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MEMORANDUM FOR RECORD

19 June 1958

SUBJECT: Requests from Philippine Veterans Board for Copies of Documents.

1. Autostat copies of PA AGO Forms 23 will not be furnished to the Philippine Veterans Board when the request indicates only paragraph 5, Chronological Record of Wounds and Illness Incurred, is desired. Instead of autostating any part of the Form 23 in such cases, the information will be extracted therefrom and placed on ARGEN Form 219 as in the attached examples 1 and 2. This confirms prior verbal instructions given on 22 May 1958.

2. The present stock of ARGEN Form 219 will be used until exhausted. Revision of this form will include an additional remark for this purpose.

3. Additional remarks may be added, when required, by placing parentheses opposite such remarks as shown in attached example 3, and entering an "X" mark therein.

4. This change in procedure has no effect on the furnishing of an autostat copy of the complete Form 23 when it is specifically requested by the Philippine Veterans Board.

3 Incl  
Examples Fm 219

ALEXANDER T. IORIO, JR.  
Chief, RPR Branch

DISTRIBUTION: Hq, RPR Br  
Chief, C & D Sec

*EXTRA*

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AGAR-RC 201 Macaraeg, Eugenio  
(9 Dec 58)

19 JAN 1959

Chairman  
Military Personnel Status Board  
Office of the Adjutant General  
Armed Forces of the Philippines  
Camp Murphy, Quezon City, Philippines

Dear Sir:

I am referring to your letter dated 9 December 1958, file reference MPSB case number 2592, requesting information pertaining to the military service of Eugenio Macaraeg.

There is inclosed an autostat copy of Form 23 pertaining to Eugenio Macaraeg, service number 007 068.

Sincerely yours,

1 Incl  
Auto cy Fu 23

C. J. BARRY JR  
Colonel, AGC  
Commanding

## MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS,  
CONCURRENCES, OR SIMILAR ACTIONS

1 NAME OR TITLE Mr. Davis	INITIALS	CIRCULATE
ORGANIZATION AND LOCATION Corres & Det Section	DATE	COORDINATION
2		FILE
		INFORMATION
3		NECESSARY ACTION
		NOTE AND RETURN
4		SEE ME
		SIGNATURE

## REMARKS

The attached memorandum is for distribution as indicated.

Your copy should be circulated for initialing by all other personnel concerned.

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Authority: AWD 883025

FROM NAME OR TITLE ALEXANDER T. IORIO, JR.	DATE
ORGANIZATION AND LOCATION Chief, RPR Branch	TELEPHONE

DD FORM 1 FEB 50 95

Replaces DA AGO Form 805, 1 Apr 48, and AFHQ Form 12, 10 Nov 47, which may be used.

16-48487-4 GPO ☆

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MEMORANDUM FOR RECORD

SUBJECT: Preparation of ARGEN Form 263

1. Reference. TWX 65, 23 May 58 from CG, FCUSA, Ft. Benjamin Harrison, Indiana to CG, USARCEN

2. Effective immediately, two copies of ARGEN Form 263 will be furnished FCUSA on deceased personnel where records show retirement prior to date of death.

DISTRIBUTION: Hq RPR Br  
Mr. Davis  
Mr. Ilagan  
Mr. Elliott  
Mr. Jobe

ALEXANDER T. IORIO, JR.,  
Chief, RPR Branch

MEMORANDUM FOR RECORD

SUBJECT: Preparation of ARGEN Form 263

1. Reference. TWX 65, 23 May 58 from CG, FCUSA, Ft. Benjamin Harrison, Indiana to CG, USARGEN

2. Effective immediately, two copies of ARGEN Form 263 will be furnished FCUSA on deceased personnel where records show retirement prior to date of death.

DISTRIBUTION: Hq RPR Br  
Mr. Davis  
Mr. Ilagan  
Mr. Elliott  
Mr. Jobe

ALEXANDER T. IORIO, JR.,  
Chief, RPR Branch

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MEMORANDUM FOR RECORD

SUBJECT: Preparation of ARGEN Form 263

1. Reference. TWX 65, 23 May 58 from CG, FCUSA, Ft. Benjamin Harrison, Indiana to CG, USARGEN

2. Effective immediately, two copies of ARGEN Form 263 will be furnished FCUSA on deceased personnel where records show retirement prior to date of death.

DISTRIBUTION: Hq RPR Br  
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Mr. Ilagan  
Mr. Elliott  
Mr. Jobe

ALEXANDER T. IORIO, JR.,  
Chief, RPR Branch



D R A F T

AGAR-R

SUBJECT Preparation of Memo for Record  
and ARGEN Form 632 on Affiants

TO: Chief, VA Sec  
Chief, Corres Sec  
Chief, Proj "J" Sec

FROM: Chief, RFR Branch

DATE 1 JULY 1957

COMMENT NR 1  
Mr. Imhof/eem/755

1. Effective this date a test will be conducted on affiants involved in VA 3101 whereabouts cases and those affiants used to establish service histories of other individuals. The purpose of the test is to determine the desirability of making service determinations on all affiants whose service history has not already been reconstructed for VA purposes. The test will cover a period of one month (twenty working days) unless otherwise notified.

*NOT USED*

2. Procedures for conducting the test:

a. Whereabouts Cases.

(1) A complete ARGEN Form 636 "Memo for Record" will be prepared on all affiants involved in VA 3101 whereabouts cases, <sup>whose</sup> ~~whose~~ <sup>has</sup> ~~have~~ not already been established for VA purposes. The reason for examination will be shown on the front of the ARGEN Form 636 under "OTHER" as "Affiant Whereabouts".

(2) Examiners will be further responsible for completing ARGEN Forms 622 "Analyst Work Sheets" on all such affiants for use by the typists in preparing ARGEN Forms 632 "Additional Information" sheets.

(3) Typists will prepare ARGEN Forms 632 in triplicate in all such cases.

(4) Preparation of copies of documents which are normally furnished with service certifications to the VA will not be required, <sup>at this time</sup> in affiant service determination cases.

(5) Typists will file all copies of the ARGEN Form 632 on the left side of the 201 folders.

(6) Reviewers will conduct a complete review of each affiant service determination. The determinations will be signed and dated in the same manner as those being furnished the VA.

b. Affiants Used to Establish Service.

(1) Only one examiner in each Section will be selected to make service determinations of affiants used to establish service of individuals whose service data is requested by the VA.

(2) The same procedures outlined in paragraph 2a will apply with one exception. The reason for examination will be shown on the front of the ARGEN Form 636 under "OTHER" as "Affiant Service".

c. A <sup>report</sup> chart (see Appendix A) will be <sup>passed daily</sup> prepared by each Section Chief to reflect all statistical data pertinent to the test and will be turned in to Branch Headquarters after the test is completed. The <sup>reports</sup> charts will be labeled "REPORT ON AFFIANTS-~~(Whereabouts)~~" or "(Used to Establish Service)" as appropriate. Separate <sup>reports</sup> charts will be maintained for each category.

d. *Reports will be prepared to coincide with the workload and Personnel Report starting 1 July 1957.*

1 INCL  
APPENDIX "A"

*Concur -  
E. E. Evans  
21 Jan 57*

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REPORT ON AFFIANTS  
(USED TO ESTABLISH SERVICE)  
(OR WHEREABOUTS) } *As Appropriate*

PERIOD OF REPORT: \_\_\_\_\_

SUBJECT NAME	NUMBER OF AFFIANTS	SERVICE ESTABLISHED		CURRENT DETERMINATIONS MADE		EXAMINER HOURS	TYPIST HOURS	REVIEWER HOURS	
		YES	NO	POS	NEG				
	2	1	1		1				
		2	1	1					
TOTALS									
SECTION	CHIEF						DATE		

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AGAR,R

22 March 1957

MEMORANDUM FOR: Chief, Project "J" Section  
Chief, VA Section  
Chief, Corres Section

SUBJECT: Cases Where More Than One Signature is Required

*the* 1. When more than one signature is required ~~on Chief of Staff cases, Congressional cases, letter of transmittal with endorsements, etc. the~~ present procedure is to have the Section Supervisor or Reviewer sign that correspondence requiring the signature of the Commanding Officer. The case is then forwarded to the Operations Officer for his signature on additional correspondence.

2. Effective immediately, all outgoing correspondence of this type will be signed by the Operations Officer. Appropriate use will be made of tags and markers to denote "more than one signature required" and "signature". The entire arrangement of the "completed actions" will be such as to facilitate signing, pulling of file copy and dispatch of the individual actions.

ALEXANDER T. IORIO, JR.,  
Chief, RPR Branch

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