

DECLASSIFIED

Authority/AIA/D 883078

ASSUMPTION BY VA OF CUSTODY & SERVICING OF PA RECORDS

(EXTRA COPY)

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Authority *AND 883018*

ASSUMPTION BY VA OF CUSTODY &  
SERVICING OF PA RECORDS

AO 313

1st Ind

SUBJECT: Assumption by VA of Custody & Servicing of Phil Army  
Records Presently in Custody of AGRD.

HQ PHILIPPINES COMMAND (AIR FORCE) AND THIRTEENTH AIR FORCE, CLARK AIR  
FORCE BASE, APO 7h, 21 April 1950

TO: Commander-in-Chief, Far East, APO 500

1. Attention invited to preceding third indorsement and to staff study herewith in answer to problems presented in basic communication. This headquarters concurs in cited indorsement and staff study except that:

a. Information received indicates that the Veterans Administration requests for official detailed service reports will average in excess of the 2375 indicated in third indorsement. As of 15 April the number of requests on hand was 3000. It is believed this figure will range between 3000 and 3500.

b. Throughout the third indorsement and staff study, emphasis is made to the possible use of form letters and stamp indorsements for reply to inquiries regarding MPA, guerrilla affairs and other Army responsibility. It is believed that most of the good which has been gained through these programs may be lost if this form of correspondence is overly emphasized.

c. The reduction in personnel strength is based on several assumptions. The reductions cannot be effected until these assumptions are effected.

- (1) Transfer of records pertaining to Philippine Scouts AUS personnel, Philippine Commonwealth Army, War Department civilian employees and recognized guerrillas to the VA. This headquarters concurs in the saving that can be effected here is the VA will assume responsibility for:
  - (a) Maintenance of records
  - (b) Records search
  - (c) Field investigation
  - (d) Case evaluation
  - (e) Submit case in final form for certification - thereby almost reducing Army workload to spot checking.

AG 313

4th Ind (Continued)

SUBJECT: Assumption by VA of Custody & Servicing of Phil Army  
Records Presently in Custody of AGRD.

- (2) Statistics presented indicate that at present the Army workload is over 200 pieces of correspondence per working day. Should the VA not be able to afford space readily accessible to required records for the recommended AGRD liaison group, with proposed strength of 50, this strength is additionally inadequate and duplicate files will most likely again be developed.
- (3) Determination should be made as to whether inquiring correspondence from military headquarters should be addressed to the residual liaison group or the VA. Which of the latter will process this correspondence.
- (4) Reductions as outlined include assumption that move of AGRD to Palma Hall will be effected on or about 15 May thereby eliminating Base Service requirements. These requirements will continue in part, however, unless the housing of AGRD personnel is also moved to the Greater Manila Area. Housing in the Dilliman Area, as at present, requires PX, theater and other base services due to its isolated location.
- (5) It is believed that the personnel of the Control, Audit and Fiscal Section should continue in this assignment until all audits are finalized and records processed. This headquarters has no assurance that this will be completed as of 1 July 1950 and believes that it will continue until 1951.
- (6) This recommendation for reduction in personnel is made even though the AGRD workload has continually increased due not only to increase in volume but to additional responsibilities assigned. This is borne out by budget data which shows that costs for the operation of AGRD have compounded 100% annually since FY 1947.
- (7) Under the present organizational structure of AGRD and operating procedures, it is impossible to divorce or compart the VA workload from the Army workload and change it to any specific group of employees.
- (8) Future workloads may be increased due to required certification of POW status to the War Claims Commission unless this responsibility is assumed by the VA.

4th Ind (Continued)

SUBJECT: Assumption by VA of Custody & Servicing of Phil Army  
Records Presently in Custody of AGRD

3. This headquarters concurs in the need for reduction in duplication of effort now existing within AGRD and the VA and invites local effort which may be expended in effecting the correction of this deficiency.

FOR THE COMMANDING GENERAL:

GUSTAV A. NEUBERG  
Lt Col USAF  
Adjutant General



3d Ind, AGRD, to CG PHILCOM (AF) & 13th AF (continued)

b. Number of Inquiries currently being received per month from the Veterans Administration: 2475 described as follows -

(1) VA Requests for official detailed service reports:  
2375

(These requests emanate from the VA for certification of military service information concerning members of the Philippine Commonwealth Army, recognized guerrillas, members of the AUS, Philippine Scouts, and War Department civilian employees, in connection with entitlement to veterans benefits under the USVA program. These requests involve search of records for information and evidence, field investigation, evaluation of facts and adjudication. These requests constitute the principal operational workload of AGRD, as reported in a(1), above.)

(2) Inquiries and reclaims: 100

(These are from individuals and organizations regarding VA claims and represent the VA part of category a(2), above.)

c. Number of inquiries currently being received per month from individuals relating to claims for arrears in pay under the Missing Persons Act; or for guerrilla recognition: 1600

(These are inquiries and reclaims on completed arrears in pay actions and are answered by form letters almost exclusively. Represent routine correspondence which is an Army responsibility and are included in category a(2), above.)

d. Number of inquiries currently being received per month from Department of the Army sources: 310 inquiries described as follows -

(1) Requests for determination of service under the Missing Persons Act: 5

(These are communications from The Adjutant General of the Army directing determinations or redeterminations of service, involving search, investigation, evaluation and adjudication, and preparation of payrolls for arrears in pay purposes. These are included in a(1), above, and relate to AUS, Philippine Scout, and War Department civilian personnel.)

2A AHS, AHSU to CG PHILCOM (AF) & 13th AF (Continued)

- (2) Requests for investigation or additional data on procurement and wage claims: 30

(These emanate from The Judge Advocate General, the U. S. Court of Claims, and the General Accounting Office, Far East Command, Army Finance Center, etc. They require detailed study and report and are included in category a(1), above.)

- (3) Inquiries and reclaims: 275

(These arise through action of claimants who write to Washington asking for clarification of claim status or reconsideration of completed MPA and guerrilla recognition cases. These are an Army responsibility and are included in category a(2), above.)

(Note: It should be noted from the answers to questions a, b, c, and d, above, that while the Veterans Administration is referring 2375 cases per month to AGRD which require search of files, investigation, evaluation and adjudication, only thirty-five (35) cases of a comparable category are received per month from the Department of the Army or Washington sources. Additionally, 100 inquiries monthly (see b(2), above) are contributed indirectly by the VA on matters relating to the claims being processed finally by that agency. The remaining inquiries, considered to be an unquestioned responsibility of the Army, a total of 1675 as reported above, involve reclaims and followups, requests for extracts or photostats on previously completed and closed cases. This correspondence is handled by form letters with a minimum reference to records and files.)

- e. Number of backlog Veterans Administration cases.

(There is no backlog of VA cases. See paragraph 2a(5) of staff study, attached.)

- f. Number of backlog cases relating to claims under the Missing Persons Act and for guerrilla recognition.

- (1) Under MPA: 870

(As of 10 Feb 50 a total of 870 cases are on hand. These relate to AUS, Philippine Scout and War De-



Ed Ind, AGRD, to CG PHILCOM (AF) & 13th AF (Continued)

partment civilian personnel. Thus they constitute an Army responsibility and represent a residue of the arrears in pay program for these categories of veterans and employees. Field investigation has been completed on 290 of these cases which are in process adjudication; 890 are in process of field investigation. Even with the monthly accessions from the Department of the Army reported in d(1), above, it is estimated that these cases will be completed and the files returned to St. Louis, Mo., during the present calendar year.)

- (2) For guerrilla recognition: (None. See par 2a(6)(b), of staff study, attached.)

g. Number of AGRD personnel engaged in servicing VA cases:

(20 officers, 17 DACs, and 317 local employees.) (See paragraph 2b(2), of staff study, attached.)

h. Number of AGRD personnel (military and civilian) engaged in activities other than servicing VA requests:

- (1) Personnel engaged in Army responsibilities of processing claims and correspondence relating to Missing Persons Act and arrears in pay (continuing mission):

(5 officers, 16 DACs, and 70 local employees.) (See paragraph 2b(3) of staff study, attached.)

- (2) Miscellaneous activities.

(a) Control, Audit and Fiscal Section

(1 officer, 2 DACs, and 14 local employees.)  
(See paragraph 2b(3)(b), of staff study, attached.)

(b) JAG Liaison Section

(1 officer, 1 DAC, and 2 local employees.) (See paragraph 2b(3)(b) and 2b(3)(c), staff study, attached.)

3d Ind, AGRD to CG PHILCOM (AF) & 13th AF (Continued)

i. Date by which it is anticipated that volume of work in connection with the MPA and guerrilla recognition will be reduced to such an extent that not more than 50 persons will be required for this operation.

(1) By 1 July 1950:

(5 officers, 22 DACs, and 54 local employees.) (See paragraph 2c(1), of staff study, attached.)

(2) By 31 December 1950:

(5 officers, 15 DACs, and 36 local employees.) (See paragraph 2c(2), of staff study, attached.)

j. Recommendations as to action that should be taken to reduce the amount of work being performed by the AGRD, other than that required in connection with the servicing of Veterans Administration cases:

(1) In connection with Project J cases.

That reclaims and requests for information pertaining to Project J cases (AUS, PS, WD-civilians) be forwarded to the Commanding Officer, Records Administration Center, St. Louis 20, Mo., Attn: Demobilized Personnel Records Branch, and that the determinations made by this headquarters (AGRD) which are of record in subject's 201 file in that office (DPRB) be reiterated and that claimants be emphatically informed that their cases are closed and further correspondence will serve no useful purpose.

(2) Records Branch, AGRD, continue to include a paragraph in all correspondence on arrears in pay to the effect that the Adjustment Division (formerly adjudicating such claims) closed on 31 December 1949 and that all cases are considered permanently closed.

(3) A positive statement should be issued by the U. S. Government, through radio and press, that -

(a) The program of granting guerrilla recognition to individuals and units closed on 30 June 1948, and that the program will not repeat not be reopened.

3d Ind, AGPD to CG PHILCOM (AF) & 13th AF (continued)

- (b) That the Adjustment Division, AGPD, formerly processing claims for arrears in pay and claims for procurement and wage reimbursements, was inactivated on 31 December 1949. No further claims or inquiries thus should be sent to the U. S. Army or Air Forces in the Philippines.
- (h) That Control, Audit and Fiscal Section, a residual of the inactivated Adjustment Division and consisting of 1 officer, 2 MACs, and 14 locals, should complete operations by 1 July 1950, resulting in the saving of this personnel. The closing of this section is dependent upon the speed with which Finance Service, BDDF, furnishes abstracts of paid vouchers from disbursing officers.
2. An analysis of the workload of the Adjutant General Records Depository, including ways and means of reducing this workload, has been prepared and is attached hereto as an inclosure.

1 Incl.,  
Staff Study

Wm. M. GOZD  
Lt Col AGD  
Commanding

HEADQUARTERS  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PHILIPPINES COMMAND (AIR FORCE) AND THIRTEENTH AIR FORCE  
APO 900

WMC/JWP/ja  
6 Mar 1950

AGRD 313.3

Staff Study - SUBJECT: Reduction of Workload of the Adjutant  
General Records Depository

1. PROBLEM. To analyze the present workload of the Adjutant General Records Depository, APO 900, Manila, to determine ways and means of reducing such workload, and to make recommendations as to the implementation of such ways and means.

2. DISCUSSION.

a. Present Workload Components and Workload Levels. (Feb 1950).

(1) Monthly total of inquiries received: 4385

(a) Requests for official detailed service reports: 2410

(These requests emanate from VA and non-VA sources for certification of military service information concerning members of Philippine Commonwealth Army, recognized guerrillas, AUS personnel, Philippine Scouts, and War Department civilian employees involving search of records for information and evidence, field investigation if necessary, evaluation of facts, and adjudication. These requests constitute principal operational workload of AGRD. Also included are requests from The Judge Advocate General, Court of Claims, and General Accounting Office, Washington, D.C., etc., requiring investigations and reports of procurement and wage claims

(b) Inquiries and reclaims: 1975

(These are from individuals and organizations inquiring as to status of VA and Army claims, recognition of guerrilla services, and requesting extracts and photostats of documents. Actually these constitute a correspondence rather than a primary operational workload and in most cases are answered by form letters, with or without pre-reference to file records. Field investigation,

Study, "Reduction of Workload of AGRD" (Continued)

re-evaluation of facts, etc., are not involved. This category of inquiry requires but a fraction of the time involved in the accomplishment of a service report alluded to in paragraph 2a(1)(a), above.)

(2) Monthly total of requests from the VA: 2475

(a) VA Requests for official detailed service reports: 2375

(These requests emanate from the VA for certification of military service information concerning members of the Philippine Commonwealth Army, recognized guerrillas, members of the AUS, Philippine Scouts, and War Department civilian employees, in connection with entitlement to veterans benefits under the USVA program. These requests involve search of records for information and evidence, field investigation, evaluation of facts, and adjudication. These requests constitute the principal operational workload of AGRD, as reported in paragraph 2a(1)(a), above.)

(b) Inquiries and reclams: 100

(These are from individuals and organizations regarding VA claims and represent the VA part of category 2a(1)(b), above.)

(3) Monthly total of inquiries from individuals relating to claims for arrears in pay under the Missing Persons Act or for guerrilla recognition: 1600

(These are inquiries and reclams on completed arrears in pay actions and are answered by form letters almost exclusively. Represent routine correspondence which is an Army responsibility and are included in category 2a(1)(b), above.)

(4) Monthly total of inquiries from Department of the Army sources: 310

Study, "Reduction of Workload of AGRD" (Continued)(a) Determinations under the Missing Persons Act: 5

(These are communications from The Adjutant General of the Army directing determinations or redeterminations of service, involving search, investigation, evaluation and adjudication, and preparation of payrolls for arrears in pay purposes. These are included in 2a(1), above, and relate to AUS, Philippine Scout, and War Department civilian personnel.)

(b) Investigation and development of additional data on procurement and wage claims: 30

(These emanate from The Judge Advocate General, the U. S. Court of Claims, and the General Accounting Office, Far East Command, Army Finance Center, etc. They require detailed study and report and are included in category 2a(1)(a), above.)

(c) Inquiries and reclaims: 275

(These arise through action of claimants who write to Washington asking for clarification of claim status or reconsideration of completed MPA and guerrilla recognition cases. These are an Army responsibility and are included in category 2a(1)(b), above.)

(Note: It should be noted from the answers to questions (1), (2), (3), and (h), above, that while the Veterans Administration is referring 2375 cases per month to AGRD which require search of files, investigation, evaluation and adjudication, only thirty-five (35) cases of a comparable category are received per month from the Department of the Army, or Washington sources. Additionally, 100 inquiries monthly (see (2)(b), above) are contributed indirectly by the VA on matters relating to the claims being processed finally by that agency. The remaining inquiries, considered to be an unquestioned responsibility of the Army, a total of 1375, as reported above, involve reclaims and followups, requests for extracts or photostats on previously completed and closed cases. This correspondence is handled by form letters with a minimum reference to records and files.)

Study, "Reduction of Workload of AGRD" (Continued)

(5) Number of backlog Veterans Administration cases.

(There is no backlog of VA cases, insofar as unworked cases are concerned. In the process of being adjudicated there are 2380 cases (10 Feb 50) on hand. For economy of production, it is estimated that at least 2500 cases will be "in process" at all times. Enough elasticity exists in the organizational structure and procedures to permit a gearing of operations whereby output is balancing input of cases. In between these ends lie the 2500 cases going through the process of search of records, evaluation of data, determination of facts, and, frequently, field investigation.)

(As of 6 February 1950, statistics show that the total living and deceased requests from the Veterans Administration alone, considering original and supplemental requests, since 1945 amounted to 125,022 (Project J: 32,074; Living Section: 15,907; Deceased Section: 77,041. Also, as of 6 February 1950, the total requests from the USVA on hand in AGRD in process of adjudication was only 2340 cases. Most of these were of recent receipt from the USVA.)

(In January, 1949, the backlog of cases in AGRD stood at an all-time high of 39,438. By persistent planning, streamlining of procedures, through reorganization for functional effectiveness, and by full cooperation with the Manila Regional Office, USVA, AGRD has been able to reduce this backlog to a current, working level of 2380 cases (as of 10 Feb 50), a figure ascertained by physical count.)

(6) Number of backlog cases relating to claims under the Missing Persons Act and for guerrilla recognition:

(a) Under MPA: 870

(As of 10 Feb 50 a total of 870 cases were on hand. These related to AUS, Philippine Scout and War Department civilian personnel. As such they constitute an Army responsibility and represent a residue of the arrears in pay program for these categories of veterans and employees. Field investigation has been completed on 280 of these cases which are in

Study, "Reduction of Workload of AGRD" (Continued)

process of adjudication; 590 are in process of field investigation. Even with the monthly accessions from the Department of the Army reported in paragraph 2a(h)(a), above, it is estimated that these cases will be completed and the files returned to St. Louis, Mo., during the present calendar year.)

(b) For guerrilla recognition: None

(No backlog of cases for guerrilla recognition exists, inasmuch as the program for granting guerrilla recognition was terminated on 30 June 1943. At present no authority exists to grant further consideration to such claims.)

b. Present Organizational and Personnel Requirements.

(1) Organization.

In order to discharge its combined Army - VA mission, and to provide its necessary logistic and administrative support, the AGRD is organized as follows (also see Inclosures Nos. 1 and 2, attached):

Command Group (2 officers)

Control, Audit and Fiscal Section (1 officer,  
2 DACs and 14 locals)

JAG Liaison Section (1 officer, 1 DAC, 2 locals)

Service and Certification Division (23 officers,  
34 DACs, 385 locals)

Post Engineers (1 DAC, 64 locals)

Headquarters Division (6 officers, 3 DACs,  
195 locals)

(Recapitulation: 33 officers, 41 DACs, and 660 locals. This strength obtains as of February, 1950. Slight variance from figures shown on Inclosure #2, attached, is due to difference in dates and inevitable weekly fluctuations.)



Study, "Reduction of Workload of AGRD" (Continued)

- (2) AGRD Personnel engaged in servicing VA cases (Feb 1950):

<u>Officers</u>	<u>DAGs</u>	<u>Locals</u>	<u>Total No. Payroll</u>
20	17	317	\$49,031.70

- (3) AGRD personnel (military and civilian) engaged in activities other than servicing VA requests (Feb 1950):

- (a) Personnel engaged in Army responsibilities of processing claims and correspondence relating to Missing Persons Act and arrears in pay (continuing mission):

<u>Officer</u>	<u>DAGs</u>	<u>Locals</u>	<u>Total No. Payroll</u>
3	16	70	\$18,573.63

- (b) Miscellaneous activities.

\* 1. Control, Audit & Fiscal Section

<u>Officers</u>	<u>DAGs</u>	<u>Locals</u>	<u>Total No. Payroll</u>
1	2	14	\$ 3,389.13

\*\* 2. JAG Liaison Section

<u>Officers</u>	<u>DAGs</u>	<u>Locals</u>	<u>Total No. Payroll</u>
1	1	2	\$ 1,373.47

- (c) Camp Overhead (Command, Administration, Repairs and Utilities, Security, etc.)

<u>Officers</u>	<u>DAGs</u>	<u>Locals</u>	<u>Total No. Payroll</u>
8	5	257	\$28,389.77

Study, "Reduction of Workload of AGRD" (Continued)

- \* Processing records and auditing accounts pertinent to arrears in pay and claims for procurement and wage reimbursements chargeable to Appropriation "Expenses, Army of the Philippines 1942-1946". This Section should complete this mission by 1 July 1950.
  
- \*\* Performing duties in connection with investigation, primarily be records study, of procurement and wage claims, many of which are being received from the U.S. Court of Claims. This activity has been associated with the AGRD because of the latter's maintenance of 201 files, archives, and claims files used by the Section. This Section also conducts additional investigations (from records study primarily) for the General Accounting Office, making appropriate recommendations based on such investigations. Because of the dependence of this Section upon 201 files, recognition rosters, and archive files in AGRD, it is not advisable to relocate this activity at a distance from the records it uses. Claims actions are expected to last until 1956 and presumably a need for verification of allegations made by claimants will continue until that date.

e. Projections (estimates) of Future Strength Requirements.

(1) By 1 July 1950:

(It is estimated that by this date a staff of 5 officers, 22 DACs and 54 locals will be sufficient staff for the continuing activities of the AGRD to include certification (for the benefit of both VA and the Army), processing of the remaining arrears in pay cases (AUS, PS, and WD civilians), field investigations, and the correspondence section required to handle the volume of inquiries for which the Army is responsible. This strength estimate, however, is based on the assumption the VA will assume responsibility for all activities in connection with the processing of their cases, to include determination of service history facts, but excepting the element of actual review and authentication by Army certification.)

(It is further estimated that a minimum strength of 21 officers, 39 DACs and 500 locals will be required if AGRD's combined Army - VA mission is continued as at present. This personnel requirement will continue for an indefinite period of time (probably extending

Study, "Reduction of Workload of AGRD" (Continued)

into the calendar year 1952). Inasmuch as the Army now must handle VA requests as well as those originating within the Defense Department, with operating personnel spending a portion of their time on each category, it is difficult to prepare an estimate which does not presuppose that non-Army activities will be dropped (given to the VA with responsibilities for the records). Under present organizational structure of AGRD and operating procedures it is impossible absolutely to divorce, or compart, the VA workload from the Army workload and assign it solely to this or that group of employees.)

(2) By 31 December 1950

(By this date, because of the anticipated completion of AUS, PS, and WD civilian cases now undergoing field investigation, it is believed that this staff can be further reduced to 5 officers, 15 DAcs and 36 locals under the same assumptions obtaining for paragraph 2c(1), above.)

d. Past Fund Requirements and Future Estimates.

(1) Fiscal Year Ending -

- (a) 30 Jun 47 (FY 1947) RFD - FSA F423-01 \$424,420.64
- (b) 30 Jun 48 (FY 1948) RFD - FSA F423-01 \$416,997.31
- (c) 30 Jun 49 (FY 1949) AGRD - FSA F413-01 \$877,594.23  
 (Includes Adjustment Division)

(2) Fiscal Year 1950:

- (a) 1 Jul 49 - 31 Dec 49, AGRD-FSA F413-01 \$696,859.79
- (b) Est. Exp. 1 Jan 50-30 Jun 50, AGRD, FSA F413-01  
\$487,307.11
- (c) Total FY 1950 . . . . . \$1,184,166.90

(3) Fiscal Year 1951 (estimate):

- 1 Jul 50 - 30 Jun 51, AGRD-FSA F413-01 \$910,735.80

Study, "Reduction of Workload, AGRD" (Continued)

- (4) It must be borne in mind that the above figures represent personal services only. For eight (8) months of FY 50 and all periods thereafter additional activities budgeted for by Headquarters PHILCOM (AF) and 13th Air Force, APO 74, and not included in AGRD figures above, are the following:

(Installation Support) -

Motor Pool  
Dispensary  
Communications Services  
Repairs and Utilities  
Security  
Supply  
Special Services

Cost figures for these activities are not available in this headquarters. However, for FY 50, the AGRD received a total overall allotment of \$1,800,000.00 to cover all classes of funds and activities. It is estimated that by the end of the current fiscal year this entire amount will have been obligated. This is particularly indicated after considering that FY 50 personal services (PSA P413-01) alone are expected to total \$1,184,166.90, over and above expenses incident to installation support.

e. Courses of Action to Reduce the Workload in AGRD.

(1) For non-VA activities.

- (a) In connection with Project J cases.

That reclaims and requests for information pertaining to Project J cases (AUS, PS, WD civilians) be forwarded to the Commanding Officer, Records Administration Center, St. Louis 20, Mo., Attn: Demobilized Personnel Records Branch, and that the determinations made by this headquarters (AGRD)

Study, "Reduction of Workload of AGRD" (Continued)

which are of record in subject's 201 file in that office (DFRB) be reiterated and that claimants be emphatically informed that their cases are closed and further correspondence will serve no useful purpose.

- (b) Records Branch, AGRD, continue to include a paragraph in all correspondence on arrears in pay to the effect that the Adjustment Division (formerly adjudicating such claims) closed on 31 December 1949 and that all cases are considered permanently closed.
- (c) A positive statement should be issued by the U. S. Government, through radio and press, that -
  1. The program of granting guerrilla recognition to individuals and units closed on 30 June 1948, and that the program will not repeat not be reopened.
  2. That the Adjustment Division, AGRD, formerly processing claims for arrears in pay and claims for procurement and wage reimbursements, was inactivated on 31 December 1949. No further claims or inquiries thus should be sent to the U. S. Army or Air Forces in the Philippines.
- (d) The Control, Audit and Fiscal Section, a residual of the inactivated Adjustment Division and consisting of 1 officer, 2 DACs, and 14 locals, should complete operations by 1 July 1950, resulting in the saving of this personnel. The closing of this section is dependent upon the speed with which Finance Service, HNDP, furnishes abstracts of paid vouchers from disbursing officers.

(2) In connection with servicing of VA cases.

- (a) Careful analysis and study have been made in connection with the feasibility of the assumption by the Veterans Administration, Manila Regional Office, of the custody and servicing of Philippine Army and related records presently in the Adjutant General Records Depository, APO 900, (Manila).

Study, "Reduction of Workload of AGRD" (Continued)

- (b) In connection with this problem, reference is made to the following:
1. Letter, Subject; Assumption by the US Veterans Administration of Custody of PA Records, Hqs PHILCOM, file GSCG 313, 16 May 1949, to The Adjutant General of the Army, in which it was recommended that subject records be released to the Veterans Administration.
  2. Report of Military Personnel Records Operations, 8133 Service Unit (AGRD), APO 900, dated September 1949 and submitted to The Adjutant General of the Army by PHILCOM on 13 October 1949.
  3. Letter from The Adjutant General of the Army (AGCM-M) to the Commanding General, Far East Command, dated January 23, 1950, and the third indorsement thereto, in particular (of which this staff study has been made a part, through reference.)
- (c) This headquarters believes it to be feasible, desirable and administratively possible for the records pertaining to the Philippine Army and civilian guerrillas to be transferred to the custody of the Veterans Administration, Manila Regional Office, under the following plan and for the indicated reasons:
1. From the analysis of the AGRD operation as described in the third indorsement to the above-cited letter it is readily seen that the bulk of the work and the majority of personnel pertain to the primary mission of either processing requests received from the Veterans Administration or to contributing support (overhead activities) to those who are so engaged. Today, only 5 officers, 19 DACs and 86 locals are engaged in job responsibilities solely chargeable to the Army. On the other hand, the VA mission of AGRD is requiring a total of 20 officers, 17 DACs and 317 locals, which could be dispensed with along with a majority of the present camp overhead consisting of 8 officers, 5 DACs and 257 locals. The monthly dollar savings is computed to approximate \$77,000.00. The actual dollar savings will be dependant upon the nature and extent of the administrative overhead responsibilities which the Army

Study, "Reduction of Workload of AGRD" (Continued)

would be required to bear in a new location and the nature of the area housing the Army residual group.

2. Plans for a transfer of records custody to the Veterans Administration are predicated upon the assumption that such records would be serviced, maintained, secured and controlled by that agency and that the VA's physical possession and use would preclude the necessity of asking the Army to prepare and submit formal certifications of military service history of veterans. To the contrary, it is expected that the VA, using the newly acquired records, plus those already available within its files, would prepare the determination according to its criteria and needs. This compilation of data would then be coursed to the Adjudication Review Section (Army) for review, approval of stated facts, and signature of the Army certifying officer. In this manner, the legal requirements that the USVA secure the certification from the service department would be met. All files needed by the Army in the prosecution of the Army mission, and held by the VA, would be formally requisitioned by the Army, used and returned thereby. It is assumed also that by 1 July 1950 only a current workload of cases will be on hand in AGRD. This fact, together with Palma Mall (in downtown Manila) being rehabilitated and ready for occupancy by 15 May 1950, should make assumption of the records custody and service determination therefrom by the VA relatively easy and logical.
3. As previously reported by AGRD on DD Form 252, under date of 13 October 1949, the records involved in such a transfer are: 7302 linear feet of Philippine Army and Civilian Guerrilla 201 files; 1228 linear feet of clinical records and medical tags; 2905 linear feet of Philippine Army Archives; and 65 linear feet of Investigation files.
4. The Army Residual Liaison Group (residual element of AGRD) will have the following organization and

Study, "Reduction of Workload of AGED" (Continued)

Strength by which it will discharge its responsibilities and handle all necessary administrative duties:

(By 1 July 1950):

Army Residual Liaison Group:

a Overhead

- 1 - Officer (Chief of Group & Review Section) \*
- 2 - Locals (1 stenographer; 1 clerk, Statistical)
- 2 - Locals (Clerks, general)

b Adjudication Reviews Section

- 5 - DACs (Claims Examiners)
- 3 - Locals (Clerk-typists)

c Investigation Section

- 1 - Officer (Chief of Section) \*
- 1 - DAC (Asst Chief of Section)
- 1 - DAC (Chief, Field Investigation Unit)
- 12 - DACs (Field Investigators)
- 1 - DAC (Fingerprint & Handwriting Analyst)
- 1 - Local (Asst to Chief of Section)
- 1 - Local (Stenographer)
- 3 - Locals (Clerk-typists)
- 12 - Locals (Interpreters)
- 7 - Locals (Reviewers)
- 1 - Local (Statistician)

d Project J Section

- 1 - Officer (Chief of Section) \*
- 1 - Local (Adm Assistant)
- 1 - Local (Clerk-stenographer)
- 5 - Locals (Adjudicators-Reviewers)



Study, "Reduction of Workload of AGED" (Continued)

e. Correspondence and Files Section

- 1 - Officer (Chief of Section & Corres. Unit) \*
- 1 - DAC (Chief, Claims Files Unit)
- 2 - Locals (File-Clerks, Claims Files Unit)
- 3 - Locals (File Clerks, Correspondence Unit)
- 1 - Local (Chief Clerk, Correspondence Unit)
- 1 - Local (Clerk General, Corres. Unit)
- 6 - Locals (Typists)

f. JAG Liaison Section

- 1 - Officer (Chief of Section) \*
- 1 - DAC (Claims Investigator)
- 1 - Local (Clerk-stenographer)
- 1 - Local (Clerk-typist)

\* May serve as a certifying officer, additionally.

(Recapitulation for 1 July 1950: 5 officers,  
22 DACs, 54 locals.)

(By 31 December 1950):

By this date it is expected that further  
personnel reduction could be effected  
(as shown below), producing a net strength  
figure of 5 officers, 15 DACs, and 36 locals:

Reductions:

- (a) Overhead - No change.
- (b) Adjudication Review Section - No change.
- (c) Investigation Section - 7 DACs; 13 locals.
- (d) Project J Section - 3 locals.
- (e) Correspondence and Files Section - 2 locals.
- (f) JAG Liaison Section - No change.

5. Office space for this Army Residual Liaison Group could easily be provided by the USVA in Palma Hall, assuming that the USVA chooses to house the records there as presently planned by the Army.

Study. "Reduction of Workload of AGHD" (Continued)

6. It is believed that the Army (AGHD) Residual Liaison Group could be quartered and logistically supported with a minimum of difficulty. The assistance of the American Embassy, Manila, in connection with procurement of housing needs is assured. In contemplation of the maximum residual strength of 5 officers, 22 DACs and 54 locals a total of 13 family-type quarters and 12 bachelor-type accommodations would be required. Assuming that three bachelors could be quartered in a family type house, a total of 17 housing units of this type would, it is believed, adequately house this residual group. Preliminary exploration suggests that such housing may be made available in the Greater Manila Area. That failing, a required number now being used by AGHD at Camp Dilliman, UP Site, Quezon City, could, under present agreements, be retained indefinitely.
7. Administrative and logistic support could continue from PHILCOM (AF) and 13th Air Force, as at present under installation support agreement. This would include contract expenses (light, water, etc.) and other utilities, motor vehicle requirements (not to exceed 10 vehicles,  $\frac{1}{2}$  toh, and 6 trailers) and maintenance.
8. The foregoing plan will not require a transfer or delegation of authority of the Missing Persons Act to a non-Army agency. It is not necessary for the VA in assuming custody and use of AGHD records to have MPA authority. Using records that it now has on hand, supplemented by those to be received from AGHD and at St. Louis, Mo., the VA singly could accomplish the job now being done by AGHD and the Manila Regional Office, with but little expansion of present VA Structure in Manila.
9. A large portion of the costly installation support of 8 officers, 5 DACs, and 257 locals (monthly payroll expense of \$28,389.77) now existent for AGHD could be economically avoided were AGHD's operations confined properly to non-VA service functions, i.e., MPA, recognition and correspondence matters.

Study, "Reduction of Workload of AGHD" (Continued)

10. Care should be taken to avoid an erroneous conclusion in comparing the number of inquiries received monthly from the USVA with the inquiries received on other matters, such as MPA and recognition. Although the "unit" is "inquiries" by choice of words, the two types of inquiries are not equivalent in amount of work required to dispose of or answer them. VA work as compared to Army work is not, and has not been "almost equal" since before July 1948. The request for service information and certification from the USVA requires far more time and effort, including investigations, to answer than the average MPA or recognition inquiry which can be rapidly disposed of usually by form-letter action. VA inquiries must not be compared to those from "individuals".
11. Any future additional workload of AGHD, induced by new legislation beneficial to veterans or claimants, could be absorbed as readily by the USVA as by AGHD, or any other Government agency holding the pertinent files. Any increase in future workload caused by the certification of POW status to the War Claims Commission could be as readily assumed by the U. S. Veterans Administration, or any U. S. Government agency having records custody, as by AGHD, the current custodian.

The War Claims Act of 1948 says:

"Sec 2 (b) - - Officers and employees of any other department or agency of the Government may, with the consent of the head of such department or agency, be assigned to assist the Commission in carrying out its functions. The Commission may, with the consent of the head of any other department or agency of the Government, utilize the facilities and services of such department or agency in carrying out the functions of the Commission".

It is seen, therefore, that no one U. S. Agency is designated as sole authority to make certification of facts as may be required by the Commission.

Study. "Reduction of Workload of AGHD (Continued)

12. Many supplemental requests (which outnumber original requests by ration of 3 to 1) arise from the fact that VA has on file and uses data in conflict with that of the Army. Hence, a constant influx of inquiries from the VA follows. More and more, the VA is compiling data which duplicates, in part, the records holdings at AGHD. Enough has been accumulated that the VA not only asks for Army certification but copies of rosters, affidavits, induction and discharge papers, CIC files, medical records, and all types of evidence used by the Army in making adjudications, not being content with Army certification itself. Often the Army certification "cannot be accepted" by the VA until the Army (AGHD) dissects and explains "how it got the answer". Thus the Army is redoing much of its work - - work which could be done of the records itself.
13. Despite rather clearly established objectives for Army and VA investigative programs, each agency finds itself again doing some of the other's work. This is the logical result from the nature of investigations. The VA in seeking final loyalty determination develops service data; similarly, the Army in seeking final service data develops loyalty data in the process. One investigative structure, for VA cases, within VA, would be an overall economy to the Government. Similar overlaps occur in other phases of the Army - VA joint activity in the Philippines, some desirable but many unnecessary.
- (3) Except through the favorable influences recommended in paragraphs e(1) and (2), above, AGHD is powerless to control the volume of workload input received from the public (inquiries and reclaims) and from the Department of Defense and the USVA (requests for service reports and other data). Internal controls and procedures have been established whereby, with the type of personnel and equipment available, the maximum of efficiency is being attained.

Study. "Reduction of Workload of AGRD (Continued)

B. ACTION RECOMMENDED:

In consideration of the facts set forth above, it is recommended that favorable consideration be given to adopting the courses of action outline in paragraph 2g, above. The transfer to the USVA of records now held by the Adjutant General Records Depository, and used in certifying military service history to the former agency, will result in a centralization of adjudicative and investigative procedures in the governmental agency of primary interest, while further serving the interests of efficiency and economy (for both the USVA and the Army).

2 Inclosures

- 1 - Organizational Chart, AGRD,  
21 Feb 50
- 2 - Functional Chart, AGRD,  
1 Mar 50

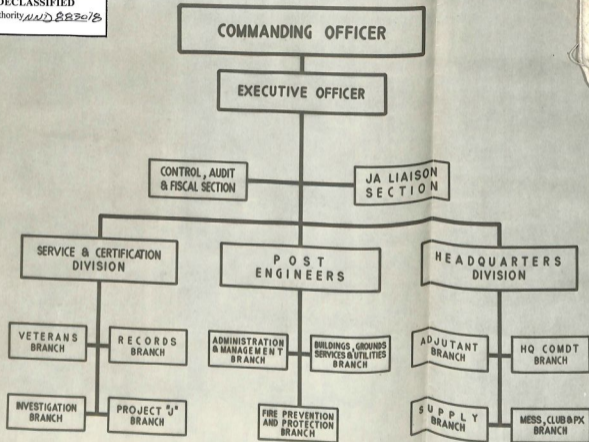
Wm. M. GOLD  
Lt Col AGD  
Commanding

# ORGANIZATIONAL CHART

## ADJUTANT GENERAL RECORDS DEPOSITORY

DECLASSIFIED

Authority: *AWD 883018*



21 FEBRUARY 1950 -----

DECLASSIFIED  
Authority: AIA 2583078

# FUNCTIONAL CHART

## ADJUTANT GENERAL RECORDS DEPOSITORY

33-OFFICERS 1-PA OFF\* 45-DAC 1-EM 652-LOCAL CIVILIANS

**COMMANDING OFFICER**  
1-OFFICER 1-LOCAL CIVILIAN

EXERCISES THE GENERAL FUNCTIONS OF SUPERVISION OF THE DEPOSITORY  
FORWARD CLERKS WITHIN THE DEPOSITORY AND THE PERSONNEL OFFICER

**EXECUTIVE OFFICER**  
1-OFFICER

MANAGES THE OFFICES OF THE DEPOSITORY OFFICER

1-OFFICER 2-DAC 14-LOCAL CIVILIANS

**CONTROL, AUDIT & FISCAL SECTION**

EXERCISES THE FUNCTIONS OF RECEIVING AND PAYING APPROPRIATE MONIES, AND OF THE COLLECTION OF THE AMOUNTS OF CONTRIBUTIONS FROM THE PUBLIC

1-OFFICER 1-DAC 3-LOCAL CIVILIANS

**JA LIAISON SECTION**

1. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA  
2. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE UNITED STATES OF AMERICA  
3. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE UNITED STATES OF AMERICA  
4. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE UNITED STATES OF AMERICA  
5. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE UNITED STATES OF AMERICA

23-OFFICERS 1-PA OFFICER 57-DAC 381-LOCAL CIVILIANS

**SERVICE & CERTIFICATION DIVISION**  
1-OFFICER 2-LOCAL CIVILIANS

1. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA  
2. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA  
3. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA  
4. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA  
5. SUPERVISES THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

1-DAC 81-LOCAL CIVILIANS

**POST ENGINEERS**  
1-DAC 1-LOCAL CIVILIAN

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

6-OFFICERS 1-EM 4-DAC 192-LOCAL CIVILIANS

**HEADQUARTERS DIVISION**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

1-PA OFFICER 10-DAC 215-LOCAL CIVILIANS

**VETERANS BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

3-OFFICERS 3-DAC 107-LOCAL CIVILIANS

**RECORDS BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

8-LOCAL CIVILIANS

**ADMINISTRATION AND MANAGEMENT BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

28-LOCAL CIVILIANS

**BUILDINGS, GROUNDS SERVICES AND UTILITIES BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

3-OFFICERS 8-DAC 30-LOCAL CIVILIANS

**ADJUTANT BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

1-OFFICER 1-EM 2-DAC 115-LOCAL CIVILIANS

**HQ COMDT BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

2-OFFICERS 23-DAC 87-LOCAL CIVILIANS

**INVESTIGATION BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

2-OFFICERS 1-DAC 12-LOCAL CIVILIANS

**PROJECT 'U' BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

13-LOCAL CIVILIANS

**FIRE PREVENTION AND PROTECTION BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

1-OFFICER 19-LOCAL CIVILIANS

**SUPPLY BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA

1-OFFICER 23-LOCAL CIVILIANS

**MESS, CLUB & PX BRANCH**

EXERCISES THE FUNCTIONS OF SUPERVISION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF THE DEPOSITORY AND ALLIED OFFICES OF THE DEPOSITORY IN THE PHILIPPINE ISLANDS AND IN THE UNITED STATES OF AMERICA