Instructions for the public – Request forms may be downloaded from the SSS website at <http://www.sss.gov/records.htm>. The address for all requests involving registrants born before January 1, 1960 is:

[00637]
National Archives & Records Administration
National Archives at St. Louis
ATTN: RL-SL
P.O. Box 38757
St. Louis, MO 63138-0757

b. Instructions for core technicians and coaches when SSS requests are assigned to technicians in CMRS – If an archival SSS record request (for a registrant born before January 1, 1960) is assigned in CMRS to a core technician, the technician notifies the coach or ET who sends an email to stl.archives@nara.gov, with the SR number and “Reassign” in the subject line.

c. SSS records needed for reconstruction

(1) Request process – The core technician completes NA Form 13160, FAX Request for Military Records/Information, including the three items needed to make a search: Registrant's full name, date of birth, and address **at time of registration**. (NOTE: The address must include a city, county, and state. For New York City, Chicago, Los Angeles, and Detroit, the request must also include a **street address**). The core technician sends the completed form by email to stlsearch.archives@nara.gov. The RL-SL staff locates the records, extracts the requested information, enters it onto the extract form, then sends the completed form to the core technician.

(2) Samples of documents returned to technicians

[Selective Service Registration Card](#)
[Selective Service Classification Record](#)

(3) Classification codes and definitions – The classification codes and definitions are in NRPC memorandum [1865.112, Figure 3-3.2, Selective Service System Classifications for WWI, WWII, and PWII through 1976](#).

Requests for Separation Documents

Last Updated: 11/7/2014

Background. The term "separation document" commonly refers to a DD Form 214, Certificate of Release or Discharge from Active Duty, or the equivalent form used before January 1, 1950. A separation document is generally issued when a service member performs active duty or at least 90 consecutive days of active duty training. The information contained on the form is normally needed to verify military service for benefits, retirement, employment, or membership in veterans' organizations. If the veteran did not perform any active duty or did not meet the timeline for ADT, then furnish service documents that verify his/her reserve service. These documents should show the [reserve service](#) from "start" to "finish."

More than half of the requests we receive are for separation documents. Follow these procedures to ensure a correct response, but keep in mind:

- A military record might have several separation documents for different periods of service.
- Some separation documents are in poor condition.
- Specific typographical errors should be corrected.
- There are many official forms equivalent to separation documents.
- Furnish **ALL** separation documents unless a specific one is requested
- A separation document was "never issued" for some periods of active service.

Table 1. Procedure - Providing Separation Documents. Some requests may require all steps be completed, while others may not. Review all steps to ensure a correct response.

Step	Action
1	<p><i>For archival records requests do not continue, STOP.</i></p> <p>Go to CRG, Archival Response Guide.</p>
2	<p><i>For fire-related records in which separation documents were destroyed or damaged beyond use.</i></p> <p>Go to CRG, Records Reconstruction, and paragraph Service Data Reconstruction, then return to this CRG and complete the following steps.</p>
3	<p>Review the request and verify it is properly authorized (see NPRC 1865.16(series), Release and Access Guide for Military Personnel and Related Records at the NPRC).</p>
4	<p>Review the request for the following special situations.</p>

IF requester...	THEN...
states the purpose is for recording in the state of California	<ul style="list-style-type: none"> Identify the case as "California Case" for copy staff. Prepare NA Form 13040-B, Authentication Certificate, for the Core Manager or "acting Core Manager's signature. Provide two (2) sealed copies of separation documents with the certification. Go to Step 9 <p><i>Note: For California cases, requesters must clearly say they need the DD Form 214 for recording purposes</i></p>
Asks for Member 4 copy of separation document	<p>Explain this in the response document by using Get Paragraph > Separation Documents > Member-4 copy explained.</p> <p><i>Note: Sometimes the Department of Veterans Affairs (VA) or other authorized requesters may ask veterans for a Member 4 copy of their DD Form 214. This copy is not always in the military personnel record, so furnish a copy of the DD Form 214 that has the same information as the Member 4 un-redacted copy.</i></p>
Provides copies of documents	<p>Process and use incoming documents following NPRM 2009-03 Instructions for annotating documents received from unofficial sources.</p> <p><i>Note: Copies of documents from unofficial sources are the ones we receive from non-government agencies and individuals. In addition to the separation document, ask requester for the discharge or retirement certificate. It might contain information you can use to request a search of alternate records or help you prepare an NA Form 13038.</i></p>

5

Do NOT prepare an NA Form 13038, if a DD Form 214 or equivalent was not and should not have been issued. The following are examples:

IF...	AND the request is for...	THEN...
A veteran discharged after	all or specific	Check existing DD Form(s) 214 for prior service in the remarks section (block

<p>1979 immediately re-enlisted and has no break in service</p>	<p>period(s)</p>	<p>18). If prior service is shown, furnish copy/copies and use Get PP>>Separation Documents>>Since Sept 1979, Block 18 of 214 reflects continuous AD in your response document. If prior service is not shown in remarks, prepare a NA Form 13038.</p>
<p>An Air Force veteran served before 1979</p>	<p>Specific period(s)</p>	<p>Furnish AF Form(s) 1166, Record of Discharge and Immediate Reenlistment in the Regular Air Force, in lieu of DD Form 214 and use Get PP>>Separation Document>>DD Form 214 not issued, AF Form 1166 provided. Sometimes Air Force issued an AF Form 1166 instead of a DD Form 214. Affix NARA's seal to form(s).</p>
<p>The final DD Form 214 consists of continuous AD involving two different characters of service (e.g. Honorable and Other Than Honorable)</p>	<p>Honorable period of service</p>	<p>Send copy/copies of the existing DD Form 214, if veteran served in the Air Force, Army, Coast Guard, Marine Corps, or Navy and use the following pattern paragraph: Get PP>>Referral > Continuous AD with two different characters of svc. If needed, the service department will request the service record from our office.</p> <p><i>Note: The Marine Corps Liaison Office located here at 1 Archives Drive, St. Louis, MO 63138 is the contact address for MC and not Headquarters, Quantico.</i></p>

6

Identify all the requested Active Duty separation documents in the record. The form names of separation documents are listed below:

- DD Form 214 and continuation page(s)
- DD Form 215 (if on file)
- DA Form 1569 (see Note below)
- DARP Form 3069 (see Note below)
- NAVPERS 553
- NAVMC 78PD
- NAVCG 553
- WD AGO 53
- WD AGO 55
- WD AGO 53-55
- WD AGO 53-98
- WD AGO Form 0150-4 (see Note below)

Note: Army records might contain a DA Form 1569 or DARP Form 3069. Both forms are **transcripts of military record**, but WD AGO Form 0150-4,

Transcript from Enlisted Record, is an earlier version of the form. These Army transcripts are similar to our NA Form 13038, **Certificate of Military Service**. If one is located in the record, you should furnish it just like you would a regular separation document. Other numerical versions of these transcripts might exist in Army records and in the records of other service departments. Use them to verify active service when located in the service record.

7

Review request for the following:

IF service was...	THEN...
Active duty only	Provide copy of all DD Forms 214 or equivalents unless a specific one is requested. (<i>Web requests only provide the individual's release date; do NOT mistake this for indicating a request for one specific period of service.</i>)
Active duty training (ADT) with subsequent Reserve/National Guard service	Provide copy of ADT DD Form(s) 214 or equivalents and/or NGB Form 22 and final discharge order. You MUST use the following pattern paragraph: Get PP>>Separation Documents>>DD Form 214 issued for AD or ADT 90 days, no other. Note: For 90 or more days of ADT, if separation document is missing, use official alternate source documents located in the record(e.g. orders, DD Form 220, NAVPERS 601 (11), NAVMC 798, DA Forms 20/2-1, AF Form 7, CG 3034 or 4175, etc) to prepare a NA Form 13038
Reserve/National Guard service only	Provide copy of service documents that verify reserve service from "start" to "finish." The following are examples of service documents you may furnish: enlistment contract, NGB 22, final discharge order or Navy, MC, CG service page(s), the additional documents shown in the "Note" above, etc. You MUST use the following pattern paragraph: Get PP>>Separation Documents>>DD Form 214 not issued, no AD or less ADT 90 days

Note 1: For Reserve/National Guard service, if request is for a VA home loan, also provide a copy of all available [retirement points](#).

Note 2: If retirement points are not in the Army paper record or its PERNET database, furnish available documents/information contained in the record. In addition, you should include in your letter Army's referral address for veteran (or authorized requester) to contact directly.

Note 3: If veteran’s electronic record is found in DPRIS but record does not contain specific document(s) requested, follow the instructions provided in [DPRIS, Figure 1: DPRIS Applications](#).

Note 4: If the National Guard record is not on file or service is either partially identified or not identified in the record, select one of the appropriate National Guard pattern paragraphs to refer requester to the National Guard.

8

Verify that the separation documents/equivalents are readable by checking the following:

- name
- component
- entry date
- separation date
- rank at separation, and
- character of service.

IF...	THEN...
The record copy is readable	go to Step 9 .
The record copy is unreadable	<p>FOR a redacted copy</p> <ul style="list-style-type: none"> • Furnish a simple statement of service in your response document. • Include the unreadable document(s) with the simple statement of service. • Go to Step 9. <p>FOR an un-redacted copy</p> <ul style="list-style-type: none"> • Prepare NA Form 13038, Certification of Military Service, for the period. • Include the unreadable document(s) with the NA Form 13038. • Go to Step 9

9

IF THE REQUEST IS FROM...	THEN...
The veteran, his/her legal representative, or deceased veteran’s next of kin (NOK)	Make two (2) copies of the following documents, if applicable:

	<ul style="list-style-type: none"> • Separation documents (see Step 5) and their continuation pages • DD Forms 215
A routine user or an authorized third party	<p>Furnish one copy (1) of the following documents, if applicable:</p> <ul style="list-style-type: none"> • Separation documents (see Step 5) and their continuation pages (see Note 2 below) • DD Forms 215

When furnishing the separation document...

- Verify that the copies are readable. See [Step 8](#)
- **Do NOT** re-dact the name and address (item 19b) of the nearest relative if request is from the veteran, his/her legal representative, or deceased veteran's NOK.
- Emboss all separation documents (including continuation page(s) and DD Form(s) 215) with the NARA seal. Although it is not necessary to place a seal on an NGB Form 22, there is nothing wrong in doing so. Place the seal at the bottom right-hand corner of the documents.
- Send all separation documents unless the requester asks for a specific period of service. [Step 5](#).

Note 1: *Prior to the DD Form 214, some separation documents have information on the reverse side. Always copy the reverse side, if anything is included on the back. If the reverse side has no remarks and this side has been requested, write on the front of the copy: "No remarks on reverse."*

Note 2: *Occasionally, the DD Form 214 has an additional page called a "continuation page." Copy and send it with the DD Form 214. The DD Form 214 "Remarks Section" has words like "Continuation, continued, or cont" to indicate the existence of an additional page.*

10

Verify that the separation documents cover all periods of active service stated by the requester. Be aware of the following:

- For service members who indicate service as enlisted and officer, provide separation documents for both.
- For a Certificate of Satisfactory Service on file in place of NAVPERS 553, prepare [NA Form 13038](#). *Note: This is not a separation document and will only apply to Navy.*
- For active periods for which no separation document is on file, prepare an [NA Form 13038](#) unless preparing one is inappropriate (see Note).

Note: *Do not prepare an NA Form 13038, if a DD Form 214 was not and should not have been issued, for the enlistment period stated by the requester. For*

examples see [Step 5](#)

11

When a veteran dies in service, the service department prepares a DD Form 1300, **Casualty Report**, instead of a DD Form 214 or equivalent.

IF casualty report is...	AND request is from...	THEN...
On file	the deceased veteran's NOK or NOK's legal representative	Provide two (2) copies of the Casualty Report embossed with NARA seal.
	an authorized third (3rd) party	Provide one (1) copy of the Casualty Report with embossed NARA seal.
Not on file	the deceased veteran's NOK or NOK's legal representative	Prepare and provide two (2) copies of NA Form 13038 embossed with NARA seal. Use Get PP>>Personnel Related Information>>Report of Death or Casualty missing-NA Form 13038 furnished to response to the request. Note: Save completed form to the response document.
	an authorized third (3rd) party	Prepare and provide one (1) copy of NA Form 13038 embossed with the NARA seal. Use Get PP>>Personnel Related Information>>Report of Death or Casualty missing-NA Form 13038 furnished to response to the request. Note: Save completed form to the response document.

12

Review your response for the following special situations.

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IF...	THEN...
Errors noted on a separation document	Go to Table 2. Errors Noted on a Separation Document .
Uncharacterized or entry level separation	Use Get PP>>Separation Documents>>Uncharacterized Entry Level Separation that explains the reason for an “Uncharacterized” or “Entry Level Separation.” <i>Note: Uncharacterized Entry Level Separation occurs when a person in an Entry Level Status, defined as the first 180 days of continuous active duty or active duty for training, is separated.</i>
Void enlistments	Go to Void Enlistments paragraph and tables below.
Record contains only a redacted separation document	Prepare NA Form(s) 13038. Use official documents in the record to obtain information missing from the redacted separation document. Furnish copy/copies of redacted separation document and NA Form 13038. See Step 9 to see the number of copies to furnish.

13

Review for Redactions. See [CRG, Redactions of Restricted Information on Photocopied Documents](#) which shows the authorized methods for redacting copies. Follow the table below and see [Step 9](#) to find out the number of copies to furnish:

IF the separation document is on a form dated...	And request is from...	THEN...
July 1, 1979 or later	The veteran or authorized representative or deceased	Do NOT black-out (or redact) the nearest relative’s name and address (item 19b) or the Special Additional Information Section (items 23-30)

	<p>veteran's NOK</p>	<p>unless a redacted copy is requested. <i>(You do NOT redact 19b even if it is different from 19a.)</i></p> <p>However...</p> <p>If a redacted copy is requested, black-out the items mentioned above. <i>(You redact 19b if it is different from 19a.)</i> Include in your reply Get PP>>Release of Information>>Privacy Act, other individuals SSN or personal data deleted.</p> <p>Note: <i>Sometimes a redacted copy is requested when an un-redacted copy is actually needed. If the purpose of the request is for benefits, employment, education, etc, send two copies of both.</i></p>
	<p>An authorized third (3rd) party requester</p>	<p>Black-out item 19b and items 23-30 if an un-redacted copy is not authorized. <i>(You redact 19b if it is different from 19a.)</i></p> <p>However...</p> <p>If an un-redacted copy is authorized, only black-out item 19b, if the address is different from 19a. Include in your reply Get PP>>Release of Information>>Privacy Act, other individuals SSN or personal data deleted.</p>
<p>June 30, 1979 or earlier</p>	<p>The veteran or authorized representative or deceased veteran's NOK</p>	<p>Do NOT redact, if an un-redacted copy is requested.</p> <p>However...</p> <p>If a redacted copy is requested, redact the items listed below. Include in your reply Get PP>>Release of Information>>Privacy Act, other individuals SSN or personal data deleted.</p>

Note: Sometimes a redacted copy is requested when one that is un-redacted is actually needed. If the purpose of the request is for benefits, employment, education, etc, send two copies of both.

An authorized third (3rd) party requester

Black-out these items, if an un-redacted copy is not authorized:

- the authority for separation
- narrative reason for separation
- separation (SPN/SPD) Code
- reenlistment Eligibility Code (RE-Code)
- remarks about eligibility, and
- recommendation for reenlistment

However...

If an un-redacted copy is authorized, **do NOT** black-out the items above.

Note: Some earlier editions of separation documents may not contain all items listed (for example, NAVPERS 553).

Caution: Separation documents sent to third parties must be a redacted copy. If an un-redacted separation document is needed, the veteran or NOK of a deceased veteran must specifically authorize the release.

Note: Some cores have created templates to use for redacting separation documents. If this is the practice on your core, continue to follow these established procedures until further notice.

14

Determine if fees are due by following the table below:

IF separation is ...	AND purpose is...	THEN...
Honorable	Any	No fee case

	<p>Other Than Honorable (OTH)</p>	<p>Discharge Review Board/corrections. Request states needed for the Discharge Review Board or record correction.</p> <p>Financial benefits. Request states needed for financial benefits (e.g. prospective employer, unemployment compensation claim, etc).</p> <p><i>Note: For third party requesters, with the veteran's consent, provide them a copy of a redacted DD Form 214 (or equivalent). If the request specifically authorizes un-redacted copy, send it.</i></p> <p>Outside the United States (US).Request alleges paternity and/or non-support, civil or criminal actions, and any requests from veterans living outside the US. Most requests will require either the veteran's consent, or they are referred to the appropriate service department. For further information, see NPRC 1865.16, Part 3 and the note below.</p> <p><i>Note: Refer the request, but do NOT send the record to the service department. If needed, it will be requested through eMilrecs.</i></p> <p>Government bodies. Request from federal, state, territorial, county, or municipal governments, provided the service is given directly to the requesting office and not to the veteran or NOK in care of that office.</p> <p>However, if the inquiry concerns one of the three matters specified above, provide the separation document to the veteran at no charge.</p>	<p>No fee case</p>
	<p>Other Than Honorable (OTH)</p>	<p>Any other than those listed above.</p> <p><i>Note: Follow your core's established procedure when routing fee cases and related documents to the fee clerk in accordance with NPRC1852.1, ch. 3. This procedure also applies if the inquiry pertains to two or more periods of service in which one period is OTH service.</i></p>	<p>Fee case</p>

Additional Related Articles:

NA Form 13038, *Certification of Military Service*

VA Home Loans

Retirement Points

Redactions of Restricted Information on Photocopied Documents

Separation Documents - Special Situations

Table 2. Errors Noted on a Separation Document. Technicians must look for errors in the following categories: veteran's name, service/social security number, date of birth, date of entry or date of separation/discharge. If an obvious mistake is found, you **MUST** correct it, if the correct information is found on official documents in the record (e.g. enlistment contract, DD Form 1966, DD Form 398, orders, Navy/MC/CG service record pages, etc). Follow the table below to correct an error on separation documents.

FOR requests from...	THEN...
Veterans (or their legal representative) or NOK of deceased veterans	prepare DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty . See CRG, DD Form 215 (Correction to DD Form 214, etc) .
Recruiters, state Adjutant General's Office, or DoD officials	Send a copy of the DD Form 214, but let requester know which item is incorrect. Furnish the correct information in your response document. (Example: <i>The date of birth is January 15, 1979 instead of January 16, 1979, as shown on enclosed DD Form 214.</i>) <i>Note: Upon request from the veteran a DD Form 215 will be issued and mailed directly to the veteran.</i>
Authorized third parties (other than the above)	Send the requester an NA Form 13038 in lieu of separation document.

Void Enlistments. A void enlistment occurs when a person begins active duty and then leaves service because the enlistment contract is cancelled. For these requests, follow the Table 3a and Table 3b below.

Table 3a. Void Enlistments with Separation Document. Follow the table below.

IF the record...	THEN...
Contains DD Form 214 or equivalent which shows separation as "VOID"	For all branches of service: copy and furnish the number of copies indicated in Step 9 .

	If a first (or second) request from an eligible requester specifically asks for information about the void enlistment, send copies of the administrative documents that pertain to it.
Does not contain a separation document, but a void enlistment is indicated by other documents in the record or by the wording on the request	go to Table 3b .

Table 3b. Void Enlistments with No Separation Document. Follow table below.

If request is from...	THEN...
<ul style="list-style-type: none"> • A routine user • The veteran • The veteran’s representative • The deceased veteran’s NOK • The NOK’s representative 	<ul style="list-style-type: none"> • Send copies of the administrative documents pertaining to the void enlistment. Prepare a letter to inform requester a separation document was not issued. Select Get PP >> Separation Documents >> DIR-No Sep Doc-Admin Docs Furnished. <p><i>Note: The service department will request the record if it is needed.</i></p>
An unauthorized requester	Treat void enlistments like requests for un-redacted separation documents. Furnish requested information only to the extent required by the Freedom of Information Act: e.g. a simple statement of service. For release information see (NPRC 1865.16(series), Release and Access Guide for Military Personnel and Related Records at the NPRC).

Table 4. DD Form 214, Copy 1-8 Explained (July 1, 1979, revision). Use of this revision by all military service departments was effective October 1, 1979. Copies are issued by the military services and distributed as follows.

Copy	Title	Comments
Copy 1	Member/veteran	Does not have items 23 thru 30, Special Additional Information.
Copy 2	Master Personnel Record	Contains all items.
Copy 3	Department of Veterans Affairs	

Copy 4	Member/veteran	When requested by veteran (contains all items)
Copy 5	Department of Labor	
Copy 6	State Director of Veterans Affairs	
Copy 7	Field Record Group	
Copy 8	As required by special instructions	

Copy 1 (Member/Veteran) DD Form 214 found in the record. In some instances, NPRC receives service records containing the original (#1) Copy of the separation document as well as the designated (#2) record copy. At time of separation, if an individual does not want his/her original DD Form 214, it is kept in the record until requested.

In response to most requests, we do not furnish original documents. However, if a veteran requests the original (# 1) copy of his/her DD Form 214, discuss the matter with your coach or ET. Then follow these effective measures: (1) Check the record for the (#2) record copy. It **MUST** contain that copy or a legible copy of another one listed in Table 4. (2) Make a photocopy of the original before sending it. (3) Make a note of actions taken in CMRS.

SERVICE NUMBER INFORMATION

1. **Introduction.** It was not until February 28, 1918, that the first service number was issued to an enlisted man. Master Sergeant Arthur B. CREAN holds the unique distinction of receiving Army service number 1. Officers did not receive service numbers until June 1921. General Pershing, who was then Chief of Staff, received the number O-1.
2. **Periods of issuance for service numbers.** Tables attached as [Fig. A-1](#) contain service number series broken down by issuance periods as short as feasible. When not feasible to break down by short periods, an effort was made to break down series into periods closely corresponding with those covered by specific records groups, some of which were lost in the July 1973 NPRC fire. For easy reading, numbers are entered in the "Series" column in the conventional style with a comma between each three digits starting from the right, however, no relationship between this and the way numbers are encountered in correspondence and on military records is intended. The most prevalent style in which numbers are encountered in correspondence and records is depicted by the following:

Air Force----- 00 000 000 (older usage) or 00000000 (until 7-1-69)

Army ----- 00 000 000 or 00000000

Coast Guard----- 000-000; 0000-000

Marine Corps ---- 000000

Navy ----- 000000 for Officers
000-00-00 (older usage) for Enlisted
000-00-00 or B00 00 00 (until 7-1-71) for Enlisted

Many groups of numbers issued out of their normal sequence may be inaccurately or incompletely accounted for in this brief table. These are numbers, for instance, which were surplus due to an over estimate of needs in the area or category for which initially set aside. In these cases, however, the tables indicate general trends. "EM" means enlisted personnel (including draftees), men as well as women. "Ofcr" means officers and includes warrant officers.

3. **Service number prefixes and suffixes.** The majority of prefixes and suffixes were for Air Force and Army. None are known to have been used with Coast Guard service numbers. For Marine Corps, only "O" (Officer) and "W" (Women) were used. Navy used "W." In addition, beginning in December 1965, Navy enlisted personnel received six digit numbers with a letter prefix. The first series used was "B10 00 00 thru B99 99 99." When all these were used, succeeding letters of the alphabet were assigned with the same series of numbers, however, letters which may have resulted in confusion with other letters or with other identification numbers were not used. The various prefixes and suffixes assigned are contained in [Fig. A-2](#).

SERVICE NUMBER PREFIXES

Service numbers were assigned by the following entrance stations to Air Force and Army personnel.

<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
AL	14	34	53	NV	19	39	56
AK	19	39	502	NH	11	31	51
AZ	19	39	56	NJ	12	32	51
AR	18	38	54	NM	18	38	54
CA	19	39	56	NY	12	32	51
CO	17	37	55	NC	14	34	53
CT	11	31	51	ND	17	37	55
DE	12	32	51	OH	15	35	52
FL	14	34	53	OK	18	38	54
ID	19	39	56	OR	19	39	56
GA	14	34	56	PA	13	33	52
IL	16	36	55	RI	11	31	51
IN	15	35	52	SC	14	34	53
IA	17	37	55	SD	17	37	55
KS	17	37	55	TN	14	34	53
KY	15	35	52	TX	18	38	54
LA	18	38	54	UT	19	39	56
ME	11	31	51	VT	11	31	51
MD	13	33	52	VA	13	33	52
MA	11	31	51	WV	15	35	52
MI	16	36	55	WA	19	39	56
MN	17	37	55	WI	16	36	55
MS	14	34	53	WY	17	37	55
MO	17	37	55	HI	101	201	50
MT	19	39	56	Panama	102	302	501
NE	17	37	55	PR	104	304	501

(1) Name of state and territory; (2) Regular Air Force and Army;
 (3) Draftees 1940-1946 (4) Draftees 1948-1969.

Service Record Locator for Pre-Registry Files

Locating Navy, USMC, & USCG Records				
		Status of Personnel	How Filed	Period Covered
	Navy I	Enlisted	Alpha	1885 to 8/31/39
	Navy II	Enlisted	Alpha	9/1/39 to 8/31/47
*	Navy Registry 72'	Enlisted & Officer	1 to 884932	1972 to Current
	Navy Officers	Officer	Service # 532 to 699129	1902 to 12/29/67
	Fitness Reports Navy Officers	Officer	Alpha & Service Number 576 to 695245	1902 to 12/29/67
	Navy PWW	Enlisted	Alpha	9/1/47 to 12/31/63
**	Marine Corps	Enlisted	Service # 20001 to 1699997	1893 to 12/31/63
***	Marine Corps	Officer	Backward Search Service #01000 to 86999	1893 to 12/31/63
	BUMED – Navy Meds	Enlisted & Officer	Alpha	1912 to 12/31/63

	Coast Guard	Enlisted & Officer	Registry # 41 to 438645	1912 to 12/31/63
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* 884933 to 4910074 – 3 rd Floor	Registry Begins 1/1/64
** <i>Should Be In Navy Registry Files</i>	5660489 to 9572397 – 2 nd Floor
*** Marine Corps Officers Start With Last Three Digits	
000 001 to 884932 – 5 th Floor	9572398 to Current – 5 th Floor
4910075 to 5660488 – 5 th Floor	

REQUESTING PRE-REGISTRY RECORDS

If requesting a **Navy Personnel Jacket**, furnish the full name (last/first/middle), service number, year separated, and record block (WWI, WWII, PWW, Navy Registry).

If requesting a **Marine Corps Personnel Jacket**, furnish the full name, service number, and record block (MC Enlisted or MC Officer).

If requesting a **Navy or Marine Corps Health Jacket**, furnish the full name, service number, date and place of birth, and record block (Medical).

NOTE: If you need the personnel record for a former member of Navy or Marine Corps and do not have the service number, request a search for the health record. The health record can be located with a full name and date and place of birth. You will then have the service number needed to search for the personnel record.

Service Record Page Locator

Navy Service Page Locator			
DATA	WWII	PWW	OFFICER
Administrative Remarks	p9	p13	Official correspondence
Assignments/Units	p9 or 12	p5 or 13	NAVPERS 979 (official biography sheet), official correspondence
Awards	p9	p4, p13	Official correspondence
Beneficiary	p7	DD Form 93 (emergency data)	DD Form 93-1 (emergency data), beneficiary slip
Disciplinary	p9	p6, p13	Official correspondence
Emergency		p3, DD Form 93	DD Form 93-1 (emergency data)
Leave Record	p4	p8	NAVPERS 329, (leave record), NAVPERS 321 (report of leave absence), NAVPERS 601-8
Proficiency or Conduct Rating	p10	p9	Fitness reports
Promotions/Reductions	p9x	p4, p7	Appointment letter, acceptance of oath
Record of Discharge	p7, p11	p14	Official correspondence
Retirement Points	N/A	p11	Record of naval service, officer computation of retirement eligibility credit
Schooling/Training	p9	p4	Orders, NAVPERS 340
Sea Service	p9	p13	Orders, official correspondence, officer biography sheet
Time Lost	p6, p9	p7 or p8	Official correspondence
Training Duty	p9, 9b, 10	p11, 13, orders	Orders, fitness reports, official correspondence, computation of retirement eligibility and credit
Transfers & Receipts	p9	p12/13	Official correspondence

Marine Service Page Locator

DATA	1940-42	1942-49	1949-	OFFICER

Assignments/Units	Muster roll card, p4	p4	p3	Qualification record, p2, NAVMC 118 (8) PD, Record of Service, NMC 545A
Awards	Muster roll card, NAVMC 78	Muster roll card, NAVMC 78, p13	Muster roll card, NAVMC 78, DD 214, p9	NAVMC 78 PD, DD 214, qualification record, p9
Beneficiary	NAVMC 501, DD Form 93, NAVMC 10526	NAVMC 501, DD Form 93, NAVMC 10526	NAVMC 501, DD Form 93, NAVMC 10526	DD Form 93, beneficiary slip, NMC 502A&I
Disciplinary	p10,p33	p10, p33	p12/13	Official correspondence
Foreign Service	Muster Roll, p4, p12	Muster roll card, p4, p12	Muster roll card, p3, p9	Qualification record, p1, p2, orders
Leave Record	p11	p11	p16	Qualification record, p16
Promotions/Reductions	Muster roll card, p25	Muster roll card	Muster roll card, p2 or p5	Official correspondence, qualification record, p1
Record of Discharge	Muster roll card	Muster roll card	Muster roll card	Official correspondence
Retirement Points	N/A	N/A	NAVMC 798	Officer qualification card
Schooling/Training	p21 or p8	p21 or p8	p8	Official correspondence
Test Scores	NAVMC 78PD, p8 or 10	NAVMC 78PD, p8 or 10	NAVMC 78PD, DD 214, p8	NAVMC 78PD, DD 214
Time Lost	NAVMC 78PD	NAVMC 78PD	NAVMC 78PD, DD 214, p5, p6 or p14	NAVMC 78PD
Training Duty	Muster roll, card, p4	Muster roll card, p4	Muster roll card, p3	Officer qualification record, p2, orders

Coast Guard Service Page Locator

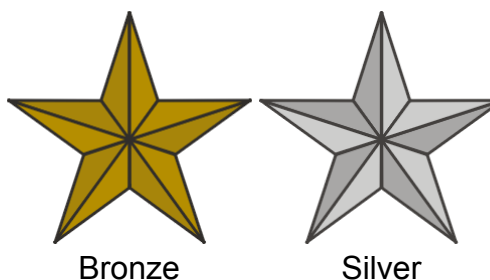
DATA	ENLISTED	OFFICER
Administrative Remarks	Form 2500C, CG 3305, CG 3307	Official correspondence
Assignments/Units	Form 2500C,CG3305 NAVCG 553, DD214	Fitness Reports, NAVPERS 310, 310A, 311
Awards	NAVCG 553, DD 214, Form 2500C, CG 3305	NAVCG 553, DD 214, official correspondence
Beneficiary	NCG 2529, Designation of Beneficiaries for Death Gratuity;	Application for Commission

	Record of Emergency Data – DD Form 93, 93-1; Enlistment Contract	
Disciplinary	Form 2500C, CG 3305, NCG 2599	Official correspondence
Emergency	DD Form 93, 93-1; Enlistment Contract	DD Form 93, 93-1, Application of Commission
Leave Record	Form 2500C, CG 3305, NCG 2599	Officer Leave Record, official correspondence
Promotions/Reductions	Form 2500C, CG 3305, NCG 2599	Official correspondence
Record of Discharge	Form 2500C, CG 3305, CG 3309	NAVCG 553, DD 214, NCG 2599, CG 3644-SM
Schooling/Training	NAVCG 2719, Enlisted Personnel Qualification Card; NAVCG 2599, CG 3303	Official correspondence
Test Scores	NAVCG 2719	Official correspondence
Time Lost	Form 2500C, CG 3305	Official correspondence
Training Duty	Form 2500C, CG 3305, Report of Change in Personnel Assignment (NCG 2599)	Reserve Status Card (CG 3303) or Point Record Card (CG 3034)
Transfers & Receipts	NAVCG 2719, CG 2500C, CG 2996, Abstract of Service, CG 3307	Official correspondence

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Service Star



Bronze

Silver

Service stars are worn on **campaign and service ribbons** to denote an additional award. A Silver star is worn instead of five bronze service stars. The bronze star is also affixed to the parachutist badge to denote participation in a combat parachutist jump, retroactive to 7 Dec 1941. Service stars are authorized for wear on the following campaign and service medals and or ribbons:

- World War I Victory Medal
- American Defense Service Medal
- American Campaign Medal
- Asiatic-Pacific Medal
- European-African-Middle Eastern Campaign Medal
- Korean Service Medal
- National Defense Service Medal
- Prisoner of War Medal
- Armed Forces Expeditionary Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 6-8](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Codes

A service code is assigned to identify the specific type of record.

AF	Air Force personnel/medical records (paper).
AFF	Air Force personnel/medical records (all microfiche).
AFM	Air Force personnel/medical records (mixed mode*).
AFP	Air Force personnel records (medical records sent to VARMC or VARO at time of separation).
AR	Army personnel/medical records (paper).
ARM	Army personnel/medical records (mixed mode*).
ARP	Army personnel records (medical records sent to VARMC or VARO at time of separation).
ART	Army retiree records (personnel/medical).
CG	Coast Guard personnel/medical records (paper).
CGP	Coast Guard personnel records (medical records sent to VARMC or VARO at time of separation).
NP	Navy personnel records (paper).
NVP	Navy personnel records (medical records sent to VARMC or VARO at time of separation).
PM	Combined Navy personnel/medical records (paper).
PMM	Combined Navy personnel/medical records (mixed mode*).
AM	Combined Marine Corps personnel/medical records (paper).
AMF	Marine Corps personnel/medical records (all microfiche).
AMM	Marine Corps personnel/medical records (mixed mode*).
MC	Marine Corps personnel records (paper).
MCP	Marine Corps personnel records (medical records sent to VARMC or VARO at separation).
MC Enlisted	Non-registry Marine Corp enlisted record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
MC Officer	Non-registry Marine Corp officer record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
MC Archival	Archival Marine Corp record. These records have been transferred to NARA's custody.
Navy Medical	Non-registry Navy Medical record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
Navy Officer	Non-registry Navy Officer record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
Navy PWW	Non-registry Navy PWW record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
Navy WWII	Non-registry Navy WWII record entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Registry Number entry will be "Non Registry"
NM	Navy medical records, Marine Corps medical records (paper).

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Codes

NR	Vault Flag.
NGB	National Guard Bureau records.
NV Archival	Archival Navy record. These records have been transferred to NARA's custody.
QC	Auxiliary records at CPR.
QM	Auxiliary records at MPR. QC - Auxiliary records at CPR.
QT	Auxiliary records which are microfilmed and not suitable for filing as QM & QC.
QS	Any group of auxiliary records which cannot be indexed under one of the above categories.

* Mixed mode - personnel records on fiche; medical records on paper.

The following service codes are currently not in use, but have been reserved for future use.

ARF	Army personnel/medical records (all microfiche).
CGF	Coast Guard personnel/medical records (all microfiche).
CGM	Coast Guard personnel/medical records (mixed mode).
PMF	Combined Navy personnel/medical records (all microfiche).

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Registry Prefixes

All records in the service registry file, "B/R" registry file, and auxiliary file are identified by a registry number with a prefix. Prefixes assigned to date are:

Prefix	Description
A	Army service registry file.
B	Records recovered from fire and water-damaged files are now filed in "B/R" registry file. Use of prefix "B" was discontinued in April 1974, except in rare instances when "recovered" records are discovered, perhaps in the folder of another individual. When a record is added to the "B" registry file, a deleted number must be used.
C	(With QM service code, auxiliary file) Army hospital clinical record cover sheets and/or nominal index (admission) cards-military personnel. The three groups of digits in registry number designate respectively the box #, folder #, and page #, for desired record. Example: Registry number C 0059 173 098 signifies box 59, folder 173, and page 98.
D	(With QM service code) Army discharge special orders. The registry number system for this file is the same as for the "C" records above.
D	(With QT service code) Index information from the California Military Benefit Index.
E	Enlistment/induction service number registers showing date and place of entry into service. These also are in the QM series of auxiliary records file. The registry number system is the same as for the "C" and "D" records.
F	Air Force service registry file.
H	(With QT service code) Surgeon General's Office (SGO) Hospital Admission Card File which pertains to data concerning some Army hospital admissions during WWII and the Korean Conflict. The FAR indicates three groups of numbers in the data field normally used for registry number auxiliary file location. The three groups of digits designate respectively the listing year, the microfiche page #, and the frame #. NOTE: The FAR will NOT indicate the veteran's name, only the service number. This information is used to locate each related record on a microfiche listing. To interpret the coded record a blowback copy is made of the microfiche page. The codes are then entered to a computer screen format which interprets each code and generates a printout.
J	(With QM service code) Information from the Judge Advocate General (JAG) microfilm index. The FAR indicates veteran's name, service number, and court-martial Case Number. The Case Number is contained in the last six digits of the data field normally used for registry number auxiliary file location.
K	(With QM service code) Korean Prisoner of War computerized database. This database was extracted from the Korean Casualty File. The dates of incarceration as a Korean War POW are provided on a FAR in response to an inquiry. No search of the Korean Casualty File is necessary (See K with QT service code below).
K	(With QT service code) Korean Casualty File. Entries on this file appear on the FAR with a "K 0000 000 000" registry number. The FAR identifies a veteran listed in the Korean Casualty File, i.e., casualties and POW's of the Korean Conflict. The Korean Casualty File contains three separate microfiche listings each sorted into a different sequence. These listings arrange the complete file in alphabetical order; list the veterans alphabetically by home county and state; and provide an alphabetical extract of Prisoners of War.
M	(Reserved for miscellaneous types of records in small quantities that may be filed in the auxiliary records file.)
MC	Archival Marine Corp record. These records have been transferred to NARA's custody. The service code field for these records will be blank.
N	Navy service registry file.
NV	Archival Navy record. These records have been transferred to NARA's custody. The service code field for these records will be blank.
Non Registry	Non-registry records entered into registry for tracking purposes only. The record is still physically located in its original non-registry record block location. The corresponding Service Code entry will reflect the non-registry record block where the record is physically located.

Service Codes and Registry Prefixes used in the NPRC Registry System

Service Registry Prefixes

Prefix	Description
O	Vault Flag. Inserted in anticipation of receiving a military record of an NPRC employee or relative from one of the service departments. The record location of all such entries will be NR 0 000 000. Once received, the record will be housed in the security vault and a "V" Registry record location will be assigned.
P	(With QM service code) Pay records (final pay vouchers and payrolls, Army enlisted). The registry numbers for this file concerning World War I and II records designate only the folder in which record is to be found. Example: Registry number P 0000 089 159 signifies folder #89159. Within the folder, it is necessary to scan all records (not more than 50 in a folder) for one desired. Names on payrolls are arranged alphabetically by rank. Individual pay vouchers, for the most part, are not arranged alphabetically, rather numerically by Disbursing Officer Number. The registry numbers for this file concerning Post World War II records designate the box in which record is located along with folder number. Example: Registry number P 0922 034 010 signifies box 922 and folder (0)34, page (0)10.
P	(With QT service code) Philippine POW index cards.
R	Records reconstructed after March 16, 1974, and filed in "B/R" registry file.
S	Records treated ("Safeguarded") by the Preservation Unit, to remediate mold-contamination or some other condition, and now must be kept in a temperature and humidity controlled storage environment.
V	Permanent records filed in the vault ("VIP's") and temporary housing for the records of NPRC employees and their relatives.
W	(With QT service code) Paper records and backup microfilm for WWII Prisoners of War listed in alphabetical order. The FAR indicates veteran's name, service number, date of capture, and date of release or return to military control.
*	American Battle Monument Project (AMBM) on microfiche (World War II and Korea).

No registry prefix - Other registry file, pre-1964 Coast Guard.

Sources:

[NPRC 1865.115A](#)

[NPRC 1865.114, figure 5](#)

[NRP 2005-14](#)

SERVICEMEN'S GROUP LIFE INSURANCE AND VETERANS GROUP LIFE INSURANCE

The Department of Veterans Affairs (VA) is primarily responsible for administering the federal laws providing benefits to veterans and their dependents. Benefits include National Service Life Insurance, Servicemen's Group Life Insurance, and the Veterans Group Life Insurance programs.

Public Law 214, 89th Congress (Servicemen's Group Life Insurance) provides special indemnity insurance for members of the Armed Forces. They are automatically insured for \$10,000 unless they elect not to be insured or to be insured in the amount of \$5,000. The insurance remains in effect for 120 days after separation or release from active duty. During this period a member may convert to an individual policy with an insurance company qualified to participate in the program.

Public Law 291, 91st Congress (Servicemen's Group Life Insurance) increases from \$10,000 to \$15,000 the maximum amount of insurance authorized under the servicemen's group life insurance (SGLI) program. Extends coverage to all reservists, members of the National Guard, and ROTC members while engaged in authorized training duty and while traveling to and from such duty.

Public Law 289, 93rd Congress increases from \$15,000 to \$20,000 the maximum amount of insurance authorized under the servicemen's group life insurance (SGLI) program; extends full coverage to certain non-Regulars; creates a new \$20,000 term policy for people who leave active duty from the date of the bill and, on application, to those discharged within the four years preceding it; and provides that dividends, beginning January 1, will be paid to Korea-era servicemen who held Veterans Special Term Life Insurance.

Requests concerning insurance should be referred to the appropriate center for response.

Department of Veterans Affairs Insurance Centers

Insurance records of residents from the following (Eastern) states are located at:

Department of Veterans Affairs
Regional Office and Insurance Center
P.O. Box 8079
Philadelphia, PA 19101

Alabama	Maryland	Pennsylvania
Connecticut	Massachusetts	Puerto Rico (incl Virgin Is.)
Delaware	Michigan	Rhode Island
District of Columbia	New Hampshire	South Carolina
Florida	New Jersey	Tennessee
Georgia	New York	Vermont
Kentucky	North Carolina	Virginia

Maine

Ohio

West Virginia

Insurance records of residents from the following (Western) states are located at:

Department of Veterans Affairs
 Regional Office and Insurance Center
 Bishop Henry Whipple Bldg.
 Fort Snelling
 St. Paul, MN 55111

Alaska	Kansas	Oklahoma
Arizona	Louisiana	Oregon
Arkansas	Minnesota	South Dakota
California	Mississippi	Texas
Colorado	Missouri	Utah
Hawaii	Montana	Washington
Idaho	Nebraska	Wisconsin
Illinois	Nevada	Wyoming
Indiana	New Mexico	
Iowa	North Dakota	

Source: [NPRC 1865.37](#) and [NPRC 1865.112](#)

Figure 3-3.1: SF 88, Report of Medical Examination, (separation physical)

Standard Form 88
(Rev. June 1964)
Bureau of the Budget
Circular A-22 (Rev. 7-57)

REPORT OF MEDICAL EXAMINATION

ES-104-01

1. LAST NAME—FIRST NAME—MIDDLE NAME [REDACTED]		2. GRADE AND COMPONENT OR POSITION PFC E-3		3. IDENTIFICATION NO. [REDACTED]	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) [REDACTED]		5. PURPOSE OF EXAMINATION Separation 582884		6. DATE OF EXAMINATION 15Jan64	
7. SEX Male	8. RACE Cau	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY 3 CIVILIAN		10. AGENCY Army	11. ORGANIZATION UNIT Co A 1st BG 18th Inf
12. DATE OF BIRTH [REDACTED]		13. PLACE OF BIRTH Fouke, Arkansas		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN [REDACTED]	
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS PEC I WIN ARMY HOSPITAL FT RILEY KANSAS				16. OTHER INFORMATION	
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (TWA)	LAST SIX MONTHS

CLINICAL EVALUATION

NON-MAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNOR-MAL
<input checked="" type="checkbox"/>	18. HEAD, FACE, NECK AND SCALP	
<input checked="" type="checkbox"/>	19. NOSE	
<input checked="" type="checkbox"/>	20. SINUSES	
<input checked="" type="checkbox"/>	21. MOUTH AND THROAT	
<input checked="" type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Audiometry results under items 70 and 71)	
<input checked="" type="checkbox"/>	23. DRUMS (Perforation)	
<input checked="" type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 25, 26 and 27)	
<input checked="" type="checkbox"/>	25. OPHTHALMOSCOPIC	
<input checked="" type="checkbox"/>	26. PUPILS (Equality and reaction)	
<input checked="" type="checkbox"/>	27. OCULAR MOTILITY (Associated parietal muscles, optokinetic)	
<input checked="" type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)	
<input checked="" type="checkbox"/>	29. HEART (Throat, size, rhythm, sounds)	
<input checked="" type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)	
<input checked="" type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)	
<input checked="" type="checkbox"/>	32. ANUS AND RECTUM (Masses, hemorrhoids, fistulae) (Prostate, if indicated)	
<input checked="" type="checkbox"/>	33. ENDOCRINE SYSTEM	
<input checked="" type="checkbox"/>	34. G-U SYSTEM	
<input checked="" type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)	
<input checked="" type="checkbox"/>	36. FEET	
<input checked="" type="checkbox"/>	37. LOWER EXTREMITIES (Strength, range of motion)	
<input checked="" type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL	
<input checked="" type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
<input checked="" type="checkbox"/>	40. SKIN, LYMPHATICS	
<input checked="" type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 71)	
<input checked="" type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)	
<input checked="" type="checkbox"/>	43. POLYIC (Females only) (Check how done)	
	<input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

1" SCA - BACK @ hand

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth X—Missing teeth (L.S.A.)—Fixed bridge, brackets to include abutments
 I—Nonrestorable teeth XXX—Replaced by dentures

	R																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
	32	31	30	29	28	27	26	25	24	23	22	(21)	20	19	18	(17)	C
																	F
																	T

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

PLC-SL
CL-20CP

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.023		46. CHEST X-RAY (Place, date, film number and result) IUSAH Fort Riley, Kansas 48 217687 NSA 15 Jan 64	
B. ALBUMIN NEG	D. MICROSCOPIC		
C. SUGAR NEG	47. SEROLOGY (Specify test used and result) cardio negative	48. EKG	49. BLOOD TYPE AND RH FACTOR
		50. OTHER TESTS none	

Figure 2-2.2: SF 135, Records Transmittal and Receipt

RECORDS TRANSMITTAL AND RECEIPT										PAGE 1 of 1		
Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.												
1. TO (Complete the address for the appropriate records center serving your area as shown in 36 CFR 1228.150.)										3. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)		
NPRC Federal Records Center 9740 PAGE AVL. OR 111 WINNEBAGO ST. ST. LOUIS, MO 63132-5100 ST. LOUIS, MO 63118-4199										MILITARY FACILITY MAJOR SUBDIVISION MINOR SUBDIVISION MAILING ADDRESS CITY, STATE, ZIP CODE		
2. AGENCY TRANSFER AUTHORIZATION		TRANSFERRING AGENCY OFFICIAL (Signature and Title) <i>John Doe</i> JOHN DOE, RECORDS MANAGER						DATE 02/02/99				
3. AGENCY CONTACT		TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) JOE SMITH, RECORDS CUSTODIAN (303) 222-2222										
4. RECORDS CENTER RECEIPT		RECORDS RECEIVED BY (Signature and title) <i>William Archivist</i> WILLIAM ARCHIVIST, CHIEF, A & D SECTION						DATE 03/03/99				
RECORDS DATA												
ACCESSION NUMBER			VOLUME (or R)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	REEL PLAN	CONT. TYPE	AUTO DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	
052	94	0110	4		1990 Military Retiree Outpatient Records	W	SECNAVINST 5212.5C 6150/3a	204101		S	A	N
				1-4	0003 - 1530							
				2-4	1531 - 2565							
				3-4	2766 - 3386							
				4-4	5887 - 1899							
										14-11-10-91 — BOX 14-11-10-94 — SHELVING UNIT MODULE ROW — SHELF LEVEL		
NSN 7540-00-634-4093			135-107			Standard Form 135 (Rev. 7-83) Prescribed by NARA 36 CFR 1228.152						

Figure 3-3.3: SF 502, Clinical Record Narrative Summary

<p>Standard Form 502 Rev. August 1954 Bureau of the Budget Circular A-31</p>	<p>U.S. GOVERNMENT PRINTING OFFICE: 1953**</p>
CLINICAL RECORD	NARRATIVE SUMMARY
DATE OF ADMISSION— 16 October 1963	DATE OF DISCHARGE 18 October 1963
	NUMBER OF DAYS HOSPITALIZED 2
(Sign and date at end of narrative)	
<p>This 19 year old, PFC with 2½ years of military experience was admitted to Irwin United States Army Hospital on 16 October 1963, discharged 18 October 1963 for surgical observation of possible appendicitis.</p>	
CHIEF COMPLAINT: Abdominal pain.	
HISTORY OF PRESENT ILLNESS: The patient was apparently well until the evening prior to admission. At that time, the patient developed abdominal pain and vomited twice. The patient was able to sleep the night prior to admission but his pain was worse when he awakened. The patient had a poor appetite. There was no history of other gastrointestinal or genitourinary difficulties. The patient was referred to the Emergency Room where a white count of 13,000 was obtained and he was admitted for observation.	
PHYSICAL EXAMINATION: Was essentially negative except for the patient's abdomen. The abdomen was generally soft without spasm. There was minimal voluntary guarding in all quadrants. The abdomen was generally tender to deep palpation. There was generalized rectal tenderness, no worse in the right pelvis than the left.	
LABORATORY STUDIES: Urinalysis on admission showed a specific gravity of 1.020. There were 2-3 epithelial cells and 3-5 white cells per high power field. STS was not reactive. Repeat urinalysis showed only an occasional white blood cell. Repeat white counts showed 7,000 and 4,700 were obtained during the course of the patient's hospitalization.	
HOSPITAL COURSE: By the afternoon of admission, the patient's white count was within normal limits. It was felt that the patient's difficulty most probably represented gastroenteritis. The following morning, with the white count again within normal limits, the patient was started on oral feeding. By the next morning, the patient was essentially asymptomatic and was discharged from the hospital.	
DIAGNOSIS: 7934 Observation, surgical, for suspected appendicitis, none found.	
OPERATION: None.	
RECOMMENDATIONS: There are no specific recommendations.	
(Use additional sheets of this form (Standard Form 502) if more space is required)	
SIGNATURE OF PHYSICIAN ARTHUR J. L. SCHNEIDER, CAPT, MC	DATE 23 Oct 63
IDENTIFICATION NO. [REDACTED]	ORGANIZATION A/1/18th Inf.
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)	REGISTER NO. 393-063
	WARD NO. 2-A
IRWIN US ARMY HOSPITAL, FORT RILEY, KANSAS 23-8-b1	
<p>NARRATIVE SUMMARY Standard Form 502 102-107-02</p>	

Figure 3-3.4: SF 513, Clinical Record Consultation Sheet

MEDICAL RECORD		CONSULTATION SHEET	
REQUEST			
TO: <u>P.T.</u>	FROM: (Reporting physician or specialist) <u>Ortho</u>	DATE OF REQUEST <u>7 Nov 88</u>	
REASON FOR REQUEST (Complaints and findings)			
<u>26 y/o ADN E-5 = LBP SIP L5/S1</u> <u>Asymmetry Please provide Back School</u>			
PROVISIONAL DIAGNOSIS			
<u>① LBP</u>			
DOCTOR'S SIGNATURE <u>[Signature]</u>	APPROVED	PLACE OF CONSULTATION <input type="checkbox"/> BEDSIDE <input type="checkbox"/> ON CALL	<input type="checkbox"/> ROUTINE <input type="checkbox"/> TODAY <input type="checkbox"/> 72 HOURS <input type="checkbox"/> EMERGENCY
CONSULTATION REPORT			
PHYSICAL/OCCUPATIONAL THERAPY DEPARTMENT NAVAL HOSPITAL BETHESDA, MARYLAND 20814-5011		DATE/TIME CONSULT REC. <u>14 Nov 88 1300</u> INITIALS OF RECEIVER <u>[Signature]</u> SCHEDULED APPT. DATE/TIME <u>1345 16 Nov</u> THERAPIST <u>[Signature]</u>	
<p><u>11/16/88 (S:) get c10</u> <u>5 to 10/10 mid T. spine pain + 5/10 @ L-5 to</u> <u>(L) thigh pain - T-spine pain x = 1 yr. no trauma</u> <u>L-5 spine disc x > 5 yrs minimally relieved p</u> <u>back surgery 2 yrs ago - relate numerous PT back</u> <u>over the years - back school also @ Andrews AFB; set p</u> <u>with + stands & = long.</u> <u>(O:) posture = T lumber lordosis right shift (S);</u> <u>L-5 Rom minimally limited flexion = -10-20°;</u> <u>severely limited ext to = 10-20° esp. standing; T disk</u> <u>sys on ext; take a P/A L4&L5 + T34560000</u></p>			
(Continued on reverse side)			
SIGNATURE AND TITLE			DATE
IDENTIFICATION NO. <u>21</u>	ORGANIZATION <u>[Redacted]</u>	REGISTER NO.	WARD NO.
PATIENT'S IDENTIFICATION (For official use - contains your Name - last, first, middle, grade, rank, rate, hospital or medical center) <u>[Redacted]</u> <u>0434562 H 42-3</u>			
Records @ Navy Amex CASE FILE MAINTAINED IN PHYSICAL/OCCUPATIONAL THERAPY DEPARTMENT 433-2006		CONSULTATION SHEET STANDARD FORM 513 (Rev. 9-77) Prescribed by GSA/ICMFR FPMR (41 CFR) 201-45.505 513-108	

Figure 3-3.5: SF 600, Chronological Record of Medical Care

Standard Form 600
Promulgated Nov. 1952
By Bureau of the Budget
Circular A-32

HEALTH RECORD		CHRONOLOGICAL RECORD OF MEDICAL CARE			
DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION (Sign each entry)				
8 Nov 61	AID STAT, 21 ST INF. Having sinus pain (b) frontal & maxillary also has cough Rx: (1) APC's (2) Parvon (3) PBZ Bryd M. Spring, Capt MC				
1 Dec 61	AID STAT.				
DEC 15 1961	WARNER-POST-DISP DISP: HOSP: QTRS: DY: # WEEKS-SICK: D APO 20 L12b HTEMP: 99.0 LOD: 2:				
	sore throat past 3 days + injected post Pharyng. Neomulato esp. Mucos Pharyngitis Rx: (1) Proc. pen 600,000 u x 3 (2) saline gargles tid Bryd M. Spring Capt MC				
8 Feb. 1962	WARNER POST DISP DISP: HOSP: QTRS: DY: AID-29 TEMP: 99.0 LOD:				
	Having another sinus attack. Rx: APC's, CTM Tyline nose gels, Tetracycline 25 mg qid x 5. B. M. Spring				
SEX	RACE	GRADE, RATING, OR POSITION	ORGANIZATION UNIT	COMPONENT OR BRANCH	SERVICE, DEPT. OR AGENCY
M	CAU	PVT	B-21	RA...	ARMY
PATIENT'S LAST NAME-FIRST NAME-MIDDLE NAME				DATE OF BIRTH (DAY-MONTH-YEAR)	IDENTIFICATION NO.
[REDACTED]				[REDACTED]	[REDACTED]

ACL (1) 3-58-200M-70825

CHRONOLOGICAL RECORD OF MEDICAL CARE
Standard Form 600

SF 813, VERIFICATION OF A MILITARY RETIREE'S SERVICE IN NONWARTIME CAMPAIGNS OR EXPEDITIONS

- [REPLY LETTER WHEN PERS RECORD NOT LOCATED](#)
- [GENERAL](#)
- [RULES, NOTES, AND GENERAL INSTRUCTIONS](#)
- [AIR FORCE SOURCES](#)
- [ARMY SOURCES](#)
- [NAVY & MARINE CORPS SOURCES](#)
- [COAST GUARD SOURCES](#)
- [UNABLE TO VERIFY CREDITABLE CLAIMED CAMPAIGN](#)
 - a. [AIR FORCE](#)
 - b. [ARMY](#)
 - c. [NAVY/MARINE CORPS](#)
 - d. [COAST GUARD](#)
- [CAMPAIGNS/EXPEDITIONS](#)
- [APO'S](#)

REPLY LETTER WHEN PERS RECORD NOT LOCATED

Usually when a record is not found ("negative") MPR forwards the request to the service department. However, DO NOT forward SF 813 negatives to the **Air Force** or **Coast Guard** if the retirement date of the AF or CG member occurred fewer than five months ago. Instead, return the SF 813 to the requesting office.

The chart below tells what to do and which pattern letter to send, depending on retiree's branch of service and how long it has been since the retirement date. **NOTE:** Always make sure you have a current registry search before referring or returning a request for an AF or CG record. New records may be retired to NPRC and added to our system at any time.

SF 813 Requests, Record Not Located at NPRC					
Months Since Retirement	Coast Guard	Air Force	Army	Navy	Marine Corps
Fewer than five months since veteran's retirement date shown on the form (or no retirement date is shown) and current negative NPRC registry search.	Return SF 813 to requesting office. Use the pattern letter found in the "813 Requests" category, then select "813 Returned-AF or CG Record Not Yet Received.doc"	Refer SF 813 to AFPC (active duty) or ARPC (reserve), regardless of how long ago the member retired. Use appropriate pattern letter for Record Not Located or Referral.	Refer SF 813 to HRC-STL, regardless of how long ago the member retired. Use pattern letter for Record Not Located or Referral.	Refer SF 813 to Millington, regardless of how long ago the member retired. Use pattern letter for Record Not Located or Referral (Navy).	Refer SF 813 to Quantico, regardless of how long ago the member retired. Use pattern letter for Record Not Located or Referral (Marine Corps).

Five or more months since veteran's retirement date shown on the form (or no retirement date is shown) and current negative NPRC registry search.	Refer SF 813 to Coast Guard HQ. Use appropriate pattern letter for Record Not Located or Referral.				
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GENERAL

The SF 813 (formerly OPM 813) is used to verify the non-wartime campaigns and expeditions of military retirees and fleet reservists. The Office of Personnel Management (OPM) credits this information toward civil service employment for reduction-in-force and leave accrual rate purposes. Under the Dual Compensation Act of 1966 (PL 89-554), the military retiree or fleet reservist requires **one** of the three following conditions:

1. **Active service with a disability retirement**, when the disability was caused by either of the following:
 - a. instrumentality of war
 - b. injury/disease received in the line of duty, as a direct result of armed conflict

This information can usually be found on the retirement order or other military documents found in the military record. If this information is requested, and cannot be found in the record, loan and transfer the record to the appropriate service branch headquarters.
2. **Active service performed during a war period**, which can be verified by the separation document (See Rule #1 shown below).
3. Inclusive dates of **active participation in a non-wartime armed conflict**, which is referred to as a campaign or expedition.

The SF 813 is specifically designed to respond to OPM for information as shown in item #3, above; however, the "Remarks" section of the form may be used for other information if necessary. OPM policy prohibits the release of a completed SF 813 to the retiree. If the retiree's address is shown in item 9 of the form, inform the requester that the form MUST be resubmitted with the address of his/her federal civilian personnel office. Send the pattern letter in the "813 Requests" category called "813 Returned to Veteran."

Question: Why does OPM consider the Korean "War," Vietnam "War," and Persian Gulf "War" non-wartime campaigns? They are considered campaigns because *all were fought without an official declaration of war by Congress.*

Question: What is the difference between a military campaign and a military expedition? *A campaign is a connected series of military operations launched to accomplish a long-term strategic objective within a specific area, and a military expedition is a single military operation launched to accomplish a given objective in a foreign country.*

RULES, NOTES AND GENERAL INSTRUCTIONS

RULES TO REMEMBER:

RULE #1: **DO NOT** verify campaigns before April 28, 1952. Service between December 7, 1941 and April 28, 1952, is **always** creditable as WWII participation, and is verified from the retiree's separation document. Write in "See separation papers" in Remarks, section 7, and provide a copy of the separation document(s).

RULE #2: It is the responsibility of the retiree to furnish OPM a complete list of campaigns for which the retiree is requesting credit. If the form does not list specific campaign(s) or dates, *return the form* and indicate that this information *must be provided to this Center*. Send the pattern letter in the "813 Requests" category called "813 Returned Without Action," and place the case in Suspense status. Your responsibility is to verify those campaigns shown on the SF 813. You may, however, verify additional campaigns *if discovered while verifying a campaign claimed*. **DO NOT** attempt to verify all campaigns for a retiree's entire career *unless* the campaigns are claimed on the OPM Form 813.

IMPORTANT NOTES AND GENERAL INSTRUCTIONS FOR ALL SERVICE DEPARTMENTS:

There are three basic steps to servicing the SF 813.

- Review the form to be sure that it is filled out correctly and that the return address is a personnel office, or at least obviously an office and not the home address of the retiree.
- Verify whether each claimed campaign/expedition is creditable.
- Find documentation that verifies that the retiree participated in the creditable campaign(s)/expedition(s), and the dates of the retiree's participation. Use the OMPF and if necessary/appropriate, seek assistance from the service department and/or additional documentation from the retiree.

Different procedures apply among the service departments, especially regarding which OMPF source documents and any other resources to use to verify campaign participation and what to do/how to get help when you can't verify one or more claimed creditable campaign(s). These procedures are described below.

1. FIVE REPLY PHRASES FOR ANY BRANCH OF SERVICE

The five phrases below (labeled a., b., c., d., and e.) can be used, if necessary, for any branch of service. Phrase a. and/or b. may be written in the Remarks box on the form, or in a reply letter. Phrases c., d., and/or e. are entered on the SF 813 in the FOR RECORDS CENTER USE ONLY area, on the line next to the respective campaign(s). Continue in the Remarks box if necessary.

- a. If a previously completed SF 813 is in error and you are now providing the correct information, write **"The OPM Form 813 completed on (the date of that reply) was in error. The attached SF 813 cancels and supersedes our previous reply."**
- b. If the form does not specify a campaign/expedition, but instead says something like "Air Force" and contains the retiree's entire career dates in the from-to boxes, write **"The form must show specific creditable campaigns in which the retiree participated."**
 - If you are working with an Army record, don't write anything on the form until you are sure that you won't have to send it to HRC-St. Louis for them to issue the reply. (See [Army Instructions](#))
- c. If a foreign medal rather than a campaign is listed on the SF 813, write **"This is a foreign medal, not creditable."**

- d. If an operation listed on the SF 813 is not considered a campaign (no campaign medal issued), write **"Not considered a creditable campaign."**
- e. If the form indicates a legitimate medal that is not associated with a creditable campaign/expedition, such as National Defense Service Medal, write **"This is a medal, not a creditable campaign."**

2. GUIDANCE FOR SPECIFIC BRANCHES OF SERVICE

To verify participation in a creditable campaign/expedition, appropriate source documents from OMPF's, along with websites or any other resources, are listed below. This section also describes situations that apply only to the respective service departments.

NOTE: For Army and Air Force service only, if you cannot determine the overseas location and the APO # is apparent from the record. (See the [APO list](#).) Note that service in Berlin may be difficult to identify. If reenlistment occurred overseas, check the DD Form 4, Enlistment Contract, to identify the APO, and *then refer to the APO listings*.

a. AIR FORCE

- AF Form 7 or 11
- AF 707, 909, 910, 911 (TDY Comments)
- AF 77a
- AF 1712
- PCS/TDY Orders
- DD Form 1351-2 (travel voucher)
- Decoration/Award Citations
- Report of Individual Personnel (RIP) before/or after 1975
- Letter of Evaluation (AF Form 77)
- Enlisted/Officer Evaluation/Appraisal Reports
- DD Form 214/215 & Any Discharge Certificate

b. ARMY

Primary source documents:

- DA Form 2-1
- DA Form 20
- DA Form 24
- DA Form 66
- ORB (Officer Record Brief)
- DD Form 214

Secondary source documents:

- OERs
- NCOERs
- Award orders
- Flight records

Service in Japan from 4/28/52 to 7/27/54 is creditable as *Korean service* if the record indicates that said service *was in support of Korea*. Korean Service Medal must have been authorized for that period. Service in Japan prior to 4/28/52 is verified as Army of Occupation (Japan).

Service in Korea from 7/27/54 to 10/1/66, and Germany after 5/5/55, **is not creditable** under the Dual Compensation Act of 1964.

Desert Shield/Desert Storm "OASIS" database: We have recently been advised informally by HRC-STL Veterans Support Branch that they DO NOT USE the database compiled by the Defense Manpower Data Center that contains dates of service in Southwest Asia (Desert Shield/Desert Storm). The instructions below called "[Unable To Verify Creditable Claimed Campaign](#)" provide alternative guidance if you have a problem with claimed Army participation in Desert Shield/Desert Storm.

c. NAVY and MARINE CORPS

Navy Retirees: Review appropriate SRB page(s) and write on scratch paper all ships or activities (units) to which the service member was attached during campaign. Then list the "to" and "from" dates of assignment to the ship/unit.

Primary Source Documents in a Navy Record:

- History of Assignments, page 5
- Transfers and Receipts, page 12
- Administrative Remarks, page 13
- Enlisted Performance Record, page 9
- Navy Occupation and Training History, page 4
- Fitness Reports (Navy Officers)

When you have identified the retiree's ships/units, check the Navy's website entitled, [Navy Department Awards Web Service \(NDAWS\)](#) for each ship or unit. [Click here](#) for a job aid with detailed instructions on locating unit awards on this web page.

The listing is alphabetical. Units are always abbreviated and may or may not be abbreviated in the SRB.

After you find the ship or unit, look at the columns showing Merit start and Merit end dates. Find the set(s) of dates which include service member's time with ship or unit. There could be several sets of dates. (Remember, you are verifying dates for personnel attached to ships moving in and out of various foreign waters and planes flying over various foreign airspace.)

Next, check the 'Appr Award' (Approved Award) column (right of start and end dates). Did the ship/unit receive a campaign medal for the period member was with the ship/unit? If the answer is yes, you will credit the retiree with campaign participation. **NOTE:** Do not use data in the 'Recmd Award' column. These are awards for which the unit or ship was recommended, but they may differ from the final approved award.

The Navy website lists ALL unit awards, not just campaign awards. Remember, only campaign participation is creditable on the SF 813. Only the following awards represent campaigns. **NOTE:** Any campaign medals whose periods of eligibility begin after Navy/Marine Corps stopped retiring OMPFs to NPRC (Navy 1/1/1995; MC 1/1/1999) are **not** included in the table below.

Navy Occupation Medal	May not be shown on the NDAWS site. Also refer to the campaign books in the NPRC library if the SF 813 refers to these medals.
China Service Medal (Extended)	
Korean Service Medal	

Vietnam Service Medal	
Southwest Asia Service Medal	
Korea Defense Service Medal	
Armed Forces Expeditionary Medal	
Navy Expeditionary Medal	

If the unit received an Armed Forces Expeditionary Medal (AE) or Navy Expeditionary Medal (EM). These medals have been awarded for more than 30 campaigns or expeditions. You must check the [OPM Website](#) to identify the specific campaign/expedition.

By now you should have determined

1. the unit which the retiree served with during alleged campaign period
2. campaign medal, if any, received while a member of the unit
3. the specific campaign for which the medal was awarded.

ALWAYS REMEMBER!: The dates shown indicate which **ship or unit** earned the campaign medal; they **may or may not** be the dates which earned the **retiree** the campaign medal. **DO NOT transcribe dates from the website onto the SF 813 without comparing them with the service member's dates aboard the ship or attached to the unit.**

Example 1) The retiree served with a unit from 9/1/66 - 4/1/68, and unit received the Vietnam Service Medal for the period of 7/16/66 - 3/25/68. You would record the campaign participation dates as 9/1/66 - 3/25/68 on the SF 813. You could **not** credit the retiree with campaign participation before 9/1/66 because *he was not attached to the unit until 9/1/66*. You could not credit the retiree with campaign participation after 3/25/68 because *the unit was not in Vietnam after 3/25/68*.

Example 2) The retiree served with a unit from 12/4/89 - 2/3/91, and the unit received the Southwest Asia Service Medal for the period of 1/1/91 - 3/24/91. You would record the campaign participation dates as 1/1/91 - 2/3/91. You could not credit the retiree with campaign participation before 1/1/91 because *the unit was not in Southwest Asia until 1/1/91*. You could not credit the retiree with campaign participation after 2/3/91 because *he was not attached to the unit after 2/3/91*.

Example 3) The retiree served aboard a ship from 5/12/65 - 12/1/66 and ship received the AE for service in the Dominican Republic for the following dates:

7/14/66 - 7/17/66
 7/21/66 - 7/22/66
 8/6/66 - 8/8/66
 8/15/66 - 8/17/66

Here the retiree was aboard ship *for all dates*; therefore, you would credit him with campaign participation for all dates.

Navy Service Member Attached to a Marine Corps Activity:

If a Navy service member participates in a campaign while attached to a Marine Corps activity, check the NDAWS website for Marine Corps units. If unable to verify, forward the request and record to the Navy Liaison for advice, using the Core L&T process. NOTE: See CMRS Literature for instructions on the Core L&T process.

Marine Corps Retirees:

In most cases you will find the dates of campaign participation in the retiree's service record. Review NAVMC 118 (9), Combat History and NAVMC 118 (17), Sea and Air Travel - Embarkation Slips. There is also information available on the NDAWS website.

Marine Corps Service Member Aboard a Naval Vessel:

If a Marine Corps service member is aboard a Navy vessel for a reason *other than transportation*, this is creditable service. If unable to verify, forward the request and record to the Marine Corps Liaison for advice, using the Core L&L process.

d. Coast Guard

Take the dates of campaign participation from the retiree's service record. Review CG 3307, Administrative Remarks, and the Enlisted Personnel Data card for dates.

There is also information available on the NDAWS website

3. UNABLE TO VERIFY CREDITABLE CLAIMED CAMPAIGN

Sometimes you cannot verify one (or more) of the campaigns claimed on the form (even though it is a creditable campaign). There may be no documentation at all in the record, or you may not be able to verify the dates because either the "from" or "to" date cannot be determined. Take the following action, depending on the branch of service:

- a. **Air Force.** Do enter the date(s), month(s), and year(s) of any campaign/expedition for which you can find sufficient documentation.

DO NOT LEND THE REQUEST/RECORD TO ANY AIR FORCE FACILITY to ask for help with any claimed campaign(s) that you cannot verify. Instead, write the following on the form next to the claimed campaign(s) under FOR RECORDS CENTER USE ONLY: "no record of participation" or "cannot verify complete dates."

Then prepare a form letter using the "813 Requests" category and the "Cannot Verify-More Info Needed" letter. Suspend the case. If the requester responds to your letter by providing additional documentation that is still inadequate, respond that we are still unable to verify the campaign and close the case. If the requester sends nothing but complains about not receiving credit, see your coach.

- b. **Army.** If there is at least one campaign/expedition that you cannot verify at all, or you cannot verify the complete dates, you will need to send the request/record to Human Resources Command-St. Louis. HRC will check their resources for the missing information and THEY will fill out the SF 813 and issue the reply, whether or not they can verify what you could not find in the record. Therefore, **do not write anything on the SF 813**, even for any other

claimed campaign(s) that you are sure about, such as if you found documentation or you know that the campaign/expedition is non-creditable.

On the transmittal to HRC, indicate which claimed campaign(s) you cannot verify, along with any that you have identified as non-creditable. Also, if you have already found verification of one campaign or more, you may provide the name(s) of the campaign(s) and the dates on the transmittal form.

Notify the requester and update CMRS to show that the record has been charged out to HRC

- c. **Navy and Marine Corps.** Provide the date(s), month(s), and year(s) of any campaign/expedition for which you can find sufficient documentation.

If there is any campaign/expedition that you cannot verify at all, or you cannot verify the complete dates, use NA Form 13098, Routing Slip, to send request & record to the appropriate LNO **for advice**. Suspend the case, but this is not a recharge. The LNO may provide advice that will enable you to verify the claimed campaign/expedition, or will tell you that no additional information can be found.

If the LNO cannot help you to verify one or more of the claimed campaign(s), you will need to return the SF 813 to the requester. On the SF 813 under FOR RECORDS CENTER USE ONLY, write either "**no record of participation**" or "**cannot verify complete dates**" next to any claimed but unverified campaign(s). Then prepare a form letter using the "813 Requests" category and the "Cannot Verify-More Info Needed" letter. Suspend the case.

If the requester responds to your letter by providing additional documentation that is still inadequate or sends nothing but complains about not receiving credit, you should seek advice from the LNO, through your coach or ET.

- d. **Coast Guard.** Provide the date(s), month(s), and year(s) of any campaign/expedition for which you **can** find sufficient documentation.

If there is any campaign/expedition that you cannot verify at all, or you cannot verify the complete dates, write the following on the form next to the claimed campaign(s) under FOR RECORDS CENTER USE ONLY: "**no record of participation**" or "**cannot verify complete dates**." Then prepare a form letter using the "813 Requests" category and the "Cannot Verify-More Info Needed" letter. Suspend the case.

If the requester replies to your letter by providing additional documentation that is still inadequate, respond that we are still unable to verify the campaign and close the case. If the requester sends nothing but complains about not receiving credit, see your coach. At this point do not send the record to the Coast Guard, but if appropriate, a call for advice may be made to Coast Guard Personnel Command in Arlington, VA (202-493-1693).

CAMPAIGNS/EXPEDITIONS

This section provides a link to the Office of Personnel Management official list of creditable campaigns and expeditions conducted by the U.S. Armed Forces since 1937. OPM frequently updates the list, as notified by the service departments. Thus, this is the most current, comprehensive list available.

<http://www.opm.gov/StaffingPortal/vgmedal2.asp>.

You must first review the SF 813 for claimed campaign(s). Next, look in the OPM list for the campaign(s). Example: veteran claims Laos as a campaign and the table shows Laos campaign dates as 4/19/61 to 10/7/62. These are the dates which you must verify.

Note also that service in Japan from 4/28/52 to 7/27/54 is creditable as Korean service, if the record indicates that said service was in support of Korea. Korean Service Medal must have been authorized for that period. Service in Japan prior to 4/28/52 is verified as Army of Occupation (Japan).

APO'S

Following is a numerical listing of **some** APO's that you will find helpful. You must be aware that this information was received from AR-PERSCOM when that agency transferred the Army retiree records to NPRC. The information from which this list was compiled includes hand-written notes and information that was apparently compiled by AR-PERSCOM clerks over a period of years. *THIS LIST IS BY NO MEANS COMPLETE.* If you cannot locate the APO for the specific date(s) you are seeking, *you must submit a request to ORU (Organizational Records Unit), and that unit will provide the requested data.*

APO #	DATES	THEATERS/LOCATIONS	
1	1949 - 1956 1961 - 1966	Germany (see end of tables for Berlin APO's) Germany	NY
2	1963	Korea, Inchon	SF
3	1953	Japan, Kokura	SF
5	11 Jul 53 - 23 Jul 53	Japan	SF
6	1952 - 1954	Korea	SF
7	1948 - 1954 1960 - 1963	Korea Korea	SF
8	1959 - 1961	Korea	SF
9	1951	Japan	SF
11	1956	France, Fontainebleau	NY
15	25 Nov 50 - 02 Aug 52	Osaka, Japan	SF
19	1954 - 1958 1961 - 1964	Italy, Leghorn Italy, Darley	NY NY
20	1959 - 1963	Korea, Pupyong	SF
24	15 May 52 - 10 Jul 52 1 Jul 53 - 5 Feb 54 22 Oct 62 - 07 Sep 63	Japan Japan Korea	SF SF SF
25	1952 1951 - 1959 1962 - 1964	Korea Hawaii Hawaii	SF SF SF
26	1959 - 1963 Oct 57 - Jul 63	Germany, Fulda Germany, Bad Hersfeld	NY NY
27	1951 - 1954	Japan	SF
28	1955 1961	Germany, Mannheim Germany, Sandhofen	NY NY
29	1953 - 1954 1962 - 1964	Germany, Munich Germany, Munich	NY NY
32	1952 - 1955	Japan	SF
34	1955 - 1957	Germany, Nahbollenbach	NY

	1963 - 1966 1962 Oct 53 1958	Germany, Nahbollenbach Germany, Wildflecken Germany, Idar-Oberstein Germany, Strasburg Kaisern, Idar-Oberstein, and Baumholder	NY NY NY NY
35	1956 - 1957 1959 - 1962	Germany Germany	NY NY
36	1961 1963	Germany Germany, Schweinfurt	NY NY
37	1952	Japan	SF
38	January 1951	Japan, Ottawa	SF
39	1962 - 1964 28 Apr 60 - 26 Oct 63 Mar 55 - Jan 61 March 1956	Germany Germany, Frankfurt Germany, Kirch-Goens Germany, Butzbach	NY NY NY NY
40	1954 - 1955 1963 - 1964	Japan Vietnam	SF SF
42	1953	Germany, Kaefertal	NY
43	Jun 52 - Sep 52	Japan	SF
44	1961 - 1962	France, Poitiers	NY
45	1954 - 1955	Japan	SF
46	1952 - 1963	Germany, Vaihingen and Nellingen	NY
50	1951	Japan	SF
51	1952 - 1953 19 Sep 50 - 31 Jul 52	Japan, Beppu Korea 187 AVN RCT (Regional Combat Team)	SF SF SF
54	1952 - 1953	Japan	SF
55	1961	Germany	NY
57	1949 1959	Germany Germany, Rhein-Main	NY NY
59	25 Mar 52 - 14 May 52 Dec 1952 - July 1953 Jul 51 - Jul 53 Dec 52 - Jul 53 9 Jul 51 - 27 Jul 54 1952 13 Jan 51 - 27 Jul 54	Korea Korea: PW SVC UNIT, 8135th AV Korea: HQ DET, MP GP, 8137th AU Korea: HQ CO, PW COMD, 8203rd AU Korea: HQ & HQ CO, 520th SIG BAS DEP In support of Korea: Tec Sig Sup Agry 8084 AU & Yoko " " " " Sig Dep 8004 AU FEC	SF SF SF SF SF SF SF
60	1953 - 1954	Korea	SF
61	1947	Germany	NY
63	1955 - 1962 09 Jan 56 - 1963	Taiwan Taiwan, Taipei	SF SF
66	1949	Germany	NY
67	1963	Japan, Osaka and Honshu	SF
69	1947 1952 - 1956	Germany Germany	NY NY
72	1952 - 1954	Korea	SF
74	19 Sep 49 - Oct 49	Philippines, Clark AFB	SF
75	1955	Japan, Ashiga Air Base	SF
76	1960 - 1962	Korea	SF
77	1944 - 1945	Philippine Islands	SF

78	1952	Germany	NY
79	23 Jul 1951 - 1963	Germany, Frankfurt	NY
82	1959	Germany, Frankfurt	NY
83	1946 - 1952	Germany	NY
86	1952 - 1954	Korea, Chunchon	SF
87	1960 - 1961	France	NY
91	1963 - 1964	Vietnam	SF
94	1954	Korea	SF
95	1962 - 1963	Vietnam	SF
96	1962 - 1965	Vietnam	SF
102	1953 - 1955 9 Sep 54 - 1 Jul 55 1963 - 1966	Korea (KMAG 8202 AU AFFEE) Korea	SF SF SF
104	1945	Germany	NY
107	1952 - 1956 1963	Germany Germany, Mohringen	NY NY
108	1955 1957 - 1963	Germany, Munich Germany	NY NY
111	1952 - 1956 1961 - 1964	Germany Germany	NY
112	1950 - 1954 Dec 56 - 65	Germany Germany, Augsburg	NY NY
114	1947 - 1949 1954 - 1957 1961 1963	Germany Germany Germany, Aschaffenburg Germany, Grafenwohr	NY NY NY NY
121	1954	Greenland, Sondrestrom	NY
122	1956 1960 - 1961 1963 - 1966	France, Distillary France, Verdun France, Distillary	NY NY NY
123	1962 - 1963	Germany	NY
124	1949	England	NY
125	1950	England	NY
126	1954	England	NY
127	1952 - 1953	England	NY
139	1948 - 1954 1959 - 1960	Germany, Frankfurt Germany, Frankfurt	NY NY
143	1962 - 1965	Vietnam	SF
145	1960 - 1963	Hawaii, Oahu: Helemano Military Reservation	SF
154	1945 - Nov 1949 Dec 1949 - Mar 1958 1962 - 1964	Germany Germany, Berlin Germany	NY NY NY
157	19 Oct 63	Vietnam	SF
162	1949 1952 - 1963 1950 - 1960 Aug 64	Germany Germany Germany, Baferhauser Germany, Aschaffenburg	NY NY NY NY
163	1953 - 1956	France, Paris	NY

164	1957 - 1965	Germany	NY
165	1953 - 1956 1963 - 1964 21 Feb 52 Jun 58 - May 63	Germany Germany Germany, Hanau Germany, Hanau	NY NY NY NY
166	1961	Germany, Seckenheim	NY
168	1953 - 1955	Austria, Salzburg	NY
169	1950 - 1957	Germany, Giessen	NY
170	1945 - 1954 1963	Germany Germany	NY NY
172	1949 1954 - 1963	Germany Germany, Oberammergau	NY NY
174	1949 - 1951 1954 - 1955	Austria Austria, Linz	NY NY
175	1954 - 1956 1962 - 1964	Germany, Darmstadt Germany, Darmstadt	NY NY
176	1953 - 1963 1963	Germany, Heilbronn Germany, Neckarsulm	NY NY
177	06 Mar 52 - 22 Sep 55 1959 - 1961	Germany, Ansbach Germany, Ansbach	NY NY
178	1949 - 1954	Germany	NY
179	1954 - 1957	England, Lakenheath	NY
180	1955 8 Mar 53 - 17 Feb 56	Germany, Landstuhl Germany, Landstuhl	NY NY
181	1949	Japan	SF
185	1953 - 1963	Germany	NY
189	1963 1952, 1957, & 1960	Germany, Pirmasens Germany	NY NY
190	Dec 1952 - 1955	England	NY
194	1952 - 1953	England	NY
199	1952 - 1953	England	NY
201	1950 - 1951 16 Nov 52 - Apr 55	Korea, Pusan Japan	SF SF
204	1958 - 1961	France	NY
205	01 Mar 56 - Jul 59	Iran	NY
206	1955	Turkey, Ankara	NY
207	1949	Germany	NY
208	1949	Germany	NY
209	1952 - 1954	Italy, Trieste	NY
211	1960 - 1961	France	NY
213	1956	France	NY
217	1956	France, Rochefort	NY
218	1944 - 1945	India-Burma Theater	SF
220	1965 - 1966	Korea	SF
221	1962 - 1963	Italy	NY
225	1949 - 1954 1962 - 1966	Germany Germany	NY

227	Aug 51 - Mar 56 1961 - 1963	Germany, Kaiserslautern Germany, Rhine	NY
230	1944 1955	Germany France, Paris	NY NY
234	1954 Jul 51 - Jul 53 Jul 51 - Jul 53	Korea Korea (552 MP Co) Korea (Hq Det MP Gp and 8137 AU)	SF SF SF
235	1950-1951	Okinawa	SF
239	1950 - 1951	Okinawa	SF
246	1948 - 1950	Guam	SF
248	1951 - 1953	Korea	SF
252	1954 - 1955	Germany	NY
253	1945	Germany	NY
254	1960 - 1961	Turkey	NY
258	1961	France	NY
259	1956 - 1957	France	NY
264	1953	Korea	SF
287	10 Jan 60 - 16 Mar 62	France	NY
288	1960 - 1961	France	NY
301	20 May 51 - 24 Oct 51 1952 - 1955	Korea Korea, Pusan	SF SF
305	1949 - 1952 Apr 60 - Aug 60	Germany Germany, Rhein-Main AFB	NY NY
309	Mar 1953	Japan, Sapporo (Hokkaido)	SF
317	27 Jun 49 - 30 Apr 52 1951 13 Jan 51 - 19 Mar 51 1953	Japan, Camp Kobe (Yokohama) Japan, Kobe Port Japan, Kobe Port (8093rd Army Unit) Japan, Kobe	SF SF SF SF
323	1950 - 1951	Japan	SF
326	1957 - 7 May 62 1964	Germany Germany	NY NY
330	1959	Germany	NY
331	1958 15 Mar 54 - 1 Jun 56 1962 - 1963 1963 - 1967	Okinawa Okinawa Okinawa Sukiran, Okinawa, Ryukyu Islands	SF SF SF SF
334	1952 - 1959	Guam, Marianas Islands	SF
343	1943 - 1945 1951 - 1954 1959 - 1960	Philippine Islands Korea Japan	SF SF SF
354	Feb 46 11 May 53 - 1 Jun 53 20 Mar 51 to 27 Jul 54	Philippine Islands, Manila Korea, Inchon 8098 AU Eta Jima School (Specialist)	SF SF SF
358	7 Aug 52 - 1954	Korea	SF
379	16 Jul 58 - Sep 58	Lebanon	NY
403	1950 - 1965 1958 - 1961	Germany Germany, Heidelberg	NY NY
404	1950	Korea	SF
407	1949 - 1956	Germany	NY

407a	1948 29 Apr 52 - 5 May 55	Germany, Munich Germany	NY NY
411	Apr 45 - Nov 45	Germany	NY
438	1952 - 1957 1962 - 1964	Hawaii Hawaii	SF SF
445	WWII	Japan	SF
455	1949	Hawaii	SF
460	1964	Korea	SF
461	1960 - 1963	Germany, Boblingen	NY
468	1946 - 1948 21 Feb 53 - 9 May 54	Japan Korea, Chonkok	SF SF
471	1946 - 1948	Japan	SF
487	1944 - 1945	India-Burma Theater	SF
499	1955	Okinawa	SF
500	1951 -1953 Oct 54 Units in support of Korea: 27 Jun 50 thru 27 Jul 54	Japan, Tokyo Japan, Tokyo Units in support of Korea: Hqs, 64th Eng Base Toxo Bn 95th Eng Base Repro Co	SF SF SF SF SF
503	01 Feb 52 - 16 Oct 53 5 Nov 51 - 27 Jun 54 27 Jun 50 - 27 Jul 54 15 Nov 51- 27 Jul 54 6 Nov 51 - 27 Jul 54	Japan, Sasebo: Ikego Amano Depot 8168 USAH (in support of Korea) HHQ Co, 229 Ord Base Dep (support/Korea) 8152 AU (in support of Korea) 8060 AU Signal Operation Company	SF SF SF SF SF
851	1954 - 1955	Puerto Rico	NY
856	1957	Bermuda	NY
862	1954	Newfoundland, St. Johns: Pepperrell AFB	NY
863	1954	Newfoundland, Argentia: McAndrew AFB	NY
864	1952 - 1954	Newfoundland	NY
872	1949 - 1959	Germany	NY
885	1944 - 1945	India-Burma Theater	SF
900	1958 - 1961 1949	Japan Philippines, Luzon	SF SF
909	1952	Korea	SF
928	1950 - 1952, 1954	Philippines	SF
929	1959 1959	Japan Japan, Frikauka and Kyreshu	SF SF
937	1960 - 1962	Alaska	SF
949	Oct 57 - 1964	Alaska	SF
950	1951 - 1952	Hawaii	SF
957	1952 - 1954 1957 - 1964	Philippines Hawaii	SF SF
958	1949 - 1959 10 Oct 52 - 23 Mar 53 1961 1964 - 1965	Hawaii Japan Hawaii, Schofield Barracks Hawaii	SF SF SF SF
970	1954	Korea	SF
971	1954 - 1955	Korea, Inchon	SF

	1963 - 1964	Korea, Inchon	SF
973	1951 - 1952 1953 - 1954	Korea Korea, Pusan	SF SF
980	1947 - 1948	Alaska, Adak	SF
994	Sep 51 - Jun 54	Japan	SF
1051	1950 - 1955	Japan, Tokyo	SF
1052	1950	Japan, Tokyo 8059 AU	SF
1054	1951	Japan	SF
1055	1949 - 1950	Japan, Tokyo	SF
1105	1952 - 1954 1948	Japan, Fukuoka Philippines	SF SF
	FIVE DIGIT APO'S	(See end of table for Berlin APO's)	
09028	1965 - 1967	Germany	NY
09031	1969	Germany, Wurzburg	NY
09036	1963 - Aug 75	Germany, Wurzburg	NY
09039	28 Sep 64 - Nov 69	Germany	NY
09041	1965 -1966	France	NY
09045	Jan 68 - Jan 69 1972 - 1974	Germany Germany, Kirchgoens	NY NY
09046	Sep 66	Germany, Stuttgart	NY
09057	1965 - 1967	Germany	NY
09058	1965 - 1966	France	NY
09063	1965 - 1966	France, Orleans	NY
09069	1965 - 1967	Germany	NY
09070	1971 - 1973	Germany, Zerndorf	NY
09075	1969	England, Burtonwood Army Depot	NY
09102	20 May 69	Germany, Rhein	NY
09108	Mar 74 - Aug 75	Germany, Munich	NY
09111	1971	Germany, Bad Kreuznach	NY
09112	1964 - 1966	Germany	NY
09122	1965 - 1968	France, Rozelier	NY
09125	1969	England	NY
09128	1966 1969	France, Paris Germany	NY NY
09139	1964 - 1966	Germany	NY
09144	1964 - 1966	Germany	NY
09146	1973	Germany, Fulda	NY
09154	Sep 66	Germany, Stuttgart	NY
09165	1965 - 1968	Germany	NY
09177	1965	Germany	NY
09185	1972	Germany, Mainz	NY
09189	1972 - 1974	Germany, Rheinland	NY
09227	1966 - 1967	Germany	NY
09252	1965 - 1966	Germany	NY
09256	1964 - 1966	France	NY

09288	1966	France	NY
09305	1964 - 1967	Germany	NY
09326	1966 - 1967	Germany	NY
09332	1969	Germany	NY
09403	1963 1966 - 1967	Germany, Heidelberg Germany, Heidelberg	NY NY
09407	11 Aug - Sep 72	Germany, Munich	NY
09478	1966 - 1967	Dominican Republic	
09611	Sep 74	Germany, Berlin	NY
09679	1965 - 22 Apr 66	Eastern France	NY
09696	1964 - 1966	Germany	NY
09742	1964 - 1965	Germany, Berlin	NY
09751	1966 - 1967	Germany	NY
09757	1965 - 1968	Germany	NY
09801	1967 - 1968	Germany	NY
09843	1965 - 1967	Ethiopia	NY
09872	Mar 66	USA Elm Air Pax Center, Rhine, Frankfurt, Germany	NY
96207	Jun - Nov 65	Korea, Seoul	SF
96208	1968 - 1969	Korea	SF
96215	1970	Vietnam	SF
96220	Aug - Oct 66	Korea, Ascom City	SF
96222	1965 - 1968	Vietnam	SF
96224	1966	Korea	SF
96225	1966 - 1967	Vietnam	SF
96227	1965 - Sep 70	Vietnam	SF
96228	1967 - 1968	Vietnam	SF
96232	1968	Thailand	SF
96233	Sep 67	Thailand, Bangkok	SF
96237	1971 - 1973	Thailand	SF
96238	1965 - 1967 Jun 66 - 4 Dec 66	Vietnam, Qui Nhon Vietnam, Qui Nhon	SF SF
96240	1967	Vietnam, Nha Trang Sub-Area Command	SF
96243	1965 - 1967	Vietnam, Saigon	SF
96248	1964 - Sep 1974	Okinawa	SF
96250	1965 - 1974	Vietnam	SF
96251	1965	Korea	SF
96266	Sep 1970	Vietnam	SF
96268	1966 - 1967	Vietnam	SF
96269	1969	Vietnam, Dong Ha	SF
96271	22 Nov 67 - 18 Dec 68	Korea, Pyaw-Taik	SF
96279	1966 - 1967	Vietnam	SF
96288	1968 - 1969, 1974	Thailand, Karat AFB, Communications Squadron Group	SF
96289	1965 - 1967	Vietnam	SF
96291	1965 - 1968	Vietnam	SF
96294	1965 - 1967	Vietnam	SF
	BERLIN APO'S		

154	Dec 1949 to Mar 1958	Berlin, Germany	NY
599	1960 to 1970	Berlin, Germany	NY
699	Jan 1963 to Jul 1963	Berlin, Germany	NY
742	Jun 1947 to 1964	Berlin, Germany	NY
742a	1947 to 1949	Berlin, Germany	NY
757	1946 to 1954	Berlin, Germany	NY
09611	Sep 1974	Berlin, Germany	NY
09742	1964 to Mar 1973	Berlin, Germany	NY

SHIP HISTORIES

Last Update: 9/28/2004

NAVAL VESSELS

Check both the metal file cabinet holding ship histories and the Navy reference library's Dictionary of American Naval Fighting Ships. Furnish copies of the requested ship history if available. If ship history is **not** available, suggest requester contact:

[\[00170\]](#)

Department of the Navy
Naval Historical Center
805 Kidder Breese SE
Washington Navy Yard
Washington, DC 20374-5060

MERCHANT VESSELS

If the record indicates veteran served aboard a merchant vessel (vessels designated "SS" for steamship) suggest the following as sources of information about the vessel(s):

Armed Guard Reports show dates of attachment and detachment of naval personnel assigned as members of gun crews aboard merchant vessels. These reports may also contain information about sailing dates, ports of call, etc. Advise requester to contact:

[\[00202\]](#)

National Archives and Records Administration
700 Pennsylvania Avenue
Washington, DC 20408

Ship Movement Cards show dates of arrival and departure, ports of call, and convoys to which the merchant vessel was attached, if any. Information pertaining to the convoy(s) may also be available. Advise requester to contact:

[\[00170\]](#)

Department of the Navy
Naval Historical Center
805 Kidder Breese SE
Washington Navy Yard
Washington, DC 20374-5060

Merchant vessel log books for World War II may be available at a regional archives near the vessel's home port. Advise requester that information obtained from the ship movement card should aid in the log book search.

Additional Information at NPRC

NPRC also has a secondary group of file folders for ships. Each folder contains miscellaneous documents about the geographical location(s) of a particular naval or merchant vessel. The documents are usually internal Navy memorandum or correspondence between the Navy and the Maritime Administration. Often the documents pertain to whether or not a vessel received a certain medal, or whether or not a vessel operated in Russian waters between 1918 and 1920, or in a particular theater (American, Asiatic-Pacific, European-African-Middle Eastern) during World War II, etc.

Some of the folders also contain a **ship itinerary**. The itinerary will cover a specific period (probably 6 months to three years) and will show sailing dates and places. In the case of merchant vessels, documents will often note whether or not the vessel “encountered combat” or “saw enemy action.” The content of these folders is hit and miss; and some documents may be more about an individual's service aboard a specific ship than about the ship itself. Still, these files can provide good information to some requesters.

Source: [NPRC 1865.64](#)

SHIP PHOTOGRAPHS

Ship photographs are not available at this Center. Refer requester to the [Navy's official web site](#) or provide contact information [00170]: Department of the Navy, Naval Historical Center , 805 Kidder Breese SE, Washington Navy Yard , Washington, DC 20374-5060 for requesters without internet access.

Source: [NPRC 1865.80](#)

Ships Deck Logs

Deck logs of commissioned U.S. Navy ships are held by the Naval Historical Center (NHC) and the National Archives. There are none at NPRC. Link to the sources at the bottom of this page for definitions of deck logs and their contents.

NHC maintains the logs from approximately the past 30 years. When NHC obtains the most recent logs, they send the logs from the oldest year to the National Archives. For example, if a customer asks NPRC in 2003 for research access to logs from 1973 or any year after that, you should refer the requester to:

[\[00170\]](#)

Department of the Navy
Naval Historical Center
805 Kidder Breese SE
Washington Navy Yard
Washington, DC 20374-5060

The deck logs at the National Archives are open for research. If you are working a request that asks for a research appointment and/or log information, refer the customer to the National Archives unit that holds the logs from the time period of interest.

Deck logs compiled between 1801 and 1940:

 [\[00094\]](#)

National Archives and Records Administration
Archives 1 Reference Services Branch (RDT1)
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Deck logs from 1941 through approximately 30 years ago:

[\[00123\]](#)

National Archives and Records Administration
ATTN: Archives II Reference Section (NWCT2R)
8601 Adelphi Road, Room 2400
College Park, MD 20740-6001

Source: [NPRC 1865.64](#) & [Naval Historical Center](#) Web Page

SICK CALL LOGS

Sick Call Logs are ledgers of medical treatment received on Navy ships and at some shore facilities/hospitals. The entries contain the date of treatment, name and rank of individual reporting for sick call, diagnosis of injury or illness, and treatment provided. They are in chronological order by date of treatment.

The logs are organizational records and are filed by the name of the creating facility and date of treatment. To enable the OR searcher to locate the required log, you must provide the name of the ship or shore facility, and the date (month and year) of treatment.

Not all Naval ships retired their sick call logs to this Center, and there are no other known locations of retired sick call logs. If they are not on file at this Center, inform the requester that the disposition of those records is unknown.

SICK REPORTS (Fire-Related Cases)

Sick Reports (S/R) may be useful to a veteran whose record was lost in the fire. The reports will show entries such as: sick, returned to duty; to quarters; or hospitalized. **S/R's do NOT show a diagnosis.**

Sick Reports are organizational records. A search of S/R's can normally be conducted for a 3 month period. To conduct a search, you must provide the following information to the OR clerk:

- 1) Date(s) of allegation (month **and** year **OR** season **and** year).
- 2) **COMPLETE** unit of assignment (company, regiment, battalion, etc., or squadron, group, wing, etc.)
- 3) Location of illness/treatment (military installation, base, name/number of treatment facility, city, state, country, etc.).

If the veteran was hospitalized, the Morning Reports of the Detachment of Patients (DOP) of the treatment facility **MAY** show a diagnosis. OR can conduct a search of these reports if you provide the dates of the hospitalization (date of admittance and release, as the initial diagnosis and final diagnosis may change). You must provide the month and year because these reports can be very lengthy.

The Air Force used Excused From Duty (EFD) reports; however, they were used sporadically. These reports are attached to the unit's daily Morning Report, if available, and will show the same data found in S/R's. **REMEMBER: They do NOT show a diagnosis.**

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1804.1J
August 15, 2001

SUBJECT: Signature authority, Center correspondence

1. **Purpose.** This memorandum provides signature authority guidelines for the various categories of Center correspondence.
2. **Cancellation.** NPRC 1804.1I is canceled.
3. **Reason for revision.** The memorandum is revised to:
 - a. Authorize the dispatching of completed correspondence that allows core managers and their assistants (Page) to sign authentication certificates (NA Form 13040 series) for all branches of service;
 - b. Reflect restructuring and changes in the names and correspondence symbols of operating elements.
4. **Applicability.** This memorandum is applicable to all NPRC employees who prepare and/or sign Center correspondence.
5. **Delegation of authority.** Authority to sign and release other than routine correspondence is delegated as indicated in [app. A](#). Primary signer and the alternate are shown in columns A and B, respectively. Authority to sign routine correspondence for a core manager/branch chief is set forth in [app. B](#).
6. **Authenticating correspondence.**
 - a. **Composed correspondence.** Composed correspondence is prepared on the appropriate formal or informal letterhead stationery. Most often the name and position title of the person indicated in column A of [app. A](#) are typed in the signature block. Either the person listed in column A signs her/his own name or the alternate shown in column B signs and writes "for" to the left of the position title. Exceptions occur when:
 - (1) Columns A and B both show that whoever signs the correspondence does so "for" the Director/Assistant Director. In these situations the Director's/Assistant Director's name and title are typed in the signature block, and the person listed in column A, or alternatively, column B, then signs her/his name, also writing the word "for" to the left of "Director" or "Assistant Director."
 - (2) The position listed in column A is vacant. In this case the position title in the signature block is the same as the one shown in column A, but the title is preceded by "Acting."
 - (3) The Center is sending an Authentication Certificate, as described in category 10 of [app. A](#), and the alternate person who signs the correspondence is acting in the temporary absence of the person whose position is listed in column A. In this case "Acting" precedes the position title in the signature block.

b. **Form letters and forms.** On the most frequently used forms and form letters, the names of the various cores/branches are pre-printed in the document's signature block. On such documents the person who has prepared the correspondence will sign her/his first and last name and check the box that indicates the core manager/branch chief for whom the person is signing. Facsimile signatures are not preprinted on form letters and forms. Rubber stamps with facsimile signatures are not authorized.

c. **Replies entered on the requests.** Replies that are prepared on the request forms are authenticated by use of the appropriate NPRC correspondence stamp. The actual signing or initialing of these is delegated for the core manager/branch chief in [app. B](#).

7. **Forms.** This memorandum makes use of the following forms:

NA Form 13040A, Authentication Certificate. (CPR)

NA Form 13040B, Authentication Certificate. (MPR)

NA Form 13119, Response to Agency Request for Extension of Authorized Records Retention Period.

Standard Form 56, Agency Certification of Insurance Status.

R. L. HINDMAN
Director

Appendix A

Category	Position title of person authorized to sign: A	Alternate: B
1. Correspondence involving major Center-wide policy, highly controversial matters, service agreements, negotiations, prospective visitors, and any matters the assistant director deems to merit the personal attention of the Director.*	Director	Acting Director
2. Correspondence to higher NARA officials.	Director	Acting Director
3. Replies to high state and Federal (except NARA) officials and citizens representing important interests.*	Assistant Director for Military/Civilian Records	Director

4. Complaints: Responses to more serious complaints are prepared for the signature of the Director and routed through the appropriate assistant director. The core manager/branch chief or acting core manager/branch chief signs all others (this may be further delegated at the option of the core manager/branch chief). See latest revision of NPRC 1864.101 for criteria.		
5. Tracers (Second Requests): Tracers from any routine use of records may be further delegated at the option of the core manager/branch chief.	Core Manager/Branch Chief	Acting Core Manager/Branch Chief
6. Replies to employee suggestions.	Director	Acting Director
7. Correspondence involving fee regulations; and matters of a general nature.		
a. Matters limited to either Page or Winnebago.	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
b. Nonspecific or Center-wide.	Chief, Management Systems Staff (Signs "for" the Director)	Acting Chief, Management Systems Staff (signs "for" the Director)
8. Freedom of Information Act requests:		
a. Information releasable.	Routine signature authority	Core Manager/Branch Chief (may be further delegated by the core manager/branch chief)
b. Information not releasable: in part or in whole.	Routine signature authority	Acting Core Manager/Branch Chief (may be further delegated by

		the acting core manager/ branch chief)
9. Congressional correspondence:		
a. Routine request		
(1) Winnebago	Branch Chief (signs "for" the Director)	Acting Branch Chief (signs "for" the Director)
(2) Page --Referral --Returned for more information --Unable to identify --Returned for authorization --Transmittal of sep. document --Transmittal of personnel and/or medical records (simple request)	Archives Technician (signs "for" the Director)	Coach (signs "for" the Director)
b. Complaints regarding prior NPRC service; complex correspondence, (Page).	Core Manager (signs "for" the Director)	Acting Core Manager (signs "for" the Director)
c. Complaints regarding prior NPRC service (Winnebago); or questions about NPRC policy or procedures.	Director	Acting Director
10. Authentication Certificates, NA Form 13040 series, including letters transmitting documents under seal. Also includes certificates attesting to information of record or to absence of desired information or desired record.		
a. Records and/or certificate supplied by one core/branch at either Page or Winnebago.	Core Manager/Branch Chief	Acting Core Manager/Branch Chief (Use "Acting" in typed signature block.)**
b. Records and/or certificate supplied by a core and a branch at different locations (both Page and Winnebago).	Director	Acting Director (Use "Acting Director" in

		typed signature Block.)
11. FEGLI, Agency Certification of Insurance Status, Standard Form 56.	Chief, Reference Service Branch	Acting Chief, Reference Service Branch
12. Correspondence requesting reference service which cannot be routed properly because of lack of sufficient information or which is related to records serviced by more than one reference organization including proposals for or questions on the conduct of special research projects; proper forms and procedures for submitting requests; and inquiries improperly addressed. The assistant director may delegate signature authority on individual inquiries to a core manager/branch chief as deemed appropriate.	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
13. Correspondence asking for general information regarding the July 1973 fire and/or requesting NARA publications concerning the fire. The Assistant Director may delegate signature authority on individual inquiries to a core manager/branch chief as deemed appropriate.	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
14. Correspondence involving the explanation/interpretation of provisions of the Privacy and/or Freedom of Information Acts, the Release and Access Guide for Military Personnel and Related Records (NPRC 1865.16), and Restrictions and Release Policies of Official Personnel Folders (NPRC 1867.6).	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
15. Correspondence requesting copies of NARA publications which are not fire-related and requests for assistance on developing new or revised forms for requesting reference service. May be further delegated.		
a. Matters limited to either Page or Winnebago.	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
b. Center-wide.	Chief, Management Systems Staff (Signs "for" the Director)	Acting Chief, Management Systems Staff (Signs "for" the Director)

16. Correspondence which asks questions concerning Center mission, capabilities, and records holdings spanning the function.	Chief, Management Systems Staff (Signs "for" the Director)	Acting Chief, Management Systems Staff (Signs "for" the Director)
17. SPECIAL PROJECTS: requests that mention proposals for or the conduct of special research projects usually involving large numbers of records and provide no direct benefit to veterans, former federal civilian employees, or their next of kin. See current NRP numbered memo for a further explanation of special projects.	Assistant Director for Military/Civilian Records	Acting Assistant Director for Military/Civilian Records
18. SPECIAL PROJECTS: requests that mention proposals for or the conduct of special research projects usually involving large numbers of dependent medical records for all branches of service. See current NRP numbered memo for a further explanation of special projects.	Director	Acting Director
19. Bills of lading, and correspondence concerning bills of lading, shipments of records, and property.	Chief, Military/Civilian Operations Branch	Chief, A & D Section, Military/Civilian Operations Branch
20. Correspondence notifying agencies of deficiencies in records shipments just received.		
a. Page	Chief, A & D Section, Military Operations Branch	Acting Chief, A & D Section ^{***}
b. Winnebago	Chief, A & D Section, Civilian Operations Branch	Acting Chief, A & D Section ^{***}
21. NA Form 13119, Response to Agency Request for Extension of Authorized Records Retention Period.	Chief, Military/Civilian Operations Branch	Chief, A & D Section, Military/Civilian Operations Branch ^{***}
22. Media inquiries.		

a. Page - Responses to media requests are typically prepared by core expert technicians and signed by core managers.	Core Manager-core managers will make the determination as to whether the request should be forwarded to the Assistant Director or Director for signature (depending on the sensitivity of the request).	Acting Core Manager-acting core manager will make the determination as to whether the request should be forwarded to the Assistant Director or Director for signature (depending on the sensitivity of the request).
b. Winnebago	Assistant Director for Civilian Records	Acting Assistant Director for Civilian Records
23. Requests that lack proper signatory authority (denials).	See the NOTE in app. B.	
24. Routine correspondence.	See app. B	

*Matters requiring attention of, or signature by someone in Central Office, such as White House cases, are referred to the proper official by the Director.

**In absence of both the primary and alternate signers, the assistant director signs.

***In the absence of both the primary and alternate signers; or in circumstances which require substantive deviations from NARA, NR, or NPRC policy, the assistant director signs.

Appendix B

A. Correspondence is signed for the core manager/branch chief as outlined below:

1. Routine correspondence:

Supervisory archives technicians, archives technicians, and archives aids in correspondence sections/cores, Personnel Reference Service Section, and Agency Reference Service Section.

2. Routine disposition of inquiries:

Supervisory archives technicians and archives technicians in the correspondence and search sections and cores. Mail supervisors, mail and file clerks in the Mail and Data Input Sections.

3. Above categories as completed by trainee:

Trainee, as appropriate, and initialed by trainer or supervisor to indicate review and approval prior to release for dispatch.

4. Routine replies to requests, which lack proper signatory authority:

Supervisory archives technicians and archives technicians in the correspondence and search sections/cores. Mail supervisors, mail and file supervisors, and mail and file clerks in the inquiry analysis and distribution section/units and the Mail and Data Input Section.

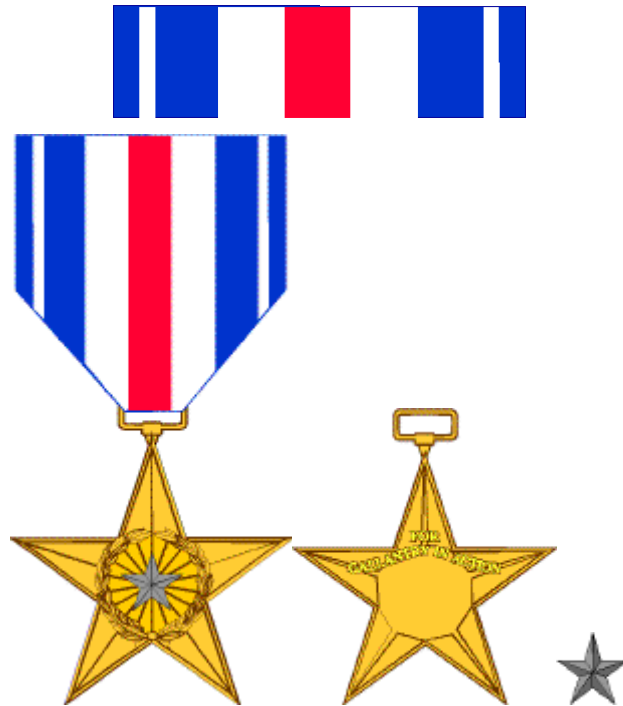
- B. Archives technicians in the A & D sections sign correspondence for the section chief when a letter is sent to notify the customer of a deficiency in the records transfer paperwork that precedes the shipment of records.

NOTE: The Privacy Act does not consider a request, which is returned to the sender because it lacks proper signatory authorization to be a denial of records. Only the legal custodian of the record (DoD or OPM) can deny a request for access which contains proper signatory authorization.

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Silver Star



The Silver Star is awarded to a person who, while serving in any capacity with the U.S. Army, is cited for gallantry in action against an enemy of the United States while engaged in military operations involving conflict with an opposing foreign force, or while serving with friendly foreign forces engaged in armed conflict against an opposing armed force in which the United States is not a belligerent party. The required gallantry, while of a lesser degree than that required for award of the Distinguished Service Cross, must nevertheless have been performed with marked distinction.

The Silver Star was originally issued as the Citation Star in 1918. On July 19, 1932, the Silver Star was approved to replace the Citation Star. Soldiers who received a citation for gallantry in action during World War I may apply to have the citation converted to the Silver Star Medal.

The Silver Star Medal was established on July 9, 1918.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 3-11](#)

Orders are issued for this award

This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Figure 1-5.1: Simple Statement of Service

STATEMENT OF SERVICE		DATE <u>7/8/94</u>
RE: <u>SMITH, WILLIAM</u>		SERVICE NUMBER / SOCIAL SECURITY NUMBER [REDACTED]
THE REPLY TO THE INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S)		
The military service information provided on this form has been extracted from records on file at this Center and may be used for any official purpose, including application for and adjudication of veteran's benefits.		
<input checked="" type="checkbox"/> This method of reply is the routine procedure used to respond to requests such as yours. If additional information is required, return your request with a detailed statement outlining the specific data needed and the purpose for which it is to be used.		
<input checked="" type="checkbox"/> Subject person served in the <u>U.S. ARMY</u> from <u>Apr. 23, 1968</u> to <u>Jan. 10, 1972</u>		
<input checked="" type="checkbox"/> Type and character of separation [REDACTED] Active service <u>SAME as above</u> to _____		
<input type="checkbox"/> _____ was honorably retired _____ by reason of permanent physical disability incurred in line of duty, but not as a result of armed conflict or an instrumentality of war. The percentage of disability is _____		
<input type="checkbox"/> Report of separation physical is attached.		
<input type="checkbox"/> The medical records/information pertaining to discharge you requested:		
<input type="checkbox"/> Are enclosed. <input type="checkbox"/> Are not in file.		
<input type="checkbox"/> Have been lent to the Department of Veterans Affairs and		
<input type="checkbox"/> Will be forwarded under separate cover. <input type="checkbox"/> May be obtained from the VA office shown below. (Please refer to VA Claim No. C- _____)		
<input type="checkbox"/> A statement of service is shown on the reverse side.		
<input type="checkbox"/> The military record needed to answer this inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire here on that date and may have been destroyed. There are alternate record sources available:		
<input type="checkbox"/> which can be used to verify two week periods of active duty for training (ADT) for Army and Air Force personnel; it is also possible to verify reserve service other than ADT for Army personnel only. In order to assist us, please furnish dates of reserve service or ADT or both (month, day, and year) and complete organizational assignments (company, battalion, regiment or squadron group, wing). After receipt of the requested data, we will search all available records sources.		
<input type="checkbox"/> but these sources do not contain the particular type of information requested. We regret that we cannot be of assistance in this matter.		
<input type="checkbox"/>		
<u>William Smith</u> [REDACTED] [REDACTED]		NCPM A <i>LS for</i> BRANCH STAMP NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION		NA FORM 13041 (REV. 4-90)

SN Index Tape

Details: Service Number Index Tape.

- Branch: Army
- War: World War II
- Timeframe: January 1, 1940 to September 1946

Externally - How to request:

- Conduct a search online at www.archives.gov/aad.
- Detailed instructions on how to search the SN Index online can be found in the Job Aids under [Army Service Number File \(ASNF\)](#)
- If you are unable to locate the information online, you MUST submit a request through CMRS for OR to conduct a search of the tapes.

Internally - How to request:

- Create an OR search request in CMRS.

Samples of documents returned to technician:

Sample of Online Service Number Index Tape

U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

www.archives.gov

January 13, 2005

Record Detail

File Unit Title: Electronic Army Serial Number Merged File, ca. 1938 - 1946

Data Table: ARMY SERIAL NUMBER ELECTRONIC FILE: MERGED PROCESSED FILE
ENLISTMENT CARD RECORDS

Member of: Record Group 64: Records of the National Archives and Records Administration;
Series: World War II Army Enlistment Records, 6/1/2002 - 9/30/2002

Instructions: The records you selected are displayed below. The value is what is actually in the data file. The meaning is what the coded value means, if known.

Note: Please read the FAQ [frequently asked questions] about the Army Serial Number File (ASNF) before you try to search for any records. [View the ASNF FAQ](#)

Record 1 of 1

Column Title	Value	Meaning	Notes
<u>ARMY SERIAL NUMBER</u>	06389196		View
<u>NAME</u>	SMITH#JOHN#####		View
<u>RESIDENCE: STATE</u>	41	ALABAMA	View
<u>RESIDENCE: COUNTY</u>	073	JEFFERSON	View
<u>PLACE OF ENLISTMENT</u>	4344	FT MCPHERSON ATLANTA, GEORGIA	View
<u>DATE OF ENLISTMENT DAY</u>	23		View
<u>DATE OF ENLISTMENT MONTH</u>	10		View
<u>DATE OF ENLISTMENT YEAR</u>	45		View
<u>GRADE: ALPHA DESIGNATION</u>	S#SG	Staff Sergeant	View
<u>GRADE: CODE</u>	4	Staff Sergeant	View
<u>BRANCH: ALPHA DESIGNATION</u>	QMC	Quartermaster Corps	View
<u>BRANCH: CODE</u>	50	Quartermaster Corps	View
<u>FIELD USE AS DESIRED</u>	#		View
<u>TERM OF ENLISTMENT</u>	3	Enlistment for Hawaiian Department	View
<u>LONGEVITY</u>	###		View
<u>SOURCE OF ARMY PERSONNEL</u>	3	National Guard in Federal Service, within 3 months of Discharge	View
<u>NATIVITY</u>	41	ALABAMA	View
<u>YEAR OF BIRTH</u>	15		View
<u>RACE AND CITIZENSHIP</u>	2	Negro, citizen	View
<u>EDUCATION</u>	1	1 year of high school	View
<u>CIVILIAN OCCUPATION</u>	499	FARMER	View
<u>MARITAL STATUS</u>	2	Married	View
<u>COMPONENT OF THE ARMY</u>	1	Regular Army (including Officers, Nurses, Warrant Officers, and Enlisted Men)	View
<u>CARD NUMBER</u>	#		View
<u>BOX NUMBER</u>	0030		View
<u>FILM REEL NUMBER</u>	1.30#		View

Sample of Service Number Index from OR

14101628	MERCER ELMER W	42	103	4288	180642	PVT
AC	43 16 1 3 387 2 89 169 3					

Service Number **Name** **Date of Enlistment** **Rank**

WAR DEPARTMENT - ADJUTANT GENERAL'S OFFICE

E. R. C. STATISTICAL

SERIAL NUMBER	NAME OF SOLDIER	RESIDENCE		DATE OF ENLISTMENT		GRADE	BRANCH	DEFER. DATE		EDUC. SPEC.	MATURE	YEAR OF BIRTH	RACE	OCCUPATION	CIVILIAN OCCUPATION	MARRIED	HEIGHT IN INCHES	WEIGHT	COMMENTS	
		STATE	COUNTY	MO.	YR.			MO.	YR.											
0999999999																				

14101627	PETERS HENRY A	42	103	4269	091522	SG
AC	09 15 22 1 1 350 P					

ENLISTMENT

SERIAL NUMBER	NAME OF SOLDIER	RESIDENCE		DATE OF ENLISTMENT		GRADE	BRANCH	DEFER. DATE		EDUC. SPEC.	MATURE	YEAR OF BIRTH	RACE	OCCUPATION	CIVILIAN OCCUPATION	MARRIED	HEIGHT IN INCHES	WEIGHT	COMMENTS	
		STATE	COUNTY	MO.	YR.			MO.	YR.											
0999999999																				

Primary Sources

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.52C
July 10, 1991

SUBJECT: **Social Security Administration requests**

1. **Purpose.** This memorandum provides instructions for processing Social Security Administration (SSA) requests for service data certification, age verification, or medical data that is needed in connection with adjudicating social security claims.
2. **Cancellation.** NPRC 1865.52B is canceled.
3. **Reason for revision.** The purpose of this revision is to update procedures for responding to SSA requests.
4. **Instructions.** The instructions for responding to SSA requests submitted on Standard Form 180, Request Pertaining to Military Records, Form SSA-654, Request for Information from Uniformed Services, and the Form SSA-829, Request for Medical Information from Military Facilities or Records Center, are contained in the attachment to this memorandum.
5. **Forms.** This memorandum provides for the use of the following forms:
 - DD Form 418, Data for Payment of Retired Armed Forces Personnel
 - Form SSA-654, Request for Information from Uniformed Services
 - Form SSA-829, Request for Medical Information from Military Facilities or Records Center
 - NA Form 13008, Loan or Transfer of Records
 - NPRC Test Form 98-1, Reply to Social Security Administration Request
 - NA Form 13041, Statement of Service
 - NA Form 13051, Transmittal
 - NA Form 13053, NPRC Acknowledgment/Referral
 - SF 180, Request Pertaining to Military Records

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1865.52C CHGE 1
October 15, 1998

SUBJECT: **Social Security Administration requests**

1. **Purpose.** This memorandum transmits changes to NPRC 1865.52C.
2. **Explanation of changes.** Paragraphs 3, 5, and 9 of this memorandum have been revised to:
 - a. reflect the procedures that the Social Security Administration currently follows when requesting verification of service;

- b. give additional instructions on providing information about periods of Active Duty For Training, including how to use NPRC Test Form 98-1, Reply to Social Security Administration Request, for this purpose;
- c. show how to use NPRC Test Form 98-1 when verification of service is requested and the veteran's character of service was one of the types listed in subpar. 5a(2)(b); and
- d. require full signature of caseworker when responding on SSA forms.

3. **Instructions.**

- a. Remove the transmittal page/page 1 of the attachment, and insert the corresponding changed pages.
- b. Remove pp. 4/5 of the attachment, and insert the corresponding changed pages.
- c. Insert Figure 5, pages 13 and 14.

DAVID L. PETREE
Director

SOCIAL SECURITY ADMINISTRATION REQUESTS

1. **Background.**

- a. The Social Security Act, as amended, provides social security credits, under certain conditions, to members of the Armed Forces who served on active duty at any time during the World War II period (September 16, 1940, through July 24, 1947) and post-World War II (July 25, 1947, through December 31, 1956). The law provides that, for social security purposes, members of the Armed Forces are considered to have been paid wages of \$160 for each month during any part of which active duty was performed. The granting of wage credits is prohibited, however, if the period of service was used as a basis for periodic benefits under another Federal benefit system, except from the Department of Veterans Affairs.
- b. The Servicemen's and Veterans' Survivor Benefits Act, Public Law 881, 84th Congress, provided new survivor and social security rights for military personnel. It brought members of the Armed Forces under Social Security on a contributory basis beginning January 1, 1957, to replace the \$160 a month wage credit provision.
- c. The Social Security Act, as amended, requires that the necessary record information be verified from the official service record to enable the SSA to process claims for social security benefits filed by veterans, members of the Fleet Reserve (Marine Corps and Navy), and personnel entitled to receive retired pay; and by their survivors.

2. **Source of requests.** The requests originate in all SSA field and district offices as well as the Headquarters Office at Baltimore, Maryland. A few requests are received directly from the Philippines. These originate at the Philippine Island Department of Veterans Affairs facility because there is no SSA office there.

3. **Request forms.** The SSA offices use the SF 180, Request Pertaining to Military Records, for requests for verification of military service data. See [fig. 1](#). They will normally ask only for the separation document(s). Form SSA-654, Request for Information from Uniformed Services, is sent when information related to Part B of the form is needed; when evidence of age (Part C) is needed and service is fire related; or additional information is needed concerning matters like

reason for separation. In the past, SSA used Form 654 to request dates of active duty for training (ADT); however, now most such requests are submitted on an SF 180. See [par. 5](#). SSA may also continue to request ADT on SSA Form 654. Requests for military medical data are submitted on Form SSA-829, Request for Medical Information from Military Facilities or Records Center. See [fig. 2](#). SF 180 and Forms SSA-654 (Parts A & C) received involving any branch of service are processed by NPRC personnel.

- a. **Branches of service involved.** Forms SSA-654 (Part B) received involving service in the Army, Air Force, and/or Navy are processed by NPRC personnel.

NOTE: [See subpar. 4b\(2\)\(b\)](#) for instructions regarding requests involving Coast Guard and Marine Corps service.

- b. **Verification of name, social security number and service number.** Verify the name, social security number (SSN), and service number (SN) as given on the SSA-654 with the service record, and check appropriate blocks.

4. **SSA Form 654.**

a. **Certification in Part A.**

(1) **Block 1.** If individual was already serving on active duty on September 7, 1939, show the date entered on active duty for this period, and show all dates of entry into active duty since September 7, 1939. Show active duty for training between September 7, 1939, and December 31, 1956, if it totals 90 days or more in any one year period. Report shorter periods of active duty for training in the "Remarks by Certifying Organization" block on the back side of Form SSA-654.

(2) **Block 2.** Show each date of separation from active service including active duty for training (totaling 90 days or more as in (1), above), after September 7, 1939. Report only the date of final release if continuous active service was performed and all service was terminated honorably. Report separately any enlistment period that terminated with an Undesirable, Bad Conduct, Dishonorable Discharge, Under Honorable Conditions Discharge, or Discharge Under Other Than Honorable Conditions.

(3) **Block 3.** Information reported in this block is important to the social security claims adjudicator as no wage credit is authorized for service that terminated by sentence of a general court-martial or by any of the reasons stated in boxes a, b, c, or d in block 3. The form is returned to NPRC for clarification when the adjudicator is unable to determine from our response that service did not terminate by any of these reasons. Follow these guidelines to avoid supplemental actions by SSA.

(a) When reporting an honorable separation other than by discharge, show character of service with type. Example: "Hon (retired)," "Hon (Trans. to Fleet Reserve)," "Hon (Rel. from active duty)." **NOTE:** If type of separation cannot be determined from available sources, correspondence technicians may furnish the character of separation only.

(b) In reporting the character of discharge, use appropriate basic character, "Hon," "Under Honorable Conditions," "Bad Conduct," or "Dishonorable." Do not show the different characters that fall within the "Under Honorable Conditions" category. Do **not** abbreviate any character of discharge except "Honorable," which is shown as "Hon."

(c) When the character of discharge is "Bad Conduct," show the type of court-martial proceeding it resulted from: special court-martial, summary court-martial, or general court-martial.

(d) A dishonorable discharge is awarded only by sentence of a general court-martial. SSA personnel are aware of this, so no explanation is required.

(e) In the case of an officer who resigned for the good of the service, place a check in box b, even though the nature of the service was reported under the character of separation.

(f) If individual was an enlisted member, administratively separated with an Undesirable Discharge or an Under Other Than Honorable Conditions Discharge, or who received a Bad Conduct Discharge by reason of a special or summary court martial, always place a check in box a, c, d, or e, as applicable. Do **not** check block 3e unless the reason is known **and it is in fact none** of the choices in blocks 3a, c, or d. In such a case, write the reason under "Remarks By Certifying Organization" near the bottom of the form. If the reason is **not** available (most likely because of the fire), write "reason not available" next to checkblock e - but do **not** check it. Also, do not make special efforts to identify the narrative reason if it is not available from the same alternate source that provided the character.

(4) **Blocks 4 and 5.** Self-explanatory.

b. **Certification in Part B.** Examine the record to determine if individual was ever in a retired or retainer pay status, then proceed as follows:

(1) **No retired or retainer pay status involved.** Check the box opposite the first entry under Part B. No further action is required in Part B.

(2) **Retired or retainer pay status is involved.**

(a)

Air Force, Army and Navy (officer and enlisted).

Air Force: See [app. A](#) for instructions for completing Part B of Form SSA-654. Included in app. A are additional instructions regarding the following: computation of reserve retirement; temporary disability retirement list; and election of pay when DD Form 418, Data for Payment of Retired Armed Forces Personnel, is not found in the record.

Army: See [app. B](#) for instructions for completing Part B of Form SSA-654.

Navy: See [app. C](#) for instructions for completing Part B of Form SSA-654.

(b)

Coast Guard and Marine Corps. NPRC is not authorized to certify Coast Guard or Marine Corps retired or retainer pay. This is done by Coast Guard Headquarters and Defense Finance and Accounting Service - Kansas City Center. If Part B is checked on the request and such status is involved, forward the request to the appropriate place, using NA Form 13051, Transmittal. Complete Parts A and/or C certification on Form SSA-654 as in [subpar. a](#), above, and [subpar. c](#), below, if requested.

c. **Verification in Part C.** This part is checked on the request when the claimant is unable to present satisfactory evidence of correct date of birth to prove eligibility for social security benefits. Examine contents of the record to see if it contains a birth certificate or other documentary evidence of birth date such as enlistment contract or induction paper. If located, transcribe birth record data from the earliest completed form/document that contains the information. Report each birth date that appears in the record.

5. **SF 180 requests.** Standard Form 180 is the form most frequently used to request verification of active service dates and/or dates of Active Duty For Training (ADT) for Social Security purposes. In most cases, send verification of all active service dates and all information about ADT whenever you find either or both in the record, whether or not specifically requested. There may be times to provide only a limited amount of information, whether it is just active duty, just ADT, or a specific period of years. However, unless it is abundantly clear from the inquiry that the requester needs verification of only some of the military service, it is best to send documentation of all active duty and ADT. (**NOTE:** Be sure to include the full name of the veteran and the Social Security Number on the transmittal, so that the Social Security office can match your reply with their pending claim file. If the veteran served under a service number, include that on the transmittal as well.)

a. **Verifying active service.** The request may ask for separation documents, verification of active service, or even a "statement of service." However, the SSA does not need a formal statement of service on NA Form 13041, Statement of Service. A copy(ies) of the separation document(s) or an NA Form 13038, Certification of Military Service, will be sufficient.

(1) If no active service was performed, furnish a negative reply on NPRC Test Form 98-1, Reply To Social Security Administration Request. See [fig. 5](#).

(2) If active service was performed and the character was "Honorable," "Under Honorable Conditions," "Dishonorable," or "Bad Conduct" as a result of a General Court Martial, furnish copy of separation document(s) or prepare NA Form 13038, according to provisions of NPRC 1865.51C, Request for replacement of separation documents. If the character was of any other kind, such as "Under Other Than Honorable Conditions" (OTH) or "Undesirable," IBR the case to C5.

(3) If character was OTH or Undesirable, the C5 archives technician ensures that the response includes information about the reason for separation in addition to branch of service, dates, and character. If the separation document is available and it includes reason, the technician may send a copy; otherwise, the bottom portion of NPRC Test Form 98-1 may be used to prepare the reply. Test Form 98-1 should also be used if the reason for separation as shown on the separation document is written only in code. If there were any prior periods of Honorable service that also should be verified, furnish copy of separation document(s). If a separation document is not available to account for the prior Honorable service, prepare an NA Form 13038.

b. **Verifying ADT.** When it is obvious from the request that the SSA needs ADT, the case is coded at least to the C5 level. However, even if ADT is not specified on the request and it is coded at C3, the caseworker should be aware of any obvious clues in the record that the veteran performed Reserve (or National Guard) service which included Active Duty for Training.

For example, caseworkers at all levels are required to compare the dates of service shown on the separation document(s) with the dates shown on the request, to ensure that the appropriate separation document(s) is(are) sent. If the request alleges more years of active service than are indicated on the separation document(s) found, it is likely that those additional years actually were spent as a Reservist and thus ADT would have been performed. In such situations the C3 caseworker should not look for ADT, but should IBR the request to the C5 level. C5 technicians review the file for ADT documentation.

(1) **Evidence of ADT is found.** Either NPRC Test Form 98-1 or NA Form 13041 may be used to provide all dates of ADT. It is important to show the exact dates (from-to) of ADT whenever such information is available. However, if the record shows only the number of

days of training during a calendar year, write the year in the Afrom@ column and the number (example: "14 days") in the "to" column. Then be sure to note on the form that the exact dates are not available. When using Test Form 98-1, do this by checking the box that says that the exact dates of ADT are not shown in the record. Also, always fill in the blank line on Test Form 98-1 to indicate branch of service in which ADT was performed. If performed in more than one branch, use the number in the from-to spaces to indicate which dates for which branch (ex: Air Force Reserve, 1-6; Army Reserve 7-20). Instead of using Test Form 98-1 or NA Form 13041 to provide ADT, the archives technician may send a copy of a document(s) from the file, but only if the years and exact dates of ADT are clearly indicated on the form (for example, DA Form 220 or NGB Form 23). Be sure to use a highlight pen to show SSA what the relevant dates on the form are. Do not send copies of point cards, since most SSA employees are not able to interpret such documents.

(2) **ADT requested but not found.** If no ADT was performed, furnish negative reply using NPRC Test Form 98-1.

c. **Other information requested.** Furnish other items of information, such as date of birth, if specifically requested.

6. **Supplemental requests.** On requests marked "Supplemental," furnish only items specifically requested.

7. **Information previously furnished.** When a follow-up request is received and information furnished in the previous reply is the same as that being requested, take no action on the follow-up request when evidence is found indicating the original inquiry was answered within seven workdays prior to the date of the follow-up. ([NPRC 1865.2](#), General information and instructions relating to reference service, for additional instructions regarding follow-up action.)

8. **Form SSA-829.** This form is addressed to the military medical facility where treatment occurred. It is then referred to NPRC for action, as records for the period in which treatment was received were retired to NPRC.

a. **Medical records on loan to VA. NEVER** refer a Form SSA-829 to a VA facility, even though the medical record is on loan to the VA. The SSA office is not interested in record of treatment if the VA has already conducted a medical background investigation. Complete item 4 in Section IV of Form SSA-829. The SSA office then requests a report from VA on another form.

b. **Processing.**

(1) **Medical records available.** Photocopy applicable medical records in accordance with [NPRC 1865.103, ch.1-11](#), Requests involving medical records, and forward as enclosure to Form SSA-829. Complete request involving **drug/alcohol abuse records** in accordance with [NPRC 1865.103, ch. 1-8](#).

(2) **Medical records not on file at NPRC.** Complete applicable item(s) 1, 2, 3, or 4 in Section IV on the Form SSA-829.

c. **Searching hints.** To avoid as many lengthy organizational (clinical) record searches as possible, answer Form SSA-829 from the veteran's health record. However, if health record is not readily available (charged-out), refer request to the Organizational Records Section for a search of clinical records.

d. **Reply.** Send completed Forms SSA-829, to the state agency that is making the disability determination. This address is shown in the middle block under Section II, Originating

Office.

9. **Signature authority for Forms SSA-654 and SSA-829.** Affix correspondence code stamp, signature, and date as shown in [fig. 2 \(Part 2 of 2\)](#) and [fig. 3](#). The archives technician completing the inquiry enters the current date and signs his/her full name.
10. **Copies.** Retain carbon copy of the form in the service record. If there is no carbon copy, make a photocopy.
11. **SF 180, Forms SSA-654/SSA-829 requests pertaining to records not in NPRC custody.** When it is determined that the record needed to answer a request is not located at NPRC, forward the request to the records facility, using NA Form 13051, Transmittal, and checking appropriate address block. Fill in the appropriate office symbol/code. See [fig. 4](#) for additional instructions on which blocks to check.

APPENDIX A: Instructions for completing Part B of SSA Form-654 for Air Force Personnel - (Enlisted and Officers)

<p>Question 1: NOTE: If 1(a) and 1(b) are answered in the negative, disregard 1(c) and 1(d). If 1(a) or 1(b) is answered in the affirmative, complete 1(c) and 1(d).</p>		
<p>MINIMUM REQUIREMENTS</p>	<p>Item 1(c)--9/16/40 through 7/24/47</p>	<p>Item 1(d)--7/25/47 through 3/31/56</p>
<p>Disability before 10/1/49 minimum requirement of 20 years active service</p>	<p>Complete if 1(a) is "Yes". Answer "Yes" if part of minimum requirement falls in this period, (otherwise "No").</p>	<p>Complete if 1(a) is "Yes". Answer "Yes" if part of minimum requirement falls in this period.</p>
<p>Longevity 20 years minimum (for individuals retired on or after 6 Oct 45)</p>	<p>Complete if 1(b) is "Yes". Answer "Yes" if part of minimum requirement falls in this period, (otherwise "No").</p>	<p>Complete if 1(b) is "Yes". Answer "Yes" if part of minimum requirement falls in this period, (otherwise "No").</p>
<p>Longevity 30 years total service active & inactive, minimum (for individuals retired on or before 5 Oct 45)</p>	<p>Complete if 1(b) is "Yes". Answer "Yes" if part of minimum requirement is <i>active</i> service in this period, (otherwise "No").</p>	<p>Complete if 1(b) is "Yes". Answer "Yes" if part of minimum requirement is active service in this period, (otherwise "No").</p>

Question II: **NOTE:** If the person was retired for disability, search records for letter to Airman describing benefits he is entitled to receive. Note in his reply whether he elected to receive pay based on disability percentage or on years of service. If he elected benefits based on disability percentage, answer 2(a) "No", and disregard 2(b) and 2(c). If he elected benefits on years of service, answer Item 2(a) "Yes" and consult instructions below.

	Item 2(b)	Item 2(c)
All (Yrs of svc, only)	Answer "Yes" if individual had <i>Less than 29 yrs and 6 mos of active service before 9/16/40 and performed sufficient active service in this period which would have increased his multiple, (otherwise "No").</i>	Answer "Yes" if individual had less than 29 yrs and 6 mos of active service before 7/25/47 and performed sufficient active service in this period which would have increased his *multiple, (otherwise "No").

*Multiples for pay purposes based on increments of 6 mos or more which are then counted as whole years. Therefore, a man having been retired with 22 years 10 months service would be paid on a multiple of 23 years. Assuming this individual performed 6 mos active duty during the period stipulated his longevity would have been increased to 23 year 4 months, but his multiple would have remained 23 years. (In this instance the answer would be "No"). However, if this individual performed 8 months active duty during period stipulated, his longevity would increase to 23 years 6 months, which in turn would increase his multiple to 24 years. (In this instance the answer would be "Yes").

PART B (Officers)

Question 1(a):

(1) Place an "X" in the NO box if the member was retired:

- (a) As an officer.
- (b) On or after 1 Oct 49.
- (c) For any reason other than disability.
- (d) After 15 Sep 40 and before 1 Oct 49 while serving in enlisted status but was advanced to an officer grade on the date of retirement.

(2) Place an "X" in the YES box if:

(a) The member was serving in an enlisted status at the time of retirement and retired in his enlisted status *AFTER* 15 Sep 40 and *BEFORE* 1 Oct 49, because of disability.

(b) The member was retired for disability during this period while serving in an enlisted status but was *LATER* advanced to an officer grade on the retired list.

Question 1(b):

(1) Place an "X" in the YES box if the member was retired *AFTER* 15 Sept 40 and *NOT* for disability.

(2) Place an "X" in the NO box if the member was retired:

(a) For disability.

(b) Before 15 Sep 40.

Question 1(c) and 1(d): (Answer only if the YES box was checked in questions 1(a) or 1(b).

If the law under which retired specifies a minimum amount of active service, compute member's active service to the date that such minimum service was completed. If the date falls within or after this period(s), "X" the YES boxes; if not, "X" the NO boxes.

Question 2(a):

(1) Place an "X" in the YES box if the member was:

(a) Retired for length of service.

(b) Retired for disability and elected to have his retired pay based on number of years of service.

(c) Enlisted and was separated in his enlisted status because of disability prior to 1 Oct 49 with less than 20 years active service *and* was *later* advanced on the retired list to an officer grade.

(d) Enlisted and was separated because of disability prior to 1 Oct 49 *and* completed 20 years service after 24 Jul 47.

(e) A reservist who retired at age 60 after completing at least 20 years of creditable service under Sec. 1331, Title 10, U.S. Code.

(2) Place an "X" in the NO box if the member was:

(a) Retired for disability and elected to have his retired pay based on percentage of disability (except (b) below).

(b) Enlisted and was separated because of disability prior to 1 Oct 49 *and* completed 20 years service *before* 25 Jul 47.

Questions 2(b) and 2(c): (Answer only if the YES box was checked in question 2(a)), Compute all service performed to the date the maximum was completed (Not to exceed 29 1/2 years), If any of the portion of service up to, but not exceeding 29 1/2 years falls

within the periods 16 Sep 1940 through 24 Jul 1947 or 25 Jul 1947 through 31 Dec 1956, place an "X" in the YES boxes; if not, place an "X" in the NO boxes. (Note: Promotions occurring on active duty tours subsequent to retirement which serve to increase the amount of retired pay previously awarded have no bearing on questions 2(b) and 2(c).)

Question 3:

Place an "X" in the YES box if the member had active duty or active duty for training after 31 Dec 1956 regardless of the type retirement or method of computing retired pay. Place an "X" in the NO box if the member had *NO* active duty or active duty for training after 31 Dec 1956.

Air Force Officers AND Enlisted

Additional instructions for completing Part B - Service Dept. Certification About Retired Retainer Pay

1. **Reserve retirement.** Use this statement when computing reserve retirement:

"This individual retired under the provisions of Title 10, USC, Section 1331 and all active and inactive service was used to compute retired pay. Service through (*retirement date*) credited to individual at time of retirement."

2. **Temporary Disability Retirement List (TDRL).** Show the percent of disability of serviceperson on TDRL. When serviceperson is removed from TDRL and placed on permanent retirement, show the date of removal and percent of disability.
3. **Election of pay when DD Form 418, Data for Payment of Retired Armed Forces Personnel, is not found in the record.** Route *request only* to: Defense Finance and Accounting Service - Denver Center, DFAS-DE, ATTN: CIDM, Denver, CO 80279, using NA Form 13051, Transmittal (see [fig. A-1](#)). **NOTE:** If the former serviceperson is deceased, enter the word "deceased" in the upper right hand corner of the NA Form 13051.
 - a. Prepare the NA Form 13051 in duplicate and route:
 - (1) Original NA Form 13051 with original request to CIDM.
 - (2) File carbon copy of NA Form 13051 and copy of request in the record.
 - b. Send NA Form 13053, NPRC Acknowledgement/Referral, to the originating SSA office. **NOTE:** Furnish the address of the originating SSA office in the "REF:" block on the NA Form 13053

APPENDIX C: Instructions for completing Part B of Form SSA-654 for Navy personnel (enlisted/Officer)

Navy Enlisted

Completion of Part B - Service Dept. Certification About Retired or Retainer Pay.

1. **Veteran never retired or transferred to Fleet Reserve.** If the veteran has *not* been a Fleet Reservist, has *not* been retired, or had retired pay determined payable to him/her, check the block after the first line in Part B. *No further action in Part B is required.*
2. **Veteran retired or transferred to Fleet Reserve.** When the member has been a Fleet Reservist, or has been retired or had retired pay determined payable to him, check the appropriate blocks in items 1, 2 and 3. The following guidelines are furnished to assist in answering these items.

a. Item 1(a).

(1) Check "Yes" if the member was retired for physical disability after September 15, 1940, and before October 1, 1949.

(2) Check "No" if the member was *not* retired for physical disability *after* September 15, 1940, *and before* October 1, 1949.

b. Item 1(b).

(1) Check "Yes" if the member is in one of the following categories.

(a) Transferred to the Fleet Reserve *after* September 15, 1940.

(b) Transferred to the Fleet Reserve *after* September 15, 1940, even if later retired for physical disability as the result of a physical examination taken every four years.

(c) Retired upon completion of 30 years' active and inactive service *after* September 15, 1940, even if transferred to the Fleet Reserve *prior* to September 16, 1940.

(d) Became entitled to retired pay *after* September 15, 1940. This category includes members of the Regular Navy and members and former members of the Naval Reserve who have had retired pay benefits determined payable to them.

(2) Check "No" if the member is in one of the following categories.

(a) Transferred to the Fleet Reserve *prior* to September 16, 1940 and not retired, nor retired pay determined payable, *after* September 15, 1940.

(b) Retired for service-connected physical disability under 10 USC Chapter 61.

(c) Retired upon completion of 30 years' active service *prior* to September 16, 1940.

(d) Retired pay determined payable and no active service was performed *after* September 15, 1940.

c. Item 1(c).

(1) Check "Yes" if one of the following conditions applies.

(a) Minimum service requirement was completed for transfer to the Fleet Reserve *after* September 15, 1940.

(b) Active service performed *between* September 16, 1940, and July 24, 1947, was used to fulfill the requirements for entitlement to retired pay.

(c) Minimum service requirement for transfer to the Fleet Reserve was completed *prior* to September 16, 1940, *but* the active service *after* September 15, 1940, and *before* July 25, 1947, was a part of the *total* active and inactive service needed for retirement.

(2) Check "No" if the minimum service requirement for transfer to the Fleet Reserve and for establishing eligibility for retired pay was completed *prior* to September 16, 1940.

d. **Item 1(d).**

(1) Check "Yes" if one of the following conditions applies.

(a) Minimum service requirement was completed for transfer to the Fleet Reserve *after* July 24, 1947.

(b) Active service performed *between* July 25, 1947, and December 31, 1956, was used to fulfill the requirements for entitlement to retired pay.

(c) Minimum service requirement for transfer to the Fleet Reserve was completed *prior* to July 25, 1947, *but* the active service *after* July 24, 1947, and *before* January 1, 1957, was a part of the *total* active and inactive service needed for retirement.

(2) Check "No" if the minimum service requirement for transfer to the Fleet Reserve and for establishing eligibility for retired pay was completed *prior* to July 25, 1947.

e. **Item 2(a).**

(1) Check "Yes" if retainer or retired pay has ever been fixed under a *years of service formula*.

(2) Check "No" if the veteran was retired for physical disability *and* the percentage of disability was elected as a basis for computation of retired pay, *both at time of retirement and transfer*.

f. **Item 2(b).**

(1) Check "Yes" if any active service performed *between* September 15, 1940, and July 24, 1947, has been included in the multiple of active service used in the computation of retainer or retired pay. For purposes of this multiple, fractions of one-half year or more of active service are counted as a whole year.

(2) Check "No" if one of the following conditions applies.

(a) Active service performed *between* September 15, 1940, and July 24, 1947, did *not* increase the multiple of active service used in the computation of retainer or retired pay.

(b) transferred to the Fleet Reserve *prior* to September 16, 1940, reported for active duty *after* September 15, 1940, *and died while on active duty*.

(c) Completed *29 and 1/2* years active service *prior* to September 16, 1940.

g. **Item 2(c).**

(1) Check "Yes" if any active service performed *between* July 25, 1947, and December 31, 1956, is included in the multiple of active service used in the computation of retainer or retired pay. For purposes of this multiple, count fractions of one-half year or more of active service as a whole year.

(2) Check "No" if one of the following conditions applies.

(a) Active service performed *between* July 25, 1947, and December 31, 1956, did *not* increase the multiple of active service used in the computation of retainer or retired pay.

(b) Transferred to the Fleet Reserve *prior* to July 25, 1947, reported for active duty *after* July 24, 1947, and *died while on active duty*.

(c) Completed *29 and 1/2* years active service *prior* to July 25, 1947.

h. Item 3.

(1) Check "Yes" if the veteran performed active duty or active duty for training *after* December 31, 1956.

(2) Check "No" if the veteran did *not* perform active duty or active duty for training *after* December 31, 1956.

Navy Officer

1. When Part B is checked, certification concerning the service used to establish eligibility for retirement and retired pay is desired by the Social Security Administration. Because of the many laws which apply to retirement and retired pay, as well as the interpretations which have been placed upon them by the Social Security Administration, no attempt has been made to cover in this instruction every type of case which could be encountered. Each case is considered on the basis of its own particular set of circumstances.
2. Questions 1(a), 1(b), and 3 of Part B are self-explanatory.
3. Question 1(c) asks "Was active service *after* September 15, 1940, and *before* July 25, 1947, used to establish eligibility to receive retirement or retainer pay?" Question 1(d) asks "Was active service *after* July 24, 1947, and *before* January 1, 1957, used to establish eligibility to receive retirement or retainer pay?" *These questions differ only in that they apply to two different periods of time.* In order to retire for *length of service*, an officer *must complete a minimum period of active service* to be eligible for such retirement and retired pay. If *any part of the officer's active service between* September 16, 1940, and July 24, 1947, is necessary to establish eligibility for retirement under the particular law under which the officer retired, answer question 1(c) "YES."
4. Generally, an officer's retired pay is based upon active service, a combination of active and inactive, or upon percentage of disability depending on the type of retirement. In addition, certain Regular officers (and certain Reserve officers retired for physical disability) retired *after* June 1, 1942, who served on active duty *prior* to November 12, 1918, are entitled to retired pay at the rate of 75% of their basic pay at the time of retirement regardless of length of service. If *any* of the officer's active service is included in the formula by which retired pay is computed (or was ever computed, answer question 2(a) "YES." If the officer was retired for physical disability, and elected to receive retired pay based upon percentage of disability rather than length of service, answer question 2(a) "NO." An officer retired for *other* than disability *prior* to October 1, 1949, who was entitled to 75% of basic pay because of service *prior* to November 12, 1918, had retired pay recomputed in accordance with the Career Compensation Act. Since the formula used in this recomputation included a multiple of service, answer question 2(a) "YES." When question 2(a) is answered "YES," questions 2(b) and 2(c) *must* be answered. If the service multiple used in computing the retired pay includes *any* active service *between* September 16, 1940, and July 24, 1947, answer question 2(b) "YES." Question 2(c) is treated similarly.

Repeating the examples used in [par. 3](#) above plus others, questions 2(a) - 2(c) are answered as indicated.

5. The following may also be encountered in processing social security inquiries:

- a. An officer retired for statutory age pursuant to a law which does not include a minimum of active service as a prerequisite for retirement is not considered to have used active service to establish eligibility to receive retired pay. However, in most instances retired pay is computed under a formula which includes a multiple of active service.
- b. An officer who completed 30 years of active service *before* September 16, 1940, remains on active duty, and subsequently is retired for any reason is considered not to have increased retired pay by service *after* September 14, 1940, because 30 years active service results in the maximum retired pay an individual can receive. The same reasoning applies to the post-World War II period July 25, 1947, December 31, 1956.
- c. Because a part of a year that is 6 months or more is counted as a whole year in the computation of retired pay, compute the retired pay for an officer who completed at least 29 years and 6 months of active duty *before* September 16, 1940, or *before* July 25, 1947, on the same basis as if serviceperson had completed 30 full years. In cases of this type, answer the questions posed on Form SSA-654 based on the officer's actual service and show in the "Remarks" section of the Form SSA-654, the exact amount of active service the officer completed *as of September 15, 1940, or July 24, 1947, as applicable.*
- d. When an officer retires pursuant to 10 USC 6321, an Act which requires 40 years of active service, answer the Form SSA-654 the same as if serviceperson had retired after 30 years active duty because an officer could not increase retired pay by service beyond the 30-year-point.
- e. When a retired officer was recalled to active duty, answer the questions posed on Form SSA-654 by determining whether the officer's retired pay was increased by active duty performed *during the periods* September 16, 1940, to July 24, 1947, *and/or* July 25, 1947, to December 31, 1956.
- f. The retirement orders of officers who are retired pursuant to Public Law 86-155 (commonly referred to as the "Navy Hamp Law") cite two authorities for the retirement. One citation is PL 86-155 (later codified into various sections of chapter 573, 10 USC); the other citation is 10 USC 6323 which covers voluntary retirement after 20 years active service. The provisions of PL 86-155, and its later codifications, are disregarded when completing Form SSA-654. ***Complete the case on the basis of 10 USC 6323, here quoted:***

"6323." Officers: 20 years

"(a) An officer of the Navy or the Marine Corps who applies for retirement after completing more than 20 years of active service, of which at least 10 years was service as a commissioned officer, may, in the discretion of the President, be retired on the first day of any month designated by the President.

(b) For the purposes of this section;

(1) an officer's years of active service are computed by adding all his active service in the armed forces; ***and***

(2) his years of services as a commissioned officer are computed by adding all his active service in the armed forces under permanent or temporary appointments in grades

above warrant officer, W-1.

(c) Unless otherwise entitled to a higher grade, each officer retired under this section shall be retired--

(1) in the highest grade, permanent or temporary, in which he served satisfactorily on active duty as determined by the Secretary of the Navy; **or**

(2) if the Secretary determines that he did not serve satisfactorily in his highest temporary grade, in the next lower grade in which he has served, but not lower than his permanent grade.

(d) A warrant officer who retires under this section may elect to be placed on the retired list in the highest grade and with the highest retired pay to which he is entitled under any provision of this title. If the pay of that highest grade is less than the pay of any warrant grade satisfactorily held by him on active duty, his retired pay shall be based on the higher pay.

(e) Unless otherwise entitled to higher pay, an officer retired under this section is entitled to retired pay at the rate of 2 1/2 percent of the basic pay of the grade in which retired multiplied by the number of years of service that may be credited to him under section 1405 of this title, but the retired pay may not be more than 75 percent of the basic pay upon which the computation of retired pay is based.

(f) Officers of the Naval Reserve and the Marine Corps Reserve who were transferred to the Retired Reserve from an honorary retired list, or are transferred to the Retired Reserve, may be retired under this section, notwithstanding their retired status, if they are otherwise eligible."

(g) The fact that a promotion acts to increase an officer's retired pay is not for consideration in completing Form SSA-654.

(h) Since social security wage credits were not a consideration at the time, a number of older retirement orders fail to show entitlement to the provisions of par. 4, section 15 of the Pay Readjustment Act of 1942 by virtue of the officer having had active service prior to November 12, 1918. If entitlement to have retired pay computed pursuant to that provision of law is a factor in completing Form SSA-654, and the orders fail to show such entitlement, it is necessary to obtain a statement for the record from the Promotions and Retirements Division. Prepare a memorandum to the Special Assistant (Retirements), PERS 313D, requesting a certification for the record as to whether or not the officer was entitled to have pay computed under the provisions of par. 4 Section 15 of the Pay Readjustment Act of 1942. Send the memo, with the record to PERS 313D, using NA Form 13008, Loan or Transfer of Records. Ensure that the certification is filed in the record when the social security case is completed.

(i) Officers who retired from the naval service prior to October 1, 1949, for physical disability were entitled to elect, under Section 411 of the Career Compensation Act of 1949, the method under which they desired to have their retired pay computed. The two types of elections were:

(1) **Section 411** - Career Compensation Act of 1949.

Method (A) - (Physical Disability) - To qualify for disability retirement under the provisions of the Career Compensation Act of 1949.

Method (B) - (Entitlement to another election under Section 522 of this Act) - To receive retired pay computed by one of the two methods contained in Section 511 of the Act.

(2) **Section 511** - Career Compensation Act of 1949.

Method (A) - The monthly retired pay authorized for such members of provisions of law in effect prior to the Career Compensation Act of 1949; i.e., the Pay Readjustment Act of 1942.

Method (B) Monthly retired pay equal to 2 1/2 percent of the monthly basic pay multiplied by the number of years of active service creditable (percentage multiple).

(j) When the record does not indicate the method of election as set forth above, Navy Correspondence Section (NCPMN-C) personnel proceed in the following manner:

(1) Prepare NA Form 13008 requesting method of election by which service person desired retired pay computed.

(2) Route record, with NA Form 13008 attached, to PERS 313D, Washington, DC through the Navy Liaison Officer.

SOCIAL SECURITY ADMINISTRATION

The Social Security Administration (SSA) is an authorized, routine user. As such, a request from the Social Security Administration does not require the written consent of either the individual to whom the record pertains, or the next of kin, if the individual is deceased. Do not contact the SSA to obtain a signature document.

REQUESTS FROM THE SOCIAL SECURITY ADMINISTRATION (SSA) ARE RECEIVED IN THREE WAYS:

1. [eMilRecs Web Request from SSA](#)
 2. [Standard Form \(SF\) 180, Request Pertaining to Military Records](#)
 3. [SSA-654, Request For Information From Uniformed Services](#)
-

eMilRecs Web Requests

Certain registered Social Security Administration (SSA) employees may submit requests to NPRC via a web application called eMilRecs. This web site is not open to the general public; users first must complete an official agency registration process to obtain user ID's and passwords to access this site. Because the request information is keyed in and submitted over the web, and the veteran's signature is not required, there will be no incoming attachment. The number of SSA employees authorized to use eMilRecs is currently small, but will expand over time.

How can I tell if a request is a SSA web request?

1. The '*How Received*' field will show '*Web Agency*' in the **Requests** list applet.
2. The '*Agency*' field will show '*SSA Agency*' in the **Requester information** form applet.

Responses to SSA web requests are sent only to the SSA. Responses will be provided electronically as described below. You will not need to mail your response.

CAUTION: Use this procedure only for requests received over eMilRec from SSA. See "How can I tell if a request is a SSA web request?" above to determine if the request is from eMilRecs.

1. Order personnel record. See **Standard Form (SF) 180, Request Pertaining to Military Records** procedures for what to do if a service record cannot be located.
2. Create a CMRS response document. Insert pattern letter or paragraphs as applicable to explain negative or partial responses.
3. Insert and complete NA Form 13165 as described below under "SF 180" procedure. Provide all data required by SSA on the NA Form 13165. You will not be mailing a separation document. Make sure to include Active Duty for Training (ADT) if specifically requested.
4. Verify the accuracy of transcribed data.

5. Save form when done.
6. Complete case.

DO NOT print or mail your response. After the request status is changed to "Closed", the Social Security Administration will be able to access CMRS, through eMilRecs, to view the attachment.

Since the response document will not be wanded out of core, cases must be manually closed by a coach or manager in the core.

SF 180

Some requests regarding Social Security benefits are sent to MPR on [Standard Form 180](#). The form may be signed by a Social Security employee or the veteran (or surviving family member), asking for the reply to be sent to the Social Security office. However, sometimes the veteran/surviving family member will sign the form, indicate that the purpose is to obtain Social Security benefits, and ask MPR to send the reply directly to him/her.

As described below, MPR has various ways to respond, depending on what has been requested, what we are sending, and whether the reply is going to the Social Security office or directly to the veteran.

NOTE regarding Active Duty for Training (ADT). Provide ADT data on NA Form 13165, Reply Regarding Social Security Inquiry, but only when ADT data is requested. This applies whether the response goes to the veteran or a Social Security office. Also, in most cases do not provide ADT dates after 1967 unless the SSA office specifically requests it for such years. The Social Security Administration seldom needs ADT for these years because SSA earnings records are much more complete beginning with 1968, including nearly all wages earned by military service members while on active duty or during brief periods of ADT.

1. **Replies sent to the Social Security office.** In most cases use NA Form 13165 to certify active duty and/or active duty for training (ADT).
 - a. **To verify active duty only.** Even if the request asks for a DD Form 214, usually it is not necessary to send copies of separation documents (DD Forms 214 or predecessor forms) to Social Security offices; and do not prepare an NA Form 13038, Certification of Military Service. It is sufficient to extract active duty information from the separation document(s) or alternate records sources and enter that information in the boxes under "Certification of Active Duty" near the top of the NA Form 13165. If a record is received that contains separation document(s) for reserve active duty training time, provide that information on the 13165, but unless ADT is specifically requested, it is not necessary to provide any additional training time. In that instance, also provide the rank and date of rank shown on the separation document. When the character of separation requires additional information for the Social Security office, such as reason for separation, be sure to check the appropriate boxes just below the "Certification of Active Duty" portion. As an alternative, you may wish to send the separation document in such cases, as long as it includes the necessary additional information. Information not specifically covered on NA Form 13165, such as dates of time lost, may be reported under "Remarks" on NA Form 13165, or on NA Form 13041, Statement of Service.
 - b. **To verify dates of ADT.** When the request is received from a Social Security office and our reply is to be returned to that office, do **not** send any ADT information unless ADT was specifically requested. Provide any ADT information in the "From-To" blocks, after you

check the box under "ACTIVE DUTY FOR TRAINING (ADT)" and you enter the branch of service on the blank line at the end of the sentence. On a fillable electronic version of NA Form 13165, the blocks in the Active Duty and ADT portions will (by default) be marked out with X's, unless you type something in. See also [Retirement Points](#)

But do not use NA Form 13165 if no service record is found or only an insufficient B-folder or auxiliary records are found; instead, provide an appropriate form or letter that explains the situation and what, if anything, the SSA office must do next.

NOTE: On any reply to a Social Security office using an NA form, be sure to include the Social Security number shown on the inquiry, even if the veteran served under a service number.

2. **Replies sent directly to the veteran/family.** When the request mentions SSA benefits but is received from a veteran or family member and our reply is being sent to that veteran or family member -not an SSA office:
 - a. **To verify active duty only.** Do send the veteran a sealed copy of the separation document(s) or NA Form 13038. **Do not use NA Form 13165.** Use an appropriate pattern letter or transmittal form, such as NA Form 13046, Response to Request for Separation Documents/Information. Be sure to include the "from-to" dates of any time lost, on the letter or the transmittal form.
 - b. **To verify dates of ADT.** Use **NA Form 13165** to send ADT information if it is requested. In such cases the form should also be used to transmit separation document(s) if any are being sent along with the ADT. Provide ADT information in the "From-To" blocks, after you check the box under "ACTIVE DUTY FOR TRAINING (ADT)" and you enter the branch of service on the blank line at the end of the sentence. When typing on a fillable electronic form, the blocks in the Active Duty and ADT portions will (by default) be marked out with X's, unless you type something in. See also [Retirement Points](#)

Generally, do **not** provide any ADT dates after 1967. For example, if the veteran/family asks for "all service including Active Duty for Training," or even mentions a period of years extending past 1967, you should provide ADT for any years through 1967 but not for any years after that. In such cases be sure to include an explanation in the transmittal letter. Use the pattern paragraph under "Personnel Related Information/Social Security Administration ADT after 1967 not needed."

SSA 654

When service verification and/or other data is needed the SSA submits SSA 654. First, review identification data in "item 1" on front of form. Compare data provided by the SSA to data in service record, and **VERIFY** on back of form. Next, look at "item 2" on front of form; it will indicate data needed by the SSA.

CERTIFICATION OF ACTIVE SERVICE

Block 1 (Back of Form)

1. If service member was already serving on active duty on September 7, 1939, show the date entered on active duty for this period.

2. Show all dates of entry into active duty since September 7, 1939.
3. Show active duty for training between September 7, 1939, and December 31, 1956, only if it totals 90 days or more in any one year period. Report ALL shorter periods of active duty for training, subsequent to January 1, 1957, in the "Remarks by Certifying Organization" block at bottom of form.

Block 2

Show each date of separation from active duty or active duty for training of 90 days or more.

Block 3

1. Show character of service for each period of service. If veteran was "Honorably Discharged," then you may drop word "Discharged" and abbreviate "Honorably." Show character as "HON."
2. If type of separation was **NOT** a discharge, then you must show type of separation. Examples: HON (retired), HON (release from active duty), HON (transfer to Fleet Reserve).
3. Spell out **ALL OTHER** characters of service. Examples: "Under Honorable Conditions," "Bad Conduct," "Dishonorable."
4. If character of service is "Bad Conduct" show type of court martial (summary, special, or general).
5. If veteran was an officer and resigned "for the good of the service," check box "b."
6. If veteran received an "Undesirable Discharge," or "Under Other Than Honorable Conditions Discharge," you must furnish SSA the reason for discharge. First, read boxes "a" through "e" and check appropriate box. If box "e" checked, then write in the remarks section the reason for separation.
7. If veteran received a "Bad Conduct Discharge" as a result of a **summary** or **special court martial**, again you must furnish SSA the reason for separation. Follow previous instructions.
8. If the reason for separation is not known, **DO NOT** check box "e." Instead write next to box "Reason Not Available."

Block 4

If veteran served less than 90 days, advise SSA if veteran discharged for injury or disability received or aggravated in service in line of duty. Check appropriate box (yes or no).

Block 5

If a period of service had an entry date after 12/31/46 and before 12/16/50, was entry a voluntary enlistment, an induction (service member drafted), or a call (or recall) to active duty from reserve status?

FAQ for Social Security Administration Cases

1. Why do we need to provide rank at separation and date of that rank? The reason is that an official with the SSA asked us to include a place for both when we revised Test Form 98-1, which is now NA Form 13165. Note that "rate or rank" at separation is requested on SSA Form 654, but the date is not.

2. Can the form be used to reply to other agencies? No, just to SSA and to individuals who say they want the information for Social Security purposes. At other times use NA Form 13041, Statement of Service, to provide Active Duty for Training
3. Is it necessary to create an NA Form 13038 when the "Certification of Active Duty" blocks on NA Form 13165 are filled in? No, not when replying directly to a Social Security office, but 13038 is required when replying to the veteran/family.
4. Is it necessary to provide dates of Active Duty for Training after 1967? Usually no, which should save us some time on the increasing number of Social Security requests that pertain to veterans who performed Reserve service during the years after 1967.

EVIDENCE OF AGE OR DATE OF BIRTH

REVIEW service record for a birth certificate, enlistment contract, or induction paper. If located, write birth record data from the earliest completed form/document that contains information. If more than one birth date shown in record, report each date; and advise SSA of source of data. If source only shows age, and not the date of birth, provide the age exactly as shown (e.g. 22 years, 7 months), and the date of creation of the document on which that information is shown (such as the date of the enlistment contract).

RETIRED OR RETAINER PAY

If a SSA 654 request for verification of retired or retainer pay is received, **you must first verify** service and/or date of birth if requested.

Next, REVIEW RECORD very carefully to determine if service member was NEVER retired or transferred to the Fleet Reserve. **Note the word "NEVER." This word is important because you cannot look at the type of final separation alone to make a determination.** If, for example, a service member was placed on the temporary disability retired list and later discharged, you COULD NOT say the service member had NEVER been retired.

If veteran WAS NEVER retired or transferred to the Fleet Reserve, check first box in "Section B" on back of form. Also write the branch of service (Army, Air Force, Navy, Marine Corps, or Coast Guard) above the box. **NO FURTHER ACTION IS NEEDED.** Return the completed SSA-654 to SSA office.

If the record indicates that the veteran **WAS** retired or transferred to the Fleet Reserve, you **MUST** refer to [NPRC 1865.52](#), appendices A (Air Force), B (Army), and C (Navy), for detailed instructions on how to complete Part B of SSA-654; however, **this Center does NOT respond to Part B for former members of the Marine Corps or Coast Guard, as indicated below.**

If **Marine Corps** veteran was ever retired or transferred to the Fleet Reserve, FORWARD SSA-654 to:

[\[00111\]](#)

DFAS-Cleveland Center
Attn.: DFAS-CL/JFLAGB
1240 East 9th Street
Cleveland, OH 44199-2005

If **Coast Guard** veteran was ever retired or transferred to Fleet Reserve, FORWARD SSA-654 to:

[\[00580\]](#)

Commander, Military Personnel Command (MPC-S-3)
U.S. Coast Guard
2100 2nd Street, SW
Washington, DC 20593-0001

Source: [NPRC 1865.52](#)

SOCIAL SECURITY NUMBER PREFIXES

These prefixes indicate the state in which the Social Security number was issued. This will assist you in identifying the state where the individual lived or possibly was born when he obtained his SSN.

001-003	New Hampshire	433-439	Louisiana
004-007	Maine	440-448	Oklahoma
008-009	Vermont	449-467	Texas
010-034	Massachusetts	468-477	Minnesota
035-039	Rhode Island	478-485	Iowa
040-049	Connecticut	486-500	Missouri
050-134	New York	501-502	North Dakota
135-158	New Jersey	503-504	South Dakota
159-211	Pennsylvania	505-508	Nebraska
212-220	Maryland	509-515	Kansas
221-222	Delaware	516-517	Montana
223-231	Virginia	518-519	Idaho
232-236	West Virginia	520	Wyoming
237-246	North Carolina	521-524	Colorado
247-251	South Carolina	525,585	New Mexico
252-260	Georgia	526-527	Arizona
261-267	Florida	528-529	Utah
268-302	Ohio	530	Nevada
303-317	Indiana	531-539	Washington
318-361	Illinois	540-544	Oregon
362-386	Michigan	545-573	California
387-399	Wisconsin	574	Alaska
400-407	Kentucky	575-576	Hawaii
408-415	Tennessee	577-579	Dist Columbia
416-424	Alabama	580	Virgin Islands
425-428	Mississippi	581-586	PR, Guam, AS, PI
		700-729	Railroad

SERVICEMEMBERS CIVIL RELIEF ACT

Background: The Soldiers' and Sailors' Civil Relief Act (SSCRA) of 1940 originated in World War I and was amended by Public Law 108-189 on December 19, 2003. This new Law is named the "Servicemembers' Civil Relief Act" (SCRA). In brief, it revises the SSCRA and provides servicemembers certain additional rights and protections against default judgements, such as payment of certain taxes, fines, penalties, insurance premiums and other civil obligations or liabilities. It also prohibits certain evictions and contract terminations, and increases life insurance coverage protection. In civil proceedings, these rights may be referred to as "material effect".

***NOTE:** NPRC does NOT provide documentation of material effect upon the service member, therefore, SCRA inquiries should be processed as shown in paragraph 2 below:

1. **RECOGNIZING SCRA INQUIRIES:** SCRA inquiries:

- a. **May be mistaken as a request for a statement of service (SOS).** The majority of these inquiries originate from law offices and regard civil court proceedings. The inquiry may, or may not reference SSCRA or the revised SCRA.
- b. **May indicate the need for substantiating proof that a person does or does not have military service.** If the inquiry originates from a law office or otherwise requests service certification, verification, or substantiating proof that the individual is/is not or has/has not been a member of the Armed Forces, it is most likely an SCRA case.
- c. **Often involve individuals recently discharged.** Record searches in many cases may be negative, since NPRC does not receive the service record from the military service departments for up to 90 days following discharge.

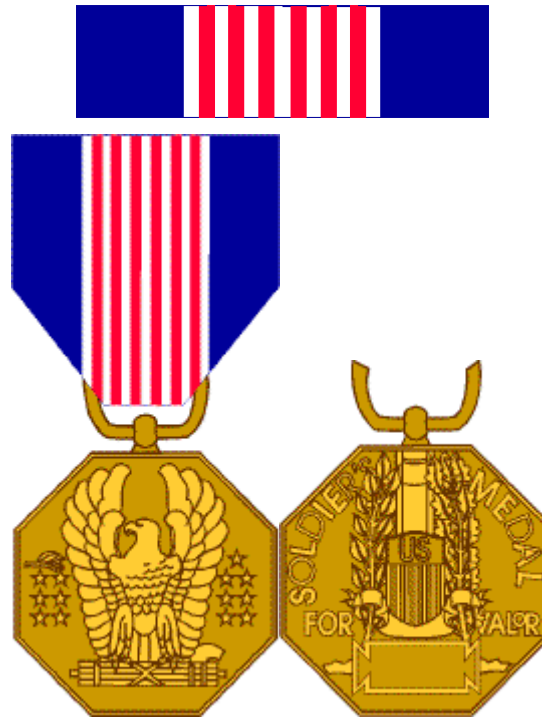
2. **PROCESSING SSCRA INQUIRIES:** When an inquiry is determined to be SCRA related:

- a. **Do not provide a statement of service (SOS).** A SOS or a letter indicating the individual cannot be identified as a member/former member of the military is not substantiating evidence of military service (or lack thereof) in SCRA cases. This type of response to a law office will only generate another request to verify service to this center.
 - b. **Return the inquiry to the requester.** SCRA cases should be returned to the requester. Access the SCRA pattern letter, obtained through the Referral category. The pattern letter requires entry of the appropriate branch of service if known. If branch of service is unknown, provide all branches of service addresses to the requester in your reply.
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- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Soldier's Medal



The Soldier's Medal is awarded to any person of the Armed Forces of the United States, or of a friendly foreign nation who while serving in any capacity with the Army of the United States, distinguished him/herself by heroism not involving actual conflict with an enemy. The same degree of heroism is required as for the award of the Distinguished Flying Cross. The performance must have involved personal hazard or danger and the voluntary risk of life under conditions not involving conflict with an armed enemy. Awards will not be made solely on the basis of having saved a life.

The Soldier's Medal was established on July 2, 1926.

Authorized Device/Appurtenance: Oak Leaf Cluster

Dates Authorized: WWI, WWII, Korea

Type of award: Individual Army Decoration

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 3-14](#)

Orders are issued for this award

This award is accompanied by a certificate and, if awarded for heroism or valor, also a citation.

** Equivalent Air Force medal is the Airman's Medal, which was not created until July 1960. Until that time, the Air Force*

awarded the Soldier's Medal to Air Force personnel.

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

SOLDIER'S/AIRMEN'S/NAVAL HOME

This facility provides a home and other benefits to those who apply for admission and are found to qualify. Prepare a **Summary of Military Service**. Include also:

1. reason for discharge
2. grade at discharge
3. organization to which assigned at discharge

If actual entry into service was prior to entry on active duty, using asterisks, show in "Remarks" actual date and manner of entry. Also show personal description and date and place of birth of applicant.

If discharge was due to disability, furnish nature of disability, line-of-duty status, and whether disability was the result of applicant's own misconduct. Or you may attach pertinent documents that show this information.

Source: [NPRC 1865.60](#)

SPECIAL INSTRUCTIONS FOR NAVAL HOME CASES

If request is from veteran - Advise him/her to contact:

[\[00588\]](#)

Governor
U.S. Naval Home
01800 East Beach Blvd.
Gulfport, MS 39501

If request is from Naval Home - Send the following data:

1. Complex Statement of Service
 2. All duty stations and inclusive dates of assignment (from and to)
 3. Awards
 4. Medical Survey, if discharged for physical disability
 5. Any additional items requested
-

Source: [NPRC 1865.82](#)

Printable Version:
[Cover Letter and Memo](#)
[Appendix A](#)
[Appendix B](#)
[Interfile Form](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63138-1002

NPRC 1865.126
February 27, 2013

SUBJECT: Standard Operating Procedure (SOP) for Refile Section, Records Retrieval Branch

1. **Purpose.** This memorandum along with its attachments define the functions, responsibilities, processes, and procedures of Refile Section, Records Retrieval Branch.
2. **Cancellation.** Not applicable, this is the first issuance of this directive.
3. **Reason for revision.** Not applicable, this is the first issuance of this directive.
4. **Applicability.** The information contained herein applies to all members of the Refile Section, Records Retrieval Branch.
5. **References.**
 - [1865.28 - Refiling and Interfiling Military Personnel and Medical Records](#)
6. **Instructions.** This memorandum defines the key roles and responsibilities critical to the successful operation of the Refile Section. Further, it describes the internal processes for Refile, and Interfile activities, both in narrative and graphical flow-chart format. For best results, follow the graphical flow-chart appendices while reading their corresponding section in the text.
7. **Figures and Forms.**
 - [Interfile Form](#)

SCOTT LEVINS
Director

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- 2 [Records Refile Process](#)
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[Appendix A - MPR Refile Process](#)

[Appendix B - MPR Interfile Process](#)

1 Refile Section Overview

This is the section in the Records Retrieval Branch (RRB) that is responsible for returning records to their correct locations in the Stacks and for interfiling late-flowing or loose documents into the correct folders. Additionally, the Refile Section also performs the critical task of space maintenance, which is the process of physically maintaining the records holdings and the stack area, ensuring the records are properly protected. All employees should observe appropriate safety precautions when working in the file areas.

The Refile Section consists of one supervisor, one assistant supervisor, four lead technicians, and approximately 50 employees who carry out the refile and interfile duties. The Refile Section is comprised of the following personnel roles, which are described in detail in the respective process sections later in this document:

Refile Section Supervisor

- Responsible for directing the Refile staff in achieving its overall mission through efficient and timely management of resources, using reports that identify areas where resources need to be applied.

Assistant Section Supervisor

- Responsible for directing the Refile staff in achieving its overall mission through efficient and timely management of resources, using reports that identify areas where resources need to be applied. Serves as the Refile Section Supervisor when the Supervisor is absent.

Refile Lead (Floor)

- Directs operations in the office. Assigns refile/interfile batches of work.
- Provides training to Refilers and documents individual training charts.
- Is available to answer questions from Refilers.

Refile Lead (Stacks)

- Directs operations in the stack area.
- Provides on-the-job training to Refilers.
- Is available to answer questions from Refilers.

Refile Lead (Audit)

- Conducts audits of work completed by Refile employees.
- Provides on-the-job training to Refilers.
- Is available to answer questions from Refilers.

Interfile Lead (Audit)

- Conducts audits of interfile work completed by Refile employees.
- Provides on-the-job interfile training to Refilers.
- Is available to answer questions from Refilers.

Refiler

- Picks up and sorts records for refile.
- Refiles records in correct locations, using data printed on record labels.
- Sorts documents and enters interfile data into database.
- Interfiles documents in correct records, using data printed on Finding Aid Reports (FAR).
- Replaces damaged boxes stored in stacks and keeps stack areas neat.

In addition, the Refile Section receives requests from customers attempting to locate a record that has been removed from the file location and is being processed for refile. Customers send e-mails to the MPR Refile mailbox, which is monitored and answered by the Refile Supervisor and Assistant Supervisor. If the record is located, the supervisor arranges with the customer to process the record.

2 Records Refile Process

The records refile process involves returning records that have been previously charged out of their proper locations for delivery to requesters. A critical part of this process is making certain that the records are returned to their correct locations. The details governing the Refile Process are described in [Appendix A - MPR REFILE PROCESS](#) flow chart attached at the end of this document. It is crucial that the process specified is followed closely and accurately. Any deviation potentially places records at risk of being misplaced. Any unspecified situations encountered should be resolved through NPRC's Supervisory/Management chain.

The Refile Process is composed of the following steps:

Step	Description
Pre-Processing	During this step, records are gathered from all sources and placed on mobile sort tables based on military branch of service.
Sorting	This step consists of organizing the records into groupings that are conducive to efficient filing in the Center holdings. By grouping records whose designated locations are in close proximity to each other, the Refiler can achieve the maximum rate of refile while expending the minimum amount of time.
Batching	Records are placed in batches on carts. Charge out sheets are removed from records and batches are created using CMRS wandling.
Refiling	This step is the physical act of replacing the records in their correct locations in the stacks. Charge out sheets from the stack locations are wanded into CMRS documenting that records were refiled.
Reconciling	All charge out sheets are delivered to the Audit lead for review. If any discrepancies are found during the CMRS wandling to Refiled, the auditor resolves each situation through documented procedures.

2.1 Pre-Processing

This step consists of determining whether a record is ready to be refiled. Records are picked up from requesters (Cores, Research Rooms, and tenant agencies) using large carts and are delivered to the Refile area by Refile staff members. Records are removed from the carts and placed on mobile sort tables where they are grouped by military service branch. If the records have a notice attached from the Preservation Department, they are routed to that section to handle and process. Records that are returned from another agency (Loan & Transfer returns) must be wanded into CMRS by Support employees to change the Search status to LT Returned. Records that are returned through the mail room are delivered directly to the Support area to be wanded in CMRS. Clinical records that are sent to RRB in error are returned to the Core that ordered them. If an auxiliary record is found to have been returned to RRB in error, it is removed from the process. Auxiliary records should be copies only and are never refiled. If the auxiliary records are copies, they are discarded in the Witness Disposal Containers. Original documents are sent to the Organizational Records Section Supervisor to be refiled.

When the sort table is full, the records are moved to the appropriate sort rack bin.

Task Ownership:

- The Refile Supervisor is responsible for designating individuals to retrieve records from requesters.
- Refile employees are responsible for routing records requiring special handling to the appropriate locations.
- Support employees are responsible for wanding all returned L&T records into CMRS.

2.2 Sorting

During this step, records are reviewed by Refile employees and placed in the appropriate bins. If the record does not have a FAR, or L&T bar code sticker attached, it is placed in the designated bin for Support employees to search CMRS. If an entry is found for the record in CMRS, a FAR is printed out and attached to the record. The record is then placed in the appropriate sort rack bin. If there is no data in CMRS for the record and, therefore no FAR can be printed, the record is placed in the bin for NON-CMRS records and is refiled using that process.

If the record is missing an identifying label, a Support employee searches the Registry System using the veteran's name, service number or SSN. If a file location is found in the system, the employee prints out a new label and attaches it to the record.

Employees sorting records also look for two or more records that are banded together. If the records belong to different individuals, the employee separates them and continues with the sorting process. If the records belong to the same individual, the employee routes the records to the Floor Lead. The Floor Lead then reviews the records and determines the proper location for them.

The records are then placed in the appropriate sort rack bin.

The sort rack bins are grouped by records blocks. Record blocks are records filed in the stacks that have been grouped by common identifying information (i.e. U.S. Marine Corps Enlisted records prior to 1963, Army Retiree Records with Registry locations beginning A50, etc.). The bins within each record block are then divided by location ranges and labeled accordingly. The non-Registry records are labeled with the appropriate alphabetical or service number designation, according to the filing system that pertains to the records involved.

Records are sorted by record block and placed in the sort rack bins according to the range of record locations designated on the bins for each block.

Task Ownership:

- Refile employees are responsible for placing records into the correct bins.
- Support employees are responsible for replacing missing labels and FARs.

2.3 Batching

This step begins with removing a group of records from one or more bins on the sort rack and combining them into a batch of refile work. The records are placed on a refile cart by a Refile employee and arranged in order according to the appropriate filing system for the record block to which they belong (alphabetically or numerically, by service number or Registry location). The number of records in a batch is determined by the amount of records a cart can hold; however, all of the records in one batch must be in the same record block.

A Batch Sheet is prepared for each cart of refile work and is initiated by the employee who assembled the cart. Identifying information for the first and last record in the batch is annotated on the Batch Sheet. The employee who created the batch, then signs the batch sheet in the space designated to identify who created the cart of work.

The employee who created the batch then removes all of the charge out sheets from the records on the cart. If a record has an L&T bar code sticker instead of a charge out sheet, the record is turned upright so that the bar code is visible. The employee places all of the charge out sheets and the Batch Sheet on the top shelf of the cart in front of the first record in the batch and moves the cart to the Support area for further processing.

A Support employee retrieves the charge out sheets from the batch of work on a cart. A new Refile batch number is created in CMRS and each charge out sheet is wanded into CMRS to show the record has been placed into that batch. If a record is found with a Search Status other than "Out of Core", the record is removed from the batch and returned to the Core to correct.

The data entered into the new batch is exported into an excel spreadsheet called a "Check Sheet". The Check Sheet is printed out and placed on the cart. The batch number is written on the corresponding Batch Sheet. The Support employee then signs the batch sheet in the space designated to identify who created the batch in CMRS. In addition, the Support employee adds the batch information to a logbook specifically used to document the assignment of Refile Batches. The Batch Sheet is then given to the Floor Lead for assignment and the cart is moved into the Cart Room that is designated for storing work ready to be assigned and refiled.

Task Ownership:

- Refile employees are responsible for sorting records into batches, creating carts of refile work, and entering information onto a Batch Sheet.
- Support employees are responsible for creating a new batch in CMRS and annotating information on the Batch Sheet and in the Logbook.

2.4 Refiling

This step is the physical act of replacing the records in their correct locations in the stacks. The Floor Lead assigns batches of work to the Refilers and annotates both the Batch Sheet and the Logbook to show who was assigned the Batch number and the date of the assignment.

The Refiler takes that Batch Sheet and goes to the cart room to locate the assigned work. The Refiler goes to the stacks with the cart of work and refiles each record in the correct location, collecting the charge out sheet from each location at the same time. If there is no charge out sheet in the location, the Refiler leaves the record on the cart and does not attempt to refile it. The Refiler annotates the check sheet next to each name to indicate that the record was properly refiled or that no charge out sheet was found.

Any record that has a pink "Important Notice" card, NA Form 13131, in the location is brought back to the office along with the pink card. The Refiler leaves the file charge out sheet in place. The record, the duplicate charge-out sheet and pink card are turned over to the Audit Lead.

At the completion of the batch of work, the Refiler counts the charge out sheets plus any un-refiled records to ensure that the total number of items completed equals the total number assigned on the check sheet. The Refiler then turns in to the Audit Lead the Batch Sheet, the Check Sheet, all charge out sheets and all records that were not refiled.

Task Ownership:

- The Floor Lead is responsible for assigning batches of records to Refilers and for reassigning batches, when necessary.
- Refilers are responsible for refiling the records assigned in the correct locations and for turning in charge out sheets and/or records to the Audit Lead.
- All employees are responsible for observing safety precautions when working in the file areas.

2.5 Reconciling

The Audit Lead is responsible for determining that all of the work was completed correctly. The Audit Lead reviews the work turned in by the Refiler and corrects any minor discrepancies by checking CMRS or by talking to the Refiler who completed the work. The Audit Lead then gives the batches of charge out sheets to Support to wand in CMRS and change the record status to "Refiled". Support generates a report in CMRS that shows whether or not any discrepancies were identified during this process. Support returns all batches of work with discrepancies to the Audit Lead. Batches with no discrepancies are closed by Support and a print out of the report is given to the Audit Lead.

The Audit Lead checks all records returned by the Refiler as the result of a missing charge out sheet in the record location. The Audit Lead goes to the correct record location in the stacks and determines if an error was made by the Refiler. The Audit Lead performs a verification search for any record that is missing from the batch. All discrepancies are reported to the Refile Supervisor. All completed batches of work are turned in to the Refile Supervisor.

The Refile Supervisor determines if the Refiler made any errors during the process of refiling the batch of records. If errors are determined, the Refile Supervisor prepares an error sheet and issues the error to the Refile employee. Errors are recorded in the Charts Records Retrieval Performance Reporting System. Documentation that the error has been discussed with the employee is maintained by the Refile Supervisor.

Any missing records that cannot be located by the Audit Lead are turned over to the Refile Supervisor. The Supervisor removes the entry for the missing record from the batch of Refile work and closes the batch. The record information is then entered into a Search Batch named "Terminal Misplaced Batch" that is kept open in CMRS. The Search Supervisor assigns these searches to Verification Searchers to complete an in-depth Misplaced Search. If the record is not found after completing one misplaced search, a second misplaced search is assigned to a different verification searcher. If the record is not found after the completion of two misplaced searches, the record is reported as a discrepancy.

Detailed resolution steps are captured in the Remediation step and can be found in [Appendix B - INTERFILE PROCESS](#).

Task Ownership:

- The Audit Lead is responsible for examining each Refile action in a batch, using the respective Check Sheets that have been annotated by the Refiler.
- Support employees are responsible for changing the record status to "Refiled" in CMRS, generating a report, and closing batches with no discrepancies.
- The Audit Lead is responsible for reporting all deficiencies encountered to the Refile Supervisor and resolving minor defects.
- The Refile Supervisor is responsible for determining errors and discussing them with the Refile employees.
- The Search Supervisor is responsible for assigning misplaced searches for records that were not located by the Refile Audit Lead.

3 Interfile Process

The document interfile process, also referred as "Interfiles", is the process in which loose or late-flowing documents are found to be apart from their intended record, potentially leaving the record incomplete. It is crucial that any interfile material is returned to the correct record as quickly as possible while maintaining active control and accountability. The key challenge for positively tracking interfiles, rests in the fact that there are many different situations which may be encountered during the interfile process that may affect both the interfile material and the target record. Each requires a different way to rectify, which, in turn, influences how NPRC invoices customers.

The specific execution details governing the Interfile Process is described in the [Appendix B - INTERFILE PROCESS](#) attached to this document. It is crucial that the process specified is followed closely and accurately. Any deviation potentially places the interfile material at risk. Any unspecified situations encountered should be resolved through NPRC's Supervisory / Management chain.

The Interfile Process is composed of the following steps:

Step	Description
Collection	During this step, interfile material is gathered from all sources and organized into three categories of work, based on the source of material and its respective level of complexity to process.
Sorting	This step consists of organizing each type of work into groupings that are conducive to efficient filing in the Center holdings. By grouping material whose target records are located in close proximity to each other, the Refiler can achieve the maximum rate of interfile while expending the minimum amount of time.
Batching	Interfiles are batched utilizing a NPRC-developed application to capture pertinent information that describes the interfile material and allows the creation of fixed-sized batches of work suitable for Refilers to perform.
Interfiling	This step encompasses the physical act of filing interfile material into the correct records. To permit speedy and accurate processing, any unusual circumstances are reassigned to auditors to be rectified.
Reconciling	The Reconciling step provides for two mechanisms to independently verify and validate the interfile actions performed by the Refiler. The goal is to confirm positive accountability and control of each piece of interfile material.
Remediation	If any discrepancies are found during the Reconciling step, the auditor confirms the

finding and resolves each situation through documented procedures.

3.1 Collection

This step is further separated into two stages: Consolidation and Pre-sorting. Consolidation collects all interfile material from all sources while Pre-sort performs the first of many sorting actions necessary to properly categorize work.

Consolidation - There are four potential sources from which Interfile materials are received:

- **Stacks** - Through the course of an average day, there are thousands of records in the process of being retrieved or replaced within our stacks. During the process of movement, record contents, especially those that are smaller than the typical 8 ½" x 11" size, are at risk of dropping from their folders. Red "Recovery" bins are clearly marked and strategically placed throughout the Stacks to serve as convenient collection points for this type of material. Every member of NPRC is required to pick up ANY loose materials encountered and place them in these bins. At the end of each workday, Refile members will collect materials from all of the bins and place them in temporary holding bins until the next pre-sort cycle. **The loose material found in the stacks is considered to be the result of NPRC's normal operations, and therefore, "Non-Billable" work.**

Task Ownership:

- The Refile Supervisor is responsible for designating individuals to collect and retrieve material from the stacks.
- Every member of NPRC who has access to the stack area is required to pick up ANY loose materials encountered and place them in the "Red Loose Document" bins.
- **Reference Cores** - There are two types of interfile material collected from Reference Cores: *Loose Material and Misfiled Material*. There are corresponding bins in each Core to capture and collect both types of work. The distinction between these is crucial because the type of material affects its billing status. The bins are collected once a week by members of the RRB. Core management can also initiate an out-of-cycle pickup by requesting it through RRB Headquarters.
 - *Loose Material* - The same likelihood of material dropping during the course of record transport from the stacks also exists while the record is moving through the Reference Cores. Once a cart of records is delivered by RRB, each record is processed and handled by multiple individuals as it makes its way to the requesting Technician. Each step has the potential of material being dropped or becoming separated from the host record. **The loose material found in the Reference Cores is considered to be the result of NPRC's normal operations, and therefore, "Non-Billable" work.**
 - *Misfiled Material* - During the course of answering customer requests, our Core Technicians may discover a different individual's information misfiled within the veteran's record. **Misfiled documents are usually caused by the record's original agency and not caused by NPRC's normal operations; therefore, this is considered "Billable" work.**

Task Ownership:

- Core employees are responsible for placing interfile materials in the correct bins on their core.
- The Refile Supervisor is responsible for designating individuals to retrieve material from Reference Cores.

- **Tenant Offices** - Co-located at the One Archives Drive facility are a number of tenants who regularly request to access our records. Records are loaned and returned on a regular basis, and through the course of record handling by the tenant office, the same risk exists for loose material to become separated from its host record. **When loose material is turned in by our tenant offices, it is considered "Billable" work.**
- **External Agencies** - A number of external agencies, primarily military bases undergoing major realignment or closures, may route late-flowing or loose documents to NPRC for consolidation into their respective veteran's records. The documents received may range from a few pages belonging to one veteran to thousands of pages pertaining to hundreds of veterans. Material is typically received by the Mail Room and routed to RRB to be interfiled. **Material received from external agencies is considered "Billable" work.**

Pre-sort - As material is received, it is placed in temporary holding bins until the initial presort is performed. The Presort stage is performed by RRB employees assigned to the Interfile Team, which organizes all interfile material into one of three bins: "Non-Billable", "Billable-High", and "Billable-Low".

- **Non-Billable** - Material in this bin is a result of actions and activities performed by NPRC members and internal processes.
- **Billable-High** - Material in this bin consists of interfile material that does not have a Finding Aid Report (FAR) attached. Material without a FAR requires additional labor and effort by Refile personnel and therefore NPRC must charge a higher rate for the effort.
- **Billable-Low** - Material in this bin consists of interfile material that had a FAR already attached when received, allowing NPRC to charge a lower rate for the interfile effort.

These separate divisions must be maintained throughout the interfile process to ensure that the correct amounts are reported at the end of each billing cycle.

Task Ownership:

- Interfile Team Members are responsible for performing Pre-sort.
- The Refile Supervisor is responsible for assigning employees to the Interfile Team.

3.2 Sorting

After the completion of the Collection process, interfile materials are sorted into one of three bins. The sorting step is further separated into three stages: Filter, Standardize, and Organize.

Filter - This stage is performed by the Interfile Team and provides the first level of handling for materials that do not have a Finding Aid Report (FAR) attached. Materials with corresponding FARs attached, bypass this step and proceed directly to the Organize stage.

Materials without FARs are evaluated, using NPRC's Registry System and/or the Department of Veterans Affairs (VA) BIRLS system to determine if the target record is in our records holdings. If the target record is in our holdings, the material is passed on to the Standardize stage.

If a corresponding record is not a part of NPRC holdings, Interfile Team members refer the material to the Refile Supervisor, who is responsible for determining the proper agency to receive the material. Agency information can be found in the NPRC Case Reference Guide (CRG). Once the agency information is located, each item is entered into the Batch Control Application (BCA) individually, capturing in the following data fields: the Veteran's name, Veteran's Social Security Number, Veteran's Branch of Service, and a General Description of the Material Type. A copy of the captured data is

printed out. The Refile Supervisor ensures the material is properly packed for shipment, encloses a printed copy from the BCA listing, and routes it to the mailroom for processing. The mailroom is responsible for shipping the material, using methods that provide for positive tracking and receipt. The mailroom must provide tracking information to the Refile Supervisor for entry into the BCA.

If records/documents are found with corresponding records at the NPRC Annex, follow the same procedure outlined above. Records/documents going to the Annex, are routed through the Courier instead of through the mail. The Refile Supervisor will pack them for shipment in the same manner, label the box for routing to the Annex, and route it to the mailroom for pick up by the Courier in the next delivery cycle.

Task Ownership:

- The Interfile Team members are responsible for determining if the target record is in NPRC records holdings.
- The Interfile Team members are responsible for creating FARs for records in NPRC records holdings, while continuing to maintain the separation of materials by correct billing status.
- The Refile Supervisor is responsible for identifying material destined for external agencies or for the Annex and ensuring proper safeguarding and transmission.
- The Mailroom Supervisor is responsible for providing tracking information for material sent to external agencies.

Standardize -The goal of this stage is to ensure that all material destined for NPRC holdings have record location information attached before progressing to the next stage. This stage is performed by the Interfile Team, whose members will create a FAR to attach to those interfile materials that are without one. They will generate a new FAR using CMRS for records located in the Registry System. For records not in the Registry System (Pre-Registry Records), they will fill out a form with record location information and attach it to the interfile materials. Sample of the [form](#) is attached to this document.

Task Ownership:

- Interfile Team Members are responsible for creating a finding aid to show the locations of records in NPRC records holdings and attaching it to the interfile material.

Organize - The purpose of this stage is to sort the interfile material by the geographical location of its corresponding record. Efficient grouping allows the Refiler to maximize interfile effort with a minimum of physical labor and time. This step is performed by the Interfile Team. Each billable labeled group of material is sorted in the following way:

- a. By branch of service
- b. By floors and catwalk levels
- c. By "millions" Registry number range
- d. By numerical sequence order within that range
- e. By Alphabetical or Service Number range for Non-Registry records

Once sorted, material is placed in corresponding holding bins and is ready for the Batch stage.

Task Ownership:

- Interfile Team members are responsible for sorting material into ranges ready to be batched.

3.3 Batching

At the end of the Sorting step, interfile materials that are going to be placed in NPRC record holdings are properly tagged with FARs, sorted for efficient refile effort and are now ready for Batching. Sorting captures information about the material that allows the creation of interfile "batches" which are sized for maximum efficiency and minimum risk to the material.

Performed by the Interfile Team member, each item is entered into the Batch Control Application (BCA) individually, capturing in the following data fields: the Veteran's name, the Registry Number of the target record (if one is found), Veteran's Service Number, Veteran's Branch of Service, and a General Description of the Material Type. This information is crucial as it allows positive auditing later in the Interfile process. A Batch number is generated by the BCA when the batch is initiated. As each entry is created in the BCA, the application automatically limits the batch size according to the batch type. A batch may remain "open" until full, or it may be manually closed prior to reaching the size limit. A closed batch is in a status called "Awaiting Assignment" until it is assigned in the BCA.

A Batch Sheet is prepared for each batch of interfile work and is initiated by the employee who entered the data into the BCA. Identifying information for the first and last record in the batch is annotated on the Batch Sheet along with the batch number generated in the BCA. The appropriate TASK Code is annotated on the Batch Sheet, based on the billing status of the materials in the batch. The FAR attached to each item in the batch is stamped with the date the batch was created. The employee who created the batch, then signs the batch sheet in the space designated to identify who created the batch of work. The Batch Sheet is attached to the corresponding batch of interfile material.

Task Ownership:

- Interfile Team member is responsible for creating each batch and capturing the material description information for each item comprising a batch.
- The employee who creates the batch of work is responsible for entering identifying information onto a Batch Sheet and attaching it to the corresponding batch.

3.4 Interfiling

This step consists of the physical act of interfiling the material according to how it is batched. The process detailed in [Appendix B - INTERFILE PROCESS](#), attached to this document, designed to assist the Refiler in efficiently handling unusual events by moving the process onto a separate path, where it is then resolved by members of the Refile Team trained to remediate those events.

Using the Batch Control Application (BCA), the Floor Lead assigns a batch of work to a Refiler and provides the corresponding Batch Sheet, Check Sheet, and material to be filed. The Refiler proceeds to the locations specified on the Batch Check Sheet and interfiles each item. The procedure of interfiling requires the Refiler to:

- Sign and date each FAR
- Interfile the item
- Annotate completion/problem on the Batch Check Sheet

This process is repeated until the entire batch is complete. Once complete, the Refiler turns in the annotated Batch Check Sheet to the Audit Lead. The Refiler completes the Batch Sheet with the appropriate data (i.e., date, number completed, etc.). The Audit Lead then directs an Interfile Team Member to enter the Refiler's annotations into the Batch Control Application. At this point, the batch is ready for the Reconcile stage.

During the course of the interfile process there are several obstacles that the Refiler may encounter:

- Missing record - with CMRS chargeout

- Missing record - without CMRS chargeout or without chargeout of any kind
- Mold on record
- Insufficient room in record or container

The only unusual situation that the Refiler is allowed to resolve is when the record is missing from its assigned location but a CMRS chargeout is found. In this situation, the Refiler is required to place the interfile material inside a green Interfile Papers Pouch and place the pouch in the target file location. When the target record returns to the rightful location, the target record's refiler will ensure the interfile material is incorporated into the record.

The Batch is assigned to the Refiler until complete. If the batch isn't completed by the end of the workday, the Refiler resumes the interfile process for the given batch on the next workday until complete. If the Refiler is out due to sickness or other reasons, preventing the batch from being completed by the assigned Refiler, the Refile Supervisor will reassign the remaining items to another Refiler.

If the Refiler is in a training status, Off-Standard TASK Codes will be used based on the billing status of the Interfile Material assigned.

Task Ownership:

- The Floor Lead is responsible for assigning batches of interfiles to Refilers
- Refilers are responsible for interfiling the material assigned in the correct locations
- Refilers are responsible for taking a sufficient supply of green Interfile Papers Pouch to the stacks with their batch of work, to have available when needed
- The Refile Supervisor is responsible for reassigning batches of work when necessary
- The Interfile Audit Lead is responsible for receiving the completed work from the Refiler
- The Interfile Audit Lead is responsible for directing the Interfile Team member to capture the annotations from the Batch Check Sheet at the conclusion of the interfiled batch
- All employees are responsible for observing safety precautions when working in the file areas.

3.5 Reconciling

This step provides for the ability to conduct two different levels of auditing: Reconcile and Audit. While both methods are designed to provide independent validation and verification (IV&V), Reconcile is a role that can be performed by another Refiler while the Audit role can only be conducted by an Auditor. The primary purpose of Reconciling is to reduce the backlog of batches from the Auditor's workload while maintaining the ability to trigger a standard audit when discrepancies are found in any given batch. This approach gives the Audit Lead flexibility to audit at any level of depth while focusing resources where needed to address backlogs.

Another key difference between Reconcile and Audit, is that Reconcile can resolve minor discrepancies and confirm when a batch is deemed "discrepancy-free". If a major discrepancy is found in a batch, the confirmation and its resolution can only be performed by an auditor.

At the conclusion of the Interfile step, a batch of interfile materials has been completed and the Audit Lead has directed the Interfile Team to capture the Refiler's annotations shown on the Batch Check Sheet. The information captured becomes part of the official record and enables the Audit Lead to select either the Reconcile or Audit IV&V path.

If the Audit Lead elects the Reconcile path, the percentage of total items within a batch to be verified is entered into the Batch Control Application. The application will randomly identify the corresponding number of interfile actions that the Reconciler will need to confirm. The Audit Lead then prints the Reconcile Check Sheet and assigns a Reconciler to perform this task.

The Reconciler examines each target record location, confirms the presence of the interfile material, and resolves minor issues. Whether the material is found or not, the Reconciler annotates each finding until the batch is complete. At the end of the Reconcile process, the Reconciler submits the annotated Reconcile Check Sheet to the Audit Lead who then directs the Interfile Team to capture the Reconciler's notes using the BCA.

At this time, the Audit Lead may elect to close out the batch if it's confirmed to be discrepancy-free during the Reconcile process. Alternatively, the Audit Lead may elect to initiate the formal Audit process.

IMPORTANT: It is Federal Record Center (FRC) standard policy to audit 5% of all Interfile and Refile actions. If the 5% audit confirms a defect-free batch, no further analysis is necessary. However, if the 5% audit confirms defect(s) found, a mandatory 10% audit is ordered. If additional defects are found, a 100% audit is conducted.

In the event a discrepancy is found during the Reconcile process, the Audit Lead must initiate a formal Audit by entering the percentage of total items within a batch to be audited using the Batch Control Application. The Refile Supervisor establishes the percentage to be audited and adjusts the rate when needed. The BCA will randomly identify the corresponding number of interfile actions that the Auditor will examine. The Audit Lead then generates the Audit Check Sheet and assigns an Auditor to perform this task.

With the Audit Check Sheet in-hand, the Auditor locates each record associated with an interfile action to be verified and annotates findings. When possible, problems are resolved as they are encountered. Detailed resolution steps are captured in the Remediation step and can be found in [Appendix B - INTERFILE PROCESS](#), attached to this memo. Information pertaining to misplaced documents are forwarded to the Refile Supervisor to be tracked. Verification and misplaced searches are conducted by Audit Lead, when needed to locate missing documents and/or records.

Task Ownership:

- The Audit Lead is responsible for selecting Reconcile or Audit paths of verification and validation.
- The Audit Lead is responsible for assigning the percentage of material within a batch to be Reconciled or Audited.
- The Audit Lead is responsible for assigning a batch to be examined by either a Reconciler or Auditor.
- The Reconciler is responsible for examining each interfile action in a batch as directed by the Audit Lead, using the respective Check Sheets generated through Batch Control Application.
- The Auditor is responsible for resolving ALL defects encountered through documented steps outlined in the Remediation step.
- Refile Supervisor is responsible for tracking misplaced documents.

3.6 Remediation

The primary goal of Remediation is to "make right" any discrepancies encountered by the Refiler and identified through the Reconcile process. While it may not be possible to outline every single discrepancy type that may be encountered, the process outlined in the NPRC-MPR-RRB-Standard Interfile Process Document, attached to this memo, addresses four common situations:

- Missing Interfile Material or Missing Record
- Missing Record without charge out information
- Mold discovered on record or record container
- Insufficient space in record container

The Auditor follows the procedures prescribed for each situation. Any new situations encountered should be brought to the attention of the Refile Supervisor. The Auditor and Supervisor will determine the best course of action and submit their findings to the NPRC Change Management Process for incorporation into future updates to the [Appendix B - INTERFILE PROCESS](#) document attached to this memo.

Important: Informational artifacts pertaining to Interfile activities, such as data maintained in the Batch Control Application or that of its various outputs are considered a part of NPRC Administrative records and should be maintained and disposed of accordingly.

4 Space Maintenance

The process of space maintenance involves checking the stack areas to resolve all issues that might impact the ability of employees to complete their assigned tasks. In addition, any loose documents must be retrieved and turned in to the Assistant Refile Supervisor for processing.

Records are stored at this Center in cardboard boxes that deteriorate over time due to the amount of use. Space maintenance involves replacing boxes that are torn or damaged, making sure the records inside of boxes are filed correctly, straightening boxes on shelves to clear aisles for ladder movement, and retrieving documents that occasionally fall out of records during the searching and refiling processes. The Refile Supervisor assigns Refilers to specific stack areas to conduct space maintenance.

- **Replacing damaged boxes** - Refilers take new boxes to the files with them every day. They locate damaged boxes on shelves in their areas of assignment. They remove the records from the box, transfer information from the front of the damaged box onto the front of the new box and place the new box back in the same location.
- **Checking records inside of boxes** - Before replacing the new box on the shelf, the refiler reviews the records that were transferred to the new box to ensure that the records are in the correct order and removes any records that are misfiled. All misfiled records are turned over to the Stack Lead.
- **Straightening boxes on shelves** - Boxes that protrude from the shelves create a hazard for employees attempting to move ladders down the aisles. The Refiler assigned to Space Maintenance looks for boxes that are protruding into the aisles and pushes them back into the correct space.
- **Retrieving documents fallen out of boxes** - In the process of removing and returning records to their designated locations, documents occasionally fall out of the records. The Refiler assigned to Space Maintenance is responsible for retrieving documents found outside of a record. All employees who work in the stacks are also tasked with retrieving these documents when discovered. Loose documents are placed in bins in the stacks that are designated as receptacles. The Stack Lead is responsible for ensuring the removal of documents from the bins and their return to the Refile Section for interfiling.

The Stack Lead goes to the stack areas each day and directs the work of employees to ensure that correct processes are being followed and to address any issues that have a negative impact on workflow. The Stack Lead provides on-the-job training and assistance to employees as needed. In addition, the Lead reports any health or safety hazards to the Refile Supervisor and conducts routine ladder inspections. Under-shelf inspections are conducted by the Stack Lead throughout the stack areas as per the designated weekly schedule and the inspection completion date is documented. The completed sheets are turned over to the Refile Supervisor and are maintained according to the schedule established for administrative records.

Task Ownership:

- The Refile Supervisor ensures there is a Refile Lead assigned to the stack area each day.
- The Stack Lead is responsible for monitoring work in the stacks, assisting employees, reporting hazards and inspecting ladders, and conducting under-shelf inspections.
- The Stack Lead is responsible for under-shelf inspections to locate any documents that may have been erroneously placed there.
- Refilers are responsible for properly maintaining the space in the stacks assigned to them by the Refile Supervisor.
- All employees are responsible for observing safety precautions when working in the file areas.

Concurrence and Approval

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Figure 2: **Source Document Guide, Air Force -- Enlisted**

I Primary II Secondary		SOURCE DOCUMENT GUIDE						
		AIR FORCE - ENLISTED						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>SERVICE DATA</u>			<u>SERVICE DATA (CONT'D)</u>		
Address at Entry	C	A	Active Duty, Dates of	C	B	Retirement, Date of	C	-
Address, Latest	T	C	Active Duty, Place Entered	C	A	Time Lost	C	G
Beneficiary or NOK	E	F	Active Duty, Place Released	C	D	Travel Time Authorized	D	-
Beneficiary or NOK, Address of	E	F	from			WIA, MIA, KIA, Date & Place	F	B
Birth, Date & Place of	C	A	Air Force Specialty Codes	C	-			
Blood Group	C	M	Armed Forces Qualification	J	A			
Citizenship	C	A	Test Scores			<u>SEPARATION/DISCHARGE</u>		
Civilian Educational Qualifications	C	-	Commendations & Citations	B	D	Authority	C	D
Fingerprints	A	O	Court Martial Data (NJP)	B	K	Character	C	D
General Classification	J	B	Cumulative Service or	C	A	Component	C	D
Test Scores (GCT)			Longevity For Pay			Date	C	D
Home of Record	C	A	Date Departed CONUS	B	D	Place	C	D
Local Board #, State, Town	C	P	Date Returned CONUS	B	D	Rate	C	D
Marital Status	C	A	Death, Cause of	F	K	Reason	C	D
Name	C	A	Death, Date & Place of	F	K			
Physical Description	A	C	Death, LOD Status	L	M			
Religion	B	M	Decorations & Awards	C	J			
School Transcripts & Dates	J	C	Flying, Duty Involving	D	B			
Service #	C	A	Qualified as a Pilot	B	J			
Social Security Number	C	J	Leave Credit	C	B			
State of Residence (Official)	A	C	Leave, Types of	B	N			
			MOP, Am't, Voucher #, DO	C	-			
			Nat'l Guard, State Served	A	B			
			Nat'l Service Life	C	B			
			Insurance					
<u>ENLISTMENT DATA</u>			Organizations & Assignments, Last	C	B			
Component	C	A	Organizations & Dates	B	D			
Date	C	A	POW, Date & Place of	F	B			
Manner	C	A	Prior Service	A	B			
Place	C	A	Rates, Effective Dates	B	D			
Rate	C	A	Record of Exposure to Ionizing Radiation	Q	-			
Term	C	-	Retention & Retirement Points	R	U			

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlisted Record - DD Form 4, DSS 221, WD AGO Form 21	K	Official Correspondence
B	Service Record - WD AGO Form 24, 24a, WDAGO Form 230, DD Form 230, AF Form 7	L	Line of Duty Determinations - AF 348
C	Report of Separation - AGO 53-55, DD FM 214	M	Health Record
D	Orders	N	Leave Records - AF Form 617
E	Record of Emergency Data - DD Form 93	O	Fingerprint Card
F	Casualty Reports	P	Induction Record - DSS 221
G	Record of Previous Convictions & Time Lost - AF 1226	Q	Record of Exposure to Ionizing Radiation - DD 1141
H	Individual Pages	R	USAF Reserve Personnel Record Card for Retention, Promotion and Retirement AF Form 190 or Air Reserve Retirement Credit - AF Form 712
I	Pay Tables (Auxiliary Files)	S	VA Insurance Form 350, 350a, 365, 739e
J	Qualification Record - WD AGO Form 20, DA Form 20, DD Form 20	T	Latest Correspondence
		U	AF 1383 or AF 1383a

Figure 1: **Source Document Guide, Air Force -- Officers**

I Primary II Secondary		SOURCE DOCUMENT GUIDE						AIR FORCE - OFFICERS					
ITEM	CODE		ITEM	CODE		ITEM	CODE						
	I	II		I	II		I	II					
<u>PERSONAL DATA</u>			<u>SERVICE DATA</u>			<u>SERVICE DATA (Cont'd)</u>							
Address at Entry	F	C	Active Duty, Dates of	F	E	Time Lost	F	I					
Address, Latest	R	F	Active Duty, Place Entered on	F	E	Travel Time	E	-					
Beneficiary or NOK	G	H	Active Duty, Place Released from	F	E	WIA, MIA, KIA, Date and Place	H	I					
Beneficiary or NOK, Address of	G	H	Air Force Speciality Codes	F	B								
Birth, Date & Place of	F	C	Armed Forces Qualification Test Scores	B	F	<u>SEPARATION/DISCHARGE</u>							
Blood Group	F	K	Commendations & Citations Component	B	E	Authority	F	E					
Citizenship	F	C	Court Martial Data	E	-	Character	F	E					
Civilian Educational Qualifications	F		Cumulative Service or Longevity for Pay	F	B	- Component	F	E					
Fingerprints	N	-	Date Departed CONUS	B	E	Date	F	E					
Home of Record	F	C	Date Returned CONUS	B	E	Place	F	E					
Local Board #, State Town	F	A	Death, Cause of	H	I	Rank	F	E					
Marital Status	F	C	Death, Date & Place of	H	I	Reason	F	E					
Name	F	A	Death, LOD Status	J	K								
Physical Description	B	F	Decorations & Awards	F	B								
Religion	B	C	Flying, Duty Involving	B	E								
School Transcripts & Dates	I	F	Insurance Data, NSLI	F	S								
Service #	F	A	Leave, Dates & Types of	M	-								
Social Security Number	F	B	Leave Credit	F	M								
State of Residence (Official)	C	F	MOP, Am't, Voucher #, DO	F	-								
			Nat'l Guard, State Served	B	C								
<u>ENTRY DATA</u>			Organizations & Dates	B	E								
Component	F	E	Organization or Assignment, Last	F	B								
Date	F	-	Place of Foreign Service	B	-								
Manner	F	E	POW, Date & Place of	H	I								
Place	F	-	Prior Service	C	B								
Rate	F	-	Ranks, Effective Dates	B	E								
			Record of Exposure to Ionizing Radiation	O	-								
			Retention & Retirement Points	P	Q								
			Retirement, Date of	F	I								
CODE LEGEND													
CODE	SOURCE DOCUMENT		CODE	SOURCE DOCUMENT									
A	Appointment Letter		J	Line of Duty Determinations - AF 348									
B	Qualification Record - WD AGO Form 66, 66-1, 66-2, AF 11		K	Health Record									
C	Application for Appointment - AF 24, WD AGO 0850		L	Pay Tables (Auxiliary Files)									
D	Oath of Office - AF 133		M	Leave Record - AF Form 617									
E	Orders		N	Fingerprint Card									
F	Report of Separation - WD AGO 53-98, DD Form 214		O	Record of Exposure to Ionizing Radiation - DD 1141									
G	Report of Emergency Data - DD Form 93		P	USAF Reserve Personnel Record Card for Retention, Promotion & Retirement AF Form 190									
H	Casualty Report - DD 1300		Q	Air Reserve Retirement Credit - AF Form 712 or AF 1383 or AF 1383a									
I	Official Correspondence		R	Latest Correspondence									
			S	Form 246									

Figure 9: **Source Document Guide, Army Post World War II -- Enlisted**

SOURCE DOCUMENT GUIDE								
I Primary		ARMY POST WORLD WAR II ENLISTED						
II Secondary								
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Continued</u>		
Address at Entry	C	A	Component	C	A	Organizations & Dates	B	J
Address, Latest	S	C	Date	C	A	Organization or Assign -	C	B
Beneficiary or NOK	A	R	Manner	C	A	ment, Last		
Beneficiary or NOK	R	K	Place	C	A	Pay Grades	B	J
Address of			Grade	C	A	Place of Foreign Service	B	J
Birth, Date & Place of	C	A	Term	C	A	POW, Date & Place	B	O
Blood Group	C	M				Prior Service	A	B
Citizenship	C	A	<u>SERVICE DATA</u>			Recommended for Reenlist-	C	B
Civilian Educational	C	J	Active Duty, Dates of	C	B	ment		
Qualifications			Active Duty, Place Entered	C	B	Record of Payment	B	C
Civilian Occupational	J	A	Active Duty, Place Released	C	B	Record of Sick Call	M	N
Qualifications			Appointment of NCO	B	J	Retirement, Date of	C	T
Clothing Issuance	O	-	Aptitude Tests	J	-	Retirement Points	O	-
Conduct & Prof. Marks	B	J	Armed Forces Qualification	J	A	Security Clearance	J	B
Correspondence Courses	O	J	Test Scores			Soldier's Deposit of Money	B	-
Fingerprints	O	A	Authorization for Allot-	B	O	Time Lost	C	B
General Classification	J	B	ment of Pay			Training Duty, Dates of	B	J
Test Scores (GCT/AFQT)			Commendations & Citations	B	O	Transfer to Reserves, Dates	B	T
Home of Record	C	A	Component	C	T	Travel Time Authorized	O	-
Immunization Record	M	B	Court Martial Date	B	F	WIA, MIA, KIA Date and	G	B
Insurance Data, NSLI	C	B	Cumulative Service or	C	B	Place		
Local Board #, State	C	A	Longevity for Pay					
Town			Date Departed CONUS	C	B			
Marital Status	C	A	Date Returned CONUS	C	B			
Name	C	A	Death, Cause Of	G	O	<u>SEPARATION/DISCHARGE</u>		
Occupation prior to	A	J	Death, Date & Place of	G	O	Authority	C	B
Enlistment			Death, LOD Status	G	O	Character	C	B
Physical Description	C	A	Decorations & Awards	C	B	Component	C	B
			Duty Involving Flying	B	E	Date	C	B
Religion	B	N	Grades, Effective Dates	B	J	Eligibility for Complete	B	C
Report of Physical	A	M	Leave Credit	C	-	Separation		
Examination			Leave, Dates & Types of	P	B	Grade	C	B
School Transcripts & Dates	B	J	<u>Medical Treatment</u>	M	N	Place	C	B
Service #	C	A	Military Occupational	J	B	Reason	C	B
Social Security #	C	A	Specialities			Relieved/Discharged	C	T
State of Residence	C	A	Military Qualifications	B	J			
(Official)			MOP, Am't, Voucher #, DO	C	B			
			Nat'l Guard State Served	A	B			
			Obligated Service Date	A	B			

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlistment or Induction Record	J	Qualification Record
B	Service Record	K	Official Correspondence
C	Report of Separation	M	Medical/Health Record
E	Individual Flight Record	N	Clinical Record
F	Court Martial Orders	O	201 File
G	Report of Casualty	P	Military Leave Record
		R	Record of Emergency Data
		S	Latest Correspondence
		T	Separation Orders

Figure 10: **Source Document Guide, Army Post World War II -- Officers**

SOURCE DOCUMENT GUIDE									
I Primary		ARMY POST WORLD WAR II - OFFICERS						II Secondary	
ITEM	CODE		ITEM	CODE		ITEM	CODE		
	I	II		I	II		I	II	
<u>PERSONAL DATA</u>			<u>SERVICE DATA</u>			<u>SERVICE DATA (CONT'D)</u>			
Address at Entry	C	J	Active Duty, Dates of	C	B	Time Lost	C	-	
Address, Latest	U	C	Active Duty, Place Entered	C	B	Training	H	M	
Beneficiary or NOK Name/Address	S	F	Active Duty, Place Released	C	B	Travel Time Authorized	H	P	
Birth, Date & Place	C	B	Active Duty, Reservist	T	H	WIA, MIA, KIA, Date and Place	E	G	
Blood Group	C	N	Armed Forces Qualification	B	C				
Citizenship	C	B	Test Scores						
Civilian Education/Occupation	C	B	Campaigns	B	C				
Fingerprints	A	-	Commission/Appointment, Date and Place	A	B				
Home of Record	C	J	Commendations and Citations	C	P				
Local Board Selective Service	C	P	Component	C	B				
Marital Status	C	B	Conduct & Proficiency Marks	D	-				
Name	C	A	Court Martial Date	O	P	<u>TRANSFER/DISCHARGE</u>			
Physical Description	C	B	Death, Cause of	G	E	Authority	C	M	
Religion	B	K	Death, Date & Place	G	E	Character	C	M	
Physical Status	F	K	Death, LOD Status	Q	E	Component	C	M	
Service Number	C	B	Decorations/Awards	C	B	Date	C	M	
Social Security Number	C	B	Flying Status	B	H	Place	C	M	
State of Residence	C	J	Foreign Service	B	C	Grade	C	M	
			Immunizations	N	K	Reason	C	M	
			Insurance Date	C	P				
			Leave Credit	C	-				
			Leave, Dates/Type	R	P				
<u>ENTRY DATA</u>			Medical Treatment	K	L				
Component	C	B	Military Schooling	B	H				
Date	C	B	Military Qualifications	B	C				
Manner	C	B	Organizations, Assignment, Dates	B	D				
Place	C	-	Organization or Assignment, Last	C	B				
Rank	C	B	National Guard, EAD	H	C				
			Performance of Duties	D	B				
			POW, Date & Place	E	B				
			Prior Service	J	P				
			Rank/Grade, Effective Date	B	H				
			Record of Sick Call	K	-				
			Reserve Retirement Credits	I	P				
			Retirement, Date	C	H				
			Security Clearance	B	P				

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Oath of Office	K	Medical/Health Records
B	(Officer) Qualification Record	L	Clinical Records
C	Report of Separation	M	Official Correspondence
D	Efficiency Reports	N	Immunization Record
E	Casualty Reports	O	Court Martial Orders
F	Report of Medical Examination	P	201 File
G	Report of Death	Q	Report of Investigation
H	Orders	R	Military Leave Record
I	Statement of Retirement Points	S	Record of Emergency Data
J	Application for Appointment	T	Active Duty Report
		U	Latest Correspondence

Figure 6: **Source Document Guide, Army World War I -- Enlisted**

I Primary		II Secondary		SOURCE DOCUMENT GUIDE				ARMY WORLD WAR I - ENLISTED			
ITEM	CODE		ITEM	CODE		ITEM	CODE				
	I	II		I	II		I	II			
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Cont'd</u>					
Address at Entry	A	B	Component	A	B	Grade/Rate, Effective Dates	B	CO			
Address, Latest	K	B	Date	A	B	Record of Sick Call	M	O			
Beneficiary or NOK	A	B	Manner	A	B	Time Lost	B	CMF			
Beneficiary or NOK, Address of	A	BK	Place	A	B	Time Spent on Industrial, Agricultural or In-definite Furlough	B	CO			
Birth, Date & Place of	A	BG	Grade/Rate	A	B	WIA, MIA, KIA, Date & Place	B	H			
Citizenship	A	B	Term	A	B						
Civilian Educational Qualifications	B	-									
Civilian Occupational Qualifications	A	B	<u>SERVICE DATA</u>								
Home of Record	A	B	Active Duty, Dates of	B	AO						
Immunization Record	B	M	Active Duty, Place Entered on	B	A	<u>SEPARATION/DISCHARGE</u>					
Local Board #, State, Town	B	A	Active Duty, Date Released from	B	C	Authority	B	K			
Marital Status	A	B	Authorization for Allotment of Pay	B	C	Character	B	K			
Name	A	B	Commendations & Citations	K	BM	Date	B	C			
Occupation Prior to Enlistment	A	B	Court Martial Data	B	FC	Place	B	N			
Physical Description	A	BG	Date Departed CONUS	B	L	Grade/Rate	B	C			
			Date Returned CONUS	B	L	Reason	B	K			
Religion	M	-	Death, Cause of	B	HE						
School Transcripts & Dates	B	K	Death, Date & Place of	B	HE						
Service No.	A	B	Death, LOD Status	H	E						
State of Residence (Official)	A	B	Decorations & Awards	B	KM						
			Leave, Dates of	B	O						
			Military Qualifications	B	C						
			Organizations & Dates	B	CO						
			Organization or Assignment, Last	B	N						
			Place of Foreign Service	B	-						
			POW, Date & Place	B	K						
			Prior Service, Dates of	B	A						

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlistment Assignment Card/Enlistment Paper	K	Correspondence/201 File
B	Service Record - Descriptive List	L	Overseas Cards
C	Pay Card	M	Medical Records Including Clinical Records
E	Board of Officers Proceedings Report	N	Report of Physical Examination at Separation
F	Court Martial Orders	O	Report of Changes
G	Report of Physical Examination, Enlistment or Induction		
H	Report of Death or Casualty Report		

Figure 5: **Source Document Guide, Army World War I -- Officers**

I Primary II Secondary		SOURCE DOCUMENT GUIDE ARMY WORLD WAR I - OFFICERS							
ITEM	CODE		ITEM	CODE		ITEM	CODE		
	I	II		I	II		I	II	
<u>PERSONAL DATA</u>			<u>ENTRY DATA</u>			<u>SERVICE DATA - Cont'd</u>			
Address at Entry	E	I	Component	A	D	Organizations & Dates	C	DO	
Address, Latest	J	D	Manner	A	D	Organizations or Assignments, Last	D	C	
Beneficiary or NOK	E	IJ				Place of Foreign Service	D	C	
Beneficiary or NOK, Address of	E	IJ				POW, Date & Place	M	J	
Birth, Date & Place of	E	I	<u>SERVICE DATA</u>			Record of Sick Call	L	C	
Citizenship	E	-	Active Duty, Dates of	D	IJ	WIA, KIA, MIA, Date & Place	M	L	
Civilian Educational Qualifications	I	E	Active Duty, Place Entered on	D	IJ				
Civilian Occupational Qualifications	I	E	Active Duty, Place Released from	D	C				
Home of Record	E	I	Appointment, Date of	B	D	<u>SEPARATION/DISCHARGE</u>			
Marital Status	E	IJ	Appointment, Place of	B	D	Authority	D	C	
Name	E	B	Commendation & Citations	D	-	Character	D	C	
Occupation Prior to Entry	E	I	Court Martial Data	F	-	Component	D	A	
Physical Description	G	-	Date Departed CONUS	K	C	Date	D	C	
Prior Service	E	I	Date Returned CONUS	K	C	Place	D	C	
Religion	L	-	Death, Cause of	H	MN	Rank	D	C	
School Transcripts & Dates	I	C	Death, Date & Place	H	M	Reason	D	C	
State of Residence (Official)	E	I	Death, LOD Status	H	N		D	C	
			Decorations & Awards	D	L		D	-	
			Leave, Dates of	C	D				
			Leave, Types of	C	D				
			Military Qualifications	D	I				
			Nat'l Guard, State Served	E	J				

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Oath of Office	I	Officers Qualification Card
B	Appointment Letter	J	Correspondence/201 File
C	Report of Change	K	Overseas Cards
D	Orders & File Record Card including Appendix thereto	L	Medical Records including Clinical Records
E	Statement of Officer or Application for Appointment	M	Casualty Report
F	Court Martial Orders	N	Board of Officers Proceedings Report
G	Report of Physical Examination	O	Efficiency Ratings
H	Report of Death		

Figure 8: **Source Document Guide, Army World War II -- Enlisted**

I Primary		SOURCE DOCUMENT GUIDE		I Primary		SOURCE DOCUMENT GUIDE		I Primary		SOURCE DOCUMENT GUIDE	
II Secondary		ARMY WORLD WAR II - ENLISTED		II Secondary		ARMY WORLD WAR II - ENLISTED		II Secondary		ARMY WORLD WAR II - ENLISTED	
ITEM	CODE		ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II			
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Cont'd</u>					
Address at Entry	C	A	Component	C	A	Pay Grades	B	-			
Address, Latest	Q	C	Date	C	A	Place of Foreign Service	B	J			
Beneficiary or NOK	A	B	Manner	C	A	POW, Date & Place	B	O			
Beneficiary or NOK, Address of	B	K	Place	C	A	Prior Service	A	B			
Birth, Date & Place of	C	A	Rate	C	A	Rates, Effective Dates	B	-			
Blood Group	C	P	Term	C	A	Recommended for Reenlistment	C	B			
Citizenship	C	A				Record of Payment	C	B			
Civilian Educational Qualifications	C	A	<u>SERVICE DATA</u>			Record of Sick Call	M	N			
Civilian Occupational Qualifications	A	B	Active Duty, Dates of	C	B	Retirement, Date of	C	-			
Clothing Issuance	O	-	Active Duty, Place Entered	C	B	Security Clearance	J	B			
Conduct & Prof. Marks	B	J	Active Duty, Place Released	C	B	Soldier's Deposit of Money	B	-			
Correspondence Courses	J	-	Appointment of NCO	B	J	Time Lost	C	B			
Fingerprints	A	-	Armed Forces Qualification Test Scores	J	A	Time Spent on Industrial, Agricultural, Indefinite Furlough	B	-			
General Classification Test Scores (GCT)	B	J	Authorization for Allotment of Pay	B	O	Training Duty, Dates of	B	J			
Home of Record	C	A	Commendations & Citations Component	B	O	Transfer to Reserves, Dates of	B	O			
Immunization Record	B	-	Court Martial Data	C	-	Travel Time Authorized	O	-			
Insurance Data, NSLI	C	B	Cumulative Service or Longevity for Pay	C	B	WIA, MIA, KIA Date and Place	G	B			
Local Board #, State Town	C	A	Date Departed CONUS	C	B						
Marital Status	C	A	Date Returned CONUS	C	B	<u>SEPARATION/DISCHARGE</u>					
Name	C	A	Death, Cause of	G	O	Authority	C	B			
Occupation prior to Enlistment	A	B	Death, Date & Place of	G	O	Character					
Physical Description	C	A	Death, LOD Status	G	O	Component	C	B			
			Decorations & Awards	C	B	Date	C	B			
Religion	B	N	Duty Involving Flying	B	E	Eligibility for Complete Separation	B	C			
Report of Physical Examination	A	P	Leave Credit	C	-	Issue Certificate or Discharge	B	-			
School Transcripts & Dates	B	J	Leave, Dates & Types of Military Qualifications	B	-	Place	C	B			
Service #	C	A	MOP, Am't, Voucher #, DO	C	B	Rate	C	B			
Social Security #	C	J	Nat'l Guard State Served	A	B	Reason	C	B			
State of Residence (Official)	C	A	Obligated Service Date	A	B						
			Organizations & Dates	B	J						
			Organization or Assignment, Last	C	B						

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlistment or Induction Record	J	Enlisted Qualification Record
B	Service Record	K	Official Correspondence
C	Report of Separation	M	Medical Record
E	Individual Flight Record	N	Clinical Record
F	Court Martial Orders	O	201 File
G	Report of Casualty	P	WDAGO Form 38
		Q	Latest Correspondence

Figure 7: **Source Document Guide, Army World War II -- Officers**

I Primary II Secondary		SOURCE DOCUMENT GUIDE							
ARMY WORLD WAR II - OFFICERS									
ITEM	CODE		ITEM	CODE		ITEM	CODE		
	I	II		I	II		I	II	
<u>PERSONAL DATA</u>			<u>ENTRY DATA</u>			<u>SERVICE DATA (CONT'd)</u>			
Address at Entry	C	B	Component	C	L	Time Lost	C	-	
Address, Latest	T	C	Manner	C	L	Training Duty, Dates of	J	N	
Beneficiary or NOK	I	B	Rank	C	L	Travel Time Authorized	J	Q	
Beneficiary or NOK, Address of	I	B	Date	C	-	WIA, MIA, KIA, Date and Place	F	B	
Birth, Date & Place of	C	I	Place	C	-				
Blood Group	C	O	<u>SERVICE DATA</u>						
Citizenship	C	I	Active Duty, Dates of	C	D	<u>SEPARATION/DISCHARGE</u>			
Civilian Educational Qualifications	C	B	Active Duty, Place Entered	C	J	Authority	C	J	
Civilian Occupational Qualifications	B	C	Active Duty, Place Released	C	J	Character	C	J	
Conduct & Prof. Marks	E	-	Appointment, Date of	L	A	Component	C	J	
Fingerprints	A	-	Appointment, Place of	L	A	Date	C	J	
Home of Record	C	I	Armed Forces Qualification	B	C	Place	C	J	
Immunization Record	O	G	Test Scores			Rank	C	J	
Insurance Data, NSLI	C	Q	Commendations & Citations	J	B	Reason	C	J	
Local Board #, State, Town	C	I	Component	C	-				
Martial Status	C	I	Court Martial Data	P	-				
Name	C	A	Date Departed CONUS	C	B				
Occupation Prior to Appointment	B	I	Date Returned CONUS	C	B				
Physical Description	C	G	Death, Cause of	H	F				
			Death, Date & Place of	H	F				
			Death, LOD Status	H	M				
			Decorations & Awards	C	J				
			Duty Involving Flying	J	-				
			Leave Credit	C	-				
Religion	B	M	Military Qualifications	B	S				
Report of Physical Examination	G	-	Organizations & Dates	B	E				
School Transcripts & Dates	B	J	Organization or Assignment, Last	C	B				
Service #	C	L	Place of Foreign Service	B	R				
State of Residence (Official)	C	I	POW, Date & Place	F	B				
			Prior Service	I	B				
			Ranks, Effective Dates	J	B				
			Record of Sick Call	M	R				
			Retirement, Date of	C	J				
			Security Clearance	B	Q				

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Oath of Office	J	Orders
B	Officers & Warrant Officers Qualification Card	K	Report of Changes
C	Report of Separation	L	Appointment Letters
D	Report of Entry on Active Duty	M	Medical/Clinical Records
E	Efficiency Report	N	Official Correspondence
F	Casualty Reports	O	Immunization Record
G	Report of Physical Examination	P	Court Martial Orders
H	Report of Death	Q	201 File
I	Personnel Placement Questionnaire	R	Locator Cards (IBM)
		S	Report of Change Cards (IBM)
		T	Latest Correspondence

Figure 4: Source Document Guide, Coast Guard -- Enlisted

I Primary II Secondary		SOURCE DOCUMENT GUIDE COAST GUARD - ENLISTED						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Cont'd</u>		
Address at Entry	C	A	Component	C	A	POW, Date & Place of	B	F
Address, Latest	T	C	Date	C	A	Prior Service	A	K
Beneficiary or NOK	E	A	Manner	C	A	Rates, Effective Dates	B	F
Beneficiary or NOK, Address of	E	A	Place	C	A	Recommended for Reenlist- ment	B	-
Birth, Date & Place of	C	A	Rate	C	A	Record of Sick Call	M	-
Blood Group	C	M	Term	C	A	Retirement, Dates of Time Lost	C	B
Citizenship	C	A				Training Duty, Dates of Travel Time Authorized	C	B
Civilian Educational Qualifications	C	A	<u>SERVICE DATA</u>			Travel Time Creditable for VA Purposes	B	F
Civilian Occupational Qualifications	A	C	Active Duty, Dates of	C	B	WIA, MIA, KIA, Date & Place	D	F
Conduct & Prof. Marks	B	-	Active Duty, Place Entered	C	B		C	F
Correspondence Courses	R	B	Active Duty, Place Released from	C	B		B	M
Fingerprints	O	-	Appointment of NCO	B	F	<u>SEPARATION/DISCHARGE</u> Authority		
GCT Scores	A	C	Armed Forces Qualification Test Scores	C	-	Character	C	B
Home of Record	C	A	Commendations & Citations	C	B	Component	C	B
Immunization Record	M	-	Component	C	-	Date	C	B
Insurance Data, NSLI	C	S	Court Martial Data	B	F	Place	C	B
Local Board #, State, Town	C	A	Cumulative Service or Longevity for Pay	C	B	Rate	C	B
Marital Status	C	A	Death, Cause of	M	K	Reason	C	B
Name	C	A	Death, Date & Place of	M	K			
Occupation prior to Enl	A	C	Death, LOD Status	M	K			
Physical Description	A	C	Decorations & Awards	C	B			
Religion	M	A	Drills Attended	R	K			
Report of Physical Examination	M	A	Leave Credit	C	B			
School Transcripts & Dates	K	B	Leave, Dates & Types of	B	F			
Security Clearance	K	B	Military Qualifications	B	F			
Service #	C	A	MOP, Am't, Voucher #, DO	N	-			
Social Security #	C	A	Obligated Service Data	A	C			
State of Residence (Official)	C	A	Organizations & Dates Organization or Assignment Last Pay Grades	B C B C	F B C			

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlistment Contract - Form 2500	H	Birth Certificate
B	Service Record - Form 2500C, CG 3305	I	Application for Enlistment
C	Report of Separation - NAVCG 553, DD Form 214	K	Official Correspondence
D	Orders	M	Health Record
E	Record of Emergency Data - DD Form 93, 93-1	N	Mustering Out Payment - Form 550
F	Report of Change in Personnel Assignment Page (NCG 2599)	O	Fingerprint Card
G	Reserve Credit Card	R	Reserve Status Card - CG 3033 or Point Record Card - CG 3034
		S	VA Insurance Form - VA Form 350, 350a, 365, 739A
		T	Latest Correspondence

Figure 3: **Source Document Guide, Coast Guard -- Officers**

I - Primary		SOURCE DOCUMENT GUIDE		I - Primary		SOURCE DOCUMENT GUIDE		I - Primary		SOURCE DOCUMENT GUIDE	
II - Secondary		COAST GUARD - OFFICERS		II - Secondary		COAST GUARD - OFFICERS		II - Secondary		SOURCE DOCUMENT GUIDE	
ITEM	CODE		ITEM	CODE		ITEM	CODE				
	I	II		I	II		I	II			
<u>PERSONAL DATA</u>			<u>ENTRY DATA</u>			<u>SERVICE DATA - Cont'd</u>					
Address at Entry	C	A	Component	C	B	Prior Service	A	L			
Address, Latest	S	C	Date	C	D	Record of Sick Call	M	-			
Beneficiary or NOK	E	A	Grade	C	-	Report of Physical	M	-			
Beneficiary or NOK, Address of	E	A	Manner	C	-	Examination					
Birth, Date & Place of	C	A	Place	C	-	Retirement, Dates of	C	F			
Blood Group	C	M	<u>SERVICE DATA</u>			Sea Service Dates & Rates	H	F			
Citizenship	C	A	Active Duty, Dates of	C	D	Time Lost	C	-			
Civilian Educational	C	A	Active Duty, Place Entered	C	D	Training Duty, Dates of	R	L			
Qualifications	C	A	Active Duty, Place Released	C	F	Travel Time Authorized	D	-			
Civilian Occupational	A	L	from			Travel Time Creditable for	C	D			
Qualifications			Armed Forces Qualification	C	-	VA Purposes					
Correspondence Courses	R	L	Test Scores	L	-	WIA, MIA, KIA, Date & Place	L	M			
Fingerprints	L	-	Authorization for Allotment								
Home of Record	C	L	of pay								
Immunization Record	M	-	Commandations & Citations	C	L	<u>SEPARATION/DISCHARGE</u>					
Insurance Data, NSLI	C	I	Component	C	-	Authority	C	F			
Local Board #, State	C	F	Conduct & Prof. Marks	H	L	Character	C	F			
Town	C	F	Court Martial Data	L	-	Component	C	F			
Marital Status	C	A	Cumulative Service or	C	L	Date	C	F			
Name	C	B	Longevity for Pay			Place	C	F			
Occupation prior to Enl	A	L	Death, Cause of	N	M	Rate	C	F			
Physical Description	C	M	Death, Date & Place of	N	M	Reason	C	F			
			Death, LOD Status	N	M						
			Decorations & Awards	C	-						
Religion	L	M	Drills Attended	R	L						
School Transcripts & Dates	L	-	Leave Credit	C	K						
Security Clearance	L	-	Leave, Dates & Types of	K	L						
Service #	C	B	Military Qualifications	L	H						
Social Security #	C	A	MOP, Voucher #, DO, Amount	J	-						
State of Residence	C	A	Organizations or Assign-	C	H						
(Official)			ments, Last								
			Organizations & Dates	H	F						
			Pay Grade	L	N						
			POW, Date & Place	F	L						

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Application for Commission	I	VA Insurance Form 350, 350A, VA Form 365, VA 739A, VA Form 9-358
B	Appointment Letter/Oath of Office	J	Mustering Out Payment - Navy Form 550
C	Report of Separation - NAVCG 553, DD FM 214	K	Officer Leave Record
D	Orders	L	Official Correspondence
E	Record of Emergency Data - DD Form 93, 93-1	M	Health Record
F	Report of Change in Personnel - NCG 2599 i.e. Assignment Page - CG 3644-SM	N	Report of Casualty - DD Form 1300
G	Birth Certificate	R	Reserve Status Card - CG 3033 or Point Record Card - CG 3034
H	Report on the Fitness of Officers NavPers 310, 310A, 311	S	Latest Correspondence

Figure 16: **Source Document Guide, Marine Corps - Enlisted**

I Primary II Secondary		SOURCE DOCUMENT GUIDE MARINE CORPS - ENLISTED						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>SERVICE DATA</u>			<u>SERVICE DATA (Cont'd)</u>		
Address at Entry	F	A	Active Duty, Dates of	F	B	Organizations & Dates	B	Cf
Address, Latest	H	F	Active Duty for Training, Dates of	B	Cf	Organization or Assignment, Last	F	-
Beneficiary or NOK, Name/Address	D	E	Active Duty, Place Entered	F	-	Physical Examination, Report of	J	-
Birth, Date and Place of	F	A	Active Duty, Place Released	F	-	Prior Service	A	Cn
Blood Type	J	Cl	Allotment Data	Cq	-	Promotion/Reduction	B	Co
Citizenship	F	A	Aptitude Test Scores	Cw	N	Recommendation for Reenl.	Cr	F
Civilian Education	F	Cc	Armed Forces Qualification Test Scores	F	-	Reenlistment Bonus Paid	Cz	-
Civilian Occupation	Cs	N	Commendations & Citations	F	Cj	Reserve Retirement Credits	L	-
Fingerprints	Cd	-	Component	F	-	Retirement, Date of	F	G
Foreign Languages	Cc	N	Conduct & Proficiency	Cf	O	Schools (In-Service Trag.)	Cv	N
Home of Record	F	A	Correspondence Courses	G	Cv	Security Clearance	G	-
Immunization Record	J	-	Courts Martial Data	Cm	-	Sick Call/Hospitalization	J	Cf
Insurance Data	F	I	Death, Cause of	G	J	Time Lost	F	B
Marital Status	F	D	Death, Date & Place of	G	J	Training Duty, Dates of	B	Cf
Name	F	A	Death, LOD Status	G	J	Travel Time Data for VA Purposes	Cc	Cr
Photograph	Cx	-	Decorations & Awards	F	B	WIA, KIA, MIA, POW	Cf	B
Physical Description	Ce	F	Drills Attended	L	-	<u>SEPARATION/DISCHARGE DATA</u>		
Religion	A	E	Duties, Record of	Cf	N	Authority	F	B
Service Number	F	B	Expeditions	Ci	-	Character	F	B
Social Security Number	F	Cz	Foreign/Sea Service	B	Cf	Component	F	A
State of Residence, Official	F	A	General Classification	Cw	N	Date	F	B
<u>ENLISTMENT DATA</u>			Leave Credit	F	-	Place	F	B
Component	F	A	Leave, Dates & Types of	Ct	-	Rank/Rate	F	B
Date	F	A	Marksmanship Record	Cl	-	Reason	F	B
Manner	F	A	Military Qualifications (MDS/SSN)	Ck	N	Released, transferred to USMCR, FMCR; or discharged	B	Cr
Place	F	A	Mustering-Out Payment	K	-			
Rank	F	A	Non-Judicial Punishment	Cg	-			
Term	F	A	Notice of Obligated Service	M	-			
			Offenses (Other than CM)	Cg	-			

CODE LEGEND

CODE	SOURCE DOCUMENT				CODE	SOURCE DOCUMENT			
A	Enlistment Contract					Prior to 1940	1940 to 1942	1942 to 1949	1949 to Current
B	Muster Roll Card					Page 26	Page 30	Page 34	-
C	Service Record Book Pages:				Cu	-	17	21	Page 8
	Prior to 1940	1940 to 1942	1942 to 1949	1949 to Current	Cv	-	-	21	8
Ca	Page 1	Page 1	Page 1	Page 2	Cw	-	-	21	8
Cb	1	1	1	15	Cx	Inner	Inner	Inner	1
Cc	1	33	37	8		Cover	Cover	Cover	
Cd	2	2	2	-	Cy	Outer	Outer	Outer	2
Ce	2	2	2	1		Cover	Cover	Cover	
Cf	4	4	4	3	Cz	-	-	-	1
Cg	10	10	10	12	D	Beneficiary Slip Form NAVMC 501			
Ch	14	12	12	17	E	Record of Emergency Data DD Form 93 or NAVMC 10526			
Ci	14	12	12	9	F	Report of Separation DD Form 214 or NAVMC 78 PD			
Cj	14	13	13	9	G	Official Correspondence			
Ck	15	15	15	8	H	Latest Correspondence			
Cl	16	14	14	6	I	VA Insurance Forms 350 and 365			
Cm	18	28	32	13	J	Medical Record			
Cn	24	25	29	2	K	Mustering Out Payment Form NAVSandA 550			
Co	24	25	29	5	L	Reserve Retirement Credit Report			
Cp	24	25	29	6	M	Notice of Obligated Service			
Cq	24	26	30	6	N	Qualification Card Form NAVMC 940			
Cr	26	30	34	3/11	O	Fitness Reports (Staff NCO Only)			
Cs	1	32	36	8					
Ct	24/13	11	11	16					

NOTE: For Reservists before 1940, in the absence of service record book, consult sheet-type record.

Figure 15: **Source Document Guide, Marine Corps - Officers**

I Primary II Secondary		SOURCE DOCUMENT GUIDE						
		MARINE CORPS - OFFICERS						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
PERSONAL DATA			ENTRY DATA (CONT'D)			SERVICE DATA (CONT'D)		
Address at Entry	J	M	Place	J	-	Record of Sick Call	T	-
Address, Latest	O	J	Rank	J	-	Reserve Retirement Credits	U	-
Beneficiary or NOK, Name/Address	B	T				Retirement, Date of Time Lost	J	-
Birth, Date and Place of Blood Group	J	A	SERVICE DATA			Training Duty, Dates of Same - Prior to 1949	J	-
Citizenship	J	T	Active Duty, Dates of Same - Prior to 1949	J	E	WIA, MIA, KIA, Date and Place	E	M
Civilian Educational Qualifications	J	A	Active Duty, Place Entered	C	M		C	M
Civilian Occupational Qualifications	J	F	Active Duty, Place Released	J	M		N	T
Conduct and Proficiency General Classification	J	F	Same - Prior to 1949	J	E			
Test Scores (GCT)	F	K	Appointments, Dates of Armed Forces Qualification Test Scores	C	M			
Home of Record	L	N	Commendations & Citations Same - Prior to 1949	N	-	SEPARATION/DISCHARGE		
Immunization Record	F	K	Component	J	G	Authority	J	-
Insurance Data	J	A	Death, Cause of	C	N	Character	J	M
Local Board, Selective Service	T	-	Death, Date & Place of	J	A	Same - Prior to 1945	C	M
Marital Status	J	Q	Death, LOD Status	T	-	Component	J	M
Name	J	S	Decorations & Awards	T	-	Same - Prior to 1945	C	M
Occupation Prior to Entry	J	B	Same - Prior to 1949	J	G	Date	J	M
Physical Description	J	A	Duty Involving Flying	C	N	Same - Prior to 1945	C	M
Religion	F	K	Foreign Service, Dates of	H	M	Place	J	-
Report of Physical Examination	T	J	Same - Prior to 1949	D	E	Rank	J	-
School Transcripts & Dates	B	A	Foreign Service, Place of	C	M	Reason	J	-
Security Clearance	T	-	Leave Credit	E	M	Transfer to Reserve or Discharge	J	M
Service Number	J	-	Leave Record	J	-	Same - Prior to 1945	C	M
Social Security Number	J	F	Military Qualifications	I	-			
State of Residence (Home of Record)	J	A	Mustering Out Payment	F	K			
			Organizations & Dates	R	J			
			Organization or Assign- ment, Last	E	C			
			Prisoner of War, Date and Place	J	-			
			Prior Service	N	-			
			Rank, Date of	A	N			
			Same - Prior to 1949	N	D			
				N	C			
ENTRY DATA								
Component	J	-						
Date	J	-						
Manner	J	-						

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Appointment Acceptance Record, NAVMC 763	I	Officer Qualification Record, Page 16
B	Record of Emergency Data, DD Form 93; Beneficiary Slip, NMC 502A&I	J	NAVMC 118 (16) PD
C	Record of Service, NMC 545A	J	Report of Separation, DD FM 214; NAVMC 78PD
D	Officer Qualification Record, Page 1 NAVMC 123 (1) PD	K	Qualification Record, Form 940
E	Officer Qualification Record, Page 2 NAVMC 123 (2) PD	L	Fitness Reports
F	Officer Qualification Record, Page 8 NAVMC 118 (8) PD	M	Orders
G	Officer Qualification Record, Page 9 NAVMC 118 (9) PD	N	Official Correspondence
H	Officer Qualification Record, Page 11 NAVMC 118 (11) PD	O	Latest Correspondence
		P	Application for Commission
		Q	VA Insurance Forms
		R	Mustering Out Payment, NAVSandA 550
		S	NME 44
		T	Medical Records
		U	Reserve Retirement Credit Report, NAVMC 798PD

Figure 13: **Source Document Guide, Navy Enlisted -- March 1950 and Subsequent Records Editions**

I Primary II Secondary		SOURCE DOCUMENT GUIDE NAVY ENLISTED MARCH 1950 RECORDS EDITION (Flat Service Record)							
ITEM	CODE		ITEM	CODE		ITEM	CODE		
	I	II		I	II		I	II	
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Cont'd</u>			
Address at Entry	R	B	Component	R	B	Prior Service	B	A	
Address, Latest	P	R	Date	R	B	Rates, Effective Dates	H	E	
Beneficiary or NOK, Name/Address	C	B	Mode	R	B	Recommended for Reenlist- ment	M	L	
Birth Date & Place of Blood Group	R	B	Place	R	B	Record of Sick Call	L	O	
Citizenship	R	O	Rate	R	B	Retirement, Dates of	R	M	
Civilian Educational Qualifications	R	O	Term	R	B	Sea Service Dates & Rates Time Lost	L	H	
Civilian Occupational Qualifications	D	A	<u>SERVICE DATA</u>			Training Duty, Dates of	K	L	
Conduct & Prof. Marks	J	-	Active Duty, Dates of	R	L	Travel Time Authorized	H	M	
Correspondence Courses	N	K	Active Duty, Place Entered	R	L	Travel Time Creditable	M	S	
General Classification Test Scores (GCT)	D	-	Active Duty, Place Released	R	M	for VA Purposes			
Home of Record	R	M	Appointment of NCO	M	N	WIA, KIA, MIA, Date & Place	M	O	
Immunization Record	O	-	Armed Forces Qualification Test Scores	R	-				
Insurance Data, NSLI	R	O	Authorization for Allot- ment of Pay	C	-	<u>SEPARATION/DISCHARGE</u>			
Local Board #, State, Town	R	A	Commendations & Citations	R	L	Authority	R	M	
Marital Status	R	B	Court Martial Data	R	-	Character	R	M	
Name	R	B	Death, Cause of	G	L	Component	R	M	
Occupation Prior to Enlistment	A	D	Death, Date & Place	L	M	Date	R	M	
Physical Description	B	R	Death, LOD Status	L	M	Issue Certificate or Discharge	M	L	
Religion	B	A	Decorations & Awards	R	L	Place	R	M	
Report of Physical Examination	O	-	Drills Attended	K	L	Rate	R	M	
School Transcripts & Dates	E	L	Duty Involving Flying	L	-	Reason	R	M	
Security Clearance	N	-	Leave Credit	I	M				
Service #	R	B	Leave, Dates of	H	I				
Social Security #	R	H	Leave, Types of	H	I				
State of Residence (Official)	R	B	MOP, Am't, Voucher #, DO	Q	-				
			Obligated Service Date	B	L				
			Organizations & Dates	L	-				
			Organization or Assign- ment, Last	R	M				
			Place of Foreign Service	L	-				
			POW, Date & Place	N	-				

CODE LEGEND			
CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Application for Enlistment	J	Service Record, Page 9
B	Enlistment Record (Shipping Article)	K	Service Record, Page 11
C	Record of Emergency Data DD Form 93, 93-1	L	Service Record, Page 13
D	Service Record, Page 3	M	Service Record, Page 14
E	Service Record, Page 4	N	Official Correspondence
F	Service Record, Page 5	O	Medical Record (Auxiliary File)
G	Service Record, Page 6 and 6a	P	Latest Correspondence
H	Service Record, Page 7 (Prior to 9-27-63)	Q	Mustering Out Payment - NavS and A 550
I	Service Record, Page 8	R	Report of Separation - DD Form 214
		S	Reference Book Material
		T	Service Record, Page 10

Figure 12: **Source Document Guide, Navy Enlisted -- Records Editions 1924 to March 1950**

I Primary II Secondary		SOURCE DOCUMENT GUIDE NAVY ENLISTED RECORDS EDITIONS 1924 to MARCH 1950 (Brown Service Record)						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA</u>			<u>SERVICE DATA - Cont'd</u>		
Address at Entry	Y	A	Component	Y	A	Retirement, Dates of	Y	N
Address, Latest	R	Y	Date	Y	A	Sea Service Dates & Rates	K	T
Beneficiary or NOK, Name/Address	I	A	Mode	Y	A	Time Lost	Y	K
Birth, Date & Place	Y	A	Place	Y	A	Time Spent on Industrial, Agricultural or	L	T
Blood Group	Y	S	Rate	Y	A	Indefinite Furlough		
Citizenship	Y	A	Term	Y	A	Training Duty, Dates of	K	-
Civilian Educational Qualifications	Y	C	<u>SERVICE DATA</u>			Travel Time Authorized	T	-
Civilian Occupational Qualifications	W	F	Active Duty, Dates of	Y	K	Travel Time Creditable	N	-
Conduct & Prof. Marks	K	G	Active Duty, Place Entered	Y	A	for VA Purposes		
Family Allowance	X	-	Active Duty, Place Released	Y	K	WIA, MIA, KIA, Date & Place	N	S
Fingerprints	D	-	Appointment of NCO	K	Q			
General Classification Test Scores (GCT)	W	-	Armed Forces Qualification Test Scores	Y	-			
Home of Record	Y	A	Commendations & Citations Component	Y	K	<u>SEPARATION/DISCHARGE</u>		
Immunization Record	S	-	Court Martial Data	K	L	Authority	Y	N
Insurance Data, NSLI	Y	P	Death, Cause of	N	K	Character	Y	N
Local Board #, State, Town	Y	V	Death, Date & Place	N	K	Component	Y	N
Marital Status	Y	A	Death, LOD Status	S	-	Date	Y	N
Name	Y	A	Decorations & Awards	Y	K	Issue Certificate or Discharge	N	-
Occupation Prior to Enlistment	A	C	Drills Attended	J	-	Place	Y	N
Physical Description	A	Y	Leave Credit	Y	-	Rate	Y	N
			Leave Dates of	G	L	Reason	Y	N
			Leave, Types of	G	T		Y	N
			MOP, Am't, Voucher #, DO	U	-			
			Organizations & Dates	K	-			
			Organization or Assign- ment, Last	Y	K			
			POW, Date & Place	K	Q			
			Prior Service	A	B			
			Rates, Effective Dates	M	K			
			Recommended for Reenlist- ment	N	-			
			Record of Sick Call	S	-			

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Shipping Article	M	Service Record Book, Page 9x and 9y
B	Service Record Book, Page 1	N	Service Record Book, Page 11 and 11b
C	Service Record Book, Page 2	O	Service Record Book, Page 12
D	Service Record Book, Page 3	P	VA Insurance Form 350, 350a, VA Form 365
E	Service Record Book, Page 4	Q	Official Correspondence
F	Service Record Book, Pages 4a and 4b	R	Latest Correspondence
G	Service Record Book, Pages 5 and 5a	S	Medical Records (Auxiliary Files)
H	Service Record Book, Page 6	T	Orders
I	Service Record Book, Page 7	U	Mustering Out Payment - NavS and A 550
J	Service Record Book, Page 7a	V	Application for Enlistment/Report of Physical Examination and Induction
K	Service Record Book, Page 9, 9b and 10	W	Qualification Record
L	Service Record Book, Page 9u	X	Application for Family Allowance
		Y	Report of Separation

Figure 11: **Source Document Guide, Navy Enlisted -- Records Editions Prior to 1924**

I Primary
II Secondary

SOURCE DOCUMENT GUIDE
NAVY ENLISTED
RECORDS EDITIONS PRIOR TO 1924

ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>ENLISTMENT DATA - Cont'd</u>			<u>SERVICE DATA - Cont'd</u>		
Address at Entry	A	B	Mode	A	B	Record of Payment	G	I
Address, Latest	H	-	Place	A	B	Record of Sick Call	M	-
Beneficiary or NOK, Name/Address	A	B	Rate	A	B	Retirement, Dates of	E	-
Birth, Date & Place	A	B	Term	A	B	Sea Service Dates & Rates Time Lost	D	-
Citizenship	A	B				Time Spent on Industrial, Agricultural or indef- inite Furlough	E	-
Conduct & Prof. Marks	D	-	<u>SERVICE DATA</u>			Training Duty, Dates of	D	-
Fingerprints	L	C	Active Duty, Dates of	D	E	Travel Time Authorized	G	-
Home of Record	A	B	Active Duty, Place	D	-	Travel Time Creditable for VA Purposes	G	-
Immunization Record	M	-	Entered on			WIA, MIA, KIA, Date & Place	D	E
Marital Status	A	B	Active Duty, Place	D	-			
Name	A	B	Release from					
Occupation prior to Enl.	A	B	Authorization for Allot- ment of Pay	J	-			
Physical Description	A	C	Basic Pay	BG	I			
Prior Service	A	B	Commendations & Citations	E	K	<u>SEPARATION/DISCHARGE</u>		
Religion	M	-	Court Martial Data	D	E	Authority	E	G
Report of Physical Examination	M	-	Death, Cause of	E	M	Character	E	G
Service #	A	-	Death, Date & Place of	E	M	Date	E	G
State of Residence (Official)	A	B	Death, LOD Status	E	M	Issue Certificate or Discharge	E	G
			Decorations & Awards	ED	K	Place	D	G
			Organizations and Dates	D	-	Rate	D	F
			Organization or Assign- ment, Last	D	-	Reason	E	G
<u>ENLISTMENT DATA</u>			Place of Foreign Service	D	E			
Component	A	B	Rates, Effective Dates	ED	-			
Date	A	B	Recommended for Reenlist- ment	G	-			

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Enlistment/Enrollment Record (Shipping Article)	H	Latest Correspondence
B	Service Record Book, Page 1	I	Statement of Account
C	Service Record Book, Pages 2 and 3	J	Record of Allotment Family Allowance Insurance and Pay Account (NNav 235)
D	Service Record Book, Pages 4, 5, 6 and 7	K	Official Correspondence
E	Service Record Book, Pages 8 and 9	L	Fingerprint Page
F	Front Outer Cover of Service Record Book	M	Medical Record (Auxiliary Files)
G	Inside Back Cover of Service Record Book		

TYPES OF NAVY SERVICE RECORD BOOKS

Service Record (Fold Type) 1885 to Approx 1912* Service Record Book (Grey) 1916 Old Naval Reserve Service Record Book (Yellow) 1917 National Naval Volunteers	Service Record Book (Blue) 1913 to 1924 Regular Navy Service Record Book (Pink) 1918 to 1924 Naval Reserve Force
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*Prior to 1912 (approximate) the Fold Type Service Record i.e. Enlistment Record and Descriptive list, Service and Medical Record, Form #1, Bureau of Navigation as appropriate, is the only source from which service data can be extracted.

Figure 14: **Source Document Guide, Navy Officers**

I Primary II Secondary		SOURCE Document Guide						
		NAVY - OFFICERS						
ITEM	CODE		ITEM	CODE		ITEM	CODE	
	I	II		I	II		I	II
<u>PERSONAL DATA</u>			<u>SERVICE DATA</u>			<u>SEPARATION/DISCHARGE</u>		
Address at Entry	U	Q	Active Duty, Dates of	U	Q	Authority	U	-
Address, Latest	K	U	Active Duty, Place Entered	U	Q	Character	U	P
Beneficiary or NOK - Name/Address	R	E	Active Duty, Place Released	U	-	Component	U	P
Birth, Date and Place of	U	A	Appointments, Dates of	A	D	Date	U	P
Blood Group	U	M	Armed Forces Qualification Test Scores	U	-	Rank	U	-
Citizenship	U	C	Commendations & Citations	U	G	Reason	U	P
Civilian Educational Qualifications	U	C	Component	U	A			
Civilian Occupational Qualifications	N	C	Death, date - place - cause - LOD status, etc.	M	-			
Conduct & Proficiency	I	P	Decorations & Awards	U	P			
Home of Record	U	-	Duty Involving Flying	Q	P			
Immunization Record	M	-	Foreign and/or Sea Service, Dates/Places of	Q	S			
Insurance Data	U	V	Leave, Dates - Type -	L	T			
Local Board, Selective Service	U	C	Leave Credit	U	-			
Marital Status	U	R	Military Qualifications	I	-			
Name	U	A	Organization or Assign- ment, Last	U	-			
Occupation Prior to Entry	N	C	Prisoner of War, Date and Place	P	-			
Physical Description	M	U	Rank, Date of	A	D			
Religion*	M	C	Record of Sick Call	M	-			
Report of Physical Examination	M	-	Reserve Retirement Credits	W	-			
School Transcripts & Dates	C	N	Retirement, Date of	U	P			
Security Clearance	P	-	Schooling, Dates and Type (in service)	Q	O			
Service Number	U	A	Special Achievements	I	-			
Social Security Number	U	-	Time Lost	U	-			
State of Residence	U	A	Training Duty	Q	P			
<u>ENTRY DATA</u>								
Component	U	-						
Date	U	-						
Manner	U	-						
Place	U	-						
Rank	U	-						

NOTE: Record items identified by Form designation N. NAV Forms were superseded by B.N.P Forms; B.N.P. Forms were superseded by NavPers Forms

CODE LEGEND

CODE	SOURCE DOCUMENT	CODE	SOURCE DOCUMENT
A	Acceptance and Oath of Office	Q	Orders
B	Acceptance of Resignation	R	Record of Emergency Data (DD Form 93-1)
C	Application for Commission	S	Report of Compliance with Orders (N. NAV 17)
D	Appointment Letter	T	Report of Leave of Absence (NAVPers 321) (N.NAV 296)
E	Beneficiary Slip (NAVPers 601) (BNP)	U	Report of Separation (DD 214/NAVPers 553)
F	Casualty Report (NAVPers 2059)	V	VA Insurance Form
G	Citations	W	Record of Naval Reserve Service
H	Commissions		
I	Fitness Report		
J	History Data Card (Special Card File)		
K	Latest Correspondence		
L	Leave Record (NAVPers 329)		
M	Medical Record		
N	Officer Biography Sheet (NAVPers 979)		
O	Officer Data Card (NAVPers 340)		
P	Official Correspondence		

*Religion is indicated in Item #16 on DD Forms 88 and 89 by using the codes:
(P) - Protestant
(C) - Catholic
(H) - Hebrew

Figure 2: **Sources of requests and subsequent action**

[par 5](#), [subpar 6a](#), [subpar 6d](#), [par 7](#), [par 8](#)

SOURCES OF REQUESTS AND SUBSEQUENT ACTION		
REQUEST FROM:	SEARCH SECTION ACTION:	CORRESPONDENCE SECTION ACTION:
<hr/> -Aramco -Equifax -Dataforce -Any commercial source with the veteran's authorization. -Prospective employer who has the veteran's authorization. -Any private source with the veteran's authorization; i.e., veteran's attorney, veteran's representative for any purpose.	<hr/> Send to correspondence section to be screened.	<hr/> Screen for: - Personal identifiers on another veteran. See par. 5. - Neuropsychiatric reports. See subpar. 6a. - Any accounting of disclosure to a law enforcement agency for law enforcement purposes. - Information compiled in anticipation of a civil action. - Information furnished under a promise of confidentiality. See subpar. 6d. - AF & NAVY ONLY: Family advocacy, AIDS, or sickle cell records. See par. 7. - Drug or alcohol abuse rehabilitation information on the veteran or another veteran. See par. 8.
<hr/> VA Liaison Office, Navy and Marine Corps Liaison Offices and Naval Reserve (Tenant Activities)	<hr/> No screening necessary; send directly to requesting office.	
<hr/> Law enforcement officer, Police department investigator, State or local probation officer; and National Research Council (Tenant Activity)	<hr/> Send to correspondence section to be screened.	<hr/> Screen for: - AF & NAVY ONLY: Family advocacy, AIDS, and sickle cell records. See par. 7. - Drug or alcohol abuse rehabilitation treatment information on the veteran or another veteran. See par. 8.

SOURCES OF REQUESTS AND SUBSEQUENT ACTION

REQUEST FROM:

Veteran or next of kin.

SEARCH SECTION ACTION:

Send to correspondence section to be screened.

CORRESPONDENCE SECTION ACTION:

Screen for:

- Personal identifiers on another veteran. See par. 5.
- Neuropsychiatric records. See subpar. 6a.
- Any accounting of disclosure to law enforcement agency for law enforcement purposes.
- Information compiled in anticipation of a civil action.
- Information furnished under a promise of confidentiality. See subpar. 6d.

Private parties, Third-party requesters without veteran's authorization.

Send to correspondence section to be processed.

Release only FOIA items.
NOTE: This type of request must be handled in writing if the requester insists on the maximum amount of information releasable under the FOIA Act.

- [ÿ Index Chart](#)
- [ÿ Air Force Medals Sidebar](#)

-
- [ÿ Air Medal](#)
 - [ÿ American Campaign Medal](#)
 - [ÿ American Defense Service Medal](#)
 - [ÿ Antarctica Service Medal](#)
 - [ÿ Armed Forces Expeditionary Medal](#)
 - [ÿ Armed Forces Reserve Medal](#)
 - [ÿ Army Aviator Badge](#)
 - [ÿ Army Commendation Medal](#)
 - [ÿ Army of Occupation of Germany WWI](#)
 - [ÿ Army of Occupation Medal WWII](#)
 - [ÿ Asiatic Pacific Campaign Medal](#)
 - [ÿ Aviation \(Aircraft Crewmember\) Badge](#)
 - [ÿ Belgian Fourragère](#)
 - [ÿ Bronze Star Medal](#)
 - [ÿ Combat Infantryman Badge](#)
 - [ÿ Combat Medical Badge](#)
 - [ÿ Commendation Ribbon w/Metal Pendant](#)
 - [ÿ Distinguished Flying Cross](#)
 - [ÿ Distinguished Service Cross](#)
 - [ÿ Distinguished Service Medal](#)
 - [ÿ Distinguished Unit Citation](#)
 - [ÿ Diver Badges](#)
 - [ÿ Drill Sergeant Identification Badge](#)
 - [ÿ Driver and Mechanic Badge](#)
 - [ÿ European African Middle Eastern Campaign Medal](#)
 - [ÿ Expert Infantryman Badge](#)
 - [ÿ Explosive Ordnance Disposal Badges](#)

Special Forces Tab



Embroidered Tab



Metal Badge

The Special Forces Tab is awarded to any person on active duty, in retired status, or honorably discharged who meets the appropriate criteria. Reserve Components personnel who served prior to 1955 must have successfully served more than 120 consecutive days as an officer or enlisted member of the 1st Special Service Force between August 1942 and December 1944, OSS Detachment 101 between April 1942 and September 1945, OSS Jedburg Detachments between May 1944 and December 1945, OSS Operational Groups between May 1944 and December 1945, the Sixth Army Special Reconnaissance Unit (also known as the Alamo Scouts) between February 1944 and December 1945, or 8240th Army Unit between June 1950 and July 1953.

Reserve Component personnel who served subsequent to 1955 must have successfully served for 120 consecutive days, or more, as a company grade officer or enlisted member of a Special Forces Operational detachment (A-Team), Mobile Strike Force, Special Forces Reconnaissance Team or SF Special Project Unit and must have been awarded the CIB or CMB for such service.

The Special Forces Tab may be awarded retroactively to those personnel who served with Special Forces units during wartime and were either unable to, or not required to, attend a formal program of instruction, but were awarded a SQI "S" or 3 or "5G" by competent authority. The Special Forces Tab may also be to any individual who has successfully completed the Special Forces Qualification Course or the Special Forces Officer Course.

The Special Forces Tab was established October 1983.

Authorized Device/Appurtenance: None

Dates Authorized: WWII, Korea

Type of award: Skill Tab

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-49](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

SPECIAL INQUIRIES CASES

MEDIA CASES

Media requests usually are handled by Expert Technicians and Customer Service Team technicians. If a core technician receives a media request that was not identified correctly in CMRS by the data entry clerk, bring it to the attention of the ET or coach for reassignment. In some instances, however, a Core Manager (or Assistant) may direct that media requests be distributed to other staff for preparation of the replies, with oversight by an ET, in order to meet response time requirements. For example, if we receive a list case from a reporter for military information on 100 veterans, the Core Manager may have everyone on a team work a few rather than have one ET handle them all.

Most media cases are submitted to this Center through fax transmission. If a reporter calls the Center requesting information from an individual's military record, explain that we cannot release information over the telephone; we must have the request in writing. Provide the fax number to which the reporter can submit a request. When speaking with a requester from the media, ask if a fax copy will meet their requirements. If yes, ask them to note that on the written/fax request that they will send to NPRC.

Provide all FOIA information if the request is for all info releasable under FOIA; however, if the request is only for specific information that is releasable under the FOIA, provide that information only. It is not necessary to provide all information routinely. (See Release Guide, [NPRC 1865.16](#))

If reporter asks for information not releasable under FOIA, send the information that is releasable and provide the address of the FOIA office of the service department that has legal custody of the record to determine if information may be released. The requester should submit a direct request to the legal custodian of Navy, MC, CG, and AF records. Do not loan and transfer the record. If the request concerns an Army veteran, refer the request and record (Core L&T) to [\[00148\]](#): DEPARTMENT OF THE ARMY, ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDR-H, 1600 Spearhead Division Avenue Dept 420, Fort Knox, KY 40122-5402.

If a request from the media is received with a return fax number, then you should fax your reply to the requester. Unless specifically requested, there is no requirement to mail a paper copy if a fax is sent. On the cover sheet sent with the information add: "No paper copy will be sent - this fax answers your inquiry." This procedure applies to News Media Inquiries only. Except for special requests (approved by the Expert Technician/Coach), a faxed reply should not exceed 9 pages. In instances of 10 or more pages, the reply should be mailed.

In response documents for media cases, use the pattern paragraph SIGNATURE BLOCK>>Congressional, but replace the Director's name and title with the Assistant Director's name and title in the signature block. The contact information in the closing paragraph will be the name and phone number of the ET or technician preparing the response rather than the Customer Service number. The responses will be signed by the respective Core Manager "for" the Assistant Director. (Core Managers will use discretion in deciding which types of cases will be signed personally by the Assistant Director.) This signature authority is applicable whether information is disclosed, the request is referred, or a negative response is furnished.

NOTE: Redact any personal identifying information (PII) from copies furnished to the requester. Place duplicates of redacted copies in an acid-free folder; write in pencil the applicable SR# on the folder so that it can be found in CMRS, if needed and put the folder

inside the personnel record. It is not necessary to place a copy of the response document inside the record, because the letter will be saved in CMRS.

ALL OTHER SPECIAL INQUIRIES

High-level complaint cases and controversial requests are signed by the Director of the Center. Certain responses to other inquiries that would normally be a routine inquiry in the Cores are signed by the Core Manager unless designated otherwise by the Director or the Assistant Director of the Center.

All cases signed by the Director of the Center must be reviewed by the Assistant Director and the Core Manager.

Special Inquiries Library Organized by Keyword

KeyWords	Title	Description	Section	Shelf
	Code of Federal Regulations: Judicial Administration		A	1
	Code of Federal Regulations: National Defence		A	1
	Code of Federal Regulations: Pensions, Bonuses and Veterans' Relief		A	1
	Congressional Directory (1995- 1996)		A	1
	Congressional Directory (1997- 1998)		A	1
	Congressional Staff Directory (1996)		A	1
	How to Locate Anyone Who is or has been in the Military	Armed Forces Locator Directory	A	1
	Manual of Military Decorations and Awards (June 1993)		A	1
	Manual of Military Decorations and Awards (September 1996)		A	1
	Medal of Honor Recipients (1863-1973)		A	1
	The United States Government Manual (1996-97)		A	1
	The United States Government Manual (1998-99)		A	1
Distinguished Service Cross	Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		A	1
Korean War	POW Listing (Returned to Military control)	Korean War and Vietnam	A	1
Silver Star	Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		A	1
U.S. Air Force	The United States Air Force Dictionary		A	1
U.S. Army	U.S. Army in World War II: Special Studies: Chronology 1941-1945		A	1
U.S. Navy	Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	A	1
U.S. Navy and Marine Corps	Unit Awards	U.S. Navy and Marine Corps	A	1
VA	Federal Benefits for Veterans and Dependents	Department of Veterans Affairs	A	1

KeyWords	Title	Description	Section	Shelf
Vietnam	Defense Prisoner of War/Missing Personnel Office Reference Document	U.S. Personnel Missing, Southeast Asia (and selcted Foreign Nationals)	A	1
Vietnam	POW Listing (Returned to Military control)	Korean War and Vietnam	A	1
Vietnam	Vietnam Veterans Memorial - Directory of Names		A	1
WWII	Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	A	1
WWII	U.S. Army in World War II: Special Studies: Chronology 1941-1945		A	1



Special Inquiries Library Organized by Title

Title	Description	Section	Shelf
Army Silver Star and Distinguished Service Cross Awards for WWII, Korean War, and Vietnam		A	1
Code of Federal Regulations: Judicial Administration		A	1
Code of Federal Regulations: National Defence		A	1
Code of Federal Regulations: Pensions, Bonuses and Veterans' Relief		A	1
Congressional Directory (1995-1996)		A	1
Congressional Directory (1997-1998)		A	1
Congressional Staff Directory (1996)		A	1
Defense Prisoner of War/Missing Personnel Office Reference Document	U.S. Personnel Missing, Southeast Asia (and selected Foreign Nationals)	A	1
Federal Benefits for Veterans and Dependents	Department of Veterans Affairs	A	1
How to Locate Anyone Who is or has been in the Military	Armed Forces Locator Directory	A	1
Manual of Military Decorations and Awards (June 1993)		A	1
Manual of Military Decorations and Awards (September 1996)		A	1
Medal of Honor Recipients (1863-1973)		A	1
Philippine Liberation Ships and Units (1944-1945)	Bureau of Naval Personnel	A	1
POW Listing (Returned to Military control)	Korean War and Vietnam	A	1
The United States Air Force Dictionary		A	1
The United States Government Manual (1996-97)		A	1
The United States Government Manual (1998-99)		A	1
U.S. Army in World War II: Special Studies: Chronology 1941-1945		A	1
Unit Awards	U.S. Navy and Marine Corps	A	1
Vietnam Veterans Memorial - Directory of Names		A	1



SPECIAL PROJECTS

Last Modified: 01/31/05

A special project is a request from a military or civilian government agency, and attorneys or contractors representing government agencies that require the arrangement of special handling and funding from the customer.

What are examples of special projects?

- Medical research study
- Litigation action in which the government is the party being sued

What should not be considered as a special project?

- A request from an individual who may or may not represent an organization; e.g., veterans, historians, educational institution, or genealogy group
 - Requests that qualify as [List Cases](#) (refer to [NPRC 1865.22](#) and [NRP 2004-15 memorandum](#))
-

Source: [NRP 2004-15](#)

Selective Service System (SSS)

Last Updated: 6/18/2014

Details: These records consist of SSS Form No. 1, Registration Cards, and SSS Form No. 102. Classification Ledger, which provide proof of entry into military service.

- Branches: All
- Timeframe: Veterans with dates of birth before January 1, 1960

NOTE: Do not confuse this selective service information with the selective service information maintained at [State Offices](#).

WWI Period:

- These records pertain to males born after 09/12/1873, but before 09/12/1900.
- SSS records for the WWI period are archival and have been transferred to the National Archives at St. Louis.
- See [paragraph 3c \(1\) of the Selective Service](#) in the CRG for information on how to request SSS records

WWII and Post WWII Periods:

- These records pertain to males born after 09/12/1900 but before 1960 who registered prior to cessation of the registration requirement in 1975.
- SSS records for the WWII period and Post WWII periods are archival and have been transferred to the National Archives at St. Louis.
- See [paragraph 3c \(1\) of the Selective Service](#) in the CRG for information on how to request SSS records

Samples of documents returned to technician: Classification codes and their definitions can be found in memo [NPRC 1865.112, Figure 3-3.2, Selective Service System Classifications for WWI, WWII, and PWWII through 1976](#).

Sample of Selective Service Registration Card

Form 1 *10-6-55* REGISTRATION CARD *32* No. *71*

1 Name in full *Lucas Knight* Age, in yrs. *20*
(Given name) (Family name)

2 Home address *[Redacted]*
(No.) (Street) (City) (State)

3 Date of birth *[Redacted]*
(Month) (Day) (Year)

4 Are you (1) a natural-born citizen, (2) a naturalized citizen, (3) an alien, (4) or have you declared your intention (specify which)? *Natural Born*

5 Where were you born? *Douglas Co Ga U S A*
(State) (State) (Nation)

6 If not a citizen, of what country are you a citizen or subject? *U S A*

7 What is your present trade, occupation, or office? *Farming*

8 By whom employed? *E J Knight*
 Where employed? *[Redacted]*

9 Have you a father, mother, wife, child under 12, or a sister or brother under 12, solely dependent on you for support (specify which)? *No*

10 Married or single (which)? *single* Race (specify which)? *Caucasian*

11 What military service have you had? Rank *None*; branch *[Redacted]*; years *[Redacted]*; Nation or State *[Redacted]*

12 Do you claim exemption from draft (specify grounds)? *No*

I affirm that I have verified above answers and that they are true.

[Signature]
(Signature or mark)

REGISTRAR'S RECORD

1 Tall, medium, or short (specify which)? *Tall* Slender, medium, or short? *[Redacted]*

2 Color of eyes? *Black* Color of hair? *Black*

3 Has person lost arm, leg, hand, foot, or both eyes, or is he otherwise disabled (specify)? *No*

I certify that my answers are true, that the answers, that I have witnessed his signature, and the knowledge are true, except as follows:

[Signature]
(Signature)

Precinct *1272*

City or County *Douglas*

State *Ga*

FRONT

BACK

Sample of Selective Service Classification Ledger

CLASSIFICATION I

the County of Douglas,
of Georgia,
MAYFIELD, GA.

No.	NAME OF REGISTRANT	Rank	Serial No.	Date of Issuance	Date of Expiration	Date when filed for service	CLASSIFICATION (Sec. 207)					Date of mailing notice of classification	Date of mailing notice of classification	Date of receipt of classification			Date of receipt of classification
							A	B	C	D	E			Sec. 207	Sec. 208	Sec. 209	
4	J. Willard Larkner	ool	420	12 15 '17			X										
5	Ben Hill McLarty		614	12 15 '17	12 24 '17		X				X	12 26 '17					
6	Thos. M. McLarty		433	12 15 '17	12 21 '17						X	12 22 '17					
7	Marion Lee Garner		10	12 15 '17	1 18 '18						X	1 17 '18					
8	Will Phillips	ool	487	12 15 '17	5/27/18		X				X	5/27/18					
9	John W. Rice		140	12 15 '17	12 19 '17						X	12 20 '17					
10	Jerry McCoy	ool	432	12 15 '17	11 11 '17						X	12 20 '17					
11	Chas. M. May		18	12 15 '17	12 21 '17		X				X	12 22 '17					
12	Brook Entick	Col	682	12 15 '17	2 21 '17		X				X	12 22 '17					
13	Steve A. Garrett		739	1 1 '18	9 11 '18						X	...					
14	John W. Miller		182	12 15 '17	12 22 '17						X	12 24 '17					
15	H. Woodfin McLarty		613	12 15 '17	1 26 '18						X	1 26 '18					
16	Cliver W. Hallman		46	12 15 '17	12 20 '17	12 20 '17	X	X			X	12 20 '17					
17	J. G. Greel		223	12 15 '17	12 20 '17						X	12 20 '17					
18	T. Jesse Hibley		117	12 15 '17	12 19 '17						X	12 20 '17					
19	Wesley F. Lancaster		602	12 15 '17	12 19 '17						X	12 20 '17					
20	Glen Holleran	Col	390	12 17 '17	12 29 '17		X				X	1 31 '18					
21	Walter B. Carrigan	Col	76	12 17 '17	12 21 '17		X				X	12 22 '17					
22	John B. Stovall		721	12 17 '17	12 22 '17						X	12 24 '17					
23	Jeff G. Hartline		280	12 17 '17	12 21 '17						X	12 20 '17					
24	W. Cash Morley		757	12 17 '17	12 26 '17		X		X		X	12 26 '17					

FEB 25 3 PM
MAR 31 1918

INDIVIDUAL IDENTIFIED ON REGISTRATION CARD

DATE & HOUR TO REPORT FOR MILITARY DUTY

DATE OF MOBILIZATION

Sample of SSS Form 708, Extract of Registrant Classification Record



SELECTIVE SERVICE SYSTEM

EXTRACT OF REGISTRANT CLASSIFICATION RECORD

The following information concerning the Selective Service registrant named has been extracted from the Classification Record (SSS Form 102). Unless otherwise noted, all entries on this record are included. See reverse side for brief explanation of classification descriptions.

Name of registrant: _____

Selective Service No.: 12 - _____ - _____ Date of Birth: May 6, 1936

Classification Questionnaire: Date Mailed 6-16-54 Date Returned N/A

Classification and Date of Mailing Notice:

- | | | | |
|------------------------|---------------------|--------------------|------------|
| 1. Class <u>Enl IC</u> | Date <u>NA</u> | 5. Class <u>NA</u> | Date _____ |
| 2. Class <u>4A</u> | Date <u>6-9-58</u> | 6. Class <u>NA</u> | Date _____ |
| 3. Class <u>IC Enh</u> | Date <u>N/A</u> | 7. Class <u>NA</u> | Date _____ |
| 4. Class <u>4A</u> | Date <u>11-2-59</u> | 8. Class <u>NA</u> | Date _____ |

Armed Forces Physical Examination: Date(s): Burned March 18 - 1971 Results: _____

(Qual - Qualified; Acc - Accepted; NQ - Not Qualified; Rej - Rejected)

Entry on Active Duty or Civilian Work: Date: 9-9-54 - 9-2-59

Branch of Service (if indicated): Air Force

Mode of Entry: Inducted (IND) Enlisted (ENL)
 Commissioned (COMM) Ordered

Date of Separation from Active Duty or Civilian Work: 3-7-58

Entries from Remarks Column: Destroyed under the authority of National Arch + Records Job number NN 171-34, October 5, 1970 P.L. 91-287 xxx

OTHER ENTRIES: Entered below are any entries (with the appropriate column headings) which appear on the original classification record and for which there is no fill-in space above:

TO:

FRC USE ONLY

Date Prepared: 3-13-06

Prepared By: Luc Chaney

FRC Stamp: _____

SSS FORM 708
JUL 77

30020(5-93)GL

Primary
Sources

ADDRESSES OF STATE DIRECTORS OF VETERANS AFFAIRS
(FOR MAILING COPY #6 OF DD FORM 214/215)
SORTED ALPHABETICALLY BY STATE
Last updated: 09 March 2017

Alabama Department Of Veterans Affairs
W. Clyde Marsh, Commissioner
P.O. Box 1509
Montgomery, AL 36102-1509
(334) 242-5077
(334) 242-5102 Fax
<http://www.va.state.al.us/>
clyde.marsh@va.alabama.gov

Arkansas Department Of Veterans Affairs
David Fletcher, Director
2200 Fort Roots Dr, Bldg 65, Rm 119
North Little Rock, AR 72114
(501) 370-3820
(501) 370-3829 Fax
<http://www.veterans.arkansas.gov/>
adva@arkansas.gov

Alaska Department Of Military And Vet Affairs
Verdie Bowen, Director
P.O. Box 5800, Rm B-216
Fort Richardson, AK 99505-0800
(907) 428-6016
(907) 428-6019 Fax
<http://veterans.alaska.gov/>
verdie.bowen@alaska.gov

California Department Of Veterans Affairs
Peter J. Gravett, Secretary
1227 O Street, Rm 105
Sacramento, CA 95814
(916) 653-2573
(916) 653-2563 Fax
www.cdva.ca.gov/
peter.gravett@cdva.ca.gov

American Samoa Veterans & Military Affairs Office
Faimealelei Allen, Veterans Affairs Officer
P.O. Box 8586
Pago Pago, AS 96799
(684) 633-4206
(684) 633-2269 Fax
anthonyallen_644@yahoo.com

Colorado Division Of Veterans Affairs
William H. Conroy, Director
1355 S. Colorado Blvd., Suite 113, Building C
Denver, CO 80222
(303) 343-1268
(303) 343-7238 Fax
<http://www.dmva.state.co.us/page/va>
william.conroy@dmva.state.co.us

Arizona Department Of Veterans Services
Joey Strickland
3839 North 3rd St, Suite 209
Phoenix, AZ 85012
(602) 255-3373
(602) 255-1038 Fax
http://www.azdvs.gov
director@azdvs.gov

Connecticut Department Of Veterans Affairs
Linda Spoonster Schwartz, Commissioner
287 West St
Rocky Hill, CT 06067
(860) 616-3600
(860) 616-3532 Fax
www.ct.gov/ctva
linda.schwartz@po.state.ct.us

Delaware Commission Of Veterans Affairs
Tony Davila, Executive Director
802 Silver Lake Blvd, Suite 100
Dover, DE 19904
(302) 739-2792
(302) 739-2794 Fax
[http://veteransaffairs.delaware.gov/
antonio.davila@state.de.us](http://veteransaffairs.delaware.gov/antonio.davila@state.de.us)

Hawaii Office Of Veteran Services
459 Patterson Road
E-Wing, Room 1-A103
Honolulu, HI 96819-1522
(808) 433-0420
(808) 433-0385 Fax
<http://hawaii.gov/dod/ovs/>

District Of Columbia Office Of Veterans Affairs
Matthew Cary, Director
441 4th Street, NW, Suite 570 South
Washington, DC 20001
(202) 724-5454
(202) 724-7117 Fax
<http://ova.dc.gov/ova/site/default.asp>
ova@dc.gov

Idaho Division Of Veterans Services
David Brasuell, Director
351 Collins Road
Boise, ID 83702
(208) 577-2310
(208) 577-2311 Fax
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david.brasuell@veterans.idaho.gov

Florida Department Of Veterans Affairs
Mike Prendergast , Executive Director
4040 Esplanade Way, Suite 180
Tallahassee, FL 32399-0950
(850) 487-1533
(850) 488-4001 Fax
<http://floridavets.org>
exdir@fdva.state.fl.us

Illinois Department Of Veterans Affairs
Daniel W. Grant, Director
833 South Spring Street
P.O. Box 19432
Springfield, IL 62794-9432
(217) 782-6641
(217) 524-0344 Fax
www2.illinois.gov/veterans
webmail@dva.state.il.us

Georgia Department Of Veterans Services
Pete Wheeler, Commissioner
Floyd Veterans Memorial Building, Suite E-970
Atlanta, GA 30334-4800
(404) 656-2300
(404) 656-7006 Fax
[http://sdvs.georgia.gov/portal/site/sdvs/
gavetsvc@vs.state.ga.us](http://sdvs.georgia.gov/portal/site/sdvs/gavetsvc@vs.state.ga.us)

Indiana Department Of Veterans Affairs
Charles "Tom" Applegate, Director
302 W. Washington Street, Room E-120
Indianapolis, IN 46204-2738
(317) 232-3910
(317) 232-7721 Fax
<http://www.in.gov/dva>
capplegate@dva.state.in.us

Guam Veterans Affairs Office
Fred Gofigan
P.O. Box 2950
Hagatna, Guam 96932
(671) 475-8388-94
(671) 475-8396 Fax
<http://gvao.guam.gov/>
fred.gofigan@gvao.guam.gov

Iowa Department Of Veterans Affairs
Jodi Tymeson, Executive Director
7105 NW 70th Ave.
Camp Dodge, Bldg. 3663
Johnston, IA 50131-1824
(515) 242-5331
(515) 242-5659 Fax
<https://va.iowa.gov/>
idva.info@iowa.gov

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<http://www.kcva.org/>
bhayes@kcva.org

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(502) 564-9240 Fax
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ken.lucas@ky.gov

Louisiana Department Of Veterans Affairs
Lane Carson, Secretary
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Baton Rouge, LA 70804-9095
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(225) 219-5590 Fax
<http://www.vetaffairs.la.gov>
veteran@la.gov

Maine Bureau Of Veterans' Services
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(207) 626-4471 Fax
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mainebvs@maine.gov

Maryland Department Of Veterans Affairs
Edward Chow, Jr., Secretary
16 Francis Street, 4th Floor
Annapolis, MD 21401
(410) 260-3838
(410) 216-7928 Fax
<http://www.mdva.state.md.us/>
mdveteransinfo@mdva.state.md.us

Massachusetts Department Of Veterans Affairs
Coleman Nee, Secretary
600 Washington St., 7th Floor
Boston, MA 02111
(617) 210-5480
(617) 210-5755 Fax
<http://www.mass.gov/veterans>
mdvs@vet.state.ma.us

Michigan Department Of Military & Veterans Affairs
Jason Allen , Sr Deputy Director Of Vet Affairs
3423 N. Martin Luther King Jr. Blvd
Lansing, MI 48906
(517) 335-6523
(517) 241-0674 Fax
<http://www.michigan.gov/dmva>
hessh@michigan.gov

Minnesota Department Of Veterans Affairs
Larry Shellito, Commissioner
20 West 12th St, 2nd Floor, Room 206-C
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(651) 296-2562
(651) 296-3954 Fax
<http://www.mdva.state.mn.us/>
larry.shellito@state.mn.us

Mississippi Veterans Affairs Board
Adrian Grice, Executive Director
3466 Highway 80 East, P.O. Box 5947
Pearl, MS 39288-5947
(601) 576-4850
(601) 576-4868 Fax
<http://www.vab.ms.gov>
grice@vab.state.ms.us

Missouri Veterans Commission
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205 Jefferson Street
12th Floor Jefferson Building
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Jefferson City, MO 65102
(573) 751-3779
(573) 751-6836 Fax
<http://www.mvc.dps.mo.gov/>
movets.veteran@mvc.dps.mo.gov

Montana Veteran Affairs Division
Joe Foster
P.O. Box 1007
Fort Harrison, MT 59636-1007
(406) 324-3741
(406) 324-3745 Fax
<http://dma.mt.gov/mvad/default.asp>
jofoster@mt.gov

Nebraska Department of Veterans Affairs
John Hilgert, Director
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Lincoln, NE 68509-5083
(402) 471-2458
(402) 471-2491 Fax
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john.hilgert@nebraska.gov

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(775) 688-1653
(775) 688-1656 Fax
<http://www.veterans.nv.gov/>
cagec@veterans.nv.gov

New Hampshire Office Of Veterans Affairs
Mary Morin, Director
275 Chestnut Street, Room 517
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(603) 624-9236 Fax
<http://www.nh.gov/nhveterans/>
mary.morin@vba.va.gov

New Jersey Department Of Veterans Affairs
Raymond L. Zawacki, Commissioner
P.O. Box 340
Trenton, NJ 08625
(609) 530-7045
(609) 530-7191 Fax
<http://www.state.nj.us/military/veterans/>
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William Kraus, Acting Director
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(518) 474-6114
(518) 474-6924 Fax
<http://www.veterans.ny.gov/>
wkraus@veterans.state.ny.us

North Carolina Division Of Veterans Affairs
Wayne Peedin, Interim Director
1315 Mail Service Center
Raleigh, NC 27699-1315
(919) 807-4250
(919) 807-4260 Fax
<http://www.doa.state.nc.us/vets/>
ncdva.aso@doa.nc.gov

North Dakota Department Of Veterans Affairs
Lonnie Wangen, Commissioner
4201 38th Street SW, Suite 104
Fargo, ND 58106-9003
(701) 239-7165
(701) 239-7166 Fax
<http://www.nd.gov/veterans/>
lwangen@nd.gov

Northern Mariana Islands Division Of Veterans Affairs
Ruth Coleman, Director
Office Of Military/Veterans Affairs
Commonwealth Of The Northern Mariana Is.
P.O. Box 503416
Saipan, MP 96950
(670)664-2650
(670)664-2660 Fax
ruthcoleman2003@yahoo.com

Ohio Department Of Veterans Service
Thomas N. Moe, Director
77 South High St, 7th Fl
Columbus, OH 43215
(614) 644-0898
(614) 728-9498 Fax
<http://dvs.ohio.gov/>
ohiovet@dvs.ohio.gov

Rhode Island Division Of Veterans Affairs
Diane Lucier, Interim Director
480 Metacom Avenue
Bristol, RI 02809
(401) 254-8495
(401) 254-8365 Fax
<http://www.dhs.ri.gov/veterans/veteransservices/ta/bid/307/default.aspx>
dlucier@dhs.ri.gov

Oklahoma Department Of Veterans Affairs
Martha Spear, Director
125 S. Main, Rm 1B38
Muskogee, OK 74401
(918) 781-7766
(918) 682-4685 Fax
<http://www.ok.gov/odva/>
mspear@odva.state.ok.us

South Carolina Department Of Veterans Affairs
Howard Metcalf , Interim Director
1205 Pendleton Street, Suite 461
Columbia, SC 29201
(803) 734-0200
(803) 734-0197 Fax
<http://www.oepp.sc.gov/va/benefits.html>
va@oepp.sc.gov

Oregon Department Of Veterans Affairs
Jim Willis, Director
700 Summer St. NE
Salem, OR 97301-1285
(503) 373-2000
(503) 373-2362 Fax
<http://www.oregon.gov/odva/>
odva@odva.state.or.gov

South Dakota Department of Veterans Affairs
425 E Capitol Avenue
Pierre, SD 57501-5070
(605) 773-3269
(605) 773-5380 Fax
<http://mva.sd.gov>

Pennsylvania Department Of Military Affairs
Michael Jould, Deputy Adjutant General
Office Of The Deputy Adjutant General For
Veterans Affairs
Bldg S-0-47
Annville, PA 17003-5002
(800) 547-2838
(717) 861-8589 Fax
www.dmva.state.pa.us/
ra-va-info@state.pa.us

Tennessee Department Of Veterans Affairs
Many-Bears Grinder, Commissioner
312 Rosa L. Parks Avenue
Nashville, TN 37243
(615) 741-2931
(615) 741-4785 Fax
<http://www.tn.gov/veteran/>
tn.veterans@tn.gov

Puerto Rico Public Advocate For Veterans Affairs
Agustin Montanez, Presiding Officer
P.O. Box 11737
San Juan, PR 00910-1737
(787) 758-5760
(787) 758-5788 Fax
www.opv.gobierno.pr

Texas Veterans Commission
Thomas P. Palladino, Executive Director
P.O. Box 12277
Austin, TX 78711-2277
(512) 463-5538
(512) 475-2395 Fax
<http://www.tvc.state.tx.us/>
info@tvc.state.tx.us

Utah Department Of Veterans Affairs
Terry Schow, Executive Director
550 Foothill Blvd, Rm 202
Salt Lake City, UT 84113
(801) 326-2372
(801) 326-2369 Fax
<http://veterans.utah.gov/>
veterans@utah.gov

Vermont Office Of Veterans Affairs
Clayton A Clark, Director
118 State St.
Montpelier, VT 05620
(802) 828-3379
(802) 828-5932 Fax
<http://www.va.state.vt.us/>
clayton.clark@state.vt.us

Virgin Islands Office Of Veterans Affairs
Morris D. Moorehead, Director
1013 Estate Richmond
Christiansted, St. Croix, VI 00820
(340) 773-6663
(340) 692-9563 Fax
www.viova.org
morrisd5063@msn.com

Virginia Department Of Veterans Services
Paul Galanti, Commissioner
900 E. Main Street
Richmond, VA 23219
(804) 786-0286
(804) 786-0302 Fax
<http://www.dvs.virginia.gov/>
info@dvs.virginia.gov

Washington Department Of Veterans Affairs
John E. Lee, Director
1102 Quince St. SE
Po Box 41150
Olympia, WA 98504
(360) 725-2200
(360) 586-4393 Fax
<http://www.dva.wa.gov/>
john@dva.wa.gov

West Virginia Division Of Veterans Affairs
Keith Gwinn, Director
1321 Plaza East – Suite 109
Charleston, WV 25301-1400
(304) 558-3661
(304) 558-3662 Fax
<http://www.wvs.state.wv.us/va/>
wvdva@wv.gov

Wisconsin Department Of Veterans Affairs
Daniel J. Naylor, Secretary
30 W. Mifflin St.
PO Box 7843
Madison, WI 53707-7843
(608) 266-1315
(608) 264-7616 Fax
<http://dva.state.wi.us/>
wdvainfo@dva.state.wi.us

Wyoming Veterans Commission
Larry Barttlebort, Director
5500 Bishop Blvd.
Cheyenne, WY 82009
(307) 772-5145
(307) 772-5202 Fax
<https://www.wy.ngb.army.mil/veterans/>
wyovet@state.wy.us

State Books

Details: This is a collection of books from the eight states listed below.

- **Connecticut:** 1917-1929.
- **Maryland:** 1917-1919 & World War II.
- **North Dakota:** 1917-1918, 1941-1945, & 1950-1953. Information for some veterans may be found into the 1960s.
- **South Carolina:** World War I Honor Roll (death in service) & 1941-1947.
- **Ohio:** 1917-1920.
- **New York:** 1917-1919 Roll of Honor (death in service) by county.
- **Illinois:** 1917 Roster of Guard and Naval Militia called to duty.
- **Maine:** 1917-1919.

How to request: These books are located in the Reconstruction Branch library from E4 to F2.

Samples of documents returned to technician:

Sample page from South Carolina Book.

34933143. B NEWBERRY SC 20 DEC 23.
HA HELENA NEWBERRY CO SC. EAD ARMY 13 JUL 44. OS
APT 13 JUN 45 TO 2 AUG 46. AWD GCMOL APCM PLR
WHIIVM AOM. HON DISCH SSGT 3073 QM REEFER CO 12
AUG 46.

34129008. B NEWBERRY SC 29 SEP
29. HA CLINTON LAURENS CO SC. EAD ARMY 3 AUG 42.
US EAMET 8 DEC 42 TO 19 OCT 45. AWD GCMOL CIB
EAMECM 4S/S 1BZ/AHD MAPLES-FOGGIA ROME-ARNO PD
VALLEY N APENNINES. HON DISCH PFC CO M 473 INF 25
OCT 45.

34027574. B LEESVILLE SC 10 JAN
13. HA ORANGEBURG ORANGEBURG CO SC. EAD ARMY 26
MAR 41. OS EAMET 13 JAN 44 TO 10 JUL 45. AWD
GCMOL AD5M EAMECM 1BZ/AHD RHINELAND ARDENNES
NORMANDY N FRANCE CENT EUROPE. HON DISCH T5 BTRY
B 44 FA BN 8 SEP 45.

1209236. B LEESVILLE SC 25 MAY
97. HA LEESVILLE LEXINGTON CO SC. EAD USN 8 SEP
41. OS OCLUS 34 MOS. HON DISCH SKIC USS CAMBERKA
20 JAN 45.

5824388. B NEW BROOKLAND SC 15
JAN 28. HA COLUMBIA LEXINGTON CO SC. EAD USN 7
JAN 45. AWD WHIIVM. HON DISCH STMIC USS ANTIETAM
15 NOV 47.

20442125. B SALUDA SC 28 JUN 16.
HA CLINTON LAURENS CO SC. EAD SCMG 10 FEB 41. OS
EAMET 6 AUG 42 TO 12 JUN 45. AWD GCMOL AD5M
EAMECM 5S/S TUNISIA SICILY ROME-ARNO N APENNINES
PD VALLEY. HON DISCH SGT BTRY B 107 AA AW BN 22
JUN 45.

3409392-. B DALZELL SC 13 OCT 18.
HA DALZELL SUMTER CO SC. EAD ARMY 12 AUG 41. OS
EAMET 12 DEC 42 TO 12 JAN 45. AWD BSM PH AD5M
EAMECM 5 FRANCE RHINELAND. HON DISCH PFC 445 TO
BN 10 JUN 46.

34842659. B SPRINGHILL SC 7 JUN
22. HA OSWEGO SUMTER CO SC. EAD ARMY 4 AUG 43. OS
EAMET 3 JUN 44 TO 24 DEC 45. AWD PH GCMOL CIB ACM
EAMECM 4S/S NDRMANDY ARDENNES RHINELAND CENT
EUROPE WHIIVM. HON DISCH PFC HQ CO 1 BN 359 INF
29 DEC 45.

6298991. B LEXINGTON SC 6 MAR
11. HA LEXINGTON LEXINGTON CO SC. EAD AAF 21 AUG
41. OS OCLUS 56 MOS. AWD AD5M ACM EAMECM APCM
WHIIVM AOM KSM AFPM. HON SEP AD MAJ 18 SEP 53.

44029996. B HELENA SC 26 MAY 26.
HA HELENA NEWBERRY CO SC. EAD ARMY 28 NOV 45. AWD
WHIIVM. HON DISCH T4 CO A 52 BN 5 REGT RTC 26 DEC
46.

34367494. B NEWBERRY SC 7 MAY
19. HA COLUMBIA RICHLAND CO SC. EAD ARMY 16 JUN
44. OS EAMET 24 APR 45 TO 30 JUN 46. AWD GCMOL
EAMECM WHIIVM. HON DISCH SGT 3985 QM TRK CO 6 JUL
46.

34641523. B LEXINGTON SC 5 APR
23. HA LEXINGTON LEXINGTON CO SC. EAD ARMY 11 JAN
43. OS APT 13 MAY 43 TO 13 DEC 44. AWD APCM 1S/S
NEW GUINEA. HON DISCH PFC 3441 QM TRK CO 23 OCT
45.

8292484. B COLUMBIA SC 8 SEP
24. HA COLUMBIA RICHLAND CO SC. EAD USN 1 JUL 44.
AWD ACM EAMECM WHIIVM. HON DISCH PHM3C USS
ARKANSAS 10 MAR 46.

34382790. B COLUMBIA SC 27 OCT
21. HA COLUMBIA RICHLAND CO SC. EAD AAF 28 AUG
42. OS APT 14 SEP 44 TO 21 JAN 46. AWD GCMOL APCM
2S/S CENT BURMA INDIA-BURMA. HON DISCH SGT 1304
AAF BU 25 JAN 46.

14074476. B GREENVILLE SC 8 JAN
20. HA COLUMBIA RICHLAND CO SC. EAD ARMY 15 JUN
42. HON DISCH PVT INF 21 OCT 44.

34861417. B BATESBURG SC 16
JUN 14. HA COLUMBIA RICHLAND CO SC. EAD ARMY 29
FEB 44. HON DISCH PVT BTRY A 871 AA AW BN 16 JAN
45.

34-43616. B COLUMBIA SC 21 OCT
15. HA COLUMBIA RICHLAND CO SC. EAD AAF 17 SEP
43. AWD GCMOL ACM WHIIVM. HON DISCH PFC 247 AAF
BU 17 MAR 46.

34650308. B SALUDA SC 3 APR 22.
HA BATESBURG LEXINGTON CO SC. EAD AAF 2 APR 43.
AWD GCMOL ACM WHIIVM. HON DISCH CPL 1503 AAF BU
28 FEB 46.

34649190. B SALUDA SC 14 APR
23. HA CLINTON LAURENS CO SC. EAD AAF 28 MAR 43.
OS EAMET 20 APR 44 TO 9 DEC 45. AWD GCMOL ACM
EAMECM 5S/S NORMANDY N FRANCE ARDPANES RHINELAND
CENT EUROPE WHIIVM. HON DISCH PVT CO F 354 INF 16
DEC 46.

44094185. B LEXINGTON SC 10
JAN 27. HA LEXINGTON LEXINGTON CO SC. EAD ARMY 20
JUL 45. OS SHANGHAI 5 FEB 46 TO 24 NOV 46. AWD
GCMOL APCM WHIIVM. HON DISCH T4 AAG NANKING 31
DEC 46.

B 0460865. B COLUMBIA SC 17 FEB
21. HA COLUMBIA RICHLAND CO SC. EAD AAF 10 MAY
42. US ETO 9 AUG 43 TO 29 SEP 44. AWD AM ACM
EAMECM 2S/S AIR OFF EUR NORMANDY WHIIVM. HON SEP
AD CAPT 4020 AAF BU 29 AUG 46.

5825966. B COLUMBIA SC 14 OCT
28. HA LEESVILLE LEXINGTON CO SC. EAD USN 18 JUN
46. AWD WHIIVM. HON DISCH FA USS SHANNON 14 APR
48.

34099979. B LEESVILLE SC 24 MAR
19. HA LEESVILLE LEXINGTON CO SC. EAD ARMY 10 JAN
42. OS APT 4 JUN 45 TO 5 DEC 45. AWD GCMOL ACM
APCM

18. H 25 APR
41. D 25 DEC
24 OC 45 TO
SOLDI PCM N
INF R PT 27

16. H 4 JAN
41. D 1 MAY
EAMEC M ACM
WHIIV T EUR
RET A E. HON

17. HA
W COLUMBIA LEXINGTON CO SC. EAD USN 29 JUL 43.
HON DISCH SK2C 19 JUN 45.

34649601. B LEESVILLE SC 7 MAR
23. HA BATESBURG LEXINGTON CO SC. EAD ARMY 20 MAR
43. OS EAMET 20 APR 44 TO 27 NOV 45. AWD BSM
GCMOL ACM EAMECM 5S/S NORMANDY N FRANCE ARDENNES
RHINELAND CENT EUROPE WHIIVM. HON DISCH T4 3938
QM GAS SUP CO 2 DEC 45.

44092464. B LEE CO SC 1 FEB
27. HA CAMDEN KERSHAW CO SC. EAD ARMY 21 JAN 46.
OS ETO 23 MAR 46 TO 4 JAN 47. AWD WHIIVM AOM. HON
DISCH PFC CO D 381 MP BN 7 JAN 47.

14116160. B COLUMBIA SC 22
SEP 22. HA COLUMBIA RICHLAND CO SC. EAD ARMY 14
JUN 43. OS EAMET 15 NOV 44 TO 13 MAR 46. AWD BSM
GCMOL CIB ACM EAMECM 3S/S ARDENNES RHINELAND CENT
EUROPE WHIIVM. HON DISCH SSGT CO G 272 INF 18 MAR
46.

0509503. B COLUMBIA SC 2 MAR
05. HA COLUMBIA RICHLAND CO SC. EAD ARMY 12 JAN
43. OS EAMET 21 AUG 43 TO 8 JAN 46. AWD BSM AD5M
ACM EAMECM 4S/S NAPLES-FOGGIA ROME-ARNO RHINELAND
CENT EUR WHIIVM. HON SEP AD CAPT 570 APU 1 APR
46.

34129526. B ORANGEBURG SC 8
JAN 11. HA COLUMBIA RICHLAND CO SC. EAD ARMY 7
AUG 42. HON DISCH CPL CAC 27 JUL 44.

14074772. B COLUMBIA SC 20
JAN 23. HA COLUMBIA RICHLAND CO SC. EAD AAF 22
FEB 43. OS APT 14 SEP 45 TO 11 FEB 46. AWD GCMOL
ACM APCM WHIIVM. HON DISCH PFC 776 AAF BU 19 FEB
46.

Name, service number, place and date of birth, branch of service, date of entry, foreign service, awards and campaigns, character and type of separation, rank at separation, last unit of assignment, date of discharge



Primary Sources

Figure 5-2. Statement of attendance at Reserve Officers Training Camp (also can be used for Student Army Training Camp)

STATEMENT OF SERVICE		DATE	YOUR REFERENCE	
NAME (last, first, middle)		Current date	LTC dated —	
Jackson William E.		SERVICE NUMBER	SSN	
		(name)		
SERVICE DATA				
NATURE OF ACTION (Show component for each entrance into service; and type of each separation.)	EFFECTIVE DATE	ACTIVE SERVICE (Asterisks after dates in columns C and D denote ACTIVE DUTY FOR TRAINING ONLY)		THIS SPACE FOR ADDITIONAL INFORMATION AS APPROPRIATE, SUCH AS REASON FOR SEPARATION; GRADE, RANK, OR RATING; PLACE OF ACTION; ETC.
		FROM	TO	
A	B	C	D	E
Attended Reserve Officers Training Camp 93rd Civilian at Plattsburgh Barracks, N.Y., established under Sec. 54 National Defense Act	May 15, 1917 To Aug. 14, 1917			Acquired no military status as a result of attendance at this camp.
TIME LOST (Inclusive dates)				
	TO	FROM	TO	FROM
KEY TO ABBREVIATIONS				
AD - Active Duty	EOS - Expiration of Obligated Service	NTS - Naval Training Station	RS - Receiving Ship	
APPT - Appointed (ment)	ERC - Enlisted Reserve Corps	ORC - Officer Reserve Corps	T - Transfer (red)	
AUS - Army of the U.S.	ETS - Expiration Term of Service	OTH - Other Than Honorable	TERM - Terminated (ion)	
BCD - Bad Conduct Discharge	GD - General Discharge	PROM - Promoted (ion)	UA - Unauthorized Absence	
CG - Change of Rating	HON - Honorable	R - Received	UD - Unfavorable Discharge	
CR - Dishonorable Discharge	IND - Inducted (ion)	RA - Regular Army	URC - Under Honorable Conditions	
DD - Demobilized (action)	NAS - Naval Air Station	RAD - Released from Active Duty	UOHC - Under Other Than Honorable Conditions	
DEMOS - Demobilized (action)	NG - National Guard	RECSTA - Receiving Station	USNH - U.S. Naval Hospital	
DISCH - Discharge	NRS - Naval Recruiting Station	REENL - Reenlisted (ment)		
EE - Expiration of Enlistment	NTC - Naval Training Center	REPAD - Reported For Active Duty		
ENL - Enlisted (ment)				

Other types of nonmilitary or quasimilitary service may be reported on this form, but see the monograph on WWI records for detailed explanations of creditability.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13041 (9-85) BACK

PUBLIC HEALTH SERVICE RECORDS

Last Update: 4/25/2005

CPR has Public Health Service (PHS) records in its holdings. However, CPR technicians can not respond directly to a request for PHS records unless the request is received from an official of the Public Health Service. Therefore, do not refer requests from individuals for PHS records to CPR. Instead, advise requester to contact the appropriate address shown below:

- If the request is for the records of an individual that was treated at a PHS hospital:

[\[00560\]](#)

U.S. Public Health Service
Health Data Center
National Hansen's Disease Programs
1770 Physicians Park Drive
Baton Rouge, LA 70816

- If the request is for records of a "Commissioned Officer" of the PHS:

[\[00561\]](#)

U.S. Public Health Service
Division of Commissioned Officers Support Corps
1101 Wooton Parkway
Suite 100, Plaza Level
Rockville, MD 20852

- If the request is for records of the "[Cadet Nurse Corps](#)" of the PHS:

[\[00123\]](#)

National Archives and Records Administration
ATTN: Archives II Reference Section (NWCT2R)
8601 Adelphi Road, Room 2400
College Park, MD 20740-6001

Source: CPR

STATEMENT OF SERVICE

TYPES OF SOS:

Simple Statement of Service (NA Form 13041)
Complex Statement of Service (NA Form 13041-A)
Summary of Military Service (NA Form 13072)

DATA MOST OFTEN FURNISHED ON AN SOS:

branch of service
dates of enlistment and separation
character of discharge
dates of active duty
dates of active duty for training (ACDUTRA)
time lost

ADDITIONAL DATA WHICH *MAY BE REQUIRED*:

final rank (for each enlistment period)
ranks and promotion dates
unit assignments and inclusive dates (from and to) of assignment
decorations
home address when enlisted or inducted
foreign or sea service dates or total time
disciplinary actions

THE SIMPLE STATEMENT OF SERVICE

The simple SOS provides the requester only basic service data: (1) branch or component, (2) enlistment and separation dates, (3) character and type of separation. It is not designed to verify multiple enlistments with breaks in service; however, if the multiple enlistments were continuous (i.e., no break in service) the simple SOS may be used.

Note: Do not provide a SOS when inquiry is identified as relating to the **Soldiers' and Sailors' Civil Relief Act (SSCRA)**, or if inquiry originates from a law office, or requests substantiating proof that an individual does or does not have military service. See [Soldiers' and Sailors' Civil Relief Act](#) in the CRG.

The simple SOS would be an appropriate way to verify service for a reservist who performed no active duty or active duty for training (Do **NOT** issue NA Form 13038). It also would be an appropriate reply to a "remarried widow or widower" requesting service verification for social security benefits. In that instance, you would **NOT** furnish character. Essentially, you are giving the requester data releasable under FOIA. Advise the requester to submit the SOS to the local Social Security office and have that office contact us directly if additional data is needed. (The SSA will need character, and it can be furnished to the SSA as a **Federal** routine use.

THE COMPLEX STATEMENT OF SERVICE

The complex SOS may include multiple enlistments, breaks in service, transfer from one component to another, ACDUTRA dates, time lost, and ranks.

This form could be an appropriate response to a Catch 62 request or a SSA request for verification of ACDUTRA dates. A complex SOS showing the home address when enlisted/inducted might be a good form of reply to a state veterans home. A rare instance when a complex SOS would include decorations, ranks and dates of promotion, assignments and dates of assignment is the biographical sketch or transcript. Such requests are received from relatives, researchers, chambers of commerce or other civic organizations. The requester may be planning a tribute or memorial to the veteran, naming a building for him/her, or writing a book. And, often the veteran is either a high-ranking retired officer or a highly decorated veteran. **As with all requests, release guidelines apply**; and if the requester does not have proper authorization, a FOIA response should be made.

Active Duty For Training Dates

When preparing a complex SOS it is important to show all ACDUTRA performed. Failure to report all ACDUTRA can result in a decrease in benefits for the veteran. ACDUTRA data is found many places in the record.

In Navy, MC, and CG Officer Records, LOOK FOR:

- training duty orders
- official correspondence
- fitness reports
- computation of retirement eligibility and credit (yellow card)
- statement of service creditable under title 10 (worksheet)
- marine corps officer qualification record
- reserve status card (CG 3303)

In Navy, MC, and CG Enlisted Records, LOOK FOR:

- training duty orders
- record of active training duty (NAVPERS 601, page 10)
- administrative remarks (NAVPERS 601, page 9 or 13)
- history of assignments (NAVPERS 601, page 5)
- transfers and receipts (NAVPERS 601, page 12)
- enlisted performance evaluation report (NAVPERS 1616)
- chronological record of medical care (Standard Form 600)
- record of service (NAVMC 118, page 11)
- coast guard form 2500C and CG 3305
- coast guard report of change in personnel assignment page (NCG 2599)

Also review retirement point pages:

- (1) record of naval reserve service (NAVPERS 601, page 11)
- (2) reserve retirement credit report (NAVMC 798PD)
- (3) coast guard reserve credit card or officer point record card (CG 3034)

In Army Enlisted Records, LOOK FOR:

- DA Form 1383 (IBM cards)
- DA Form 1381
- AGUZ Form 115
- DD Form 220
- DA Form 20; DA Form 2-1; DA Form 24
- NGB Form 23 (Army NG members only)

DARP 249

any of the following: orders; in-service schools; unit correspondence; enlisted evaluation forms

[Also See Note Below](#)

In Army *Officer* Records, *LOOK FOR*:

documents listed above
officer evaluation reports (oer)

DA Form 66

DA Form 2-1

[Also See Note Below](#)

NOTE: Dates of ADT for the current calendar year and previous calendar year are available in the AR-PERSCOM computer (usually for approximately the last two years); see the team coach for assistance if you need to access this information.

In Air Force *Officer* AND *Enlisted* Records, *LOOK FOR*:

AF Form 712

AF Form 526*

AF Form 190

NGB Form 23 (ANG members only)

* See "[Retirement Points](#)" section of this guide for specific information about how to interpret AF Form 526.

Although point pages probably will not show ACDUTRA dates, they can be helpful. Simply remember, a service member earns one point for each day of active duty or ACDUTRA. (He or she also earns drill and membership points, but DO NOT record this data on the SOS.) You will often see a service member has been credited with 14 points (give or take a point) ACDUTRA. *This would indicate that service member participated in annual training duty.* Try matching the points to the dates you have picked up elsewhere in the record.

You can use points to credit a service member with active duty for training, even if exact dates of training **cannot** be found. This should **only** be done *after a thorough search* for the corresponding dates. Also note the service member's reserve status:

1) **Active reservists:** train with units throughout the year and participate in annual active duty for training, usually two weeks in the summer and one weekend per month during the remainder of the year (weekend drills).

Inactive reservists: do not participate in organized training and do not have a specific unit assignment.

Also, the notation "RFA-55" or "REP-63" may appear in a record. This pertains to the Reserve Forces Act of 1955 and the Reserve Enlistment Program of 1963, both of which provided 6 months initial active duty for training for reservists with no prior service. The service record should contain a DD Form 214 for the training period.

THE SUMMARY OF MILITARY SERVICE

The Summary of Military Service is used when disciplinary, medical and/or psychiatric data is requested. Often this data is requested by prospective employers and mental, penal, and correctional facilities.

PROVIDING SERVICE DOCUMENTS INSTEAD OF AN SOS

Copies of service record documents should be sent to military facilities requesting a Statement of Service. A list of documents approved for reply is shown above, and in the NPRC memo.

MISCELLANEOUS INFORMATION FOR SPECIFIC SERVICE BRANCHES

Midshipmen are student officers enrolled in either the Naval Academy (Annapolis) or the Reserve Officers Training Corps (ROTC). Upon graduation these student officers will be commissioned and ordered to active duty. **DO NOT** show midshipmen time on the statement of service.

Aviation Cadets are members of the Navy, Naval Reserve, Marine Corps, or Marine Corps Reserve who are undergoing flight training. Upon commission the aviation cadet's enlistment will be terminated by appropriate entry into service without necessity of discharge. Show aviation cadet time as active duty on the statement of service.

Air Force Retirees

Often the service record contains a Statement of Service completed by the service branch. A copy of this document should be provided; however, if the document is incomplete, you should *copy* the document, and then add the information on the document *copy*, and state "No Further Entries."

Air National Guard and AF Reserves (NOT Retired)

Same procedures as shown above, under "AF RETIREES." If SOS is **not** in file, prepare NA Form 13041.

SSA Requests For SOS For AF Reserve Retirees

Send completed SOS if one is in file; if not on file, prepare NA Form 13041-A, Complex Statement of Service, using information shown in record. See above instructions for Air Force officers and enlistees.

Source: [NPRC 1865.60](#)

State Offices

Details: The five major categories of records at state offices are:

- WWI service record cards, rosters, etc.
- Selective Service System copies of Reports of Separation.
- National Guard records.
- Bonus files.
- Files created by state agencies that provide assistance to veterans.

How to request: Use the [Guide to Military Records in State Offices](#) table to determine if the state from which the veteran is from has any records which may be helpful in reconstructing the record. If the state has holdings which might be useful for reconstruction, use the [Address and phone numbers of state offices](#) to contact the appropriate office to procure military documents.

Samples of documents returned to technician: A separation document is most often received from a state office; however, you may receive other types of documents which verify service.

Student Army Training Corps (SATC) Student Army Training Corps Camps (SATCC)

The Student Army Training Corps and Student Army Training Corps Camps were established in 1913 and were predominantly World War I-era programs. Service at these camps **may or may not be active duty**. Analyze the pay voucher and watch for the abbreviations SATC and SATCC.

Student Army Training Corps (SATC) was attended by individuals who had already been inducted into the Army. This service **IS** active duty and can be documented on an NA Form 13038.

Individuals in the Student Army Training Corps Camps (SATCC) were either:

1. Already in the military service of the United States and were assigned to the camps as members of Army training detachments. **This IS active duty**.
2. Attending the camps in a non-military status because their induction into the SATC was not accomplished in accordance with Selective Service regulations. **This is NOT active duty**.

Any students who attended SATCC at the following locations were **NOT** credited with active duty:

Plattsburg Barracks, New York
Fort Sheridan, Illinois
Presidio of San Francisco, California
Howard University, Washington, DC
Small Arms Firing School, Camp Perry, Ohio
Camp Hancock, Georgia

If service is determined to be active duty, use the Blank NA Form 13038 and enter Student Army Training Corps in the branch of service field.

References: [NPRC 1865.51](#), [WWI Monograph](#) (Pages: 326, 332)

TYPE of REQUEST	INFORMATION TO REDACT OR WITHHOLD
1. Request from <ul style="list-style-type: none"> • a Veteran, • a Deceased Veteran's Next of Kin, or • an Authorized Third-Party Requester (with signature of Veteran or Deceased Veteran's NOK) 	<ul style="list-style-type: none"> • Information about persons other than the subject of the record <ul style="list-style-type: none"> • Social Security Numbers • Sensitive Information (described below) • Drug & Alcohol Abuse information (described below) • Photographs of autopsies or death scenes • Contact information less than 20 years old pertaining to someone other than the current requester (described below)
2. Request from the General Public AND you have proof of the veteran's death	<ul style="list-style-type: none"> • Information about persons other than the subject of the record <ul style="list-style-type: none"> • Social Security Numbers • Sensitive Information (described below) • Drug & Alcohol Abuse information (described below) • Photographs of autopsies or death scenes • Contact information less than 20 years old pertaining to someone other than the current requester (described below) • Dependent birth certificates if the dependent's date of birth is less than 75 years ago
3. Request from the General Public AND you don't know if the veteran is living AND veteran's date of birth is 100 or more years ago	
4. Request from the General Public AND you have some indication the veteran is living	<ul style="list-style-type: none"> • Information about any person (including the veteran who is the subject of the record) <ul style="list-style-type: none"> • Social Security Numbers • Sensitive Information (described below) • Drug & Alcohol Abuse Information (described below) • Dependent birth certificates if the dependent's date of birth is less than 75 years ago • Photographs of autopsies or death scenes • Contact information less than 20 years old pertaining to someone other than the current requester (described below)
5. Request from the General Public AND you don't know if the veteran is living AND the veteran's date of birth is under 100 years ago	
<p>SENSITIVE INFORMATION - any reference to rape, family abuse (child or spouse), bestiality, incest, homosexuality, psychiatric or mental health conditions, and sexually-transmitted diseases [such as chlamydia, genital warts, gonorrhea, hepatitis, herpes, HIV/AIDS, pubic lice (crabs), scabies, syphilis]</p>	
<p>ALCOHOL or DRUG ABUSE INFORMATION - any reference to medical diagnosis or medical treatment of drug and alcohol abuse. Do not redact or withhold references to drug or alcohol abuse without a corresponding medical diagnosis.</p>	
<p>CONTACT INFORMATION - any instance of a street address, city, state, zip code, phone number, and/or email address for a person who is NOT the current requester on any document that is less than 20 years old (usually correspondence). The individual's name and/or signature are releasable.</p>	
<p style="text-align: center;">* All data not specifically listed above MUST be released to any requester. *</p> <p>NOTE: The following items in archival records must be provided to the requester AFTER all non-releasable information is redacted or withheld as described above: correspondence to or from the veteran, other reference requests, forms, questionnaires, finding aids, search reports, CMRS reports, and other documents.</p>	

Figure 1. Summary Chart - Screening and Redaction Requirements for Archival Records

This Appendix/Figure applies to the following memorandums:

NPRC 1865.20 - Appendix B-1. Table of Service Number Issuances
NPRC 1865.32 - Appendix B. Table of Service Number Issuances
NPRC 1865.104 - Figure A-1. Table of Service Number Issuances

EXPLANATORY NOTES

1. It was not until February 28, 1918, that the first service number was issued to an enlisted man. Master Sergeant Arthur B. Crean holds the unique distinction of receiving Army service number 1. Officers did not receive service numbers until June 1921. General Pershing, who was then Chief of Staff, receive the number 0-1.
2. In this table, the series are broken down by issuance periods as short as feasible. When not feasible to break down by short periods, effort was made to break down into periods closely corresponding with those covered by specific records groups.
3. For easy reading, numbers are entered in the "Series" column in the conventional style with a comma between each three digits starting from the right, however, no relationship between this and the way numbers are encountered in correspondence and on military records is intended. The most prevalent style in which numbers are encountered in correspondence and records is depicted by the following:

Air Force 00 000 000 (older usage) or 00000000 (until 7-1-69)

Army 00 000 000 or 00000000

Coast Guard 000-000; 0000-000

Marine Corps 000000

Navy 000000 for Officers
 000-00-00 (older usage) for Enlisted;
 000 00 00 or B00 00 00 (until 7-1-71) for Enlisted

4. Many groups of numbers issued out of their normal sequence may be inaccurately or incompletely accounted for in this brief table. These are numbers, for instance, which were surplus due to an overestimate of needs in the area or category for which initially set aside. In these cases, however, the table will indicate general trends.
 5. "EM means enlisted personnel (including draftees), men as well as women.
 6. "Ofcr" means officers and includes warrant officers.
-

[Service Numbers 1 through 9,999,999](#)

[Service Numbers 10,000,000 through 19,999,999](#)

[Service Numbers 20,000,000 through 99,999,999](#)

Service Numbers 1 through 9,999,999

[Service Numbers 1 through 999,999](#)

[Service Numbers 1,000,000 through 3,999,999](#)

[Service Numbers 4,000,000 through 6,999,999](#)
[Service Numbers 7,000,000 through 9,999,999](#)

Series	Air Force EM	Air Force Ofcr	Army EM	Army Ofcr	Coast Guard EM	Coast Guard Ofcr	USMC EM	USMC Ofcr	Navy EM	Navy Ofcr
1 thru 19,999		1947-on Suffix "A" or Prefix "FR" (Regular AF)	1918-1919	1921-1935 (Regular Army)		Regular CG (#1 thru 999 not used)		1920-1945 Always preceded by "0"		1903-1941 (#1 to 500 not used) (1)
20,000 thru 99,999		1947 - on Suffix "A" or Prefix "FR" (Regular AF)	1918-1919	1935-1964 (Regular Army)		(1a)	1905-1917 (Male) 50001-60000 not used	1941-1966 Always preceded by "0"		1903-1941
100,000 thru 124,999			1918-1919 (2)	1921-1941 (3)	1915 thru 1930		1917-1925 (Male) (2)	1966-on Always preceded by "0"	1965-on (4)	1903-1941
125,000 thru 199,999			1918-1919	1921-1941	1915 thru 1930 (1b)		1917-1925 (Male)		1965-on (4)	1942
200,000 thru 254,999			1918-1919	1921-1941	1930-1942		1925-1933 (Male)		1965-on (4)	1942-1943
255,000 thru 349,999			1918-1919 (2)	1921-1941	1945-1962		1933-1941 (Male) (2)		1965-on (4)	1943-1944
350,000 thru 499,999			1918-1919	1921-1941	1962-on		1941-1942 (Male)		1965-on (4)	1944-1947
500,000			1918-	1942-	1941-		1942-		1965-	1947-

thru 599,999			1919	1954	1945		1946 (Male)		on (4)	1955
600,000 thru 670,899			1918- 1919	1942- 1954	1941- 1945		1943- 1947 (Male)		1965- on (4)	1955- 1963
670,900 thru 699,999			1918- 1919	1942- 1954	1941- 1945		Not to be used		1965- on (4)	1963- 1965
700,000 thru 707,999			1918- 1919	1942- 1954	1941- 1945		Women		1965- on (4)	1965- 1966
708,000 thru 799,999			1918- 1919	1942- 1954			Women		1965- on (4)	1966- on
800,000 thru 999,999			1918- 1919	1921-on (5)			1943- 1947 (Male)		1965- on (4)	
Series	Air Force EM	Air Force Ofcr	Army EM	Army Ofcr	Coast Guard EM	Coast Guard Ofcr	USMC EM	USMC Ofcr	Navy EM	Navy Ofcr
1,000,000 thru 1699,999			1918- 1919	1942- 1954			1944- 1957 (Male)		1885- 1918	
1,700,000 thru 1,799,999			1918- 1919	1942- 1954			Reserved for Women	;	1885- 1918	
1,800,000 thru 1,896,265		1947-on	1918- 1919	1942- 1954			1956- 1960		1885- 1918	
1,896,266 thru 1,999,999		1947-on	1918- 1919	1942- 1954			1956- 1965		1885- 1918	

2,000,000 thru 2,199,999			1918- 1919	1942- 1954	1948- on		1964-on		1918- 1965	
2,200,000 thru 2,999,999		1947-on	1918- 1919	1942- 1954					1918- 1965	
3,000,000 thru 3,081,999		1947-on	1918- 1919	1957-on (WO's)	1942- 1944				1918- 1965	
3,082,000 thru 3,999,999		1947-on	1918- 1919	1957-on (WO's)					1918- 1965	
Series	Air Force EM	Air Force Ofcr	Army EM	Army Ofcr	Coast Guard EM	Coast Guard Ofcr	USMC EM	USMC Ofcr	Navy EM	Navy Ofcr
4,000,000 thru 4,040,999			1918- 1919	1954- 1957	1942- 1945 Women				1918- 1965	
4,041,000 thru 4,999,999			1918- 1919 (6)	1954- 1957			(6)		1918- 1965	
5,000,000 thru 5,801,499			1918- 1919	1957-on	1942				1918- 1965	
5,001,500 thru 5,999,999			1918- 1919	1957-on					1918- 1965	
6,000,000 thru 6,207,999			1919- 1940		1941- 1945				1918- 1965	
6,208,000 thru 6,999,999			1919- 1940						1918- 1965	

Series	Air Force EM	Air Force Ofcr	Army EM	Army Ofcr	Coast Guard EM	Coast Guard Ofcr	USMC EM	USMC Ofcr	Navy EM	Navy Ofcr
7,000,000 thru 7,027,999			1919-1940		1943-1945				1918-1965	
7,028,000 thru 7,099,999			1919-1940						1918-1965	
7,100,000 thru 7,999,999									1918-1965	
8,000,000 thru 8,999,999	1948-on Women		1948-on Women						1918-1965	
9,000,000 thru 9,999,999									1918-1965	

NOTES

1	To Navy Officer SN 8419 only, subnumbers 1 thru 500 were added, appearing 8419-1, 8419-2, etc.
1a	Selected groupings within this series used since 1949 for various categories of Non-Regular Coast Guard, such as WO's, Reserve Officers, etc. Within this series, numbers 60,000 - 60,393 were assigned from February 1957 thru January 1961.
1b	Within this series, numbers 149,238 - 199,999 being assigned whenever a jacket is established on someone who served with a forerunner of the Coast Guard (U.S. Revenue Cutter Service and U.S. Life-Saving Service).
2	In WWI, some Marines in the Army Expeditionary Force were given Army SNs in blocks: 107 951 to 123 280; 270 756 to 272 282; 286 303 to 286 561; and 304 183 to 306 267. While these SNs no doubt will be reflected in the records involved, the records themselves are filed under the pertinent Marine Corps SNs issued to these men.
3	Regular Army officers in about 1965 also started receiving numbers in the lower part of the series, with prefix "OF".

4	Various single prefixes used on these. See Appendix A for an explanation of prefixes.
5	Some of this series were also used for Warrant Officers with prefix "W" and some only the lowest numbers of this series were used for Army Field Clerks with prefix "F". If these Army Field Clerks became Warrant Officers, they were assigned prefix "W" with no change in basic number.
6	In WWI, some Marines in the Army Expeditionary Force were given Army SNs in the series from 4 604 001 to 4 618 000. While these SNs no doubt will be reflected in the records involved, the records themselves are filed under the pertinent Marine Corps SNs issued to these men.

Service Numbers 10,000,000 through 19,999,999

NOTE: These numbers used for Regular Air Force and Regular Army Enlisted Men for period indicated below.

10,000,000-10,999,999*	1940 on	13,705,501-13,999,999	1961 on	16,683,101-16,999,999	1961 on
11,000,000-11,142,500	1940-1945	14,000,000-14,204,500	1940-1945	17,000,000-17,183,500	1940-1945
11,142,501-11,188,000	1946-1948	14,204,501-14,300,770	1946-1948	17,183,501-17,254,500	1946-1948
11,188,001-11,238,500	1949-1951	14,300,771-14,454,000	1949-1951	17,254,501-17,338,840	1949-1951
11,238,501-11,283,000	1952-1954	14,454,001-14,547,500	1952-1954	17,338,841-17,410,300	1952-1954
11,283,001-11,344,500	1955-1957	14,547,501-14,661,000	1955-1957	17,410,301-17,512,785	1955-1957
11,344,501-11,384,000	1958-1960	14,661,001-14,745,000	1958-1960	17,512,786-17,592,940	1958-1960
11,384,001-11,999,999	1961 on	14,745,001-14,999,999	1961 on	17,592,941-17,999,999	1961 on
12,000,000-12,242,000	1940-1945	15,000,000-15,201,000	1940-1945	18,000,000-18,247,100	1940-1945
12,242,001-12,321,000	1946-1948	15,201,001-15,280,500	1946-1948	18,247,101-18,360,800	1946
12,321,001-12,393,500	1949-1951	15,280,501-15,465,760	1949-1951	18,360,801-18,546,000	1947-1957

12,393,501-12,469,000	1952-1954	15,465,761-15,530,600	1952-1954	18,546,001-18,607,725	1958-1960
12,469,001-12,553,375	1955-1957	15,530,601-15,593,615	1955-1957	18,607,726-18,999,999	1961 on
12,553,376-12,614,900	1958-1960	15,593,616-15,639,615	1958-1960	19,000,000-19,235,500 >	1940-1945
12,614,901-12,999,999	1961 on	15,639,616-15,999,999	1961 on	19,235,501-19,324,485	1946-1948
13,000,000-13,197,500	1940-1945	16,000,000-16,201,500	1940-1945	19,324,486-19,420,000	1949-1951
13,197,501-13,299,700	1946-1948	16,201,501-16,307,000	1946-1948	19,420,001-19,520,770	1952-1954
13,299,701-13,408,700	1949-1951	16,307,001-16,398,890	1949-1951	19,520,771-19,590,665	1955-1957
13,408,701-13,511,500	1952-1954	16,398,891-16,481,925	1952-1954	19,590,666-19,597,661	1958
13,511,501-13,621,140	1955-1957	16,481,926-16,600,497	1955-1957	19,597,662-19,999,999	1959 on
13,621,141-13,705,500	1958-1960	16,600,498-16,683,100	1958-1960		

*Series 10,000,000 to 10,999,999 used for initial enlistments occurring outside the continental limits.

Service Numbers 20,000,000 through 99,999,999

Series	Period Issued	Category to Which Issued
20,000,000 thru 20,999,999	1940 - 1946	Enlisted National Guard in active Army
21,000,000 thru 29,999,999	1946 on	Enlisted National Guard of the United States
30,000,000 thru 39,999,999	1940 - 1946	Enlisted personnel inducted into the Army of the U.S.

40,000,000 thru 41,999,999		Apparently not used or allocated
42,000,000 thru 46,999,999	1943 - 1946	Enlisted personnel inducted into the Army of the U.S.
47,000,000 thru 49,999,999		Apparently not used or allocated
50,000,000 thru 59,999,999	1948 - 1966	Army and Air Force EM (Except Regular Army and AF)
60,000,000 thru 69,999,999	1966 on	Army and Air Force EM (Except Regular Army and AF)
70,000,000 thru 89,999,999		Apparently not used or allocated
90,000,000 thru 99,999,999	1940 - 1945	Only a limited number (about 20,000) within this series used for Philippine Army during World War II.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1872.5 CHGE 13
September 30, 2002

SUBJECT: Task automated reporting system

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5E.
2. **Explanation of changes.** [Fig. 11](#) has been updated to reflect the report periods for fiscal year 2003.
3. **Instructions.** Remove pp. 17/18 and insert revised pages.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1872.5 CHGE 14
July 1, 2003

SUBJECT: Task automated reporting system

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5E.
2. **Explanation of changes.** [Fig. 7](#) has been updated to reflect current Task organization codes.
3. **Instructions.** Remove pp.13/13.1 and insert revised pages.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1872.5 CHGE 15
September 28, 2003

SUBJECT: Task automated reporting system

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5E.
2. **Explanation of changes.** [Fig. 11](#) has been updated to reflect the report periods for fiscal year 2004.
3. **Instructions.** Remove pp. 17/18 and insert revised pages.

R. L. HINDMAN
 Director

Figure 7. **Task Organization Codes**

TASK ORGANIZATION CODES

NRP -	
OFFICE OF THE DIRECTOR AND STAFF	XD
MANAGEMENT SYSTEMS STAFF	XDM
CONTRACT EMPLOYEES (NRPS)	XCD
PRESERVATION STAFF	XDP
CONTRACT EMPLOYEES (Preservation)	XCP

NRPM -	
OFFICE OF THE ASSISTANT DIRECTOR	X
CONTRACT EMPLOYEES	XC

<i>NRPM ORGANIZATION</i>	<i>MOB</i>	<i>RECORDS RETRIEVAL BRANCH</i>	
HEADQUARTERS	XO	XZ	
A&D SECTION	XOA		

MAIL AND DATA INPUT SECTION	XOM		
SEARCH OPERATIONS		XZS	
SEARCH SECTION		XZSS	
VERIFICATION SEARCH AREA		XZSV	
REFILE & INTERFILE SECTION		XZSR	
RECORDS DISTRIBUTION AREA		XZSR	
OR SECTION		XZO	
CONTRACT EMPLOYEES	XCO	XCZ	

CORE TEAMS	CORE 1	CORE 2	CORE 3	CORE 4	CORE 5
HEADQUARTERS	X1	X2	X3	X4	X5
TEAM 1A	X1A				
TEAM 1B	X1B				

TEAM 1C	X1C				
TEAM 1D	X1D				
TEAM 2A		X2A			
TEAM 2B		X2B			
TEAM 2C		X2C			
TEAM 2D		X2D			
TEAM 3A			X3A		
TEAM 3B			X3B		
TEAM 3C			X3C		
TEAM 3D			X3D		
TEAM 4A				X4A	
TEAM 4B				X4B	

TEAM 4C				X4C	
TEAM 4D				X4D	
TEAM 5A					X5A
TEAM 5B					X5B
TEAM 5C					X5C
TEAM 5D					X5D
CONTRACT EMPLOYEES	XC1	XC2	XC3	XC4	XC5

NRPC -		
OFFICE OF THE ASSISTANT DIRECTOR	U	
CONTRACT EMPLOYEES	UC	
NRPC ORGANIZATION	COB	RSB
HEADQUARTERS	UO	UR
A&D SECTION	UOA	

MAIL & DATA INPUT SECTION	UOM	
PERSONNEL REFERENCE SERVICE SECTION		URP
UNIT A		URPA
UNIT B		URPB
AGENCY REFERENCE SERVICE SECTION		URA
IRS UNIT		URAI
SEARCH AND FILE UNIT		URAS
CONTRACT EMPLOYEES	UCO	UCR

Figure 11. **Reporting periods for FY 2004**

The following report periods are established for FY 2003 production and staff hour reporting purposes:

1st Quarter, FY 2004

1st period 9/28/03 - 10/25/03 4
weeks

2nd period 10/26/03 - 11/29/03 5
weeks

3rd period 11/30/03 - 12/27/03 4
weeks

2nd Quarter, FY 2004

1st period 12/28/03 - 1/31/04	5 weeks
2nd period 2/1/04 - 2/28/04	4 weeks
3rd period 2/29/04 - 3/27/04	4 weeks

3rd Quarter, FY 2004

1st period 3/28/04 - 4/24/04	4 weeks
2nd period 4/25/04 - 5/29/04	5 weeks
3rd period 05/30/04 - 6/26/04	4 weeks

4th Quarter, FY 2004

1st period 6/27/04 - 7/31/04	5 weeks
2nd period 8/1/04 - 08/28/04	4 weeks
3rd period 8/29/04 - 9/25/04	4 weeks

NOTE: The cutoff day is the last Saturday of each month.

Figure 12. **Schedule for end of reporting month**

SCHEDULE FOR END OF REPORTING MONTH

(The last Saturday of each month marks the end of the reporting month.)

DAY OF WEEK	CURRENT REPORTING MONTH	NEW REPORTING MONTH
Monday	<p>ÿ Input Task data to Productivity and T&A Files for previous Fri. & Sat.</p> <p>ÿ Transmit Task data for reporting month.</p>	
Tuesday	<p>ÿ Receive monthly reports.</p> <p>ÿ Review reports and make corrections to Task.</p>	<p>ÿ DO NOT input data from Task sheets to Productivity File.</p> <p>ÿ Input data to T&A File for Mon.</p>
Wednesday	<p>ÿ Review reports and make corrections to Task by:</p> <p>1:45 p.m. (CPR)</p> <p>3:00 p.m. (MPR)</p> <p>ÿ Transmit corrected Task data.</p>	<p>ÿ DO NOT input data from Task sheets to Productivity File.</p> <p>ÿ Input data to T&A File for Tues.</p>
Thursday	<p>ÿ Receive corrected reports.</p> <p>ÿ Input data to CARS by 2:00 p.m.</p> <p>ÿ Transmit CARS data by 3:00 p.m.</p>	<p>ÿ Input data from Task sheets to Productivity File for Mon-Wed. Input data to T&A File for Wed.</p> <p>ÿ Office Automation and Data Input run weekly reconciles to include Mon-Wed. (1st and 2nd runs).</p>
Friday	<p>ÿ Generate CARS report. Make distribution.</p> <p>ÿ Transmit CARS corrections by 3:00 p.m.</p>	<p>Input data from Task sheets to Productivity and T&A Files for Thurs.</p>

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1872.5F
May 17, 2004

SUBJECT: **Task automated reporting system**

1. **Purpose.** This memorandum provides information about the Task automated reporting system.
2. **Cancellation.** NPRC 1872.5E is canceled.
3. **Reason for revision.** This memorandum is revised to update procedures and references to organizational elements.
4. **Applicability.** This memorandum is applicable to all supervisors, coaches, and administrative support personnel who are involved in reviewing, keying, transmitting, and maintaining data for the Task automated reporting system.
5. **Instructions.** Instructions are contained in the attachment to this memorandum. The Task Users Manual provides additional and more detailed information about the Task reporting system. The instructions contained in the attachment should be used to supplement the Task Users Manual.
6. **Forms.** This memorandum provides for the use of the following forms:

NA Form 3004, Intermittent Employees Attendance Record
NA Form 13124, Employee Master Transaction Entry
NA Form 13126, Task Master Transaction Entry
GSA Form 873, Annual Attendance Record
GSA Form 873A, Annual Attendance Record (Part-Time Employees)
Optional Form 41, Routing and Transmittal Slip

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1872.5F CHGE 1
October 1, 2004

SUBJECT: **Task automated reporting procedures**

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** Archival Programs Division, Archival Operations and Facility Planning Branch, and Preservation Branch have been added to the Task Organization Chart ([fig. 4](#)). A Task Organization Code has been assigned for all contract employees of the division.
3. **Instructions.** Remove pp. 9-10, and insert revised pp.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1872.5F CHGE 2
February 12, 2007

SUBJECT: **Task automated reporting procedures**

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.

2. **Explanation of change.** As a result of a reorganization, the [Task Organization Codes](#) for MPR Cores have been revised to add Core 1, Team E, and remove Core 2. As a result of the new scanning operation at CPR, an additional Task Organization Code has been added (Digital Conversion).
3. **Instructions.** Remove pp. 9-10, and insert revised pp. 9 and 10.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
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NPRC 1872.5F CHGE 3
April 15, 2007

SUBJECT: **Task automated reporting system**

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** The report periods established for FY 2007 and FY 2008 production and staffhour reporting purposes are updated in Figure 8 and Figure 8.1.
3. **Instructions.** Remove pp. 13-14, and insert revised pp. 13-14, 14.1 and 14.2.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1872.5F CHGE 4
May 20, 2007

SUBJECT: **Task automated reporting procedures**

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** As a result of a reorganization effective May 13, 2007, the [Task Organization Codes](#) for Core 5 have been revised to add Team E.
3. **Instructions.** Remove pp. 9-10, and insert revised pp. 9 and 10.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1872.5F CHGE 5
September 28, 2007

SUBJECT: **Task automated reporting system**

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** The retention for daily Task input sheets has changed from 6 months to 3 years as Task input sheets are used as input source documentation for the Records Center Program Billing System (RCPBS). References: NARA Records Schedule, Chapter 13, Federal Agencies and Records, and N1-64-05-9, item 1.
3. **Instructions.** Remove pp. 17-20, and insert revised pp. 17-19.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132 5100

NPRC 1872.5F CHGE 6
February 23, 2009

SUBJECT: Task automated reporting procedures

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** Task Organization Codes have been added for Core 3, Team E; Core 4, Team E; Annex (Valmeyer); and the ARCIS Help Desk.
3. **Instructions.** Remove pp. 9-10, and insert revised pp. 9 and 10.

R.L. HINDMAN
Director

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NPRC 1872.5F CHGE 7
April 27, 2009

SUBJECT: Task automated reporting procedures

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** The report periods established for FY 2009 and FY 2010 production and staffhour reporting purposes are updated in Figure 8 and Figure 8.1. Task Organization Codes have been changed for Contract Employees (Archival Program) and Records Distribution Area and added for ARCIS Data Entry.
3. **Instructions.** Remove pp. 9-10, and insert revised pp. 9 and 10. Remove pp. 14, 14.1 and 14.2, and insert revised pp. 14, 14.1 and 14.2.

R.L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
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NPRC 1872.5F CHGE 8
September 14, 2009

SUBJECT: Task automated reporting procedures

1. **Purpose.** This memorandum transmits page changes to NPRC 1872.5F.
2. **Explanation of change.** Task Organization Codes have been changed for Contract Employees (Archival Program) and Contract Employees (Preservation Program) and added for Team 1F and Philippine Army Team.
3. **Instructions.** Remove pp. 9-10, and insert revised pp. 9 and 10.

R.L. HINDMAN
Director

ATTACHMENT

1. **Applicability.** The Task system is a nationwide computerized system of the National Archives and Records Administration. It is designed to measure records center activity and productivity. Data concerning each employee's daily work and activities are entered into the Task system. The end result is a series of weekly and monthly reports.

These reports provide information on the productivity, work-related activities, and core reference service at each Center at four different levels: individual employee, section/unit, branch/core, and Center (building). Task data is also used to determine Center costs and develop unit rates for the RCP Billing System.

2. **Definitions of activities.** The various activities or "tasks" accounted for in the Task system are divided into the following categories:
 - a. **Standard tasks.** This category includes such operations as Routine Search (on standard), Disposal (on standard), etc. These standard tasks include operations for: Military Operations Branch; Records Retrieval Branch; Reference Service Branch; and Civilian Operations Branch.
 - b. **Non-standard tasks.** This category includes such operations as VA index (off standard), Shelve Non-DoD (off standard), Leave Without Pay, etc. These non-standard tasks include operations for all Center branches and cores.
4. **Task sheets.** The appropriate Task sheet must be completed for each employee for each day that time is shown on the employee's time and attendance record. The Task sheets are the source documents for reporting hours and output into the computerized Task system database. Staff hours spent on all activities and all categories of leave are reported on the Task sheets. The number of completed work units for production tasks are also shown. **NOTE: The Reimbursable Job Number and Agency for Reimbursable Work must be entered in Fields 15 and 16. This information should be recorded on the Task sheet by the employee. If the information is not provided, consult the supervisor, coach, or branch/core headquarters.**
5. **Supervisory/coach responsibilities.** To ensure consistency and accuracy supervisors will:
 - a. Provide appropriate Task form for the work area;
 - b. Instruct employees in the preparation of Task forms;
 - c. Sign each Task form after it is reviewed and entries are approved, especially those for off-standard time;
 - d. Ensure that all Task forms are entered within scheduled timeframes as shown in figs. 5, 6, 7, 9, and 10; and
 - e. Ensure any necessary corrections are entered within scheduled timeframes as shown in figs. 5, 6, 7, 9, and 10.
6. **Task system files.** There are three primary master files and two supporting files in the Task system. Data collected and maintained in these files interact and generate production reports.
7. **Task master files.**
 - a. **Employee Master File.** This file maintains personnel data on all employees, including students and contract employees. It needs to be updated whenever an employee comes on board, leaves, or has a change in status affecting one of the data fields; e.g., annual pay increases or within-grade increases. Since accuracy is vital, the information keyed in this file should be controlled at the branch/core headquarters level. NA Form 13124, Employee Master Transaction Entry, should be prepared and used to enter data. (See [fig. 1.](#)) **NOTE:** Insert these fields: Item 16. Hourly wage; and Item 17. Employee benefit rate.
 - (1) **Appointment Code.** The Appointment Code of an employee may change as a result of a personnel action; e.g., change work schedule from part-time to full-time. See [fig. 2](#) for assistance in determining the appropriate Appointment Code.
 - (2) **Movement between branches/cores.** If an employee moves to another branch/core through promotion or reassignment, the gaining branch/core is responsible for updating the Employee Master File. The losing branch/core does nothing.
 - (3) **Retention.** Data pertaining to a separated employee shall be retained in the system for a minimum of 25 months after date of separation.
 - b. **Task Master File.** This file lists four-character Task codes and related descriptions for the tasks and activities valid at NPRC.
 - (1) **Establishing new Task codes.** Branch chiefs/core managers submit recommendations for new Task codes on NA Form 13126, Task Master Transaction Entry, to NRPS (at MPR) or NRPC (at CPR). (See [fig. 3.](#))
 - (2) **Discontinued Task codes.** Branch chiefs/core managers are also responsible for recommending that Task codes no longer used in the branch are "discontinued." This is accomplished by preparing NA Form 13126. Write and circle the word "DISCONTINUE" on the activity line. Complete the remaining items of the form from information in the Task Master File. Send to NRPS (at MPR) or NRPC (at CPR) for further action.

(3) **Retention.** Data pertaining to previous versions of a Task code or to a discontinued Task code shall be retained in the system for a minimum of 25 months.

(4) **Updates.** An updated Task Code Master File is available on the NPRC Staff Only Homepage or from the Assistant Directors' support staffs.

c. **Organization Code Master File.** This file contains the alphabetic designation assigned to each organizational area at the Center. (See [fig. 4.](#))

8. Task supporting files.

a. **Productivity Transaction File.** This file is updated with daily information from the Task form concerning work unit output and staff hours expended on work assignments, other activities, and leave for each employee.

b. **Time and Attendance (T & A) File.** This file is updated with daily information from GSA Form 873, Annual Attendance Record, GSA Form 873A, Annual Attendance Record (Part-Time) Employees, or NA Form 3004, Intermittent Employees Attendance Record, for each employee. This file is used to collect information about each employee's daily work hours.

c. **Reporting details.** The productivity and T & A of employees who are detailed to other branches/cores, or who are working overtime in other branches/cores, are reported as follows: The branch/core that maintains the employee's T & A record inputs the T & A in Task. The branch/core where the work is performed inputs the data in the Productivity Transaction File.

9. **Inquiries.** Inquiry capabilities are available in the Task system to assist in determining changes in production standards, productivity awards, intermittent performance ratings, and individual P.E.'s for specific review periods. Only one report for an individual may be requested each work day. Inform support staffs (NRPS/NRPC), via e-mail, when inquiries are input. Inquiries are transmitted with other Task system data. The information requested will be available in hardcopy form the following work day.

10. **Task Tools.** Task Tools application can also be used to query entries in the Productivity File (after data is transmitted to the mainframe). To use Task Tools, click on the Task Tools icon on your PC. Click on Reports, select the type of query, enter query data, and click on weekly or monthly for results. The results are immediate and reports can be printed.

11. **Reconciliation activities.** The Reconcile program totals entries in the daily/weekly Productivity Transaction File and compares the hours worked to the totals in the T & A File for the same day/week. Discrepancies must be resolved before transmitting the data.

a. **Scanning to find errors.** The Reconcile program produces a file that shows discrepancies in the totals. This file is called the Scan File. An error is identified when total hours expended for daily/weekly productivity transactions do not compare equally to the total hours in the T & A File for the same day/week for an employee.

b. **Correcting errors identified.** Errors should be corrected as soon as possible making sure that corrections are made for the appropriate week day. Corrected information should be entered via the Productivity AND/OR T&A Transaction Entry Screens. When errors are corrected, they do not automatically change the existing Reconcile. A new Reconcile must be run. **NOTE:** Supervisors/coaches shall ensure that all necessary changes are made to BOTH the Productivity Transaction File AND/OR the T&A Transaction File, as appropriate, within scheduled timeframes.

12. **Daily and weekly Task system schedules.** To ensure proper system operation, follow the schedules for keying, correcting, and transmitting data (see [fig. 5](#) and [fig. 6](#)).

a. **Routine week.** All data for a Task system calendar week (Sunday-Saturday) must be entered into the system and transmitted before data from a new week may be entered. For example, data from a Friday and Saturday (overtime) are entered on Monday. Every Monday afternoon data from the prior week is transmitted for a weekly report creation. The Monday data for the new week is entered beginning on Tuesday morning.

b. **Holiday week.** In the event of a holiday on Monday, transmission of the prior week's data is delayed until Tuesday afternoon. Data from the new week may not be entered until Wednesday morning. Holidays will also affect the Reconcile schedule. Two days' worth of data will need to be entered after a holiday. On the day that both days' data are entered, the Weekly Reconcile rather than the Daily Reconcile will be run to provide an error check on both days. (See [fig. 7.](#))

13. **Monthly Task system schedule.** Each month the reporting period ends on the last Saturday of the month. (See [fig. 8.](#) and [fig. 8.1.](#)) To ensure proper system operation follow the schedules for keying, correcting, and transmitting data (see [fig. 9](#) and [fig. 10](#)). All data, INCLUDING CORRECTIONS, for a reporting month must be entered into the system and transmitted BEFORE data from a new month is entered.

14. Task system reports.

a. **Weekly reports.** Each week, the following reports are generated:

- (1) Weekly Summary by Individual;
- (2) Weekly Summary by Task Code; and
- (3) Weekly Summary by Job No. - Reimb.

b. **Monthly reports.** Each month, the following reports are generated:

- (1) Monthly Summary by Individual;
- (2) Monthly Summary by Task Code;
- (3) Performance Management System Report by Individual
- (4) Monthly Summary by Job No. - Reimb.; and
- (5) Monthly Statistical Summary.

15. Report availability and distribution.

a. **MPR.** Task reports are printed by NRPS, office automation area. The branches/cores will be notified when reports are available for pick up from the office automation area.

b. **CPR.** The reports are printed, separated, assembled, and distributed by the supervisor of the Mail and Data Input Section, or a designated employee.

16. **Retention.** See [fig. 11](#) for appropriate retention periods for input forms, output reports, and automated files. Refer to Files 203, app. 13, for additional information.

Figure 1. **NA Form 13124, Employee Master Transaction Entry**

Full time permanent	P
Part time permanent	W
Career-Conditional Intermittent - (Intermittent tour of duty without earnings limitation and hired off an OPM Register.)	C
Excepted Intermittent - (Intermittents with unscheduled tour of duty, with earnings limitation of 40% of GS-3. Not hired off an OPM Register. Does not earn leave.) Intermittents with a scheduled, part time tour of duty who earn leave, but have an earnings limitation.	E
Temporaries (Full or part time tour of duty with a not-to-exceed (NTE) appointment term, usually one year.) College Students Contract Employees	T

Figure 3. **NA Form 12126, Task Master Transaction Entry**

TASK MASTER TRANSACTION ENTRY	
Circle Activity:	<input checked="" type="radio"/> ADD <input type="radio"/> CHANGE <input type="radio"/> DELETE
1. Task Code	: B L O E
2. Record Version #	: 0
3. Center Code	: X
4. Record Type Identifier	: R
5. End of Week Date	: 05/29/04
6. Organization Code	: X
7. Task Description	: B L O O D D O N A T I O N
8. Standard	: . 0 0 0 0 0
9. Project Code Type	:
10. Critical Element	:
11. Hours Line Item	: 1 2 3 3 H
12. Volume Line Item	: N P I

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA 13126 (7-88)

U.S. GOVERNMENT PRINTING OFFICE : 1990 0 - 258-366

Figure 4. Task Organization Codes

TASK ORGANIZATION CODES			
NRP -			
OFFICE OF THE DIRECTOR AND STAFF			XD
MANAGEMENT SYSTEMS STAFF			XDM
CONTRACT EMPLOYEES (NRPS)			XCD
ARCHIVAL PROGRAMS DIVISION			XDA
ARCHIVAL OPERATIONS AND FACILITY PLANNING BRANCH			XDAA
PRESERVATION BRANCH			XDAP
CONTRACT EMPLOYEES (ARCHIVAL PROGRAM)			XCA
CONTRACT EMPLOYEES (PRESERVATION PROGRAM)			XCP
NRPM -			
OFFICE OF THE ASSISTANT DIRECTOR	X		
CONTRACT EMPLOYEES	XC		
NRPM ORGANIZATION	MOB	RECORDS RETRIEVAL BRANCH	
HEADQUARTERS	XO	XZ	
A&D SECTION	XOA		

MAIL AND DATA INPUT SECTION	XOM				
ARCIS DATA ENTRY	XOMR				
SEARCH OPERATIONS			XZS		
SEARCH SECTION			XZSS		
VERIFICATION SEARCH AREA			XZSV		
REFILE & INTERFILE SECTION			XZSR		
RECORDS DISTRIBUTION AREA			XZSS		
OR SECTION			XZO		
CONTRACT EMPLOYEES	XCO		XCZ		
CORE TEAMS	CORE 1		CORE 3	CORE 4	CORE 5
HEADQUARTERS	X1		X3	X4	X5
TEAM A	X1A		X3A	X4A	X5A
TEAM B	X1B		X3B	X4B	
TEAM C	X1C		X3C	X4C	X5C
TEAM D	X1D		X3D	X4D	X5D
TEAM E	X1E		X3E	X4E	X5E
TEAM F	X1F			X4E	X5E
PHILIPPINE ARMY TEAM					X5P
ARCIS HELP DESK					X5DR
CONTRACT EMPLOYEES	XC1		XC3	XC4	XC5
NRPC -					
OFFICE OF THE ASSISTANT DIRECTOR					
CONTRACT EMPLOYEES					
	U				
	UC				
NRPC ORGANIZATION			COB	RSB	
HEADQUARTERS			UO	UR	
T&D SECTION			UOA		
T&D ANNEX			UOAV		
MAIL & DATA INPUT SECTION			UOM		
DIGITAL CONVERSION UNIT			UOD		
PERSONNEL REFERENCE SERVICE SECTION				URP	
UNIT A				URPA	

UNIT B		URPB
AGENCY REFERENCE SERVICE SECTION		URA
IRS UNIT		URAI
SEARCH AND FILE UNIT		URAS
SEARCH AND FILE ANNEX		URASV
CONTRACT EMPLOYEES	UCO	UCR

Figure 5. **Daily Task schedule****DAILY TASK SCHEDULE**

WHEN	BY WHOM	WHAT
6:00 - 11:40 a.m. (CPR) 6:00 - 11:00 a.m. (MPR)	Branch/Core	<ul style="list-style-type: none"> • Scan for previous day's discrepancies (MPR). • Key in previous day's task sheets and T&A data. (DO NOT key data for a new week until all data from the previous week have been transmitted.)
11:40 a.m. (CPR) 11:00-11:30 a.m. (MPR)	Data Input NRPS, Office Automation Area	Run reconcile to identify discrepancies between hours totals for daily Task Productivity and T&A data.
12:00 p.m. (CPR) 11:30 a.m.-3:00 p.m. (MPR)	Branch/Core	<ul style="list-style-type: none"> • Scan reconcile file. • Key corrections/additions.
1:30 p.m. (CPR)	Data Input	<ul style="list-style-type: none"> • Run second reconcile. • Scan for remaining discrepancies. • Call affected branch if any further discrepancies are identified.
		<ul style="list-style-type: none"> •

1:45 p.m. (CPR)	Branch	Cutoff for corrections. • LOG OFF TASK.
3:00 p.m. (MPR)	Branch/Core	• LOG OFF TASK.
2:00 p.m. (CPR)	Data Input	• Transmit data (Mon. or Tues., if Mon. is a holiday.)
After 3:00 p.m. (MPR)	NRPS, Office Automation Area	• Run second reconcile (MPR). • Transmit data (Mon. or Tues., if Mon. is a holiday.)

Figure 6. **Weekly Task schedule**

WEEKLY TASK SCHEDULE

WHEN	BY WHOM	WHAT
<p>MONDAY</p> <p>11:00 a.m. (MPR) 1:30 p.m. (CPR)</p> <p>11:30 a.m. (MPR) 2:00 p.m. (CPR)</p> <p>2:30 p.m. (CPR) 3:00 p.m. (MPR)</p>	<p>NRPS, Office Automation Area Data Input</p> <p>Branch/Core</p> <p>Data Input NRPS, Office Automation Area</p>	<p>Run reconcile requesting a check of the entire week.</p> <p>Scan for any remaining discrepancies.</p> <p>•</p> <p>Obtain printout of data to be transmitted.</p> <p>•</p> <p>Prepare batch card to request Task reports.</p> <p>•</p> <p>Transmit batch card and data.</p>
<p>TUESDAY</p> <p>Morning</p>	<p>Data Input</p> <p>NRPS, Office Automation Area</p> <p>Branch/Core</p>	<p>•</p> <p>Receive and print the list of file names on the printer queue (status report) to determine which reports are available for printing.</p> <p>•</p>

		Receive and print Task reports. <ul style="list-style-type: none"> • Print and sort reports. <ul style="list-style-type: none"> • E-mail Branch/Core to pick up reports. <ul style="list-style-type: none"> • Enter Task data for new work week.
--	--	---

NOTE: If Monday or Tuesday is a holiday, events are delayed one day, as needed.

Figure 7. **Weekly Task schedule with holiday**

WEEKLY TASK SCHEDULE WITH HOLIDAY

HOLIDAY IS ON:	BRANCH KEY IN TASK FOR:	OFFICE AUTOMATION AREA & DATA INPUT	
		RECONCILE:	TRANSMIT:
Monday	Fri. and Sat. (OT) on Tues. Mon. and Tues. on Wed.	Tuesday: Rec. 1-all week (prior) Rec. 2-all week (prior) Wednesday: Rec. 1-all week (current) Rec. 2-all week (current)	Tuesday
Tuesday	Mon. and Tues. on Wed.	Wednesday: Rec. 1-all week (current) Rec. 2-all week (current)	
Wednesday	Tues. and Wed. on Thurs.	Thursday: Rec. 1-all week (current) Rec. 2-all week (current)	
Thursday	Wed. and Thurs. on Fri.	Friday: Rec. 1-all week (current) Rec. 2-all week (current)	
Friday	Thurs., Fri., & Sat. (OT) on Mon.	Monday: Rec. 1-all week (prior) Rec. 2-all week (prior)	Monday

Figure 8. **Reporting periods for FY 2009**

The following report periods are established for FY 2009 production and staff hour reporting purposes:

1st Quarter, FY 2009

1st period 9/28/08 – 10/25/08	4 weeks
2nd period 10/26/08 – 11/29/08	5 weeks
3rd period 11/30/08 - 12/27/08	4 weeks

2nd Quarter FY 2009

1st period 12/28/08 – 1/31/09	5 weeks
2nd period 2/01/09 – 2/28/09	4 weeks
3rd period 3/01/09 – 3/28/09	4 weeks

3rd Quarter FY 2009

1st period 3/29/09 – 4/25/09	4 weeks
2nd period 4/26/09 – 5/30/09	5 weeks
3rd period 5/31/09 – 6/27/09	4 weeks

4th Quarter FY 2009

1st period 6/28/09 – 7/25/09	4 weeks
2nd period 7/26/09 – 8/29/09	5 weeks
3rd period 8/30/09 – 9/26/09	4 weeks

NOTE: The cutoff day is the last Saturday of each month.

Figure 8.1 **Reporting periods for FY 2008**

The following report periods are established for FY 2010 production and staff hour reporting purposes:

1st Quarter, FY 2010

1st period 9/27/09 – 10/31/09	5 weeks
2nd period 11/01/09 – 11/28/09	4 weeks
3rd period 11/29/09 – 12/26/09	4 weeks

2nd Quarter FY 2010

1st period 12/27/09 – 1/30/10	5 weeks
2nd period 1/31/10 – 2/27/10	4 weeks
3rd period 2/28/10 – 3/27/10	4 weeks

3rd Quarter FY 2008

1st period 3/28/10 – 4/24/10	4 weeks
2nd period 4/25/10 – 5/29/10	5 weeks

3rd period 5/30/10 – 6/26/10	4 weeks
4th Quarter FY 2008	
1st period 6/27/10 – 7/31/10	5 weeks
2nd period 8/01/10 – 8/28/10	4 weeks
3rd period 8/29/10 – 9/25/10	4 weeks
NOTE: The cutoff day is the last Saturday of each month.	

Figure 9. Schedule for end of reporting month

SCHEDULE FOR END OF REPORTING MONTH

(The last Saturday of each month marks the end of the reporting month.)

DAY OF WEEK	CURRENT REPORTING MONTH	NEW REPORTING MONTH
Monday	<ul style="list-style-type: none"> Input Task data to Productivity and T&A Files for previous Fri. & Sat. Transmit Task data for reporting month. 	
Tuesday	<ul style="list-style-type: none"> Receive monthly reports. Review reports and make corrections to Task. 	<ul style="list-style-type: none"> DO NOT input data from Task sheets to Productivity File. Input data to T&A File for Mon.
Wednesday	<ul style="list-style-type: none"> Review reports and make corrections to Task by: 1:45 p.m. (CPR) 3:00 p.m. (MPR) Transmit corrected Task data 	<ul style="list-style-type: none"> DO NOT input data from Task sheets to Productivity File. Input data to T&A File for Tues.
Thursday	<ul style="list-style-type: none"> Receive correct reports. 	<ul style="list-style-type: none"> Input data from Task sheets to Productivity File for Mon-Wed. Input data to T&A File for Wed. Office automation area and data input run weekly reconciles to include Mon.-Wed. (1st

		and 2nd runs).
Friday		Input data from Task sheets to Productivity and T&A files for Thurs.

Figure 10. **Schedule for end of reporting month with holiday**

SCHEDULE FOR END OF REPORTING MONTH WITH HOLIDAY

(The last Saturday of each month marks the end of the reporting month.)

DAY OF WEEK	CURRENT REPORTING MONTH	NEW REPORTING MONTH
Monday	HOLIDAY	
Tuesday	<ul style="list-style-type: none"> Input Task data to Productivity and T&A Files for previous Fri. & Sat. Transmit Task data for reporting month. 	
Wednesday	<ul style="list-style-type: none"> Receive monthly reports. Review reports and make corrections to Task. 	<ul style="list-style-type: none"> DO NOT input data from Task sheets to Productivity File. Input data to T&A File for Mon. and Tues.
Thursday	<ul style="list-style-type: none"> Review reports and make corrections to Task by: 1:45 p.m. (CPR) 3:00 p.m. (MPR) Transmit corrected Task data 	<ul style="list-style-type: none"> DO NOT input data from Task sheets to Productivity File. Input data to T&A File for Wed.
Friday	<ul style="list-style-type: none"> Receive correct reports. 	<ul style="list-style-type: none"> Input data from Task sheets to Productivity File for Mon-Thurs. Input data to T&A File for Thurs. Office automation area and Data Input run weekly reconcile to include Mon.-Thurs. (2nd run only).
Monday		Input data from Task sheets to Productivity and T&A files for Fri. and Sat.

Figure 11. **Retention of Task and Automated Statistical Summary Systems**

1316

TASK SYSTEM

Automated data base and related records created for administrative purposes to show individual, unit, and center productivity measurements. The TASK system also serves as a feeder system to the Automated Statistical Summary. (See [file no. 1317.](#))

1316-1

Input forms.

a. Short-term: Organization Master Entries, Master Transaction Entries, Batch Cards, and Employee Master Transaction Entry.

Destroy after information has been keyed onto disk file and verification is complete. (N1-64-87-1)

b. Long-term: Productivity Record and Batch Card and TASK Daily Work Log.

- If used as input source documentation for RCPBS: Cut off at end of fiscal year. Destroy when 3 years old. (N1-64-05-0, item 1)
- Otherwise:
Destroy when 6 months old or when no longer needed for administrative purposes, whichever is shorter. (N1-64-87-1)

1316-2

Output reports

a. Employee performance measurements, including General Performance Appraisal System (GPAS) reports supporting employee performance appraisal files; and individual monthly and yearly reports. (See also file no. 305.)

Destroy 3 years after the date of appraisal or when no longer needed. (N1-64-87-1)

b. Individual Weekly Summary Report.

Destroy when Individual Monthly Summary Report has been verified. (N1-64-87-1)

c. Feeder reports used to prepare summary reports, including Microfilm Job Summary, Weekly Summary, Monthly Summary, and Center Statistical Summary.

Destroy when no longer needed to prepare the summary report, or 3 months after close of fiscal year. (N1-64-87-1)

d. Weekly Productivity Reconciliation Validation Edit Report.

Destroy after corrections have been made to the transaction file. (N1-64-87-1)

1316-3

Automated files.

a. Program and documentation files containing machine instructions designed to add or retrieve information to or from specific data systems and related written documentation files.

- | | |
|---|--|
| (1) Files maintained at records centers. | Overwrite when modified or destroy when system is no longer in use. (N1-64-87-1) |
| (2) Files maintained by the Regional Operations Branch (NHTR). | Destroy when modified or 5 years after program is no longer in use. (N1-64-87-1) |
| b. Intermediate input-output files consisting of data that is manipulated, sorted, or moved from one computer run to a subsequent run and is used in the process of updating a master file. | Delete after information has been transferred to the master file and verified. (GRS 20, item 1b) |
| c. TASK system master file. | |
| (1) Files maintained at records centers. | Destroy when system is modified or no longer in use. (N1-64-87-1) |
| (2) Files maintained by NHTR. | Destroy 2 years after close of fiscal year. (N1-64-87-1) |

1317 **Automated Statistical Summary System**

Automated management information system which provides statistics on a monthly basis on major functional areas, staff time expended, and workload. Information is used for budgeting and planning purposes.

- | | | |
|--------|---|--|
| 1317-1 | Input keyed by individual centers | Destroy after information has been keyed onto disk file and verification is complete. (N1-64-87-1) |
| 1317-2 | Statistical Summary Report | |
| | a. Record copy maintained in NR, Arranged chronologically. | PERMANENT. Transfer to NARA in 5-year blocks when 20 years old. (N1-64-87-1) |
| | b. Copies in records centers. | Destroy when no longer needed for administrative purposes. (N1-64-87-1) |
| 1317-3 | Automated files | |
| | a. Program and documentation files consisting of machine instructions designed to add or retrieve | |

information to or from specific data systems and attendant written documentation files.

(1) Files maintained at records centers.

Overwrite when modified or destroy when system is no longer in use. (N1-64-87-1)

(2) Files maintained by NHTR.

Destroy when modified or 5 years after program is no longer in use. (N1-64-87-1)

b. Intermediate input-output files containing data that is manipulated, sorted, or moved from one computer run to a subsequent run and is used in the process of updating a master file.

Delete after information has been transferred to the master file and verified. (GRS 20, item 1b)

c. Master files

(1) Files maintained at records centers: Employee Master File.

Destroy when system is modified or no longer in use. (N1-64-87-1)

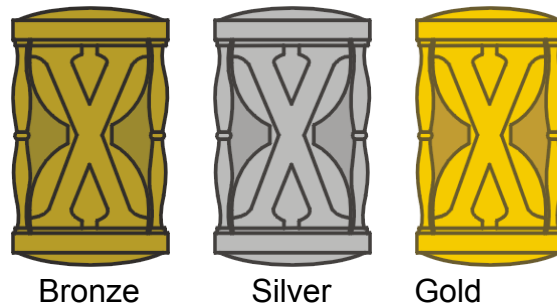
(2) Files maintained by NHTR.

Destroy 13 months after close of fiscal year in which they were created. (N1-64-87-1)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)
 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)
 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)
 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Ten-Year Device



A bronze, Silver and gold hourglass is worn on the service and suspension ribbon of the Armed Forces Reserve Medal. The bronze hourglass indicates 10 years service; Silver hourglass indicates 20 years service; gold hourglass indicates 30 years service.

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 6-10](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63121-5100

NPRC 1865.123
May 19, 1997

SUBJECT: Title 10 letter for State Employee Retirement Annuitants

1. **Purpose.** This memorandum establishes guidelines for processing requests for Title 10 letters, Notification of Eligibility for Retired Pay at Age 60, from retired state employees who are seeking an increase in their state retirement annuity based on their reserve military service.
2. **Applicability.** The provisions of this memorandum are applicable to personnel of the Correspondence Sections of the military reference branches, and the Mail and Data Input Section (NRPMO-M), Military Operations Branch.
3. **Background.** The state of Pennsylvania has recently enacted a law which provides retired state employees a special supplemental post-retirement adjustment for retirees of the National Guard and Reserves, under Title 10, Chapter 67, Sections 1331-1337. (Active Duty retirement is not qualifying for the adjustment under this law.) Other states have laws or pending legislation similar to this which may result in additional requests for evidence of military service.
4. **Instructions.** The procedures for processing Title 10 letter requests are as follows:
 - a. **General.** State of Pennsylvania officials have published very confusing information in bulletins, etc. regarding who is really covered by this new law. Many of the requests received to date are from veterans who are not National Guard or Reserve retirees.
 - b. **Receipt and control procedures.** Upon receipt of the request for a Title 10 letter and/or DD Form 214, Certificate of Release or Discharge from Active Duty, the incoming mail clerk will probe the registry system to see if NPRC has a record on the individual. If a record is located, the case will be coded C3 (unless additional documents/information are requested which require processing at a higher level) and forwarded to the appropriate branch. If no record is on file at NPRC, process routinely in accordance with the latest version of **NPRC 1865.6**, Referral and routing matters, and [NPRC1865.20](#), Inquiries lacking sufficient identifying and/or locator data. When no record is found and National Guard service is indicated in the correspondence, advise requester to inquire with the State Adjutant General of the state in which member served for the Title 10 letter.
 - c. **Reply to inquiry - service member not a National Guard or Reserve retiree.** Reply to requester using NA Form 13047, Reply to Request for information, indicating that "The document or information requested is not in file." Add an additional statement to the bottom of the form which reads "A Title 10 letter is issued to National Guard and Reserve retirees only." This procedure applies to fire-related cases as well as those that are not fire-related.
 - d. **Reply to inquiry - Title 10 letter on file.** Technicians will furnish a photocopy of the Title 10 letter (see [fig. 1](#)), along with any other document requested. Select an appropriate NARA form to transmit the copies, such as NA Form 13018, Reply to NPRC Inquiry; NA Form 13044, Reply Concerning Military Records; NA Form 13045, Informal Information Reply; or NA Form 13046, Response to Request for Separation Documents/Information.

- e. **Reply to inquiry - Title 10 letter not on file for National Guard or Reserve retiree.**
Refer case to the following service department office in accordance with the latest revision of NPRC 1865.6, Referral and Routing Matters:

- **ARMY Reserve retirees.** → **Commander, U.S. Army Reserve Personnel Command, ATTN: ARPC-PSP-T, One Reserve Way, St. Louis, MO 63132-5200. (Telephone toll-free 1-800-318-5298).** ←
- **AIR FORCE Reserve retirees.** HQ Air Reserve Personnel Center, ATTN: ARPC/DSMR, 6760 E. Irvington Place, Denver, CO 80280.
- **NAVY Reserve retirees.** Naval Reserve Personnel Center, 4400 Dauphine St., New Orleans, LA 70149-7800.
- **MARINE CORPS reserve retirees.** MARCOR Reserve Support Command, 15303 Andrews Road, Kansas City, MO 64147-1207.
- **NATIONAL GUARD retirees.** If veteran is retired from the National Guard and no copy of the Title 10 letter is in the file, refer the retiree to the appropriate National Guard State Adjutant General.

5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13018, Reply to Inquiry (NCP)
NA Form 13044, Reply Concerning Military Records
NA Form 13045, Informal Information Reply
NA Form 13046, Response to Request for Separation Documents/Information
NA Form 13047, Reply to Request for Information
DD Form 214, Certificate of Release or Discharge from Active Duty
Title 10 letter, Notification of Eligibility for Retired Pay at Age 60

DAVID L. PETREE
Director

TITLE 10

A Title 10 Letter states that a retired reservist has completed the required years of service and is eligible for retired pay upon application at age 60.

If veteran is NOT a retired reservist, advise requester:

“The document or information requested is not on file. A Title 10 Letter is issued to National Guard and Reserve retirees only.”

If veteran is a retired reservist and Title 10 Letter IS in file:

Furnish a photocopy of letter along with any other documents requested. Often the DD Form(s) 214 is also requested.

If veteran is a retired reservist and Title 10 Letter is NOT on file, refer request and record to:

AIR FORCE:

[\[00520\]](#)

Air Reserve Personnel Center
HQ ARPC/DPTOCW (Contact Center)
18420 E Silver Creek Ave Bldg 390 MS 68
Buckley AFB, CO 80011

ARMY:

[\[00148\]](#)

DEPARTMENT OF THE ARMY
ARMY HUMAN RESOURCES COMMAND
ATTN: AHRC-PDR-H
1600 Spearhead Division Avenue Dept 420
Fort Knox, KY 40122-5402

NAVY:

[\[00173\]](#)

Naval Reserve Personnel Center
4400 Dauphine Street
New Orleans, LA 70149-7800

MARINE CORPS:

[\[00183\]](#)

Marine Forces Reserve
4400 Dauphine St.
New Orleans, LA 70146-5400

If veteran retired from the National Guard and Title 10 Letter is NOT on file:
REFER requester to the Adjutant General of the state in which service was performed.

Source: [NPRC 1865.123](#)

TRAINING (IN-SERVICE)

ALL BRANCHES OF SERVICE (EXCEPT Air Force records AFTER 1967):

(Also see [special note](#) for Army Below)

(Also see [special note](#) for Navy/Marines below)

REVIEW service record and provide requester with schooling information which verifies course(s) taken, length of course(s), dates and places of attendance, final grade(s), and class standing.

If schooling/training information is **NOT** available in the record, request a search of organizational records. You must provide the OR section with following data:

1. **Name and location of school**
2. **Name of course and year taken**

NOTE for fire-related cases: The ORU maintains SOME Army academics that date back to 1953.

If you **DO NOT** have sufficient data to conduct an OR search, advise the requester:

“The service record does not contain the requested information. However, organizational holdings at this Center may contain the record(s) needed. A search of these holdings can be conducted if you will provide us with the following data (see 1 and 2 above)”

IF REQUEST PERTAINS TO AN AIR FORCE RECORD AFTER 1967:

These records are not longer retired to this Center. ADVISE requester to contact the appropriate facility as listed in [NPRC 1865.68, Figure 1](#).

SPECIAL NOTE: *FOR ENLISTED ARMY PERSONNEL WITH AN ENTRY DATE AFTER 01 OCTOBER 1981*, you can inform the requester that they can contact the Army/American Council on Education Registry Transcript System (AARTS) at:

[\[00604\]](#)

**DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
ATTN: AARTS
1600 SPEARHEAD DIVISION AVENUE, DEPT. 410
FORT KNOX, KY 40122-0410**

<https://www.atrrs.army.mil/>

SPECIAL NOTE: *FOR SAILORS and MARINES*, enlisted and officers, reserve component personnel, specifically Sailors who separated or`retired after January 1975, and Marines who separated or retired after June 1999, you can inform the requester that they can obtain a Sailor/Marine/ACE Registry Transcript (SMART) transcripts, which present a record of the Sailor's or Marine's completed military coursework and training as evaluated by ACE, with full course and occupation descriptions, and college credit recommendations. SMART transcripts are available at no

charge. SMART transcripts must be ordered from the SMART Operations Center. The mailing address for SMART Operations is:

[00605]

SMART Operations
NETPDTC - N2, 6490 - Saufley Field Road
Pensacola, FL 32509-5223

Voice: (877) 253-7122

Source: [NPRC 1865.68](#)

Figure 1-7: Type and arrangement of organizational records and related indexes within NRPMZ-O

RECORD INFORMATION		(WWI 1912-1939)		INDEX INFORMATION
ORGANIZATIONAL RECORDS	TYPE (P/M)*	YEARS/SERVICE ERA	ARRANGEMENT	
American Expeditionary Forces (AEF) Card File	P	1917 - 1918	Alpha by surname.	
Army Field Clerks Card File	M	1917-1919	Alpha by surname.	
Army Nurses Med. Cards	M	1917 - 1919	Alpha by surname.	
Daily Reports of Changes	M	July 1918 - June 1919	Alpha by surname for each company, or regiment. EM & Officer are separate listings.	
	P	July 1918 - June 1919	Separate card for each company, battalion, squad, or unit. Cards arranged by type & number of unit. Those without numbers -- check "all other" category. Offers item #.	
Daily Sick Reports (Sick Books, Sick Rolls)	M	1917 - 1939	Regiment, battery, or company (some with serial numbers).	
	P	1917 - 1939	Same as Daily Reports of	

			Changes, except offers box #.
Detachment of Patients (DOP's) and Admission/Disposition Sheets (A&D)	M	WW1	Found on Muster Rolls & Rosters microfilm. (See Muster Rolls & Rosters.)
Georgia Service Record Cards (discharge information)	M	WWI	Alpha by surname.
Iowa Bonus Claim Files (discharge information)	M	WWI	Alpha by surname.
Mexican Border Service Cards	P	1916 - 1917	Enlisted - alpha by state, then alpha by name.
		1916 - 1917	Officers - alpha by name.
Morning Reports	M	1912 - 1939	Company or squadron (some with alpha listings by surname).
	P	1912 - 1939	Same as Daily Reports of Changes, except offers box #.
Muster Rolls & Rosters	M	1912 - 1939	<p>☐ Muster Rolls (1912 - 1918) Enlisted & officers listed together alpha by rank.</p> <p>☐ Rosters (1918 - 1939) Enlisted & officers listed together alpha by rank.</p>
	P	1912 - 1939	Same as Daily Reports of Changes, except offers box #.

North Carolina Cards	P	1917 - 1919	Alpha by surname.
Nurses Pay Cards	P	1917 - 1921	Alpha by surname.
Officers Card File	M	1917 - 1919	Alpha by surname.
Officers Final Pay Vouchers	P	1917 - 1921	W# (Settlement account #) on boxes Numeric sequence within each box.
	M	1917 - 1921	Disbursing Officer. Offers W# (Settlement account #).
Officers Pay Cards	P	1917-1921	Alpha by surname.
Registers of Enlistments	M	October 1912 - April 1917	Date of enlistment and first letter of surname.
Reports of Sick & Wounded	P	1917-1939	Index card by year.
	M	1917 - 1939	Some station designation and then by month. Some as Daily Reports of Changes, except offers box #.
Return of the Nurse Corps	P	1917 - 1920	Alpha by hospital name and then register #.
Rosters of Officers	M	1920 - 1939	Alpha by rank within 5 groups.

			<ul style="list-style-type: none"> • unit designation • camp or base • reserve officers by camp name • ROTC Officers by school name and • Warrant Officers by unit designation <p>Then by camp or university.</p>
Record Information (WWII 1939-1946) Index Information			
Army Air Force (AAF) Daily Sick Reports (Sick Books)	M	WWII	Date of report and numerical designation of unit.
	P	WWII	Each designated unit is listed on a separate card by unit #. Those units without a number are found in "all other" category. Offers box #.
AAF Publications	M	1940 - 1947	Varies.
	P	1940 - 1947	Alpha order by type of unit, and numerically within each unit. Offers item #'s, called unit #'s on index cards.
Army Daily Sick Reports (Sick Books)	M	WWII	Date of report and numerical designation of unit.
	P	WWII	Same as AAF Daily Sick Reports.
Delaware Bonus Claim Files	M	WWII	Separation documents in alpha order by surname.

Iowa Bonus Claim Files	M	WWII	Separation documents in alpha order by surname.
Morning Reports (AR & AAF)	M	1940 - July 1943 August 1943 - 1946	Alpha by organizational unit. Month/year by organization.
	P	1940-1946	Same as AAF Daily Sick Reports, except: 1940 - August 1943 offer box #'s; and August 1943-1946 offer item #'s.
Patient Rosters (AR & AAF) (1940 - 1948)	M	1940 - 1948	Varies.
	P	1940 - 1948	Major organization and therein alpha and/or numeric. Cross-reference file identifies what hospital serviced a particular organization at a given time. Locate medical facility in index to obtain item #.
Rosters Includes: <ul style="list-style-type: none"> • Initial/Special/Final • Monthly Rosters and • Pay Rosters 	M	1940 - 1943	AAF and AR (EM & Officer) by unit in chronological or reverse chronological order; then alpha by rank.
	P	1940 - 1943	AAF and AR (EM & Officer) Alpha by type of organizational unit. Within each category, the cards are filed under the numerical designation of unit. Units not appearing under general headings are grouped numerically in "all other" category.

Record Information (Post World War Period 1947 - 1959) Index Information			
AAF Daily Sick Reports (Sick Rolls) see Morning Reports, "Excused from Duty" page)	M	1947 - June 1951	Date of report & numerical designation of unit.
	P	July 1951 - 1959	Each designated unit is listed on a separate card by unit #. Those units without a number are found in "all other" category. Offer box #'s.
AR Daily Sick Reports (Sick Rolls)	M	1947 - 1953	Date of report & numerical designation of unit.
	P	1947 - 1953	Same as AAF Daily Sick Reports (above).
AF Morning Reports	M	1947 - 1959	Month/year by organization, sometimes alpha by rank.
	P	1960 - 1964	Month/year by organization sometimes alpha by rank.
	P	1947 - 1966	Each designated unit is listed numerically by year. Offers item #.
	P	1947 - 1966	Same as above, except convert item # to a box location # by using a separate index.
AR Morning Reports	M	1947 - 1950	Month/year by organization.

		1955 - 1959	
	M	1950 - 1955	Each designated unit is listed numerically by year. Offers item #.
Delaware Bonus Claim Files	M	Korea Vietnam	Separation documents in alpha order by surname (including ADT).
Iowa Bonus Claim Files	M	Korea	Separation documents in alpha order by surname.
Rosters: Includes: <ul style="list-style-type: none"> • Initial/Special/Final; • Monthly Rosters; and • Pay Rosters 	M	1947 1947 - 1959	AAF (EM & Officer) AR (EM & Officer) Alpha order by type of unit; & numerically within each unit for each year.
AF Publications	M	1947 - 1953	Varies.
	P	1947 - 1953	Alpha order by type of unit, and numerically within each unit. Offers item #'s, called unit #'s on index cards.
	P	1954 - 1964	Varies except some convert item # to box location # by using separate index.

*P = Paper ;M = Microfiche

Figure 2-4.1: Typical sample of a BIRLS printout

VETERAN IDENTIFICATION SCREEN			
NAME: HUGHES. ROBERT. FRANCIS			
FILE NUMBER:	17561761	CLAIM FOLDER LOC:	452
SS NUMBER:	██████████	PRIOR LOCATION:	
INSURANCE NUM:		DATE OF TRANSFER:	- -
DIABIL SEV PAY:	\$0.00	DATE OF BIRTH:	██████████
SEPARATION PAY:	\$0.00	DATE OF DEATH:	- -
LUMP READJ PAY:	\$0.00	CAUSE OF DEATH:	
POW DAYS:		TOTAL ACT SVC:	
SEX:	M	MEDAL OF HONOR:	XFER TO RESERVES
DEATH IN SERVICE:		REENLISTED:	VIETNAM SERVICE
PURPLE HEART:		ACT DTY TRAINING:	DISABILITY
	PERIOD 1:	PERIOD 2:	PERIOD 3:
SERVICE NUMBER:	██████████		
ENLIST DATE:	04-10-1946	- -	- -
RELEASE DATE:	06-19-1952	- -	- -
BRANCH OF SVC:	ARMY		
CHAR OF SVC:	HON		
SEP REASON:	BAT		
PAY GRADE:			
NON-PAY DAYS:			

U.S. ARMY TRANSPORT SERVICE

See [Civilian or Contractual Group Requests for VA Benefits](#) to process requests concerning service with the U.S. Army Transport Service (USAT) during World War II.

Information about USAT vessels may be obtained from:

[\[00575\]](#)

U.S. Army Transportation Museum
Bldg. 300, Besson Hall
Ft. Eustis, VA 23604-5259

Source: NRP Memo 99-27

National Archives and Records Administration
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1840.12C
April 15, 2002

SUBJECT: Undeliverable NPRC mail returned by the U. S. Postal Service (Returned Mail)

1. **Purpose.** This memorandum provides for the handling of Returned Mail.
2. **Cancellation.** NPRC 1840.12B is cancelled.
3. **Reason for revision.** This memorandum is revised to ensure that MPR returned mail is tracked in the Case Management System (CMS) and that returned mail is re-mailed or directed to the correct area or held for a specific period of time, and that the procedures at CPR reflect current operations.
4. **Applicability.** This memorandum applies to all NPRC Cores and the Mail and Data Input Section of the Military Operations Branch at MPR, and to the mailroom, Correspondence section and technicians at CPR.
5. **Instructions.** Instructions concerning returned mail handling are contained in the attachment.
6. **Forms.** No forms are provided for in the attachment:

R. L. HINDMAN
Director

RETURNED MAIL HANDLING

1. **General information.** For MPR, returned mail will be handled in the Mail and Data Input Section (mailroom) of the Military Operations Branch and further processed in Core 5, Customer Service Operation, Room 2077. Data will be captured in the NPRC Case Management System (CMS) as listed in this memorandum. For CPR, follow the procedures listed on this attachment.
2. **Additional information.** Returned mail may contain original records, which cannot be replaced if lost, and/or correspondence prepared by agency employees, which represents time and effort on the part of this agency.
3. **Address Corrections.** Up to 10% (+/-) of returned mail may have address errors that are easily corrected and re-mailed.

Returned Mail Procedures at MPR

Mailroom	Separate returned mail from "regular" incoming mail. Slice open returned mail. Deliver returned mail to Core 5, Customer Service Operation, Room 2077.
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<p>Core 5 Customer Service Manager</p>	<p>Designate a holding area for returned mail.</p> <p>Designate a person to process returned mail as it is received.</p> <p>Rotate this responsibility.</p>
<p>Returned Mail Person</p>	<p>Enter into the CMS database (by name/SSN/Service Number) that mail was returned and the date returned. If resent, enter that information in the CMS database.</p> <p>Open each envelope and attempt to re-mail the envelope if the address can be corrected/updated.</p> <p>Route returned mail from Members of Congress to the Core 5 Headquarters staff.</p> <p>If possible, correctly route returned mail to the right location (AR-PERSCOM, Organizational Records, etc.)</p> <p>File by type of envelope and within that category by date returned. There is no requirement to alphabetize within the date returned section.</p> <p>Destroy returned mail in accordance with NPRC regulations as follows:</p> <p style="padding-left: 40px;">White Business size envelopes: 3 months after date returned.</p> <p style="padding-left: 40px;">Large yellow envelopes: 6 months after date returned.</p> <p style="padding-left: 40px;">Destruction will be in accordance with NPRC Memo 1868.2A, Disposal of documents containing personal information</p>
<p>Archives Technician</p>	<p>Upon contact by a requestor stating that documents/information was not received, will check the CMS database for an entry about returned mail.</p> <p>If the mail was returned, inform the requester and ask for a correct mailing address; then obtain the returned mail from the Customer Service section within Core 5 (based on the retention time of 3 months for a business size envelope and 6 months for a large yellow envelope). This will require the Technician to physically go to the Core 5 returned mail-holding area to obtain the envelope.</p> <p>If the returned mail is available, place it in a new envelope and mail it, and make an entry in the CMS database that it was resent to a new address.</p>

	If the returned mail is not available, treat this as a new request.
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Returned Mail Procedures at CPR

Mailroom	Separate returned mail from "regular" incoming mail. Slice open returned mail. Deliver returned mail to Correspondence Section.
Correspondence Section	Correct the address, if possible, and re-mail. Route all other returned mail to the Technician that sent the envelope.
Technician	Correct the address, if possible, and re-mail. If the address can not be corrected, ensure that the "returned mail" is filed in the correct Personnel Record.

Unit Records & Other Miscellaneous Records

Details: This is a collection of various records created by units such as Sick Reports, Daily Reports of Changes, Report of Sick & Wounded, Enlistment Registers, Patient Rosters, etc., as well as miscellaneous records from state sources.

- Branch: All
- Timeframe: Varies

How to request: Create an OR search request through CMRS.

NOTE: Once you select Unit Records from the drop down box, a list will appear asking you to choose the information you want verified ([Screen shot](#)). When you select "Yes", you will be asked to enter additional information. After entering the additional information, you will be returned to the original list. You may select as many items from this list as needed to complete the case. The OR technician will determine the most appropriate record sources to search based on the information you provide.

Samples of documents returned to technician:

American Expeditionary Forces (AEF) Card File: These records may include organization, court-martial, injury and other miscellaneous information during 1917-1918.

NAME	Gartz, Fred	
SERIAL NO.	R-1268307	RANK PVT.
CO.	Base Hospital	ORGAN.
DATE	22 FEB 1920	TIME 3.11.30 P.M.
CHARGE	Drunk.	
APPREHENDED BY	Corp. Solomon P.M.P.C.	
DISPOSITION	Rel. by order A.P.C.	
DATE OF EVAC.	24 FEB 1920	
REMARKS	(see otherside)	
		CELL NO. 5 th

Name, Serial Number & Organization

Rank

SABINE, Capt. Ralph S. Med Corps
Prom from 1st Lt. S.O. 59-~~5416~~ 74 o

Name & Rank **Organization**

Aanes 118494 Hans G. Cpl Co K 5th MC
Reported Army Gas School as student per memo P I
Hq. 5th Regt. MC DR 9-29-18
Returned to Orgh per SO 272 P.2 HAS. dated 10-3-18.
DR 10-4-18.

Name & Serial Number **Organization**
 Rank

Name	Organization
Sabine, Mr. Wallace C.	Aeronautical Mech. Eng., S.S.L.
Ordered proceed to London & ret. 30.81-207	
Ord-proceed from Paris to Turin, Milan, Udine, Rome, etc., & ret. 10.69-4	

Daily Report of Changes: These records provide name, service number, rank, unit assigned, and transfer data during WWI.

Report of Changes - Enlisted

REPORT OF CHANGES
ENLISTED MEN

No. 3

Camp Lewis, Wash ← **Location** **Organization** → 1st Infantry **Report Date**

(Place from which report is rendered) (Organization or headquarters for which report is rendered)

For the twenty-four hours ending at midnight on July 1, 1918, 191

NAMES <small>Arranged alphabetically without regard to grade, organization, or component force of the Army. Surnames will precede Christian names.</small>	ARMY SERIAL NUMBER	GRADE	COMPANY AND REGIMENT, OR ARM OR CORPS OR DEPARTMENT	REMARKS
Name	Service Number	Rank	Organization	
Baine, Jacob	334,125	Pvt.	Co. C, 1st Inf	Duty to hosp
Carroll, William L.	333,572	"	Co. B, 1st "	Fur to duty
Caulkins, Earl S.	334,105	Corp	Co. G, 1st "	Duty to sick in qrs
Deal, Lester L.	333,995	Pvt 101	Co. F, 1st "	Duty to S.D.
Johnson, Gustav A.	334,611	Pvt	Co. L, 1st "	Duty to S.D.
Johnson, Harry E.	334,149	"	Co. G, " "	Hosp to duty
Kensavy, Matthew	334,472	Pvt 101	Co. K, " "	S.D. to duty
King, Moses G.	333,769	" "	Co. D, " "	Duty to S.D.
Kozic, John	334,152	Pvt	Co. G, " "	Duty to hosp
Latham, Floyd P.	333,886	Pvt 1 C1	Co. E, " "	Duty to S.D.
Lough, Lyle L.	333,218	Pvt	Hq Co. " "	Duty to D.S. at Camp Lewis, Wash.
Maines, Oscar D.	333,213	"	" " " "	Duty to S.D.
Molinari, Mattia	334,485	"	Co. K, " "	Duty to S.D.
McDow, Bird	334,314	Sgt	Co. I, " "	Fur to Duty
Nagel, Elias	333,582	Pvt	Co. B, " "	Hosp to sick in qrs
Noble, Alonzo C.	333,748	Corp	Co. D, " "	Duty to S.D.
Polhemus, James S.	338,856	Pvt 1 C1	Co. B, " "	Aptd Corp
Ryerson, Lloyd SS.	334,746	Pvt	Co. M " "	Duty to S.D.
Smith, Andrew	334,234	Pvt 1 C1	Co. H " "	Aptd Ck
Smith, Ernest M.	334,629	Pvt	Co. L, " "	Duty to conf
Smith, Skait	334,096	"	Co. G, " "	Duty to hosp
Vasconcellos, John G.	334,173	"	" " " "	Duty to hosp
Watson, Joseph E.	333,715	Pvt 1 C1	Co. G, " "	Duty to S.D.
Wheeler, Irwin H.	334,058	Pvt	Co. F, " "	Fur to duty
Williams, Thomas	334,214	CK.	Co. H. "	NPTD SGT.

Form No. 647, A. G. O. Ed. Aug. 19-15. **REPORT OF CHANGES** Report No. 1

ENLISTED MEN

CHECKED

PER FOURTH U. S. Infantry.

(Organization or headquarters for which report is rendered)

For the twenty-four hours ending at midnight on 23 April, 1919, 191

NAMES <small>Grouped and entered on report by company, the names in each company arranged alphabetically. Surnames will precede Christian names.</small>	ARMY SERIAL NUMBER Service Number	GRADE Rank	COMPANY AND REGIMENT, OR ARM OR CORPS OR DEPARTMENT	REMARKS
Bole-				
✓ Andrae Jersyk slaw.	2339979	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Brodsky, Abraham	2339998	Cpl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Bevans, Earl	2339989	Cpl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Banks, Ernest R.	2214315	Cpl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Boah, William J.	2214336	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Buckley, Westley	2214363	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Butero, Antonio	2340000	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Burns, John P.	2339958	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Brown, Charles E.	2337301	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Bumbaro, Frank	2339993	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Ball, Jay	2339194	Pvt.	H 4th Inf	Ex Conf to D per Exper of Sent.
✓ Childress, William H.	2340006	Sgt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Cagno, Vincent	2340001	Sgt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Collins, Charley S.	2340012	Cpl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Clark, Lee Roy	2214382	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Clemmens, Reynold J.	2214561	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Ghute, James A.	2339944	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Cursic, Damiano	2340017	Plcl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Collins, Walter E.	2214390	Pft.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Conkos, Mitchell	2339963	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Creal, Brown	2340015	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ DeCare, Raymond,	2340022	Cpl.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Distler, Oscar H.	2214412	Plcl.	M 4th Inf	Entitled to wear 2nd Gold WSC.
✓ Emmerich, Louis	3649527	Pvt.	D 4th Inf	Fr Abs Sk to Trans to BH per GO 23 GHC ARF 23/4/19
✓ Ellis, Elmer D.	2214425	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Elrod, Oscar W.	2214129	Pft.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Estle, Albert E.	2340035	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Giovanello, Vito	2340060	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Gearon, Walter L.	1347992	Plcl.	E 4th Inf	Trans to 1st Repl Depot per SO 92 GHC ARF 2 April, 1919.
✓ Harrison, Joel M.	2339964	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Hizberger, Edgar H.	2214503	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Holmes, Winfield	2214510	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Jagars, Nathan D.	2214525	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Jaman, Sherman L.	2053035	Pvt.	I 4th Inf	Trans to 1st Repl Depot per SO 111 Hq 3rd Div. 22 April, 19.
✓ Katsaras, Mike,	2339966	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Knight, Henry W.	2214554	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Promich, Benjamin	2214776	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Lau, Henry W.	2214561	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Mattli, Joseph A.	2214595	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Miller, Fred L.	2214606	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Moore, Paul E.	2214620	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.

NAMES	ARMY SERIAL NUMBER	GRADE	COMPANY, ETC.	REMARKS
✓ May, George	2339501	Pvt.	I 4th Inf	Fr D to AWL Class B per GO 14.
✓ Mc Elfish, Charles H.	2339495	Pvt.	I 4th Inf	Fr D to Conf per GO.
✓ O'Brian, Earl J.	2981972	Pvt.	A 4th Inf	Fr Abs Sk to D.
✓ Rainone, Rocco	2340099	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Rapillo, Tony	2339955	Pvt.	M 4th Inf	Entitled to wear 2nd gold WSC.
✓ Reed, Alpha,	2339974	Pvt.	M 4th Inf	Entitled to wear 2nd WSC. [gold]
✓ Sifert, Fred H.	2981850	Plul.	A 4th Inf	Trans to 3rd F.A. Brig per SO 100 Hq 3rd Div 11 April, 1919.

**REPORT OF CHANGES
OFFICERS**

Camp Lewis, Wash. Location (Organization or headquarters for which report is rendered.)

For the twenty-four hours ending at midnight on **July 2** Date, 191**8**

NAMES. <small>Arranged alphabetically without regard to rank, organization, or component force of the Army. Surnames will precede Christian names.</small>	RANK.	REGIMENT OR ARM OR CORPS OR DEPARTMENT.	REMARKS.
Name	Rank	Organization	
Emerson, Kenneth W.	1st Lt.	Inf. R. C.	Lv to duty
Palmer, James M.	Capt.	1st Inf.	Lv to duty

THE ADJUTANT GENERAL'S OFFICE
RECEIVED
JUL 16 1918

**REPORT OF CHANGES
OFFICERS**

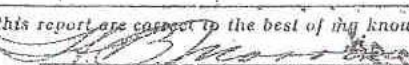
Flaids, Germany. Location (Organization or headquarters for which report is rendered.)

For the twenty-four hours ending at midnight on **23 April**, 191**8**. Report Date

NAME. <small>Arranged alphabetically without regard to rank, organization, or component force of the Army. Surnames will precede Christian names.</small>	RANK.	REGIMENT OR ARM OR CORPS OR DEPARTMENT.	REMARKS.
Name	Rank	Organization	
Gallen, Nathaniel E.	Major	4th Inf	Pr DS to D. 15/4/19
Haton, Roscoe C.	Captain	4th Inf	Rel fr D with 4th Inf per SO 105 GHQ AEF
Hansen, Robert G.	2nd Lieut	B 4th Inf	Trans to 33rd Div per SO 108 GHQ AEF 19/4/19
Johnson, V. S.	Captain	C 4th Inf	Pr att to assg to Co per SO 76 21/4/19.
Rempton, Grady H.	2nd Lieut	B 4th Inf	Trans to 23th Div per SO 108 GHQ AEF 16/4/19

NAME	RANK.	REGIMENT, ETC.	REMARKS.

I certify that the remarks set opposite the name of each officer in this report are correct to the best of my knowledge and belief.


H. B. Morrin, 2nd Lieut., 4th Infantry.
 Adj. Personnel Officer

Daily Report of Casualties and Changes

ADJUTANT GENERAL'S DEPT.

Form No. 4
A.G.O.S.D.A.E.F.

STATISTICAL DIVISION

DAILY REPORT OF CASUALTIES AND CHANGES

SHEET No. 1
OF 1 SHEETS

DATE 3 August 1918. Division 3rd (Reg). Organization 4th U. S. Inf., Station AEF

SURNAME AND NUMBER	FIRST NAME and INITIALS	RANK	COMP.	ORGAN.	CASUALTY OR CHANGE
Name & Service Number		Rank		Organization	
		DIED OR KILLED.			
Taggart, 2214724	Wayo E.	OK Cpl	I	4th Inf	Died 24 Jul 18 of multiple wounds fr shell fire per letter Evacuation Hosp #7, 27 Jul 18.
Krupnik, 2340030	Soloman	DK Pvt	L	4 Inf	Died 17 Jul 18 fr wounds recd in action in LD.
Skelton, 2214721	James K.	Pvt	L	4 Inf	Died of wounds recd in action in LD 17 Jul 18.
WOUNDED AND SICK.					
Morgan, 2214077	Harvey J.	Pvt	D	4 Inf	Slightly wounded in action in LD 27 Jul 18. Fr Duty to Hosp.
Olszewski, 2338601	Stanley	Pvt	D	4 Inf	Fr Duty to Hosp 27 Jul 18 in LD. Gassed.
Wiley, 2339757	Wichesskx	Pvt	L	4 Inf	Fr Hosp to duty 2 Aug 18.
McDaniel, 2214587	James H.	Pvt	L	4 Inf	Fr Hosp to duty 2 Aug 18.
Winfrey, 2214777	Spencer A.	Pvt	L	4 Inf	Fr Hosp to duty 2 Aug 18.
Noe, 1556640	Leslie	Pvt	M	4 Inf	Fr Absent missing to Hosp in LD 2 Aug 18.
DETACHED SERVICE.					
Strock, 2338450	George	Cpl	D	4 Inf	Fr Duty to DS at Regtl Hqrs per RSO 149 2 Aug 18.
TRANSFERS.					
Giberowsky, 2337316	Stanislaw	OK Pvt	Hq	4 Inf	Trans fr assgd to Hq Co to attached to B Co per RSO 146 20 Jul 18.
Lorenz, 2338365	Martin A.	OK Pvt	Hq	4 Inf	Trans fr assgd to Hq Co to attached to B Co per RSO 146 20 Jul 18.
Nachtman, 2337290	Alexander S.	OK Pvt	Hq	4 Inf	Trans fr Assgd to Hq Co to attached to B Co per RSO 146 20 Jul 18.
Vail, 2337821	Charles H.	Wag	Sup	4 Inf	Trans to Base Hosp #6 22 Jul 18 per GO 46 AEF 1918.
Allen,	Charles E.	1st Lt	E	4 Inf	Transfr Sick to Base Hosp #31 2 Aug 18.
Austin, 2339558	Judge E.	1st Sgt	K	4 Inf	Trans to Depot Div 1st Army Corps 28 July 18 per RSO 147 Hq 4th Inf and Par 6 GO 52 and Par 5 GO 45 CHQ AEF 1918.
Johnston, 2339618	Alfred	Sgt	K	4 Inf	Trans to Depot Div 1st Army Corps 28 July 18 per RSO 147 Hq 4th Inf and Par 6 GO 52 and Par 5 GO 45 CHQ AEF 1918.
Baldy, 2339759	Michael	OK Cpl	L	4 Inf	Admitted to Base Hosp #3 20 Jul 18.
Gone, 2339761	William J.	OK Cpl	L	4 Inf	Admitted to Base Hosp #34 23 Jul 18.

De Constanzo, 2338543	Umg	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #31 1 Aug 18.
Griffin, 2339750	John L.		Sgt	L	4	Inf	Admitted to Base Hosp #34 20 Jul 18.
Hermerka, 2339837	Charles	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #3 20 Jul 18.
Hicks, 2339839	Jack	<i>OK</i>	Cpl	L	4	Inf	Admitted to Base Hosp #3 15 Jul 18.
Hofen, 2214656	Albert P.	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #3 20 Jul 18.
Miller, 2339890	Raymond M.	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #3 15 Jul 18.
Roth, 2339916	Harry	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #13 19 Jul 18.
Stark, 2214711	Walter S.	<i>OK</i>	Pvt	L	4	Inf	Admitted to Base Hosp #19 19 Jul 18.

WOUNDED AND SICK (CONT'D).							
Branson, 2213820	Emmet		Pvt	E	4	Inf	Fr Hosp to duty 2 Aug 18.
Duksin, 2338716	Joseph		Pvt	E	4	Inf	Fr Hosp to duty 2 Aug 18.
Scandariato, 2338770	Gaspere		Pvt	E	4	Inf	Fr Hosp to duty 2 Aug 18.
xxxx Brunken, 2214359	John		Pvt	MG	4	Inf	Fr duty to sk in Hosp in LD 2 Aug 18.
Vaughan, 2238790	Frank	<i>O</i>	Sgt	E	4	Inf	Fr Hosp to duty 2 Aug 18.
Wood, 2338802	Howard F.		Pvt	E	4	Inf	Fr Hosp to duty 2 Aug 18.
Samuelson, 2214143	Arvid S.		Cpl	F	4	Inf	Fr Duty to Sick in Hosp 2 Aug 18, in LD.
Prunty, also 2214665	Glen G.		Cpl	K	4	Inf	Fr Duty to Sk in Hosp in LD 2 Aug 18.
MISSING (CONT'D).							
Bryant, 1349499	Lubern	<i>OK</i>	Pvt	K	4	Inf	Fr Duty to missing in action 26 Jul 18.
DESERTERS.							
Seth, -----	Raymond A.		Pvt	E	4	Inf	Fr Desertion to duty 2 Aug 18.
PROMOTIONS AND DEMOTIONS.							
Bailey, 2339560	Henry F.		Sgt	K	4	Inf	Aptd 1st Sgt 1 Aug 18 per O 13 sd.
Marion, 2339958							
Thompson, 2339938	Morton A.	<i>OK</i>	Pvt	M.	4	Inf	Aptd Mech per O 32 1 Aug 18. <i>64</i>
ATTACHED.							
Cor, 2214398	Alex		Pvt	D	4	Inf	Attached for duty, 2 Aug 18.
Dhondt, 2338483	Cyrille		Pvt	D	4	Inf	Attached for duty 2 Aug 18.
Lawrence, 2338440	Arley V.		Sgt	D	4	Inf	Attached for duty 2 Aug 18.
King, 2214544	Charles W.		Pvt	K	4	Inf	Attached for duty 2 Aug 18.
Bueller, Raymond	1st Lt MRC is missing fr Regt, presumably returned to former station. NO letters received.						
ERRORS IN FIGURES.							
1 Pvt added to attached column K Co to correct error of 28 Jul 18.							
4 Pts added to column C Co to correct error of 2 Aug 18.							

	Officers	Soldiers		Horses	Mules
Present	80	2471	Serviceable	222	95
Absent	48	1158	Unserviceable	4	8
Total	128	3629			

REMARKS:

Henry B. Reinhart
Henry B. Reinhart, Jr.

2nd Lt 4th Inf., Actg., Personnel Officer.
Organization

RECEIVED STATISTICAL SECTION: *3-4-18*

in accordance with the directions of the President of the United States contained in Provost Marshal General telegrams numbered B-4292 and B-4296, dated November 11, 1918, and that all requirements of the Select Service Regulations, second edition, and of said telegrams, numbered B-4292 and B-4296, in respect of registrant have been complied with.

[Handwritten Signature]
Secretary of Local Board

FIRST INDORSEMENT.

Local Board for County of Mitchell, State of Iowa December 6, 1918.
(Date.)
To Commanding Officer Camp Greenleaf, Lytle, Ga.

1. Approved and referred with recommendation that honorable discharge be issued with pay and allowance accordingly. The mail address of said registrant is St Ansgar, Iowa

[Handwritten Signature]
Chairman of Local Board

(To be filled in by Commanding Officer of mobilization camp issuing discharge certificate.)

SECOND INDORSEMENT.

From the Commanding Officer Personnel Office, Camp Greenleaf, Ga Dec. 12, 1918
(Organization.) (Place.) (Date.)
To the Disbursing Quartermaster Lytle, Ga.
(Place.)

I CERTIFY that Discharge Certificate has been issued to the above-named soldier; that the account as above stated has been verified from the records and is correct, and is approved for payment as private of the line from

Nov. 10, 1918, to Nov 13, 1918.
(Date.) (Date.)

Additional remarks: (none)

[Handwritten Signature]
(Signature.)

Capt. A. G. U. S. A.
(Rank and Organization.)

(To be filled in by Disbursing Quartermaster.)
Geo. H. Chase, Captain Q.M.C.

Paid by Geo. H. Chase, Captain Q.M.C., Check No. 12696, on Treasury
United States, dated MAR 10 1919, 191, for \$ 4.00, and transmitted to
above-named payee.

03-5624

WASHINGTON, D. C., November 11, 1918.

TO THE DRAFT EXECUTIVES IN ALL STATES:

Telegram Number B 4292.

RUSH.—You will immediately communicate textually the following instructions to all Local Boards, yourself taking all necessary steps and actions thereunder.

Paragraph one. Pending developments in the situation which arises because of the fact that Germany has signed an armistice providing for the cessation of hostilities, the President directs that all general and voluntary special calls now outstanding for the induction and mobilization of registrants of whatever color or physical qualifications for the Army be and that the same are hereby canceled. Pending further instructions no more inductions shall be made into the Army, nor entrainment permitted or undertaken, under such calls. Local Boards will immediately cancel and recall all induction orders, namely, form ten twenty-eight, which have been issued for induction into the Army under such calls, and shall cancel all entries made in column twenty-four of the classification list in connection with such calls by drawing a red-ink line through such entry, except where the order issued or entry was made as to registrants already

entrained or who have become deserters when this order reaches the Local Board, as to all of whom the Local Board shall have received notice, they shall make record of such cancellations by appropriate entry in column twenty-nine of the classification list; they shall notify such cancellation and recall to every registrant to whom such order has been issued, or opposite whose name, in column twenty-four of the classification list, has been entered the day and hour from and after which he shall be in the military service; and they shall give such notice to each such registrant by letter, telegram, or orally, or by two or all of such means, as circumstances require, that his induction order has been canceled. Proper proof of the issuing of such orders of cancellation and recall as to each registrant must be preserved by retention of copies thereof and by appropriate notations in column twenty-nine of the classification list.

Paragraph two. In respect of all registrants included under the aforesaid calls, the issuance of such order of cancellation and recall, or the appropriate notation in column twenty-nine of the classification list of the fact of such issuance, shall render null and void all such orders, form ten twenty-eight, and also all entries in column twenty-four of the classification list in respect of such registrants, where the day and hour named in such order or said column have not yet arrived.

Paragraph three. The President further directs that all registrants who are already inducted into the Army under these calls because of the fact that the day and hour specified in form ten twenty-eight or entered in column twenty-four of the classification list have arrived, but who have not been actually entrained for a mobilization camp, shall be, and that they are hereby, discharged from the Army. The Local Board shall so notify each such registrant either by letter or telegram or orally, or by two or all of such means, as circumstances require. Local Boards shall retain a complete record of such action in all such cases, which record shall include copies of all written or telegraphed communications issued in connection therewith, and they shall particularly see that the fact and date of such notification of discharge is noted in each instance in column twenty-nine of the classification list. The issue of formal papers of discharge will be considered and determined later, at which time claims for adjustment of pay and allowances for the men so inducted and so discharged will be passed upon.

Paragraph four. Nothing in this telegram shall be construed as affecting any call or competent order for induction into the Navy or Marine Corps. All such inductions and entrainments will proceed as ordered.

Paragraph five. All registrants whose induction orders are canceled or who are discharged by this order shall revert to the status existing at the time of the issuing of the original induction order including a resumption of their order and serial number.

Paragraph six. Nothing herein contained shall operate to relieve from the consequence of his acts any registrant affected by these orders who has heretofore become a delinquent or deserter.

Paragraph seven. The purpose of this telegram is merely to cancel outstanding calls and stop the entrainment thereunder of men for the Army. All registrants released from induction under the provisions of this telegram are liable for immediate call in the usual manner at any time.

Paragraph eight. The orderly processes of classification, physical examination, and other activities of the selective draft will not be affected by or interrupted as the result of this telegram.

Acknowledge.

CROWDER.

WASHINGTON, D. C., November 11, 1918.

TO THE DRAFT EXECUTIVES IN ALL STATES:

Telegram Number B-4296.

Paragraph one. My B-4292 is hereby supplemented to include all individual inductions under competent orders for the Army.

Paragraph two. United States Railroad Administration has been directed to stop en route all inducted men already entrained who have not been delivered to an Army mobilization camp under the calls included in my B-4292 and the first paragraph of this telegram, and to return such men immediately to the point of entrainment. The President directs that all such registrants shall be, and that they are hereby, discharged from the Army immediately upon their return to and arrival at the original point of entrainment. The Local Boards shall immediately so notify each such registrant, either by letter or telegram or orally, or by two or all of such means, as circumstances require. The Local Boards shall retain a complete record of such action in all such cases, which record shall include copies of all written or telegraphic communications issued in connection therewith, and they shall particularly see that the fact and date of such notification of discharge is noted in each instance in column twenty-nine of the classification list. The issue of formal papers of discharge will be considered and determined later, at which time claims for adjustment of pay and allowances for the men so inducted and entrained and so discharged will be passed upon.

Paragraph three. Local Boards will immediately upon their return to the original point of entrainment summon the leaders of the contingents affected by this order to appear before them and to take up all unused transportation, meal, and lodging tickets, marking same "canceled," and report for such transportation in the usual manner.

Paragraph four. Nothing in this telegram shall be construed as affecting any competent order for induction into the Navy or Marine Corps. All such inductions and entrainments will proceed as ordered.

Paragraph five. All registrants whose induction orders are canceled or who are discharged by this order shall revert to the status existing at the time of the issuing of the original induction order, including a resumption of their order and serial number.

Paragraph six. Nothing herein contained shall operate to relieve from the consequence of his acts any registrant affected by these orders who has heretofore become a delinquent or deserter.

CROWDER.

03-0125

Enlistment Registers: These records contain names and dates of enlistment from October 1912 to May 1917.

REGISTER OF ENLIST

REGISTER NUMBER	NAMES	ENLISTED		TOWN OR COUNTY	WHERE BORN
		Enlistment Date	Year		
		1917 year			
5139	Barber John E.	Apr 30	7	Lawrence	Mo
5150	Banks John	" 30	"	—	Mo
1	Butlers John P.	" 30	"	Lawrenceburg	Mo
2	Bradley Carl	" 30	"	Lawrence	Mo
3	Brenneman Joseph	" 30	"	—	Mo
4	Brown George	" 30	"	Chicago	Ill
5	Brown Andrew	" 30	"	—	Ill
6	Brown B. B.	" 30	"	Terre Haute	Ind
7	Waddy Frank E.	" 30	"	Lawrence	Mo
8	Bigler Raymond	" 30	"	Lawrence	Mo
9	Blackburn Henry	" 30	"	Lawrence	Mo
5160	Berry John E.	" 27	"	Lawrence	Mo
1	Benton Wm W.	" 4	"	Mobile	Ala
2	Batchelor James L.	" 24	"	Junction City	Mo
3	Benson Walter	" 28	"	Lawrence	Mo
4	Bryant Joseph	" 21	"	Lawrence	Mo

Georgia Service Record Cards: These records contain abstracts from WWI service records of men and women from Georgia in various branches of service.

Georgia Service Record Cards - Army Enlisted

Person (Surname)	Bureau (Institutions)	Name Martin	White Army serial number) (Race) (White of Color)
Residence (Street and house number)	City (Town or city)	State (State)	
Enlisted in Columbus Eka Ohio	Enlistment Date Jan 30/17		
Born in Carnesville Ga	21 7/12 yrs		
Organizations Co F 57 Inf to disch			
Grades Pvt			
Engagements			
Character			
Wounds or other injuries received in action: None			
Served overseas: None			
Hon. disch. par SCD Dec 28/17	Date of Discharge		
Was reported 12 1/2 per cent disabled on date of discharge in view of occupation			
Remarks			

Form No. 224-21 A. G. O. March 17, 1920

*Insert "H. A. O. N. O. U. S. A." in case may be followed by place and date of enlistment. Give place of birth and date of birth or age at enlistment. Give dates of departure from and arrival in the United States. Give date and course.

Remarks (continued)

1. This statement of service is furnished under the provisions of the act of Congress approved July 11, 1919.
2. This statement is furnished primarily for historical and statistical purposes, although it may be used in adjudicating claims in which the State is solely concerned. It is not to be used before a court of justice or in support of any claim against the Federal Government. The law prohibits the furnishing of any information that may be used in the prosecution of a claim against the Government, except to the proper Government officials.
3. Applications from individuals other than historians and statisticians for information from this statement of service should be denied and the applicant directed to apply for an information card to the Adjutant General of the Army, who is the custodian of the official records of the United States Army. Exceptions to this rule may be made in the case of officials of patriotic and philanthropic societies and associations who are known to have the information to be used exclusively by said society or association, and will not be made available to the public. Any individual who may use it directly or indirectly as a basis for, or in the prosecution of, a claim against the Government, or to the injury of the soldier, shall be liable to the same extent as if he had obtained the information from the original source.
4. Except as hereinafter provided, all persons having information relative to the military and medical histories of the soldier should be denied information from, or access to, the records of the Army, and the information legally unobtainable would be made available to persons who might perjure themselves upon the information, or who might seek to injure the soldier.
5. Except the data contained on the first four lines and that relating to battle casualties and physical disability, this statement is prepared as far as practicable from the service record, and an effort has been made to compare the data obtained from the service record with other records, except where an error or discrepancy is noted.
6. Some enlistment papers show age at enlistment, while others show age at birth. Entries reported herein are in the same form as those on the enlistment paper.

WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
WASHINGTON, D. C.

P. C. HARRIS,
The Adjutant General

3-7932

Name Sandra **Service Number** 3,583,327 **Entry Date** 1

(Surname) (Christian name) (Army serial number) (War Service Color d.)

Residence: R. F. D. 1 Jeffersonville Twiss GEORGIA
 (Street and house number) (Town or city) (County)

Inducted at Jeffersonville, Ga on Aug 4 1918
 Place of birth Gray Branch, Ga Age or date of birth: May 24/93

Organizations served in, with dates of assignments and transfers:
25 Co New Recruitng Camp Camp Wheeler Ga to Aug 23/18;
80 Co Eng Group 7 411 Tng Det MG Tng Camp Camp Hancock *

Grades, with date of appointment: Prf

Engagements:

Wounds or other injuries received in action: None

Served overseas from Sept 29/18 to July 20/19 from July 28 1919 to 0 percent disabled.

Honorably discharged on demobilization: July 28 1919 ← **Character & Date of Discharge**

In view of occupation he was, on date of discharge, reported 0 percent disabled.

Remarks:

Ga to Sept 18/18; 2 Provisional Co (Colored) Camp
Hancock Ga to Oct 31/18; Co C 306 Serw Bn 9MC to disch

1. This statement of service is furnished under the provisions of the act of Congress approved July 11, 1919.

2. This statement is furnished primarily for historical and statistical purposes, although it may be used in adjudicating claims in which the State is solely concerned. It is not to be used before a court of justice or in support of any claim against the Federal Government. The law prohibits the furnishing of any information that may be used in the prosecution of a claim against the Government, except to the proper Government officials.

3. Applications from individuals, other than historians and statisticians, for information from this statement of service should be denied and the applicant directed to apply for the information to The Adjutant General of the Army, who is the custodian of the official records of the Armies of the United States. Exceptions to this rule may be made in the case of officials of patriotic and philanthropic societies and associations when it is known positively that the information is to be used exclusively by said society or association, and will not be made public nor communicated to any individual who may use it directly or indirectly as a basis for, or in the prosecution of, a claim against the Government, or to the injury of the soldier.

4. Except as hereinbefore provided, all persons seeking information relative to the military and medical histories of the soldier should be denied information from, or access to, this statement of service, or otherwise information legally undeclassifiable would be made available to persons who might perpetrate frauds upon the Government, or who might seek to injure the soldier.

5. Except the data contained on the first four lines and that relating to battle casualties and physical disability, this statement is prepared as far as practicable from the service record card. It is intended to compare the data obtained from the service record with other records, except where there is a discrepancy.

6. Some enlistment papers show age at enlistment, while others show date of birth. The entries recorded herein are in the same form as those on the enlistment paper.

WAR DEPARTMENT,
 THE ADJUTANT GENERAL'S OFFICE,
 WASHINGTON, D. C.

P. C. HARRIS,
 The Adjutant General.

Georgia Service Record Cards - Army Officers

Name	Service Number	
Abbott Phillips	3,213,131	White
Residence: Louisville		GEORGIA
Inducted Camp Sevier S C	May 15/18	Entry Date
Born in Louisville Ga	23 6/12 yrs	
Organization: Co E 4 Officers Tng School (9 Co Central Officers Tng School Camp Gordon Ga) to disch		
Grades: Pvt		
Engagements:		
Wounds or other injuries received in action: None		
Served overseas: NONE		
Non disch: To accept a commission Aug 25/18		Character & Date of Discharge
Was reported:		
Remarks:		

Name	Service Number	
Abbott Phillips		White
Residence: Louisville		GEORGIA
Born in Louisville Ga	Nov 20/4	
Appointm: 2nd Lt Inf Aug 25/18 RA		Date of Officer Appointment
Organization: 384 Inf ---to disch		
Principal stations: Camp Gordon Ga Camp Wedsworth SC		
Engagements:		
Wounds received in action: None		
Served overseas: none 23		
Non disch: (date) Dec 24/18		Character & Date of Discharge
Was reported: 0		
Remarks:		

Georgia Service Record Cards - Army Nurses

Name		OFFICER-ORG	
Alexander, Edna E		white	
(Surname)	(Christian name)		
Residence	25 Porter Place	Atlanta	GEORGIA
(Street and house number)	(Town or city)	(County)	(State)
Born in	Paw Creek NC	Aug 18/1892	
Called into active service as	Nurse	Nov 19/17; -r CL	Training Camp
Promotions:	XX		
Organizations and staff assignments:	BH Cp Gordon Ga to Aug 4//18; BH 43 to discharge.		
Engagements:	None		
Wounds received in action:	None		
Served overseas	July 10/18 to July 13/19		
Hon. disch.	Aug 23/19;	Date of Relief from Active Duty	
Was reported	XX	per cent disabled on date of discharge, in view of occupation.	
Remarks:	RESERVE WOUND BELIEVED FROM ACTIVE DUTY, NOT DISCHARGED.		
Form No. 81	* Give place and date. † Insert (a) grade; (b) arm or staff corps or department; (c) date; (d) route, civil life (GL), RA, NG, OR, NA; and (e) designation of training camp attended. ‡ Give date of discharge, if any, and not attend a training camp. § Give date of discharge, if any, and return		

Georgia Service Record Cards - Deceased Army Officers

OFFICER-RA

Name
 Anderson James A.
 (Surname) (Christian name)

* Residence: 101 Summit GEORGIA
 (Street and house number) (Town or city) (County) (State)

† Born in
 † Appointed 2 Lt; Inf; Nov 26 /16 ; RA
 † Attended § TRAINING Camp.
 † Promotions: 1 Lt May 31/17; Capt Apr 24/18
 † Organizations and staff assignments: 22 Inf to June 6/17; C. F. 28 Inf to death
 † Principal stations: 123
 † Engagements:
 † Dues and payments: June 11/17 to death
 † Killed in action Cantigny France May 28/18. ← **Place & Date of Death**
 Buried at Cemetery 1253 Cantigny
 Person notified of death Mr. J. S. Anderson (Father)
 111 Summit Ga (Name and relationship)
 (No. and street or rural route) (City, town, or post office) (County) (State)
 † Other wounds received in action:
 Remarks: Awarded S S

Form No. S1a-6
 A. G. O.
 Mar. 17, 1921.

* For graduates U. S. M. A., give residence at date of appointment thereto; for officers appointed from the Army, residence at date of enlistment; for all other officers, residence at date of appointment to the Army. † Insert place and date. ‡ For data concerning appointment, promotion, and organizations and staff assignments, see Army Register. § Strike out if he did not attend a training camp. ¶ Give dates of departure from and return to the United States. * Give date and place of death.

Georgia Service Record Cards - Deceased Army Enlisted

Name		Service Number	
(Surname)	(Christian name)	(Army social number)	* White * Colored
Residence: <u>140</u>	<u>Starville</u>	<u>Star</u>	<u>Georgia</u>
(Street and house number)	(Town or city)	(County)	(State)
* Enlisted * <u>H. A. N. G. E. R. C.</u> * Inducted at <u>Covington Ga</u>			Entry Date <u>July 24 1918</u>
Place of birth: <u>Wayton Ga</u>	Age or date of birth: <u>Oct 11 1892</u>		
Organizations served in, with dates of assignments and transfers: <u>24 Co 5 Ta B 137 Dep</u>			
<u>Brig July 24/18 to Aug 26/18; Co K 15 Inf Repl 5 Ta Bu Camp</u>			
<u>Gordon Ga to Sept 5/18; Sent Auto Repl Draft to Camp Gordon *</u>			
Grades, with date of appointment: <u> Pvt</u>			
Engagements: <u>None</u>			
Wounds or other injuries received in action: * <u>None</u> .			
Served overseas from <u>Sept 25/18</u> to <u>death</u> , from <u> </u> to <u> </u>			
Died of <u>broncho pneumonia</u>			Date of Death <u>Oct 9 1918</u>
(Cause and date of death)			
Person notified of death: <u>Clifford G. Aaron</u>		<u>Father</u>	
(Name)		(Degree of relationship)	
<u>R.F.D.</u>		<u>Starville</u>	
(No. and street or rural route)		(City, town, or post office)	
Remarks: <u> </u>			
Form No. 134-B, A. C. O. * Strike out words not applicable. † Dates of departure from and arrival in the U. S.			
1917, 22, 1919. 9-7549			

Remarks (continued):

Sent to Repl draft inf co #12 Montrose Barracks to Oct 9/18

1. This statement of service is furnished under the provisions of the act of Congress approved July 11, 1919.
2. This statement is furnished primarily for historical and statistical purposes, although it may be used in adjudicating claims in which the State is solely concerned. It is not to be used before a court of justice or in support of any claim against the Federal Government. The law prohibits the furnishing of any information that may be used in the prosecution of a claim against the Government, except to the proper Government officials.
3. Applications from individuals, other than historians and statisticians, for information from this statement of service should be denied and the applicant directed to apply for the information to The Adjutant General of the Army, who is the custodian of the official records of the Armies of the United States. Exceptions to this rule may be made in the case of officials of patriotic and philanthropic societies and associations when it is known positively that the information is to be used exclusively by said society or association, and will not be made public nor communicated to any individual who may use it directly or indirectly as a basis for, or in the prosecution of, a claim against the Government, or to the injury of the soldier.
4. Except as hereinbefore provided, all persons seeking information relative to the military and medical histories of the soldier should be denied information from, or access to, this statement of service, as otherwise information legally unobtainable would be made available to persons who might perpetrate frauds upon the Government, or who might seek to injure the soldier.
5. Except the data contained on the first four lines and that relating to battle casualties and physical disability, this statement is prepared as far as practicable from the service record, and no effort has been made to compare the data obtained from the service record with other records, except where an error or discrepancy is patent.
6. Some enlistment papers show age at enlistment, while others show date of birth. The entries recorded herein are in the same form as those on the enlistment paper.

DEPARTMENT OF ARMY, OFFICE,

JIL

3-7353

P. C. HARRIS,

The Adjutant General

Iowa Bonus Claim: These records contain bonus claims by WWI, WWII, and Korean veterans living in Iowa. Records contain service information on these veterans, including dates and locations of service.

Iowa Bonus Claim Sample - WWI

SUSSEMI		Name		MIDDLE NAME		CARD NO.	
BAKAMYER		EDWARD		D.		383	
ADDRESS AT TIME OF ENLISTMENT				Service Number		SERIAL NO.	
Schaller, Sac Co., Iowa				→		4,814,454	
PRESENT ADDRESS						CLASS NO.	
Schaller, Ia						43138	
Entry Date		Discharge Date		ACTUAL TIME		TIME	
9-4-18		1-27-19		146		146	
DATE REPORT		DATE RECEIVED		DATE		DATE	
ACTIVE DUTY		ACTIVE DUTY		7 00		7 00	
BATT		BATT		BATT		BATT	
AMOUNT		NUMBER NO.		DATE		DATE	
1300		518		APR 17 1923			
DATE		NUMBER NO.		DATE		DATE	
ACCOUNTED FOR		DATE WARRANT		DATE		DATE	
ISSUED		MAILED					
CLAIM PENDING ADDITIONAL DATA							
PLACE OF RESIDENCE				PLACE OF SERVICE			
CHARACTER OF SERVICE				CHARACTER OF DISCHARGE			
EMPLOYED				MISCELLANEOUS			
USED WITH FORM 2 ONLY							
SURNAME		FIRST NAME		MIDDLE NAME			
BENEFICIARY							
ADDRESS OF BENEFICIARY							
RELATION TO DECEASED							
DATE OF DEATH		PLACE		CAUSE			
REFERENCE							
REFERENCE							
FORM 3 SUPPLEMENTAL EVIDENCE							
EXAMINED BY		DATE					
W. E. ...		3 31 23					
TO COMMISSION RECOMMENDING APPROVAL						DATE	
APPROVED BY COMMISSION						DATE	
APR 16 1923							
DISAPPROVED BY COMMISSION							
REASON DISAPPROVED				DATE CLAIMANT NOTIFIED			
REASON TO APPEAL BOARD				REVERSED BY APPEAL BOARD			
DECISION OF APPEAL BOARD				CLAIMANT NOTIFIED OF DECISION			
WRITE ADDITIONAL INFORMATION ON REVERSE SIDE.							

Iowa Bonus Claim Sample - WWII

Application to STATE OF IOWA for World War II Service Compensation

FORM NO. 1. Application for payment from funds of World War II Service Compensation Board of the State of Iowa. Form No. 1 is for LIVING VETERANS only. Beneficiaries of deceased veterans will write to Executive Secretary, World War II Service Compensation Board, Des Moines, Iowa, for Form No. 2, stating relationship to deceased.

Study this form carefully before filing it out. Read and follow the instructions. Errors and omissions will delay payments. PRINT IN INK OR USE A TYPEWRITER. DO NOT USE PENCIL.

The applicant named below hereon, applies to the World War II Service Compensation Board, State of Iowa, for compensation as provided for by Chapter 48, Acts of the 52nd General Assembly, State of Iowa.

APPLICANT WILL NOT WRITE IN THE SPACES BELOW.

1. NAME OF APPLICANT: GLENN ROBERT AAGAARD

Claim Number: 164305

2. ADDRESS TO WHICH CHECK OR MAIL SHOULD BE SENT: 606 1/2 WASHINGTON ST. AUDUBON AUDUBON IOWA

Warrent Number: 108387

Amount Due: 305.00

Date application received:

RECEIVED JUN 27 1949

W. W. II Ser. Comp. Bd.

3. LEGAL RESIDENCE of applicant for the PERIOD OF SIX (6) MONTHS immediately prior to actual induction or enlistment in the armed forces of the United States: RR #1 Box #2 HAMLIN IOWA

ACTIVE DOMESTIC SERVICE (in the United States)

Number of months: 29, 290.00

4. DATE OF APPLICANT'S BIRTH: August 20th 1925 PLACE OF APPLICANT'S BIRTH: HAMLIN IOWA

ACTIVE FOREIGN SERVICE (outside United States)

Number of months: 6, 15.00

5. APPLICANT'S SERVICE OR SERIAL NUMBER: 37681697

TOTAL AMOUNT DUE: 305.00

6. NAME UNDER WHICH APPLICANT SERVED in the armed forces of the United States: GLENN ROBERT AAGAARD

7. DATE OF ENTRY into active service: Dec 5th 1943 DATE OF SEPARATION from active service: March 24th 1946

8. This form is for ENLISTED PERSONNEL only. show number of months and days of fractional parts for which applicant received pay under the Armed Forces Leave Act of 1914. Month: 1 Day: 25

9. If applicant claims credit for foreign service: DATE OF DEPARTURE FROM UNITED STATES: SEPT 10th 1945 DATE OF RETURN TO UNITED STATES: MARCH 18th 1946

10. If applicant ATTENDED ANY SCHOOL, show for a full or part course as a full or part student while a member of the armed forces. STATE LENGTH OF TIME of such attendance: NONE

11. If applicant LOST ANY TIME in service by reason of ADM. AWOL, desertion, or confinement by courts martial, state length of such lost time: NONE

Approved by: [Signature] Executive Secretary

Form No. 1-N must be filled out and be attached to Form No. 1, in all cases, if veteran served in the Navy, Marine Corps, or Coast Guard.

FD-3-4732

THIS FORM NOT TO BE REPRODUCED

12. Mark an "X" in the proper square to show BRANCH OF SERVICE in which the applicant served.
 Army Marine Corps
 Navy Coast Guard

13. How was applicant SEPARATED FROM ACTIVE DUTY? Indicate by placing an "X" in proper square.
 Discharge Retirement
 Assignment to inactive status

14. (a) Was applicant separated from active duty under HONORABLE CONDITIONS? (Yes or No) Yes
 (b) Did you ever refuse on conscientious, political, religious, or other grounds to subject yourself to military discipline? Answer Yes or No No
 (c) Were you classified 1-A? Answer Yes or No No (If answer is "Yes" to either 1(b) or 1(c), attach statement of explanation.)

15. If applicant is STILL ON ACTIVE DUTY in the armed forces of the United States the following certificate will be filled out and signed by a commissioned officer of the armed forces of the United States who has official custody of the service record of the applicant.

CERTIFICATE
(For applicant now in military service)

I, the undersigned, do hereby certify that _____ the within named applicant is a member of my command and by active service is an honorable status; that I have personally examined the service record of the applicant and that all of the statements contained in said application insofar as they refer to service of the applicant in the armed forces of the United States are true and correct as shown by the service record of the applicant.

Dated this _____ day of _____ 19____
 Name _____ Rank _____
 Organization _____

16. If applicant registered under the Selective Service Act, state place of residence at time of registration, and the number of his local Selective Service Board.
 HOUSE NO. AND STREET OR P.O. ROUTE NO. AND BOX NO. COUNTY CITY OR TOWN STATE
112 EAST DIVISION Ada, Okla. Ada, Okla. Okla.
 Local Selective Service Board Number ONE Ada, Okla. Oklahoma County, Okla.

17. Has applicant applied to any other state for a bonus or compensation based on service in World War II? (Yes or No) No
 If "Yes" show name of state _____ Has payment been received (Yes or No) _____ (Amount) \$ _____

18. List military or naval organizations with which applicant served in World War II.
ARMY AIRWAYS COMMUNICATION SYSTEM
20TH AIR FORCE
TECHNICAL TRAINING PROGRAM IN SCOTT FLD, ILL AND 20122 FALLS S.D.

19. **CERTIFICATE--(See Instruction 19)**
 State of Iowa County of Ada ss.
 I, Dorothy Oelke, Deputy Clerk, District Court in and for Ada County,
 State of Iowa, do hereby certify that I have personally examined the discharge or certificate of service of
Glenn R. Aagaard
 the applicant named herein, that said applicant was honorably separated or discharged from the service and that said discharge or service record shows the following facts:
 Date of entry on extended active duty December 3, 1943
 Place of entry on active duty Camp Dodge, Iowa
 Date of discharge or separation March 24, 1946
 Date of departure for foreign service September 18, 1945
 Date of return from foreign service March 18, 1946
 Time lost by action of Courts-Martial None
 Was applicant separated honorably? Yes
 Dated this 24th day of June 1949
Dorothy Oelke, Deputy Clerk

20. State of Iowa County of Ada ss. Ada County, Iowa
 I, Glenn R. Aagaard being duly sworn, state that I am the applicant named in the within application and that each and every statement contained in said application is true and correct as I verily believe.
 Subscribed in my presence and before me sworn to by Glenn R. Aagaard (Applicant)
 on this 24th day of June 1949
 _____ (Notary Public and official representative of the State of Iowa)

Read these instructions carefully. When completed, mail in a No. 10 envelope (12-fold sheet) to
WORLD WAR II SERVICE COMPENSATION BOARD
124 Des Moines Street, Des Moines 16, Iowa.

Iowa Bonus Claim Sample - Korean Service

Application to: STATE OF IOWA for: KOREAN SERVICE COMPENSATION

OK [Signature]

Sec. 9, Chapter 61 - Laws of the 56th General Assembly

"FALSE STATEMENTS" - Whoever knowingly makes a false statement, oral or written, relating to a material fact in supporting a claim under the provisions of this Act shall be punished by a fine of not more than one thousand dollars (\$1,000.00) or be imprisoned for not more than one year, or both, and shall forfeit all benefits he or she might have been entitled to under this Act.

FORM NO. I Application for payment from funds of Korean Service Compensation Board of the State of Iowa.

Form No. I Is for Living Veterans Only

Beneficiaries of deceased veterans will write to Executive Secretary, Korean Service Compensation Board, c/o State House, Des Moines, Iowa, for Form No. II - relating relationship to deceased.

TO THE SERVICE COMPENSATION BOARD

I hereby make application to the Korean Service Compensation Board, State of Iowa, for compensation as provided for by Chapter 61, Act of the 56th General Assembly, State of Iowa.

I hereby make the following statement of facts under oath:

NAME OF APPLICANT

1. First Name **Name** Last Name
DOMINO AGABERS
Did You Serve Under Same Name? YES NO
(If not, explain by attaching proof)

2. Show ADDRESS TO WHICH CHECK OR MAIL SHOULD BE SENT:
Have a No. and Street or R.F.D. Route No. and Box No.
City or Town County State (Do not abbrev.)
BONDURANT POIK IOWA

3. LEGAL RESIDENCE of applicant for PERIOD OF THE SIX (6) MONTHS immediately prior to actual induction or enlistment in the armed forces of the United States:
Street Address City State
BONDURANT IOWA

4. DATE OF APPLICANT'S BIRTH PLACE OF BIRTH
Month Day Year Town State
2-9-1928 OTLEY IOWA

— This Is Most Important — Service Number

5. APPLICANT'S SERVICE NUMBER:
As Enlisted Personnel 465 55 067 759
For Officers Only:
As Commissioned Personnel:
Date of Commission:

6. Show DATE OF ENTRY into Service Show DATE OF SEPARATION from Service
Month Year Month Year
1. JANUARY 11, 1951 1. SEP 10, 1952

7. If applicant claims credit for Overseas Service:
DATE OF DEPARTURE FROM UNITED STATES DATE OF RETURN TO UNITED STATES
Month Day Year Month Day Year
1. MAY 17, 1951 1. JUNE 18, 1952

8. If applicant LOST ANY TIME in service by any reason of A.O.L., A.V.O.L., desertion, or confinement by a court martial, state length of such loss, time between the dates mentioned in item 6.
(FOREIGN) _____
(IN U.S.A.) _____

Study this form carefully before filling it out.

Read and follow the instructions. Errors and omissions will delay any payments.

PRINT IN INK OR USE A TYPEWRITER. DO NOT USE PENCIL

Applicant: DO NOT WRITE IN SPACE BELOW

CLAIM NUMBER 49903
WARRANT NUMBER 052261
DATE OF WARRANT 5-8-59
AMOUNT DUE \$ 242.50

"DATE APPLICATION RECEIVED"
RECEIVED
OCT 1 1959
KOREAN SERVICE COMPENSATION BOARD
STATE OF IOWA

ACTIVE DOMESTIC SERVICE (In the United States)
Number of Months 21 210
ACTIVE FOREIGN SERVICE (Outside the United States)
Number of Months 13 92.50
TOTAL AMOUNT DUE: 242.50

Audited by _____
Examined by [Signature]
Service: **RECOMMENDED FOR PAYMENT**
[Signature]
Executive Secretary

APPROVED FOR PAYMENT —
[Signature]
(For) Chairman — KOREAN SERVICE COMPENSATION BOARD

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

**FORM NO. I MUST BE "FILED" ON OR BEFORE DECEMBER 31, 1960
THIS FORM NOT TO BE REPRODUCED***

READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING APPLICATION

8. Mark an "X" in the proper segment above BRANCH OF SERVICE in which the applicant served:

ARMY MARINES
 NAVY AIR CORPS
 AIR FORCE OTHER

9. How was applicant SEPARATED FROM ACTIVE DUTY? Indicate by placing an "X" in proper square:

DISCHARGE RETIREMENT
 RELEASE FROM ACTIVE DUTY AND A TRANSFER TO INACTIVE STATUS

10. Was applicant separated from active duty under HONORABLE CONDITIONS? (Yes or No) YES

11. Did you ever refuse on conscientious, political, religious, or other grounds to subject yourself to military discipline? NO

12. Were you classified I-AD? (Yes or No) NO
 If answer is Yes to either 11 b or 11 c, attach statement of explanation.

13. What was your rank at time of discharge or separation from the Armed Forces or as of date of this filing? PLT

14. Where were you discharged or separated from the Armed Forces?
 Name of separation center: FORT SHERIDAN, ILLINOIS
 Address: _____
 (City) _____ (State) _____

15. If applicant registered under the Selective Service Act prior to or after June 30, 1950, state place of residence at time of registration, and the number of any Local Selective Service Board.

House No. and Street No. 100 PAUL RUNNELLS IOWA
 U.S. House No. and Street No. _____ (City) _____ (City or Town) _____ (State) _____

Local Selective Service Board Number: 74

16. If you initiated or registered for the draft in another state than Iowa, state why.

17. Name of your employer and city and state where employed for six months immediately prior to your entry on active duty into the Armed Forces: W.M. HILGERS RUNNELLS, IOWA

18. Have you applied to any other state for a "bonus" or compensation based on service during Korean Conflict? (Yes or No) NO

If "Yes" - show name of State: _____
 Has payment been received? (Yes or No) _____ (Amount) \$ _____

19. List military or naval organizations with which applicant served as Korean Conflict, or between June 27, 1950 and July 27, 1953 inclusive, in best of your knowledge: 1st Cavalry Div

20. If applicant is STILL ON ACTIVE DUTY in the Armed Forces of the United States the following certificate will be filed out by a commissioned officer of the Armed Forces of the United States who has official custody of the service record of the applicant.

CERTIFICATE
 (For applicant now in military service)

I, the undersigned, do hereby certify that _____ (with name of applicant) is a member of my command and in active service in an honorable status; that I have personally examined the service record of the applicant and that all of the statements contained in said application insofar as they refer to service of the applicant in the Armed Forces of the United States are true and correct as shown by the service record of the applicant.

Dated this _____ day of _____, 1958 _____ (Name)
 _____ (Rank)
 _____ (Organization)

VERY IMPORTANT
THE APPLICANT MUST ATTACH EITHER A CERTIFIED COPY OR CERTIFIED PHOTOSTATIC COPY OF FORM DD-214

These certificates will be maintained at Korean Service Compensation Board, together with FORM NO. 1 THEY WILL NOT BE RETURNED TO THE APPLICANT. Go to the County Recorder where you have recorded your original Form DD-214. Have Recorder's copy or certified photostatic copy made and attached to the Form No. 1. DO NOT SEND POCKET SIZE PHOTOSTATS. All Active Duty Between June 27, 1950 and July 27, 1953 inclusive, must be covered by your Form DD-214.

21. State of Iowa County of Paulk

Donald Calbra being duly sworn, state that I am the applicant named in the within application and that each and every statement contained in said application is true and correct as I verily believe.

Donald Calbra
 (Applicant)

Subscribed in my presence and before me sworn to by Lanard Calbra
 (Applicant)

In this 9 day of Sept, 1958 June V. Blake
 (Signature) and Title of Officer Administering Oath

READ THESE INSTRUCTIONS CAREFULLY. WHEN COMPLETED, MAIL IN A NO. 10 ENVELOPE (2 fold sheet) to:

**EXECUTIVE SECRETARY
 KOREAN SERVICE COMPENSATION BOARD
 C/O STATE HOUSE
 DES MOINES, IOWA**

(IMPRINT SEAL)

--- Page 2 ---

Iowa Bonus Claim Sample - Korea

FORM N

PERTINENT DATA FROM ORIGINAL DD-214

CLAIM NO. 49903

The following data, required for processing the above-numbered claim, was taken from the original DD-214 which was forwarded by applicant, and which has been returned to said applicant, by "Registered Mail."

Full Name Donald — Aalberg —
First Middle Last

Service Number 0555 067 959

Date and Place of Birth 9 Feb 28 Otley Iowa
Date City State

Date of Entry Into Active Service 11 Jan 51

Date of Separation 10 Oct 52 Type of Separation MGV

HOME ADDRESS AT TIME OF ENTRY INTO ACTIVE SERVICE Rowan 115, Iowa

ADDRESS FOR MAILING PURPOSES AFTER SEPARATION Same

LOCAL BOARD OF REGISTRATION 13-78

ADDRESS AT TIME OF REGISTRATION _____

FOREIGN OR SEA SERVICE 1 1 2
Years Months Days

TIME LOST - PACT, AWOL, COURTS MARTIAL, ETC. 0

MAIN CIVILIAN OCCUPATION BEFORE SERVICE Farmer

NAME AND ADDRESS OF LAST CIVILIAN EMPLOYER W Aalberg
Rowan 115, Iowa

[Signature]
 Signature

Mexican Border Service: These records contain muster rolls of organizations which served in or near Mexico between May 9, 1916 and April 5, 1917.

Mexican Border Service

Reviewed
 Aug 10-18
 B.P.F.
 B.P.B.

ORGANIZED MILITIA.
 Form No. 3.

MUSTER-IN ROLL
 OF
 Organization
Company "K"
(Troop, battery, or company)
 of the 1st Infantry Regiment
 of Alabama Militia.

Date of Report
 Date: *June 29th, 1916*
 Station: *Montgomery, Ala*

RECEIVED
 JUL 25 1916
 THE ADJUTANT GENERAL'S OFFICE

MUSTER ROLL of **Organization** Company FH¹ First Infantry of the National Guard of Alabama.

Army of the United States from the 31 day of December, 1916 (date of last bimonthly muster), to the 28 day of February, 1917 **Period of Report**

NAMES, PRESENT AND ABSENT, AND RANK. <small>(Commissioned and noncommissioned officers according to rank. Surgesons of all enlisted men will precede Chrs. Privates of each class in alphabetical</small>	WHEN ENLISTED. Entry Date	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
Captain			
✓ Elisha Downing Jr.	May 23/14		
First Lieut.			
✓ Robert A. Baird	Dec 19/14	Absent	Ret. since Jan 17
Second Lieut.			
✓ John W. Black.	July 30/16		
First Sergeant			
✓ Baggett James A.	May 2/14		
Mass Sergeant.			
✓ Baggett Richard T.	May 2/14		
Supply Sergeant			
✓ Chapman William P.	July 21/15		Aptd Corp fr 1st CL Pvt SO#28 2/15/17 Aptd Sgt fr Corp SO#42 2/22/17 Aptd Sup Sgt CO#15 2/22/15.
Sergeants			
✓ Barron John	May 2/14		
✓ Baggett Barney H.	Nov 11/14		
✓ Neely Tainage	May 2/14		
✓ Naiden John	May 2/14		Fr Sup Sgt to Sgt CO #15 2/22/17
Baggett Elmer R.	May 2/14		
Corporals			
✓ Boyatt James A.	Aug 14/14		
✓ Hagood Claud W.	May 2/14		
✓ Warren William H.	May 2/14		
Smith Frank	May 2/14		

Name Aarons Aaron **Service Number** 1,898,653 **1**
(Surname) (Christian name) (Army serial number) *White *Colored

Residence: 39 E Front St New Bern Craven NORTH CAROLINA
(Street and house number) (Town or city) (County) (State)

*Enlisted in R. A. N. G. E. R. C. *Inducted at New Bern NC **Entry Date** May 25, 1918

Place of birth: Plungairne Russia Age or date of birth: Oct 21/1890

Organizations served in, with dates of assignments and transfers:
31 Co 8 Bn 156 Dep Brig to June 18/18; Co F 322 Inf to disch

Grades, with date of appointment:
Pvt

Engagements:

Wounds or other injuries received in action: None.

Served overseas from July 31/18 to June 18/19 from _____ to _____

Honorably discharged on demobilization June 25, 1919 **Character & Date of Discharge**

In view of occupation he was, on date of discharge, reported 0 per cent disabled.

Remarks:

Name Abbott Bennett P. **White** **2 1/2**
(Surname) (Christian name) (Race: White or colored)

Residence: R F D #2 Henderson NORTH CAROLINA
(Street and house number) (Town or city) (County) (State)

*Enlisted in R A Ft Slocum N Y **Entry Date** July 25/17

†Born in Henderson NC 21-2/12 yrs

Organizations:
Co F 53 Inf to disch

Grades:
Pvt

Engagements:

Wounds or other injuries received in action: None.

†Served overseas: None

§Hon. disch. Nov 25/17 on S C D **Character & Date of Discharge**

Was reported 25 per cent disabled on date of discharge, in view of occupation.

Remarks:

Form No. 734-2 1/2 A. G. O. *Insert "R. A.", "N. G.", "E. R. C.", "N. A.", as case may be, followed by place and date of enlistment. †Give place of birth and date of birth, or age at enlistment. ‡Give dates of departures from and arrival in the United States. §Give date and cause.

Name Abbott George W **Service Number** 4,487,848 **1**
(Surname) (Christian name) (Army serial number) *White *Colored

Residence: RFD 1 South Mills Camden NORTH CAROLINA
(Street and house number) (Town or city) (County) (State)

*Enlisted in R. A. N. G. E. R. C. *Inducted at LB Camden NC **Entry Date** Sept 5, 1918

Place of birth: South Mills NC Age or date of birth: Apr 15/1897

Organizations served in, with dates of assignments and transfers:
Co A 2 Provisional Regt 156 Dep Brig to Sept 11/18; Btry E
7 E A Repl Draft Camp Jackson S C to Oct 31/18; 18 Btry***

Grades, with date of appointment:
Pvt

Engagements:

Wounds or other injuries received in action: None.

Served overseas from None to _____, from _____ to _____

Honorably discharged on demobilization Dec 23, 1918 **Character & Date of Discharge**

In view of occupation he was, on date of discharge, reported 0 per cent disabled.

Remarks:

Name Abbott, Merlin C.		Service Number 1,109,734		2 1/2
(Surname) (Christian name)		(Army serial number)		(Race: White or colored)
Residence: Winston-Salem		NORTH CAROLINA		
(Street and house number)		(Town or city)	(County)	(State)
* Enlisted in	FA at Columbus Bks Ohio	Dec 30/15	Date of Entry	-
† Born in	Craig Co Va	-	-	-
Organizations: 7D Camp Austin Tex to furlough to reserve.				
Grades: Pvt 1c1 -				
Engagements: -				
Wounds or other injuries received in action: None.				
‡ Served overseas: None				
§ Discharge	Furloughed to Reserve	May 6/19	Date Furloughed	-
Was reported	0	per cent disabled on date of discharge, in view of occupation.		
Remarks:				

Form No. 724-2 1/2 A. G. O. *Insert "R. A.", "N. O.", "E. R. O.", "N. A.", as case may be, followed by place and date of enlistment. † Give place of birth and date of birth, or age at enlistment. ‡ Give dates of departure from and arrival in the United States. § Give date and cause.

Name ABBOTT WILLIAM SMITH		Service Number 144-83-77	
Enrolled at NAVY RECRUITING STATION RALEIGH NORTH CAROLINA			
Age at Entrance	19-YRS 10 MOS	Rate	APPRENTICE SEAMAN 9-3-18
Home Address	CARE GENERAL DELIVERY	Town	RALEIGH
	WAKE	State	NORTH CAROLINA
Served at	WAKE	From	To
Served as			
No. Days			
NEVER CALLED TO ACTIVE DUTY			
Remarks:			
Date of Discharge 6-4-20		APPRENTICE SEAMAN	
Place	WAKE	Rating at Discharge	EIGHTHNAVAL DISTRICT

Nurse Pay Cards: These records contain pay information for nurses from 1917-1921.

Name								
Arrested, Serime, A. N. C.								
PERIOD PAID FOR	PAY	QRS.	COM. HEAT AND LIGHT	MILEAGE	DATE OF PAYMENT	QUARTERMASTER	No. OF VOUCHER	
Period of Pay								
June 1919	70 00				July 1919	W. O. Whipple	1045	
July "	32 40	7-14-31 13 60	7-14-31 5 13		Aug 1919	" "	278	
Aug "	32 40	8-22-31 7 20	8-22-31 2 51		Sept "	" "	108	
Sept 1-13	2 40	76	08		Sept 3-1919	" "	345	
Dec 1-25	50 00				12-30-19	S. Alexander	1179	

WWI Officer Card File: These cards contain rank, unit, and date commission was awarded and accepted for WWI officers. They do not contain character of discharge.

Aamoth, Walter Ignatius Name

Training Camp--Camp Pike, Arkansas.

Second Lieut. of Inf., U.S. Army. 26 Aug. '18
 Accepted 26 Aug. '18

↑
Date of Commission

Aaron, Harry B. Name

603 Monroe St., Bristol, Va.

2nd. Lt. C.A.C. O.R.C.	15 Aug. 17	Date Commission Awarded
Acc.	15 Aug.	Date Commission Accepted
*2nd. Lt. C.A.C. (Prov.)	26 Oct.	
Acc.		
1st. Lt. C.A.S. (Temp.)	5 Mar. 1918	Promotion Award Date
Acc.	13 May	Promotion Acceptance Date
Resigned as Prov 2nd. Lt. & Temp 1st. Lt. SO/34 6/18WD	9 Oct. 1919	Resignation Date

Patient Rosters: These records list patients at various medical installations from 1940-1948.

#	Time	Date	Name	Rank	Service Depa	
32	0704	12-27	Schmitt, W.	Sgt	US	
33	0850	12-27	Carlton, L.	Sgt	US	
34	0850	12-27	Hansen, W.	Sgt	US	
35	0900	12-27	Colangelo, A.S.	Cpl	US	
36	0900	12-27	Atkins, L.	Sfc	US	
37	0835	12-27	Grove, R.O.	Cpl	US	
38	0900	12-27	Bradley, W.J.	A/2c	US	
39	1020	12-27	King, M.J.	Sgt	US	
40	1020	12-27	Kunigora, H.	Sgt	US	
41	1340	12-27	Travis, W.O.	Cpl	US	
42	1830	12-27	Travis, W. (N)		US	
43	1830	12-27	Tranter, L.V.	Cpl	US	
44	1834	12-27	Dubinsky, M.	Cpl	US	
45	1840	12-27	Snobster, H.R.	Cpl	US	
46	1830	12-27	Rhodes, P.J.	Cpl	US	
47	1842	12-27	Bishop, E.J.	Sfc	US	
48	1830	12-27	Cassel, J.E.	Sgt	US	
49	1935	12-27	Kendric, J.J.	Sfc	US	
50	0832	12-27	Depersis, J.J.	Sfc	US	
					28 December 19...	

STATION HOSPITAL
FORT ORD, CALIFORNIA

A.S.

DISPOSITIONS FOR THE PERIOD ENDING MIDNIGHT MONDAY, SEPT 7, 1942

REG NO.	NAME	RANK	CD	ORGANIZATION	WARD	DIAG
25504	Cariaso, James B	Pvt	D	1st Fil Inf Regt	C-8	Dacr
25726	Winningham, H askel D	Pvt lcl	G	15th Inf Regt	C-15	Spra
26178	Matt, Tony N	Pvt	Det	DEML MP Dec SCU 1962	C-15	Arth
25548	Martin, Thomas L	Sgt	B	415th CAC	C-15	Inj
24706	Wikstrom, Charles M	Pvt lcl	Hq	2nd Bn 7th Inf Regt	E-12	Jaw
26160	Wells, John M	Pvt lcl	Serv	2nd Bn 195th FA Regt	D-14	Gast
26067	Barkie, Edward (N)	Pvt lcl	G	1st Med Regt	D-14	Psyc
26060	Rosson, William B	Capt	Regt	Hq 7th Inf Regt	D-18	Ner
26085	Buhl, Harry F	Pvt	2nd	Ord Co	E-16	Psor
26582	Guglielmi, Frank D	Pvt	I	7th Inf Regt	E-10	Nas
26578	Rasco, George A	Pvt	B	36th Ord Bn	E-10	Nas
26584	McCalin, Paul K	Pvt	Air Det	MP Sec SCU 1962	E-10	Nas
26734	Aswegan, Luke Jr	Pvt	Det	MD (M&DS) 7th Inf Regt	D-14	A
26583	Robinson, Paul (N)	Pvt	F	46th QM Regt	E-8	Nas
24047	Watkins, Seymour E	Pvt	Hq	15th Inf Regt	E-10	Jaw
26291	Condon, James B	Pvt	I	15th Inf Regt	E-12	Jaw
24024	Schrader, Edward H	Pvt lcl	Hq	41st FA Bn	E-12	Jaw
23659	Lusk, John S	Pvt	H	15th Inf Regt	E-10	Jaw
23821	Lopes, Albert V	Sgt	I	15th Inf Regt	E-4	Jaw
26082	Venskus, Leo L	Pvt	A	59th Sig Bn	D-12	Gas
26436	Ghiorso, Lloyd J	Pvt	A-T	30th Inf Regt	D-12	No
23553	Huntington, Howard S	Pvt	G	10th Engrs Bn	E-4	Jaw
24717	Gladding, Arthur J	Pvt	L	15th Inf Regt	E-10	Jaw
23572	Griffin, Cleo (N)	Pvt	K	15th Inf Regt	E-4	Jaw
26513	Lothridge, Bennie F	Pvt lcl	F	30th Inf Regt	E-8	Ton
26359	Chatman, Robert B	Pvt		721st Med San Co	E-8	Nas
26149	Vining, Herbert H	Pvt		Cas Vll Army Corps Repl Depot	D-12	A
26186	Thomas, William H	Pvt		891st Eng Co TF 3529	E-18	No
26499*	Granciano, Gilbert (N)	Pvt lcl	C	799th MP Bn	E-20	Nas
24223	Kirschenbaum, Hyman (N)	Pvt lcl	C	801st MP Bn	D-17	Cel
25753	Nash, Alex (N)	T/5th		Serv Att to Rear Det 107th Cav Regt	E-9	Nau
24478	Pretty, Bird Luther (N)	Corp	Hq	1st Bn 15th Inf Regt	E-9	Jaw
26265	Laws, Billy C	Pvt	I	15th Inf Regt	E-12	Jaw
26152	O'Neill, William A	Sgt	I	15th Inf Regt	E-12	Jaw
26626	Deere, Louis F	Pvt	Hq	10th FA Bn	C-19	Con
EMERGENCY DISCHARGE SEPTEMBER 7, 1942						
26172	Johanson, Paul G	Sgt	C	10th Engrs Bn	E-16	Der

CONFIDENTIAL

Name & Location of Medical Facility → 245. 67. 1111

(Name & Location of Medical Installation)

From 1951 To 1951 Hr 7 Day 15 Mo 6 Yr.

(Period Covered by Report)

NAME			Serial No.	Grade & Organization	Army (& Air Forces)	Navy (& Air Forces)	Allies	Enemy	Disease	Injury	Wounded	Gases	12 F-K H E A CWO	13 Shirley Hill Assistant Adjutant General	14 Killed In Action	15 No. of Purple Hearts	16 No. of Oak Leaf Clusters	17 Other	
(Last)	(First)	(MI)	Service Number	Rank & Organization															
ANDREWS	EDWARD		19019534	PLG HAINA	✓				✓										
BARNETT	DAVID		1-1246237	LT Co. 1	✓				✓										
BRITT	ROBERT		6502148	PLT Co. E	✓				✓										
BURTON	BIRD	✓	34605674	PLT Co. C	✓				✓										
CHAMBERLAIN	B		351633746	PLT Co. H	✓				✓										
DAVIS	ROBERT		5-236117	PLT Co. G	✓				✓										
KELLY	FRANK		1-111111	PLT Co. F	✓				✓										
OLSON	ALBERT		69711541	PLT Co. D	✓				✓										

CLASSIFICATION - **CONFIDENTIAL**

To: **RESTRICTED**

By Authority of **CG, ETC**

By **T. K. Heath**

MAJ I. C. BUSH, DPH

Name	Rank	Service Department	Date	Complaint	Treatment
Bern, Ross C.	A/2	AF	6-10-58	Cold, Sore throat	Meethiolate - Bandage
Edwards, Edwin	A/2	AF		Sore throat + headache	Pain 300,000 - Sterg 5gm
Dexter, C.H.	A/2	AF		Head Cold	Redressed
Holcomb, Jack	SPL	Army		Sore Leg & Ankle	P.B.Z
Hudgins, Wm.	A/2	AF		Motion Sickness	APC + advised
Goodell, Thomas	A/3	AF			Phenacet
Kennedy, E. Egan	ESR				
Ladd, Bernard	MSgt	Army			APC + Mouth Spray
Lustens, James	A/3	AF			AA gargle - ASA
Rowe, Roy	FUT	Army			APC + P.B.Z
Mullett, Ernest	A/3	AF			Throat Spray + B.M.
Munday, Wm.	A/2	AF			AA gargle
Morris, Ernest	A/1	AF			P.B.Z - ASA
Merrill, James	Sgt	AF			Amphizel, Sod Bic
Fennington, E.	A/3	AF			D.K.T. Powder
Solomon					NO Salicylate

Reports of Sick & Wounded: These records show the names of all personnel treated at a medical facility. Diagnosis and dates of treatment are rarely shown.

3046 E. S. & corrected
 FEB 11 1918
REPORT SHEET - REPORT OF SICK AND WOUNDED AT

Location: Aberdeen Proving Grounds, Aberdeen, Md.
(Here state the name of the hospital, infirmary or Medical Department organization, and give its location on the last day covered by the report.)

Period covered by report: MONTH OF January, 1918
(Give beginning and end of period, if less than a month.)

COMMAND:
(Here specify the command and the companies and detachments composing it on the last day covered by the report, together with the brigade, tactical division and field army, or territorial department, of which it forms a part.)

Aberdeen Proving Grounds, Md.
 Detachment Med. Dept. - Reg. Army Co. A - Det. Ordnance Corps
 Detachment Q.M. Corps - Reg. & Nat. Army Co. E - Det. Ordnance Corps
 Detachment Signal Corps - Regular Army Co. G - Det. Ordnance Corps

(State important variations from the general composition of the command, as the arrival or departure of companies, giving the dates thereof respectively, and the names of accompanying medical officers. Reports relating to commands in the field should show the location of the principal camps occupied during the month, with the dates of arrival at and departure from each. When a hospital is opened or closed, or a Medical Department organization discontinued, during the period of the report, the fact and date thereof should be recorded and the orders directing it be cited.)

Small detachment Ordnance Corps recruits have arrived at various times during month.

No other important changes.

A. S. Proving Grounds, Aberdeen, Md. THIS FOLD OUTSIDE.

Mean strength of command, for 71 days.

Officers: Reg., Res., and N.A. 74.51

Enlisted men: American troops { White 457.21, Colored } Total 543.82

Enlisted men: Filipino

Enlisted men: Porto Rican

Indian Scouts

NUMERICAL REPORT FOR THE MONTH

	Re-main-ing from last month	ADMISSIONS:			Total to be account-ed for.	COMPLETED CASES.								REMAINING.		AGGREGATE NO. OF DAYS LOST FROM SICKNESS.	
		From com-mand	From Other sources			Re-turned to duty.	Died.	Dis-charged for dis-a-bility.	Dis-sected.	Dis-charged by ex-pira-tion of term.	Trans-ferred to insane asy-lum.	Trans-ferred to other hos-pital.	Other-wise dis-posed of.	Hos.	Qrs.	In hos-pital.	In quar-ters.
Officers and soldiers on the active lists of the Army	26	146	-	-	172	130	1	-	-	-	-	7	-	25	6	722	317
Retired officers and soldiers under assignment to active duty	None	None	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All others*	2	-	-	-	2	-	-	-	-	-	-	-	-	2	-	6	Not used.

* Cases, including deaths, which are carded for record only, among those who are not currently on the register of patients, will be included above the line in the proper space under completed cases.
 * "All others," which comprises those on the status of civilians (see Instruction 3 on reverse) will be reported in this summary only when they receive hospital treatment or die.

I CERTIFY that this sheet and the accompanying list and cards are a true and correct exhibit of the sick and wounded of the command specified above for the period indicated. Cards of 600 hundred thirty-eight completed cases accompany this sheet.

General R. ...

1st Lt. ... U. S. Army, Surgeon

x 2, 2/5/18

Form 63
MEDICAL DEPARTMENT, U. S. ARMY
(Revised July 23, 1918)

INSTRUCTIONS.

RETURN OF THE NURSE CORPS

1. The return will give, in two groups, the nurses who have been on duty with attached to the organization during the month of it. In the first group, under the heading "the formation at the end of month" written of the return, will be recorded, in alphabetical order, the names of all nurses on duty with or under assignment at midnight of the last day of the month present or absent. In the second group, under the heading "Losses since the preceding return," will be recorded the names of all nurses who, having been on duty with or under assignment to the formation during any part of the month on or before midnight of the last day thereof, have been removed from such duty or assignment.

2. All changes in the status of the nurses have taken place since the preceding return of the formation, will be recorded in the Remarks.

AT
U.S. Army Post Hospital
Aberdeen Proving Grounds, Md.

FOR THE MONTH ENDING
March 31, 1920.

Enter record marks and numbers below this line.

RETURN OF THE NURSE CORPS

at U.S. Army Post Hospital, Eastern Department, Aberdeen Proving Grounds, Md. Location

Period of Report for the month ending March 31, 1920.

Name	LEAVE WITH PAY.		LEAVE WITHOUT PAY.		LAST PAID TO INCLUDE— (Give date.)	REMARKS. (Transfers, etc. Give dates.)
	From—	To—	From—	To—		
"Belonging to the Formation at the end of the Month".						
1. Hill, Grace E.	Mar. 20/20	Mar. 23/20	None		Mar. 31/20	Leave with pay & allowances 4 days, Mar. 20 to Mar. 23/20 incl., per Authority Commanding Officer this hospital.
2. Black, Dorinda M.	None		None		Mar. 31/20.	
3. Murphy, Estie	None		None		Mar. 31/20.	
4. Truax, Irene G.	None		None		Mar. 31/20.	
5. Reggenkamp, Carolyn	Mar. 29/20	Apr. 7, 20.	None		Mar. 31/20.	Leave with pay & allowances 10 days, Mar. 29 to Apr. 7/20 per authority Commanding Officer this hospital.
Reserve Nurse, Army Nurse Corps.						
1. Peterson, Hannah L.	None		Feb. 15/20	Mar. 8/20	Mar. 31/20.	From absent with leave Dec. 22/19 to Jan. 15/20 with pay. Sick Leave Jan. 16 to Feb. 14/20 with pay, Feb. 15 to Mar. 8/20 without pay, to duty Mar. 8/20 per authority Commanding Officer this hospital.
Losses during the month since the preceding Return.						
1. Dibb, Grace	None		None		Feb. 29/20	
2. Wolfe, Catharine	None		None		Feb. 29/20	These nurses left this hospital March 11, 20 to proceed to U.S. Army Base Hospital, Fort Sam Houston, Texas, reporting upon arrival to

...ARRIVED TO the Commanding Officer for duty, per S/O. 56, p.p. 1, dated Hqrs. Aberdeen Proving Grounds Md., Mar. 8/20.

RECEIVED
A. M. C.
APR 2 1920

Date, April, 1, 1920.

Place, Aberdeen Proving Grounds, Md.

A. D. Davis
Major, Medical Corps, U.S. Army.
Commanding. Surgeon. J

Ed. Aug. 18-17-280,000. 3-2484

Sick Reports: These records show whether the individual was treated and returned to duty or hospitalized. They do NOT show a diagnosis.

ORGANIZATION OR DETACHMENT COMMANDER'S REPORT						MEDICAL OFFICER'S REPORT				
Date	Last Name	First Name - Middle Initial	Service Number	Grade	When Taken Sick	In Line of Duty (Yes or No)	In Line of Duty (Yes or No)	IMMEDIATE DISPOSITION	FINAL DISPOSITION	REMARKS
27 SEPT.	WOODHARD, HAROLD, H.		AF 1724 1148	PFC	19 AUG.	NO	NO	B.G.H.	11 Oct 19	DY
	OLIVER, RICHARD, JR.		AF 11155667	P.V.T.	26 AUG.	YES	after	Hosp.	5 Oct 19	DY J.C.
	Blom, DEXTER, E.		AF 16273856	PFC	28 AUG.	YES	YES	B.G.H.	28 Sept 19	DY
	MOORE, ERNEST, W.		AF 6259102	Sgt	27 SEPT.	YES	YES	B.G.H.	12 Oct 19	DY
	MURI, JAMES, M.		AF 13256951	C.P.T.	1 SEPT.	YES	YES	B.G.H.	5 Oct 19	DY J.C.
	DUCHESNE, CURTIS, I.		AF 34070511	Sgt	20 SEPT.	YES	YES	Hosp.	11 Oct 19	DY J.C.
	Stranahan, R. Edman Capt USAF									
28 SEPT.	CUSHMAN, JOHN, W.		AF 14267144	P.F.C.	28 SEPT.	YES	YES	DY		
	BAHAMONDES, JUIS, S.		AF 12309289	P.F.C.	28 SEPT.	YES	YES	DY		
	Stranahan, R. Edman Capt USAF									
30 SEPT.	BAHAMONDES, JUIS, S.		AF 12309289	P.F.C.	30 SEPT.	YES	YES	DY		
	CHAYTON, HOWARD, R.		AF 44158246	Sgt	30 SEPT.	YES	YES	DY		
	Stranahan, R. Edman Capt USAF									
2 OCT.	BARTIST, ANTHONY, P.		AF 6364955	F. Sgt	2 OCT.	YES	YES	DY		

How to request: Request through CMRS.

Samples of documents returned to technician:

Primary Sources

The screenshot displays the CMRS - SmartScript application window. The title bar reads "CMRS - SmartScript" and the menu bar includes "File", "Edit", "View", "Screens", "Go", "Query", "Reports", and "Help". The toolbar contains various icons for navigation and actions. The main window area is titled "ORS" and contains a form with the following elements:

- Search criteria: "Vet name, service number (optional), DOB" and "Vet name, service number, SSN, last year flown".
- Section title: "Do you want the OR Section to verify information about the veteran's:"
- Question 1: "- Entry into service?" with a dropdown menu set to "No".
- Question 2: "- Active duty or active duty for training dates?" with a dropdown menu set to "No".
- Question 3: "- Release/discharge from service?" with a dropdown menu set to "No".
- Question 4: "- Change in rank/grade?" with a dropdown menu set to "No".
- Question 5: "- Lost time?" with a dropdown menu set to "No".
- Question 6: "- Service outside the United States?" with a dropdown menu set to "No".
- Question 7: "- Injury, illness, and/or medical treatment?" with a dropdown menu set to "No".
- Buttons: "Finish" and "Cancel" at the bottom right.

The taskbar at the bottom shows the Start button, several open applications (Siebel Intellig..., Novell-deliver..., 2 Novell Gro..., CMRS - Sma..., S:\RMC Procu..., Microsoft Exc...), and the system clock showing 9:55 AM.

[ÿ Index Chart](#)
[ÿ Air Force Medals Sidebar](#)

[ÿ Air Medal](#)
[ÿ American Campaign Medal](#)
[ÿ American Defense Service Medal](#)
[ÿ Antarctica Service Medal](#)
[ÿ Armed Forces Expeditionary Medal](#)
[ÿ Armed Forces Reserve Medal](#)
[ÿ Army Aviator Badge](#)
[ÿ Army Commendation Medal](#)
[ÿ Army of Occupation of Germany WWI](#)
[ÿ Army of Occupation Medal WWII](#)
[ÿ Asiatic Pacific Campaign Medal](#)
[ÿ Aviation \(Aircraft Crewmember\) Badge](#)

[ÿ Belgian Fourragère](#)
[ÿ Bronze Star Medal](#)

[ÿ Combat Infantryman Badge](#)
[ÿ Combat Medical Badge](#)

[ÿ Commendation Ribbon w/Metal Pendant](#)
[ÿ Distinguished Flying Cross](#)
[ÿ Distinguished Service Cross](#)
[ÿ Distinguished Service Medal](#)
[ÿ Distinguished Unit Citation](#)
[ÿ Diver Badges](#)
[ÿ Drill Sergeant Identification Badge](#)
[ÿ Driver and Mechanic Badge](#)

[ÿ European African Middle Eastern Campaign Medal](#)
[ÿ Expert Infantryman Badge](#)
[ÿ Explosive Ordnance Disposal Badges](#)

United Nations Medal



The United Nations Medal is awarded to personnel who have been in the service of the United Nations for a period of not less than 6 months, with one of the following:

1. United Nations Observation Group in Lebanon (UNOGIL).
2. United Nations Truce Supervision Organization in Palestine (UNTSO).
3. United Nations Military Observer Group in India and Pakistan (UNMOGIP).
4. United Nations Security Forces, Hollandia (UNSFH).

The United Nations Medal was established 30 July 1959.

Authorized Device/Appurtenance: None

Dates Authorized: After July 30, 1959

Type of award: International Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-10](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

United Nations Service Medal

- ÿ [Air Medal](#)
- ÿ [American Campaign Medal](#)
- ÿ [American Defense Service Medal](#)
- ÿ [Antarctica Service Medal](#)
- ÿ [Armed Forces Expeditionary Medal](#)
- ÿ [Armed Forces Reserve Medal](#)
- ÿ [Army Aviator Badge](#)
- ÿ [Army Commendation Medal](#)
- ÿ [Army of Occupation of Germany WWI](#)
- ÿ [Army of Occupation Medal WWII](#)
- ÿ [Asiatic Pacific Campaign Medal](#)
- ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
- ÿ [Belgian Fourragère](#)
- ÿ [Bronze Star Medal](#)
- ÿ [Combat Infantryman Badge](#)
- ÿ [Combat Medical Badge](#)
- ÿ [Commendation Ribbon w/Metal Pendant](#)
- ÿ [Distinguished Flying Cross](#)
- ÿ [Distinguished Service Cross](#)
- ÿ [Distinguished Service Medal](#)
- ÿ [Distinguished Unit Citation](#)
- ÿ [Diver Badges](#)
- ÿ [Drill Sergeant Identification Badge](#)
- ÿ [Driver and Mechanic Badge](#)
- ÿ [European African Middle Eastern Campaign Medal](#)
- ÿ [Expert Infantryman Badge](#)
- ÿ [Explosive Ordnance Disposal Badges](#)



The United Nations Service Medal is awarded for service **between 27 June 1950 and 27 July 1954**, within the territorial limits of Korea or the waters immediately adjacent thereto or in the air over Korea or over such waters. Personnel awarded the Korean Service Medal automatically establish eligibility for the United Nations Service Medal.

The United Nations Service Medal was established:
12 December 1950

Authorized Device/Appurtenance: None

Dates Authorized: Korea

Type of award: International Award

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 9-5](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
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- ÿ [Meritorious Unit Commendation](#)
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- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
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- ÿ [Silver Star](#)
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ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

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ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

CONGRESSIONAL GOLD MEDAL

Last Update 1/3/2017

The Congressional Gold Medal is not a military award. It is a civilian award given by the United States Congress to individuals or groups as its highest expression of national appreciation for distinguished achievements and contributions. As a civilian award, it is not issued by the service departments or verified by NPRC.

A list of Congressional Gold Medal recipients can be found at: <http://history.house.gov/Institution/Gold-Medal/Gold-Medal-Recipients/>

Requests from members of the 65th Infantry Regiment (Borinqueneers)

Copy and paste the following paragraph into your response letter:

In 2014, the 65th Infantry Regiment, known as the Borinqueneers, was awarded the Congressional Gold Medal. Only one medal was created to be exhibited in the Smithsonian Museum in Washington, D.C. Individual members of the 65th Infantry Regiment will not be issued a medal, but may purchase bronze replicas through the US Mint website at:

<http://catalog.usmint.gov/65th-infantry-regiment-borinqueneers-bronze-medal-3-inch-15ML.html?cgid=null&q=borinqueneers&navid=search#q=borinqueneers&start=1>

You may also order by phone at 1-800-USA-MINT (872-6468), or by mail at

United States Mint
PO Box 71191
Philadelphia, PA 19176-6191

Other requesters

Copy and paste the following paragraph into your response letter:

The Congressional Gold Medal is a civilian award which is not issued by the military service departments or by NPRC. You can, however, purchase a replica medal. Please review the catalog of the United States Mint, available at <https://catalog.usmint.gov/>

You may also order by phone at 1-800-USA-MINT (872-6468), or by mail at

United States Mint
PO Box 71191
Philadelphia, PA 19176-6191

Cancellation of CMRS Requests

There are circumstances in which it is appropriate to cancel a service request in CMRS. CMRS automatically cancels some requests; core/branch managers and mailroom supervisors have CMRS privileges to cancel Pre-Processing, In CORE, and Waiting Signature requests. The military service departments are NOT billed for Cancelled requests.

Use the following guidelines in deciding when to cancel a request:

Web request	Request remains in Waiting Signature status over 60 days	CMRS cancels the request automatically, enters a note, and sends a system-generated e-mail notification to the requester.
	Request in Waiting Signature status (less than 60 days) but is preventing record on a duplicate from being wanded Out of Core	Coach/Manager: <ul style="list-style-type: none"> • Cancels request in Waiting Signature status after verifying that the associated requests are true duplicates • Dispatches record (on case that has been worked) to core support staff for wanding
Mailroom receives notice that records are no longer needed	Request is in the backlog and not assigned to a core technician	Mailroom supervisor: <ul style="list-style-type: none"> • Scans/attaches cancellation notice into existing CMRS request • Marks request status as Cancelled
	Request is assigned to a core technician	Mailroom supervisor: <ul style="list-style-type: none"> • Scans/attaches cancellation notice into existing CMRS request • Enters note in CMRS to alert technician of new attachment • Does NOT change request status <p>Technician may file request without action if response has not been prepared/dispatched.</p>
Other	'Dummy' request set up to trap future duplicates from chronic writers	Chief, Management Systems Staff, cancels 'dummy' request when no longer needed

	Non-request material incorrectly entered in CMRS as a request (Ex. interfiles, billing notices, thank you letters, invoices, etc.)	Data entry clerk or technician notifies supervisor
	User inadvertently copies a request, enters the same request twice, or creates a complaint or follow-up but a pending request already exists	Mailroom supervisor or core/branch manager: <ul style="list-style-type: none">• Enters note in CMRS explaining reason for cancellation• Marks request status as Cancelled

NOTE: CMRS contains a 'Canceled flag' field in which a checkmark may be applied. This is an internal system processing flag and does not 'cancel' the request out of our backlog. To avoid confusion, you may hide this field using the Columns Displayed function in My Service Requests-CORE view. Change the **Request Status** field to 'Cancelled' to cancel a request correctly.

RESET EXPIRED PASSWORD

1. Type in your PERnet ID and press the TAB key

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE          RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnnnnnnn          eeeeeee          ttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnn  nnn          eee  eee          ttt
PPP      EEE          RRR RRR          nnn  nnn          eeeeeee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          ee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          eeeeeee          ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
*   USER-ID:      alcla2d_   PASSWORD:          10:48:40   *
*   NEW PASSWORD:          08/26/16   *
*   ACCOUNT:          ALTC0032   *
*   TRANSFER:          3278-2A   *
*                               SMRTAL9A   *
***** REL 5.3/00 *****
```

2. The cursor will move over to the password field, type in your current password

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE          RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnnnnnnn          eeeeeee          ttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnn  nnn          eee  eee          ttt
PPP      EEE          RRR RRR          nnn  nnn          eeeeeee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          ee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          eeeeeee          ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
*   USER-ID:      alcla2d   PASSWORD:          -          10:48:40   *
*   NEW PASSWORD:          08/26/16   *
*   ACCOUNT:          ALTC0032   *
*   TRANSFER:          3278-2A   *
*                               SMRTAL9A   *
***** REL 5.3/00 *****
```

3. The cursor will move down to the next line, once you have typed in the 8th character of your password

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE          RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnnnnnnn          eeeeeee          ttt
PPPPPPPP EEEEEEE          RRRRRRRR          nnn  nnn          eee  eee          ttt
PPP      EEE          RRR RRR          nnn  nnn          eeeeeee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          ee          ttt
PPP      EEEEEEEEE RRR  RRR          nnn  nnn          eeeeeee          ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
*   USER-ID:      alcla2d   PASSWORD:          10:48:40   *
*   NEW PASSWORD:          08/26/16   *
*   ACCOUNT:          ALTC0032   *
*   TRANSFER:          3278-2A   *
*                               SMRTAL9A   *
***** REL 5.3/00 *****
```

4. Press the ENTER key, you will see the note at the bottom of the page, stating your password is expired


```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR
PPP PPP EEE RRR RRR tttttttttt
PPPPPPPP EEEEEEE RRRRRRRR nnnnnnnn eeeeeee ttt
PPPPPPPP EEEEEEE RRRRRRRR nnn nnn eee ee ttt
PPP EEE RRR RRR nnn nnn eeeeeee ttt
PPP EEEEEEEEE RRR RRR nnn nnn eee ttt
PPP EEEEEEEEE RRR RRR nnn nnn eeeeeee ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
* USER-ID: ALCLA2D PASSWORD: 10:53:59 *
* NEW PASSWORD: - 08/26/16 *
* ACCOUNT: ALTC0032 *
* TRANSFER: 3278-2A *
* SMRTAL9A *
***** REL 5.3/00 *****

PLEASE RE-ENTER YOUR NEW PASSWORD FOR VERIFICATION
```

7. Password change successful, you will see the PASSWORD SUCCESSFULLY ALTERED screen.

```
MSGID: TEN0025

*****
ACF01129 PASSWORD SUCCESSFULLY ALTERED

*****

TO PROCEED, HIT ENTER

==> _
```

Update CRG Entry

ARMY PERNET:

Add link to menu (see below): EXPIRED PERNET PASSWORD

Background: The Army Human Resources Command Personnel Network (PerNet) Reserve Personnel Command (AR-PERSCOM) in Fort Knox, Kentucky. NPRC use

- [NEW ACCOUNT REQUEST](#)
- [PERNET PASSWORD RESET](#)
- [ACCESSING THE HRC PERSONNEL NETWORK](#)
- [HOW TO RETRIEVE RETIREMENT POINTS](#)
- [HOW TO ACCESS PERSONNEL RECORD LOCATIONS](#)

Link should retrieve following instructions:

RESET EXPIRED PASSWORD

1. Type in your PERnet ID and press the TAB key

```
PPPPPPPP  EEEEEEEEE  RRRRRRRRR
PPPPPPPP  EEEEEEEEE  RRRRRRRRR
PPP  PPP  EEE  RRR  RRR
PPPPPPPP  EEEEEEE  RRRRRRRRR  nnnnnnnn  eeeeeee  tttttttttt
PPPPPPPP  EEEEEEE  RRRRRRRRR  nnn  nnn  ee  ee  ttt
PPP  EEE  RRR  RRR  nnn  nnn  eeeeeee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  ee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  eeeeeee  ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
*  USER-ID:  alcla2d_  PASSWORD:  10:48:40  *
*  NEW PASSWORD:  08/26/16  *
*  ACCOUNT:  ALTC0032  *
*  TRANSFER:  3278-2A  *
*  SMRTAL9A  *
*****  REL 5.3/00  *****
```

2. The cursor will move over to the password field, type in your current password

```
PPPPPPPP  EEEEEEEEE  RRRRRRRRR
PPPPPPPP  EEEEEEEEE  RRRRRRRRR
PPP  PPP  EEE  RRR  RRR
PPPPPPPP  EEEEEEE  RRRRRRRRR  nnnnnnnn  eeeeeee  tttttttttt
PPPPPPPP  EEEEEEE  RRRRRRRRR  nnn  nnn  ee  ee  ttt
PPP  EEE  RRR  RRR  nnn  nnn  eeeeeee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  ee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  eeeeeee  ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
*  USER-ID:  alcla2d  PASSWORD:  10:48:40  *
*  NEW PASSWORD:  08/26/16  *
*  ACCOUNT:  ALTC0032  *
*  TRANSFER:  3278-2A  *
*  SMRTAL9A  *
*****  REL 5.3/00  *****
```

3. The cursor will move down to the next line, once you have typed in the 8th character of your password

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE      RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnnnnnnn      eeeeeee      ttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnn  nnn      eee  eee      ttt
PPP      EEE      RRR RRR      nnn  nnn      eeeeeee      ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eee         ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eeeeeee      ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
* USER-ID:      alcla2d      PASSWORD:          10:48:40      *
* NEW PASSWORD: -          08/26/16      *
* ACCOUNT:      ALTC0032      *
* TRANSFER:     3278-2A      *
* SMRTAL9A      *
***** REL 5.3/00 *****
```

4. Press the ENTER key, you will see the note at the bottom of the page, stating your password is expired

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE      RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnnnnnnn      eeeeeee      ttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnn  nnn      eee  eee      ttt
PPP      EEE      RRR RRR      nnn  nnn      eeeeeee      ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eee         ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eeeeeee      ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
* USER-ID:      ALCLA2D      PASSWORD:          10:52:47      *
* NEW PASSWORD: -          08/26/16      *
* ACCOUNT:      ALTC0032      *
* TRANSFER:     3278-2A      *
* SMRTAL9A      *
***** REL 5.3/00 *****

ACF01017 PASSWORD FOR LOGONID ALCLA2D HAS EXPIRED
```

5. Where the cursor is, type in a new password following the parameters: Exactly 8 characters, 2 upper case, 2 lower case, 2 numbers and 2 special characters (the characters above the 1 through 5 keys)

```
PPPPPPPP EEEEEEEEE RRRRRRRR
PPPPPPPP EEEEEEEEE RRRRRRRR          ttt
PPP  PPP  EEE      RRR  RRR          tttttttttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnnnnnnn      eeeeeee      ttt
PPPPPPPP EEEEEEE  RRRRRRRR      nnn  nnn      eee  eee      ttt
PPP      EEE      RRR RRR      nnn  nnn      eeeeeee      ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eee         ttt
PPP      EEEEEEEEE RRR  RRR      nnn  nnn      eeeeeee      ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
* USER-ID:      ALCLA2D      PASSWORD:          10:52:47      *
* NEW PASSWORD: -          08/26/16      *
* ACCOUNT:      ALTC0032      *
* TRANSFER:     3278-2A      *
* SMRTAL9A      *
***** REL 5.3/00 *****

ACF01017 PASSWORD FOR LOGONID ALCLA2D HAS EXPIRED
```

6. Press the ENTER key, and you should see the statement Please RE-ENTER YOUR NEW PASSWORD at the bottom of the screen. Retype your new password, press the Enter key.

```
PPPPPPPP  EEEEEEEEE  RRRRRRRR
PPPPPPPP  EEEEEEEEE  RRRRRRRR
PPP  PPP  EEE  RRR  RRR  ttt
PPPPPPPP  EEEEEEE  RRRRRRRR  nnnnnnn  eeeeeee  ttttttttt
PPPPPPPP  EEEEEEE  RRRRRRRR  nnn  nnn  eee  eee  ttt
PPP  EEE  RRR  RRR  nnn  nnn  eeeeeee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  ee  ttt
PPP  EEEEEEEEE  RRR  RRR  nnn  nnn  eeeeeee  ttt

/K or LOGOFF to EXIT

This network of computers is protected by a security system.
Criminal law prohibits unauthorized use. Violators will be prosecuted.
*****
* USER-ID: ALCLA2D PASSWORD: 10:53:59 *
* NEW PASSWORD: - 08/26/16 *
* ACCOUNT: ALTC0032 *
* TRANSFER: 3278-2A *
* SMRTAL9A *
***** REL 5.3/00 *****

PLEASE RE-ENTER YOUR NEW PASSWORD FOR VERIFICATION
```

7. Password change successful, you will see the PASSWORD SUCCESSFULLY ALTERED screen.

```
MSGID: TEN0025

*****

ACF01129 PASSWORD SUCCESSFULLY ALTERED

*****

TO PROCEED, HIT ENTER

===> _
```

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.114
May 17, 1991

SUBJECT: Use of facsimile machines at NPRC

1. **Purpose.** This memorandum issues instructions for the use of facsimile (FAX) machines at NPRC.
2. **Background.** During fiscal year 1990, NPRC participated in an Agency-wide survey of non-Federal agency requests for records information via FAX transmissions. The intent of the survey was: to determine if NARA should receive and transmit documents via FAX as a public service; and assess the costs involved in providing this service. NC91-115, dated March 26, 1991, sets forth the Agency's policy on the use of FAX machines in Federal Records Centers.
3. **Applicability.** The provisions of this memorandum are applicable to personnel involved in preparing NARA administrative documents; e.g., budget reports, narrative reports, and responses to NARA memoranda; and employees involved in courtesy storage and reference service activities.
4. **Instructions.** The instructions for using facsimile machines at NPRC are found in the attachment. [Appendix A](#) provides instructions for the verification of service for homeless veterans.
5. **Forms.** This memo makes use of the following forms:

Standard Form 180, Request Pertaining to Military Records

DAVID L. PETREE
Director

USE OF FACSIMILE MACHINES AT NPRC

1. **General.** A facsimile (FAX) machine is an electronic method of transmitting images or printed matter. NPRC has several of these machines located in specified areas. At MPR the FAX machines are located in the Office of the Assistant Director (Office Automation) and Records Reconstruction Branch, Headquarters. At CPR the FAX machine is located near the Office of the Assistant Director. The use of facsimile (FAX) machines at NPRC is authorized **ONLY under specific circumstances as described below.**
2. **Administrative.** The transmission of NARA administrative documents such as budget reports, narrative reports, and responses to NARA memoranda as required to meet deadlines is authorized. This includes Management Systems Staffs' requests for background information needed to prepare reports or responses. A follow-up of signed original documents is not required unless requested. However, annotate on the original document(s) that a FAX of the material was sent.
3. **Congressional requests.** Any activity involving courtesy storage of records of Members of Congress is authorized.

4. **Records reconstruction activities.** The transmission of requests from NPRC (MPR) to NPRC (CPR) or other Federal Records Centers for information used to reconstruct military personnel records is authorized. The responses to these requests via FAX are also authorized; however, the transmissions shall be limited to a ten page maximum per request from records centers to NPRC (MPR).
5. **Homeless veterans (MPR only).** Requests from community service providers assisting homeless veterans shall be received at MPR via FAX transmissions. MPR shall transmit the requested documents also via FAX. [See app. A](#) for additional instructions on processing these requests.
6. **Federal agencies.**
 - a. **Requests.** The Center Director is delegated authority to approve working agreements with Federal agencies to ACCEPT requests via FAX. Branch chiefs should submit recommendations for such action through assistant directors. The recommendation shall include a brief justification for the proposed action; e.g., to expedite a specific type of request.
 - b. **Responses.** Although certain types of requests from federal agencies may be approved for receipt via FAX, **the responses to such requests are NOT AUTHORIZED for FAX transmission.**
7. **Public.** Use of the FAX machines is NOT AUTHORIZED for routine cases from the public. However, the Center Director, assistant directors, branch chiefs, and Chief, Management Systems Staff, may authorize use of the FAX machine on a case-by-case basis when time-sensitive situations occur. Delegation of authority below the branch level is not authorized.
8. **Responsibilities.**
 - a. **Operation and maintenance.** Personnel assigned to the offices listed in [par. 1](#), above, are primarily responsible for the operation and maintenance of the equipment.
 - b. **Monitoring activities.** These personnel are responsible for maintaining a log of activities in each of the areas described in [pars. 2 thru 7](#).

NOTE: This is especially important with approved Federal agency activity ([see subpar. 6a](#)) to ensure that the volume of transmissions from agencies does not adversely affect other uses of the facsimile equipment. In addition to maintaining the Activity Report generated by the FAX machine (see [fig. 1](#)), the following procedures shall be established at each FAX machine site.

(1) **Transmission sent.** For each transmission sent the operator shall complete a Facsimile Cover Page as shown in [fig. 2](#). After transmission is sent, annotate the log as shown in [fig. 3](#).

(2) **Transmission received.** For each transmission received the operator shall annotate the log as shown in [fig. 3](#). The type and source of the FAX should be available from the cover page or the documents transmitted.

Figure 3: **Sample of log for incoming/outgoing FAX transmissions**

1. Requesting agency/community service provider. The requesting agency should prepare a cover sheet addressed to NPRC containing the agency name, contact individual, mailing address, commercial and FAX phone numbers. The agency should also have the veteran prepare and sign a [Standard Form 180, Request Pertaining to Military Records](#), requesting an UNDELETED copy of the veteran's separation document(s).

NOTE: The cover sheet and/or the SF 180 must clearly identify the request as pertaining to a homeless veteran. The cover sheet and SF 180 will be transmitted to NRPM-M using the following fax phone number: (314) 801-9201.

2. **Receipt of transmission.** Upon receipt in NCPMR, the SF 180 shall be forwarded to the appropriate branch for priority processing.

NOTE: Completion of the response is expected within two weeks.

- a. **Preparation of FAX response.** When the reply is complete, the branch headquarters shall:

- (1) Prepare a Facsimile Cover Page (see [fig. 2](#));

- (2) Photocopy the requesting cover sheet and place the original in the military record with the SF 180;

- (3) Photocopy the NA reply form and the appropriate military documentation.

- b. **Transmission of response.** The branch headquarters shall forward the Facsimile Cover Page, the copy of the requesting cover sheet, and the NA reply form with attachments to NCPMR headquarters for transmission.

NOTE: Documents shall be left unstapled until after transmission by NCPMR. NCPMR will retain these copies as a record of the transmission.

- c. **Written response.** The branch headquarters will ensure that the ORIGINAL NA reply form and the appropriate documentation are mailed to the requester according to current procedures; e.g., use of Agency seal on separation documents.

3. **Requests received in mailroom.** Periodically, homeless veteran requests are received in the mailroom. Any request pertaining to a homeless veteran identified by NCPMO-I personnel shall be forwarded to NCPMR for further processing. NCPMR shall take the necessary action to route the case to the appropriate branch headquarters. The procedures as outlined in [par. 2](#), above, should then be followed.

4. **Requests identified in correspondence sections.** If personnel in the correspondence sections identify a case as a homeless veteran request, follow the procedures outlined below:

- a. **Written response.** Complete the case and dispatch copies using routine procedures. Route the record to branch headquarters indicating the case as a "homeless veteran request."

- b. **Preparation of FAX response.** The branch headquarters shall:

- (1) Prepare a Facsimile Cover Page (see [fig. 2](#));

- (2) Photocopy the cover sheet and place the copy in the military record with the SF 180;

(3) Photocopy the NA reply form and the appropriate military documentation.

- c. ***Transmission of response.*** The branch headquarters shall forward the Facsimile Cover Page and the photocopies of the NA reply form with attachments to NCPMR headquarters for transmission. NCPMR will retain these copies as a record of the transmission.
-

Using BIRLS to verify service

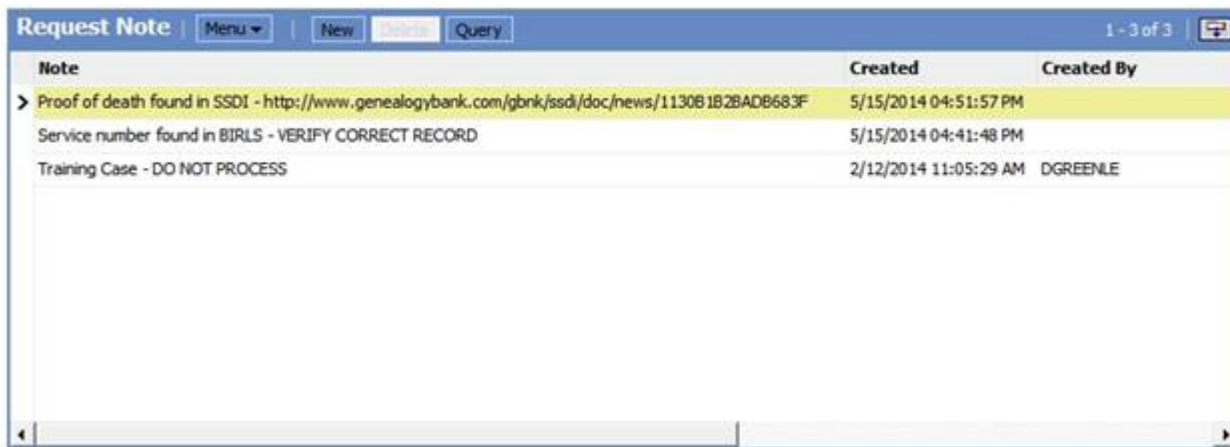
The instructions for using BIRLS data to verify service are under review. Until new guidance is posted, certification/verification of military service may not be based solely on information contained in BIRLS. You must obtain other official alternate records to validate the BIRLS information.

Using CMRS Notes

Technicians will utilize CMRS Notes to document case processing activities that are not otherwise documented within CMRS. Additionally, notes will be used to document the reasons for a referral or loan and transfer when the reason may be confusing to the referral agency.

Notes will be professionally written and understandable to personnel from other agencies who may receive them as part of a referral package.

To add a note, just click the “New” button and type your note in the text field that appears. Click off of the note to save it.



The screenshot shows a web application window titled "Request Note". It has a menu bar with "Menu", "New", and "Query" buttons. The main content area displays a table with three columns: "Note", "Created", and "Created By". The table contains three rows of data:

Note	Created	Created By
> Proof of death found in SSDI - http://www.genealogybank.com/gbnk/ssdi/doc/news/113081B2BADB683F	5/15/2014 04:51:57 PM	
Service number found in BIRLS - VERIFY CORRECT RECORD	5/15/2014 04:41:48 PM	
Training Case - DO NOT PROCESS	2/12/2014 11:05:29 AM	DGREENLE

There are many instances when notes are required; below are just a couple of examples.

- “*BIRLS negative for service number*”
- “*Online obituary found at www.paste_the_url.com*” (note: not a real link)
- “*VA BIRLS system shows Navy service instead of Army. No Navy record available; referred to Navy*”

Below are a couple of examples of when notes are not needed because this information is easily determined by reviewing CMRS.

- “*Ordered record*”
 - “*Completed case*”
 - “*Sent DD-214 as requested*”
-

Figure 7: VA Form 3101 (Automated) (Part 1 of 2) [Part 2](#)

```

ROUT7COLOR-CODE.....C/O DATE.....SEARCHER.....ADDRESS-CODE I
SSAN/SN      NAME      SVC-CODE-REGISTRY-NO.
055 09 2807 BRANNHART JOHN R.  AR  A  2149.451  RUN-DATE  05/23/90
055 09 2807  H O T.  F O U N D  RUN-TIME  10.27
                                           RUN-PAGE  00046
                                           INQ-PAGE  00001

*****REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986*****

DATE 05-22-90      VA-INS-NO.      JVA-FIRE-NO.  251733 7
TYPE-OF-REQUEST ORIGINAL      1. NAME: BRANNHART JOHN RAY
TYPE-OF-CLAIM:  DISABILITY:    2. SSAN: 055 09 2807
DATA-REQUESTED  SERVICE      3. SERVICE BRANCH: ARMY
MEDICAL         4. DATE OF BIRTH: 09-05-50
                5. PLACE OF BIRTH
                6. DATE OF DEATH

-----
VETERANS ADMINISTRATION  [531]
1520 MARKET ST.
ST. LOUIS MO 63103      ORIGINATING UNIT ADJUDICATION: 2153

-----
7. EMT.      8. SEP      9.      10. SVC      11. LAST GRADE, RATE,      12. SEP FOR
ACT DUTY    ACT DUTY    CHAR    NUMBER    RANGE AND/OR ORGANIZATION    OR FILE
A 02-28-69  02-18-71  MON    680928G7  E-6 ARMY                    NO
B 02-10-78  06-09-89  MON    68092807  E-6 ARMY                    NO
C

-----
13. SUBSEQUENT RES/RET STATUS YES  14. TERMINAL DATE      15. RET STATUS: IN-PAY
-----
16. ALLEGED DISEASE/INJURY  17. TREATMENT DATES  18. PLACE OF TREATMENT  19. TYPE
A

-----
20. FURNISH ALL SERVICE MEDICAL RECORDS
    COMPLETE VERIFICATION OF SERVICE.

[ ] AVAILABLE      [ ] ITEMS 1, AND 2 OR 10      [ ] ITEMS 1, AND 2 OR 10
REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER), (WHICHEVER WAS THE IDENTIFIER)
FORWARDED.        AND 7-9 VERIFIED CORRECT.      AND 7-9 VERIFIED CORRECT, EXCEPT

-----

ENCLOSURES  [ ] X-RAYS  [ ] CLINICAL RECORDS  .  SIGNATURE AND TITLE  .  DATE
[ ] HEALTH RECORDS  [ ] DENTAL RECORDS  .
[ ] ENTRANCE PHYSICAL  [ ] MEDICAL RECORDS  .
[ ] SEPARATION PHYSICAL  [ ] OTHER RECORDS  .

```


Figure 7: VA Form 3101 (Manual) (Part 2 of 2)

1A. ADDRESS CODE				REQUEST FOR INFORMATION				19. TYPE OF CLAIM	
2. SEPARATION FORMS ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO		3. DATA REQUESTED <input type="checkbox"/> SERVICE <input type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/> CLINICAL <input type="checkbox"/> OTHER						6. FILE NO. (Include prev(s)) 7. INSURANCE NO.	
4. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NATIONAL GUARD (Army) <input type="checkbox"/> NATIONAL GUARD (Air) <input type="checkbox"/> OTHER (Specify)		5A. NAME AND ADDRESS OF VA REQUESTING OFFICE				5B. ORIGINATING UNIT			
8. LAST NAME - FIRST NAME - MIDDLE INITIAL (Under which served)				9A. ALL SERVICE NOS.		9B. SOCIAL SECURITY NO.			
10. DATE OF BIRTH		11. PLACE OF BIRTH				12. DATE OF DEATH			
13. DATE ENTERED ACTIVE DUTY		14. DATE SEPARATED FROM ACTIVE DUTY		15. CHARACTER OF SEPARATION OR DISCHARGE		16. LAST GRADE, RATE OR RANK AND ORGANIZATION			
A.									
B.									
C.									
17. ALLEGED DISEASE OR INJURY		18. DATES OF TREATMENT		19. PLACE OF TREATMENT		20. TYPE (Check) HOSPITAL <input type="checkbox"/> OP <input type="checkbox"/>			
A.									
B.									
C.									
21. ADDITIONAL INFORMATION REQUESTED									
22A. SUBSEQUENT RESERVE OR RETIRED STATUS <input type="checkbox"/> NONE <input type="checkbox"/> RESERVE OBLIGATION (Complete Item 22B) <input type="checkbox"/> RETIRED (Complete Item 22C) <input type="checkbox"/> UNKNOWN									
22B. OBLIGATION TERMINAL DATE		22C. RETIRED STATUS <input type="checkbox"/> IN PAY STATUS <input type="checkbox"/> NONPAY STATUS <input type="checkbox"/> TEMPORARY DISABILITY RETIRED LIST <input type="checkbox"/> RETIRED-STATUS UNKNOWN							
23. DATE		24. SIGNATURE AND TITLE OF VA OFFICIAL							
ENDORSEMENT-VERIFICATION BY SERVICE DEPARTMENT (Check applicable boxes) <input type="checkbox"/> AVAILABLE REQUESTED RECORDS FORWARDED <input type="checkbox"/> ITEMS 8 & 9, AND 13 THROUGH 15 VERIFIED CORRECT <input type="checkbox"/> ITEMS 8 & 9, AND 13 THROUGH 15 VERIFIED CORRECT, EXCEPT:									
NO. OF ENCLOSURES		ORIG. COPY		NO. ENCL. (Cont.)		ORIG. COPY		SIGNATURE AND TITLE	
HEALTH RECORDS				CLINICAL RECORDS				SERVICE INFORMATION	
PHYSICAL EXAMINATIONS AT ENTRANCE				X-RAYS				DATE	
PHYSICAL EXAMINATIONS AT SEPARATION				DENTAL RECORDS				SIGNATURE AND TITLE	
				MEDICAL RECORDS				DATE	
				OTHER RECORDS					

VA FORM 00-3101 MAR 1964

Exception to SF 180 Approved by General Services Administration, March 1969

EXISTING STOCKS OF VA FORM 00-3101, OCT 1971, WILL BE USED.

Figure 2-14: VA Form 3101, Finding Aid Report

#2596

National Archives and Records Administration
VA 3101 Finding Aid Report

Nov 14 2000

Searcher Initials and Date:
Chargeout Date and Info:

NPRC Receipt Date:
Dec 14 2000

Return Address: DEPARTMENT OF VETERANS AFFAIRS (089)
USDVA
SPO AF
MANILA 34813

Alpha Search/ Misc.

SSN: Name: ILDEFONSO, CONRADO CASTILLANO
DOB: [REDACTED]
POB: PHILIPPINES
DOD:
Current Status: UNK
Terminal Date (Reserve):

Service #	Name	Service Under	Branch	Pay Grade	EMO	RAC	TOT
	ILDEFONSO CONRADO C		ARMY		1014000	04/03/00	UNK

End Products: 113 VA File #: 2203000A

VA Request:

Code: M01 MEDICAL/DENTAL; FURNISH COMPLETE MEDICAL/DENTAL RECORD (SMRS)

Code: 099 <<VETERAN ALLEGED PHILIPPINE USAFFE SERVICE, PLEASE FURNISH SERVICE DETAILS. ADDITIONAL INFORMATION: MARIA CASTILLANO (MOTHER); TEOFILO ILDEFONSO (FATHER); ANUNCIACION VERSANO (SPOUSE); POB: CASTILLEJOS, DAMBALES, PHILIPPINES>>

Code: S01 SERVICE. VERIFY ONLY THE UNVERIFIED PERIODS OF SERVICE SHOWN AND NAME, SSN, SN, AS APPLICABLE

end of document

Figure 3-3.2: VA Form 3101, Request for Information

CONC + MED BRJ

ROUT/COLOR-CODE *8-23-96* SEARCHER *JW* ADDRESS-CODE

SSAN/SN NAME SVC-CODE REGISTRY-NO. RUN DATE 12/18/

[REDACTED] PHELPS MERLIN F MC N 1 182 415 RUN TIME 18-36

[REDACTED] PHELPS MERLIN F NM N 1 464 110 RUN PAGE 00432

INQ PAGE 00001

=====REQUEST FOR INFORMATION VA FORM 70-3101-4 JUL 1986=====

DATE 12-15-95 VA-INS-NO. VA-FILE-NO. *[REDACTED]*

TYPE-OF-REQUEST ORIGINAL 1. NAME PHELPS, MERLIN, FAYE

TYPE-OF-CLAIM DISABILITY 2. SSAN *[REDACTED]*

DATA-REQUESTED SERVICE 3. SERVICE BRANCH MARINE CORPS

CLINICAL OTHER 4. DATE-OF-BIRTH *[REDACTED]*

5. PLACE-OF-BIRTH

6. DATE-OF-DEATH

VETERANS ADMINISTRATION (333)

210 WALNUT ST

DES MOINES IA 50309 ORIGINATING-UNIT ADJUDICATION 2120

7. ENT 8. SEP 9. 10. SVC 11. LAST GRADE, RATE, 12. SEP

ACT DUTY ACT DUTY CHAR NUMBER RANK AND/OR ORGANIZATION ON FI

12-18-73 06-07-74 HON *[REDACTED]* E-1 N NO

13. SUBSEQUENT-RES/RET-STATUS NONE 14. TERMINAL-DATE 15. RET-STATUS

16. ALLEGED DISEASE/INJURY 17. TREATMENT-DATES 18. PLACE-OF-TREATMENT 19. T

LEFT SHOULDER 01-01-74 - 06-01-74 BALBOA USN HOSPITAL HOS

20. PLS SEARCH FOR TXT AT NAVAL HOSP IN 1974. NEGATIVE REPLY REQUESTED. THANKS

06-06-84-8-7

06-47-42-8-7

() AVAILABLE () ITEMS 1, AND 2 OR 10 () ITEMS 1, AND 2 OR 10

REQUESTED RECORDS (WHICHEVER WAS THE IDENTIFIER) (WHICHEVER WAS THE IDENTIFIER)

FORWARDED. AND 7-9 VERIFIED CORRECT. AND 7-9 VERIFIED CORRECT, EXC

Searched 1974 inpatient records from San Diego N.H. NU

Records found for Merlin Phelps

All made sent to your VARD, 5/4/89 under file # [REDACTED]

CODE: MCPM DATE: 12/14/96

NATIONAL PERSONNEL RECORDS CENTER (NPR)

ST LOUIS MO 63137

NO. OF COPIES () CLINICAL RECORDS ()

HEALTH RECORDS () IDENTICAL RECORDS ()

SEPARATION PHYSICAL () MEDICAL RECORDS ()

OTHER RECORDS ()

CODE: [REDACTED] DATE: 9/16/96

NATIONAL PERSONNEL RECORDS CENTER (NPR)

ST LOUIS MO 63137

VA XC folders

Generally, the location of a VA XC file depends on the transfer date shown on BIRLS. Use BIRLS information first; if unsuccessful, then the following rules usually apply:

- Prior to 1981 - Pittsfield
- 1981 to 1993 - St. Louis (CPR)
- 1993 to present - Lee's Summit

(Special Instructions for some XC Folders at Lee's Summit: FARC Accession and box number needed to request if prior location on Folder Location Data screen of BIRLS is 376 - FARC Accession number is usually obtained from the lower portion of the same BIRLS screen; the box number (and FARC Accession number) may be obtained by calling the VA RMC at 888-533-4558 and pressing 2 when prompted.)

Fort Worth no longer stores XC files - contact as follows:
 1976 and prior - Pittsfield
 1977 and later - Lee's Summit

Denver no longer stores XC files. See table below for new locations.

Current fax numbers are shown on NA Form 13160.

Detailed location information follows:

DENVER

NOTE: If BIRLS indicates Denver (080) note:
 Denver is **unable** to service your reference request to interfiles.
 Send your request (NA Forem 13160) as follows:

XC claim folders from **1975 through 1992** go to:

Lee's Summit NRE (059) FAX: 816-268-8163

XC claim folders from **1956 through 1974** and **after 1992** go to:

Pittsfield NRAP (011) FAX: 413-236-3609

PITTSFIELD

Accession Number	Location Number	Inclusive Retirements
	A2062861	

<p>015-74-0037</p> <p>"Chicago Merge"</p> <p>Prior to 1973</p>		<p>VARO 325 Cleveland, 1962-1971 VARO 326 Indianapolis, 1961-1971 VARO 327 Louisville, 1962-1971 VARO 328 Chicago, 1962-1973 VARO 329 Detroit, 1962-1971 VARO 330 Milwaukee, 1962-1973 VARO 335 St. Paul, 1972-1973 VARO (closed) Cincinnati, 1961-1965</p> <p>This merged file contains all XC retirements sent to the Chicago FRC prior to (not including) CY 1974. In 1972, the VA Regional offices in Cleveland, Indianapolis, Louisville and Detroit began retiring to the Dayton FRC.</p>
<p>015-68-0210</p> <p>"KC I"</p> <p>Prior to July, 1967</p>	C2005326	<p>VARO 333 Des Moines, 1962-July 1967 VARO 334 Lincoln, 1961-July 1967 VARO 335 St. Paul, 1962-July 1967 VARO 437 Fargo, 1961-July 1967 VARO 438 Sioux Falls, 1961-July 1967 VARO 452 Wichita, 1961- July 1967 VARO (closed) Kansas City, 1961-1965</p> <p>This merged file contains all XC retirements sent to the Kansas City FRC prior to July, 1967.</p>
<p>015-70-0195</p> <p>"KC II"</p> <p>August 1967 - December 1969</p>	C2057387	<p>VARO 333 Des Moines, August 1967-1969 VARO 334 Lincoln, August 1967- 1969 VARO 335 St. Paul, August 1967-1969 VARO 437 Fargo, August 1967-1969 VARO 438 Sioux Falls, August 1967-1969 VARO 452 Wichita, August 1967-1969</p> <p>This merged file contains all XC retirements sent to the Kansas City FRC from August 1967 through December 1969.</p> <p>These files are arranged in strict terminal digit order.</p>
<p>015-74-0188</p> <p>"KC III"</p> <p>1970 - 1973</p>	C2059529	<p>VARO 333 Des Moines, 1970-1973 VARO 334 Lincoln, 1970-1973 VARO 335 St Paul, 1970-1971 VARO 437 Fargo, 1970-1971 VARO 438 Sioux Falls, 1970-1971 VARO 452 Wichita, 1970-1973</p> <p>This merged file contains all XC retirement sent to the Kansas City FRC from 1970 through 1973. Retirements from St. Paul were diverted to Chicago beginning in 1972. Retirements from Fargo and Sioux Falls were diverted to St. Louis in 1972.</p>

		These files are arranged in strict terminal digit order.
015-67-0056 St Louis	A2049579	RPC 376 St Louis, 1959-1966
015-74-0837 St Louis	A1081504 00-33 A2085351 33-72 A2035785 72-99 A1081492 99-99 A2040692 88-88	VARO 335 St. Paul, 1956-1959 VARO 339 Denver, 1956-1959
015-73-0222 St Louis	A2098810 00-01 C1074821 01-26 A2059528 26-44 A2097193 44-46 A2029252 46-78 A2058998 78-99	VARO 331 St Louis, 1967-1973
015-74-0836 St Louis	A2097796 00-34 A2097550 24-34 A2097260 34-46 A2028696 46-52	VARO 341 Salt Lake City, 1960-1969 VARO 442 Cheyenne, 1960-1969 VARO 335 St Paul, 1960-1969 VARO 339 Denver, 1962-1969 VARO 340 Albuquerque, 1960-1969 VARO 345 Phoenix, 1963-1969

	A2051518 53-64 A2028844 64-82 A2098388 82-99	
015-75-0776 St Louis	A2051810 00-01 C1075440 01-50 C1076744 50-90 C1076550 90-99	VARO 341 Salt Lake City, 1970-1974 VARO 436 Fort Harrison, 1972-1974 VARO 437 Fargo, 1972-1974 VARO 438 Sioux Falls, 1972-1974 VARO 442 Cheyenne, 1970-1974 VARO 339 Denver, 1970-1974 VARO 340 Albuquerque, 1970-1971 VARO 345 Phoenix, 1970-1971
015-76-2220 "Fort Worth I" 1970 and prior	B1079435 00-05 C1058569 05-99	VARO 321 New Orleans, 1961-1970 VARO 349 Waco, 1961-1970 VARO 350 Little Rock, 1961-1970 VARO 351 Muskogee, 1961-1970 VARO 362 Houston, 1961-1970 VARO (closed) San Antonio, 1961-1965 VARO (closed) Shreveport, 1961-1965 VARO (closed) Lubbock, 1961-1965 This merged file contains all XC retirements sent to the Fort Worth FRC prior to 1971
015-76-2219 "Fort Worth II" 1971-1976	A2040713	VARO 321 New Orleans, 1971-1976 VARO 340 Albuquerque, 1972-1976 VARO 349 Waco, 1971-1976 VARO 350 Little Rock, 1971-1976 VARO 351 Muskogee, 1971-1976 VARO 362 Houston, 1971-1976 This merged file contains all XC retirements sent to the Fort Worth FRC prior to 1971. Prior to 1972, retirements from Albuquerque were sent to St Louis.
015-62-0300 "LA Merge" 1967 and prior	C2047522 00-23 C2048299 23-99	VARO 344 Los Angeles, 1962-1967 VARO 345 Phoenix, 1962 This merged file contains all XC retirements sent to the Los Angeles FRC prior to 1968. Retirements from Phoenix were diverted to St Louis from 1963-1974.

Date of Transfer	Transfer Station	Accession Number	Location	Term Digit	Original FRC
11/1/1954	335 ST PAUL	015-55-0121	A1072984	51 - 99	NRP
12/21/1954	339 DENVER	015-55-0164	A1073508	00 - 10	NRP
12/21/1954	339 DENVER	015-55-0164	A1074090	31 - 41	NRP
12/21/1954	339 DENVER	015-55-0164	A1074634	69 - 79	NRP
1/4/1955	335 ST PAUL	015-55-0165	A1075172	60 - 89	NRP
1/4/1955	335 ST PAUL	015-56-0012	A1070206		NRP
1/13/1955	339 DENVER	015-55-0179	A1078065		NRP
1/21/1955	335 ST PAUL	015-55-0180	A1078605	00 - 19	NRP
1/21/1955	335 ST PAUL	015-55-0180	A1079169	90 - 99	NRP
2/7/1955	335 ST PAUL	015-55-0185	A1079472	20 - 49	NRP
5/16/1955	339 DENVER	015-55-0257	A1080422	00 - 14	NRP
6/10/1955	339 DENVER	015-55-0273	A1080712	15 - 42	NRP
6/30/1955	339 DENVER	015-56-0006	A1069314	43 - 54	NRP
8/1/1955	339 DENVER	015-56-0037	A1070204	55 - 66	NRP
8/31/1955	339 DENVER	015-56-0057	A1071146	00 - 83	NRP
8/31/1955	339 DENVER	015-56-0057	A1071282	67 - 83	NRP
8/31/1955	339 DENVER	015-56-0057	A1071110	83 - 85	NRP
9/20/1955	339 DENVER	015-56-0062	A1071988	86 - 99	NRP
5/17/1974	318 WINSTON-SALEM	015-75-0153	C1072735		NRCA
5/20/1974	452 WITCHITA	015-74-0979	C2064734		NREK
6/6/1974	331 ST LOUIS	015-74-0255	A2050812		NREK
7/12/1974	333 DES MOINES	015-75-0030	C2063854		NREK
7/22/1974	335 ST PAUL	015-75-0037	C2012176		NRDC
7/29/1974	319 COLUMBIA	015-75-0454	C1073301		NRCA

8/15/1974	320	NASHVILLE	015-75-0630	C1073668	NRCA
8/15/1974	322	MONTGOMERY	015-75-0572	C1073425	NRCA
9/5/1974	316	ATLANTA	015-75-0707	C1071111	NRCA
9/5/1974	327	LOUISVILLE	015-75-0624	C1073876	NRCA
9/5/1974	330	MILWAUKEE	015-75-0116	C2022294	NRDC
9/23/1974	334	LINCOLN	015-75-0172	C2072956	NREK
12/20/1974	328	CHICAGO	015-75-0363	C2010880	NRDC
8/14/1975	341	SALT LAKE CITY	015-76-0208	A2051391	NRP
8/15/1975	437	FARGO	015-76-0253	A2051441	NRP
8/19/1975	438	SIOUX FALLS	015-76-0202	C1076510	NRP
8/28/1975	330	MILWAUKEE	015-76-0194	C2011452	NRDC
8/28/1975	442	CHEYENNE	015-76-0267	A2051498	NRP
9/1/1975	355	SAN JUAN	015-75-0486	C2097683	NRAJ
9/11/1975	331	ST LOUIS	015-76-0004	A2051082	NRP
9/19/1975	452	WITCHITA	015-76-0282	C2068973	NREK
10/28/1975	436	FORT HARRISON	015-76-0354	C1007587	NRP
11/12/1975	334	LINCOLN	015-76-0379	C2064861	NREK
11/18/1975	335	ST PAUL	015-76-0332	C2015472	NRDC
12/31/1975	328	CHICAGO	015-76-0400	C2015698	NRDC
1/5/1976	333	DES MOINES	015-76-0529	C2064947	NREK
4/25/1976	334	LINCOLN	015-77-0036	C2069138	NREK
4/25/1976	437	FARGO	015-77-0009	C1078003	NRP
10/1/1976	452	WITCHITA	015-77-0002	C2065098	NREK
10/4/1976	316	ATLANTA	015-77-0015	C1002893	NRCA
10/13/1976	307	BUFFALO	015-77-0001	C2099109	NRAJ

10/22/1976	330	MILWAUKEE	015-77-0005	C1084069		NRDC
10/27/1976	323	JACKSON	015-77-0018	C1002429		NRCA
10/28/1976	331	ST LOUIS	015-77-0003	C1077592		NRP
10/29/1976	333	DES MOINES	015-77-0017	C2065283		NREK
10/29/1976	327	LOUISVILLE	015-77-0020	C1002143		NRCA
11/4/1976	341	SALT LAKE CITY	015-77-0010	C1078053		NRP
11/4/1976	436	FORT HARRISON	015-77-0011	C1078106		NRP
11/9/1976	306	NEW YORK	015-77-0008	C2040924		NRAJ
11/9/1976	376	ST LOUIS RPC	015-77-0006	C1077938		NRP
11/12/1976	438	SIOUX FALLS	015-77-0012	C1078157		NRP
11/12/1976	442	CHEYENNE	015-77-0016	C1078202		NRP
11/15/1976	335	ST PAUL	015-77-0009	C1081988		NRDC
11/30/1976	318	WINSTON-SALEM	015-77-0031	C1074361		NRCA
12/3/1976	322	MONTGOMERY	015-77-0030	C1072986		NRCA
12/8/1976	320	NASHVILLE	015-77-0034	C1071535		NRCA
12/13/1976	328	CHICAGO	015-77-0004	C1082215		NRDC
12/29/1976	309	NEWARK	015-77-0011	C2099393		NRAJ
4/25/1977	355	SAN JUAN	015-77-0036	C2034259	56 - 72	NRAJ
4/25/1977	355	SAN JUAN	015-77-0036	C2107222	74 - 99	NRAJ
9/9/1977	335	ST PAUL	015-77-0078	C2018943		NRDC
9/21/1977	306	NEW YORK	015-77-0064	A1067178		NRAJ
10/6/1977	307	BUFFALO	015-78-0006	C2039061		NRAJ
10/12/1977	341	SALT LAKE CITY	015-78-0002	C1078226		NRP
10/17/1977	327	LOUISVILLE	015-77-0209	C1066881		NRCA
10/31/1977	317	ST PETERSBURG	015-78-0006	C1066048		NRCA
11/8/1977	322	MONTGOMERY	015-77-2002	C1067101		NREK

11/9/1977	316	ATLANTA	015-78-0005	C1067537		NRCA
11/9/1977	330	MILWAUKEE	015-78-0009	C2018703		NRDC
11/14/1977	437	FARGO	015-78-0013	C1008240		NRP
11/16/1977	320	NASHVILLE	015-77-0208	C1066646		NRCA
11/17/1977	309	NEWARK	015-78-0016	A1068484		NRAJ
11/22/1977	328	CHICAGO	015-78-0001	C2014153		NRDC
11/22/1977	452	WITCHITA	015-78-0011	C2070158		NREK
11/23/1977	442	CHEYENNE	015-78-0016	C1008336		NRP
11/23/1977	319	COLUMBIA	015-78-0007	C1067361		NRCA
11/28/1977	333	DES MOINES	015-78-0012	C2070300		NREK
11/29/1977	318	WINSTON-SALEM	015-78-0018	C1067790		NRCA
11/30/1977	334	LINCOLN	015-78-0016	C2070457		NREK
11/30/1977	436	FORT HARRISON	015-78-0015	C1008287		NRP
12/8/1977	438	SIOUX FALLS	015-78-0021	C1008355		NRP
12/21/1977	331	ST LOUIS	015-78-0010	C1007919		NRP
12/22/1977	355	SAN JUAN	015-78-0013	C2110607		NRAJ
8/15/1978	330	MILWAUKEE	015-78-0070	C1081342		NRDC
8/25/1978	306	NEW YORK	015-78-0067	C2109102	00 - 91	NRAJ
8/25/1978	306	NEW YORK	015-78-0067	C2112015	91 - 99	NRAJ
8/31/1978	320	NASHVILLE	015-78-0167	C1074593		NRCA
9/1/1978	334	LINCOLN	015-78-0125	C2064652		NREK
9/1/1978	437	FARGO	015-78-0061	C1078270		NREK
9/11/1978	442	CHEYENNE	015-78-0049	C1078312		NREK
10/3/1978	307	BUFFALO	015-79-0001	C2044596		NRAJ
10/6/1978	438	SIOUX FALLS	015-79-0001	C1008401		NRP
10/7/1978	341	SALT LAKE CITY	015-79-0005	C1008546		NRP

10/16/1978	436	FORT HARRISON	015-79-0002	C1008463		NRP
10/18/1978	309	NEWARK	015-79-0006	A1065830		NRAJ
10/18/1978	452	WITCHITA	015-79-0003	C2062474		NREK
10/27/1978	335	ST PAUL	015-79-0009	C2012299		NRDC
10/31/1978	327	LOUISVILLE	015-79-0050	C1072077		NRCA
11/14/1978	322	MONTGOMERY	015-79-0028	C1071815		NRCA
11/27/1978	355	SAN JUAN	015-79-0007	C2102796		NRAJ
11/28/1978	333	DES MOINES	015-79-0016	C2062937		NREK
12/5/1978	376	ST LOUIS RPC	015-79-0025	C1008635		NRP
12/12/1978	328	CHICAGO	015-79-0010	C2012530		NRDC
4/2/1979	331	ST LOUIS	015-79-0121	C1007107		NRP
8/31/1979	309	NEWARK	015-79-0062	C2034121		NRAJ
9/4/1979	330	MILWAUKEE	015-79-0214	C1080031		NRDC
9/14/1979	355	PUERTO RICO	015-79-0061	C2102395		NRAJ
10/10/1979	437	FARGO	015-80-0008	C1007678		NRP
10/24/1979	341	SALT LAKE CITY	015-80-0007	C1007634		NRP
10/29/1979	323	JACKSON	015-80-0011	C1067999		NRCA
11/6/1979	438	SIOUX FALLS	015-80-0010	C1007658		NRP
11/9/1979	335	ST PAUL	015-80-0005	C2019178		NRDC
11/14/1979	328	CHICAGO	015-80-0001	C2094382		NRDC
11/15/1979	306	NEW YORK	015-80-0014	C2044185	00 - 52	NRAJ
11/15/1979	306	NEW YORK	015-80-0014	C2102418	53 - 99	NRAJ
11/15/1979	436	FORT HARRISON	015-80-0011	C1007713		NRAP
11/16/1979	452	WITCHITA	015-80-0003	C2067596		NREK
11/19/1979	334	LINCOLN	015-80-0002	C2072829		NREK

12/12/1979	333	DES MOINES	015-80-0005	C2064545	NREK
12/17/1979	307	BUFFALO	015-80-0024	C2027230	NRAJ
12/26/1979	442	CHEYENNE	015-80-0006	C1007558	NRP
1/3/1980	331	ST LOUIS	015-80-0032	C1007408	NRP
5/19/1980	376	ST LOUIS RPC	015-80-0167	C1005753	NRP
9/2/1980	436	FORT HARRISON	015-80-0001	C1007731	NRP
9/8/1980	335	ST PAUL	015-80-0092	C1081118	NRDC
9/17/1980	309	NEWARK	015-80-0092	C2028092	NRAJ
10/2/1980	437	FARGO	015-80-0002	C1007778	NRP
10/3/1980	334	LINCOLN	015-80-0059	C2072756	NREK
10/21/1980	355	SAN JUAN	015-81-0006	C2045423	NRAJ
10/28/1980	316	ATLANTA	015-81-0015	C1070657	NRCA
10/31/1980	330	MILWAUKEE	015-81-0001	C2013651	NRDC
11/5/1980	328	CHICAGO	015-81-0002	C1080181	NRDC
11/13/1980	322	MONTGOMERY	015-81-0003	C1070195	NRCA
11/13/1980	306	NEW YORK	015-81-0025	C2028906	NRAJ
11/24/1980	307	BUFFALO	015-81-0029	C2026176	NRAJ
11/26/1980	341	SALT LAKE CITY	015-81-0002	C1007871	NRP
11/26/1980	438	SIOUX FALLS	015-81-0001	C1007821	NRP
11/26/1980	452	WITCHITA	015-81-0009	C2067139	NREK
11/26/1980	318	WINSTON-SALEM	015-81-0037	C1070899	NRCA
11/26/1980	333	DES MOINES	015-81-0007	C2066706	NREK
12/10/1980	442	CHEYENNE	015-81-0003	C1007854	NRP
12/23/1980	323	JACKSON	015-81-0019	C1071413	NRCA
3/3/1981	331	ST LOUIS	015-81-0022	C1006289	NRP
9/2/1981	436	FORT HARRISON	015-81-0004	C1004921	NRP

9/15/1981	320	NASHVILLE	015-81-0173	C1072306		NRCA
9/18/1981	335	ST PAUL	015-81-0142	C2011712		NRDC
9/25/1981	438	SIOUX FALLS	015-81-0006	C1005019		NREK
9/28/1981	330	MILWAUKEE	015-82-0021	C2013202		NRDC
10/2/1981	323	JACKSON	015-81-0200	C1004364		NRCA
10/2/1981	442	CHEYENNE	015-81-0005	C1005083		NRP
10/7/1981	334	LINCOLN	015-82-0004	C2069835		NREK
10/22/1981	307	BUFFALO	015-82-0030	C2031186		NRAJ
11/2/1981	355	SAN JUAN	015-81-0086	C2035801		NRAJ
11/2/1981	437	FARGO	015-82-0001	C1005122		NRP
11/3/1981	327	LOUISVILLE	015-82-0001	C1069588		NRCA
11/4/1981	376	ST LOUIS RPC	015-82-0002	C1005299		NRP
11/5/1981	319	COLUMBIA	015-82-0011	C1068110		NRCA
11/6/1981	341	SALT LAKE CITY	015-81-0007	C1005209		NRP
11/24/1981	309	NEWARK	015-82-0016	C2108769	00 - 54	NRAJ
11/24/1981	309	NEWARK	015-82-0016	C2107442	54 - 99	NRAJ
11/25/1981	333	DES MOINES	015-82-0010	C2065556		NREK
11/25/1981	452	WITCHITA	015-82-0011	C2069561		NREK
12/21/1981	316	ATLANTA	015-81-0199	C1003717		NRCA
12/23/1981	306	NEW YORK	015-82-0012	A1063308		NRAJ
2/24/1982	331	ST LOUIS	015-82-0052	C1006574		NRP
10/26/1982	316	ATLANTA	015-83-0004	C1069284		NRCA
11/4/1982	452	WITCHITA	015-83-0006	C2064101		NREK
11/16/1982	335	ST PAUL	015-83-0054	C2018443		NRDC
11/17/1982	306	NEW YORK	015-83-0015	C2038166		NRAJ
11/18/1982	333	DES MOINES	015-83-0015	C2068087		NRP

11/23/1982	319	COLUMBIA	015-83-0020	C1069997		NRCA
11/23/1982	334	LINCOLN	015-83-0012	C2063998		NRP
11/24/1982	355	SAN JUAN	015-83-0019	C2045734	00 - 64	NRAJ
11/24/1982	355	SAN JUAN	015-83-0019	C2034277	65 - 99	NRAJ
11/29/1982	327	LOUISVILLE	015-83-0023	C1002602		NRCA
12/2/1982	309	NEWARK	015-83-0022	C2028429	00 - 61	NRAJ
12/2/1982	309	NEWARK	015-83-0022	C2097730	61 - 99	NRAJ
1/5/1983	307	BUFFALO	015-83-0025	C2102858		NRAJ
2/3/1983	328	CHICAGO	015-83-0055	C2091280		NRDC
11/2/1983	323	JACKSON	015-83-0162	C1004174		NRCA
11/3/1983	452	WITCHITA	015-84-0007	C2070003		NREK
11/4/1983	355	SAN JUAN	015-83-0054	C2045369		NRAJ
11/9/1983	307	BUFFALO	015-83-0063	C2112355		NRAJ
11/15/1983	334	LINCOLN	015-84-0012	C2063146		NREK
11/18/1983	335	ST PAUL	015-84-0007	C2013916		NRDC
11/28/1983	309	NEWARK	015-84-0012	C2100440		NRAJ
11/28/1983	327	LOUISVILLE	015-84-0026	C1074098		NRCA
11/29/1983	306	NEW YORK	015-84-0005	C2036545		NRAJ
11/29/1983	333	DES MOINES	015-84-0017	C2066963		NREK
12/15/1983	328	CHICAGO	015-84-0009	C2091990		NRDC
9/4/1984	309	NEWARK	015-84-0068	C2027598		NRAJ
9/6/1984	318	WINSTON-SALEM	015-84-0106	C1068422		NRCA
9/11/1984	319	COLUMBIA	015-84-0111	C1068786		NRCA
10/12/1984	335	ST PAUL	015-84-0060	C2106559		NRDC
10/22/1984	307	BUFFALO	015-85-0001	C2099826		NRAJ

10/26/1984	333	DES MOINES	015-85-0001	C2063237		NREK
10/30/1984	323	JACKSON	015-85-0010	C1003182		NRCA
11/1/1984	452	WITCHITA	015-85-0002	C2066832		NREK
11/6/1984	320	NASHVILLE	015-85-0008	C1004627		NRCA
11/14/1984	306	NEW YORK	015-85-0004	C2035863		NRAJ
11/28/1984	322	MONTGOMERY	015-85-0017	C1003388		NRCA
12/4/1984	316	ATLANTA	015-85-0019	C1068984		NRCA
12/13/1984	328	CHICAGO	015-85-0004	C2017480		NRDC
12/13/1984	334	LINCOLN	015-85-0010	C2065456		NREK
1/4/1985	355	SAN JUAN	015-85-0008	C2029533		NRAJ
4/19/1985	330	MILWAUKEE	015-85-0028	A2017318		NRDC
7/25/1985	309	NEWARK	015-85-0043	C2109691		NRAJ
8/22/1985	333	DES MOINES	015-85-0034	C2061909		NREK
8/23/1985	452	WITCHITA	015-85-0039	C2065832		NREK
8/27/1985	306	NEW YORK	015-85-0051	C2105027	00 - 72	NRAJ
8/27/1985	306	NEW YORK	015-85-0051	C2033760	72 - 90	NRAJ
8/27/1985	306	NEW YORK	015-85-0051	C2101650	90 - 99	NRAJ
9/18/1985	318	WINSTON-SALEM	015-85-0136	C2003944		NRCA
9/19/1985	307	BUFFALO	015-85-0077	C2029836		NRAJ
10/2/1985	316	ATLANTA	015-85-0150	C2004628		NRCA
10/29/1985	328	CHICAGO	015-85-0057	C2073035		NRDC
11/8/1985	334	LINCOLN	015-86-0009	C2062727		NREK
11/27/1985	317	ST PETERSBURG	015-86-0012	C2002143		NRCA
12/3/1985	330	MILWAUKEE	015-86-0011	C2014858		NRDC
12/11/1985	335	ST PAUL	015-86-0009	A2016735		NRDC
12/12/1985	355	SAN JUAN	015-86-0014	C2037215		NRAJ

9/5/1986	452	WITCHITA	015-86-0059	C2070543		NREK
9/25/1986	335	ST PAUL	015-87-0002	C2016315		NRDC
9/29/1986	333	DES MOINES	015-86-0065	C2070721		NREK
10/9/1986	328	CHICAGO	015-87-0001	C2092746		NRDC
10/21/1986	307	BUFFALO	015-86-0076	C2097277		NRAJ
11/24/1986	309	NEWARK	015-87-0020	C2041936		NRAJ
12/11/1986	306	NEW YORK	015-87-0028	C2032724	00 - 61	NRAJ
12/11/1986	306	NEW YORK	015-87-0028	C2100119	62 - 99	NRAJ
12/17/1986	334	LINCOLN	015-87-0012	C2070941		NREK
12/19/1986	355	SAN JUAN	015-87-0027	C2105012		NRAJ
2/13/1987	330	MILWAUKEE	015-87-0026	C2042766		NRDC
9/30/1987	333	DES MOINES	015-87-0049	C2067862		NREK
10/7/1987	307	BUFFALO	015-87-0070	C2024912		NRAJ
10/15/1987	309	NEWARK	015-87-0073	C2096000		NRAJ
11/13/1987	452	WITCHITA	015-88-0010	C2067658		NREK
11/20/1987	335	ST PAUL	015-88-0010	C1083024		NRDC
11/20/1987	355	SAN JUAN	015-88-0002	C2045670		NRAJ
11/25/1987	306	NEW YORK	015-88-0007	C2025298		NRAJ
12/10/1987	334	LINCOLN	015-88-0016	C2068844		NREK
1/12/1988	330	MILWAUKEE	015-88-0016	C2018125		NRDC
4/25/1988	328	CHICAGO	015-88-0035	C2016600		NRDC
9/27/1989	330	MILWAUKEE	015-89-0061	C2093472		NRDC
12/14/1989	452	WITCHITA	015-90-0003	C2064298		NREK
12/20/1989	306	NEW YORK	015-90-0023	C2044865	00 - 29	NRAJ
12/20/1989	306	NEW YORK	015-90-0024	C2101830	29 - 65	NRAJ
12/20/1989	306	NEW YORK	015-90-0025	C2033230	65 - 99	NRAJ

12/20/1989	328	CHICAGO	015-90-0007	C2103187		NRDC
12/28/1989	355	SAN JUAN	015-90-0029	B1081269		NRAJ
1/10/1990	335	ST PAUL	015-90-0015	C2104237		NRDC
1/25/1990	334	LINCOLN	015-90-0028	C2069229		NREK
4/3/1991	452	WITCHITA	015-91-0035	C2071197		NREK
4/8/1991	334	LINCOLN	015-91-0037	C2071076		NREK
4/29/1991	335	ST PAUL	015-91-0127	C1081712		NRDC
4/30/1991	306	NEW YORK	015-91-0033	C2039298		NRAJ
5/6/1991	355	SAN JUAN	015-91-0032	C2041775		NRDC
5/7/1991	309	NEWARK	015-91-0026	C2031628		NRAJ
5/16/1991	333	DES MOINES	015-91-0043	C2063416		NREK
5/23/1991	307	BUFFALO	015-91-0039	C2034358		NRAJ
6/13/1991	330	MILWAUKEE	015-91-0157	C2042494		NRDC
6/16/1992	355	SAN JUAN	015-92-0114	C2035348		NRAJ
8/5/1992	334	LINCOLN	015-92-0042	C2069395		NREK
9/15/1992	307	BUFFALO	015-92-0116	C2110647		NRAJ
9/17/1992	452	WITCHITA	015-92-0048	C2068584		NREK
9/22/1992	328	CHICAGO	015-92-0108	C1078349		NRDC
9/22/1992	333	DES MOINES	015-92-0047	C2068274		NREK
9/28/1992	330	MILWAUKEE	015-92-0109	C1080629		NRDC
9/29/1992	306	NEW YORK	015-92-0121	C2045826	00 - 79	NRAJ
9/29/1992	306	NEW YORK	015-92-0121	C2108463	79 - 99	NRAJ
1/13/1993	335	ST PAUL	015-93-0006	C2037376		NRDC
2/4/1993	309	NEWARK	015-93-0019	C2107750		NRAJ
9/8/1993	452	WITCHITA	015-93-0058	C2062305		NREK

9/17/1993	307	BUFFALO	015-93-0225	C2026844		NRAJ
9/22/1993	334	LINCOLN	015-93-0054	C2067280		NREK
9/23/1993	306	NEW YORK	015-93-0229	C2096484	00 - 56	NRAJ
9/23/1993	306	NEW YORK	015-93-0229	C2045455	56 - 83	NRAJ
9/23/1993	306	NEW YORK	015-93-0229	C2027952	83 - 99	NRAJ
9/28/1993	333	DES MOINES	015-93-0061	C2067384		NREK
2/8/1994	376	ST LOUIS RPC	015/94/0169	A1059396		NRAP
2/28/1994	309	NEWARK	015-94-0304	A1062544		NRAP
3/9/1994	437	FARGO	015-94-0308	A1048037		NRAP
4/15/1994	321	NEW ORLEANS	015-94-0229	A1026105		NRAP
8/16/1994	307	BUFFALO	015-94-0587	C1024836		NRAP
8/25/1994	325	CLEVELAND	015-94-0634	C2076752		NRAP
8/25/1994	452	WITCHITA	015-94-0604	C2085499		NRAP
8/30/1994	317	ST PETERSBURG	015-94-0621	B1019410		NRAP
9/9/1994	319	COLUMBIA	015-94-0688	C2076001		NRAP
9/9/1994	320	NASHVILLE	015-94-0648	C2075637		NRAP
9/9/1994	341	SALT LAKE CITY	015-94-0389	A2030903		NRAP
9/9/1994	345	PHOENIX	015-94-0650	C2095607		NRAP
9/12/1994	331	ST LOUIS	015-94-0674	C2074862		NRAP
9/12/1994	334	LINCOLN	015-94-0685	C1042114		NRAP
9/12/1994	349	WACO	015-94-0603	C2097886		NRAP
9/12/1994	308	HARTFORD	015-94-0690	C2075166		NRAP
9/13/1994	373	MANCHESTER	015-94-0683	C2101529		NRAP
9/15/1994	350	NORTH LITTLE ROCK	015-94-0686	C2076235		NRAP
9/16/1994	355	SAN JUAN	015-94-0689	C2043609		NRAP
9/19/1994	333	DES MOINES	015-94-0681	A2062162	00 - 69	NRAP

9/19/1994	333	DES MOINES	015-94-0681	A2062318	70 - 99	NRAP
9/20/1994	316	ATLANTA	015-94-0675	B1075595		NRAP
9/22/1994	326	INDIANAPOLIS	015-94-0666	C2047276		NRAP
9/22/1994	329	DETROIT	015-95-0028	B1076084		NRAP
9/22/1994	340	ALBUQUERQUE	015-94-0682	C2095807		NRAP
9/28/1994	306	NEW YORK	015-95-0025	C2100763		NRAP
9/28/1994	438	SIOUX FALLS	015-95-0003	C1042072		NRAP
9/29/1994	304	PROVIDENCE	015-94-0668	B1075495		NRAP
9/29/1994	335	ST PAUL	015-95-0036	C2043079		NRAP
9/30/1994	301	BOSTON	015-95-0037	B2059611		NRAP
10/12/1994	405	WHITE RIVER JUNCTION	015-95-0092	C2111950		NRAP
10/25/1994	327	LOUISVILLE	015-95-0107	C2080010		NRAP
10/27/1994	328	CHICAGO	015-95-0084	B2042524		NRAP
11/7/1994	358	MANILLA	015-95-0060	C2090795		NRAP
11/10/1994	321	NEW ORLEANS	015-95-0002	C2113000		NRAP
11/17/1994	341	SALT LAKE CITY	015-95-0111	C2084326		NRAP
11/23/1994	402	TOGUS	015-95-0159	B2086934		NRAP
11/30/1994	318	WINSTON-SALEM	015-95-0100	C2084394		NRAP
11/30/1994	437	FARGO	015-95-0207	C2091100		NRAP
12/2/1994	323	JACKSON	015-95-0202	C2051908		NRAP
12/2/1994	330	MILWAUKEE	015-95-0109	B2087008		NRAP
12/29/1994	339	DENVER	015-95-0251	C2054174		NRAP
1/1/1995	442	CHEYENNE	015-95-0225	C2052694		NRAP
1/4/1995	376	ST LOUIS RPC	015-95-0328	B1034305		NRAP
1/4/1995	341	SALT LAKE CITY	015-95-0970	A2002693		NRAP
1/5/1995	344	LOS ANGELES	015-95-0220	C2000001		NRAP

1/19/1995	311	PITTSBURGH	015-95-0248	C2053831	NRAP
2/1/1995	322	MONTGOMERY	015-95-0266	C2000598	NRAP
2/21/1995	309	NEWARK	015-95-0099	C2115924	NRAP
8/31/1995	315	HUNTINGTON	015-95-1123	B2039018	NRAP
9/12/1995	316	ATLANTA	015-95-1007	B2047549	NRAP
9/12/1995	319	COLUMBIA	015-95-1155	B2046139	NRAP
9/13/1995	329	DETROIT	015-95-1215	B2050513	NRAP
9/15/1995	317	ST PETERSBURG	015-95-1197	B2053666	NRAP
9/19/1995	340	ALBUQUERQUE	015-95-1312	B2059996	NRAP
9/19/1995	358	MANILLA	015-95-1134	B2074423	NRAP
9/21/1995	333	DES MOINES	015-95-1214	B2053265	NRAP
9/29/1995	347	BOISE	015-95-1314	B2057385	NRAP
10/2/1995	343	OAKLAND	015-95-1294	B2062026	NRAP
10/10/1995	310	PHILADELPHIA	015-95-1110	B2050963	NRAP
10/11/1995	377	SAN DIEGO	015-96-0003	B2063587	NRAP
10/13/1995	325	CLEVELAND	015-96-0022	B2064175	NRAP
10/18/1995	334	LINCOLN	015-96-0025	B2066397	NRAP
10/25/1995	354	RENO	015-95-1268	B2070049	NRAP
10/26/1995	307	BUFFALO	015-96-0037	B2070587	NRAP
10/27/1995	349	WACO	015-96-0061	B2069047	NRAP
11/2/1995	318	WINSTON-SALEM	015-96-0027	B2072744	NRAP
11/7/1995	314	ROANOKE	015-96-0049	B2074810	NRAP
11/7/1995	438	SIOUX FALLS	015-96-0050	B2073340	NRAP
11/13/1995	320	NASHVILLE	015-95-1315	B2071790	NRAP
11/20/1995	463	ANCHORAGE	015-96-0113	B2073447	NRAP

11/22/1995	323	JACKSON	015-96-0048	B2074007	NRAP
11/24/1995	335	ST PAUL	015-96-0042	B2072315	NRAP
11/28/1995	322	MONTGOMERY	015-96-0087	B2075424	NRAP
11/30/1995	306	NEW YORK	015-96-0089	B2076459	NRAP
11/30/1995	373	MANCHESTER	015-96-0091	B2075160	NRAP
12/1/1995	308	HARTFORD	015-96-0118	B2076330	NRAP
12/1/1995	311	PITTSBURGH	015-96-0065	B2082420	NRAP
12/7/1995	350	NORTH LITTLE ROCK	015-96-0092	B2080928	NRAP
12/13/1995	301	BOSTON	015-96-0059	B2077119	NRAP
12/14/1995	452	WITCHITA	015-96-0093	B2082720	NRAP
12/15/1995	376	ST LOUIS RPC	015-96-0139	B2090619	NRAP
12/18/1995	304	PROVIDENCE	015-96-0125	B2083199	NRAP
12/19/1995	437	FARGO	015-96-0079	B2093499	NRAP
12/19/1995	341	SALT LAKE CITY	015-96-0013	B2077444	NRAP
1/8/1996	402	TOGUS	015-96-0172	B2093556	NRAP
1/19/1996	326	INDIANAPOLIS	015-96-0143	B2094153	NRAP
2/6/1996	313	BALTIMORE	015-96-0117	B2098447	NRAP
2/12/1996	309	NEWARK	015-96-0155	B2097958	NRAP
2/26/1996	327	LOUISVILLE	015-96-0216	B2101879	NRAP
3/1/1996	351	MUSKOGEE	015-96-0229	B2102986	NRAP
3/12/1996	372	WASHINGTON	015-96-0157	B2085165	NRAP
3/20/1996	330	MILWAUKEE	015-96-0106	B2101589	NRAP
3/29/1996	344	LOS ANGELES	015-96-0345	B2106235	NRAP
3/29/1996	436	FORT HARRISON	015-96-0168	B2100565	NRAP
3/29/1996	460	WILMINGTON	015-96-0298	B2106150	NRAP
4/1/1996	321	NEW ORLEANS	015-96-0319	B2105738	NRAP

4/2/1996	345	PHOENIX	015-96-0281	B2108454	NRAP
4/24/1996	348	PORTLAND	015-96-0068	B2096248	NRAP
5/14/1996	405	WHITE RIVER JUNCTION	015-96-0358	B2109215	NRAP
5/17/1996	339	DENVER	015-96-0317	B1040027	NRAP
9/5/1996	452	WITCHITA	015-96-0910	C1057541	NRAP
9/9/1996	373	MANCHESTER	015-96-0828	C1045851	NRAP
9/18/1996	323	JACKSON	015-97-0065	B1049652	NRAP
9/20/1996	334	LINCOLN	015-97-0064	B2116079	NRAP
9/24/1996	333	DES MOINES	015-97-0006	C1046924	NRAP
9/24/1996	348	PORTLAND	015-96-0912	C1054405	NRAP
9/26/1996	314	ROANOKE	015-96-0789	C1045103	NRAP
9/26/1996	329	DETROIT	015-97-0068	C1038917	NRAP
9/29/1996	331	ST LOUIS	015-96-0960	C1057718	NRAP
10/2/1996	313	BALTIMORE	015-97-0054	C1054566	NRAP
10/22/1996	318	WINSTON-SALEM	015-97-0044	B1054853	NRAP
10/22/1996	320	NASHVILLE	015-97-0056	B1115975	NRAP
10/22/1996	326	INDIANAPOLIS	015-96-0966	B2000229	NRAP
10/23/1996	354	RENO	015-96-0916	B1050918	NRAP
12/2/1996	304	PROVIDENCE	015-97-0046	C1055139	NRAP
2/7/1997	315	HUNTINGTON	015-97-0047	C1087504	NRAP

VA Index Tape for WWI

Last updated: 6/18/2014

Details: These records contain names and partial information about each veteran who had insurance applications and conversions or paid a WWI bonus.

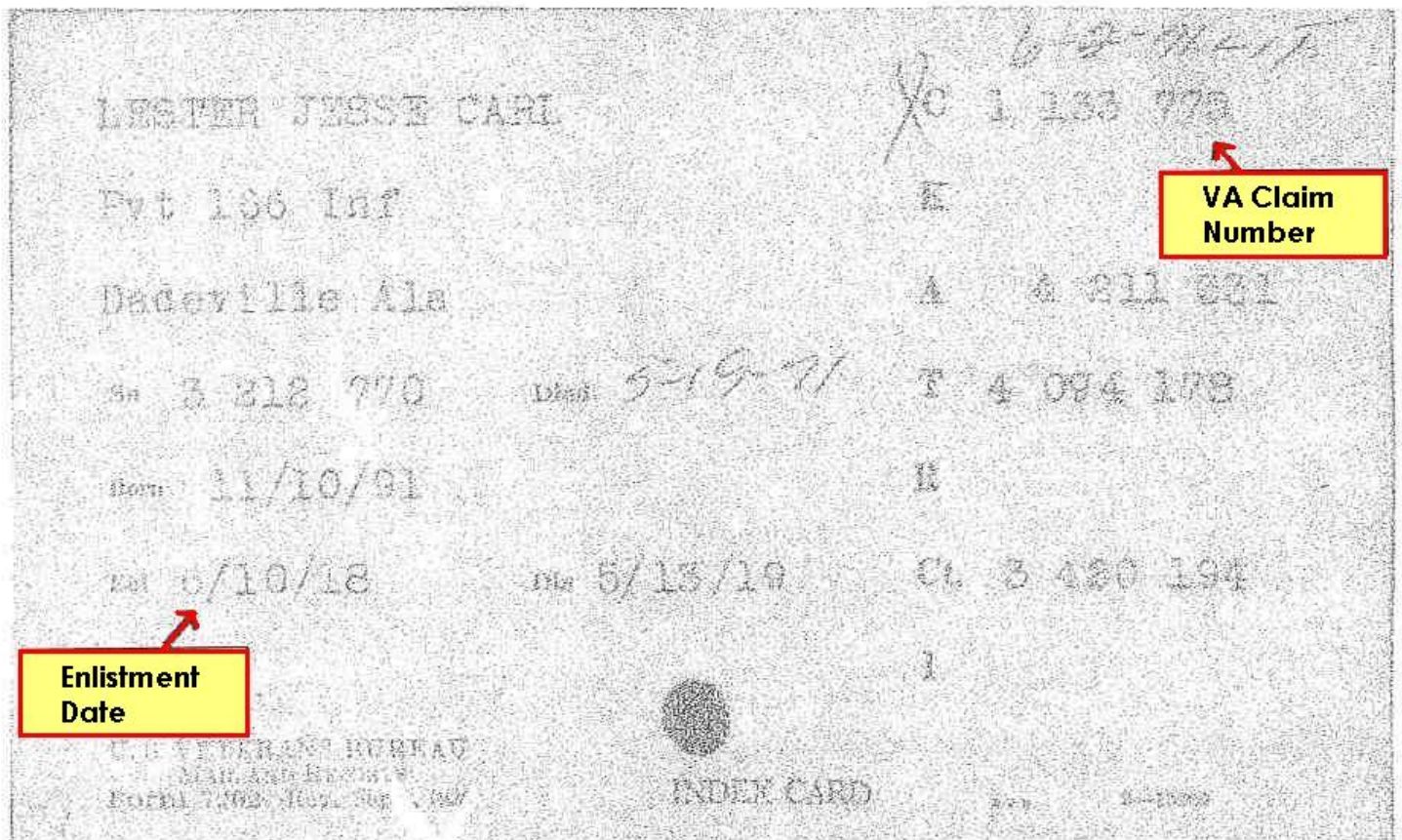
- Branches: All
- War: World War I

How to request:

1. Confirm veteran's information has been correctly entered in CMRS.
 - a. Name and date of birth are required. The full middle name may be required for common names.
 - b. Service number and enlistment date should be provided if at all possible.
2. Cores 1, 3, and 4 will use the OR Requests "Smart Script" in CMRS to request WWI VA Index information.
3. Core 2 will:
 - a. Indicate the type of search you are requesting and add any information that may help the searcher such as VA Claim Number or Full Middle Name in the "Request Notes" field. Example: "VA Index WWI Ordered 6/1/14, Middle name is George."
 - b. Click on "Reports" in CMRS, in the top toolbar, select "[Service Request All Details](#)", print form.
 - c. Place printed form in the appropriate tray for Core Support to complete the search.

Sample of document returned to technician:

Sample of VA Index Tape for WWI



Primary Sources

Sample Service Request All Details ordering VA Index Tape for WWI

SERVICE REQUEST ALL DETAILS **NPRC**

Service

Service Request #: 1-98713787 Status: Suspense
 Request Priority: Routine Assigned To: RMADRID
 Source: Routine Core: Core 5
 Purpose: Team: Team B
 Level of How Received: Mail
 Separation Doc
 Description:

Date Created: 01/29/2004
 Date Received in: 01/26/2004
 Date Received in Core: 02/03/2004
 Date Completed:
 Date Out of Core:
 Date Out of Center:

Requester Information:

First Name: Richard Address: 200 Elizabeth Street
 Last Name: Miller
 Company City: Enterprise
 Phone: (386) 668- State: FL
 Fax: Zip: 32725

Veteran Information:

Veteran Last Name: MILLER Date of Birth: 10/23/
 Veteran First Name: RICHARD SSN:

Service Details

Service Number	Branch of Service	Officer/Enlisted	Date Released
013561720	Army	Enlisted	1957
013561720	Army	Enlisted	1962

Search Requests

Search Request #	SR Status	Registry #	Service Code	Non-Reg/Block	Service Number	Comments
I-1NFP8Z	Searcher Assigned				013561720	Unit Records <input type="checkbox"/> Verify: ACDUTRA; <input type="checkbox"/> Unit of
I-1MSB43	In Core	R0011032683	AR			

Notes

Notes: VA I Ordered 2-5-04 Middle Name is Bruce

CMRS

Report Generated for RMADRID on 2/6/2004

VA Index Tape for WWII

Last Updated: 6/18/2014

Details: These records contain names and partial information about each veteran who had insurance applications and conversions.

- Branches: All
- War: World War II to the mid 1960s.

How to request:

1. Confirm veteran's information has been correctly entered in CMRS.
 - a. Name and date of birth are required. The full middle name may be required for common names.
 - b. Service number and enlistment date should be provided if at all possible.
2. Confirm veteran's information has been correctly entered in CMRS. Name and date of birth are required, but service number and enlistment date should be provided if at all possible.
3. In "Request Notes" field indicate the type of search you are requesting and add any information that may help the searcher such as VA Claim Number or Full Middle Name. Example: "VA Index WWII Ordered 6/1/14, Middle name is George."
4. Click on "Reports" in CMRS, in the top toolbar, select "[Service Request All Details](#)", print form.
5. Place printed form in the appropriate tray for Core Support to complete the search.

Sample of document returned to technician:**Samples of VA Index Tape for WWII**

NAME TAYLOR, JAMES WILLIAM		FILE NO. 24475405
DATE OF BIRTH 9-10-47	DATE OF DEATH	OTHER IDENTIFYING NOS.
SERVICE NO. 53 450 351	BRANCH OF SERVICE ARMY	
DATE OF ENLISTMENT 10-25-66	DATE OF DISCHARGE 10-19-68	
VA FORM MAR 1965 07-7202	MASTER INDEX	
	316	

VA Claim Number

HICKS, JOHNNIE JR
 Pvt Army
 Melville,
 Louisiana

Sa. 38 265 467 Died 12 23 66
 Born 3 14 16
 Enl. 12 9 42 Dis. 8 11 43

56
 Co- 14 641 630
 K-
 N-
 H-
 V-
 A-

VA Claim Number

Enlistment Date

VA FORM 3-7202a Existing stocks of VA Form 7202a, Jan. 1947, will be used. MASTER INDEX CARD 16-7202-1

Primary Sources

Sample of Service Request All Details Ordering VA Index Tape for WWII

SERVICE REQUEST ALL DETAILS

NPRC

Service

Service Request #: 1-90730856 **Status:** In CORE
Request Priority: Routine **Assigned To:** RMADRID
Source: Routine **Core:** Core 5
Purpose: **Team:** Team B
Level of Description: Others **How Received:** Mail

Date Created: 12/30/2003
Date Received in Core: 12/29/2003
Date Received in Core: 01/16/2004
Date Completed:
Date Out of Core:
Date Out of Center:

Requester Information:

First Name: Anthony **Address:** 903 Diamond Park
Last Name: Naples
Company: **City:** Meadville
Phone: (814) 333- **State:** PA
Fax: **Zip:** 16335

Veteran Information:

Veteran Last Name: NAPLES **Date of Birth:** 09/19/
Veteran First Name: TONY **SSN:**

Service Details

Service Number	Branch of Service	Officer/Enlisted	Date Released
023783934	Army	Enlisted	1952

Notes

Notes

VA II Ordered 2/5/04

CMRS

Report Generated for RMADRID on 2/5/2004

1

VEAP/MONTGOMERY GI BILL (Veterans Educational Assistance Program)

ALL BRANCHES OF SERVICE:

If requester wants proof of enrollment or disenrollment in VEAP or Montgomery GI Bill program: Furnish DD Form 2366 from record.

If requester wants information about payments made to these programs: Advise him to contact the appropriate military finance center.

Verification of Correct Record

Prior to dispatching any response, technicians must verify that they are sending documents and information for the correct veteran, i.e., the veteran who is the subject of the request.

Carefully observe the following steps. This process should be committed to memory.

1. Compare information provided by the requester with information found in the record.

a. Use the table below to ensure you are using information directly provided by the requester. Your source for information provided by the requester will vary depending upon how the request was received.

How Received	Requester Information Source
Mail	Incoming attachments
Fax	Incoming attachments
Web	CMRS fields
Web Agency	CMRS fields

IMPORTANT: Do Not Use CMRS field entries for your comparison when the CMRS "How Received" field reads "Mail" or "Fax." This data was entered by the mailroom; not the requester. Use the incoming attachment.

Also, do not use the Search Form to verify you have the correct record. That data may have been entered by the mailroom or you may confuse registry veteran fields with veteran information provided by the requester.

b. Information provided by the requester over the telephone or through e-mail is also acceptable in helping to verify you have the correct record. You must include a Note in CMRS when receiving this information.

c. Never use identifying information found in BIRLS or other sources to verify you have the correct record. This information may be valuable in ordering a record, but the requester must have provided enough information to make a verification once you receive the record. When using information found through other sources to order a record, enter a Note in CMRS as a reminder not to use the data when verifying you have the correct record, e.g. "SN located in BIRLS and entered into CMRS"

2. Compare your request and record(s) to the tables below to determine if you are using the correct record.

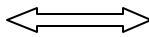
a. If your comparison matches any row, you may conclude you are using the correct veteran's record.

b. If you cannot match any of the rows below, do not send the documents/information. Try to secure additional identification information from the requester.

c. If you cannot match any of the rows, but strongly suspect it is the correct record, contact your ET or Coach. They may consider other factors such as unique names or specific events indicated in the request before advising whether or not to send the record.

Minimum Record Verification Requirements

Compare

Information Provided by the Requester  with Information Found in the Record.

You must match any 1 row to assume you are using the correct record.

Row 1	Name	SSN	SN	POB	DOB	Branch	Service Period
	Match	Match					

Row 2	Name	SSN	SN	POB	DOB	Branch	Service Period
	Match		Match		Match		

Row 3	Name	SSN	SN	POB	DOB	Branch	Service Period
	Match		Match			Match	Match

Row 4	Name	SSN	SN	POB	DOB	Branch	Service Period
	Match				Match	Match	Match

Row 5	Name	SSN	SN	POB	DOB	Branch	Service Period
	Match			Match	Match	Match	

Key Points Summary:

- Compare veteran information from requester with information in the record
- Use incoming attachment only for requests received through the mail or by fax. Do not use the CMRS field entries.
- Never use the search form for verification.
- Never use veteran information found in BIRLS or through other sources that was not provided by the requester.
- A comparison of the request and the record must match one of the rows from the table above.

The "PreDispatch Checklist" under "Get Forms" in MS Word is an abbreviated tool to help verify these requirements.

Figure 1: Verification of Military Service

VERIFICATION OF MILITARY SERVICE	
TO: <input type="checkbox"/> NATIONAL CEMETERY SYSTEM, WASHINGTON, DC <input checked="" type="checkbox"/> NATIONAL CEMETERY: <input type="checkbox"/> ARLINGTON, VA <input type="checkbox"/> CALVERTON, NY <input checked="" type="checkbox"/> JEFFERSON BARRACKS, MO <input type="checkbox"/> RIVERSIDE, CA	
NAME & SERVICE NUMBER, SSN, VA CLAIM NO.	(A) VA Claim No. - None Bates, Robert W., [REDACTED]
DATE & PLACE OF BIRTH	(B) [REDACTED], MS
GRADE ON LAST SEPARATION	(C) Recruit
DATE ENTERED LAST PERIOD OF ACTIVE DUTY	(D) 5 March 48
DATE SEPARATED FROM LAST PERIOD OF ACTIVE DUTY	(E) 18 March 50
CHARACTER OF SEPARATION FROM LAST PERIOD OF ACTIVE DUTY	(F) Undesirable
HIGHEST GRADE HELD IN RESERVES OR NG AND BRANCH IN WHICH HELD	(G) None
HIGHEST GRADE HELD ON ACTIVE DUTY AND BRANCH IN WHICH HELD	(H) Technical Sergeant, Army
WAR SERVICE	(I) <input type="checkbox"/> WWI <input checked="" type="checkbox"/> WWII <input type="checkbox"/> KOREA <input checked="" type="checkbox"/> VIETNAM <input type="checkbox"/> NONE <input type="checkbox"/> OTHER (Specify)
CHECK HERE IF MEDAL OF HONOR WINNER	(J) <input type="checkbox"/>
REMARKS: * IF CODE F IS OTH, SHOW PRIOR SERVICE AND, IF CONTINUOUS, STATE WHETHER VETERAN WAS PREVIOUSLY ELIGIBLE FOR COMPLETE SEPARATION.	(K) Prior Active Service 30 April 46 to 4 March 48, Honorable 30 July 40 to 26 September 45, Honorable VETERAN WAS (WAS NOT) ELIGIBLE FOR COMPLETE SEPARATION WHEN DISCHARGED ON
VERIFIED BY: R. Young (Signature) NCPM R-A DATE: (current date)	NATIONAL PERSONNEL RECORDS CENTER (Military Personnel Records) 9700 Page Avenue St. Louis, Missouri 63132-5100
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13079 (Rev. 3-92)	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1865.32A

SUBJECT: Verification, misplaced, and "can't find" records searching

1. **Purpose.** This memorandum issues revised instructions for personnel involved in verification, misplaced, and "can't find" records searching.
2. **Cancellation.** NPRC 1865.32 is canceled.
3. **Reason for revision.** NPRC 1865.32 is revised to update procedures and include current NA Form numbers. The memorandum details procedures to personnel involved in verification, misplaced, and "can't find" records searching.
4. **Instructions.** The instructions for verification, misplaced, and "can't find" records searching are in the attachment.
5. **Forms.** This memorandum provides for the use of the following forms:

NA Form 13004, Request for Computer Search
NA Form 13012, Return Slip for VA Inquiry
NA Form 13024, Delay Notice Inquiry
NA Form 13051, Transmittal
NA Form 13053, NPRC Acknowledgment/Referral
NA Form 13063, Inquiry Return (with SF 180)
NA Form 13075, Questionnaire About Military Service
NA Form 13077, Report of Searching Action
NA Form 13098, NPRC Routing Slip
NA Form 13131, Important Notice
NA Form 13140, Wanted Card
Optional Form 41, Routing and Transmittal Slip
Standard Form 180, Requests Pertaining to Military Records
DD Form 214, Report of Separation from Active Duty
DAS Form 54, Request for Official Military Personnel File, Microfiche, or Paper Document
VA Form 3101, Request for Information

DAVID L. PETREE
Director

FIGURES AND APPENDIXES

[Figure 1](#) [Location of Military Personnel and Medical Records](#)

[Figure 2](#) [Sample NA Form 13077, Report of Searching Action](#)

[Figure 3](#) [Sample NA Form 13140, Wanted Card](#)

[Figure 4 Army Reference Branch "Can't Find" Instructions](#)

[Figure 5 AR-PERSCOM Computer Symbol Explanations](#)

[Figure 6 Codes for AFEES and Major Commands Responsible for Control and Issuance of Temporary Identification Numbers \(TIN\)](#)

[Figure 7 Grades and Ranks of the Armed Forces](#)

[Figure 8 Sample Optional Form 41, Routing and Transmittal Slip](#)

[Appendix Meaning of Service Number Prefixes and Suffixes](#)

[A](#)

[Appendix Table of Service Number Issuances](#)

[B](#)

VERIFICATION, MISPLACED, AND "CAN'T FIND" SEARCHING

1. **Introduction and responsibility.** The following instructions and guides for action are extensions of routine search procedures described in NPRC 1865.31, Routine Searching. Instructions in NPRC 1865.32A are for verification searchers when (a) a routine search is negative or (b) the record requested is a "can't find" (not in the computer, but the inquiry indicates the record should be in the physical custody of NPRC). Included are instructions for the GS-6 archives technicians in the correspondence section for "can't find" records searching.
 - a. **Resourceful verification searchers.** Effective, efficient location of records requested requires resourceful and intelligent verification searchers using their experience and knowledge to determine where to look first to locate a "missing" record. The following list of actions applies on a case-by-case basis as appropriate, thus allowing searcher discretion to apply those steps indicated by the nature and/or source of the request.
 - b. **Military records depositories.** [Fig. 1](#) summarizes the types of records retained at fifteen military records depositories including NPRC.
2. **Use of NA Form 13077,** Report of Searching Actions. NA Form 13077 provides for the documentation of search actions taken by the verification searcher. The form remains attached to the inquiry until all search actions have been completed. A copy of all misplaced records search results (reverse side of NA Form 13077) is maintained in search section headquarters.
3. **Verification search.** Records not located after routine search actions require more extensive actions and analysis by the verification searcher to include:
 - a. A manual search of registry files to include two cartons before and after (total of five cartons) the indicated file location. **NOTE:** Navy alpha files require searching one carton

before and after (total three cartons) and if necessary, a name variation that could possibly require search of additional cartons.

- b. Verification of the correct spelling of the veterans name (see [par. 8](#)).
- c. Verification of the accuracy of the service number (SN) and/or social security number (SSN).
- d. Searching other logical records blocks (e.g., in cases involving NCPMN-S, search PWW and WWII when the inquiry indicates separation in the late 1940's).
- e. Verification of data provided. It may be appropriate to ask requester for more information or confirmation of information.
- f. Searching any of the locations or actions recommended under "Verification Search" on NA Form 13077 (see [fig. 2](#)). This includes a second routine search of the correspondence section, possible refile of the record, and check of auxiliary tapes, microfiche, and indexes.

(1) NA Form 13004, Request for Computer Search, is used to probe the computer by variations of the SSN, SN, and spelling of name.

(2) A record charged out to NPRC (9700 Page) elements requires a thorough search of desks, refile racks, suspense files, photocopy machine racks, refile carts, etc. If a record charged out to ARPERCEN less than 15 days is needed by NPRC, telephone ARPERCEN for return of record.

(3) A record charged out of the building requires the requester be notified of referral using NA Form 13053, NPRC Acknowledgment/Referral.

(4) If verification search is negative and a misplaced search is required, the person authorizing the misplaced search (search section chief, correspondence section chief, or lead archives technician) ensures a delay notice is sent to the requester.

(5) Army and Air Force Reference Branches can request a manual search of AR-PERSCOM files by using OF 41, Routing and Transmittal Slip (see [par. 17](#)).

(6) As a last resort to verify the identification of requested record (name, SSN, SN) the verification clerk probes Department of Veterans Affairs BIRLS computer. Using NPRC (MPR) Routing Slip, and send query requests to Incoming Mail Unit 2 (NCPMO-I).

(7) If verification search is negative, forward inquiry and NA Form 13077 to the appropriate correspondence section chief using NA Form 13098. **NOTE:** If analysis of the request and/or verification search indicates the record was **NEVER** sent to the Center, search section replies to the requester.

(8) NA Form 13140, Wanted Card, or NA 13131, Important Notice, is placed in file only when advised to do so by the search section supervisor. See [fig. 3](#) illustrating a properly filled out Wanted Card.

4. **Misplaced records search.** Following a negative verification search, the correspondence section chief, search section chief, and/or lead archives technician authorizes a misplaced search. He/she determines if a misplaced search is referred to either reconstruction of the record or returning to the requester for additional information. The search section chief reviews, coordinates, and controls misplaced search actions and ensures a delay notice is sent to the requester.

- a. The reverse side of the NA Form 13077 (see [fig. 1](#)) is used **ONLY** for a misplaced records search. When signed by the correspondence section chief, the inquiry and NA Form 13077 are returned to the search section.
- b. All actions taken by the searcher conducting the misplaced search are signed, dated, and fully annotated.

(1) Records located are forwarded to the appropriate correspondence section.

(2) Negative search results are returned to the correspondence section chief using completed NA Form 13077. **NOTE:** Results of misplaced records search action (positive or negative) are to be fully annotated on the NA Form 13077 and photocopy/carbon copy of the reverse side should be made and **MUST** be maintained in search section headquarters.

- c. Misplaced records searching involves **ANY** approach to finding a misfiled or lost record including:

(1) Rechecking all previous search actions taken in the routine and verification searches.

(2) Variation of name spellings.

(3) Variation of SSN, SN, and/or DOB and probing the computer.

(4) Variation of the registry number consisting of a systematic variation of each digit of the registry number. For example, if the record with registry number 7546392 is not in file, the following number locations should be searched:

7546392		7546392		7546392		7546392		7546392		7546392		7546392		7546392		7546392
7546390		7546302		7546092		7540392		7506392		7046392		0546392				
7546391		7546312		7546192		7541392		7516392		7146392		1546392				
7546393		7546322		7546292		7542392		7526392		7246392		2546392				
7546394		7546332		7546492		7543392		7536392		7346392		3546392				
7546395		7546342		7546592		7544392		7556392		7446392		4546392				
7546396		7546352		7546692		7545392		7566392		7646392		5546392				
7546397		7546362		7546792		7547392		7576392		7746392		6546392				
7546398		7546372		7546892		7548392		7586392		7846392		8546392				
7546399		7546382		7546992		7549392		7596392		7946392		9546392				

Particular attention should be given to those numbers which are easily misread; that is 3, 6, 8, 9.

(5) Telephoning service agencies possibly holding the record.

(6) Searching five cartons before and after (total of 11 cartons) the designated file location.

(7) Searching auxiliary files, tapes, microfilm, microfiche, and locator aids.

5. **"Can't Find" search.** A "can't find" is defined as a record requested that generates negative computer results, but based on the information in the inquiry is not a fire-related record and **SHOULD** be in the physical custody of NPRC. Document all actions taken to locate record on NA Form 13077. "Purification" of a section of the files is requested only by the search supervisor. Purification is defined as a record by record manual search and confirmation of file contents and order.

- a. **Army.** Army Reference Branch is responsible for servicing requests concerning Army personnel separated on/or after 1/1/60. [Fig. 4](#) outlines the action to be taken, by what section, and subsequent actions required to locate the "can't find."

NOTE: G-Date is AR-PERSCOM's computer symbol designating "discharge" date and record has been transferred to NPRC. A listing of all AR-PERSCOM computer symbol explanations is contained in [fig. 5](#).

- b. **Navy.** "Can't find" searches require the same procedure as verification/misplaced search actions under the direction and discretion of the search section supervisor or lead archives technician.
- c. **Air Force.** "Can't find" searches require the same procedure as verification/misplaced search actions under the direction and discretion of the search section supervisor.

6. **Additional NPRC record locations.** The following record blocks are in addition to the record blocks listed in NPRC 1865.31, par. 4, fig. 1.

- a. **Auxiliary (QM and QT) Registry (C, D, E, M, P, H, J, K, and W Registry prefix).** "Auxiliary" records were added to the computerized registry system in 1974. Auxiliary records include:

PREFIX	CONTENTS
C	Army hospital clinical record cover sheets and/or nominal index (admission cards) for military personnel. Three groups of digits in registry number designate respectively the box number, folder number, and page number for the record. For example, registry number C0059 173 098 signifies box 59, folder 173, and page 98
D	Army discharge special orders. The same number system as "C" records, above, applies.
E	Enlistment/induction service number ledgers showing date and place of entry into service. The same number system as "C" and "D" records, above, applies.
M	Reserved for miscellaneous types of records in small quantities that may be filed within the QM records classification.
P	Pay records (final pay vouchers and payrolls). The registry number for files concerning World War I and II designate only the folder in which the record is found. Example: registry number P0000089159 signifies folder number 89159. Within the folder, it is necessary to scan all records (not more than 50 in a folder) for one desired. Names on payrolls are arranged alphabetically, by rank. Individual pay vouchers, for the most part, are not arranged alphabetically, but rather

	numerically by Disbursing Officer Number. Registry numbers for Post World War II records designate the box number, folder number, and page number. For example, registry number P0922 034 010 signifies box 922, folder 34, and page 10.
H	(With QT service code) Surgeon General's Office (SGO) Hospital (With QT service code) Surgeon General's Office (SGO) Hospital Admission Card File which pertains to data concerning some Army hospital admissions during WWII and the Korean Conflict. The FAR indicates three groups of numbers in the data field normally used for registry number auxiliary file location. The three groups of digits designate respectively the listing year, the microfiche page #, and the frame #. NOTE: The FAR will NOT indicate the veteran's name, only the service number. This information is used to locate each related record on a microfiche listing. To interpret the coded record a blowback copy is made of the microfiche page. The codes are then entered to a computer screen format which interprets each code and generates a printout.
J	(With QM service code) Information from the Judge Advocate General (JAG) microfilm index. The FAR indicates veteran's name, service number, and Court Martial Case Number. The Case Number is in the last six digits of the data field normally used for registry number auxiliary file location.
K	(With QT service code) Korean Casualty File. Entries on this file appear on the FAR with a "K 0000 000 000" registry number. The FAR identifies a veteran listed in the Korean Casualty File, i.e., casualties and POW's of the Korean Conflict. The Korean Casualty File contains three separate microfiche listings each sorted into a different sequence. These listings arrange the complete file in alphabetical order; list the veterans alphabetically by home county and state; and provide an alphabetical extract of Prisoners of War.
W	(With QT service code) Paper records and back-up microfilm for WWII Prisoners of War listed in alphabetical order. The FAR indicates veteran's name, service number, date of capture, and date of release or return to military control.

- b. **Suspense file ("S" Registry prefix).** Established in February, 1976, records with a registry number with an "S" prefix are located in Records Reconstruction Branch (NCPMR). "S" files are temporary numbers that are deleted and returned to the stacks as either "B" or "R" numbers.
- c. **"V" Registry.** A registry number with a "V" prefix indicates the record is located in the vault (3rd floor, within NCPMA).

7. Returning inquiries for more information.

a. ***Inquiries returned for the first time.***

(1) ***VA Form 07-3101, Request for Information.*** Use NA Form 13012, Return Slip for VA Inquiry. Do **NOT** return these through the VA Liaison Officer.

(2) ***Standard Form 180, Requests Pertaining to Military Records.*** Use NA Form 13075, Questionnaire regarding what information is required to locate requested record.

(b) Non-Federal requests. Use SF 180 with NA Form 13063, Inquiry-Return (with SF 180).

b. ***Inquiries returned to NPRC for the second time, still with insufficient information.***

Items not answered or answered with "don't know," "unknown," "not available," "can't remember," etc. are considered incomplete. An attempt to locate the record should be made if "some" information is provided. If necessary, again return to the requester using either [subpar.\(1\)](#) or [subpar.\(2\)](#) below.

(1) ***VA Form 3101 and NA Form 13012, Return Slip for VA inquiry.*** Use the same NA Form 13012 and include: "Item(s) _____ as requested above were not completed. Please complete and return and we will give your inquiry prompt attention."

(2) ***Other inquiries returned with SF 180 and NA Form 13063, or with NA Form 13051.*** Use returned forms and include in remarks section: "We must have the information that we previously requested before we can search for the records needed to answer your inquiry."

NOTE: Analysis of the inquiry and applied logic can often generate "clues" for locating a missing record. The following paragraphs include the more common searching aids.

8. ***Name as a searching aid.*** Verification and clarification of the spelling of the name on the inquiry eliminates needless searching time. Consider the following:

- a. Could requester be a female having a record filed under her previous (maiden or prior married) name?
- b. WWII and PWW Philippine Scouts often had only one name, but names of their sect, as "Igorot" or "Moro," appear on the record as if it were part of the name. "Igorot" is the name of the Indonesian people of Northern Luzon of the Philippine Islands and not the person's first name.
- c. First names can be mistaken for the surname.
- d. There are various ways of spelling surnames with the same sound; e.g., Miller, Mueller or Smith, Smythe. Search sections have a "Guide to Similar Surnames, Variations, and Derivatives of Given Names."
- e. Substitute full given names for nicknames and vice versa; e.g., William, Willy, Bill, Billy.
- f. Names of foreign extraction are often "Americanized," after the record was created; e.g., Giovanni/Juan/John or Giuseppe/Jose/Joseph/Joe.
- g. If the name appears more than once on the inquiry, check for spelling agreement. Usually veteran's signature is correct (if legible).
- h. Examine a signature not clearly written (letters a, o, m, n are easily misread).

- i. Reverse vowels together such as ei/ie, ae/ea, ui/iu, etc.
- j. If a middle name is shown, search under middle initial only. Reverse the first and middle name.
- k. The first initial of the last name could be mistaken for another; e.g., C for G, M for N, M for W, U for V, N for V, etc.
- l. If a search has produced any miscellaneous documents verify the spelling of the name.

9. **Service numbers as searching aids.** Knowledge of the historical evolution of the use and assignment of military service numbers can aid in locating a requested record, or at least, minimize the search by establishing branch of service, time period, and/or rank or status. [App. A](#) summarizes the meanings of the prefixes and suffixes used in conjunction with the service numbers (SN). [App. B](#) breaks down the issuance of various blocks of SN's by time periods of their assignment.

a. **Air Force.** The Air Force became a separate military department as of September 25, 1947.

(1) **Service numbers (SN).** Service numbers were assigned to enlisted Air Force personnel from the block being used by the Army, but included its own distinctive prefixes or suffixes. Generally, numbers transferred with the service member when changing between either Army or Air Force, unless there was a change of status (such as enlisted to officer). Air Force enlisted SN's were eight digit numbers either 00-000-000 (until approximately 1965) or 00000000 (until July 1, 1969). Effective October 1, 1965, prefixes, for service numbers of all commissioned and warrant officers, male and female, of all USAF components are as follows (the "F" denotes Air Force; the second letter denotes component):

FR - Regular Air Force

FV - Reserve Air Force

FG - Air National Guard

FT - Without component

(2) **Social security number (SSN).** As of July 1, 1969, the nine digit SSN was adopted as the personal identifier.

b. **Army.**

(1) **Service numbers (SN).** Service numbers were assigned to Army enlisted/drafted personnel in service or entering since February 1918. Army officers were to be assigned since May 1921.

(2) **Social security numbers (SSN).** Since July 1, 1969, the nine digit SSN has been used as the primary personal identifier. Persons who do not have a SSN at the time of entry into service, must immediately apply for one. However, during the interim, they are assigned a "Temporary Identification Number" (TIN). This is a nine digit number always beginning with 9. As soon as the SSN is received, it replaces the TIN. A few members

were separated before receiving a SSN, consequently, their records are accessioned under the TIN. The TIN is constructed as follows:

c.

(a) First position is always a 9 for Army, 6 for Air Force, and 8 for Navy personnel.

(b) Second and third digits identify the Armed Forces Enlistment Entrance Station (AFEES). See [fig. 6](#) for interpretation of the two digit AFEES code.

(c) The last six digits are sequentially assigned: Example:

(i) TIN of 622000001 indicates the first person to enter the Air Force without a SSN at Baltimore AFEES.

(ii) TIN of 979100002 indicates the second person to enter the Army without a SSN through a major command headquarters (1st Army).

NOTE: Navy TIN's begin with 800 _____, and do not designate AFEES.

d. **Coast Guard.**

(1) **Service numbers (SN).** Service numbers were first assigned to Coast Guard enlisted personnel October 1930. All persons then in service or who entered later were given six or seven digit numbers. In addition, a number was assigned to each record of all who had previously served in the Coast Guard since its inception (January 28, 1915). Numbers were first assigned to officers about 1949, to include those in retirement status. Numbers were not known to be assigned to officers separated before then.

(2) **Social security numbers (SSN).** Since October 1974, the nine digit SSN has been used as the personal identifier for officers and enlisted. Records through 1975 may include either or both SN or SSN.

e. **Navy.**

(1) **Service numbers (SN).** Service numbers were assigned to Navy enlisted personnel in service or entering since 1918. In addition, numbers were assigned to Navy enlisted service records back to 1885. Navy officers' personnel records were assigned identification numbers since 1903. Since 1919, this number became the SN for those already in service and subsequent officers were issued a SN. No numbers are known to be assigned to officer records of persons separated before 1903.

(2) **Social security numbers (SSN).** Navy designated the period July 1, 1971, to December 31, 1971, as the conversion period from SN to SSN. During the conversion period, both numbers appear on records. Since January 1, 1972, only SSN's are assigned as personal identifiers of all Navy personnel.

f. **Marine Corps.**

(1) **Service numbers (SN).** Since July 1905, all Marine Corps enlisted personnel records were assigned identification numbers. In March 1941, those numbers were designated as enlisted service numbers and issuance continued for all enlisted persons in service or who subsequently entered. No numbers are known to have been assigned to persons separated before July 1905. Officers personnel records were assigned "file case numbers" since the early 1920's. In October 1943, those numbers were designated as officer service numbers and issuance continued for all officers in service or who subsequently entered.

NOTE: Some file numbers were assigned to officer records of some personnel separated before 1920 if action regarding the record was taken subsequent to 1920.

(2) **Social security number (SSN).** Since January 1, 1972, only SSN's are assigned as personal identifiers of all Marine Corps personnel.

10. **Service organization terms as a searching aid.** The branch of service can be determined from an inquiry by the organization terms used.

a. **Air Force.** The words "air," "Air Force," "wing," "group," "squadron," and the prefix "aero" suggest U.S. Air Force as the branch of service involved, e.g.:

Air Division	Weather Wing
Air Force Base	Aerial Port Group
Air Force Hospital	Aeromedical Evacuation Group
Air Force Station	Aerospace Communications Group
Air Commando Wing	Aerospace Defense Group
Air Refueling Wing	Air Base Group
Bombardment Wing	Combat Support Group
Fighter Wing	Communications Group
Military Airlift Wing	Fighter Group
Missile Warning Wing	Inspector General Group

Strategic Aerospace Wing	Maintenance and Supply Group
Strategic Missile Wing	Special Investigator Group
Strategic Reconnaissance Wing	Tactical Control Group
Surveillance Wing	Weather Squadron
Tactical Fighter Wing	Strategic Aerospace Division

b. **Army.** The words in organization designations that most commonly suggest Army service are:

Armored	Intelligence
Artillery	Military Police
Aviation	Ordnance
Cavalry	Quartermaster
Chemical	Signal
Engineers	Support Services
Infantry	Transportation
Medical	Women's Army Corps, etc.

Within these designations there may be any of the following:

divisions	detachments
commands	teams

forces	units
corps	hospitals
brigades	centers
groups	dispensaries
regiments	clinics
battalions	depots
companies	laboratories, etc.

There are numerous miscellaneous types of organizations that appear in the inquiries, such as:

administration companies and detachments
 salvage companies
 field depots
 inventory control centers
 maintenance units, battalions, etc.
 supply and service units, battalions, etc.
 support units, commands, brigades, groups, battalions, etc.
 finance sections
 military intelligence groups, battalions, etc.
 civil affairs groups
 provisional groups, companies, etc.
 special forces groups, companies, etc.

- c. **Coast Guard and Marine Corps.** The words "Coast Guard" and "Marine Corps" usually appear with the organizational designations in inquiries involving these services.
- d. **Navy.** A large percentage of the inquiries involve service aboard Naval vessels (e.g., USS SARATOGA). Shore activities are usually preceded by the word "naval," as:

Naval Air Facility/Station
 Naval Base
 Naval Communications Station
 Naval Construction Battalion Center
 Naval Facility
 Naval Hospital
 Naval Magazine
 Naval Reserve Training Center/Facility
 Naval Shipyard
 Naval Station

Naval Submarine Base
Naval Supply Depot/Center
Naval Support Activity
Naval Training Center

11. **Service grade/rate/rank as a searching aid.** Reference to a specific grade/rank/rate in an inquiry can indicate branch of service. See [fig. 7](#) for the most common grades or ranks used by each branch of service.
12. **Date of birth (DOB) or age as a searching aid.** If the age of the person whose record is requested is known, generally the following can be assumed from the DOB:
 - a. Before 1900 would have served in WWI.
 - b. Between 1915-1926 would have served in WWII.
 - c. Between 1927-1940 would have served in the PWW period.
 - d. After 1940 would have been separated after 1960.

Unnecessary searching can be minimized by reasoning what record block(s) need be searched based on the age of the requester. For example, if the veteran states he was born in 1935, searching WWII or prior record blocks is unnecessary.

13. **Status of the requester as a searching aid.**
 - a. If the inquiry indicates the veteran's status, generally the following applies:
 - (1) If the inquiry indicates more than 20 years service, the veteran may have retired status.
 - (2) If both enlisted and officer status is indicated, two records may exist or both records could have been merged (no chargeout or cross-reference having been placed in file).
 - (3) Subsequent service may have been performed after the separation referred to in the inquiry.
 - (4) If separation was by death or punitive action, there is no need to search subsequent record blocks.
 - b. Use of the auxiliary tapes, microfilm, microfiche, indexes, and registers to identify, verify, and determine the status of the individual. Auxiliary locator aids include:
 - (1) **Army Branch (NCPMA)**
 - (a) Army service number (SN), social security number (SSN) cross reference tape; arranged alphabetically.
 - (b) A-Registry tape.
 - (c) B/R-Registry tape.
 - (d) Army active duty microfiche indicating name, rank, SN/SSN. Fiche are separated for officers and enlisted; both alphabetically arranged.

(e) "U.S. Army Register," annually printed volumes from 1960 to present, listing name, SN/SSN, rank, date of entry, and organization/unit for all active duty Army officers arranged in alphabetic order.

(2) Air Force Branch (NCPMF)

(a) Service Registry tapes (A, F, N, and B/R).

(b) Officer and enlisted Service Number Index card file (located in second floor stacks). This is a partially complete file of Air Force personnel between 1947 and 1963 indicating name and SN, arranged numerically by SN. This index has been microfilmed.

(c) Active duty officer microfiche. Produced monthly, each entry indicates name, SSN, rank, and duty station. Arranged alphabetically by name and subdivided by SSN in descending order for identical names.

(d) Active duty enlisted microfiche. Same as [subpar. \(c\)](#) above.

(e) Reserve officer and airmen microfiche ("P-80"). Produced monthly, each entry indicates name, SSN/SN, rank, home address of record, and miscellaneous coded information. The term "P-80" is an Air Force numeric designation for the reserve fiche. Arranged alphabetically by name and subdivided by SSN/SN in descending order for identical names.

(f) Retired officer and enlisted microfiche. Produced monthly, each entry indicates name, SSN/SN, home address of record, rank, and other coded information such as length of service, disability, whether drawing pay, or drawing pay from other source (VA, etc.). Alphabetically arranged.

(g) Air National Guard (ANG) microfiche. Produced monthly since November 1966, each entry indicates name, grade, SSN/SN, state, pay date, date of ANG grade, DOB, and other miscellaneous data. Arranged alphabetically by name.

(h) Register of active duty and retired officers. Printed every January of each year, each entry indicates name, SSN/SN, permanent grade, date of rank, DOB, and miscellaneous service data. Volume I lists active duty officers, Volume II lists retired Air Force officers. Arranged alphabetically by name.

(i) Navy Bidex. See [subpar. \(3\)\(l\)](#) below.

(3) Navy Branch (NCPMN)

(a) N-Registry tape.

(b) Microfilm of Navy enlisted gains and losses. Entries include two listings indicating either gains or losses to the Navy. Gains show name, SN, and date of enlistment, and are arranged in SN order. Losses show name, SN, and date of separation, and are arranged in alphabetic (last name) order. Film covers the period January 1, 1885, to 1963.

(c) Officer Registers (Navy and Marine Corps). Located in the NCPMN library, these registers cover the period from 1845 to present. They are printed annually for the following officer categories:

Regular commissioned officers and warrant officers.

Reserve commissioned officers and warrant officers.

Retired commissioned officers and warrant officers.

Each volume contains a separate index for Navy and Marine Corps officers, listing them alphabetically by name, file number, grade, and lineal number. The main entry is found by file number. Grade, DOB, and entry dates are listed in the registers.

(d) Navy Microfilm of Muster Roll Reports (Stations and Ships). These are for the WWII years (1939 to 1947). They identify an individual who served at a particular Naval activity or on a particular ship at a certain time. Arranged alphabetically by ship or station.

(e) Marine Corps Historical Tapes. Microfilm of Marine Corps personnel from 1775 thru 1972 (not entirely complete) listing name and SN for officers, and name, SN, DOB, state and country of entry, and status for enlisted personnel. There are two series: one microfilm series arranged alphabetically by name and another microfilm series arranged by SN.

(f) Rosters of active/inactive officer and enlisted Marine Corps Reservists. Quarterly produced microfilm in two series: one alphabetical showing only name and SN; one numerical by terminal digit of SN showing SN, name, rank, primary military occupational specialty code, component class code, date of expiration of obligated service, address of record, classification of reserves, reporting unit code, and pay entry base date.

(g) Coast Guard enlisted service record card file (WWI). Located in fifth floor stack area, these 5" x 8" cards list name, SN, and transcript of service activity for enlisted Coast Guard before and during WWII. Arranged alphabetically by name.

(h) Coast Guard enlisted record card file (PWW II). Located in fifth floor stack area these 8" x 11" cards lists name, SN, and transcript of service activity for the post WWII period thru 1967. Subsequent cards were interfiled into the personnel records. Arranged alphabetically by name.

(i) Coast Guard temporary reserves card file (1942-1945). Located in fifth floor stack area these 5" x 8" cards list name, SN, and transcript of enrollment. Arranged alphabetically by name.

(j) Coast Guard Register of Officers and Cadets. Printed annually, an alphabetic index references the entries which include varying information on the Coast Guard officers and cadets. (1973 thru 1976).

(k) Coast Guard Reserve Officer and Warrant Officer Register. Printed annually, an alphabetic index references the entries which include name, rank, SN/SSN, DOB, and occupational specialty designation.

(l) Navy Bidex. A microfiche provided monthly from the Department of Navy listing all Navy personnel by name, SSN, rank, and status. Bidex is indexed both by SSN order and also alphabetically by name. A copy is provided Air Force Branch. Old editions of the Bidex are destroyed.

14. **Address on the inquiry as a searching aid.**

- a. While mail section personnel should determine if the inquiry is properly directed to NPRC, unnecessary searching can be eliminated by reading the inquiry to determine if the request pertains to records retained by NPRC. The reverse side of [Standard Form 180, Requests Pertaining to Military Records](#), categorizes and locates military record holdings. Refer

missent inquiries to the appropriate agency (is known) and send the requester a referral notice. See fig. 1, NPRC 1865.31.

- b. An inquiry addressed to a specific military department generally indicates the branch of service involved.

15. "Other" searching aids and approaches.

- a. If a case has been IBR'd, try to determine the reason for IBR. This may provide clues as to the type of action involved, length of time involved, or whether a record could have been refiled into another record block.
- b. If fingerprints are submitted with the request, analyze the case carefully to determine whether information from the FBI fingerprint files might be helpful in locating or identifying the record. The search section supervisor determines if the FBI is to be contacted.
- c. Requests may not indicate subsequent periods of military service which could have resulted in records being merged to Registry file locations. A record returned may be accessioned into a later record block or remain in AR-PERSCOM's files.
- d. Records loaned, transferred, or charged outside of the Center for more than 60 days, require contacting the receiving agency for possible forwarding of the inquiry or request for the return of record. Notify the requester of the referral action (NA Form 13053) or delay in answering the inquiry.
- e. If the record involves a 201 file (see [par. 16](#)), check the 201 file for the possibility of an interfiled record.
- f. Investigate the possibility of a record being refiled in the wrong record block; e.g., Navy WWI misfiled in Navy WWII.

16. Background of NPRC (9700 Page) records arrangement. A through discussion of auxiliary records retained by NPRC used in records reconstruction cases can be found in (1) "[Monograph on Military Personnel and Related Records of the War Department 1912-1939](#)" and (2) "[Monograph on Organizational Records Used in Records Reconstruction](#)," both located in the Records Reconstruction Branch (NCPMR).

- a. **July 12, 1973 fire.** The fire of July 12, 1973, destroyed the entire sixth floor NPRC (9700 Page) causing the loss of 80% of the records located there. Impact of the fire is summarized as follows:

Record Group	Number of Records Destroyed/Damaged	Number of Records Recovered
Army WWI (11/1/12 - 9/7/39)		
Army WWII (9/8/39 - 12/31/46)	4,045,755	1,098,095
Army PWW II (1/1/47 - 12/31/59)	7,268,273	1,709,277
Army (after 1/1/60)	4,902,527	1,038,883
	743	1,114

TOTAL ARMY	16,218,898	4,161,769
Air Force (9/25/47 - 12/31/63) (Hubbard thru Z)	1,293,976	406,024
Navy (since 1884)	1,150	1,150
Marine Corps (since 1892)	150	150
Navy/Marine Corps Medical (since 1910)	500	500
Coast Guard (since 1905)	8	8
Vault Storage (classified)	1,694	7,638
GRAND TOTAL	17,516,376	4,577,239

(1) Most of the 4,577,239 records recovered after the fire were accessioned into the B-Registry file. Exceptions include:

(a) Marine Corps, Navy/Marine Corps Medical records and Coast Guard were accessioned into the N-Registry.

(b) Army separated after 1/1/60 were accessioned into the A-Registry.

(c) Some Air Force records of personnel with previous Army service are found in the A-Registry.

(2) The R-Registry was added to the B-Registry in April 1974 as a result of efforts to "reconstruct" vital military data lost in the fire as requested. All new requests concerning fire-related records should be routed to NCPMR where an "R" folder is established.

(3) Most records in the B/R Registry are identified by SN. When a SN is not available the SSN or DOB is used as the identifier. When DOB is inserted (mostly WWI records) the number will begin with an "X." Example: A FAR for a record accessioned under name and DOB of January 1, 1902, will generate a service identification number 00x010102 when a computer name search is initiated. When only a name is available, records are given the identification number 00000001. A FAR for a record accessioned under name only generates a service identification number 00000001 when a computer name search is initiated.

b. Previous service record identification systems.

(1) Army case number files. Army records representing separations from 1/1/60 thru 6/30/68 formerly known as the Army Case Number File was originally accessioned by use of the Army's "Case Number" bearing the prefix "AX." The A-Registry microfilm index, alphabetically lists all Army personnel giving AX number and/or Registry number.

(2) "201" files. WWI Army personnel records of officers, warrant officers, nurses, Army field clerks, and miscellaneous personnel (such as civilians employed by the War Department) were filed in 9" x 12' manila folders in alphabetic order. Enlisted WWI personnel and medical records were filed in 4 ½" x 8 ½" enlisted jackets. Often an enlisted record was filed within a "201." These records were lost in the 1973 fire with the exception of parts of the B-Registry.

(3) Prior service in a different branch of service. Records involving WWII Army Air Corps service with subsequent service in the Air Force should be combined into the record block of the last branch of service.

17. Requesting manual search of AR-PERSCOM files. Army and Air Force Reference Branches, through NCPMA-S, can request a manual search of AR-PERSCOM files to locate records that may be in AR-PERSCOM's custody.

- a. Searcher prepares in triplicate OF 41, Routing and Transmittal Slip, (see [fig. 8](#)).
- b. Include, if possible, name, SSN, SN, type of request (i.e., service, medical, etc.), NCPMA or NCPMF stamp, and Special tag if Congressional or Red tag priority case.
- c. Original and one copy of OF Form 41 are hand-carried on a daily basis by NCPMA-S or designate to AR-PERSCOM, PRD-RMD Section, room 4040.
- d. Suspend second copy and inquiry in a control file maintained in Search and File Section, Headquarters.
- e. AR-PERSCOM will return OF 41 with (1) records attached, (2) negative search results, or (3) AR-PERSCOM request for the inquiry.
- f. If AR-PERSCOM requests the inquiry, hand-carry to PRD-RECON Section, place a chargeout in file, and send requester a notification of referral action.

NOTE: Air Force Reference Branch is to submit requests for manual search of AR-PERSCOM files through NCPMA-S.

VETERANS OF FOREIGN WARS (VFW) MEMBERSHIP

Eligibility for VFW Membership is based on honorable service and participation in any foreign war, insurrection or expedition. You should provide copies of all separation documents and service record documents that will show dates of foreign service, and you must document all medals and awards. The information should be found on the documents listed below.

AIR FORCE: AF Form 7, AF Form 11

ARMY: DA Form 20, DA Form 2-1, DA Form 66

NAVY: NAVPERS 601, pages 5, 9, 11, and/or fitness reports *

MARINE CORPS: NACMC 118, pages 3, 9, 11, and/or MC Officer Qualification Record *

COAST GUARD: Administrative Remarks, Transfers and Receipts, Record of Service

***NOTE:** If you cannot find the required information in a Navy record, **Loan & Transfer** the record and request to the [\[00168\]](#): Navy Personnel Command, PERS 312B RM 354, 1 Archives Drive, St Louis, MO 63138. Be sure to inform requester of referral.

SOUTHWEST ASIA (DESERT STORM / DESERT SHIELD):

If you cannot verify SWA service from the information shown in the record:

ARMY: Dates of service in SWA can be verified using the OASIS database.

Refer all others to the following offices:

AIR FORCE:

[\[00141\]](#)
HQ, Air Force Personnel Center
Attn: AFPC/DPSIDR
550 "C" Street West, Suite 12
Randolph AFB, TX 78150-4714

NAVY:

[\[00168\]](#)
Navy Personnel Command
PERS 312B RM 354

1 Archives Drive
St Louis, MO 63138

MARINE CORPS:

[\[00581\]](#)

Commandant of the Marine Corps
HQ, U.S. Marine Corps (MMSB)
2008 Elliot Road, Suite 114
Quantico, VA 22134-5030

WAR BABES CASES

1. **Definition.** War Babes cases are requests from "the foreign children of American servicemen who served overseas...and fathered children during their service abroad." A reasonable attempt must be made to provide the information requested consistent with the Freedom of Information Act and the War Babes Settlement Agreement. Hint: War Babes requests usually contain the words "I am trying to find my father..." and are from overseas; however not all requests received from outside the USA are War Babes cases. Even if the request relates to an archival record, the case will be handled according to the War Babes instructions.
 2. **Actions.** Do not request a record. These cases will be answered by AFN. If a core technician has a possible War Babes request in CMRS, keep the request open and send an e-mail with the CMRS Request number to your coach and to ***Niels.Zussblatt@nara.gov*** for evaluation. A reply will inform the technician and coach of what action to take with the request.
-

Figure 2-35: WCC Form 602, Application for Ex-POW Allowance, Page 1 of 3 (Page 2 and Page 3)

WCC Form 602
July 1959

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Claim No. **510716**
(DO NOT WRITE IN THIS SPACE)

APPLICATION FOR EX-PRISONER OF WAR ALLOWANCE

I (we) hereby make application for allowance payable to ex-prisoners of war or their survivors under section 6 of the War Claims Act of 1918 (Public Law 806, 80th Congress, July 3, 1918), as amended.

If the ex-prisoner of war is now **LIVING**, put "X" here
 If the ex-prisoner of war is now **DEAD**, put "X" here

1. NAME OF CLAIMANT JUAN MATEO QUEVEDA
(First name) (Mother's maiden name) (Last name)
 (If your last name is taken from your mother, write "NONE" in the space for mother's maiden name. If you have only one name, enter that name in the space for first name, and write after it "ONE NAME.")

ADDRESS OF CLAIMANT
(Street and number) (City)
ARINGAY LA UNION
(Municipality) (Province)

2. RELATIONSHIP OF CLAIMANT TO EX-PRISONER OF WAR
(If the claimant is the ex-prisoner of war, write "SELF")
SON

INFORMATION REGARDING EX-PRISONER OF WAR (Be very careful to fill this in completely):

3. NAME OF EX-PRISONER OF WAR JUAN MATEO QUEVEDA
(First name) (Mother's maiden name) (Last name)
 (Enter above the full name of the ex-prisoner of war who is the subject of this claim.)

4. WIFE'S NAME DELFINA QUEVEDA QUEVEDA
(First name) (Mother's maiden name) (Last name)
 (Enter above the full name of the wife of the ex-prisoner of war.)

5. FATHER'S NAME JUAN MATEO QUEVEDA
(First name) (Mother's maiden name) (Last name)
 (Enter above the full name of the father of the ex-prisoner of war.)

6. MOTHER'S NAME MARIA MATEO QUEVEDA
(First name) (Mother's maiden name) (Last name)
 (Enter above the full name of the mother of the ex-prisoner of war.)

In the proper space above, in answer to questions 3, 4, 5, or 6, enter the full name of the ex-prisoner of war who is the subject of this claim, the full name of the wife of the ex-prisoner of war (if any), and the full name of the mother and father of the ex-prisoner of war, whether living or dead. If the last name was taken from the mother, enter "NONE" in the space for mother's maiden name. If the person has only one name, enter that name in the space for the first name and enter after it "ONE NAME."

7. DATE OF BIRTH DEC 7, 1927 **Place of Birth** LA UNION, P.R.
(Enter in full the day, month, and year of the date of birth of the ex-prisoner of war. Enter name of month in full. For example, "December 24, 1918." Also enter the town, city, and province where ex-prisoner of war was born.)

8. MILITARY SERVICE:

(a) State all periods of military or naval service of ex-prisoner of war from July 1, 1911, to June 30, 1916. Serial number and name of organization:
 DATE July 1, 1941 July 1, 1947 SERIAL NO. Unknown

(1) ORGANIZATION OR UNIT Army 1st Inf 7th Div
(Municipality) (Province) (City) (State)

(2) DATE Aug 1, 1945 Aug 7, 1947 SERIAL NO. [Redacted]

(2) ORGANIZATION OR UNIT 3rd Inf 7th Div
(Municipality) (Province) (City) (State)

(3) DATE SERIAL NO.

(3) ORGANIZATION OR UNIT

Figure 2-36: WCC Form 602, Application for Ex-POW Allowance, Page 2 of 3

Question 8 (a) applies to the military service of the ex-prisoner of war. It should be a full history of all periods of service starting on or after July 1, 1911, and ending June 30, 1946, from date of reporting for active duty until separation from the service or death. All periods from date of original reporting for active duty will be accounted for, whether or not military service was performed. This will include periods of civilian status, Bureau of Constabulary Service, etc., during the occupation period. Service prior to July 1, 1911, will not be listed in this portion of the form but may be accounted for in answer 8 (b) "Remarks."

(b) Remarks. Upon my release from San Fernando, La Union, I proceeded to Arinsay, La Union for medical attention and recuperation for malaria contracted while in Camp O'Donnell. That I reported to the Japanese Garrison at Arinsay, La Union once a week up to 1944. I engage in farming during the occupation until I reported to military control.
(Enter above any explanatory information or remarks necessary to give a full picture of the activities outlined in 8 (a).)

(c) USAFFE information:

(1) Period of USAFFE service: From September 17, 1941 to April 5, 1947
(Month-day-year) (Month-day-year)

(2) Date of induction December 31, 1941
(Month) (Day) (Year)

(3) Place of induction Maravillas, Batuan
(City and Province)

(4) Name and rank of inducting officer Regado Capt.
(Name) (Rank)

The term "USAFFE" applies to all members of the Army of the United States, Philippine Scouts, Philippine Constabulary, Regular Philippine Army, reservists, civilian volunteers, etc., who were inducted or enlisted into an authorized unit of the Armed Forces of the United States or the Commonwealth Army of the Philippines, providing such induction or enlistment was at a time prior to May 7, 1942.

9. HAS ANY CLAIM, BASED ON THE MILITARY SERVICE OF THE EX-PRISONER OF WAR, BEEN MADE AGAINST THE UNITED STATES GOVERNMENT OR ANY OF ITS AGENCIES, SUCH AS THE UNITED STATES ARMY, THE VETERANS ADMINISTRATION, ETC.,? Yes (Yes or No). If answer is "Yes," indicate below the name of the United States Government agency, type of claim, and claim number assigned.

Agency	Type of claim	Claim number
U. S. Army	Appears in War	
U. S. Veterans Administration	Insurance Agent	3070 211

10. INFORMATION CONCERNING CAPTURE OR IMPRISONMENT OF EX-PRISONER OF WAR:

(a) Date of capture or imprisonment April 9, 1947

(b) Name of unit at time of capture 1st Bn. 78th FA Regt. and 1st Div.

(c) Place of capture Maravillas, Batuan

(d) Places and dates of imprisonment:

Place	From	To
Maravillas, Batuan	April 9, 1947	April 17, 1947
Camp O'Donnell, Camp Tuzon	April 19, 1947	Nov. 24, 1947
Provincial Jail, San Fernando, P.I.	Nov. 24, 1947	Nov. 25, 1947

Figure 2-37: WCC Form 602, Application for Ex-POW Allowance, Page 3 of 3

(c) Date of release, liberation, or parole December 24, 1942

(d) Place of release, liberation, or parole San Fernando, La Union

11. HAS ANYONE CHARGED YOU A FEE FOR HELPING TO PREPARE OR FILE THIS CLAIM? No (Yes or No).
If so, give their name and address, the type of help they gave you and the amount of fee you paid or agreed to pay.

I certify that the above statements are true to the best of my knowledge and belief.

After you sign your name, put your right thumb print here:

Manuel M. Ballester
Resident certificate No. A- 38871 P issued at San Fernando, La Union on June 11, 1940

(No charges are necessary unless this application has been signed by thumb print only. If signed by check post only, the names and addresses of two persons to whom the claimed expense was paid must be shown below.)

Resident certificate No. _____ issued _____ at _____ on _____

Resident certificate No. _____ issued _____ at _____ on _____

Do Not Write the U. S. War Claims Commission About This Claim Unless Further Information Is Requested
Unnecessary Correspondence Will Delay Payment of Claims

**DO NOT FORGET TO SIGN THIS APPLICATION
MAIL APPLICATION AND ATTACHMENTS IN THE SPECIAL ENVELOPE PROVIDED
DO NOT USE THIS ENVELOPE FOR OTHER LETTERS OR INQUIRIES**

Figure 2-32: WD AGO Form 38 (Reverse)

14. Use this space for a continuation of remarks or other details from the reverse side only.

15. Use this space for a continuation of remarks or other details from the reverse side only.

16. Use this space for a continuation of remarks or other details from the reverse side only.

17. Use this space for a continuation of remarks or other details from the reverse side only.

18. Use this space for a continuation of remarks or other details from the reverse side only.

19. Use this space for a continuation of remarks or other details from the reverse side only.

20. Use this space for a continuation of remarks or other details from the reverse side only.

21. Use this space for a continuation of remarks or other details from the reverse side only.

22. Use this space for a continuation of remarks or other details from the reverse side only.

23. Use this space for a continuation of remarks or other details from the reverse side only.

24. Use this space for a continuation of remarks or other details from the reverse side only.

25. Use this space for a continuation of remarks or other details from the reverse side only.

26. Use this space for a continuation of remarks or other details from the reverse side only.

27. Use this space for a continuation of remarks or other details from the reverse side only.

28. Use this space for a continuation of remarks or other details from the reverse side only.

29. Use this space for a continuation of remarks or other details from the reverse side only.

30. Use this space for a continuation of remarks or other details from the reverse side only.

REPORT OF BOARD OF REVIEW
(See Instruction 2)

From a careful consideration of the case and a critical examination of the affected person, we find that:

1. He meets physical and mental standards for discharge.	Yes or No
2. He meets physical and mental standards for discharge except as follows:	
3. The defect, wound, injury, or disease is likely to result in untimely death.	
4. The defect, wound, injury, or disease is likely to result in permanent disability.	
5. In our opinion, the defect, wound, injury, or disease was incurred in line of duty in the military service of the United States.	

Location	Typed name	Grade	Signature
Date	Typed name	Grade	Signature

INSTRUCTIONS:

- This report will be made out for all enlisted personnel immediately preceding separation by discharge and release from active duty, unless discharged on grounds of dishonorable or retirement for service.
- If the declaration of the enlisted man under item 10 is "yes," and the conditions of the examining surgeon do not agree, the case will be referred to a board of review to consist of not less than two medical officers, convened in accordance with appropriate Army Regulations.
- Report will be prepared in duplicate. Each item provided for will be completed with an appropriate notation. The original will be shipped.

Figure 2-31: WD AGO Form 38, Report of Physical Examination of Enlisted Personnel Prior to Discharge, Release from Active Duty for Retirement (Page 2)

REPORT OF PHYSICAL EXAMINATION OF ENLISTED PERSONNEL PRIOR TO DISCHARGE, RELEASE FROM ACTIVE DUTY OR RETIREMENT						No. 532365																																													
1. Last name - first name - middle initial Keyes, Alejandro F		2. Army Serial Number [REDACTED]		3. Grade 1st Sgt		4. Regiment, unit or service Brigade Support Battalion																																													
5. Permanent mailing address [REDACTED]				6. Color Br	7. Age in years 27	8. Sex M	9. Synthesis Answer In S/RP (Closed in S/RP) [REDACTED]																																												
STATEMENT AND MEDICAL HISTORY OF EXAMINEE																																																			
10. At the present time do you have any wound, injury or disease which is disabling? If answer is yes, list those conditions first under item 11.							Yes or No No																																												
11. List all significant diseases, wounds, and injuries. State circumstances under which wounds or injuries were incurred and date of onset. Answer yes, or no in Columns 1 to 4. (Continue on back if necessary)							EPTS 2* None	AMS 3* None	IMS 4* None	PD 5* None																																									
RECORD OF PHYSICAL EXAMINATION																																																			
12. Teeth—Indicate restorable carious teeth by O, non-restorable carious teeth by /, missing natural teeth by X, teeth replaced by denture, horizontal line over X, as XXX and teeth replaced by fixed bridge, oval to include abutments, as (11)				13. Mouth and gum abnormalities None																																															
<table border="1"> <tr> <th colspan="4">RIGHT</th> <th colspan="4">EXAMINERS</th> <th colspan="4">LEFT</th> </tr> <tr> <td>8</td><td>7</td><td>6</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>18</td><td>15</td><td>14</td><td>13</td><td>12</td><td>11</td><td>10</td><td>9</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>18</td> </tr> </table>				RIGHT				EXAMINERS				LEFT				8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	18	15	14	13	12	11	10	9	9	10	11	12	13	14	15	18	14. Dental prostheses: Serviceability None			
RIGHT				EXAMINERS				LEFT																																											
8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8																																				
18	15	14	13	12	11	10	9	9	10	11	12	13	14	15	18																																				
15. Skin Normal				16. Genito-Urinary (Age peeing for women) Normal				17. Venereal diseases None																																											
18. Vascular veins None				19. Hernia None				20. Anus and Rectum Normal																																											
21. Musculoskeletal defects None				22. Feet Normal				23. Abdominal Wall and Viscera Normal																																											
24. Cardiovascular system Normal				25. Blood pressure				26. Pulse																																											
				Systolic 128				Diastolic 80																																											
								Sitting 82		Immediately after exercise 114		Two minutes after exercise 82																																							
27. Lungs Normal				28. Chest X-ray Not done				29. Height (Shoelless) 5'8 1/2		30. Weight (Striped) 98		lbs																																							
31. Neurological diagnosis Normal				32. Psychiatric diagnosis Normal				33. Lymphatic system Normal																																											
34. Eye abnormalities None				35. Uncorrected — Vision — Corrected				36. Urinalysis																																											
				Right eye		Left eye		Right eye		Left eye		Sp. Gr.		Albumin		Sugar		Micro. 6*																																	
				20		20		m/		m/				Not done																																					
37. Ear, nose, throat, abnormalities None				38. Hearing (Whispered voice)				39. Blood serology result Not done																																											
				Right ear		Left ear																																													
				15		15																																													
40. In your opinion will wound, injury or disease result in: Condition: _____				Disability? Yes or No		Unlikely death? Yes or No		41. In your opinion was wound, injury, or disease incurred in line of duty? Condition: _____				Yes or No Yes																																							
42. Remarks, special tests, or other details (Continue on back) None								43. Date of examination Sept 17				44. Location EQ RFD		45. Typed name and grade A. A. MONTANO Capt. ME		46. Signature <i>[Signature]</i>																																			

WD AGO Form 38
1 September 1944
This form supersedes forms WD AGO
Form 38, 11 May 1944 which may be
used until existing stocks are exhausted.

1* Prior to arrival at reception center
2* Incurred or existed prior to entrance
in military service
3* Aggravated by military service
4* Incurred while in
military service. Sheet
Present physical
defects. Sheet 2
5* When indicated. Sheet

(INSTRUCTIONS)
1. Send to The Adjutant General
inclosed with S/R
2. Work sheet
3. Laboratory Reports form (WD AGO Form 38-1)

WEAPONS CONVERSION LIST - ARMY QUALIFICATION BADGES	
<i>1st Class = Sharpshooter Badge</i> <i>2nd Class = Marksman Badge</i>	
Weapon Shown in Record	Actual Bar Name for Web Request
03 Springfield Rifle	Rifle
2.36 Bazooka	Rocket Launcher
3 in Antiaircraft Gun	AA Artillery
3 in Mortar	Mortar
3 in Tank Gun	Tank Weapons
30 Cal Rifle	Rifle
30 Cal Carbine	Carbine
30 Cal Machine Gun	Machine Gun
37mm Tank Gun	Tank Weapons
37mm Antitank Gun	Field Artillery
37mm Antiaircraft Gun	AA Artillery
38 Cal Pistol	Pistol
40mm Antiaircraft Gun	AA Artillery
45 Cal Pistol	Pistol
50 Cal Machine Gun	Machine Gun
57mm Antitank Gun	Tank Weapons
57mm Recoilless Rifle	Recoilless Rifle
75mm Howitzer	Field Artillery
75mm Recoilless Rifle	Recoilless Rifle

75mm Pack Gun	Field Artillery
76mm Antitank Gun	Tank Weapons
81mm Mortar	Mortar
90mm Rifle	Recoilless Rifle
105mm Antiaircraft Gun	AA Artillery
105mm Howitzer	Field Artillery
155mm Howitzer	Field Artillery
1903 Springfield Rifle	Rifle
1917	Rifle
Aeroweapons	Aeroweapons
AJAX	Antiaircraft Artillery
Antitank Gun	Field Artillery
BAR (Browning Automatic Rifle)	Auto Rifle
Bayonet	Bayonet
Dragon	Missile
Enfield	Rifle
Flamethrower	Flamethrower
Grenade	Grenade
Grenade Launcher M203	Grenade
Gunner	Machine Gun
HMG (Heavy Machine Gun)	Machine Gun
ITV	Tank Weapons
LMG (Light Machine Gun)	Machine Gun
M1 Rifle	Rifle
M2 (.50 Cal HB)	Machine Gun

M4	Carbine
M901	Tank Weapons
M9 Bazooka (Not used after 1970)	Recoilless Rifle
M9 (Pistol 9 mm)	Pistol
M14	Rifle
M16	Rifle *
M30	Machine Gun
M60	Machine Gun
M70	Rocket Launcher
M79	Grenade
M90	Rifle
M203	Grenade
M1917	Rifle
M1919	Machine Gun
Missileman	Missile
NIKE AJAX	Antiaircraft Artillery
Red Eye Gunner	AA Artillery
Rifle	Rifle
Rifle Propelled Grenade	Grenade
SAW (Squad Automatic Weapon)	Machine Gun
TSMG (Thompson Submachine Gun)	Submachine Gun
Tow Gunner	Missile

* If soldier qualifies for both M14 and M16 make the M16 an Auto-Rifle.

Revised 5/28/2014



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-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)

 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)

 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)

 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

 - ÿ [Flight Surgeon Badges](#)
 - ÿ [French Fourragère](#)

Weapons Qualification



Marksman



Sharpshooter



Expert

A basic marksmanship qualification badge is awarded to indicate the degree in which an individual, military or civilian, has qualified to a prescribed record course and an appropriate bar is furnished to denote each weapon with which he or she qualified. Each bar will be attached to the basic badge which indicates the qualification last attained with the respective weapon. Basic qualification badges are of three classes: Expert, sharpshooter and marksman. The only weapons for which component bars are authorized are shown below. Basic marksmanship qualification badges are awarded to U.S. military and civilian personnel, and to foreign military personnel who qualify as prescribed.

Weapons Qualification Badges were established: Unknown

Authorized Device/Appurtenance: Bars (See Below)

Dates Authorized: WWI, WWII, Korea

Marksmanship Badges

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 8-44](#)

Bars with the following inscriptions are currently authorized for display on the badges:

Rifle	Pistol	AA Artillery	Auto Rifle
Machinegun	Field Artillery	Tank Weapons	Flamethrower
Submachine Gun	Grenade	Carbine	Recoilless Rifle
Rocket Launcher	Mortar	Bayonet	Small Bore Rifle
Small Bore Pistol	Missile	Aeroweapons	

A [conversion list](#) is available to determine the correct bar to issue for various weapons.

Prior to 1951 regulation, the titles of the badges were also First and Second Class Gunner. First Class Gunner is now Sharpshooter, and Second Class Gunner is now Marksman.

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)
- ÿ [Special Forces Tab](#)

- ÿ [United Nations Medal](#)
- ÿ [United Nations Service Medal](#)

- ÿ [Women's Army Corps Service Medal](#)
- ÿ [World War I Victory Button](#)

- ÿ [World War I Victory Medal](#)
- ÿ [World War II Victory Medal](#)

-
- ÿ [Arrowhead](#)
 - ÿ [Berlin Airlift Device](#)
 - ÿ [Clasps](#)
 - ÿ [Numerals](#)
 - ÿ [Oak Leaf Cluster](#)
 - ÿ [Service Star](#)
 - ÿ [Ten-Year Device](#)
 - ÿ ["V" Device](#)
 - ÿ [Weapons Qualification](#)

WHEREABOUTS

The release of a last known address from a military record is governed by 32 CFR 286, DoD Freedom of information Act Program, 32 CFT 286a, DoD Privacy Program, and decisions of the Defense Privacy Board. File a copy of each response to a "whereabouts" request in the record to document action taken by NPRC.

NPRC provides the last known address in the veteran's military record to:

- **"Routine Use"** as defined by the Release Guide ([NPRC 1865.16](#)). These include federal, state and local government agencies for use in conducting their official business. These are defined in [NPRC 1865.49](#).
- Commercial enterprises, **with the written consent of the veteran**
- A divorced, deserted, or separated spouse or cohabitant (whether or not remarried) **when child support or alimony is cited as the reason for requesting the last known address.**

These are the **ONLY** instances an address is releasable.

Requests from other than "Routine Use" should be analyzed to determine the best course of action. You must consider the following:

- 1) Who is the requester?
- 2) What is the reason or purpose cited for the request?
- 3) What is the requester's relationship to the veteran?
- 4) Would it seem more appropriate for the military branch to make a determination?

NOTE: DO NOT offer to forward a letter of a person claiming to be the illegitimate child of a veteran **if paternity has not been established in a court of law, or child has NOT BEEN ACKNOWLEDGED by veteran.**

APPEALS

Although our response forms do not state that the requester may appeal NPRC's decision not to release the last known address or not to forward correspondence, such appeals are received from time to time. These appeals should be routed to the appropriate branch chief for the necessary determination. Likewise, if a denial by the service department is found in the service record, forward to the branch chief for review.

NOTE: If you are unsure about what is and is not a routine use, consult [NPRC 1865.16](#), Release and Access Guide for Military Personnel and Related Records at NPRC.

"ROUTINE USE"

Federal Government
State & Local Government

Official business
(includes benefit)

Furnish most current address
in the record, and the date of

Agencies engaged in law enforcement, to include police departments, investigative offices, prosecuting attorneys, district attorneys, coroners, etc.

administration, tax collection, collection of defaulted loanes, collection of alimony and child support)
Does **NOT** include employment eligibility requests

the source

OTHER THAN "ROUTINE USE"

State and Local government

Any disclosure authorized by the Privacy Act

Furnish most current address in the record and the date of the source

Foreign & domestic financial institutions and private commercial concerns such as insurance companies (bank, loan company, collection/credit agency)

Other purposes/reasons:

a) NOT in the best interest of the veteran

a) DO NOT furnish address, but offer to forward **FOR A FEE**

b) IN THE BEST INTEREST of the veteran

b) DO NOT furnish address, but offer to forward **WITHOUT A FEE**

DOES NOT include overseas military banking facilities which are "routine users."

a) To locate veteran concerning financial business **AND** requester submits veteran's signed authorization

a) Furnish most current address in the record and the date of the source

b) Veteran's written consent NOT provided and:

1) NOT IN BEST INTEREST of the veteran or NOK

b 1) DO NOT furnish address, but offer to forward **FOR A FEE**

(Note: If from a foreign financial institution, coordinate with the respective military service before taking any action)

2)IN THE BEST INTEREST of the veteran or NOK (e.g. estate settlement, receipt of money, etc.)

b 2) DO NOT furnish address, but offer to forward **WITHOUT A FEE**

Friends, clubs, church or veterans organizations	Social Reasons	DO NOT furnish address DO NOT offer to forward
Public information (e.g., Radio, TV, Print Media)	Any Purpose	DO NOT furnish address DO NOT offer to forward
Veterans	Requester's VA or SSA benefits are dependent on contacting one or more veterans OR the veteran to be contacted will have their VA or SSA benefits affected	DO NOT furnish address, but offer to forward WITHOUT A FEE
Divorced, deserted, or separated spouse or cohabitant (whether or not remarried)	To contact veteran for alimony or child support	Furnish the most current address in the record and the date of the source
Foreign private citizens or government sources (not corporations)	Any Purpose	DO NOT furnish address DO NOT offer to forward

Veteran's relatives other than spouse

a) Any purpose detrimental to the veteran

a) DO NOT furnish address, DO NOT offer to forward

b) IN THE BEST INTEREST of the veteran

b) DO NOT furnish address, but offer to forward WITHOUT A FEE

Source: [NPRC 1865.49](#)

WHITE HOUSE REQUESTS

An inquiry is considered a 'White House Request' upon receipt at this center, *if it was originally referred from the White House*, regardless of how many other agencies have handled or forwarded the inquiry. In most instances, these inquiries involve a complaint. The writer is seeking the President's assistance in resolving an issue or correcting a problem.

White House requests may be mailed or faxed to NPRC. *If the request is less than 16 pages*, the White House Office of Agency Liaison will *fax* the request to the Customer Service Office in Core 5. *If the request is 16 pages or more*, the White House Office of Agency Liaison will *mail* the request to NPRC.

1. **Responsibilities.**

- a. **Customer Service and Mailroom personnel.** For requests that are faxed to NPRC, Customer Service personnel take the actions listed below. For requests that are mailed to NPRC, Mailroom personnel take the following identical actions:

(1) Acknowledge Receipt of White House Request. For *each* request received, acknowledge receipt of the request by completing and faxing a **TELECOPIER/FACSIMILE COVER PAGE** to the Office of Agency Liaison at 202-456-2992. This should be done immediately upon receipt of the request. The cover page is available in Word under 'Get Form' → *Miscellaneous & Unnumbered Forms* → *White House Case Fax Cover*.

(2) Create a Request in CMRS. Be sure to flag the request as a White House case. Release the request for auto processing to be worked by an Expert Technician.

- b. **Expert Technicians.** Expert Technicians process White House requests. If you can identify and locate the record, review prior correspondence to determine the "history" of the problem. You must address **ALL** issues presented in the inquiry (*but not political statements*.) Provide a complete accurate response, furnishing as much information as possible. Avoid an abbreviated response that is one or two sentences long.

2. **Center response letter to requester.**

- a. Prepare a response letter to the constituent.

(1) Type the 'White House Control Number' immediately below the 'Case Reference Number' in the body of the response document. The control number begins with 'WH' and ends with a six-digit number. Use the following format:

White House Control Number: WHXXXXXX.

(2) Mention in the first paragraph of your letter that you are responding to the constituent's communication to President George W. Bush. Please cc: The White House. Always address the President as 'President George W. Bush' and the First Lady as 'Mrs. George W. Bush.' *Do not mention any White House staff names in the body of the letter or as a carbon copy (cc:).*

(3) Add the Director's signature block to your correspondence. The Director's signature block can be found under [Get Paragraph > Signature Blocks-Generic > Generic](#)

[Congressional Signature Blocks.docx](#)

- b. Prepare an envelope IAW 'Completing Case' procedures listed under your CMRS **Literature** screen.
 - c. Route the correspondence through the Core Coach to the Core Manager for signature.
 3. **White House copy.** After the response letter is signed, fax a copy of the response letter to the White House Office of Agency Liaison at 202-456-2992. *Do not include attachments.*
 4. **Official file copy.** The CMRS request information, together with Incoming and Response Attachments and Notes, serve as the official documentation of the case.
 5. **Obtaining information from another agency.** If information must be obtained from another agency for case completion, suspend the case and send a letter to the constituent with a detailed explanation for the delay.
 6. **Referrals.** If we refer the request to another office, send a letter to the constituent that explains why we are referring the request. Include the 'White House Control Number' on the letter and cc: the office where the request is being referred. Make a photocopy of the center response. Check the office shown in the cc: to indicate where the photocopy is going. Attach a copy of the requester's letter and all enclosures to the photocopy. If the referral is to a Military Service Department and a record is available, forward the record with the response copy and enclosures to the appropriate Military Service Department. For all other referrals, do NOT forward the record with the copy of the response and enclosures. In all cases, fax a copy of the 'referral' letter to the White House Office of Agency Liaison at 202-456-2992.
 7. **Misrouted Requests.** Forward a misrouted request to the appropriate agency and inform the constituent by letter of the referral. Fax a copy of the letter sent to the constituent to the White House Office of Agency Liaison at 202-456-2992. Include the 'White House Control Number' on the letter.
 8. **Response Timeframes and Interim Letters.** The timeframe to respond directly to the constituent is 10 calendar days. If you cannot meet this timeframe, send an interim letter to the constituent acknowledging receipt of the President's referral. Give the status of the request and a projected response date.
 9. **Email to Office of the Archivist.** If the request comes to NPRC through the Office of the Archivist, send an email to the Office of the Archivist notifying them that we have responded to the requester. Normally an Optional Form 41 will be attached to the request providing the name and office where the email should be sent.
-

Witness Protection Cases

Last Updated: 2/18/2014

1. **BACKGROUND:** The U.S. Marshals Service provides for the security, health, and safety of government witnesses and their immediate dependents, whose lives are in danger as a result of their testimony against drug traffickers, terrorists, organized crime members, and other major criminals.

The Witness Security Program was authorized by the Organized Crime Control Act of 1970 and amended by the Comprehensive Crime Control Act of 1984. The U.S. Marshals have protected, relocated and given new identities to more than 8,300 witnesses and 9,800 of their family members since the program began in 1971.

The successful operation of this program is widely recognized as providing a unique and valuable tool in the government's battle against major criminal conspirators and organized crime.

Witnesses and their families typically get new identities with authentic documentation. Housing, subsistence for basic living expenses, and medical care are provided to the witnesses. Job training and employment assistance may also be provided.

2. **PROCEDURE:** The records of persons in witness protection are stored in the secure room (also called the **vault**) and given a "V" Registry number.

*If you receive a record that appears to involve someone in witness protection, **notify your Core Manager**. Also, if you are assigned a request that specifically mentions witness protection, **notify your Core Manager**.*

- a. The **vault attendant** identifies witness protection records when processing search requests for vault records.
 - b. The **vault attendant then sends an e-mail** to the Point of Contact (POC) for the appropriate service department.
 - c. The POC immediately reassigns the case to him/herself.
 - d. The POC notifies the technician's Core Manager of the reassignment.
 - e. The POC processes witness protection requests in accordance with service department policy:
 - (1) For Navy and Marine Corps, the witness protection record stays in the vault until ordered by the service department liaison.
 - (2) For Army or Coast Guard (CG), refer the request to the applicable service department.
 - (3) For Air Force, witness protection requests are processed by the POC.
-

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

-
- ÿ [Air Medal](#)
 - ÿ [American Campaign Medal](#)
 - ÿ [American Defense Service Medal](#)
 - ÿ [Antarctica Service Medal](#)
 - ÿ [Armed Forces Expeditionary Medal](#)
 - ÿ [Armed Forces Reserve Medal](#)
 - ÿ [Army Aviator Badge](#)
 - ÿ [Army Commendation Medal](#)
 - ÿ [Army of Occupation of Germany WWI](#)
 - ÿ [Army of Occupation Medal WWII](#)
 - ÿ [Asiatic Pacific Campaign Medal](#)
 - ÿ [Aviation \(Aircraft Crewmember\) Badge](#)

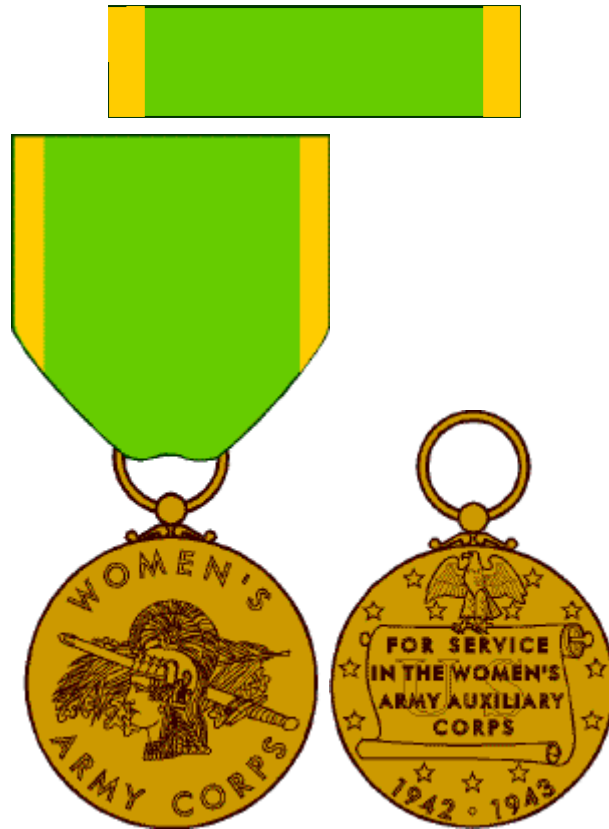
 - ÿ [Belgian Fourragère](#)
 - ÿ [Bronze Star Medal](#)

 - ÿ [Combat Infantryman Badge](#)
 - ÿ [Combat Medical Badge](#)

 - ÿ [Commendation Ribbon w/Metal Pendant](#)
 - ÿ [Distinguished Flying Cross](#)
 - ÿ [Distinguished Service Cross](#)
 - ÿ [Distinguished Service Medal](#)
 - ÿ [Distinguished Unit Citation](#)
 - ÿ [Diver Badges](#)
 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

Women's Army Corps Service Medal



The Women's Army Corps Service Medal was awarded for service in both the Women's Army Auxiliary Corps during the period **10 Jul 42 - 31 Aug 43** and the Women's Army Corps during the period **1 Sep 43 - 2 Sep 45**.

The Women's Army Corps Service Medal was established in 1943.

Authorized Device/Appurtenance: None

Dates Authorized: WWII

Type of award: Army Service Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 5-16](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
- ÿ [Prisoner of War Medal](#)
- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

ÿ [World War I Victory Button](#)

ÿ [World War I Victory Medal](#)

ÿ [World War II Victory Medal](#)

ÿ [Arrowhead](#)

ÿ [Berlin Airlift Device](#)

ÿ [Clasps](#)

ÿ [Numerals](#)

ÿ [Oak Leaf Cluster](#)

ÿ [Service Star](#)

ÿ [Ten-Year Device](#)

ÿ ["V" Device](#)

ÿ [Weapons Qualification](#)

Work Opportunity Tax Credit (WOTC) Program

Last Updated: 04/25/2014

Eligibility for the Work Opportunity Tax Credit (WOTC) Program requires more than 180 days of active duty (not including training) or being discharged/released from active duty for a service-connected disability. The program provides a tax credit for employers who hire from certain targeted low-income groups such as:

Vocational rehabilitation referrals
Former AFDC (Aid to Families with Dependent Children) recipients

Veterans

Ex-felons
Food stamp recipients
Summer youth employees
Supplemental Security Income (SSI)

NPRC receives requests from employers (or agencies acting on their behalf) that need to verify military service for individuals being considered for hire. Usually, the only information requested is "dates of service." However, the information that is actually needed is "**Active Duty Dates**." The following list is just a sampling of companies that routinely submit requests to our Center:

ADP Tax Credit
CCG
CIC Enterprises
Equifax Workplace Solutions
Hiring Incentive, Inc
Maximus
TALX

Note: *Instead of providing FOIA information, you may furnish a **deleted** or **undeleted DD Form 214 or equivalent** in response to a WOTC request, if the veteran/retiree authorizes its release. However, the authorization must meet our requirements for a [complete authorization](#).*

If we can verify **Active Duty Dates**, respond to the requester using the pattern paragraph located under [Get Paragraph » WOTC » Active Duty Dates-FOIA Reply](#).

If we can verify only **Active Duty Training**, respond to the requester using pattern paragraph [Get Paragraph » WOTC » Only Active Duty Training](#). We use this reply for Defense Personnel Records Information Retrieval System (DPRIS/Army) electronic records, as well as the paper/microfiche records that are in the possession of the National Personnel Records Center (NPRC).

If we identify a **DPRIS** record and it is incomplete--making it impossible to verify active duty dates--respond to the requester using pattern paragraph [Get Paragraph » WOTC » DPRIS-Unable to Verify Active Duty](#).

We use the following pattern paragraph to respond to an incomplete **paper, microfiche or mixed mode** record of any branch: [Get Paragraph » WOTC-Unable to Verify Active Duty](#).

If the technician does not have enough information to locate a record, respond to the requester using the pattern paragraph located under [Get Paragraph » WOTC » Insufficient Info](#). If the technician has enough information to locate a record, but can not find evidence of military service, respond to the requester using the pattern paragraph located under [Get Paragraph » WOTC » Fishing for Info Inquiries](#)

If the **record has not been retired** to the NPRC or is **charged-out to a location where we would normally refer a request**, the technician should follow **normal referral procedures**. For additional information about referrals, see [Referral of Requests With and Without Records](#).

Note: *Return the customer's request with your reply, because it usually includes the individual's social security number (SSN). Since we **do not** furnish the individual's SSN in our reply, there are occasions when potential employers need the SSN in order to locate the individual in their data system.*

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D
December 9, 1994

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum establishes priority levels in Centerwide reference service and prescribes the manner in which priority levels are identified.
2. **Cancellation.** NPRC 1864.101C is canceled.
3. **Reason for revision.** This memorandum is revised to update procedures and forms used in administering workflow control procedures and identifying priority levels in reference service.
4. **Applicability.** The provisions of this memorandum are applicable to personnel in correspondence, search, and mail operations.
5. **Instructions.** The instructions for administering workflow control procedures and identifying priority levels in reference service are in the Attachment.
6. **Forms.** This memorandum provides for the use of the following forms:
 - NA Form 13018, Reply to Inquiry (NCP)
 - NA Form 13135, Reply to Follow-up Request
 - VA Form 3101, Request for Information
 - VA Form 3245, Special Tag

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 6
November 13, 1998

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits a revised page to NPRC 1864.101D.
2. **Explanation of change.** The list of first priority requests ([app. B](#)) has been updated to include medical emergency and news media requests. In addition, pay vouchers have been removed from and OPF's added to the types of records available at CPR for records reconstruction purposes.
3. **Instructions.** Remove app. B and insert revised page.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 8
December 1, 1999

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is update.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 9
December 18, 2000

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

DAVID L. PETREE
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 10
December 24, 2001

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 11
February 28, 2003

SUBJECT: Workflow control procedures and priority levels in reference service

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is updated.
3. **Instructions.** Remove fig. 1 and [app. A](#) and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 12
January 12, 2004

SUBJECT: Workflow control procedures and priority levels in reference service

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is updated.
3. **Instructions.** Remove fig. 1 and [app. A](#) and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 13
March 1, 2005

SUBJECT: Workflow control procedures and priority levels in reference service

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide ([app. A](#)) is updated.
3. **Instructions.** Remove fig. 1 and [app. A](#) and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 14
November 14, 2005

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide (app. A) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 15
November 14, 2006

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide (app. A) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 16
January 15, 2008

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide (app. A) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 17
December 22, 2008

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide (app. A) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
National Personnel Records Center
St. Louis, Missouri 63132-5100

NPRC 1864.101D CHGE 18
March 1, 2010

SUBJECT: **Workflow control procedures and priority levels in reference service**

1. **Purpose.** This memorandum transmits revised pages to NPRC 1864.101D.
2. **Explanation of change.** The Color Code Guide (app. A) is updated.
3. **Instructions.** Remove fig. 1 and app. A and insert revised pp.

R. L. HINDMAN
Director

1. **General.** NPRC's prime objective is to provide 24-hour reference service. This objective is not always possible to achieve; the pending workload can build up in various work elements. Thus, it is necessary to identify those requests which require faster service than they would receive in the normal workload. A "first come--first served" policy is established on all others. The following control procedures enable supervisors to evaluate the timeliness of service by observing the workload on hand. Supervisors should use judgement in applying this directive to specific situations.

2. **Responsibilities.** Personnel in incoming mail, correspondence, and search operations are responsible for:

- o Recognizing the priority level of each request they receive;
- o attaching appropriate color control tabs and red tags;
- o grouping requests by priority level; and

- o routing requests for action as prescribed in existing routing procedures.

In addition, employees assigned to correspondence and search operations who recognize a priority request, which has not been previously identified, should bring the request to the attention of a supervisor. Each element that services requests, is responsible for maintaining its pending workload according to priority level and in "day of arrival in NPRC" order, and for arranging all work assignments accordingly.

3. **Color code tabs.** Color code tabs are printed in seven different colors. They provide the basic media for administering the "first come--first served" policy. A different color is used for each week's inquiry receipts, providing a seven week span of control. This span is tripled to twenty-one weeks by use of the letters "A," "B," and "C." The seven colors are designated by the first letter of the name of the color; e.g., "Y" for "yellow", plus the letter "A," "B," or "C," and a digit to designate the day of the week "1" (for Monday), "2" (for Tuesday), etc. This preprinted code is called the "charge code" ([see subpar 7b](#)). The seven colors used for color code tabs and the charge codes are shown in [app. A](#). Colors appear in alphabetical order. The twenty-one week series of color code tabs starts over on Monday of each twenty-second week.
4. **Attaching color code tabs.** A color code tab is attached to all requests with the following exceptions: Postal Service money orders, Medicare, IRS, and Treasury check requests; local agency requests delivered and picked up by the agency; and loans and transfers received at MPR. Aside from these, no request shall be released from the point of receipt, for any reason, prior to attaching the appropriate tab. Incoming mail operations ensure that all requests not tabbed on date of arrival are tabbed at the beginning of the next work day with the tab indicating the date of arrival. The color code tab is stapled in the upper right corner so that it extends about one inch above the top edge of the request. ([See fig. 1.](#)) **EXCEPTION: For automated VA Forms 3101, Request for Information, staple color code tab in the upper left corner.**
5. **Color code control.** As requests are serviced in the various operating elements, color code tabs serve as the guide within each priority level for work assignments and pending workload assignment. There are two categories of pending workload assignment; i.e., first priority (red tag) and second priority (routine). The assignment of work should follow the time sequence presented in [app. A](#). Requests delayed for any reason at any servicing point are, when again activated, advanced to a point in the pending workload where like color code tabs prevail. Should such a request bear a tab indicating receipt in the Center EARLIER than all others in the workload, it is advanced ahead of the rest and TREATED AS A FIRST PRIORITY INQUIRY.
6. **Identifying and attaching red tags.** First priority level requests (red tags) are identified in [app. B](#). Identify priority level requests by stapling two tags to the upper right corner. For first priority requests, attach a red tag so that it extends approximately 1-3/4" above the top edge. Second, attach a color code tab over (but not completely covering) the red tag so that it extends approximately 1" above the top edge of the request. ([See fig. 1.](#))

NOTE: Because some first priority level requests are readily identifiable in the pending workload, they do not require the attachment of a red tag. These requests are noted in [app. B](#).

7. **Handling of first priority requests.** Special handling of a first priority request begins immediately following the identification of the request in the pending workload followed by the attachment of the color code tab (and the attachment of the red tag, if required).
 - a. **Incoming mail operations.** Mail clerks code first priority level requests for appropriate operating element and route them to the supervisor of the appropriate search section. (**EXCEPTIONS: Congressional requests are routed to the Special Inquiries Section (NCPMF-I); and court orders/subpoenas are routed to the appropriate correspondence section chief.**) Mail clerks hand-carry requests to a designated point in their unit to ensure they are included in the next messenger service. At MPR, these

requests are placed in "Priority Mail" jackets. These jackets are marked to have a high visual impact and are easily recognizable from other mail jackets. If it is known that the "priority mail messenger" cannot deliver first priority requests to operating branches within the hour, the requests are hand-carried to operating branches by another messenger.

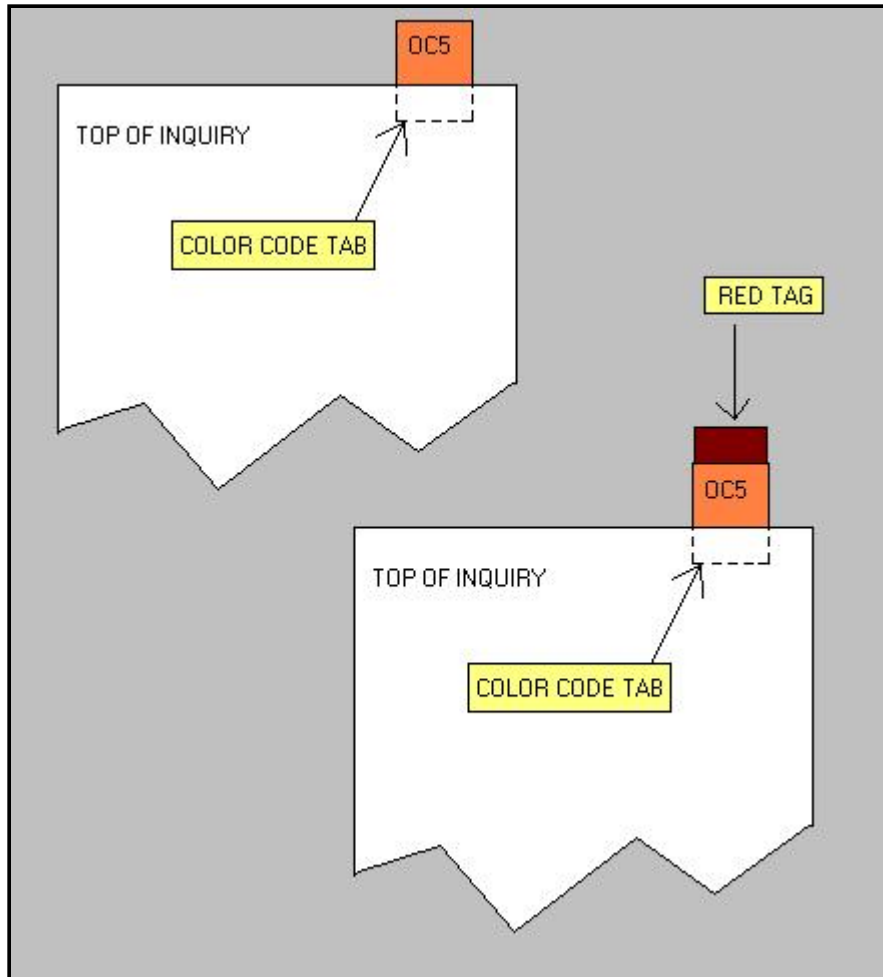
- b. **Search and correspondence operations.** It is mandatory that all Priority Mail jackets be opened as soon as received, and requests assigned for immediate service. Supervisors, lead technicians, and batch clerks making work assignments must exercise judgement as to the number of requests to include in each batch of work. In those instances requiring referral of a request for further action from one operating element to another, the supervisor or designee hand-carries the request. Chargeouts are prepared showing the "charge code" and the word "RED." If the record is charged out, show the "charge code" on the search request with the word "RED."

8. **Second priority requests.** These requests are routine in nature and of regular priority level. They constitute the bulk of the Center's reference service workload and comprise all requests not considered to be in the first priority level. All employees, especially supervisors, must remain alert to the need to process cases in date tag order.
9. **Locating and examining the oldest cases in the pending workload.** Supervisors, lead technicians, and batch clerks should be alert for the oldest cases in the pending workload, especially those which may be missing a date tag. In order to keep inquiries flowing steadily through the Center in the shortest possible time, supervisors need to examine and account for old cases. Recurring problems should be reported to the branch chief. Requests should not run the risk of becoming seven weeks old. Cases that are 45-days old are pulled out of the pending workload and given to the supervisor, who issues specific instructions to complete these cases within ten working days. Branch chiefs are responsible for establishing additional procedures to review old inquiries in their respective branches.
10. **Identification, coding, and routing of tracers.** Incoming mail operations attach a tracer tag when the words "tracer," "second request," "third request," or "follow-up request" appear on the inquiry. Tracer and follow-up requests may become complaints if not handled properly. Consequently, although all follow-up requests are not classified as complaints, a few may need to be upgraded to first priority level status depending upon the seriousness expressed. ([See app. C.](#)) Follow-up requests and tracers are coded to the appropriate work level and are routed to the appropriate search operation.
 - a. **Record found containing evidence of reply to original inquiry.** Take no action on follow-up if evidence is found indicating that original inquiry has been answered within seven workdays prior to the date of follow-up. File follow-up without action. If original inquiry was answered more than seven workdays prior to date of follow-up, make photocopy of previous action taken. Prepare NA Form 13135, Reply to Follow-up Request, in duplicate. Send original NA Form 13135 and a photocopy of previous action taken. File copy of NA Form 13135, the previous action taken, and follow-up request in the record.
 - b. Record found containing no evidence of reply to original inquiry. Respond to inquiry as if it were the original. Transmit response using NA Form 13135, checking the second block.
11. **Telephone requests.** A telephone request is a first priority level request **ONLY IF IT IS IDENTIFIED AS ONE OF THE TYPES OF REQUESTS IN APP. B.** Consult the latest revisions of [NPRC 1865.8](#), Inquiries received by telephone at NPRC (MPR), or [NPRC 1867.45](#), *Telephone inquiries*.

12. **FAX or express mail requests.** The sole fact that a request is received via FAX or express delivery and/or express return is requested or prepaid does not determine priority handling status. These requests are first priority level requests **ONLY IF THEY ARE IDENTIFIED AS ONE OF THE TYPES OF REQUESTS IN APP. B.**

13. **Tags placed on correspondence by another agency.** The presence of tags placed on Center correspondence by another agency or office does not determine first priority level status within the Center. These tags, such as VA Form 3245, Special Tag, (pink in color), should be ignored or discarded. The request is a first priority level request **ONLY IF IT IS IDENTIFIED AS ONE OF THE TYPES OF REQUESTS IN APP. B.**

Figure 1: **Attaching color code tabs and red tags**



Appendix A. **Color Code Guide for period January 4, 2010 thru December 31, 2010**

COLOR CODE GUIDE
(Date of arrival in Center)

Work Week	Tab Color	Mon.	Tue.	Wed.	Thu.	Fri.
Jan 4 - 8	White	WA1	WA2	WA3	WA4	WA5

Jan 11 - 15	Yellow	YA1	YA2	YA3	YA4	YA5
Jan 18 - 22	Blue	BB1	BB2	BB3	BB4	BB5
Jan 25 - 29	Green	GB1	GB2	GB3	GB4	GB5
Feb 1 - 5	Orange	OB1	OB2	OB3	OB4	OB5
Feb 8 - 12	Pink	PB1	PB2	PB3	PB4	PB5
Feb 15 - 19	Tan	TB1	TB2	TB3	TB4	TB5
Feb 22 - 26	White	WB1	WB2	WB3	WB4	WB5
Mar 1 - 5	Yellow	YB1	YB2	YB3	YB4	YB5
Mar 8 - 12	Blue	BC1	BC2	BC3	BC4	BC5
Mar 15 - 19	Green	GC1	GC2	GC3	GC4	GC5
Mar 22 - 26	Orange	OC1	OC2	OC3	OC4	OC5
Mar 29 - Apr 4	Pink	PC1	PC2	PC3	PC4	PC5
Apr 5 - 9	Tan	TC1	TC2	TC3	TC4	TC5
Apr 12 - 16	White	WC1	WC2	WC3	WC4	WC5
Apr 19 - 23	Yellow	YC1	YC2	YC3	YC4	YC5
Apr 26 - Apr 30	Blue	BA1	BA2	BA3	BA4	BA5
May 3 - 7	Green	GA1	GA2	GA3	GA4	GA5
May 10 - 14	Orange	OA1	OA2	OA3	OA4	OA5
May 17 - 21	Pink	PA1	PA2	PA3	PA4	PA5
May 24 - 28	Tan	TA1	TA2	TA3	TA4	TA5
May 31 - Jun 4	White	WA1	WA2	WA3	WA4	WA5
Jun 7 - 11	Yellow	YA1	YA2	YA3	YA4	YA5
Jun 14 - 18	Blue	BB1	BB2	BB3	BB4	BB5
Jun 21 - 25	Green	GB1	GB2	GB3	GB4	GB5
Jun 28 - Jul 2	Orange	OB1	OB2	OB3	OB4	OB5
Jul 5 - 9	Pink	PB1	PB2	PB3	PB4	PB5
Jul 12 - 16	Tan	TB1	TB2	TB3	TB4	TB5
Jul 19 - 23	White	WB1	WB2	WB3	WB4	WB5
Jul 26 - 30	Yellow	YB1	YB2	YB3	YB4	YB5
Aug 2 - 6	Blue	BC1	BC2	BC3	BC4	BC5
Aug 9 - 13	Green	GC1	GC2	GC3	GC4	GC5

Aug 16 - 20	Orange	OC1	OC2	OC3	OC4	OC5
Aug 23 - 27	Pink	PC1	PC2	PC3	PC4	PC5
Aug 30 - Sep 3	Tan	TC1	TC2	TC3	TC4	TC5
Sep 6 - 10	White	WC1	WC2	WC3	WC4	WC5
Sep 13 - 17	Yellow	YC1	YC2	YC3	YC4	YC5
Sep 20 - 24	Blue	BA1	BA2	BA3	BA4	BA5
Sep 27 - Oct 1	Green	GA1	GA2	GA3	GA4	GA5
Oct 4 - 8	Orange	OA1	OA2	OA3	OA4	OA5
Oct 11 - 15	Pink	PA1	PA2	PA3	PA4	PA5
Oct 18 - 22	Tan	TA1	TA2	TA3	TA4	TA5
Oct 25 - 29	White	WA1	WA2	WA3	WA4	WA5
Nov 1 - 5	Yellow	YA1	YA2	YA3	YA4	YA5
Nov 8 - 12	Blue	BB1	BB2	BB3	BB4	BB5
Nov 15 - 19	Green	GB1	GB2	GB3	GB4	GB5
Nov 22 - 26	Orange	OB1	OB2	OB3	OB4	OB5
Nov 29 - Dec 3	Pink	PB1	PB2	PB3	PB4	PB5
Dec 6 - 10	Tan	TB1	TB2	TB3	TB4	TB5
Dec 13 - 17	White	WB1	WB2	WB3	WB4	WB5
Dec 20 - 24	Yellow	YB1	YB2	YB3	YB4	YB5
Dec 27 - 31	Blue	BC1	BC2	BC3	BC4	BC5

Appendix B. First priority requests

FIRST PRIORITY REQUESTS

Complaints (see [app. C](#)).

Burial and body held requests. See latest revision of [NPRC1865.42](#), Burial requests from national cemeteries.

News media requests.

Telephone requests related to medical emergencies. See latest revisions of [NPRC1865.8](#), Inquiries received by telephone at NPRC (MPR), or *NPRC 1867.45, Telephone inquiries*.

Congressional requests. See latest revision of [NPRC 1865.12](#), Congressional inquiries at NPRC (MPR), or *NPRC 1867.55, Congressional inquiries at NPRC (CPR)*.

White House requests and other VIP requests; e.g., state governors, heads of Federal agencies, etc.

Court orders and subpoenas. See latest revision of [NPRC 1864.107](#), Legal demands for

records and/or information.

Affidavits, declarations, or requests for certified records from attorneys to be used in litigation (discovery) and accompanied by veteran's authorization.

Workmen's compensation claim accompanied by a court order/subpoena.

Requests specifying deadlines within 14 calendar days of date of receipt.

Requests from Federal Probation Offices specifying deadlines within 30 calendar days of date of receipt.

Fire-related requests specifying ANY deadline, regardless of time span.

Requests from the Research Room. (Red tags are attached by the research room attendants.)

See latest revision of [NPRC 1864.112](#), Requests received in the NPRC Research Rooms.

Requests returned without action from offices to which they were referred by NPRC. (This occurs when NPRC has forwarded a request to the office holding the necessary records, but before receiving the request, that office returned the records to NPRC, and so must also return the request.)

DO NOT ATTACH A RED TAG TO THE TYPES OF CASES LISTED BELOW

Loan and transfer of records requests received at MPR.

Homeless veteran requests. See latest revision of [NPRC 1865.117](#), Processing requests for service information for homeless veterans.

Record reconstruction requests involving x-rays or OPF's at CPR (these requests are from MPR).

Requests from the IRS or Postal Service for money orders.

Appendix C: **Complaint cases**

COMPLAINT CASES

A complaint concerning service provided by NPRC is defined as any written or telephone communication indicating dissatisfaction, aggravation, anger, etc., or making allegations against the Center for:

- Failure to respond to a request;
- failure to respond to a request within a reasonable time;
- furnishing incorrect/insufficient information or records;
- denying requested information/records to which requester felt entitled;
- releasing information/records to unauthorized sources;
- returning requests for more information when none was available;
- being unable to find the records needed to answer an inquiry;
- refusing to accept a request by telephone;
- charging fees erroneously;
- incorrectly forwarding a request to another office; and
- advising requester that required records were apparently lost in the 1973 fire.

Most tracers or second requests are not classified as complaint cases. ([See par. 10.](#)) However, second requests received through members of Congress, or those that contain a warning that a member of Congress will be contacted, are handled as complaints. Any second request which faults or criticizes the Center for its service is classified as a complaint.

A request which indicates that a prior request to NPRC has not been answered is a complaint of NPRC inaction. However, if the requester has previously written another agency which has referred

the requester to NPRC, the request is not a complaint of the Center.

See latest revision of [NPRC 1804.1](#), Signature authority, Center correspondence.

Figure 2-16: Work-In-File Form, Subject: Military Records (List Cases)

GENERAL HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES
Camp General Emilio Aguinaldo
Quezon City

29 August 1997
(Date)

AGNR2

SUBJECT: Military Records

TO: Commanding General, USARPAC
9700 Page Boulevard,
St Louis, Missouri, 63132, USA

SEP 29 1997

COMPLETED
OCT 14 1997

Request furnish this Headquarters (Attn: Chief, NRD, OTAG) the PA AGO Form 23 and/or RPD Determination Sheet of the following named World War II Veterans:

LAST NAME, FIRST & MI	RANK/ASN	PLACE/DATE OF BIRTH	ORGANIZATION
Berlin, Amveria A	Sgt-unk	San Fernando, Pampanga	2nd Regt Bicol Bde
Murison, Diego M	Pfc-unk	San Pablo, Laguna	K Co 33rd Inf 1st Regt
Queding, Basilio	Unknown	Nueva Ecija	21 Regt Regat
Sabia, Pablo R	Pvt-243708	[REDACTED]	W Co 23rd Inf 21 Div
[REDACTED]	[REDACTED]	Alfonso, Cavite	1st 9th Div Regt Div II
Roson, Eduardo M	Pfc-unk	Silang Cavite	1st Inf Div Regt 2400
Reyes, Teofilo S	Cpl-226609	San Ildefonso, Bulacan	D Co 1st Bn Buena Vista Ra
Sanchez, Alejandro P	Cpl-unk	[REDACTED]	3rd Bn 2nd Valenzuela Reg
Santos, Teofilo S	Cpl-unk	Urbiztondo, Pangasinan	POTC Grin Hunter
Simillano, Domingo I	Pvt-unk	San Miguel, Bulacan	A Co 15 Regt 1st Div 1st Bn
Santiago, Alfredo P	1LT-0071041	Negros Occidental	B Co 2nd Bn 2nd Regt
Saulo, Perforato N	SSG-unk	Mananda, Tarlac	B Co 1st Bn 5th Inf Regt
Tatal, Arcadio	Pvt-unk	Vigan, Cebu	Thungkong Vaco
Rosa, Felix R dela	Sgt-unk	Camarines Sur	2nd Field Artillery
Villanueva, Pedro M	Cpl-unk	Camarines Sur	Thungkong Vaco
Vidal, Narciso M	Unknown	Burauen Leyte	4th Dist 67th Bde

FOR THE CHIEF OF STAFF:

Isabel Allard
ISABEL C. ALBERTO
Colonel, PA(GSC)
Asst Adjutant General

- ÿ [Index Chart](#)
- ÿ [Air Force Medals Sidebar](#)

World War I Victory Button



- ÿ [Air Medal](#)
- ÿ [American Campaign Medal](#)
- ÿ [American Defense Service Medal](#)
- ÿ [Antarctica Service Medal](#)
- ÿ [Armed Forces Expeditionary Medal](#)
- ÿ [Armed Forces Reserve Medal](#)
- ÿ [Army Aviator Badge](#)
- ÿ [Army Commendation Medal](#)
- ÿ [Army of Occupation of Germany WWI](#)
- ÿ [Army of Occupation Medal WWII](#)
- ÿ [Asiatic Pacific Campaign Medal](#)
- ÿ [Aviation \(Aircraft Crewmember\) Badge](#)
- ÿ [Belgian Fourragère](#)
- ÿ [Bronze Star Medal](#)
- ÿ [Combat Infantryman Badge](#)
- ÿ [Combat Medical Badge](#)
- ÿ [Commendation Ribbon w/Metal Pendant](#)
- ÿ [Distinguished Flying Cross](#)
- ÿ [Distinguished Service Cross](#)
- ÿ [Distinguished Service Medal](#)
- ÿ [Distinguished Unit Citation](#)
- ÿ [Diver Badges](#)
- ÿ [Drill Sergeant Identification Badge](#)
- ÿ [Driver and Mechanic Badge](#)
- ÿ [European African Middle Eastern Campaign Medal](#)
- ÿ [Expert Infantryman Badge](#)
- ÿ [Explosive Ordnance Disposal Badges](#)

The WWI Victory Button is automatically issued for the same period as the WWI Victory Medal (any time **between 6 April 1917 and 11 November 1918**. It was also awarded for service between 12 November 1918 and 5 August 1919, with the American Expeditionary Forces in European Russia, and was awarded to the American Expeditionary Forces in Siberia between 23 November 1918 and 1 April 1920.) Authorize the WWI Victory Button (Silver) if veteran was wounded in action, killed in action or gassed. Issue WWI Victory Button (Bronze) for all others.

The WWI Victory Button was established in 1919

Authorized Device/Appurtenance: None

Dates Authorized: WWI

Type of award: Lapel Button

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 6-15](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

- ÿ [Medal of Honor](#)
- ÿ [Medal of Humane Action](#)
- ÿ [Meritorious Unit Commendation](#)
- ÿ [Mexican Border Service Medal](#)
- ÿ [Mexican Service Medal](#)

- ÿ [National Defense Service Medal](#)
- ÿ [Netherlands Orange Lanyard](#)

- ÿ [Parachute Rigger Badge](#)
- ÿ [Parachutist Badges](#)
- ÿ [Pearl Harbor Commemorative Medal](#)
- ÿ [Philippine Defense Ribbon](#)
- ÿ [Philippine Independence Ribbon](#)
- ÿ [Philippine Liberation Ribbon](#)
- ÿ [Philippine Republic Presidential Unit Citation](#)
- ÿ [Presidential Unit Citation](#)
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- ÿ [Purple Heart Medal](#)

- ÿ [Ranger Tab](#)
- ÿ [Republic of Korea Korean War Service Medal](#)
- ÿ [Republic of Korea Presidential Unit Citation](#)

- ÿ [Silver Star](#)
- ÿ [Soldier's Medal](#)

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

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 - ÿ [Drill Sergeant Identification Badge](#)
 - ÿ [Driver and Mechanic Badge](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

World War I Victory Medal



The World War I Victory Medal was awarded for honorable service for active duty at any time **between 6 April 1917 and 11 November 1918**. It was also awarded for service between 12 November 1918 and 5 August 1919, with the American Expeditionary Forces in European Russia, and was awarded to the American Expeditionary Forces in Siberia between 23 November 1918 and 1 April 1920.

The medal was established in 1919

Authorized Device/Appurtenance: Battle Clasps and Service Clasps

Dates Authorized: WWI

Type of award: Army Service Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 5-19](#)

Battle clasps were awarded for each of the major operations for individuals actually present under competent orders. The clasps, with a star on each side of the name of the campaign or one of the defensive sectors, were worn on the suspension ribbon for the following campaigns:

ÿ [Flight Surgeon Badges](#)

ÿ [French Fourragère](#)

ÿ [Glider Badge](#)

ÿ [Gold Star Lapel Button](#)

ÿ [Good Conduct Medal](#)

ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

ÿ [Honorable Service Lapel Button WWII](#)

ÿ [Korea Defense Service Medal](#)

ÿ [Korean Service Medal](#)

ÿ [Legion of Merit](#)

ÿ [Medal of Honor](#)

ÿ [Medal of Humane Action](#)

ÿ [Meritorious Unit Commendation](#)

ÿ [Mexican Border Service Medal](#)

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ÿ [National Defense Service Medal](#)

ÿ [Netherlands Orange Lanyard](#)

ÿ [Parachute Rigger Badge](#)

ÿ [Parachutist Badges](#)

ÿ [Pearl Harbor Commemorative Medal](#)

ÿ [Philippine Defense Ribbon](#)

ÿ [Philippine Independence Ribbon](#)

ÿ [Philippine Liberation Ribbon](#)

ÿ [Philippine Republic Presidential Unit Citation](#)

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ÿ [Republic of Korea Korean War Service Medal](#)

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ÿ [Silver Star](#)

ÿ [Soldier's Medal](#)

Cambrai: 20 May - 4 Dec 1917

Somme Defensive: 21 Mar - 6 Apr 1918

Lys: 9 Apr - 27 Apr 1918

Aisne: 27 May - 5 Jun 1918

Montdidier-Noyon: 9 Jun - 13 Jun 1918

Champagne-Marne: 18 Jul - 6 Aug 1918

Aisne-Marne: 18 Jul - 6 Aug 1918

Somme Offensive: 8 Aug - 11 Nov 1918

Oise-Aisne: 18 Aug - 11 Nov 1918

Ypres-Lys: 19 Aug - 11 Nov 1918

St. Mihiel: 12-16 Sep 1918

Meuse-Argonne: 26 Sep - 11 Nov 1918

Vittorio-Veneto: 24 Oct - 4 Nov 1918

Defensive Sector: Battles not named above

The service clasp was awarded to personnel who served overseas in a specific area as shown below that were not entitled to a battle clasp:

England: 6 Apr 1917 - 11 Nov 1918

France: 6 Apr 1917 - 11 Nov 1918

Italy: 6 Apr 1917 - 11 Nov 1918

Siberia: Any service in Siberia

Russia: Any service in European Russia

ÿ [Special Forces Tab](#)

ÿ [United Nations Medal](#)

ÿ [United Nations Service Medal](#)

ÿ [Women's Army Corps
Service Medal](#)

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 - ÿ [Driver and Mechanic Badge](#)

 - ÿ [European African Middle Eastern Campaign Medal](#)
 - ÿ [Expert Infantryman Badge](#)
 - ÿ [Explosive Ordnance Disposal Badges](#)

World War II Victory Medal



The WW II Victory Medal was awarded to all honorably discharged military personnel for service **between 7 December 1941 and 31 December 1946**.

The WW II Victory Medal was established on 6 July 1945.

Authorized Device/Appurtenance: None

Dates Authorized: WWII

Type of award: Army Service Medal

Specific requirements for this award are contained in [Army Regulation 600-8-22: paragraph 5-12](#)

- ÿ [Flight Surgeon Badges](#)
- ÿ [French Fourragère](#)

- ÿ [Glider Badge](#)
- ÿ [Gold Star Lapel Button](#)
- ÿ [Good Conduct Medal](#)
- ÿ [Guard, Tomb of the Unknown Soldier Identification Badge](#)

- ÿ [Honorable Service Lapel Button WWII](#)

- ÿ [Korea Defense Service Medal](#)
- ÿ [Korean Service Medal](#)

- ÿ [Legion of Merit](#)

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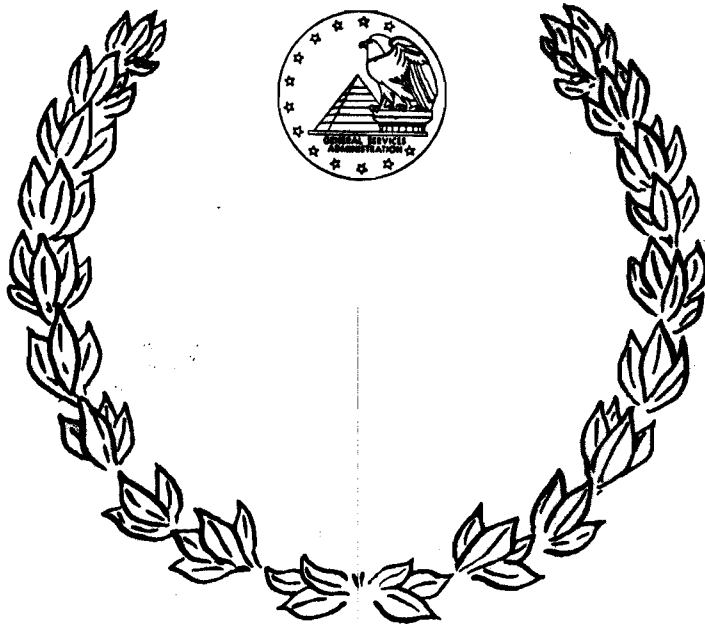
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ÿ [Weapons Qualification](#)

Frank Horne



MONOGRAPH ON
MILITARY PERSONNEL AND RELATED RECORDS
OF THE
WAR DEPARTMENT
1912 -- 1939

NATIONAL PERSONNEL RECORDS CENTER
(MILITARY PERSONNEL RECORDS)
NATIONAL ARCHIVES AND RECORDS SERVICE
GENERAL SERVICES ADMINISTRATION
ST. LOUIS, MISSOURI

NATIONAL PERSONNEL RECORDS CENTER

MILITARY REFERENCE BRANCH

MONOGRAPH ON

MILITARY PERSONNEL AND RELATED RECORDS

OF THE

WAR DEPARTMENT

1912 -- 1939

Prepared by:

Grace F. Pennell

Research and Coordination Section

July 1966

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I N T R O D U C T I O N

As World War I recedes further into history, the records that were created on the men who served in it become less meaningful to more people. The first generation of archivists and clerks who serviced these records and who willed their experience to their successors by word of mouth is no longer with us. Before long the second will be leaving the scene of active employment. Each passing generation of hands leaves behind less records know-how because, as time goes by, the rate of reference to the records decreases and the new clerks are afforded less and less opportunity to gain, through normal reference work, the knowledge of their predecessors, and to pass it on.

With this gradual diminution of records center skills as they relate to the World War I period, imperceptible though it may be, it has long been realized that some kind of compilation or commitment to paper of still-available expertise on the records is necessary. Consequently, the primary purpose of this monograph is as a reference aid, i.e., to preserve for as long as the records must be preserved--all that needs to be known by the user, both present and future, about their character, original purpose, informational and evidential values, method of arrangement, etc.

Some of the information has been obtained from scattered written sources, as indicated throughout, but a great deal of it came to the writer through personal experience in performing reference service in the records for a period of nearly 25 years. The types of information included--it has not always been easy to decide what or how much to include--are those which the writer found over the years that she was most frequently in need of in (1) locating pertinent items of information about a serviceman, and (2) properly interpreting the records on him, and the emergency regulations which caused many of the records to be characteristic only to the era covered herein.

The author is especially grateful to Lawrence Cromshaw, who not only has been the editor, but has given invaluable assistance to the general approach in the over-all plan of the Monograph.



SCOPE AND ARRANGEMENT OF MONOGRAPH

The scope of this monograph has been governed by its purpose, i.e., the preservation of essential information about the World War I military personnel and organizational records at the National Personnel Records Center. Essential information is considered to be that which will be of importance to researchers in the records in times when there will no longer be experts available to give personal guidance in their use. Included are brief descriptions of the physical properties of the records; their origin, purpose, content, and arrangement; the various forms used during the period covered; relationship to and tie-in with other records; and current value and usage. Certain background information essential to a proper understanding of the records is also included and some related records subjects concerning military service in general. Since this information is not limited in its applicability to any particular record or category of records (as they are categorized for presentation herein), it is included as a separate part (Part III).

The number of different types of documents contained in the World War I records is incalculable. To have included them all in the monograph would have been neither possible nor desirable. The selection of those to include has been given much thought, based on an understanding acquired through years of experience in answering all manner and type of reference service inquiry. The final choice of documents has centered on those which are known to contain valuable individual or organizational information. It must be recognized, of course, that what is considered valuable today may not necessarily be valuable 50 years from now. The writer does not pretend to predict the changes in values that time will bring; nevertheless, much thought has been given to intelligently selecting for inclusion those records which, because of their informational content and evidence of origin, might some day be needed for research purposes. (This task can be likened to that of the archivist or records manager who must decide which records to retain and which to destroy.)

Every effort has been made to find the most logical arrangement for the material contained in the narrative. Several methods of arrangement suggested themselves, each with certain advantages and disadvantages. The one chosen is considered most suitable because it is based on the fundamental characteristics of the records, which also determines their method of grouping within the Records Center.

All records that are proper for filing by service person's name (individual name records) are discussed first, and these are divided according to the two sizes of individual name records, i.e., enlisted jackets (4½ by 8½ inches) and "201" files, which are in regular 9- by 12-inch folders.

Within these two groups, the descriptives are arranged alphabetically, using the key words of the titles where possible.

The second part is devoted to records that cannot be filed by individual name. These are the unit or organization type records, filed by unit designation, etc. The narratives in this part are also arranged alphabetically.

The third and last part of the monograph contains the background information and related records subjects concerning military personnel of the World War I period. This information does not pertain exclusively to any one type or group of records as described herein.

The figures used throughout this monograph show the records as they appear at this writing, with no attempt made to alter them for the sake of appearance. The records are in various stages of wear due to age and usage and it is felt the figures are more meaningful if they illustrate them in their present condition.

PERIOD COVERED BY "WORLD WAR I RECORDS"

The state of war that existed between the United States and Germany, now known as "World War I," began officially on April 6, 1917, and ended on November 11, 1918, a period of slightly over one and one-half years. Yet the personnel records at the National Personnel Records Center in St. Louis, which are officially designated as "World War I Records," are defined as including:

Records on officer personnel completely separated between June 30, 1917, and September 8, 1939; and

Records of enlisted personnel completely separated between October 31, 1912, and September 8, 1939.

This disparity in the dates of the conflict and the dates of the records is the result of a series of events which are briefly explained as follows:

Early in 1919, with demobilization and the resulting influx of personnel records in the Adjutant General's Office, it was necessary to establish a new file and to decide upon a "cut-off" date between the old records that had been accumulating since Civil War days and those appertaining more specifically to the then-recent conflict. The date November 1, 1912, was chosen because it marked the beginning of the seven-year enlistment. (All enlistees on and after that date were still in service when the World War began, so their records logically belong in the "World War" category.)

No break in this new file of personnel records occurred until the advent of World War II when, again, the receipt of large quantities of records necessitated the creation of another segment. The most convenient starting date for it was the date of the President's proclamation of a limited National emergency: September 8, 1939. These records immediately were identified as the "World War II Records" and the older ones, despite the fact that they spanned the years 1912--1939, became the "World War I Records." Though this is a misnomer, some justification for it lies in the fact that a great preponderance of the records-- up to 80 percent--pertain to persons who did, in fact, serve during the World War I period proper, i.e. from 1917 to 1919. Relatively few records were added during the peace years.



BRIEF HISTORY OF WORLD WAR I RECORDS

The history of the records described in this Monograph is a complicated one. Closely interwoven with the history of the internal organization of The Adjutant General's Office, the Office of the Secretary of War, and such long-discontinued offices as the Records and Pension Office and the Military Secretary's Office, it is marked by numerous reorganizations, redesignations, consolidations, discontinuances, and transfers; and by reassignment of records-keeping responsibilities. It was not until 1920 that the three major categories of records as we think of them today (personnel, medical, and organizational) came together under a single records-keeping authority and remained fairly stationary for a considerable period of time.

This occurred on January 10, 1920, when the Demobilized Records Division (activated January 16, 1919, to receive, store and administer the records of the demobilizing army of World War I) was combined with the Medical and Archives Divisions to form the World War Division (AGO) with responsibility for all Army records created after November 1, 1912. Except for a brief period in 1924 and 1925 when it was operated as a part of the Adjusted Compensation Branch (created to administer the Adjusted Compensation Act of 1924), the World War Division remained constant until the advent of World War II. This rendered the designation "World War Division" somewhat inappropriate, and there followed at fairly short intervals a number of redesignations and transfers.

On October 31, 1941, the World War Division of the AGO was redesignated the Archives Division; however, this proved unsatisfactory because records intended for the National Archives were being sent instead to the Archives Division of the AGO, and vice versa. The designation "Demobilized Personnel Records Branch" was adopted on June 17, 1942, and on August 29 of that year the word "personnel" was dropped from the title.

The next change came as a result of the President's directive that as many Federal agencies as possible be decentralized to locations outside of Washington. In December 1942 the Demobilized Records Branch was moved to High Point, North Carolina, and was housed in the Southern Furniture Exposition Building. With the influx of World War II records, it soon became necessary to reorganize. At first, a separate branch was established (June 15, 1943) for the World War II records. On April 17, 1944, however, another reorganization took place providing for a single Demobilized Personnel Records Branch with separate sections for the World War I and the World War II records.

After the establishment of the Army Records Administration Center in St. Louis (September 1, 1945), the Demobilized Personnel Records Branch at High Point was transferred to it. The World War I Section was moved on March 20, 1946, and retained its status as a section (in DPRB) until March 1, 1953, when it became a separate branch under the newly-designated Military Personnel Records Center, TAGO. This center was relocated on January 1, 1956, in the new Department of Defense Military Personnel Records Center, 9700 Page Boulevard, which also housed the Naval Records Management Center and the Air Forces Records Center.

The General Services Administration (National Archives and Records Service) assumed custody of all three of these centers on July 1, 1960, and established a separate branch for each of the military services, the World War I records constituting the basis for a section in the Army Branch. Gradual reorganization then took place over the next several years, based on functional operations rather than on origin of the various records groups. Under this reorganization (current as of this writing), the center operates with but two branches (Accession and Disposal and Reference Service), and the World War I Army records, as such, no longer constitute the basis for a separate organizational unit. Persons doing a given type of work in the Army World War I records do the same type of work in the Army records for later years, and also in the Navy, Marine Corps, Air Force, and Coast Guard records.

PART I. INDIVIDUAL NAME RECORDS

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This part of the monograph describes those Army World War I records that are filed by serviceman's name, in contrast to those filed by unit or organization and described in part II. These individual name records comprise by far the bulk of the World War I holdings at the National Personnel Records Center, and the rate of reference to them is much higher than to the organization records. They are filed in two types of containers, each comprising a separate A-Z records group. The largest of these is the records for enlisted men, filed in 4½- by 8½-inch jackets, referred to hereinafter as "enlisted jackets." The other group, containing the records for officers, warrant officers, nurses, Army field clerks, and some miscellaneous types, is in regular 9- by 12-inch manila folders known as the "201" files.

Each of these categories consists of numerous types of forms, documents, correspondence, reports, etc., and these are all described individually. Although some of the record material described herein will be found in both the enlisted jackets and in the 201 files, these two groups are treated separately for the sake of clarity and convenience. When such duplication occurs, the record is described in full under the "Enlisted Jackets" heading, and only the title is shown under "201 Files" with a cross-reference to the first heading.

The individual name records at NPRC in the "Army World War I" category are officially defined as including:

Records of officer personnel completely separated between June 30, 1917, and September 8, 1939; and

Records of enlisted personnel completely separated between October 31, 1912, and September 8, 1939.

It is important to note that the words "completely separated" in the above definition automatically exclude from this category the following records:

Records of all persons in a retirement status (still living) as of September 8, 1939; and

Records of all persons who, though discharged before September 8, 1939, re-entered the service at some time after that date. (When this happened, the prior records were withdrawn from the World War I category and combined with those covering the subsequent service.)

The present locations of these records excluded from the World War I category depends on whether the persons have since been completely separated from the service and, if so, the date of such complete separation.

Filing of all individual name records is alphabetical, under the following basic rules:

- a) For identical names, the order of filing is determined by service number. For records with no service number, date of entry governs the sequence.
- b) Names having prefixes and suffixes are filed as complete names. Example: De Young is filed as DeYoung; de la Cruz is filed as delaCruz.
- c) Names prefixed by St. or Ste. are filed as Saint or Sainte--all names bearing the prefix Saint being filed before those with the prefix Sainte.
- d) All names prefixed by "Mc" are filed at the very beginning of the letter "M," preceding the names beginning with "Ma--."
- e) Hyphenated surnames, such as Easley-Smith or Wheeler-Nicholas, are filed under the complete surname and a cross-reference is made thereto under the latter part of the hyphenated surname.
- f) Indian names oftentimes have two or more words in the surname. These are filed as one name. Example: Rain in the Sky, John--filed as Raininthesky, John.
- g) Abbreviated names are filed as they would be spelled out (in full). Example: Thos.--filed as Thomas.
- h) Nicknames are filed as given. These are not considered as abbreviations.
- i) Temporary titles such as Sr., Jr., and III, are disregarded in the filing sequence.
- j) The records of a nurse who has married since date of final separation from service are filed under her married name, if the change is known. A cross-reference is placed in the file for the name under which she served.
- k) For two or more officers having identical names, the rank (shown in the right end position) determines the order of filing--the lowest rank first. If both the names and the ranks are identical, the first letter of the arm of service (shown in right position) determines the order of filing.

Part I
Individual Name Records

ENLISTED JACKETS

All the individual name personnel and medical records created for World War I enlisted men are now contained in enlisted jackets. Almost five million enlisted men are represented in these files. The jackets measure $4\frac{1}{2}$ - by $8\frac{1}{2}$ -inches, and they vary in thickness to accommodate records of varying bulk. Form 267, A.G.O., edition of January 11, 1918, --see figure 1--is the oldest jacket extant. Other types were subsequently used, some similar to Form 267 but unnumbered, and still others entirely plain. (Plain jackets are used when it is necessary to prepare a new jacket for any reason. The old one, because of the information shown thereon, is folded and filed inside the new jacket along with the record material.)

Enlisted jackets were initially prepared at a time when statements of service were being compiled for the Adjutants General of the States, as authorized by an Act of Congress dated July 11, 1919. Jackets were prepared for all enlisted men who had been separated since November 1, 1912. Thereafter, they were prepared when the soldier was separated from service and his records were being assembled for filing in the Office of the Adjutant General.

The number (in pencil) at the top of the jacket is the veteran's "A" number, or the number of his application for benefits under the World War Adjusted Compensation Act of May 19, 1924. New (or "replacement") jackets will show only the veteran's name and service number (name only if the veteran was never assigned a service number--final separation before February 28, 1918).

1471138

• Colored.
• White.

(Name, surname first.) (Number.)

Enlisted _____

(Emergency address)

Statement under Act of Congress
July 11, 1919, furnished A. G. of Staff
(Emergency address)

RECORD AND DATE.	REMARKS.
323 Franklin St. Boise, Idaho. Residence:	
*Enlisted in *D. A.	*N. G. *F. R. C. *Inducted
Ann Arbor, Mich Jan 10, 1918	
Place of birth:	Boise, Idaho.
Age or date of birth:	22 9/12 yrs.
Organizations (with dates):	
Enl Ord Corps. Ard Eng School.	
Ann Arbor Mich to Feb 22/18	
Enl Ord Corps. Augusta Arsenal	
La to Apr 14/18	
Co 2. 4 Provisional Ord Corps	
Ben and Pepp Shops to Aug 13/18	
Ard. Sect. A. P. O. 717 to Aug 14/18	
Ard. Sect. A. P. O. 701 to Dec 1/18	

Form 267, A. G. O. P-2208 (OVER)

Figure 1. All individual name records for
(Part 1 of 2) WW I Enlisted Men are filed in
these or similar Enlisted Jackets

RECORD AND DATE.	REMARKS.
Grades, with dates:	Corp Sept 16/18
Engagements:	Sgt 1st Div 27/8
	Ord Sgt May 21/9
	Priv Aug 13/9
Oversea service: From	July 9/18 to Sept 23/9
Final separation from service:	Sept 23/9
	(Date.)
<input checked="" type="checkbox"/> Honorably discharged on demobilization.	
..... Honorably discharged:	(Cause.)
..... Discharged, Not recommended for reenlistment.	
..... Dishonorably discharged.	
..... Deserted.	
..... Killed in action.	
..... Died of wounds received in action.	
..... Died:	(Cause.)
..... Wounded in action:	(Degree and date.)
Degree of disability upon discharge:	0
Citations or decorations:	
Statement furnished State	(Date.)
on Form No. 721, A. G. O.	
Carded by <i>RML</i>	Typed by
	Reviewed by <i>M. J. S.</i>
	<i>unit 8</i>
	<i>2-19-21</i>

Figure 1. Enlisted Jacket (Reverse)
(Part 2 of 2)

COURT-MARTIAL ORDERS AND CHARGE SHEETS. Court-martial orders announce the result of trials by general and special courts-martial and the initial action of the convening authority thereon. They also show subsequent action taken with respect to the findings or sentence of the court-martial. They are numbered consecutively within each calendar year. The results of summary courts-martial are promulgated by Charge Sheets.

Court-martial records, including the Reports of Proceedings, for Army military personnel are on file in the office of the Judge Advocate General. Copies of the orders and charge sheets, however, will usually be found in the enlisted jackets. The three types of courts-martial and the jurisdiction of each are given below for a better understanding of the records described herein.

General Court-Martial. This is the highest type of military court. It has the power to try any offense punishable by the Uniform Code of Military Justice, and is the only court that can adjudicate a dishonorable discharge. The General Military Court consists of not fewer than five military officers, not including the law officer. A General Court-Martial Order is illustrated in figure 2. (These frequently consist of two or more pages.)

Special Court-Martial. This military court has jurisdiction to try any person subject to military law for any crime or offense not capital, by the Uniform Code of Military Justice. A special court-martial may impose sentences not in excess of six months confinement at hard labor and forfeiture of two-thirds pay per month for a like period. The Special Military Court consists of at least three military officers. Special Court-Martial Orders are similar in format to General Court-Martial Orders.

Summary Court-Martial. This court may impose punishment of confinement up to one month, hard labor without confinement up to 45 days, restrictions up to two months, and forfeitures up to two-thirds of one month's pay. It is composed of one officer. A summary court-martial charge sheet, Form No. 594, A.G.O., is illustrated as figure 3.

Current Use of Court-Martial Orders and Charge Sheets. The principal use now made of WWI court-martial orders and charge sheets is in the furnishing of disciplinary information in response to requests from such sources as penal, mental, and correctional institutions, the Veterans Administration, security and other investigative agents, trial courts, Workmen's Compensation tribunals, etc. These sources of reference service inquiries usually need to know the offense for which a person was tried, and the orders and charge sheets are the only source from which this can be obtained at NPRC. They are also needed in some cases involving benefits to determine actual time lost through absence without authority.

Original size,
8" x 10½"

GENERAL COURT-MARTIAL)
ORDERS NO. 99.)

HEADQUARTERS SEVENTH CORPS AREA
Fort Omaha, Nebraska, February 13, 1929.

Before a general court-martial which convened at Fort Creek, Nebraska, pursuant to paragraph 6, Special Orders No. 24, Headquarters Seventh Corps Area, January 29, 1929, was arraigned and tried:

Private John J. Doe, Company K, 17th Infantry.

Charge: Violation of the 58th Article of War.
Specification: In that Private John J. Doe, Company "K" 17th Infantry, did, at Fort Leavenworth, Kansas, on or about June 25th, 1928, desert the service of the United States and did remain absent in desertion until he was apprehended at Omaha, Nebraska, on or about January 18th, 1929.

PLEAS:

To the Specification: "Guilty, except the words 'desert' and 'in desertion,' substituting therefor respectively the words 'absent himself without leave from' and 'without leave' of the excepted words not guilty and of the substituted words guilty."
To the Charge: Not guilty, but guilty of a violation of the 61st Article of War."

FINDINGS:

Of the Specification and Charge: "Guilty."

SENTENCE:

To be dishonorably discharged the service, to forfeit all pay and allowances due or to become due, and to be confined at hard labor, at such place as the reviewing authority may direct, for one (1) year. (Three previous convictions considered).

The sentence was adjudged on February 5, 1929.

The sentence is approved and will be duly executed, but the execution of that portion thereof adjudging dishonorable discharge is suspended until the soldier's release from confinement. The United States Disciplinary Barracks, Fort Leavenworth, Kansas, is designated as the place of confinement.

By command of Major General SMITH:

OFFICIAL:

J. B. WILSON,
Colonel, A.G.D.,
Adjutant General.

TENNEY ROSS
Colonel, General Staff Corps,
Chief of Staff.

Figure 2. Order announcing result of general court-martial, the highest type of military court. Format for special court-martial is similar

RWA

CHARGE SHEET. Number 41
(In summary court record.)

France, October 13, 1917
(Place.) (Date.)

Doe, John J. Private 1st Cl. Co., "I" 16th Infy.
(Surname.) (Christian name.) (Rank and organization.)

Date current enlistment, Oct 10, 1917; Rate of pay, \$3E.; No. previous convictions, None.

Previous service, None.
(Give dates, with character given on each discharge.)

Date of Arrest, Oct 13, 1917. Place where accused is now in arrest ~~(commitment)~~,
 Confinement, _____, 19____. In France.

Witnesses:
 _____;
 _____.

Charge : Violation of the GLEL Article of War.

Specification : In that Private 1st Cl. John J. Doe, Co., "I", 16th Infantry, did, in France, on or about the _____ day of October, 1917, fail to remain at the first time _____ World War Division properly appointed place of assembly for reveille.

JUL 9 1920
 Alexander A. Wilcox,
 1st Lieut. 35th Infantry.

Findings: Guilty.
 Sentence: To forfeit five (5) days pay.

Frank G. Barnett,
 Captain 16th Infantry,
 Summary Court.

Eq. 16, Infy., France, Oct. 17, 1917.
 Approved.

F. A. Wilcox,
 Colonel, Infantry, Natl. Army,
 Commanding.

A True Copy
W. W. G.
 W. W. G.,
 1st Lieut. En. Adj. 16, Infantry
 Astg. Adjutant.

Original size,
 8 1/2" x 12 1/2" (front
 and back)

A. G. O. 201 Doe, John J.

File
 W. W. G.
 208 7/18/20

Form No. 594, A. G. O.
 Ed. Mar. 11-17-100,000.

Figure 3. Various forms were used during WW I period for announcing results of summary courts-martial. One of them was the Charge Sheet, Form 594, A.G.O.

DECORATIONS AND AWARDS RECORDS. Decorations are honors and rewards given in recognition of extraordinary, exceptionally meritorious, or conspicuously outstanding acts or services. The conferring of decorations and the incidents for which they were awarded were normally made a matter of record at the time of their occurrence, or shortly thereafter. This was done by War Department General Order, by the report of proceedings of a Board of Officers (convened to determine a soldier's eligibility for a decoration), or simply by correspondence. Service awards are based on record data, and an administrative decision is required to determine eligibility. Once a decoration or a service award has been issued, some type of record showing that it has been issued or authorized is retained on file with the soldier's enlisted jacket.

The forms or methods used in authorizing the issuance of World War I decorations and awards have changed a number of times since 1918. The most common one to be found in the records is a form letter, illustrated as figure 4. Another form used is DA Form 1577. This was not issued until 1948, but it was designed so it could be used in authorizing decorations and awards earned any time during the World War I period. It is still in use and the latest edition is shown as figure 5. Evidence of the issuance of decorations and awards will also be found in General Orders (Medal of Honor), in official miscellaneous correspondence such as that illustrated as figure 6, in the receipts for the awards (figure 7), etc.

The decorations and awards authorized for World War I servicemen, and the criteria under which each is authorized, are listed below in their order of precedence.

Medal of Honor was authorized for conspicuous gallantry and intrepidity at the risk of life, above and beyond the call of duty, in action involving actual conflict with an enemy. There were 106 World War I servicemen who earned this medal.

Distinguished Service Cross was authorized for extraordinary heroism in connection with military operations against an armed enemy. This medal was brought into existence in 1918 so that the Medal of Honor would be more protected.

Distinguished Service Medal was authorized for exceptionally meritorious service to the Government in a duty of great responsibility.

Distinguished Flying Cross was authorized for heroism or extraordinary achievement while participating in aerial flight.

Silver Star Medal is authorized to members of the Armed Forces who were cited in orders for gallantry in action not justifying the award of a Medal of Honor, Distinguished Service Cross, or the Distinguished Service Medal.

The Purple Heart decoration was established by General George Washington on August 7, 1782. The decoration was revived out of respect to his memory and military achievement February 22, 1932. It is awarded for wounds or death resulting from enemy action; and to those persons who were awarded meritorious Service Citation Certificates by the Commander in Chief, American Expeditionary Forces, and to those who were authorized in orders to wear wound chevrons. Appurtenances to the Purple Heart are:

Oak Leaf Cluster which is issued in lieu of the decoration for each succeeding wound.

A Service Ribbon, identical in color with the suspension ribbon of the Purple Heart decoration.

A Lapel Button (enamel) in the color of the service ribbon to the Purple Heart.

The Soldiers Medal was authorized July 2, 1926. It is awarded to any member of the Armed Forces of the United States, or of a friendly foreign nation who, while serving in any capacity with the Army of the United States shall have distinguished himself by heroism not involving actual conflict with an armed enemy.

Armed Forces Reserve Medal is authorized for ten years of honorable service in the Reserve components of the Armed Forces.

World War I Victory Medal is authorized for service between April 6, 1917, and November 11, 1918; service with the American Expeditionary Forces in European Russia between November 12, 1918, and August 5, 1919; and service with the American Expeditionary Forces in Siberia between November 12, 1918, and April 1, 1920. Battle and service clasps, if applicable, are authorized with the Victory Medal--one battle clasp for each campaign participated in; and a service clasp for service (non-combat) in France, Italy, Siberia, European Siberia, or England. One service clasp only is awarded in an individual case.

Mexican Service Medal is authorized for service in an expedition or engagement in Mexico between November 26, 1914, and June 17, 1919.

Mexican Border Service Medal is authorized for service with the Mexican Border Patrol between January 1, 1916, and April 6, 1917, but only to those persons who were ineligible for the Mexican Service Medal.

Army of Occupation of Germany Medal is authorized for service with the Army of Occupation in Germany or Austria-Hungary between November 12, 1918, and July 11, 1923.

Lapel Button (World War I Victory Button) is authorized for service between April 6, 1917, and November 11, 1918--a silver button to servicemen who were wounded in action, and a bronze button to all others.

Gold Star Lapel Button is awarded to widows, and certain next of kin, of military personnel who lost their lives between April 6, 1917, and March 3, 1921.

French Croix de Guerre was awarded to American soldiers by the French Government for extraordinary heroism in connection with military operations against an armed enemy to France.

References: U. S. Army Administration Center Standard Operating Procedures; World War I "Precedent" Files; AR 15-5 and 600-45.

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

NWD H-221

IN REPLY
REFER TO AG 201 ~~McKinney~~ Frank J.
(10-16-35) Ex

SUBJECT: Purple Heart

December 31, 1935.

To: The Quartermaster General.

Original size,
8" X 10½"

1. The Secretary of War directs that a Purple Heart, engraved with the name of the recipient, be issued to

Mr. Frank J. ~~McKinney~~
426 Clark Street,
Clay Center, Kansas.

on account of wound received in action October 3, 1918, while
serving as sergeant, Company C, 8th Field Signal Battalion.

E. L. _____

Adjutant General.

Copy made for Mr. _____

File - W.W.Div. - 403 H-221

Figure 4. Form letters such as this were used before 1948 for authorizing the issuance of the Purple Heart and other decorations.

Mr. John J. Doe, John J. 000 000 (1 Mar 65)		<small>HEADQUARTERS</small> <small>DEPARTMENT OF THE ARMY</small> <small>OFFICE OF THE ADJUTANT GENERAL</small> <small>WASHINGTON 25, D. C.</small> AUTHORIZATION FOR ISSUANCE OF AWARDS					
<small>TO:</small> Commanding Officer U. S. Army Support Command, Philadelphia Philadelphia, Pennsylvania		<small>DATE:</small> 20 March 65					
CODE NUMBERS FOR AWARDS							
1 MEDAL OF HONOR	13 GOOD CONDUCT MEDAL	25 WORLD WAR II VICTORY MEDAL	37 OAK LEAF CLUSTER				
2 DISTINGUISHED SERVICE CROSS	14 GOOD CONDUCT MEDAL CLASP	26 ARMY OF OCCUPATION MEDAL WITH SERRANT CLASP	38 SERVICE STAR				
3 DISTINGUISHED SERVICE MEDAL	15 DISTINGUISHED UNIT EMBLEM	27 ARMY OF OCCUPATION MEDAL WITH JAPANESE CLASP	39 BRONZE ARROWHEAD				
4 SILVER STAR	16 MERITORIOUS UNIT EMBLEM	28 MEDAL FOR HUMANE ACTION	40 GOLD STAR LAPEL BUTTON				
5 LEGION OF MERIT	17 MEDAL FOR MERIT	29 NATIONAL DEFENSE SERVICE MEDAL	41 PATRIOTIC CIVILIAN SERVICE LAPEL BUTTON				
6 DISTINGUISHED SERVICE CROSS	18 MEDAL OF FREEDOM	30 ROMAN SERVICE MEDAL	42 FRENCH FOURRAGERE				
7 AIR ASSETS MEDAL	19 WOMEN'S ARMY CORPS SERVICE MEDAL	31 ANTARCTICA STRIKE MEDAL	43 BELGIAN FOURRAGERE				
8 BRONZE STAR MEDAL	20 ARMY OF OCCUPATION OF GERMANY MEDAL	32 ARMED FORCES EXPEDITIONARY MEDAL	44 NETHERLANDS ORANGE LANYARD				
9 GUNNERY CREW MEDAL	21 AMERICAN DEFENSE SERVICE MEDAL	33 ARMED FORCES RESERVE MEDAL	45 PHILIPPINE DEFENSE RIBBON				
10 AIR MEDAL	22 AMERICAN CAMPAIGN MEDAL	34 COMBAT INFANTRYMAN BADGE	46 PHILIPPINE LIBERATION RIBBON				
11 COMMAND AND CONTROL WITH METER PENDANT	23 ASIATIC-PACIFIC CAMPAIGN MEDAL	35 EXPERT INFANTRYMAN BADGE	47 PHILIPPINE INDEPENDENCE RIBBON				
12 AIRCRAFT CREW	24 EUROPEAN-AFRICAN-MIDDLE EASTERN CAMPAIGN MEDAL	36 MEDICAL BADGE	48 UNITED NATIONS SERVICE MEDAL				
<small>The Secretary of the Army directs that the following awards be engraved according to current regulations and issued to the addressee shown below. Engraving to be indicated in this authorization as below.</small>							
AWARD CODE	STARS BRONZE SILVER	OAK LEAF CLUSTER BRONZE SILVER	ARROW- HEAD	CLASP	GOLD STAR LAPEL BUTTON		
12					ENGRAVE	ISSUE COST [] GRATUITOUSLY	
REMARKS					TYPE	CLUTCH [] PIN	
<div style="text-align: center;"> <p>Mr. John J. Doe 2148 Park Avenue Chicago, Illinois</p> <p>PERMANENT</p> </div> <div style="text-align: right; margin-top: 20px;"> <small>ADJUTANT GENERAL</small> </div>							
<small>FILE COPY</small> <input type="checkbox"/> <small>PERS RECORDS BR</small> <input type="checkbox"/> <small>PERS RECORDS BR</small> <input type="checkbox"/> <small>USARGEN</small> <input type="checkbox"/> <small>ST. LOUIS, MO.</small>					DA FORM 1577 <small>1 MAY 63</small>		<small>REPLACES EDITION OF 1 MAY 63 WHICH WILL BE USED UNTIL 1 MAY 64 WHEN NUMBER 6 IS ISSUED.</small>

Figure 5. Form adopted in 1948 for issuance of awards, including those earned in World War I period

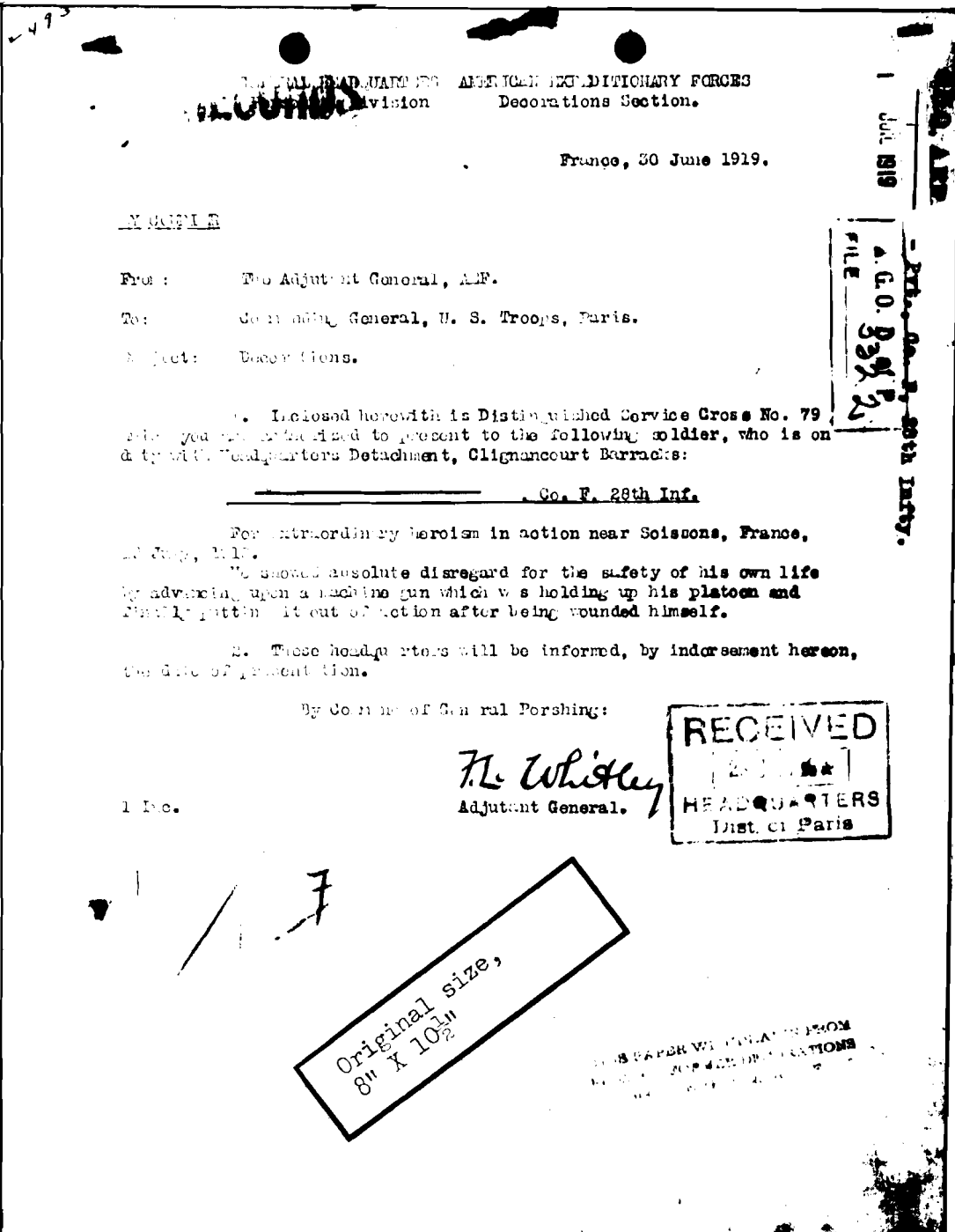


Figure 6. Many decorations and awards were issued by formal correspondence

AG 201,

GLD-abb

Original size,
8" X 10 $\frac{1}{2}$ "

Received from The Adjutant General of the Army
one certificate representing the award of the
MEDAL OF HONOR

to Mr. _____
formerly private, first-class, Company L,
354th Infantry.

Date received June 13 1925

Signature Charles _____

Address 4222 Mill Street

To be signed and returned to The Adjutant General,
Washington, D. C.

JUN 20 1925

M & B Sec. 599.

FILE
Date 4/26/25 Sig. [Signature]

Figure 7. Evidence of awards in World War I period is sometimes found in the receipts therefor, such as above

DESCRIPTIVE LISTS. The Descriptive List was the forerunner to the Service Record (see separate narrative), which was adopted in March 1917. It is, in fact, commonly referred to as the "Old Service Record." It is a twelve-page pamphlet containing the complete military history of the enlisted man. An entire Descriptive List is illustrated as figure 8. Form No. 29, A.G.O. was the form in use as of November 1, 1912, and this was also the form number of the first Service Record, edition of March 22, 1917. This change in March 1917 amounted to little more than a change in title, insofar as the form itself was concerned. There was an important change at that time, however, in the usage: Whereas a new Descriptive List was prepared each time a soldier changed organizations, only one Service Record was prepared for each term of service.

The original Descriptive List was prepared by the first organization to which the soldier was assigned after enlistment--from the Descriptive and Assignment Card (Form No. 25, A.G.O.). With each transfer, a new one was prepared by the acquiring organization from the Descriptive List received from the losing organization. This meant of course that, during a single enlistment, a soldier would have as many Descriptive Lists as he had organization assignments. The Descriptive List shown as figure 8, for instance, is one of five prepared for the person represented, covering a three-year enlistment.

Current Use. See "Service Records."

References: AR 1913, pars. 99, 104, 105, 115, 118, 124, 135, 138, 154, 466, 938, 1069, 1157, 1163, 1337, 1356, 1361, 1451, and 1535; GO No. 22, WD, 1913, par. 5; Bulletin No. 24, WD, 1917; WW I "Precedent" Files labeled "Records found in file of Personnel Records Section."

DESIGNATION OF BENEFICIARY. This is the record of the soldier's designation of beneficiary as provided for under an Act of Congress approved December 17, 1919. This Act provided for the payment of six months' pay to the widow, children, or other designated dependent relative of any officer or enlisted man of the Regular Army whose death resulted from wounds or disease NOT the result of his own misconduct. The use of a separate "designation of beneficiary" form was only temporary. Starting in May 1920, it became a part of the enlistment record, and in December 1924 it was made a part of the service record. After that, the forms were used for redesignation of beneficiary, which was

Wounds or other injuries received in action: *None*

Medal of honor (action, with date thereof, for which granted): *None*

Certificate of merit (nature of service, with date thereof, for which granted): *None*

Physical condition: *Good*

Vaccinated: *OCTOBER 21*, 191*2*
(Date)

Result: *Successful*

Typhoid prophylaxis completed: *MAY 20*, 191*2*
(Date)

Character of service: *Excellent*
(See U. S. War Department, 1906.)

Comments by court-martial: *I have two thirds (2/3) of pay for me. I was detained until he is discharged from prison. Current enlistment: May 13/12.*

* See Instruction 2. 3-375
(3)

(4)

STATEMENT OF ACCOUNTS.

PAY.*

Last paid by paymaster: *Wagoner W. King*
September 30, 191*5*
(Date)

Enlistment period: (See Instruction 6.) Serving in *1st* enlistment period which was *not* (line out words not applicable) completed at date of discharge. (Last line to be lined out except in case of discharge.)

Additional pay: For *Nothing*

CLOTHING.*

(Amounts to be stated in words and figures. Par. 1174, A. R.)

Money value of clothing drawn since enlistment: (a) *0*

Balance due (b) *Dec 1, 1912* at date of (c) *discharge*
Army 11,754.57 and 82.50

Due United States at last settlement and not deducted on pay roll: (d) *0*

(a) To be filled in in the case of a soldier who has not completed six months' service, or whose clothing account has never been settled.
(b) Insert "United States" or "soldier," as the case may be.
(c) Insert "transfer," "discharge," "death," "derivation," or "retirement," as the case may be, or "leaving company," in case of absentees under Instruction 4.
(d) To be filled in in cases cited in Instructions 3 and 4, when a debit balance at last settlement has not been deducted.

ALLOTMENTS.

Allotment of \$ *0* per month for *0* months beginning with month of *0*, 191*1*

Collected to include *0*, 191*1*. Still in force

DUPLICATE SOLDIER.*

For *0*

By *0*

* See Instruction 2. 3-375

Figure 8. Pages 3 and 4 of Descriptive List (Part 2 of 6)

INSTRUCTIONS.

1. When a soldier is assigned to an organization, the commanding officer of the organization will open a descriptive list in his case from the data shown on his descriptive and assignment card. In the case of a soldier transferred to an organization, a new descriptive list will be prepared from the data shown on the descriptive list received from the organization from which he was transferred and the latter will be retained as the authority therefor.

2. When by reason of discharge, death, transfer, retirement, or desertion, a soldier's service with an organization is terminated, his descriptive list will be closed by the addition of the proper statements under the headings marked (*), and the necessary data will be transferred to the soldier's discharge certificate, final statement, or to another descriptive list, as the case may be.

3. In case of transfer from one organization to another, no entries will be made on pages 7, 8, and 10 of the new descriptive list under the captions "Clothing drawn" and "Clothing settlements," the statement on page 6 under the heading "Clothing" being all that is required by the organization to which the soldier is transferred, but gratuitous issues of clothing will be stated fully on page 9.

4. The clothing account of a soldier absent on detached service, in confinement, or sick in hospital, in whose case a descriptive list is furnished, will be stated as in the case of a soldier transferred.

When a soldier who has been absent from the organization to which he belongs, and in whose case a copy of his descriptive list was furnished, returns to his organization, or if he becomes separated from the service during his absence, a partial descriptive list, containing only such data as pertains to his military status or accounts while absent, will be furnished to his organization commander. When a soldier who has been absent is returned to his organization or receives a furlough at the expiration of which he is to return to his organization, and in whose case there has been no change in his military status or accounts while absent, the copy of his descriptive list which was furnished by his organization commander will be returned by the responsible officer who, by dated indorsement on the last page thereof, will expressly state that there has been no change in the soldier's military status or accounts during his absence from his organization.

5. The Act of Congress approved May 11, 1908, provides "That hereafter . . . an enlistment shall not be regarded as complete until the soldier shall have made good any time lost by unauthorized absence exceeding one day." All such unauthorized absences during the present enlistment, with dates, will be shown on a soldier's descriptive list in the space for "Remarks." If no such absences are of record, that fact will be stated. Where such absences are recorded in the case of soldiers enlisted prior to May 11, 1908, and discharged on expiration of term of enlistment, it will also be shown whether or not the time lost in such absence has been made good. (See par. 125, A. R.)

6. No change can occur in the enlistment period of a soldier during his service under any one enlistment.

7. When the descriptive list of a soldier transferred shows record of conviction by court-martial, it will be accompanied by an authenticated copy of the record of summary court or by an official copy of the order promulgating the sentence in the case of conviction by a court-martial other than a summary court.

8. Erasures of entries on a descriptive list are prohibited. All changes made in original entries thereon will be duly authenticated by the signature of the officer making the change. Under no circumstances will slips of paper be pasted or attached to a descriptive list.

I certify that the foregoing is the complete record and correct statement of accounts of this soldier to include October 26th, 1915 the date he was discharged.

A. H. Adams
Capt. & Adj. S. 79th Inf.
Commanding Adj. S. Co.

Camp. Gaillard, Co. 3.
(Station)
October 26th, 1915.

Figure 8. Pages 11 and 12 of Descriptive List (Part 6 of 6)

necessary when the eligibility of any relative was changed by reason of marriage, death, divorce of wife or birth of child. If no beneficiary was designated after the soldier was advised of the provisions of the Act, the fact that the law was explained to him was noted on his record. The forms for the designation of beneficiary were:

Form No. 380, A.G.O. (figure 9)
W.D., A.G.O. Form No. 41 (figure 10)

Current Use. Because of the age of most of these records, their current usefulness in the reference service operation is minimal. They are used at times, however, to answer inquiries seeking to determine a veteran's next of kin or their whereabouts, such as in the settling of estates, paying off on insurance policies, preparing genealogies, etc. They are also sometimes used in straightening out mixed records.

References: W.D. Circulars No. 301, 1920; No. 44, 1921; No. 69, 1924; and W.D. Bulletin No. 43, 1919.

DETERMINATION NOTATIONS. A formal determination is a documented administrative decision to amend, correct, clarify, or authenticate Army records. The "determination" thus becomes an official part of the record, and the information is used for official purposes. Determinations are normally based upon the regulations in effect at the time of the event or action, and also upon well-defined office practices, policies, and precedent cases. Precedent cases are usually those in which opinions of The Judge Advocate General of the Army, or decisions of The Comptroller General, have been rendered.

Formal determinations are not to be confused with informal determinations. The latter are also administrative decisions, but they are usually rendered verbally and recorded by "red-star" notation (asterisks, in red ink, placed immediately above the erroneous entry and in the margin with a comment correcting the error). They are made when discrepancies of a minor degree are noted in record facts or where patent errors exist. Cases of this type require individual analysis and consideration because of their inconsistent nature. Any corrective action that cannot be resolved in this manner is handled as a formal determination. The exact nature of the administrative entries depends on the type of determination and the substantiating evidence available to backup the decision.

DESIGNATION OF BENEFICIARY

Keaton (Surname) **Kyle A.** (Christian name)

203822 Pvt 1st 2nd Mil Pol Co, 2nd Div
(Army serial number) (Grade) (Origin, and rest of corps or dept.)

Camp Travis, Texas **April 20, 1920**
(Place) (Date)

under the provisions of the act approved Dec. 17, 1919, the persons eligible to be my beneficiary are designated below

None
(Full name of wife, if none, so state)

None
(Wife's address)

None
(If name of each child, if none, so state)

None
(Give address of each child, if same for all, so state)

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent

Mrs. Louise Keaton Mother
Name in full (Relationship)

Hinton **West Virginia**
Address

In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent

Mr. Hugh Keaton Father
Name in full (Relationship)

Hinton **West Virginia**
Address

Hugh Keaton
Signature of witness upon the

R. L. Pemberton
Signature of witness upon the
R. L. Pemberton
Rank, or office, etc.

Form No. 306, A. G. O.
 Jan. 21, 1920

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ACT OF CONGRESS APPROVED DECEMBER 17, 1919

That hereafter, immediately upon official notification of the death from wounds or disease, not the result of his own misconduct, of any officer or enlisted man on the active list of the Regular Army or on the retired list when on active duty, the Quartermaster General of the Army shall cause to be paid to the widow, and if there be no widow to the child or children, and if there be no widow or child to any other dependent relative of such officer or enlisted man previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death. The Secretary of War shall establish regulations requiring each officer and enlisted man having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his death. Said amount shall be paid from funds appropriated for the pay of the Army.

Sec. 2. That nothing in this Act shall be construed as making the provisions of this Act applicable to officers or enlisted men of any forces or troops of the Army of the United States other than those of the Regular Army, and nothing in this Act shall be construed to apply in commissioned grades to any officers except those holding permanent or provisional appointments in the Regular Army.

INSTRUCTIONS

1. (a) The prescribed designation under the Act approved December 17, 1919, will be prepared on this form for every officer and enlisted man of the Regular Army now on active duty, and forwarded, under the supervision of the commanding officer of the post, camp, or station, through the personnel adjutants to The Adjutant General of the Army.

(b) All officers upon appointment and all enlisted men upon enlistment or reenlistment, at the time of appointment or enlistment, will make the prescribed designation on this form, to be forwarded to The Adjutant General of the Army, with the Statement of Officer and Oath of Office (Form No. 337, A. G. O.), or Enlistment Record (Form No. 22, A. G. O.), until provision is made to incorporate the designation of beneficiary on those forms.

(c) In case of change in designation of beneficiary the change will be prepared on this form, giving complete information with reference to all persons designated, incorporating therein any changes, and the completed form will be forwarded to The Adjutant General of the Army to be substituted for the designation on file.

2. Names and addresses will be legibly written, typewriter being used when practicable. Names will be written in full, and street and house number, if any, will be given.

3. In the case of an officer the signature will be witnessed preferably by the next superior commander. In the case of an enlisted man the signature will be witnessed by his immediate commanding officer or other available commissioned officer. If a commissioned officer is not available, the signature will be duly witnessed and attested by a notary public or other official provided with a seal and authorized to administer oaths for general purposes.

4. Designations duly made and filed under this Act will continue to be valid and sufficient unless changed, as long as the officers or enlisted men making the designations continue on active duty, or until the redesignation upon the beginning of a new period of service or enlistment.

5. It will be obligatory upon each officer or enlisted man to report promptly any change in beneficiary as provided in instructions 1(c).

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Figure 9. Form adopted as result of Act of December 17, 1919, providing payment of six months' pay to widow, children, or other designated dependent relative. This form was used until approximately May 1924

DESIGNATION OF BENEFICIARY

Name of Designator _____
 (Last name.) (First name.) (Middle name.)
Pvt. Battery NEW 18th F.A.,
 (Army Serial Number.) (Grade and organization.)

Under the provisions of the act of Congress approved December 17, 1919, the persons eligible to be my beneficiary are designated below:

Full name and address of wife: **Single**
 (If unmarried, or if wife is deceased or divorced, so state.)

None

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

Full name of dependent † **Mrs. Raffia** Relationship **Mother**
 Full address **414 1/2 N. 25th St., Birmingham, Ala.**

In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below, who is my dependent:

Full name of dependent † _____ Relationship **Father**
 Full address **414 1/2 N. 25th St., Birmingham, Ala.**

* Give full name and address of each child; if there be no children, or if address is the same as that of wife, so state. Do not repeat address.
 † If no dependent relative, so state in each case. (See instruction 4.) 8--7864 [OVER.]

(Continued from preceding page.)

Nearest relative **Mr. L.,** Relationship **Father**
 Address * **35th St. Birmingham, Ala.**

Person to be notified in case of emergency **Mr.** Relationship **Father**
 Address **414 1/2 N. 25th St., Birmingham, Ala.**

Signature of Designator **Raymond E.**
 (First name.) (Middle Initial.) (Last name.)

Witnessed at **Ft. Sill, Okla.** on **Jan. 13, 1931**

Signature of Witness (Instr. 6) **Samuel Marshall**
 Name of witness typed **Samuel Marshall, Capt. 18th F.A.,**
 (Grade and organization.)

* If one of the beneficiaries is the nearest relative or the person to be notified in case of emergency, the address need not be repeated.

W. D., A. G. O. Form No. 41
 February 1, 1928

8--7864
 U. S. GOVERNMENT PRINTING OFFICE: 1928

Figure 10. This form replaced Form No. 380, A.G.O., in May 1924. Still in use September 8, 1939

The forms used for documenting formal determinations have been changed a number of times, however, the administrative remarks entered on them have remained substantially the same. Some of the forms of documentation--both old and new--are discussed below.

TAGO Form 108, illustrated as figure 11, is used as of this writing for administrative decisions pertaining to the former soldier's character of separation; the type, reason, and authority for his separation; "constructive" enlistment or discharge; and discharge from the draft. (Constructive enlistments and discharges are those which, in the absence of substantiating evidence, are established through formal determination.) Form No. 186, A.G.O., illustrated as figure 12, represents an earlier form (1921) used for the same type determinations.

Record of Determination, USAAC Form 408, size 8 by 10½ inches, is used as of this writing for administrative decisions pertaining to amendments or corrections to record data items, such as time lost, grades held, dates of overseas service, periods of definite and indefinite furlough, etc.

DD Form 1343, illustrated as figure 13, is used as of this writing for administrative decisions pertaining to change of name, service number, date and place of birth, and other miscellaneous items. This form may be compared with W.D., A.G.O. Form No. 0186, illustrated as figure 14, which was used for the same purpose in 1924.

Department of the Army "Notation" is prepared on DA stationery in cases wherein charges of desertion have been removed under the provisions of Act of Congress approved March 4, 1925.

Memorandum for the Commanding Officer, USAAC, is prepared on USAAC stationery when administrative presumption of death is made under the provisions of the World War Adjusted Compensation Act of May 19, 1924; also when it is necessary to establish the validity of "informal applications" claiming the benefits under the same Act.

Memorandum for Record is prepared on regular office stationery or plain bond paper to present the facts when authenticating medical or other type military records, and in straightening out mixed records.

RECORD OF DETERMINATION	
LAST NAME - FIRST NAME - MIDDLE INITIAL	
Doe, John	
SERVICE NUMBER(S)	
Co. B, 15th Inf.	
NOTATION	
IT HAS THIS DAY BEEN DETERMINED BY THIS DEPARTMENT that this former soldier was honorably discharged 23 Dec 1917 by reason of physical disability.	
BY ORDER OF THE SECRETARY OF THE ARMY:	
Adjutant General	
DATE	SIGNATURE OF CLERK
3 Mar 65	Mary ROSS
TAGO FORM 108 1 APR 54 GPO: 1954 O-375921	REPLACES TAGO FORM 01230 AND MPRC FORM 1-21 WHICH WILL BE USED UNTIL EXHAUSTED.

Ind: 3 Oct 17

Phy exam and found phy qualified for mil svc at Camp Grant, Ill., 5 Oct 17

See: Selective Service report
G.A.O. report
Page 3, Service Record
Form No. 17, A.G.O.

Note: Soldier was furnished a Discharge from Draft Certificate

(Reverse)

Figure 11. Record of Determination. This form was adopted April 1, 1954, for recording administrative determinations (including those concerning World War I records) on separations, "constructive" enlistments and discharges, and discharges from draft

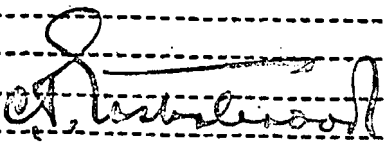
<p>Doe, John (Inducted 9/20/17) Co. A, 337 Inf. , Co., ---Reg't---</p> <p style="text-align: center;">NOTATION:</p> <div style="border: 1px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> Original size, 3½" x 8½" </div> <p style="text-align: center;">ADJUTANT GENERAL'S OFFICE WAR DEPARTMENT</p> <p>Washington, ---May 23, 1925---, 192</p> <p>It has this day (---May 23, 1925---, 192)</p> <p>been determined by this Department from the records and from information furnished by the Comptroller General, that the above named soldier is en- titled to be regarded as having been honorably discharged and that so much of the records as shows him Dis- charged from Draft is erroneous.</p> <p>By authority of the Secretary of War:</p> <div style="text-align: center;">  Adjutant General. </div> <p style="text-align: center;">Copyist</p> <p>Form No. 186--A, G. O. 3-8409 June 1-21</p>	<p>A "Work Sheet" was prepared with this determination with notations as follows:</p> <p>Name: John Doe - Inducted 9/20-17, Co. "A" 337 Inf.</p> <p>Nature of case: Vet. Bur.</p> <p>Particular information sought: Char. of Disch.</p> <p>Information found: Ind. 9/20-17, Disch. 10/29-17; Form 14 (Re-ex- shows sol. rej. 10/29-17; S.O. 63, par 14, Hq. Cp. Custer reads "....having been found phy. dis.. ..are hereby rej." Draft records (Form 164a) shows "Acpt. 9/25/17." G.A.O., rpts "Hcn. Disch., 10/29/17"</p> <p>Determination: It has this day (May 23, 1925) been determined by this Dept., from the records and from information furnished by the Comptroller General, that the above named soldier is entitl- ed to be regarded as having been honorably disch., & that so much of the records as shows him Disch. fr. Draft. is erroneous.</p> <p style="text-align: right;">Clerk <u>F.E. Smith</u> Rm No <u>1-217</u></p> <p>Key Clerk <u>F.T.H.</u></p> <div style="border: 1px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> Original size, 8" X 10½" </div>
---	--

Figure 12. "Notation" of formal administrative determination as prepared in 1921 for same types as those later recorded on TAGO Form 108--see figure 11. The separate worksheet contained all record facts necessary to justify the administrative decision

NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS			DATE PREPARED
Complete the identification line below only when addressed to OTHER than service member.			1 Jan 65
NAME (Last, first, middle) Smith, Charles J.	GRADE/RATE Cpl	SERVICE NUMBER 000 000	BRANCH AND COMPONENT 28th Inf-Army
FROM: DA, TAGO	DATE ENLISTMENT/INDUCTION/COMMISSION 20 Aug 18		
TO: Mr. John J. Doe Houghton, Michigan	SELECTIVE SERVICE NUMBER 2180		
	LOCAL BOARD NUMBER AND LOCATION #23 Cleveland, Ohio		
	HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE Cleveland, Ohio		
The following change has been recorded in the official service records. All records will be changed accordingly.			
RECORD ITEM CHANGED	CHANGED TO		
<input checked="" type="checkbox"/> NAME	Doe, John J.		
<input type="checkbox"/> SERVICE NUMBER			
<input checked="" type="checkbox"/> DATE OF BIRTH	5 June 1895		
<input type="checkbox"/> PLACE OF BIRTH			
<input type="checkbox"/> PRIOR SERVICE			
<input type="checkbox"/> OTHER			
REASON AND AUTHORITY FOR CHANGE Fingerprints Soldier's Affidavit and Birth Certificate Affidavits of two friends		AUTHENTICATION By Order of the Secretary of the Army: <i>J. C. Lambert</i> J. C. LAMBERT Major General, USA The Adjutant General	
COPY TO: COPY 1 - Addressee COPY 2 - AG 201 File COPY 3 - Veterans Administration, Munitions Building, Washington 25, D. C., ATTN: Index COPY 4 - FBI, Washington 25, D.C., ATTN: Division of Identification COPY 5 - Selective Service System COPY 6 - Commanding General, Finance Center, US Army, Indianapolis 49, Indiana COPY 7 - Data Processing Branch, Administrative Services Division, TAGO			

DD FORM 1343
1 APR 61

REPLACES TAGO FORM 110, WHICH IS OBSOLETE.

GPO: 1961 O-462357

Figure 13. Form adopted April 1, 1961, for recording record changes other than those recorded on TAGO Form 108--see figure 11. The sample shown above represents a "true name" determination

<p>_____</p> <p>_____</p> <p>Dawson, Harold E. SN 220 790</p> <p>Sgt. Hq. Co., 34th Infantry.</p>	<p>A "Work Sheet" was prepared with this determination with notations as follows:</p> <p>Name: Harold E. Dawson, SN 220 790; Ind. 8 June 17, honorably disch. 20 July 19.</p>
<p style="text-align: center;">NOTATION</p> <p>Bookmark: <u>AG 201 Doe, Harold E.</u></p>	<p>Nature of case: Request fr veteran</p> <p>Particular information sought: Change of name</p>
<p style="text-align: center;">THE ADJUTANT GENERAL'S OFFICE WAR DEPARTMENT</p> <p style="text-align: center;">Washington, March 5, 1937, 192</p> <p>It has, this day, (_____, 192____) been determined by this Department from _____</p> <p>Satisfactory evidence has been submitted to this department showing that the true name of this soldier is <u>Harold E. Doe.</u></p>	<p>Information found: Fingerprints identified. Birth cert. shows Harold E. Doe born 3 Feb 96 in Peoria, Ill (same as that shown in records). Veteran states in his affidavit that he lived with a family by the name of "Dawson" when a child and that he was known by that name when he was inducted into the Army. Affidavit submitted by Mr. and Mrs. J. A. Ross states that they are familiar with the circumstances in the case and that Harold E. Dawson's true name is Harold E. Doe.</p>
<p>By authority of the Secretary of War:</p> <p style="text-align: center;"><i>F. W. Smith</i> Adjutant General.</p>	<p>Determination: Satisfactory evidence has been submitted to this Dept. showing that the true name of this soldier is Harold E. Doe. (Authority: Act of Congress, approved 22 Aug 1912, published in WD GO #35, 25 S. _____ 12).</p>
<p style="border: 1px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;">Original size, 3½" x 8"</p>	<p style="border: 1px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;">Original size, 8" x 10½"</p> <p>Clerk <u>T.T.R.</u></p> <p>Rm No <u>237</u></p> <p>Key Clerk <u>H.T.F.</u></p>
<p style="text-align: right;">Copyist.</p> <p>W. D., A. G. O. Form No. 9186 August 16, 1924 670 3-6400</p>	

Figure 14. Form used from about 1924 to 1944 for recording the types of administrative determinations later recorded on DD Form 1343--see figure 13. This one also represents a "true name" case, and the worksheet, which was attached, contains all facts necessary to justify a change of name

ENLISTMENT RECORDS. The enlistment record represents the enlisted man's service contract and it contains both enlistment and personal data. The record was in use as early as 1798, being known before August 1919 as the "Enlistment Paper." The forms used from 1912 to 1939 varied somewhat, both in their physical characteristics and their content. The four modes of entering the Army during that period determined the type of record to be used. These are discussed separately as follows:

Enlistments in the Army. These were processed under the direction of the Adjutant General of the Army. They were always voluntary (upon application) for a given period of time, but they could be limited or suspended by the War Department. The act of enlistment was effected by the proper officer's acceptance of the applicant, and by the applicant's taking of the oath of enlistment.

Form No. 22, A.G.O., edition of September 19, 1912 (figure 15) was in use on November 1, 1912, for enlistments in the Army. The dimensions of this form were changed on March 19, 1919, to 8-3/4 by 11 inches. On August 7, 1919, the physical examination at place of acceptance was added to the contents, which increased it to a four-page document. The designation of beneficiary was added May 12, 1920, without further increase in the number of pages. Effective April 1, 1924, the form number was changed to W.D., A.G.O. Form No. 21 (figure 16), and this was still in use on September 7, 1939, for Regular Army Enlistments.

Enlistments in the Organized Militia and the National Guard. Enlistment papers were accomplished for members of those organizations of the Organized Militia and the National Guard of the various States which were called into Federal service after the enactment of the National Defense Act of June 3, 1916, or which were already in Federal service at the time. That Act, among other things, standardized and converted the Militia into the National Guard (Bulletin No. 16, W.D., 1916). The President's call into Federal service of June 18, 1916, embraced both the Organized Militia and the National Guard, as the Militia had not been completely converted into the National Guard at that time. (See also the narrative on National Guard in Part III.) One enlistment paper form only was used for the Organized Militia and one for the National Guard. These were:

Organized Militia Form No. 6 (figure 17)
Form No. 22-1, A.G.O., National Guard (Blue) (figure 18)

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ENLISTMENT PAPER OF

(Person) Emory M. [Signature]

enlisted at [Signature] on the 17th day of April, 1912

by Capt. H. B. Humphreys for 3rd U.S. Cavalry
(Arm of service or organization, see instruction 2)

enlistment; last served in _____

Discharged _____

Original size, each
 page 3 3/4" x 8 1/2"
 (Four pages)

INSTRUCTIONS.

- One enlistment paper only will be made in the case of a soldier enlisted or reenlisted for the Army. It will be forwarded directly to The Adjutant General of the Army, with the recruiting officer's monthly report. The enlistment paper of a noncommissioned staff officer serving at an unorganized post and of a sergeant serving with the organized Militia will, however, be forwarded immediately through division headquarters.
- The recruiting officer will enter in the appropriate space the arm of service or organization for which the soldier was enlisted, e. g., in case of enlistments for staff corps, "Ordnance Sergeant," "Quartermaster Sergeant, Quartermaster Corps," "Hospital Corps," "Signal Corps," "Ordnance Corps," or in case of enlistments for general service, "Mounted Service, white," "Mounted Service, colored," "Foot Service, white," "Foot Service, colored," adding the more definite designation "Engineers," "Cavalry," "Field Artillery," "Coast Artillery," or "Infantry," as the case may be.
- The correct name of the recruit will be ascertained. The Christian name will not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full. Great care will be exercised that the name is correctly written and signed wherever it appears on the enlistment paper.
- In case of reenlistment, i. e., enlistment within three months from date of last discharge from the Army, the prefix "re" will be added to the word "enlisted" where it occurs and the enlistment paper completed in other respects as in the case of a first enlistment. If an applicant for enlistment or reenlistment is a married man the declaration of applicant will be amended by leaving out the words "that I have neither wife nor child" and adding on the blank lines following the declaration a note showing the conjugal condition of the applicant, and number of children, if any.

Form No. 22, A. G. O. 1912

COMMENT IN CASE OF MIRROR.

(See A. G. O.)

I, _____ do hereby certify that I am the _____ of _____ that the said _____ is _____ years of age; and I do hereby freely give my consent to his enlisting as a soldier in the Army of the United States for the period of seven years.

Given at _____ this _____ day of _____, 1912.

Witness: _____

DECLARATION OF APPLICANT.

I, Emory M. [Signature] do hereby declare that I have neither wife nor child; that I am of the legal age to enlist and believe myself to be physically qualified to perform the duties of an enlisted soldier; and I do hereby declare that I am of good habits and character in all respects and have never been discharged from the United States service (Army or Navy) or any other service on account of disability or through sentence of civil or military court, nor discharged from any service, civil or military, except with good character, and for the reasons given by me to the recruiting officer prior to this enlistment. (See note.)

AND BEAR FIDELITY TO THE UNITED STATES

Given at GREENHAWK BARRACKS, WIS. this 17th day of April, 1912

[Signature]

Figure 15. Enlistment Paper in use November 1, 1912, for enlistments in the Army. In March 1919, the dimensions were increased to 8-3/4 by 11 inches; in August 1919, the physical examination was added, making it a four-page document; and on May 12, 1920, the designation of beneficiary was added. This form was replaced March 30, 1924, by WD AGO Form No. 21--see figure 16. (Pages 1 and 2.)

ENLISTMENT RECORD REGULAR ARMY

(Last name.) (First name.) (Middle name.) (Army serial number)† (Rank or appointment)‡

Home address None Macabebe, Pampanga, P. I.
(See Instr. 4.) (No. and street or rural route, if none, so state.) (City, town, or post office.) (County.) (State or country.)

† Enlisted at Fort Mills, P. I., on the 20th day of January, 1929

‡ by R. E. HEWITT, Capt., MC for Btry "D", 92nd C. A., (PS) to serve Three (3) years
(Company, regiment, etc.) (Word and figure.)

‡ for service in (consult certificate of acceptance) _____
(See, or in any particular service within its branch.)

† Enlisted in the Army
 Last enlisted service in the Army (see Instruction 1) _____
Btry "D", 92nd C. A., (PS) Date of discharge Jan. 19, 1929 Period of last enlistment Three (3) years
(Company, regiment and branch.)

* If applicant is enlisted, strike out the line "Rejected"; if rejected, strike out line "Enlisted."
 † To be filled out at place of enlistment. Care will be taken to make place and date of enlistment, name of enlisting officer, and period of enlistment the same as in each.

Original size, each
 page: 8 3/4" x 11"
 (Four pages)

DECLARATION OF APPLICANT (See Instruction 2.)

1. Where were you born? Macabebe, Pampanga, P. I.
(City, town, or county.) (State or country.)

2. What is your race? (See Instr. 7) Filipino What is your regular trade or occupation? Soldier

3. Are you a citizen of the United States? No If not, have you made legal declaration of intention of becoming a citizen? No
 If a declarant for citizenship: a. On what date and in what court did you make the declaration? _____
 b. Did you secure entry into the United States in accordance with the immigration laws and without any misrepresentation of fact on your part? No

4. Are you single, married, widower, or divorced? Married How many children have you? 2 Is anyone dependent on you for support? Yes If so, give names: Wif children (See degree bef.)

5. Have you ever been convicted of a felony? No Have you ever been imprisoned under sentence of a court in a reformatory, jail, or penitentiary? No If so, where? _____
 Have you ever been discharged from the service (Army, Navy, Marine Corps, Coast Guard, or National Guard) of the United States, or any other service, on account of disability or through sentence of either a civil or military court? No Have you ever been discharged from any service, except with good character, and for the reasons given by you to the recruiting officer? No

6. Have you ever served as an enlisted man in the United States Army, National Guard, Navy, or Marine Corps? Yes If so, state last service and date of discharge Btry "D", 92nd CA (PS) 1/19/29 Have you ever served as a commissioned officer in these services? No If so, state last service, and date and nature of separation therefrom _____

7. Are you now a member of the National Guard of any State, Territory, or the District of Columbia? No If so, give State and show what action has been taken to secure discharge _____ Are you now a member of the Officers' Reserve Corps? No Enlisted Reserve Corps? No National Guard Reserve? No

8. Have you ever previously applied for enlistment and been rejected? No If so, give date, place, and cause of rejection _____

9. Have you ever since childhood wet the bed while asleep? Yes

10. Do you consider that you are now sound and well? Yes If not, give details _____

11. What illnesses, diseases, or accidents have you had since childhood? None

12. Have you ever had any of the following? If so, give dates: Spells of unconsciousness, convulsions, or fits _____ No
 Gonorrhea _____ No Sore on penis _____ No

13. Have you ever raised or spat up blood? No If so, when? _____

14. When were you last treated by a physician, and for what ailment? No

15. Have you ever been under treatment at a hospital or asylum? No If so, when, and for what ailment? _____

16. Do you know that if you secure your enlistment by means of any false statement, willful misrepresentation, or concealment as to your qualifications for enlistment you are liable to trial by court-martial for fraudulent enlistment? Yes

17. Do you know that if you are rejected by reason of any disqualifications known to you and concealed from the accepting officer you will not be furnished with return transportation to the place of acceptance? Yes

18. Do you agree to enlist in the Army, unless found to be disqualified, if you are furnished transportation to place for completion of physical examination? Yes

Remarks: None

I declare that the foregoing questions and my answers thereto have been read to me and that my answers have been correctly recorded and are true in all respects.

Given at Fort Mills, P. I., the place of acceptance, this 20th day of January, 1929

Witness: R. E. Hewitt R. E. HEWITT, Capt., MC Signature: _____
(To be witnessed by recruiting officer.) (Rank and appointment.) (First name.) (Last name.)

Verified at Fort Mills, P. I., by R. E. Hewitt (See Instruction 3.)
 W. D., A. G. O. Form No. 21 R. E. HEWITT, Capt., MC 8-7100
April 15, 1923

Figure 16. Four-page Enlistment Record adopted April 1, 1924, and still in use September 7, 1939, for enlistments in the Regular Army

PHYSICAL EXAMINATION AT PLACE OF ACCEPTANCE*

(Applicant stripped. See Instruction 8.)

Height _____ inches; weight _____ pounds
 Vision: Right eye _____ Left eye _____ Eye conditions _____
 Hearing: Right ear _____ Left ear _____ Ear conditions _____
 Girth of chest (at nipples): At expiration _____ inches. At inspiration _____ inches.
 Flat foot: _____
 Remarks: _____

I certify that I have personally examined the applicant, and that, to the best of my knowledge and belief, he fulfills the physical and legal requirements for enlistment, and is accepted for enlistment in _____ for service in† (if promised special service outside the United States, or in any particular service within his branch). (Instr. 3): _____

Place _____ Signature: _____ (Rank and organization.)

Date _____ Name typed or stamped: _____ Recruiting Officer.

*If the applicant is enlisted at place of acceptance, this report will not be filled out, except where physical examination is to be made by a civilian physician.
 †If accepted for special service, cite authority therefor.

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT

(Applicant stripped. See Instruction 9.)

Eyes Brown Hair Black Complexion Lt. Brown Height 63½ inches. Weight 103 pounds.
 Girth of chest (at nipples): At expiration 32 inches. At inspiration 34 inches.
 General examination (physique, skin, head, chest, abdomen, extremities, etc.) Normal

General surgical conditions (including hernia, hemorrhoids, varicose veins, and state of abdominal wall and viscera) Normal

Organs of locomotion (including bones, joints, muscles, and tendons) Normal

Genito-urinary system Normal

Vision: Right eye 20/20 Left eye 20/20 Eye conditions Normal
 Hearing: Right ear 20/20 Left ear 20/20 Ear, nose, and throat conditions Normal

Teeth

	Right								Left								
Upper	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	(Strike out those that are missing; circle those that may be restored.)
Lower	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	

Mouth and gums Normal

Cardio-vascular system (including functioning of kidneys) Normal

Lungs Normal

Neuro-psychiatric examination Normal

Remarks None

I certify that I have carefully examined the applicant and have correctly recorded the results of the examination; and that, to the best of my judgment and belief, he is mentally and physically qualified for service in the Army of the United States, ~~and is accepted for enlistment in _____ for service in _____~~

Place Fort Mills, P. I. Signature: R. W. Hewitt

Date January 20th, 1919 Name typed or stamped: R. W. HEWITT, Capt., Medical Corps. (Rank)

*Strike out clause not applicable. †Strike out word not applicable. ‡See Instruction 21. 6-720

Figure 16. Second page of Enlistment Record, Regular Army, (Page 2 of 4) WD AGO Form No. 21

INSTRUCTIONS

GENERAL

The greatest care will be exercised by all concerned in the preparation of this form to obviate the necessity for returning it for correction. It will be carefully scrutinized after completion for errors and omissions and compared with the prescribed entries made from it on the service record, which will be opened before the enlistment record is mailed to The Adjutant General of the Army. The instructions governing the preparation of the enlistment record will be carefully studied. This form will be used for enlistments in the Regular Army only.

FOR THE PREPARATION OF THE ENLISTMENT RECORD

1. One original record only will be made in the case of an applicant for enlistment or reenlistment, and in preparing this record black ink will be used, as required by paragraph 822, A. R., 1913. Carbon process is prohibited. Retained or duplicate copies of this record will not be prepared without specific instructions from the War Department. When so authorized, such copies may be prepared by carbon process, but will be marked "Copy" at the top of the first page.
2. When the applicant is enlisted the complete record will be forwarded to The Adjutant General by the recruiting officer with his daily report. When the applicant is rejected the record will be marked "Rejected" at the top of the first page, and, except in case of an applicant with prior military or naval service, will be filed at the place of rejection. The record in the case of a rejected applicant having prior service will be forwarded to The Adjutant General by the recruiting officer with his daily report. (W. D., A. G. O. Form No. 13.)
3. If enlistment is made for any particular service within a branch other than that indicated in the certificate of acceptance (page 2), the recruiting officer will make specific note to that effect, briefly giving reason, in the space following the text of his certificate (page 3).
4. The name, race, home address, last service in the Army, declaration of the applicant, and physical examination at place of acceptance will be filled out at the station where the applicant is accepted for enlistment. The remainder of the record will be filled out at the depot, post, or station to which the applicant is sent for final physical examination and enlistment. Particular care will be taken to determine the bona fide home or residence of the applicant. In case of reenlistment "U. S. Army" will be entered as the home address only when by questioning the applicant it is developed that he has no bona fide home.
5. The correct name of the applicant will be ascertained and it will be written and signed exactly as indicated in each case. A trial signature will be required before signature is made on the enlistment record.
6. Service in the Army (see seventh line, page 1) includes service in the Regular Army, National Guard called or drafted into Federal Service, National Army, Enlisted Reserve Corps, or Regular Army Reserve.
7. Race will be indicated as white, colored, Indian (referring to American Indian only), Porto Rican, Cuban, Mexican, Hawaiian, Filipino, Japanese, Chinese, East Indian, etc. As here employed "colored" will include the American negro, mulattoes and others of negroid race or extraction. For mixed races, except mulattoes, the nationality will be considered as synonymous with the race; for example: Mexican, Filipino, etc. Asiatics, other than members of the white or Caucasian race, will as a rule be indicated by nationality; for example: Japanese, Chinese, East Indian, etc.
8. The declaration of the applicant will be taken before he has been stripped, and any statement indicating a possible cause for rejection will be followed up by searching inquiry and examination and the result noted on the record. This declaration may be taken at a substation by an enlisted man designated by the recruiting officer, if no commissioned officer is available, in which case the enlisted man will sign as "Witness," but the recruiting officer must verify the statements of the applicant before enlistment.
9. The physical examination will conform to the provisions of Army Regulations No. 40-106. Deviations from normal, though not a cause for rejection, will be noted under the proper headings.
10. Under the heading "Remarks" (page 2) will be noted any authorized special assignment or waiver of defects, the nature of the authority being stated. The space under "Remarks" will also be used for continuation of a statement for which the allotted space is insufficient and for any further statement that the examining officer may desire to make.

FOR THE PREPARATION OF DESIGNATION OF BENEFICIARY

11. The prescribed designation of beneficiary under the act of Congress approved December 17, 1919 (Bul. No. 43, W. D., 1919), will be prepared on this form for every enlisted man upon enlistment or reenlistment in the Regular Army. If there be no persons eligible under the law as beneficiary, a statement to that effect will be made and the form regularly completed. A friend is not eligible for designation as a beneficiary; the beneficiary must be a relative of the soldier and dependent upon him for support. For each class of beneficiary (wife, child, or dependent relative), designation will be made showing the name and address of person or persons eligible, or the word "None" will be written in the proper space. The information on lines 1, 2, and 3 will conform to answers in paragraph 4 of Declaration of Applicant.
12. Names and addresses will be legibly written, typewriter being used when practicable. Except in signatures, names will be written in full, and street and house number, if any, will be given.
13. The signature of the soldier will be witnessed by the recruiting officer or other available commissioned officer.
14. Designations duly made and filed under the act will continue to be valid and sufficient during the term of enlistment for which made until the soldier is separated from active service, or until a change among the persons eligible as beneficiary, addition thereto, or discontinuance of eligibility occurs, in which event redesignation of beneficiary will be made on W. D., A. G. O. Form No. 41. A change in the permanent address of any of the persons designated as beneficiary will be promptly reported through the personnel adjutant to The Adjutant General on W. D., A. G. O. Form No. 42, which will be forwarded as directed on the form.

ACT OF CONGRESS APPROVED DECEMBER 17, 1919

"That hereafter, immediately upon official notification of the death from wounds or disease, not the result of his own misconduct, of any officer or enlisted man on the active list of the Regular Army or on the retired list when on active duty, the Quartermaster General of the Army shall cause to be paid to the widow, and if there be no widow to the child or children, and if there be no widow or child to any other dependent relative of such officer or enlisted man previously designated by him, an amount equal to six months' pay at the rate received by such officer or enlisted man at the date of his death. The Secretary of War shall establish regulations requiring each officer and enlisted man having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his death. Said amount shall be paid from funds appropriated for the pay of the Army.

"Sec. 2. That nothing in this Act shall be construed as making the provisions of this Act applicable to officers or enlisted men of any branch or troops of the Army of the United States other than those of the Regular Army, and nothing in this Act shall be construed to apply to commissioned grades to any officers except those holding permanent or provisional appointments in the Regular Army."

3-722

Original size, each
page: 3 3/4" x 8 1/2"
(Four pages)

ORGANIZED MILITIA
Form No. 6

ENLISTMENT PAPER OF

_____ *James C.* _____
(surnames) (Christian name)

enlisted at *Nashville Tenn* _____
the *30* day of *July*, 191*6*
by *Capt R. G. Hornum*
for *Co. H. 20 Sep. Div.*
(Arm of service or organization) (No. of service)

Recruitment; last served in *Co. K*
1st Gen. Inf.

Discharged *in June*, 191*3*

INSTRUCTIONS
MINIATURE GENERAL'S

1. One enlisted **RECRUITER** to be made in the case of a soldier enlisted in the **Organized Militia** in the Federal service. It will be forwarded to the Adjutant General of the Army, with the recruiting officer's monthly report.
2. The recruiting officer will enter in the appropriate space the arm of service or organization for which the soldier was enlisted, e. g., "Company M, 97th N. Y. Infantry," "Battery C, 6th Rhode Island Field Artillery," "Signal Corps, Pennsylvania," "5th Cavalry, Oklahoma," "Mounted Service, White, Kansas," making the designation as definite as possible in each case.
3. The correct name of the recruit will be ascertained. The Christian name will not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full, the others being represented by their initials. Great care will be exercised that the name is correctly written and signed whenever it appears on the enlistment paper. 65-227

I Certify that this soldier, who was accepted for enlistment on the *3* day of *July*, 191*6*, by *Capt R. G. Hornum* at *Nashville Tenn* was minutely inspected by me previous to his enlistment; that he was entirely sober when recruited; that to the best of my judgment and belief he fulfills all legal requirements; that I have enlisted him into the Organized Militia of the State of *Tennessee* in the service of the United States under this enlistment contract, and, in doing so, have strictly observed the regulations which govern the recruiting service.

He has *Blue* eyes *Brown* hair
Ruddy complexion and is _____ inches
in height. He gave his residence as *Nashville*
_____ and the name and address of person to be notified in case of emergency as _____
(Name and degree of relationship if friend, no state)
Mr. Street or home no
(Address, street and house number, if any, no state)
Nashville
(Town or City) (State)

(Recruiting Officer)

Figure 17.
(Part 1 of 2)

First two pages of four-page Enlistment Paper used for Militiamen called into Federal service after the enactment of the National Defense Act of June 3, 1916, who had not become National Guardsmen--see narrative on "National Guard."

THE UNITED STATES OF AMERICA

STATE OF Georgia
 CITY, TOWN, OR MILITARY POST Kasville

I, James C. _____ born in Kasville in the State of Georgia

do hereby acknowledge to have voluntarily (1) Enlisted this 30 day of July 1916 as a soldier in the Organized Militia of the State of Georgia in the service of the United States, for a period of one year (2), unless sooner discharged by proper authority, and do also agree to accept from the United States such pay, rations, and clothing as are or may be prescribed by law. And I do solemnly swear that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; that I will obey the orders of the President of the United States, and the orders of the officers appointed over me according to the Rules and Articles of War.

James C. _____ (HEAR)
(See instruction 2)

Subscribed and duly sworn to before me this 8th day of July A. D. 1916

(Recruiting Officer)

(1) If recruited, insert "as."
 (2) Fill in the period of enlistment prescribed by the State laws which apply.

CONSENT IN CASE OF MINOR
(See A. R. 100)

I, _____ do hereby that I am the _____ of _____ that the _____ is _____ years of age, and I do hereby freely give my consent to his enlisting as a soldier in the Organized Militia of the State of _____ in the service of the United States for the period of _____ years (given at _____ this _____ day of _____ 1916)

(Signature of person giving consent)

(Signature of witness)

James C. _____
G. E. _____
 do hereby to enlist in the Organized Militia of the State of _____ in the service of the United States, for the term of one year, do declare that I am of the legal age to enlist and believe myself to be physically qualified to perform the duties of an able-bodied soldier, that I am of good habits and character in all respects and have never been discharged from the service of the United States, or the military service of any State, or any other service on account of disability or through sentence of either a civil or military court, nor discharged from any service, civil or military, except with good character, and for the reasons given by me to the recruiting officer prior to this enlistment; and I do further declare that I am not married and have _____ minor children (See note)

GIVEN at Kasville this 8 day of July 1916

James C. _____
(Signature of applicant)

(Signature of witness)

NOTE: Here add in case of an applicant for first enlistment. And that I am or have made (delete one of the) promise to become a citizen of the United States.
 *In the case of married men, use the word "and" in the case of single men, use the words "and have" before children."

Figure 17. Third and fourth pages of Organized Militia Enlistment Paper, Form No. 6

(3)

this 4th day of July 1916
 as a soldier in the National Guard of the United States and
 of the State of Tennessee for the period of three years
 in service and three years in the reserve, under the conditions
 prescribed by law, unless sooner discharged by proper authority.
 And I do solemnly swear that I will bear true faith and allegiance
 to the United States of America and to the State of
 Tennessee, and that I will serve them honestly and
 faithfully against all their enemies whomsoever, and that I will
 obey the orders of the President of the United States and of the
 governor of the State of Tennessee, and of the officers
 appointed over me according to law and the rules and articles of
 war.

(See Instruction 1.)

Subscribed and duly sworn to before me this 4th day
 of July A. D. 1916

[Signature]
Capt My H. [Signature]
 Recruiting Officer.

(1) If omitted, insert "no."

CERTIFICATE OF INSPECTION AND ENLISTMENT.
 I certify that this soldier, who was accepted for enlistment
 on the 4th day of July 1916
 by Capt. B.G. Shoemaker,
 at Nashville, Tennessee,
 was minutely inspected by me previous to his enlistment;
 that he was entirely sober when enlisted; that to the best of
 my judgment and belief he fulfils all legal requirements; that
 I have enlisted him into the National Guard of the United States
 and of the State of Tennessee
 under this enlistment contract, and, in doing so, have strictly
 observed the regulations which govern the recruiting service.

He has Blue eyes, Light brown hair,
 Fair complexion, and is 5 feet, 8 inches

(4)

in height. He gave his residence as Nashville,
 (Town or City.)
 Tennessee, and the name and address of person to be
 notified in case of emergency as
 (Name and degree of relationship, if friend, so state)
 Nashville, Tennessee.
 (Address—street and house number, if same, so state)
 Nashville, Tennessee.
 (Town or City.)
[Signature]
Capt My H. [Signature]
 Recruiting Officer.

INDORSEMENT OF U. S. MUSTERING OFFICER.
 (See Instruction 1.)

This soldier, now a Private of Company of
 1st Regt. 28th National Guard, State
 of Tennessee, reported at (1) Nashville, Tenn.
 on April 21st, 1916, under the call (28th) of the
 President dated April 21st, 1916. The essential
 information from this paper, including date and place of report-
 ing, has been entered on the descriptive list of the soldier.

Remarks (2):

[Signature]
 Colonel, Infantry.
 U. S. Mustering Officer.

MAY 2 1916

(1) Insert the home station or place of company, except battery companies
 or detachments, the soldier reported under the call of the President and
 immediately to proceed to the service of the United States.
 (2) Insert the name of the person to be notified in case of emergency as
 required by the recruiting officer, such as change in name and address of person to be
 notified in case of emergency.

Figure 18. Third and fourth pages of National Guard
 (Part 2 of 2) Enlistment Paper, Form No. 22-1, A.G.O.

Inductions. Enlistment and Assignment Card, Form No. 22-2, A.G.O. (figure 19) was used for all registrants who were inducted into the Army through the World War I Selective Service System after June 5, 1917, and on or before November 11, 1918. Inductions were under the direction of the Provost Marshal General. Under the Selective Service Act, no oath was required for inductees. Registrants were required to appear at their local board for a preliminary physical examination. These physical examinations were necessary before being called for induction because the physical qualifications affected the registrant's classification. After registrants were called for induction, they were given another physical examination at place of mobilization, which was the determining factor in their FINAL ACCEPTANCE into the Army. Inductions could be either voluntary or involuntary. After December 15, 1917, registrants were NOT permitted to enlist in the Army, except for service in the Office of the Surgeon General, Engineers, Signal, and Quartermaster Corps. Except for certain persons with technical and special skills needed in the war effort, all original enlistments for nonregistrants were discontinued from August 7, 1918, to November 11, 1918, and there was no method of entering the Army Military service during that period other than by induction through the Selective Service System.

Enlistments in the Regular Army Reserve. W.D., A.G.O. Form No. 181 (figure 20) was adopted July 1, 1938 for enlistments and reenlistments in the Regular Army Reserve (AR 155-5). A space for the soldier's fingerprints (right hand) was included on that form; otherwise, it is similar in content and the same size as W.D., A.G.O. Form No. 21, Enlistment Record for Regular Army enlistments.

Current Use. These enlistment records are used in answering any kind of reference service inquiry involving personal data on the enlisted man at time of entry (address, beneficiary, birth, citizenship, civilian occupation, marital status, physical description, etc.) and also date, manner, place, and term of enlistment, component, grade at entry, etc. This is one of the more important records for enlisted men of the World War I period.

References. AR 1913, pars. 822 and 857; AR 345-125, 1 Nov., 1924; AR 155-5, 1938; SR Nos. 48, 1917 (pars. 34-36) and 55, Sec. VI, 1917 (par 56a); WD Bulletins Nos. 24, 1917, 9, 1919, and 25, 1920; WD General Orders Nos. 88, July 11, 1917, 73, 1918, and 57, 1919; WD Circulars No. 190, 1919, and 301, 1920; "Second Report of the Provost Marshal General to the Secretary of War--1919"; and National Defense Act of June 3, 1916, and amendments thereto.

Original size, 3 3/4" x 8 1/2" (Front and back)

NATIONAL ARMY
ENLISTMENT AND ASSIGNMENT CARD

Army serial number: _____ white
_____ colored

Assigned to: _____ (Company and regiment or corps or department, if known, or state)

Residence: 640 Michael St.
North Valley Montgomery Ala
(Street and house number, if none, no state)
(Town or city) (State)

Place of enlistment, i. e., place at which soldier was ordered to report for military duty, as specified in notice from local board: Chattanooga Ga
(Town or city) (State)

Date of enlistment, i. e., date specified in notice: Oct 17 1917

Did soldier report in person at the place and on the date specified? Yes If not, state place and date of reporting: _____

_____ 191

Last service in Regular Army, if none, no state: _____
(Company and regiment or corps or department)

Discharged: _____ 191

Last service in National Guard or Organized Militia, if none, no state: _____
(Company and regiment or corps or department)

Discharged: _____ 191

He has Blue eyes, Dark hair,
Fair complexion, and is 5 feet
inches in height. He gave the name and address of the
person to be notified in case of emergency as:
Mr. _____
Name and degree of relationship, if friend, no state
640 Michael St.
(Street and house number, if none, no state)
North Valley Montgomery Ala
(Town or city) (State of county)

*Strike out word not applicable.

Form No. 20-B, A. G. O.
(For National Army)
Ed. Rev. 12-10-17/18

DECLARATION OF SOLDIER

Having been enlisted in the National Army of the United States, I declare:

1. I was born in Montgomery Ala
(Town or city) (State of country)
on the 18 day of Oct, 1897
and am by occupation a Student

2. I am a citizen of the United States.
I made legal declaration of my intention to become a
citizen of the United States on the _____ day
of _____, 1_____,
at _____,
(Name of court)
I am (single) of _____
(Give country, if not a citizen of the United States.)

3. I am single.
I am married and have _____ children.

4. The following persons are solely dependent upon me for support:
Mr. _____ Wife
(Give name and relationship, if no dependents, no state.)

_____ (Signature of soldier)
*Strike out words not applicable.

The entries on this card are correct to the best of my knowledge and belief. All information required by the instructions on the service record of the soldier has been entered on that record.

Adjutant _____
Place 640 Michael St.
Date: 10/17/17

INSTRUCTIONS.

1. An enlistment and assignment card will be made on this form for each soldier of the National Army, except those created at point of enrollment on account of physical disability or for other reasons. It will be prepared in such an appropriate place complete of physical examination and recording. The letter of transmittal, drawn to the Adjutant General of the Army with forms for report of physical examination and identification card, card.

2. The correct name of the soldier will be furnished. The Christian name will not be abbreviated, but if it consists of more than two names any the last will be written and signed in full. Great care will be exercised that the name is correctly written and signed wherever it appears.

2-978

Figure 19. Enlistment and Assignment Card used during 1917-1918 for all registrants who were inducted into the Army under the Selective Service System

**ENLISTMENT RECORD
REGULAR ARMY RESERVE**

MARRIED

_____ **John** _____ **(None)** _____ **(RAR)** _____ **White**
(Last name) (First name) (Middle name) (Army serial number) (Race; see Instruction 4)
 Home address _____ **Route 1, Box 13F** _____ **Chisholm** _____ **St. Louis** _____ **Minnesota**
(Number and street or rural route, if none, so state) (City, town, or post office) (County) (State)
 *Enlisted at _____ **Duluth, Minnesota** _____, on the _____ **5th** day of _____ **May** _____, 19 **39**, in the grade
 of private _____ **1st**, by _____ **Maj. Ira B. Hill, CAC** _____ for _____ **Field Artillery** _____ to serve 4 years.
(Company, regiment, and arm or service) (Arm or service)
 Last enlisted service in the Army:
 _____ **Battery "B", 13th F.A. (LTZ)** _____ Date of discharge _____ **July 23, 1929** _____ **Private**
(Company, regiment, and arm or service) (In the grade of)

* Care will be taken to make place and date of enlistment and name of enlisting officer the same as in oath.

DECLARATION OF APPLICANT

I, _____ **John** _____, desiring to _____ enlist in the Regular Army Reserve of the United States for the term of 4 years under the conditions prescribed by law, do declare that I am _____ a citizen of the United States, of the legal age to enlist (or reenlist) and believe myself to be physically qualified to perform the duties of an able-bodied soldier; and I do further declare that I am of good habits and character in all respects and have never been discharged from the service of the United States or any other service on account of disability or through sentence of either a civil or military court, nor discharged from any service, civil or military, except with good character and under honorable conditions, and for the reasons given by me to the recruiting officer prior to this enlistment or reenlistment. I am not now a member of the Army, Navy, Marine Corps, National Guard, or Coast Guard in an active, inactive, reserve, or retired status.

Given at _____ **Duluth, Minnesota** _____ this _____ **5th** day of _____ **May** _____, 19 **39**.

Signature: _____ **John** _____ **Lozhar** _____
(First name) (Middle initial) (Last name)

Witness: _____ **Ira B. Hill, Major, C.A.C.** _____
(To be witnessed by recruiting officer) (Grade and organization)

**PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT
(MADE BY AN AUTHORIZED MEDICAL EXAMINER)**

(Applicant stripped. See Instruction 6)

Eyes _____ **Blue** _____ Hair _____ **Brown** _____ Complexion _____ **Ruddy** _____ Height _____ **64 1/2** inches. Weight _____ **142** pounds.
 Girth of chest (at nipples): At expiration _____ **38** inches. At inspiration _____ **41** inches.
 General examination (physique, skin, head, chest, abdomen, extremities, etc.) _____ **Normal**

General surgical conditions (including hernia, hemorrhoids, varicose veins, and state of abdominal wall and viscera) _____ **Normal**

Organs of locomotion (including bones, joints, muscles, and tendons) _____ **Normal**

Genito-urinary system _____ **Normal**

Vision: Right eye _____ **20/20** _____ Left eye _____ **20/20** _____ Eye conditions _____ **Normal**

Hearing: Right ear _____ **20/20** _____ Left ear _____ **20/20** _____ Ear, nose, and throat conditions _____ **Normal**

Teeth _____ **Normal** _____
(Strike out those that are missing; circle those that may be restored)

Mouth and gums _____ **Normal**

Cardio-vascular system (including functioning of kidneys) _____ **Normal**

Lungs _____ **Normal**

Neuro-psychiatric examination _____ **Normal**

†Remarks _____ **None**

†I CERTIFY that I have carefully examined the applicant and have correctly recorded the results of the examination; and that, to the best of my judgment and belief, he is mentally and physically qualified for service in the Army of the United States, ~~and is not~~ physically, mentally disqualified for service in the Army of the United States by reason of _____

Place _____ **Duluth, Minnesota** _____ Signature: _____ **N. O. MONSERUD, 1st Lt.-RES** _____
(Grade) (Medical Corps)

Date _____ **May 5th, 1939** _____ Name typed or stamped: _____ **N. O. MONSERUD, 1st Lt.-RES** _____
(Grade)

W. D., A. G. O. Form No. 161—July 1, 1938. *Strike out clause not applicable. †Strike out word not applicable. ‡See Instruction 7.

Figure 20. Enlistment Record used from July 1, 1938 (still in use (Part 1 of 4) September 8, 1939) for enlistments in the Regular Army Reserve (Page 1)

**OATH AND CERTIFICATE OF ENLISTMENT
THE UNITED STATES OF AMERICA**

STATE OF Minnesota
 CITY, TOWN, OR MILITARY POST Duluth ss:
 I, * John (None) (BAR)
 (First name) (Middle name) (Last name) (Army serial number)
 born in Hibbing Minnesota
 (City, town, or county) (State or country)
 on January 4th, 1907, and now aged 32 years and 4 months, by occupation a Cook
 (Month, day, and year)
 having last served in the Regular Army
 (Regular Army or Regular Army Reserve)
 for 3 yrs 0 mos 12 das, such service terminating by honorable discharge on
 (Years and months)
July 23rd, 1929, as Private character Excellent
 (Month, day, and year) (Grade)
 from Battery "B", 13th F.A. (ITA), at Pt. McDowell, California
 (Organization or arm or service)
 and whose home address is Route 1, Box 13F Chisholm, Minnesota
 (Street and number, city or town, and State)
 do hereby acknowledge to have voluntarily enlisted this 5th day of May, 1939,
 as a private 1/01 Field Artillery, in the Regular Army Reserve, for
 (Army or service)
 a period of 4 years under the conditions prescribed by law unless sooner discharged by proper authority, and subject to active duty immediately upon the declaration of an emergency by the President of the United States; and do also agree to accept from the United States such bounty, pay, rations, and clothing as are or may be established by law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honorably and faithfully against all their enemies whatsoever, and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the Rules and Articles of War.

(Signature) † John (First name) (Middle initial) (Last name)

I CERTIFY that the above oath was subscribed and duly sworn to before me this 5th day of May, A. D. 1939. I further certify that this soldier was minutely inspected by me previous to his subscription to the oath; that I found him entirely sober and in full possession of all his mental faculties; that to the best of my judgment and belief he fulfills all legal requirements, and that in enlisting him into the service of the United States I have strictly observed the regulations which govern the recruiting service. I further certify that the above oath, as filled in, was read to the applicant before his subscription thereto.

(Signature) IRA B. HILL, Major, C.A.C., Recruiting Officer. (Name typed) (Grade and organization)

* Carefully compare with name at top of page 1. † The dates in the oath and certificate must be the same. ‡ The signature must be identical with that subscribed to Declaration of Applicant.






NEAREST RELATIVE AND PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Nearest relative Martin
 (Other than wife or minor child) (Name in full)
 Relationship Brother Address Route 1 Chisholm, Minnesota
 (Number and street or rural route; if none, so state) (City, town, or post office) (State or country)

Person to be notified in case of emergency Rose
 (Name in full)
 Relationship Wife Address Route 1, Box 13F Chisholm, Minnesota
 (If friend, so state) (Number and street or rural route; if none, so state) (City, town, or post office) (State or country)

Battery "B", 13th Field Artillery (ITA) **PRIOR SERVICE**
 (Organization or arm or service) from July 12, 1926, to July 23, 1929
 Discharged as Private Excellent by reason of E.T.S.
 (Grade) (Character)
 (Organization or arm or service), from _____, 19____, to _____, 19____
 Discharged as _____ by reason of _____
 (Grade) (Character)
 (Organization or arm or service), from _____, 19____, to _____, 19____
 Discharged as _____ by reason of _____
 (Grade) (Character)

**FINGERPRINTS
(Right hand)**

1. THUMB	2. INDEX	3. MIDDLE	4. RING	5. LITTLE
				

(2)

-3-10820

Figure 20. Page 2 of W.D. AGO Form No. 181
(Part 2 of 4)

John _____ LtJG, Field Artillery

(Name)

(Army serial number)

(Arm or service)

Date of receipt of individual voucher reports	Last paid as Reservist to include	Change of home address to	Date received
JH 1. 7 Sept39	4 Sept39	Disch. 15 Jan 41	
2. 8 Jan 40	4 Jan 40 MHF		
3. 6 May 40	4 May 40 MHF		
4. 6 Sep 40	4 Sep 40 MHF		
5. 6 Jan 41	4 Jan 41 FP		
6. 20 Jan 41	15 Jan 41 FP		
7.			
8.			
9.			
10.			
11.			
12.			

CHANGE IN NEXT OF KIN TO

(Full name)

(Relationship)

(Address)

(Date)

(Full name)

(Relationship)

(Address)

(Date)

CHANGE IN EMERGENCY ADDRESSEE TO

(Full name)

(Relationship; if friend, so state)

(Address)

(Date)

(Full name)

(Relationship; if friend, so state)

(Address)

(Date)

- Ordered to active duty _____, 19____, and *assigned *attached to _____ per _____
Reported _____, 19____.
- Returned to inactive status _____, 19____, per _____.
- Rejected for active duty _____, 19____, because of _____ discharged and returned to his home.
- Died _____, 19____.
- Separated from the service by reason of Mon. Disch. 15Jan41 dependency authority Par. 16a (1), AR 155-5, character Excellent
*Strike out word not applicable.

INDORSEMENT OF CORPS AREA COMMANDER

Headquarters, _____ Corps Area _____, 19____

To THE COMMANDING OFFICER, _____

- This Regular Army Reservist has been ordered to report to you for active duty on _____, per paragraph _____, Special Order No. _____, this Headquarters, dated _____, 19____. Copies enclosed.
- He was furnished Government transportation request for transportation from _____ to _____ and, if found physically qualified and accepted for active duty he is entitled to a payment at the rate of three dollars (\$3) per month for each month he has been enlisted in the Regular Army Reserve but not to exceed one hundred and fifty dollars (\$150).
- Reservist enlistment allowance at the rate of two dollars (\$2) per month is due from date of last payment recorded hereon to include the date preceding the date he reports for active duty.
- While on active duty he will have the same status and receive only the same pay and allowances provided by law for enlisted men of the Regular Army of like grade and length of service. In computing length of service for pay purposes, time spent on active duty in Federal service only will be counted.

By command of _____ Adjutant General

INDORSEMENT OF COMMANDING OFFICER

Headquarters, _____, 19____

To THE COMMANDING GENERAL, _____ Corps Area, _____

- This Reservist *reported _____ (Date) *failed to report for active duty as directed and *has *has not been accepted for active duty.
- Service record and payment of allowances data *have *have not been completed. This record is returned to you for file.
- Rejected for active duty, discharged _____ (Date) and returned to his home.

*Strike out words not applicable.

(3)

3-1020

*Remarks:

.....

.....

* See Instruction 7.

DESIGNATION OF BENEFICIARY

(To be entered only from W. D., A. G. O. Form No. 41)

(Name and degree of relationship of beneficiary)

.....

(Address)

.....

(Name and degree of relationship of beneficiary)

.....

(Address)

.....

(Name and degree of relationship of beneficiary)

.....

(Address)

.....

INSTRUCTIONS TO THE RESERVIST

1. This copy of your enlistment record furnished to you is a valuable paper and should be kept in a safe place.
2. Every 4 months, counting from the date of your enlistment, you are required to report to the corps area commander showing your home address, physical condition, availability for service, etc. This report will be made on War Department Form No. 331 (Voucher for Payment of Allowances, Regular Army Reserve), which will be sent to you at your last properly reported address at the end of each 4-month period of your enlistment. Failure to execute the form promptly and return it to the corps area headquarters within 15 days may result in your discharge and will delay the payment of the enlistment allowance.
3. Immediately upon making a permanent change of address you are required to notify the commanding general of the corps area in which your last (old) place of residence was located, stating both your old and new address. This report should be made on W. D., A. G. O. Form No. 182 (Report of Change of Address, Regular Army Reserve), but if a form is not available, it may be submitted by letter, post card, or prepaid telegram.
4. When a member of the Regular Army Reserve not on active duty departs from the United States or its possessions for any reason, he will report in writing to his corps area commander the date of departure, the country to be visited, his address while absent, and the probable duration of his absence. If the contemplated absence is for a period of 4 months or longer, the Reservist will be discharged.

Corps areas	Addresses of headquarters	Territory included in each corps area
First	Boston, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
Second	Governors Island, N. Y.	New Jersey, Delaware, New York, and Puerto Rico.
Third	Baltimore, Md.	Pennsylvania, Maryland, Virginia, and the District of Columbia.
Fourth	Atlanta, Ga.	North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, and Louisiana.
Fifth	Fort Hayes, Columbus, Ohio	Ohio, West Virginia, Indiana, and Kentucky.
Sixth	Chicago, Ill.	Illinois, Michigan, and Wisconsin.
Seventh	Omaha, Nebr.	Missouri, Kansas, Arkansas, Iowa, Nebraska, Minnesota, North Dakota, and South Dakota.
Eighth	Fort Sam Houston, Tex.	Texas, Oklahoma, Colorado, New Mexico, and Arizona.
Ninth	Presidio of San Francisco, Calif.	Washington, Oregon, Idaho, Montana, Wyoming, Utah, Nevada, California, and Alaska.
Hawaiian Department	Fort Shafter, T. H.	Hawaiian Islands.
Philippine Department	Manila, P. I.	Philippine Islands.
Panama Canal Department	Quarry Heights, C. Z.	Canal Zone.

INSTRUCTIONS FOR THE PREPARATION AND DISPOSITION OF THE ENLISTMENT RECORD

1. The greatest care will be exercised by all concerned in the preparation of this form to obviate the necessity for returning it for correction. It will be carefully scrutinized after completion for errors and omissions. This form will be used only for enlistments and reenlistments in the Regular Army Reserve. (See AR 155-5.)
2. The enlistment record will be made in triplicate. The original (white) will be forwarded to the commanding general of the corps area in which the Reservist's home is located; the second copy (pink) will be mailed direct to The Adjutant General; and the third copy (green) will be given to the Reservist. When the applicant is rejected for enlistment or reenlistment, the two copies (pink and green) will be destroyed and the original (white) will be marked "Rejected" at the top of the first page and forwarded to The Adjutant General.
3. The correct name, Army serial number, and previous service of the applicant will be ascertained from previous discharge certificate, place of last discharge, or The Adjutant General. Thereafter the name will be written and signed exactly as called for in the various spaces on this form. A trial signature will be required before signature is made on the enlistment record. Particular care will be taken to determine and record hereon the correct home address.
4. Race will be indicated as white, colored, Indian (referring to American Indian only), Puerto Rican, Cuban, Mexican, Hawaiian, Filipino, Japanese, Chinese, East Indian, etc. As here employed "colored" will include the American Negro, mulattoes, and others of negro or mixed race or extraction. For mixed races, except mulattoes, the nationality will be considered as synonymous with the race; for example: Mexican, Filipino, etc. Asiatics, other than members of the white or Caucasian race, will as a rule be indicated by nationality; for example: Japanese, Chinese, East Indian, etc.
5. The declaration of the applicant will be taken before he is stripped for examination.
6. The physical examination will conform to the provisions of AR 40-105. Deviations from normal, though not a cause for rejection, will be noted under the proper headings.
7. Under the heading "Remarks" (page 1) will be noted any authorized waiver of defects, the nature of the authority being stated, and for the continuation of a statement for which the allotted space is insufficient or for any further statement that the examining officer may desire to make. Under the heading "Remarks" (page 4) may be noted any information required on the form for which the allotted space is insufficient. In each case, a notation will be made in the proper space on the form to the additional information under "Remarks."

(4)

U. S. GOVERNMENT PRINTING OFFICE 8-10820

Figure 20. Page 4 of W.D. AGO Form No. 181
(Part 4 of 4)

IDENTIFICATION RECORDS

Fingerprint Records

The need for a system of identification of Army military personnel became evident during the Civil War when the repetitious reenlistment of deserters, "bounty jumpers," and other undesirable persons in the Army became an embarrassing problem. Such incidents were stimulated by large bounties which were offered by towns and counties or the large price paid by individuals for substitutes. An example of one of these chronic enlisters is a man who enlisted forty-five times under twenty-one dissimilar names between the years 1908 and 1927. Eleven of his enlistments were in the Marine Corps, ten in the Navy, and twenty-four in the Army. This man evidently enlisted only for the purpose of obtaining transportation from one city to another, as the records show he traveled in Connecticut, New Jersey, New York, Pennsylvania, Maryland, Virginia, District of Columbia, Missouri, Washington, California, Ohio, Texas, Florida, Iowa, Kentucky, Indiana, and Wisconsin. Many methods were tried to circumvent these practices, but were abandoned as useless. One method was to mark each soldier by vaccinating him on the left knee. That method proved unsatisfactory due to considerable time lost because of lameness. Another method was to mark each soldier with silver nitrate.

After the Civil War the repetitious reenlistment of deserters and dishonorably discharged men became more frequent, however, and by 1888 it was evident that some preventive measures were necessary. Consequently, in 1889 the "outline-figure" card system of identification was put into operation. Under this system, a card on which was imprinted the outline-figure of a man (front and back) was prepared for each recruit. Any scars or marks found on the recruit at time of enlistment were noted on the card at corresponding points on the outline-figure. The kinds of marks, scars, moles, tattoos, etc., were also noted as well as the soldier's race, height, and age. This system was continued until the latter part of 1906, when replaced by the fingerprint system of identification, described below.

Regulations first specifying that fingerprints be used for identification of enlisted personnel are found in General Orders No. 68, W. D., April 7, 1906. The method adopted was based on the Henry system of "Classification and uses of Fingerprints." Work was begun on the Fingerprint system after April 7, 1906, and was in full operation by January 1, 1907. Prints of each enlisted man who entered the Army on or after that date are supposed to have been placed on file.

The earliest regulations for fingerprinting commissioned officers are found in General Orders No. 17, W. D., February 13, 1918. AR 40-1195 of November 30, 1923, are the earliest regulations which included fingerprinting members of the Army Nurses Corps.

Since the records concerned the "person", or "body", of the individual, the Surgeon's General's office was held responsible for the preparation of the identification record cards when the system was first adopted. The preparation of these records was later put under the supervision of the recruiting officers or other officers designated for the purpose.

The fingerprint identification records were first prepared to include the soldier's fingerprints (all ten fingers), a brief personal description, and a photograph (front and profile view). This record was subsequently changed to include the soldier's signature, fingerprint impressions, height, and date of birth. The record was prepared on each man at enlistment, and at reenlistment if the soldier's identity was not positively known. The remark "Identification Record made" was entered on the soldier's Descriptive List after his identification record was properly completed. Effective July 1, 1939, fingerprint impressions of five fingers of the right hand were recorded on the enlistment papers of all enlisted men at the time of enlistment and reenlistment, and on the oath of office papers of commissioned personnel upon acceptance of appointment and promotion (AR 345-120, May 1, 1939). The preparation of the fingerprint cards was also continued.

Prior to July 1, 1939, all fingerprint cards, when completed, were transmitted to the Adjutant General of the Army and filed in the Identity Section of the War Department. After July 1, 1939, the fingerprints of all Army personnel, including officers, nurses, warrant officers and enlisted men were made on forms for permanent filing in the Federal Bureau of Investigation, Army Identity Section. In November 1941, all fingerprints made prior to July 1, 1939, were also turned over to the Federal Bureau of Investigation, Army Identity Section, for permanent filing.

Prior to April 5, 1917, and subsequent to March 1, 1919, fingerprints were examined, classified, and indexed. Those could be found either in the index card file by veteran's name or under the classification symbol in the classified files. From April 6, 1917, to March 1, 1919, fingerprints were not classified when taken. Those were filed alphabetically by name. A number of prints from that group were later classified and filed accordingly, but the majority are still filed alphabetically. Prior to July 1, 1939, the prints of officers were filed alphabetically. The Officer's fingerprints file for that period has been reported to be incomplete.

Since the fingerprints of all Army personnel are now under the jurisdiction of the Federal Bureau of Investigation, the National Personnel Records Center does not have access to them. The Federal Bureau of

Investigation will, however, search its files when requested, and will furnish reports on or photographs of the prints. The original prints are retained in their files at all times. For identification purposes, the fingerprint system adopted by the Army has been, and is, invaluable.

Reports of Identification

These reports show the results of the comparison of the soldier's fingerprints (see above). Reports of Identification are normally found in the records of those men who deserted the service and re-enlisted under another name; and of those who served two or more enlistment periods in the Army under dissimilar names, or in another branch of the Armed Forces after completing one or more periods of service in the Army. The reports were accomplished by an employee of the Identity Section (now a part of the Federal Bureau of Investigation) after comparing the soldier's fingerprints. These reports were recorded on printed forms, blank paper, or on blank 3" x 5" cards. The forms for the reports of identification during the World War I period are:

- Form No. 504, A.G.O. (figure 21)
- Form No. O-504, A.G.O. (figure 22)
- Informal Reports of various sizes (figure 23)

Current Use. The reports of identification link together all periods of service rendered by one man, even though served under dissimilar names. When all the service of one person has been properly identified, the process of adjudicating claims and establishing the rights of persons who may be entitled to any benefits is simplified; also, the interests of the United States are protected.

References. WD General Orders Nos. 68 (1906), 85 (1907), 85 (1914), and 17 (1918); WD Circulars Nos. 44 (1906) and 75 (1907); AR 1913, par. 774; AR 40-1195, Nov. 30, 1923, and Aug. 20, 1928; AR 345-120, Oct. 18, 1937, and May 1, 1939; Compilation of General Orders, Circulars, and Bulletins of the War Department, 1881-1915, Article XIX, par. 171; Background Material on Fingerprints--World War I; and World War I "Precedent" Files.

ENLISTED MEN'S DIVISION:

Personal identification records indicate that

[REDACTED]

[REDACTED]

who was enlisted *Nov. 1, 1920*

at *Ft. Jay, N. Y.*

is identical with

[REDACTED]

[REDACTED]

who was enlisted *Aug. 12, 1919*

at *Jefferson Bks., Mo.*

Remarks: *4/21/21*

Kaye
per 7

REMARKS:

To be filed with enl. rec. of
[REDACTED] no enl. 8/12/19 at
Jefferson Bks., MO. and was disch. on
S.C.D. 2/2/20 at Ft. St. McDowell,
Calif.

PCO/47 Enl. Div., E.I. Sec.
4/29/21

Original Size:
3-3/4 by 8 1/2 inches

Form No 504-A.G.O.
Ed. Nov 9 20--5 000.

Figure 21. Report of identification form used from November 9, 1920, to about January 30, 1924. These were used to record the results of the comparison of fingerprints

ENLISTED MEN'S SECTION:

Personal identification records indicate that

who was enlisted Apr. 10, 1924

at Pittsburgh, Pa.

is identical with

who was enlisted Jan. 14, 1924

at Ft. Wayne, Mich.

and others previously reported

Remarks:

Rec Sec: File with enl rec of

enl 1-14-24

AG 201

MCR-47 Enl.Div. 4-19-24.

Form No. 0-504-A.G.O.

Ed. Jan. 31-24-3,000.

Figure 22. This form replaced Form No. 504--A.G.O. (see figure 21) on January 31, 1924, and was still used in September 1939 for recording facts about fingerprint comparison

Mr. Rayermann, Room 42.

Identity Section reports Walter Leonard Smith, R-211 682, enlisted April 1, 1926, at Albany, N. Y., for Chemical Warfare Service, Edgewood Arsenal, Md., claiming last discharged from Q.M.C., Ft. Wayne, Michigan, April 2, 1926, identical with Walter L. Jones, R-238 789, enlisted February 19, 1926. After taking action please refer file papers to Mr. Richardson, Room 158. Name, serial number, date of enlistment, place of enlistment, and prior service claimed have been verified from the enlistment record held in Room 158.

A. Johnson-156
4/26/26 - 11:50

Identical with Walter L. Busch, who enlisted August 12, 1919, at Jefferson Barracks, Missouri; John J. Doe, #63154800, enlisted Nov 1, 1920, at Ft. Jay, New York; Walter L. Knot, #R-66683, who enlisted January 1, 1924, at Ft. Wayne, Michigan; Harry L. Jones, #R21377, enlisted March 16, 1924, at Baltimore, Maryland; Frank L. Smith, enlisted April 12, 1924, at Baltimore, Maryland; John K. Smith, R-2106, enlisted April 26, 1924, at Camden, New Jersey; Walter S. Smith, R-789321, enlisted June 9, 1924, at Ft. Logan, Colorado; also identical with James S. Jones, R-245678, enlisted June 17, 1924, at Ft. MacArthur, California.

LGR-1-118
Dec. 16, 1924

Smith, Walter L.
345 016
1924
Reported iden. with William L. Smith R-234 568
Walter L. Jones R-326 790
Walter L. Brown (no number)
Walter L. King R-897 463
Walter L. Koon R987 666
William L. Kline R-233 445
Walter L. Harris R-555 444

Figure 23. Miscellaneous, informal reports of identification are found in a great many of the World War I individual-name records

MEDICAL RECORDS. Prior to 1821, Congress provided a Medical Department for the Army only in time of war or emergency. One of the functions of that Department was to maintain Army Medical records. An Act of April 4, 1818, gave to the Medical Department for the first time a permanent chief with the title of Surgeon General, and an Act of April 4, 1821, prescribed its peacetime organization. By 1866, all records created pertaining to the sick, wounded, and dead were transferred to the Surgeon General's Office. These records remained in the custody of that office until May 9, 1892, the date the Record and Pension Office of the War Department was established to receive, store, and administer the medical records. By Act of April 23, 1904, the Record and Pension Office was combined with the Adjutant General's Office to form the Military Secretary's Office. The name of that office was changed to the Adjutant General's Office on March 2, 1907. A Medical Division was then created within The Adjutant General's Office to service the medical records. On January 10, 1920, the Medical Division was combined with the Demobilized Records Division and the Archives Division to form what was to be known as the World War Division of the Adjutant General's Office. The new division was made responsible for Army records (military and medical) created subsequent to November 1, 1912. Since January 10, 1920, the World War I medical records of each soldier have been combined with his military records.

Any medical attention extended to military personnel, in or out of the hospital, was recorded on one or more of the medical record forms which were supplied by the Medical Department, or by The Adjutant General of the Army. They were accomplished to provide an individual chronological record of all medical and dental treatment afforded members of the Army. Diseases and injuries were recorded in accordance with the established nomenclature of diseases, or under scientific terms commonly applied to them by the profession.

The retained medical records created during the World War I period for Army military personnel are as follows:

Medical Cards, Form 52, M.D., (figure 24). These cards, which were originally referred to as the "sick and wounded cards," and were used as a register card and report card, make up the bulk of the medical records created between 1912 and 1939. The cards were prepared for every person hospitalized, regardless of the type of illness or injury; for those excused from duty on account of sickness or injury but not hospitalized; for those prescribed for or treated, or placed under observation with a view to treatment; and for enlisted men discharged on

(Front)

(1) SURNAME (2) CHRISTIAN NAME
 [Redacted] Gilmore

(3) RANK (4) COMPANY (5) REGIMENT OR STAFF CORPS
 Pvt F 24th Inf.,

(6) AGE, YRS. (7) RACE (8) NATIVITY (9) SERVICE, YRS.
 23 C. N.C. 2-10/12

(10) REGISTER NO. 10384-10502

(11) DATE OF ADMISSION. November 11th . 19 14.

(12) SOURCE OF ADMISSION. **COMMAND**

(13) CAUSE OF ADMISSION.
 Malaria, type undetermined.

Hosp.

(14) IN LINE OF DUTY? **Yes**

(15) COMPLICATION, SEQ., ETC.

(16) DISPOSITION.
 Duty

(17) DATE OF DISPOSITION. November 15th . 19 14.

(18) NAME OF HOSPITAL, ETC.
 Post Hospital,
 Fort Mills, P.I.

(19) SENT WITH REPORT OF S & W. FOR MONTH OF Nov . 19 14.

(20) FROM

(21)
[Signature]
 Captain M.C. U. S. ARMY.

NO. } CLASSIFICATION { NO. }
 (22) DISPOSITION } (23) OF ADMISSION

FORM 52
 (24) SUB NO. MEDICAL DEPT U. S. ARMY. (25) SUB NO.
 (REVISED OCT. 17, 1910.)

(Back)

SPACE ABOVE THESE LINES TO BE LEFT BLANK

(26) DAYS OF TREATMENT IN CURRENT CL. OR, CURRENT YEAR

YEAR, 19 14	IN QUARTERS	IN HOSPITAL
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		4
December		
Total		4

[Circular Stamp]

Figure 24. The Medical Card was used throughout the period covered by this monograph. It is the most common of all World War I medical records.

account of disability. A case once recorded on Form 52 was normally borne thereon until returned to duty, transferred to another hospital, to quarters, or permanently separated from service. New cards were usually started when additional diagnoses were made or when the original diagnosis was changed. If a soldier who was not admitted to a hospital was discharged for a disability, the medical card bore the remark "carded for record only."

Clinical Records, Form 55, M.D. (Figure 25, Part 1), and Forms 55a, 55b, and 55j, Supplemental Sheets (Figure 25, Parts 2, 3, and 4). These records are second in bulk to the medical cards. Each record gives the details of the condition and treatment of the patient noted during the progress of the case for a specified period. Continuation or supplemental records 55a and 55j were normally prepared in every case, and other supplemental records (extending through 55w) were used when necessary, depending on the nature or importance of the case. The record was prepared for all hospital patients receiving medical treatment which had been recorded on the medical card, except for those cases "carded for record only," "transfer," or "confined in quarters." The clinical record brief (front page) contains the same information as that shown on the front page of the medical card. Upon the patient's departure from the hospital, all the sheets of the clinical record used were arranged in their proper order, and fastened together at the top. The titles of the supplemental pages of the Clinical Record are as follows:

Form 55a - Brief	Form 55l - Radiographic Report
Form 55b - Family and Personal History	Form 55m - Report on Urine
Form 55c - History of Present Disease	Form 55n - Report on Feces
Form 55d - Subjective Symptoms	Form 55o - Report on Sputum
Form 55e - Objective Symptoms	Form 55p - Report on Blood
Form 55f - Objective Symptoms Continued	Form 55q - Wassermann Test
Form 55g - Progress	Form 55r - Gonococcus Fixation Test
Form 55h - Temperature, Etc.	Form 55s - Laboratory Report - Typhoid
Form 55i - Temperature, Etc., Graphic	Form 55t - Report on Stomach Contents
Form 55j - Treatment	Form 55u - Laboratory Report, Miscellaneous
Form 55k - Operation Report	Form 55a-v - Brief & Personal History
	Form 55w - Pathological Examination of Tissue

INSTRUCTIONS.

TREATMENT SHEET, WARD.....

HOSPITAL *Leavenworth*
Batavia, Pa.

REGISTER No. *14786*

NAME *Daniel*

RANK *Det.* Co. *2* REGT. *74th Inf.*

ADMISSION TO WARD:

DATE *Aug 26 1913*

SOURCE *Command.*

DISPOSITION FROM WARD:

DATE *Aug 29 1913*

KIND *Duty.*

ENCLOSURES:

TEMPERATURE CHART,	YES	No.
HISTORY SHEET,	YES	No.
PROGRESS SHEET,	YES	No.

A. H. Story

Ward Surgeon

1. This sheet will be filled out under the ward surgeon's direction for every patient in hospital, by the wardmaster or nurse in charge of the case. It will be begun immediately on the patient's admission, and will give details of the condition and treatment of the patient during the progress of the case until he leaves the ward; except that in cases where the history sheet, the progress sheet or the temperature chart is used, the data entered thereon may be omitted from the treatment sheet, a note being made on the latter showing where the missing data are to be found.

2. Two or more sheets will be used if required. Upon completion of the case or other departure of the patient from ward, the sheets will be fastened together at the upper left-hand corner, and a brief of the case will be made on the last sheet, which will be signed by the ward surgeon.

3. If the patient is transferred from one ward to another the treatment sheet will be sent with him to the new ward, where a new sheet will be begun. The new sheet will show admission of the case by transfer from the old ward, and will be continued in other respects as for a new admission to hospital.

4. Upon completion of the case or other departure of the patient from hospital, all the treatment sheets will be forwarded to the hospital office with the next ward morning report of the ward where the case is completed or whence the patient departs.

5. The directions of the attending physician, changes in diagnosis and the appearance of complications or sequelae in a ward case should be noted without delay upon this sheet in the *Remarks* column.

6. A treatment sheet should also be kept at the discretion of the attending physician for all serious cases in quarters. Upon the discontinuance of treatment because of the completion of the case or the patient's departure from the post or command it should be forwarded to the hospital office.

7. If not previously noted the register number should be entered on the sheet upon its receipt in the office.

Original size, 8 1/2" x 10"
 folded to fit the
 Enlisted Jacket

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Figure 25. The Treatment Sheet was used before 1912 and was discontinued about January (Part 1 of 4) 1916 when the Clinical Record was authorized. (Front)

15-ⁿ

TREATMENT SHEET

NAME: *Amiel* RANK: *Plt* Co. *L* REGT. *24th Inf*

DIAGNOSIS ON ADMISSION: *Wound left elbow*

(Note complications and sequelae in Remarks)

DATE <small>Hours if necessary</small>	Temp.	Pulse	Resp.	Urine	Stool	MEDICINE	STIMULANT	NOURISHMENT	REMARKS <small>(Including complications and sequelae)</small>
<i>Aug 26</i>	<i>98.71</i>				<i>1</i>	<i>Occlusal 25%</i>		<i>dressing - light diet</i>	
<i>6 AM</i>	<i>98.72</i>					<i>Mag Sulph 4000</i>			
<i>6 PM</i>	<i>98.72</i>								
<i>6 PM</i>	<i>98.72</i>								
<i>28</i>	<i>98.73</i>				<i>4</i>			<i>Full</i>	<i>Duty</i>

58

Figure 25. Treatment Sheet
(Part 1 of 4)
(Reverse)

(Front)

Form 55a
MEDICAL DEPARTMENT, U. S. ARMY
 (Authorized Jan. 17, 1916.)

CLINICAL RECORD
BRIEF

Hospital **Walter Reed General Hospital**

Register No. **13951** Ward **~~65~~ 11**

Name **John E.**
 Rank **Pvt.** Co. **L** Regt. or Staff Corps **50th Inf.,**

Age (years) **32** Race **W.** Service (years) **3/12**

Birthplace **R. I.**

Station **Potomac Park, D.C.**

Date of admission **April**

Source of admission **Transfer**

Religion **Catholic**

Home address

Name and address of nearest relative **Brother**
Thomas, 10 Fulton St.,
Providence, R. I.

Initials of admitting officer **CSB**

(To be filled in by ward surgeon when case is completed.)

Disposition **Return to duty**

Date **4-14-18**

Final diagnosis **Measles**

Condition on completion of case **Normal**
Lt. Curran
 Ward Surgeon.

Ed. Apr. 16-17-2,500,000. 03-3670

(Back)

INSTRUCTIONS.

When a patient is admitted to hospital Form 55a will (so far as the data are available at the time) give ward, if there is one, or in the office. The wardmaster will accompany the patient to the ward to which he is assigned, and will be the wardmaster's representative for his admission thereto.

The clinical record will be completed in the ward, on lettered blanks of Form 55 as may be necessary. All important or continued treatment will be noted on Form 55], whether Bedside Notes, Form 68, or not.

When final disposition of the case is made the wardmaster will complete and sign Form 55a, fasten together the sheets of the clinical record, including laboratory reports, by means of paper clips passed through the perforations, and send them to the office.

When several clinical records in a ward may be connected, they may be kept on a small Shannon file furnished for the purpose.

03-3670

Figure 25. The Clinical Record was authorized January 17, 1916, and was still being used in 1939. It was made up of sheets lettered a thru w (see text). Each sheet was designed for a specific purpose. The first (55a) is shown above.

CLINICAL RECORD
FAMILY AND PERSONAL HISTORY

Occupation:

Tropical service:

None

Habits as to alcohol:

moderate

Family history:

F. died of nephritis 1912^{3/4}
M. dead, don't know age or cause
1 B + 2 S living & well

Previous personal history:

never sick

Gunshot wounds or other casualties:

None

Venereal history:

Pos history gon.
1915-

SURNAME OF PATIENT

[Redacted]

CHRISTIAN NAME

John

Figure 25. Family and Personal History is recorded (Part 3 of 4) on supplemental sheet 55b.

Field Medical Tags (Unnumbered Forms), (Figure 26). These are commonly referred to as emergency medical tags. They were prepared in theaters of operation in wartime, during or after an engagement, and during manuevers and other field operations in time of peace. The field medical tag was accomplished by the medical attendant who first treated the patient (or examined the remains) in the field, and attached it to the patient's clothing. It was used in recording and reporting casualties and by the medical officer under whose observation the patient came to determine the character of the disability and the treatment given prior to his admission to a hospital.

Field Medical Card, Form No. 1, M.D., (Figure 27). This record was usually started for each patient when first received in a mobile hospital for treatment. It remained with the patient while in transit from a mobile to a stationary hospital where the patient was to receive definite treatment. The card contains information as to the nature of the illness and all medical treatment given the patient prior to the date he was admitted to a stationary hospital.

Register of Dental Patients, Form 79, M.D., (Figure 28). This record was prepared for each soldier receiving dental treatment. A separate record was made for each period of continuous treatment.

Syphilitic Register, Form 78, M.D., (Figure 29). This record was provided to record treatment for venereal disease. The record was started when the diagnosis was made, and was continued until the patient was cured or permanently left the service.

Certificate of Disability for Discharge, Form No. 17, A.G.O., (Figure 30) (changed in 1924 to W.D., A.G.O., Form 40). These records were used when enlisted personnel became unfit for military service and discharge was necessary because of a mental or a physical disability. They were prepared when the veteran had reached the condition of maximum benefit from medical treatment and after he had been examined by a board of medical officers. Included in the certificate of disability were the origin and degree of the disability; full description of the disease, wound, or disability; and the extent to which the disability deprived the veteran of the use of any limb or faculty or affected his health, strength, activity, constitution, or capacity to labor. This record was considered especially important because a disability occurring in the service is usually made the basis of a claim for pension or compensation.

3188747

~~██████████~~ + Louis.

Port M. 54 Inf.

Adm. L. Extentis

Rec'd 42 649 8/7/18

Date, hour and station where tagged:	Dec. 22, 1918 - 337 th Inf. Infirmary
Name	██████████ - Raymond E.
Rank and Regt. or Corps:	Port. Casual No. 4 (337 th Inf.)
Diagnosis:	Bronchitis, acute
Treatment:	
Signature:	<i>[Signature]</i>

Figure 26. Two different types of Field Medical Tags. This was used from about April 1917 to July 1919 primarily to document wounds received in action. It was used for all Army military personnel who served in the AEF.

Approved Abbreviations

MORPHIA	M.
ANTI-TETANIC SERUM.....	A.T.S.
GUNSHOT WOUND.....	G.S.W.
FRACTURE, SIMPLE.....	F.S.
FRACTURE, COMPOUND.....	F.C.
FRACTURE, COMP. COMMINUTED.....	F.C.C.
NOT YET DIAGNOSED OR UNDETERMINED.....	N.Y.D.
FEVER OF UNKNOWN ORIGIN.....	F.U.O.
DISORDERED ACTION OF HEART.....	D.A.H.
SLIGHT	O.
SEVERE	S.

8814

Original size, 6" x 10"
folded to fit in the
Enlisted Jacket

Reprint: Central Ptg. Plant, A. P. O. 702.
Form No. 1—MD

FIELD MEDICAL CARD

NAME RAYE
(Block letters.)
 RANK PVT No. 544563
 REGIMENT OR STATE CORPS 30 Inf 3rd
 SICK Casual WOUNDED no
 LINE OF DUTY—YES no No. 4
(Strike out descriptions which do not apply.)

FIELD HOSP. No. EVAC. HOSP. No.

DRESSING STA. No. CAMP HOSP. No.

DATE OF ADMISSION 17/22/18

MORPHIA DOSE AND TIME Bronchitis

A. T. SERUM DOSE AND DATE Acute

DIAGNOSIS Acute

BASE HOSPITAL No. 51862-22-4

DIAGNOSIS (if altered from above)

BASE HOSPITAL No.

DIAGNOSIS (if altered from above)

Figure 27. Front of the Field Medical Card. This was used for all Army military personnel from April 1917 to July 1919 to document wounds received in action, or illnesses, and the treatment received while the patient was in transit to a stationary hospital.

Date of entry and medical unit receiving patient must be recorded immediately on admission. Brief clinical notes are to be added later and signed by M. O.

FIELD EVACUATION CAMP { HOSPITAL No. *B.H. 31*

BASE HOSPITAL No.

BASE HOSPITAL No.

DATE OF ENTRY... *Dec 27*

DATE OF ENTRY.....

DATE OF ENTRY.....

Patient has had diarrhea emaciated chest clear heart normal
W. Hardy

*1-8-19
Discharged to Duty by way of Regional Repl Bn.
Thouvenot Barrack Ind.*

*A. J. Hobbs
1st Lt M.D.*

San. Chow. Temp. ...

This card must accompany the patient, attached to his clothing. It must not be destroyed. It will be transmitted with the patient if he is evacuated to the U. S. Temperature charts or additional clinical notes may be sent with this card in the same envelope.

Figure 27. Reverse of Field Medical Card--see part 1 of this figure.
(Part 2 of 2)

Form 75
 MEDICAL DEPARTMENT, U. S. A.
 (Revised Nov. 1931)

SYPHILITIC REGISTER

IN THE CASE OF

[REDACTED] **Whitesides**
(Surname) (Given name)

Staff Sgt (Retired) Hq 24th Inf.
(Rank) (Co.) (Regiment or Staff Corps)

BIRTH

Date Jan. 1, 1875 (La.)

Race Colored

DATES OF ENLISTMENTS

Completed 30 years service Jan. 1, 1931.

FINAL DISPOSITION OF CASE

Cured _____

Discharged on account of _____

Deserted _____

Died March 5, 1936.

TRANSMITTAL OF REGISTER TO SURGEON GENERAL

Date APR 21 1936

Station Fort Benning, Georgia.

Signature *J. A. [Signature]*
Major, U. S. A.

8-2775
 Ed. Oct. 17-18-1935

DATE AND PLACE WHERE DIAGNOSIS WAS MADE:

October 1, 1932.
Fort Benning, Georgia.

DATE AND PLACE WHERE INFECTION WAS CONTRACTED:

Unknown

DATE AND LOCATION OF PRIMARY LESION:

Genital initial lesion.

DATE AND NATURE OF SECONDARY LESIONS:

None

DATE AND NATURE OF TERTIARY LESIONS:

in pupils, absent
 (L), areas scindis -
 Kalms ++.
 C. L. B.

Figure 29. (Part 1 of 3) The Syphilitic Register was used throughout the period covered by this monograph for all categories of Army military personnel. The various parts are illustrated above and on the succeeding two pages.

INSTRUCTIONS

1. This Register will be kept in the case of every soldier, and of every general prisoner, who has syphilis. It will be begun at the first station where the diagnosis is made, and will be continued until the patient is cured or permanently leaves the service.

2. A case is considered cured when the following conditions have been fulfilled:

(a) No treatment for one year during which there have been no symptoms, no positive Wassermann reactions and several negative ones.

(b) At the end of the year a negative provocative Wassermann reaction and a negative Luetin test.

3. The initial diagnosis, origin of infection, and principal lesions, with the dates of same, will be noted on page 2. Other important manifestations and memoranda worthy of remark will be noted under "Progress of case."

4. The serum tests to determine the status of the infection will be recorded by the dates and places thereof under "Serum reactions," indicating in the "Result" column the nature of the reactions by the symbols ++, +, +-, and -.

5. The medicines used and methods of administration will be noted by successive entries in the appropriate columns under "Treatment."

6. The stations where the patient serves or is confined during the period of observation and his movements from one to another will be recorded on the next to the last page.

7. When the patient is sent from one station or command to another the Register will be sent to the surgeon of the new station or command in time to arrive with or before the man, if possible. If the Register does not arrive within a reasonable time the surgeon will so advise the surgeon of the old station or command, and meanwhile will start a new Register until the original one is received.

8. Each medical officer will initial the entries made by his direction. He will sign in the appropriate columns the prescribed record of treatments.

9. On cure, or on termination of service or confinement, without reenlistment, the Register will be forwarded to the Surgeon General.

10. When the case is finally disposed of by discharge on certificate of disability, a full statement of the causes of the disability for which the patient was discharged, and of his present condition due to the syphilitic infection, will be recorded under "Progress of case."

3-3775

Place	Date	TREATMENT	Signature of Medical Officer
1. BENNING, GA.	OCT 11 1932	"Merial Luetum" K.I. by rect. tube.	C. F. Baird
1. BENNING, GA.	OCT 22 1932	0.15 Biernumth salicylate 1.M.	C. F. Baird
1. BENNING, GA.	OCT 29 1932	0.15 "Merial Luetum" oral.	C. F. Baird
1. BENNING, GA.	OCT 29 1932	0.15 "Merial Luetum" oral.	C. F. Baird
1. BENNING, GA.	OCT 29 1932	0.15 Biernumth salicylate 1.M.	C. F. Baird
1. BENNING, GA.	NOV 5 1932	0.15 Biernumth salicylate 1.M.	C. F. Baird
1. BENNING, GA.	NOV 5 1932	0.15 Biernumth salicylate 1.M.	C. F. Baird
1. BENNING, GA.	NOV 5 1932	0.15 Biernumth salicylate 1.M.	C. F. Baird

1st course
W. H. Keister

Figure 29. Instructions for completing Syphilitic Register and page for recording treatment. (Part 2 of 3)

PROGRESS OF CASE		SERUM REACTIONS			
Date	Result	Where Made	Date	Result	Where Made
Aug. 20 - 33 - Has Completed Three Courses - Selmerison.					
June 33 - Blood Exam July 7 - 33 - Wass and Kahn + + Started on 4 th course -					
Dec 6. 33 - Has Com- pleted 4 th Course Progress Satisfactory Requiring 5 th Course - This date - JLB					
March 26, 1936 Completed 7 courses antibiotic treatment. Died March 5, 1936. Lumbar of the brain - JLB					
Sept. 16, 1932	Kahn ++	I. WINNIN, GA			
Sept. 27, 1932	Kahn ++	T. DENNIS, GA			
July 7, 1933	Kahn ++				
Dec 2, 1933	Kahn ++				
Mar 9, 1934	Kahn ++				

Figure 29. Pages from Syphilitic Register for recording progress of case and serum reactions. (Part 3 of 5)

U. S. Army.

~~Regular Army.~~ ~~Enlisted Reserve Corps.~~

CERTIFICATE OF DISABILITY FOR DISCHARGE

OF

_____ alter A.

Private, Camp Utilities Detch. QMC
(Grade.) (Company and regiment or arm or corps or department.)

Enlisted Dec 7, 1917, at Los Angeles, Cal
 by Local Board Los Angeles Cal.

Age at enlistment, 26 yrs. and 9 mos.; occupation, Patrolman

Prior service (total) _____ yrs. and _____ mos. Last discharged Never, 19____

Recommended for discharge on account of Relaxed ligaments
 site of old Pott's fracture.
(State nature of disability.)

2. Hysteria.

Became unfit for duty from present disease or injury (date) _____
 prior to enlistment

Disease contracted or injury received (date and place) _____
 prior to enlistment

When disability arose soldier was (state duty and service. If absent from
 company, cause and date) _____
 prior to enlistment

Cause of disease, or circumstances under which it appeared:

[NOTE.—In case of wounds (other than wounds received in action), or
 injury, if the company commander has no personal knowledge as to how
 received, certificates of officers, affidavits of enlisted men, or other parties if
 practicable, having such knowledge, special reference being made therein as
 to the sobriety of the soldier at the time of the occurrence, will be procured
 and a copy appended to the certificate of disability, and the number so
 appended will be enumerated hereon. If no information is obtainable, so
 state.]

No information obtainable

Disability ~~was~~^{was} not incurred in line of duty.

E. A. Nelson
 2nd Lieut. Quartermaster Corps
 Commanding Utilities Det.
 Camp Lewis, Washington

February 27, 1919

*Strike out words not applicable

FoEM No. 17, A. G. O. (1) 9-2428

Figure 30.
 (Part 1 of 4)

This form of Certificate of Disability for Discharge was used from sometime before 1912. It was changed to WD AGO Form 40 in 1924. This record was used for enlisted personnel only.

REPORT OF BOARD OF MEDICAL OFFICERS.

From a careful consideration of all the evidence obtainable in the case and a critical examination of the soldier,

WE FIND: That he is unfit for service as a soldier because of

1. Weak foot and ankle, traumatic left due to old Eott's fracture result of motorcycle collision Mar. 1917 at Los Angeles Cal. prior to enlistment Weakness has persisted continuously since accident. At site of injury longitudinal scar, stitches. No swelling or other objective symptoms walks rapidly limping.
2. Hysteria neurotic tendency, insomnia, ~~cries easily~~ numbness of extremities. Extension of left leg and foot clonic spasm induced, emotional instability, feeling of inadequacy, disinclination to work make it impossible to for this man to perform the duties of a soldier. Condition existed prior to enlistment.

Because of these conditions he is unable to perform the duties of a soldier Soldier would not be benefitted by further treatment and therefore his discharge is recommended.

That the disqualifying disability ~~did~~ exist prior to enlistment and ~~did not~~ originate in line of duty.

That the medical officer who enlisted the soldier is not ~~is~~ blamable (867 A. R.).

WE THEREFORE RECOMMEND

That the soldier be discharged for disability which ~~was~~ was not incurred in line of duty.

Length of time case has been under observation of one or more members of the board One year and three months.

In view of occupation, to what extent is he disabled from earning subsistence? One - tenth

The soldier ~~has~~ did not decline treatment for the relief of disability (161 A. R.).

Capt Thurman B. Haas, M. C.

(Name.) (Rank.) (Corps.)

Lt. Charles Ballance, MC.

(Name.) (Rank.) (Corps.)

*Strike out words not applicable.

2-2528

Figure 30. The Report of Board of Medical Officers (Part 2 of 4) appears on page 2 of the Certificate of Disability for Discharge.

1st Indorsement.

To the Commanding Officer,
Camp Utilities Detchmt. Mar. 6, 1919.
(Post or Regiment.) (Date.)

2d Indorsement.

Headquarters Camp Utilities, Mar, 11th 1919
To the Commanding General Camp Lewis, Wash.
Forwarded recommending approval.

(John Coffee Hays)
Major, Quartermaster Corps.
Commanding Camp Utilities.

3rd Indorsement March 13, 1919.

Office of Camp Surg. Camp Lewis, Ann Lake, Wash
Discharge recommended.

H.C.G.
(H. C. Gibner)
Lieut. Col. Medical Corps.
Camp Surgeon.

4th Indorsement March 13, 1919.

Headquarters Camp Lewis, Ann Lake, Wash. 19

To the Commanding Officer:
Camp Utilities Detchmt.
(Post or Regiment.)

The discharge of Walter A. [redacted] (266900)
Pvt. Camp Utilities Detch. QMC.

is Approved.
By command of MAJOR GENERAL LEITCH.

J. (W.G. Miller)
Major, A. G. U. Camp Adjutant.

(Additional sheets for indorsements, if required, to be attached here.)

Figure 30. Indorsements on the CDD.
(Part 3 of 4)

Indorsement

Series of horizontal dashed lines for indorsement.

Indorsement

Headquarters _____, 1913

To The Adjutant General of the Army:

The soldier was discharged at this Post on the _____ day of _____, 191____, and was furnished with a discharge certificate and duplicate final statements. He desires to be addressed at _____ County of _____, State of _____

Commanding _____

INSTRUCTIONS.

- 1. When a company or detachment commander finds a soldier unfitted for military service because of wounds or disease he will fill out the certificate on page 1 of this form (duplicate required only in case of insane soldiers, see instruction 5) and submit the case to the post or regimental commander, who will convene a board of medical officers to examine the soldier as provided in paragraph 159, Army Regulations, 1913.
2. If the board recommends the discharge of the soldier, the post or regimental commander will forward the certificate of disability with his recommendations thereon to the department or division commander.
3. The certificate, after having received the action of the department or division commander, will be returned to the post or regimental commander, who will, if the discharge is authorized, sign the soldier's discharge certificate, see that he is furnished with final statements in duplicate, and forward this certificate of disability directly to The Adjutant General of the Army. He will also inform the surgeon of the discharge, as provided in paragraph 160, Army Regulations, 1913.
4. This certificate will not, under any circumstances, be given into the hands of the soldier.
5. In case of an insane soldier the certificate of discharge will be prepared in duplicate and will be accompanied by the reports and papers required by paragraphs 465-470, Army Regulations, 1913.

Figure 30. Space for final indorsement on (Part 4 of 4) CDD, and Instructions.

Miscellaneous. A few medical records created in French and British hospitals, at Naval stations or on Naval ships, and at other institutions, are on file for some World War I soldiers. While these records are not always complete in all aspects, they are accepted as a part of the soldier's medical history. See figure 31 for a medical record which was prepared in a French hospital.

Current Use. Medical records are used primarily for establishing eligibility for veterans benefits. They have significant medico-legal value to the member concerned, his beneficiaries, and to the Government. They contain the basis for conclusions and guides to future actions in the medical professions and are used to a large extent for various types of research studies and projects.

References. Army Regulations 40-310, 40-1025, 40-1070, 40-1705, 40-2070, and 615-360; AR 1913 (par. 159); Annual Reports of the Secretary of War, 1916--1919; "Guide to Federal Archives Relating to the Civil War" (National Archives Publication No. 63-1); Manuals for the Medical Department 1911 and 1916; WD Circular No. 40, 1924; The National Archives Preliminary Inventory No. 17 (Records of the Adjutant General's Office); and World War I "Precedent" files labeled "Medical Records."

FRANCE.

1 Gen Hptl Hospital.
 Serial No. in n. & D. Book 52953
 Regt. or Corps M. P. Co. Ward
 Troop, Battery or Coy. 11 Gen (Howard) Hptl
 Regimental No. Rank
 Name
 Age 18 Total Service 4/12
 Service with Field Force 3/12
 Date of admission 4-9-17
 " discharge to duty
 " death 4-9-17
 " transfer (state where to)
 " " (state where from)
 No. of days under treatment Religion

To be filled in by the Medical Officer in charge of case.

Date of wound or onset of disease
 Disease
 Operations Original board taken by No 11 (Howard) Hptl Gen Hptl

Result of operation
 Complications in order of occurrence
 Signature of Medical Officer

Original size, 5" X 8" (front and back)

One of these cards is to be completed for every patient received into hospital. Clinical Notes to be entered on the back.

Figure 31. The French medical card was used to document medical treatment of American soldiers while serving with the AEF.

OPINIONS AND DECISIONS BY THE LEGAL SECTION. Numerous questions, many of which concern the intent of Congress in passing various acts affecting World War I enlisted men, have been resolved by opinions or decisions rendered in the Office of the Judge Advocate General of the Army. Since 1849, there has been a Judge Advocate General (legal adviser) of the Army. Among the functions of his office is that of rendering decisions and opinions concerning the legal correctness of military administration, disciplinary action, and matters affecting the rights and mutual relationship of the personnel of the Army. Opinions deemed of special importance are normally published in bound volumes titled "Digest of Opinions of the Judge Advocate General," and "Opinions of the Judge Advocate General." The published ones are available for the information of the service in general, and are on file in the Center Library.

The majority of opinions rendered on World War I servicemen were never published. They are usually found filed with the records of the former soldier on whom the opinion was rendered. They cover numerous subjects. More opinions were required in connection with the application of the World War I Adjusted Compensation Act than with any other subject. Other subjects requiring a considerable number of opinions are: fact and nature of discharge; citizenship and alienage; removal of the charge of desertion under the Act of March 4, 1925; the status of training camp service; the status of men discharged from the draft; application of the True Name Act of August 22, 1912; and line of duty status. These can be located through the cross-reference 3- by 5-inch card file available in the World War I "Precedent" File. The cards are filed by subject, and the veteran's name is shown with the subject.

A written request to the Judge Advocate General is illustrated in Figure 32, and his opinion in response to this request is illustrated in Figure 33. Requests to the Judge Advocate General were frequently made by "Memorandum" rather than by "Disposition Form."

Current Use. The opinions and decisions of the Judge Advocate General establish precedents which are used in adjudicating future similar, analogous cases. The greatest number of such opinions and decisions during the World War I era were rendered in connection with the World War Adjusted Compensation Act of May 19, 1924. These and many others are used frequently in resolving the former servicemen's status for benefits currently administered by the Veterans Administration, for retirement creditation under the Civil Service Commission, or for verifying service data needed in connection with burials in National Cemeteries, and many others.

DISPOSITION FORM		SECURITY CLASSIFICATION (If any)	
FILE NO. AGAZ 201 _____	SUBJECT Status of _____, World War I Soldier		
TO TJAG	FROM TAG, Admin Svc Div	DATE 16 Dec 52	COMMENT NO. 1 Mr. Belnap/71984
<p>1. An opinion is requested as to the Army status of _____ service number _____ whether a certificate of honorable discharge could be issued in his case and, if so, the date of discharge.</p> <p>2. The records show that _____, service number _____ was inducted into the military service 18 July 1918 at Camden, South Carolina. He was placed on indefinite furlough with the Champion Lumber Company, Crestmont, North Carolina, 29 October 1918 and departed from there for his home on or about 20 December 1918. No record has been found to show that he reported back from his furlough or that he was discharged. On 18 September 1952 a determination was made showing that he was not in an ANOL status at the time he departed from the Champion Lumber Company on or about 20 December 1918.</p> <p>3. Under date of 7 March 1947 an opinion was rendered by the Judge Advocate General in the similar case of Henry _____ service number _____. This opinion was based on the fact that a letter was issued directing Henry _____ to return to camp for discharge. In the case of _____, no record has been found of an order recalling him for discharge and it is indicated by his statements that he never received such notice.</p> <p>4. The enlisted records of _____ service number _____ who was in a similar category but returned to camp and was honorably discharged, are also enclosed.</p> <p style="text-align: center;">FOR THE ADJUTANT GENERAL:</p> <p style="text-align: right;">/s/ Alton D. Shaw for BRUCE BASLEY, JR., Colonel, AGC Chief, Admin Svc Div, TAGO</p> <p>7 Incls</p> <ol style="list-style-type: none"> 1. WD AGO Form 214 2. Ltr 8 Apr 52 3. Enl rec (_____) 4. 201 file (_____) 5. Enl rec (_____) 6. 201 file (_____) 7. Enl rec (_____) <div style="border: 2px solid black; padding: 5px; transform: rotate(-10deg); display: inline-block;"> <p>Original size, 8" x 10$\frac{1}{2}$"</p> </div>			
DD FORM 96		REPLACES THE FORM IN EFFECT WHICH MAY BE USED	
		16-44801-8 U. S. GOVERNMENT PRINTING OFFICE	

Figure 32. A request by "Disposition Form" to the JAG for an opinion on a WW I serviceman. Such requests were frequently submitted in the form of a memorandum.

C O P Y

Original size,
8" x 10 $\frac{1}{2}$ "

JAGA 1952/9614

TO: The Adjutant General (Admin Svc Div) FROM: The Judge Advocate General DATE: 31 Dec 1952 COMMENT NO. 2 Lt Small/56377

Based on the evidence contained in the submitted file, it is the opinion of this office that _____ was constructively discharged from the military service. The Secretary of the Army may determine administratively the date that _____ was constructively discharged and may issue any form of discharge certificate which was then authorized for administrative issuance. The available information contained in the submitted file indicates that _____ could be found to have been discharged within such period of time following 20 December 1918 as would have been necessary to effectuate his discharge, and that issuance of a certificate of honorable discharge would be appropriate.

FOR THE JUDGE ADVOCATE GENERAL:

7 Incls
n/c

/s/ Robert H. McCaw
ROBERT H. MC CAW
Colonel, JAGC
Chief, Military Affairs Division

AGAZ

TO: Chief, DFEB, TAGO St. Louis 20, Mo. FROM: Admin Svc Div, TAGO DATE: 8 Jan 53 COMMENT NO. 3 Mr. Belnap/71984

For appropriate action to effect the actions indicated in the opinion of The Judge Advocate General in preceding comment.

7 Incls
n/c

/s/ Alton D. Shaw for
BRUCE EASLEY, JR., Colonel, AGC
Chief, Admin Svc Div, TAGO

Figure 33. An opinion of the JAG. Normally, such opinions were more lengthy and involved, depending on the subject to be resolved.

ORDERS. Orders are the medium of transmittal of instructions or commands which emanate from Army headquarters or from commanders of armies, brigades, regiments, military posts, and other units. Orders have the authority of law and reflect the policy governing the organization, maintenance, and operation of the Army. (1) General Orders announce appointments and promotions of Army Officers, the establishment of military posts, and generally whatever may be important to publish to the whole command. All General Orders published between November 1, 1912, and September 8, 1939, are in bound volumes by year, and each one is numbered. The first one published within the year is "No. 1." These are available in the Center Library. (2) Special Orders announce assignments, transfers, and furloughs of individuals; membership of General Courts Martial; marches of detachments of troops; establishment of temporary camps; and generally such matters as need not be published to the whole command, such as the changes in the status of the personnel (appointment, assignment, reassignment, detail, transfer, promotion, reduction, relief from active duty, discharge, retirement). A Special Order revealing the authority for a soldier's discharge is illustrated in figure 34. Special Orders are frequently found on file with the individual World War I military personnel records.

"PAPER INDUCTIONS." These are the records that were created for hospital internes and medical students who were brought into the Medical Enlisted Reserve Corps by regulations prescribed by the President (Section Z, Compiled Rulings of the Provost Marshal General No. 11, September 4, 1917). These regulations provided that hospital internes and second, third, and fourth year medical students of well-recognized medical schools be granted the privilege of enlisting in the Medical Enlisted Reserve Corps for the purpose of pursuing their education without interruption. Before their enlistment could be accomplished, however, it was necessary for them to clear themselves of their obligation under the Selective Service System. This was done by applying to the Surgeon General of the Army to be inducted into the military service and immediately thereupon to be discharged therefrom for the express purpose of enlisting in the Medical Enlisted Reserve Corps. Inductions under this procedure could be accomplished only after orders were issued to the men by The Adjutant General of the Army to report to their local board on a specified date, in person, or by mail or telegraph. A record of such induction is illustrated in figure 35. The record also contains instructions for the inductee's discharge and enlistment. While almost all inductions of this type were conducted by mail or telegraph, the men involved were ordered by The Adjutant General of the Army to report

HEADQUARTERS, CAMP GREENE,
Charlotte, N.C.

Special Orders, }

No. 44. }

February 13, 1918.

E X T R A C T .

***** ***** ***** *****

15. Under authority contained in telegram, The Adjutant General's Office, January 27, 1918, Private Charles _____, Battery "B", 1st Maine Heavy Field Artillery (56th Pioneer Regiment of Corps Troops), will be discharged from the service of the United States by his Commanding Officer.

***** ***** ***** *****

By command of Major General Cameron:

[Signature]
Major, 39th Infantry,
Camp Adjutant.

/s.
Copies to:
56th Pioneer Regt. of Corps Troops,

Original size,
8" x 10 $\frac{1}{2}$ "

Figure 34. A Special Order publishing the authority for a soldier's discharge in 1918. Special Orders promulgating directives affecting status are frequently found among his military personnel records.

rdt/wjn 369

December 10, 1917.

[REDACTED]
c/o Columbia University, New York, N. Y.

1. Under paragraph 3, Section 2, page 9, Compiled Rulings Provost Marshal General number 11, you were inducted into the military service on December 10, 1917.
2. From and after December 10, 1917 you are in the military service of the United States. You will immediately report in person to the Commanding Officer, Fort Jay, Governors Island, New York. [REDACTED], who has been instructed to discharge you from the National Army and enlist you in the Medical Section of Enlisted Reserve Corps.

By order of the Secretary of War:

[REDACTED]
Adjutant General.

Original size,
8" X 10 $\frac{1}{2}$ "

Figure 35. Letter informing medical student of his "induction" (commonly known as the "Paper Induction"), with instructions to report for immediate discharge and enlistment in the Medical Enlisted Reserve Corps. See also figure 36.

in person at a specified place for discharge and enlistment in the Medical Enlisted Reserve Corps. The places specified to report were military installations and the commanding officers' thereof were notified in each case. See figure 36.

Current Use. These records are the primary source documents for answering any kind of reference service inquiry involving the military status of the individual. They either prove or refute any allegation of creditable service for use in claims for benefits of many kinds, and they are also used in answering various types of inquiries prompted by purely personal reasons.

References. Special Regulations No. 48, 1917; Section Z, Compiled Rulings of the Provost Marshal General No. 11, September 4, 1917; World War I "Precedent" File Labeled "Paper Inductions."

PAY CARDS. The pay card was used to record all facts concerning the pay of the enlisted man. Form No. 644, A.G.O., edition of March 12, 1918, was the original record (figure 37). The form was changed May 31, 1924, to W.D., A.G.O. Form No. 26 (figure 38). In July 1926, regulations for its gradual discontinuance were published pending consolidation with the Service Record. The final discontinuance of the pay card was authorized in Section I, Circular No. 37, War Department, 1927. Thereafter, all information shown on the pay card was to have been entered in the Service Record. However, some pay cards will be found in the enlisted jackets for men who first enlisted in the Army after this Circular was issued.

Current Use. In addition to their use in resolving matters pertaining to pay, the pay cards are especially useful in resolving discrepancies or omissions in the service records. The cards usually reflect dates of military service events such as enlistment, assignment, transfer, discharge, industrial or agricultural furlough, absence without official leave, desertion, and promotion or demotion with grade. The October 7, 1918, edition of the pay card provided for entry of date of birth.

References. ABs 345-10 and 345-150; WD Circulars No. 138, 1921, No. 73, 1926, and No. 37 (Sec. I), 1927; WWI "Precedent" Files labeled "Records Found in Files of Personnel Records Section."

Original size,
8" X 10¹/₂"

December 10, 1917.

From: The Adjutant General of the Army.
 To: Commanding Officer, Fort Jay, Governors Island, N. Y.
 Subject: Discharge from National Army and immediate reenlistment
 in the Medical Enlisted Reserve Corps.

1. ~~XXXXXXXXXXXX~~ e/o Columbia University, New York, N. Y.
 was inducted into the military service December 10, 1917 as a
 selected man. He has been directed to report to you in person for
 discharge and enlistment in the Medical Enlisted Reserve Corps.
 You will discharge him from the National Army under provisions of
 paragraph 3, section 2, Compiled Rulings of the Provost Marshal
 General No. 11, delivering to him his certificate of discharge for
 the convenience of the government as a recruit, unassigned, National
 Army. You will then immediately reenlist him as a member of the
 Medical Enlisted Reserve Corps under section 53 of the National
 Defense Act, approved June 3, 1916. After enlistment you will
 place this man upon the inactive list Medical Enlisted Reserve Corps
 and permit him to resume his studies.

2. In making enlistments under these instructions your attention
 is invited to paragraphs 34, 35, and 36 Special Regulations 46,
 Enlisted Reserve Corps, copy inclosed. The necessary blanks are
 inclosed herewith to enable you to comply with these instructions.

By order of the Secretary of War:

~~XXXXXX~~

Adjutant General.

Chairman Local Board, Division No. 156, 72 E. 108th St.,
 New York, N. Y.

Figure 36. Letter to Commanding Officer of installation to which "paper" inductee was to report for discharge and immediate enlistment in the Medical Enlisted Reserve Corps.

PRESIDENTIAL PARDON RECORDS. Warrants of Pardons, with related material, are sometimes found in the files for World War I servicemen who were pardoned by the President for military offenses for which they had been convicted by court-martial.

The majority of pardon requests were initiated by persons who, having been convicted of desertion, stood to lose their citizenship rights under Sections 1996 and 1998, United States Revised Statutes (modified by an Act of August 22, 1912), or some rights under State law. Requests were also submitted by persons who simply desired to clear their records of the type of discharge received (dishonorable or without honor), the question of restoring citizenship rights not involved.

Citizenship rights of servicemen were forfeited upon conviction by a general court-martial of desertion committed prior to August 22, 1912, or subsequently IN TIME OF WAR only. The President's proclamation of March 5, 1924, restored forfeited civil rights to former soldiers who were convicted of deserting the military service between November 11, 1918, and July 2, 1921. The President's proclamation of December 23, 1933, covered certain war-time offenses which could be reached by a pardon; however, actual war-time desertion offenses committed between April 5, 1917, and November 11, 1918, remained untouched until 1958, when ruled unconstitutional by the Supreme Court insofar as loss of nationality was involved.

The President of the United States is empowered to grant pardons for crimes and offenses against the United States. Prior to the latter part of 1921, the Department of Justice prepared, countersigned, and recorded warrants of pardons for all offenders against the laws of the United States. From December 1921 to September 1937, the War Department prepared its own warrants of pardon and submitted them to the President. In September 1937, the Attorney General agreed to cooperate with the War Department in making investigations into the character, habits, and associates of the applicant in civil life.

A "warrant of pardon" pertaining to a World War I soldier is illustrated as figure 39. The related material created in the course of processing a pardon case becomes a permanent part of the soldier's military personnel records. This material normally consists of the following: An application for pardon to restore civil rights, a memorandum of facts of military history, and correspondence to the Attorney General with the recommendation of the War Department. Normally, the Department of Justice, after completing its customary investigation and final action, either sends the warrant of pardon to the applicant or advises him of any other action taken. Copies are sent to the War Department. These papers are then sent to the Judge Advocate General of the Army to note and return to the Military Personnel Records Center where they are filed with the former soldier's military personnel records.

Franklin D. Roosevelt,

President of the United States of America,

To all to whom these presents shall come, Greeting:

Whereas

██████████ was inducted into the military service on May fourth, 1918; and

Whereas the said ██████████ was arraigned at Vladivostok, Siberia, on December tenth, 1919, charged with the larceny of a pistol, value about Fourteen dollars and ninety-three cents (\$14.93), property of the United States, and upon a plea of not guilty was convicted by a general court-martial on December thirty-first, 1919, and sentenced to be dishonorably discharged from the military service, with forfeiture of all pay and allowances due or to become due, and confinement for one year; and

Whereas the sentence of the said ██████████ was approved by the reviewing authority on January eighth, 1920, and the Pacific Branch, United States Disciplinary Barracks, Alcatraz, California, was designated as the place of confinement to which he was duly committed; and

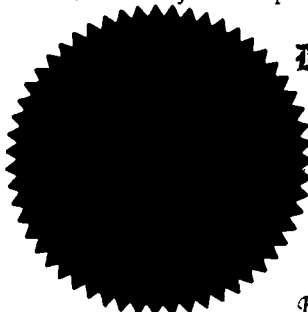
Whereas on June fifteenth, 1920, the unexecuted portion of the sentence was remitted by the War Department and the said ██████████ was ordered discharged under the provisions of paragraph 139(1), Army Regulations, 1913, and discharged, not honorably, on June twenty-fourth, 1920; and

Whereas it has been made to appear to me that the said _____
_____ is a fit object of executive clemency: _____

Figure 39. A "Warrant of Pardon" issued in 1941 by President Roosevelt (Part 1 of 2) for purpose of restoring former soldier's civil rights.

Now, therefore, be it known, that I,
Franklin D. Roosevelt, President of the United States of America,
in consideration of the premises, divers other good and sufficient reasons me thereunto
moving, do hereby grant unto the said [REDACTED] a full and unconditional pardon
for the purpose of restoring his civil rights.

In testimony whereof I have hereunto signed my name and caused
the seal of the Department of Justice to be affixed.



Done at the City of Washington this Thirtieth day
of July in the year of our Lord One Thousand
Nine Hundred and Forty-one and of the Independence
of the United States the One Hundred and sixty-sixth.

By the President:

Attorney General.

Figure 39. Page 2 of "Warrant of Pardon."
(Part 2 of 2)

While pardons restore civil rights forfeited by reason of conviction of military offenses, they do not operate to change a former soldier's military status nor to alter the fact that he was dishonorably discharged from the military service. A pardon does not confer any benefits enjoyed by honorably discharged soldiers. In other words, a pardon does not change the historical facts of a court-martial or dishonorable discharge, but only operates on the unexecuted penal consequences and disabilities growing out of the sentence.

References. Digest of Opinions of the JAG of the Armed Forces, Vol. 7, 1957-58; USAAC Standing Operating Procedures; World War I "Precedent" Files labeled "Clemency."

REPORTS OF DEATH. These are the records prepared on soldiers who died while in the military service. Reports of death have been traced back to the Civil War. Form No. 415, A.G.O., "Report of Death and Disposal of Remains," was in use on November 1, 1912. The edition of July 10, 1918, was designated simply "Report of Death." Some reports of death during the World War I period were recorded on blank paper, by letter, or on the outside of plain envelopes.

During the World War I period, reports of death were prepared by the surgeon in triplicate immediately after death, or by the immediate commanding officer of the deceased if no medical officer was on duty with the command. All three copies were then forwarded to the Adjutant General of the Army, and all three of these are usually found in the deceased's enlisted jacket. The form for the World War I reports of death were:

Form No. 415, A.G.O., Report of Death and Disposal of Remains (figure 40).

Form No. 415, A.G.O., Report of Death (figure 41).

W.D., A.G.O., Form No. 52, Report of Death (figure 42).

Current Use. These records are used in adjudicating claim of deceased's next of kin and in establishing the rights of those who may be entitled to any benefits based on the deceased's military service, as well as to protect the interest of the United States. In response to the many

REPORT OF DEATH AND DISPOSAL OF REMAINS.

(Surname.)

(Christian name.)

Private Molasa Mad. Dept. U.S.A.
(Grade.) (Company and regiment or corps or department.)

(If civilian, capacity and department in which employed.)

Date of death: September 4, 1917.

Place of death: U.S. Army Base Hospital No. 5,
Dannes-Camiers, France.

* Cause of death: Multiple gunshot wounds caused
by explosive bombs dropped by hostile
aircraft on U.S. Army Base Hospital No. 5.

Date and place of burial, with No. and locality of grave. (If not interred at post,
state disposition made of remains) Military Cemetery,

Etaples, France. Grave No. U-41
September 5, 1917.

Married or single? If married, name and address of widow:
Single

Remarks:

Original size
3 3/4" x 8 1/2"
(One page)

W. C. ...

Lt. Col. W. C., U.S.A., Commanding.

Station: Dannes-Camiers, France.

Date: October 4, 1917.

EXTRACT FROM ARMY REGULATIONS.

* 1624. The following reports are required by the War Department in the case of the death of a soldier in the active service:
(a) Report of death and disposal of remains (Form No. 415, A. G. O.) to be made by the commanding officer of the post or station or of a command in the field, and forwarded directly to The Adjutant General of the Army as soon as practicable after final disposition has been made of the remains."

FORM No. 415, A. G. O.
Ed. May 22-17-50p.1000

9-421

Figure 40. Report of Death and Disposal of Remains form used from 1912 until 1918.

REPORT OF DEATH

Training Center, Camp Lee, Va.
February 2nd, 1919

HEAD T. C. CAMP

(Surname.) (Christian name.) (Army serial number.)

Pvt. W. E. Sims Infantry.
(Grade.) (Organization.)

died **Jan. 21st 1919** at **Base Hospital**

Nature of injury or disease **1. Appendicitis, acute, suppurative. 2. Intestinal obstruction. 3. Peritonitis, acute, general.**

Direct cause of death **Peritonitis, acute, general.**

Death **was** in line of duty and **was** the result of the deceased's own willful misconduct.

W. E. Sims
(Signature of medical officer.)

W. R. Bear, Lt. Col. Med. Corps
1st Ind.

Camp Lee, Virginia, Feb. 4, 1919

To THE ADJUTANT GENERAL OF THE ARMY,
Washington, D. C.

- *The report of the surgeon is approved.
- The deceased was **single** at time of death.
- Amount of Government insurance in effect at time of death, **None** **Cano. 12/31/18.**
- Name and address of person who was to be notified in case of emergency:

brother
(Name and degree of relationship; if friend, so state.)

None
(No. and street or rural route; if none, so state.)

Louisville, Colorado
(City, town, or post office.) (State or country.)

5. Date and place of burial, with number and locality of grave. (If not interred at post, state disposition made of remains.)

Remains shipped to emergency address, Louisville, Colorado.

Remarks **None.**

Inclosures:
W. E. Robinson
W. E. Robinson, Captain, 52nd Infantry
1 Service Record. *Commanding.*
1 Pay Card.
1 Final Statement.
*2 Inventories of Effects.

Form 418, A. G. O. Ed. July 10, 1918. *Strike out words not applicable.
Copies of record furnished **B. W. H. L. and G. M. G.**

Figure 41. Report of Death form used from 1918 to 1925.

FORM FORWARDED BY SURGEON

No. _____

REPORT OF DEATH

(See AR 163-220 and AR 635-220)

Last name (First name) (Middle initial) (Army serial number)
Pvt. Baty "E" 18th P.A.

(Grade) (Company, regiment, branch)

died **2.32 A.M. December 8th 1932**

at **Station Hospital, Carlisle Bks, Pa.**

Nature of disease or injury **Intestinal obstruction, acute of ileum from loops of ileum passing under old adhesions between peritoneal inferior surface of bladder and lower portion of sigmoid colon. Origin of adhesions acute Peritonitis, acute, following direct cause of death: Intestinal obstruction, acute.**

Death **was** in line of duty and **was** the result of the deceased's own misconduct.

M. G. Meyer
M. G. Meyer, Major, M.C.
 (Signature of medical officer)

Surgeon.

Place **Carlisle Bks, Pa.**

Date **December 8th 1932.**

Carlisle Barracks Pa.

Date **December 9, 1932.**

*The report of the surgeon is approved.

Date and place of burial. (If not interred at station, state disposition made or to be made of remains.) **Remains were buried over to relatives to be buried in Willowview Cemetery, Carlisle, Pa.**

Remarks: **None.**

W. P. Kinsey
W. P. Kinsey
Lieut. Col. Medical Corps.
 Commanding.

*Write out if inapplicable.

W. D., A. G. O. Form No. 28
 September 26, 1929

2-11

Principal General:

The deceased named in the foregoing report **was** and **was** Government Insured.

Washington of Discontinuance of Detention (W. D., A. G. O. Form No. 28) mailed to United States Veterans' Bureau, _____, 1932

The deceased named in the foregoing report **was** and **was** not an allotment recipient.

Washington of Discontinuance of Allotment (W. D., A. G. O. Form No. 28) mailed to Finance Officer, U. S. Army, Washington, D. C., _____, 1932

The total monthly rate of pay of the deceased exclusive of allowances for subsistence and quarters at date of death was **\$1.00**

Date of current enlistment **June 10, 1922.**

Completed **2** yrs. **1** mo. **1** days service for longevity pay at date of death.

Specialist rating **None.**

Qualifications for which soldier received additional pay **None.**

W. P. Kinsey
W. P. Kinsey, Major, M.C.
 (Signature of medical officer)

RECORDS FORWARDED

	NUMBER
1	1
2	1
3	0
4	0
5	0
6	1
7	2
8	0

Reason for not forwarding a required paper will be stated below:

NO-Designation of beneficiary: None.

Original to file **1-16-33 MET-43**

Copy to Finance Officer **1-16-33 MET-43**

*Write out if inapplicable.

(The personnel adjutant will enter in this column the number of copies of each report or record forwarded, unless stated if done so.)

Original size
 3 3/4" x 8 1/2"
 (Front and back)

Figure 42. Report of Death form used from 1925--still in use in September 1939.

requests for death certificates on military personnel who died while in service, official statements of death are prepared and furnished from the reports of death. These are normally accepted as proof of death in lieu of death certificates. (Reports of death for military personnel were not furnished to the Bureau of Vital Statistics of the various states.)

References. AR 1913, pars. 83 $\frac{1}{2}$, 162 $\frac{1}{2}$, and 167; ARs 600-550 and 345-800; WD Circulars Nos. 98, 1918, 205, 1922, and 71 (Sec III), 1923; Preliminary Inventory of the Records of the Adjutant General's Office, The National Archives, No. 17, page 102.

REPORTS OF DESERTION AND REPORTS OF APPREHENSION OR SURRENDER. A soldier absent without leave was not considered to be in desertion until an investigation was made and there was reasonable assurance that he INTENDED to stay away permanently. When such a conclusion was reached, he was dropped from the rolls and a Report of Desertion was prepared by the custodian of the service record and forwarded, with the service record and various other records, to The Adjutant General of the Army. The information for the Report of Desertion was taken from the morning report. Form No. 631, AGO and WDAGO Form No. 44 were the two Report of Desertion forms in use during the period of the records covered in this monograph. These are shown as figures 43 and 44.

Upon apprehension or surrender, a "Report of Apprehension or Surrender of a Deserter" was prepared at the place of confinement and sent immediately to the Adjutant General. The Adjutant General then matched these with the records received with the Report of Desertion and forwarded them to the place of confinement. Form 632, AGO, and WDAGO Form 46 were in use during the World War I period. See figures 45 and 46.

Current Use. These records are useful in determining time lost in the adjudication of claims. They are also used in closing out the records of deserters who never surrendered or who were never apprehended and returned to military control.

References. AR 615-300 with changes (prior to September 9, 1939); AR 345-125, Change 2, par. 41(2), August 10, 1938; AR 1913, par. 118; JAG Opinion 342.18, January 19, 1922 (WWI "Precedent" File); WD Circular No. 70, Nov. 4, 1924; WD Bulletins Nos. 67 and 72, 1917.

No. 1

REPORT OF DESERTION

(Last name) (First name) (Middle initial) (Army serial number)
Private Company "L", 10th Inf.,
 Attached to ~~100th~~ **10th Inf.**
 absented himself without proper leave on ~~Feb. 21, 1918~~
 and is on this 4th day of February, 1918,
 dropped as a deserter.

Witnesses as to charge of desertion
1st Lt [redacted] 10th Infantry
1st [redacted] 1, 11413207
Company L, 10th Infantry
Spl. Lowell J. Kelly, 84634190, Co. L,
10th Inf.

I certify that the foregoing report is a true and correct statement of the military status of the soldier named above on the date given and is based on my personal knowledge as the soldier's immediate commanding officer.

The soldier is also charged with additional offenses as follows (give a summary only; if none, so state):

Witnesses as to additional offenses

Edgar R. Jones
EDGAR R. JONES,
1st Lieut., 10th Infantry
 (Signature with rank and organization)

Commanding Co. L.

PLATE HAYES, Columbus, Ohio.
 Form No. 1, 1918.

No. 1

To The Adjutant General of the Army
INSURANCE

The soldier named in the foregoing report ~~had not~~ Government Insurance.

~~Notification of Procurement of Duplicate (Form No. IV, A. G. O.) mailed to United States Veterans Bureau~~

400.

ALLOTMENTS

The soldier named in the foregoing report ~~had not~~ an allotment running

~~Notification of Procurement of Allotment (Form No. 10, A. G. O.) mailed to Finance Officer, U. S. Army, Wash.~~

~~Signature, D. O.~~ 400

G. A. Hayes, Capt., 1st Lt Hayes, Columbus, Ohio

REPORTS AND RECORDS FORWARDED	THESE COLUMNS ARE FOR AGO USE ONLY		
Name	Date	Rank, grade, and title	Receipt and Signature in AGO
Service Record	/	.	To File
Pay Card	/	.	To File

Reason for not forwarding a required paper will be stated below.

Original size
 3 3/4" x 8 1/2" (Front
 and back)

*Cards are void and applicable.
 †The personnel adjutant will enter in this column the number of copies of each report or record forwarded, using pencil if desired. 1-18.

Figure 43. Report of Desertion record used from about 1912 to June 30, 1924, for recording facts of desertion.

To be Forwarded to Headquarters No. _____

REPORT OF DESERTION
(DA Form 100)

Last name (First name) (Middle name) (Army serial number)

Private Company "D", 6th Engrs.

absented himself without proper leave on **JUNE 1, 1924**

and is on this **11th** day of **June**, 1924

dropped as a deserter.

Witnesses as to charge of desertion:

1st Lt., 6th Engineers,
1st Sgt. Co. "D",
6th Engrs

The soldier is also charged with additional offenses as follows (give a summary only; if none, so state):

None

Witnesses as to additional offenses:

None

PERMANENT

AMERY H. BOND
Capt. 6th Engrs., Personnel Adjutant
Commanding

Place: **Hq. 2nd Div., 6th Engineers,**
W. M. A. C. Form No. 100, Ft. Lewis, Wn.
Oct 15, 1923

To The Adjutant General:

INSURANCE

The soldier named in the foregoing report had not Government Insurance.

ALLOTMENTS

The soldier named in the foregoing report had not an allotment running.

AMERY H. BOND, Personnel Adjutant
Capt. 6th Engrs.

REPORTS AND RECORDS THESE COLUMNS ARE FOR A. S. C. USE ONLY

Name	Number	Showing papers called for	Receipt and disposition to A. S. C.
Service Record	1		To file
Pay Card			To file
Ind. Adv. Calling Record	1		
List of calling left at post	3		
Report of Investigation	3		

Reason for not forwarding a required paper will be stated below

Original size, each page: 3 3/4" x 8 1/2"
(Four pages)

*Article not words not applicable
† The personnel adjutant will enter in this column the number of copies of this report or record forwarded, using pencil if desired

(2)

Figure 44. Report of Desertion record used from June 30, 1924 (still in use September 1939), for recording facts of desertion. (Pages 1 and 2.)

EXTRACT COPY OF MORNING REPORT OF -

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(Company, troop, battery, or detachment) (Regiment or other organization)

June 1928.

1. Pvt. [redacted] duty to AWOL 6:00 AM
 AHB CPH

11. Pvt. [redacted] AWOL to desertion
 AHB CPH

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(Complete designation of command) (Station) (Date) June 12/28

C. F. HARDY, 1st Lt., 6th Engrs.
(Rank and branch)

that I am the commanding officer of **Co. "D", 6th Engrs.** and official custodian of the morning reports of said command, and that the foregoing is a true and complete copy, including any signature or initials appearing thereon, of that part of the morning report of said command submitted at **Fort Lewis, Washington.**

for the dates indicated in said copy, which relates to **Art. [redacted], Pvt.**

Co. "D", 6th Engrs., Ft. Lewis, Wn.
(Complete designation of command) (Station)

C. F. HARDY,
 1st Lt., 6th Engrs.
(Rank and branch)

Headquarters **2nd Bn., 6th Engrs.**
Ft. Lewis, Wn. 6/12/28

JOHN W. M. SCHULZ, Major, 6th Engrs.
 Commanding officer of the command listed above

My that **Company "D", 6th Engineers**
(Complete designation of command named in first certificate)

is a part of my command; that **C. F. HARDY**
(Rank and branch)

1st Lt., 6th Engrs. the commanding officer of **Company "D", 6th Engineers** and official
(Complete designation of command named in first certificate)

custodian of the morning reports thereof, that the signature attached to the foregoing certificate is a genuine signature of said officer, and that to his certificate full faith and credit are and ought to be given.

JOHN W. M. SCHULZ,
 Major, 6th Engineers.
(Rank and branch)

(4) 6-077

Figure 44. Pages 3 and 4 of Report of Desertion, W.D., A.G.O. Form (Part 2 of 2) No. 44.

SOLDIER'S REPORT OF APPREHENSION OR SURRENDER
TO BE FORWARDED IN DUPLICATE

No.

**REPORT OF APPREHENSION OR SURRENDER
OF A DESERTER**

(Last name) (First name) (Middle initial) (Army serial number)
Pvt. Det. Quartermaster Corps
 (Grade) (Company; regiment; branch)

an alleged deserter, ~~is~~ **surrendered himself**
 at **Fort Reno, Oklahoma.**

on **Dec. 18th**, 192 **8** And was returned to military control
 at **Fort Reno, Oklahoma**
 on **December 18th**, 192 **8**

by

Reward for apprehension ~~has~~ **not** been paid.

[Signature] **Adjutant.**
 Place **Reno, QM Co., Fort Reno, Okla.**

Date **December 13, 1928**

Received **Adj. G. O. Off.** 13 1928
 WAR DEPARTMENT, A. G. O., Dec. 18, 1928
 To **Com., The F.A. School, Ft. Sill, Okla.**

Service record and pay card are furnished herewith. Also
ICR, Rpt. of Des. and Cle. List.

inclosures **all-15**
~~expansive~~

Second indorsement

Hq., 192

The charge of desertion against the soldier named above has
 been disposed of as follows:

- Tried by CM and convicted of *desertion *AWOL only.
- Removed as erroneously made.
- Restored to duty without trial.
- Soldier discharged for physical unfitness and desertion admitted.
- Soldier discharged for physical unfitness and desertion not admitted.

....., **Adjutant.**

* Strike out words not applicable.

Form No. 628, A. G. O.
 May 23, 1923. 8-5287

Figure 45. Report of Apprehension or Surrender of a Deserter used from 1912 to June 1924.

Original size
3 3/4" x 8 1/2"
(One page)

**REPORT OF APPREHENSION OR SURRENDER
OF A DESERTER**
(See AR 615-600)

.....
(Last name) (First name) (Middle initial) (Army serial number)

Private Air Service
(Grade) (Company, regiment, and branch)

an alleged deserter, * was apprehended
* surrendered himself

at ...unbury, Penna.

on 9/26/25, 1925, and was returned to military control
at Carlisle Barracks, Penna.

on 9/30/25, 1925

by Detecrit

..... for apprehension * has been paid. Pending veri-
fication of deser tion.
W. R. Richardson, Major, A.C.U.S.A., Adjutant.
(Signature with rank and organization)

Place Carlisle Barracks, Penna.

Date September 30, 1925.

1st INDORSEMENT

WAR DEPARTMENT, A. G. O., October 5, 1925

To G.O., Carlisle Barracks, Pa.

Service record, pay card, individual clothing record, and certified copies of extract of morning report are furnished herewith. clothing list.

5 inclosures. OCT - 6 1925 ~~XXXXXXXXXXXX~~ HK-62.

2d INDORSEMENT

Hq. Mt. S.S. Carlisle Bkcs, Pa.,
October 5, 1925, 1925

The charge of desertion against the soldier named above has been disposed of as follows:

- Paid by C.M. and convicted of * desertion - A.W.O.L. only.
- Released as erroneously made.
- Returned to duty without trial.
- Soldier discharged for physical unfitness and desertion admitted.
- Soldier discharged for physical unfitness and desertion not admitted.

W. R. Richardson, Major, A.C.U.S.A., Adjutant.
The Adjutant General's Corp.

U. S. A. G. O. Form No. 46
June 30, 1924

3-227
GOVERNMENT PRINTING OFFICE

Figure 46. Report of Apprehension or Surrender of a Deserter used from June 1924 (still in use September 1939) for recording facts of apprehension of deserter or return to military control.

REPORTS OF FINAL PHYSICAL EXAMINATION. This is the summary of the findings of the physician who gave the soldier his final physical examination. Regulations first specifying that physical examinations be given to ALL enlisted men prior to separation from the Army are found in Circular No. 73, W.D., dated November 18, 1918, covering all separations on and after November 11, 1918. Before that, physical examinations were given only:

- (1) When enlisted personnel became unfit for military service and discharge was necessary because of a mental or physical disability (in such cases a Certificate of Disability for Discharge was prepared, on which the report of the examining physician was noted);
- (2) When enlisted personnel were apprehended or surrendered as deserters whose trial for desertion was not barred by the statute of limitations (reports of physical examinations in these cases were normally prepared in the form of a military indorsement); and
- (3) When enlisted personnel were furloughed to the Regular Army Reserve (results of physical examinations in these cases were noted on Reservist's Descriptive Card, Form No. 443, A.G.O.).

Physical examinations prior to discharge were ordinarily given in camps or stations to which troops were ordered for demobilization, or at which already stationed. They were under the direction of the camp surgeon or other senior surgeon of the command. Except in doubtful or deferred cases, the examination was completed within one day by the medical examiner or a special examining board. The completed report of final physical was transmitted with the soldier's other individual records to the camp or station personnel adjutant who forwarded the records to The Adjutant General of the Army. The forms (note designations) for the reports at discharge were:

Form No. 135-2, A.G.O.-Report of Physical Examination Prior to Separation from Federal Service for National Guard (figure 47) (National Guardsmen were required to have a thorough physical examination prior to separation from the service of the United States through muster-out, resignation, dismissal, furlough to the National Guard Reserve, or discharge by reason of a mental or physical disability.)

Form No. 135-3, A.G.O.-Report of Physical Examination of Enlisted Man Prior to Separation from Service in the United States Army (figure 48).

<p style="text-align: center;">NATIONAL GUARD</p> <p>State of _____</p> <p>_____</p> <p>(Rank and organization)</p> <p style="text-align: center;">REPORT OF PHYSICAL EXAMINATION PRIOR TO SEPARATION FROM FEDERAL SERVICE.</p> <p style="text-align: center;">INSTRUCTIONS.</p> <p>1. This form will be used for report of the physical examination of officers and enlisted men of the National Guard immediately preceding separation from the service of the United States through mustered resignation, discharge, furlough to the National Guard Reserve, or discharge other than discharge on surgeon's certificate of disability.</p> <p>2. The provisions of paragraphs 41 and 51 United States Mustering Regulations and of section 115 National Defense Act, approved June 3, 1916, will be complied with strictly.</p> <p>3. When completed the report will be forwarded to The Adjutant General of the Army with the final muster roll of the organization or, in case of individual separation from the service, with the papers pertaining thereto.</p> <p>Form No. 100-G, A, C, E. (For National Guard) Ed. Sept. 4, 1916, 200.</p>	<p style="text-align: center;">DECLARATION OF PERSON EXAMINED.</p> <p>QUESTION. Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether incurred in the military service or otherwise?</p> <p>ANSWER. No</p> <p>Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease.</p> <p>A.</p> <p>Q. When was the disability incurred?</p> <p>A.</p> <p>Q. Where was the disability incurred?</p> <p>A.</p> <p>Q. State the circumstances, if known, under which the disability was incurred.</p> <p>A.</p> <div style="border: 2px solid black; padding: 5px; transform: rotate(-2deg); display: inline-block;"> <p>Original size, each page: 3 3/4" x 8 1/2" (Four pages)</p> </div> <p>I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.</p> <p>Witness:</p> <p>_____</p> <p>Capt. Inf. _____</p> <p>CAMP _____</p> <p>_____</p>
--	--

Figure 47. First two pages of National Guard Report of Physical Examination prior to separation from Federal service. This was used from September 4, 1916, to about August 5, 1917.

CERTIFICATE OF EXAMINING SURGEON.	CERTIFICATE OF IMMEDIATE COMMANDING OFFICER.
<p>QUESTION. Have you subjected this man to a thorough physical examination?</p>	<p>QUESTION. Do you know, or have you any reason to believe, aside from his own statement, that the person who made and signed the foregoing declaration is disabled or impaired in health, at the present time, by reason of any wound, injury, or disease, whether incurred in the military service of the United States or otherwise?</p>
<p>ANSWER. <i>Yes</i></p>	<p>ANSWER. <i>No</i></p>
<p>Q. Do you find that at the present time he has any disability, whether incurred in the military service or not?</p>	<p>Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease, so far as known.</p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>Q. If any disability is found to exist, describe the character and seat of the wound or injury, or the nature of the disease.</p>	<p>Q. When was the disability incurred?</p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>Q. State whether, in your opinion, the disability originated in the line of duty in the military service of the United States.</p>	<p>Q. State the circumstances, if known, under which the disability was incurred.</p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>Q. Is the disability permanent?</p>	<p>Q. Was the disability incurred in line of duty?</p>
<p>A. <i>None</i></p>	<p>A. <i>None</i></p>
<p>Q. To what extent does the disability disqualify him for the performance of manual labor?</p>	<p>Q. I certify that the foregoing statement is correct to the best of my knowledge and belief.</p>
<p>A. <i>None</i></p>	<p><i>Carl L. Flynn</i></p>
<p>I certify that the foregoing statement is correct to the best of my knowledge and belief.</p>	<p><i>Carl L. Flynn</i></p>
<p><i>Carl L. Flynn</i></p>	<p>..... CAPT. I. Flynn, U.S. Army</p>
<p><i>Carl L. Flynn</i></p>	<p>..... Commanding Officer, 1st Regt., 10th Cav.</p>
<p><i>Carl L. Flynn</i></p>	<p>CAMP ORD, ARLINGTON, TEXAS. (Place)</p>
<p><i>Carl L. Flynn</i></p>	<p>..... FEB. 22, 1917. (Date)</p>
<p>..... Additional remarks or observations, if any, will be attached here.</p>	<p>.....</p>

Figure 47. Last two pages of National Guard Report of Physical Examination prior to separation from Federal service.

Report of Physical Examination of Enlisted Men Prior to Separation from Service in the United States Army

(Surname) (Christian name) (Army serial number)
Pvt 1st 2nd Military Police Co, 2nd Div
(Grade) (Company and regiment or arm or corps of dept.)
Minor
(Occupation prior to entry into service)

DECLARATION OF SOLDIER.

Question Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease or that you have any disability or impairment of health, whether or not incurred in the military service?

Answer **No**

Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease.

A. **No**

Q. When was the disability incurred?

A. **No**

Q. Where was the disability incurred?

A. **No**

Q. State the circumstances, if known under which the disability was incurred.

A. **No**

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Witness (Signature of soldier)
[Signature]
(Signature of witnessing officer)
H.L. Roberts,
Captain Infantry.
(Rank and organization)

Place **Camp Travis, Texas**
Date **July 23 1920**

Form No. 128-S, A. G. O.
Nov. 11, 1918. (1)

(1)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER.

I CERTIFY THAT:

*Aside from his own statement I do not know, nor have I any reason to believe, that the soldier who made and signed the foregoing declaration has a wound, injury, or disease at the present time, whether or not incurred in the military service of the United States.

*The soldier who made and signed the foregoing declaration has a wound, injury, or disease, which was incurred about _____ 191____ at _____ **None**

The nature and location of the wound, injury, or disease so far as known, are _____ **None**

The circumstances under which incurred were _____ **None**

In my opinion the wound, injury, or disease ~~did not~~ originate in the line of duty in the military service of the United States.

Remarks **None**

(Signature)
H.L. Roberts,
Captain Infantry.
Commanding **2nd Mil Pol Co.**
Camp Travis, Texas, July 23, 1920
(Place and date.)

*Strike out the part of the certificate not applicable to the case.
*Strike out words not applicable.

Original size, each
page: 3 3/4" x 8 1/2"
(Four pages)

Figure 48. First two pages of Report of Physical Examination of (Part 1 of 2) Enlisted Man Prior to Separation from Service in the United States Army. This form used from November 11, 1918, to about January 1, 1924.

Form No. 414, A.G.O.-Report of Discharge or Retirement (figure 49). The first edition of this report was May 26, 1921. It was used primarily for the soldier's declaration as to his physical condition. The second edition of the report, January 2, 1924, included the final report of physical examination as well as the soldier's declaration as to his physical condition (figure 50).

W.D., A.G.O. Form No. 38-Report of Discharge or Retirement of Enlisted Man and Physical Examination Prior Thereto (figure 51).

For enlisted men discharged by reason of physical disability after November 11, 1918, both a report of final physical and a Certificate of Disability for Discharge (see separate narrative) will sometimes be found in the enlisted jacket. Enlisted men NOT discharged for mental or physical disability were required to execute a declaration of their physical condition before undergoing a physical examination (unless discharged on account of sentence to confinement by a civil court--in such cases the soldier's declaration of physical condition was dispensed with and no physical examination was required even though disability was claimed or believed to exist). If the soldier's declaration was at variance with the findings of the medical examiner, the soldier was examined by members of a board of review.

Current Use. The reports are used in adjudicating claims for pensions based on disabilities incurred in the military service and in establishing the rights of persons entitled to the benefits of the pension laws, as well as to protect the interests of the United States.

References. WD General Orders No. 11, 1913, and No. 47, 1915; WD Circulars Nos. 73, 93, 162, and 188, 1918; 16, 72, and 261, 1919; 362, 1920; and 184, 1921; WD Bulletins Nos. 33, 1913, and 16, 1916; AR 345-125, par. 38(1)(5), Nov. 1, 1924; AR 40-100, Dec. 4, 1922; AR 1913, par. 159; AR 615-360; United States Mustering Regulations for the Organized Militia, 1916.

REPORTS OF FURLOUGH TO THE RESERVES. The report of furlough to the Reserves is the record of the soldier's transfer to the Regular Army Reserve from an active duty status. Enlistments in the Regular Army from November 1, 1912, to April 5, 1917, were for seven years--the first four in the active military service, and the last three on furlough attached to the Regular Army Reserve. In the event the soldier was recalled to active duty while on furlough, a new record was prepared showing the date he was recalled to active duty.

**REPORT OF DISCHARGE OR RETIREMENT OF ENLISTED MAN AND
PHYSICAL EXAMINATION PRIOR THERETO**

(See par. 9, A. G. O. 1-1-24)

(Last name) (First name) (Middle initial) (Army serial number)
Pvt. Q... Corps

Regiment and Branch
Carpenter
(On application prior to entry into service)

DECLARATION OF SOLDIER

(When the discharge is by reason of disability the following declaration of soldier will not be filled in. In such case a Certificate of Disability, Form No. 17, A. G. O., will be completed and forwarded with this report.)

Question: Have you any reason to believe that at the present time you are suffering from the effects of any wound, injury, or disease, or that you have any disability or impairment of health, whether or not incurred in the military

service? Answer Yes

Q If so, describe the disability, stating the nature and location of the wound, injury, or disease.

Loss of portion of second finger on left hand and severe cut on third finger.

War Dept. A. G. O. Form 416

Q When was the disability incurred? A. Oct. 2nd, 1925

Q Where was the disability incurred? A. QM Shop Ft. Scott

Q State the circumstances, if known, under which the disability was incurred. A. Cut by a jointer machine in carpenter shop - line of duty

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Witness: _____ (Signature of soldier)

(Signature of commanding officer)
Captain, Q... Corps

(Rank and organization)
Fort Winfield Scott, Cal., Nov. 20, 1925
(Place and date.)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER

(When no disability is alleged or no surgeon available it will be so stated in this certificate.)

I CERTIFY THAT:

To the best of my knowledge and belief the soldier, who made and signed the foregoing declaration, ~~has not~~ ^{has} a wound, injury, or disease at the present time, which ~~was not~~ ^{was} incurred in the military service of the United States about Oct. 2nd, 1925

The nature and location of the ~~wound, injury, or disease~~ ^{wound, injury, or disease} so far as known, loss of portion of second finger of left hand and severe cut on the third finger.

* Strike out the part of the certificate not applicable to the case.
† Strike out words not applicable.

Form No. 416, A. G. O.
January 2, 1924.

602

The circumstances under which incurred were cut by jointer machine in carpenter shop while working on government work under official work order

In my opinion the wound, injury, or disease ^(did) ~~(did not)~~ originate in the line of duty in the military service of the United States.

Remarks Board of Officers convened and found the injury to have occurred in line of duty.

Capt. Q... Corps Commanding

Fort Winfield Scott, Cal., Nov. 20, 1925
(Place and date.)

CERTIFICATE OF EXAMINING SURGEON

I CERTIFY THAT:

The soldier named above has this date been given a careful physical examination, and it is found that

* He is physically and mentally sound.

* He is physically and mentally sound with the following exceptions:
(Describe the nature and location of the defect, wound, injury, or disease.)

Loss of portion of second finger of left hand and severe cut on third finger same hand.

The wound, injury, or disease ^(is) ~~(is not)~~ likely to result in death or disability.

In my opinion the wound, injury, or disease ^(did) ~~(did not)~~ originate in the line of duty in the military service of the United States.

In view of occupation, as shown by his record, he is 100 per cent disabled.

Remarks _____

Original size, each
page: 3 3/4" x 8 1/2"
(Four pages)

Pham, Capt. M. C. U. S. Army.
Ft. Winfield Scott, Calif. Nov. 19, 1925
(Place and date.)

* Strike out the part of the certificate not applicable to the case.
† Strike out words not applicable.

603

Figure 50. First two pages of the form used for the report of final physical. Replaced by WD AGO Form No. 38 on November 5, 1924, but still used to some extent after that date.

REPORT OF BOARD OF REVIEW

(See instruction 2.)

From a careful consideration of the case and a critical examination of the soldier,

WE FIND:

- * That he is physically and mentally sound.
- * He is physically and mentally sound with the following exceptions:
Describe the nature and location of the defect, wound, injury, or disease.

.....

The wound, injury, or disease ^(if it is) ~~(if it is not)~~ likely to result in death or disability.

In our opinion the wound, injury, or disease ^(if it did) ~~(if it did not)~~ originate in the line of duty in the service of the United States.

In view of occupation, as shown by his record, he is per cent disabled.

..... M.C., U.S. Army.
(Name) Rank

..... M.C., U.S. Army.
(Name) Rank

..... M.C., U.S. Army.
(Name) Rank

..... 19.....
(Place and date)

To The Adjutant General:

INSURANCE.

The soldier named in the foregoing report ^(if it was) ~~(if it was not)~~ Government Insurance.
Notification of Discontinuance of Deduction (Form No. 19, A. G. O.) mailed to United States Veterans Bureau, ~~none~~..... 19.....

ALLOTMENT.

The soldier named in the foregoing report ^(if it was) ~~(if it was not)~~ an allotment running.
Notification of Discontinuance of Allotment (Form No. 19, A. G. O.) mailed to Finance Officer, U. S. Army, Washington, D. C., ~~none~~.....

[Signature]
John Vann, Captain, 6th C.A., Adjutant
Signature with rank and organization

Fort Winfield Scott, Calif., Nov. 20, 1925
(Place and date)

* Strike out the part of the certificate not applicable to the case.
† Strike out words not applicable.

2-8141

(3) 661

REPORTS AND RECORDS FORWARDED THESE COLUMNS ARE FOR AGC USE ONLY

Name	Number of Papers	Receipt and Date of Forwarding
Service Record	1	To file
Pay Card	1	To file
Certificate of Disability		To file
Record of Payment of Re-land EMT		To FO

Reason for not forwarding a required paper will be stated below

Remarks

The soldier named above has this date been separated from active service by reason of -

[Discharge] ~~RETIRED~~

[Signature]
Signature of Company Adjutant ~~Adjutant~~

Fort Winfield Scott, Calif., Nov. 20, 1925
(Place and date)

* The personnel adjutant will enter in this column the number of copies of each report or record forwarded, using pencil if desired.
† When applicable.
‡ Strike out word not applicable.

(665)

INSTRUCTIONS.

- This report will be made out for each soldier, immediately preceding separation by discharge or retirement from service in the Army of the United States.
- If the declaration of the soldier and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the camp, post, or regimental commander, which will complete the report on page 3 of this form.
- When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General.

2-8141

(1)

Figure 50. Last two pages of the Report of Discharge or Retirement of (Part 2 of 2) Enlisted Man and Physical Examination Prior Thereto.

REPORT OF PHYSICIAN OR SURGEON OF REGIMENT OR BATTAL ON FINAL PHYSICAL EXAMINATION FROM SERVICE
(When used, S. A. M. 28-282.)

(Last name) (First name) (Middle initial) (Army serial number)
 Pvt. Earl Elmer Ordway Co., (H.M.).
 (Rank) (Regiment and branch)
Moeham, S.
 (Organization prior to entry into service.)

DECLARATION OF SOLDIER

(When the discharge is by reason of disability the following declaration of soldier will not be filled in. In such case a Certificate of Disability by Surgeon, W. D., A. O. O. Form No. 4, will be completed and forwarded with this report.)

Question: Have you any reason to believe that at the present time you are suffering from the effects of gunshot, wound, injury, or disease, or that you have any disability or impairment of any kind, whether or not incurred in the military service?

Answer: Yes

Q. If so, describe the disability, stating the nature and location of the wound, injury, or disease.

A. See description

Original size, each page: 3 1/4" x 8 1/2" (Four pages)

Q. When was the disability incurred? A. about April 1914

Q. Where was the disability incurred? A. New Jersey

Q. State the circumstances, if known, under which the disability was incurred. A. Not known

I declare that the foregoing questions and my answers thereto have been read over to me, and that I fully understand the questions, and that my replies to them are true in every respect and are correctly recorded.

Witness: R. E. Stibor (Signature of soldier)
R. E. Stibor (Signature of commanding officer)
 Captain 62nd Coast Art'y (AA).
 (Rank and organization)
 Fort Totten, N.Y., April 26, 1926
 (Place and date.)

CERTIFICATE OF IMMEDIATE COMMANDING OFFICER

(When no disability is alleged or no reason available it will be so stated in this certificate.)

I CERTIFY THAT:

To the best of my knowledge and belief the soldier, who made and signed the foregoing declaration (Name) a Private-First Class, or Private of the present time, while (Yes or No) Yes incurred in the military service of the United States about April 1, 1914

The nature and location of the wound, injury, or disease, either or injuries, are:

0

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.

W. D., A. O. O. Form No. 28 (OM No. 416)
 November 5, 1924. (1) 2-2141

The circumstances under which incurred were Not known

In my opinion the wound, injury, or disease (Name) originated in the line of duty in the military service of the United States.

Remarks:

R. C. Shields
 Captain, 62nd Coast Artillery (AA)
 Fort Totten, N.Y., April 26, 1926
 (Place and date.)

CERTIFICATE OF EXAMINING SURGEON

I CERTIFY THAT:

The soldier named above has this date been given a special physical examination, and it is found that:

* He is physically and mentally sound.
 † He is physically and mentally sound with the following exception: (Describe the nature and location of the defect, wound, injury, or disease.)
Syphilis secondary manifested by ulcers on penis and positive serological findings (Now undergoing treatment)

The wound, injury, or disease (Name) likely to result in death or disability.

In my opinion the wound, injury, or disease (Name) originated in the line of duty in the military service of the United States.

In view of exception, as shown by his record, he is 0 per cent disabled.

Remarks:

A. R. Jones
 Capt. M. C. U. S. Army
 Fort Totten, N.Y., April 27, 1926
 (Place and date.)

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable.

(3) 29

Figure 51. First two pages of form adopted in 1924 for report of (Part 1 of 2) final physical.

REPORT OF BOARD OF REVIEW
(The Interim Act.)

From a careful examination of the case and a critical examination of the evidence.

WE FIND:
 *That he is physically and mentally sound.
 *He is physically and mentally sound with the following exceptions:
 (Describe the nature and location of the defect, wound, injury, or disease.)

.....

The wound, injury, or disease (if any) likely to result in death or disability.

In our opinion the wound, injury, or disease (if any) originates in the line of duty in the service of the United States.

In view of condition, as shown by his record, he is per cent disabled.

..... M.C.U.S. Army.
 (Name) (Rank)

..... M.C.U.S. Army.
 (Name) (Rank)

..... M.C.U.S. Army.
 (Name) (Rank)

.....
 (Place and date)

To The Adjutant General:

INSURANCE

The soldier named in the foregoing report (if any) Government Insurance.
 Notification of Discontinuance of Deductions (W. D., A. O. G. Form No. 20)
 mailed to United States Veterans' Bureau, 10

ALLOTMENT

The soldier named in the foregoing report (if any) an allotment remaining.
 Notification of Discontinuance of Allotment (W. D., A. O. G. Form No. 20)
 mailed to Pay Office, U. S. Army, Washington, D. C., 10

Robert D. Miller
 Robert D. Miller, Capt. U.S. Army
 (Signature with rank and organization)

Fort Totten, New York April 27, 1926
 (Place and date)

* Strike out the part of the certificate not applicable to the case.
 † Strike out words not applicable. 2-242

(3)

MONEY AND EXPENSE RECEIPTS		TOTAL COMPENSATION FOR AND BY THE GOVT.	
Name	Amount	Money received	Money paid
Service Board	1		To the
Pay Card	1		To the
Individual Clothing Board	0		To the
Certificate of Disability	0		To the
Report of Payment of Re-...	0		To the

Reason for not forwarding a required paper will be stated below.

O- Discharged per (Purchase)

.....

The soldier named above has this date been separated from active service by reason of—
R. C. SHEDDEN
 (Signature of company commander, with rank and organization)
 C aptain, 62nd Coast Artillery (AA)
 Fort Totten, N.Y. April 27, 1926
 (Place and date)

The personnel adjutant will enter in this column the number of copies of each report or record forwarded, using pencil if desired.
 (When applicable.)
 Strike out word not applicable.

INSTRUCTIONS

- This report will be made out for each soldier, immediately preceding separation by discharge or retirement from service in the Army of the United States.
- If the determination of the soldier and the certificate of the commanding officer (or any other) are not in agreement, the case will be referred to a board of review, by a board of not less than two medical officers, governed by the camp, post, or regimental commander, which will complete the report on page 2 of this form.
- When completed the report will be forwarded, with the service record of the soldier, to The Adjutant General.

(4)

Figure 51. Last two pages of form adopted in 1924 for report of (Part 2 of 2) final physical..

Post and regimental commanders were authorized to furlough eligible enlisted men to the Army Reserves. The report was accomplished by the proper commanding officer immediately after a transfer had been made, and forwarded to The Adjutant General of the Army. The forms for the report were:

Form No. 559, A.G.O. (figure 52)
Unnumbered Form (figure 53)
(Blank sheets of paper or 3" x 5" cards were used
in some cases)

Current Use. The reports are used in determining dates of service (active and inactive) for benefits, or when verifying service for any reason.

References. Bulletin No. 15, WD, 1912, and No. 25, 1920; General Order No. 11, WD, 1913, and No. 47, 1915; National Defense Act of June 3, 1916, with amendments.

REPORTS OF PHYSICAL EXAMINATION AT ENTRANCE. These records show the results of the physical examinations given to enlisted personnel before entering the Army. The earliest mention of such reports are those referred to as "Certifications of the examining surgeon." These are listed among the contents of a file in National Archives for the period 1798-1894, and are filed with other papers in jackets on which the soldier's name, date of enlistment, and organization are shown.

During the period November 1, 1912-September 7, 1939, all men were required to undergo a thorough physical examination at time of entry, regardless of the mode of entry. Since the modes of entering the service determined to some degree the type of forms used for the reports of physical examinations at entrance, they are discussed separately as follows:

Army Volunteer System. Report of Physical Examination, Form No. 135, A.G.O., edition of December 9, 1911, was in use November 1, 1912, for men who enlisted in the Army (figure 54). On August 7, 1919, the report of physical examination at entrance was combined with the Enlistment Record, Form No. 22, A.G.O. (See separate narrative on Enlistment Records.) That form was changed April 1, 1924, to W.D., A.G.O. Form No. 21 (figure 16), and was still in use September 7, 1939.

L

_____ (Surname.) **Emzy M.** (Christian name.)

Private, 63rd Co., C.A.C. (Rank and organization.)

April 17, 1913. (Date of enlistment.)

April 16, 1916. (Date of furlough to Reserve.)

April 16, 1920. (Date Reservist is to be discharged from service.)

R.F.D. # 2. (No street or house No.) (Reservist's address—street and house number; if none, so state.)

Alma, (Town or city.) **Arkansas.** (State.)

Original size
3 3/4" x 8 1/2" (One page)

E. I. ...

Name and address of person to be notified in case of emergency:

Sister:- Mrs. W.T. Whitcomb, (Name and degree of relationship; if friend, so state.)

R.F.D. # 2. (No street or house No.) (Address—street and house number; if none, so state.)

Alma, (Town or city.) **Arkansas.** (State.)

W. I. ...

Capt., Coast Art'y Corps,
Commanding 63rd Co., C.A.C.

Under the provisions of G.O. No. 47, War Department, 1915, post and regimental commanders are authorized to furlough any enlisted man eligible to be transferred to the Army Reserve under the provisions of Sections (5) and (6) of G.O. No. 11, War Department, 1912. This report will be made out by the proper commanding officer immediately after a transfer is made and will be forwarded directly to The Adjutant General of the Army.

Form No. 100—A.G.O. Noted in Hon's Div. APR 1916
Ed. Oct. 14-15-2002. 123

Figure 52., Report of Furlough to the Reserves as prepared for enlisted man who completed the active duty portion (three years) of his seven-year enlistment.

_____	_____
(Surname)	(Christian name)
Pvt. 1/cl. Company K. 3rd Phil. Inf. (Prov.)	
(Rank and organization)	
<i>Enlisted</i>	September 6, 1916.
<i>Furloughed</i>	February 27, 1920.
<i>Date to be discharged</i>	September 5, 1923.
<i>Character</i>	Excellent
<i>Residence</i>	Masantol, Pampanga, P.I.
<i>Emergency address</i>	_____ (wife)
	Masantol, Pampanga, P.I.
<i>Furloughed from</i>	PT WA MCKINNEY P.I.

208

Figure 53. Another form of Report of Furlough to Reserves.

Original size, each
page 3 3/4" x 8 1/2"
(Seven pages)

(Surname.) (Christian name.)

REPORT OF PHYSICAL EXAMINATION
OF THE MAN NAMED ABOVE.

Accepted October 17th, 1913. IP

at Lynchburg, Virginia.,

Enlisted* } OCT 20 1913 }
Rejected* }

at ROANOKE, VA.

*Strike out the word "enlisted" or "rejected," as required.

INSTRUCTIONS.

1. So much of page 1 of this report as pertains to name of applicant and date and place of acceptance, and pages 2, 3, 4, and the certificate on page 5, will be filled in at the time of the applicant's examination for acceptance; the remainder of the report will be filled in at the time of his final examination preliminary to enlistment or rejection, as the case may be. The questions on pages 2, 3, and 4 will be asked before the applicant has been stripped, and any answer indicating a possible cause of rejection will be followed up by searching inquiry and examination and the result will be noted under "Remarks."
2. The greatest care will be taken that the name of the applicant is correctly shown and that it corresponds with the name on his enlistment paper and descriptive and assignment card. The Christian name must not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full.
3. Under the heading "Remarks" on pages 4 and 7 will be noted any authorized special assignment or waiver of defects, the nature of the authority being stated.
4. The physical examination will conform strictly to the provisions of the manual for the examination of recruits.
5. When the applicant is enlisted the completed physical examination report will be forwarded, with the identification record, directly to The Adjutant General of the Army without delay.

Form No. 135, A. 5-120
Ed. Dec. 9-11-1909

RECEIVED
THE ADJUTANT GENERAL'S OFFICE
OCT 22 1913

Figure 54. First page of form used for Report of Physical Examination at entry. This form was in use from November 1912 to August 1919 for men entering the service through the Army volunteer system.

(9)

STATEMENT OF APPLICANT.

Name: _____

Residence (street and house number, if any, town or city, and State): _____
Norton,
Virginia.

✓ Date and place of birth: Nov. 24th, 1889.
Wise Co. Virginia.

Occupation: Soldier

White or colored: White

Married or single: Single

Name and address of last employer, and duration of employment:
3 Years, United States Army.

Do you know that if you secure your enlistment by means of a false statement or misrepresentation you are liable to trial by court-martial for fraudulent enlistment? Yes

Nationality of father: American

Are you a citizen of the United States? Yes If not, have you made application for citizenship, and if so, when and in what court? _____

State previous Army, Navy, or Marine Corps service (United States or foreign):
3 Years, 119th. Company, Coast
Artillery, Corps, Fort Monroe, Va.

Date and place of last enlistment: October 11th, 1910.
Columbus Barracks, Ohio.

Date on which and organization from which last discharged:
Oct. 10th, 1913, Fort Monroe, Va.

Are you now, or have you been, a member of the _____ _____ _____
Territory, or District of Columbia? No

Have you applied for enlistment before, and if so, when and where? Yes
Columbus Barracks, Ohio, Oct. 11th, 1910

If rejected, for what cause? Never

Are there any reasons for your parents or other relatives objecting to your enlistment? No

Give names and addresses of persons dependent upon you for support: _____
None

Have you ever been convicted of a felony or imprisoned under sentence of a court in a reformatory, jail, or penitentiary? No

Have you found that your health and habits in any way interfere with your success in civil life, and if so, give details: No

Are you addicted to the use of intoxicants or narcotics, and if so, to what extent?
Tobacco Moderately

Do you consider that you are now sound and well? Yes

What illnesses, diseases, or accidents have you had since childhood?
None

Have you ever had any of the following, if so, give approximate dates?
Conjunctivitis: No
Epilepsy: No
Gonorrhoea: No
Sore on penis: No
Have you ever raved or spat upon blood? No

When were you last treated by a physician, and for what ailment?
Never

(8)

4445

Figure 54. Pages 2 and 3 of Form No. 135, AGO, Report of Physical (Part 2 of 4) Examination.

(4)

Have you ever been under treatment at a hospital or asylum, and if so, for what ailment? **Never**

I certify that the foregoing questions and my answers thereto have been read over to me, that I fully understand the questions, and that my answers thereto are correctly recorded and are true in all respects.

(Signature of applicant.)

PHYSICAL EXAMINATION AT PLACE OF ACCEPTANCE.
(Applicant striped. See instruction 4.)

Weight, **140** lbs.; height, **69** inches.
 Vision: Right eye, **20/30**
 Left eye, **20/30**
 Hearing: Right ear, **Normal**
 Left ear, **Normal**
 Girth of chest (at nipples): At expiration, **32 1/2** inches;
 At inspiration, **36** inches.

Remarks: **Tattoo (Indian Madien) Right forearm.**

I certify that I have personally asked the foregoing questions; that I have explained to the applicant each of the questions as he did not understand; that I have recorded the answers as given to me; and that I have personally examined him, and that, to the best of my knowledge and belief, he fulfills the physical and legal requirements for enlistment; he speaks, reads, and writes the English language **Well**.

His intelligence is **Good** and he has presented satisfactory evidence of good character.

[Signature]
1st Lieut. U.S. Army, Ret.
Recruiting Officer.

Lynchburg, Va.
(Place.)

October, 17th 1913.
(Date.)

PHYSICAL EXAMINATION AT PLACE OF ENLISTMENT.
(Applicant striped. See instruction 4.)

Weight, **140** lbs.; height, **69 1/2** inches.
 Girth of chest (at nipples): At expiration, **32 1/2** inches;
 At inspiration, **36** inches.

General examination: Head, chest, abdomen, extremities
Normal

(5)

Figure 54. Pages 4 and 5 of Form No. 135, AGO, Report of Physical Examination. (Part 3 of 4)

Applicants for enlistment were given a general examination at recruiting stations. If found to be qualified for service, they were sent to recruiting depots for final physical examination and enlistment. If found physically disqualified, the enlistment was not accomplished, and the report was not retained as a permanent record. Physical examinations were conducted by Army medical officers or contract surgeons. An applicant for enlistment at a place where there was no medical officer or contract surgeon was examined by a civilian physician who was employed by the Medical Department. The first five pages of Form No. 135, A.G.O., were completed at the time of the applicant's general examination for acceptance. The remainder of the form was filled in at the time of the applicant's final physical examination preliminary to enlistment or rejection at the recruiting depots. Physical examinations for men entering the service voluntarily were completed before they took the oath of enlistment.

Organized Militia and National Guard. Enlisted men of the Organized Militia and National Guard were physically examined when called into service of the United States. The standard of physical examination at time of muster-in for these men was the same as that prescribed for those men entering the Army under the volunteer system. The printed forms for these reports were prepared to contain practically the same information as those used for the Army volunteer system, but the form numbers were different. Physical Examination Form No. 10, O.M., (figure 55) is usually found in the records of those men of the Organized Militia who were mustered into the service of the United States in 1916. Form No. 135, A.G.O., (figure 54) is usually found in the records of National Guardsmen who reported for Federal service in 1916 or 1917.

Shortly after the passage of the National Defense Act of June 3, 1916, the Organized Militia of the several states began to transform themselves into the National Guard. The "call" of June 18, 1916, thus embraced the Organized Militia as well as the National Guard. At that time some States and Territories and the District of Columbia had not adopted for the Organized Militia the standard medical examination prescribed for the Regular Army. Men mustered from those states were given physical examinations before they were mustered. Men mustered from those states which had adopted the standard medical examination were physically examined after they were mustered. Only the names of militiamen who were found physically qualified for military service when mustered were shown on the muster-in roll (Militia Form No. 3). In the absence

Original size, each
page 4" x 8" (Seven
pages)

Regt. 2. M. C.

REPORT OF PHYSICAL EXAMINATION
OF THE MAN NAMED ABOVE.

July 1 191*6*

1st Extra Pl

of _____

*Strike out the word "called" or "rejected," as required.

INSTRUCTIONS.

1. This form will be used for all physical examinations preliminary to service in the Army of the United States, whether for the Regular Army (other than for commissioned officers), the Organized Militia in the Federal Service, or the Volunteers. It will also be used in the examinations required by paragraph II (d) of section 24, Mustering Regulations for the Organized Militia.
- In all cases, the standard of examination will be that prescribed for the Regular Army.
2. The greatest care will be taken that the name of the applicant is correctly shown and that it corresponds with the name on his enlistment paper and descriptive and assignment card. The Christian name must not be abbreviated, but if it consists of more than one name, only the first will be written and signed in full.
3. Under the heading "Remarks" on pages 4 and 7 will be noted any authorized special assignment or waiver of defects, the nature of the authority being stated.
4. The physical examination will conform strictly to the provisions of the rules for the examination of recruits.
5. When the applicant has completed the physical examination report will be forwarded, with the identification record, directly to The Adjutant General of the Army without delay.

REGULAR ARMY, ORGANIZED MILITIA, OR VOLUNTEERS.
FORM NO. 15.

Figure 55 .
(Part 1 of 4)

First page of Report of Physical Examination used primarily in 1916 for Militiamen and National Guardsmen when mustered into the Federal service.

STATEMENT OF APPLICANT.

2

Residence (street and house number, if any, town or city, and State):
#1211 Buffalo St Franklin R

Age *28* years; **Date and place of birth**: *April 5, 1891*

Occupation:

White or colored:

Married or single:

Name and address of last employer and duration of employment:

Do you know that if you secure your enlistment by means of any false statement or misrepresentation you are liable to trial by court-martial for fraudulent enlistment?

Nationality of father:

Are you a citizen of the United States? _____ If not, have you made application for citizenship, and if so, when and in what court?

State previous Army, Navy, or Marine Corps service (United States or foreign):

Date and place of last enlistment:

Date on which and organization from which last discharged:

Are you now, or have you been, a member of the organized militia of any State, Territory, or the District of Columbia?

D-1000 (6)

Have you applied for enlistment before, and if so, when and where? _____

If rejected, for what cause? _____

Are there any reasons for your parents or other relatives objecting to your enlistment? _____

Give names and addresses of persons dependent upon you for support: _____

Have you ever been convicted of a felony or imprisoned under sentence of a court in a reformatory, jail, or penitentiary?
 Have you found that your health and habits in any way interfere with your success in civil life? And if so, give details: _____

Have you ever since childhood used tobacco when awake?

Do you consider that you are now sound and well?

What illnesses, diseases, or accidents have you had since childhood?

Have you ever had any of the following? If so, give approximate dates:

Spells of unconsciousness:

Convulsions:

Convulsions:

Spells on points:

Have you ever related or spent up blood?

When were you last treated by a physician, and for what ailment?

D-1000 (6)

Figure 55. Pages 2 and 3 of Form No. 10, Report of Physical Examination. (Part 2 of 4)

Are there flat feet, or other deformities of the feet? **no**

Burns, **no**

Furuncles, **no**

Varicose veins, **no**

Hemorrhoids, **no**

Genito-urinary system, **normal**

Nose and throat, **normal**

Eyes:

Vision, right eye, **20/20**

left eye, **20/20**

Ears:

Hearing, right ear, **normal**

left ear, **normal**

Tooth:

	Right.	Left.
Missing,	Upper, 87 65 43 21 12 10 9 7 6	12 10 9 7 6
	Lower, 87 65 43 21 12 10 9 7 6	12 10 9 7 6

(Strike out those that are missing.)

Remarks:

I certify that I have carefully examined the applicant, and have correctly recorded the results of the examination, and that, to the best of my judgment and belief,

he has no mental or physical defect disqualifying him from service in the United States Army; (or)

~~he is disqualified from service in the United States Army by reason of~~

P. A. Thompson
Sergeon, U. S. A., Examining Officer
Capt M.C. H. U.S.A.

I certify that the applicant was **accepted** by me this **1st** day of **July**, 191**6** at **Fort Gathie R.**

Remarks:

P. A. Thompson
Sergeon, U. S. A., Examining Officer
Capt M.C. H. U.S.A.

Figure 55. Pages 6 and 7 of Form No. 10, Report of Physical Examination. (Part 4 of 4)

of a Militiamen's report of physical examination and when it is necessary to know if he was physically qualified for Federal service, Militia Form No. 3, should be examined. The muster-in rolls are on file in Organizational Records--see separate narrative.

Physical examinations for Militiamen and National Guardsmen when mustered were made by medical officers of the Army detailed for that purpose or by Medical Officers of the National Guard. In the absence of such medical officers, civilian physicians were employed.

Selective Service Act of May 18, 1917. Physical examinations for men who were inducted under the Selective Service Act of May 18, 1917, were conducted in accordance with the prescribed instructions of that Act. A Medical Division was organized in the office of the Provost Marshal General, whose functions were to coordinate the medical activities associated with the selective service, and to render authoritative decisions upon technical points related to physical standards and medical examinations. The physical standards first adopted for inductees were based on those used by the Army volunteer system but differed in some particulars. The standards first adopted were soon found to be too severe to secure the requisite manpower for the World War I emergency, and were revised. The revised physical standards, which waived minor defects, were promulgated to draft boards in June 1918. The new standards were not made available to those making physical examinations at Army camps until considerably later. During the time the two standards prevailed, much confusion resulted.

During the period covered by the Selective Service Act (May 18, 1917-November 11, 1918), registrants were required to appear for a preliminary physical examination at the place of their local board before being called for induction into the Army. Normally, some time elapsed between physical examination at the local board and call for induction into the Army. Each local board had a civilian examining physician. Additional ones were appointed as needed, and the services of volunteer physicians were also utilized. After registrants were called for induction into the Army, they were given a final physical examination at an Army mobilization camp by a team of Army Medical Officers. Each team was composed of specialists so that every part of the human body could be subjected to special study by an expert in that field.

Under the Selective Service Act, no oath was provided for those entering the service by the selective draft. The physical examination at mobilization camp was the determining factor in the registrant's final acceptance. The decision as to the acceptance or

rejection was the responsibility of the military examining physicians at the mobilization camps or other military stations to which the registrants were sent. Inductees who were found physically disqualified at mobilization camps were rejected and furnished a Certificate of Discharge from Draft. This groups is discussed more fully under the subject "Discharge from Draft."

Special printed forms were adopted for the reports of physical examinations for inductees under the Act of May 18, 1917. They were set up to conform to the standards of the World War I emergency (1917-1918). The two editions of the report adopted for registrants were:

Form No. 14, P.M.G.O. (figure 56)
Form No. 1010, P.M.G.O. (figure 57)

Current Use. The reports are used in adjudicating claims based on disabilities allegedly incurred in the military service and in establishing the rights of persons entitled to the benefits of the pension laws, as well as to protect the interests of the United States. The reports for those men who were inducted under the Selective Service Act of May 18, 1917, are used to determine their status.

References.

Army Volunteer System. AR 1913 (pars. 841, 847, 848, 862, 864, 867, 871, and 1484); AR 40-105, Apr. 1, 1924; GO No. 11, W.D., 1913; Cir No. 118, W.D., 1918 Special Reg. No. 65, 1918.

Organized Militia and National Guard. U. S. Mustering Regulations (Apr. 22, 1914); Special Regulations No. 55, 1917; Bulletin No. 16, WD, 1916 (Sec 115).

Selective Service Act of May 18, 1917. Selective Service Regulations with Changes (1917-1918); First and Second Reports of the Provost Marshal General - Physical Qualifications (1917-1918).

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS. These are the reports of a committee of officers appointed to act as a fact-finding agency or as an advisory body in the adjudication of various matters. The appointment of such a board was published in Special Orders (see separate narrative on Orders) and this was documented with the Report of Proceedings. Most boards of officers were for the purpose of determining the soldier's

Original size, each page 3 3/4" x 8 1/2" (Four pages)

Form No. 14, P. M. G. O.
Prepared by the Surgeon General of the Army.

PHYSICAL EXAMINATION

UNDER THE
SELECTIVE SERVICE ACT OF MAY 18, 1917
(See instructions, page 4)

(Surname) _____ (Christian name.) _____
Serial No. 354

STATEMENT OF PERSON EXAMINED

Have you found that your health and habits in any way interfere with your success in civil life? If so, give details:
Cataract of head

Do you consider that you are now sound and well? If not, state details:
Cataract of head

Have you ever been under treatment in a hospital or asylum? If so, for what ailment?
no

I certify that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions and that my answers thereto are correctly recorded and true in all respects.

I further certify that I have been fully informed and know that making or being a party to making any false statement as to my fitness for military service renders me liable to punishment by imprisonment.

(Signature of person examined.)
W. H. Alexander M. D.
Examining Physician.
Place, Paducah, Ky.
Date, Aug 23 - 1917

(2)

PHYSICAL EXAMINATION BY EXAMINING PHYSICIAN OF LOCAL BOARD

(Person under examination stripped.)

Weight, 149 lbs.; height, 76 1/2 inches.
Girth of chest (at nipples): At expiration, 33 inches.
At inspiration, 37 inches.

General examination (head, chest, abdomen, extremities):
normal

Nose and throat: normal

Heart: normal

Genito-urinary organs (urine will be examined in suspicious cases):
normal

Hernia: no

Hemorrhoids: no

Flat foot or other deformities of feet: no

Eyes: good
Vision - Right eye: 20/20; left eye, 20/20
Hearing - Right ear: 20/20; left ear, 20/20

Teeth: good
Right: _____ Left: _____
Missing: Upper, 1 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
Teeth: Lower, 1 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
(Strike out those that are missing.)

Remarks: _____

I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is physically qualified for military service.

(Signature of Examining Physician)
W. H. Alexander M. D.
Examining Physician.
Place, Paducah, Ky.
Date, Aug 23 - 1917

Figure 56. Pages 1 and 2 of Physical Examination form used from May (Part 1 of 2) 1917 to December 1917 for inductees entering the service under the Selective Service Act.

FINDING OF LOCAL BOARD

Place Okmook Lt
 Date Aug 23, 1917

The Local Board finds the person named on the first page hereof "physically qualified for military service" physically deficient and not physically qualified for military service by reason of _____

W. J. Chambers
 Clerk, Local Board.

W. J. Chambers
 Executive Officer, Local Board.
 *Strike out clause not applicable.

3rd Infantry US
PHYSICAL EXAMINATION AT PLACE OF MOBILIZATION
 (Person under examination stripped.)

Weight: _____ lbs.; height, 70 inches.
 Girth of chest (at nipples): At expiration, 34 inches.
 At inspiration, 35 1/2 inches.

General examination (head, chest, abdomen, extremities):
normal

Nose and throat: Hyper-trophied
normal

Heart: normal

Genito-urinary organs (urine will be examined in suspicious cases):
normal

Hernia: no

Hemorrhoids: no

Flat foot or other deformities of feet: no

Wassermann reaction: _____

Eyes: normal
 Vision—Right eye, 20/20; left eye, 20/20

Ears: normal
 Hearing—Right ear, 20/20; left ear, 20/20

(3)

(4)

Teeth:

	Right.	Left.
Missing	Upper, 8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8
Teeth:	Lower, 8 7 6 5 4 3 2 1	1 2 3 4 5 6 7 8

(Strike out those that are missing.)

Remarks: qualified

I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he is "physically qualified for military service" "physically deficient and not physically qualified for military service" by reason of _____

E. J. Sullivan
10th MP
Leavenworth, Kan.
 Date: Aug 23, 1917
 *Strike out clause not applicable.

INSTRUCTIONS

- The name of the person examined and the serial (red ink) number of his registration card will be entered in the space for that purpose on page 1 exactly as they appear on his registration card.
- The questions under the heading "Statement of Person Examined" will be asked by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any answer indicating a possible disqualification will be followed up by searching inquiry and examination and the result noted in the examining physician's report.
- The physical examination will conform strictly to the requirements of this form and all prescribed regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.
- Deviations from normal, though not cause for finding the person examined physically deficient and not physically qualified for military service, will be noted under the proper headings.
- The space under the Remarks will be used for continuation of an answer if the allotted space is insufficient, and for any further statement that the examining physician may desire to make.
- In each case in which, after examination by one examining physician, a reexamination by another is required by regulations, an independent report of the reexamination will be made on this form; and the word "Reexamination" will be entered in red ink under the words "Serial Number" on the first page of the report of the reexamination. After completion of the reexamination the report thereof will be permanently attached to the report of the original examination.

2-4005

Figure 56. Pages 3 and 4 of Form No. 14, P.M.G.O. Physical Examination. (Part 2 of 2)

Original size, each
page 8½" x 11"
(Four pages)

Form 1010-P, M. G. O.
(Rev. Dec. 12, 1917)

Local Board for Sequoyah County, Okla.
REPORT OF PHYSICAL EXAMINATION.

Serial No. _____ Order No. _____
(Name) (Organization)

STATEMENT OF PERSON EXAMINED.

1. Have you found that your health and habits in any way interfere with your ability to earn a livelihood? If so, give details. No.

2. Do you consider that you are now sound and well? If not, state details. No. Lung troubles.

3. Have you ever been under treatment in any hospital or asylum? If so, for what ailment?
Names of hospitals or asylums No.
Dates of admissions and discharges _____

4. Have you been confined to your bed at home under a physician's care within the past year? If so, for what ailment and for what length of time?
Name of physician No. When _____

I certify that the foregoing questions and my answers thereto have been read over to me; that I fully understand the questions, and that my answers thereto are correctly recorded and true in all respects. I further certify that I have been fully informed and know that making or being a party to making any false statement as to my fitness for military service renders me liable to punishment by imprisonment.

Place Sallisaw, Okla.
Date April 17, 1918

PHYSICAL EXAMINATION BY EXAMINING PHYSICIAN OF LOCAL BOARD.
(Person under examination stripped.)

Weight 146 lbs.; height 68 inches.
Girth of chest (at nipples): At expiration _____ inches. At inspiration, 27-2 inches.
General examination (head, chest, abdomen, extremities) Normal.

Nose and throat Normal.
Heart Normal. Lungs Suspected T. B.
Genito-urinary organs (urine will be examined in suspicious cases) Normal.
Hernia No. Hemorrhoids No.
Flat foot or other deformities of feet No.
Eyes: Vision—Right eye, 20-20; left eye, 20-20
Ears: 15-20 Hearing—Right ear, 15-20; left ear, 15-20
Teeth: RIGHT. LEFT.
Missing teeth | Upper, 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 | (Strike out those that are missing.)
| Lower, 8 7 6 5 4 3 2 1 | 1 2 3 4 5 6 7 8 |

Remarks Referred to Fed. Adv. Board, for exam, lungs.

Special entry—Particular qualifications of registrant found to be physically deficient and not physically qualified for general military service (note hereunder any trades, professions, or other civil occupations in which the registrant has had experience) _____

I certify that I have carefully examined the person named on the first page hereof and have carefully recorded the results of the examination, and that it is my judgment and belief that he
 physically qualified for general military service.
 physically qualified for special or limited military service as _____
 physically deficient and not physically qualified for military service by reason of _____

Place Sallisaw, Okla.
Date April 17, 1918

M. D.
(Examining physician.)

PASSED BY NEURO-PSYCHIATRIC

Figure 57. First page of Report of Physical Examination used (Part 1 of 4) from December 1917 to November 1918 for inductees entering the service under the Selective Service Act.

APPLICATION TO BE SENT TO MEDICAL ADVISORY BOARD.

I hereby make application to be sent to a Medical Advisory Board for further physical examination.

Date..... (signature of registrant.)

REFERENCE TO MEDICAL ADVISORY BOARD.

Respectfully referred to Medical Advisory Board..... for further physical examination of the person named on the first page hereof.

Place..... Date..... (Member of Local Board.)

PHYSICAL EXAMINATION BY MEDICAL ADVISORY BOARD.

(Person under examination striped.)

Weight 150 lbs.; height 68 inches. Girth of chest (at nipples): At expiration 33 inches; at inspiration 37 inches. General examination (head, chest, abdomen, extremities) Normal. Nose and throat Normal. Heart Normal. Lungs Normal. Suspected T. B. Genito-urinary organs (urine will be examined in suspicious cases) Normal. Hernia No. Hemorrhoids No. Flat foot or other deformities of feet Normal. Vision—Right eye 20-20; left eye 20-20. Hearing—Right ear 25-20; left ear 25-20. Teeth: RIGHT. LEFT. Missing teeth (Upper, 9 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8) (Lower, 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8) (Strike out those that are missing.)

Remarks..... I hereby certify that the person named on the first page hereof has been carefully examined and that the results of the examination have been carefully recorded and that it is the judgment and belief of the Medical Advisory Board that he

is physically qualified for general military service. physically qualified for special or limited military service as physically deficient and not physically qualified for military service by reason of

Place Sallisaw, Okla. Date April 23, 1918 (Member of Local Board.)

FINDING OF LOCAL BOARD.

This Local Board finds the person named on the first page hereof physically qualified for general military service. physically qualified for special or limited military service as physically deficient and not physically qualified for military service by reason of

Place Date 4/19/18 (Member of Local Board.)

APPEAL FROM FINDING OF LOCAL BOARD.

I hereby appeal from the above finding of Local Board for..... on the ground that.....

Date..... (signature of registrant.)

Figure 57. Second page of Form 1010, P.M.G.O. (Part 2 of 4)

INSTRUCTIONS.

1. The name of the person examined and the serial (red ink) number of his registration card will be entered in the spaces for that purpose on page 1 exactly as they appear on his registration card. The order number of the registrant will also be entered in the space for that purpose on page 1.

2. The questions under the heading "Statement of Person Examined" will be asked by the examining physician and the answers recorded by him before the person to be examined has been stripped. Any answer indicating a possible disqualification will be followed up by searching inquiry and examination and the result noted in the examining physician's report.

3. The physical examination will conform strictly to the requirements of this form and all prescribed regulations and instructions governing physical examinations under the Selective Service Act of May 18, 1917.

4. Deviations from normal, though not cause for finding the person examined physically deficient and not physically qualified for military service, will be noted under the proper headings.

5. The space under the Remarks will be used for continuation of an answer if the allotted space is insufficient, and for any further statement that the examining physician may desire to make.

2-5110

Figure 57. Fourth page of Form 1010, P.M.G.O.
(Part 4 of 4)

character at discharge or character of service. In cases of death, the facts surrounding the cause of death sometimes required investigating by such a board. A report of the proceedings of a Board of Officers is illustrated in figure 58. They are filed in the enlisted jackets.

REVIEW AND CORRECTION BOARDS RECORDS. The records created as a result of action by the Army Discharge Review Board and the Army Board for Correction of Military Records are extremely important. These Boards were established under separate legislation for different functional purposes:

The Army Discharge Review Board was an administrative agency created within the Department of the Army under authority of Section 301, Public Law 346, 78th Congress, June 22, 1944. Its function was to review upon its own motion, or upon application by or in behalf of a member or former member of the Army, the type (character) and nature (reason) of discharge or dismissal, except discharges or dismissals given by reason of sentence of general court-martial, or a request for a medical discharge. This board was made up of a panel of five or more Army Officers designated by the Secretary of the Army. The Act of Congress providing for the establishment of the Army Discharge Review Board also included a time limitation for accepting requests for review. Applications must have been initially received in the Department of the Army prior to June 22, 1959, or within 15 years after date of separation from the Army.

The Army Board for Correction of Military Records was established under Section 207, Public Law 601, 79th Congress, as amended, (Legislative Reorganization Act of 1946), 10 USC 1552. This board's functions are to consider applications to determine existence of errors or injustices, and to make appropriate recommendations to the Secretary of the Army.

The World War I cases most commonly considered by the Army Board for Correction of Military Records are: dishonorable discharge pursuant to sentence of a general court-martial; discharge from draft; discharge for physical disability; and cases previously reviewed by the Army Discharge Board where favorable action was not taken, or when the statutes of limitation have expired for review by that board.

Fort Hancock, New Jersey.
March 7, 1918.

Proceedings of a Board of Officers convened by the following order.

Special Orders)
No. 57,)
Headquarters Coast Defenses of Sandy Hook,
Fort Hancock, New Jersey.
March 5th, 1918.

5. Under the provisions of par 1402 I.M.C. Board of Officers
consisting of

Capt. W.W. Irvine, C.A.C.
Capt. L.G. Butler, C.A.R.C.
1st Lt. F. Roberts, C.A.N.A.

Is appointed to meet at Fort Hancock, N.J. at 2:00 P.M.
Wednesday March 5th, 1918. or as soon thereafter as practicable to determine
whether or not Pvt. John Doe, 17th, Company, Sandy Hook, should be
discharged prior to expiration of his term of enlistment on account of his
habits or traits of character which serves to render his retention in the
service undesirable.

The attention of the board is invited to par 1402 I.M.C.
The proceedings will be submitted in duplicate.

By order of COLONEL HARRIS

D.N. Swan Jr.
Fort Hancock, New Jersey. Capt. C.A.C.
March 7th, 1918. ACtg Adj

The board met pursuant to the order above at 2:00 P.M.

to-day,

PRESENT:

Capt. W.W. Irvine
Capt. L.G. Butler
1st Lt. F. Roberts

Original size, each
page, 8" x 12" (two
pages)

Pvt. John Doe, 17th, Company, Sandy Hook, appeared before the board,
The order convening it was read to him and he was asked whether he objected
to any member thereof, to which he replied in the negative.

The president then explained to Pvt. Doe, that he would
have a right to question the witnesses, submit evidence and make a statement,
The president asked Pvt. Doe, if he desired council and he answered in the
negative.

1st Lieut, G.E.G. Norton, F.C.M.C.U.S., was then duly sworn
and testified in substance as follows, That Pvt. Doe had been under his
observation for about one (1) month.

That Pvt. Doe, was a drug user and that the drug habit
existed prior to his entry into Federal Service, And in view of his habits
he did not believe that Pvt. Doe ever could be come a good reliable soldier.

Pvt. Doe did not want to ask Lieut, Norton, any questions.

The president then asked Pvt. Doe, if he wished to call any
witnesses or make a statement, Pvt. Doe replied that he did not wish to
call any witnesses but desired to make a statement, Being duly sworn he made
a statement in substance as follows;

November 1912 I was sentenced to Sing Sing Prison for a term

(1)

Figure 58. Report of Proceedings of Board of Officers convened to
(Part 1 of 2) determine if serviceman should be discharged because of
habits and traits of character rendering him undesirable.

of 3 years. While in Sing Sing Prison, I became a drug user. In 1913 I was given my first pill and kept using the drug till I was discharged from prison on November 17th, 1914. When I was discharged I found out from some users of the drug, I was introduced to two or three sellers that were drug users themselves. I kept using the drug till 1916. In the month of June 1916. I volunteered to be cured of the drug habit, I went to the Metropolitan Hospital, on Blackwells Island, and was treated by Dr. Darst, I was discharged from the Hospital after 11 days and it seemed that they did not do me any good. July 4th, 1916 I was arrested for the theft of \$30.00, I was out on bail, in October I was found guilty in Court Special Session, but before I was sentenced I was sent to Belview Hospital for observation. When I left Belview Hospital I was brought up before Justice Morse, in the Court of Special Sessions, and given a sentence of 3 Months. In the mean time while in the work house on Blackwells Island, I was receiving dope sent by some of my friends, while doing my 3 months I was using dope. I was released from Blackwells Island, February 2, 1917. I went to the Onedia Hospital at Rome New York, to be cured of the drug habit, I was there 3 days when my pain was coming on so I demanded my clothes and left the Hospital, then I took another cure for 14 days, my friends were furnishing me dope while the Doctor was trying to cure me. On August 11th, 1917, I enlisted in the 9th Regiment, N.Y.N.G., I thought that was the only way I could be cured, by going away. When I returned from pass or AWOL I would bring enough dope to last about a month and a half.

The president then asked Pvt. Doe if he had anything else to say or offer and he replied in the negative, whereupon he was excused.

Private Doe was present during the hearing of all evidence.

FINDINGS:

After a careful consideration of the above evidence the board finds that Pvt. Doe, is a confirmed drug user, and that his retention in the service is undesirable because of the effect of his habits on morals and discipline in his organization.


RECOMMENDATIONS:

The board, therefore, recommends that he be discharged. Character Fair.

The board then at 5.15, P.M. Adjourned:



Captain, C.A.C.
President.



Captain, C.A.R.C.
Member.



1st Lieut, C.A.N.A.
Recorder.

Approved



Colonel, C.A.C., Comdg.

Figure 58. (Continuation)
(Part 2 of 2)

The Army Board for Correction of Military Records is made up of a panel of not less than three civilian officers or employees of the Department of the Army. They are appointed by the Secretary of the Army.

Record material normally created for each case reviewed and favorably considered by either of the foregoing boards is as follows:

Application for Review of Discharge by the Army Discharge Review Board (DD Form 293); Application for Correction of Military Records by the Army Board for Correction of Military Records (DD Form 149).

A record of proceedings of the board.

A "brief" (facts of military service in detail).

Opinions rendered by officers of the Judge Advocate General or the Surgeon General when necessary in a particular type case.

Directives of the Secretary of the Army to The Adjutant General of the Army. Such a directive from each of the boards is illustrated as figures 59a and 59b.

Current Use. These records had the effect of producing changes in the official entries in the personnel records. They are, consequently, used in the same way and for the same purposes as the official personnel records. Records of denials by the boards are of course valuable in the event of subsequent appeals.

References. Standing Operating Procedures; AR No. 15-185; Memorandum No. 400-5-3, Department of the Army, July 23, 1948; World War I "Precedent" files labeled "Army Discharge Review Board" and "Army Board for Correction of Military Records."

Original size,
8" x 10½"

REVIEW OF DISCHARGE OR SEPARATION		DEPARTMENT OF THE ARMY OFFICE OF THE SECRETARY OF THE ARMY ARMY DISCHARGE REVIEW BOARD WASHINGTON 25, D.C.		DATE OF HEARING 15 January 1959
GRADE Private		SERVICE NUMBER 85H		
DOCKET NUMBER 56191	TYPE OF CASE (Check one) <input type="checkbox"/> APPEARANCE <input checked="" type="checkbox"/> NON-APPEARANCE			
NAME OF COUNSEL None		ADDRESS AND/OR ORGANIZATION		
MEMBERS SITTING				
Colonel Bernard E. Conroy		Lt. Colonel William E. Campbell, Jr.		
Colonel Peter W. Scott		Lt. Colonel Charles F. Pettin		
Lt. Colonel Charles L. McNeill				
SECRETARY-RECORDER Lt. Col. Harriet N. Moses	REPORTER	<input type="checkbox"/> APPLICANT APPEARED <input checked="" type="checkbox"/> DID NOT APPEAR		<input type="checkbox"/> WITH COUNSEL <input checked="" type="checkbox"/> WITHOUT COUNSEL
Received a <u>Other Than Honorable</u> discharge, 20% on 14 February 1918 per, The Adjutant General's Office Telegram, dated 27 January 1918.				
APPEALS FOR: (Check appropriate box) <input type="checkbox"/> MODIFICATION <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> GENERAL <input checked="" type="checkbox"/> HONORABLE		EXHIBITS: A - ORDER APPOINTING BOARD B - APPLICATION FOR REVIEW OF DISCHARGE C - BRIEF OF PERSONNEL FILE		
FINDINGS				
The Army Discharge Review Board, established under the provisions of Section 301, Public Law 346, 78th Congress, approved 22 June 1944, finds that the applicant (was) (was not) properly discharged. The change in type of separation was made not as a statutory right but was on the basis of equity in this particular case.				
CONCLUSIONS				
The Army Discharge Review Board concludes that: the applicant should receive an Other Than Honorable discharge, 20% as an Enemy Alien, WP Section 301, Public Law 346, 78th Congress, approved 22 June 1944. (the applicant should receive <u>an Honorable</u> discharge, 20% <u>as an Enemy Alien,</u> WP Section 301, Public Law 346, 78th Congress, approved 22 June 1944.				
DIRECTIVE				
SUBJECT: (Case of) XXXXXXXXXXXXXXXXXXXX		DATE 22 JAN 1959		
TO: The Adjutant General The Secretary of the Army directs that the following action be taken and that the applicant, XXXXXXXXXXXXXXXXXXXX be informed: (Check appropriate box)				
<input type="checkbox"/> APPEAL DENIED <input type="checkbox"/> MODIFICATION <input type="checkbox"/> CHANGE TO GENERAL <input checked="" type="checkbox"/> CHANGE TO HONORABLE <u>as an Enemy Alien.</u> See 301, PL 346, 78th Cong, apvd 22 June 1944.		NAME AND ADDRESS OF PERSON TO BE NOTIFIED		
SIGNATURE OF SECRETARY-RECORDER F. HARRIET N. MOSES Lt. Colonel, GS		SIGNATURE OF PRESIDENT OF THE BOARD B. E. CONROY Colonel, GS		

Figure 59a. A "directive" of the Secretary of the Army in a case reviewed by the Army Discharge Review Board. Directives of this type are filed with all cases reviewed by the Board from 1944 to 1959.



DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C.

MAY 17 1954

AG 201 - _____

MEMORANDUM FOR THE ADJUTANT GENERAL:

Having approved the findings, conclusions and recommendations of the Army Board for Correction of Military Records in the case of _____ and under the authority vested in me by Section 207 of the Legislative Reorganization Act of 1946, as amended (Public Law 220, 82nd Congress), it is directed:

1. That all of the Department of the Army records of _____ be corrected to show him to have been separated on a Certificate of General Discharge from the Army of the United States, dated 24 June 1920.
2. That the Department of the Army issue to _____ a Certificate of General Discharge from the Army of the United States, dated 24 June 1920, in lieu of the other than honorable (blue) discharge of the same date now held by him.
3. That no money as a result of past loss of pay, allowances, compensation, emoluments, or other pecuniary benefits be paid, nor shall repayment of any fine or forfeiture imposed be made, by the Department of the Army, as a result of the foregoing correction of record.
4. That time shown as lost under Article of War 107 remain unchanged.

Robert T. Stevens
Robert T. Stevens
Secretary of the Army

Original size,
8" x 10 $\frac{1}{2}$ "

Figure 59b. A "memorandum" type directive on a case reviewed by the Army Board for Correction of Military Records. Memoranda of this type are filed with all cases reviewed by the Board after it was established in 1946.

SERVICE RECORDS. The World War I Service Record is a 3-3/4 by 8½ inch pamphlet, consisting of approximately 20 pages. It is a compilation of pertinent personal data on the enlisted man, and a history of certain actions, events, proceedings, etc., that took place during his military service, from entrance to separation. The same type record was used regardless of mode of entry (enlistment, induction, reenlistment) or of the component. Form No. 29, A.G.O., edition of March 22, 1917, was the initial Service Record (first used about March 29, 1917), replacing an almost identical record called the "Descriptive List" (see separate narrative) and the Descriptive and Assignment Card (Form No. 25, A.G.O.). The form number was changed November 1, 1924, to W.D., A.G.O. Form No. 24, and this was still in use September 7, 1939. The record, when first adopted, was prepared for all enlisted men then in the service, and thereafter for each one who entered.

Service records were "opened" by recruiting officers and by officers charged with inducting men under the Selective Service System. Finance Officers opened them for retired enlisted men who were called to active duty. The person who opened the service record filled in the following information:

Soldier's name

Service number

Branch of service for which enlisted (inducted)

Home address

Name and address of next of kin

Emergency addressee

Date and place of birth

Age at entry

Soldier's description

Any other pertinent information shown on the enlistment paper or (in the case of reenlistments) on the discharge certificate in the soldier's possession.

The Service Records for National Guardsmen called into Federal service were opened by the commanders of the organizations to which first assigned. After the service record was opened, the personnel adjutant was made responsible for all entries (including the closing entries) except for those pertaining to the soldier's character and efficiency ratings. These two items were entered and initialed by the company or detachment commander.

Supplementary Service Records were prepared on enlisted men who were without complete records of service when ordered discharged. Information entered in the Supplementary Service Records was based on affidavits sworn to by the soldier (Cir. No. 148, WD, Dec. 13, 1918). Temporary Service Records were prepared if, upon transfer from one organization to another, the original record was not received from the losing organization. The word "SUPPLEMENTARY" and/or "TEMPORARY" was entered at the top of the front page of the Service Record form. Items of information entered in Temporary Service Records concerning the soldier's service up to the time such record was opened were normally based on the soldier's own statements. These statements have been found incorrect in many respects and this of course presents a problem when the original Service Record is not available. Relatively few World War I enlisted men have Temporary Service Records only.

Complete instructions concerning the preparation of the Service Record and the items of information to be entered therein are found in AR 345-125. The final indorsement, when completed, is proof that the record has been closed. Once the record is closed, no changes can be made in it without the approval of the Secretary of the Army, or locally by administrative determination.

Although there were only two service record form numbers during the World War I period, the format and content underwent several changes during that time. These came about by revision as the Service Record was reprinted from time to time, or by the insertion of new pages. Some of the changes merely involved the spacing for the various entries, while others provided for the addition and/or elimination of entire items. (For example, printed items concerning company punishment were included in the record for many years, then dropped with the June 30, 1928, edition.) It is not possible to trace and illustrate each and every item changed, added, and eliminated. For the purpose of this monograph, it should be sufficient to provide a listing of the items that appear in the initial Service Record (Form No. 29, A.G.O. March 22, 1917) and an illustration of the one that was in use at the end of the World War I period--September 7, 1939. The listing appears below, and the illustration is included as figure 60.

Descriptive List page 2

Residence
Emergency addressee
Birth record
Personal description
Vaccination and immunization dates with results

Prior Service. page 3

Organization
Dates prior service
Date and character at discharge

Current Enlistment page 3

Enlistment period, in which serving
Place of acceptance
Date and place of enlistment
Name of recruiting officer
Organization and station to which assigned
Designation of organization to which transferred
Furloughed to Reserve data, such as:
 Station at time of furlough
 Date of furlough
 Character rating at time of furlough
Date, place, and character rating at discharge

Military Record. page 4

Grades and dates of any changes in grades
Marksmanship, gunner, qualification or rating
 Date of qualification or rating and number
 Date and source of order announcing same
Battles with dates
Wounds or other injuries received in action with dates
Medal of honor (action, with date thereof, for which granted)
Certificate of merit (nature of service, with date thereof for which granted)
Furloughs (dates of and authority for furlough)
Time lost to be made good under A.W. 107
 Absence without proper authority or in desertion
 Confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction
 Unable to perform duty through the intemperate use of drugs or alcoholic liquor, or through disease or injury the result of soldier's own conduct

"Paster for Service Record" inserted at top of page 5

Decorations and awards with date and action
Wound chevron authorized with date
War Service Chevron authorized with date
Other medals and Foreign Decorations

Date passed through gas
Designation of gas school
Date recruit toilet outfit issued
Date overseas shaving outfit issued

Pay detained by court-martial. page 5

Type of court-martial (General, Special, or Summary)
Dates and amount of pay detained

Remarks Section. page 5

In case the space under any heading, except "Deposits," in the service record proved insufficient, the entry could be continued under "Remarks." Entries not shown elsewhere required to complete soldier's record were also shown such as:

Clothing sizes
Articles of War read with dates
Sick in hospital with date
Date rejoining company from hospital
Lectures attended with dates
Course in sex morality completed with date

(If the space under remarks was insufficient, additional sheets were pasted at bottom of page 5)

Clothing Account page 6

Date of issue
Value
Initials of the custodian making entry

Educational Qualifications page 6a

Years of schooling
Specialization
Languages spoken
Intelligence rating

Occupational Qualifications. page 6a

Main occupation with number years
Duties performed

Weekly wages
Next best occupation with number years, and duties performed

Military Qualifications. page 6a

Army speciality
Rating with date
Rerating with date

Record of Convictions by Courts-Martial. page 6b

Type (Summary, Special, or General)
Number of the Article of War under which tried
Synopsis of the specifications
Date of offense
Date of sentence announced and adjudged or acquittal and
date of approval
Initials of company or detachment commander

Company Punishment page 6c

Offense, including date
Punishment awarded with date
Decision on appeal

Record of Known Distance Rifle Practice. page 6d

Special course C - Record Practice
Qualification Course - Record Practice

Record of Pistol Firing. page 6d

Dismounted Course
Mounted Course

Gratuitous Issues of Clothing. page 7

Date of issue
Value
Clothing settlement

Date of settlement
Allowance
Money value of clothing drawn
Balance due U. S.
Balance due soldier

Allotments page 7

Amount withheld with date and class
Date discontinued

Deposits page 8

Date of deposits with initials of custodian
Amount

Indorsements pages 9-14

Organization and station from which transferred with date
Organization and station to which transferred
Authority for soldier's change of station or status
Date of last payment and the name and rank of the finance
officer by whom such payment was made
Statement of accounts (exclusive of allotments and
insurance)
Statement concerning Government insurance
Soldier's character and efficiency rating when transferred

Final Indorsement. un-numbered last page

Station and date of discharge
Soldier's name and service number
Authority, character, and reason for discharge
Character rating at discharge
Type discharge certificate furnished
Date foreign service
Soldier's signature
Address furnished by soldier for future reference
Signature of company or detachment commander

Current Use. It is evident from the foregoing description of the Service Record that it is the sole source of nearly every type of military service and personal data on the World War I enlisted man. Inquiries of every conceivable type and from an extremely wide variety of sources are almost all answered from the Service Record. The largest percentage of these are from the Veterans Administration, since that agency administers the numerous benefits that have been allowed for veterans and their families. Other types received in large volume are:

requests from the veterans themselves (or their families) for replacement of lost separation documents;

requests from probation officers (Federal and non-Federal) for service data needed in conducting presentence investigations;

requests from National Cemeteries for data needed in connection with the burial of veterans and their next of kin;

requests from penal, mental, and correctional institutions for background information needed in planning their inmates welfare, treatment, and rehabilitation programs;

requests from the Office of the Chief of Support Services (Army) for verification of service data needed in inscribing headstones and grave markers;

requests from the U. S. Soldiers Home and the Naval Home for information needed in determining eligibility for admittance;

requests from private sources (individuals, companies, institutions, business firms, etc.) for latest address of record--needed for various reasons;

requests from veterans for decorations and awards.

Additionally, the Service Record is used to answer requests from veterans for specific papers or copies of papers and for specific items of information relating to such matters as birth data, character (conduct), reason for discharge, military pay data, name data (name change, true name), etc.

References. ARs 345-125 and 615-210 (par. 15); Bulletin No. 24, W.D., 1917; WD Circulars Nos. 40, 57, 148, and 171, 1918; and WWI "Precedent" files labeled "Records found in Files of Personnel Records Section."

WOUNDS (OR GAS) RECEIVED IN ACTION, NOTIFICATION OF. When World War I servicemen were wounded or gassed in action, the next of kin were notified by War Department telegram or by letter. These notifications were prepared at or near the time of the incident. They were prepared on forms such as that shown as figure 61 and copies of these became a permanent part of the soldier's military personnel records. In some cases, they are the only available information revealing fact of wound or gas.

Current Use. These communications, in the absence of other record material disclosing fact of wound or gas, may be accepted as the basis for authorizing the issue of the Purple Heart decoration.

References. General Orders No. 134, W.D., 1917; USAAC Standing Operating Procedures; and World War I "Precedent" file labeled "Purple Heart."

[REDACTED]	[REDACTED]
(Last name)	(Army serial number)
Elmer	E.
(First name)	(Middle Initial)
Med. Dept. Ft. DuPont, Del.	
(Branch for which enlisted or inducted)	
Color or race White	
<p>SERVICE RECORD</p> <p>covering period</p> <p>From April 14, 1925 , to _____, 192</p>	
For instructions see AR 345-125	
<p>W. D., A. G. O. Form No. 24 (Old No. 20)</p> <p>Received A. G. O. DEC 9 1928</p>	

Figure 60. Copy of a Service Record. This form was used from November 1924 and was still in use in September 1939. The record was prepared for all enlisted men, regardless of mode of entry or component.

IMMUNIZATION REGISTER				
REGIMENT		ARMY SERIAL NO.		
RANK		COMPANY		
Pvt.		E		
REG'T OR STAFF CORPS		6th Ia.		
Entered service December 15, 1934, 19				
At Wilkes-Barre, Pa.				
Date of birth August 11, 1910, 19				
SMALLPOX VACCINATION				
DATE	RESULT	INITIALS OF MED. OFFICER		
1/6/35	Immune	J. M. [Signature]		
TYPHOID-PARATYPHOID VACCINATION				
DATES OF ADMINISTRATION (DAY, MONTH, AND YEAR)			INITIALS OF MED. OFFICER	
FIRST	SECOND	THIRD		
1/6/35	1-12-33	1-21-33	J. M. [Signature]	
OTHER VACCINATIONS				
KIND	DATES OF ADMINISTRATION (DAY, MONTH, AND YEAR)			INITIALS OF MED. OFFICER
	FIRST	SECOND	THIRD	
DIPHTHERIA SUSCEPTIBILITY TEST (SCHICK)				
DATE	RESULT	INITIALS OF MED. OFFICER		
CARRIER EXAMINATIONS				
DATE	PARASITE EXAMINED FOR	KIND OF SPECIMEN	POSITIVE OR NEGATIVE	
REMARKS				
J. M. [Signature]				
[Signature]				
STATION OR COMMAND				

INSTRUCTIONS.

1. See A. R. 40-215 for details relative to immunisation record. A record will be kept on this form of all vaccinations (including those against typhoid and paratyphoid fevers and smallpox), of results of immunity tests and carrier examinations, etc., given under the direction of medical officers to officers, members of the Army Nurse Corps, warrant officers, field clerks, enlisted men, civilian employees of the Army, and other civilians accompanying or resident with military commands.
2. The record will be begun in each case immediately upon giving any prophylactic vaccine by making proper entry thereof, which will be authenticated by the initials of the responsible medical officer. The other blank spaces will be filled out as soon as practicable.
3. In the case of a civilian employee, the character of his employment (clerk, teamster, etc.) and the staff corps or department in which he is employed will be noted in the spaces rank, company, and regiment. A brief notation of the status of other civilians will be made in the same spaces.
4. All officers and warrant officers furnished completed vaccination registers will preserve them and will exhibit them to examining medical officers at the annual physical examination. The medical examining officer will transcribe salient immunization data to the report of the annual physical examination.
5. The retained records will be filed by classes (officers, enlisted men, civilian employees, other civilians, etc., separately), each class by names in dictionary order.
6. Supplemental or continuation forms will be prepared and attached to the original forms as necessary.
7. The provisions of A. R. 40-215 respecting the notifications to be given of vaccinations performed and the preparation and disposal of immunization registers will be carefully observed.
8. Record as vaccins, vaccinoid, or immune reaction.
9. Record as positive, positive combined, pseudo-negative, or negative.
10. Record as feces, urine, sputum, blood, etc.

FORM 51
MEDICAL DEPARTMENT, U. S. A.
(Revised Jan. 2, 1934.)

9-5711

Figure 60. The Immunization Register is an insert to the Service (Part 2 of 10) Record. It was usually pasted to the top of page 2.

3

DESCRIPTION OF

(Last name) (First name) (Middle initial) (Army serial number)

Home address: **Red Rock, Pa.**
(Number and street or rural route; if none, no state)

None
(City, town, or post office)

Name and address of nearest relative: **Mother same as above.**
(Name)
(Relationship) (Number and street or rural route; if none, no state)

(City, town, or post office) (State or country)

Person to be notified in case of emergency: **same as above.**
(Name)

(Degree of relationship; if friend, no state) (Number and street or rural route; if none, no state)

(City, town, or post office) (State or country)

Born: **Aug 12, 1910, Red Rock, Pa.**
(Month, day, and year) (City or town) (State or country)

Age at enlistment: **22 yrs. 4 mos.** Eyes: **Blue** Hair: **Brown**

Complexion: **Ruddy** Height: **5 ft. 7 in.** Size of chest: **36**

Occupation: **Laborer** Married or single: **single**

Physical defects at enlistment: **None**

EDUCATIONAL QUALIFICATIONS

Years in: Grammar school: **8** High school: **1** College or university: _____

Graduate work: _____ Specialized in: _____

Speaks * English, * _____

OCCUPATIONAL QUALIFICATIONS

Occupation: **Laborer** (Main occupation) Weekly wages: **18.00**

Years: **5** as * apprentice, * journeyman, * expert.

Just what did he do? **General labor work**
(Main best occupation) (Weekly wages)

Years: _____ as * apprentice, * journeyman, * expert.

Just what did he do? _____

MILITARY QUALIFICATIONS

Served as _____ in the United States Army in the World War.
(Grade)

Holds commission as _____ in the Officers' Reserve Corps.
(Grade) (Status)

Graduate of _____
(Noncommissioned officers' or special service school)

Army specialty	Rating with date	Rating with date

* Strike out words not applicable.
† Ex - Excellent; VG - Very good; G - Good; F - Fair. P - Poor

RECORDS OF IMMUNIZATION
(See par. 4, A R 6-24, for details relative to immunization records)

SMALLPOX VACCINATION

Date	Result ¹	Name and rank of medical officer ¹
1/1/33	9	92

TYPHOID-PARATYPHOID VACCINATIONS

Dates of administration (Month, day, year)			Name and rank of medical officer ¹
1st	2d	3d	
1/6/33	1/17/33	1/27/33	92

OTHER VACCINATIONS

Kind	Dates of administration (Month, day, year)			Name and rank of medical officer ¹
	1st	2d	3d	

DIPHTHERIA SUSCEPTIBILITY TEST - SCHICK

Date	Result ¹	Name and rank of medical officer ¹

CARRIER EXAMINATIONS

Date	Parasite examined for	Kind of specimen ¹	Positive or negative	Name and rank of medical officer ¹

CURRENT ENLISTMENT

Accepted for service at **Wilkes-Barre, Pa.**

Enlisted or inducted in grade of **Private** Dec 14, 1932

WILKES-BARRE, PA.

by **CLARENCE W. SKAGG** for _____ years
Company **1st** 1st Lt. **CLARENCE W. SKAGG** 1st Lt. **CLARENCE W. SKAGG**

¹ Name and rank of medical officer completing immunization.
² Record as venereal, recurrent, or infectious reaction.
³ Record as positive, positive combined, negative-positive or negative.
⁴ Record as feces, urine, sputum, blood, etc.

Figure 60. Continuation of Service Record.
(Part 3 of 10)

5

ORGANIZATIONS TO WHICH ATTACHED AND PERIOD OF SERVICE THEREWITH, WHILE AWAITING ASSIGNMENT TO ORGANIZATIONS FOR WHICH ENLISTED

Organization	From—	To—

ORIGINAL ASSIGNMENT AND ORGANIZATIONS TO WHICH SUBSEQUENTLY ASSIGNED DURING THIS ENLISTMENT PERIOD

Assigned to company, regiment, branch	Station	Date

FURLONGHS

From—	To—	Authority	Remarks
6-30-33	7-4-33	A.R. 615-275	2-4-33
8-23-33	1-2-34	A.R. 615-275	1-2-34
5-8-34	5-23-34	A.R. 615-275	5-23-34
10-19-34	11-17-34	A.R. 615-275	11-18-34
2-6-34	12-15-34	A.R. 615-275	12-15-34

SPECIAL DUTY

As	At	From—	To—	Authority
Fireman	Hoisting Plant	5/1/33	5/1/33	3079 10FA
Asst. Tex.	A.M.C.	5/1/33	6/10/33	2142 23

Course of Sex Morality completed (see AR 60-128) _____

Articles of War read to soldier as required by the 110th _____

Date	*Initials	Date	*Initials
1/10/33			
MAR 14 1934			
SEP 25 1935			

* Initials of officer certifying to entry (see par. 1, A.R. 246-128). 2-5025

6

MILITARY RECORD
(In this enlistment)

Each entry will show date of appointment, promotion, or reduction, with authority therefor.

Grade	Date	Authority	*Initials
Private	12/16/32	Enlistment	

SPECIALIST RATINGS

Class	Qualification	From—	To—	Authority	*Initials

Time lost to be made good under 107th Article of War:

(1) Absence without proper authority or in desertion.

From—	To—	Days

(2) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From—	To—	Days

(3) Unable to perform duty through the improper use of drugs or alcoholic liquors or through disease or injury the result of his own misconduct.

From—	To—	Days

On lines below will be shown absences without authority that may occur, not shown elsewhere.

* Initials of officer certifying to entry (see par. 1, A.R. 246-128). 2-5025

Figure 60. Continuation of Service Record.
(Part 4 of 10)

7

RECORD OF TRIALS BY COURTS-MARTIAL

C. M. _____ A. W. _____ 19____
(No.) (Date) (Specifical)

Sentence pronounced and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above to correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____
 Released from confinement _____ 19____
(Name, rank, and organization)

C. M. _____ A. W. _____ 19____
(No.) (Date) (Specifical)

Sentence pronounced and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above to correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____
 Released from confinement _____ 19____
(Name, rank, and organization)

C. M. _____ A. W. _____ 19____
(No.) (Date) (Specifical)

Sentence pronounced and adjudged _____ 19____
 Sentence as approved _____ Approved _____ 19____

I certify the above to correct.

(Name, rank, and organization)

Unaccounted portion of confinement and forfeiture resulted per _____
 Released from confinement _____ 19____
(Name, rank, and organization)

Pay Detained by Courts-Martial Entered on Pay Roll

Month	Amount		Month	Amount	
	Dols.	Cts.		Dols.	Cts.
19____			19____		
19____			19____		
19____			19____		
19____			19____		

3-5563

8

COMPANY PUNISHMENT

(Par. 224, Manual for Courts-Martial)

Record of company punishments will under no circumstances be admitted in evidence before courts-martial with record of previous convictions.

Offense, including date	Punishment awarded, with date	Decision on appeal

DESIGNATION OF BENEFICIARY

Mrs. Margaret (Mother)
(Name and degree of relationship of beneficiary)
 R. D. #1. _____, Pa.
(Address)

(Name and degree of relationship of alternate beneficiary)

(Address)

(Name and degree of relationship of alternate beneficiary)

(Address)

CLAIMS & ALLOTMENTS

Class E allotments of pay authorized as follows:

\$ 5.00 per month for 31 months, commencing May 1st 1933 and ending Nov. 30 1935

In favor of Mrs. _____ for the purpose of Support

18.35 19____ by _____

Discontinued August 31 1934

Reason: *Discontinued* W. R. A. G. O. Form No. 22, mailed to Finance Office, U. S. Army, Washington, D. C., through personnel officer on Sept. 2, 1934 by Sub. Command 15147 55th

Acknowledgment of disallowance received Sept. 14, 1934

_____ per month for _____ months, commencing _____ 19____ and ending _____ 19____

In favor of _____ for the purpose of _____

_____ 19____ by _____
(Name and rank of personnel officer)

Discontinued _____ 19____

Reason: _____ W. R. A. G. O. Form No. 22, mailed to Finance Office, U. S. Army, Washington, D. C., through personnel officer on _____ 19____ by _____
(Name and rank of forwarding officer)

Acknowledgment of disallowance received _____ 19____

Figure 60. Continuation of Service Record.
 (Part 5 of 10)

11
CLOTHING ACCOUNT
CLOTHING DRAWN

Date of issue	Money value clothing	* Initials	Date of issue	Money value clothing	* Initials
12-21-33	39.59	med	5-7-35	1.45	J.A.C.
4-28-33	11.02	J.A.C.	7-1-35	2.71	J.A.C.
3-12-33	9.15	J.A.C.			
6-27-33	5.06	J.A.C.			
7-11-33	5.47	J.A.C.			
10-6-33	2.28	J.A.C.			
11-18-33	6.00	J.A.C.			
1-15-34	3.87	J.A.C.			
3-26-34	2.23	J.A.C.			
1-1-35	3.37	J.A.C.			
1-1-35	3.15	J.A.C.			
1-1-35	2.1	J.A.C.			
1-21-35	5.34	J.A.C.			
4-20-35	2.00	J.A.C.			
GRATUITOUS ISSUE OF CLOTHING					
6-30-34	14.22	J.A.C.			
Twenty four (24) Dollars					
12-31-34	2.83	J.A.C.			
Twenty eight (28) Dollars					
6-30-34	15.63	J.A.C.			
FIFTEEN AND 63/100 Dollars					
12-31-35	11.62	J.A.C.			
SEVENTEEN AND 62/100 Dollars					
CLOTHING SETTLEMENTS					
Date	Due soldier	Due U. S.	Date entered on pay card	* Initials	In whole or part, making entry on pay card of amount due U. S.
12-31-32	34.10	-		CCG	
Thirty four and 10/100 Dollars					
6-30-33	17.56	-		J.A.C.	
Seventeen and 56/100 Dollars					
12-31-33	18.23	-		J.A.C.	
Eighteen and 23/100 Dollars					

12
QUALIFICATION IN ARMS

Special qualifications attained in the use of the various arms and additional compensation therefor

Qualified as _____ 10
(Grade designation)

Compensation \$ _____ per month. Aggregate or final score _____

Order publishing list of qualifications (Number) (Source) (Date)

Qualified as _____ 10
(Grade designation)

Compensation \$ _____ per month. Aggregate or final score _____

Order publishing list of qualifications (Number) (Source) (Date)

Qualified as _____ 10
(Grade designation)

Compensation \$ _____ per month. Aggregate or final score _____

Order publishing list of qualifications (Number) (Source) (Date)

Qualified as _____ 10
(Grade designation)

Compensation \$ _____ per month. Aggregate or final score _____

Order publishing list of qualifications (Number) (Source) (Date)

PRIOR SERVICE

Has this soldier performed the following arms, they being leading to above grade in the United States Army, Marine Corps, and National Guard or National Rifle Association?

Yes **10** **15** **20**

10 **15** **20**

By name of _____

By name of _____

By name of _____

By name of _____

Figure 60. Continuation of Service Record.
(Part 7 of 10)

15
3d Ind.

To 19

This soldier was transferred to
 per and left this organization 19
 He was last paid to include 19
 by
(Name and rank of former officer or agent officer, if any)

Due United States; if nothing, so state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19
 This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19
 His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
(Rank and organization)

This soldier reported 19
(Organization to which transferred)
 and was assigned to (see page 5)

4th Ind.

To 19

This soldier was transferred to
 per and left this organization 19
 He was last paid to include 19
 by
(Name and rank of former officer or agent officer, if any)

Due United States; if nothing, so state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19
 This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19
 His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
(Rank and organization)

This soldier reported 19
(Organization to which transferred)
 and was assigned to (see page 5).

* Strike out words not applicable.
 † Here enter any amounts due soldier and not paid to date, such as monetary allowances in lieu of quarters and subsistence.

16
5th Ind.

To 19

This soldier was transferred to
 per and left this organization 19
 He was last paid to include 19
 by
(Name and rank of former officer or agent officer, if any)

Due United States; if nothing, so state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19
 This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19
 His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
(Rank and organization)

This soldier reported 19
(Organization to which transferred)
 and was assigned to (see page 5).

6th Ind.

To 19

This soldier was transferred to
 per and left this organization 19
 He was last paid to include 19
 by
(Name and rank of former officer or agent officer, if any)

Due United States; if nothing, so state

† Due soldier at date of transfer

This soldier ^{has} ~~has not~~ a Class E allotment running which has been deducted from his pay to include 19
 This soldier has authorized a ^{Class C} ~~Class D~~ deduction for Government insurance which has been deducted from his pay to include 19
 His character is

Efficiency rating as soldier

I have personally verified all entries in this instrument.

(Name)
(Rank and organization)

This soldier reported 19
(Organization to which transferred)
 and was assigned to (see page 5).

* Strike out words not applicable.
 † Here enter any amounts due soldier and not paid to date, such as monetary allowances in lieu of quarters and subsistence.

Figure 60. Continuation of Service Record.
 (Part 9 of 10)

CHARGE TO A. G. O.
GOVERNMENT RATE.

WAR DEPARTMENT TELEGRAM

Stenciled

OFFICIAL BUSINESS.

WASHINGTON.

June 11, 1918.

AGSD 201(Doe, Raymond W.)

Mrs. _____
2229 Wilkins Ave.,
Baltimore, Md.

Deeply regret to inform you that it is officially

reported that Private Raymond W. Doe, Infantry,

was severely wounded in action May twenty-first.

Will send any further information received.

McCain
The Adjutant General

222-155-7-4
HW

Original size,
8" x 10½"

Figure 61. Telegram notifying next of kin of enlisted man's wounds received in action. Copies of such notifications are found in the records of some servicemen in the AEF between April 1917 and July 1919.



Part I
Individual Name Records

"201" FILES

The designation "201" is one of the nine general classifications in the old War Department Decimal Files System. It signifies "personnel records," and it was first applied to the individual Army Personnel Records in the Office of the Adjutant General in July 1917 when the Decimal System was adopted.

The 201 files group at NPRC now consists of the individual name records on officers, warrant officers, nurses, Army field clerks, and a few miscellaneous types. (Originally, they also included a great deal of material on enlisted men, but this has been interfiled into the enlisted jackets described above.)

The 201 files are in 9-by 12-inch manila folders with the name of the individual, arm of service, and service number if any, in the upper left corner. Each file contains the military and medical records created on one individual during his/her service. The bulk of these are on 8-by 10½-inch forms and papers of many kinds, fastened to a backing sheet with an Acco fastener. The various documents that make up these files are described in the brief narratives that follow.

As stated in the introduction to part I, some types of individual name records will be found in both the enlisted jackets and the 201 files. These are described only under enlisted jackets, with necessary cross-references under this heading.

COMMISSIONED OFFICERS' RECORDS

The officers' personnel records make up the bulk of the World War I 201 files. They include the personnel records of all Army officers who served during the period July 1, 1917, to September 7, 1939, and whose service was last terminated for any reason prior to September 8, 1939. The majority of officers in this category, however, served during the World War I period proper, i.e., from 1917 to 1919 generally. Included in this grouping are the thousands of officers who were retired under the Emergency Officers Retirement Act of May 1928; the records of all Regular Army officers who retired during the above specified period, and whose death occurred prior to September 8, 1939; and the records of all Reserve Officers (active and inactive status) whose last commissions expired prior to September 8, 1939.

At the beginning of the World War I emergency, fewer than 9000 officers were in the Army. As an estimated 200,000 were needed, the Army was confronted with an enormous selection and training task. A vast program was provided under the National Defense Act of June 3, 1916--see the narrative on World War I Training Camps. The majority of officers commissioned during the emergency attended one or more of these training camps. Only professional men such as doctors and persons qualified for duty in supply and the technical services received direct commissions. (Prior to the emergency, officer requirements had been met largely by appointments directly from civilian life, the Militia of the several states, and the Volunteers.)

For a better understanding of the officer records described in this portion of the monograph, the following general information is furnished on types of officer appointments, how to determine dates of service in the various components, and separation of emergency officers.

Types of Appointments.

Since the majority of the officers represented by the World War I records were commissioned during the period of the emergency (June 3, 1916, to November 12, 1918), the three types of appointments effected during that time are explained:

Permanent Appointments. These were Regular Army appointments, and were given only to graduates of the United States Military

Academy during the emergency. (After the emergency, regular appointments to commissions were made in the Regular Army, the Officers' Reserve Corps, and the National Guard, if in Federal service).

Provisional Appointments. These were also Regular Army appointments but "provisional" in character, and were given to persons other than graduates of the United States Military Academy (Sec. 24, National Defense Act of June 3, 1916) (Special Regulations No. 1, 1917). These regulations provided that all appointments to the grade of Second Lieutenant in the Regular Army, other than those of graduating classes from the United States Military Academy, West Point, should be provisional for a period of two years. A person desiring a permanent commission in the Regular Army, other than a graduate of West Point, was required to pass through a two year provisional or probational period, during which time he was carefully observed. If at the end of the two year period, the provisional appointee was found to be undesirable officer material, his appointment was terminated. The first provisional appointments were made in November 1916, and the last in May 1918, except in the Corps of Engineers, where some were made in July 1918. Provisional appointments were discontinued by General Order No. 73, W.D. August 7, 1918, and the Act of June 4, 1920, abolished such appointments. Provisional officers who qualified and chose to remain in service after June 4, 1920, reverted to the same status (permanent) as the Regular Army officers.

Temporary Appointments. These and Temporary promotions were made in the National Army and the U. S. Army between May 18, 1917, and November 11, 1918, (Bul. No. 32, W.D., 1917, and G.O. No. 132, W.D., 1917). Vacancies in the Regular Army resulting from Regular Army officers being temporarily appointed to higher grades were also filled by temporary appointments.

Guide Lines for Determining Dates of Service.

The official beginning date of active military service for World War I officers is determined differently for each of the components of the Army in which the appointments to commissions were made. This is explained as follows:

Regular Army. An officer appointed in the Regular Army began his active service on the date of the acceptance of commission. If more than one date of acceptance is shown, the earliest date governs.

National Army. The National Army was created by the Selective Service Act of May 18, 1917 (Bul. No. 32, W.D., 1917), and remained in existence until August 7, 1918. An officer appointed in the National Army began his active service on the date of the acceptance of commission. If commission in the National Army was accepted prior to the effective date of commission then the acceptance is regarded as the effective date of commission. National Army commissions were for the duration of the emergency only (G.O. No. 132, W.D., 1917).

The United States Army. On August 7, 1918, the designations Regular Army, National Army, National Guard, and Reserve Corps, were discontinued and the single term "The United States Army" was used (G.O. No. 73, W.D., 1918). All appointments to commissions and promotions after August 7, 1918, and prior to November 12, 1918, were in the United States Army. Active service for officers commissioned in the United States Army began on the date of acceptance of commission. These appointments were for the duration of the emergency only (see Separation of Emergency Officers). On June 4, 1920, the National Defense Act of June 3, 1916, was amended to show that the Army of the United States would consist of the Regular Army, National Guard while in the service of the United States, and the Organized Reserves (Officers and Enlisted men) (Bul. No. 25, W.D., 1920). Thereafter, appointments to commissions were made in those three Army components which remained intact until the World War II emergency.

Officers' Reserve Corps. The Officers' Reserve Corps owes its origin to the National Defense Act of June 3, 1916. The purpose of the corps was to have available, when needed, a reserve of qualified officers for military service. Reserve Officers were in an active duty status only after orders had been issued by the War Department or by the Geographical Department Commanders assigning them to active duty. Unless appointment to commission was made while in attendance at a Reserve Officers' Training Camp, the Reserve Officer's active military service began on one of the following dates:

date orders were complied with,
date of reporting,
date from which first paid, or
date of order.

If appointment was made while person was in attendance at a Reserve Officers' Training Camp, and he accepted his commission before the training camp period ended, the date the training camp officially ended is used for both the date of acceptance and the date of active

duty. This applies to the first and second series of the Reserve Officers' Training Camps which ended August 15, 1917, and November 27, 1917, respectively.

The appointment of Officers to the Medical Section, Officers' Reserve Corps, should not be confused with the appointment of those in the Medical Reserve Corps prior to June 3, 1916. "The Medical Corps" was created by Act of April 23, 1908, and was abolished by the National Defense Act of June 3, 1916 (Bul. No. 16, W.D., 1916, pg 40). Provisions were made at that time for members of the Medical Reserve Corps to be commissioned in the Medical Section, Officers' Reserve Corps, the Medical Section being equivalent to the other arms of service of the Officers' Reserve Corps.

Reserve Officers were appointed for a period of five years. Those called to active duty during the World War I emergency were in the same emergency duty status as National Guard and National Army officers (Sec. 38, Bul. No. 16, W.D., 1916). The need for a competent Reserve Commissioned Personnel was evident after the signing of the Armistice on November 11, 1918. Consequently, appointments to commissions in the Officers' Reserve Corps were extended to qualified men who had been discharge from their emergency commissions, to training school graduates, except a comparatively small number who had been found qualified for special service and whose appointments as temporary officers were stopped on account of the signing of the Armistice.

Separation of Emergency Officers.

After the signing of the Armistice on November 11, 1918, all officers, except those holding permanent (some provisional) appointments in the Regular Army, were to be discharged from the United States Army "for the convenience of the government" at such time as met that convenience (Cir. No. 75, W.D., 1918). Paragraph 12, Section 127a, Act of June 4, 1920, specified that all emergency officers, except those undergoing treatment for physical reconstruction, be discharged not later than December 31, 1920. While the majority of them had been discharged by early 1919, the discharge of all emergency officers was not accomplished until the end of 1921. All Regular Army officers who held temporary higher grade commissions during the emergency were discharged from those commissions in the United States Army, and reverted to their permanent grades in the Regular Army (G.O. No. 115, W.D., 1919, and G.O. Nos. 73 and 76, W.D., 1920).

Officers were honorably discharged, discharged under other than honorable conditions, and dismissed (dishonorably discharged). Only the terms "honorably discharged," "discharged (character not specified),"

"resignation accepted by the President," and "dismissed," were shown on the discharge orders. Even tho an officer was discharged under other than honorable conditions or dishonorably discharged, such phraseology was not used or shown in his records. Separation by dismissal was the result of conviction by general court-martial, and is equivalent to a dishonorable discharge. If the word "honorable" was not shown in the discharge orders, or if "for the good of the service" was included when separation was by reason of "resignation," it usually infers that the officer's service was terminated "under other than honorable conditions." The President was authorized to drop from the rolls of the Army for desertion any officer absent from duty three months or more (Section 1229, Revised Statutes). A similar statute (118 Article of War) granted a like power merely in the case of unauthorized absence. Such action effected the officer's complete separation from the military service.

Records.

Certain forms and reports found in the World War I officer records are peculiar to a given arm or staff department of the Army, or to a given mode of entry into the service. For the most part, however, the records in this category are fundamentally the same. Full descriptions are given in the brief narratives which follow. These are confined to the basic personnel records created for commissioned and Warrant officers during the period July 1, 1917 - September 7, 1939. Many of these records came into existence after the passage of the National Defense Act of June 3, 1916, some of which were discontinued at the end of the World War I emergency. Others were in use prior to June 3, 1916, and still in use September 7, 1939. Each narrative covers a brief description of the physical makeup of the record, and its current use. Figures are used whenever possible to illustrate the record's actual appearance and content. References to source materials are given throughout, but to a large extent the narratives are based on experience gained over the years in servicing the records.

Not included in these descriptive narratives is the miscellaneous record and nonrecord material that has accumulated in the 201 files over the years. The material was created both before and after separation and this accumulation is not surprising since the 201 file--from the time of its origin in 1917 until very recently--was used as a "catchall" for any kind of paper bearing an individual officer's name. Filing a paper in it was easier than determining on the spot whether it should in fact be kept or thrown away. In 1960, this practice was discontinued and correspondence and copies thereof are no longer filed, unless they add to or clarify what is already in the file, or unless they must be kept because of some law or regulation.

The miscellaneous material created during the officer's military service consists of many kinds of papers--formal and informal--relating to actions of

all kinds--routine and nonroutine--and to personal and official matters of many descriptions. After separation, the material being added consisted mostly of correspondence brought about by legislation effecting the officer's rights and benefits, inquiries from diverse sources about the dates and character of service, medical treatment, etc.

Because of the great diversity of subject matter covered by this miscellaneous material, it is impractical to list, describe, or illustrate it. In any event, most of it is self-explanatory.

ACCEPTANCE RECORDS. Office in the military service is vested by appointment and by acceptance thereof. Acceptance records are, consequently, primary source documents. Acceptance during the World War I period was by telegram, letter, oath of office, or by actually entering on the duties of the grade to which appointed (Bul. No. 75, W.D., 1917). An acceptance of a commission by telegram is exhibited as figure 62a, and one by letter in the Officers' Reserve Corps as figure 62b. The latter may be compared to the acceptance letter of a Regular Army Officer illustrated in figure 62c, which was the type used by both commissioned and warrant officers of the Regular Army. The telegram was the method of acceptance primarily employed by the World War I emergency officers, and was frequently used after the emergency period by commissioned and warrant officers of the Regular Army in addition to their letter of acceptance.

Current Use. The acceptance records are the primary source documents for the date of entry into the active military service for officers of the Regular Army, National Army, and the United States Army. They reveal the components of the Army in which appointment was made, and the manner of entry into service. The record also represents the person's commitment to serve as a commissioned officer.

RECEIVED AT		WAR DEPARTMENT.	
82CH NA 17 GR.			485
Ft Bayard NM Jun 12, 1918.			
Adj. Genl. Army,			
Washington.			
I accept commission as First Lieut. Sanitary Corps National			
Army			
Joaquin F. XXXXXXXXXX			
511PM.			
Recd. of A.G.O. JUN 13 1918			
FILE			
Date..... Sig.....			

Figure 62a. Telegraphed Acceptance of commission.

OFFICERS' RESERVE CORPS.

Date June 27 - 1923

From: Maurice S. [Redacted] M. 42

To: The Adjutant General of the Army.

Subject: Appointment in Officers' Reserve Corps.

I hereby accept (~~decline~~) appointment as Captain Medical
(Strike out word not desired) (Rank) (Section)

Reserve Corps
July 2, 1923.
Thru: Surgeon General
to: C.G. Third CA.

Maurice Snowden [Redacted]
(Write name in full legibly. If not clearly legible type or print name directly below.)

Address 806 May Bldg
Pittsburgh, Pa

*File 7/6/23
 [Redacted] 463*

*Records - [Redacted] JUN 29 1923
 7/21/23*

*44201 (D)
 Maurice Snowden*

Figure 62b. Letter of acceptance used by both commissioned and warrant officers during the World War I period.

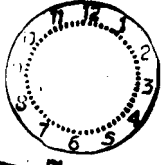
Chief of Finance notified *meB*
Camp Knox, Kentucky, *meB*
April 4, 1921, *29*

From: A. C. [redacted] 1st Lieutenant, Field Artillery.
To: The Adjutant General of the Army.
Subject: Acceptance of Commission.

I hereby accept my commission as First Lieutenant, Field Artillery, Regular Army, to rank from July 1, 1920.

A. C.
A. C.
1st Lieutenant, Field Artillery.

RECEIVED
REGISTER SECTION
APR 7 1921



FILE
Date *4/14/21* Sig *D. K. [unclear]*

Figure 62c. Letter of acceptance for Regular Army officer.

APPOINTMENT CERTIFICATES. This record is the documented evidence that a person was appointed by the President to serve as a commissioned officer or by the Secretary of War to serve as a warrant officer. The record, which is usually blue, was prepared after an officer was commissioned or appointed, and thereafter when he was promoted or appointed in a branch different from the one in which the original appointment was made. Despite the change in form number on the certificate, the content printed thereon remained unchanged, other than the types of appointments and the components of the Army. In 1924, Form No. 650 (1 thru 8 series) A.G.O., was changed to W.D., A.G.O. Form No. 0650 (A thru H series). The certificate bearing A.G.O. Form No. 650-6, exhibited in figure 63, was used primarily for National Army and United States Army appointments.

Current Use. The record may be used to verify grade, branch of service, and date of appointment.

COURT-MARTIAL RECORDS.*

DECORATIONS AND AWARDS.*

DETERMINATION NOTATIONS.*

EFFICIENCY REPORTS. These are the reports on the manner in which officers performed their assigned duties. They were prepared by the officers' immediate superior at stated intervals, usually annually, upon temporary duty of 60 days or more, and upon permanent change of station. Officers efficiency reports for the World War I were required by paragraphs 829 and 830, AR-1913, but were discontinued during the period September 1917 - September 1919 (Bul. No. 50, W.D., 1917 and Bul. No. 32, W.D., 1919). Consequently, few efficiency reports are found on file for the World War I emergency officers. The two year period was later covered by efficiency reports for Regular Army officers whose service extended beyond September 1919. Form No. 429, A.G.O. (a 3-3/4- by 8 1/2- inch, twelve-page document), was in use in 1917 when the preparation of the report was discontinued. When it was resumed in September 1919, a new

*See same subject under "Enlisted Jackets."

THE
PRESIDENT
OF

oreno, Joaquin F.
Fort Bayard, N. Mex.

THE UNITED STATES OF AMERICA

Original size,
8" x 10½" (one page)

To all who shall see these presents, greeting:
Know ye, that reposing special trust and confidence in the patriotism, valor, fidelity
and abilities of
JOAQUIN FERMIN
I do appoint him
FIRST LIEUTENANT IN THE SANITARY CORPS in the

National Army in the service of the United States:

to rank as such from the **eleventh** day of **June**
nineteen hundred and eighteen. He is therefore carefully and diligently to
discharge the duty of the office to which he is appointed by doing and performing all
manner of things thereunto belonging.

And I do strictly charge and require all Officers and Soldiers under his command
to be obedient to his orders as an officer of his grade and position. That he is to obey and
follow such orders and directions from time to time as he shall receive from me, or the
future President of the United States of America, or the General or other Superior
Officers, severally, according to the rules and discipline of War.

This commission to continue in force during the pleasure of the President of the United
States for the time being, and for the period of the existing emergency, under the provisions
of an Act of Congress approved May eighth, nineteen hundred and seventeen.

Given under my hand at the City of Washington, this **eleventh** day of
June in the year of our Lord one thousand nine hundred and **eighteen**
and in the one hundred and **forty-second** year of the Independence of the United States.

By the President.

The Adjutant General's Office
Recorded: **JUN 19 1918**

H. P. McCain

B. Crowell,

The Adjutant General

The Assistant Secretary of War

Figure 63. Appointment certificate form used during the World War I period for both commissioned and warrant officers

record, Form No. 711, A.G.O. (figure 64) was made available (Cir. No. 421, W.D., 1919). The latter remained in use until 1924, when reprinted as W.D., A.G.O. Form No. 67 (AR 600-185) without change in content. This form was still in use September 7, 1939. The reports were prepared on all officers below the grade of brigadier general. (AR 605-185).

Current Use. Efficiency Reports were used during active service for promotional purposes (Cir. No. 554, W.D., 1919, and AR 605-185). For current needs, the information shown thereon is helpful in determining the duties performed by the officer, as this information is frequently requested. The designation and the location of the organization are sometimes taken from the report.

EMERGENCY OFFICERS RETIRED, RECORDS OF. Several thousand officers, other than those of the Regular Army, who incurred a disability in line of duty between April 6, 1917, and November 11, 1918, were eligible for retirement under the provisions of the Emergency Officers' Retirement Act (P.L. 506 of May 24, 1928). The names of those who applied and qualified were placed on the Emergency Officers' Retired List viz, their names were listed alphabetically by rank in a separate grouping in the Army Registrar (Bul. No. 26, W.D., 1928). They retained the rank held when discharged from their emergency commissions. The Emergency Officers Retired were entitled to the same privileges as those extended to Regular Army officers who had been retired for a physical disability incurred in line of duty (par III, Cir. No. 39, W.D., 1939). The names of all Emergency Officers retired without pay were automatically removed from the List by Sec. 17, P.L. No. 2, March 30, 1933, and many of those receiving pay were removed as a result of the Economy Act (P.L. No. 2, March 20, 1939). Pursuant to an Act to continue the Emergency Officers' pay (P.L. No. 743 of July 15, 1940), the names of many of the officers were restored to the List. The pay of these officers was increased by Sec. 411, P.L. No. 351 of October 12, 1949.

The fact that an officer became an Emergency Officer Retired, as well as any change in his status as such, was made a matter of record and filed in his 201 file. Illustrated as figure 65 is the information compiled for the Army Register. Additionally, correspondence pertaining to the status of these officers was originated by the United States Veterans Bureau (now Veterans Administration) since all laws pertaining thereto (including pay) were (and still are) administered by that agency. A letter from the United States Veterans Bureau placing an officer on the

(SEE PAR. 829, A. R. AND INSTRUCTIONS BELOW.)

ADJUTANT GENERAL'S OFFICE
APR 13 1920

EFFICIENCY REPORT
For All Regular Army Officers Below Grade of Brig. Gen'l.

A. Officer Reported Upon:
(Name, typed) JOSQUIN F.
(Rank and organization) 1st. LIET. S. C.
A's official status with reference to B. (See Par. 3, Instructions.)

D. Period Covered by this Report: 12 months
from Dec. 2, 1919 to DEC. 31 1919

E. Stations he Served at: U. S. A. General Hospital No. 21, DENVER, COLORADO

B. Reporting Officer. (Certificate.) I certify that the entries made hereon by me are true and impartial to the best of my knowledge and belief.

(S'g'd.) Ralph C. Matson
(Name, typed) Ralph C. Matson
(Rank and organization) Major, Med Corps
(Comm'd'g—What?) Chief, Med Service
(Place) DENVER, COLORADO
(Date) MAR 17 1920 (No. of Encls.)

F. Duties he Performed: (State separately, and summarize. See Par. 4 of Instructions. Typewrite, or write clearly.)

G. Describe manner in which he performed each separate duty under F.

Known as patient only.

C. Next Superior to B: (See Par. 829, A. R.)
1st Ind. (Office) U. S. A. General Hospital No. 21
(Place) DENVER, COLORADO (Date) APR 3 1920
Examined and forwarded: no—or—see "Remarks"; (Initials)
2d Ind. (Office) _____ (Date) _____
(Place) _____ (Date) _____
Examined and forwarded: (Initials) _____
3d Ind. (Office) _____ (Date) _____
(Place) _____ (Date) _____
Examined and forwarded: (Initials) _____

H. Since last report favorably mentioned in official communications.
I. This report was he measure that should be (If "yes," inclose herestating nature and attendant

PARAGRAPH 829, A. R.
(As amended by C. A. R., No. 1)

- Officers' efficiency reports are designed to serve two purposes: first, to give an accurate estimate of the character of service performed during the period covered by the report, and, second, to make known to the superior any regular qualifications possessed by the officer for any promotion.
- In the case of each officer of the Army below the grade of General, the efficiency report will be prepared by the officer's immediate superior and forwarded to the next military superior. The latter will indicate upon the report such remarks as the case calls for, and then forward it directly to the Adjutant General. All efficiency reports originating within a regiment or coast defense command, shall, however, pass through regimental or coast defense headquarters, respectively.
- Military channels for efficiency reports shall include battalion and fire commanders. It is the duty of the next military superior of the reporting officer to examine the report and insure that it is properly prepared. If, in his opinion, the report does injustice to the officer or otherwise so erroneous as to require revision, he will make the appropriate entries under "Remarks"; if he does not desire to record any point of difference, he will forward the report without remark.
- Efficiency reports will be forwarded to the Adjutant General as follows:
 - A full report (as described on the blank form) whenever an officer who has been serving continuously under the direct command of another for a period of three months or longer, ceases so to serve, or in case the service continues, on December 31.
 - In cases similar to (a) but where the period of service has been for less than three months and more than one month, an abbreviated report (as described on the blank form) only will be required, the remarks to cover generally the kind of duty and character of its performance.
 - A report may be submitted for periods of less than one month where, for any reason, the reporting officer considers that the character of the service warrants it.
- A report will be required on December 31, unless on that date the period of service has been less than one month in which case see (c), par. 4. Where an officer serves throughout the year under one immediate commander, he will have one efficiency report for the year (forwarded December 31). If the duration of the service is less than one month, a report should be submitted, if the senior considers the service to have been unusual either through merit or lack of merit. In cases where an abbreviated report only is required, the reporting officer, should he so desire, may nevertheless fill out such portions of the full report as may be justified by his knowledge of the officer reported upon.

INSTRUCTIONS.

- FULL REPORT.**—Required when service lasted three months or longer. Use all paragraphs A to H, inclusive.
- ABBREVIATED REPORT.**—Required when service lasted less than three months and at least one month. Use paragraphs A, B, C, D, E, F, G, H, I, J, K, R, and S. Additional portions of the report may be used at the option of the reporting officer.
- PAR. A.**—State the official relation that the officer reported upon (A) bears to the reporting officer (B), e. g., "Company commander in B's battalion"; "Brigade adjutant in B's brigade," etc.
- PAR. F AND G.**—State duties separately, and summarize each. For example: (a) Regt. Quartermaster, supplied regt., construction (concrete buildings, roads, etc.); (b) Sannce, (paying troops), etc.; (c) Co. Comdr., ordinary garrison training, in the field 15 months, marched from _____ to _____, target practice, etc.; (d) Brigade Adjutant—prepared training schedules, arranged brigade maneuvers, umpire, etc.; (e) Office of Co. tanks, tractor and trailer division, etc.; (f) General Staff, Operations Div., Equip. Branch, etc. In describing manner of performance under G, use five headings as given in K, amplified as may be appropriate.

- This paragraph is very important. Its subheadings apply to all officers of the Army. The five classifications given make it necessary to consider the officer reported upon in comparison with other officers whose rank and length of service are about the same as his. Blank lines are for the use of reporting officer in case he desires to report on qualifications not listed in the table.
- Entries of "superior," under "K" and "L," should be made only in the case of officers who stand out to a marked degree as being excellent in the particular point under consideration. Entries of inferior should be made only in cases where the officer is notably lacking or deficient in the point under consideration.
- The headings under this paragraph apply to most line officers and to many staff officers. Entries should be made under every heading that applies. If an officer has been engaged in duties involving any of the subjects listed, an entry under the appropriate heading should not be omitted. Numbers 1, 3, 10, and 11 apply to nearly all officers at all times. (Handling men in tasks to include handling officers also.) Numbers 2, 4, 5 and 9 apply to most officers at one time or another. No. 6, Tactical handling of troops, applies to the unit or command appropriate to the officer's rank. Nos. 7 and 8 have wide application. No. 12, Personnel work, requires the attention of certain officers of every arm and staff department. Infantry, Cavalry, Field Artillery, and Coast Artillery Corps are all equipped with machine guns (No. 13) and automatic rifles (No. 14). Four lines are left for entering SPECIALTIES; they should be used to cover such subjects as Musketry, Grenades, Bayonet, Trench Mortars, Gas, Ballistics, Railway Artillery, Orthopedic Surgery, Contract Law, Purchase and Care of Animals, Military Intelligence, etc. Specialties pertaining to the officer's own branch of service on which a positive report can be made. The reporting officer's entries should be based upon his observation of the officer during the period reported upon, or upon his positive knowledge of the officer gained at some other time.
- PAR. N.**—Some officers seem to be very much better suited for staff duty than for field duty; they should be classified under "2. Preferably a line officer." (In the other hand, some officers who do well in certain capacities as staff officers, are failures in command of troops; they should be classified under "3." Many officers will be found to come under "1.")
- PAR. O.**—Recommendation for duty should not be given unless the reporting officer considers the subordinate's special fitness for that duty well ABOVE AVERAGE. Three lines are left for entering other duties or details not listed, such as Instructor, U. S. M. A. (naming subject), Instructor, Service Schools (naming subject and subject), etc. Especial fitness should be the sole basis for a recommendation for transfer to another arm.
- PAR. P.**—Intemperance, gambling, or other vices that tend to corrupt an officer and lower the professional standard, should be reported here. Also, lack of self control, stubbornness, bad temper, or any other weakness, if of sufficient importance to be classed as damaging. Inability to march, inability to ride, or any other damaging physical weaknesses known to reporting officers should also be reported.
- PAR. R.**—Inserted so as to permit of a brief general estimate of the officer in the reporting officer's own words.
- HABITS.**—No entry or remark bearing solely upon the habits or individual peculiarities of an officer will be made on this report, unless these habits or peculiarities are of such a nature as to affect his professional character or the performance of his official duties.
- UNFAVORABLE ENTRY OF FACT.**—In case of an unfavorable entry of fact, the reporting officer will furnish a copy of such entry by official letter to the officer concerned, who will return it by indorsement including such statement as he may desire to make. This statement, with remarks thereon of the reporting officer, will be forwarded with the report. If it is impracticable to obtain such statement without unduly delaying the forwarding of this report, a copy of the letter by which the officer concerned was informed of the unfavorable entry will be inclosed with the report, and his written statement will be forwarded later. Should the officer not desire to make a statement, he will so state in his indorsement. A copy of any unfavorable entry of opinion will not be furnished the officer reported on.

Original size,
8" x 10 1/2" (two pages)

Figure 64. An Efficiency Report representative of all those prepared during the World War I period. This was used from 1919 to 1924, when reproduced as W.D., A.G.O. Form No. 67.

Typed Name of Officer Reported on JOSQUIN Typed Name of Reporting Officer _____

K. To what degree has he exhibited the following qualifications? (Consider him in comparison with others in his grade or of about same length of service and indicate by marking X in center of appropriate rectangle.) (Should be filled out for all officers—See Pars. 6 and 6, Instructions.) (*Opinion*)

Inferior (lowest)	Below Average (low)	Average (middle)	Above Average (high)	Superior (highest)
-------------------	---------------------	------------------	----------------------	--------------------

- Physical energy and endurance
- Judgment and common sense
- Attention to duty
- Intelligence
- Professional knowledge
- Leadership
- Force
- Tact
- Initiative
- Military neatness and bearing
-
-
-

L. What degree of success has he attained under each of the following headings? (Fill out where applicable as may be justified by your knowledge of this officer. Mark X in center of appropriate rectangle.) (See Pars. 6 and 7, Instructions.) (*Opinion*)

- Handling men
- Performance on field duties
- Administrative and executive duties
- As an instructor
- Training troops
- Tactical handling of troops
- Handling transportation animal
- Handling transportation motor
- Equitation
- Topography
- Map reading
- Personnel work
- Machine guns
- Automatic rifles
- Military intelligence

SPECIALTIES.
(Other than above, see paragraph 7, Instructions.)

-
-
-
-

M. Considering the possible requirements of the service in peace or war, indicate your attitude toward having this officer with your command. (Answer only one question.) (If "yes" under question 3, explain under "Remarks")

- Especially desire to have him?
- Be satisfied to have him?
- Prefer not to have him?

N. Considering the officer's general qualifications, would you classify him as: (Answer only one question—See Par. 8, Instructions.)

- Well qualified for either line or staff?
- Preferably a line officer?
- Preferably a staff officer?

O. Indicate by marking X opposite those of the following duties for which you consider him especially fitted and for which you recommend him. If your recommendation is based on your knowledge of his actual performance of that particular kind of duty, indicate it by marking XX. Indicate order of fitness by writing numerals after names of duties for which you have recommended him. (See Par. 9, Instructions.) (*Opinion*)

1. General Staff Corps	13. Air Service
2. Gen'l Staff with troops	14. Motor Transport Corps
3. Adjutant Gen'l's Dep't	15. Tank Corps
4. Adjutant with troops	16. Instructor at Colleges
5. Inspection Duty	17. Recruiting Service
6. Supply	18. With National Guard
7. Construction	19. Mil. Attaché (.....)
8. Finance	Any others
9. Transportation	20.
10. J. A. G. Dep't	21.
11. Ordnance Dep't	22.
12. Signal Corps	Transfer to (Name other arm)

P. Has he any damaging weaknesses—temperamental, moral, etc.? (If "yes," describe them.) (See Art. XI, A. R. and Par. 10, Instructions.) (*Fact or Opinion?*—line out one.)

Q. Proper authority having decided on the methods and procedure to accomplish a certain end, does he cooperate faithfully and loyally regardless of his personal views in the matter? (*Opinion*)

R. Write a brief general estimate of this officer. (*Opinion*.) (Include statement as to how long you have known him and how well you know him.) (See Par. 11, Instructions.)

Known as patient only

S. Remarks. (Type or write clearly.)

(If more space be needed for "Remarks" use ordinary sheet of letter paper, numbered "Page 2.")

(PAGE 2.)

(WRITE NOTHING IN THIS SPACE.)

Figure 64. Reverse of Form No. 711--A.G.O.
(Part 2 of 2) (Efficiency Report)

Doe, Joseph H. : 1 1st. Q.M.C. N.A. 11 Apr. 18;
B-N. Y. 19 Feb 82 : accepted 12 Apr. 18; hon. dis. 27 Sept. 19.
A-N. Y. : Placed on E.O.R.L. 28 June 28.

Abbreviations:

B - denotes date and place of birth
A - denotes place appointed from
E.O.R.L. - denotes Emergency Officers of Retired List.

The above record is correct.

Signed


1st. Lieut. U.S.A. E.O.R.L.

Figure 65. Information compiled on an Emergency Officer Retired (Act of May 24, 1928) for the Army Register.

Emergency Officers' Retired List is exhibited as figure 66. The 201 files of the majority of these officers have stamped on the cover sheet (if one is available) or somewhere therein in large letters "E.O.R.L."

Current Use. The status as an Emergency Officer Retired is rightly considered a part of his military history. The records described above are used when statements of military history are furnished on officers whose names have been placed on the Emergency Officers' Retired List.

GENERAL ORDERS.*

MASTER CARDS. The Master Cards, commonly referred to as the "Overseas Cards," were prepared for all military personnel who served with the American Expeditionary Forces in Europe. Except in color (blue for officers and white for enlisted men), the record, A.G.O. A.E.F. Form No. 6, was the same for all military personnel. The blue card is exhibited as figure 67. The sailing slips exhibited in the same figure are considered a part of the master card and are usually stapled thereto.

Current Use. Master Cards are the primary source documents for dates of overseas service. The cards contain other military information which is frequently needed, such as the component of the Army in which service was rendered, and the designation of organization with dates and authority for transfer.

MEDICAL RECORDS. The hospital and other sick records created for World War I officers are filed in their 201 files. The medical record forms for both commissioned and warrant officers are the same as those discussed under the same subject under "Enlisted Jackets," except for the Certificates of Disability for Discharge. The latter were not prepared for officers when they became unfit for military service and discharge was necessary because of a mental or a physical disability. Instead, a report of the proceedings of a board of Medical officers

*See same subject under "Enlisted Jackets."



UNITED STATES VETERANS BUREAU
WASHINGTON

THIS LETTER REFERS TO
YOUR FILE NUMBER

ON REPLY REFER TO: **SABD**

C- 308 002

The Honorable,
The Secretary of War,
Washington, D. C.

Original size,
8" x 10 1/2" (one page)

Sir:

Pursuant to the provisions of the Emergency Officers' Retirement Act, Public No. 506, making eligible for retirement, under certain conditions, officers and former officers of the Army, Navy and Marine Corps of the United States, other than officers of the Regular Army, Navy or Marine Corps, who incurred permanent disability in line of duty while in the service of the United States during the World War, which is defined as the period from April 6, 1917 to July 21, 1921, the following certification is made:

Joaquin Fermin ~~Manzan~~ 1st Lieut. Sanitary Corps

whose application for retirement under the provisions of the Emergency Officers' Retirement Act was received June 1, 1928, has been rated by this Bureau, in accordance with law, at not less than 30 per centum permanently disabled for disability incurred in line of duty and resulting directly from service.

He has given his present address as -411 S Mount Vernon Street
Prescott, Arizona.

For the Director,

George E. Ijams
GEORGE W. IJAMS,
Assistant Director.

Form 517

Figure 66. Letter from the United States Veterans Bureau approving the application of an officer for retirement under the Act of May 24, 1928.

Name (Surname)		James F.		R.A.		RANK		1st.		ARM OR TRAFFIC CORPS		DIVISION		REGIMENT		COMPANY	
(Christian Name)		17 North Candler Street		(Number)						1st. Med. Dep.		82		307		327	
(Home Street Address)		Decatur		(State)		Georgia								Amb.			
(City)		Mrs. Jennie		(Relationship)		Aunt				San Train		82		307		328	
(Street Address)		17 N. Candler St.		(City)		Decatur		Ga.		1st. Med. Dep.		82		328		A.C.	
(Date of Commission)		June 8, 1917								1st.		82		307		San.	
(Type of Enlistment)		Arrived in		No. of Feet		218		France		June 7, 1918							
ROSTERED		RECORD OF TRANSFERS AND CHANGES		DATE		July 15, 1918											
Relv fr D with Amb Co 327 & abngd to Amb C		328 of 307															
San Tr for D per O#13 Hq 307th San Tr 6/11		18:R-4.6/13															
18:R-4.6/13. In to 321 1st Med Dep S.O. 217 Hq 82		Dis. Aug 18/18															
R-117-14271-18 = Fr D to absent with Lrv.		11/2 5/18															
AVIL to D. R. 12/1/17 = Trans to 307th San		and Loc															
to 307th San Tr relieved of duty with 307th San																	
Sept. to Regt. Ins. duty for 13 days 305 9/15/17																	
Emb duty with 307th San Tr 4/23/18 for 13 days																	
duty to Base Hq. for 53, shipped 12/1/18																	
* To include transfers, changes, promotions, captures, missing, leave, furlough, and A.W.O.L., together with date of change.																	
A.C.O.S.D.A.K.F. Form No. 6																	

JOHN T.
1ST LT. MED. CORPS
ORDUNA SAILED JULY 1, 1917

Original size,
1 1/2" x 5"

JOHN T. Washington
RETURNED TO U. S. SS.
B. S. # 3 Jan 17 1919

Figure 67. Master Card, including sailing slips, prepared for all military personnel who served with the American Expeditionary Forces in Europe from about 1917 to 1920. The back of the card (not illustrated) was designed for comments concerning hospitalization, or other miscellaneous remarks.

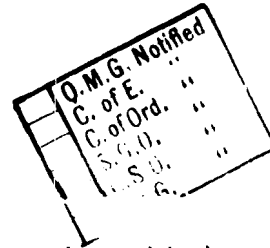
was required in these cases. This report normally reveals the same items of information as a Certificate of Disability for Discharge, but a more detailed report.

Current Use. The medical records of officers are used in the same manner as those of other military personnel.

OATH OF OFFICE. Army officers were required to take the oath of office since their positions were specifically appropriated for and provided by Act of Congress (Sec. 1757, Revised Statutes) (Bul. No. 72, pg 12, W.D., 1917). Taking the oath of office constituted the acceptance of appointment (Bul. No. 75, W.D., 1917); however, a record of acceptance in addition to the oath is usually found in the World War I officers' 201 files (See also "Acceptance Records.") Forms with the oath printed thereon were provided for this purpose. Regardless of the form number, the oath was printed as prescribed by law and no modified oath could be substituted therefor (Ops. J.A.G. 230-211, Nov. 19, 1917). Form No. 337 A.G.O. was used most frequently for World War I emergency officers. The July 30, 1917, edition of the form is illustrated as figure 68, and the June 15, 1918, edition as figure 69. The latter contains a statement of officer and prior military service in addition to the oath. Form No. 0337-R., A.G.O., illustrated as figure 70, was used (after the emergency period) for oath of office in the Officers' Reserve Corps. Form No. 337-A, A.G.O., illustrated in figure 71(1)&(2), was used for executing oath of office only in the case of initial appointment to commission in the Regular Army after the emergency period. An identical form, except for the number (Form No. 748, A.G.O.) was provided at the same time for warrant officers. These forms were designed to show the "Designation of Beneficiary" and the "Historical Record" of officer, in addition to the oath of office. Another oath of office record, Form No. 337-P, A.G.O., edition of June 10, 1920, was used for executing oath of office in the Regular Army when promoted or transferred. This form included the "Designation of Beneficiary" but not the "Historical Record" of officer. In 1939, fingerprints were required of all officers, except of graduates of the United States Military Academy, at time of accepting appointments or commissions in the Army. This brought about a decided change in the oath of office forms as the fingerprints were to be entered thereon. These are designated and discussed in AR 345-120 of May 1, 1939. Few, if any, of these would be in the World War I records.

Current Use. The records described above are the primary source documents for the component of the Army, the manner of entry, and the date of entry if taking the oath constituted an acceptance.

OATH OF OFFICE



One to accompany the acceptance of every commissioned officer appointed or commissioned by the President in the United States.

Original size,
8" x 10 1/2" (one page)

I, _____, having been appointed a 1st. Lieutnant, Sanitary Corps, U.S. Army in the military service of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: So help me God.

1st. Lieut., San. Corps

Sworn to and subscribed before me, at Whipple Barracks, Arizona

, this 2nd day of September, 1918.

[Handwritten signatures]

Form No. 337--A. G. O.
Ed. July 30-17--50,000

NOTE--See instructions on reverse side hereof

2-4124

Figure 68. Form No. 337--A.G.O., Oath of Office form found most frequently in the 201 files of the World War I officers who were commissioned before June 15, 1918.

Note Instructions on reverse side.

OATH OF OFFICE
OFFICERS' RESERVE CORPS

S. G. O. 201

I, FRED ALLEN, [redacted], having been appointed
(Name in full)
a Lt. Col. Medical Corps in the Officers' Reserve Corps of the
(Grade) (Section)
Army of the United States, do solemnly swear (or affirm) that I will support and defend
the Constitution of the United States against all enemies, foreign and domestic; that I
will bear true faith and allegiance to the same; that I take this obligation freely, without
any mental compulsion, evasion; and that I will well and faithfully discharge
the duties upon which I am about to enter: So help me God.

Original size,
8" x 10 1/2"

was noted as of 4-24-34
see file 103
- 24 34

Fred Allen [redacted]
FRED ALLEN [redacted]
Lt. Col. Med. Res.
(Grade and section)

Fred Allen

Present permanent address: 148 East Jefferson Street, Boise, Idaho
(Number and street or rural route; if none, so state) (City, town, or post office) (State)

Sworn to and subscribed before me, at Boise, Idaho this 19th day
of April, 1934.

[Signature]
LUKE D. ZIMM
Major, Infantry
Summary Court

(Seal to be placed here)

(For Notaries Public)

My commission as Notary Public expires

This space for sole use of any subordinate office in forwarding to corps area or department commander

This space for sole use of corps area or department commander in forwarding to chief of arm or service

This space for sole use of chief of arm or service in forwarding to The Adjutant General

RECEIVED S. G. O. APR 28 1934

2nd Ind.
Hq. 9th C.A. Pres of S.F. Cal.,
Apr. 25, 1934. To: The Surgeon
General.

NOTED.

Ind.
War Department, S. G. O. MAY 3 1934
To the Adjutant General of the Army
1. Noted

(R)

REC'D
RESERVE DIV
APR 21 1934

MAY 4 1934

Form No. 0337-R., A. G. O.
Dec. 1, 1924

REAPPOINTMENT

R

Figure 70. Form No. 0337-R., A.G.O., Oath of Office form for commissions in the Officers Reserve Corps. First used the latter part of 1918, it was still in use September 7, 1939. This form is similar to those used during the same period for commissions and appointments in other components of the Army.

OATH OF OFFICE

REGULAR ARMY

(Instructions 1-4.)

I, Albert Crofut, having been appointed a 1st Lieut, Field Artillery in the Regular Army of the United States, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter: SO HELP ME GOD.

Sworn to and subscribed before me, at Camp Knox, Ky this Twenty third day of October, 1920. Albert C. Crofut, 1st Lt., 7th. Secretary & A.S.

The commission for which this oath of office was taken *has *been previously accepted *by *letter dated Sept 3rd, 1920. *Strike out words not applicable.

DESIGNATION OF BENEFICIARY

(Instructions 4-8.)

Under the provisions of the act of Congress approved December 17, 1918, the persons eligible to be my beneficiary are designated below: Virginia Freeman, Camp Knox, Ky (Temporary); Frank Horsett

In the event of my leaving no widow or child, or their decease before payment is made, I then designate as my beneficiary under the said act the relative named below who is my dependent:

(Name of dependent; if none, so state.) (Relationship.) (Full address.) In the event of the death of the last-named dependent relative before payment is made, I then designate as my beneficiary under the said act the relative named below who is my dependent:

Next of kin to be notified in case of emergency: Mrs. Virginia Freeman, Relationship: Wife, Address: Camp Knox, Ky. Signature of officer: Albert C. Witnessed at: Camp Knox, Ky. Owen M. Marshburn, on Oct. 24th, 1920. Owen M. Marshburn, 1st Lt., F.A.

*Give full name and address of each child; if there be no children, or if address is the same as that of wife, so state. Do not repeat address. †The beneficiary must be a relative of the officer and dependent upon him for support. No other person is eligible under the law. (Instr. 5.) ‡If the officer desires to designate a friend to be notified in case of emergency instead of a relative, it will be so entered and the proper notation made. §If one of the beneficiaries is the person to be notified in case of emergency, the address need not be repeated.

Figure 71. The Oath of Office form combined with the Designation of Beneficiary and the Historical Record (on reverse) of officer, used after the emergency for original appointment in the Regular Army.

HISTORICAL RECORD OF OFFICER

STATEMENT OF OFFICER UPON ORIGINAL APPOINTMENT

IN REGULAR ARMY

(See Instructions.)

Albert Crofut
(Surname) (First Christian name) (Middle name)

Date of birth **Dec. 29, 1886**

Place of birth **Hanbury, Conn.**

(If foreign born, give date and place of naturalization.)

Race* **White**

Home address **None**
(Number and street or rural route; if none, so state.)

(City, town, or post office.) (County.)

(No. of Congressional District.) (State.)

Father's name† **Timothy (name) (last)**
(First Christian name.) (Middle name.) (Surname.)

Father's address
(Number and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

Father's birthplace **New York, N.Y.**

(If of foreign birth, state whether or not naturalized, giving date and place.)

Mother's name † **Imogene Adelaide (last)**
(First Christian name.) (Middle name.) (Present surname.)

Mother's address †
(Number and street or rural route; if none, so state.)

(City, town, or post office.) (State or country.)

Mother's birthplace **Hanbury Conn.**

Oct 4/6/21

Remarks:
... of ... 1912

SCHOOLING PRIOR TO UNITED STATES COMMISSION	NUMBER OF YEARS	GIVE DATE IF GRADUATED	NAME OF SCHOOL
High school or military school	4 1/2	1905	Englewood High (Chicago)
College or university	3		University of Chicago
Technical college			

Subjects specialized in and degrees received:
Associate in Philosophy, U.C.

Occupation prior to entry into service:
Security Sales Man

State what you can do best:

FEDERAL SERVICE:
Prior military service (at United States Military or Naval Academy; enlisted man or officer in United States Army, Navy, or Marine Corps, Regular or Volunteer; National Guard in Federal service; Reserve Corps on active duty, or National Army). Give dates, ranks, company, regiment, etc.; wounds in action, decorations, etc.

1st Sgt, 1st Ill. Cav, June 1916
To Nov. 1916, Mexican Border.
Candidate, 2nd Training Camp, Aug 27, 1917
1st Lt, F.A., Nov 27, 1917, to Oct 29, 1919.
In France Jan. 10, 1918, to Mar. 11, 1919.
Last assigned to C.A., 102nd Amn. Train.
In following actions: ~~Amn. Champaigne~~ ~~Marne~~, **St. Michiel, and Meuse Argonne.**

Prior service in Coast Guard, Public Health Service, or Coast and Geodetic Survey. Give dates and nature of service.

MILITARY SERVICE OTHER THAN FEDERAL:
Service in Officers' Reserve Corps (inactive), Enlisted Reserve Corps (inactive), Naval Reserve Force (inactive), National Guard or Naval Militia not in Federal service, or in military or naval forces of foreign countries.

Troop M, 1st Ill. Cav, 1914-1917
Capt, F.A., O.R.C. Jan. 1920 to July 1, 1921

Signature *[Signature]*
1st Lt, F.A.
(Rank and organization at time of service.)

*Race will be indicated as white, colored, Indian (referring to American Indian only), Porto Rican, etc. As here employed "colored" will include the American negro, mulattoes, and others of negro race or extraction. For Asiatics, and mixed races, except mulattoes, nationality will be considered as synonymous with race, as Japanese, Mexican, etc., unless the color differs from that commonly ascribed to such nationality, in which event color also will be given.
 †In giving the names of the father or mother, if either is deceased it will be noted following the name.
 ‡In giving the mother's surname, that which she at present bears will be given.
 §If the mother's address is the same as the father's, it will be so noted and not repeated.

Figure 71. Reverse of Form No. 337-A, A.G.O., Oath of Office, (Part 2 of 2) Designation of Beneficiary, and Historical Record of Officer.

OFFICERS' QUALIFICATION CARDS. These records contain information pertaining to the efficiency of the commissioned personnel of the Army. They were in use only from about May 1918 to November 1919. (This is the period during which the Efficiency Reports were discontinued--see separate narrative.) Each officer below the grade of brigadier general was required to fill out an officer's qualification card and to be rated by his superior. In case of transfer, the rating was made by the losing rating officer, and the card was delivered by the officer being transferred to the receiving organization commander. The qualification card was to be completed to date of the officer's separation from service. A final rating was given each officer just prior to separation, and the card was then transmitted to The Adjutant General of the Army (Cir. No. 73, 1918).

The Officers' Qualification Card is illustrated as figure 72. Form C.C.P.-1101, edition of May 22, 1918, was the initial record. For officers who served with the American Expeditionary Forces, "Officers' Rating Card," Form 1105 A.E.F., was also completed and fastened to C.C.P.-1101. Form 1105 A.E.F. is illustrated as figure 73. These records were to be discontinued when the preparation of the efficiency reports was resumed in September 1919 (Cir. No. 421, W.D., 1919); however, they were still used for the final rating of officers who were discharged on or before October 31, 1919, and for a final rating for all emergency officers still in service on November 1, 1919. After that date the cards were forwarded to The Adjutant General of the Army (Cir. No. 437, W.D., 1919).

Current Use. The records described above are the primary source documents for the former officer's occupational qualifications, and his schooling. Personal data such as the officers place of birth, home of record, and the name and address of his emergency addressee are often taken from these records.

OPINIONS AND DECISIONS BY THE LEGAL SECTION.*

PERSONAL REPORT. These reports came into being in 1913 (par. 827, AR 1913). The regulations specified that officers of a staff corps

*See same subject under "Enlisted Jackets."

A B C D E F G H I J K L M N O

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67

NAME JAMES FLUGS DATE Aug 26 1919 CONNECTION Frank McCUSE IN THE Army PRESENT ORGANIZATION 1st Lt.

OFFICER'S QUALIFICATION CARD

In this table the officer himself will check once (✓) occupations at which he is experienced; twice (✓✓) occupations at which he is expert. Enter in column to right number of years actually engaged in occupation. Concurrent or incidental occupations should be indicated by drawing a circle around the number of years. Near the last civil occupation place a "1" near the next to last a "11" etc.

In this table the officer himself will check once (✓) some experience or aptitude, twice (✓✓) expertise. The rating officer will indicate in this same way, but in red ink, the officer's special military qualifications.

<p>1. Accounting and clerical work</p> <p>a. Accountant</p> <p>b. Bookkeeper</p> <p>c. Clerk, general</p> <p>d. Stenographer</p> <p>e. Distributing agent</p> <p>f. Office manager</p> <p>2. Aeronautics</p> <p>a. Airplane designer</p> <p>b. Airplane mechanic</p> <p>c. Aviator (pilot)</p> <p>d. Balloonist</p> <p>3. Agriculture</p> <p>a. Animal industry</p> <p>b. Farmer</p> <p>c. Horticulture</p> <p>d. Stock raising</p> <p>e. Dog</p> <p>f. Horse</p> <p>4. Architects</p> <p>a. Building architect</p> <p>b. Landscape architect</p> <p>5. Artist (sculpture)</p> <p>6. Artistic work (book and printer)</p> <p>a. Designer</p> <p>b. Driver</p> <p>c. Electrician, auto</p> <p>d. Mechanic</p> <p>e. Motorcycle rider</p> <p>f. Tire expert</p> <p>g. Purchasing agent</p> <p>7. Bacteriologist</p> <p>8. Budgets and Finance</p> <p>9. Chemical industry</p> <p>a. Chemical engineer</p> <p>b. Chemist</p> <p>c. Explosive expert</p> <p>d. Manufacturer</p> <p>10. Civil engineering</p> <p>a. Civil engineer</p> <p>b. Surveyor</p> <p>c. Papermaker</p> <p>11. Clothing manufacturer</p> <p>12. Contracting and Construction</p> <p>a. Bridge</p> <p>b. Buildings</p> <p>c. Highways or streets</p> <p>d. Railroad</p> <p>e. Reinforced concrete</p> <p>f. Structural steel</p> <p>g. Water supply</p> <p>h. Docks, wharves, canals</p> <p>i. Sewer and conduit</p> <p>j. General</p>	<p>14. Detective (investigations)</p> <p>15. Drafting and Charting</p> <p>a. Architectural</p> <p>b. Mechanical</p> <p>c. Structural</p> <p>d. Topographical</p> <p>e. Industrial</p> <p>16. Electrical industry</p> <p>a. Contractor</p> <p>b. Electrical engineer</p> <p>c. Electrician</p> <p>d. Manufacturer</p> <p>e. Searchlight expert</p> <p>f. Storage battery expert</p> <p>g. Generator & motor</p> <p>h. Hydro-electric expert</p> <p>i. Illuminating engineer</p> <p>j. Testing and experience</p> <p>17. Gas industry</p> <p>a. Chemist</p> <p>b. Engineer</p> <p>c. Manufacturer</p> <p>18. Heating and ventilation</p> <p>a. Contractor</p> <p>b. Engineer</p> <p>19. Horseman</p> <p>a. Buying, shipping</p> <p>b. Farrier, veterinarian</p> <p>c. Driver, driver, driver</p> <p>d. Boiler</p> <p>e. Canvas, cotton, linen, woolen, bagging, silk</p> <p>f. Cold storage</p> <p>g. Fire arms</p> <p>h. Fire protection</p> <p>i. Forage</p> <p>j. Fuel</p> <p>k. Hardware</p> <p>l. Hat and clothing</p> <p>m. Heavy machinery</p> <p>n. Leather and harness</p> <p>o. Miscellaneous supply</p> <p>p. Ordnance</p> <p>q. Shoes</p> <p>r. Ammunition</p> <p>s. Metals</p> <p>t. Instrument maker or repairer</p> <p>22. Interval combustion engine industry (not automobile)</p> <p>a. Designer</p> <p>b. Manufacturer</p> <p>c. Operator</p> <p>d. Repairer</p> <p>23. Laundry and dry cleaning manager</p> <p>24. Lawyer</p> <p>25. Lumbering</p> <p>a. Forester</p> <p>b. Saw mill man</p> <p>c. Timberman</p> <p>d. Wood manufacturer</p>	<p>20. Machinery industry</p> <p>a. Machinist mechanic</p> <p>b. Manufacturer</p> <p>c. Mechanical engineer</p> <p>21. Manufacturing, general (See 25d, 26, 27c, 27d, 27e, 27f, 27g, 27h, 27i, 27j, 27k, 27l, 27m, 27n, 27o, 27p, 27q, 27r, 27s, 27t, 27u, 27v, 27w, 27x, 27y, 27z)</p> <p>26. Machine</p> <p>a. Dentist</p> <p>b. Pharmacist</p> <p>27. Merchandizing</p> <p>a. Merchant</p> <p>b. Stock or stores manager</p> <p>c. Warehousing</p> <p>28. Metal fabricator</p> <p>29. Mining & Quarrying industry</p> <p>a. Blasting expert</p> <p>b. Foreman or supt.</p> <p>c. Miner</p> <p>d. Demolition</p> <p>30. Navigation</p> <p>31. Personnel direction</p> <p>a. Educational director</p> <p>b. Employment manager</p> <p>c. Psychologist</p> <p>d. Welfare worker, inspector</p> <p>e. Engineering executive</p> <p>32. Photographer, still</p> <p>a. Photographer, still</p> <p>b. Mov. pic. film developer</p> <p>c. Mov. pic. photographer</p> <p>33. Physician</p> <p>a. Composer or pressman</p> <p>b. Electrotypist</p> <p>c. Lithographer</p> <p>d. Photo engraver</p> <p>34. Printing</p> <p>a. Baker</p> <p>b. Caterer or restaurateur</p> <p>c. Meat packer</p> <p>d. Wood dealer</p>	<p>36. Printing</p> <p>a. Compositor or pressman</p> <p>b. Electrotypist</p> <p>c. Lithographer</p> <p>d. Photo engraver</p> <p>37. Provisioning</p> <p>a. Baker</p> <p>b. Caterer or restaurateur</p> <p>c. Meat packer</p> <p>d. Wood dealer</p> <p>38. Steam engineering</p> <p>a. Locomotive engineman</p> <p>b. Marine engineman</p> <p>c. Stationary engineman</p> <p>d. Traction engineman</p> <p>39. Steel mill foreman or supt.</p> <p>40. Teacher or instructor</p> <p>a. General</p> <p>b. Technical</p> <p>41. Telegraph service</p> <p>a. Engineer</p> <p>b. Cable operator</p> <p>c. Outside plant</p> <p>d. Wireless constructor</p> <p>e. Wireless operator</p> <p>f. Cable operator</p> <p>42. Telephone service</p> <p>a. Engineer</p> <p>b. Inside plant</p> <p>c. Outside plant</p> <p>d. Traffic and commercial</p> <p>43. Transportation</p> <p>a. Marine, including lighterage and loading ships</p> <p>b. Railroad (see 38 b, 38 c)</p> <p>c. Motor</p> <p>d. Wagon</p> <p>44. Writer</p> <p>a. Advertiser</p> <p>b. Contract & specification</p> <p>c. Journalist</p> <p>d. Publisher</p> <p>e. Translator</p> <p>f. Code and cipher</p>	<p>45. Infantry and Cavalry</p> <p>a. Automatic rifle</p> <p>b. Bayonet</p> <p>c. Drill</p> <p>d. Foot march</p> <p>e. F. C.</p> <p>f. G.</p> <p>g. H.</p> <p>h. I.</p> <p>i. J.</p> <p>j. K.</p> <p>k. L.</p> <p>l. M.</p> <p>m. N.</p> <p>n. O.</p> <p>o. P.</p> <p>p. Q.</p> <p>q. R.</p> <p>r. S.</p> <p>s. T.</p> <p>t. U.</p> <p>u. V.</p> <p>v. W.</p> <p>w. X.</p> <p>x. Y.</p> <p>y. Z.</p> <p>46. Ordnance Department</p> <p>A. Administration</p> <p>1. Control and operation</p> <p>2. Ordnance</p> <p>3. Finance</p> <p>4. Property</p> <p>5. Production, inspection, (under issue which)</p> <p>6. Ammunition</p> <p>7. Armament</p> <p>8. Chemical or metallurgical</p> <p>9. Equipment</p> <p>10. Explosives</p> <p>11. Miscellaneous and maintenance stores</p> <p>C. Supply</p> <p>1. Storage</p> <p>2. Distribution</p> <p>3. Handling and conveying</p> <p>4. Transportation</p> <p>5. Field supply</p> <p>D. Maintenance and repair</p> <p>1. Artillery material</p> <p>2. Motor vehicles</p> <p>3. Personal and party</p> <p>4. Saddlery</p> <p>5. Saddle</p>
---	---	---	---	---

Principal civil occupation? Physician
 Just what do you do? General practice
 Years engaged in it? 4

Name and address of firm worked for _____

Annual earnings last year in civil life, \$ 2500.00

Figure 72. Form C.C.P.-1101, Officers' Qualification Card, (Part 1 of 2) used from about May 1918 to November 1919.

01. BRANCH OF SERVICE OR SPECIALTY UNIT OVERWHICH SERVICED FOR WHICH YOU ARE SPECIALLY QUALIFIED OR AT WHICH YOU ARE NOW SERVICED.		02. <table border="1"> <tr> <th>EDUCATIONAL</th> <th>NO. OF YEARS</th> <th>CHARACTER OF</th> <th>AGE AT END</th> <th>DEGREE OF SPECIALIZATION</th> </tr> <tr> <td>HIGH SCHOOL</td> <td>4</td> <td>✓</td> <td>17</td> <td>TECHNOLOGICAL</td> </tr> <tr> <td>TRAINING OR BUSINESS SCHOOL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>HIGHER OR GRADUATE SCHOOL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>COLLEGE OR UNIVERSITY</td> <td>2</td> <td>✓</td> <td>19</td> <td>PHARMACY</td> </tr> <tr> <td>TECHNICAL OR PROFESSIONAL SCHOOL</td> <td>4</td> <td>✓</td> <td>23</td> <td>MEDICINE</td> </tr> </table>		EDUCATIONAL	NO. OF YEARS	CHARACTER OF	AGE AT END	DEGREE OF SPECIALIZATION	HIGH SCHOOL	4	✓	17	TECHNOLOGICAL	TRAINING OR BUSINESS SCHOOL					HIGHER OR GRADUATE SCHOOL					COLLEGE OR UNIVERSITY	2	✓	19	PHARMACY	TECHNICAL OR PROFESSIONAL SCHOOL	4	✓	23	MEDICINE	03. <table border="1"> <tr> <td>AGE</td> <td>29</td> <td>HEIGHT</td> <td>69</td> <td>NO. FRONT</td> <td>140</td> </tr> <tr> <td colspan="6">HOME ADDRESS <u>17 N. CANDLER, DELATUR, GA.</u></td> </tr> <tr> <td colspan="6">SERVICED BY <u>MRS</u></td> </tr> <tr> <td colspan="6">AUNT <u>- SAME -</u></td> </tr> <tr> <td colspan="6">PLACE OF BIRTH <u>GEORGIA</u></td> </tr> <tr> <td colspan="3">OF FATHER <u>GEORGIA</u></td> <td colspan="3">OF MOTHER <u>NEW HAMPSHIRE</u></td> </tr> <tr> <td colspan="6">MARRIED <u>NO</u> NO. OF CHILDREN _____ OF OTHER DEPENDENTS _____</td> </tr> </table>		AGE	29	HEIGHT	69	NO. FRONT	140	HOME ADDRESS <u>17 N. CANDLER, DELATUR, GA.</u>						SERVICED BY <u>MRS</u>						AUNT <u>- SAME -</u>						PLACE OF BIRTH <u>GEORGIA</u>						OF FATHER <u>GEORGIA</u>			OF MOTHER <u>NEW HAMPSHIRE</u>			MARRIED <u>NO</u> NO. OF CHILDREN _____ OF OTHER DEPENDENTS _____																																																																	
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22. HOW LONG HAVE YOU KNOWN BEST SUITED FOR WHAT SORT OF SERVICE? WEAKNESSES AND DISCIPLINARY ACTIONS?		23. HOW LONG SUITED FOR WEAK & DISC.		24. HOW LONG SUITED FOR WEAK & DISC.																																																																																																																																					
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Figure 72. Reverse of Officers' Qualification Card,
(Part 2 of 2) Form C.C.P.-1101.

or department, or those serving therein by detail, would be required to render such reports on the last day of every month. The initial forms provided for these reports were used primarily by the officers who served only during the World War I emergency. Those most frequently found in this category of records are Form No. 213, A.G.O. and W.D., Q.M.C. Form No. 400. Both have the same record content. The latter is exhibited in figure 74. They usually give the name, rank, station, and the address of the officer, and a resume of the duties on which he had been employed during the month. These forms were seldom, if ever, used after the World War I emergency. Instead, the officer usually submitted by correspondence a resume of his duties for a specific period and the designation of his organization.

Current Use. The Personal Report was created for the purpose of supplying certain information required to be entered on the officer's "Status Card." In the absence of the latter, these reports are used when the items of information shown thereon are required in replying to the various types of inquiries received pertaining to the World War I officers.

PRESIDENTIAL PARDON RECORDS.*

REPORTS OF CHANGE. Individual reports of change came into existence on June 30, 1919, replacing the consolidated reports described in Part II (Organizational Records). They were prepared for officers and enlisted men for each change in status (Cir. No. 291, W.D., 1919). Form No. 684a, A.G.O., edition of June 4, 1919 (blue for officers and white for enlisted men), was the initial record. This form number was changed later to W.D., A.G.O. No. 78 (Cir. No. 40, W.D., 1924). Many of the reports were prepared on unnumbered forms or on plain bond paper, however, the same items of information were shown thereon. The forms used during the World War I period are illustrated and discussed in Special Regulations No. 59a, 1918; Cir. No. 291, W.D., 1919; AR 345-800, and AR 605-120. Samples of all the forms used for the reports during the period covered in this monograph are filed under "Reports of Change" in the World War I precedent files.

*See same subject under "Enlisted Jackets."

PERSONAL REPORT.

COMMISSIONED OFFICERS.

Name..... ~~Edwin H.~~ Edwin H.
Rank..... 1st. Lieut.. Q.M.C.N.A.....
Station... Camp Holabird, Balto. Md....
Month of..... April....., 1918
P. O. address Camp Holabird, Balto. Md.
Duty during the month.....

Recorder of.....
Board of Officers.....
per S.O. 50, Camp Holabird,
Baltimore, Md. April 17, 1918.

Joined Station April 15th, 1918.....
from civilian life per telegram.....
A.G.O. dated April 11th, 1918.....

Absent..... days, from..... to.....

Authority of.....
Left station.....; rejoined.....
Sick from..... to.....

(Signature)..... *Edwin H. [Redacted]*

1st. Lieut.. Q.M.C.N.A.....

Required under A. R. 827 of 1912, as amended by C. A.
R., No. 24, April 17, 1915.
To be forwarded on the last day of each month. —ms

Figure 74. Personal Report used from 1913 to about 1921.

Current Use. Reports of changes constitute the official record of service (Cir. No. 15, W.D., 1923). These reports are used to determine the veteran's status, and to clarify items of information sometimes shown under the remarks section on the Morning Reports.

REPORTS OF DEATH.*

REPORTS OF PHYSICAL EXAMINATIONS. These reports reflect the results of the physical examinations given Army commissioned personnel, viz, officers, warrant officers, nurses, and Army field clerks. For the most part, the records for all these are fairly uniform. Where deviations do exist, they are explained as appropriate hereinafter. All Army officers were required to undergo a thorough physical examination prior to appointment to commission (Cir. No. 13, W.D., 1916, and Special Regulations No. 65, 1918). Physical examinations were also given to the officers promoted to higher grades, and prior to separation from service unless separated by death. Annual physical examinations were also required, normally during the month of January or as soon thereafter as was practicable (AR 40-100). Officers were physically examined any time it was deemed necessary.

At the beginning of the period covered by the records discussed herein (July 1917), the forms for the reports of physical examinations varied with respect to the purpose for which the examinations were given. (The manner in which the officer entered the service however, did not determine the type of form used, as was normally the case for the enlisted personnel during the same period.) Form No. 395, A.G.O., exhibited in figure 75, was designed for the report of the officer's physical examination prior to appointment. This form was sometimes used when the officer was promoted, and sometimes prior to the date of his retirement. Form No. 395-1, A.G.O., figure 76 was designed specifically for the physical examination prior to separation. Form No. 378, A.G.O., was for the annual physical examination, and Form No. 433, A.G.O., for the promotion physical. (The latter two are not exhibited) Though designed for specific purposes, the forms described above were sometimes used interchangeably. A single form, W.D., A.G.O. Form No. 63, figure 77, was provided for

*See same subject under "Enlisted Jackets."

PHYSICAL EXAMINATION FOR APPOINTMENT, PROMOTION, OR RETIREMENT.

(SURNAME) [redacted] (CHRISTIAN NAME) *Letoy W.*

(RANK)* (ORGANIZATION)*

Applicant for † *Captain* *Engineers Officers' Pl. Corps*

Age, *37*
Years of Service, * *none* in 1916

[Note.—This form is intended as a general guide only, and should in no way restrict the scope of the inquiry, which should be as thorough as possible.]

History of the case (obtained from the Candidate or Officer before the Board),

Mumps fever 1902 fully recovered otherwise negative

PRESENT CONDITION.

Vision: Right eye, *20/20*
Left eye, *20/20*

Right eye corrected to _____ by _____
Left eye corrected to _____ by _____

Color perception, *normal*

Hearing: Right ear, *normal*
Left ear, *normal*

Figure and general appearance: *Correct well nourished*

Weight: *157 1/2* pounds. Height: *68 1/4* inches.

Chest measurement: At expiration, *33 1/2* inches.
At inspiration, *37 1/2* inches.

Respiratory system, *Normal*

* If an officer of the Army, give rank, organization, and years of service.
† If an applicant for appointment, give branch of service for which application has been made, e. g., Corps of Engineers, Coast Artillery Corps, Mounted Service, Infantry, Medical Corps, Medical Reserve Corps, Contract Surgeon, Acting Dental Surgeon, Chaplain, Philippine Scouts, or Porto Rico Regiment of Infantry

Figure 75. Form No. 395, A. G. O., Physical Examination Prior to Appointment, used from 1917 to about June 1924.

Teeth Good condition none missing.

Nose normal

Throat normal

OFFICE OF SURGEON GENERAL
1943
WAR DEPARTMENT

416
42
Remark: Slightly pigeon-breasted

Figure 75. Reverse of first page of Form No. 395,
(Part 2 of 3) A.G.O.

Bones and joints, Normal
 Flatfoot, None
 Skin, Normal
 Nervous system, Normal
 Vascular system: Pulse, rate, 70; quality, Good
 Condition of arteries: Normal
 Wassermann reaction (taken at entrance into service only),
 Heart: Normal
 Blood pressure: S— 125; D— 80
 Varicocele, None
 Varicose veins, None
 Hemorrhoids, Small external
 Digestive system, Normal
 Hernia, None
 Genito-urinary system, Normal
 Urinalysis: Sp. gr. 1020; Albumen, 0; Casts, 0; Sugar, 0
 Is he incapacitated for active service? No
 Nature and degree of disability,
 How does it incapacitate?
 Is it permanent?
 What physical defects, if any, did he have when commissioned?
 How was this information obtained by the Board?
 Is the incapacity the result of an incident of service?
 Place, Los Angeles, Cal.
 Date, June 22, 1917
J. J. Lynch
 1st Lt. Medical Corps, U. S. A.
 D. R.
 Medical Corps, U. S. A.

Figure 75. Second page of Form No. 395, A.G.O. (Part 3 of 3)

Report of Physical Examination of Officer Prior to Separation from Service in The United States Army.

~~XXXXXXXX~~ Edwin Hoffman (Surname) (Christian name.)
 1st. Lieut., Motor Transport Corps (Rank.) (Regiment or arm or corps or department.)
 Automobile Industry (Occupation prior to entry into service.)

CERTIFICATE OF OFFICER.

I certify that—

*At the present time I have no wound, injury, or disease, whether incurred in the military service of the United States or otherwise.

*I have a ~~wound~~ injury ~~†~~ ~~XXXXXXXX~~ which was incurred about Dec. 17, 1918, at Camp Holabird, Md.

The nature and location of the ~~wound~~ injury, ~~†~~ ~~XXXXXXXX~~, so far as known, are:

1. Painful defecation, micturition and ejaculation following operation for hernia and varicocele right, at Army General Hospital #2, Fort McHenry, Md. Feb. 13, 1919.
2. General Physical weakness.

Original size,
 8" X 10 1/2" (front and back)

Place Camp Holabird, Md.
 Date September 16, 1919, 1919

CERTIFICATE OF EXAMINING SURGEON.

I certify that—

The officer named above has been given a careful physical examination, and is found that;

~~He is physically and mentally sound.~~

He is physically and mentally sound with the following exceptions:

(Describe the nature and location of the defect, wound, injury or disease.)

Neurasthenia, manifested by painful defecation, micturition, and ejaculation following operation for hernia and varicocele right, at Army General Hospital #2, Fort McHenry Md.
 Maximum benefit has been obtained.

The wound, injury, or disease ~~†~~ ~~is~~ likely to result in death or disability.
 † is not

In my opinion the wound, injury, or disease ~~†~~ ~~did~~ originate in the line of duty in the military service of the United States.
 † did not

In view of occupation he is 25 per cent disabled

Clyde R. Ketsmiller (Name) Capt. M. C., U. S. Army. (Rank.)

Place Camp Holabird Md.
 Date Sep 17, 1919

* Strike out the parts of the certificates not applicable to the case. † Strike out words not applicable

Figure 76. Report of Physical Examination of Officer Prior to Separation from Service, used from about November 1918 to June 1924 (Part 1 of 2)

REPORT OF BOARD OF REVIEW.

(See instruction 2.)

From a careful consideration of the case and a critical examination of the officer,

We find—

*That he is physically and mentally sound.

*That he is physically and mentally sound with the following exceptions:

(Describe the nature and location of the defect, wound, injury or disease.)

.....
.....
.....
.....
.....
.....

The wound, injury, or disease $\left\{ \begin{array}{l} \dagger \text{ is} \\ \dagger \text{ is not} \end{array} \right\}$ likely to result in death or disability.

In our opinion the wound, injury, or disease $\left\{ \begin{array}{l} \dagger \text{ did} \\ \dagger \text{ did not} \end{array} \right\}$ originate in the line of duty in the military service of the United States.

In view of occupation he is.....per cent. disabled.

....., *M. C., U. S. Army.*
(Name.) (Rank)

....., *M. C., U. S. Army.*
(Name.) (Rank)

....., *M. C., U. S. Army.*
(Name.) (Rank)

Place

Date....., 191

*Strike out the part of the certificate not applicable to the case.
†Strike out words not applicable.

INSTRUCTIONS.

1. This report will be made out for each officer immediately preceding separation from service in The United States Army.

2. If the certificate of the officer examined and the certificate of the examining surgeon do not agree, the case will be referred to a board of review, to consist of not less than two medical officers, convened by the camp, post, or regimental commander, which will complete the report on page 2 of this form.

3. When completed the report will be forwarded to The Adjutant General of the Army in compliance with instructions prescribed in orders and regulations.

1-4596

Figure 76. Reverse of Form No. 395-1, A.G.O.
(Part 2 of 2)

REPORT OF PHYSICAL EXAMINATION

(See AR 40-100 and AR 40-105)

Preparation.—Unless otherwise specified, this form will be used for all physical examinations of officers, sergeants, or warrant officers; applicants for appointment as such in the Regular Army (R. A.), National Guard (N. G.), or Organized Reserves (O. R.); and appointment in the Reserve Officer Training Corps (R. O. T. C.). It is also used for the physical examination of Army personnel by the following approving organizations: Nature of examination: Appointment, Promotion, Retirement, Annual, Active Duty, Special. Component of Army: R. A., N. G., O. R., R. O. T. C. Use typewriter if practicable. Attach additional sheets if required.

1. Fred Allen (Print name) (Middle initial) (Serial No.)

2. 1st. Med. Res. (Branch) (Organization and arm or service) Age 63 (Nearest birthday) Years of service 39 (Whole number only)

3. Typhoid-paratyphoid vaccination: No. series completed 10 Last series May, 1938

4. Date of last smallpox vaccination 1930 Type of reaction Tranquil

5. Other vaccinations or immunity tests Typhoid, diphtheria, 1937-39

6. Medical history Tonsillectomy - 1
No serious illness

7. Eyes Normal Original size, 8" x 10 1/2" (front and back)

Distant vision: Right 20/20 by glasses Left 20/20 by glasses

Near vision: Right 20/20 correctable to 20/20 by glasses Left 20/20 correctable to 20/20 by glasses

8. Color perception (red, green, and violet) Normal

9. Ears Normal

Hearing, low conversational voice: Right 20 left 20 Audiometer: Right — left —

10. Nose and throat Normal

11. Teeth: Right (Examinee's) Left
 U. X 7 6 5 4 3 2 1 1 2 3 4 5 6 7 X Indicate: Restorable carious teeth by O; nonrestorable carious teeth by /; missing natural teeth by X.
 L. X 7 6 5 4 3 2 1 1 2 3 4 5 6 7 X

12. Remarks, including other defects None Classification IV

13. Prosthetic dental appliances None

14. Cardio-vascular system Normal

15. Blood pressure: S. 118, D. 70 Pulse rate: Sitting 74 Immediately after exercise 86
Two minutes after exercise 75 Character Regular

16. Heart Normal

17. Respiratory system Normal

18. Posture Excellent Figure Stocky Frame Medium

19. Height 67 inches. Weight 166 pounds. Chest: Inspiration 40 inches; expiration 38 1/2 inches; rest 37 3/4 inches. Abdomen 36 inches.

20. Bones, joints, and muscles Normal

21. Feet Normal Skin Normal

22. Abdominal viscera Normal

23. Hernia None

24. Hemorrhoids None Varicose veins None

25. Genito-urinary system Normal

1. If annual physical examination, record only distant and near vision, and state whether defect is properly corrected.
 2. Not required for general physical examination.
 3. If required for appointment in Regular Army because of malnutrition, send plaster models to The Surgeon General.

W. D., A. G. O. Form No. 63
May 14, 1924

MAY 20 1939

Figure 77. W.D., A.G.O. Form No. 63, Report of Physical Examination, (Part 1 of 2) adopted June 12, 1924, and still in use September 7, 1939.

26. Endocrine system Normal

27. Nervous system Normal

28. Laboratory procedures: Wassermann test Mag - 1934 Kahn test Mag 1934
 Urinalysis: Sp. gr. 1.022 Albumin None Sugar None
 Microscopical (if indicated) _____
 Other laboratory procedures _____

29. Remarks on defects not sufficiently described above _____

30. Corrective measures, or other action recommended None

31. Is the individual permanently incapacitated for active service? No
 If yes, specify defect _____

32. If applicant for appointment: Does he meet physical requirements? Yes Do you recommend acceptance with minor physical defects? Yes If rejection is recommended, specify cause _____

Brian J. [Signature] _____ Corps.
(Name) (Name and grade)

5-11, 1934 Quentin M. Mack, Lieutenant (JG) MC-V(G) USNR, Corps.
(Date) (Name and grade)

1st Ind. _____

Headquarters, _____, 19____
 To the Commanding General, _____
 Remarks and recommendations _____

(Name)
(Grade) (Organization and area of service) Commanding.

2d Ind. _____
 _____, 10____, To The Adjutant General.

3d Ind. _____

War Department, S. G. O., _____, 19____ To The Adjutant General.

Noted. See _____ Ind. Recommend _____

* Since action taken on recommendations of the board. If incapacitated for active service, state whether action by retiring board is recommended.

Figure 77. Reverse of W.D.,A.G.O. Form No. 63. (Part 2 of 2)

these reports in 1924 (Circulars Nos. 6, and 40, W.D., 1924; ARS 40-100, 40-105). That form was used almost exclusively after June 12, 1924, regardless of the reason for the examination, and was still in use September 7, 1939, except for officers of the Air Corps. The latter were provided with W.D., A.G.O. Form No. 64 on October 30, 1933 (Cl, AR 40-100, Oct 30, 1933).

Current Use. The records described above are used in adjudicating claims based on disabilities incurred in the military service and in establishing the rights of persons entitled to retirement benefits or other benefits of the pension laws.

REPORTS OF PRIOR SERVICE. This is a personal report created for the emergency officer's convenience in reporting any prior military service. It is commonly referred to however, as the report of residence and emergency addressee, since it is for these items that it finds its greatest usage. Form No. 218, A.G.O., edition of March 31, 1917, is the initial record. This is exhibited as figure 78. The record is also used for obtaining the officers' date and place of birth. (Inasmuch as the prior service shown thereon was furnished by the officer himself, it is used only as a guide in establishing such service.)

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS.*

REPORTS OF SEPARATION OF OFFICERS FROM SERVICE. This report was authorized in 1918 and was prepared for each World War I emergency officer discharged, and for the Regular Army officers whose resignations were accepted by the President (Cir. No. 75, W.D., 1918). Reserve Corps Commissions in general were to be issued to those officers who served with credit to themselves during the emergency and who desired such commissions. The original Report of Discharge, Form 150-CPB-GS, was designed to include the officer's consent or rejection of the Reserve Corps commission. This form was changed to Form No. 721, A.G.O. (Cir. No. 469, W.D., 1919). The latter is

*See same subject under "Enlisted Jackets."

WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
WASHINGTON,

November 26, 1917

Donald Alonzo ██████████

Fort Sheridan, Illinois

Sir:

In order to complete your record in this office you are requested to furnish, as fully as possible, on the reverse side of this card, the information indicated there, and return the card to this office.

Very respectfully,

*H. P. McCain,
The Adjutant General.*

NOTE.—Please give exact dates. Give full name, not initials.

(OVER)

Form No. 218—A. G. O.
Ed. July 2-17—200,000.

3-4218

Figure 78.
(Part 1 of 2)

Report of Prior Service normally found in the 201 files of officers who served during the World War I emergency.

Fort Sheridan, Ill.

(Place.)

November 26, 1917

(Date.)

Full name [redacted], Donald Alonzo

2nd LIEUT., F. A., O. R. C.

When and where born Oct. 11, 1894

Mishawaka, Indiana

Prior military service (at United States Military or Naval Academy, enlisted man or officer in United States Army or Navy, Regular or Volunteer. Give dates, rank, company, regiment, etc.) Pvt. Battery F. 1st Ill., Field Artillery, Dec. 10, 1915 to May 26, 1917.

Home address 5413 Washington Blvd.

Chicago, Ill.

Name and address of nearest relative

Harry A. [redacted], (Father)

4459 Fillmore st.,

Chicago, Ill.

Donald A. [redacted]

(Signature.)

2nd LIEUT., F. A., O. R. C.

(Rank and organization)

3-421R

Figure 78. Reverse of Report of Prior Service (Part 2 of 2)

exhibited in figure 79. That form was later designed to exclude the recommendation for the officer's discharge (Cir. No. 229, W.D., 1920). The forms provided for the Officer's report of separation after 1920 are exhibited in AR 345-800 and AR 345-810.

Current Use. In the absence of other record material, the date and place of discharge, home of record, and certain information pertaining to the officer's status, are sometimes taken from the reports of separation.

REVIEW AND CORRECTION BOARDS RECORDS.*

SEPARATION RECORDS. The service of officers was terminated by discharge, resignation, retirement, termination of the period of service for which appointed, death, and by being dropped from the rolls of the Army while in a status of desertion. The discharge of officers was by direction of the President, and was usually announced in War Department Special Orders (see "Orders" under Enlisted Jackets). (The discharge of the World War I emergency officers was by War Department orders only--Cir. No. 469, W.D., 1919). The special order announcing the officer's separation is usually filed with his military personnel records. The "Appendix to File Record Card of Officer"--see "Status Cards" immediately following--also shows the date and the authority for the emergency officer's discharge. A record reporting the retirement of a Regular Army officer is exhibited in figure 80, and a message form reporting the death of a retired Army officer is exhibited in figure 81. Telegrams reporting the discharge of emergency officers are frequently found in their 201 files. Reports of death for officers were the same as those used for all Army military personnel (see that subject under "Enlisted Jackets"). A record terminating service by reason of the expiration of the period for which appointed in the Officers' Reserve Corps is exhibited in figure 82. This is the only record of separation for the Reserve Officers, unless separated for a reason other than the expiration of the period for which appointed.

Current Use. The value of the records described above is self-evident, since they reveal, among other things, the officer's type and character

*See same subject under "Enlisted Jackets."

REPORT OF SEPARATION OF OFFICER FROM SERVICE

Desires
Reserve Corps

Original size,
8" x 10 1/2"

Fittsimons General Hospital (Place) *W/W*
Oct. 15, 1920, 19

Jequin Ferna

(Surname) (Full Christian name, no initials.)

1st Lt. Sanitary Corps

(Rank) (Regiment or arm or corps or department.) (Regular Army rank, and arm or corps or department.)

Home address: 129 Pleasant St Prescott Arizona

(No. and street or rural route, if none, no state.) (City, town, or post office.) (State or country.)

When entering upon active duty I ~~did~~ did not hold a commission in the *Reserve Corps or *National Guard in the grade of _____

If opportunity is later offered, I ~~do~~ do not desire appointment to a commission in the Regular Army, in the _____, in a grade for which I am qualified and eligible.

(Arm or corps or department.)

I ~~do~~ desire appointment to a commission in the Officers' Reserve Corps, in the _____ A. G. Section, in a grade for which I am qualified and eligible.

(Arm or corps or department.)

Date of birth: Dec. 22, 1878, 19 _____

Jequin F. Ferna
Jequin Ferna (Name)
1st Lt. San. Corps. (Rank and organization.)

1st Indorsement
(To be prepared by the officer's immediate commanding officer.)

Fittsimons General Hospital Denver, Colorado Oct. 15, 1920, 19

(Organization.) (Place.) (Date.)

—To the Commanding Officer Fittsimons General Hospital Denver, Colo.

I ~~do~~ do not recommend this officer for appointment in the *Regular Army or *Reserve Corps.

REMARKS (to include a brief estimate of the officer and reason for any unfavorable recommendation)...

(1) Tuberculosis, pulmonary, chronic, active, middle lobe right lung;
(2) ~~Chronic, tuberculous, right kidney.~~
(4) Nephrectomy, left, performed in 1914 for pyonephrosis; results good.

Shelley U. Marietta
Shelley U. Marietta (Name)
Chief Med. Service. Maj. Med. Corps. (Rank and organization.)

2d Indorsement
(To be prepared by the commanding officer of the post, camp, or station, where officer is separated from service.)

Fittsimons General Hospital Denver, Colorado Oct. 15, 1920, 19

(Organization.) (Place.) (Date.)

—To The Adjutant General of the Army.

This officer was separated from the service by *discharge ~~with~~ Oct. 15, 1920, 19 _____

The recommendation contained in 1st Indorsement *is *is not concurred in.

REMARKS: _____

William H. Monrief
Lieut. Colonel William H. Monrief. (Name)
Medical Corps. (Rank and organization.)
Commanding

Form No. 781, A. G. O. October 17, 1918. *Strike out words not applicable. (1-74)

Figure 79. Report of Separation of Officer from service, used from about 1918 to 1921.

WAR DEPARTMENT
WASHINGTON

The proceedings and finding of the Retiring Board are approved by the President, and by his direction Colonel Tracy C. [redacted] Ordnance Department, is retired from active service on September 30, 1932, under the provisions of Section 1251, Revised Statutes, and the Act of Congress approved April 23, 1930. Colonel [redacted] is retired with the rank of brigadier general, under the provisions of the Acts of Congress approved March 4, 1915, February 23, 1917, and the Act of Congress approved June 21, 1920.

TRP
WAS
CAF

SEP 14 1932

George W. ...
uty

Original size,
8" x 10½"

Figure 80. Record of the retirement of a Regular Army Officer.

Signal Corps, United States Army

War Department Message Center,
 Received at Room 5001, Munitions Building,
 Washington, D. C.

RADIOGRAM

819 49 WD 8 BALTIMORE MD 220PM MAY 20Z

THE ADJUTANT GENERAL
 WASHN DCZ

RERAD MAY NINETEENTH BRIGADIER GENERAL [REDACTED] ON
 US ARMY RETIRED DIED MAY SEVENTEEN [REDACTED] X
 STOP CAUSE HEART ATTACK [REDACTED] HAVERFORD PENNA STOP
 NEAREST RELATIVE IS [REDACTED] PERSON COMMA HAVERFORD
 GABLES HAVERFORD PENNA [REDACTED] GENERAL [REDACTED] RESIDED
 THE GENERAL WAS A WIDOWER [REDACTED]

Original size;
8" X 8"

RECEIVED
MAY 20 1948
WAR DEPARTMENT
WASHINGTON, D. C.

BOUNCE

Figure 81. Message form reporting the death of a retired Army Officer.

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
WASHINGTON

IN REPLY
REFER TO

AG 201 ~~Washington~~ Fred Allen
SUBJECT: ~~(AG 201)~~ STATUS.

April 26, 1939
HOW 1587

THROUGH:

Commanding General, Ninth Corps

TO:

Lieut. Colonel F
148 E. Jeff
Esico,

Original size,
8" x 10½" (one page)

NOT FOUND - MISO 201 FILE

1. The records of this office show that your commission in the Officers' Reserve Corps has terminated by reason of the expiration of the five - year period for which it was granted

Grade and Section	Date of termination
-------------------	---------------------

Lt. Col. Med-Res.	April 25, 1939
-------------------	----------------

2. In view of the fact that the required report of physical examination was not received in this office, you were not tendered reappointment.

3. The War Department regrets that you have found it impracticable to continue your affiliation with the Officers' Reserve Corps.

By order of the Secretary of War:

[Signature]

Adjutant General.

[Handwritten initials]
Copy to:

The Surgeon General.

*File 4-26-39
Mc 261507*

Figure 82. Record terminating a commission in the Officers' Reserve Corps by reason of the expiration of the period (5 years) for which appointed. First used about 1923 and still in use September 7, 1939.

of separation. This is probably the most important and frequently needed item of information about the former service person. It is needed in answering a large percentage of the inquiries received in the Military Personnel Records Center--see the subject "Service Records" under "Enlisted Jackets."

SPECIAL ORDERS.*

STATUS CARDS. The Status Card represents the greatest concentration of service data for World War I officers. It was maintained on Regular Army officers, Reserve officers on active duty fifteen days or more, contract surgeons, and the emergency officers. The record was compiled in the Officers' Division of the Adjutant Generals Office from various rosters, orders, reports, and passenger lists; but mainly from the daily reports of changes. (Keeping the status card up-to-date was made possible by assigning 1200 cards to a single clerk who transferred all information to the cards immediately after it was received.) Before issuing any orders pertaining to an officer, his status card was referred to. The authority for the changes in the officer's status was usually entered on the status cards. Form No. 485, A.G.O. edition of May 5, 1917, is believed to be the initial record. This is exhibited in figure 83. If more than one status card was needed, Form No. 485-2, A.G.O., was to have been for the continuation of the record. Frequently, however, a second Form No. 485, A.G.O., was used for the continuation. The "Appendix to File Record Card of Officer," which is pasted to the status card, is considered a part of that record. Its content is best noted by consulting figure 83.

Current Use. The reference value of the officer's Status Card is much the same as that of the Service Record for enlisted personnel. See that subject under "Enlisted Jackets."

*See same subject under "Enlisted Jackets."

ORDER

Called into Federal Service & ordered to proceed to M.O.J.C. Ft. Benj. Harrison Ind. for course of instr. AG 2403/95 June 13/17
 ordered to report to M.O.J.C. Ft. Benj. Harrison Ind. for course of instr. per S.O. 161. Apr. 36. H.E.D. June 24/17.
 Relieved from duty at M.O.J.C. and ordered to report to his proper organization per S.O. Paper. W.D. Sept. 8, 1917.
 Appointed 1st Lt. of M.C. to be held. to be held. (O. 291. Apr. 1. W.D. Dec. 14, 1917.)
 5 days leave from Dec. 1, 1917. to Dec. 6, 1917.
 Ft. Benj. Harrison Ind. Dec. 1, 1917.
 Received in N.G. accepted to date from Nov. 20, 1917. per S.O. 6. 12r. 265. W.D. Jan. 7/18.
 Received notice Jan. 7, 1918. of order in N.G. Review Board of M.C. officers for purpose of conducting exams. Applicants ordered before it. Although fitness proved permanent M.C. U.S.A. Rept. Pres. for exam. & on comp. time of out. prop. sta. per Reg. "Harris" Sept. 9-18.
 Appointed Capt. M.C. for pres. emergency. per S.O. 257. Oct. 25/18.
 10. 253/604. W.D. Oct. 29/18.
 1919.
 In compliance with para. 1, cables # 124, Jan. 4/19 from C. S. A. S. Liberia, held duty at Co. Greenleaf, Filib. those who are to be sent to Liberia, Cal. in time to sail from there on or about Feb. 25/19. Report left Army Transport Serv. for transportation to Bladivostok, on order report C. S. A. S. Liberia for duty. S.O. 35-O. 11.5. Feb. 11/19.
 7 days granted. S.O. 38-O. 154. W.D. Feb. 14/19.
 Promotion to Capt. M.C. permanently established. W.D. Nov. 24/18, is announced. S.O. 57. 8/17. W.D. Mar. 10/19.

Original size, 9" x 11" (front and back)

APPENDIX TO FILE RECORD CARD OF OFFICER

Port Wm. McKinley, Rizal, P. I.
 (Place)

Feb. 3, 1921

ADJUTANT GENERAL OF THE ARMY.

Bradford

(Full Christian name, no initials)

Captain,

Medical Corps.

(Regiment or arm or corps or department)

Separated from service in The United States Army at this place and on this date.

The authority for separation. Resignation

Service with American Expeditionary Forces: AEF, SIBERIA

Sailed from U.S. for foreign service. 2/25/1918, 1918

Arrived at port overseas. 3/27/1918, 1918

Sailed from port overseas for U.S. 1918, 1918

Arrived at Manila, on S. Bend on 4/6/1919, 1919
 (Port) (Name of vessel)

Ordinary leaves of absence while overseas:

From Manila, 1918, to 1918

From 1918, to 1918

From 1918, to 1918

Address furnished for future reference.

1823 Wallace St.

(No. and street or rural route)

Philadelphia,

Penn.,

(City, town, or post office)

(State or country)

Instructions relating to War Risk Insurance have been furnished me. I acknowledge having received notice on or prior to this date of separation from active service.

Seen at Rec.

Bradford
 Bradford
 (Name)

Captain, Medical Corps.

3/16/21 Boston
 -485

5 10

1823 Wallace St.
 Philadelphia, Pa.

205

Figure 83. Form No. 485, A.G.O., Status Card. These cards were used only for officers who served during the World War I emergency period.

W. H. C.

Bradford

1st Lt
 U.S. Army
 Dec 20/17
 Capt, MD Dec 25/18

STATION	JOINED	LEFT	TEMPORARILY AT	CAUSE	FROM	TO	CO.	DATE OF ASSIGNMENT	REMARKS
St Oglethorpe Ga. Washington, Liberia	Dec 8, 17	Feb 14, 19	Philadelphia San Francisco, Cal.	Muster in	Feb 17	Sept 6 Feb 20/19		Mar 29/19 June 5/19	At Washington Resigned from and returned to Baltimore Am. Corp High Comm. Staff

SICK			DETACHED SERVICE				LEAVES				
FROM	TO	NATURE OF	FROM	TO	NO.	DATE	FROM 1917	TO	NO.	DATE	REMARKS
Mar 26/18	Mar 30/18	Encountered at M.O.J.C. Ft. Henry Harrison, Ind. M.O.J.C. Camp of Engineers, Ga.	June 27/17	Dec 1, 17			Dec 1	Dec 5	5		
			Dec 1, 17	Feb 14, 19			Jan 2/19	Feb 11/19	10		
							Feb 21/19	Feb 21/19	7		

NOT IN LINE OF DUTY

SICK LEAVES

FOREIGN SERVICE		ARRIVED			
LEFT	TRANSPORT	ARRIVED U. S.	TOTAL	ARRIVED	
	Logan	Washington, Liberia			

1st Lt
 U.S. Army
 Dec 25/18

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Figure 83. Reverse of form No. 485.
 (Part 2 of 2)

STATUS SHEETS. The Status Sheet--figure 84--came into being as a result of an act of July 11, 1919, which provided that statements of military service be furnished to the Adjutant General of each state for persons who entered military service from such states. Each time a statement of service was prepared for an officer or an Army Field Clerk, a Status Sheet, showing the same information, was prepared for the 201 file. This work was begun in January 1919, but was temporarily halted June 30, 1921, due to lack of funds. With additional funds provided by an act of June 30, 1922, the project was immediately resumed and was finally carried to completion in 1926 under the regular annual appropriations for the War Department. The forms were either salmon or yellow in color.

Current Use. Due to the limited data entered on most of these forms, there is relatively little use for them in current reference service operations. When other records are missing, however, any of the items shown may be considered as authentic and used for answering inquiries.

WOUNDS (OR GAS) RECEIVED IN ACTION, REPORTS OF*

*See same subject under "Enlisted Jackets."

(Make no entries above this line.)

Component force: Regular Army (RA); National Guard (NG); National Army and United States Army (NA and USA); Officers' Reserve Corps (ORC).

Residence: _____ (Street and house number) _____ (County) _____ (State) _____ (City, town, or post office) _____ (State) _____ (Country)

Born in: Hudson _____ (Date) June 10/14

* Appointed (NA and USA) _____ (Date) _____ (Grade) _____ (Arm or staff corps or department) _____ (Date)

* Drafted into active service (1917) _____ (Date) _____ (Grade) _____ (Arm or staff corps or department) _____ (Date)

Source: Civil life (CL); Regular Army (RA); National Guard (NG); National Army and United States Army (NA and USA); Officers' Reserve Corps (ORC).

* Attended _____ Training Camp.

Promotions: _____ Date of separation from service or death June 21/19

Honorably discharged for the convenience of the Government, services no longer required. (Form No. 84-1)

Honorably discharged. (Form No. 84-2.)

Discharged. (Form No. 84-3.)

Dismissed. (Form No. 84-4.)

Deserted. (Form No. 84-5.)

Killed in action. (Form No. 84-6.) _____ (Place or battle)

Died at (Form No. 84-7) _____ of wounds received in action at _____

Died of (Form No. 84-8) _____ (Cause) at _____

Buried at _____

Person notified of death _____ (Name and relationship) _____ (No. and street, or rural route) _____ (City, town, or post office) _____ (County) _____ (State)

Wounded in action. (Form No. 84-9) _____ (Date) _____ (Place or battle) _____ (Degree)

Disability on discharge (per cent) 5

Served overseas: From Commission to Apr 23/19 Statement prepared on Form No. 840-1 date 2/9/23

Remarks: _____ Drafted by Mc 3; typed by _____; reviewed by Mc

* Strike out lines not applicable. 2-501

Original size, 8" x 10 1/2" (salmon or yellow colored)

Statement of service furnished to _____ of State, under Act of _____, June 30, 1922.

Figure 84. Status Sheet (salmon or yellow colored). These sheets were accomplished between July 1919 and the latter part of 1926.

WARRANT OFFICER RECORDS

The "warrant officer" grade was unknown in the Army prior to the Appropriation Act of July 9, 1918. Under that Act, the Army Mine Planter Service was created in the Coast Artillery Corps and made a part of the Regular Army. Five Warrant Officers were appointed for each mine planter in the service of the United States. They were rated master, first mate, second mate, chief engineer, and assistant engineer, with annual pay ranging from \$972 to \$1,800. Warrant Officers were appointed by and held their offices at the discretion of the Secretary of War (Bul. No. 43, W.D., 1918 - pg 51). They took rank next below second lieutenants, and among themselves according to dates of their respective warrants (Cir. No. 280, W.D., 1920).

Few Warrant Officers were appointed under this act, since there were only eighteen mine planters in the service at that time (Report of The Adjutant General of the Army to the Secretary of War - 1919). Under an act of June 4, 1920, however, the number of warrant officers was increased by 1120, and they were distributed throughout the entire Army (Bul. No. 25, W.D., 1920; Cir. No. 296, W.D., 1920). The majority of Warrant Officers whose records are in the WW I files were appointed under this act. All of them had had prior service, since section 4a of the act specified that appointments be made from among noncommissioned officers with at least ten years' enlisted service; enlisted men who served as officers of the Army at some time between April 6, 1917 and November 11, 1918, with total service of at least five years; and those who were serving, or had served, as Army Field Clerks. The majority of the appointments came from the first category, and a considerable number of Army Field Clerks and former Army Field Clerks were also appointed as Warrant Officers. (Bul. No. 25, W.D., 1920; Bul. No. 4, W.D., 1926). Many Warrant Officers while serving as such were at the same time holding commissions in the Officers' Reserve Corps, and some of them were promoted to second lieutenants (or higher grade) in other components of the Army during the World War I period.

Records. All the records for a given WW I warrant officer, including those covering any prior service as an Army Field Clerk and any subsequent service as a commissioned officer, are in a single folder in the World War I 201 files, provided of course he was last and completely separated before September 8, 1939. This means that if a warrant officer was retired but still living on September 8, 1939, none of his records would be in the World War I files. They would be in the World War II or the Post-World War II files, depending on whether the person has since died and, if so, when. (The basic rules under which the 201 records are filed are explained in the introduction to part I, "Individual Name Records.")

The basic military personnel documentation is for the most part the same as that of commissioned officers of the Regular Army. This is true of the

following records, which are described above under the heading "Commissioned Officers":

- Acceptance Records
- Appointment Certificate
- Efficiency Reports
- Master Cards
- Oath of Office
- Officers Qualification Cards
- Reports of Change
- Reports of Physical Examinations
- Separation Records
- Status Cards
- Status Sheets
- Miscellaneous Record Material

The following records in the Warrant Officer 201 files are the same as those of enlisted personnel--see "Enlisted Jackets," above.

- Court-Martial Records
- Decoration and Awards Records
- Determination Notations
- Medical Records
- Opinions or Decisions by the Legal Section
- Orders
- Presidential Pardons
- Reports of Death
- Reports of Proceedings of Boards of Officers
- Review Board and Correction Board Record Material
- Wounds (Gas) received in Action, Records of

ARMY FIELD CLERKS

The position of Field Clerk in the Army and in the Quartermaster Corps was created by an act of August 29, 1916. They are not to be confused with civilian employees on duty as clerks in the War Department. Appointment to the position of Field Clerk was made by the Secretary of War upon the recommendation of The Adjutant General of the Army. Field Clerks were assigned (when authorized by Acts of Congress) to offices at the headquarters of the several territorial departments, districts, divisions, brigades, service schools, Army and Corps headquarters, camps and ports of embarkation and debarkation, according to their qualifications for the duty to be performed. They were transferred from station to station to meet the exigencies of the military service. All transfers were ordered in War Department special orders. The duties of the Field Clerks included administrative and general clerical (correspondence, filing, and recording). A good working knowledge of typing and stenography was usually a requirement. Their rates of pay were fixed by law and ranged from \$1,000 to \$2,000 per annum.

Early in 1920 there were 4,161 Field Clerks in the military service; however, as the work incident to the demobilization of the Army progressed toward completion, the number was gradually reduced. An act of June 4, 1920, stipulated that no more appointments to these positions would be made. That act also provided for the appointment as warrant officers of Field Clerks and former Field Clerks. By an act of April 27, 1926, all positions as Army Field Clerks and Field Clerks of the Quartermaster Corps were abolished. With the exception of those retired on account of age, all Field Clerks in service on April 27, 1926, (approximately 367) were made Warrant Officers of the Regular Army (Sec IV, Bul No. 4, W.D., 1926).

The work performed by the Field Clerks was of great importance in connection with the organization of the Army and the administration of its affairs. Some of the clerks were subjected to enemy fire; however, none were killed or wounded in action. Many of the clerks were given citations for meritorious service.

Status. The Secretary of War held that legislation of August 29, 1916, placed all Army Field Clerks and Field Clerks of the Quartermaster Corps in the military service, and that appointments to and separations from these clerkships were excluded from the operation of the Civil Service law and rules (G.O. No. 52, W.D., Sept 30, 1916). These Clerks were considered to be officers in the military service, although not commissioned officers. They were subject to the rules and articles of war, and were privileged to wear the same uniform (omitting all insignia of rank and the brown band on cuff of service coat) as commissioned officers. They were entitled to the same travel allowances of a commissioned officer upon discharge from the service.

Records. The records (201 files) created for Field Clerks are similar to those created for commissioned officers during the same period. Some of them are identical. The forms used during the period these positions were in existence (August 1916 to April 1926) remained unchanged. The basic records are listed below, and those used exclusively for Field Clerks are illustrated as figures.

1. Report of Physical Examination Prior to Appointment, Promotion, or Retirement, Form No. 395, A.G.O. (See "Reports of Physical Examinations" under Commissioned Officers).
2. Form of Acceptance, Form No. 590-A.G.O. (figure 85). All Field Clerks were required to subscribe to the form of acceptance.
3. Oath of Office, War Department Standard Form No. 6 (figure 86).
4. Statement of Personal History and Qualification, Form No. 591, A.G.O. (figure 87).
5. Record of Service of Army Field Clerk (figure 88).
6. Special Orders announcing discharge, transfer, leave of absence, assignment to duty, relief from duty, and etc. (See "Orders" under Enlisted Jackets).
7. Efficiency Report (figure 89).
8. Medical record forms are the same as those used for all other Army military personnel (See "Medical Records" under Enlisted Jackets).
9. Report of Physical Examination Prior to Discharge, Form No. 395-1, A.G.O. (See "Reports of Physical Examinations" under Commissioned Officers).
10. Copy of discharge certificate (figure 90). This is a mimeograph sheet containing all items of information shown on the original certificate. Form No. 525-4, A.G.O. (figure 91) was the original Discharge Certificate authorized for issuance to all Army Field Clerks and Field Clerks of the Quartermaster Corps who were honorably discharged.
11. Salmon (or yellow) colored sheets, commonly referred to as "status sheets." These sheets were prepared when statements of service were furnished to The Adjutant General of the various states under an act of Congress of July 11, 1919. (See "Status Sheets" under Commissioned Officers).

FORM OF ACCEPTANCE.

(Prescribed by regulations governing appointment of Army field clerks.)

State of Illinois,

County of Cook

ss:
Original size,
8" x 10½"

I hereby accept the appointment as Army field clerk in the United States Army, dated
May 26, 19 20, and bind myself to be subject to the rules and articles of war and general orders
and regulations for the government of the Army as have been or may be enacted by Congress or other
competent authority, and to serve until my appointment terminates or shall be revoked by proper authority.

[Handwritten signature]

Subscribed and sworn to before me this twenty-sixth day day of May, 1920.

[Handwritten signature]

Notary Public

My Commission Expires May 20, 1923

*To be executed by Notary or other officer authorized to administer oaths.

Form No. 590-A. G. O.
Ed. June 10-18-5,000.

Figure 85. Form No. 590-A.G.O., Form of Acceptance, was required, in addition to the Oath of Office, of all Army Field Clerks and Field Clerks of the Quartermaster Corps. This form was in use from August 1916 to about June 1920.

OATH OF OFFICE

State of Illinois,
County of Cook

SS:

Original size,
8" x 10 1/2"

I, _____ having been appointed
Army Field Clerk in the military service of the United
States, do solemnly swear that I will support and defend the Constitution of
the United States against all enemies, Foreign and Domestic; that I will bear
true faith and allegiance to the same; that I take this obligation freely,
without any mental reservation or purpose of evasion; and that I will well
and faithfully discharge the duties of the Office on which I am about to
enter. So help me God.

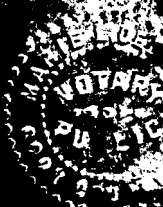
W. J. ...

Given and subscribed to before me this twenty sixth day

1942

W. J. ...

NOTARY PUBLIC.



WAR DEPARTMENT,
STANDARD FORM No. 6.

Figure 86. W.D. Standard Form No. 6, was executed by all Field Clerks at time of entry.

RECORD OF SERVICE OF ARMY FIELD CLERK.

Walter Reed General Hospital.

July 2, 1921. 191

To The Adjutant General of the Army.

(Surname)

(Full Christian name, no initials)

1. SEPARATED from service in The United States Army at this place and on this date.

(a) Authority for separation and cause (whether by discharge or resignation):
Hon. Disch PP 11, S.O. 189, WRGH, July 9, 1921 and letter WDAGO same date.

2. SERVICE IN THE UNITED STATES:

Served at Walter Reed General Hospital, Washington, D.C., Apr. 9, 1919.

(Give all stations and hdqrs., with dates of service)

Aug. 14, 1920. Pittsburgh Pa. Aug 15, 1920 to Jan. 18, 1921, AGO Wash., D. C

Jan. 21, 1920 to Mar. 9, 1921 Victory Medal Distribution Wash., D.C., Mar. 8, 1921 to Apr. 7, 1921. ^{July 8, 1921} Regimentary San Corps Area, State of W. Va. Apr. 15, 1921 to

3. Ordinary leaves of absence in United States:

From 15 days leave 191 to 191
 From while at WRGH. 191 to 191
 From 191 to 191
 From 191 to 191

4. SERVICE WITH AMERICAN EXPEDITIONARY FORCES:

Sailed from U. S. for foreign service None 191 to 191
 Arrived at port overseas 191 to 191
 Sailed from port overseas for U. S. 191 to 191
 Arrived at _____ on _____ 191 to 191
 (Port) (Name of vessel)

5. Ordinary leaves of absence while overseas:

From None 191 to 191
 From 191 to 191
 From 191 to 191

6. Sick leaves: None

7. Absent without leave: None

8. During my service with A. E. F. I served at None

(Give all stations and hdqrs., with

dates of service)

9. Entitled to War Service Chevrons? No

(Yes or No)

To Wound Chevrons? No

(Yes or No)

Note:

ALL QUESTIONS MUST BE ANSWERED.

12-12-18

(OVER)

Figure 88. Record of Service of Army Field Clerk is an un-numbered mimeograph form which was used for Field Clerks during the period 1916 - 1926.

10. ADDRESS FURNISHED FOR FUTURE REFERENCE:

(No. and street or rural route)

(City, town, or post office)

(State or country)

11. Instructions relating to War Risk Insurance have been furnished me. I acknowledge having received notice on or prior to this date of separation from active service.

Notification Received July 24, 1921 at Washington D.C.

Army Field Clerk

12. DATE OF LAST PAYMENT BEFORE LEAVING FOR U. S.: 1921

(a) " " " " " DATE OF DISCHARGE (Resignation): 1921

This certificate will be executed by the commanding officer of the post, school, camp, headquarters, or station at which the Army field clerk is stationed on departure for United States:

This is to certify that the foregoing statements under Nos. 2, 3, 4, 5, 6, 7, 8, 9 and 12 are correct so far as they appear on the records on file at these headquarters.

Date: 1921

(Hdqs. or station)

Original size, 8 1/2" x 12 1/2" (front and back)

THE FOLLOWING CERTIFICATE WILL BE EXECUTED BY THE COMMANDING OFFICER OF THE POST, SCHOOL, CAMP, HEADQUARTERS, OR STATION AT WHICH THE ARMY FIELD CLERK IS STATIONED AT DATE OF DISCHARGE OR RESIGNATION:

This is to certify that the foregoing statements contained under the numbered headings not already covered by the preceding certificate are correct so far as they can be verified by the records at these headquarters.

Date: July 9, 1921. 1921

Walter Reed General Hospital.

(Hdqs. or station)

[Signature]
Captain, Medical Corps, U. S. A.,
Commanding

Figure 88. Reverse of Record of Service of Army (Part 2 of 2) Field Clerk

THE COMMANDING OFFICER WILL ANSWER THE FOLLOWING QUESTIONS AND FORWARD THIS REPORT TO THE ADJUTANT GENERAL OF THE ARMY:

1. What comment have you to make on the foregoing statements of the clerk?
Comment on Part
2. Is the clerk giving satisfaction in the performance of his duties?
Yes ✓
3. In your opinion what is the ability of this clerk as a stenographer?
Very good ✓ As a typist? *Excellent* ✓
4. What is the condition of the clerk's health? Do you consider him incapacitated for active duty in the field? If so, state your reason.
Excellent - 700 ✓

5. Comment on the quality and the quantity of the clerk's work.
Very fast and accurate ✓
6. Comment on the clerk's sobriety, subordination, cheerfulness in obeying orders and regulations, and courtesy in official relations.
Cheerful and obedient. Obeys at times and not in duty ✓

Original size:
8" x 14 1/2" (front and back)

7. This Army field clerk is one of those appointed for service during the present emergency. Do you recommend him for retention for service in the PERMANENT FORCE of Army field clerks in the event that the authorized number of 170 is increased? If not, state your reason.
Recommend retention in service ✓

Maj. J. H. ...

 (Station)
November 16, 1918

 (Date)

W. A. ...

 (Signature of commanding officer)
Major General, U.S. Army

 (Rank)

----- RECORD OF ABSENCE (Stating year in which leave was taken): -----

Annual leave:	Sick leave:	Absence without leave:
<i>3 days, Nov. 6th to 9th, 1918</i>		
:	:	:
:	:	:
:	:	:

Figure 89. Reverse of Efficiency Report for (Part 2 of 2) Army Field Clerk

NOTE: This copy of discharge certificate is for file in clerk's file.

ARMY OF THE UNITED STATES OF AMERICA

To all who shall see these presents greeting:

THIS IS TO CERTIFY THAT

ARMY FIELD CLERK

is hereby HONORABLY DISCHARGED from the military service in the United States Army, by authority of the Secretary of War, for the Government.

Given at Washington, D. C., on this 30th day of June 1910

Original size; 8" x 10 1/2"

Form No. 525-4, A.G.O. Dec., 1910.

J.T.Kerr Adjutant General.

MILITARY RECORD

Appointed on the 26th day of May, 1920.

at Hqs. Central Dept., Chicago, Ill.

Physical condition when discharged Good

Battles, engagements, skirmishes None. No overseas service.

Medals awarded None

Wound chevrons authorized None

War Service chevrons authorized None


REMARKS: Service honest and faithful. Discharged at Hqs. 6th Corps Area, Fort Sheridan, Ill.

Original mailed to clerk to address shown on his Record of Service on

J.T.Kerr Adjutant General.

7/9/21 J.B.S.

Figure 90. Copy of Discharge Certificate is an unnumbered mimeograph form which was prepared for all Field Clerks at time of separation.



Army of the United States of America
 To all who shall see these presents, greeting:
This is to certify that

Army Field Clerk

is hereby honorably discharged from the military service in The United States Army, by authority of the Secretary of War, for the convenience of the Government.

Given at Washington, D. C., office of The Adjutant General of the Army,
 this 4th day of September, one thousand nine hundred and 19.

Form No. 525-4, A. G. O.
 Dec., 1914

J. P. ESTER
 Adjutant General

Figure 91. Form No. 525-4, A.G.O., was the original discharge certificate (Part 1 of 2) authorized for issuance to Field Clerks. (It was used until about 1958 for replacing lost or destroyed discharge certificates.)

MILITARY RECORD

Appointed on the third day of June, 19 19

at Headquarters, Camp Upton, New York.

Physical condition when discharged good

Battles, engagements, skirmishes None. No overseas service.

Medals awarded None

Wound chevrons authorized None

War service chevrons authorized None

Remarks Service honest and faithful. Discharged at Headquarters, Camp Upton, New York.

J. T. Kerr.
Adjutant General.

Original size,
8 1/2" x 10 1/2" (front and
back)

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Figure 91. Reverse of Form No. 525-4, A. G. O.
(Part 2 of 2)

Current Use. These records are the primary source documents for all information on Army Field Clerks. They are used for answering all types of reference service inquiries. (See "Service Records" under Enlisted Jackets).

Filing. All the records for a given Army Field Clerk, including those covering any subsequent service he may have had as a warrant or commissioned officer, are in a single folder in the World War I 201 files, provided of course he was last and completely separated before September 8, 1939. This means that if an Army Field Clerk later served as an officer and was retired but still living on September 8, 1939, none of his records would be in the World War I files. They would be in the World War II or the Post-World War II files, depending on whether the person has since died and, if so, when. (The basic rules for alphabetical filing in the 201 files are explained in the introduction to part I, "Individual Name Records.")

References. Report of The Adjutant General of the Army for 1918 thru 1921; War Department Bulletins Nos. 33, 1916, and 4, 1926; W.D. G.O. No. 52, 1916; Circular No. 280, W.D., July 21, 1920; and WW I "Precedent" Files labeled "Army Field Clerk."

NURSES' RECORDS

The records on Army Nurses are the second largest in bulk--next to Commissioned Officers--in the 201 files category for the World War I period. They include the personnel records of all Army nurses who were in the military service after October 13, 1917, and who were last separated for any reason prior to September 8, 1939. The present location of records of Nurses whose service extended beyond September 7, 1939, and for those who retired and were still living on that date depends on the date of their complete separation or the date of death. The service of the majority of nurses in the World War I grouping was terminated by the end of the emergency period, or immediately thereafter.

These records are, for the most part, on forms which were supplied by the Surgeon General and the Medical Department. Some were supplied by the Adjutant General's Office and the War Department. The latter, however, were normally used for all Army military personnel regardless of rank or status. The record forms which were peculiar only to nurses are described and illustrated in the succeeding brief narratives. Listed among these narratives are those types of nurse's records that will also be found in Enlisted Jackets and in Commissioned Officer records and that have already been described under those headings.

There are a very few records (201 files) in the World War I records category for Contract Nurses. These records are not to be confused with those of the Army Nurse. The Contract Nurse's file can be readily identified from the contract contained therein. The "contract" is an 8- by 14 inch document bearing Form 43, M.D., with the contents of the agreement printed thereon. Contract Nurses in service during World War I did not acquire a military status by reason of such service. They were known as civilian employees of the Medical Department of the Army.

BRIEF HISTORY OF THE ARMY NURSE CORPS

The "Nurse Corps" was established and made part of the Medical Department of the Army by sections 18 and 19, Act of February 2, 1901 (G.O. No. 9, W.D., 1901). Nurses employed by the Army prior to that date earned no military status. The original Nurse Corps was allowed one superintendent, and as many chief nurses, nurses and reserve nurses, as were needed. All rules and regulations concerning the duties, appointment, or removal of members of the Army Nurse Corps were prescribed by the Surgeon General subject to the approval of the Secretary of War (Bul. No. 43, W.D., 1918).

In 1916, the enrolled nurses of the American Red Cross formed, for the most part, the Reserve of the Nurse Corps (par. 102, Manual for the Medical Department-1916). With their consent, the Reserve Nurses were assigned to active duty in time of war or other emergency. While on active duty, they were in the military service of the United States, not as members of the Red Cross, but as members of the Army Nurse Corps. Eighty-three percent of the nurses in the Army military service on November 11, 1918 (the peak), were originally enrolled in the American Red Cross. Some of them were later appointed to serve in the permanent Army Nurse Corps.

After the emergency, the appointment by selection of Reserve Nurses was made from various acceptable sources, in addition to the Red Cross (AR 40-20). In 1918, the Nurse Corps was designated the "Army Nurse Corps" (Bul. No. 43, W.D., 1918), and was still operating as such under the Medical Department on September 7, 1939.

A decided change in the rights and privileges of Army Nurses was brought about under the Act of June 4, 1920. Nurses were given relative rank (Second Lieutenant to Major) for the first time, and their relative standing in the Army corresponded to that of commissioned officers, although they were not considered commissioned officers during the period of the records discussed in this monograph. Other rights and privileges extended to them under the foregoing Act are outlined in Sec. III, G.O. No. 49, W.D., 1920.

APPLICATIONS FOR APPOINTMENT. Forms were made available by the Surgeon General to known prospective applicants for appointment in the Army Nurse Corps. Nurses sometimes made their wishes known by letter requests to the proper officials, but an accurately completed application was a requirement. The revised editions of Form 177, W.D., S.G.O., were used most frequently for this purpose throughout the World War I period. The record is exhibited as figure 92.

Current Use. This record contains complete personal data (including educational background) on the Nurse, and is used when such information is requested. Numerous requests are received from the Social Security Administration for information which can be wholly or partially supplied from the nurses' applications for appointment. These records are the primary source documents for the Nurse's date and place of birth.

APPOINTMENT LETTERS. The appointment letters, commonly referred to as certificates of appointment and letters of assignment to active duty, are similar to the Appointment Certificates for commissioned officers. The record was prepared when a nurse was appointed and thereafter when additional appointments were extended to her. The forms provided for this purpose and most frequently used for World War I nurses are: Form 175a, W.D., S.G.O., illustrated in figure 93, which was used for regular appointments in the ANC; and Form No. 176, S.G.O., illustrated in figure 94, which was used for reserve appointments in the ANC. These forms were authorized April 26, 1912, revised in 1937, and were still in use September 7, 1939, with no change in the form numbers. An unnumbered appointment letter, occasionally found on file, is illustrated in figure 95. Various notations were often made on the letters of appointment, such as: date of reporting to first station; date oath of office was taken; change of stations; and date and character of discharge. Nurses who were discharged prior to June 4, 1920, retained the original letter of appointment in their possession as proof of service, since discharge certificates were not authorized for issue to Nurses until after that date (G.O. No. 49, W.D., 1920).

Current Use. The letters of appointment are the primary source documents for the mode of entry and the date of appointment in the Army Nurse Corps. The date of appointment is, of course, the most frequently needed item of information. In the absence of other records, the active duty date can be taken from the notation on the appointment letter revealing the date the Oath of Office was executed. (Nurses were on active duty from the date of executing Oath of Office even though they awaited orders assigning them to stations for duty. Bul. No. 20, W.D., 1914).

Original size
8 by 14 inches

Davenport Iowa
January 6 1917

To the SURGEON GENERAL, U. S. ARMY,
Washington, D. C.

Sir: I hereby apply for appointment as Nurse, Army Nurse Corps, subject to the prescribed examinations.
I certify that to the best of my knowledge and belief I am not afflicted with any form of disease or disability which will interfere with the performance of the duties of nurse, and that the answers given to the interrogatories below are true and correct in every respect.
Very respectfully,

431 W Locust St
Present post-office address Davenport Iowa

INTERROGATORIES.

1. What is your name in full? *Lynn C. [redacted]*
2. What was the date of your birth? *May 28th 1891*
3. Where were you born? *La Porte Indiana*
(Give state and city or county, if foreign born, give country.)
4. (For applicants of foreign birth only.) Are you a citizen of the United States?
If so, when and where were you naturalized?
5. What is your permanent residence? *Davenport Iowa*
6. Are you married or single? If a widow, so state.
7. What is your height, in inches? *64 inch* Your weight, in pounds? *165 lb.*
8. Have you any physical defect; and if so, what? *None*
9. Have you any tendency to disease, inherited or otherwise; and if so, what? *None*
10. What serious illness or surgical operation have you had, and when? *Scarlet fever at the age of 7 years. Appendectomy, Tonsilectomy*
11. Have you had diphtheria? *No*
12. Have you at present, or have you ever had, hernia? *No*
13. Have you given up any pursuit on account of ill health? *No* If so, give particulars:
14. If either parent, or brother or sister, has died, state cause and age in each case.
Mother paralytic stroke 68 years old
Sister mastoiditis 29 years old
15. In what schools were you educated?
Graner school High school
16. What was your occupation, if any, before entering Training School for Nurses? *None*
17. From what Training school did you graduate?
McCoy Hospital Davenport Iowa

Figure 92. Front side of Form 177, W.D., S.G.O., (Part 1 of 2) Application for Appointment. This form probably dates back to the beginning of the Army Nurse Corps--1901. It will be found in the majority of the World War I nurses' 201 files

18. Is it connected with a General Hospital, a Special Hospital, or a Private Hospital?

General Hospital

19. How many beds had the hospital at the time of your graduation? *150 beds*

20. What was the length of the Training School course? *Three years*

21. What was the date of your graduation? *May 19th 1906*

22. What is the name and address of the Superintendent under whom you were trained?
Sister M. Alphonsus Mercy Hospital

23. Of what other organization are you a member, if any? *None*

24. What is the name and address of its Secretary?

25. Are you a registered nurse? *Yes* If so, in what State were you registered and when, and what is the number of your registration certificate? *Iowa July 29th 1916. No. 2198*

26. How and where have you been employed since graduation? Give information for each year.
Been doing private nursing in Iowa & Ill.

27. Have you previously been an applicant for employment in the nursing service of the United States? If so, state when and with what result *None*

28. What is the name, kinship, and address of your nearest relative?
Mr B of Freeland La Porte Indiana

29. Do you agree to serve three years in the Army Nurse Corps, if appointed? *Yes*

30. How soon can you accept an appointment? *As soon as I am accepted*

Form 177
(Revised July 25, 1917)

ARMY NURSE CORPS
APPLICATION FOR APPOINTMENT

By *[Redacted]*
Lynn C
Date *January 6 1917*

Figure 92. Reverse of Form 177, W.D., S.G.O., Application for Appointment (Part 2 of 2)



Army of the United States of America

With the approval of the Secretary of War

Original size,
8 by 10½ inches

230

..... JANET R. ~~XXXX~~

of WASHINGTON, DISTRICT OF COLUMBIA, is hereby appointed

..... NURSE, Army Nurse Corps, with the relative rank of

..... SECOND LIEUTENANT, in conformity with Section 10, the National

Defense Act, as amended June 4, 1920 (41 Stat. 767), and will enter upon her duties on

..... DECEMBER 6, 1939, after taking the oath prescribed by Section 1757 of the

Revised Statutes of the United States.

Serial No. N-~~XXXXXX~~

..... ALBERT G. LOUIX

Colonel ~~Major General~~ U. S. Army,
Acting The Surgeon General.

Form 175a
W. D., S. O. O.
(Revised Feb. 23, 1937)

*** 2-4901

Figure 93. "Appointment Letter," Edition of April 26, 1912. This was still in use in September 1939 for regular appointments in the Army Nurse Corps

ARMY NURSE CORPS

WAR DEPARTMENT
OFFICE OF THE SURGEON GENERAL
WASHINGTON

SEPTEMBER 20, 1939

With the approval of the Secretary of War,

ALLISON [REDACTED]

of ROCHESTER NEW YORK
Reserve Nurse, Army Nurse Corps, is hereby assigned to active service in the military establish-
ment, and will enter upon her duties after taking the oath prescribed by Section 1757 of the
Revised Statutes of the United States.

L. B. Baldwin,
Lt. Colonel, Major General U.S. Army
For the Surgeon General

Oath of office taken

SEP 27 1939

FIELD OFFICE

Original size,
8 by 10 inches

FORM 176a
W. D., S. G. O.
(Authorized April 26, 1912.)
Ed. Sept. 5-17 -10,000.

8-4321

Figure 94. The "Appointment Letter" authorized April 26, 1912, for appointments in the Reserve, Army Nurse Corps. The revised editions of the record was still in use in September 1939

ARMY NURSE CORPS

HEADQUARTERS AMERICAN EXPEDITIONARY FORCES

OFFICE OF THE CHIEF SURGEON.

FRANCE.

July 9th, 1918.

Original size,
8 by 10 1/2 inches


With the approval of the Secretary of War,

E. T. H. G. -----
of ----- DAVENPORT, IOWA -----

is hereby appointed in the Army Nurse Corps for three years, unless sooner discharged, to date from July 9th, 1918, and will enter upon her duties after taking the oath prescribed by section 1757 of the Revised Statutes of the United States.

By direction of the Chief Surgeon.

FILED
MAY 13 1919
Record Room


E.M. Welles Jr.,
Lieut. Col., Medical Corps.

Previous length of service from
February 6, 1917, to July 9, 1918.

This is to certify that the
above named nurse took oath
of office before me

at Base Hospital #56
on November 1st 1918.

Arthur H. ...
Med. Lt. S. E.

MAY 13 1919

FILE

Figure 95. Certain Commanding Officers of hospitals in the AEF interpreted the act of July 9, 1918, (reorganizing the Army Nurse Corps) as requiring new appointment letters. This nurse entered the service on February 6, 1917

CORRESPONDENCE (OFFICIAL). A considerable amount of official correspondence is to be found in the nurses' 201 files. The bulk of this material was created during military service, and it reflects status and various events such as: assignment to active duty; relief from active service; change in grade or status; character of service; commutation of quarters and rations; continuation of service (requests for and reply thereto); discharge (requests for and reply thereto); insurance; leave; transfers (change in stations); pay (reimbursement incident to traveling expenses, final pay, etc.); transportation arrangements; and many others. Illustrated as figure 96 is a sample of such correspondence which was prepared on Form 128, S.G.O. That form was frequently used for correspondence on a variety of subjects, but it is not representative of the overall bulk which is on regular stationery or plain paper.

Current Use. Some of the correspondence material mentioned above enables the Center to satisfactorily fulfill its obligation in furnishing essential information necessary for establishing the nurses' entitlement to rights, privileges, or benefits accruing from her service in the Army Nurse Corps. The material reveals information normally required in compiling military history data, which is frequently requested from various sources and for many reasons.

COURT-MARTIAL RECORDS. See "Court-Martial Orders and Charge Sheets" under the heading "Enlisted Jackets."

DECORATIONS AND AWARDS RECORDS. See this same subject under "Enlisted Jackets."

DETERMINATION NOTATIONS. See this same subject under "Enlisted Jackets."

EFFICIENCY REPORTS. See "Service Records" below.

MASTER CARDS. See same subject under "Commissioned Officers" (201 Files).

MEDICAL RECORDS. See same subject under "Enlisted Jackets."

OATH OF OFFICE. Army nurses were required to execute oaths of office after receiving notification of appointment in the Army Nurse Corps and before reporting to a designated station for active duty. Nurses

S.G.O. 201 (Form No. 198, S. G. O.)

REJ.

February 18, 1918.

From: The Surgeon General, U. S. Army.

To: Miss Eva L. [redacted] 1543 - Washington, St., Denver, Colorado.

Subject: Reserve Nurse, Army Nurse Corps, relief from active service.

I am directed by the Surgeon General to inform you that the date of your relief from active service as Reserve Nurse, Army Nurse Corps is February 18, 1918.

Your pay roll for the period has this date been forwarded to the Depot Quartermaster, U. S. Army, Washington, D. C. January 1 to February 18, 1918, incl.,

Major [redacted] Medical Corps,
Reserve

Original size,
8 by 10½ inches

RECEIVED
FEB 18 1918

Form No. 198, S. G. O.

(Write nothing in this space.)

(Write nothing in this space.)

(Write nothing in this space.)

(Attach this end.)

(Attach this end.)

(Attach this end.)

1-2328

Figure 96. Sample of official correspondence in nurse's 201 file. This form was frequently used for such correspondence

were not legally entitled to pay and travel allowances until after the oath of office had been executed. A blank oath form was mailed with the letter notifying the nurse of her appointment. She executed the form, returned it to the office of the Surgeon General, and awaited receipt of orders (appointment letter) assigning her to a station for duty. A nurse was on active duty from the date she executed her oath even tho she awaited notification assigning her to a station for duty (Bul. No. 20, W.D., 1914).

Standard Form No. 6 was normally used for the Nurse's oath of office until about May 1925, when Standard Form No. 8 was approved for the same purpose. After that date and prior to September 8, 1939, both forms were in use. They are almost identical except that Form No. 8 was prepared to include the "position to which appointed" and the "date of entrance on duty." Standard Form No. 6 is illustrated under Oath of Office, Army Field Clerks.

Current Use. The record described above is the primary source document for the Nurse's date of active duty. It is always used for that purpose when furnishing military history data. Once executed, the record changed the nurse's status from "civilian" to "military."

OPINIONS AND DECISIONS BY THE LEGAL SECTION. See same subject under "Enlisted Jackets."

ORDERS. The types of orders described under "Enlisted Jackets" will also be found in the records of Army Nurses, but, for the most part, informal orders were the medium for transmitting instructions normally affecting the nurses' status. The informal orders emanated from the headquarters of commands, departments, ports of embarkation, and hospitals. They cover various subjects, on which correspondence was also usually conducted, such as: assignment to and relief from active duty; transportation; promotion or demotion in grade; leave of absence; transfers; assignment to new stations, etc.

Current Use. These records are the primary source documents for the nurses' station designation, active service dates, and any change affecting her status. This information is used frequently in compiling military history data requested from various sources.

RECORDS OF ASSIGNMENT AND PAY OF ARMY NURSE. This record was authorized July 23, 1915, for the purpose of keeping the nurse's pay in order. It was designed to show all items of information normally required in completing her first Pay Voucher upon reporting to a new station for duty. (Pay Vouchers are also among the contents of almost all the World War I nurses' 201 files, but are now of little or of no value as source documents). The Record of Assignment and Pay of Army Nurse, Form 66, M.D., illustrated as figure 97, was used throughout the World War I period. The record was prepared by the officials of the losing hospital each time a nurse was transferred to a new station.

Current Use. These records are used when the dates and station designation are required in military history data which is requested on nurses from various sources. While not a primary source document, the record is supplemental to those that are, and they reveal the same type information. They are not always available.

REPORTS OF CHANGE. See same subject under "Commissioned Officer" (201 Files).

REPORTS OF DEATH. See same subject under "Enlisted Jackets."

REPORTS OF DISCHARGE (RETIREMENT, RESIGNATION OR DISMISSAL). This record was authorized in 1918 but was not required of Army nurses until sometime after June 4, 1920 (AR 345-800; AR 345-810). See "Report of Separation of Officer from Service" under "Commissioned Officers" for information on the record prior to June 4, 1920. The reports after that date were normally prepared on plain paper, such as the one illustrated as figure 98.

Current Use. The declaration made by the nurse as to her physical condition on the record illustrated above is beneficial to the Veterans Administration in establishing her rights to benefits. In the absence of other record material, the nurses date and place of discharge, address and rank at discharge, can be taken from this record.

RECORD OF ASSIGNMENT AND PAY OF ARMY NURSE

NAME OF NURSE Lyman C. (Nurse, AMC) <small>(Surname) (Given Name)</small>	NAME, KINSHIP, AND ADDRESS OF NEAREST RELATIVE (father) Charles , 802 F St., LaPorte, Ind.
--	--

Service in Army Nurse Corps, by inclusive dates of each period, previous to current appointment: **one year and six months**

Current appointment: Place, **Davenport, Iowa** Date of birth, **Nov. 1/18**, 191**9**

ASSIGNMENT TO THIS HOSPITAL

Joined: Date, **May 15/19**, 191**9**, from **Nurses' Quash. Sta., Hotel Albert, New York**, per **P. 1, SO 83**, that station, dated **May 14/19**.

LAST PAID

by **Major WM Donnelly, OMC USA** to include **June 30**, 191**9**

ABSENCES UNDER CURRENT APPOINTMENT

(To include all leaves, with or without pay, and all absences without leave, at this and at prior stations.)

FROM—	TO—	No. OF DAYS	REMARKS <small>(State character of absence, as leave with pay, leave without pay, without leave.)</small>	FROM—	TO—	No. OF DAYS	REMARKS <small>(State character of absence, as leave with pay, leave without pay, without leave.)</small>
<div style="border: 2px solid black; padding: 10px; display: inline-block; transform: rotate(-15deg);"> Original size, 8 by 10½ inches </div>							
No deductions from pay							

RELIEF FROM DUTY AT THIS HOSPITAL, AUTHORITY THEREFOR, DATE OF DEPARTURE AND DESTINATION

Relieved from duty at this hosp. & left July 7/19, to proceed to Letterman General Hospital, San Francisco, Cal., reporting upon arrival thereof to the G.O., for duty (temporary) and to await transportation to the Philippine Department, for duty, PP 2, SO 109, this hosp., dated July 5/19.

I CERTIFY that the foregoing is a correct statement from the notations on the above-named nurse's letter of appointment and the records of this hospital.

Date, **July 7**, 191**9**
 Place, **USA Hqs. No 4, New York, N.Y.**

James I. Robinson
 Lt. Col., M.C., U.S. Army, U. S. Army, Surgeon.

Ed. Apr. 16-17-50,000

Figure 97. Form 66, M.D., authorized July 23, 1915, and used throughout the World War I period

Original size,
8 by 10 1/2 inches

NO. 1

REPORT OF DISCHARGE (RETIREMENT, RESIGNATION
OR DISMISSAL)

LYNN
(First Christian name) (Middle name in full) (Surname)

SECOND LIEUTENANT ARMY NURSE CORPS
(Rank) (Branch)

STATEMENT AND CERTIFICATE OF OFFICER.

1. I acknowledge having received notice of separation from active service.
2. I acknowledge receipt of radio, Office of the Surgeon General, June 29/24
War Department 192
3. I do (do not) desire appointment in the Officers' Reserve Corps in the _____ section in a grade for which I am qualified and eligible. (Branch)
4. Address furnished for future reference:

502 F. Street
(Number and street or rural route)
La Porte Indiana
(City, town, or post office) (State)

5. I certify that at the present time I am not suffering from the effects of a wound, injury, or disease, whether incurred in the military service of the United States or otherwise.

Lynn P. [redacted]
(Signature of Officer)

Date: July 5, 1924

STATEMENT OF ADJUTANT.

The officer (Army Nurse Corps) while on leave at La Porte, Ind. separated from active service by reason of resignation radio, Office of the Surgeon General, June 29/24
War Department 192

Report of physical examination (Form No. 395-1, A.G.O.) is forwarded herewith.

Place: Fort Sheridan, Illinois

J.K. Evans
J.K. EVANS
Adjutant.

Date: July 5 1924



RECEIVED JUN 11 1924

A. O. 501 *Japan Callahan*

Figure 98. Report of Discharge as prepared after June 4, 1920. Before that date, the "Report of Separation of Officer from Service" described under "Commissioned Officers" was used

REPORTS OF PHYSICAL EXAMINATIONS. The standards of the nurses' physical examinations are covered in AR 40-100, and the record forms for this purpose are, for the most part, the same as those for commissioned officers. During the period of the records discussed herein (October 13, 1917-September 7, 1939), nurses were required to undergo thorough physical examinations prior to admission to the Army Nurse Corps, before and after service beyond the continental limits of the United States, prior to separation from service, and annually (after the emergency period). Prior to July 1924, the nurses' report forms varied as the purpose for the examinations varied, as follows:

Form 69, M.D. See figure 99. This Form was used prior to admission to the Army Nurse Corps, and before and after a tour of service in a Foreign country. It is the only form within this grouping that is peculiar only to Nurses.

Form No. 135-3, A.G.O. See "Reports of Final Physical Examination" under "Enlisted Jackets" for illustration. This Form was used for the nurses' reports prior to separation. It is usually found in the 201 files of those who were separated prior to June 4, 1920.

Form No. 395-1, A.G.O., was also used for the nurses' reports prior to separation. It was used most frequently for those separated between June 4, 1920, and July 1, 1924.

A single report form (W.D., A.G.O. Form No. 63), replacing all others for nurses, was authorized June 12, 1924 (Cir. No. 6, and Cir. No. 40, W.D., 1924). It was still in use September 7, 1939. See "Reports of Physical Examinations" under "Commissioned Officers" for illustrations of Form No. 395-1, A.G.O., and W.D., A.G.O. Form No. 63.

Current Use. The nurses' reports of physical examinations are occasionally used in establishing eligibility to retirement benefits or other benefits of the pension laws. The report prior to separation is a primary source document for establishing service-connected benefits.

REPORTS OF PROCEEDINGS OF BOARDS OF OFFICERS. See same subject under "Enlisted Jackets."

REPORT OF PHYSICAL EXAMINATION

OF

Nurse... Curran L. ...

At N.S. Emb. Hoop #4, N.Y.C. on June 26, 1919

- 1. Figure and general appearance, figure good - appearance healthy.
2. Height, without shoes, 66 1/2 inches. 3. Weight, less estimated weight of clothing, 155 pounds.
4. Vision Right eye (Snellen), 20/20; corrected to ...; lens used, none.
Left eye (Snellen), 20/20; corrected to ...; lens used, none.
5. Color perception, good.
6. Hearing: Right ear, ...; left ear, ...
7. Condition of teeth, good.
8. Condition of feet, normal.
9. Skin, normal.
10. Chest and contained organs: normal.
Girth: Expiration, 33 inches; inspiration, 37 inches.
Respiration, rate of 18 Heart, pulse rate, 72
11. Abdomen and contained organs: normal.
12. Urine examination:
Color, normal Reaction, acid
Specific gravity, 1.022 Albumen, none
Casts, few hyaline Leucocytes, occasional
Sugar, none.
13. Is there evidence of constitutional or hereditary disease, or of impaired health? no

- 14. Remarks on fitness for:
(a) General army service, Physically fit for service
(b) Tropical service, Physically fit for tropical service

15. General remarks:

Original size, 8 by 14 inches

I CERTIFY that the foregoing is a correct exhibit of the physical condition of the nurse named above as found by me on the examination indicated.

J. ... M.D. 1st Lt. U.S.A.

Place, N.S. Emb. Hoop #4 Ed. Apr. 15-17-25,000 345 W. 30th St N.Y.C.

Figure 99. Form 69, M.D. in use from July 1915, to July 1924

REVIEW AND CORRECTION BOARDS RECORDS. See same subject under "Enlisted Jackets."

SERVICE RECORDS. Although it did not officially bear the title "Service Record," the pamphlet described herein has been commonly referred to as such because it served much the same purpose as the service record of the enlisted man. (See Enlisted Jackets) It is a $3\frac{1}{2}$ - by 8- inch pamphlet made up of a combination of numbered forms and plain sheets, and it was used to record various types of pertinent information on the nurse, including personal history, actions, events, proceedings, etc. Some contain medical data. The sheets are fastened together at the top to form the pamphlet, the thickness of which depends on several factors, including of course the length of service.

The number and variety of forms to be found in these pamphlets make it impractical to explain and illustrate them in their entirety. The following will suffice for a general understanding of the basic documents.

W.D. Standard Form 9A (figure 100). This was nothing more than a $3\frac{1}{2}$ - by 8- inch sheet printed with horizontal lines and used for entering almost any kind of information about the nurse, such as personal information; date of oath; changes in station, rating, etc.; short "briefs" of letters and orders directing travel and change of station; departure time for and arrival time at new stations; etc. Some of the forms were overprinted with vertical lines for conveniently entering the nurse's periodic ratings on various factors. Plain sheets of paper were sometimes used for this form.

Form 174, M.D. (Revised Edition of January 8, 1910) (Figure 101). This form, and also Form 165, M.D., not illustrated, were designed specifically for entering personal data on the nurse, including her hospital experience.

Form 174-A, S.G.O. (Authorized February 5, 1920) (Figure 102). This form was used for entering the nurse's general and professional education and the types of any medical institutional positions held since graduation.

Form 62, M.D. (Figure 103). This is the only form in the service record specifically designated and designed for rating the nurse on efficiency, ability, aptitude, and other factors. The reports were normally required monthly, quarterly, annually, or at any other time if, in the opinion of the officials, the nurse's services were not up to the required standard (AR 40-20).

1920

8-958

Write nothing above this line.

██████████ ELIZABETH F.

BORN: _____ N.J. _____

Registered? _____

OATH: ARMY NURSE CORPS.
3/2/18
June 11, 1920. DISCHARGED.

Statement of Service furnished to A. E.
of State, under Act of Congress
June 30, 1922.

W. D. STANDARD
FORM 9A.

Figure 100. These were by far the most versatile of the documents included in the nurse's "service record," being used for all kinds of information as evidenced by the above and by part 2 of this figure

Write nothing above this line.

26 - Letter to C.O., G.H., Fort Bayard, Feb. 21st; directing that this nurse, with six others, be ordered to proceed to Letterman General Hospital, after the arrival of nurses sent to relieve them from Camp Kearny, for duty. jef

1919

Mar. 10 - Left Gen. Hosp. Ft. Bayard, N.M. enroute to Letterman Gen. Hosp., San Francisco, Cal. for duty. S.S.B.

12 - Reported for duty at Letterman Gen. Hosp. Cal. from Gen. Hosp. Ft. Bayard, N.Mex. 7/15

835 - April 1. Letter to C.O., Letterman General Hospital, San Francisco, Cal. directing that this nurse be relieved from duty at that hospital and ordered to proceed to Manila, P.I. for duty in the Philippine Department, on the transport sailing on or about May 5th. jef

April 1. Letter to Chief Emb. Service Washington, D.C. requesting that transportation be furnished this nurse on the transport

Figure 100. W.D. Standard Form 9A used to chronologically record transfers, departures, arrivals, etc. (Part 2 of 3)

1919	Date	Station	Phys. Exam.	Work	Cond.	Health	Class	Officer
	June	Manila	P.D.	9	9	9	1	"
	July	"	"	9	9	9	1	"
	Aug	"	"	9	9	9	1	"
	Sept	"	"	9	9	9	1	"
	Oct	"	"	9	9	9	1	"
	Nov	"	"	9	9	9	1	"
	Dec	"	"	9	9	9	1	"
1920	Jan	"	"	9	9	9	1	"
	Feb	"	"	9	9	9	1	"
	Mar	"	"	9	9	9	1	"
	Apr	"	"	On leave				
	May	"	"	"				
	June 11	Discharged						
B-720								
3-255 Write nothing below this line								
W.D. STANDARD FORM 9A								

Figure 100.
(Part 3 of 3)

W.D. Standard Form 9A overprinted with vertical lines to facilitate the recording of the nurse's efficiency and other ratings. This was replaced June 12, 1926, by a special "Efficiency Report"-- see figure 103

Name Elizabeth E. ██████████
Address 171 Randolph Ave.,
 Jersey City, New Jersey.
Date of birth July 5, 1892.
Place of birth Jersey City, N. J.
Graduate of All Souls Hospital,
 Morristown, New Jersey.
Date of graduation June 14, 1916.
Date of application Feb. 2, 1918.
Date of appointment Feb. 26, 1918.
Date of oath Mar 2, 1918
Subsequent hospital experience
 Private nursing.

Name and permanent address of nearest relative:
 Mr. Daniel James ██████████ (Father)
 171 Randolph Ave.,
 Jersey City, New Jersey.

Form 174
 W. D., S. G. O.
 (Revised January 8, 1910.)
 Ed. Sept. 5-17-10,000.

9-2876

Figure 101. This form was in use until February 1920, when it was replaced by Form 174-A, W.D., S.G.O.--see figure 102

(Write nothing below this line.)

Date March 22, 1936
 Name Edu. M. [redacted]
 Age 32

GENERAL EDUCATION.

Grammar School.
 Where? Kirklin Indiana

Did you graduate? Yes What year? 1

High School.
 Where? Bottle Bend Ind.

Did you graduate? Yes What year? 1

Normal School.
 Where? _____

Did you graduate? _____ What year? _____

College.
 Where? Oberlin, Ohio 14

Did you graduate? No What year? _____

PROFESSIONAL EDUCATION.

Training School.
West Side Hospital Training School, Chicago, Ill.

Date of Graduation 1909

Post Graduate Course.

Registered.
 State Illinois Year 1

Form 174-A
 WAR DEPARTMENT, S. G. O.
 Authorized Feb. 5, 1920.

(Front)

(Back)

INSTITUTIONAL POSITIONS HELD SINCE GRADUATION

	Where	From	Until
Superintendent of Nurses			
Assistant Supt. of Nurses			
Night Supervisor			
Instructor			
Head Nurse			
Operating Room Nurse			
Anesthetist			
Dietitian			
Housekeeper			
Private Duty Nursing	<u>Chicago Ill.</u>	<u>1909</u>	<u>1911</u>
Public Health Nursing	<u>Chicago Ill.</u>	<u>1912</u>	<u>1914</u>
Social Service Work			

SPECIAL INTEREST (Check)

Medical.	Obs. & Gyn.	X-ray.	Eye, Ear, Nose.
Surgical.	Psychiatric.	Children's Dis.	Laboratory.
Contagious.	Tuberculous.	Orthopedic.	etc.

Figure 102. Authorized February 5, 1920, this form was still in use in September 1939

**EFFICIENCY REPORT
ARMY NURSE CORPS**

SUMMARY OF INSTRUCTIONS

REPORT TO BE REGARDED AS CONFIDENTIAL

Refer to Par. 21, AR40-20.

Class I.—The highest mark and should be given only to nurses who are well adapted to the Service in every requirement.

Class II.—An honorable grading given to nurses who are suitable for retention, though not entirely satisfactory in every requirement.

Class III.—A grading given to nurses who are professionally or physically unfit for retention, or who lack adaptability. Two reports in Class III would, in general, indicate inaptitude and consequent discharge.

Class IV.—A grading given to nurses recommended for immediate discharge for cause.

The Commanding Officer will note in first indorsement his approval or disapproval, giving reason if he does not concur in the report of the Principal Chief Nurse.

Station Hospital,
Hospital Fort Sam Houston, Texas

Period ended June 30, 1938

W. Lee Hart
W. LEE HART
Colonel, Medical Corps, U. S. Army

FIRST INDORSEMENT

June 30, 1938

To: The Surgeon General, U. S. Army,

Washington, D. C.

W. Lee Hart

W. LEE HART,
Colonel, Med. Corps, U. S. A.,
3-9105 Commanding Hospital.

(Front)

(Back)

Name ~~Edna M.~~ Edna M.
Rank Captain, Ass't Supt., A.N.C.
Days sick since last report None

QUALIFICATIONS, ETC. *
(To be filled in by the Principal Chief Nurse)

Health Good

Working ability Ex.

Executive ability Ex.

Manner in performance of duty Ex.

Relations with coworkers Ex.

Attitude Ex.

Special ability As executive.

Class I, II, III, or IV I

General remarks An energetic, loyal

and efficient nurse, who does her

duties conscientiously and thorough-

ly. She is well liked by her co-

workers.

Figure 103. This Efficiency Report was Authorized June 12, 1926, and was still in use in September 1939

Current Use. The pamphlet described herein usually meets the need for supplying military history and personal data in response to the many requests received. For more information on usage, see "Service Records" under "Enlisted Jackets."

STATUS SHEETS. Although not generally prepared on Army nurses, these will sometimes be found in their records. See same subject under "Commissioned Officers" (201 Files).

CONTRACT SURGEONS

The term "contract surgeon" is the general term applied to civilian physicians (medical and dental) who, in emergencies, were authorized to perform service for the Army under contract. The authority to employ such persons was contained in an Act of February 2, 1901. All contracts were entered into by the Surgeon General with the approval of the Secretary of War.

Contract Surgeons were made part of the Medical Department of the Regular Army under the provisions of the National Defense Act of June 3, 1916. After that date, they had a military status during the life of their respective contracts and were subject to military law (JAG Opinions 1912-1930; and decision of the Comptroller of the Treasury of Nov. 13, 1920). They had the same professional and administrative duties as those officers of the Medical Corps, except in so far as they were limited by the fact that they did not perform their functions by virtue of military rank or commission (AR 40-30). Their service was terminated by the annulment of their contracts.

There were approximately 1,380 civilian physicians (medical and dental) employed as contract surgeons by the Army between April 6, 1917, and November 18, 1918. During that period contracts generally were entered into only with those individuals who, for some specific reason, were unable to render full field service with the Army.

Records.

The few basic records created for the World War I Contract Surgeons are, for the most part, on forms which were supplied by the Surgeon General and the Medical Department. The contract, Form 44, M.D., was designed specifically for Contract Surgeons. It is an 8- by 14-inch printed document. Notations concerning the Surgeon's leave, pay, and transfers were usually recorded on the back of the contract.

Other types of records normally found in the Contract Surgeon's 201 file are listed below. These were also used for other military personnel during the same period, and have been covered with narratives under part I.

- Master Cards
- Medical Records
- Personal Report
- Qualification Cards
- Special Orders
- Status Cards
- Status Sheets

MISCELLANEOUS 201 FILES

Some of these are unidentified folders which pertain to persons on whom records of military service were never established. They contain correspondence, fingerprint classification, and various search reports which were conducted (in some cases over a period of years) in an effort to establish military service. Other miscellaneous folders contain military or medical records (one or both) which never could be identified as pertaining to any one person. Many records created on Army personnel were unidentifiable due to incorrect information entered thereon or the omission of items of information. Furthermore, a great many men were in service and many of them had the same name, and a considerable number of them were discharged before service numbers were assigned to them.

Also included in the miscellaneous category are 201 folders containing correspondence or other bits of record information on persons who were employed as civilians by the War Department (see narrative under Part III for classes of civilian employees). Other records are often found on members of various Welfare organizations who confined their services during the emergency period to the War effort. For instance, the American Red Cross maintained within the American Expeditionary Forces zones a system of "Line of Communication Canteens," which furnished refreshments and relief to troops in transit, and obtained and furnished much information to relatives of the servicemen. The Y.M.C.A., Y.W.C.A., Jewish Welfare Board, Salvation Army, American Library Association, and the Knights of Columbus, contributed a great deal to the general morale of the servicemen during and after hostilities. These groups conducted amusement, recreation, and educational programs. There are also 201 folders on persons who were members of various groups which were formed for specified tasks or services solely in behalf of the War emergency, such as the Russian Railway Service Corps and the Slavic Legion. Brief narratives have been presented on these two groups, and on Contract Surgeons (Nurses) and United States Public Health Service workers, since the records of some of these are filed with the World War I records.

The records created on the civilian workers referred to above were, no doubt, inadvertently mixed with those of the military personnel because of the mass volume received in the office of the Adjutant General when the huge emergency army was demobilized. At this time (1966) the majority of these have been transferred to the agencies having custody of such records. The unidentified folders, however, will remain with the World War I category of records, filed in their proper sequence among the 201 files.

PART II. ORGANIZATIONAL RECORDS

PART II. ORGANIZATIONAL RECORDS

These are the permanent records which were created by the military organizations. Commonly referred to as "unit" type records, they were designed for the documentation of events and happenings involving the members of the unit. Normally, each document includes the names of several members with a description of the events for a specific date or for a given period of time. They are different in this respect from the military personnel records described in Part I, which are individual records prepared for assembly and filing by name. The organization records are more or less auxiliary to the individual records, much of the information in the latter having been taken from the unit records.

Unlike the individual name records described in Part I, no clear-cut date policy can be stated for the organizational records. This varies with each type of record and is brought out in the descriptive narratives which appear under the following headings:

- Card Files for
 - Army Field Clerks
 - Nurses
 - Officers
- Casualty Lists
- Daily Sick Reports
- Mexican Border Index Cards
- Morning Reports
- Muster Rolls
- Nominal Check Lists
- Nurses Medical Cards
- Nurses Returns
- Register of Enlistments
- Report Sheet of Sick and Wounded
- Reports of Change
- Rosters

Filing

Approximately 95 percent of the World War I organizational records are on microfilm. These are on reels which are filed in numbered boxes. Typed on the outside of each box are the designations of the first organization, three intermediate organizations, and the last organization appearing on the reel contained therein. The overall arrangement is alphabetical by arm of service, broken down by regiment, battalion, or company; in alphabetical or numerical order, as the case may be. As a guide for searching, a listing of organizations according to the level of command (higher echelons shown first), showing the number of the reel box, has been made available to the Organizational Records Units. Also available are IBM cards which show the location of each reel.

Part II
Organization Records

The above filing arrangement for the microfilm records is referred to hereinafter as the "uniform system." Unit type records not included under it are filed under a variety of systems, depending on the physical makeup of the records involved. These filing systems are explained in the narrative for each type of record.

Descriptive Narratives for Organizational Records.

Information about the various types of organizational records is presented in the brief narratives appearing below. These narratives are arranged alphabetically by the designation of the records, without regard to importance, current use, or arrangement within the National Personnel Records Center. Some of these records were created and discontinued during the period covered by this monograph, while others were in use long before November 1, 1912, and still in use September 7, 1939. For this reason, the descriptions of the records usually provide information as to the origin (date) of the original record, and the date of discontinuance, if before September 8, 1939.

Each narrative covers a brief description of the physical makeup of the record, its content and current use. If the filing is different from the "uniform system" described above, then this is also covered. Figures are used wherever possible to illustrate the record's actual appearance. The sources of the information are given under the heading "References."

Part II
Organizational Records

CARD FILES. These files consist of individual 3- by 5-inch cards for Army Field Clerks, Nurses, and Officers (both Regular and Emergency) who served in the United States Army during the period 1917-1919. The cards are commonly referred to as "status" or "index" cards. They are approximately 98% complete. NOTE: It is believed that these cards originated with a system initiated in 1889 by Fred C. Ainsworth, who was then Chief of the Record and Pension Division of the Office of The Adjutant General.

Content.

Army Field Clerk Cards. The normal arrangement of the items of information is as follows:

- Name
- Date of appointment
- Salary
- Overseas service
- Ship on which returned to United States
- Dates of transfer
- Promotions
- Organizations and changes
- Camp or Station
- Date and character of discharge

Army Nurse Corps Cards. These show only the name of the nurse and notation concerning any change of name, including name changed by marriage.

Officer Cards. The normal arrangement of the items of information is as follows:

- Name
- Arm of Service
- Type of appointment (commission)
- Grades
- Date of appointment (commission)
- Date of acceptance of appointment (commission)

Current Use. The cards are used primarily for identification purposes. They may also be used to obtain limited military data when the individual records are not available or are inadequate.

Filing. The cards are on microfilm, alphabetically by name. There are 48 reels. Originally filed in the Enlisted Division of the Office of The Adjutant General, they were transferred to the World War Division in December 1921 and were made available for search in the Personnel

Part II
Organizational Records

Files Section of that Division. After the cards were microfilmed, they became a part of the Organization Records Unit for servicing.

References: World War I "Precedent" files, labeled as follows:

Old Records Section of War Department.
Personnel Records Section--WW I.
Army Field Clerks--WW I.

CASUALTY LISTS. See figure 104. These are alphabetical listings of persons who were killed in action, died of wounds received in action, or of other causes, during the period 1912-1918. The lists are on 8-by 10½-inch paper, unnumbered. They pertain principally to personnel serving in the American Expeditionary Forces at time of death. The lists were made up from the daily reports of casualties and changes. Some reports of casualties were received several days after the casualty or after the casualty lists were started. These were recorded under "ADDITIONAL" on the listings, as in figure 104.

Content. In the absence of other record data, the date of death and the organization can be obtained from the lists, thereby making possible further searches for pertinent military information needed. The lists also provide statistical information on the causes of death.

Filing. The unnumbered pages are filed alphabetically in three loose leaf binders under the heading "Deaths Enlisted men all Branches." Each binder covers a specific period. The one covering the period from 1912-March 1917 is incomplete and is referred to as the miscellaneous casualty listing. The two other binders cover the periods April 1917-August 1918, and September 1918-October 1918, respectively.

References. WW I "Precedent" files, labeled "Old Records Section of War Department Records Branch" and "Rolls and Rosters."

<u>Name</u>	<u>Rank</u>	<u>Organization</u>	<u>Date</u>	<u>Place</u>	<u>Cause</u>
Adams, Joe E.	Pvt	Co B 68th Inf	Aug 3 1918	AEF France	Killed in Action
Doe, John	Cpl	Co B 68th Inf	Aug 5 1918	Cp Lee Va	Pul Tuberculosis
Doe, James	Pvt	Co C 68th Inf	Aug 5 1918	AEF France	WIA*
Finn, Charles	Cpl	Co B 68th Inf	Aug 5 1918	AEF France	Killed in Action
Finn, John	Sgt	Co D 68th Inf	Aug 9 1918	AEF France	Undetermined
Gott, Carl	Pvt	Co B 68th Inf	Aug 9 1918	Cp Lee Va	Pneumonia
Greer, Lark	Pvt	Co A 69th Inf	Aug 9.1918	AEF France	WIA*
Gross, Carl	Sgt	Co B 68th Inf	Aug 10 1918	AEF France	Killed in Action
Guest, Frank	Cpl	Co B 68th Inf	Aug 11 1918	AEF France	WIA*

**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**

ADDITIONAL

Ailes, Fred	Pvt	Co B 68th Inf	Aug 7 1918	AEF France	Pneumonia
Aster, Lee	Pvt	Co L 68th Inf	Aug 10 1918	AEF France	WIA*
Allen, John	Cpl	Co E 68th Inf	Aug 11 1918	Cp Lee Va	Pul Tuberculosis

**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**
**	**	**	**	**	**

*Wounds received in action

Figure 104. Sample Casualty List (Excerpt)

Part II
Organizational Records

DAILY SICK REPORTS. See figure 105. These are 3-3/4- by 8 1/2-inch, book-type records. Prepared by companies, they are daily listings of enlisted men reporting for treatment at morning sick call. The use of Daily Sick Reports goes back to the Civil War. Form No. 339, A.G.O., edition of November 29, 1910, was in use November 1, 1912. The form number was changed May 1, 1924, to W.D. A.G.O., Form No. 5, but the contents and format remained the same. The latter form was still in use September 7, 1939. Each sick-report book contained approximately thirty-nine pages, and the book was completely used before a new one was started. Consequently, the periods covered by the sick-report books vary from a few days to two or three months, depending on the number of persons reporting at each morning sick call.

Content. The front page of the sick-report book shows organization and the dates of the period covered in the book. The back of the front page consists of printed instructions on preparation of all the reports. The other pages are all the same in format, and they are in two parts: (1) The company officer's report which shows the date of the report, soldier's name, rank, date taken sick, and in some instances the line of duty status; and (2) the medical officer's report which shows line of duty status and disposition. The reports do not contain a record of either diagnosis or treatment. Figure 105 shows the front page (both sides) and one typical page from a sick report.

Current Use. Sick report entries are used when medical records are not available to prove or substantiate periods of medical treatment when needed as evidence in claims for personal benefits. The line of duty status is beneficial in determining time lost.

Filing. Sick reports created during the World War I period are all on microfilm, except approximately 24 cubic feet. Those on microfilm (1,200 reels of 35mm microfilm, each reel containing approximately 3,500 images or a total of 4,200,000 images) are filed in accordance with the uniform system described above. Those not on microfilm are filed alphabetically by the name of the creating organization, thereunder by date.

References. AR 1913, pars. 280, 1471, and 1472; AR 345-415; WW I "Precedent" Files labeled "Old Records Section of WD" and "Sick Reports"; and National Archives Guide 1948, page 400.

DAILY SICK REPORT

OF

3rd Co 1st Inf Tr Regt
(Organization)

From *AUG 19*, 1918

To *Aug 30*, 1918

Original size, each
page 4" x 8 1/2"
(approximately 39
pages)

Form No. 339, A. G. O.
22 July 1917-22, 1918.

INSTRUCTIONS.

The report will be signed by a commissioned officer of the company and by the medical officer on the line immediately following the last entry for the occasion, each officer using only one line for his signature and title and signing under the items of his report. The first entry for each succeeding occasion will be made on the line immediately following the signatures of the officers.

The report of the company officer will, if practicable, be completed before the report is sent to the medical officer.

If the company officer can not state whether the alleged sickness or injury originated in the line of duty, he will write an interrogation mark (?) in the column provided for such expression of opinion.

In order that the report may be clear, erasures are prohibited. A line drawn across an erroneous entry will sufficiently indicate its obliteration. All obliterations and corrections must be authenticated by a certificate of the officer making them, written on the margin of the page.

The report will be carefully preserved with the records of the company as prescribed in Army Regulations or orders of the War Department.

LINE OF DUTY.

Every disease or injury suffered by an officer or soldier while in the military service of the United States should be reported as originating in the line of duty, unless the reporting officer knows positively or by credible information: First, that the disease or injury existed before the man entered the service; second, that it was incurred while the man was absent on furlough or without permission; or, third, that it resulted from willful neglect or intentional conduct of the man himself.

COMPANY OFFICER'S REPORT.					MEDICAL OFFICER'S REPORT.		
DATE	SURNAME	CHRISTIAN NAME	RANK	WHEN TAKEN Sick.	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
<i>8/19/18</i>			<i>Chf</i>	<i>7/1/18</i>		<i>Yes</i>	<i>Hospital.</i>
			<i>Chf</i>	<i>8/16/18</i>		<i>Yes</i>	<i>Hospital.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty. (L)</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Hospital.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Hospital.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>
			<i>Rec</i>	<i>8/17/18</i>		<i>Yes</i>	<i>Duty.</i>

Figure 105. Front, back, and one page from Daily Sick Report, Form No. 339, A.G.O.

Part II
Organizational Records

MEXICAN BORDER INDEX CARDS. These are the index cards on state militiamen and National Guardsmen who were members of organizations called for Federal service because of the Mexican Border incidents of 1916-1917. ("Mexican Border" service is explained more fully under the subject "State National Guard" in Part III). These men were called from the several states and territories and from the District of Columbia under Section 7 of the Dick Bill of May 9, 1916, and under the call of the President of June 18, 1916. Muster-in rolls were prepared by the mustering officers when these men reported for duty, and the individual index cards were prepared from the muster-in rolls. The cards for enlisted men are on Form No. 572, A.G.O. (figure 106). Those for officers are on unnumbered slips of plain paper measuring 3½ by 8 inches (figure 107)

Content. The following information is shown on the cards.

Enlisted Men

Name
Rank
Organization
Date of enlistment
Place of enlistment

Officers

Name
Rank
Organization
Date mustered into Federal service
Home address
Date mustered out of Federal service

Current Use. The Mexican Border index cards are used primarily for identification purposes. They sometimes provide sufficient information to make additional searches for military data in the absence of the individual personnel record. The personnel files of officers may be verified from or augmented by the index cards when discrepancies exist.

Filing. The index cards for enlisted men are filed alphabetically by state, thereunder alphabetically by soldier's name. For officers, they are alphabetical by name only.

References. U. S. Mustering Regulations (Organized Militia) and WW I "Precedent" files, labeled "Personnel Records Section."

Part II
Organizational Records

MORNING REPORTS. The morning report is the daily history of the company or headquarters. It is one of the oldest and most important documents maintained by the military establishment because it reveals, as of each midnight, the strength of the organization in a detailed tabulation, and all changes in duties and status of the personnel which occurred during the preceding twenty-four hours.

Regulations provided that morning reports be prepared and presented to the Commanding Officer on the morning following the day on which the events occurred. Some companies, however, recorded the events under the date on which the records were presented to the Commanding Officer, even though this was contrary to instructions. This matter was clarified in paragraph 8, AR 345-400, April 28, 1924, which stated in part, "In the absence of the date of the event being shown in the remarks on the morning report or any other record of the event shown differently in the records, the event will be held to have occurred on the date under which it is recorded on the morning report."

Morning reports maintained by the Army prior to November 1, 1912--some dating back to the Revolutionary War--have been preserved and made available for use in the National Archives. Some of the morning report forms issued prior to November 1, 1912, were still in use during the World War I period, and those authorized during that period (as the term is used in this monograph) are as follows:

Form No. 332, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 1). This form was used for Company Morning Reports and it makes up the bulk of the morning report records for the period November 1, 1912-September 7, 1939.

Form No. 333, A.G.O. Known as the Headquarters Company Morning Report, this form was used by headquarters companies and troops of regiments and by engineers and Coast Guard Artillery bands (SR 57a, 1918) until about May 1924.

Form No. 334, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 2). This form is known as the Headquarters Morning Report. It was used to account for officers and enlisted men not belonging or attached to a company or to a detachment using a Company Morning Report.

Form No. 334a, A.G.O. (changed June 30, 1924, to W.D., A.G.O. Form No. 3). This form is known as the Supplementary Morning Report. It was used to account for warrant officers, members of the Army Nurse Corps, and contract surgeons, and was in use from about 1924 to August 1938.

Part II
Organizational Records

Form No. 336, A.G.O. This is the Consolidated Morning Report, used from about 1918 to 1926 to compile statements of the strength of the command as shown by company, headquarters company, and headquarters morning reports. After 1926 the information shown on this report could be rendered as a special strength return on W.D., A.G.O. Form No. 73, when necessary or when required by a commanding officer. Since the preparation of the consolidated morning report was optional with the commanding officer concerned, very few of this type are on file.

Regulations published August 25, 1938 (AR 345-400), provided two forms only for the morning reports. These were: The Company Morning Report, W.D., A.G.O. Form No. 1; and the Headquarters Morning Reports, W.D., A.G.O. Form No. 2. Every officer, Army nurse, warrant officer, contract surgeon, and enlisted man of the Army on the active list; and every retired officer, retired enlisted man, and reserve officer on active duty was accounted for daily on either the Company or on the Headquarters Morning Report. Model sections of the morning reports are shown in AR 345-400, SR No. 57a, 1918, and SR No. 57, 1919.

All World War I Morning Reports are in book form (3-3/4 by 8 1/2 inches), containing from six to twenty-four pages, depending on the number of "changes" occurring during the reporting period. Each book covers a period of one month, and the "morning-report day" extended from midnight to midnight. Since the various editions of the morning report forms were similar in appearance, only one--the W.D., A.G.O. Form No. 1--is illustrated. See figures 108 thru 110.

Content: The morning report books normally consist of a strength section, remarks section, station and record of events section, and a ration account section. Other documents which may be found attached to the morning reports are: Admission and Disposition Sheets; Courts-Martial records; Crew Lists; Line of Duty Board Proceedings; Orders (which serve as vouchers); Passenger Lists; Reports of Investigations; Rosters; and Tables of Organization and Equipment. The morning reports reflect diversified information of the types shown below:

Organizational

Activation	Maneuvers
Battle participation	Modes of travel
Changes in activity	Movements
Commanding Officers	Overseas Stations
Demobilization	Redesignation
Disbandment	Reorganization
Discontinuance	Services given
Efficiency	Strength (by grade or rank)
Gains	Travel
Geographical location	Unusual conditions
Inactivation	(flood, terrain, epidemic,
Losses	disaster, etc.)

COMPANY

MORNING REPORTS
(See A.R. 345-400)

OF

Vincennes Military District
(Company or equivalent) (Regiment and branch)

FOR THE MONTH OF

May, 1934

INSTRUCTIONS

This form will be used by companies, troops, batteries, and detachments of all branches, and by all other units, establishments and institutions similar in organization and administration to a company, including headquarters companies and troops of divisions and higher tactical units. Headquarters companies of brigades, regiments, and battalions will, as a rule, use Headquarters Morning Reports (W. D., A. G. O. Form No. 2) on which will be entered personnel pertaining to the headquarters as well as to the company.

W. D., A. G. O. Form No. 1
June 30, 1934

9-1440
OFFICIAL HEADQUARTERS COPY

Figure 108. Company Morning Report, W.D., A.G.O. Form No. 1 (Front Page)

Day of month	STATION AND RECORD OF EVENTS.		
1	Usual Administrative Duties		
2	Troop School for Ranger Officers	Terrace	Attendance 27
7	Enrolled at Oremston W. J. P. C. C. Enrolled		
7	Evansville Ind. Enrolled 184	C. C. C. Enrolled	
	Troop School Mitchell	Attendance	3
10	Troop School for R. O. Evansville	Attendance	5
14	Troop School for R. O. Evansville	Attendance	7
16	" " Washington	"	9
16	" " Redford	"	4
17	Enrolled 25 C. C. C. Enrolled	Vincennes	
23	Troop School Mitchell	Attendance	7
24	" " Vincennes	"	5
28	" " Evansville	"	5

Figure 110. Sample "Station and Record of Events" Page from Company Morning Report, W.D., A.G.O. Form No. 1

Part II
Organizational Records

Individual

Active duty	Furlough
Active duty training	Grade
Arrests	Hospitalization
Assignments	Inductee personnel
Attached, unassigned, releases	Killed in action
Authority for actions	Leave
Awards	Line of duty status
Absence without leave	Mess, men authorized separate mess
Basic pay entry dates	Men messing with organization
Captured personnel	Military Occupational Specialist
Casualties	Missing in action and non-battle
Confinement	Movement
Dates return foreign service	Name, change of
Death	Pay change (grade, proficiency)
Demotion	Prisoners
Desertion	Prisoner of War
Detached service	Promotion
Detention by foreign power	Quarters
Discharge	Rations (See Mess)
Discipline	Reenlistment
Dropped from Unit Rolls	Separation
Duty, active, special, and temporary	Sickness
Escape	Special duty
Extended tour active duty	Temporary duty
Foreign Nationals	Transfers
	Travel

Current Use. These records are used mostly for the following actions:

Adjudication of Claims. This work usually requires verification of the individual's duty status on a certain date or for a given period of time.

Reconstruction of Records. Lost or destroyed personnel records can be reconstructed from the morning reports by tracing an individual's assignments, promotions, etc. This is of course a time-consuming task, but sometimes necessary.

Historical Value. Morning reports may be used in tracing the history of an outfit since all important events of the organization and of its personnel are recorded.

Filing. All morning reports created during the World War I period are on microfilm except approximately 4 cubic feet. Those on microfilm are filed in accordance with the uniform system. Those not on microfilm are filed alphabetically by the name of the creating organization, thereunder by date.

Part II
Organizational Records

References. "Guide to Federal Archives Relating To Civil War," pages 382-384; AR 1913, par 280; AR 345-400, April 28, 1924, September 27, 1926, and August 25, 1938; Special Regulations No. 57a, 1918; Special Regulations No. 57, 1919; and Cir No. 73, W.D., November 18, 1918.

MUSTER ROLLS. This was one of the most important records of the old Army, dating from the War of Independence. It was designed for periodically listing all personnel of the organization and recording all changes in grade, assignment, status, etc. Until 1885, large, unbound and unnumbered sheets of paper were used. From 1885 to about 1913, a book-form muster roll was used, with similar record content as the old blanket rolls. The forms in use from about 1913 until June 30, 1918, are explained below. (The Muster Roll system of record keeping was discontinued on June 30, 1918, when it was found to be impractical for supplying service information promptly. Muster Rolls were replaced July 1, 1918, by Rosters and Daily Reports of Change, as explained under those headings.)

Muster Roll for the Regular Army. Form No. 61, A.G.O., was the Regular Army Muster Roll, except for detachments, which used Form No. 21, A.G.O. Regular muster rolls were prepared bimonthly, showing name, grade, and date of enlistment or induction for all personnel in the organization during the reporting period. Assignments to and separations from the organization during that period were accounted for under "remarks," which was also used for showing active duty dates, absences on account of sickness and the line-of-duty status, absence without leave, confinement, courts-martial and dates, full report of discharge, and furlough. (A regular bimonthly muster roll is not illustrated herein. The form is the same, however, as that used for the "final"roll, and one of these is shown as figure 113.)

Muster-In Roll for Organized Militia and National Guard--Mexican Border Service. Organized Militia Forms Nos. 3,4,5,13, and 14 were used exclusively for Militia and National Guard organizations when mustered in for service on the Mexican Border in 1916. See figure 111 for Organized Militia Form No. 3. The formality of Muster-In was necessary as evidence of the acknowledgement of obligation and responsibility to the United States Army. The muster-in roll is sufficient evidence of the muster or acceptance of individuals into the service of the United States Army. (Enlisted men of the Regular Army, National Guard, National Army, or other components of the Army, were carried on the same muster rolls after December 24, 1917 (Bul. No. 72, WD, 1917).)

Part II
Organizational Records

Final Muster Roll for Organized Militia and National Guard--Mexican Border Service. See figure 112. State organizations which were mustered into Federal service during the Mexican Border disputes were mustered out when the purpose for which they were called had been accomplished. The forms used for this were the same as those used for the Regular Army Muster Rolls (see subpar. a, above), except that they were altered by adding the word "Final" before the words "Muster Roll" on the brief and also on the page headings. Some organizations of the Organized Militia and the National Guard which were mustered in for service on the Mexican Border in 1916 continued in service during the World War I emergency or after April 5, 1917. Final muster rolls were not prepared for this group as their service was terminated by discharge from the Army. The process of mustering out did not alone constitute a discharge from Federal or State service. Final Muster Rolls were unnecessary after April 5, 1917, as no organizations of the Organized Militia or National Guard were mustered out after that date.

Initial Muster Rolls for State Militia and National Guard Organizations Called for WW I Service. These are the listings of Militia and National Guard organizations reporting for Federal service in 1917 in response to the President's calls. The rolls were prepared on the Regular Army Muster Roll forms (No. 61 or 21, A.G.O.), or on the Organized Militia forms (No. 13 or 14 O.M.) (par 57, SR 55, 1917). See figure 113 for Organized Militia Form No. 13. These forms were altered by adding the word "Initial" before the words "Muster Roll" on the brief and also in the page headings. The blue enlistment papers (Form No. 22-1, A.G.O.) were also prepared for these men as evidence of their entry into World War I service.

Current Use. The muster rolls are used principally (1) in the adjudication of claims when duty status of the veteran must be obtained from "records of events" not available elsewhere; (2) in reconstructing personnel records--the Muster-In and Final Rolls are usually the only extant records for Militiamen and National Guardsmen who served on the Mexican Border (no subsequent service), other than those on file in the offices of the Adjutants General of the various states; and (3) in obtaining service information needed to help identify individual personnel records. (Organization must be known in these cases.)

Filing. All muster rolls in the National Personnel Records Center are on microfilm. They are filed in accordance with the uniform system as explained under "filing" in the beginning of Part 2.

ORGANIZED MILITIA.
Form No. 3.

MUSTER-IN ROLL

OF

G
(Co., battery, or company.)

of the *First* Regiment
of *Missouri* Reg. Militia.

Date: *June 25 1916*

Station:

THE ADJUTANT GENERAL'S OFFICE

Figure 111. Front fold of Muster-In Roll form used in 1916 for Militiamen and National Guardsmen who were mustered in for service on the Mexican Border. The "Roll" proper, usually folded three times for filing, is illustrated on the next three pages of this figure.

Commanded by Colonel *Charles B. Connelly*, called into service of the United States by the President
 (name) to serve for duties of current commission of (rank)

March 19 1915	St. Louis Mo	June 15 1916	James H. [unclear]	In service N.S.M. since June 1910
June 2 1916	St. Louis Mo	June 11 1916	William H. [unclear]	In service N.S.M. since Feb 22 1911
June 2 1916	St. Louis Mo	June 11 1916	Harry E. La Marche	In service N.S.M. since [unclear]
Apr 29 1914	St. Louis Mo	June 11 1916	George C. John	
Feb 27 1918	St. Louis Mo	June 11 1916	Ralph M. [unclear]	In U.S. Navy Oct 22 1907 - [unclear]
Apr 4 1915	St. Louis Mo	June 11 1916	Frank [unclear]	
Jan 21 1916	St. Louis Mo	June 11 1916	William D. [unclear]	In Co M 1st Regt Inf July 22 1912 - [unclear]
Jan 26 1915	St. Louis Mo	June 11 1916	William [unclear]	In Co B 1st Regt Inf 9 1911 - Apr 25 1912 - [unclear]
May 14 1914	St. Louis Mo	June 11 1916	Clifford L. Hamilton	
Apr 29 1918	St. Louis Mo	June 11 1916	Clinton L. Knox	In 1st Co Cavalry 7th Inf July 22 1912 - [unclear]
Jan 17 1916	St. Louis Mo	June 11 1916	Orville M. [unclear]	In [unclear] [unclear] [unclear] [unclear]
July 1 1915	St. Louis Mo	June 11 1916	William [unclear]	In U.S. Army [unclear]
June 19 1916	St. Louis Mo	June 11 1916	James M. [unclear]	
June 1 1913	St. Louis Mo	June 11 1916	Charles [unclear]	
June 1 1915	St. Louis Mo	June 11 1916	Frank L. [unclear]	

Figure 111. Second "fold" of Muster-In Roll, Organized Militia Form No. 3. (Part 3 of 4)

Continued

<p>NAME OF COMPANY</p> <p>NAME OF OFFICER</p>	<p>NAME OF COMPANY</p> <p>NAME OF OFFICER</p>	<p>NAME OF COMPANY</p> <p>NAME OF OFFICER</p> <p><i>certify that above are names of on this roll have taken special oath of June 3 16</i></p>
---	---	---

I certify that this muster roll exhibits the true state of Captain *James F. Williams* of *Company B* of the *1st Missouri Inf. Regt. U. S.* at the date of muster-in: that each man has appeared to his name, and that the names are correct and just.

James F. Williams
Capt. 1st Missouri Inf. Regt.
Company B

I certify that I have carefully examined the same and am satisfied that the oath of allegiance to the United States was sworn to and subscribed before me, and that I have accepted them into the service of the United States for the term of *24* months from *June 3 16*.

W. H. [Signature]
1st [Signature]

Witness my hand and seal at *St. Louis, Mo.* this *25* day of *June* 1916.

By *James F. Williams*
 Captain

By *W. H. [Signature]*
 1st [Signature]

Figure 111. Third "fold" of Muster-In Roll, Organized Militia Form No. 3. (Part 4 of 4)

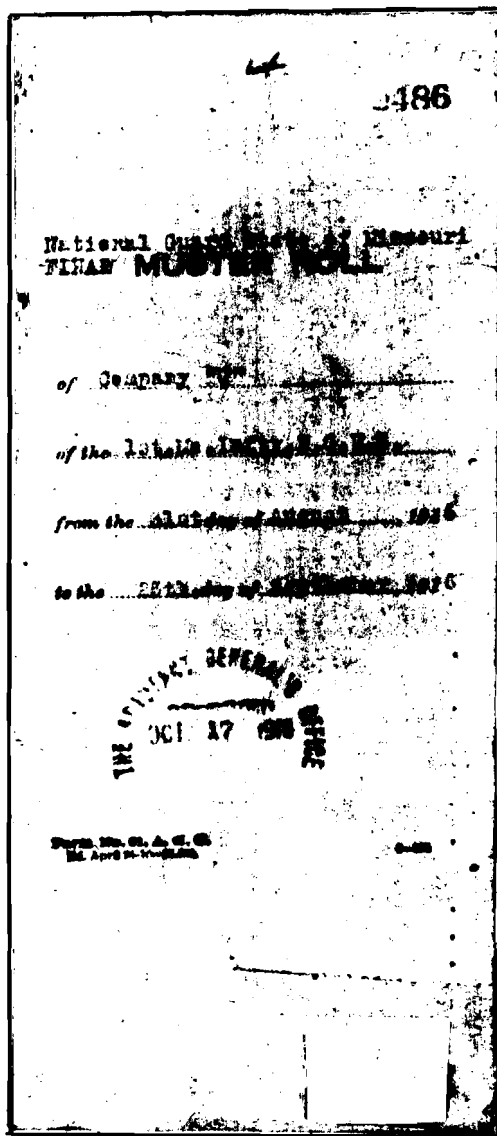


Figure 112. Front of the Muster Roll form used from November 1, 1912, to June 30, 1918, for the Regular Army. The form (as altered) was also used as the Final Muster Roll (muster out procedures) for Militiamen and National Guardsmen in 1916 and prior to April 5, 1917. The upper part of the first page and the lower part of the last page are shown in the next figure.

MASTER ROLL of "G" Company 1st Infantry of the National Guard State of Missouri
 Army of the United States from the 31st day of August 1915 (date of last
 bimonthly muster), to the 25th day of September 1916 The date this
 organization was Mustered-Out of the service of the United States at _____

NAME, PRESENT AND AKAUNT, AND RANK	WHEN ENLISTED	REMARKS
Captain George M. Faught	Pres. Com. June 24/15	
1st Lieutenant Sylvester C. Judge	Pres. C. Apr. 1/15	
2nd Lieutenant William J. McMahon	Pres. Com. May 7/15	
1st Sergeant Flood, Joseph P.	June 12/15	
Sergeant Klein, Morris	Dec. 20/15	
Parker, William A.	June 20/14	
Hong, Walter F.	May 9/14	
Rufnagel, Herbert F.W.	Feb. 7/14	
Mieling, Frederick W.	May 10/14	

I certify that this muster roll is made out in the manner required by the printed instructions; that the remarks set opposite the name of each officer and soldier are accurate and just; and that it exhibits the true state of the organization for the period mentioned herein, as required by Regulations and the Rules and Articles of War.

I further certify that the service of each officer and soldier has been honorable except where otherwise stated in the column "REMARKS"

Camp Clark Nevada, Mo.
 September 25th, 1916

[Signature]
 Capt. 1st Mo. Inf. N.G.

Commanding the Organization

I certify that I have carefully examined this muster roll, and that I have mustered and minutely inspected the organization, the condition of which is shown to be correct in my certificate herewith annexed (see note #1)

MILITARY APPEARANCE
 ARMS X
 EQUIPMENTS X

CLOTHING: This organization is hereby Mustered-Out of the service of the UNITED STATES.

[Signature]
 Captain 1st Mo. Inf. N.G.

*Special duty of the inspecting and mustering officer to add the appropriate remarks according to the facts determined in the course of his inspection with such other remarks as may be necessary or useful for the information of the War Department. He will also see that the roll is signed by the proper officer; that the absentees are recorded in the column provided for that purpose, and that the roll is the exact copy.

Figure 112. Upper part of first page and lower part of last (Part 2 of 2) page of Muster Roll, Form No. 61, A.G.O.

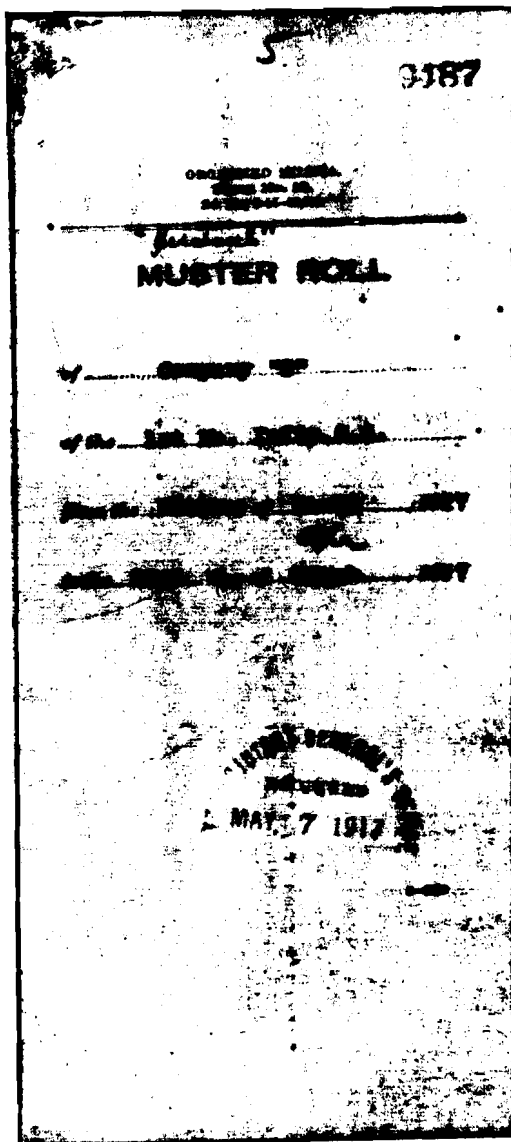


Figure 113. The Initial Muster Roll form used in 1917 (Part 1 of 3) for members of the National Guard organizations which reported for World War I service in response to the President's call.

Department of the Army
 Organized Militia Form No. 13
 26th day of ~~March~~ April 1917 (date of ~~last~~)
 28th day of April 1917

ALL PRESENT OR FORMER RESIDENTS IN THIS STATE IN
 YEARS

NAME	DATE	REMARKS
Captain		
Harry E. Sugden		
1st Lieut.		
Harry Koetting		
2nd Lieut.		
George Kohlberg		
1st Sergeant		
John George C.	1914. April 29	
Mass Sergeant		
Schoepl John	June 24th 1916	Reported at company rendezvous April 1st 1917. Reported from Detroit, Mich. by letter 3/27/17.
Supply Sergeant		
Seeger Philip J.	April 9th 1916	
Sergeants		
Nesselhauf Frank J.	April 9th 1916	
Cooper William W.	Jan. 21st 1916	
Allen Charles E.	July 1st 1914	
Haller William T.	April 26th 1916	
Innell Thomas A.	June 19th 1916	
Priester Ralph M.	April 27th 1916	
Corporals		
O'Neal Franklin E.C.	Nov. 20th 1916	
Wilkinson Richard J.	July 6th 1914	
Claiborne Henry M.	June 19th 1916	Reported at company rendezvous March 28th 1917.
Heck Karl G.	June 2nd 1916	
Euby Patrick E.	Jan. 2th 1917	Reported at company rendezvous March 27th 1917.

Figure 113. First page of "Initial" Muster Roll form used in 1917 (Part 2 of 3) (Organized Militia Form No. 13.)

Part II
Organizational Records

References. AR 1913; WW I precedent files labeled "Rolls and Rosters; United States Mustering Regulations 1916; Special Regulations No. 55, 1917; Report of the Adjutant General of the Army 1918 (pages 37-39); and Guide to Federal Archives Relating to the Civil War (pages 258-259).

NOMINAL CHECK LIST FOR REPORT OF SICK AND WOUNDED. These are listings-- in Register Number order--of military and civilian patients who were treated in Army hospitals. NPRC has the Lists for all hospitals for the period June 1917 to December 1920. Prepared monthly on Form No. 51a M. D., each list shows the name of the hospital at the top, and the month for which prepared. The information entered for each patient includes the Register No., Month Completed, Name, Rank, Company, and Organization. For civilians, the word "Civilian" was written across the Rank-Co.-Organization columns. See figure 114 for a Nominal Check List as reproduced from the microfilm.)

Current Use. The Nominal Check Lists serve as statistical records and, in the absence of medical records, they establish dates of hospitalization. They may also be used for identification purposes, if the name of the hospital is known.

Filing. The Nominal Check Lists are all on microfilm. The lists for overseas hospitals are filed alphabetically by hospital, and the lists for hospitals remaining in the United States are set up and filed by register numbers.

References. AR 40-1025. AR 40-1070; WW I precedent files labeled "Medical Records," and WW I precedent files labeled "Old Records Section."

NURSES MEDICAL CARDS. The Nurses Medical Cards on file at NPRC (Form No. 52, M.D., and Form No. 5, M.D) cover the period 1917-1919. Form No. 52 was ordinarily referred to as the "sick and wounded card" and was used both as a register and a report card. All types of illnesses and injuries were recorded on these cards. They were maintained by every type of Army medical facility. This record is shown as figure 24.

300

NOMINAL CHECK LIST FOR REPORT OF SICK AND WOUNDED AT

CAMP HOSPITAL CAMP WICK, ARKANSAS

For OCTOBER, 1919

INSTRUCTIONS—The list for January in each year will give in sequence of register numbers the names, etc., of all patients, or Aviators, remaining from the previous year, and of all registered during the month. The list for any subsequent month will give in sequence the names, etc., of patients registered during the month, omitting the names of those remaining from the previous month. The column "Month Completed" will not be filled in at post on the list forwarded; but entry thereon should be made on the returned list as soon as completed. In the case of civilian patients the word "Civilian" will be entered across the columns "Rank," "Co.," "Organization." A duplicate of the list will be retained with the medical records of the post or command.

REGISTER No.	MONTH COMPLETED	NAME		RANK	Co.	Organization
		SURNAME	CHRISTIAN NAME			
58308		Schumpf,	George J.	Sgt.	B	70th F. A.
58309		Klein,	George	Pvt.	C	3rd Am. Sp.
58310	10	Holcomb,	Richard W.	1st Lt.		Camp Hq.
58311	10	Hibow,	Charles L.	Pvt.	A	10th F. A.
58312	10	Fitts,	Don.	Cook	A	10th F. A.
58317		Siberik,	Wesley	Cook		87th Inf.

Page 21 b

STATION Camp Hospital, Camp Wike, Ark. MONTH OF October, 1919

REGISTER No.	MONTH COMPLETED	NAME		RANK	Co.	Organization
		SURNAME	CHRISTIAN NAME			
58322		Tomanos,	John.	Hq	Sup	87th Inf.
58324		Wich,	David L.	Sgt.	B	70th F. A.
58328		Berginack,	Adm.	Pris		
58330		Donald,	Joseph.	Pvt.	A	
58331		Platz,	Willie J.	Sgt.		
			Christen		D	

Figure 114. Upper parts of first and second pages of Nominal Check List, as reproduced from microfilm.

Part II
Organizational Records

Content. These cards normally contain the following items:

Patient's name, rank, race, age, and organization
Register number
Date and source of admission
Diagnosis
Line of duty status
Disposition of patient and date
Name of hospital

Current Use. The medical cards are used principally to facilitate the settlement of claims for pensions that may be made on account of disabilities incurred in the military service, to establish the rights of persons entitled to the benefits of the pension laws, and to protect the interests of the United States.

Filing. The cards are on microfilm, arranged alphabetically by name.

References. WW I precedent files labeled "Personnel Records Section"; WW I precedent files labeled "Medical Section"; and AR 40-1025.

NURSES RETURNS. These are listings, made at the end of the month, of nurses serving at Army Hospitals. They are similar to the hospital monthly rosters. The nurses returns on file at the Military Personnel Records Center were created during the period 1917-1920. October 13, 1917, is the beginning date for the nurse personnel records on file at the Center, and the earliest date of the returns corresponds with that of the personnel records. Monthly returns were being prepared for Contract Nurses as early as 1861. All those created prior to 1917, and the personnel records of nurses whose final separation was prior to October 13, 1917, are in the custody of National Archives. Nurses returns were transferred from the Office of the Surgeon General to the Office of The Adjutant General in 1927. Form 63, M.D. (figure 115) was used for the nurses returns from 1917-1920.

Content. Each return is broken down into two groupings. The first, headed "Belonging to the formation at the end of month" shows all nurses on duty with or under assignment to the formation at midnight of the last day of the month, whether present or absent. The second, headed "Losses since the preceding return" shows all nurses who had been on duty or under assignment to the formation during any part of the month and who were relieved from duty on or before midnight of the last day of the month. The nurses names are listed alphabetically under each grouping. The date each nurse was

Walter
Smith

RETURN OF THE NURSE CORPS

42

Base Hospital, No. 2, Fort Bliss, Texas,

FOR THE MONTH ENDING

May, _____, 1917.

Enter record marks and numbers below this line.



Original size, each
page 8 1/2" x 11"
(2 pages)

INSTRUCTIONS.

1. The return will give, in two groups, the names of all the nurses who have been on duty with or assigned or attached to the organization during the month or any part of it. In the first group, under the heading "Belonging to the formation at the end of month" written across the face of the return, will be recorded, in alphabetical order, all the nurses on duty with or under assignment to the formation at midnight of the last day of the month, whether present or absent. In the second group, under the heading "Losses since the preceding return," will be recorded all nurses who, having been on duty with or under assignment to the formation during any part of the month, have on or before midnight of the last day thereof been relieved from such duty or assignment.
2. All changes in the status of the several nurses which have taken place since the preceding return, with the date of the change in each instance, will be indicated under *Remarks*.

Figure 115. Nurses' Return (Form 63, M.D.) used from 1917 to 1920
(Part 1 of 2)

RETURN OF THE NURSE CORPS

at Base Hospital, No. 2, Fort Bliss, Texas,
(Here insert name of post or station, and department; or, in the field, the designation of the sanitary formation to which attached.)

for the month ending May 30, 1917, 191

NAME	LEAVE WITH PAY.		LEAVE WITH-OUT PAY.		LAST PAID TO INCLUDE— (Give date.)	REMARKS (Transfer, etc. Give date.)
	From—	To—	From—	To—		
RELATING TO FORGOTTEN AT END OF PERIOD						
Becker, Beatrice M.					Apr 30/17	On leave
Allen, Sarah E.					Apr 30/17	On leave
						no for observation and
						transfer to Base Hospital, No. 2, Fort Bliss, Texas, dated
Bailey, Margaret					Apr 30/17	On leave
Bigger, Minnie A.					Apr 30/17	On leave
Bishop, Edith					Apr 30/17	On leave
Dwyer, Edna M.					Apr 30/17	On leave
Conroy, Florence					Apr 30/17	On leave
LOSERS SINCE THE PRECEDING RETURN						
Schmitt, Dolly Belle					April 30, 1917.	Left this hospital May 9, 1917, to proceed without delay to St. Louis, Mo., reporting upon arrival to the Commanding Officer, Base Hospital, No. 21, for duty, p.p. 2, S.O. No. 80, Base Hospital, No. 2, Fort Bliss, Texas, dated May 8, 1917.
Sutherland, Sara V.					April 30, 1917.	Left this hospital May 21, 1917, to proceed to Ft. Sam Houston, Texas, reporting upon arrival to the Commanding Officer, Base Hospital, No. 1, for duty, p.p. 1, S.O. No. 87, Base Hospital, No. 2, Fort Bliss, Texas, dated May 18, 1917.

Date, June 1, 1917.
 Place, Base Hospital, No. 2, Fort Bliss, Texas.

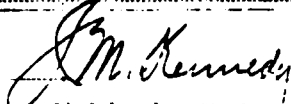

 Lt-Colonel, Medical Corps, U.S. Army,
 Surgeon.

Figure 115. Nurses' Return (Form 63, M.D.)
 (Part 2 of 2)

Part II
Organizational Records

paid is also shown. All changes in the nurses' status (with date of change in each instance) are noted under the "Remarks" section of the return. The name of the hospital (post or station) and the month of the return are shown on the first page of the return.

Current Use. Nurses returns are searched only when the designation of the hospital and the register number are known. They are used by the various NPRC service units in determining the duty status of nurses to establish their rights under the pension laws; and to protect the interests of the United States. The returns are used when the files are no longer available, or to augment incomplete files.

Filing. The nurses returns are filed alphabetically by name of hospital, thereunder by register number.

References. WW I precedent files labeled "Rolls and Rosters"; WW I precedent files labeled "Old Records Section"; and AR 345-50.

REGISTER OF ENLISTMENTS. Registers of Enlistments are listings of Regular Army men. Those in the custody of the National Personnel Records Center were created during the period February 1, 1912-April 6, 1917. These were prepared monthly on unnumbered forms (10½- by 23- inch) and filed in loose leaf binders. Prior to February 1, 1912, the registers were arranged in volumes chronologically by groups of years and thereunder chronologically by date of enlistment. These registers cover enlistments dating back to 1798. Separate volumes were set up for Post Quartermaster Sergeants, Indian Scouts, Ordnance Sergeants, Commissary Sergeants, and Hospital Stewards. The Register of Enlistments was discontinued April 6, 1917 (the beginning of the World War I emergency), because of the pressure of work that was considered more important.

Content.

Name of soldier
Date of enlistment
Period (number years enlistment comprised)
Place of enlistment
Age and birthplace
Organization
Number of enlistments
Remarks such as date, place, character, and reason for discharge; and dates time lost (unauthorized absences).

Part II
Organizational Records

Current Use. The register of enlistments are searched only when organization is unknown and date of enlistment is available. The records are used for identification purposes, and to augment or reconstruct personnel records when missing, incomplete, or conflicting.

Filing. The records are all on microfilm by dates.

References. National Archives Preliminary Inventory No. 17 of the Records of the Adjutant General's Office (page 27); and WW I Precedent files labeled "Rolls & Rosters."

REPORT SHEETS OF SICK AND WOUNDED. The reports of sick and wounded, which include vital statistics, were compiled monthly from the nominal check lists and the medical cards. They were required from every military station and separate command attended by a medical officer or civilian physician, even though no cases were treated or disposed of. The report was also prepared when a hospital was closed or when a command was discontinued. Form 51, M.D. (figure 116) was authorized for the report in May 1911. Those in the custody of the National Personnel Records Center cover the period January 1917-December 1939.

Content.

Statistical:

Stations
Variations of Command
Organizations serviced by Hospital
Patient days
Strength of Command

Vital Statistics:

Birth:

Date, name, and sex of child
Father's name and rank
Mother's maiden name
Number of child of marriage

Marriages:

Date, names, occupation, rank and organizations
Birthplaces and ages

REMARKS:

None.

Original size, each
page 8" x 10 1/2"
(two pages)

and P. C. L. A. 17

INSTRUCTIONS

1. The purpose of this report is to provide information on the health and condition of the personnel of the command during the period covered by the report. It is to be prepared by the commanding officer of the command, or by the medical officer if there is one, and is to be submitted to the commanding officer of the next higher command.

2. The report should be prepared on the form provided for this purpose, and should be filled out in accordance with the instructions hereon. It should be prepared in duplicate, one copy to be retained by the reporting officer and the other to be submitted to the commanding officer of the next higher command.

3. The report should be prepared in accordance with the following instructions:

(a) The number of personnel of the command who were present during the period covered by the report should be stated, and the number of those who were absent should also be stated, with the reason for their absence.

(b) The number of personnel who were sick or wounded during the period covered by the report should be stated, and the number of those who were killed in action should also be stated.

(c) The number of personnel who were discharged from the command during the period covered by the report should be stated, and the number of those who were transferred to another command should also be stated.

(d) The number of personnel who were promoted during the period covered by the report should be stated, and the number of those who were advanced in grade should also be stated.

(e) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

(f) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

(g) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

(h) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

(i) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

(j) The number of personnel who were honorably discharged during the period covered by the report should be stated, and the number of those who were discharged for other reasons should also be stated.

CIVILIAN POPULATION WITH THE COMMAND
(See Instruction 3.)

NUMBER OF-	MEN.	WOMEN.	CHILDREN.	TOTAL.
Persons (averaged for the month)	9	28	26	63
Cases of disease	0	0	0	0
Cases of injury	0	0	0	0
Total Cases	0	0	0	0

BIRTHS, MARRIAGES, AND DEATHS
(See Instruction 4.)

William Francisco Vice, Male, April 22nd 1922. Father: Winfield Scott Vice, Private, G.M.C., U.S.Army, age 49 years. Mother's maiden name: Elena Mercedes Lopez, age 19 years. Second child of the marriage.

Figure 116. Report Sheets of Sick and Wounded (authorized for use in Part 1 of 2) May 1911).

REPORT SHEET REPORT OF SICK AND WOUNDED AT

Station Infirmary, Fort de Lesseps, C.Z.

MONTHLY

April

1922.

COMMAND:

Panama Canal Department.

5th Co., Detachment 5th Co., C.A.C., Cristobal, 16th Band, C.A.C., Detachments Q.M.C., Motor Repair Section No. 96, Wagon Company No. 19, Motor Transport Co. No. 38, Detachment No. 1 and M.P. Co., P.C. Division, Detachment Medical and Ordnance Department, Panama Medical Depot and Rec. and Forw'd, Q.M.C.

Typhoid and Paratyphoid Prophylaxis.
None.

Army Nurse Corps -----	0										
Army Field Clerks -----	0										
Warrant Officers -----	4										
Officers -----	12										
Mean strength of command, for 30 days											
<table border="0"> <tr> <td rowspan="2">Bullied men</td> <td rowspan="2"> <table border="0"> <tr> <td>White</td> <td align="right">144.02</td> <td rowspan="2">Total: 162.02.</td> </tr> <tr> <td>Colored</td> <td align="right">18.00</td> </tr> </table> </td> </tr> <tr> <td>Indian Scouts</td> <td></td> <td></td> </tr> </table>	Bullied men	<table border="0"> <tr> <td>White</td> <td align="right">144.02</td> <td rowspan="2">Total: 162.02.</td> </tr> <tr> <td>Colored</td> <td align="right">18.00</td> </tr> </table>	White	144.02	Total: 162.02.	Colored	18.00	Indian Scouts			
Bullied men			<table border="0"> <tr> <td>White</td> <td align="right">144.02</td> <td rowspan="2">Total: 162.02.</td> </tr> <tr> <td>Colored</td> <td align="right">18.00</td> </tr> </table>	White		144.02	Total: 162.02.	Colored	18.00		
	White	144.02		Total: 162.02.							
Colored	18.00										
Indian Scouts											

NUMERICAL REPORT FOR THE MONTH

Re- main- ing from last month	ADMISSIONS.		Total to be accounted for	COMPLETED CASES.						REMAINING.		AGGREGATE NO. OF DAYS LOST FROM DUTY.					
	From within month	From other sources		Re- turned to duty.	Dis- charged for in- abil- ity.	Dis- charged by order of term.	Trans- ferred to other hos- pital.	Trans- ferred to other hos- pital.	Other who dis- posed of.	Men	Qrs.	In hos- pital.	In quar- ters.				

D. H. Pitts
Captain, Medical Corps
Surgeon.

Figure 116. Report Sheets of Sick and Wounded (authorized for use (Part 2 of 2) in May 1911).

Part II
Organizational Records

Death:

Date, name, sex, age and cause
Organization (for military personnel)

Current Use. The records are used by NPRC in supplying information concerning births, marriages, and deaths. They present information on the mean strength of each command having its own medical service, and of the organizations attached to the command.

Filing. The records are all on microfilm filed by station designation, thereunder by month.

References. WW I precedent files labeled "Rolls & Rosters"; WW I precedent files labeled "Old Records Section"; and AR 40-1025.

REPORTS OF CHANGES. These are daily listings (alphabetical) showing changes in the service person's duty and status. They were compiled from the morning reports and other official records. The reports are numbered serially within the calendar year, the first report for any organization or headquarters being numbered 1. Reports of officers and reports of enlisted men are numbered in separate series. The reports were first used July 1, 1918, and were authorized by Special Regulations 57a, 1918. The three forms first adopted for the reports were:

- Form No. 647, A.G.O., for enlisted men (figure 117)
- Form No. 648, A.G.O., for officers (figure 118)
- Form No. 649, A.G.O., for individual officers detached and serving alone, or on leave of absence

NOTE: The latter form and various other "individual" reports of changes (first used in January 1919) are filed with the individual personnel records and are not covered in the organizational records portion of this monograph. The consolidated reports of changes (Form No. 647, A.G.O., and Form No. 648, A.G.O.) remained in use until December 1919. The individual reports of changes were still in use September 7, 1939.

Content. The service persons' names were entered on the report in alphabetical order, without regard to grade, organization, arm, corps, department, or component of the Army. The following items are usually shown under the remarks section:

REPORT OF CHANGES ENLISTED MEN

No. 55

A.P.O. 708, Lima, E.F.

Hq. 19th Cd Div T.O.

(Place from which report is rendered.)

(Organization or headquarters for which report is rendered.)

For the twenty-four hours ending at midnight on February 24th, 1919

NAMES <small>Arranged alphabetically without regard to grade, organization, or component force of the Army, but names will precede Christian names.</small>	ARMY SERIAL NUMBER	GRADE	COMPANY AND REGIMENT, OR BATTALION OR COY OR DEPARTMENT	REMARKS
Rainey, James W.	1325833	Pvt	Co.60 TO	Fr. ex in I/D Mars Hosp. Center since 2-4-19 ret'd to D with Organ. PM 2-23-19 pursuant to Parl Sec1 GOS CH 1919.
Bates, Richard V.	2145046	Corp	Co.109 TO	Fr D to DS (Is-Jur-Tille) per 3052 per 38 Hq Inter-sec 303 dated 2-22-19. Left Post PM 2-23-19.
Harback, Edward O.	170543	Pvtlo		Fr DS (Etienne de laury) to D per 3023 per 24 Hq Inter Sec 303 dated 1-23-19. Left Post AM 2-23-19.
Murray, John			Co.10 TO	Tr to Co.82 per 3043 per 1 Hq 19th Cd DIV TO dated 2-23-19.
Harp, Lewis D.		"	"	Tr to Co.137 per above auth
Bynum, Edward L.	2552643	"	"	Tr to Co.115 per 3043 per 2 Hq 19th Cd Div TO dated 2-23-19.
Jennings, Charles S.	2092609	"	"	Fr AML Mars Hosp Center to D PM 2-23-19.
Hendl, Emil	1753089	"	"	Do.
Westman, William	2009509	Cook	"	Fr D to 7 days leave to Cannes. Left Post AM 2-24-19.
Bartina, Joseph	2048426	Pvtlo	"	Do.
Gallagher, Harold P.	2086114	"	"	Do.
Lafferty, Ellwood J.	2313277	Pvt	"	Do.
Harter, John M.	2313266	"	"	Do.
Booler,		Pvtlo	Co.115 TO	Fr D to Hosp #28 2-23-19.
Haskins, Earl	3115126	Pvt	Co.117 TO	Fr 72 hour pass to Honoraria to D AM 2-23-19.
Conger, Leland	2548477	Pvtlo	"	Fr DS (Gievres) to D PM 2-23-19 per 3050 per 2 Hq Inter-sec 303 dated 2-19-19.
Buster, Roy	2718553	Pvt	"	Fr abs conf Caserne Pettie to D PM 2-22-19.
Deemie, Daniel	3198150	"	"	Do.
Reynolds, Charles	3114203	"	"	Do.
Hause, Charles J.	2740049	Pvtlo	Co.119 TO	Fr 72 hour pass to Paris to D PM 2-23-19.
Ward, Earl H.	464990	"	"	Do.
Gibbs, Guy C.	474060	Sup Sgt	"	Fr 14 days leave to Belgium to D PM 2-23-19.
Shoup, Albert H.	380398	Sgt	Co.120 TO	Fr D to 7 days leave to Cannes. Left Post AM 2-24-19
Hobbs, A. F.	2779583	Pvt	"	Do.

Original size, each
page 8" x 11",
(2 pages)

Figure 117. Report of Changes (Enlisted Men) used during the period July 1, 1919--December 1919.

REPORT OF CHANGES (con.)

Report No. 64

OFFICERS

- 2 -

Allentown, Pa.,

Camp Crane

(Place from which report is rendered.)

(Organization or headquarters for which report is rendered.)

1-420

For the twenty-four hours ending at midnight on October 7, 1918

NAME. <small>Arranged alphabetically without regard to rank, organization, or component force of the Army. Surnames will precede Christian names.</small>	RANK.	REGIMENT OR ARM OR CORPS OR DEPARTMENT.	REMARKS.
✓ Rogers, Harry L.,	1st Lt.	Med. Corps	Reported for duty October 7, 1918
✓ Russell, Frank H.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Sibley, Frank C.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Terry, Arthur H.,	Captain	Med. Corps	Reported for duty October 7, 1918
✓ Vose, Robert H.,	Captain	Med. Corps	Reported for duty October 7, 1918

Original size
3 3/4" x 8 1/2"
and back (front)

NAME.	RANK.	REGIMENT, ETC.	REMARKS.
✓ Wicker, John K.,	1st Lt.	Med. Corps	Reported for duty October 7, 1918
✓ Myer, Henry G.,	Major	Med. Corps	Reported for duty October 7, 1918
✓ Tierney, John P.,	1st Lt.	Med. Corps	Left for Bellevue Hospital, N.Y. 10/7/18

I certify that the remarks set opposite the name of each officer in this report are correct to the best of my knowledge and belief.

John P. Tierney
CAPT. SAN. CORPS, U. S. A.
Forward Officer.

Figure 118. Report of Changes (Officers) used during the period July 1, 1919--December 1919.

Part II
Organizational Records

Absence with leave	Fraudulent enlistment
Absence without leave	Furlough to Reserve
Arrest and confinement	Missing in action
Assignment	Retirement
Attachment	Resignation of officers
Change in command	Return of deserter to military control
Change in grade	Sentence of court-martial
Date of change	Separation from service while absent from regular station or organization
Death	Sick status
Desertion	Stations and locations
Detached service	Transfers
Discharge	War-service chevron and wounded chevron
Dismissal of officers	
Extra and special duty	
Fact of award	

Current Use. The information shown on the daily reports of changes is used by the service units at NPRC when individual personnel records are incomplete or are not available, and to clarify items of information shown under remarks on the morning reports.

Filing. The consolidated reports of change which are on microfilm are filed in accordance with the uniform system as explained in the introduction to Part II. The 30 cubic feet not on microfilm, are filed alphabetically by organization, thereunder by date.

References. Special Regulations 57a, 1918; Special Regulations 57, 1919 (Sec IV, par. 35); GO No. 42, W.D., 1918; Cir No. 173, W.D., Dec 24, 1918; Cir No. 180, W.D., Dec 28, 1918; and Cir No. 17, W.D., 1923.

ROSTERS. These are listings of military personnel belonging to, or attached for duty with, an organization, headquarters, or establishment as of midnight of a predetermined date--usually the last day of the month. The record is generally known as the monthly roster or the personnel roster. These rosters were put into use July 1, 1918, when the muster roll system was discontinued. They must not be confused with the DUTY ROSTERS (AR 345-25). During the period July 1, 1918-September 7, 1939, the rosters were classified as follows:

Part II
Organizational Records

Roster of Troops. This roster contained the names of officers and enlisted men for each company, detachment, headquarters, general and base hospital, depot and other institution, for which morning reports were submitted.

Roster of Officers. This roster contained only the names of the officers of each regiment, separate and detached brigade and higher tactical unit, including the headquarters of each department, district, coast defense command, post, camp, and other station, and for each bureau of the War Department.

Roster of Warrant Officers and Field Clerks. This roster was adopted in 1920 for Warrant Officers and Field Clerks assigned to tactical organizations. Prior to 1920, information shown on this particular type roster was normally found on the morning reports.

Miscellaneous Rosters. These were first prepared in 1922, and are broken down into four classes as follows:

Special Rosters. Prepared whenever an organization or headquarters left a station under conditions which required the rendition of a special return.

Initial Rosters. Prepared whenever an organization, detachment, or headquarters was organized, or when one already in existence was reorganized.

Final Rosters. Prepared whenever an organization, detachment, or headquarters was either demobilized or was placed on the inactive list.

Rosters of Inactive Units. These were the rosters of officers of inactive units, and were prepared semiannually (June 30 and December 31) and then only when the rendition of strength returns was necessary.

No forms were issued for rosters when adopted July 1, 1918. They were first prepared on official letter size paper (8- by 10½-inch). Form No. 703, A.G.O., was subsequently adopted for the roster (figure 119). The form number was changed in January 1924 to W.D., A.G.O., Form No. 9, and was still in use September 7, 1939, for all classes or kinds of rosters. If space on the roster form was insufficient, the record was continued on sheets of thin paper of official letter size (8" x 10½") utilizing one side of the paper only.

*ROSTER OF TROOPS.
*ROSTER OF OFFICERS

MONTHLY ROSTER.

(FIRST SHEET.)

Service Company 16th. Infantry, Fort Jay, N.Y. At midnight March, 31, 1934

(Organization) 3 (Station)

The following roster, consisting of _____ sheets, contains the names of all officers (and enlisted men of this organization or detachment and of those attached thereto, and the names of all officers (and enlisted men) who have been transferred, discharged, or otherwise separated therefrom, since the date of the last monthly roster. Unless otherwise indicated opposite his name each officer (and enlisted man) whose name appears on this roster is present at the station indicated above.

Received A. G. O JUN 13 1934

Philip H. Kron
(Signature)
Philip H. Kron
(Name typewritten)

1st Lt. 16th. Infantry, Personnel Adjutant.
(Rank and organization)

CAPTAIN		Corporals	
1. Penrose Arthur W.	07913	1. Glodhill, Charles L.	R-1003904
1st Lt.		DS Ft. Wadsworth 11/28/23	
1. Kron Philip H.	01048	2. Sigs, John	R-345190
Assgd. & Jd. 4th.		Pur. since Jan. 28/24	
Warrant Officer		3. Wills, Leo	R-6437482
1. Wiedenkeller, Peter O.	W-904049	4. King, Charles	R-2365196
Master Sergeants		Privates First Class	
1. Ward, James J.	R-2381529	1. Aparicio, Rafael	R-564365
2. Eensle, Frederick D.	R-1027171	Trnsf. fr. 7th. Band CAC Jd. 27th.	
1st Sergeant		2. Atkinson, Earl E.	R-1572379
1. Sproosser, George	6091	3. Loxman, Max	R-376367
Staff Sergeants		4. Crigantoz, Joe	R-1133079
1. Ortiz, Julian	60618	DS Ft. Wadsworth since 10/19/23	
2. Springs, William H.	60618	1. Albert W.	R-649011
3. George, Russell W.	R-105284	Gribble	R-566955
Sergeants		Daniel H.	R-752799
1. Holder, Roy	R-2023634	Walter W.	R-644300
2. Williams, William J.	R-1975769	Enl. & Jd. 5th.	
3. Ved Bunker, William J.	R-105241	9. Heclip, Alfred	R-44932
4. Greer, Edward C.	R-44939	DS Ft. Wadsworth since 9/7/23	
5. Freund, William Jr.	R-1523006	10. Joshlin, Harry J.	R-399570
6. McHally, Joseph I.	R-2365005	DS Ft. Wadsworth since 15th	
7. Acevedo, Pedro	R-358279	11. Murray, John J.	R-6409469
8. Spalding, Albert G.	R-6056743	DS Animal Trans. Sch. Ft. Hamilton 31st.	
Pur. 3 mos. since Feb. 29/24		12. Myers, Francis J.	R-2337838
9. Nicholson, Martin J.	R-359591	Enl. & Jd. 29th. Pur. 3 mos. Fr. 29th.	
10. Oliver, James T.	R-2194285	13. Nichols, Albert H.	R-1021599
11. Woodrum, James	R-6472194	DS Ft. Wadsworth since 9/7/23	
Pur. 1. mo. since Mar. 5/24		14. Osborn, Joe B.	R-6438972
12. Mans, Nile	6439793	15. Peterson, William F.	R-1000388
Trnsf. fr. Co. "C" Jd. 25th.		16. Rampo, Joe J.	6626421
		Pur. 3 mos. 5th.	
		17. Rylander, Carl O.	R-549033
		18. Short, Earl B.	R-2385400
		19. Smith, Milton P.	R-44981
		20. Sorocka, William	R-353367
		Rejd. 31st.	
		21. Steinhouser, Harry J. Jr.	R-6041907
		DS Army Band Sch. Wash. D.C. 12/2/23	
		22. Guess, Simon	R-6413100

Original size, each
page 8" x 10 1/2"
(3 pages)

*Strike out words not applicable.
*When used as a roster of officers, strike out words "and enlisted men" and "and enlisted men."
(SEE INSTRUCTIONS ON BACK.)

Form No. 703, A. G. O.
July 14, 1922

Figure 119. One page of Monthly Roster (Form No. 703, A.G.O.) first used July 1, 1918, when the muster roll was discontinued.

Part II
Organizational Records

Content. Rosters show organization, station, and date prepared; names, grades, and service numbers of military personnel accounted for; and they sometime show losses, absences at the end of the month, and the date the soldier joined the organization. The names are listed thereon, according to rank or grade. Models of some of the classes of rosters are shown in SR No. 57a, 1918, and in AR 345-900.

Current Use. The rosters are used by NPRC for identification purposes, verification of service, and to augment or complete personnel files. The status of an individual on specific dates, and any change in his status from month to month, may be obtained from the rosters.

Filing. The World War I rosters are all on microfilm filed in accordance with the uniform system - principally by organization, thereunder by month. (See par on "Filing")

References. SR No. 57a, 1918, Sec III; SR No. 57, 1919, Sec IV, par 36; Cir No. 73, W.D., Nov 18, 1918, pars 12c, 16b; Cir No. 6, W.D., Jan 18, 1924; AR 345-900; and WW I precedent files labeled "Rolls & Rosters."

PART III. RELATED SUBJECTS

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This part of the monograph contains background information about certain significant occurrences, actions, or events which figure prominently throughout the World War I records and which are important to know about in dealing with those records. It also covers certain kinds of service or status, nonmilitary organizations often confused with the military, and other related military personnel subjects essential to an understanding of the records. Most of these are general military service and records matters, and are not identifiable with any particular group of records as discussed in parts I and II. The subjects are arranged alphabetically.

ADJUSTED COMPENSATION

The World War Adjusted Compensation Act, commonly referred to as the Bonus Act, became a law May 19, 1924. The Act provided for the payment of a bonus to the majority of persons who served on active duty in the military and Naval forces at sometime after April 5, 1917, and prior to November 12, 1918. As a result of this Act, there devolved upon the Adjutant General the tremendous task of certifying to the United States Veterans' Bureau (now Veterans Administration) the amount of service credit, overseas and domestic, to which each eligible veteran of the Army was entitled. To handle this work load a temporary branch, designated the Adjusted Compensation Branch was established on May 28, 1924, with a large force of specially enrolled clerks. Included in the new branch was a Legal Section with a Judge Advocate General in charge. He was responsible for the interpretation and the administration of the new law. Decisions and opinions were made by him on every phase of the work. These are on file in the Center's Library, and are still used in resolving many questions on a variety of subjects. For administration purposes, the World War Division (activated January 10, 1920) was made part of the Adjusted Compensation Branch but continued to operate separately with its own permanent clerical force. By June 30, 1925, the Adjusted Compensation Branch had completed its mission and was dissolved. The World War Division again became a separate entity and absorbed, among other things, the work of the dissolved branch.

The law provided computation at the rate of \$1.00 per day for each day of home service and \$1.25 for each day of overseas service in excess of 60 days. Service between April 5, 1917, and July 1, 1919, only, was creditable. The maximum amount for home service was \$500, and the maximum amount for overseas service was \$625. If the amount due was \$50 or less, it was paid in cash in one payment. If more than \$50, the recipient received an "Adjusted Service Certificate," which was in the nature of a paid-up 20 year endowment insurance policy, and on which a loan could be made two years after the date of the certificate. The Veterans Bureau was charged with the computation and issuance of the certificates, as well as the actual payment of the bonus. The value of the certificate was based on the amount of the adjusted service credit certified by The Adjutant General and the age of the veteran at time of filing application. The maximum face value of such certificates was \$1590.

The general conditions of the country in the late 1920's and early 1930's were such that a movement was initiated among the Veterans' organizations to obtain full payment of the adjusted service certificates. One of the movements was the "Bonus March" on the Capitol in Washington, D. C., in July 1932. The agitation and complaints from the veterans for full payment of their certificates continued during 1934 and 1935. The culmination

of their efforts was finally reflected in the Adjusted Compensation Payment Act of January 27, 1936. That Act provided for immediate payment of the face value of the certificate to the veteran or his estate in the form of \$50 United States Treasury Bonds. The bonds were dated June 15, 1936, and were redeemable by the owner at any time after issue, but those redeemed prior to January 15, 1937, earned no interest. The interest on each bond was accrued at the rate of 3 per centum per annum from date of issue to date of maturity (June 15, 1945), or payment of the principal of the bond, whichever was earlier.

Of the 4,591,747 persons who served in the Army after April 5, 1917, and prior to November 12, 1918, an estimated 3,675,090 were eligible for the benefits under the World War Adjusted Compensation Act. Properly completed applications for the benefits had to be submitted to the office of the Adjutant General before determination of eligibility and certification to the Veterans Bureau could be made. (Each application when received by the service department was date stamped and assigned a number. The block of numbers allotted to the Army began with 1 000 000). The date first fixed by law for filing applications was January 1, 1928. On May 29, 1928, the date was extended to January 2, 1930. When that date expired, there were approximately 434,672 eligible Army veterans who had not applied. Consequently, on June 5, 1930, the date for filing was again extended to January 2, 1935. This was repeated on August 23, 1935, when the date was extended, for the third and final time, to January 2, 1940. There remained, however, approximately 80,769 Army veterans and dependents of deceased veterans who were eligible for the benefits but who had failed to make application therefor within the final time fixed by law.

After January 2, 1940, the work required to administer all aspects of the Adjusted Compensation Act, as amended, decreased gradually each year. At this time (1966), the provisions of the Act for all practicable purposes have been fulfilled. A few certifications to the Veterans Administration, however, are still necessary from time to time. The reasons for this are below.

Many applications were disallowed solely because the soldier's character of separation was not honorable. These may be reopened and certified to the Veterans Administration if the soldier's character of separation is reviewed by the Army Discharge Board or the Army Board for Correction of Military Records and changed to honorable.

Soldiers of foreign birth who were discharged by reason of alienage were excluded from the benefits under the World War Adjusted Compensation Act. Those who are successful in having their reason for discharge reviewed by the Army Board for

Correction of Military Records and changed to a reason other than alienage become eligible for the benefits provided all other requirements have been met.

In a very few cases and for very specific reasons, the Army Board for Correction of Military Records may determine that technically an application for Adjusted Compensation was filed within the date fixed by law. When this happens, a certification to the Veterans Administration is in order.

Thousands of applications which were submitted prior to January 2, 1940, had to be returned to the applicant for proper completion. Occasionally, such application is found among the effects of a deceased veteran or elsewhere and sent in for certification. For unknown reasons, many of these applications were never returned for certification.

A great many men who were discharged from the Army by reason of disability during the World War I emergency were, through error, given Blue Discharge certificates (discharges under other than honorable conditions). When discovered, these are changed to honorable by administrative determination. In the event of a disallowed bonus application for that reason, it can then be certified provided all other requirements have been met.

Sometimes it is found that the adjusted service credit was incorrectly computed on a certification to the Veterans Administration. In such cases a substitute certification is prepared and submitted to the Veterans Administration.

ALIEN DISCHARGES

The events and actions leading up to the problems created by the discharge of aliens from the Army during and after World War I are difficult to trace in close detail. Any exhaustive treatment of the subject could well stand alone as a separate monograph. For our purpose, however--i.e., a basic understanding of the problems that have contributed greatly over the years to the reference service workload--only a cursory review is necessary.

Certain males of foreign origin were liable to military service in World War I. Thousands of others, however, were accepted in complete disregard of the laws and Selective Service Regulations. (The classification principles and results of alienage were explained fully by the Provost Marshall General in Chapter IV of his Second Report to the Secretary of War - December 1918).

By August of 1917, when the first reports concerning the disposition of aliens in the United States Army were made to the Secretary of War, it was realized that certain classes of aliens, for security reasons, should be separated or interned and that certain other classes should be protected. Of those that were to be separated, the directives generally allowed them the privilege of requesting their discharge. Some of the directives, however, failed to specify the form of discharge to be issued. Thus the types of discharges issued depended, for the most part, upon the interpretation of the regulations by the administrative personnel in the various camps from which the aliens were discharged. This, of course, resulted in a lack of uniformity with respect to the types of discharges issued, and the closing notations concerning the character of separation shown in the men's service records.

For many years after the Armistice, the War Department was confronted with numerous problems relating to these discharges. The Department's general policy was to hold that a discharge by reason of enemy alienage was a discharge under conditions other than honorable, regardless of the type of discharge originally issued. This resulted in thousands of men being declared to be eligible only for other than honorable discharges, even though they had originally received honorable discharges. That policy, however, was not always followed. A decision by the Secretary of War on March 17, 1920, resulted in the issuance of honorable discharge certificates to men who had been discharged after November 11, 1918, by reason of enemy alienage and who had received other than honorable discharges. When that decision was rescinded on February 21, 1924, by the Secretary's successor, approximately 100 men in that category had been issued honorable discharge certificates. These remained intact, but left the discharges of a great

many men in identical circumstances unchanged.

Other problems stemmed from certain classes of aliens who were liable to military service, but who sought and obtained their discharges. Many of these discharges resulted from a lack of understanding by these men as to the course of action open to them (in many instances due to language barriers). It has been practically impossible to differentiate between those men who were actually unwilling to serve, and those who were released arbitrarily, involuntarily or unintentionally (due to the soldier's lack of information or understanding). Within the authority granted it by law, the Secretary of War's Discharge Review Board (established June 22, 1944, and later designated Army Discharge Review Board) could determine on an individual basis whether a discharge was improper. During the first twelve years of the Board's existence, however, only a few alien discharges were changed to honorable.

By early 1957, further steps were taken to eliminate the confusion and to insure that just and equitable treatment be given to all persons who had been discharged from World War I by reason of alienage. The Secretary of the Army then authorized the Army Discharge Review Board to conduct a re-examination of all such discharges which had been previously reviewed and wherein change to honorable discharge had not been made. Prior policies were, for the most part, replaced by less rigid ones. Thereafter, the Board directed the issuance of honorable discharge in approximately 98 per cent of the alien discharge reviewed, including those reexamined. In September 1959, the authority to administratively determine the discharges was delegated to the officials having custody of the World War I records. As of this writing, from ten to fifteen such determinations are made each week.

ARMY TRANSPORT SERVICE

The Army Transport Service was organized in about 1914 as a special branch of the Quartermaster Corps, for the purpose of transporting troops and supplies by water. A great many ocean-going vessels were operated, either owned by the War Department, or taken over temporarily from private industry. The Transport Service was made, as far as practicable, independent of other government agencies. It was manned, for the most part, by the War Department. During the war emergency where ports of embarkation for the scene of intended hostilities had been established, the Transport Service at such ports was under the supervision of the commander of the port of embarkation. (SR No. 71, 1918).

The records of military personnel who were assigned to the Army Transport Service are no different than those of the military personnel assigned to other elements of the Army during the same period. Some of the civilians who were employed by the service during World War I have created problems by claiming or trying to establish military service by reason of such employment. A few fragmentary records pertaining to these civilian employees are found among the World War I military personnel records. When these are discovered, they are withdrawn and filed with the Civilian Personnel Records, National Personnel Records Center in St. Louis.

CIVILIAN EMPLOYEES

The President was authorized by Congress to employ a large number of persons in a civilian capacity during the World War I emergency. They were subject to such rules and regulations as were prescribed during their period of employment. Both male and female of a variety of classes were employed such as: anesthetists, bacteriologists, chauffeurs, chemists, clerks, cooks, dental hygienists, dentists, dietitians, educational workers, firefighters, firemen, interpreters, laboratory technicians, laborers, machinists, maids, messengers, nurses, nurses' aides, physical therapists, reconstruction aides in occupational therapy, stenographers, student nurses, telephone operators, veterinarians, watchmen, and welfare and entertainment workers. A considerable number of these classes of employees were employed by the Medical Department. Others were placed in various branches of the War Department where their services were needed most.

The classes of civilians referred to above acquired no military status by virtue of having been employed with Army units during a war emergency. Many of them, however, have claimed military service. A considerable amount of correspondence has been conducted concerning their status over a period of years. While their records may resemble some of those of Army military personnel, the latter acquired their status by enlistment, induction or commission. None of the civilian employees were obtained by any of those methods.

The records of civilian employees are covered in more detail in Monograph #8 "Personnel Records of the Department of the Army - Department of the Air Force - Office Secretary of Defense" of the Federal Records Center, St. Louis, Missouri. That Center is the proper depository for the civilian personnel records. When such records are found among the World War I military personnel records they are withdrawn and filed with the Civilian Personnel Records, National Personnel Records Center in St. Louis.

DISCHARGE FROM DRAFT

This is a general term used to apply to the World War I inducted men who were rejected by the military authorities at place of mobilization, and by reason of such rejection were "discharged from the draft" and not from the Army. Approximately 200,000 men were in this category. The reasons for their rejection are discussed below.

Rejection by Reason of Disability. The majority of the men (about 70 per cent) in this category were discharged by reason of physical disqualification. Under the Selective Service Act of May 18, 1917, no oath was required for entrance into service by the selective draft (pg 221, "Second Report of the Provost Marshal General to the Secretary of War" - Dec. 1918). Registrants were required to report to their local board for a preliminary physical examination. These physical examinations were necessary before being called for induction because they affected the registrants classification. After being called for induction, registrants were given another physical examination at mobilization camp, which was the determining factor in their FINAL acceptance into the Army. Normally, some time elapsed between the preliminary physical examination and the date the registrant was called for induction into the Army. All registrants found physically disqualified for service at mobilization camp were rejected, and were only entitled to a discharge from draft certificate.

Rejection by Reason of Alienage, Dependency, and Domestic Service (Specific Vocations Necessary in the War Effort). A few inducted men (about 1 percent) were discharged from the draft for these reasons. A discharge from draft certificate was applicable in such cases only when inductee had not been examined and found physically qualified for service at a mobilization camp. In other words, an inducted man could not be discharged from the draft subsequent to acceptance. Generally, the men in this category had filed claims for exemption (or deferred classification) because of their foreign birth, dependent relatives, etc., which had not been settled when they were called for induction. Once called for induction they were required to report on the date specified in the induction orders. If they failed to report on the date specified, they became "draft deserters." Any induction found to be improper was immediately terminated by discharging the inductee from the draft.

Cancellation of the Draft Call. About 29 per cent of the men in this category received discharge from draft certificates by reason of the cancellation of the draft call by the President on November 11, 1918. These men were under orders to report for military duty on November 11, 1918, and days immediately following. The draft officials endeavored to notify local boards, through State draft officials, of the cancellation of all outstanding orders of induction by telegram on November 11, 1918. This was physically impossible because of the time element. Consequently, a few local boards did not receive

the official notice until November 12, 1918, and a few days later. Some of the men had already arrived at camp and were awaiting physical examination, others were enroute to camp, while others were still at home when the cancellation notice was received. All discharges not completed on November 11, 1918, were accomplished a few days later.

Discharge From Draft Certificate Forms.

No certificate of discharge from draft form was available until about November 1917. When adopted, copies of the certificates were filed with the individual's personnel records.

Form No. 107, P.M.G.O. This form was used throughout by local boards to release inductees, who were found physically deficient at place of local board, of their obligation to serve. (Form No. 108, P.M.G.O., was used as a certificate of postponement of physical examination because of temporary physical deficiency). Form No. 107 was also used (Telegram, A.G.O., Nov. 12, 1917) from about November 1917 to January 1918, by the military authorities to discharge inductees who were rejected for physical or mental deficiency. (No other form of certificate was available at that time for discharging these draftees.)

Form No. 638, A.G.O. This was the initial Discharge From Draft Certificate. It was first used about January 1918, to discharge inducted men who were rejected for any cause (W.D. Cir. Jan 12, 1918).

Forms Nos. 638-1 and 0638-1, A.G.O. The November 19, 1918, editions of these forms were used to discharge inducted men by order of the President November 11, 1918, because of cancellation of the draft call (W.D. Cir. No. 111, Dec. 4, 1918).

Form No. 638-2, A.G.O. This form was first used about March 1922, for the men who were rejected at camp and who were never issued a discharge certificate. The form was also used for replacing lost Discharge From Draft Certificates until August 1, 1939, when replaced by W.D., A.G.O. Form No. 0638-2.

Form No. 638-3, A.G.O. This form was authorized July 30, 1920. It was issued to draft deserters in accordance with instructions contained in pamphlet "War Department Policy with reference to the disposal of Draft Deserters," August 1920.

DA Form 1590. The "Certificate in Lieu of Lost or Destroyed Discharge From Draft" authorized November 1, 1955, and used until about November 20, 1963.

R6-1277. This form replaced DA Form 1590 in November 1963, and is used as of this writing.

Records.

Other than the Discharge from Draft Certificates, described above, the few records normally created for men in this category have been covered under part I. The contents of the Enlisted Jackets of these men vary somewhat. The "Jackets" of those who were never accepted because of the cancellation of the draft call on November 11, 1918, may contain only a true copy of the certificate of discharge from draft. Those rejected by reason of disability, or for other causes, generally contain a Physical Examination, Form No. 14, P.M.G.O. (figure 56), or Form No. 1010, P.M.G.O. (figure 57). The Enlistment and Assignment Card, Form No. 22-2, A.G.O. (figure 19), was prepared for a great many of these men, and the Service Record, Form No. 29, A.G.O. (figure 60), is sometimes found in these jackets (Cir. W.D., Nov. 12, 1918).

Many discrepancies have been found to exist in the records created for the inducted men who were rejected for military service. This and the absence of certain records that should have been prepared, have posed many problems in determining whether a draftee was in fact "accepted" or "rejected" at mobilization camp. The greatest difficulty has been experienced in determining whether certain draftees were originally found physically qualified and accepted and then, later, rejected on reexamination. Once accepted, the only kind of discharge properly to be given, no matter how brief the service, was from the Army, and not from the draft. That policy, however, was not always followed. The draftee could not be returned to that status merely by describing him as "rejected," nor could he be "reexamined" and "rejected." He could be reexamined, however, and discharged from the Army.

In 1917, some of the mobilization camps misunderstood just what "acceptance" meant with respect to the draftees. "Acceptance" to them was merely to acknowledge receipt of the men at camp. This, of course, resulted in a lack of uniformity with respect to the kind of discharge issued.

An example of this has been revealed in the kind of discharge certificates furnished to draftees who were separated at Camp Lewis, American Lake, Washington. The majority of men who were found physically disqualified and rejected at that camp were given discharges from the Army, while those who were found physically disqualified subsequent to acceptance (reexamination), were given discharge from draft certificates. (The forms of certificates given these men, however, were not conclusive. They were only evidence of the fact of discharge and therefore capable of correction by other evidence.)

The WW I draftees' records that required clarification and changing have been corrected by administrative determinations in accordance with the established procedures. These procedures were based on decisions by the Judge Advocate General of the Army and rulings by the Supreme Court of the United States. Each case has had to be considered on its own merits. In many instances the evidence of record has been so conflicting that the case of necessity had to be resolved on the preponderance of evidence and weight accorded such evidence. Thousands of such determinations have been necessary during the years of servicing the WW I records, and many are still (1966) being made.

Status.

The World War I men who were discharged from the draft were in the military service from the date of induction to the date of discharge. The Service Department, however, has consistently held that a distinction exists between those men who were only awaiting acceptance by the military authorities for the full duties of a soldier and those who were accepted and entered upon such duties. The distinction is particularly important insofar as the various laws providing benefits for veterans are concerned. Congress saw fit, almost without exception, to exclude the men discharged from the draft from such benefits. The right of the Department to issue the discharge from draft certificate has been upheld by the Supreme Court of the United States.

References.

WW I Precedent File labeled "Discharged From Draft."

FURLOUGHS

The World War I Selective Service Regulations provided that an adequate Army be mobilized with the least possible interference with industry and agriculture. In 1918, however, it was found that some registrants were selected for the Army when their services were in greater need, from a national standpoint, in industry or on the farm. This situation came about by the failure of the registrant or his employer to present the merits of his claim and to show the importance of his connection with some industrial or agricultural enterprise, or by the overzealousness of the district boards to select an Army with the utmost speed. As a safeguard against such practices, the Act of March 16, 1918, commonly known as the "Furlough Act" was passed. That Act authorized the Secretary of War to grant furloughs for designated periods to Army enlisted men. The furloughs were to be granted only upon the voluntary application of the soldier. The types of furloughs which are discussed below are not to be confused with earned leave furloughs.

Agricultural Furloughs.

The agricultural aspect of the foregoing Act was taken advantage of immediately after its passage (G.O. #31, W.D., April 2, 1918). These furloughs were to be of short duration for the purpose of augmenting the agricultural production largely during seeding and harvesting time. The records show that they were usually granted for a definite period of time, the average duration being approximately thirty days.

Applications for farm furloughs were submitted by the soldiers to their local boards. If approved by the local board, the application was then placed in the hands of a county agricultural agent for his concurrence or nonconcurrence in the recommendation of the local board. The application was next sent to the soldier's camp commander, who had the authority to grant or deny it. Camp Commanders were directed to deny the applications of soldiers whose services were essential in the training or the preparation of their organizations; those whose grade was first sergeant or above; and those who were members of organizations which were scheduled for service overseas. Agricultural furloughs were to be without pay and allowances, except that enough pay was retained in each case to meet allotments in force at time of furlough, including War Risk Insurance and pledges on Liberty Bonds.

Industrial Furloughs.

Industrial furloughs were initiated in War Department Staff Memo of May 13, 1918. The need for specially skilled men in essential war industries

was eminent at that time. These furloughs were to be granted for indefinite periods without pay or allowance, the average duration being from three to four months. After November 11, 1918, all industrial furloughs were revoked, and orders were issued to the men concerned ordering them to report to the nearest camp for discharge from the Army.

A great many skilled workmen were taken into the Army from industrial enterprises having Government contracts, and the authority for returning them to their employer was contained in the Memo of May 13, 1918. The contents of the Memo was made known to the industrial enterprises, which requested the soldier's return by making application through the Government department with which they had contracts. Each application was prepared to show the soldier's skill and training, and the length of time he had been employed by the plant prior to entering the Army. A section, known as the Industrial Furlough Section, was established in the office of the Adjutant General for the purpose of investigating and approving all applications for these furloughs. There was also maintained in each Government department a certifying officer, who, through his various district officers, determined the merits of each application. If he approved the application it was transmitted to the Industrial Furlough Section. That section would then harmonize its action with that of the local and the district boards before approving or disapproving the application. If approved, the Adjutant General of the Army ordered the furlough through the proper commanding officer. The soldier was then transferred to Infantry, unassigned, and granted the furlough. The soldier had to be willing, prove himself to be a competent workman as represented, and not be a member of an organization under orders for overseas service.

Other Type Furloughs.

Under the provisions of the Furlough Act, the Secretary of War was authorized to grant furloughs to enlisted men to permit them to engage in civilian occupations and pursuits, other than the agricultural and industrial enterprises. Such occupations and pursuits, however, had to be in the interest of national security and defense.

In 1918, a shortage of personnel existed in the Metropolitan Police and Fire Departments in the District of Columbia. Approximately 150 men were needed in these departments. The Chief of Police of that city was given permission to visit certain Army Camps and select that number of men who were capable of filling these positions from personnel who had been found unfit for service overseas. Other service men were granted furloughs to permit their employment with the Railway Mail Service and with the St. Elizabeth Hospital. These were normally indefinite furloughs without pay and allowances.

Record of Furloughs. Notations as to the dates and places of furloughs are normally shown in the soldier's service record, pay card, on the roster of his organization, morning reports, and the daily reports of change. The complete record data on the furloughs discussed herein are maintained in National Archives under the decimal filing system. There is usually a reference to the pertinent decimal file in the Enlisted Jacket of each soldier who was granted a furlough.

Duty Status. The determination as to whether a soldier was in a duty status while on furlough for the purpose of receiving benefits from the Army was dependent on whether the furlough was granted for a definite or an indefinite period. If it was granted for a definite period, he was considered in a duty status; if for an indefinite period, he was not considered to be in a duty status for the duration of the furlough. These determinations were primarily based on the opinions rendered by The Judge Advocate General, page 803 of 1918, and page 408 of 1919:

"A soldier on an indefinite furlough is upon an entirely different status from a soldier furloughed for a brief definite period. The latter is but temporarily away from his organization. The former is in reality returned to civil life. An enlisted man on indefinite furlough may never be required to reenter the Military Establishment and, except for the facility with which he can be called to service, his position is not for practical purposes different from that of any civilian subject to draft."

"A soldier on 'indefinite' furlough has for the time being lost a duty status for the purpose of receiving any benefits from his connection with the Army. Soldiers with this class of furlough are nowhere mentioned in the regulations as admissible to military hospitals, and it is the opinion of this office that they are not entitled to admission to such hospitals."

"Indefinite furloughs are authorized and granted in order to enable specially skilled men to engage in essential war industries. While on such furloughs enlisted men are not in a duty status, but are virtually returned to civil life."

LAFAYETTE ESCADRILLE

The Lafayette Escadrille was a squadron of American pilots who volunteered their services to the French Flying Corps during World War I. The idea for such a squadron to serve in France was conceived by Norman Price in November 1914, while a student at the Burgess School of Marblehead, Massachusetts. He hoped to offer his service to France upon completing his flying training, believing that other Americans with experience as aviators would like to join him, and that the French Government would be willing to accept such a squadron for service at the Front. The French Government was initially reluctant to the idea because of the popularity of the French Flying Corps with the French soldiers. In February 1915, however, permission for the formation of an American Flying Squadron was obtained.

The Americans were to contract an engagement in the French Army for the duration of the war, and agree to fly only the aeroplanes customarily used in the French Aviation service. Only six Americans, three of whom were already serving in the French Army as enlisted volunteers, were admitted to the French Flying Corps at that time. By July 1915, the French Government expressed a willingness to train 100 Americans as flyers and keep them together in one squadron. Americans with flying experience were preferred. The American Squadron was to be known as the "Escadrille Americaine." This title was dropped because of German diplomatic protests to the United States and was redesignated "Lafayette Escadrille" in the fall of 1916. The American flyers were officially on duty at the Front by April 1916.

The Lafayette Escadrille was disbanded on October 1, 1917. Ninety of the pilots were transferred to the United States Army, 22 to the United States Navy, and 37 chose to remain in the French Army. Approximately 59 Americans were reported as either killed in action or died of other causes while serving with the Lafayette Escadrille.

(A history of the Lafayette Escadrille is on file with the American Expeditionary Forces records, Volume E-16, Air Service, in the National Archives).

NATIONAL GUARD

The National Guard is the State Military Force under the control of the various state governors. The Militia, which was the forerunner to the National Guard, emanated from an ancient British institution, dating back to the colonial period. A Militia was organized in each of the thirteen colonies, and each was administered under a separate set of laws. These original Militia organizations were based on the principle that every able-bodied male citizen should hold himself in readiness for call in case of Indian attacks or other emergencies. The first Militia regiment in the United States was the 182d Infantry of Massachusetts which was organized in 1636.

One of the first laws enacted when the permanent government was established was the Militia Act of May 8, 1792, making every male citizen between the ages of 18 and 45 liable for military service. An Act of February 28, 1795, gave the President authority to call out the Militia in cases of invasion and other emergency; however, up until 1903 Federal use was dependent on the individual governor's acceptance or rejection of the President's request.

Prior to the passage of the Acts of 1792 and 1795, the Militias were continually relied on to supplement the Regular Continental Army. By 1868, the Militia began to show a marked improvement in discipline and training, and public interest was revived as the states recognized their responsibility for the proper arming and equipping of their Militia. Consequently, the Militia developed along with the policies and other military establishments of the new nation.

There was no central office to handle Militia affairs until the Militia Division was established in 1903. The National Defense Act of June 3, 1916, transformed that division into the "Militia Bureau" and provided that it should not form a part of any other War Department bureau or office. The Bureau was renamed the "National Guard Bureau" by Act of June 15, 1933.

The name "National Guard" was first applied to a State Militia August 16, 1824, when the New York units took that title in compliment to Lafayette who was visiting the United States at that time. Lafayette had commanded the National Guard in Paris in 1789. An important step in the development of the National Guard was the passage of the "Dick Bill" (Act of January 21, 1903), which emerged from a general program instituted by Elihu Root to re-organize the military establishment after the Spanish American War. The term "Organized Militia" was applied to the Militia organized under the "Dick Bill" and the term "National Guard" was applied to the "Organized Militia" organizations which qualified under the National Defense Act of June 3, 1916. (Bulletin No. 16, W. D., 1916.)

The Organized Militias were required to keep their training up to the standard specified in the "Dick Bill" to qualify and retain the term "Organized." Shortly after the passage of the National Defense Act of June 3, 1916, the Organized Militia of the several states began to transform themselves into the state National Guards by subscribing to the "Dual Oath" and the enlistment contract as provided in sections 70 and 73 of that act. The "Dual Oath" was the act of declaring allegiance to the United States and the State Military Force at the same time. By 1920, the Organized Militias were officially reestablished as the National Guard of the various states.

The primary purpose for this narrative is to explain the dates of Federal service for State troops during the World War I period, and the procedures employed in bringing them into the Armed Forces of the United States. The two conflicts requiring the mobilization of State troops during this period were the Mexican Border disturbances in 1916 and the declaration of war on Germany by the United States in April 1917. Since the mobilization regulations for each of the conflicts vary somewhat, they are discussed separately below.

Mexican Border Disturbances

These disturbances first occurred when a revolution broke out in Mexico in November 1910. By March 1911, they had increased to such a degree that it was necessary to order to duty along the Mexican border small forces of the Regular Army. These small forces, however, were found to be inadequate, and on March 8, 1916, there was an attack by Mexican bandits on Columbus, New Mexico. As further aggression upon the territory of the United States was to be expected, the Federal Government was compelled to organize an adequate military force. Consequently, in 1916 the President issued calls for the purpose of bringing into Federal service various elements of the State forces. Two calls were necessary. The first call was issued May 9, 1916, and the second on June 18, 1916. These "calls" were authorized under different Acts of Congress and the criteria for bringing State troops into Federal service differed under each call.

Call of May 9, 1916.

That call was authorized under the Act of January 21, 1903, or the "Dick Bill," which had provided State forces with Federal funds and had vested in the President authority to call State Militia troops into Federal service in cases of invasion and other emergency. In the call of May 9, 1916, the President directed the concentration of the Organized Militia from three States (Arizona, New Mexico, and Texas) to report to company rendezvous (place designated by the Commanding General of the Southern Department).

Upon the arrival of the Militia troops at the designated company rendezvous, the formality of their "Muster into Federal service" was to be accomplished. Several days sometimes elapsed from the date of reporting to the date of "muster-in." The "oath of allegiance to the United States" prescribed by the muster-in regulations was sworn to at the time of muster-in and not at the time of reporting. The date of muster-in is, therefore, most important since it is the beginning date for creditable Federal service for all Militiamen responding to the call of May 9, 1916 (Dig. Ops. JAG, July 1, 1912 - April 1, 1917, p. 588). (These men had subscribed only to the oath of allegiance to the State at time of their original enlistment for State service, and the Federal oath was a requisite to change their status from State to Federal service.)

Call of June 18, 1916.

This call was made under authority of the National Defense Act of June 3, 1916. That act had provided, among other things, for the transition of the Organized Militia of the several States and the District of Columbia into the National Guard, and had subjected members of the National Guard to call (or draft) into Federal service. The transition was accomplished by the Militiamen subscribing to the "Dual Oath" and the enlistment contract prescribed by that Act, thereby substituting a new enlistment contract for their former State contract (par 1765, Dig. Ops. JAG, 1912-1930).

The transition was already in progress in the several states when the President's call of June 18, 1916, was made, and it was, therefore, necessary for that call to embrace both the Organized Militia and the National Guard of all the States in order to be effective in calling into Federal service all State forces needed. Consequently, Militiamen brought into Federal service under the President's call of June 18, 1916, belonged to two classes, viz, (a) Militia organized under the "Dick Bill" (Organized Militia) but not effected by the call of May 9, 1916, and (b) the Organized Militia which had become National Guard under the National Defense Act of June 3, 1916.

Militiamen responding to the call of June 18, 1916, who had not become National Guardsmen, were in the Federal service from the date of their "muster-in." All National Guardsmen (including Militiamen who had become National Guardsmen) responding to the call of June 18, 1916, were in the Federal service from the date they were required by the terms of the call to respond thereto (Sec. 101, National Defense Act of June 3, 1916) (Dig. Ops. JAG, 1912 - 1930, sec. 516, par 4).

Federal Service Dates for Persons Effected by Above Two Calls.

The dates of muster-in and the dates required by the terms of the calls to respond thereto are shown on the Muster-In Rolls for the various State organizations. These records are on file in Organizational Records Units and are described fully in part II under the heading "Muster Rolls." While State troops who responded to the President's calls for the purpose of protecting the United States against aggression from Mexico were paid by the Federal Government from the date of reporting to their company rendezvous, creditable Federal service begins only on the date of muster-in or on the date required by the terms of the call to respond thereto.

Federal service for State troops serving on the Mexican border terminated at the time of "muster-out." While some of these organizations continued in Federal service on into the World War I emergency period, the majority were "mustered-out" the latter part of 1916 or prior to April 5, 1917. The act of muster-out did not constitute a discharge from Federal or State service. The troops on the date of muster-out reverted to the same status held by them prior to the date they were brought into Federal service. The matter of discharging those who did not again report for World War I service was entirely under the jurisdiction of the Adjutant General of their respective States. The muster-out date is important since it terminates Federal service on the Mexican border. The muster-out dates are found on the Final Muster Rolls for the various State organizations. These records are also discussed in part II under "Muster Rolls." Final Muster Rolls were not required after April 5, 1917, as Federal service for State troops was terminated by discharge from the Army after that date.

World War I Emergency

National Guard organizations only were mobilized for the World War I emergency in 1917. Organized Militiamen who had not transformed themselves into the National Guard under the National Defense Act of June 3, 1916 (see previous narrative), were under no obligation to respond to the President's calls or draft in 1917. Some Militiamen did report however, but were dropped from the National Guard rolls for failure to qualify as National Guardsmen (Dig. Ops., JAG, 1917, p. 18). Under the regulations for the mobilization of the National Guard troops in 1917 (Special Regulations No. 55, 1917), the President's calls or draft brought all National Guardsmen into Federal service on the date they were required to report in the calls, or in case of draft, on the date thereof. The National Defense Act of June 3, 1916, provided, among other things, that the National Guard, while in the service of the United States, was a component part of the United States Army. Prior to the passage of that Act, members of National Guard organizations were relatively free from Federal control.

Draft into Federal Service (August 5, 1917).

The Act of May 18, 1917 (an Act authorizing the President to increase temporarily the military establishment of the United States) provided among other things, that National Guard organizations be "drafted" into Federal service (G.O. No. 90, W.D., July 2, 1917). The National Defense Act had already subjected members of the National Guard to "call" under section 101 thereof, and to "draft" under section 111 thereof. Consequently, members of all National Guard organizations which had been Federally recognized (those conforming to the standards of the National Defense Act), and were not already in Federal service on August 5, 1917, were drafted on that date. The draft was under the President's proclamation of July 3, 1917. Enlisted men of the National Guard Reserve (organized under section 78, National Defense Act of June 3, 1916) were also included in the draft. All persons drafted on and from August 5, 1917, stood discharged from State service on that date, and thereafter they were subject to the laws and regulations governing the Regular Army, except as to promotions. All State forces drafted on August 5, 1917, were in Federal service from that date. The National Guard (in Federal service) lost its identity as such on August 5, 1917. After that date, the Federal service of all State troops was terminated by discharge from the Army, and they were entitled to the same type of discharge certificate as that authorized for use by the Regular Army. State troops discharged for any reason while in Federal service after April 5, 1917, and before August 5, 1917, were discharged from both the State and the Army on the same date. Separation documents in these cases were modified to show this fact.

Several calls were issued for the purpose of bringing State troops into Federal service during the World War I conflict, but no calls were issued to the several States after the draft on August 5, 1917; however, the President was authorized (Act of January 26, 1918, Bulletin No. 7, W.D., 1918) to call into the service of the United States the Militia and other locally created armed forces of the Philippine Islands, under the same conditions as those governing the "calls" or "draft" of the National Guard of the various States. Also, after August 5, 1917, Texas organized six regiments of cavalry, (2d, 3d, 4th, 5th, 6th, 7th.), with the distinct understanding that they would not be called into Federal service unless the Federal Government required their services. These regiments were inspected by the War Department and were Federally recognized in August 1918. In September 1918, they were designated to be called on January 2, 1919. Because of the cessation of hostilities on November 11, 1918, these regiments were not called as designated. Various members of these regiments have, for a number of years, tried to establish Federal service because their organizations were Federally recognized; however, since these regiments were not called or drafted, the members thereof are not considered to have been in Federal service.

After June 3, 1916, enlistments in Federally recognized National Guard organizations were accomplished in the same manner as enlistments in the Regular Army. The date of active Federal service for enlistments in State organizations already in Federal service after June 3, 1916, is the date the oath is signed on the blue enlistment paper. If a National Guardsman failed to respond on the date specified in the call or draft, his active Federal service begins on the date he actually reports.

Two-fifths of the divisions in the American Expeditionary Forces of 1917 and 1918 were National Guard divisions. National Guardsmen are credited with piercing the Hindenburg Line, helping crush the St. Mihiel salient, and smashing to victory through the Meuse-Argonne. The absorption of the National Guard into the Army during World War I left the states without any Guard units after the armistice; however, after November 11, 1918, the National Guard in the States began to reorganize, and numerically, it was the largest component of the Army of the United States between 1922 and 1939.

POLISH LEGION

The Polish Legion was organized in the United States in 1918, but was not a part of the United States Army. It was made up of Polish non-citizens who were recruited in the United States for service in France with the Polish Army, commonly referred to as Haller's Army. The War Department was in no way concerned in the recruitment, organization, or equipment of the Polish units. The only action on the part of the War Department was to grant permission for a place of assembly for the Legion. The recruitment and the entire control of the Polish units was administered by the Polish Military Commission, which was created in September 1917 for that purpose by the Polish National Department of Chicago. The Polish Army in France was created by the decree of the President of the French Republic issued on June 4, 1917. The Headquarters of the Commission was established in Pittsburgh, Pennsylvania, and later moved to New York City. Permission was extended by the War Department to use Fort Niagara, New York, as a place of assembly for the Polish recruits, and another place of assembly was at Niagar Camp, Niagara-on-the Lake, Ontario, Canada.

The Polish Legion raised about 18,000 men (Second Report of the PMG, 1918, pg 102). The first officers appointed therein were active members of the "Polish Falcons Alliance of America." In January 1919, it was discovered that some American citizens had joined the Polish Army and that they were being forced to go to Poland for service. Because of the military conditions in Poland at that time, the War Department considered it undesirable to request their discharges. The Polish-American troops were returned to the United States during the period March 30, 1920-February 16, 1921 (Bul #11, W.D., 1920).

Members of the Polish Legion earned no military status in the U. S. Army by reason of such service, and no known records for them have been located at NPRC. Inquiries have been received from some of these men, however, alleging U. S. military service, and this brief narrative is felt to be appropriate for inclusion in this monograph.

RUSSIAN RAILWAY SERVICE CORPS

The Russian Railway Service Corps was made up of United States railroad men, of no military experience, who were sent to Siberia in 1917 to improve the operating conditions of the Trans-Siberian Railroad. The corps was under the general supervision of the State Department, and was organized under authority of the President of the United States.

Early in June 1917, the President, with the approval of the Russian Government, sent a railway advisory commission to Russia to study the railway systems in Russia and Siberia. The commission was composed of five railway experts headed by a Mr. John F. Stevens, then Chairman of the Inter Allied Technical Board. After making a complete study and recommendation, four of the men returned to the United States. Mr. Stevens remained in Moscow as an advisor to the Ministry of Ways of Communication. About that time the Russian Government requested that a corps of railway engineers be formed in the United States for the express purpose of entering the service of their country. The corps members were to be advisory consultants of the different sections of the railway system along the Siberian lines. All salaries and expenses of the corps members were to be met by the Russian Government.

At the request of the State Department, the procurement of these railway engineers was undertaken by the Director General of the Military Railways and the Chief of Engineers of the Army. They were selected from the different American Railways. The Secretary of War on October 9, 1917, authorized a total of 339 men for this purpose. The first party, consisting of approximately 215 men, left the United States November 19, 1917. While they were in transit to Vladivostok, Siberia, the Kerensky Government was overthrown by the Bolshevik Revolution. By the time they arrived at Vladivostok conditions were so unsettled that they were unable to enter upon their assigned duties, so they were ordered to proceed to Nagasaki, Japan. They disembarked at Nagasaki January 10, 1918, and remained there until early March 1918, when 110 of them were sent to Harbin, Manchuria, and were distributed along the Chinese Eastern Railway. The remainder of the group was later sent to Vladivostok and distributed along the Trans-Siberian Railway as far West as Omsk, Siberia. They assisted in the movement of troops and supplies of the Allies and of the Provisional Government; the evacuation of troops and refugees when the Kolchack Government was driven back; and in the transportation of the Czech-Slovak contingents through Siberia. In March 1919, they entered upon the duties that were originally planned for them. Mr. John F. Stevens was in charge of the Russian Railway Service Corps at that time.

With the overthrow of the Kolchak Government, the Trans-Siberian Railway was passed into the hands of either the Soviet Government or of the Democratic Government of Eastern Siberia. Consequently, the Russian Railway Service Corps came to an end. With the exception of Mr. Stevens and a few other members, the Corps was completely evacuated from Siberia with the American Troops. The last American Transport left Vladivostok April 1, 1920.

Status.

The Russian Railway Service Corps was never recognized by the War Department as part of the military forces of the United States. The members of the corps earned no military status by reason of their service therein. There was no form of contract binding them to remain in the service against their will. They were free to resign at any time.

Because of the chaotic conditions existing in Siberia in 1917, it was deemed advisable to give the corps a semi-military organization, as a means of protection for its members. The men were authorized to wear uniforms which were the same as those of the United States Army Officers. Their uniforms bore the insignia of the Engineer Corps. The men were given military titles, including rank from Second Lieutenant to Colonel.

Records. The records of the men who served with the Russian Railway Service Corps have been retired to the Civilian Personnel Records, National Personnel Records Center in St. Louis. That center is the proper depository for the civilian personnel records of the War Department.

SELECTIVE SERVICE SYSTEM (1917-1918)

Most persons who served in the Army during World War I were inducted under the Selective Service Act of May 18, 1917.

The Provost Marshal General was vested with the execution, under the Secretary of War, of so much of the Act as related to registration and the selective draft. The operation of the system, including the philosophy of its relationship and effects, are covered in the First and Second Reports of the Provost Marshal General of December 20, 1917 and 1918. These books are on file in the NPRC Library, along with bound editions of the Selective Service rules and regulations, as prescribed by the President. The latter includes the interpretation and construction of the law, which is broken down into sections. Also included therein are the types of record forms authorized for use by the Provost Marshal General.

The World War I Selective Service System was somewhat ramified and intricate and the processes were changed from time to time. No oath was required of anyone inducted under the system. The reason for this was that a theory was necessary under which a person unwilling to be inducted or refusing to report might be considered nonetheless as having been inducted. One specific principle which operated in every case of induction was that the induction was accomplished by THE ARRIVAL OF A SPECIFIED HOUR. The arrival of a designated time placed the unwilling as well as the willing in a military status regardless of the physical whereabouts of the person and without any necessity for him to sign anything or take any oath.

The order of procedure under the draft was: (1) registration, (2) classification, (3) physical examination at place of local board, and (4) induction and mobilization. Physical examination was required of each registrant before his local board sent him to a mobilization camp. The local board had no authority to issue an induction order to a man prior to his physical examination, even though the physical examination at mobilization camp was the determining factor in his final acceptance into the Army.

World War I draft evaders were generally of three kinds, viz (1) slackers (those who failed to register), (2) delinquents (those who registered but failed to report for physical examination or failed to file draft questionnaires), and (3) deserters (those ordered to report for military duty and failed to report on the day and hour specified). A registrant could become a deserter by failing to obey the order of the local board to report for military duty; or by failing to obey the order of the State Adjutant General to report after having been reported to that official as a delinquent.

The Adjutant General was the only authority who could induct a registrant without a preliminary physical examination. Once the local board reported a registrant as delinquent or as a deserter to the Adjutant General that board ceased to have jurisdiction of the registrant for purposes of induction. A registrant once inducted into the military service came under the jurisdiction of the military authorities, and deserters from that service became amenable to trial by general court martial. Instructions for disposing of draft deserters are found in War Department Circulars 75, 125, 375, and 574 of 1919.

Records.

The retained World War I Selective Service records are in the custody of the Federal Records Center, 221 St. Joseph Avenue, East Point, Georgia. These records contain invaluable information often needed in handling and adjudicating reference service cases.

Approximately 24 000 000 male persons born on or after September 12, 1873, and before September 12, 1900, registered under the Act of May 18, 1917. Of that number, 2 810 296 were selected and entered the military service. The draft records of those who were not inducted into the military service, with the exception of the registration cards, were destroyed under the Act of August 5, 1939. That Act provided for the disposition of certain records of the United States Government.

References.

WWI Precedent File, labeled "Selective Service." Organization, Operation and Functions of The Adjutant General's Office - Lecture No. 7, Selective Service Division - dated Aug 24, 1923.

SERVICE NUMBERS

General John J. Pershing recommended on January 25, 1918, the numbering of officers, enlisted men, and civilian employees of the War Department. It had become obvious by that time, because of the large numbers of persons serving under similar and identical names, that a numbering system of some type would be necessary for the prompt and accurate identification of War Department personnel. On February 8, 1918, the General's recommendation was adopted insofar as it pertained to enlisted personnel of the Army. The assignment of numbers was begun generally as of February 28, i.e., to all enlisted personnel in service on and after that date. The personnel records reveal, however, that some numbers were assigned to persons who were discharged between February 8 and February 28, 1918.

Service numbers for commissioned officers, warrant officers, Army nurses, Army field clerks, and field clerks of the Quartermaster Corps, were first assigned under authority of War Department Circular No. 138 dated May 26, 1921. Whereas the numbers for enlisted personnel were without alphabetical prefix, commissioned officers' numbers were preceded by the letter "O"; warrant officers' by "W"; Army Nurses' by "N"; and Field Clerks' by "F."

Marine Corps personnel serving in the American Expeditionary Forces during the World War I emergency period (1918-1919) were allotted numbers by the Army. These were taken from the first series of blocks allotted. The Marine Corps personnel who were assigned numbers from blocks received from the Army were also assigned numbers by the Marine Corps. They retained both numbers; however, the Army number is seldom referred to unless there is a mixup in identifying information.

Throughout the World War I period, identification numbers were known as "Army Serial Numbers." It was not until 1949 that the term "Service Number" was adopted. The approved method for writing these numbers is to allow one space between the million and hundred-thousand digits, and one space between the thousand and the hundred digits. Commas are not used. Examples: 27 894 321; 09 826; N 700 000.

Service Number Card File.

The service number cards show the person's name, service number, and reenlistment date if applicable. Cards measuring 3" by 5" were used until June 30, 1940, when regular IBM cards were adopted. All cards were serialized and filed in numerical order, without regard to rank. After the IBM cards came into use, however, the cards for commissioned personnel were

filed separately--also in numerical order--from those of enlisted personnel.

It will be noted that this discussion on service number cards disregards the accepted cut-off date for "World War I Records," i.e., September 7, 1939. This is so because there was no cut-off or break in the card files until after World War II. October 5, 1945, is the dividing date between the World War II records and the Post World War II records.

Assignment of Numbers.

Service numbers were allotted in blocks--one series of numbers to a block--to the various department and corps area commanders, who in turn distributed smaller blocks to other proper officials for assignment to persons under their respective commands. An account of the numbers allotted and assigned was kept. Normally, one block of numbers only was maintained at and for one place. Before an allotted block of numbers became exhausted, application was made to the Department Commander for a further allotment. (These are listed as "additional numbers.") Unused numbers not required for current use were returned to the block from which received. The method of assigning service numbers to enlisted and commissioned personnel was as follows:

Enlisted Personnel. Only one series of numbers was used for all enlisted personnel regardless of organization, corps, or department. Names were not placed in alphabetical sequence for the assignment of numbers. For instance, service number 1 was assigned to Sergeant Arthur B. Crean. Medical Department; and service number 2 was assigned to Private Patrick J. Skelly.

Numbers 1 to 5 996 630 were the first allotted and were assigned during the period February 28, 1918 - February 28, 1919, to enlisted personnel who were in service during that period. (Men who had been assigned a service number and then reenlisted after February 28, 1919, retained their original number. In these cases, however, the number was preceded by the letter "R.")

The second block of numbers allotted, 6 000 000 to 7 099 999, was assigned to enlisted personnel who first enlisted during the period March 1, 1919 - June 30, 1940. Any numbers not used when the first and second blocks were discontinued were cancelled. Subsequent to March 1, 1919, numbers greater than 6 000 000 were also assigned to enlisted men who returned to active duty status from retirement or from desertion, or were restored to duty from a sentence to dishonorable discharge and/or confinement.

Commissioned Personnel. The blocks of numbers allowed to commissioned personnel are as follows:

O 1 thru O 99 999 (Regular Army Officers). Effective July 1, 1921, numbers from this block were assigned to Regular Army Officers, and were still in use October 5, 1945. In assigning numbers to Regular Army Officers, relative rank was followed until the senior officer on the promotion list order was reached. Officers not on the promotion list (below grade of Colonel) were fitted in with the service number sequence according to service. Service number O 1 was assigned to General John J. Pershing.

O 100 001 (No Maximum) (Reserve Division). Effective July 1, 1921, Reserve Officers, Commissioned Officers of the National Guard of the United States, and Commissioned Officers of the Army of the United States appointed as such after being enlisted or inducted into Federal service as Warrant Officers or enlisted men, were assigned numbers from the block beginning with O 100 001. Reserve Officers were assigned numbers according to date of appointment. No maximum limit was specified for the block beginning with O 100 001; however, numbers from this block were still being assigned October 5, 1945.

N-700 000 to N-719 999 (Regular Army Nurses); N-720 000 to N-741 999 (Reserve Nurses). Effective July 1, 1921, Regular Army Nurses were assigned numbers from the block N-700 000 thru N-719 999. In 1941, a block of service numbers extending from N-720 000 to N-741 999 was allotted to Corps Area and Department Commanders for assignment to Reserve Nurses. These blocks of numbers were still in use October 5, 1945.

W-800 000 (No Maximum) (Warrant Officers of the Regular Army); W-2 000 101 to W-2 001 099 (Warrant Officers of the National Guard); W-2 100 001 to W-2 120 000 (Warrant Officers with Temporary Appointments). Effective July 1, 1921, numbers from the W-800 000 block were assigned to Warrant Officers of the Regular Army. No maximum limit was specified for this block. The block beginning with W-2 000 101 and extending through W-2 001 099 was allotted for assignment to Warrant Officers of the National Guard of the United States. In December 1941, Warrant Officers appointed temporarily in the Army of the United States were assigned numbers from W-2 100 001 to W-2 110 000. This block was extended in June 1942 to include W-2 120 000. These blocks were still in use for Warrant Officers October 5, 1945.

W-800 000 (No Maximum) (Army Field Clerks, and Field Clerks of the Quartermaster Corps). Field Clerks and their records are discussed under "201 Files" in part I of this monograph. There were only about 400 Field

Clerks in service in July 1921, the date service numbers were assigned to them. Consequently, the 800 000 block was sufficient for both the Field Clerks and the Warrant Officers of the Regular Army--see preceding block. The 9th Corps Area, for example, was allotted only 42 numbers from the 800 000 block for assignment to Army Field Clerks and Field Clerks of the Quartermaster Corps on duty in that Corps area.

CS-1 000 thru CS-2 000 (Contract Surgeons). A block of numbers beginning with CS-1 000 and extending through CS-2 000 was allotted for assignment by the Surgeon General to Contract Surgeons. These numbers were first assigned about 1941.

SLAVIC LEGION

A great many men, technically enemy aliens, were excluded from the World War I draft. They were residents of the United States, but were not citizens. Their interests, however, were to serve the United States. The Act of July 9, 1918 (Bul #43, W.D., 1918), among other things, authorized the formation of a force of volunteer troops for the purpose of utilizing the services of these men. The formation was to be known as the Slavic Legion. The men eligible for recruitment under that Act represented the oppressed races of the Austro-Hungarian or the German Empire which included the following:

Czecho-Slavak:

Bohemians or Czechs
Moravians
Slovaks
Ruthenians

Jugo-Slavs:

Serbians
Croatians
Slovenians
Bosnians
Dalmatians

The regulations pertaining to the formation of the Slavic Legion were published in G.O. #90 and G.O. #103, W.D., of 1918. Arrangements were made whereby the local boards would enlist all volunteers for the Slavic Legion (Second Report of PMG, pgs 106-107). One company (known as the 1st Provisional Company Slavic) was in the process of being formed at Camp Wadsworth, South Carolina, when the entire plan was abandoned on November 11, 1918, cessation of hostilities.

If the Slavic Legion had been completely organized on or before November 11, 1918, all members therein would have trained with the other troops, and have been credited with a military status.

Some unit type records of the 1st Provisional Slavic Company are among the Camp Wadsworth organizational records for World War I.

UNITED STATES PUBLIC HEALTH SERVICE

Section II of Monograph No. 13, Department of Health, Education, and Welfare (prepared by the Federal Records Center in 1956) presents a very lucid description of the United States Public Health Service, including records holdings, maintenance, etc. Consequently, the inclusion herein is primarily intended as a reference rather than a narrative.

The United States Public Health Service was a civilian Federal agency. In 1889, however, it established a Commissioned Officers' Corps, and in 1918, a Commissioned Officers' Reserve Corps, for its professional personnel. These Corps were patterned very much like those of the United States Army.

An important incident during World War I was that the control of all government activities for civilian health was given to the United States Public Health Service by order of the President of July 1, 1918. By virtue of that order, the Service took over the health and sanitation control of all communities engaged in war industry, especially those engaged in shipbuilding and munitions manufactures. The task of stemming the influenza scourge of the fall of 1918 also devolved upon the Service.

Officers of the Public Health Service who were detailed in time of war for duty with the Army were entitled to a pension and benefits under the World War Adjusted Compensation Act comparable to officers of similar grade and service in the United States Army (Sec. 2208 JAG Opinion 1912 - 1930, and Sec. 201 (f), World War Adjusted Compensation Act). The eligibility for such benefits was based on the provisions of the Act of July 1, 1902 (Bul. #21, W.D., 1918).

There are no known United States Public Health Service records among those of the Army World War I military personnel records.

WORLD WAR I TRAINING CAMPS

The various training schools and camps discussed herein were primarily conducted for the purpose of better qualifying men for military service, especially those men who were anticipating becoming officers in the United States Army. These camps and schools were under the direct supervision of The Adjutant General after June 3, 1916. The period of time spent in these training sessions did not confer a military status. It is creditable as military service only for persons who were in the military service in some other capacity during the training period such as:

Candidates who were Reserve Officers and were ordered to active duty by Camp Commanders under the provision of par 1, G.O. #94, W.D., 1917.

Commissioned Officers who were already on active duty.

Enlisted men between the ages of 21 and 40 years in organized divisions.

Enlisted men between the ages of 21 and 40 years from organizations not in divisions except the Coast Artillery and the various staff corps.

Enlisted personnel from all branches of the Army. (Enlisted men desiring to attend the school submitted their applications to their immediate commanding officers who, in turn, processed the application through the division commanders.)

Selective Service Registrants who were issued a competent order offering individual induction into the Students Army Training Corps (SATC), who were accepted, were found physically qualified for military service, and were actually inducted into the Army. (Approximately 6,000 students were present and actually drilled and took part in the activities of the SATC, but did not become members of the United States Army because their induction had not been accomplished in accordance with the Selective Service Law and Regulations.)

The type of training school or camp and the period of training are important since the trainees' status are involved. For this reason, each type is discussed separately below.

Citizens' Military Training Camps. All training camps in operation prior to the passage of the National Defense Act of June 3, 1916, are generally known as the "Citizens Military Training Camps." The first

Federal Training Camps, designated "Student Camps," were instituted by the War Department in 1913 through the initiative of Major General Leonard Wood and various University Presidents. Members of the Student's Camps formed at Gettysburg, Pennsylvania, in 1913, were known as "The Society of the National Reserve Corps." The members of the so-called Business Men's or Senior Camps, which began in August 1915, formed an organization to promote the training camp system. In 1916, all these organizations combined and merged their identity in "The Military Training Camps Association of the United States." The membership of the association was limited to men who had completed one or more tours of duty in a Federal Student Camp. (Instructions for establishing these camps were published in W.D. Bul. #48, 1914, and Bul. #23, 1915.) The dates and places of these camps were as follows:

Student Camps.

Gettysburg, Pa. - Jul 6 to Aug 14, 1913
Monterey, Calif. - Jul 1 to Aug 8, 1913
Monterey, Calif. - Jun 26 to Jul 31, 1914
Ashville, N. C. - Jul 6 to Aug 7, 1914
Burlington, Vt. - Jul 6 to Aug 7, 1914
Chicamauga Park, Ga. - Jul 5 to Aug 8, 1915
Ludington, Mich. - Jul 7 to Aug 7, 1914
Ludington, Mich. - Jul 5 to Aug 8, 1915
Plattsburg, N. Y. - Jul 5 to Aug 8, 1915
Presidio of San Francisco, Calif. - Jun 25 to Aug 1, 1915
(Changed to: Jul 10 to Aug 15, 1915)

Business Men's Camps.

Plattsburg, N.Y. - Aug 10 to Sep 6, 1915
" " - Sep 8 to Oct 6, 1915
Fort Sheridan, Ill. - Sep 20 to Oct 17, 1915
Lansdown, Pa. - Oct 20 to Nov 27, 1915
American Lake, Washington - Aug 23 to Sep 12, 1915
San Francisco, Calif. - Aug 20 to Sep 15, 1915
(Also authorized at Fort Hamilton, N.Y., in 1915, was a business men's camp for Coast Artillery instructions only.)

Military Training Camps at Plattsburg Barracks, N.Y., in 1916.

1st Senior Division - Jun 5 to Jul 2, 1916
2nd Junior Division - Jul 5 to Aug 8, 1916
3rd Senior Division - Jul 12 to Aug 8, 1916
4th Senior Division - Aug 10 to Sep 6, 1916
5th Senior Division - Sep 8 to Oct 5, 1916

Reserve Officers Training Camps. These training camps for reserve officers and candidates for commission in the Army of the United States were established under authority contained in Section 54 of the National Defense Act of June 3, 1916, and in Section 1, Act of May 18, 1917 (Special Regulations #49, W.D., 1917.) The four series of these camps are discussed separately as follows:

First Series From May 15 to August 15, 1917. There were admitted to the first series 7,957 officers who had previously been commissioned in the Reserve Corps, and approximately 30,000 selected civilians. Each camp was organized as a provisional training regiment; the regiment was sub-divided into nine infantry companies; two troops of cavalry; three batteries of field artillery; and one company of engineers. After the first period candidates were shifted from and to troops, batteries and companies for training in the Arm of service for which they were best suited. At the conclusion of the first series, 27,341 candidates were commissioned. The first series was held at the following places:

Plattsburg Barracks, New York
Madison Barracks, New York
Fort Niagara, New York
Fort Myer, Virginia
Fort Oglethorpe, Georgia
Fort McPherson, Georgia
Fort Benjamin Harrison, Indiana
Fort Sheridan, Illinois
Fort Logan H. Roots, Arizona
Fort Snelling, Minnesota
Fort Riley, Kansas
Camp Funston, Leon Springs, Texas
Presidio of San Francisco, California
Fort DesMoines, Iowa, June 11 to October 14, 1917

Second Series From August 27 to November 26, 1917. The definite mission of the second series was to produce a body of officers capable of filling the grades above second lieutenant. A total of 17,237 candidates were commissioned from the second series. The second series was held at the following places:

Plattsburg Barracks, New York
Fort Niagara, New York
Fort Myer, Virginia
Fort Oglethorpe, Georgia
Fort Benjamin Harrison, Indiana

Fort Sheridan, Illinois
Fort Snelling, Minnesota
Camp Funston, Leon Springs, Texas
Presidio of San Francisco, California
Schofield Barracks, Territory of Hawaii

Third Series From January 5 to April 19, 1918. The third series was intended to produce line officers only. All men, both from civilian life and from the Army, entered the third series with the understanding that they were not to be commissioned at the close of the training period, but were to be listed as eligible for appointment as second lieutenants to be later commissioned as vacancies occurred, meanwhile retaining the status of enlisted men. Approximately 90 per cent of the students were selected from the enlisted personnel of the Army, and the remaining 10 per cent from civil life. While awaiting such appointment, they were to be known as officer candidates. All those who qualified, approximately 11,659, were commissioned as second lieutenants May 29, 1918, and assigned to active duty. Civilian candidates were required to enlist for the duration of the war and if not successful in being appointed to a commission, to complete the term of enlistment. The third series was held at the following places:

Camp Bowie, Texas
Camp Custer, Michigan
Camp Devens, Massachusetts
Camp Dix, New Jersey
Camp Dodge, Iowa
Camp Funston, Kansas
Camp Gaillard, Canal Zone
Camp Grant, Illinois
Camp Gordon, Georgia
Camp Hancock, Georgia
Camp Jackson, South Carolina
Camp Kearney, California
Camp Lee, Virginia
Camp Lewis, Washington
Camp McClellan, Alabama
Camp Meade, Maryland
Fort Monroe, Virginia
Fort Oglethorpe, Georgia
Camp Pike, Arkansas
Schofield Barracks, Territory of Hawaii
Camp Sevier, South Carolina
Camp Sheridan, Alabama
Camp Shelby, Mississippi

Camp Sherman, Ohio
Camp Stanley, Texas
Camp Taylor, Kentucky
Camp Travis, Texas
Camp Upton, New York
Camp Wadsworth, South Carolina
Fort Wm. McKinley, Philippine Islands

Fourth Series From May 15 to September 1, 1918. The fourth series was primarily for the training of enlisted men to become officers (see Central Officers' Training Schools next paragraph.) The fourth series was held at the following places:

Aberdeen, Maryland
Camp Beuregard, Louisiana
Fort Bliss, Texas
Camp Cody, New Mexico
Camp Custer, Michigan
Camp Devens, Massachusetts
Camp Dodge, Iowa
Camp Fremont, California
Camp Funston, Kansas
Camp Gordon, Georgia
Camp Grant, Illinois
Camp Hancock, Georgia
Camp Humphreys, Virginia
Camp Jackson, South Carolina
Camp Joseph E. Johnston, Florida
Camp Kearney, California
Camp Lewis, Washington
Camp MacArthur, Texas
Camp McClellan, Alabama
Camp Meade, Maryland
Camp Meigs, D. C.
Fort Monroe, Virginia
Camp Pike, Arkansas
Camp Polk, North Carolina
Schofield Barracks, Territory of Hawaii
Camp Shelby, Mississippi
Camp Sherman, Ohio
Camp Sheridan, Alabama
Camp Sevier, South Carolina
Camp Stanley, Leon Springs, Texas
Camp Taylor, Kentucky

Camp Travis, Texas
Camp Alfred Vail, New Jersey
Camp Wheeler, Georgia
Camp Wm. McKinley, Philippine Islands

Central Officers' Training Schools From June 1, 1918 to February 15, 1919. Some unsatisfactory conditions were created in the Fourth Series of the ROTC, because each school was under the immediate jurisdiction of the respective division commander. In order to coordinate the work at the training schools and to separate the schools and the students attending them from the division, the Central Officers' Training Schools were established. Students transferred from the Fourth Series of the Reserve Officers' Training Camps constituted the first class admitted to the Central Officers' Training Schools, which graduated August 26, 1918. The term of training was usually for a period of three months. Both civilians and enlisted men were selected for the COTS. Civilians within the draft age were inducted and sent to the COTS by their local boards, and those above the draft age were called direct to the schools. Classes were started each month up until November 11, 1918. No more candidates were admitted after that date, and the last class was graduated February 15, 1919. The five Central Officers' Training Schools established June 1, 1918, were located at the following places:

Camp Pike, Arkansas
Camp Gordon, Georgia
Camp Hancock, Georgia
Camp Lee, Virginia
Camp Zachary Taylor, Kentucky
Camp Fremont, California (established in October 1918)
Camp Grant, Illinois (established in October 1918)

A total of 80,436 men were graduated and commissioned from the Fourth Series of the Reserve Officers' Training Camps and the Central Officers' Training Schools.

Reserve Officers' Training Corps Camps From June 3 to July 3, 1918 (Extended to July 16, 1918.) These camps were organized under the provisions of the Section 48 of the National Defense Act of June 3, 1916 (G.O. #49, 1916), for further practical training of members of the advanced course, Reserve Officers' Training Corps, Senior Division, for selected students of the ROTC. No men were commissioned upon the termination of these camps. They were primarily intended to become military instructors at the Students' Army Training Camps (see next paragraph). The three ROTC Camps were located at:

Plattsburg Barracks, New York

Fort Sheridan, Illinois
Presidio of San Francisco, California

Students' Army Training Corps Camps From July 16 to September 18, 1918. There were six of these camps. Three were the continuation of the Reserve Officers' Training Corps Camps concluded on July 16, 1918, plus three others. They were organized under Section 54 of the Act of June 3, 1916. The purpose of these camps was to train instructors for the Students' Army Training Corps which was to start October 1, 1918, at the various educational institutions. A great many of the members, however, were commissioned at the end of the training period. Those who were not commissioned were given the privilege of returning as civilian instructors to the various educational institutions which merged with and became a part of the Students' Army Training Corps established October 1, 1918. The Students' Army Training Corps Camps, listed at the places below, are not to be confused with the Students' Army Training Corps discussed in the next paragraph.

Plattsburg Barracks, New York
Fort Sheridan, Illinois
Presidio of San Francisco, California
Howard University, D. C.
Small Arms Firing School, Camp Perry, Ohio
Camp Hancock, Georgia

Students' Army Training Corps. This Corps was authorized in General Orders No. 79, W.D., 1918 (Section 54 of the National Defense Act of June 3, 1916) and established October 1, 1918. It was divided into two sections, the Collegiate or "A" Section and the Vocational or "B" Section. All members of Section "A" were regularly and individually inducted into the military service of the United States and accepted for service in the Army. Members of Section "B" were either in the military service of the United States as members of the Army training detachments at the various educational institutions which merged with and became a part of the Corps upon its establishment, were transferred thereto, or were inducted for service in the Corps. The majority of men who attended the Students' Army Training Corps were members of the United States Army, and their status was no different from that of soldiers in any other branch of the military service. Approximately 6,000 men who attended the Corps were in a non-military status because their induction into the Corps was not accomplished. Listings of all the educational institutions which participated in the Students' Army Training Corps are in the WW I precedent files at MPRC. The period of this training Corps was terminated in December 1918.

Puerto Rican Training Camps. These camps were established under

Section 54 of the National Defense Act of June 3, 1916, for the purpose of training officers. There were three series of these camps. Candidates admitted to the third series, if regularly enlisted or were inducted into the Army service, acquired a military status from the date of enlistment or induction. The first and second series were for the most part, under the same regulations as the second series of camps in the United States. The Puerto Rican Training Camps were conducted at the following places:

First Series at Cayey from August 27 to November 27, 1917

Second Series at Camp Los Cases from February 1 to May 15, 1918

Third Series at Camp Los Cases from July 29 to November 5, 1918

Cavalry Officers' Training School. This school which was held at Camp Stanley, Leon Springs, Texas, from September 25 to December 8, 1918, was established under Section 54 of the National Defense Act of June 3, 1916. Candidates at this school were largely officers of the Texas National Guard who had not been Federally recognized or ordered into active Federal service, and hence had no status in the Army of the United States.

Chaplain and Approved Chaplain Candidate Training Schools. These schools were organized under the provisions of Section 54 of the National Defense Act of June 3, 1916 (Special Regulations 49b, W.D. 1918), and conducted at Camp Taylor, Kentucky, for a period of about five weeks beginning October 1, 1918. Candidates who attended these schools acquired no military status in the United States Army, unless inducted or enlisted in the military service for the period of the emergency.

Remount Service Training Camp. The Remount Service Training Schools held at Camp Joseph E. Johnston, Florida and at Camp Shelby, Mississippi, during summer of 1918, were organized and maintained under the provisions of Special Regulations #49, War Department 1917, and Section 54 National Defense Act of June 3, 1916. The students at these training schools were enlisted for the period of instruction (3 months) only, and upon completion of the course were either commissioned in the National Army, or returned to their status as civilians.

Records.

The Citizens' Military Training Camp records were destroyed in accordance with Act of Congress approved July 7, 1943, in that they did not have sufficient administrative, legal, research, or other value to

warrant their continued preservation by the Government. Furthermore, enrollees at these camps acquired no military status while in attendance thereat. There is available in the WW I precedent file a publication titled "Military Training Camps Association of the United States." The publication contains a roster of the men attending these camps from 1913 to 1916, arranged geographically by states and Army departments.

A record for each person who attended a training camp established under the National Defense Act of June 3, 1916, was maintained by the Adjutant General of the Army. Those on file at NPRC are either a four-page 4- by 8 $\frac{1}{2}$ - inch leaflet, or a single 8- by 10 $\frac{1}{2}$ - inch page (one record for each trainee). The record shows the dates and designation of camp attended, some personal history and educational background, and sometimes notations relating to the trainee's efficiency and physical condition. If the trainee served in the United States Army in any capacity, the record of his training camp service is filed with his military personnel records. If he had no military service, the record is normally filed in a 201 folder, and occasionally in an Enlisted Jacket. The latter usually pertains to the July 16 to September 18, 1918, Students' Army Training Corps Camps training period. It is not unusual to find that period recorded in the Service Record, even tho the majority of these trainees were in training as civilians. Students' Army Training Corps service is shown in the Service Record.

Rosters for the majority of the camps established after June 3, 1916, are on file in the Unit (Organizational) Type Records at NPRC, and a few are available in the WW I precedent files. A 3- by 5- inch card was prepared for each man who attended the Reserve Officers' Training Corps Camps from June 3 to July 3, 1918 (extended to July 16, 1918). These cards are the only available record for this period of training at NPRC. They are filed in the WW I precedent files.

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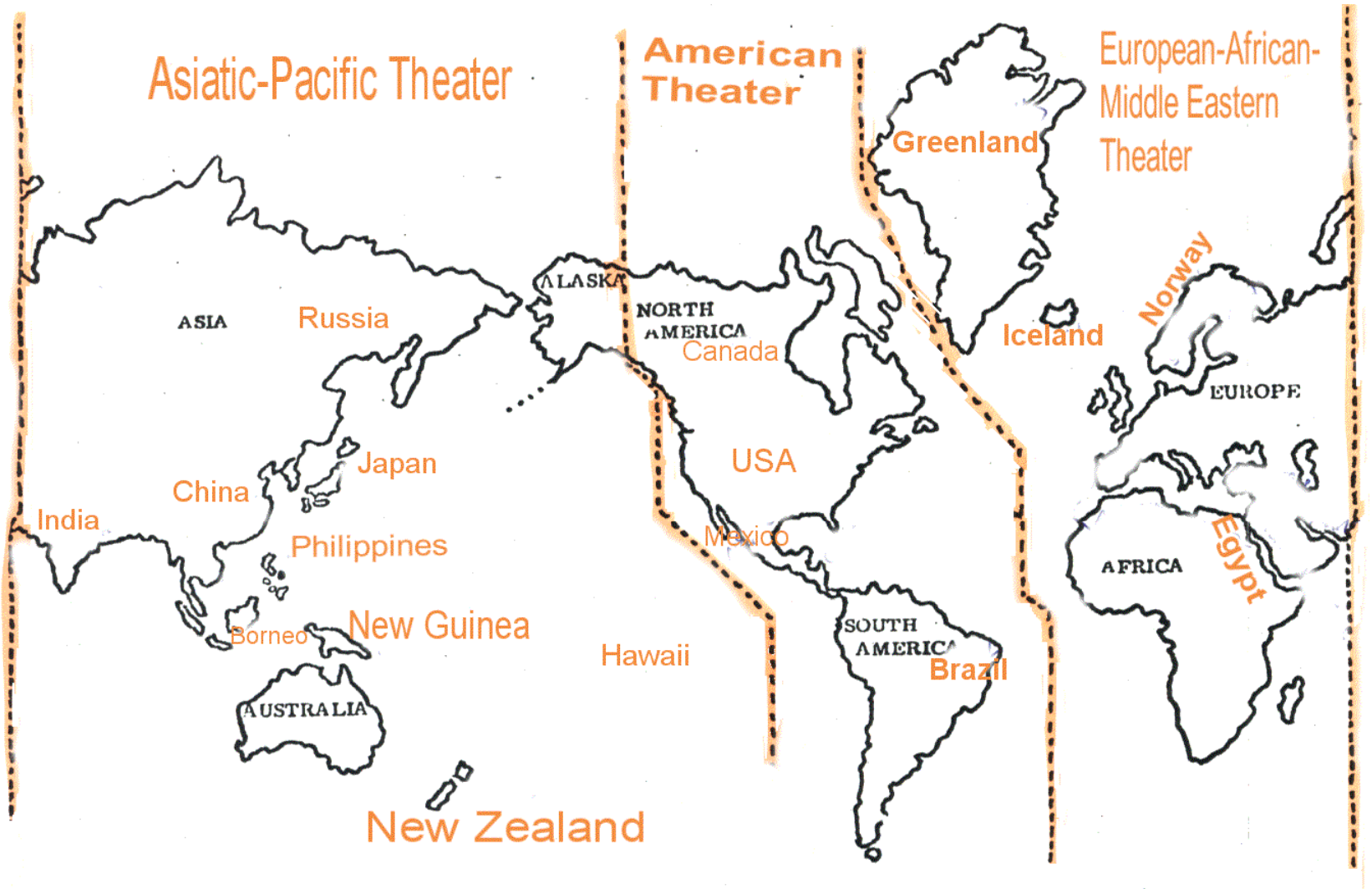
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World War II Theaters.

Figure 2-4.2: **XC folders located at NARA facilities**(Part 1 of 2 - [Next](#))

XC FOLDERS LOCATED AT OTHER NARA FACILITIES			
ADDRESS	CODE NUMBERS (BIRLS)	PHONE/FAX NUMBERS	VA FIELD STATIONS SERVICED
Northeast Region (Boston) NRAB 380 Trapelo Road Waltham, MA 02154	010	(781) 647-8745 FAX: (781) 647-8088	Boston, MA Hartford, CT Manchester, NH Providence, RI Togus, ME White River Jct., VT
Northeast Region (Pittsfield) NRAP 100 Dan Fox Drive Pittsfield, MA 01201-8230	011	(413) 445-6885 FAX: (413) 445-7305	All. (Some recent XC folders are retired to Pittsfield from all VA Stations. Various years, starting with 1955, have been transferred from other FRC's. Check BIRLS*.)
Northeast Region (Bayonne) NRAJ Building 22 Military Ocean Terminal Bayonne, NJ 07002-5388	020	(201) 823-7241 FAX: (201) 823-5432	Buffalo, NY New York, NY Newark, NJ San Juan, PR
Mid-Atlantic Region NRBPT 14700 Townsend Road Philadelphia, PA 19154	021	(215) 671-8241 FAX: (215) 671-8001	Wilmington, DE Philadelphia, PA Pittsburgh, PA
Washington National Records Center NWRW 4205 Suitland Rd. Suitland, MD 20746-8001	030	(301) 763-7010/ 7011 FAX: (301) 457-7117	Baltimore, MD Huntington, WV Roanoke, VA Washington Reg. Office
Southeast Region NRC 1557 St. Joseph Ave. East Point, GA 30344	040	(404) 763-7474 FAX: (404) 763-7815	Atlanta, GA Columbia, SC Jackson, MS Louisville, KY Montgomery, AL Nashville, TN St. Petersburg, FL Winston-Salem, NC
Great Lakes Region (Chicago) NRDC 7358 South Pulaski Rd. Chicago, IL 60629	050	(773) 581-7816 FAX: (312) 886-7883	Chicago, IL Milwaukee, WI St. Paul, MN
Great Lakes Region (Dayton) NRDD 3150 Springboro Rd. Dayton, OH 45439	051	(513) 225-2852 FAX: (513) 225-7236	Cleveland, OH Detroit, MI Indianapolis, IN
Central Plains Region NRE 2312 East Bannister Rd. Kansas City, MO 64131	060	(816) 926-7271 FAX: (816) 926-6235	Des Moines, IA Lincoln, NE Wichita, KS All. (Some recent XC folders are retired to Kansas City from all VA Stations. Check BIRLS*.) Also, records are in the process of being moved from Bayonne.

Figure 2-4.2: **XC folders located at NARA facilities** (Part 2 of 2)

XC FOLDERS LOCATED AT OTHER NARA FACILITIES			
ADDRESS	CODE NUMBERS (BIRLS)	PHONE/FAX NUMBERS	VA FIELD STATIONS SERVICED
National Personnel Records Center (Civilian Personnel Records) 111 Winnebago St. St. Louis, MO 63118	061	425-5761	St. Louis, MO (Regional Office) St. Louis, MO (VA, RMC) Cheyenne, WY Fargo, ND Ft. Harrison, MT Salt Lake City, UT Sioux Falls, SD
Southwest Region P.O. Box 6216 Fort Worth, TX 76115	NRF 070	(817) 334-5515 FAX: (817) 334-5511	Albuquerque, NM Houston, TX Little Rock, AR Muskogee, OK New Orleans, LA Waco, TX
Rocky Mountain Region P.O. Box 25307 Denver, CO 80225	NRG 080	(303) 236-0804 FAX: (303) 236-9297	Denver, CO
Pacific Region (San Francisco) 1000 Commodore Dr. San Bruno, CA 94066-2350	NRHS 090	(415) 876-9001, 9007 FAX: (415) 876-0920	Reno, NV San Francisco, CA
Pacific Region (Laguna Niguel) P.O. Box 6719 Laguna Niguel, CA 92677-6719	NRHL 091	(714) 360-2619 FAX: (714) 360-2636	Los Angeles, CA Phoenix, AZ San Diego, CA
Pacific Alaska Region 6125 Sand Point Way, NE Seattle, WA 98115	NRIS 100	(206) 526-6501 FAX: (206) 526-6575	Boise, ID Honolulu, HI Anchorage, AK Seattle, WA Portland, OR Manila, Philippines (XC folders only)

***NOTE: BE AWARE THAT BIRLS HAS NOT YET BEEN UPDATED TO REFLECT ALL RELOCATIONS, PARTICULARLY TO NRAP.**

X-RAY REQUESTS

TYPES OF X-RAYS

Last updated: 11/13/2014

A. DENTAL X-RAYS

Dental x-rays may be found in the military health record.

B. ENTRANCE AND SEPARATION CHEST X-RAYS

Except for extreme situations, we no longer use entrance and separation chest x-rays to reconstruct lost or missing military personnel records. Examples of extreme situations are medical emergencies and occasional requests from coroners or law enforcement activities to help identify remains. Contact Civilian Personnel Records (CPR) by emailing **Microfiche Request/X-Ray Request@nara.gov**.

NOTE: A reconstructed file (R-file) that contains a CPR "Entrance Exam" date can be used on a NA Form 13038 for Army or Air Force. However, an Organizational Records (OR) search MUST be made to verify character of service, if the "Separation Exam" date and location are used. In most cases, an OR search has been previously conducted by the technician who created the R-file. The OR results are usually in the R-file.

1. Army and Air Force Processing Stations (*large and small chest x-rays*)

- a. Prior to 1970 – destroyed due to acetic acid off gassing
- b. 1970 to around 2007 – sent to palletized storage

2. Navy Processing Stations (*70mm photofluorograms*)

- a. 1940 to 1950 era – legal and physical custody transferred to the Joint POW/MIA Accounting Command (JPAC)
- b. After 1950 era through 1972 – destroyed due to acetic acid off gassing

C. INTERIM X-RAYS

1. Interim x-rays are those taken for a specific reason (e.g. a broken leg, pneumonia, etc). They may pertain to the sponsors or their dependents. Hospitals (or military treatment facilities) may keep them for 5 years; then the x-rays qualify for destruction. They are not retired like permanent records.
2. Closed base hospitals that may have had interim x-rays less than the 5-year retention period may have retired them to CPR. For example, the request may ask for the 1988 interim x-rays; but the base closed in 1991.
3. Check the [list of base closures](#). If the base is closed, submit a search through the Case Management Reporting System (CMRS) to CPR for the medical record that may have the

x-rays. **Continue to item D (c, d, and e) for information on how to process x-ray requests.**

4. Let the requester know that the x-rays are not available. Use the [Interim X-rays destroyed after five years](#) pattern paragraph in your reply.

D. PROCESSING REQUESTS FOR X-RAYS (found in the medical record or at CPR)

- a. **Refer** x-ray requests made on a DD Form 877 to CPR. The requests for the health record dental x-rays is the exception. Keep these and work them following the procedures below.
- b. **Check** the health record for the dental x-rays; or request in CMRS the medical record from CPR for the interim x-rays. For x-rays not found, move on to item c. For x-rays that are available, **skip c** and move on to the remaining procedures.
- c. **Did NOT** locate x-rays. If the x-ray reports are available, furnish them to the patient (or authorized requester). **Skip item e; *make copies; send; and complete the request. (*You must *black out*, according to established procedures, the PII you cannot release.)**
- d. **Do NOT** furnish x-rays directly to the patient (or authorized requester).
- e. **Send back** and ask for the name and address of the private physician. Place the request in suspense until the physician's name and address are furnished, as well as the veteran's authorization. Use the following pattern paragraph: [Medical Records>>meds not released, need physician's address](#).

E. SENDING X-RAYS

- a. If you send x-rays to a physician, use the following pattern paragraph: [Medical Records>>Med, X-rays furnished must be returned to this Center.doc](#).
- b. If you send dental x-rays to law enforcement activities or coroners to help them identify a body, use the same pattern paragraph shown in item **(E) a.** above.

Source: [NPRC 1865.103](#)
