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Authority WFO 983078

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AGRD ORGANIZATION & OPERATION

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AGRD
ORGANIZATION & OPERATION

13

DECLASSIFIED
Authority NND 93078

AGRD
(Adjutant General Records Depository)
Organization & Operation

1. Organization & Operation
2. Personnel
3. Transfer of Records & Functions to St. Louis
4. Transfer to Personnel

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HEADQUARTERS
PHILIPPINES COMMAND (AIR FORCE) AND THIRTEENTH AIR FORCE
Clark Air Force Base
APO 74

REGULATION)
NO. 20-10)

5 April 1950

ORGANIZATION

Adjutant General Records Depository

1. Purpose. To state the mission of the Adjutant General Records Depository.
2. a. The Commanding Officer, Adjutant General Records Depository, will be responsible for exercising command jurisdiction over and operating the Adjutant General Records Depository in accordance with policies established by the Commanding General, Philippines Command (Air Force) and Thirteenth Air Force.
- b. Operational control of the Adjutant General Records Depository is exercised by the Commanding General, Philippines Command (Air Force) and Thirteenth Air Force.
- c. The Adjutant General, this headquarters, will exercise staff supervision over the Adjutant General Records Depository.
- d. Commander-in-Chief, Far East, will allot Department of the Army funds for direct operational costs of Adjutant General Records Depository. Indirect costs and logistical support will be funded through Air Force channels.
- e. Manning of Adjutant General Records Depository will be accomplished from Department of the Army sources.
3. Mission.
 - a. The primary mission of Adjutant General Records Depository is the certification of the US Veterans Administration of all available determinable military service data, to include loyalty status of former members of the Philippine Commonwealth Army who were in the service of the Armed Forces of the United States.
 - b. The administration of the Missing Persons Act in making determinations of military status of all living and deceased Army of the United States, Philippine Scouts, and War Department civilian personnel who were residents of, and served in the Philippine Islands.
 - c. The audit of the funds available to the Philippine Army from Appropriations Expenses - Army of the Philippines.

Mission of Casualty Report to DVA not included??

20-10
2 Pages
Page 2

d. Investigation and reports on the procurement and wage claim in the Philippines against United States as directed by the Judge Advocate General for the United States Court of Claims and the General Accounting Office.

e. Submission to the US Department of the Army of information regarding the status of each of the 39,531 members of the Philippine Commonwealth Army granted National Service Life Insurance in 1941 and 1942.
(AG 322)

BY COMMAND OF MAJOR GENERAL TURNER:

OFFICIAL:

JOHN W. CARPENTER III
Colonel, USAF
Vice Commander

/s/ Gustav A. Neuberg
/t/ GUSTAV A. NEUBERG
Lt Col, USAF
Adjutant General

DISTRIBUTION:

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DD
IDD

HEADQUARTERS
RYUKYUS COMMAND
APO 331

Procedure

20 September 1952

Colonel Albert A Lindquist
8133rd Army Unit (AGRD)
APO 928

Dear Colonel Lindquist:

Upon my return to Rycom I discussed with Major Whittier, that part of his letter to you which you desired clarified. He stated it was not the intent of his letter to require that matters between you and the U. S. Embassy, Philippine Government, Philippine Army, etc., concerning the operation of AGRD, be handled through the Commanding Officer, 29th Engr Topo Bn. That is left entirely to your discretion.

Since the administration of army units in the Philippines is the responsibility of the Commanding Officer 29th Engr Topo Bn, all matters of purely administrative nature must, as you know, be coordinated with him.

The Chief of Staff requested you be informed that you have the authority to correspond directly with the Adjutant General, Department of the Army, in any matters concerning the operation of the AGRD, furnishing an information copy of all such correspondence to this headquarters. The decision as to whether correspondence warrants coordination by this headquarters is left to your judgment. In this connection I am enclosing a copy of 2nd indorsement, this headquarters, to Colonel Gozun's letter.

Pressing business here has again delayed the planned visit to the Philippines of the Chief of Staff and his party. However he expressed a desire to get down there just as soon as his duties will permit.

I would like to again express my thanks for the hospitality and consideration extended to me on my recent visit.

Sincerely,

C. W. Gibbons

C. W. GIBBONS
Major, AGC
Asst Adj Gen

1 Incl
As stated

4/13/51
Liang

HEADQUARTERS
ADJUTANT GENERAL RECORDS DEPOSITORY
PHILIPPINES COMBAND
UNITED STATES ARMY

GENERAL ORDERS
NUMBER 2

APO 900
9 March 1949

ORGANIZATION OF COMBAND

1. The Adjutant General Records Depository having been established as a separate command per General Orders No. 13, Headquarters, PHILCOB, 23 February 1949, is organized as follows:

- a. Headquarters Division
- (1) Command and Staff
 - (a) Commanding Officer
 - (b) Executive Officer
 - (c) Adjutant
 - (d) Headquarters Commandant
 - (2) Administration Branch
 - (a) Message Center Section
 - (b) Central Files Section
 - (c) Statistical Section
 - (d) Publications Section
 - (e) Personnel Section
 1. Military Personnel Unit
 2. Civilian Personnel Unit
 3. Budget and Fiscal Unit

b. The Adjustment Division will be composed of the following branches and sections:

- (1) Arrears in Pay Branch
 - (a) Administration and Statistical Section
 - (b) Review Section
 - (c) Fiscal Section
- (2) Claims Service Branch
 - (a) Investigation Section
 - (b) Commission Section
- (3) Administration Branch
 - (a) Supply Section
 - (b) Personnel Control Section
- (4) Control and Audit Branch

c. The Service and Certification Division will be composed of the following branches and sections:

- (1) Administration Branch
 - (a) Office Service Section
- 14

- 2 -

- (b) Message Center Section
 - (c) Statistical Section
 - (d) Personnel Control Section
- (2) Project "J" Branch
- (a) Determination, Finance and Statistical Section
 - (b) Records, Correspondence and VA Section
 - (c) Administration Section
- (3) Veterans Branch
- (a) Living Section
 - (b) Deceased Section
 - (c) Roster Section
 - (d) Administration Section
- (4) Records Branch
- (a) Custodial Section
 - (b) Correspondence Service Section
 - (c) Photostat Section
 - (d) Administration Section
- (5) Investigation Branch
- (a) Field Investigation Section
 - (b) Loyalty Section
 - (c) Administration Section

d. Headquarters Commandant Division will be composed of the following sections:

- (1) Supply Section
- (2) Motor Vehicle Maintenance Section
- (3) Repairs and Utilities Section
- (4) Property and Billeting Section
- (5) Security Section
- (6) Safety Section
- (7) Special Services Section
- (8) Personnel Control Section
- (9) Miscellaneous Activities Section

Assignment of military personnel to duties within the divisions mentioned above will be announced in separate orders.

BY ORDER OF COLONEL FORSTER:

DUANE P. ESSAM
1st Lt. AGD
Adjutant

OFFICIAL:

Duane P. Essam
DUANE P. ESSAM
1st Lt. AGD
Adjutant

DISTRIBUTION

ROSTER
of
REVIEW & ADJUDICATION SECTION
(as of 14 Feb 52)

Officers - 2
DACs - 6
Locals - 39

ELLIOTT, Robert E. - DAC GS-9 RD-295
FRONK, Wesley R. - DAC GS-9 RD-177
IORIO, Alexander T. Jr. - DAC GS-9 RD-177
MATTHIAS, James S. - DAC GS-9 RD-177
SAILLANT, Richard L. - DAC GS-9 RD-177
WEDDLE, Joseph E. - DAC GS-9 RD-260

1.	ABAD, Teodorico R.	Claims Examiner	F-GS-5-4	RD-100
2.	ALBURO, Josefina A.	"	" 5-4	" 100
3.	ANGCO, Nemesio F.	"	" 5-5	" 100
4.	AREVALO, Daniel SJ	"	" 5-5	" 100
5.	BAGSIK, Isaac V.	Typist	" 2-5	" 204
6.	BAYHON, Wenzel M.	Claims Examiner	" 5-5	" 100
7.	BELLO, Ernesto	Clerk-Typist	" 2-5	" 399
8.	BUNAG, Marie	Steno	" 3-5	" 209
9.	CALVO, Victoria N.	Claims Examiner	" 5-3	" 100
10.	CAMUNGOL, Tirso M.	Clerk-Typist	" 2-5	" 402
11.	CORTEZ, Leonardo M.	Claims Examiner	" 5-5	" 100
12.	DY TIOCO, Jose M.	"	" 5-5	" 100
13.	EVANGELISTA, Servillano A.	"	" 5-5	" 100
14.	FRANCISCO, Leon de L.	Clerk-Typist	" 2-5	" 399
15.	FRANCISCO, Teofila C.	Clerk-Steno	" 3-5	" 255
16.	GAMBOA, Lourdes D.	Typist	" 2-5	" 204
17.	GAUDINEZ, Virginia S.	Claims Examiner	" 5-2	" 100
18.	GUZMAN, Anastacio M.	Claims Examiner	" 5-5	" 100
19.	GUZMAN, Amada P.	General Clerk	" 2-5	" 292
20.	ISON, Jose A.	Claims Examiner	" 5-5	" 202
21.	JAVIER, Florentino R.	"	" 6-4	" 202
22.	JUSTO, Rosalinda N.	Clerk-Steno	" 3-2	" 287
23.	LAGAZO, Corazon	General Clerk	" 3-5	" 354
24.	LISING, Alfredo	Typist	" 2-4	" 204
25.	LOPEZ, Nemesio C.	Claims Examiner	" 5-5	" 100
26.	MERANO, Guillermo	adm Aid(Clms Exanr)	" 5-3	" 412
27.	OLIVA, Antonia P.	Typist	" 2-5	" 204
28.	QUEBRAL, David	General Clerk	" 3-5	" 283
29.	ROMBANA, Jorge	Claims Examiner	" 5-5	" 100
30.	RUECA, Jose L.	"	" 5-5	" 100
31.	SABALE, Jose L.	Typist	" 2-5	" 111
32.	SALINDONG, Beatriz	Clerk-Steno	" 3-5	" 174
33.	SALUD, Domingo F.	Typist	" 2-5	" 416
34.	SANTOS, Eduardo C.	Typist	" 2-5	" 204
35.	TORRES, Rogelio	Loyalty Clms Exanr	" 6-4	" 18
36.	UY, Crasencia M.	Clerk-Steno	" 3-5	" 4
37.	VALENCIA, Victor G.	Claims Examiner	" 5-5	" 100
38.	YABES, Demetrio C.	"	" 5-5	" 100
39.	YABUT, Engracia V.	Clerk-Steno	" 3-5	" 211

*Capt. Etan Rubin
OK, Deceased Ser, Vets Br.*

HEADQUARTERS
8133D ARMY UNIT
ADJUTANT GENERAL RECORDS DEPOSITORY
APO 928

*Policy File
O.S.*

AGRD-SC

23 February 1951

S & C DIVISION MEMORANDUM)

NUMBER 5)

PRECEDENT AND POLICY FILES

1. The following information is published for the information, guidance, and compliance of personnel concerned.

2. The term "precedent or policy" includes any distinctive ruling, or deviation therefrom, authorized by competent authority, that affects the work of any branch in this Division, or the work of the AGRD generally, that is:

- a. Decisions by predecessor organizations (e.g. Recovered Personnel Division, PHILCOM, Adjustment Division, PHILCOM, etc.)
- b. Opinions of the JAG and Court decisions.
- c. Laws and agreements.
- d. Statements of policy issued by higher HQ.
- e. Orders of the CG, AGRD etc.

Purely local policies and standard operating procedures of a branch, and matters that have already been published (e.g. WD Plan for Casualty Administration Upon Reoccupation of the Philippines) are not considered precedents or policies as defined above.

3. Chiefs of Branches and OIC's of Sections are responsible for the maintenance of a complete and up-to-date precedent and policy file relating to the responsibilities and mission of their organization. This file will be maintained on a consecutively numbered basis (most recent item on top) and will be available for inspection at any time. Material for these files may originate in the branch or section itself or in some other agency.

4. Whenever a new precedent or policy is established, or a change, exception, or revocation is made to an existing precedent or policy, appropriate action will be taken to insure that prompt dissemination is made to all interested agencies.

E. Rinaldi
E. RINALDI
Major AGC
Director, S & C Division

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HEADQUARTERS
ADJUTANT GENERAL RECORDS DEPOSITORY
8133D ARMY UNIT
APO 928

POLICY MEMORANDUM
NUMBER 1

7 October 1952

CENTRAL POLICY FILE

Introduction - a meeting of the AGRD Central Policy Board held on 15 August 1952 adopted a central file policy as follows:

- a. That the Central Policy File should be kept in the Adjutant's Office with the AGRD Central Files but in a separate filing cabinet. This cabinet to contain information applying to Central Policy Files only.
- b. That only authentic supporting documents be contained in the Central Policy File.
- c. That the policy files be indexed according to subject and not decimal system, this arrangement to be supplemented by a card index system.
- d. The Adjutant will be responsible for maintenance and security of the Central Policy File. Branch Chiefs desiring reference matter from said file will obtain same upon request to the Adjutant.
- e. Once the Central Policy File is established, any authentic documents subsequently received affecting policies will be added to these files.
- f. The Central Policy File should contain only policies and supporting documents pertaining to the mission of AGRD.

BY ORDER OF COLONEL LINDQUIST:

OFFICIAL:

S. G. COOK
Capt AGC
Adjutant

S. G. Cook
S. G. COOK
Capt AGC
Adjutant

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Authority NND 893078

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Authority _____

ROSTER OF PERSONNEL - VETERANS BRANCH5 January 1953

- | | |
|--------------------------------|---------------------------|
| 1. ABAD, Teodorico | 29. GAUDINEZ, Virginia S. |
| 2. ALIPIC, Jose R. | 30. GUZMAN, Amada P. |
| 3. ANGCO, Nemesio F. | 31. ISON, Jose A. |
| 4. AQUINO, Arsenio A. | 32. JAVIER, Florentino R. |
| 5. AREVALO, Daniel SJ. | 33. JUSTO, Rosalinda N. |
| 6. BAGSIK, Isaac V. | 34. LACUNA, Deomedes R. |
| 7. BARCENA, Fe M. | 35. LOPEZ, Nemesio C. |
| 8. BAYHON, Wenzel M. | 36. MENESES, Honesto C. |
| 9. BIGORNIA, Guillermo B. | 37. POBHE, Salvador U. |
| 10. BOADO, Concepcion C. | 38. QUEBRAL, David C. |
| 11. BUNAG, Marie C. | 39. RAMOSO, Felipe R. |
| 12. CABAS, Masicap D. | 40. RIVERO, Ernesto A. |
| 13. CALVO, Victoria N. | 41. ROMBANA, Jorge V. |
| 14. CAMUNGOL, Tirso M. | 42. RUECA, Jose L. |
| 15. CASTRO, Severo R. | 43. SABAIE, Jose C. |
| 16. CHUMSIN, Generoso G. | 44. SALINDONG, Beatriz T. |
| 17. CORTEZ, Leonardo M. | 45. SANCHEZ, Edilberto R. |
| 18. DANIEL, Alberto M. | 46. SANTOS, Eduardo C. |
| 19. DE GUZMAN, Anastacio | 47. SOLITO, Arturo G. |
| 20. DE GUZMAN, Martin | 48. TAGPIS, Jose F. |
| 21. DORONIA, Esther L. | 49. TORRES, Rogelio P. |
| 22. DY TIOCO, Jose M. | 50. TUASON, Corazon L. |
| 23. ECIAR, Domingo E. | 51. UY, Cresencia M. |
| 24. ELINON, Antonia O. | 52. VALENCIA, Gervacio D. |
| 25. EHQUIZA, Pedro M. | 53. VALENCIA, Victor G. |
| 26. EVANGELISTA, Servillano A. | 54. VASQUEZ, Aurora S. |
| 27. FRANCISCO, Leon DL. | 55. YABES, Demetrio C. |
| 28. FRANCISCO, Teofila C. | 56. YABUT, Engracia V. |

BREAKDOWN OF PERSONNEL - VETERANS BRANCH

OFFICE OF THE CHIEF OF BRANCH

Capt. Johnson
Lt. Curd
Mrs. A. S. Vasquez

WCC UNIT, R&A SECTION

1. Mr. Reuben Fine
2. Mrs. Audrey H. Guersey
3. Camungol, Tirso
4. Daniel, Alberto M.
5. De Guzman, Martin
6. Eclar, Domingo E.
7. Elinon, Antonia O.
8. Francisco, Leon DL.
9. Guzman, Amada P.
10. Justo, Rosalinda N.
11. Meneses, Honesto C.
12. Pobre, Salvador U.
13. Quebral, David C.
14. Ramoso, Felipe R.
15. Tagpis, Jose F.

NOTE: Mr. Boulle & Mr. Sabale
of the VA Unit, R&A Sec
is detailed in to WCC.

Mr. Arso of the Adjutant's
Branch is detailed in WCC.

PROJECT "J" SECTION

1. Mr. Elvard L. Davis
2. Bigornia, Guillermo B.
3. Doronila, Esther L.

STENO & TYPING POOL

1. Barcena, Fe M.
2. Boado, Concepcion C.
3. Bunag, Marie C.
4. Bagsik, Issac W.
5. Francisco, Teofila C.
6. Sabale, Jose C.
7. Salindong, Beatriz T.
8. Uy, Crescencia M.
9. Yabut, Engracia V.

NOTE: Sabale & Salindong detailed
out to WCC & 14th Inf Unit
respectively.

VA UNIT, R&A SECTION

1. Mr. Alfred A. Boulle
2. Mr. Robert E. Elliott
3. Mr. Marcelo N. Ilagan
4. Mr. Alexander T. Iorio Jr.
5. Mr. James S. Matthias
6. Mr. Victor L. Shumsker
7. Mr. Joseph E. Weddle
8. Abad, Teodorico
9. Alipio, Jose R.
10. Angco, Nemesio F.
11. Aquino, Arsenio A.
12. Arevalo, Daniel SJ.
13. Bagsik, Issac V.
14. Barcena, Fe M.
15. Bayhon, Wenzel M.
16. Boado, Concepcion C.
17. Bunag, Marie C.
18. Cabas, Masicap D.
19. Calvo, Victoria N.
20. Castro, Severo R.
21. Chumsin, Generosa G.
22. Cortez, Leonardo M.
23. De Guzman, Anastacio
24. Dy Tioco, Jose M.
25. Erquiza, Pedro M.
26. Evangelista, Servillano A.
27. Francisco, Teofila C.
28. Gaudinez, Virginia S.
29. Ison, Jose A.
30. Javier, Florentino R.
31. Lacuna, Decmedes R.
32. Lopez, Nemesio C.
33. Rivero, Ernesto A.
34. Romawa, Jorge V.
35. Rueca, Jose L.
36. Sabale, Jose C.
37. Salindong, Beatriz T.
38. Sanchez, Edilberto R.
39. Santos, Eduardo C.
40. Solito, Arturo G.
41. Torres, Rogelio P.
42. Tuason, Corazon L.
43. Uy, Crescencia M.
44. Valencia, Gervacio D.
45. Valencia, Victor G.
46. Yabas, Demetrio
47. Yabut, Engracia S.

14th INFANTRY UNIT

1. Mr. Victor L. Shumaker
2. Arevalo, Daniel SJ
3. Castro, Severo R.
4. Ison, Jose A.
5. Salindong, Bestriz T.

NOTE: All personnel detailed
in from VA Unit, R&A Sec.

NOTE: 5 Personnel detailed out to
14th Infantry Unit. (local)

1 DAC detailed out to WCC.

1 local (Sabale) detailed out
to WCC.

7 local personnel asgd to
Steno & Typing Pool.

2 Gen Clerks (Aquino & Cabas)
carried in the Adm Sec
Output and Personnel Report.

PERSONNEL STRENGTH - VETERANS BRANCH

18 Aug 52

	<u>R & SEC</u>						<u>TOTALS</u>
	<u>ADM</u>	<u>LRS</u>	<u>"J"</u>	<u>WCC</u>	<u>14TH</u>	<u>VA</u>	
Final Reviewers			1	6*	1	5	13
Claims Examiners			2	11**	4	16	33
Loyalty Rec Examiners		1		3	1		5
General Clerks	2			3***		4	9
Typists		1		1****	1	10	13
Stenographers						2	2
Clerk-Steno	<u>1</u>						<u>1</u>
<u>Totals - - -</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>24</u>	<u>7</u>	<u>37</u>	<u>76</u>

Note: The above breakdown shows number of personnel, in their present classification, working in a section.

The following shows the number of personnel doing the job of:

Claims Examiners - - - - -	39	* - 1 from VA
Loyalty Rec Examiners - - - -	1	** - 4 from VA
General Clerks - - - - -	7	*** - 2 from VA
Typists - - - - -	13	**** - 1 from VA
Clk Steno - - - - -	1	
Stenographers - - - - -	2	

Maj Baker

HEADQUARTERS
 8133D ARMY UNIT
 ADJUTANT GENERAL RECORDS DEPOSITORY
 APO 928

ACRD-CO 210.4

13 July 1951

SUBJECT: Duty Assignments

TO: Officers Concerned

1. Effective 1 August 1951 the following duty assignments for the officers listed below is announced:

<u>Grade</u>	<u>Name</u>	<u>SN</u>	<u>Primary Duty</u>	<u>Additional Duty</u>
Major	Baker, Palmer M.	0336117	Ch, Vet. Br.	
Major	Green, Loyd W.	0349120	Ch, Inv. Br.	Top Secret Cont. Off. Pers. Conf. Off.
Major	Rinaldi, Eugene	059015	Executive Off.	Typhoon Cont. Off. Chm, Mgmt Unit Chm, Bd of Gov
Major	Rockey, Carlton G.	0263613	Ch, Rec. Br.	Survey Off. I & E Off.
Captain	Goode, John L.	01295539	HQ Comdt.	Billeting Off. Sanitary Insp. Theater Off. Library Off. Provost Marshal Gas Sales Off. Unit Gas Off.
Captain	Kennedy, Paul R.	01280316	(no dy assigned, TDY Formosa)	
Captain	Noggle, Myrl K.	01287572	Asst.Ch, Vet Br.	Claims Off. Asst. Adj. Intel. Off. ...
Captain	Patton, James H. Jr.	01295932	Supply Off.	Unit S-4 Motor Off.

Ltr AGRD-CO 210.4, subject: Duty Assignments, dtd 13 Jul 51 (Cont'd)

<u>Grade</u>	<u>Name</u>	<u>SN</u>	<u>Primary Duty</u>	<u>Additional Duty</u>
Captain	Rudell, Robert C.	01307082	Asst..Ch, Rec Br.	ERC Retg Off. Ins Off Asst. Adj.
Captain	Stanhiser, Otto	0497973	OIC, R&A Sec Vet. Br.	Asst. Adj. S-3
Captain	Wood, Burl A.	01001280	Adjutant	Rec Mgmt Off. Postal Off. P.I.O.
1st Lt.	Anthony, Marion K.	0958764	Asst OIC, R&A Sec Vet. Br.	Asst. Adj.
CWO	Fowler, John R.	RW904248	Asst Adj.	
CWO	Layton, James T.	RW903405	Asst Ch, Vet Br	Asst. Adj.
WOJG	Evans, Richard	W904111	OIC Proj "J" Sec. Vet. Br.	Asst. Adj Civ. Sug. Off.
WOJG	McLelland, William S. Jr.	RW903525	Club & Mess Off.	PX Off. SSO

2. Previous duty assignments are hereby rescinded.

Rescinded

GRAHAM C. WATERS
Colonel Inf
Commanding

DISTRIBUTION:

1 ea Officer
1 ea Field 201 File

copy taken

HEADQUARTERS
 8133D SERVICE UNIT
 ADJUTANT GENERAL RECORDS DEPOSITORY
 APO 920

AFRD-A 330.32

1 August 1950

SUBJECT: Roster of Officer Personnel

TO: Executive Officer
 Director, S & C Division
 Chief, Each Branch
 OIC, Each Section

The following roster of officer personnel presently assigned to this organization indicating current primary and additional duty assignment is published as a matter of record and for the information and guidance of all concerned.

<u>Grade, Name, Sv No, Br. of Sv.</u>	<u>Primary Duty</u>	<u>Additional Duty</u>
Lt Col Gold, Wm M., 040179, AGD	Commanding Officer	
Major Baken, Palmer N., 0336117, Inf	Chief, Veterans Branch	
Major Page, John W., 040247, AGD	Executive Officer	
Major Rinaldi, Eugene, 059015, AGD	Director, S & C Div	Typhoon Control Officer
Major Rockey, Carlton G., 0263613, Inf	Chief, Records Br	I & E Officer
Capt Green, Loyd W., 0349120, Inf	Chief, Inv Branch	S-3, Personal Conference Officer
Capt Kennedy, Paul R., 01200316, FD	OIC, Control, Audit & Fiscal Section	
Capt Patton, James R., 01295932, Inf	Club & Mess Officer	Assistant Adjutant PX Officer Class "A" Agent
Capt Stanhiser, Otto, 0497973, AGD	OIC, Deceased Section	
Capt Wells, Thomas M. Jr. 059453, JAGC	OIC, Judge Advocate Liaison Section	Legal Assistance Officer
1st Lt Goode, John L., 01295539, Inf	OIC, Living Section	Assistant Adjutant Unit Gas Officer Insurance Officer
1st Lt Meeble, Myrl K., 01287572, Inf	OIC, Loyalty Records Section	Assistant Adjutant Intelligence Off Claims Officer
1st Lt Rudell, Robert C., 01307082, Inf	Asst Chief, Records Branch	Assistant Adjutant
1st Lt Rupert, William O., 0800052, Inf	OIC, Adjudication Sub-Section, Deceased Section	Assistant Adjutant Class "A" Agent

<u>Grade, Name, Sv No, Br. of Sv.</u>	<u>Primary Duty</u>	<u>Additional Duty</u>
1st Lt Tucker, Harlan W., 020153, QIC	Supply Officer	Billeting Officer Publications Officer
2nd Lt Anthony, Marion K., 0958764, AGD	OIC, Service Sub- Sec, Deceased Section	Assistant Adjutant Theater Officer Class "A" Agent Member, Ground Safety Council
2nd Lt Cook, James W., 0955452, AGD	OIC, Redetermination Sub-Sec, Deceased Section	Assistant Adjutant Assistant Theater Officer
WO Benjamin, Jason, W2114766, USA	Asst OIC, Living Sec	Assistant Adjutant
WO Mehler, Thomas H., W2112019, USA	Asst OIC, Redetermi- nation Sub-Section, Deceased Section	Assistant Adjutant Member, Ground Safety Council
WOJG Evans, Richard, W904111, USA	OIC, Proj "J" Section	Assistant Adjutant Special Services Officer Class "A" Agent
WOJG Fowler, John R., W904248, USA	Personnel Officer	Assistant Adjutant Motor Officer Cost Control Officer Class "A" Agent Engineer Technical Inspector
WOJG Layton, James T., W903405, USA	Asst OIC, Adjudica- tion Sub-Section, Deceased Section	Assistant Adjutant Class "A" Agent
WOJG McLolland, William S. Jr., W903525, USA	OIC, Administrative Section	Assistant Adjutant OIC, Roster Section
WOJG Wood, Burl A., W904050, USA	Adjutant	Gasoline Sales Officer Postal Officer Records Management Officer Public Information Officer

BY ORDER OF LIEUTENANT COLONEL GOLD:

Burl A. Wood
 BURL A. WOOD
 WOJG, USA
 Adjutant

<u>Grade, Name, Sv No, Br. of Sv.</u>	<u>Primary Duty</u>	<u>Additional Duty</u>
1st Lt Tucker, Harlan W., 020153, QEC	Supply Officer	Billeting Officer Publications Officer
2nd Lt Anthony, Marion K., 0958764, AGD	OIC, Service Sub- Sec, Deceased Section	Assistant Adjutant Theater Officer Class "A" Agent Member, Ground Safety Council
2nd Lt Cook, James W., 0955452, AGD	OIC, Redetermination Sub-Sec, Deceased Section	Assistant Adjutant Assistant Theater Officer
WO Benjamin, Jason, W2114766, USA	Asst OIC, Living Sec	Assistant Adjutant
WO Mehler, Thomas H., W2112019, USA	Asst OIC, Redetermi- nation Sub-Section, Deceased Section	Assistant Adjutant Member, Ground Safety Council
WOJG Evans, Richard, W904111, USA	OIC, Proj "J" Section	Assistant Adjutant Special Services Officer Class "A" Agent
WOJG Fowler, John R., W904248, USA	Personnel Officer	Assistant Adjutant Motor Officer Cost Control Officer Class "A" Agent Engineer Technical Inspector
WOJG Layton, James T., W903405, USA	Asst OIC, Adjudica- tion Sub-Section, Deceased Section	Assistant Adjutant Class "A" Agent
WOJG McLelland, William S. Jr., W903525, USA	OIC, Administrative Section	Assistant Adjutant OIC, Roster Section
WOJG Wood, Burl A., W904050, USA	Adjutant	Gasoline Sales Officer Postal Officer Records Management Officer Public Information Officer

BY ORDER OF LIEUTENANT COLONEL GOLD:

Burl A. Wood
 BURL A. WOOD
 WOJG, USA
 Adjutant

May 1950

HEADQUARTERS
 ADJUTANT GENERAL RECORDS DEPOSITORY
 PHILIPPINES COMMAND (AIR FORCE) AND THIRTEENTH AIR FORCE
 APO 928

ASSIGNMENT ORDERS
 NO. 12

5 June 1950

Under the provisions of AR 210-10, the following assignment of quarters to following named officers and DACs are effected on the date indicated below:

<u>Name & Rank</u>	<u>Sy No.</u>	<u>Qtrs No.</u>	<u>Date</u>
Major PALMER M BAKEN	0336117	T-1414	4 June '50
1st Lt HARLAN W TUCKER	028153	T-1480	3 June '50
Mr H J WISE	DAC	T-1608	2 June '50
Mr H.R RODRIGUEZ	DAC	T-1608	2 June '50
Mr J E WEDDLE	DAC	T-1479	4 June '50

BY ORDER OF LIEUTENANT COLONEL GOLD:

James C. Billings
 JAMES C. BILLINGS
 1st Lt Inf
 Adjutant

DISTRIBUTION:

- 5 - ea OFF & DAC conc
- 1 - Telephone Exchange
- 1 - File
- 1 - Post Engr
- 2 - Finance
- 1 - Provost Marshal, AGPD
- 2 - 201 File

HEADQUARTERS
ADJUTANT GENERAL RECORDS DEPOSITORY
PHILIPPINES COMMAND
UNITED STATES ARMYSPECIAL ORDER
NO.....32APO 900
1 June 1949

1. The following named officers are assigned primary and additional duties as indicated below:

AGHD HEADQUARTERS

<u>NAME</u>	<u>ASN</u>	<u>PRIMARY DUTIES</u>	<u>ADDITIONAL DUTIES</u>
Lt Col Gold, W. M.	040179	Deputy Commander	
Major Stump, L. C.	0370117	Executive Officer	
1st Lt Billings, J. C.	01300526	Adjutant	Postal Officer Typhoon Officer
1st Lt Dickinson, R. E.	01316520	Personnel Officer	Asst Adjutant

ADJUSTMENT DIVISION

Major Chesson, John B.	051414	Ch, Adjustment Div	
Major Adair, Daniel L.	0482122	Executive Off, Adjustment Div	
Major Ricker, Sherwin M.	0244592	Reviewing Off, Review Br	I & E Off
Major Rockey, Carlton G.	0263613	Chief, Arrears in Pay Br	
Capt Langley, Warren G.	055029	Chief, Adm Br	Sp Sv Off, Library Off, A & R Off
Capt Philip, George R. Jr	0291736	Ch, Commission Br	
Capt Knoll, Ernest L.	054304	Ch, Adjudication Br	
Capt Ashby, Richard C.	01319160	Claims Commissioner	
Capt McGree, Nicholas C.	01043425	Ch, Investigation Br	
1st Lt Goode, John L.	01295539	Investigation Officer	Insurance Off
1st Lt Manzano, Jaime H.	01896939	Actg Ch, Adjudication Br	
Capt Kennedy, P. R.	01280316	Ch, Control & Audit Br	

SERVICE & CERTIFICATION DIVISION

Major Page, John W.	040247	Director, S & C Division	
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VETERANS BRANCH

Major Bekon, Palmer M.	0336117	Ch, Veterans Branch	
Capt Moore, William L.	0372650	Ch, Roster Section	
Capt Stanhiser, Otto	0497973	Ch, Deceased Section	
1st Lt McGee, William M. Jr	01312181	Ch, Living Section	
1st Lt Rupert, William O.	0800052	Service Officer, Deceased Section	
1st Lt Chambers, R. V.	02032987	asst Ch, Living Section	
2nd Lt Anthony, Marion	095864	Service Officer, Deceased Section	
2nd Lt Brewer, Charles H.	0948970	Certification Off, Living Section	

PROJECT "J" BRANCH

Capt Baker, Elmer L.	0490137	Ch, Proj "J" Branch	
1st Lt Eake, Norman D.	01336051	Ch, Determination Finance & Statistical Section	
CWO Hausle, F. M.	W-2108498	Ch, Records, Correspondence & Va Sec & Adm Sec	Theatre Off

RECORDS BRANCH

1st Lt Baker, P. E.	01002861	Ch, Records Branch	
WOJG Turner, D. R.	W-903945	Ch, Correspondence Section	

INVESTIGATION BRANCH

Capt Sproul, Donald N.	049441	Chief, Investigation Br.	
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HEADQUARTERS COMMANDANT

Capt Acosta, Rafael S.	0888452	Hq Commandant	Provost Marshal Customs Off
1st Lt Edgette, Delbert V.	02005568	Supply Officer	Billeting Officer
1st Lt Noble, Frank B.	01330463	Club & Mess Off	PX Officer

2. These assignments supersede all previous assignments.

BY ORDER OF COLONEL FORSTER:

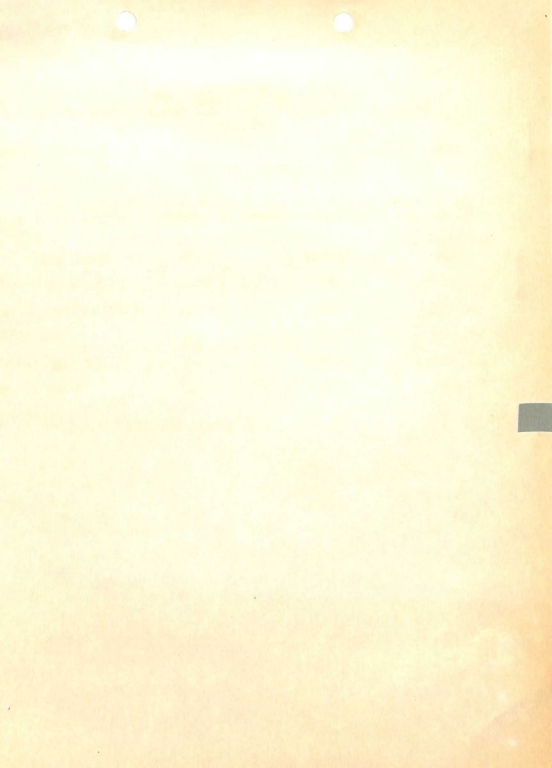
JAMES C. BILLINGS
1st Lt Inf
Adjutant

OFFICIAL:


JAMES C. BILLINGS
1st Lt Inf
Adjutant

DISTRIBUTION:

"E"



DECLASSIFIED

Authority NND893078

COPY OF INCLOSURE TO LTR
DFO 30 July 59 IN FILE IN POLI
FOLDER 140

DECLASSIFIED

Authority _____

COPYPolicy Changes in Handling Cases
Regarding Filipino Veterans

AGCM-M

// TRU Chief, Adm Svs Div, TAGO Chief, Compt Div, TAGO 30 Jul 1955

McCool/ht/73894

OO, Mil Pers Rec Cen, TAGO
4300 Goodfellow Blvd
St. Louis 20, Missouri

1. Reference is made to the attached listing (Incl 1) in which are indicated certain proposed changes in policies in processing cases in the Recovered Personnel Records Section.

2. The proposed changes are concurred in with the following exceptions and provisions:

a. Paragraph 2a6. Substitute "need not" in lieu of "must not of necessity" in line two of proposed change. Delete all of paragraph following "be accepted" in line five. Since this proposed change provides that affidavits will not be rejected merely because the affiant does not include data regarding induction, the first sentence of the proposed change with the modification indicated above should be sufficient.

b. The recommended change in item 4, incl 1, should be modified by eliminating all of lines one through eight and part of line nine. The paragraph should begin with "The case will be adjudicated ***." It is believed that an administrative determination should be made as to the date of discharge, based on all available data on file, rather than seek additional information from the individual involved.

c. Paragraph 6. Great care should be exercised in notifying the individual of the negative certification in order that appeals are held to the minimum. The form letter should in no way encourage the individual to communicate further with MPRC.

d. Paragraph 7. The last sentence of this paragraph should be deleted. If any problems of major differences between MPRC and Veterans Administration activities should arise as a result of policy, the matter should be referred to this office for reconciliation at the departmental level.

e. These changes in policies are applicable to future cases and are not to be applied to previously determined cases.

Original on file - MPRC Hq. Sec.

COPY

COPY

AGCM-41

SUBJECT: Policy Changes in Handling Cases Regarding Filipino Veterans

5. These proposed changes in policy are evidence of a concerted effort to increase the output and efficiency of the Recovered Personnel Records Section. Further effort in this regard is encouraged. In this connection it is believed that studies of the detailed procedures involved in processing Veterans Administration cases of Filipino veterans would likewise result in similar improvements.

1 Incl
Listing

/s/ D. R. Van Sickler
D. R. VAN SICKLER, Colonel, AGC
Chief, Comptroller Division, TAGO

All supervisors notified of the policy change at a general meeting held in Major Phuson's office on 19 August 1953 -

COPY

CRITERIA OF EVIDENCE AND PROPOSED CHANGES

PRESENT POLICYRECOMMENDED CHANGE

1. Basic Forms

- | | | |
|----------------|--|------|
| a. Living Case | Form 23 or Form 49 | None |
| b. Death Case | Form 9 (Prior to 1 Jul 49)
(Form 3, 3A or 7 may be on
file used in 1945 prior to
adoption of Form 9)
Form 49 | None |

(If the above forms are not present in the file, an appropriate request is made to the claimant to submit same) Case suspended.

2. Military Identity
(Page 6, SOP)

- | | | |
|--|---|------|
| a. USAFFE
(Those personnel
inducted prior
to general sur-
render 7 May 42) | 1. ISLI (Prior to 7 May 1942) | None |
| | 2. Casualty Record (Prior to
7 May 42) | None |
| | 3. POW Records
of Concentration Camps | None |
| | 4. Record in present holdings
indicating appointment,
receipt of money, pro-
motion etc prior to 7 May
42 | None |
| | 5. Special Orders.
Issued prior to 7 May 42
or calling individual to
duty w/supporting evidence
of actual reporting -
Promotion etc. | None |
| | 6. Affidavits
(In absence of any of the
above records) | |

Affidavit of two former members of the USAFFE who were members of same unit (not larger than regiment) who have knowledge of the facts stating all the information they know pertaining to military service of individual.

COPY

PRESENT POLICY

Affidavits of two former members of USAFFE though not members of same unit who have knowledge individual reported to place of induction after being called to active duty indicating date, place and circumstances as to how knowledge is theirs. This type of affidavit must be supported by an affidavit of municipal mayor and Chief of Police who were such at time of call to active duty of subject or of present mayor and Police Chief, such information being based on official records of their office that subject was called and departed.

7. Added

RECOMMENDED CHANGE

None - except that date of induction must not ~~of need not~~ necessarily be mentioned in order that affidavit be accepted. ~~Attestation that subject served in same unit, USAFFE, is indicative of induction. If, however, the affiant positively states date of induction, obviously not based on hearsay knowledge, the affiant must be proven to be in a position to attest to the induction. If proven inconsistent affidavit will not be acceptable in whole or in part.~~

None

USAFFE may be established by one affidavit executed on or before 30 June 1948 (end of deadline for arrears in pay) by an individual indicated below provided his case has been established as positive for VA purposes or that his identity

PRESENT POLICYRECOMMENDED CHANGE

was established as USAFFE by an archive or other record.

(1) Battalion or company officer which indicates subject was a member of such battalion or company and was properly inducted.

(2) One of following indicating subject was member of same or similar unit to which they belonged and that he served therein:

Company Commander
Platoon Commander
First Sergeant

Any commissioned officer, non-commissioned officer (Sergeant or above) who has personnel under his authority that is consistent with organization of administrative and tactical units of the Army. An example:

Platoon Sergeant
Mess Sergeant
Supply Sergeant
Sergeant Major
Adjutant

b. Guerrilla

Name must appear on official recognized roster of unit which it is alleged subject served.

For evaluation of service, affidavits should be present indicating period of service and general description of duties performed.

(This is tantamount to proof of guerrilla service)

Name must be on roster. Where period of service is indicated with beginning and ending date, the only requirement for complete adjudication is identity of the name appearing on roster with the subject.

If the form 23 or other papers in 201 File are consistent the case should be concluded without suspending for proof of identity and providing it is

PRESENT POLICYRECOMMENDED CHANGE

the only 201 File of record wherein service is alleged with the same organization.

Case with beginning date of service indicated on roster but no ending date, providing there is a discharge paper available in the file, the case will be adjudicated using date of discharge as last date of service. Only identity of subject will be required.

Where no evidence of discharge is available an arbitrary date of discharge of 28 September 1945 (date of dismantling of guerrillas) will be used if no evidence is present to the contrary. If Form 28 indicates a specific date of discharge this date may be used rather than arbitrary date, if consistent. In no case will a date later than 30 June 1946 be used as a date of discharge.

3. Periods of Service
(Status)

Periods of status are determined from statements of the subject on appropriate forms, affidavits of personnel attesting to service of the subject and retained official records of this Center.

None except where it is now possible to award a particular status such as POW, Missing, Recognized Guerrilla Service etc, due to lack of proof the case must be determined arbitrarily by classifying other periods as "No Casualty Status". Maximum

PRESENT POLICYRECOMMENDED CHANGE

4. Discharge

1. Proof must be established by:

Discharge Certificate
Special Order
DD AGO Form 40
DD AGO Form 100
Clinical Records
Service Records

2. Where claimant unable to furnish, HSHF requested to issue SO of discharge after Board action to determine propriety of issuing discharge.

beleaguered status would be granted those determined USARF consistent with evidence available in the case.

~~Now, a concept that where subjects been determined to be deceased but date of discharge cannot be determined from available records the case will be suspended once only to the claimant based upon the reply received from the claimant. The case will be adjudicated positive and an administrative date of discharge used which will be commensurate with the history of the subject. An arbitrary date would be seven (7) days subsequent to date of processing if other evidence is not contrary.~~

5. Death Cases

Conclusive:

1. True copy of death certificate issued by local Civil Registrars.
2. Certificates of death issued by medical institutions based on existing records.

None

None

PRESENT POLICYRECOMMENDED CHANGE

- | | | |
|----|--|------|
| 3. | Affidavits signed by the Medical officer or physician who attended the deceased at time of death giving the date, place and cause of death. | None |
| 4. | Affidavits of at least two disinterested persons who personally knew the deceased and who actually saw and identified the deceased or were present at the burial. These affiants must state the circumstances surrounding the death and how they came to know these circumstances. | None |
| 5. | A death certificate or casualty report issued by HNDP showing that subject <u>died after being processed into the PA and while still in the service thereof.</u> | None |

Reasonably conclusive:

- | | | |
|----|---|--|
| 1. | Death certificates and Casualty Reports issued by Veterans Affairs Division HNDP or by Philippine Executive Commission and Bureau of Public Welfare. These must be checked against list of casualties on file in this Center for authenticity. Unless the certificate or Casualty report can be verified, it should be disregarded. | None |
| 2. | Official Casualty Roster of Recognized Guerrilla Units | Should be considered conclusive proof. |
| 3. | Burial Certificates (Church Records) | None |

PRESENT POLICYRECOMMENDED CHANGE

4. Affidavits of persons based on actual perception of death not strictly in conformity with those prescribed under conclusive proof.

None

Finding of Death

1. Affidavits of two persons or records indicating date and place where subject was last seen or heard from after 7 Dec 41 supplemented by two affidavits from persons in subject's locality certifying to the fact that soldier has not returned home nor has been heard from to present date

None

Added

In death cases where date and circumstances of death are not available and claimant is not or would not be able to furnish additional evidence, an arbitrary presumptive date of death will be made if the file contains sufficient indication of non-return. (Cases with USLI, POW, medical records etc. the arbitrary date will be that which is consistent to the type of acceptable archive of record. POW archive would result in arbitrary date of 25 January 1945 (date of closure of O'Donnell) other evidence consistent. Above to be accomplished without suspending.

In addition to the above, the following procedure would be followed in cases, as indicated.

6. Upon examination of 201 file and data entered on MPRC Form 1-046, it is determined that the case is deficient in evidence, the case will be certified negative to the Veterans Administration. At the time the VA is notified that the case is negative, a formula letter or other type of notification, will be sent to the claimant indicating that a negative certification has been furnished the VA and informing the claimant what is lacking to fully adjudicate the case, i.e., proof of death or non-return, affidavits of induction and service, proof of identity etc. This will create a backlog in appeals from the claimant but is not considered significant since no backlog exists with another government agency. The adoption of this policy makes it mandatory that only the records that are present in the holdings of this Center would be utilized in adjudicating a case and would preclude contacting the claimant before completion of the case, except in unusual instances.

7. Where VA requests certain information from this office regarding an individual's status etc, and the information upon which to base a reply is not available from the archive and 201 file the VA will be notified that such information is not available. No attempt will be made to contact claimants to obtain desired information. ~~VA must adjudicate their claims based upon what information is available from this office or seek the desired information through its main regional office.~~

17 Aug 53

AGRC-R

Reduction of Backlogs in Recovered
Personnel Records Section

//THRU Chief, Adm Svc Div

CO, Mil Pers Rec Cen, TAGO
St. Louis 20, Mo.

Maj. Johnson/eg/672

TAGO

Room 1A 881, The Pentagon

TO Chief, Compt Div, TAGO

1. The following resume of the status of operations of the former AGRD, the relocation of that unit, the Recovered Personnel Records Section and an outline of steps that will be taken to reduce the backlog of work units as directed in Comment No. 1, is made a matter of record:

a. War Claims Commission Project Prior to 19 Jan 53:

This program was started on 25 June 1952 with the transfer of five (5) local examiners and one (1) DAC final reviewer from the Review and Adjudication Section, Veteran's Branch. The newly activated unit received 4134 work units (WCC 602) on 27 June 1952. Subsequent receipt of units was constant until 96,438 units had been received. On 27 June 1952, a request for the additional personnel authorization to effect this program was forwarded to the Commanding General, Philippines Command and 13th Air Force. It was estimated that 27 additional personnel would be required to complete the program. This figure was subsequently increased until there were assigned 56 personnel, including only 3 final reviewers on 31 October 1952. Upon transfer of AGRD from control of 13th Air Force to Hqs Ryukyus Command, on 1 September 1952, the authorization for 50 local personnel was withdrawn with the resultant reduction in force of a like number. This reduction was completed on 8 December 1952. The production of these personnel exceeded the capabilities of the three (3) DAC final reviewers. The authorization for 6 final reviewers was restrictive in that if any were relieved from the position no replacement could be obtained. Three were so relieved without subsequent replacement. The results of the unbalanced ratio of reviewers to examiners was a backlog of adjudicated cases not finally reviewed.

It can be determined from the above resume of activities of this unit, up to date of relocation of records to MPRC, that there was never a firm personnel authorization which was balanced to allow the required production.

b. Veteran's Administration Unit from 1 July 1952 to 19 January 1953.

During the period involved there were no particular personnel problems encountered. The conduct of the review of the 14th Infantry was started without an increase in personnel. Six (6) local examiners reflecting highest efficiency index were selected for this project plus one (1) DAC Reviewer who was placed in charge of the project. Five (5) local examiners were assigned to the newly activated WCC Unit. This amounts to a reduction of eleven (11) qualified examiners from the VA Unit.

AGRC-R
 SUBJECT: Reduction of Backlogs in Recovered Personnel Records Section

The backlog of VA requests increased as a result of this reduction as follows:

	<u>VA 3101</u>	<u>Pers Asgd</u>
4 July 1952	3378	30
19 January 1953	4667	38*

* Personnel were diverted to VA work units from WCC to stem the increase of the VA backlog. The average production per week of this unit was 139 VA 3101 work units.

All work units on hand were shipped to MPRC upon relocation of the Records of AGRD.

c. The recommendation for the declassification of the records of AGRD was to effect more efficiency and economy in the operation of this activity through the centralization and combination of all other record holdings under the supervision of The Adjutant General. This was established in the study concerning this relocation. Further, the study pointed out the disadvantages that would be encountered such as, loss of direct contact with claimant, local government agencies, institutions, etc; the time-space factor would retard operations and communications and that the files and records would be separated from the scene of the war activities etc. At a conference held in The Adjutant General's Office in December 1952 between representatives of interested Divisions TAGO, MPRC, and AGRD, one of the items determined was that personnel would be available at MPRC by not later than 15 February 1953 for training. AGRD was to furnish personnel to conduct this training. One officer and two Department of the Army Civilians arrived in St. Louis on 8 February 1953 prepared to conduct training for the newly hired and assigned personnel. Due to restrictions being placed on the hire of additional government employees, no personnel were available, except the Project J personnel who were already established and functioning as a part of MPRC. The three personnel were not able to conduct training as outlined and assisted in planning the physical organization of the newly activated Recovered Personnel Records Section. Personnel were not assigned in any numbers large enough to conduct training until 1 April 1953. The records from the Philippines arrived on 27 February 1953. Until training started on 1 April 1953, the personnel that were assigned assisted in arranging the newly arrived records. Some disorder was found in the arrangement of records caused by repacking of records at Military Port of Manila. Many boxes were damaged in the move from Palma Hall, Manila to the Port which necessitated the re-packing and loss of identity, in some instances. Counting and arrangement of work units; sorting of sundry papers and the usual tasks of organization on a move for relocation of this type was effected by these personnel.

The following indicates the assignment of personnel to the RPRS since activation.

22 February 1953 - 39 This number consists mostly of personnel assigned to Project J and are not directly concerned with claims of Philippine Army personnel.

AGRC-R

SUBJECT: Reduction of Backlogs in Recovered Personnel Records Section

- 22 March 1953 - 25 additional employees reassigned from other Sections of MPRC.
- 3 April 1953 - 74 total personnel assigned - training commenced on 1 April 1953 for those personnel that would be concerned with the adjudication of WCC and VA cases.
- 16 April 1953 - All personnel in training released to trail adjudication.
- 29 June 1953 - 22 additional personnel assigned during period 22 - 29 June 1953.
- 9 July 1953 - 46 personnel released to duty from training which started on 1 July 1953. This constitutes only six and one half (6½) days of training.
- 15 July 1953 - 19 personnel assigned for duty.
- 15 July 1953 - 162 personnel total assigned and 20 detailed in for 90 day period.

d. There were a considerable number of WCC cases and VA cases that were completed by the former AGRD in Manila. These cases required only a final review. There were also the studies of the Bataan Military District and 14th Infantry which required priority handling. This necessitated diverting experienced personnel to those studies for completion. Of those cases that were partially complete, personnel were allowed to study and review those cases for experience. This was reflected in the production figures but could not be taken as an indication of the capabilities of newly assigned and trained examiners, as the cases were only in need of review.

2. During conference in Washington 28-29 July 1953 it was determined that certain refinements in the processing of VA cases in particular would be effected to facilitate the reduction of the existing backlog to a normal workload by 31 March 1954. This date was later advanced to 31 May 1954. This is being effected by the establishment of another VA Unit in the Recovered Personnel Records Section, and the additional personnel are being either transferred from other sections of MPRC or obtained by recruitment. These new personnel are being received and trained commencing 10 August 1953.

3. The primary difficulties encountered by MPRC during the first seven (7) months of the reestablishment of the former AGRD as the Recovered Personnel Records Section have been the following:

AGRC-R

SUBJECT: Reduction of Backlogs in Recovered Personnel Records Section

- a. Fluctuations in overall personnel ceiling.
- b. Difficulties involved in obtaining qualified personnel within MPRC for transfer to RPRS.
 - (1) Discontinuance of certain operations such as microfilming does not mean that such surplus personnel are qualified to become claims examiners.
- c. Training of new personnel in the handling of an entirely new type of records; in making determinations from oftentimes scanty records; in the matter of inculcating into the minds of the new personnel in as short a time as possible an objective point of view with regard to these records; to train them in new policies and operating procedures; and to train them to refrain from reading into the existing records something that does not exist.
4. With the exception of the new VA Unit personnel being received 10 August, the training program is beginning to take effect and increased production in all phases of the Recovered Personnel Records Section now seems to be in effect.

H. H. NEWMAN, Colonel, AGC
Commanding

C
P
Y

DISPOSITION FORM

SECL CLASSIFICATION (If any)

FILE NO. ACQM-M SUBJECT Reduction of Backlogs in Recovered Personnel Records Section

TO/ THRU Chief, Adm Svs Div, TAGM FROM Chief, Compt Div, TAGO DATE 10 July 1953 COMMENT NO. 1
McCool/ht/73893

TO CO, Mil Pers Rec Cen
4300 Goodfellow Blvd
St. Louis 20, Missouri

1. The justification for the relocation of the Adjutant General Records Depository was that more expeditious and efficient service would be rendered to Philippine veterans. However, since its relocation to the Military Personnel Records Center, the backlogs have remained almost intact. In this connection, both the Veterans Administration and the War Claims Commission have expressed serious concern in the delay being experienced in obtaining service data from this office.

2. The furnishing of expeditious service becomes increasingly important during this period to counteract the adverse affect of the recent action by the Military Personnel Records Center in changing the service determinations of 308 individuals of the Bataan Military District from positive to negative. It is understood that the service determinations of approximately 1,000 individuals of the 14th Infantry will likewise be changed from positive to negative determinations in the near future. Serious repercussions may result from this latter action. In such case it is desirable that the Military Personnel Records Center be relatively current on all cases involving Philippine personnel.

3. The War Claims Commission is scheduled to go out of existence by law in March 1955 and representatives of that agency have expressed an opinion that the Congress will not extend the life of the Commission. In view of this and the fact that claimants are allowed a six month period by law to appeal, all War Claims Commission cases at the Military Personnel Records Center must be completed on or before 28 February 1954. There is currently on hand a backlog of 81,938 War Claims Commission cases which have been processed at an average rate of 308 cases per week. To meet the deadline referred to above, a minimum of 26 additional personnel will be required to be assigned to this project in addition to those assigned as of 3 July 1953.

4. In addition to the War Claims Commission cases, there is a backlog of 8,603 Veterans Administration cases which are being processed at a weekly rate of 121. It is understood that some of these cases are more than a year old. In order that expeditious service may be rendered and to avoid further criticism, this backlog should be reduced to a normal workload by 31 March 1954. To meet this deadline, a minimum of 26 additional personnel will be required to be assigned to this project in addition to those assigned as of 3 July 1953.

5. To support the additional personnel for the War Claims Commission and the Veterans Administration projects, a minimum of 8 additional personnel will be required to be assigned to the Records Unit in addition to those assigned as of 3 July 1953.

Copy

AGCM-M

SUBJECT: Reduction of Backlogs in Recovered Personnel Records Section

6. Since there are heavy workloads in almost all activities of the Military Personnel Records Center, it appears that the only immediate solution to this personnel problem is to suspend some major functions and detail the personnel to the Recovered Personnel Records Section. The only large functions remaining which could be suspended and would provide sufficient personnel are the microfilming of morning reports and the processing of morning reports. The microfilming operation could be suspended entirely, or if the situation permitted, a very few individuals could be retained to continue a token operation. The processing of morning reports must be reduced to the bare essentials. Personnel should be retained to merely receive and file the current receipts of morning reports to assure their availability for searching.

7. Accordingly, it is desired that the additional personnel referred to above be assigned to the Recovered Personnel Records Section not later than 15 July 1953. It may be necessary to relocate certain personnel engaged in the functions referred to in paragraph 6 above to other Military Personnel Records Center activities in order to secure qualified personnel for the Recovered Personnel Records Section.

8. In the event it is found that the estimated additional personnel for the Recovered Personnel Records Section is insufficient to meet the deadlines indicated, further augmentations of personnel will be made to meet the target dates.

/s/ D. R. Van Sickler
/t/ D. R. VAN SICKLER, Colonel, AGC
Chief, Comptroller Division, TAGO

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AGCM:M

Transfer of AGRD Records and Functions to DFRB

TERU Chief, Adm Svs Div, TAGO FROM Chief, Compt Div, TAGO DATE 5 Feb 1953 COMMENT NO. 1
Gubhrig/ht/73658

TO Chief, DFRB, TAGO
4500 Goodfellow Blvd
St. Louis 20, Missouri

1. Reference is made to the inclosed copy of letter from the Executive Director, War Claims Commission, dated 27 January 1953, concerning the transfer of the records and functions of the Adjutant General Records Depository to the Demobilized Personnel Records Branch. As indicated therein, representatives of the Commission desire to visit your branch on or about 15 March 1953. Further information will be furnished your office as soon as the exact date of the visit is known.

2. Prior to initiation of the move of the Adjutant General Records Depository, the transfer of the records and functions of that depository was coordinated with the Veterans Administration and War Claims Commission. At the time this coordination was accomplished, some concern was expressed by representatives of those agencies that their operations might be complicated by changes in operating policies and procedures effected by the Demobilized Personnel Records Branch. Representatives of the Veterans Administration and the War Claims Commission were advised that the Adjutant General Records Depository operation would be established as a separate and independent organizational element of the Demobilized Personnel Records Branch, and that, consequently, little, if any, change in operating policies and procedures would be made.

3. Accordingly, to assure that the Adjutant General Records Depository operation is resumed at the Demobilized Personnel Records Branch with the least possible amount of disruption, it is requested that Adjutant General Records Depository operating policies and procedures be followed and that any contemplated changes in those policies and procedures be coordinated with this office before adoption.

1 Incl
Cy of ltr from WGO,
27 Jan 53

D. R. VAN SICKLER, Colonel, AGC
Chief, Comptroller Division, TAGO

COPY

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WAR CLAIMS COMMISSION
WASHINGTON

January 27, 1953

Major General William E. Bergin
The Adjutant General
Department of the Army
Washington 25, D. C.

Dear General Bergin:

I have been requested to acknowledge receipt of your letter of January 16, 1953, addressed to the Chairman, War Claims Commission, relative to the transfer of records and functions from the Adjutant General Records Depository, 8133d Army Unit, located in Manila, Philippines, to an Army records center in St. Louis, Missouri.

The Commission will arrange to discuss the transaction of business with the center in St. Louis on or about March 15, 1953. It is noted that this will be simplified by the office following the same policies and procedures as have operated with the Adjutant General Records Depository in Manila.

Members of the staff are being advised that all inquiries relating to records heretofore maintained in Manila should be addressed to your office in St. Louis. In this connection, I wish to take this opportunity of thanking you for the cooperation and helpful assistance extended to the War Claims Commission in the performance of its official duties.

Sincerely yours,

F. Byrns Austin
Executive Director

RESUME OF ACTIVITIES OF R.P.R.S.
 18 December 1953

VETERANS ADMINISTRATION UNIT

This Unit is responsible for certifying service of former members of the Philippine Army, including recognized guerrillas in the service of the Armed Forces of the United States.

Number of personnel assigned:	49
Cases on Hand	7519
Average Weekly Intake	397
Average Weekly Output	441

CORRESPONDENCE UNIT

This Unit is responsible for furnishing reply to inquiries regarding service determinations, arrears in pay, recognition program for guerrillas and appeals. Also, this Unit is responsible for certifying POW service of Filipino veterans to the War Claims Commission.

CORRESPONDENCE SUB-UNIT

Number of personnel assigned:	14
Cases on Hand	4803
Average Weekly Intake	294
Average Weekly Output	405

WCC SUB-UNIT

Number of personnel assigned:	50
Cases on Hand	4045 . 558 - 3487
Average Weekly Intake	1121 (Residual)
Average Weekly Output	4732

(This phase of operation will be discontinued on 31 December 1953. Approximately 125,000 cases will have been certified in approximately 18 months' operation, which time included the relocation of records and functions of the former Adjutant General Records Depository from Manila, Philippines to the United States.)

RESUME OF ACTIVITIES OF R.P.R.S.
18 December 1953

PROJECT "J" UNIT

This Unit is responsible for certifying service of former AUS and Philippine Scout personnel as well as certain War Department civilian employees interned in the Philippines during the occupation by the Japanese.

Number of personnel assigned:	13
Cases on Hand	4745
Average Weekly Intake	300
Average Weekly Output	163*

*(This Unit has recently completed the review and recertification of cases of 14th Infantry (PA) personnel awarded status in AUS. This project had first priority.)

RECORDS UNIT

This Unit is responsible for maintaining all 201 files in the custody of this Section pertaining to former Filipino veterans. Also, such archive material that is available is maintained by this Unit. Files and information is furnished examiners upon a request.

Number of personnel assigned:	44
Number of Requests on Hand	23,657
Average Weekly Requests	17,433
Average Weekly Output	18,763

(The requests indicated include searches for files; filing of individual records; search for archive material, etc.)

DISPOSITION FORM

FILE NO.	SUBJECT		
	Need for Additional Personnel in 201 Sub Unit		
TO	Mr. Votaw, Acting Supv Records Unit	FROM	Mr. Willard Supervisor, 201 Sub Unit
		DATE	14 Aug 53
			COMMENT NO. 1

1. To approximate the needed output of work I figure we need about 40 people for searching, 15 for refiling, 3 for servicing files and about 10 more for various filing projects. Total: 68 people.

2. If we get the above mentioned number of people, it is thought that additional supervisory help will be needed.

William L. Willard

WILLIAM L. WILLARD
 Supervisor, 201 Sub Unit
 Records Unit, RPRS

TO:	Chief Clerk RPRS	FROM:	Acting Supervisor Records Unit	DATE:	14 Aug 53	COMMENT NO. 2
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1. If a sufficient number of personnel can be obtained to undertake the work on the scale mentioned in Comment #1, it is recommended that the 201 Sub Unit be broken down into two operations with supervisory personnel in charge similar to that in the numbered units in PRS, MPRC, that is, a supervisor and assistant supervisor in each operation.

2. It is further recommended that as a morale factor, RPRS personnel be screened for the needed supervisory material.

William E. Votaw

WILLIAM E. VOTAW
 Acting Supervisor, Records Unit

STATISTICAL REPORT

PART I

Total number of cases reviewed	<u>2308</u>
Total number of cases N/R or None	<u>1366</u>
Total number of cases POS W/O POW period	<u>155</u>
Total number of cases POS W/POW period	<u>774</u>
Total number of cases POS W/POW period w/o errors	<u>551</u>
Total number of cases POS W/POW period w/errors	<u>223</u>
Total number of cases POS W/POW period w/error in dates	<u>27</u>
Total number of days over	<u>1444</u>
Total number of cases POS W/POW period w/error in dates	<u>15</u>
Total number of days under	<u>923</u>
Total number of cases POS W/POW period w/error in name	<u>17</u>
Total number of cases POS W/POW period w/error in remarks	<u>36</u>
Total number of cases where other Procedural error was made	<u>128</u>

PART II

Neg USAFFE should be POS	<u>5</u>
Total number of cases made Neg for USAFFE should be POS W/POW period	<u>1</u>
Total number of cases made Neg for USAFFE should be POS w/o POW period	<u>3</u>
Total number of cases made POS for USAFFE should be negative	<u>4</u>

Raj Johnson

CRITERIA OF EVIDENCE AND PROPOSED CHANGES

	<u>PRESENT POLICY</u>	<u>RECOMMENDED CHANGE</u>
1. Basic Forms		
a. Living Case	Form 23 or Form 49	None
b. Death Case	Form 9 (Prior to 1 Jul 46) (Form 3, 3A or 7 may be on file used in 1945 prior to adoption of Form 9) Form 48	None

(If the above forms are not present in the file, an appropriate request is made to the claimant to submit same) Case suspended.

2. Military Identity
(Page 6, SOP)

- change*
- | | | |
|--|---|------|
| a. USAFFE
(Those personnel
inducted prior
to general sur-
render 6 May 42) | 1. NSLI (Prior to 7 May 1942) | None |
| | 2. Casualty Record (Prior to
7 May 42) | None |
| | 3. POW Records
of Concentration Camps | None |
| | 4. Record in present holdings
indicating appointment,
receipt of money, pro-
motion etc prior to 7 May
42 | None |
| | 5. Special Orders.
Issued prior to 7 May 42
or calling individual to
duty w/supporting evidence
of actual reporting -
Promotion etc. | None |
| | 6. Affidavits
(In absence of any of the
above records) | |
| | Affidavit of two former
members of the USAFFE who
were members of same unit
(not larger than regiment)
who have knowledge of the
facts stating all the inform-
ation they know pertaining to
military service of individual. | |

PRESENT POLICY

OK
Unit must be
USAFFE inducted
as distinct from
PC

Affidavits of two former members of USAFFE though not members of same unit who have knowledge individual reported to place of induction after being called to active duty indicating date, place and circumstances as to how knowledge is theirs. This type of affidavit must be supported by an affidavit of municipal mayor and Chief of Police who were such at time of call to active duty of subject or of present mayor and Police Chief, such information being based on official records of their office that subject was called and departed.

7. Added

*Appropriation Army
of the Philippines*

*15 Jan 48
(Kinnon)
29 Feb 48
(Decaud)*

2

RECOMMENDED CHANGE

None - except that date of induction must not of necessity be mentioned in order that affidavit be accepted. Attestation that subject served in same unit, USAFFE, is indicative of induction. [If, however, the affiant positively states date of induction, obviously not based on hearsay knowledge, the affiant must be proven to be in a position to attest to the induction. If proven inconsistent affidavit will not be acceptable in whole or in part.

None - except intent ÷

USAFFE may be established by one affidavit executed on or before 30 June 1948 (end of deadline for arrears in pay) by an individual indicated below provided his case has been established as positive for VA purposes or that his identity

*Guerrilla Recognition
Program Deadline.*

PRESENT POLICY

*Bad affidants
compatible - one good one unacceptable
was one good if
consider
affidants on
individual with
- not whole case -*

b. Guerrilla

Name must appear on official recognized roster of unit which it is alleged subject served. For evaluation of service, affidavits should be present indicating period of service and general description of duties performed. (This is tantamount to proof of guerrilla service)

RECOMMENDED CHANGE

was established as USAFFR by an archive or other record.

(1) Battalion or company officer which indicates subject was a member of such battalion or company and was properly inducted.

(2) One of following indicating subject was member of same or similar unit to which they belonged and that he served therein:

Company Commander

Platoon Commander

First Sergeant

Any commissioned officer, non-commissioned officer (Sergeant or above) who has personnel under his authority that is consistent with organization of administrative and tactical units of the Army. An example:

Platoon Sergeant

Mess Sergeant

Supply Sergeant

Sergeant Major

Adjutant

Name must be on roster. Where period of service is indicated with beginning and ending date, the only requirement for complete adjudication is identity of the name appearing on roster with the subject.

If the form 23 or other papers in 201 File are consistent the case should be concluded without suspending for proof of identity and providing it is

PRESENT POLICY

RECOMMENDED CHANGE

the only 201 File of record wherein service is alleged with the same organization.

Case with beginning date of service indicated on roster but no ending date, providing there is a discharge paper available in the file, the case will be adjudicated using date of discharge as last date of service. Only identity of subject will be required.

In certain gila units

(was required)

Where no evidence of discharge is available an arbitrary date of discharge of 26 September 1945 (date of disbandment of guerrillas) will be used if no evidence is present to the contrary. If Form 23 indicates a specific date of discharge this date may be used rather than arbitrary date, if consistent. In no case will a date later than 30 June 1946 be used as a date of discharge.

3. Periods of Service
(Status)

Periods of status are determined from statements of the subject on appropriate forms, affidavits of personnel attesting to service of the subject and retained official records of this Center.

None except where it is not possible to award a particular status such as POW, Missing, Recognized Guerrilla Service etc, due to lack of proof the case must be determined arbitrarily by classifying other periods as "No Casualty Status". Maximum

PRESENT POLICY

RECOMMENDED CHANGE

4. Discharge

1. Proof must be established by:
Discharge Certificate
Special Order
DD AGO Form 40
DD AGO Form 100
Clinical Records
Service Records
2. Where claimant unable to furnish, HNDP requested to issue SO of discharge after Board action to determine propriety of issuing discharge.

beleaguered status would be granted those determined USAFFE consistent with evidence available in the case.

None - except that where subject has been determined to be USAFFE but date of discharge cannot be determined from available records the case will be suspended once only to the claimant. ~~Based upon the reply received from the claimant~~ The case will be adjudicated positive and an administrative date of discharge used which will be commensurate with the history of the subject. An arbitrary date would be seven (7) days subsequent to date of processing if other evidence is not contrary.

Do not suspend at all

5. Death Cases

Conclusive:

1. True copy of death certificate issued by local Civil Registrars.
2. Certificates of death issued by medical institutions based on existing records.

None

None

PRESENT POLICY

RECOMMENDED CHANGE

- | | |
|---|------|
| 3. Affidavits signed by the Medical officer or physician who attended the deceased at time of death giving the date, place and cause of death. | None |
| 4. Affidavits of at least two disinterested persons who personally knew the deceased and who actually saw and identified the deceased or were present at the burial. These affiants must state the circumstances surrounding the death and how they came to know these circumstances. | None |
| 5. A death certificate or casualty report issued by HNDP showing that subject <u>died after</u> being processed into the PA and while still in the service thereof. | None |

Reasonably conclusive:

- | | |
|--|--|
| 1. Death certificates and Casualty Reports issued by Veterans Affairs Division HNDP or by Philippine Executive Commission and Bureau of Public Welfare. These must be checked against list of casualties on file in this Center for authenticity. Unless the certificate or Casualty report can be verified, it should be disregarded. | None |
| 2. Official Casualty Roster of Recognized Guerrilla Units | Should be considered conclusive proof. ✓ |
| 3. Burial Certificates (Church Records) | None |

PRESENT POLICY

RECOMMENDED CHANGE

4. Affidavits of persons based on actual perception of death not strictly in conformity with those prescribed under conclusive proof.

None

Finding of Death

1. Affidavits of two persons or records indicating date and place where subject was last seen or heard from after 7 Dec 41 supplemented by two affidavits from persons in subject's locality certifying to the fact that soldier has not returned home nor has been heard from to present date

None

Added

In death cases where date and circumstances of death are not available and claimant is not or would not be able to furnish additional evidence, an arbitrary presumptive date of death will be made if the file contains sufficient indication of non-return. (Cases with NSLI, POW, medical records etc. the arbitrary date will be that which is consistent to the type of acceptable archive of record. POW archive would result in arbitrary date of 25 January 1943 (date of closure of O'Donnell) other evidence consistent. Above to be accomplished without suspending.

In addition to the above, the following procedure would be followed in cases, as indicated.

6. Upon examination of 201 file and data entered on MPRC Form 1-646, it is determined that the case is deficient in evidence, the case will be certified negative to the Veterans Administration. At the time the VA is notified that the case is negative, a formular letter or other type of notification, will be sent to the claimant indicating that a negative certification has been furnished the VA and informing the claimant what is lacking to fully adjudicate the case, i.e., proof of death or non-return, affidavits of induction and service, proof of identity etc. This will create a backlog in appeals from the claimant but is not considered significant since no backlog exists with another government agency. The adoption of this policy makes it mandatory that only the records that are present in the holdings of this Center would be utilized in adjudicating a case and would preclude contacting the claimant before completion of the case, except in unusual instances.

7. Where VA requests certain information from this office regarding an individual's status etc, and the information upon which to base a reply is not available from the archive and 201 file the VA will be notified that such information is not available. No attempt will be made to contact claimants to obtain desired information. ~~VA must adjudicate their claims based upon what information is available from this office or seek the desired information through the Manila Regional Office.~~

*No not
submit a come back
work up notification -*

May Johnson

TELEPHONE CONVERSATION
COL NEWMAN - ST. LOUIS, MO.
COL LINDQUIST - ST. LOUIS, MO.
MAJ JOHNSON - ST. LOUIS, MO.
MR. MC COOL - WASHINGTON, DC.
21 JULY 1953 - 0830 HOURS

- Col Newman: Col Lindquist and Maj Johnson are also on the line. We are running into difficulties, as you know, on that deadline. In the letter of 5 February, which Van Sickler signed and your man Guthrie prepared (you probably don't have it on hand right now but you may recall it), it stated that any policies or procedures while here would be the same as they were in the Philippines; and any contemplated changes in those policies or procedures would be coordinated with Van Sickler's office, which I presume would be you-all. In going over our problem, there are two or three points we would like to modify. I believe, Mac, it would be best if you could come out, just to see what we are talking about.
- Mr. McCool: I am so tied up with so many things that I don't think I could get away from here--things are just poppin' all over. How could you cover those in the call?
- Col Newman: It is hard for your shop to evaluate them, Mac, without knowledge of what we are talking about.
- Mr. McCool: What does it involve? Maybe we know.
- Col Newman: Well, in one instance, you know we require two affidavits before we would consider reevaluation of a case. We would like to cut that policy down to one affidavit where that is all we have and where it indicates a justified acceptance of it, rather than arbitrarily saying there will have to be two affidavits or no soap. Providing, of course, that that one affidavit fills certain requirements; such as, from a non-commissioned or commissioned officer, properly established unit, etc.
- Col Lindquist: Mac, what we had particular reference to was the date of induction, and whether or not a veteran or soldier was inducted on a certain date; e.g., 21 Nov 43, and say we do have one good affidavit from a good affiant who belonged to the actual platoon, company, or regiment, and he swears to the fact that he knows that this man was inducted because he was inducted with him by the same officer. I don't know who started our ground rules here but that is the way it has been ever since the beginning over there in the Philippines Command, the Guerrilla Recognition Program; and ever since after the war, two affidavits were required. I believe Maj Johnson can explain more in detail.
- Mr. McCool: First, one major question. If that has been the policy that when only one reliable affidavit is submitted, the case is turned down in the event that is a primary factor in determining his status, by changing the policy to one, are you going to make it possible for literally thousands to be now recognized?

Maj Johnson: Here is what has happened in the past on that. We have felt an obligation to the veteran and have suspended those cases and gone out to the claimant to seek additional affidavits to assist in adjudicating that case. That is the problem we have now.

Mr. McCool: What has experience shown, that in the majority where you figured you had a good affidavit, further development did disclose that it was good?

Maj Johnson: Yes. We felt that if we had a man half-way in the USAFFE, then he was most likely in; therefore, we felt it incumbent upon us to attempt to prove that case. So we then went out to the claimant, which results in a long period of suspension for that case and creates a larger backlog.

Col Newman: His question is, in the majority of cases where we have gone back to the field, have they been coming up positive?

Maj Johnson: I don't have the exact figure on that but I would say in the majority of cases, yes.

Col Lindquist: I think our experience, Maj Johnson, has been 10%. Wasn't that the figure you or Mr. Iorio gave me some time ago?

Maj Johnson: That was on reclama; that is, where a case had been determined negative and the claimant had submitted additional information.

Mr. McCool: This isn't just as it affects 14th Infantry: this is across the board?

Maj Johnson: This is across the board.

Mr. McCool: I think that before we jump into anything which is a major change from what has been for years, we had better have an analysis made as to what overall effect this would have.

Col Lindquist: That's the reason we are calling, Mac.

Mr. McCool: I can understand your point very clearly.

Maj Johnson: We have other points, too, that not only involve getting a man into the USAFFE but his discharge, date of death, disability, etc. If we have to prepare statistics and a study on this, it is going to slow down our meeting the deadline. We are pushed now. You have given us 37 weeks in which to wind up this VA, to bring it down to a workable backlog, and we are not equipped to prepare statistics readily on the question you have asked.

Mr. McCool: Do you know the point you want changed?

Col Lindquist: Yes.

Mr. McCool: You are all set on practically all the changes you want to make?

Col Lindquist: That is correct.

- Mr. McCool: This is what is going on in my mind--I've been working on 14th Infantry, your own job there. It looks like a very very thorough job. I have run across already one question in my mind. As I recall the JAG ruling said that we couldn't take the business of where if a man had not been a member of the Philippine Army prior to 6 May--fall of the Philippines--up to then evidently we had said that he had no prior Philippine service but I think the U. S. moved it up--if he entered the Philippine Army on 5 July, he would still be in. As I recall you didn't follow that.
- Maj Johnson: Here is the reason for that: the war was over, surrender had taken place, there was no Philippine Army as such, so how could a man be taken into the Philippine Army on, say, 5 July.
- Mr. McCool: Ruling of The JAG says you can't use that reason. Now I recall you didn't follow that, but maybe you have further reasons with which you can combat that. I know that there was some concern that if we followed that JAG ruling, with respect to the Philippine Army in general, that would have an adverse affect; however, we did say that all this business on 14th Infantry would be considered only for 14th Infantry. Now the reason I brought that up, there may be other questions. Would it be desirable, say sometime the middle of next week, that one or two of you who know all the answers and questions come in here and we sit at a round table not only on what you have, but 14th Infantry? If we have any questions, we will bring them up with JAG.
- Col Newman: I think that would be the second best deal. What do you think, Al?
- Col Lindquist: That's OK. I think Shumaker should be one of those to go in.
- Mr. McCool: He has worked on 14th Infantry?
- Col Lindquist: He spent the past year on it; he did all that and he knows all the answers.
- Mr. McCool: I'd like to settle that because VA is continuing to pay all these guys. Of course, there is another problem and we will have to take it up with G-1. If you want to fight out that difference between the JAG ruling, we will have to convince JAG or reverse our feelings. Maybe we could clear up both of these at one time.
- Col Lindquist: Col Newman, I think, just as you say, the second best solution is for someone to go into Washington.
- Col Newman: I say second best because I think ^{the best} would be to get Mac out here on our problem. Say we send two people in by when--the quicker the better, Mac.
- Mr. McCool: Tuesday?
- Col Newman: Next Tuesday; they will leave here Monday and be in there for work Tuesday morning.
- Mr. McCool: Should be able to clear it up in two days.
- Col Lindquist: Col Newman, might I make a suggestion that if you want me to go in, that you have Shumaker and Johnson go also?

- Col Newman: I think we need all the experts on this thing because these questions have to be resolved one way or the other.
- Mr. McCool: I would like to ask that you have them all down in writing with as much information on them as possible.
- Col Newman: We are doing a lot of shadow boxing, Mac, and we have to get down to hard fast rules here.
- Mr. McCool: We'll certainly go all the way we can here because we want to help you in every respect.
- Col Newman: I appreciate that, Mac, but as I say, though, I feel you are a little removed there to really see some of the problems as they are on the practical side. I am not saying that critically but I think it does exist.
- Mr. McCool: I have seen the files when they were in the Philippines and I believe with a little refresher, I can grasp the situation pretty well, even remote.
- Col Newman: While we are on the phone, the Survey Team made certain recommendations which may be a little misleading when somebody is reading them. We have SOP's, check lists, etc. What they were talking about was only pertinent in identifying files and not to the adjudication of claims. If you take those words just the way they are written and apply them across the board, it would be pretty condemning to us. It was written hastily and I talked to Brader afterwards. What he was aiming at was the difficulty in identifying files; you know we have up to 90 on the same name. We are trying to work out a means of simplifying the identification of these records and it is not as simple as it sounds.
- Mr. McCool: I realized that when I read it yesterday. You got my TWX on the War Claims case?
- Col Newman: Yes, we appreciate that where we don't have to sit down and go into all the details.
- Mr. McCool: They did say, Colonel, that sometimes you give them a miscellaneous remark of some sort which they still want.
- Col Lindquist: We can do that; we have been doing that.
- Mr. McCool: But this was just an elimination of the places at which they were held prisoners.
- Col Lindquist: That will help us alot, Mac. I would like to call your attention to the fact that we have a terrific training problem out here with the new people. These names are unfamiliar to them and the type of records we have in Recovered Personnel Records Section is entirely new to them. The only way they are going to learn them is to be exposed to them and study them, which is going to take a little while.

Mr. McCool: What do you figure, normally about 30 days before they really start turning out any?

Col Lindquist: I would say so. I saw a report here this morning where our production figures, say on VA requests, decreased from 267 to 81. Now I don't believe we covered in the remarks that the reason for that decrease was the fact that the 267 were the last of all of the VA 3101's that we had which were initially examined in the Philippines and finally reviewed here. Whatever we turn out from now on is going to be from scratch with the people we have here.

Mr. McCool: We will talk to you on that when you get here next week. For planning purposes of War Claims, they need to know the anticipated output per month or week, I forget which.

Col Lindquist: We know what it should be; it should be around 2500 a week, starting last week.

Mr. McCool: They want to know what it is going to be.

Col Lindquist: I have a call in over at 102 right now to find out what our production figures were for Friday and Monday to give us an idea of the trend for this week. I hope it is going up.

Mr. McCool: Whatever the best estimate you could prepare for them for their budgeting and personnel standards would be helpful to them.

Col Newman: One thing developed last week, Mac, which I want to mention (and they will speak of it when they come in)--the head office of the VA in Washington bounced out about 100-3101's at us. Those are things which we cannot control here. They come in and were all special priority deals, so we will work them out. However, all these little things tend to upset our planning and routine.

Mr. McCool: Are you getting live cases from Manila and dead cases from Central Office?

Col Lindquist: That's about what it amounts to right now.

Mr. McCool: That is the way it should be.

Col Lindquist: I've got a case on my desk right now where VA Central Office writes in for the same information that we have another 3101 from Manila.

Mr. McCool: We want to watch that and ask them to eliminate all that duplication. How are the building plans coming, Colonel?

Col Newman: That's what I was going to touch on; wait a minute until I contact Maj Billbe. He was in a conference yesterday and I haven't had time to talk with him since then.I have McCool on the phone, Mo, and what is the status of our plans? I know we ran into a little delay there.

Maj Billbe:

These plans will be expected to be completed by 24 July. It will take about a week for them to run off the blueprints.

Mr. McCool:

About a week in advance will you let me know when you are coming in so I contact the Navy?

Maj Billbe:

As of now, it tentatively looks like about the 31st or the 1st. I talked to Wall Friday--he came over and we have been down at the architects and they are putting everything they have behind it. They have delivered to him some plans and they are running off portions of them now. There are about 216 sheets to the complete set of plans.

Col Newman:

We don't want to come in with part of them, Mac; we want to come in with all of them.

Mr. McCool:

I will be out of town starting the 3d.

Maj Billbe:

We should be in by that time. We will try to be in there by Friday, 31 August.

Mr. McCool:

I'll alert the Navy of that possible date.

Col Newman:

That is just a tentative date.

Maj Billbe:

How long will you be gone, Mac?

Mr. McCool:

Until the following Tuesday.

Maj Billbe:

If there is any change on that, we will send you a TWX.

Col Newman:

We will bring in a very tentative draft of the ceremony, etc.

MILITARY PERSONNEL RECORDS CENTER

18 JUNE 1953

RECOVERED PERSONNEL RECORDS SECTION

- 1 Supv Claims Exam GS-10
- 1 Supv Claims Exam GS-9
- 1 Clerk GS-4
- 2 Clerk-Steno GS-3
- 5

CORRESPONDENCE UNIT

- 1 Supv Claims Exam GS-9
- 1 Mail & File Clerk GS-3
- 1 Mail & File Clerk GS-2
- 3

VETERANS ADMINISTRATION UNIT

- 1 Supv Claims Exam GS-9
- 1 Mail & File Clerk GS-3
- 1 Mail & File Clerk GS-2
- 3

Sub Unit 1

- 1 Supv Claims Exam GS-9
- 2 Claims Exam GS-7
- 2 Claims Exam (HSA) GS-6
- 3 Claims Exam GS-5
- 1 Corr Clerk (HSA) GS-5
- 3 Corr Clerk GS-4
- 1 Corr Clerk (R) GS-4
- 3 Clerk-Typist GS-3
- 2 Clerk-Steno GS-3
- 21

Sub Unit 2

- 1 Supv Claims Exam GS-9
- 1 Claims Exam GS-7
- 1 Claims Exam (HSA) GS-6
- 3 Claims Exam GS-5
- 1 Corr Clerk (HSA) GS-5
- 5 Corr Clerk GS-4
- 1 Corr Clerk (R) GS-4
- 5 Clerk-Typist GS-3
- 2 Clerk-Steno GS-3
- 20

Sub-Unit 1 (A-Jul)

- 1 Supv Claims Exam GS-9
- 2 Claims Exam GS-7
- 1 Claims Exam (HSA) GS-6
- 2 Claims Exam GS-5
- 1 Corr Clerk (R) GS-5
- 3 Corr Clerk GS-4
- 1 Corr Clerk (R) GS-4
- 3 Clerk-Typist GS-3
- 1 Clerk-Steno GS-3
- 15

Sub-Unit 2 (Jul-2)

- 1 Supv Claims Exam GS-9
- 2 Claims Exam GS-7
- 1 Claims Exam (HSA) GS-6
- 2 Claims Exam GS-5
- 1 Corr Clerk (R) GS-5
- 3 Corr Clerk GS-4
- 1 Corr Clerk (R) GS-4
- 3 Clerk-Typist GS-3
- 1 Clerk-Steno GS-3
- 15

Special Correspondence

- 1 Claims Exam GS-7
- 1 Claims Exam GS-6
- 2 Claims Exam GS-5
- 4 Corr Clerk GS-4
- 2 Clerk-Typist GS-3
- 2 Clerk-Steno GS-3
- 12

PROPERTY UNIT

- 1 Supv Claims Exam GS-6
- 1 Mail & File Clerk GS-3
- 1 Mail & File Clerk GS-2
- 3

SECURITY UNIT

- 1 File Supv GS-6
- 1 Clerk-Steno GS-3
- 2

Military Service Sub-Unit

- 1 Corr S/T Supv GS-7
- 1 Corr Clerk (HSA) GS-6
- 2 Corr Clerk (HSA) GS-5
- 4 Corr Clerk (Typ) GS-4
- 1 Clerk-Steno GS-3
- 11

Determination Sub-Unit

- 1 Supv Claims Exam GS-8
- 1 Claims Exam (HSA) GS-7
- 2 Claims Exam (HSA) GS-6
- 4 Claims Exam GS-5
- 2 Clerk-Steno GS-3
- 10

201 Sub-Unit

- 1 File Supv GS-4
- 2 File Clerk GS-3
- 5 File Clerk GS-2
- 8

Archive Sub-Unit

- 1 File Supv GS-5
- 2 File Clerk GS-4
- 5 File Clerk GS-3
- 2 Clerk-Typist GS-2
- 10

REGISTRATION - CIVILIAN PERSONNEL

	GS	GS	GS	GS	GS	GS	GS	GS	Total
	10	9	8	7	6	5	4	3	2
Edg	1	1						2	5
Corr	3		4	3	10	16	19		56
VA	3		4	2	6	8	9		33
Frol J	1	1	2	3	6	4	6		26
Records			1	1	3	8	7		20
TOTAL	1	8	1	10	9	23	32	64	130

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Authority ND 93078

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Authority NND 893078

copy for Mr. W. J. Johnson

FOR MCCOOL COMPTER DIV MANAGEMENT BR

URMSG 9 JUL 2 REGARDING WAR CLAIMS COMM REQUESTS ESTIMATED BACKLOG 1 AUG 79300
OUTPUT PER MONTH ON WCC CASES ESTIMATED AS FOLLOWS 1953 AUG 7500 SEPT 9000 OCT
10500 NOV 12000 DEC 13000 1954 JAN 13500 FEB 13800

Col Newman
23 Jul 53
11:30 A.M.

SIGNATURE:

DECLASSIFIED

Authority NND 893078

<u>Mo.</u>	<u>Est Output</u>	<u>Pers</u>	<u>No of Working Days</u>	<u>Av^g Prod Reg Daily Per Clerk</u>
Aug	7,500	46	21	7.8
Sep	9,000	46	21	9.3
Oct	10,500	46	22	10.4
Nov	12,000	46	20	13
Dec	13,000	46	20	14.1
Jan	13,500	46	19	15.5
Feb	<u>13,800</u>	46	19	15.8
	79,300			

TRAINING

Mr. Alexander T. Iorio Jr.

Mr. Alfred A. Boule

17 July 1953

1. The period 1 July 1953 to 9 July 1953 was utilized for the training of newly assigned personnel to this headquarters. Veterans Administration Adjudication Policy and historical background of the USAFFE period was briefly covered and the WCC Adjudication Policy was instructed fully. The points stressed in Veterans Administration Adjudication Policy were identity of USAFFE, identity of the various types of guerrillas and enlistees, breakdown of military service and the various statuses a veteran can acquire. Determination of death, AWOL, desertion, and date and character of discharge were briefly explained to the class. The entire WCC Policy and method of adjudication was gone into thoroughly and completely and also the proper use and accomplishment of the various forms utilized in the adjudication of cases to the War Claims Commission.

2. A second group of seven (7) people received WCC instructions and training from 14 July 53 to 17 July 53. The WCC Policy was gone into as thoroughly as possible however, the VA Adjudication Policy was not instructed as much as in the preceding class. These students however should have no trouble in distinguishing a USAFFE from a guerrilla and have a general knowledge of the guerrilla situation in the Islands during the war.

3. In both of the above classes the method of instructions consisted of:

- a. Policy instruction
- b. Historical background of USAFFE units and POW places of concentration.
- c. Open forum
- d. Accomplishment of the various VA and WCC Forms in the certification of cases to the two respective agencies.
- e. The actual adjudication of cases with an open critique following the determination.
- f. Demonstration on the black-board of various types of cases and the correct method of adjudication with open class participation in questions and answers.

4. It is recommended that another class start effective this date, in order to instruct the newly arrived personnel in the manner described above.


ALFRED A. BOULLE

WCC Sub Unit

Deadline Date: 28 February 1954	
Cases on Hand, 10 July:	81,517
Average weekly intake:	0
Number on hand 28 February 1954:	0
Weekly output required to reduce:	2,470 -
Capabilities of examiners per week per examiner:	55
Number of examiners required to meet quota:	45
Number of reviewers a 1:5	9
Number for administration:	2
Number assigned 10 July 53:	39 & 10 detailed in
Number assigned 15 July 53:	64

Steps to be taken to speed production:

1. Constant supervision of employees to assure their complete understanding of their requirements.
2. Doubtful areas of POW will be given arbitrary date of maximum that POW Service can be assumed.
3. Discontinue listing specific areas of concentration of individuals in the Philippines on MPRC Form 1-625.
4. Determine from those positive cases available now what percent of cases should be reviewed prior to dispatch.
5. WCC Form 602s are on file in Records Unit. A constant flow of 201 with 602 to which it pertains are being furnished WCC Unit. There is no control over individual cases but this has been considered and determined negligible.
6. Priority over 201 files will be to WCC.
7. All 201 requests indicating no file will be reported to WCC as "No Record". No attempt will be made to locate file, if any, or to determine if any archives are present that pertain.

8. Upon initial examination of 602 and Form 23 contained in 201 file, it is determined that claimant did not allege POW on Form 23 due to USAFFE Service, no Form 1-646 will be initiated. Case will be adjudicated arbitrarily as "No record" for USAFFE status, unless USAFFE status is evident from data within the file, itself, and "None" for POW.

9. Supervisors will be constantly alert to detect and recommend action to effect more expeditious procedures.

VA Unit

Deadline Date:	31 March 1954	
Cases on Hand, 10 July 1953:		8,694
Average weekly intake:		273
Number on hand by 31 March 1954:		18,795
Weekly output required to reduce to 30 day backlog 31 March 1954:		508
Capabilities of examiners per week per examiner:		15
Number of Administrative Personnel:		5
Number of examiners required to meet quota:		36
Number of reviewers required at ratio 1:6		6
Number of typists and Steno (2):		14
Number assigned, 10 July 53:		18
Number assigned, 15 July 53:		30

Steps to be taken to meet deadline:

Adopt policy of adjudicating a case from the data present in the archives and 201 file of subject. This would preclude contacting claimant for additional information except in unusual instances. ✓

a. Upon examination of 201 File and Data entered on MPRC Form 1-646 it is determined that the case is deficient in evidence, the case will be made negative to the VA. At the same time the VA is notified that the case is negative, a form letter, or otherwise, will be sent to the claimant indicating that a negative certification has been furnished VA and what is lacking to fully adjudicate the case, i.e., proof of death or non-return, affidavits of induction and service, proof of identity etc. This will create a backlog in appeals but is not considered significant since no backlog exists with another government agency. ✓

b. In cases where subject has been determined to be USAFFE but date of discharge cannot be ascertained from records available, the case will be suspended once only to the claimant. Based upon the reply received from the claimant, the case will be adjudicated positive and an administrative date of discharge used which will be commensurate with history of the subject. An arbitrary date would be seven days subsequent to date of processing if other evidence is not contrary. ✓

c. In death cases where date and circumstance of death are not available and claimant is not or would not be able to furnish additional evidence, an arbitrary presumptive date of death will be made if the file contains sufficient indication of non-return. Cases coming within the purview of this policy would be as exemplified below:

Cases with NSLI, POW Record pre-surrender special orders, medical records etc. In these instances the arbitrary date will be that which is consistent to the type of acceptable archive of record. For instance, POW archive would result in arbitrary date of 25 January 1943 other evidence consistent.

The above will be accomplished without suspending the case for proof of death.

d. Guerrilla cases where the subject's name appears on a recognized roster and period of service is indicated, with a beginning and ending date, the only requirement to adjudicate the case is identity. If the Form 23 or other papers in the 201 file of subject are consistent the case should be concluded without suspending for proof of identity and providing it is the only 201 File of record wherein service is alleged with the organization claimed.

e. Guerrilla cases with beginning date of service indicated on a recognized roster but with no ending date of service, providing there is a discharge paper available in the file, the case should be adjudicated as above. Where case does not contain evidence of discharge, an arbitrary date of 26 September 1945 (date of disbandment of guerrillas) will be used if no evidence is present to the contrary. If Form 23 indicates a specific date of discharge, this date may be used rather than arbitrary date if consistent. In no case will a date later than 30 June 1946 be used as date of discharge.

f. USAFFE identity may be established by one affidavit executed on or before 30 June 1948 by an individual indicated below provided his case has been established as positive for VA purposes or that his identity was established by USAFFE, an archive, or other authentic record.

(1) An affidavit executed by a battalion or company officer belonging to the same battalion or company which indicates that the subject was properly inducted into the USAFFE in that company or battalion.

(2) An affidavit executed by one of the following indicating that subject was a member of the same company or similar unit to which they belonged and that he served therein:

Company Commander
Platoon Commander
First Sergeant

Any commissioned officer of non-commissioned officer, Sergeant or above, who has personnel under his authority that is consistent with organization of administrative and tactical units of the army. An example of this type is indicated below:

Platoon Sergeant
Mess Sergeant
Supply Sergeant
Sergeant Major
Adjutant

g. Affidavits that do not come under the provisions of the above will be considered as outlined in paragraph 3, Section III, (page 7) Adjudication SOP.

h. In many instances, Section III, paragraph 3a, of the Adjudication SOP has been erroneously considered to require that date of induction of an individual be included in affidavits executed under these provisions. The intent of the paragraph referred to is to show service of the subject in the same unit as the affiant. The affiants need not mention date of induction in order that the affidavit be accepted. If, however, the affiant does make a positive statement concerning induction of the subject, which cannot be construed to be from hearsay knowledge, the affiant must be proven to be in a position to attest to the induction. If proven inconsistent, the affidavit will not be acceptable in part or in whole.

i. Re-emphasize the acceptance of Casualty Rosters of Recognized Guerrilla units as proof of death - page 13, SOP.

j. Emphasize that the appearance of a man's name on recognized guerrilla roster is proof of service and no additional proof is required.

k. The intent of paragraph 3b, Section III, Policy SOP is twofold, e.g.,

(1) Attestation that an individual did report to a place of induction. These affidavits must indicate that subject reported to a place of induction and implies subsequent induction and service although the affiant may not be in a position to know detailed facts of service beyond induction. Subsequent service must be proven by additional evidence as provided for in this policy.

(2) Attestation of actual reporting to a place of induction and subsequent induction.

l. Where it is not possible to award a status such as POW, Recognized Guerrilla Service, Missing, etc, cases must necessarily be determined arbitrarily by classifying other periods as NCS. When a subject has been determined positive USAFFE, maximum beleaguered status will be granted consistent with evidence available in the case. ✓

m. Where VA requests certain information from this office regarding an individual's status etc and the information upon which to base a reply is not available from the archive and 201 file the VA will be notified that such information is not available. No attempt will be made to obtain information from claimants. VA retains some responsibility in making determinations and if information desired is not available to this office it is then incumbent upon VA to obtain what is required or adjudicate the case accordingly.

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 Authority NND 983078

UNIT	ADM			DIST			REVIEW			PRODUCTION			TYPIST			TOTAL	ADJUST
	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST		
HEADQUARTERS	4	4	0	1	1	0	0	0	0	0	0	0	0	0	0	5	0
CORRESPONDENCE	1	1	0	3	3	0	0	0	0	0	0	0	0	0	0	4	0
SPECIAL	0	0	0	0	0	0	1	3	+2	6	12	+6	0	0	0	7	+8
WCC	2	2	0	0	0	0	7	9	+2	55	45	-10	0	0	0	64	-8
VA UNIT	3	3	0	2	2	0	3	6	+3	22	36	+14	0	14	+14	30	+31
RECORDS	4	4	0	0	0	0	0	0	0	29	35	+6	0	0	0	33	+6
PROJECT "J"	3	3	0	1	1	0	3	3	0	9	9	0	0	0	0	16	0
TOTAL	17	17	0	7	7	0	14	21	+7	121	137	+16	0	14	+14	159	+37

196

UNIT	ADM			DIST			REVIEW			PRODUCTION			TYPIST			TOTAL		
	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST	ASGD	REQ	ADJUST
HEADQUARTERS	4	4	0	3	5	f2	0	0	0	0	0	0	0	0	0	7	9	f2
CORRESPONDENCE																		
UNIT HEAD	1	1	0	3	3	0	0	0	0	0	0	0	0	0	0	4	4	0
SPECIAL	0	0	0	0	0	0	2	3	f1	12	11	-1	0	0	0	14	14	0
REC.	2	0	2	0	0	0	7	8	f1	46	46	0	0	0	0	55	54	-1
VA UNIT	3	6	f3	0	0	0	3	8	f5	20	36	f16	4	16	f12	30	66	f36
RECORDS	4	4	0	0	0	0	0	0	0	27	33	f6	1	2	f1	32	39	f7
PROJECT "J"	3	3	0	1	1	0	3	3	0	9	9	0	0	0	0	16	16	0
TOTAL	17	18	f1	7	9	f2	15	22	f7	114	135	f21	5	18	f13	158	202	f44

* This total excludes 20 file clerks detailed in, not pending reassignment.

7 July 1953

STATUS OF RECOVERED PERSONNEL RECORDS SECTION

BACKLOG: The following figures represent the status of backlog of work units of this Section as indicated:

a. Number of units on hand at AGRD on 16 January 1953 (last report prior to move, commencing 20 January 1953).

(1) Correspondence:	692 units
Appeals:	2,077 "
(2) VA Requests:	4,667 "
(3) WCC Claims (POW):	<u>96,054</u> "
Total	103,490

b. During the first week of operation, 3 April 1953, of the Recovered Personnel Records Section, the backlog indicates an increase due to work units received at MPRC during the interim period of transfer of AGRD from Manila. The units on hand as of that date were:

(1) Correspondence - 286 - (decrease in this figure is due to classification of work units to an improper category. This error is corrected at a later date - specifically 12 June 53, 19 June 53, and 26 June 53).

(2) Appeals - 3,879 (represents an increase of 1,802 units during interim period. This figure is subsequently reduced by 1,098 units which were inadvertently carried due to improper classification. Reclassified as miscellaneous correspondence).

(3) VA Requests - 6,956 (This represents an increase of 2,289)

(4) WCC Claims (POW): 96,054 (There is no change in this figure as all claims for this project have been received prior to transfer of AGRD).

(5) Project J: 1,348 (This unit was absorbed into RFRS upon transfer to MPRC).

c. The backlog figures for the week ending 3 July 1953:

(1) Correspondence:	3,548
(2) Appeals:	4,228
(3) VA Requests:	8,603
(4) WCC Claims (POW):	81,938
(5) Proj "J":	1,902

Summary of Backlog:

<u>OPERATION</u>	<u>AGRD</u> (16 Jan 53)	<u>RPRS</u> (3 Jul 53)	<u>Increase</u>	<u>Decrease</u>
Correspondence	692	3,548	2,856	
Appeals	2,077	4,228	2,151	
VA Requests	4,667	8,603	3,936	
WCC Claims (POW)	96,054	81,938		14,116
Project J	0	1,902	1,902	
Total	<u>103,490</u>	<u>100,219</u>		<u>3,271</u>

The decrease of 3,271 work units of the overall Section is caused primarily by the fact that this Section was able to authenticate those War Claims Commission cases that were previously adjudicated in Manila but not finally reviewed prior to the move of AGRD. This review was "spot check" by experienced examiners transferred from the Philippines as well as qualified military personnel.

It will be noted that the number of work units has doubled in most instances and increased approximately 5 times in one. This has been caused primarily by the move of AGRD to the United States which resulted in almost eleven weeks of no production. Also, there has been a lack of the required number of personnel to accomplish the mission. Training of personnel has caused a slowdown in production which can be expected to increase as examiners become more proficient in this operation.

Training of personnel has been conducted by both on the job and classroom method. The final classes of instruction will be completed on 9 July 1953 and personnel will be placed on their respective jobs on 10 July 53. These personnel have completed only 6½ days of training in this type of claims examining as they are recent transferees from other sections of MPRC. It is believed that it will be in excess of a month before production will indicate any measureable change as a result of assignment of this group of personnel.

In order to measure the volume of intake and production, the following comparative figures are furnished:

Weekly averages for 14 weeks of operation prior to close of AGRD and for first 14 weeks of operation of RPRS are as follows, by operation:

<u>OPERATION</u>	<u>AGRD</u> <u>INTAKE</u>	<u>OUTPUT</u>
VA Requests	207	139
Appeals	113	98
WCC	1,428	339
Correspondence	298	284

<u>OPERATION</u>	<u>INTAKE</u>	<u>OUTPUT</u>
VA Requests	273	131*
Appeals	203	34
WCC	17**	1,025**
Correspondence	320	87
Project J	170	130

NOTE: * This figure cannot be used as a firm reflection due to fact majority of units indicated completed were worked by AGRD prior to move and final review performed by VA Unit, RPRS.

** Figure 17 is not intake of new WCC Forms 602 but are appeals to action of this Section forwarded by the War Claims Commission. Intake of Forms 602 is complete. Figure 1,025 represents a majority of units completed at AGRD and finally reviewed in this Section.

PERSONNEL: It was anticipated upon the orders for AGRD to move to this location that sufficient number of personnel would be available and trained prior to the arrival of the records from Manila. Such was not the case due to restrictions being placed upon the hire of new employees and changes in allocation of personnel to MPRC. At no time has the RPRS had an adequate number of personnel to complete its mission. Every effort has been made within MPRC to correct this by effecting the reassignment of personnel within MPRC.

Strength of RPRS as of 15 July 1953:

<u>UNIT</u>	<u>NUMBER ASSIGNED</u>			
	<u>ADMINISTRATIVE</u>	<u>DISTRIBUTION</u>	<u>REVIEW</u>	<u>PRODUCTION</u>
Headquarters	4	1	-	-
Correspondence	1	3	1	6
WCC	1	-	8	30*
VA	2	2	4	22
Project J	2	1	3	10
Records	3	1	-	18
Total (123)	13	8	16	86

*(There are 10 personnel detailed in and assigned to WCC pending transfer to this Section. This would increase this figure to 40 when transfer is completed within a 90 day period).

ORGANIZATION & TRAINING:

The personnel authorization of this Section as determined in December 1952 and January 1953 was 138, subsequently increased to 140. This is the present personnel authorization.

Delay was experienced in effecting an early physical organization within MPRC due to necessity of re-arranging and alphabetizing 201 folders and records of archives. The disorder was due to the condition of boxes, in which records were maintained in Manila. When moved the boxes fell apart necessitating repacking into new and reconstructed boxes. This repacking was accomplished at the US Port of Manila. The work units on hand in Manila were alphabetized, carded and placed into a workable condition in addition to those received subsequent to the move of AGRD.

There are 1,280, filing cabinets, 4 drawer, legal size utilized to house 201 folders. Of these filing cabinets, 115 remain to be perfected. This program will be completed when other higher priority projects are completed.

Training of personnel has been in two groups. The first training period for all employees then assigned commenced on 1 April 1953 and was completed 16 April 1953. 42 personnel were involved in this training. Personnel were assigned to this Section as they become available, with the largest group being assigned between 15-30 June 1953. Training of this latter group commenced on 1 July 1953 and will be completed on 9 July 1953. There are 46 personnel involved in this classroom training. Upon completion of this classroom training, the training of personnel, other than on the job, will be complete.

Policies and procedures remain the same as were in effect at Manila with the exception that certain changes are necessary to conform with local procedures and are necessary due to the move. This Section is presently considering cases upon the information that is contained in the record holdings. Only in cases where it is absolutely necessary are the claimants being requested to furnish additional information. It is believed that the utilization of information contained in present records holdings, with a minimum of requests for additional information from the Philippines, is the best solution to the handling of RPRS cases. If the information is not available in the records and it appears, upon examination of the files that no better information would be forthcoming from the claimant, than affidavits, the case would be made negative and the VA so notified. Appeals are expected and may result in some reversal of determinations made under this program. Under this program, it is believed that the backlog would drop appreciably. An injustice would not be performed against any individual as the right to appeal is present.

ESTIMATE OF REDUCTION:

It is estimated that the present backlogs will be reduced within the times indicated for a particular operation. Basis for these reduction estimates is the number of people assigned to the particular job in a production position and their capabilities expressed in productivity figures:

War Claims - It is estimated that this project will be completed by June 30, 1954. Capabilities of examiners is estimated to be 12 cases per day. With 40 examiners on production this amounts to 7,600 cases approximately per month. There remains 82,000 cases to be certified. Additional personnel will be required in this project if an earlier date of completion is desired. It may be possible to revise this estimate as examiners become more proficient.

VA Request - It is estimated that it will require approximately 18 months to reduce this backlog to a workable number (3000, approximately 90 days production). This is based upon the fact that the capabilities of examiners is estimated to be 15 cases per week. There are 22 examiners assigned which are capable of producing 1420 cases per month. The average intake of cases as evidenced by the past 14 weeks of operation is 1092 per month. This allows a reduction in the existing backlog of 328 cases per month. It is intended that constant study will be made to effect programs to speed up the production, thereby reducing this backlog earlier than estimated.

Appeals - It is estimated that this backlog will be reduced at the same rate per month as the VA Form 3101 (VA Requests) as the examination and adjudication of these cases require the same amount of time as does adjudication of a 3101, in most cases. As additional personnel become available, they will be assigned to this operation to facilitate the reduction of this backlog. General correspondence will be reduced on a somewhat faster scale.

AGDP-RC

Recommendation of AGO Manpower Survey Team for
 Personnel Ceiling, Effective 1 July 1953

CO, Mtl Pers Rec Cen, TAGO
 St. Louis 20, Mo.

Recov Pers Rec Sec
 Bldg 102

23 Apr 53

1. In connection with the photo copy of the chart containing the tentative personnel ceiling recommended by the AGO Manpower Survey Team for this Section, effective 1 July 1953, the following comments and/or recommendations are submitted:

	<u>Personnel Recommended</u>	
Line No. 1 Officers	0	No comment
Line No. 2 Administration	4	No comment
Line No. 3 Corresp. Unit	61	See Paragraph 3 below
Line No. 4 Administration	5	No comment
Line No. 5 Gen. Corresp. & Reclama. Cases	6	

This amount of personnel is considered inadequate to reduce the current backlog and to control the weekly intake of new cases. The productivity figure stated by the Management Team reflects an improbable goal of accomplishment due to the complexity of the cases referred to. The backlog has been adjusted by physical inventory since the Team was present. The adjusted backlog is 4,341 appeals and 300 general correspondence. Experience has indicated that the productivity of claims examiners in working appeals approximates that of the claims examiners in working regular VA request (3101) type cases. The same amount of research is generally necessary in reviewing an appeal case as in the latter instance referred to. Correspondence is broken down into three types; i.e.:

Staff & Congressional - Priority type inquiries which are included in general correspondence listed below.

Appeals - This correspondence contains appeals from claimants desiring a redetermination of their case. Experience has indicated that approximately 45% of these appeals warrant a full review of the particular case. This requires a full

23 April 1953

AGDP-RC

SUBJECT: Recommendation of AGO Manpower Survey Team

research and evaluation of all evidence in the case, which results in a time consuming examination, as pointed out above. The remaining 55% of cases can be processed in a relative shorter period of time. Of the two types, it is believed that productivity figures should be:

Review Cases - 15 per week
 General Appeal and other type cases - 65 per week

This would require the utilization of the following personnel in the Correspondence Unit, not including WCC activities:

Appeal Cases requiring complete review - 8
 General Appeals and other type corres. - 4
 Final Review of all cases - 3

These totals are based on present backlog of 4,341 appeals and 300 general correspondence, plus weekly intake of 200 appeals and 60 general correspondence.

Line No. 6 War Claims 50

The WCC allotment is adequate to meet the deadline imposed by the Department of the Army of 31 December 1953, providing 5 additional personnel are allotted for final review. These assumptions are based on the productivity figure of 240 cases per examiner per month and a backlog of 94,931, providing qualified personnel are available.

Line No. 7 VA Unit 37
 Line No. 8 Administration 5
 Line No. 9 VA Requests 32

See Paragraph 3 below
 No comment

The figure of 32 represents only the productive claims examiners and does not provide for typists and reviewers. It will be required that there be in this Unit the following to maintain adequate production:

29 Examiners
 7 Reviewers
 7 Typists

23 April 1953

AGDP-RC
 SUBJECT: Recommendation of AGO Manpower Survey Team for Personnel Ceiling,
 Effective 1 July 1953

This estimate is based on the same figures as used by the Management Team, except that the additional personnel necessary to maintain the production prescribed have been indicated. This represents an increase of 11 personnel

Line No. 10	Records Unit	20
Line No. 11	Administration	4
Line No. 12	201 Sub-Unit	7

See Paragraph 3 below
 No comment

The figures presented by the Management Team are not sufficient to include the personnel necessary to search for the 201 files of the affiants in a case, which may run as high as four per case. With the VA Appeals and WCC 201 file requirements of both the subject and affiants, the weekly total is 11,642 searches, approximate. The productivity of file searches is estimated to be 35 searches of 201 files per clerk per hour. To maintain a flow of units to claims examiners, it will require the services of 8 file searchers. The filing of returned 201 units will require 8 additional personnel. This is based on productivity of 40 cases per hour for filing per clerk. This represents an increase of 9 personnel in 201 Sub-Unit.

35
 4

 39

(16)

Line No. 13	Archive Sub-Unit	9
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This figure is not adequate in view of the fact that verification of archives are considered different than those regularly conducted in the MPRC. There are five distinct actions on an archive search request and it is estimated that it requires approximately 20 minutes per request to receive complete action. As it requires an estimated 410 searches per day to service the claims examiners, it will necessitate an increase of the 9 recommended by the survey team to 19, which represents an increase of 10 personnel. The productivity of these personnel is estimated to be 22 searches per day per individual

(19)

2. In connection with the 18 spaces (1 Administration, 2 Distribution and 15 Operation) for the Project "J" operation, which were included in the WW II Correspondence Section chart, this Unit should have an increase of 2 administrative personnel to allow for Sub-Unit Supervisors not provided for in the survey estimate.

23 April 1953

AGDP-RC
 SUBJECT: Recommendation of AGO Manpower Survey Team for Personnel Ceiling,
 Effective 1 July 1953

3. The above recommendations represent an adjustment of requirements as recapitulated below:

	<u>Survey</u>	<u>Recommended</u>	<u>Difference</u>
Administration	4	4	0
Correspondence Unit	61	75	+ 14
VA Unit	37	48	+ 11
Records Unit	20	39	+ 19
Project "J"	18	20	+ 2
	<u>140</u>	<u>186</u>	<u>+ 46</u>

ALBERT A. LINDQUIST
 Colonel, AGC
 Officer-in-Charge

DECLASSIFIED

Authority NND893078

ACRC-R

8 June 1953

SUBJECT: Transfer of Personnel

TO: Personnel Officer
Manila Area Personnel Office
APO 928, c/o Postmaster
San Francisco, California

1. Reference is made to radiogram U4647 DTG 030800Z requesting a corrected copy of Standard Form 50 pertaining to Mr. Elvard L. Davis.

2. There are inclosed corrected copies of SF Form 50s, dated 18 Mar 53 and 8 Apr 53, pertaining to the transfer of Mr. Davis to this Center.

FOR THE ADJUTANT GENERAL:

WAS W. A. Johnson
Major, AGC
Adjutant General

Bank
2 Incls

1. SF Fm 50 dtd 18 Mar 53
2. SF Fm 50 dtd 8 Apr 53



*Return to
St. Louis - PPRS
Rly 102*

DEPARTMENT OF THE ARMY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) Mr. Elvard L. Davis				2. DATE OF BIRTH 10-28-09		3. JOURNAL OR ACTION NO.		4. DATE 4-8-53		
This is to notify you of the following action affecting your employment:										
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Indefinite Appointment - Correction				6. EFFECTIVE DATE 2-19-53		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY CS Reg 2.115 (b) & CSC Form 303 Cert DPRB I-53-19 dtd 2-4-53				
FROM				TO						
				8. POSITION TITLE Supervisory Claims Examiner Job No 2508						
				9. SERVICE, SERIES, GRADE, SALARY GS-961-9 \$5810 per annum						
				10. ORGANIZATIONAL DESIGNATIONS Demobilized Pers Records Br ZAGO Recovered Pers Records Section Project J Unit						
				11. HEADQUARTERS St Louis 20 Missouri						
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				12. FIELD OR DEPT'L		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL				
13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE		WWS		OTHER		5-PT.		33-POINT		
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				DISAB. OTHER		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> W		16. RACE <input type="checkbox"/> W <input type="checkbox"/> O		17. APPROPRIATION FROM: TO:		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) SF-61 3-18-53		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements. Classification grade subject to post audit and correction. Previously employed at \$5810 per annum in February 1953 Leave Category - 8 Corrects item 7 on notification dated 3-18-53, which read "CS Reg 2.115 (b) & CSC Form 303 DPRB I-53-19 dtd 1-27-53"										
ENTRANCE EFFICIENCY RATING: Satisfactory				RICHARD L. FANSHIE Civilian Personnel Officer For the Appointing Officer						
22. SIGNATURE OR OTHER AUTHENTICATION										

C O P Y

EUA 052

HUD140

NUB68

JMA 85

JMAL B71

JMALP 35

RR URPBU

DE JMALP 15A

R 030800Z

FM USMILPORT MANILA PI

TO URPBU/CHIEF DEMOBD PERS RCDS BR TAGO STL MO

INFO ZEN/CG 13TH AF CLARK AFB PI

AF GRMC

CITE U 4647 MAPO REFERENCE MADE TO YOUR LETTER CMA FILE AGDP-E CMA

9 FEB 53. REQUEST CORRECTED COPY SF 50 ELVARD L. DAVIS TRANSFERRED

YOUR COMMAND EFFECTIVE 19 FEB 53 CMA BE FURNISHED THIS OFFICE FOR

RECORD

03/0835Z JUN JMALP

DPFB COMM GEN REC'D JUN 3-8:50 PM

AGDP-E
(9 Feb 53)

9 February 1953

SUBJECT: Transfer of Personnel

TO: Personnel Officer
Manila Area Personnel Office
APO 928, c/o Postmaster
San Francisco, California

1. Reference is made to letter from this office, file AGDP-E, dated 27 January 1953, Subject: as above, regarding the transfer of personnel to this Branch from the Adjutant General Records Depository.

2. There are inclosed for your information corrected copies of Standard Form 50, Notification of Personnel Action, correcting the Nature of Action and effective date shown on the original forms, on all personnel being transferred with the exception of Mr. Elvard L. Davis.

3. A corrected copy of Standard Form 50 pertaining to transfer of Mr. Davis will be forwarded at a later date.

BY ORDER OF THE SECRETARY OF THE ARMY:

H. H. Newman
Colonel, AGC

Adjutant General

HN

Book
7 Incls
SF 50 (7)

JM



Return to
Myself - c.

AGDP-3
(20 Jan 53)

27 January 1953

SUBJECT: Transfer of Personnel

TO: Personnel Officer
Manila Area Personnel Office
APO 928, c/o Postmaster
San Francisco, California

1. In response to message, DTG 200715Z from the Commanding Officer, Adjutant General Records Depository, Manila, there are inclosed copies of Notification of Personnel Action, Standard Form 50, pertaining to personnel being transferred to this Branch from the Adjutant General Records Depository.

2. It is requested that the leave records of the individuals being transferred be forwarded to this office airmail at the earliest practicable date.

BY ORDER OF THE ACTING SECRETARY OF THE ARMY:

8 Incl
SF 50 (8)

Adjutant General

C O P YC O P Y

HUA/18

HUB/29

MUD23

JMA 14

JMAL A12

JMALP 13

RR UEPSU

DE JMALP /7A

R 2/234Z

FM USMILPORT OF MANILA PI

TO UEPSU/CHIEF DEMOED PERS RCDS BR TAGO TLOUIS MO

INFO ZEN/CG 13AF CLARK AFB PI

AF GRNC

CITE U 437/ MAPO REF LTR DA FILE AGCM-M SUBJECT SMCN RELOCATION OF

8133RD AU CMA AGRD DTD 19 DEC 52 PD FOLG EMPL OF 8133RD AU CMA AGRD

CMA APO 928 CMA TRFG YOUR OFFICE CLN ELVARD L DAVIS CMA DOB 28 OCT

/9 CMA ADM ASST PAREN CLAIMS EXAMINING PAREN CMA G -3/1-9 CMA

/681/ PER ANNUM CMA LEFT IN WATER 19 FEB 53 PD 2/1 FIL AND LEAVE

RECORD MAILED TODAY

2/245Z FEB JMALP

DPRB COMM GEN REC'D FEB 20, 53 8:00 AM

DECLASSIFIED

Authority NND 893078

CHIEF DEMOB PERS REC BR TAGO ST LOUIS MISSOURI 281630Z JAN 53 UNCLASSIFIED

ROUTINE

USMILFORT OF MANILA P I

280715Z
U4310 MAVM KEF

FROM AGDP DASH E URMSG 280715Z CITE U4310 MAVM KEF

COPIES SF 50S ON ALL PERS BEING TRANSFERRED THIS BRANCH WERE FORWARDED AIRMAIL
27 JAN 53 TO MANILA AREA PERS OFFICE

THIS MSG NOT IN COMMUNICATIONS
INDEXED JAN 28 1953 TIME 1105
TRANSMITTED BY WIRE OR MSG T-20

1403

UNCLASSIFIED

1 1

R. E. WYRSCH

AGDP-E

FI 8200
Ext 700

H. H. NEWMAN, COLONEL, AGC
CHIEF OF BRANCH

C O P Y

C O P Y

HUAO26
HUAO91
MUD66
JMA 56
T
JMAL B49
JMALP 34
RR UNPBU
DE JMALP 21A
R 280715Z

FM USMILPORT OF MANILA PI

TO UNPBU/CMF DEMOB PERS RCDS BR TAGO ST LOUIS 20 MO

INFO ZEN/CG 13TH AF CLARK AFB PI

AF GRNCH

CITE U 4510 MAVM KEF LTR DA FILE AGCM-M SUBJ RELOCATION OF 8133D AU, AGRD
DATED 19 DEC 1952.

FOLLOWING EMPLOYEES OF 8133D AU, AGRD, APO 928, TRANSFERRED YOUR OFFICE:

ALEXANDER T IORIO JR, DOB 8 FEB 18, CLAIMS EXAMINER,
GS-961-9, \$5810

ALFRED A BOULLE, DOB 16 JUNE 18, CLAIMS EXAMINER
GS-961-7, \$4205

LEFT BY AIR 28 JAN 53. REQUEST SF 50S BE EXECUTED IN THEIR FAVOR.

201 FILES WILL BE MAILED UPON RECEIPT COPIES OF SF 50

28/0810Z JAN JMALP

DPRB COMM GEN REC'D
JAN 28 8:10 AM

Reclassified
SECURITY INFORMATION

HEADQUARTERS
 29TH ENGINEER BASE TOPOGRAPHIC BATTALION
 CAMP CAVITE

LO #59-41

AFO 928
 20 January 1953

SUBJECT: Travel Orders

TO: Individuals Concerned

1. Pol-named civilian employees, Adj Gen Records Depository, 8133d AU, APO 928, are auth to tvl & TF at govt expense o/a 30 Jan 53 from Manila, PI, to Demobilized Pers Records Br, TAGO, St Louis 20, Mo, via a port of debarkation in the US, on PCS. Tvl by govt air and/or water trans or common carrier is auth. Coal air and/or rail from POD to destination is auth. PCS. TDN. 2132020 1-55 F1322-02-03-07 599-999. 2132020 1-255 F1322-02 599-999.

<u>Name</u>	<u>POB TITLE & GRADE</u>	<u>NEXT OF KIN</u>
ROBERT E ELLIOTT	Claims Examiner, GS-9	o/o Donald B Elliott (Brother), 24 Barcelona Drive, St Louis 15, Mo.
MARCELO M FLAGAN	Claims Examiner, GS-9	Terilio Moore (Godfather), PO Box 1237, Cosmopolis, Wash
VICTOR L SHUBANKER	Claims Examiner, GS-9	Margaretha Shumaker (Sister), 1419 East 51st St, Coshocton, Ohio
JOSEPH E WEDDLE	Claims Examiner, GS-9	L. Warren Weddle (Brother), WR 9928-7515 Malrose Ave, Los Angeles 46, Calif
JACK G SLAGLE	Claims Examiner, GS-9	Thelma V Palmer (Sister), 2702 West Ave, 35th Los Angeles 65, Calif

2. In lieu of subs per diem of \$9.00 is auth for all periods of tvl within the continental US in excess of (24) hrs except that \$6.00 per diem is auth during periods of tvl where govt trans cost includes price of berth or stateroom fac and \$6.00 where govt qrs and/or mess fac are used. No per diem auth while tvlg on board govt operated vessels; employee will be furnished subs at no expense to indiv. However, when cost of subs is borne by indiv a per diem of \$9.00 per day is auth.

3. Pol dependents of Mr. Slagle are auth to tvl with principal from Manila, PI to St Louis, Mo, via govt surface trans and/or common carrier. Cost of subsistence for dependents while tvlg will be borne by indiv.

- REMEDIOS R SLAGLE, Wife, PP #8468
- VIRGINIA K SLAGLE, Dau, Age 5 yrs, PP #3385
- MARY, LOU SLAGLE, Dau, Age 3 yrs, PP #3385

TKS 271227.07

Restricted
SECURITY INFORMATION

LO #59-41, Hq 29th Engr Base Topo Bn, APO 928, 20 Jan 53, contd

4. Sixty-five (65) lbs personal bag is auth while tvlg by air. Personal bag not to exceed 400 lbs auth to be shipped at govt expense from overseas dy sta to final destination via surface trans. Shpmt of crated household effects and other personal property not to exceed 8750 lbs crated for indiv w/family or 3125 lbs crated for indiv w/o family is auth. Shpmt by express from POD to destination at govt expense is auth upon determination by Trans Officer, SFPE. Shpmt of bag at govt expense may be made only by mos; air routing. Indiv will insure that bag is properly marked with owner's full name and address.

5. Shpmt of privately owned automobile from overseas dy sta to a POD in US on a space avail basis is auth at no expense to the govt via govt motor vans.

6. Prior to departure from overseas, employee & dependents concerned will be required to have completed the prescribed examinations in conformance with CIA, FSB Cir 33, 1952. Immunization records will be hand carried. Mil Pet Cards will be disposed of as dir in par 7, GPC MEB Cir 19, 15 Mar 49.

7. Employees will be picked up on the rolls of the Demobilized Pers Records Br, AGC, St Louis 20, Mo effective date of departure from Philippines. Any tvl time in excess of that authorized by most dir common carr route will be charged to leave.

Authority: DA CER 23, 17 Aug 51 & Ltr DA file AGCM-M, subj: "Relocation of 3d38 Army Unit, AGA" dated 19 Dec 52."

BY ORDER OF LIEUTENANT COLONEL LOCKE:

Roy H. Moss
ROY H. MOSS
Capt AGC
Asst Adj

TEUP

DISTRIBUTION: "A" Plus

- 30 cys - Mr. Elliott
- 30 " - Mr. Ilgen
- 30 " - Mr. Shunkner
- 30 " - Mr. Williams
- 30 " - Mr. Slagle
- 30 " - MAPO
- 30 " - Tvl Gen. ULMAN, APO 928

Restricted

AGDP-GS (19 Jan 53)

SUBJECT: Job Information Relative to Proposed Revision of the
Standards for Claims Examining Series, GS-961-0TO Chief, CPB, TAGO
Room 1E 840
The Pentagon

FROM Chief, DFRB, TAGO

DATE

3 FEB 1953

COMMENT NO. 2
Horkitz/2273

1. Inclosed are copies of all current job descriptions coded to the Claims Examining Series, GS-961-0, requested by your office in connection with a proposed revision of the standards. Although the work involved in these jobs does not specifically fall within the Claims Examining occupational category, the determinations made affect the rights, benefit, and gratuities of former military personnel and even though actual "claims" are not adjudicated, the series appears more appropriate than any other, inasmuch as this series does include preliminary work incidental to final adjudication. This might be a point for consideration in the preparation of the revised standards.

2. The basis for distribution of the work is level of difficulty; i.e., work is assigned according to the grade level of the journeyman worker (GS-4 and 5) from a check list, indicating types of cases to be assigned to each level. The principal allocation factor is the knowledge requirement based on complexity of work. The same pattern is followed in the allocation of the reviewer positions. The inclosed charts portray the supervisory structure of these operations.

3. There has been no further difficulty encountered in the allocation of these positions, nor in alignment, either one with another or with related series; however, a close check is maintained to assure the actual segregation of cases according to difficulty in order that morale problems do not result.

H. H. Newman
Colonel, AGC

8 Incls

1-6 Job Descriptions (in dup)
7-8 Charts (in dup)H. H. NEWMAN, Colonel, AGC
Chief of Branch

D/R B. D. [unclear]

COPYCOPY

AGAH-C
 Chief, DFRB, TAGO
 St. Louis, Mo.
 ATTN: Chief, CFS

Job Information Relative to Proposed Revision of the
 Standards for Claims Examining Series, GS-961-0
 Chief, CPB, TAGO 19 Jan 53
 Pentagon Bldg. Miss Deffebach/71024
 Washington 25, D. C.

1. The Standards Section of the Civil Service Commission has requested job information concerning jobs in the Department of Army coded to the Claims Examining Series, GS-961-0. The job information is requested for study in connection with a proposed revision of the standards for that series. Current job descriptions are requested for each grade level and for each work specialization within grades. For example, information is desired relative to work assignment patterns which may reflect functional distinctions such as assignment to make preliminary examinations, to make complete adjudications, to make review or authorizing examinations; subject matter distinctions such as assignment to work on one type or a combination of claims pertaining to payroll, savings bonds, military pay, contracts, and military service; or any other basis for distribution of work. Information is also desired concerning the supervisory structure in claims examining operations.

2. Additionally, comments are requested relative to any evaluation considerations which occasion difficulty in classifying and grading claims examiner jobs. The following appear to represent problem areas:

- a. Effect of variety of types of claims examined;
- b. Effect of combining related or unrelated types of claims examining work in one job;
- c. Effectiveness of existing class specifications for Claims Examining Series, GS-961-0, in the achievement of concurrent alignment: 1 of claims examining jobs, one with another; and 2 of claims examining jobs with jobs evaluated with reference to class specifications for somewhat related series (e.g., comparison with Military Pay Series, GS-545-0, Payroll Series, GS-543-0, Voucher Examining Series, GS-540-0).
- d. Measurement of volume of operations for the grading of supervisory jobs, on the basis of subordinate claims examiner positions without regard to clerical staffing.
- e. Grade differentials between "adjudication examiners," "authorizing examiners," and supervisors.

3. It is requested that job descriptions, evaluation statements, if available, comments and suggestions to be submitted on or before 1 February 1953.

G. D. GARDNER
 Chief, Civilian Personnel Branch

(DPRB Memo 24, Distr "C")

DPRB Memo 25

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
Demobilized Personnel Records Branch
St. Louis 20, Missouri

11 February 1953

DPRB MEMORANDUM NO. 25

SUBJECT: Promotion Program

1. To provide a nucleus of trained personnel for initial staffing and organization of the Recovered Personnel Records Section the provisions of Civilian Personnel Memorandum No. 1, Section 5, General, "Promotion Program" 1953, will be waived.

2. All subsequent positions to be filled by promotion will be in accordance with the promotion policy.

James W. Hill
JAMES W. HILL
Colonel, AGC
Acting Chief of Branch

Distribution: "D"

C O P Y

FROM: CO AGRD MANILA

TO: DEMOBILIZED PERSONNEL RECORDS BRANCH 4300 GOODFELLOW BLVD ST LOUIS 20, MO

Following employees are transferred your center effective date of departure from this command providing you concur. Manila Area Personnel Officer will advise DPRB effective dates of departure for each employee. Request DPRB issue SF 50, forwarding one copy via airmail to Manila Area Personnel Office, APO 928, soonest.

Paragraph 1

VICTOR L. SHUMAKER

✓ Date of birth: 4-12-14 - Claims Examiner, GS-9-7 - Date of last in-grade promotion: 25 Jan 1948 - Type of Loyalty and Security Clearance: Secret-Civil Service Status: Excepted \$5810 - Philippine Army Veterans Branch, AGRD, APO 928 WW II-5 PT, Male, White, Retirement.

Paragraph 2

JOSEPH E. WEDDLE

✓ Date of birth: 1-11-92 - Claims Examiner, GS-9-6 - Date of last in-grade promotion: 17 Aug 1952 - Type of loyalty and security clearance: Secret - Civil Service status: Excepted \$5685 - Philippine Army Veterans Branch, Deceased Section, AGRD, APO 928 - WWI-5 PT, Male, White, Retirement.

Paragraph 3

JACK G. SIAGLE

✓ Date of birth: 1-22-28 - Claims Examiner, GS-9-2 - Date of last in-grade promotion: 18 Jan 1953 - Type of loyalty and security clearance: Secret - Civil Service status: Excepted \$5185 - Philippine Army Veterans Branch, AGRD, APO 928 WWI-5 PT, Male, White, Retirement

Paragraph 4

ALEXANDER T. ICORIO, Jr.

✓ Date of birth: 2-8-18, Claims Examiner, GS-9-7 - Date of last in-grade promotion: 13 Jun 1948 - Type of Loyalty and security clearance: Secret - Civil Service Status: Excepted \$5810 - Philippine Army Veterans Branch, Deceased Section, AGRD, APO 928, WWII, 5PT, Male, White, Retirement

C O P Y

Paragraph 5

ROBERT E. ELLIOTT

✓ Date of birth: 10-13-11 - Claims Examiner, GS-9-5 - Date of last in-grade promotion: 9 Nov 52 - Type of Loyalty and Security Clearance: Secret - Civil Service status: Excepted \$5560, Philippine Army Veterans Branch, Living Section, AGRD, APO 928, WWII, 5PT, Male, White, Retirement.

Paragraph 6

ALFRED A. BOULLE

✓ Date of birth: 6-16-15 - Claims Examiner, GS-7-1 - Date of last in-grade promotion: 1 - Type of Loyalty and Security Clearance: Secret - Civil Service status: Accepted \$4205, Philippine Army Veterans Branch, Review and Adjudication Section, AGRD, APO 928 - WWII-5 PT, Male, White, FICA

Paragraph 7

ELVARD L. DAVIS

Date of birth: 10-28-09 - Administrative Assistant (Claims Examining), GS-9-7 - Date of last in-grade promotion: 17 Aug 1952 - Type of loyalty and security clearance: Secret - Civil Service status: Excepted \$5810, Philippine Army Veterans Branch, Project "J", Section, AGRD, APO 928, WWII-5 PT, Male, White, Retirement.

Paragraph 8

MARCITO M. ILAGAN

✓ Date of birth: 3-6-07 - Claims Examiner, GS-9-4 - Date of last in-grade promotion: 17 Aug 1952 - Type of Loyalty and Security Clearance: Secret - Civil Service Status: Excepted \$5435 - Philippine Army Veterans Branch, Review and Adjudication Section, WWII-5, PT, Male, Other, Retirement.

HEADQUARTERS
 ADJUTANT GENERAL RECORDS DEPOSITORY
 8133D ARMY UNIT
 APO 928

DEPARTMENT OF THE ARMY CIVILIANS

<u>NAME</u>	<u>GRADE</u>	<u>DATE JOINED</u>	<u>DUTY TITLE</u>	<u>SPECIAL KNOWLEDGE</u>
1. Boulle, Alfred A	GS-6	17 Jul 52	Claims Exam.	WCC Claims (POW)
2. Boyle, John	GS-9	15 Jan 51	Inves. (Gen)	Inves. (Gen)
3. Bradley, Daphne	GS-4	8 Jan 52	Secy (Steno)	Private Secy
4. Davis, Elvard L.	GS-9	26 Dec 48	Adm Asst (Cl. Exam)	Proj J - (AUS Personnel) POW (AUS) Civilian Personnel Claims
5. Dichirico, Theo. S.	GS-9	26 May 52	Inves. (Gen)	Inves. (Gen) Contract Claims Inv.
6. Elliott, Robert E.	GS-9	1 Nov 48	Claims Exam.	VA Certification
7. Fine, Ruben	GS-6	17 Jul 52	Claims Exam.	Communications, Signal WCC Claims (POW)
8. Gardner, William	GS-9	12 Jan 51	Inves. (Gen)	Inves. (Gen)
9. Hills, Robert	GS-9	19 Jun 49	Inves. (Gen)	Inves. (Gen) CID Agent Contract Claims Inv.
10. Quersey, Audrey H.	GS-6	24 Jul 52	Claims Exam.	(Private Insur. Claims) WCC Claims
11. Humphrey, Kenneth H.	GS-8	1 Apr 52	Orgn & Methods Exam.	Field Investigator Claims Examiner Management
12. Ilagan, Marcelo M.	GS-9	3 Apr 49	Claims Exam.	Field Investigations VA Claims
13. Iorio, Alex. T., Jr.	GS-9	<i>Rs off?</i> 20 Feb 49	Claims Exam.	AGRD History WCC Claims (POW) VA Claims
14. Marshall, Linton S.	GS-9	22 Jan 51	Inves. (Gen)	Investigator (Gen) Claims Exam., War Damage
15. Matthias, James	GS-9	5 Oct 48	Claims Exam.	VA Claims
16. Finkerton, Velma	GS-6	20 Jan 51	File Supv.	Archives, 201 Files Secretarial

R

AGED DAEs, Continued . . .

<u>NAME</u>	<u>GRADE</u>	<u>DATE JOINED</u>	<u>DUTY TITLE</u>	<u>SPECIAL KNOWLEDGE</u>
17. Roldan, Philip C.	GS-9	3 Oct 48	Inves. (Gen)	Inves. (Gen) CID Agent
18. Shumaker, Victor L.	GS-9	<i>Res off</i> 25 Jun 49	Claims Exam.	Wage Claims Legal Matters VA Claims L/4th Inf
19. Slagle, Jack	GS-7	30 Mar 49	Adm. Asst. (Inves)	Inves. (Gen) Claims Exam. (VA) Adm. Asst.
20. Weddle, Joseph E.	GS-9	30 Jan 49	Claims Exam.	VA Claims
21. Wise, Hugh	GS-9	31 Oct 48	Inves. (Gen)	Investigator (Gen)
22. Wise, Martha	GS-3	5 Dec 51	Information Recep.	Receptionist

RESTRICTED SECURITY INFORMATION

FROM: CO AGED MANILA 200715Z

TO : DEMOBILIZED PERSONNEL RECORDS BRANCH 4300 GOODFELLOW BLVD STLOUIS 20, MO

CITE SUGAR DASH TWO THIS MSG IN EIGHT PARAS FD

FOLLOWING EMPLOYEES ARE TRANSFERRED YOUR CENTER EFFECTIVE DATE OF DEPARTURE FROM THIS COMMAND PROVIDING YOU CONCUR PD MANILA AREA PERSONNEL OFFICER WILL ADVISE DPRE EFFECTIVE DATES OF DEPARTURE FOR EACH EMPLOYEE PD REQUEST DPRE ISSUE SUGAR FOX FIVE ZERO CMM FORWARDING ONE COPY VIA AIRMAIL TO MANILA AREA PERSONNEL OFFICE APO NINE TWO EIGHT CMM SOONEST PD PARA ONE PD VICTOR L SHUMAKER CMM DOB CLN FOUR DASH ONE TWO DASH ONE FOUR CLAIMS EXAMINER CMM GEORGE SUGAR DASH NINE DASH SEVEN DATE OF LAST IN DASH GRADE PROMOTION CLN TWO FIVE JAN ONE NINE FOUR EIGHT TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS CLN EXCEPTED DOLLARS FIVE EIGHT ONE ZERO PETER ABLE VETS BR AGED CMM APO NINE TWO EIGHT WILLIAM WILLIAM ONE ONE DASH FIVE PETER TARE CMM MALE CMM WHITE CMM RETIREMENT PARA TWO JOSEPH E WEDDLE CMM DOB CLN ONE DASH ONE ONE DASH NINE TWO CLAIMS EXAMINER CMM GEORGE SUGAR DASH NINE DASH SIX DATE OF LAST IN DASH GRADE PROMOTION CLN ONE SEVEN AUGUST ONE NINE FIVE TWO TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS CLN EXCEPTED DOLLARS FIVE SIX EIGHT FIVE PETER ABLE VETERANS BR CMM DECREASED SEC CMM AGED CMM APO NINE TWO EIGHT WILLIAM WILLIAM ONE DASH FIVE PETER TARE CMM MALE CMM WHITE CMM RETIREMENT PARA THREE JACK O SLAGLE CMM DOB CLN ONE DASH TWO TWO DASH TWO EIGHT CLAIMS EXAMINER CMM GEORGE SUGAR DASH (PAGE ONE OF THREE PAGES)

NOTE: THIS MESSAGE RECEIVED IN CIPHER. Paraphrase not required. Consult cryptocenter before declassifying.

Post Signal Office
Hqs, St. Louis Ordnance Plant
Bldg 101 Rm 35
4300 Goodfellow Blvd.
St. Louis 20, Missouri

Deciphered by E E REIS

Date 21 JANUARY 1953

Incrypto Nr. 19

SECURITY INFORMATION

FROM:

TO :

(PAGE TWO OF THREE PAGES)

NINE DASH TWO DATE OF LAST IN DASH GRADE PROMOTION CLN ONE EIGHT JAN ONE
 NINE FIVE THREE TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL
 SERVICE STATUS CLN EXCEPTED DOLLARS FIVE ONE EIGHT FIVE PETER ABLE VETS BR
 AGED CMM APO NINE TWO EIGHT WILLIAM WILLIAM ONE DASH FIVE PETER TARE CMM
 MALE CMM WHITE CMM RETIREMENT PARA FOUR ALEXANDER T IORIO CMM JR CMM DOB
 CLN TWO DASH EIGHT DASH ONE EIGHT CLAIMS EXAMINER CMM GEORGE SUGAR DASH NINE DASH
 SEVEN DATE OF LAST IN DASH GRADE PROMOTION CLN ONE THREE JUNE ONE NINE FOUR
 EIGHT TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS CLN
 EXCEPTED DOLLARS FIVE EIGHT ONE ZERO PETER ABLE VETS BR CMM DECREASED SEC CMM
 AGED CMM APO NINE TWO EIGHT WILLIAM WILLIAM ONE ONE CMM FIVE PETER TARE CMM
 MALE CMM WHITE CMM RETIREMENT PARA FIVE ROBERT E ELLIOTT CMM DOB CLN ONE ZERO
 DASH ONE THREE DASH ONE ONE CLAIMS EXAMINER CMM GEORGE SUGAR DASH NINE DASH
 FIVE DATE OF LAST IN DASH GRADE PROMOTION CLN NINE NOV FIVE TWO TYPE OF LOYALTY
 AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS CLN EXCEPTED DOLLARS
 FIVE FIVE SIX ZERO PETER ABLE VETS BR CMM LIVING SEC AGED CMM APO NINE TWO
 EIGHT WILLIAM WILLIAM ONE ONE CMM FIVE PETER TARE CMM MALE CMM WHITE CMM
 RETIREMENT PARA SIX ALFRED A BOULLE CMM DOB CLN SIX DASH ONE SIX DASH ONE
 FIVE CLAIMS EXAMINER CMM GS DASH SEVEN DASH ONE DATE OF LAST IN DASH GRADE
 PROMOTION CLN ONE TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL

NOTE: THIS MESSAGE RECEIVED IN CIPHER. Paraphrase not required. Consult cryptocenter before declassifying.

Post Signal Office
Hqs, St. Louis Ordnance Plant
Bldg 101 Rm 35
1300 Goodfellow Blvd.
St. Louis 20, Missouri

Deciphered by E E REIS

Date 21 JANUARY 1953

Incrypto Nr. 19

RESTRICTED SECURITY INFORMATION

FROM:

TO :

(PAGE THREE OF THREE PAGES)

SERVICE STATUS CLN ACCEPTED DOLLARS FOUR TWO ZERO FIVE PETER ABLE VETS
 BR CMM REVIEW AND ADJUDICATION SEC CMM AGRD CMM APO NINE TWO EIGHT WW
 ONE ONE DASH FIVE PETER TARE CMM MALE CMM WHITE CMM FICA PARA SEVEN PD
 ELVARD L DAVIS CMM DOB CLN ONE ZERO DASH TWO EIGHT DASH ZERO NINE ADM
 ASST PD PAREN CLAIMS EXAMINER PAREN GS DASH NINE DASH SEVEN DATE OF LAST
 IN DASH GRADE PROMOTION CLN ONE SEVEN AUGUST ONE NINE FIVE TWO TYPE OF
 LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS CLN EXCEPTED
 DOLLARS FIVE EIGHT ONE ZERO PETER ABLE VETS BR CMM PROJECT QUOTE JIG UNQUOTE
 SEC CMM AGRD CMM APO NINE TWO EIGHT WW ONE ONE DASH FIVE PETER TARE CMM
 MALE CMM WHITE CMM RETIREMENT PARA EIGHT PD MARCPTO M ILAGAN CMM DOB CLN
 THREE DASH SIX DASH ZERO SEVEN CLAIMS EXAMINER CMM GS DASH NINE DASH FOUR
 DATE OF LAST IN DASH GRADE PROMOTION CLN ONE SEVEN AUGUST ONE NINE FIVE
 TWO TYPE OF LOYALTY AND SECURITY CLEARANCE CLN SECRET CIVIL SERVICE STATUS
 CLN EXCEPTED DOLLARS FIVE FOUR THREE FIVE PETER ABLE VETS BR CMM REVIEW
 AND ADJUDICATION SEC WW ONE ONE DASH FIVE PETER TARE CMM MALE CMM OTHER CMM
 RETIREMENT*****

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 Hqs, St. Louis Ordnance Plant
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 4300 Goodfellow Blvd.
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