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Authority AW 882078

ARLEN FORM 636 (PREPARATION OF)

MEMO ROUTING SLIP

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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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FROM NAME OR TITLE

ALEXANDER T. IORIO, JR.

ORGANIZATION AND LOCATION

Chief, RPR Branch

DATE

TELEPHONE

DD FORM 1 FEB 50 95

Replaces DA AGO Form 896, 1 Apr 48, and AFHQ Form 12, 10 Nov 47, which may be used.

16-48487-4 GPO ☆

MEMORANDUM FOR RECORD

19 June 1958

SUBJECT: Instructions for Preparation of Memo for Record, ARCEN Form 636, in Philippine Army Cases.

1. The purpose of these instructions is to standardize the format and required content; eliminate any unnecessary writing; prescribe the required points for discussion; and realign the Memo to the current policy changes.

2. A Memo for Record, ARCEN Form 636, is required in processing cases where VA Form 3101 is involved and will be prepared as follows:

a. Use brief language.

b. Where a claim folder contains a Missing Persons Act determination and proof is lacking to establish fraud or that an obvious material error was made, make a simple statement, i.e., "USAFFE Status-See MPA Det (Date) ".

c. When a claim folder contains a determination and there is no supporting evidence, it must be presumed that such evidence was lost, destroyed or misfiled. A simple statement to that effect will be made.

d. When a claim folder contains a determination granting missing status for period/s the soldier was admittedly at home engaged in civilian pursuits and not engaged in military activities, an official redetermination of status under the Missing Persons Act is warranted. Such changes must be explained to support the recommended redetermination.

e. Reconcile any deviation and explain discrepancies.

f. State why an affidavit is being disregarded, i.e., because the affiant is listed as unreliable.

g. Do not repeat in the Memo for Record the status periods which are shown in the Missing Persons Act determination.

h. Show any service performed by a soldier before and after the period covered by the Missing Persons Act determination in Item 7b of the Memo for Record.

i. When a person has no status as a PA-USAFFE or recognized guerrilla, particular attention should be given to PA AGO Form 22-A in the file. This form is acceptable as evidence of service. When the date of enlistment is current to the date the document was executed, service will be from the date indicated. Where the alleged enlistment date is indicated to be a date in 1941-1942 or prior to the 1944-1945 liberation period, service will be from the date the document was executed.

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j. When documentary evidence to support a particular casualty status being certified to the VA is lacking, the explanation for the basis of such casualty status will be the allegation of the soldier in his Form 23.

DISTRIBUTION: Hq, RPR Br ALEXANDER T. IORIO, JR.
 Chief, C & D Sec. Chief, RPR Branch

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