

DECLASSIFIED

Authority *AW 88208*

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Authority *AWD/B308*

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Authority *AND 88308*

AGAR-R

Flagging Records of Deceased Personnel

THRU: Operations Officer

Chief, RPR Br



NOV 1957

Mr. Imhof/jv/765

TO: Mrs. Murphy
USARGEN Management Office

1. Reference is made to DF, 4 November 1957, subject as above.
2. Concur with draft of memorandum regarding flagging files of deceased personnel.

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

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Authority *AWD 88308*

AGAR-R 230.4

Performance Requirement, File Clerk, Job #3607,
GS-305-3, RPR Branch, Records Sec, Archive Unit

Mr. James Harris
Employee Utilization Branch

Chief, RPR Br

Mr. Imhof/jv/088

Attached for your file is a copy of Performance Requirements for File Clerk positions, Job Number 3607, GS-305-3, Recovered Personnel Records Branch, Records Section, Archive Unit.

1 Incl
TAGO Form 10

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

COPY FOR: MK 1419E

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MEMO FOR RECORD

8 APR 1958

SUBJECT: Foreign Claims Settlement Commission Cases

1. Reference: Recovered Personnel Records Branch Memorandum 2, 24 March 1958, Subject as above.

2. Problem

a. When an appeal is received in a case where the prior FGSC certification was negative for Philippine Army USAFFE service and it is found that the case is now positive, a corrected report will be furnished the FGSC even though the case is negative for prisoner of war status.

b. What action is required, however, when the prior FGSC certification differs from the MPA determination by a "slight" period?

3. The following are known facts:

a. Only POW status as a result of Philippine Army USAFFE service was reportable to FGSC.

b. The day of release from a POW camp was not reportable as a day of POW status.

c. Information shown on the POW applications and the newspaper files was used to arrive at the actual date of release from a POW camp.

4. Conclusion

a. One day or a few days by themselves is not a basis to recertify the period of POW to FGSC. When a specific appeal is being considered, the evidence in the case will govern the action to be taken - examination and reverification, etc.

b. Neither will a redetermination under the MPA be made solely to conform to the POW period certified to FGSC.

5. Examiners and reviewers will use discretion in ascertaining when a recertification of POW status to FGSC is required based on the available supporting evidence and circumstances involved in each individual case.

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

AGAR-R

5 FEB 1958

Mr. James E. Griffin
Deputy Chief, Settlements Operation
Finance Center, U. S. Army
Indianapolis 49, Indiana

Dear Mr. Griffin:

I am inclosing herewith, for your information, a copy of a change in policy for determining casualty status of certain members and former members of the Regular Army, Army of the United States, and Army Reserve.

We will follow the standard format used in a regular determination under the Missing Persons Act in these claims. The supplemental data required by your office in a PL 85-217 claim will be furnished in a covering transmittal letter with the determination form as an inclosure thereto.

There are approximately 160 pending claims on hand as of this date. Processing of these claims will start immediately.

Sincerely yours,

1 Incl
Cy DF 27 Jan 58
w/2 Incls

E. E. WILMETH
Major, AGC
U. S. Army Records Center

John

DECLASSIFIED
Authority *AWD 88308*

AGAR-R

5 FEB 1958

Mr. James E. Griffin
Deputy Chief, Settlements Operation
Finance Center, U. S. Army
Indianapolis 49, Indiana

Dear Mr. Griffin:

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There are approximately 160 pending claims on hand as of this date. Processing of these claims will start immediately.

Sincerely yours,

1 Incl
Cy DF 27 Jan 58
w/2 Incls

E. E. WILMETH
Major, AGC
U. S. Army Records Center

E. E. Wilmeth

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Authority *AND 88303*

UNCLASSIFIED

ROUTINE

X

ORIG

UNCLASSIFIED

OO U S ARMY RECORDS CEN TAGO ST LOUIS MO
REC LN UNIT TAGO WASH DC

CHIEF ADMIN SVC DIV TAGO FOR STANTON
FROM AGAR-R

REFERENCE YOUR MSG 3 OF 16 AUGUST RE MEDICAL CARE AND
COMMISSARY CARDS HAS IT BEEN DETERMINED THAT DEPENDENTS OF
DECEASED VETERANS WHO DIED AS MEMBERS OF THE PHILIPPINE ARMY
WILL BE INCLUDED IN THIS CATEGORY, IN THE EVENT DECISION IS
STILL PENDING ADMIN IF PHIL ARMY REQUESTS AND RECORDS ARE TO
BE FORWARDED TO MAIN.

*Let Mrs Murphy
know on the answer +
give her a copy of the
out + in msg.*

25 2040Z
OCT 57

AGAR-R

ALEXANDER T. IORIO, JR., sr/NPR BR

755

1

1

G J BARRY JR
COL AGC
COMMANDING

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ARMY RECORDS CENTER
St. Louis 14, MissouriMEMORANDUM
NR 345-265-

(Records)

MAINTENANCE AND DISPOSITION OF MILITARY PERSONNEL FILES

Military Personnel Records Prior to ^{November} World War I

1. PURPOSE. The purpose of this memorandum is to prescribe the policy which will be followed in processing requests for information from Military Personnel Records prior to ^{November 1912} World War I wherein such requests are forwarded to Departmental Records Branch, TAGO for appropriate action and referral letters are prepared.

2. GENERAL. All Federal military personnel records covering the period prior to ^{November 1912} World War I are in the National Archives. Replies to inquiries based on Army records requiring administrative determination are made by The Adjutant General regardless of where the documents may be located. Historical matters not involving administrative determination, including those relating to individual military personnel, are referred to the Archivist of the United States for consideration.

3. RESPONSIBILITY. The Departmental Records Branch, TAGO is responsible for furnishing information from records of military personnel for the period 1775 to 1912 and from organizational and historical records of discontinued commands from 1912 to 1939, inclusive, except medical records, in legal custody of the Archivist of the United States. In addition, ^{FAB} ~~this~~ *Branch* acts as liaison between the Department of the Army and ~~the~~ National Archives and Records Service to determine whether particular inquiries fall within categories handled by the Department of the Army or by the National

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Archives and Records Service. *When are* Related records covering post-World War I through World War II period may be in Departmental Records Branch or National Archives custody or in both places.

4. PROCEDURE. *When are* In connection with cases being forwarded to Departmental Records Branch for appropriate action, referral letters prepared in this Center dealing with military personnel records prior to World War I and other related matters will avoid any reference to custodian of the records. This procedure will allow for coordination by the Chief, Departmental Records Branch so that inquiries may be properly retained or referred to the National Archives and Records Service as the nature of the request and actual location of the record requires.

(AGAR-M 314)

FOR THE COMMANDER:

OFFICIAL:

BERNARD SALZMAN
Captain, AGC
Adjutant

BERNARD SALZMAN
Captain, AGC
Adjutant

~~DISTRIBUTION:~~

~~DLA C-1 thru 17~~

~~S-Pers Rec Br, Pers Div,~~

~~TAGO (8 copies)~~

~~Records Admin BR,~~

~~Compt Div, TAGO (1 copy)~~

D R A F T

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AGAR-M 314

SUBJECT: Transfer of X-ray Film

THRU: Chief, Admin Svs Div,
TAGO

FROM: CO, ARGEN, TAGO

COMMENT NO. 1
Mr. Imhof/719

TO: Chief, Compt Div,
TAGO

1. Reference is made to the attached copies of correspondence, Subject:

"Proposed Transfer of X-ray Films of Philippine Personnel to Veterans Administration Regional Office, Manila, P. I."

2. A study of the x-ray film file in the custody of the Recovered Personnel Records Branch, this Center, revealed that it pertains principally to Philippine Army personnel. The film is individually packed in manila envelopes, size $14\frac{1}{2}$ by $17\frac{1}{2}$ inches. No classification has been made as to induction, interim or separation, nor is it separated into enlisted or officer personnel groups. These films are not used in making determinations of valid military service. They are furnished to the Veterans Administration Regional Office, Manila, Philippines in cases wherein positive service certifications are made for use in the adjudication of claims. It is an exceptional instance when a request pertaining to Philippine personnel is received from Veterans Administration offices other than the Manila Regional Office.

3. Since the Federal Records Center, GSA has been designated as the custodian of all x-ray film of Department of the Army personnel, should an exception be made and the aforementioned x-ray film not transferred to that agency? If this x-ray film is transferred to the custody of General Services Administration, would there be any political objections if it were subsequently transferred by that agency to

MS 345-370 being amended to provide for direct shipment of x-ray film to FRC, GSA.

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the Veterans Administration Regional Office, Manila, Philippines along with the other x-ray film of Philippine personnel now in the custody of that agency.

4. If there are no objections, it is recommended that the x-ray film now in the custody of the Recovered Personnel Records Branch, this Center, be transferred to the custody of General Services Administration for appropriate disposition.

2 Incl

1. Copy Memo fr VA LnO,
DMPFC, 5 Oct 56
w/1 Incl
2. Copy Memo fr, CO, ARCEN
6 Nov 56

DAVID H. ARP, Colonel, AGC
Commanding

D R A F T

AGAR-M 314

SUBJECT: Transfer of X-ray Films

THRU: Chief, Admin Svs Div,
TAGO

FROM: CO, ARCEN, TAGO

DATE:

COMMENT NO. 1
Mr. Imhof/719

TO: Chief, Compt Div,
TAGO

1. Reference is made to paragraph 3 of the attached copy of memorandum from Mr. R. G. Bowman, Acting VA Liaison Officer, DDMPRC to the Chief, Management Office, ARCEN, dated 5 October 1956 and ~~copy of~~ ^{to} paragraph 4 of reply thereto ~~from the~~ dated . In this connection there is also inclosed a copy of disposition form from the CO, MPRC to the Chief, Administrative Services Division, dated 22 April 1953, with comments 2 and 3, concerning X-ray films on file in the Recovered Personnel Records Branch.

2. At the present time there, ^{is} no objection by this Center to the centralization of these films at the Veterans Administration Regional Office, Manila, Philippines. If the transfer of other groups of Philippine X-ray films, currently on file at the Federal Records Center, Kansas City, Missouri is effected, it is recommended that those films on file in ^{the} Recovered Personnel Records Branch, this Center, also be transferred.

3 Incl

1. Memo fr R. G. Bowman, dtd 5 Oct 56
2. Copy Memo fr CO, ARCEN, dtd
3. Copy DF dtd 22 Apr 53 w/Comments 2 and 3

DAVID H. MRP, Colonel, AGC
Commanding

*File
on*

1200

D R A F T

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Authority *AND 88308*

THRU: Chief, Admin Svs Div,
TAGO

FROM: CO, ARCEN, TAGO

COMMENT NO. 2
Mr. Imhof/719

TO: Chief, Compt Div,
TAGO

1. This Center concurs with the proposal to destroy certain unidentifiable X-rays now on file at the Federal Records Center, Kansas City, Missouri, with the exception of those pertaining to Philippine Scout personnel.

2. Attention is invited to the attached copies of letter from the Veterans Administration Central Office to Mr. R. G. Bowman, Acting VA Liaison Officer, DDMPRC; memorandum from Mr. R. G. Bowman to Chief, Management Office, ARCEN, dated 5 October 1956, and memorandum from the Commanding Officer, ARCEN to Mr. R. G. Bowman, dated _____, regarding the proposed transfer of Philippine entrance and discharge X-ray films of enlisted personnel from the Federal Records Center, Kansas City, Missouri to the Veterans Administration Regional Office, Manila, Philippines. If the transfer of the X-ray films referred to in the attached correspondence is effected, it appears that the Veterans Administration ~~would~~ should be contacted for their ^{comment} views regarding the proposal for ~~the~~ ^{to destroy} destruction of the Philippine Scout X-rays referred to in the inclosure to ~~the~~ letter from National Archives and Records Service, dated 22 August 1956. *See Serial for his views regarding transfer of X-rays to GSA.*

3. With regard to the X-rays referred to in Paragraph 3 of the memorandum ~~from~~ from Mr. R. G. Bowman, to the Chief, Management Office, ARCEN, dated 5 October 1956, there is inclosed a copy of disposition form from the CO, MPRC to the Chief, Administrative Services Division, dated 22 April 1953, with Comments 2 and 3, concerning X-ray films on file in the Recovered Personnel Records Branch. At the present time there is no objection by this Center to the centralization of these films at the Veterans Administration Regional Office, Manila along with the other groups of X-rays currently on file at the Federal Records Center, Kansas City, Missouri.

DAVID H. ARP, Colonel, AGC
Commanding

- 5 Incl
1. Incl n/c
Added 4 Incl
2. *copy* Ltr fr VACO to
Mr. R. G. Bowman
3. Copy Memo fr Mr. R. G. Bowman
to Chief, Mgt Off, ARGEN, 5 Oct 56
4. Copy Memo fr CO, ARGEN to
Mr. Bowman,
5. *copy* DF fr CO, MPRC to Admin Svs Div,
22 Apr 56 w/ Comments *2 and 3*

D R A F T

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Authority *ND 88303*

AGAR-M

THRU: Chief, Admin Svc Div, FROM: CO, ARGEN, TAGO
TAGO

COMMENT NO. 2
Mr. Imhof/719

TO: Chief, Compt Div,
TAGO

~~The~~ ~~with~~ The addition of the statement recommended by the Chief, Personnel Records Branch in Comment No. 1, 23 January 1957, ~~the proposed form letter~~ is concurred in.

2. The data to be furnished are ~~easily~~ ^{obtainable} obtained from the records, and the additional work generated by the proposal can be absorbed as a part of the normal workload. *if so laboriously*

2 Incl
n/c

*Civil auth -
Deserting
unlawfully*

DAVID H. ARP, Colonel, AGC
Commanding

~~We can~~ An examination of the ~~inclosed~~ attached correspondence has been made and there is a question as to whether the state authorities may be interested in information concerning time lost other than that resulting from penal confinement, such as absence without official leave.

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AGAR-M 242.6
AGAR-M 242.6

The addition to be made to the AGAR-M 242.6 (Personnel Records) and AGAR-M 242.6 (Personnel) is recommended by the proposal and is described as a part of the actual work.

AGAR-M
242.6

AGAR-M 242.6 (Personnel, AGAR-M
242.6)

AGAR-M 242.6

THRU: Chief, Admin Svc Div, FROM: CO, ARGEN, TAGO DATE:
TAGO

COMMENT NR. 2
Mr. Imhof/719

TO: Chief, Compt Div, TAGO

1. The addition of the statement recommended by the Chief, Personnel Records Branch in Comment Nr. 1, 23 January 1957, is concurred in.
2. It is recommended clarification be obtained as to whether the state authorities may be interested in information concerning time lost other than that resulting from penal confinement, such as absence without official leave. In this connection, it has been the policy of ARGEN to furnish a breakdown of such information (e.g. AWOL, confinement, etc.) to state bonus officials.

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Authority *AWD 88308*

AGAR-M 242.6

SUBJECT: Ohio Korean Conflict Compensation Fund

3. The data to be furnished the Ohio Korean Conflict Compensation Fund are obtainable from the records. The additional work generated by the proposal can be absorbed as a part of the normal workload.

2 Incl
n/c

DAVID H. ARP, Colonel, AGC
Commanding

PRIORITY

X NACH

QMO MEMORIAL DIV WASH DC

YOUR 27/4 JAN SUBJECT 11 & TWX 7/15 JAN MY 142/4 JAN
& TWX 9/15 JAN FOR QMKE-C FROM AGAR-E

REPORTING DATES CERTIFICATES IN LIEU OF LOST DISCHARGE WERE
ISSUED ON ALL REPLIES TO BURIAL REQUESTS FROM YOUR OFFICE WOULD
RESULT IN EXPENDITURE OF CONSIDERABLE ADDITIONAL TIME. DOES NOT
APPEAR INFORMATION WOULD BE PERTINENT IN VAST MAJORITY OF CASES.
IF YOU CONCUR THIS OFFICE WILL INCLUDE APPROXIMATE DATES
CERTIFICATES IN LIEU OF LOST DISCHARGE WERE ISSUED, IF INFORMATION
CONTAINED IN VETERANS RECORDS, IN ALL CASES WHERE THE DATE OF
DISCHARGE AS SHOWN IN YOUR REQUEST IS SUBSEQUENT TO THE DATE OF
DISCHARGE SHOWN IN THE RECORDS ON FILE IN THIS OFFICE. IT IS
BELIEVED THIS PROCEDURE WILL CLARIFY ANY MISUNDERSTANDINGS
CREATED BY MISTAKING THE DATE CERTIFICATE IN LIEU WAS ISSUED
FOR THE DATE OF DISCHARGE. ABRGG.

*1000
71*

17 1400Z
JAN 87

AGAR-E

WALTER F KNEBS/DC SP SVC SEC

718

1

1

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Authority *AND 88308*

AGAR-M 315

Preparation of DA Form 1861 (Transcript of
Military Record), Procedure for

XX
THRU: Operations Officer CO, ARSEN, TAGO 18 JAN 1957 Mr. Horvell/762
TO: Chief, PWS II Branch

1. Reference is made to the inclosed copy of DA Form 1861 (Transcript of Military Record) which will be available for use in the near future. This form replaces TAGO Form 79 (01254), bearing the same title, which is obsolete.
2. In view of the format of DA Form 1861, procedures governing the preparation of TAGO Form 79 (01254) require revision. Action will be taken, therefore, by your branch to prepare a draft of proposed Center Memorandum setting forth the new procedure for preparing DA Form 1861. The draft of proposed memorandum will be coordinated with other Branch Chiefs concerned and forwarded to this office not later than 1 February 1957.

JEROME HUBBARD
Col., AGC

1 Incl
Cy DA Fm 1861

DAVID H. ARP, Colonel, AGC
Commanding



READ 176

AGAR-M 292

Death Claims (PL 881)

XX

THRU: Chief, Pers Div, TAGO CO, ARGEN, TAGO

Mr. Imhof/719

TO: Chief, Pers Rec Br., TAGO
ATTN: Mr. Bright

1. Reference is made to Message Nr. 80, 18 January 1957, requesting a copy of the Army Records Center Standing Operating Procedure on the Survivor Benefits Project.

2. There are inclosed copies of instructions and ARGEN Memorandum 345-27-2, 18 October 1956, prescribing the standard procedures used in processing claims filed under the provisions of Public Law 881, 84th Congress (Servicemen's and Veterans' Survivor Benefits Act).

3. The contents of these memoranda will be incorporated in pertinent ARGEN Standing Operating Procedures. Personnel Records Branch receives copies of SOP's as published.

2 Incl

1. Cpy Instructions
2. ARGEN Memo 345-27-2,
18 Oct 56

DAVID H. ARP, Colonel, AGC
Commanding

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Authority *AND 88308*

Memo 10-2-6

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
MILITARY PERSONNEL RECORDS CENTER
St. Louis 20, Missouri

MEMORANDUM
NR 10-2-6

18 August 1955

(Management)

ORGANIZATIONS AND FUNCTIONS

World War I Branch

1. The following organizational change in World War I Branch is effective 28 August 1955:

A Records Maintenance Unit is activated in the Records Section. This Unit is responsible for verifying the alphabetical sequence of 201 files, checking contents of each folder to insure that all records filed therein pertain to the individual whose name is shown on the folder, and replacing mutilated folders as required.

2. Action will be taken to effect the necessary personnel reassignments.
3. Organization and functional charts will be amended accordingly.

(AGRC-CM 020 WW I Br)

BY ORDER OF COLONEL ARP:

OFFICIAL:

J. F. MILLER
Captain, AGC
Adjutant

J. F. Miller
J. F. MILLER
Captain, AGC
Adjutant

DISTRIBUTION:

C

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Authority *NND 88308*

AGAR-M

Clinical Records Lent VA

XK

THRU: Operations Officer

CO, ARGEN, TAGO

Mr. Inhof/719

TO: Chief, WW I Branch
Chief, WW II Branch
Chief, FWW II Branch
Chief, AFPR Branch
Chief, RPR Branch

1. It has been noted that there are some inconsistencies in the manner in which clinical records are being listed as inclosures on VA Forms 3101.

2. The least time consuming method of listing clinical records on VA Forms 3101 is that which is being used by Personnel Records Branch, Personnel Division, TAGO. The VA SOP for PRB provides that original clinical records lent to the VA be listed by inserting the quantity furnished in the blank boxes under the titles "Originals (Loaned)". No additional identifying information is given.

3. It is proposed to establish a uniform procedure for listing clinical records on VA Form 3101 reports whereby only the quantity of clinical records lent is entered in the box preceeding the word "Clinicals" in the column titled "Originals (Loaned)", i.e., "4 Clinicals".

4. Request concurrence or comment concerning this proposed procedure change by close of business 1 February 1957. It is further requested that the approximate annual savings in manhours be furnished if this proposed procedure is implemented.

FOR THE COMMANDER:

BERNARD SALEMAN, Captain, AGC
Adjutant

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Authority *AND 88308*

AGAR-M 314

6 NOV 1956

MEMORANDUM FOR: ACTING VA LIAISON OFFICER

SUBJECT: Proposed Transfer of X-ray Films of Philippine Personnel to
Veterans Administration Regional Office, Manila, P. I.

1. Reference is made to your memorandum dated 5 October 1956, subject: "Proposed Transfer of X-ray Films of Philippine Personnel to Veterans Administration Regional Office, Manila, Philippine Islands."
2. The X-ray film presently maintained at the Federal Records Center in Kansas City are assumed to be the films formerly filed at the Old Veterans Administration Records Center in Philadelphia. These films pertain to interim or separation X-rays of Philippine Army personnel and in some instances pertain to films made upon induction (enlistment) of Philippine Army and Philippine Scout personnel, since such enlistments were made in both organizations during the years 1945 and 1946. X-rays for earlier periods (1941-1942) are presumed to have been lost or destroyed due to the war.
3. The X-ray film in the custody of the Recovered Personnel Records Branch, this Center, which you refer to in paragraph 3 of your memorandum pertain principally to Philippine Army personnel. No classification has been made as to induction, interim or separation. Approximately 15,000 film or 53 linear feet, are on hand. A study is being made of this file, the results of which will be coordinated with the Comptroller Division, TAGO, Washington, D. C., and you will be advised at a later date.
4. If the X-ray film in the custody of General Services Administration are transferred to the Manila Regional Office, it is assumed that responsibility for their maintenance will be a function of that office. Since there is a possibility that these films would be useful to the Army in the event any extensive recertification program were undertaken, it is requested this Center be informed of any further disposition, or proposed destruction of the film. In this connection, information is also requested whether subject X-ray films are used for any purpose other than adjudication of claims.

MILTON H. ELLISON
Lt. Col., AGC

1 Incl
Cy memo, 5 Oct 56,
w/incl

DAVID H. ARP
Colonel, AGC
Commanding

11700

Chief, Management Section, ARCEM
VARO Page Bldg., Sta. Louis 14, Mo.

DATE: October 3, 1946

FROM: W. S. Liaison Office, COMPPCO, Room 2134
9700 Page Bldg., Sta. Louis 14, Mo.

SUBJECT: Proposed Transfer of X-ray Films of Philippine Personnel to VARO, Manila, P.I.

1. As indicated in the first paragraph of the attached copy of a letter from VA Central Office dated September 26, 1946, the General Services Administration is considering the transfer of X-ray films of Philippine personnel now in custody of that administration to the control of the VA Regional Office at Manila, P. I.

2. The fourth paragraph of the letter asks that we ascertain from your Center, if possible, information as to whether the films referred to above consist of induction and separation X-rays of veterans of the Army of the United States only, or whether they include films of members of the Philippine Army, Interia X-rays, etc., as well. Any information you can give us along these lines will be appreciated.

3. As an incidental matter, I understand that an X-ray file pertaining to Philippine personnel is maintained by Recovered Personnel Records Branch, ARCEM. It is suggested that perhaps some thought might also be given the transfer of these films to the Manila VARO for consolidation with the films now held by General Services Administration at their Federal Records Center at Kansas City, provided the proposed transfer is effected. Your comments on this suggestion will also be appreciated. In the event you consider it practicable and desirable to transfer these films, information as to their number (or volume) and their nature (induction, interia, separation, etc), which we may pass along to VA Central Office, is requested.

4. Please reply at your earliest convenience.

R. G. BOWMAN
Acting Liaison Officer

1 Enclosure
As a matter of information, the VA Regional Office at Manila, P.I. has advised that Philippine Army personnel may obtain X-rays for individuals on whose negative service certification the Veterans Administration benefits have been furnished. It is important to note that the existence of a particular X-ray bearing a name, rank and organization in the Philippine Army does not, in itself, establish that the individual concerned had recognized military service. Therefore, the X-ray films should not be used as a basis for reporting a record of positive service certification.

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CGAR-M 314

MEMORANDUM FOR: ACTING VA LIAISON OFFICER

SUBJECT: Proposed Transfer of X-ray Films of Philippine Personnel to Veterans Administration Regional Office, Manila, P. I.

1. Reference is made to your memorandum dated 5 October 1956, subject: "Proposed Transfer of X-ray Films of Philippine Personnel to Veterans Administration Regional Office, Manila, Philippine Islands."

2. The X-rays referred to were originally filed at the old Veterans Administration Records Center in Philadelphia. At that time the collection consisted of two groups. The first group consisted of approximately 33,000 films identified as pertaining to Philippine Army personnel based on a verification of the six-digit service numbers shown on the films. The second group contained an undisclosed number of films and were tentatively identified as pertaining to Philippine Scout personnel based on the ten-digit service numbers shown thereon. Assuming that all of the films in these two groups were shipped to Kansas City, the holdings would contain X-rays of Philippine Army and Philippine Scout personnel. These films could in some instances contain films made upon induction (enlistment) of Philippine Army and Philippine Scout personnel, since such enlistments were made in both organizations during the years 1945 and 1946. X-rays for earlier periods (1941 - 1942) are presumed to have been lost or destroyed due to the war. Most of the X-rays of the group of 33,000 Philippine Army personnel pertain to interim or separation films.

3. As a matter of information to the Veterans Administration Regional Office, Manila, X-rays pertaining to Philippine Army personnel may contain films for individuals on whom negative service certifications for Veterans Administration Benefits have been furnished. It is important to note that the existence of a particular X-ray bearing a name, rank and organization in the Philippine Army does not, in itself, establish that the individual concerned had recognized military service. Therefore, the X-ray films should not be used as a basis for requesting a recheck of negative service certifications.

NOT USED

MR. IMPER - D-127 OFF

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Authority *AND 8830B*

AGAR-M 314

SUBJECT: Proposed Transfer of X-ray Films of Philippine Personnel to
Veterans Administration Regional Office, Manila, P. I.

4. With regard to the possible transfer of those X-ray films maintained by this Center, the matter will be referred to the Chief, Administrative Services Division, TAGO, and the Chief, Comptroller Division, TAGO, for necessary coordination.

1 Incl
Memo, 5 Oct 56
w/Incl

DAVID H. ARP
Colonel, AGC
Commanding

MEMO FOR RECORD

The question concerning possible transfer of X-rays we have will be referred through channels to Comptroller Division with a recommendation for transfer. Comptroller Division is the TAG office designated to coordinate the transfer of all Department of the Army records to another Federal agency.

DISPOSITION FORM

SECURITY CLASSIFICATION (If any)

 DECLASSIFIED
 Authority *AND 88308*

FILE NO.

SUBJECT

ACAR-R

Operations Officer

FROM

 Proposed Transfer of X-Ray Films of Philippine Army Personnel to VA Regional Office, Manila, Philippines
 Chief, RPR-Br

DATE

COMMENT NO. 1

 TO Chief, Management Office
 ARGEN

Mr. Iorio/mh/755

- This is in reference to memorandum dated 9 October 1956 to your office from the Acting VA Liaison Officer, Subject: "Proposed Transfer of X-Ray Films of Philippine Army Personnel to Veterans Administration Regional Office, Manila, Philippines."
- Prior correspondence concerning the x-rays now being maintained at Federal Records Center, Kansas City, has been located in the files of the former Adjutant General Records Depository, copy attached. The quantity of these x-ray films in January 1956 was approximately 33,000. This particular group of films pertains principally to personnel of the Philippine Army and additional shipment of x-rays was reported as received at the Veterans Administration Records Center in Philadelphia pertaining to Filipino personnel. This latter group of films apparently pertains to Philippine Scouts, United States Army. The quantity was not indicated. Since this information was reported by the Veterans Administration Records Center in Philadelphia I assume that the shipment they made to Kansas City included all of the films; therefore, the holdings would contain both Philippine Scout and Philippine Army personnel x-rays. The films could, in some instances, contain films made upon induction (enlistment) of Philippine Army personnel and Philippine Scout personnel, since enlistments were made in both organizations during the years 1945 and 1946. X-rays for earlier periods (1941-42) are presumed to have been lost or destroyed due to the war. The majority of Philippine Scouts remaining in service were enlisted in the Army of the United States upon their return to military control after the liberation of the Philippines. Most of the x-rays of the first 33,000 group pertain to interim or separation x-rays for members of the Philippine Army personnel.
- Using the x-ray films as a basis, it is quite possible that requests will be made by the Manila Regional Office asking for a recheck of negative service certifications. An important aspect, therefore, to note at this time is the fact that the existence of a particular x-ray bearing a name, rank and organization in the Philippine Army does not, in itself, establish that the individual concerned had recognized military service.
- The difficulty experienced by General Services Administration in locating and searching these x-rays is not considered an element to use against the shipment of the films.
- As pertains to the x-ray films maintained within Recovered Personnel Records Branch, ARGEN, the suggestion that these films be also considered for shipment was mentioned to Mr. Bowman when he informally advised the receipt of the letter from the Central Office. The quantity of film on hand in this group is estimated at 15,000 films. These x-rays pertain principally to Philippine Army personnel. They consist of 53 linear feet and are individually packed in manila envelopes, size $14\frac{1}{2}$ x $17\frac{1}{2}$ inches. No classification has been made as to induction, interim or separation

12-8
SUBJECT: Proposed Transfer of X-Ray Films of Philippine Army Personnel to VA Regional Office, Manila, Philippines

Information, nor are they separated into enlisted and officer personnel category groups.

6. One obstacle to including these x-rays in the proposed shipment of GSA x-rays would be the controversial question of ownership of records pertaining to Philippine Army personnel. Receipt of information by Filipino officials that this shipment was being made to the Philippines could revive this question. The shipment of these records may therefore require coordination with the Chief, Administrative Services Division and the Chief, Comptroller Division, TAGO. If further consideration of this group is warranted, any savings at ARGEN are not likely to be of importance in evaluating this recommendation. Generally, requests from the Veterans Administration Central Office concern other than making the initial service report and furnishing medical data. Since it is an exceptional instance when a request pertaining to Philippine Scout or Philippine Army personnel is received from Veterans Administration offices other than the Manila Regional Office, the centralization of these films at Manila appears to be a simplification of procedure.

3 Incl

1. Memo dtd 5 Oct 56 fr VA Ln O to C/Mgt O w/1 incl
2. Ltrs dtd 17 Jan 50 and 10 Feb 50 w/2 incl fr AGRD to VA
3. DO Ph 96 dtd 22 Apr 53 w/conts

ALEXANDER T. IORIO, JR.
Chief, RPR-Br

14 Nov 56

Incl # 2 returned to RPHOI

Incl # 3 in file "X-ray films"

de

Disposal of X-Ray Film
Chief, Compt Div, TAGO

18 OCT 1956

Mr. Geiger/w3h/75886

AGCR
//THRU Chief, Adm Svs Div,
TAGO
TO OO, ARCHN, TAGO

1. Reference is made to the inclosed copy of letter from the National Archives and Records Service, dated 22 August 1956, and inclosure thereto containing proposal to destroy certain "unidentifiable" X-rays formerly retired to the Veterans Administration and now retired to the Federal Records Center, Kansas City, Missouri.
2. Request comment or concurrence in the proposal contained in above-mentioned communication.

LEONIDAS GAVALAS, Col, AGC
Asst Chief, Compt Div, TAGO
LEONIDAS GAVALAS, Colonel, AGC
Asst Chief, Comptroller Div, TAGO

1 Incl
Cy ltr fr NARS,
22 Aug 56, w/1 incl

AGAR-M 314

THRU: Chief, Adm Svs Div, FROM: OO, ARCHN, TAGO DATE: 30 OCT 1956 COMMENT NR. 2
TAGO Mr. Debat/719

TO: Chief, Compt Div, TAGO

Concur with the proposal to destroy certain unidentifiable X-rays now on file at the Federal Records Center, Kansas City, Missouri.

1 Incl
n/s



DAVID H. ARP
Colonel AGC
DAVID H. ARP, Colonel, AGC
Commanding



AGAR 3/14 Xmap
X 3/3.6 (7)
(P)

50 Oct 56
White copy in line of green file copy

File

MEMO ROUTING SLIP

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

1	NAME OR TITLE <i>Mr. Neoble</i>	INITIALS <i>EN</i>	CIRCULATE
	ORGANIZATION AND LOCATION	DATE	COORDINATION
2			FILE
			INFORMATION
3	DECLASSIFIED Authority <i>NND 88308</i>		NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS <i>Draft of DF to Chief, Field Res B on proposed publication of AR's dealing with "The Dependents' Medical Care Program" for approval.</i>			
	FROM NAME OR TITLE <i>A. Smith</i>	DATE <i>12 Oct 56</i>	
	ORGANIZATION AND LOCATION <i>Mgt. Off</i>	TELEPHONE <i>762</i>	

DECLASSIFIED
Authority *AND 88308*

D R A F T

AGAR-M *314*

SUBJECT: The Dependents' Medical Care Program

THRU: Operations Officer

TO: Chief,
Field Records Branch

FROM: CO, ARCEN, TAGO

COMMENT NO. 1
Mr. Imhof/762

1. Reference is made to the attached proposed publication of Army Regulations, Subject: "The Dependents' Medical Care Program", and the informal routing slip from the Chief, Administrative Services Division, TAGO, dated 4 October 1956.

2. Request any comments, *as to the impact of or problems anticipated regarding* ~~dealing with~~ the records function of the program be made by close of business 17 October 1956.

2 Incl

1. DA Fm 1222 fr Admin. Svc. Div., 4 Oct 56

2. Proposed Publication of AR's

DAVID H. ARP, Colonel, AGC
Commanding

Standing Operating Procedures
Enlisted Section, FRB

SOP 2-2-2
29 May 1956

REPORTS

Verification of Criminal Record

1. Requests for information concerning criminal record and/or adjudication as a youthful offender of enlisted personnel are received on AGFZ Form 55 (Request for Information Regarding Criminal Record or Record as a Juvenile or Youthful Offender) from Identity and Military Prisoner Unit, Disciplinary Section, Separations Branch with FBI report.

2. All cases received will be handled as follows:

a. Item 1 of AGFZ Form 55: If no record is found in this section so state; check block in Section III and forward case to Army Records Center, St. Louis, Mo. for action. (Active duty status will be ignored in this item).

b. Items 2 and 3: If records are on file, information will be taken from enlistment or induction record.

(1) Item 2 of AGFZ Form 55: On the enlistment record there are two separate distinct questions printed thereon. The answer to the first half of the question does not constitute an answer to the second half. Similarly, the induction record asks only the question "convicted of crime other than minor traffic violations". The question concerning adjudication as youthful offender or juvenile delinquent may be preprinted and/or in the form of a separate statement to the induction record. A thorough search will be made for this separate statement concerning juvenile delinquent. Caution must be used in supplying the answer to each question.

(2) Item 3 pertains to furnishing information concerning current period of service only meaning the most recent fully completed enlistment record. (Data requested in this item is not required on partially completed enlistment records).

c. Item 4: Self-explanatory.

d. Item 5:

SOP 2-2-2

- (1) If individual is on active duty, furnish latest and check block in Section II for return to Disciplinary Section.
- (2) If the individual is an inactive reservist, so state and give address at time of enlistment. Forward case to Reserve Branch. Do not check any blocks in Sections II and III.

e. Complete the bottom portion of AOPZ Form 55 in all cases, i.e. date, office and unit symbol, room number, telephone and clerks last name.

3. FBI Reports are not to be filed at any time without filing authority from Separations Branch.

PL 681, 77th Cong, app 28 Jul 42

↓
Beul. 39, 42

Each person assigned to AD or ordered into
such active military shall be given a phys exam
at beginning and upon completion of upon
written request shall be given a statement of
med. rec. by the WD; Provided, that

such statement shall not contain any reference
to mental or other conditions which in
the judgment of the Sec of War or Sec of
the Navy would prove injurious
to the phys or mental health of the
person to whom it pertains.

AR 345-230

same

DECLASSIFIED
Authority NWD 883078

DISPOSITION FORM

FILE NO.

AG-R-P 315

SUBJECT

Recommendation for Amendment of AR 635-5

TO

Chief, Admin Svc Div,
TAGO

FROM

CO, ARGEN, TAGO

DATE

COMMENT NO. 1

Mr. Petrichuk/77

1. Reference is made to the inclosed photocopy of Disposition Form, AGPO-KD 315, 5 October 1955, subject: "Revision of DD Form 214", and copy of Comment Number 2, AGRO-CM 315, 10 November 1955.

2. Paragraph 1e(16), Appendix III, AR 635-5, 12 June 1956, provides that "HONORABLE", "UNDER HONORABLE CONDITIONS" or "UNDER OTHER THAN HONORABLE CONDITIONS", as appropriate, will be entered in item 13a (Character of Service) of the 1 November 1955 edition of DD Form 214. There is no provision for entering "DISHONORABLE" in this item, and the only way to determine that a dishonorable discharge was issued is by the form number shown in item 13b. This form number is meaningless to anyone not thoroughly familiar with such matters, i.e., State and Government Officials, prospective employers, etc. In this connection it is noted that paragraph 19b(13)(a) AFR 39-33A, 26 June 1956, provides that, in addition to the three(3) foregoing classifications of character of service, "DISHONORABLE" will be entered when appropriate.

3. It appears that the services should be consistent with respect to the information included in item 13a of DD Form 214.

4. Accordingly, it is recommended that AR 635-5 be amended to provide for entering "DISHONORABLE" in item 13a of DD Form 214 in applicable instances. Prior to the publication of AR 635-5, a dishonorable discharge was shown as such, and was not considered or reported as being "under conditions other than honorable". This terminology was used to show the character of service of those individuals who were discharged and furnished a "Bad Conduct" or "Undesirable" type discharge certificate. To show it on the DD Form 214 in those instances where a "Dishonorable" type discharge certificate was issued will inevitably cause confusion, since the type of separation, as indicated by the separation certificate (used, will be in conflict with the character of service as heretofore understood. This will not only increase the possibility of erroneous reports by our employees, but the information shown on the DD Form 214 may be misconstrued by other government agencies responsible for adjudicating claims based on service. Whether the individual received a dishonorable discharge, or a discharge under other than honorable conditions, may make a difference as to whether or not Veterans Administration benefits are allowable.

4. In addition, it is believed that the terms "UNDER HONORABLE CONDITIONS" and "UNDER OTHER THAN HONORABLE CONDITIONS" are not consistent with the heading of

DECLASSIFIED

Authority AWD 88307P

1210

DECLASSIFIED
Authority AWD 883078

1. Recommendation for Amendment of AR 635-9

2. DD Form 214, which reads "Character of Service". Such terms describe the character of separation. When DD Form 214 is reprinted, consideration should be given to changing the heading of block 13a to "Character of Separation".

1 Incl
Copy DF, 5 Oct 55
w/ Oct 2, 10 Nov 55

DAVID H. ARP, Colonel, AGC
Commanding

DECLASSIFIED
Authority AWD 883078

AGAR-M 313.6

SUBJECT: Identification Cards

THRU: Operations Officer FROM: CO, ARGEN, TAGO DATE:

COMMENT NR. 2
Mr. Inhof/719

TO: Chief, AF Pers Rec Branch

1. Attention is invited to the attached memorandum, 8 January 1957.

2. It is requested that your Branch prepare a draft of a communication to the Air Reserve Records Center, Denver, Colorado outlining the proposed procedure and requesting comment or concurrence. The communication should contain a request that corrective action be taken in the future.

1 Incl
Copy Memo, 8 Jan 57

DAVID H. ARF, Colonel, AGC
Commanding

8 January 1957

MEMORANDUM THRU: Chief, Management Office

Operations Officer

TO: Executive Officer

1. PROBLEM. A large number of Identification Cards, DD Forms 2AF (Res) are being received in Air Force Personnel Records Branch from the Air Reserve Records Center. These ID cards are forwarded here for search and destruction of the receipts for such documents which are filed in the individual personnel records. Mr. Williams has requested authority to destroy the ID cards without withdrawing the receipts from the personnel records.

2. FACTS BEARING ON THE PROBLEM. a. These ID cards have been coming in since the AF Personnel Records Branch was established. At first some of the receipts were searched and pulled for destruction, but for some time now the cards have been allowed to backlog without any action being taken other than to acknowledge their receipt. These cards are received in groups about once every two or three weeks. At the present time there are approximately 1000 of them on hand in the Branch.

b. The issuance, use, and control of Air Force Personnel Identification Credentials are governed by AFR 35-15, 4 September 1956, which superseded those portions of AFR 30-10, 13 April 1955, pertaining to DD Forms 2AF and 2AF (Res). The regulations are very specific about the destruction of the ID cards and the receipts therefor by burning. This action, however, is supposed to be done in the field by the issuing officer, who should prepare a certificate of destruction to be forwarded to the person who is responsible for the personnel records. The person having responsibility for the personnel records is supposed to remove the receipt from the records and destroy it.

c. Mr. Williams ran a test on 61 of the ID cards. Fifty-two (52) receipts were found in the personnel records of the individuals concerned. One GS-3 clerk expended 8 hours on the operation. Based on the 3d step GS-3 at \$1.65 per hour, the cost of searching 61 cards was \$13.20, or a rate of .22¢ each.

3. DISCUSSION. The regulations governing the destruction of both the ID cards and their receipts are not being complied with in the field in some instances. It would appear that no material benefit would be derived to search the personnel records for the receipts after the records have been retired to this Center. A considerable monetary savings could be realized by merely destroying the ID cards without making a search of the personnel records for the receipts.

4. CONCLUSIONS. a. In the interest of economy, the Air Force ID cards should be forwarded to the Classified Records Section for destruction without searching the personnel records for the receipts, which is the same action being taken with the Army ID cards.

b. The transmittal list attached to each group of Air Force ID cards should be used as a record of destruction and kept on file in the Classified Records Section. The transmittal lists should contain a statement signed by the Chief, Classified Records Section as follows:

"I certify that DD Forms ZAF (Res) referred to
above have been destroyed _____."
(Date)

(Signed)

5. RECOMMENDATIONS. a. That all of the DD Forms ZAF (Res) now being held in the Air Force Personnel Records Branch be forwarded to the Classified Records Section for destruction without searching the personnel records for the receipts. The transmittal lists should be forwarded along with the cards.

b. Further, that the transmittal lists be used as a temporal record of destruction by placing a statement thereon signed by the Chief, Classified Records Section as indicated in paragraph 4b above.

A. IMHOF
Management Office

DECLASSIFIED

Authority AWD 883078

4. CONCLUSIONS. a. In the interest of economy, the Air Force ID cards should be forwarded to the Classified Records Section for destruction without searching the personnel records for the receipts, which is the same action being taken with Army ID cards.

b. The transmittal list attached to each group of Air Force ID cards should be used as a record of destruction and kept on file in the Classified Records Section until the Air Force Personnel Records Branch is transferred to the Department of the Air Force. The transmittal lists should contain a statement signed by the Chief, Classified Records Section as follows:

"I certify that DD Forms 2AF (Res) referred to
above have been destroyed _____."
(Date)

(Signed)

5. RECOMMENDATIONS. a. That all of the DD Forms 2AF (Res) now being held in the Air Force Personnel Records Branch be forwarded to the Classified Records Section for destruction without searching the personnel records for the receipts. The transmittal lists should be forwarded along with the cards.

b. Further, that the transmittal lists be used as a temporal record of destruction by placing a statement thereon signed by the Chief, Classified Records Section as indicated in paragraph 4b above. The lists should be retained at least until the Air Force Personnel Records Branch is transferred to the Department of the Air Force.

A. IMHOF
Management Office

31 December 1956

MEMORANDUM THRU: Chief, Management Office
Operations Officer
TO: Executive Officer

1. PROBLEM. A large number of Identification Cards, DD Forms 2AF (Res) are being received in Air Force Personnel Records Branch from the Air Reserve Records Center. These ID cards are forwarded here for search and destruction of the receipts for such documents which are filed in the individual personnel records. Mr. Williams has requested authority to destroy the ID cards without withdrawing the receipts from the personnel records.

2. FACTS BEARING ON THE PROBLEM. a. These ID cards have been coming in since the AF Personnel Records Branch was established. At first some of the receipts were searched and pulled for destruction, but for some time now the cards have been allowed to backlog without any action being taken other than to acknowledge their receipt. These cards are received in groups about once every two or three weeks. At the present time there are approximately 100 of them on hand in the Branch.

b. The issuance, use, and control of Air Force Personnel Identification Credentials are governed by AFR 15-15, 4 September 1956, which superseded those portions of AFR 30-10, 13 April 1955, pertaining to DD Forms 2AF and 2AF (Res). The regulations are very specific about the destruction of the ID cards and the receipts therefor by burning. This action, however, is supposed to be done in the field by the issuing officer, who should prepare a certificate of destruction to be forwarded to the person who is responsible for the personnel records. The person having responsibility for the personnel records is supposed to remove the receipt from the records and destroy it.

c. Mr. Williams ran a test on 61 of the ID cards. Fifty-two (52) receipts were found in the personnel records of the individuals concerned. One GS-3 clerk expended 8 hours on the operation. Based on the 3d step GS-3 at \$1.65 per hour, the cost for searching 61 cards was \$13.20, or a rate of .22/each.

3. DISCUSSION. The regulations governing the destruction of both the ID cards and their receipts are not being complied with in the field in some instances. It would appear that no material benefit would be derived to search the personnel records for the receipts after the records have been retired to this Center. A considerable monetary savings could be realized by merely destroying the ID cards without making a search of the personnel records for the receipts.

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Authority AWD 88307B

4. CONCLUSIONS. a. The most economical means of disposing of the Air Force ID cards is to forward them to the Classified Records Section for destruction, which is the same action being taken with Army ID cards.

b. An effort should be made to effect the discontinuance of these Air Force ID cards being sent to this Center by the Air Reserve Records Center. This could possibly be accomplished by taking the matter up with the Air Adjutant General, Headquarters USAF with a suggestion that ARRC destroy the cards in the future.

5. RECOMMENDATIONS. a. That all of the DD Forms 2AF (Res) now being held in the Air Force Personnel Records Branch be forwarded to the Classified Records Section for destruction without searching the personnel records for the receipts.

b. That the Air Force Personnel Records Branch prepare a draft of a communication to the Air Adjutant General, Headquarters USAF with a suggestion that ARRC destroy the ID cards in the future.

A. IMHOF
Management Office

MEMO ROUTING SLIP

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

1	NAME OR TITLE Management Office	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION ATTN: Mr. Imhof	DATE	COORDINATION
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

REMARKS

In compliance with your verbal request of 20 December 1956 regarding Identification Cards the following report is furnished:

Searched 61
Forms Located 52

DECLASSIFIED
Authority NWD 883078

FROM NAME OR TITLE <i>Frank E. Williams</i> FRANK E. WILLIAMS	DATE 21 Dec 56
ORGANIZATION AND LOCATION Chief, AF Pers Rec Br	TELEPHONE 558

Those portions of AFR 30-10, 13 Apr 55, pertaining to DD Forms 2AF and 2AF (Res) and AF Form 1277 are superseded by AFR 35-15, 4 Apr 58.

Par 9a AFR 35-15 provides in part

" DD Form 2AF (Res) will be surrendered to issuing officers when replaced by a like credential or when it expires. It will be surrendered to the processing official at the time of discharge or retirement.

to," when destroyed. When DD Forms 2AF and 2AF (Res) are collected as required in a above, the issuing officer will turn the credentials. The issuing officer will prepare a notice of destruction; it will include the serial number of the card destroyed and the name of the individual to whom issued. This notice will be forwarded to the commander of the individual's unit of assignment, who will remove the receipt for DD Form 2AF or 2AF (Res) from the individual's personnel record and destroy it. (When the person to whom the card is surrendered is also responsible for the personnel record, the receipt for the card will be withdrawn and destroyed. In such an instance, a notice of destruction is not necessary.)

DD Form 2 AF (Pas) is issued to:

- (1) Pass of the Personnel of the AF
not on extended AD
- (2) Persons retired
- (3) Retired Reservists
- (4) Retired non-Regular pass other than
those retired for physical disability.

DECLASSIFIED
Authority AWD 883078

Application is made on AF Form 279 prepared in dup
Both copies are forwarded to issuing office.

The issuing office retains very

Dup as folder to

- (1) The commander of the unit having
custody of unit pass rec for persons on extended
AD and members of Pass of the AF for inclusion
in pass recs.
- (2) The Air Adj Gen, Hqs USAF for retired
persons for inclusion in master pass file.

In case of loss reports are submitted to commander
of unit or Air Adj Gen, Hqs USAF as appropriate
In both cases the receipt for the lost credential
is to be removed & destroyed.

the issuance, use and control
of these ~~personnel identification~~ ^{personnel identification} ~~credentials~~ ^{credentials}
by AFR 35-15, 4 Apr 56.

Air Force Regulation 35-15, 4 Sep 52 are very specific about the destruction of DD Form 2AF (Pas). These 10 cards are supposed to be surrendered to the issuing officer when replaced by a like credential or when they expire. The issuing officer is responsible for their destruction by burning. He ~~then~~ ^{is} supposed to prepare a notice of destruction to be forwarded to the commander of the individual's unit of assignment, who should remove the receipt for DD Form 2AF or 2AF (Pas) from the individual's personnel records and destroy it.

Mr. Wilhois ran a test on 61 10 cards and found 52 receipts in the personnel records of the individual concerned.

It appears that ~~an offer~~ in accordance with the governing regulations, ~~all of the personnel~~ the receipts ~~of the~~ for the 10 cards should be removed from the personnel records and destroyed along with the cards themselves.

Since the regulations are also specific about the person responsible for destroying the 10 card

and the preparation of Notices of Destruction,
a communication should be directed to TAAQ
directing his attention to non-compliance with
regulations.

Cards on hand close to 1000

ARRC In 233 Acknowledgement of receipt
Cards have been coming in since AF 2625 Pt
was established. Some of the receipts were
searched and pulled for destruction but
for some time the cards have been allowed
to backlog without any action other
than acknowledging receipt. Cards are reviewed
in groups about every 3 weeks.

4F 279
DD 2AF + 2AF (Res) are with to be issued by commanders down
to base level to persons under their jurisdiction and members of nearby
AF activities not located on a base. For persons not assigned to an AF unit,
the Air Adj Gen, Hqs, USAF, will be the issuing agency.

26 April 1957

MEMORANDUM

FOR:

~~FOR:~~ Chief, Project J" Section
Chief, VA Section
Chief, Correspondence Section
Chief, Records Section

SUBJECT: Routing of Tracer Letters

1. In accordance with a telephone conversation this date with Mr. Howard, Chief, Mail Section, tracer letters will be forwarded with a special tag attached direct to the Chief, Records Section, Referred Personnel Records Branch.

2. The Chief, Records Section, RPR Branch will have a 201 search expedited and refer the incoming case and file to the Chief of the appropriate section for necessary action.

A. T. IORIO, JR
Chief, RPR Branch

AGAR-M 311.1

SUBJECT: Delivery of Official Army Records to Individuals Through U. S. Mail

THRU: Operations Officer FROM: CO, ARGEN, TAGO DATE:

COMMENT NO. 2
Mr. Imhof/719

TO: Chief, PWW II Branch

1. The responsibility for examining records for the purpose of readdressing or filing undelivered discharge certificates may be delegated down to reviewer level for a period not to exceed three (3) months or less, depending on the trend in receipts of undelivered discharge certificates. This deviation from the present procedure will terminate not later than 31 March 1957, unless you are notified of an earlier termination date by this office.

2. Based on the results of the survey on 193 undelivered discharge certificates, only six percent were required to be forwarded to a better address because of obvious errors made by the military districts in addressing the envelopes. It is felt that this figure is too small to justify additional action. It is also felt that no action is required on paragraph 4 of Comment Nr 1, since the survey revealed that all of the certificates received from the Personnel Records Branch were in satisfactory condition.

3. It is requested that those military districts which are forwarding undelivered discharge certificates to this Center without the entire original envelope attached be contacted by letter advising them of the difficulties involved in processing those documents without the entire original envelope being attached. Further that they should be requested to refrain from stapling any material to the discharge certificates since this practice mutilates the documents to some extent.

15 Incl

Added 1 Incl

15. Copy D/F, 19 Nov 56

DAVID H. ARP, Colonel, AGC
Commanding

DISPOSITION FORM

FILE NO.	SUBJECT		
AGAR-P	Delivery of Official Army Records to Individuals through U. S. Mail		
TO THRU:	Captain Salaman Operations Officer	FROM	Chief Office PWW II Branch
DATE	6 Nov 56	COMMENT NO. 1	Mr. Petrichuk/770
TO:	OO, ARGENT	TO:	Executive Officer

1. Reference is made to your D/F of 17 Oct 1956, subject as above, and inclosure thereto.

2. In accordance with the above referenced directive, appropriate supervisors have been made responsible for examining records when mail is returned as undeliverable, in order to determine whether the communication can be readdressed, or whether it should be filed. However, I should like to call to your attention the fact that we are currently receiving approximately 400 undeliverable discharge certificates per week, prepared at the various Military Districts for discharged Army Reservists. This is placing a burden on the supervisors in that they are required to perform a routine, time-consuming duty, which of course detracts from the time available to perform their regular supervisory duties.

3. In most cases the certificates have been returned because the reservists have moved and failed to notify the Military authorities. However, there is also evidence of considerable carelessness in addressing the envelopes. It is recommended that this matter of carelessness be called to the attention of all Military Districts for corrective action in the future.

4. To further complicate matters, these discharge certificates come to us through Personnel Records Branch, and in many cases personnel of that branch destroy the envelope in which it was mailed, leaving us in the dark as to the address to which the certificate was mailed. As a result we no doubt are remailing them to the same address and they will again be returned as undeliverable. Also many are received from PRR with DD Form 127 (Case Mailing Slip) stapled to the certificate, which is an undesirable practice since it mutilates the certificate to some extent. It is recommended that PRR be requested to forward the envelopes along with the certificates, and that they refrain from stapling anything to the certificates.

5. Examples of errors and conditions in which the certificates are received in this branch are attached.

L4 Incl

Discharge Certif

JACOB PETRICHUK, Chief
Post World War II Branch

DECLASSIFIED
Authority AWD 883078

26 December 1956

MEMORANDUM THRU: Chief, Management Office

Operations Officer

TO: Executive Officer

Woble agreed

Agreed except

agreed.

*"Responsible" approved with
exceptions that responsibility
not be delegated below
reviewer level.*

1. PROBLEM. To relieve the burden on the supervisors of Post World War II Branch of examining records when Official Army Records are returned as undeliverable.

2. FACTS BEARING ON THE PROBLEM. An increasing number of undeliverable discharge certificates for discharged Army Reservists, in excess of 400 per week, are being received in Post World War II Branch.

a. In accordance with a directive from The Adjutant General's Office, dated 4 October 1956 (see inclosure), the responsibility for examining the records of the individuals concerned, to determine whether the certificates can be readdressed or filed, has been delegated to the eight (8) sub-unit supervisors of the Correspondence Sub-Units, Post World War II Branch. This is placing a burden on the supervisors of a routine, time consuming nature, which conflicts with their regular duties.

b. A survey was made in the Post World War II Branch on 193 undelivered discharge certificates with the following results:

(1) Number forwarded to a later address	18 or 9%
(2) Number forwarded to a better address (obvious error made by Military District in addressing envelope)	11 or 6%
(3) Number filed - no better address	158 or 82%
(4) Number of negatives and transfers	6 or 3%

3. DISCUSSION. It is believed that TAG did not anticipate a problem of such magnitude might develop as a result of the directive dated 4 October 1956. The directive was issued on the basis of 2 instances where discharge papers were returned as undeliverable and a check of records was not made for a later address. It is evident that some deviation should be made where a large bulk of mail is concerned.

4. CONCLUSION. It is believed that temporary action should be taken to relieve the sub-unit supervisors of Post World War II Branch of the physical burden of personally examining records for the purpose of readdressing or filing undelivered discharge certificates during the period of the existing emergency.

5. RECOMMENDATION. It is recommended that such responsibility be further delegated down to the reviewer level or some other individuals deemed appropriate by the Branch Chief for approximately three (3) months or less, depending on the trend in receipts of undelivered discharge certificates. A count of the incoming discharge certificates should be kept in the Mail Section to be used as a guide for determining when this practice should be discontinued.

1 Incl
Copy Directive

A. IMHOF
Management Office

Training Program and Test For Philippine
Scout Pay Bill

Chief, Project J Sec

Chief, AFR Branch

Mr. Inhof/sem/755

1. In connection with the enactment of the Missing Persons Act by Congress to authorize pay to eligible Philippine Scouts for necessity status, a program is authorized for training personnel in processing these claims and testing processing procedures.

2. Six employees with prior experience in some of this Branch's work have been tentatively assigned to Project section. Two of these will be used on regular Project J work. This will help reduce backlog to a current level and allow the use of fully trained personnel as instructors. All six eventually will work on the test.

3. ARGEN Form 233 (One Time) has been produced for test purposes. It is devised to cover essential information necessary for the U. S. Army Finance Center to pay claims. This form will be prepared in duplicate with entries made in longhand. During the test the original will be used for the purpose of gathering statistics and the duplicate filed in the 201 section of individual personnel records.

4. Procedure for completing ARGEN Form 233 during test:

a. Item 1. Enter current date, correct name, and service number. Verify name and service number by comparing entries on latest enlistment and service records. Where change of name has occurred enter both names.

b. Item 2. From the file ascertain the number of determinations made under the Missing Persons Act. If only one determination has been made, enter its date and the dates that are shown of each period of nonentitlement to pay because of necessity status. If two or more determinations have been made, ascertain the dates of any remaining period(s) of nonentitlement to pay because of necessity status. Where a determination is found showing entitlement to pay for entire period and a change in grade was not subsequently made for that period of service, enter its date and show the word "none".

c. Item 3. Unless an obvious error is found the authorized grades will be ascertained from the determinations made under the MPA. Where the entry in item 2 is "none" no entry is required. Where a redetermination changed only the grade enter also the date of this determination.

d. Item 4. Check this box only if there are specific periods shown in item 2 and if item 5 is not appropriate.

e. Item 5. If the prior determination shows that nonentitlement to pay was because of AMU, in desertion or dishonorable discharge these periods will be entered. All cases involving AMU, desertion, dishonorable or abandonment of loyalty will be referred to the Section Chief with the file properly tabbed.

EX 7114

TRAINING TEST SHEET

ARJEN-2

SUBJECT: Training Program and Test for Philippine Scout Pay Bill

F. Item 01

SN:

(1) Name of Claimant. When records indicate serviceman is alive, enter "Self". If deceased enter only the next of kin's name.

(2) Relationship. No entry will be made if serviceman is alive. If deceased enter next of kin's relationship as shown in records.

(3) Address. No entry will be made during this test.

5. The Chief, Project W Section will provide fully trained personnel to review each case processed. A record showing output, hours, and errors by type will be maintained on all persons engaged in any phase of the program. Hours spent in group or individual instruction; that is, nonproductive time, will be recorded separately. This determination of status under Public Law _____ grants entitlement to the allowances for the entire period shown in Item 2 above.

6. Initially, 100 cases will be tested. Arrangements have been made to receive these cases through Special Service Section, Post World War II Branch. ARJEN Form 210 will be used as a simulated claim for training personnel in processing expected claims. Case workers will indicate on the reverse side of this form whether records have been charged out from World War II or Post World War II Branches.

7. ARJEN Form 210 and the original of ARJEN Form 223 will be given to Chief, Policies and Procedures Unit each day at the close of business.

8. Name of Claimant:
 Relationship:
 Address: ALEXANDER T. ICHIO, JR.,
 Chief, SN Branch

TRAINING TEST SHEET

1 AGAR-RJP

DATE:

NAME:

SN:

2 Prior determination of status, dated 11 Nov 45, shows the following periods of nonentitlement to pay:

FROM

none

TO

3 Authorized grade(s) during the above period(s):

4 This determination of status under Public Law ____ grants entitlement to pay and allowances for the entire period shown in Item 2 above.

5 This determination of status under Public Law ____ grants entitlement to pay and allowances for the entire period shown in Item 2 above except:

FROM

TO

REASON

6 Name of Claimant:
Relationship:
Address

No Pay due ltr 17 June 57

AGAR-R

AGAR-R: Verification of Philippine Army Service on FC USA Form 1072

24 October 1957

FC USA Form 1072

24 October 1957

AGAR-R

Form 1072. Information is requested whether or not verification of service as a member of the Philippine Army is actually required by your
SUBJECT: Verification of Philippine Army Service on FC USA Form 1072

FOR THE ADJUTANT GENERAL:

TO: Chief, Settlements Operations
Finance Center, U. S. Army
Indianapolis 49, Indiana

1 Incl

FC USA Form 1072 re

Adjutant General

1. Reference is made to the attached FC USA Form 1072, Request for Information, 11 September 1957, on Nemesio Antonio, Service Number PS 6 736 132. Item 2, Periods of Service (for longevity) requested verification of service as a member of the Philippine Scouts from 20 March 1929 to 22 February 1932 and 26 February 1946 to 13 January 1949, and an intervening period of service as a member of the Philippine Army from 23 March 1940 to 12 February 1946.

2. The records show that the subject served as a member of the Philippine Scouts from 20 March 1929 to 22 March 1932 and from 26 February 1946 to 13 January 1949. His last enlistment in the Philippine Scouts on 26 February 1946 was accomplished under the provisions of Section 14, Public Law 79-190. Examination of Philippine Army claim file disclosed a determination that he had no recognized guerrilla service nor was he a member of the Philippine Commonwealth Army in the service of the Armed Forces of the United States.

3. Several hundred requests on FC USA Forms 1072 have been received in this Center in recent weeks for verification of service of Philippine Scouts who entered service on or after 6 October 1945 under the provisions of Section 14, Public Law 79-190. It appears that the majority of these requests pertain to claims for additional mastering out pay by reason of foreign service, or service outside the Philippine Islands. Only in a relatively few instances do these Forms 1072 specifically request verification of service in the Philippine Army or guerrillas, as in the case of Nemesio Antonio.

4. It has been the practice of this Center in the past to not verify prior service as a member of the Philippine Army on FC USA

DECLASSIFIED

Authority AWD 883078

24 October 1957

AGAR-R

SUBJECT: Verification of Philippine Army Service on FC USA Form 1072

Form 1072. Information is requested whether or not verification of service as a member of the Philippine Army is actually required by your Center and the purpose for which it is used.

FOR THE ADJUTANT GENERAL:

1 Incl
FC USA Form 1072 re
Nemesio Antonio

Adjutant General

DECLASSIFIED
Authority AWO 883078

AMAB-R

SUBJECT: Verification of Philippine Army Service on FC USA Form 1072

TO: Chief, Settlements Operations
AGAR-R
Draft of Proposed Letter to FC USA Regarding Verification of Philippine Army Service on FC USA Form 1072

THRU: Operations Officer Chief, RPR Branch

Mr. Imhof/jv/765

TO: Chief, PWW II Branch

The attached FC USA Form 1072, request for information

1. In accordance with a discussion between Mr. Krebs of your office and Mr. Imhof of this office the attached draft of a proposed letter to Chief, Settlements Operations, Finance Center, U. S. Army is attached for your comment or concurrence.

2. It was the practice of this Branch in the past to not verify Philippine Army (including Recognized Guerrilla) service on FC USA Form 1072 requests. There is no known written agreement on this subject between this Center and Finance Center, U. S. Army.

3. The records show that the subject served as a member of the Philippine Scouts from 20 March 1946 to 12 March 1947 and from 12 February 1948 to 12 January 1949.

1 Incl ALEXANDER T. LORIO, JR.,
Draft of Proposed Ltr Chief, RPR Branch

4. The records show that the subject served as a member of the Philippine Scouts from 20 March 1946 to 12 March 1947 and from 12 February 1948 to 12 January 1949. The records also show that the subject was discharged under the provisions of Section 14, Public Law 78-104. Examination of Philippine Army claim file disclosed a certificate was issued to recognize guerrilla service but was by a member of the Philippine Detachment Army in the service of the Armed Forces of the United States.

5. Several Bureau requests on FC USA Form 1072 have been received in this Center in recent weeks for verification of members of Philippine Scouts who entered service on or after 1 January 1948 under the provisions of Section 14, Public Law 78-104, 80th Congress. It appears that the majority of these requests pertain to those for additional verification and may be members of Philippine Scouts who served outside the Philippine Islands. This is a relatively small number of those Form 1072 specifically request verification of service in the Philippine Army or guerrilla, as in the case of Subject's Article.

EXTRA

DRAFT OF PROPOSED LETTER

DECLASSIFIED
Authority AWO 883078

AGAR-R. It has been the practice of this Center in the past to not verify prior
SUBJECT: Verification of Philippine Army Service on FC USA Form 1072
service as a member of the Philippine Army on FC USA Form 1072. Information is
TO: Chief, Settlements Operations
Finance Center, U. S. Army
Indianapolis 49, Indiana
is actually required by JCAF Center.

1. Reference is made to the attached FC USA Form 1072, Request for Information, 11 September 1957, on Nemesio Antonio, Service Number PS 6 738 132. Item 2, Periods of Service (for longevity) requested verification of service as a member of the Philippine Scouts from 20 March 1929 to 22 February 1932 and 26 February 1946 to 13 January 1949, and an intervening period of service as a member of the Philippine Army from 23 March 1940 to 12 February 1946.

2. The records show that the subject served as a member of the Philippine Scouts from 20 March 1929 to 22 March 1932 and from 26 February 1946 to 13 January 1949. His last enlistment in the Philippine Scouts on 26 February 1946 was accomplished under the provisions of Section 14, Public Law 79-190. Examination of Philippine Army claim file disclosed a determination that he had no recognized guerrilla service nor was he a member of the Philippine Commonwealth Army in the service of the Armed Forces of the United States.

3. Several hundred requests on FC USA Forms 1072 have been received in this Center in recent weeks for verification of service of Philippine Scouts who entered service on or after 6 October 1945 under the provisions of Section 14, Public Law 79-190, 79th Congress. It appears that the majority of these requests pertain to claims for additional mustering out pay by reason of foreign service, or service outside the Philippine Islands. Only in a relatively few instances do these Forms 1072 specifically request verification of service in the Philippine Army or guerrillas, as in the case of Nemesio Antonio.

4. It has been the practice of this Center in the past to not verify prior service as a member of the Philippine Army on FC USA Forms 1072. Information is requested whether or not verification ^{of} service as a member of the Philippine Army is actually required by your Center.

FOR THE ADJUTANT GENERAL:

1 Incl
FC USA Form 1072 re
Remesio Antonio

Adjutant General

DECLASSIFIED
Authority *NOI 883078*

AGAR-R
Operations Officer

Loan of Philippine Army Records
Chief, RPR Branch

24 Oct 57
Mr. Lihof/jv/765

The attached copy of a proposed Branch memorandum concerning procedures for lending Philippine Army records to persons or offices in Washington is forwarded for your comment or concurrence.

1 Incl
Proposed Memo

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

DECLASSIFIED

Authority *AW 583078*

MEMO-157783-2/8

DECLASSIFIED

Authority AWD 883078