

DECLASSIFIED  
Authority AND 883078

RECORDS SECTION  
PROCEDURES

U.S. MARITIME ADMINISTRATION

to the Bureau of Manufactures. On April 23, 1938, the Bureau of Manufactures and the Bureau of Maritime were consolidated to form the Bureau of Foreign and Domestic Commerce (each separate unit).

#### Records

Personal papers of the Bureau of Manufactures, covering approximately before August 23, 1938, may be found in the respective old Department of Commerce groups. Separations after that date were from the Bureau of Foreign and Domestic Commerce. These folders may be found either in the old Commerce groups or in the separate Bureau of Foreign and Domestic Commerce group.

No special records for the Bureau are known to be in existence. The only other records in FID are the service record cards which correspond to the ten old years of Commerce personnel folders.

### U. S. MARITIME ADMINISTRATION

#### FEDERAL MARITIME BOARD

#### NATIONAL SHIPPING AUTHORITY

#### History and Functions

The U. S. Maritime Administration was created within the Department of Commerce by Reorganization Plan No. 21, effective May 20, 1935. It succeeded the U. S. Maritime Commission (Independent) which was abolished by the same Reorganization Plan. The U. S. Maritime Administration is responsible for performing the maritime functions previously carried on by the U. S. Maritime Commission (1935-1950); the U. S. Shipping Board Bureau (Commerce) 1933-1935; and the U. S. Shipping Board (1914-1933) and the War Shipping Administration (1942-1946).

The U. S. Maritime Administration acquires ships either by construction, purchase, or reconditioning; charters for hire to United States operators ships built during World War II; maintains four standby shipyards (Huntington, N.C.; Richmond, Calif.; Alameda, Calif.; and Vancouver, Wash.) for construction in emergency; maintains national defense reserve fleet; maintains a construction reserve fund from sale of ships or operations of it; regulates sale of ships to aliens, or transfers to foreign registry; issues mortgages on all types of ships owned by United States citizens; and provides war risk insurance on merchant ships.

The field organization includes district and area offices; construction representative offices located at various seaports having contracts with the Administration; Marine terminals; Warrenton Reserve Fleet; Washington; Maritime Service Institute; Dressing Office; and the

...with the ... .. of these ... .. and ... ..

The Federal Maritime Board was also established as an agency within the Department of Commerce by Reorganization Plan No. 21 of 1950. It is composed of three members. The member in charge of ... .. and also ... .. of ... ..

... .. by the regulatory functions, and the ... .. of his office as ... .. to the regulatory ... .. of the Secretary of Commerce. However, as the ... .. of all their functions and ... .. the Board ... .. by the general policies of the Secretary of Commerce.

The regulatory functions of the Board include control over ... .. of ... .., ... .., ... .., ... .., and ... .. of ... .. by ... .. in ... .. . The Board's ... .. and ... .. in the ... .. of ... .. and ... .. of ... .. of ... .. of ... .. and ... .. of ... ..

The Federal Shipping Authority was established by Executive Order No. 10488 of January 27, 1951, effective March 13, 1951, as a unit of the Maritime Administration. It is a part of the Federal Maritime Board, and ... .. for ... .. in the ... .. . It performed functions during the ... .. of ... .. of the ... .. during World War II.

Records

The Foreign Administration central office, 441 G Street, S. W., Washington, D. C., maintains personnel and payroll records for foreign officials including the Federal Maritime Board and the National Shipping Authority. These employee records are maintained at the three district offices: Atlantic Coast District, New York; Gulf Coast District, New Orleans; and Pacific Coast District, San Francisco, California.

Payroll functions have been decentralized to the districts since 1949; however, personnel functions were not delegated to the districts until 1951.

Maritime Administration personnel and payroll records in the custody of the Federal Maritime Center pertain only to civil service appointees employees of the Maritime Administration and its predecessors. A number of other categories of personnel were connected with wartime operations, but records of these we do not have. These categories include ex-officio, both administrative and wartime and hired and unhired seaman (Merchant Marine). Following are suggestions showing known locations of records for these categories of personnel:

U.S. CITIZENS  
Physically  
Unemployed  
See Page 34

1. Administrative Personnel (Government Civilian)

- (a) Administrative Personnel—includes all personnel with service records maintained by Maritime Coast District Personnel Office, 40 Broadway, New York City.
- (b) Administrative Personnel—includes (Section 505 and 506) all personnel established in Office of Highway and Bridge, U. S. Maritime Administration, "T" Building, Washington, D. C. whose records contain service record cards or Administrative Enrollments that list the service after January 1953.

2. Training Personnel—includes the Merchant Marine Service including all the Merchant Marine Academy, Kings Point, New York and elsewhere as Merchant Marine Service.

- (a) Merchant Marine Training—about 250 copies of files with specifications—maintained by Maritime Administration, 400 Building, Washington, D. C. Includes records, etc. on those not included in Kings Point.
- (b) Merchant Marine Training—includes:
  - (1) Files of completed training or dropped out of school after January 1953 (about 250) maintained by U. S. Maritime Administration, 400 Building, Washington, D. C.
  - (2) Files of cost of graduated between 1948 and 1953 (about 20,000)—in storage at Federal Records Center, 604 Region 3, Alexandria, Va.
  - (3) Records records of all students going through the Merchant Marine Academy, Kings Point, New York, since its establishment in 1948—maintained at Kings Point.

3. Merchant Marine Personnel Report—U. S. Merchant Marine.

- (a) 1954 (Cost) Merchant Marine Report—Termination of Service (Short—Report of Progress) on cost of graduates who acquired a Coast Guard license. (Where from 1954 reports are the only record up to graduation)—about at Federal Records Center, 604, Region 3, Alexandria, Va.
- (b) Merchant Marine Report (issued after graduation or registration of license)—maintained by Maritime Administration, "T" Building, Washington, D. C.

The Attorney General, on April 24, 1952, ruled that Administrative Enrollments were official records and included in the Executive Branch of the Government within the meaning and for the purpose of the Civil Service Act of 1950. The Executive Branch of Administrative Enrollments will

concerning them sent to the Federal Records Center, St. Louis, where they will be assigned the name of other personnel folders.

See above training chart that the training records are stored at several locations. Usually, a request will not show an individual's entire record, such as Lovell, Cook, Stewart, or Gorman. Consequently, the location of the record in any given case cannot always be accurately tabulated. See "Chart Model" appearing in field into the Maritime Training category should be forwarded to the Personnel Office, U. S. Maritime Administration, Washington, D. C. For description.

The U. S. Coast Guard is the Federal agency responsible for the licensing, protection, and general welfare of the Merchant Marine. It has a number of individual members and pay subsequent sea time, points or "credits". The Coast Guard may be a source to verify dates of sea service. It is a private shipping line however. In the case of a commercial employer, the employer or the private agency (Steamship company) would be the logical contact because it should have information concerning an individual's work performance.

Executive Order No. 9835 of February 27, 1948, effective April 1, 1948, transferred the functions of the Division of Training from the U. S. Maritime Commission to the U. S. Coast Guard. The Maritime Commission continued to pay the employees through April 30, 1948 (on a reimbursement basis) as a matter of convenience to the Coast Guard. Executive Order No. 1197 of July 11, 1948, transferred these training functions from the Coast Guard to the War Shipping Administration. The Coast Guard continued to pay the employees through August 31, 1948.

W. personnel folders or pay records for employees of this division are to be among the records of the Coast Guard or Treasury Department. Maritime employees of U. S. Coast Guard retirement records (HR Form 2606) should be kept regarding the extension of pay functions of such agency as mentioned above. The personnel or pay records created by the Coast Guard previously all passed to the custody of the War Shipping Administration.

During World War II, the Maritime Commission was actively engaged in the construction of vessels to handle the increased load of wartime shipping. This construction was done purely by private shipbuilding companies under contract with the Maritime Commission. The Maritime Commission employed only a few employees at these private shipyards--inspectors, etc. The majority of the employees were paid by the contractors.

The personnel folders of the U. S. Maritime Administration and its contractors are filed at the Federal Records Center in the main Commerce Department records group, or in the Consolidated File, dependent upon date of acquisition.

The Maritime Training ASG should be checked to determine the availability of payroll records for any activity for a given period of time.

Enclosures  
37-10475

Civil Service  
Personnel

## U. S. MARITIME COMMISSION

### History and Mission

The U. S. Maritime Commission was established as an independent agency by the Maritime Law and Act of June 19, 1936, and was formally organized on September 14, 1936. The general purpose was to carry out the declared policy of the United States "to foster the development and expansion of the United States merchant marine". The Commission, composed of five members, was vested with power and functions of the former U. S. Shipping Board and U. S. Shipping Board Bureau (see separate narrative) as well as with new functions. A temporary commission started from September 20, 1936, but a permanent commission was called on April 15, 1937. The employees of the preceding U. S. Shipping Board Bureau and Merchant Fleet Corporation were authorized to be transferred to the Commission, provided that (with the exception of a limited number of special experts, attorneys, assistants, and travel agents) they had civil service status.

On February 7, 1948, the Commission's functions were divided by executive order into a separate agency, "The War Shipping Administration" (see separate narrative) all of which bear operation of the merchant service. While not the Commission with responsibility for all phases of the construction, by private shipyards under Government contract, of the rapidly expanding merchant fleet.

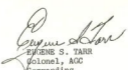
Several organizational units of the Maritime Commission also served the War Shipping Administration and the chairman of the former was the administrator of the latter. After September 1, 1946, when the War Shipping Administration was liquidated, its remaining functions were gradually assumed by the Maritime Commission.

The U. S. Maritime Commission was abolished by Reorganization Plan No. 21, effective May 26, 1950, and all functions were transferred to the Department of Commerce to be administered by a new U. S. Maritime Administration. (See separate narrative).

### Source

All source information is given under U. S. Maritime Administration.

AGAC-SS-R

MULTIPLE PURPOSE FORM		FROM: HEADQUARTERS, DEPARTMENT OF THE ARMY OFFICE OF THE ADJUTANT GENERAL U. S. ARMY RECORDS CENTER ST. LOUIS 32, MISSOURI	
LAST NAME - FIRST NAME - MIDDLE INITIAL <b>DIANA, Florencio J.</b>		SERVICE NUMBER	DATE <b>1 November 1962</b>
SUBJECT: <input checked="" type="checkbox"/> Transmittal of correspondence and/or records. <input type="checkbox"/> Request for information and/or records. (Date of Case: _____)			
TO: Indicate choice of routing by check mark			
<input type="checkbox"/> Manager, VA Regional Office (Complete)		<input type="checkbox"/> Chief, Federal Records Center, GSA 2506 East Barnister Road Kansas City 31, Missouri	
<input checked="" type="checkbox"/> Personnel Officer U. S. Maritime Administration "Y" Building Washington, D. C.		<input checked="" type="checkbox"/> Chief, Federal Records Center, GSA 111 Winnebago Street St. Louis 14, Missouri	
		<input checked="" type="checkbox"/> Chief, Army WW II Section, MPRC, GSA	
		<input checked="" type="checkbox"/> Chief, Army WW II Section, MPRC, GSA	
		<input checked="" type="checkbox"/> Chief, Navy Section, MPRC, GSA	
		<input checked="" type="checkbox"/> Chief, Air Force Section, MPRC, GSA	
		<input type="checkbox"/> CG, FCUSA, Indianapolis 49, Indiana	
<input type="checkbox"/> Manager, Administrative Services (03302) Veterans Administration, Munitions Building Washington 25, D. C.		<input type="checkbox"/> Chief, Enl Sec, PRB, TAGO	
REMARKS:			
<input checked="" type="checkbox"/> Forwarded or returned for necessary action.			
<input type="checkbox"/> Records not located			
<input checked="" type="checkbox"/> Written <del>and returned</del> <sup>copy</sup> been informed of this referral.			
<input type="checkbox"/> All available papers requested are inclosed.			
<input type="checkbox"/> Requested information is inclosed.			
<input type="checkbox"/> Mismatch to this Center. Forwarded or returned as a matter pertaining to your office.			
<input type="checkbox"/> Records not retrievable at this time.			
<input type="checkbox"/> Reference: Paragraph _____ AR 315-			
<input type="checkbox"/> Request copy of Paragraph _____ Special Orders _____ dated _____ concerning _____			
<input type="checkbox"/> Request a Statement of Service for the above named person. Navy Service Number _____ Marine Corps Service Number _____			
<input type="checkbox"/> Request medical records which formed basis for separation of above named person be lent to Enlistment Eligibility Branch, U. S. Army Records Center.			
<input type="checkbox"/> Medical records were forwarded to your office _____ under Claim Number _____			
<input type="checkbox"/> The medical records which were forwarded this office are returned.			
<input type="checkbox"/> Request date of (departure, return) for/from overseas. Departed _____ (place) _____ (approximate date), arrived _____ (place) _____ (approximate date)			
2 Incl 1. Ltr, 23 Aug 62 2. Ltr, 24 Sep 62		 EUGENE S. TARR Colonel, ACC Commanding	

Use reverse side if necessary, giving name of division, branch, clerk and date after each remark

(Please refer to: T.C. No. 21401  
Rojas, PHILYDOR APO 707  
5 Jan 46 to 2 Feb 48 employe't )

No. 357 San Nicolas  
Binondo, Manila, Philippines  
August 23, 1962

To: Commanding Officer  
Headquarters, Department of the Army  
Office of the Adjutant General  
U. S. Army Records Center  
St. Louis 32, Missouri

Dear Sir;

The undersigned, a Post-Liberation civilian employee of the Maritime Commission, under direct supervision of Hqtrs, PHILYDOR, APO 707 covering period from January 4, 1946 to February 16, 1948 inclusive.

That I was employed as ABLE SEAMAN, T.C. No. 21401 with a Wage Rate in US\$ ....\$60.00 per month with quarters, subsistence, allotment to my parents and other allowances entitling a US Army Employee during his period of service to the United States Department of the Army (or Hqtrs, PHILYDOR APO 707).

In connection with the above 2nd paragraph, please be informed that I have not received the equivalent in US\$ but received only my monthly salary in Philippine Pesos which is only half if a Philippine Peso is par peg to a US\$. Also, I have not received any such monetary consideration for quarters, subsistence and others allowances until discharged on termination of service. It is therefore desired by the undersigned that such unpaid accounts of the Maritime Commission (or Dept. of the Army or PHILYDOR APO 707) be appropriately or properly settle, and a request is hereto made.

It is further vouched by the undersigned that his records in connection with his employment with the War Department; his records is intact, so much so that his records can be found at GAO, USA as per Claim No. 2-1-909-357.

Hoping for your early consideration and reply, I most sincerely beg to remain

Very respectfully yours,

*Florence J. Diana*  
FLORENCE J. DIANA

fjd/erc.



3058/211  
O 21 317 805  
MATUTINA, Victor

Alteves, Aklan, Philippines,  
Sept. 24, 1962

The Commanding Officer  
Army Records Center  
Recovered Personnel Records Branch  
9700 Page Boulevard  
St. Louis 32, Missouri, U. S. A.

S i r :

I wish to acknowledge receipt of your letter dated 30 Aug. 1962 in answer to my inquiry for records of my services in the U. S. Coast Guard and other branch of the United States armed forces in and outside of the Philippines in the last World War.

For the verification of that office, I am sending herewith the following documentary evidence of my services:

1. Transportation Corps Employment Contract, dated at Manila on Oct. 1, 1945.
2. Appointment as Able Seaman on the PG-364 signed by R. E. Dennon, 2nd Lt. T. C. Asst. Base Maritime, Personnel Officer.
3. Letter Orders "J-752 dated 13 Jan. 1948 signed by the Asst. Adj General, APO 503.
4. Transfer dated 7 Dec. 1945 issued by the Base Maritime Personnel Officer APO 75.
5. Initial Assignment dated 1 Oct. 1945 signed by George D. Cameron, T. C. Base Maritime Personnel Officer, APO 707.
6. Travel Orders dated 18 Jan. 1947 signed by W. G. Turnbull, Major FA Actg. Asst. Adj. Gen. dated 18 Jan. 1947.
7. Assignment Record dated 26 Sept. 1945.

I hope that these documents have been and is recorded in that office and hope to hear from you again concerning this matter at your earliest convenience.

DECLASSIFIED

Authority E.O. 13526

U.S. MARITIME ADMINISTRATION