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AGRD

PROJECT "J" BRANCH

ADMINISTRATIVE SURVEY OF ACTIVITIES OF

15

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22

ADMINISTRATIVE SURVEY OF ACTIVITIES  
RELATED TO PROJECT "J" BRANCH  
AG RECORDS DEPOSITORY, PHILCOM

	Section
Purpose . . . . .	I
Definition. . . . .	II
Organization. . . . .	III
Mission . . . . .	IV
Review of Activities & Accomplishment . . . . .	V
Related Laws, Regulations and Policies. . . . .	VI
Administrative Procedures . . . . .	VII

- I. PURPOSE - The purpose of this survey is to record, define and explain the activities manifested by Project "J" Branch of the former Recovered Personnel Division Headquarters (AG Records Depository), Philippines Command and to acquaint individuals with the scope, type of administration and accomplishments of this organization.
  
- II. DEFINITION - In August 1945 the War Dept classified military personnel who were recovered, killed, or recorded as missing in the various theaters of operations into three distinct groups namely Project "J", Project "R" and Project "P". The purpose of this classification was to facilitate ease in the administration and identification of such personnel. Personnel classified as Project "J" include United States military personnel who served with the armed forces on Wake, Guam, Netherlands East Indies, or the Philippines prior to May 1942, who were killed, captured or evaded capture by the Japanese. This later included employees of the War Dept who were on active federal service in this same area.
  
- III. ORGANIZATION - Project "J" Branch was initially organized in May 1946 and at that time consisted of the office of the Branch Chief, Living Claims Section, Deceased Claims Section and Files and Records Section, (Incl\_\_\_, Tab\_\_\_). Due to the tremendous case and correspondence backlog the branch was reorganized on 24 Apr 47 and a correspondence section was established (Incl\_\_\_, Tab\_\_\_). In 17 Sep 47 the branch was again reorganized as a result of the reduction in number of officer and civilian personnel and the need for consolidation so as to operate effectively under reduced officer supervision. This second reorganization resulted in the combination of the Deceased and Living Sections which was called the Determination, Finance and Statistics Section and the combining of the Correspondence and Files and Records Section which was called the Records, Correspondence and Processing Section. The present organization is indicated by Incl\_\_\_, Tab\_\_\_.
  
- IV. MISSION - This branch is responsible for the determination of official status and the adjudication of claims under the Missing Persons Act of all living and deceased Army of the United States, Philippine Scouts and War Dept civilian personnel classified as Project "J". In addition it is charged with the preparation of payrolls and the maintenance of all

financial records and reports in connection with the settlement of claims under the Missing Persons Act, and the operation and maintenance of records relative to appropriated funds made available to Project "J" for settlement of accounts of missing persons. It prepares, maintains and initiates statistics for use of various government agencies. It also was responsible for the interviewing of claimants, the maintenance of Project "J" 201 files, and Archives.

- V. REVIEW OF ACTIVITIES AND ACCOMPLISHMENTS - Considering the mission as expressed in Section IV above, this branch was administering claims of three categories of living and deceased Project "J" personnel, i.e., members of the Army of the United States, Philippine Scouts and employees of the War Dept. Each of these categories will be discussed separately. Living personnel had to be returned to controllable jurisdiction, their status had to be clarified and reported to the War Dept for completion of departmental records. This was accomplished in each individual case by a determination of status and grades as provided in Public Law 490, as amended. Each determination made served as a basis for arrears in base pay, longevity and service credits, foreign service pay, uniform allowances, rental and subsistence and other allowances that may be authorized by law (Sec 2b, Public Law 490, as amended).

Deceased personnel had to be reported to the War Dept and all information obtainable had to be secured and a determination of their grades and status had to be accomplished. Individuals whose whereabouts were unknown but proof of death could not be obtained were presumed dead on a date set by the War Dept.

All efforts were exerted to make a final determination of status of all known Project "J" personnel and to settle all pay and allowances as promptly as possible.

The records which were available to this branch to facilitate identification of military personnel and for the purposes of defining the individual status were very meager. Certain pre-war records were available for both military and civilian personnel and served as a substantial basis for determining rates of pay, classification, grades and dates of last payments in full as well as partial payments. The basis or supporting evidence to determine an individual pay status or casualty status as defined by Public Law 490 had to be produced by the individual claimant. Upon securing such evidence certain policies had to be applied so as to establish insofar as possible an authoritative and legal status which would be recognized by all government agencies.

The extensive uncertainties concerning the status and fate of military and civilian personnel that were in the Philippines at the time of surrender was a matter of great concern to this command, and the Dept of Army and resulted in many complex and involved problems of an unprecedented nature. All possible sources of pertinent information were exploited, this included securing from recoverees and ~~ENHABITANG~~ documents or grave registrations, rosters, diaries and numerous other items that would serve to establish a semi official record.

By such methods a fairly adequate archive library was established and subsequently served as an aiding factor in arriving at certain determinations.

As previously mentioned in this summary Project "J" Branch was administering three distinct groups of personnel, Philippine Scouts Army of the U. S. and War Dept Employees. The administration involved and the problems that arose are discussed independently below.

#### Philippine Scouts Personnel

From the records on hand in this branch it is estimated that there were approximately 13800 Philippine Scouts in active services in the Philippines at the outbreak of war, it was further estimated that approximately 6,000 are deceased, ~~leaving~~ 7,800 who returned to controllable jurisdiction. Living scouts who returned to military control were processed at the various replacement depots throughout this command, and the records were forwarded to this branch for an official determination of status and grades and the preparation of payrolls for the purpose of settling the arrears in pay and other allowances authorized by law. At the same time living scouts were required to appear before Loyalty Boards for the purpose of establishing the individuals loyalty status and in many instances the approved findings of the board reflected in the determination of status and precluded payment for specified periods.

In 1945 the status of Philippine Scouts was determined under a lenient policy as a result of liberal interpretation of the Missing Persons Act and all scouts who returned to military control prior to November 1945 received full benefits notwithstanding their activities provided there was no abandonment of loyalty.

In most cases Philippine Scouts on active duty prior to the surrender were carried on a machine records roster which indicated the status of each as of 7 May 42. This roster was termed the War Dept Casualty listing and served in most cases, as an acceptable record that a scout was in the service on 7 Dec 41.

If an individual claimed to have held a grade higher than that of record, conclusive proof had to be submitted to serve as a basis for confirmation of such grade. However in the initial stages of this work a man's affidavit in his own behalf was accepted but such leniency was subsequently rescinded as many took advantage of the affidavit and some instances placed the affidavit in a valueless state.

The outstanding problem relative to scout personnel was the dual status claimed by some members, i.e., PS enlisted man who accepted a commission in the Philippine Army.

Subsequent to the surrender of the Philippines a great many PS enlisted personnel joined guerrilla organizations and because of their previous military training and experience a number of these men were appointed to commission status in grades ranging from 3rd Lt to Colonel. In the

absence of special circumstances all such appointments when recognized by G-3, Guerrilla Affairs Division, were considered to have been made in the Philippine Army.

It had been an established policy that an enlisted man of the AUS of PS could not hold a commissioned status in the Philippine Army unless he was discharged from his enlisted status.

This policy was based on the belief that commissioned status in the Philippine Army could not be lawfully held concurrently with enlisted status in the PS or AUS. Accordingly all PS and AUS personnel who claimed a commissioned status in the Philippine Army and could conclusively prove such when returning to military control were given an opportunity to elect the status they desired. If an individual elected a commissioned status he was retroactively discharged from the PS the day preceding his commission. Most men elected to retain their enlisted status. Subsequently this branch was confronted with an increasing number of claims to arrears in pay for both services as an enlisted man and officer. These claims were filed by individuals who it is assumed elected to waive their commission status when they returned to controllable jurisdiction. There is no proof of this however as the election was not of record. This problem was given an intensive study and the ruling was made that no authority existed in the Philippines during the Japanese occupation to discharge a PS or AUS for convenience of the government to accept a PA commission and the action by this branch in retroactively separating an individual for accepting a PA commission was not proper and would no longer be done and further corrective action would be initiated to amend previous discharges. This resulted in the publication of Staff Memo No. 37 from Recovered Personnel Division (Incl\_\_\_, Tab\_\_\_). (The complete study of the problem is on file in the Project "J" Branch, AG Records Depository). When the provisions of Staff Memorandum 37 became common knowledge among the claimants much dissatisfaction was eminent, therefore the Commanding General in an effort to reach an equitable and satisfactory decision to both the claimant and the U. S. Government requested the entire matter be re-studied by the Dept of Army. The results of such study is still pending.

Every known Philippine Scout has had a determination of status, however a large number of these determination were dissatisfactory to the individual scout and appeals are constantly being received for a redetermination of status or grades on one ground or another. In some cases the appeal is justified and supported by acceptable evidence and a redetermination of status and/or grades is made. In many cases the appeal is not supported by evidence which would warrant any change in the existing determination. Regardless of this, however, the case must be examined and processed and a workload is thus created regardless of the merits of the appeal.

Cases of deceased scout personnel are processed similar to living cases with the exception of the determination of the legal heir. Under Philippine law the Judge Advocate General, Army of the Philippines is the administrator of Filipino estates insofar as benefits due those estates under the Missing Persons Act is concerned. Because of this the Project "J" Branch has been required to collect evidence from the claimants in each deceased case which will enable the Judge Advocate General to determine the lawful heirs. This procedure was somewhat modified in December 1947, however, when an agreement was reached by the Commanding General, PHILRYCOM and the Chief of Staff of the Philippines to transfer all deceased cases of Philippine Scouts and other deceased cases to the office of the Judge Advocate General, Armed Forces of the Philippines for completion of the case, determination of the legal heirs and assertion to the Finance Office, Army Finance, St. Louis, Missouri.

Many appeals are received from claimants of deceased scouts which are similar to those appeals received for living members. In addition an added effort has been made by the Dept of Army to definitely resolve all cases in which the Adjutant General, has made a presumptive finding of death. This presumptive finding is merely an administrative matter so as to terminate the benefits under the Missing Persons Act. The presumptive date is purely arbitrary and unsupported.

This program is now assuming great proportions and the average time necessary to resolve one case is approximately 3 to 5 months. The correspondence resulting from such a program is very great in volume.

#### Members of the Army of the United States

Members of the AUS can be divided into two distinct classes, i.e., American personnel and Filipino personnel inducted into the AUS by virtue of service with the 14th Infantry (PA) and Filipinos inducted into Troop C, 26th Cavalry.

American personnel are usually termed as repatriated personnel or American unresolved casualty cases which is the same as that mentioned above under Scout personnel.

Nearly all living American military men were processed and had their status and grades determined by this branch and subsequently repatriated to the zone of interior.

Problems arising here are very minor and in most cases involved only a claim under Dept of Army Circular 13, 3 Oct 47. (This circular pertains to the promotions to the 3rd grade of individuals who occupied the position of supply sergeant prior to the surrender of the Philippines). In some instances claims to promotions are received from the Dept of Army with a request for a remark and recommendation. Also the same program pertaining to the resolving of deceased case of PS is in progress for American personnel.



The bulk of the AUS program centers around the 14th Infantry Project. This program came about as a result of a radio message in July 1942 from General MacArthur to Lt Col Nakar, CO of the 14th Infantry, Philippine Army. In recognition of the efforts of the 14th Infantry in continuing its resistance movement after the surrender, General MacArthur authorized the induction of the personnel of that unit into the AUS, with all pay and allowance and other benefits normally accruing to other members of the AUS. The processing of claims of such personnel and the determination of their status was the responsibility of the Project "J" Branch.

The historical account of the unit's activation and related activities may be found in Memo dated 26 Jul 48, Subject: "Summary of the 14th Infantry Project" which is presently on file in Project "J" Branch with copies in the Personnel Action Branch, Office of the Adjutant General, Dept of Army, Washington D. C.

✓ The initial processing of personnel started in Mar 46 after various narrative histories were submitted by certain officers who were allegedly in a position to know the vital facts and statistics of the unit.

The actual number of personnel inducted into the AUS was not known. Some reports state that about 200 enlisted men and 40 officers were inducted, this being the minimum reported, while a station list of recognized guerrilla units in the 5th Military District dated 5 Jun 45 reports the strength as 110 officers and 2648 enlisted men, this being the maximum reported.

On 29 Jun 42 an unofficial report established the strength of this unit at that time as 62 officers and 960 enlisted men. In the radio which authorized the induction a block of 1000 Army serial numbers for EM and 100 for officers were set aside for assignment to the inducted personnel. It was therefore estimated that 1000 plus enlisted men and approximately 100 officers were inducted.

Due to the confusion that existed at that time the assignment of Army serial numbers were duplicated in many cases and in some instances no serial number was assigned at all. It was therefore deemed advisable to reassign numbers from the block previously authorized in the MacArthur radio during the course of processing.

During the period from Mar 46 until Mar 47 this branch was engaged in adjudicating individual claims and determining the status under the Missing Persons Act of all recognized members of the AUS.

Many complex and disturbing problem arose, the major problem and the one which caused the project to be suspended being the discovery of false evidence submitted to facilitate recognition. Considering that 969 enlisted members and 75 officers had their AUS status already confirmed plus the fact that approximately 2,000 claims were still to be processed, it was deemed advisable to suspend the operation and immediately attempt to secure rosters, extract information from the archives and review the entire procedure. Therefore no further claims were adjudicated

subsequent to April 1947. Claims were still accepted however.

The period from Apr 47 to Dec 47 was utilized in extracting information from archives, compilation of rosters, reviewing of claims and the consolidation of the 14th Inf reference material. In Dec 47 the services of the former regimental Adjutant was secured and the adjudication, recognition and determination was again resumed. Certain problems were still appearing but the extent was not as before. This project is fully discussed in the Memo previously referred to.

#### War Department civilian employees

Claims of War Dept civilian employees to status under the MPA are handled concurrently with the above mentioned claims. Such claims involve a determination of status and grades, pay rates, ungraded promotions, overtime, differential pay and ladder diagram pay.

Cases of War Dept employees usually are quite involved. Certain policies had to be applied which defined various types of employment and individuals administering these claims had to be very familiar with Civilian Personnel and Civil Service regulations. The actual number of personnel employed by the War Dept in the Project "J" area is not known as nearly all the records maintained here in the Philippines were destroyed prior to surrender with the exception of certain payrolls which were evacuated to Australia.

Many employees who could be identified could not be found and such cases fall in the category of unresolved cases and are being handled the same as military cases which has been discussed previously in the report.

An overwhelming number of civilian claims were received in this branch, many unjustified and many justified. However, each claim had to be investigated as completely as possible to either establish a positive or negative finding.

As the program progressed and the policies and governing factors became common knowledge to the claimants the branch constantly received appeals, in an attempt to secure a redetermination of casualty status thus entitling an individual to additional benefits.

Such appeals were usually based on extended sickness as a result of an individual's former official status or undue hardship and serious deprivation.

In analyzing appeals of this type it was revealed that in the claimant's initial processing papers no claim to sickness or undue hardship was established. This had to be carefully studied before a decision was reached and many factors had to be considered. In a great number of cases there was evidence of direct contradiction and inconsistency throughout. Such cases had to be determined in conformity with existing policies and regulations and whether positive or negative a complete justification had to be made to the Adjutant General (Casualty Branch)

Washington D. C.

Claims to status as a War Department employee are still being received in large numbers as well as appeals for redeterminations of decisions not satisfactory to claimants and government agencies. This in addition to the program underway relative to unresolved cases puts a terrific burden on this branch.

In addition to administering claims the branch was required to furnish information to the U. S. Veterans Administration on members of the AUS and Philippine Scouts who had claims with that agency.

Information furnished was usually service history data under the MPA and other service history available in the files, together with loyalty information, the latter being greater in volume.

This program is continually increasing.

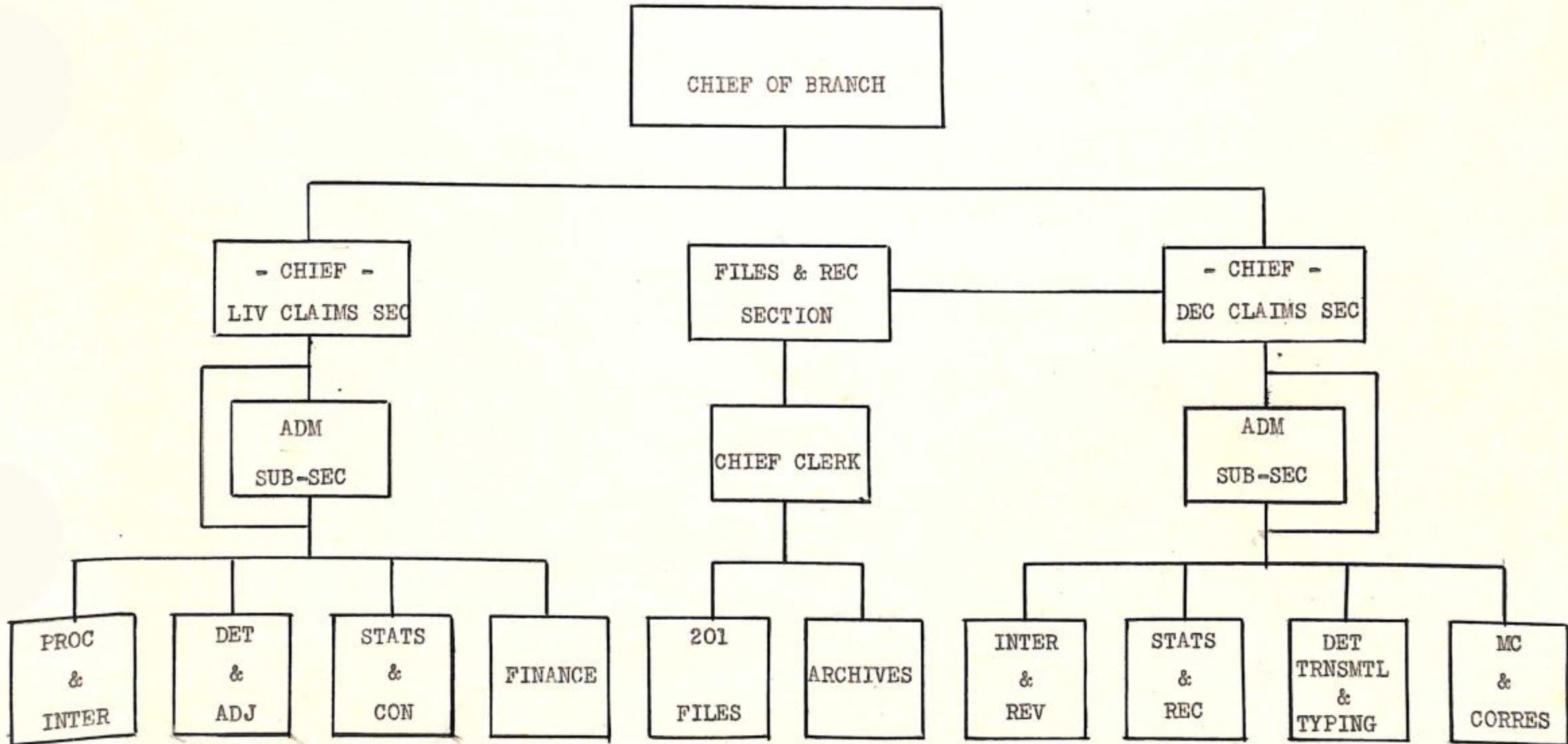
Correspondence has always been a major factor in this branch and the workload has always been tremendous.

The monthly average for correspondence from 1 Jul 4 to 31 Dec amounted to 1182 pieces 1/3 of which consisted of Dept of Army correspondence, after 31 Dec 47 the monthly average increased to 3411, one half of which is from the Dept of Army and other government agencies. This proportion seems to be continually maintained.

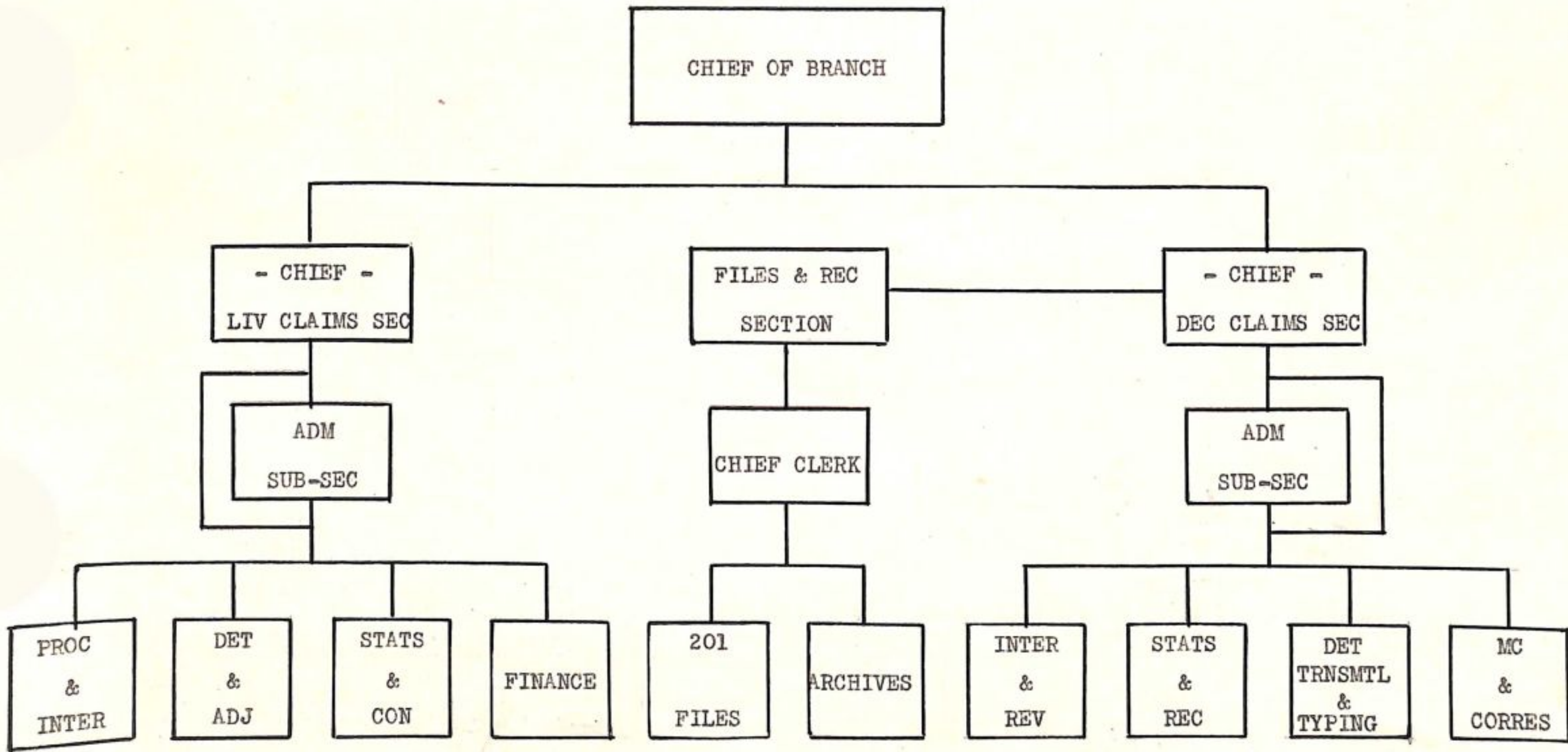
Accomplishments of the Branch are graphically presented in the attached charts.

- VI. RELATED LAWS, REGULATIONS AND POLICIES - The branch operates under Public Law 490 (Missing Persons Act) and the War Dept Plan for Casualty Administration Upon Reoccupation of the Philippines, findings of the War Dept Dependency Board and numerous others, which are filed in the Project "J" Branch.
- VII. ADMINISTRATIVE PROCEDURES - Attention is invited to the attached operating and administrative procedure.

ORGANIZATION CHART  
PROJECT "J" BRANCH

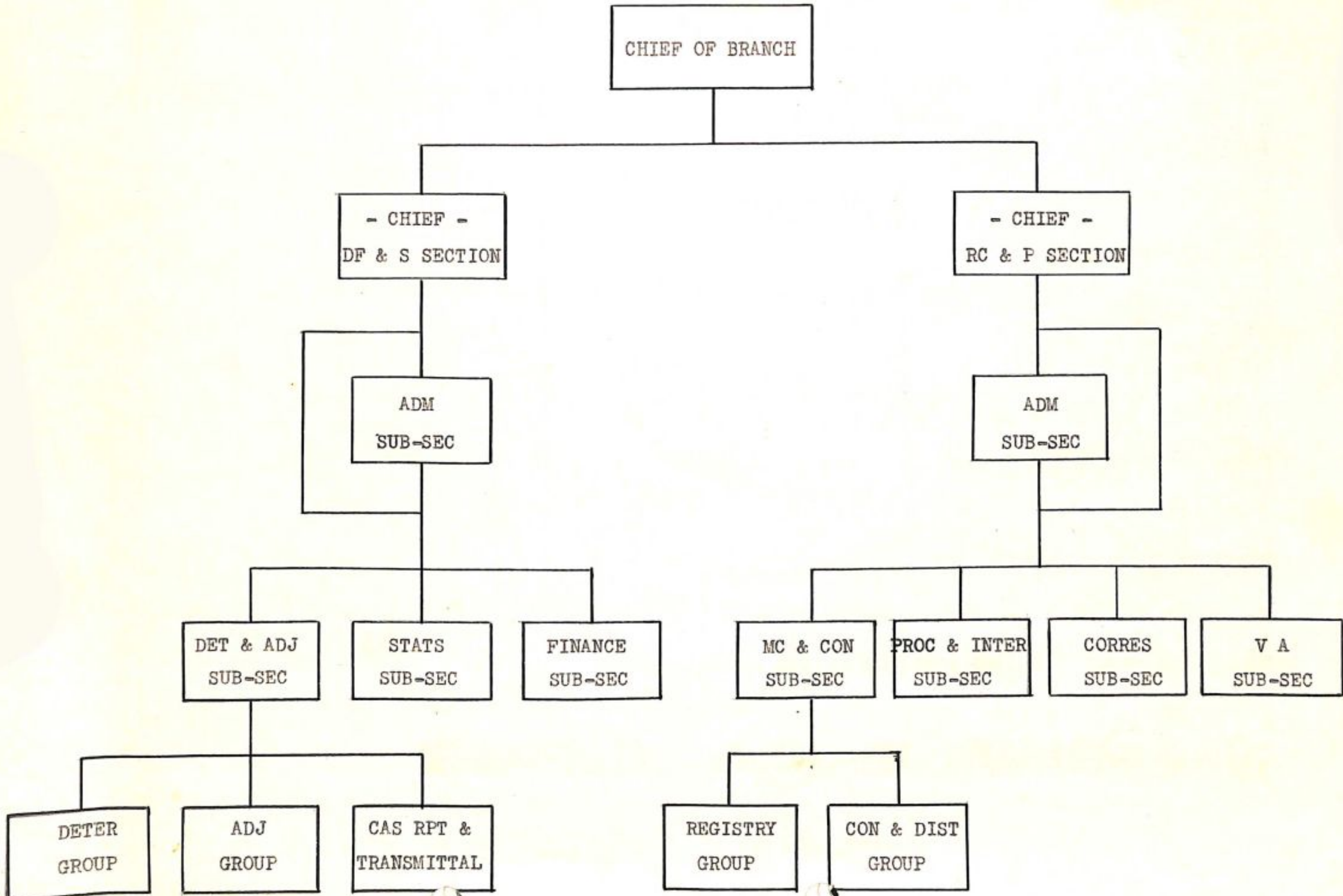


ORGANIZATION CHART  
PROJECT "J" BRANCH

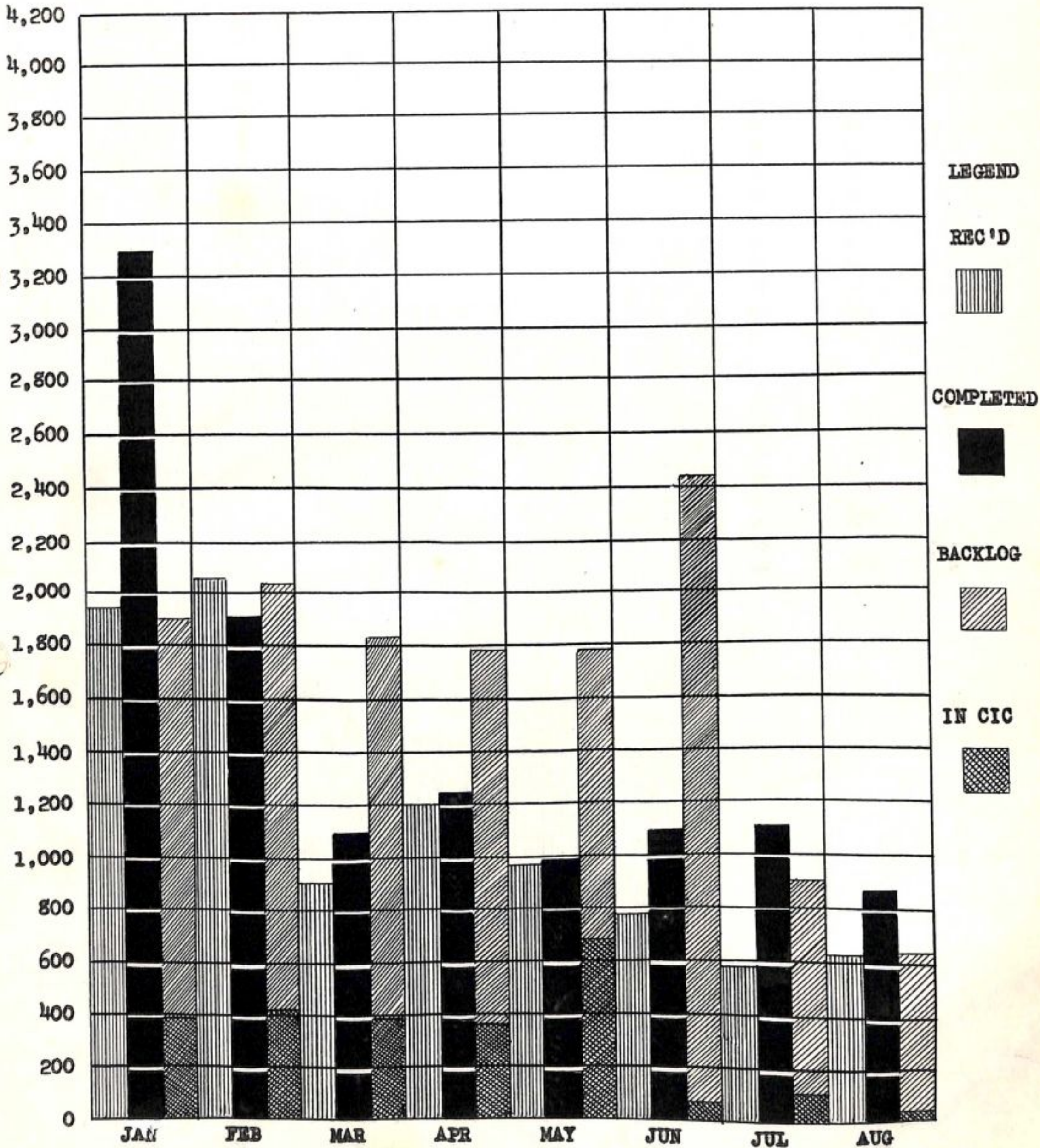


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ORGANIZATION CHART  
PROJECT "J" BRANCH

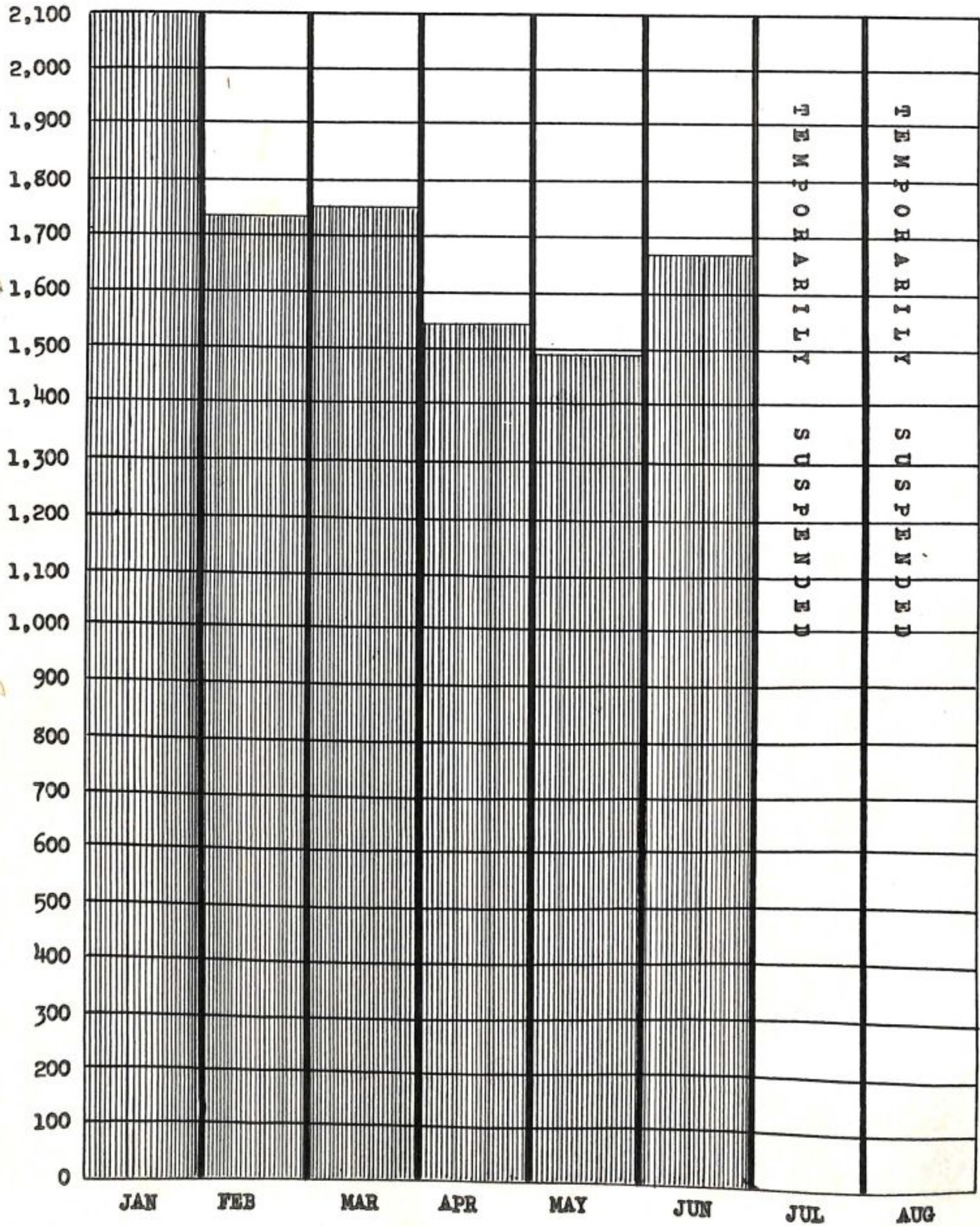


V A REQUEST PROGRESS CHART  
 1 Jan to 31 Aug 48



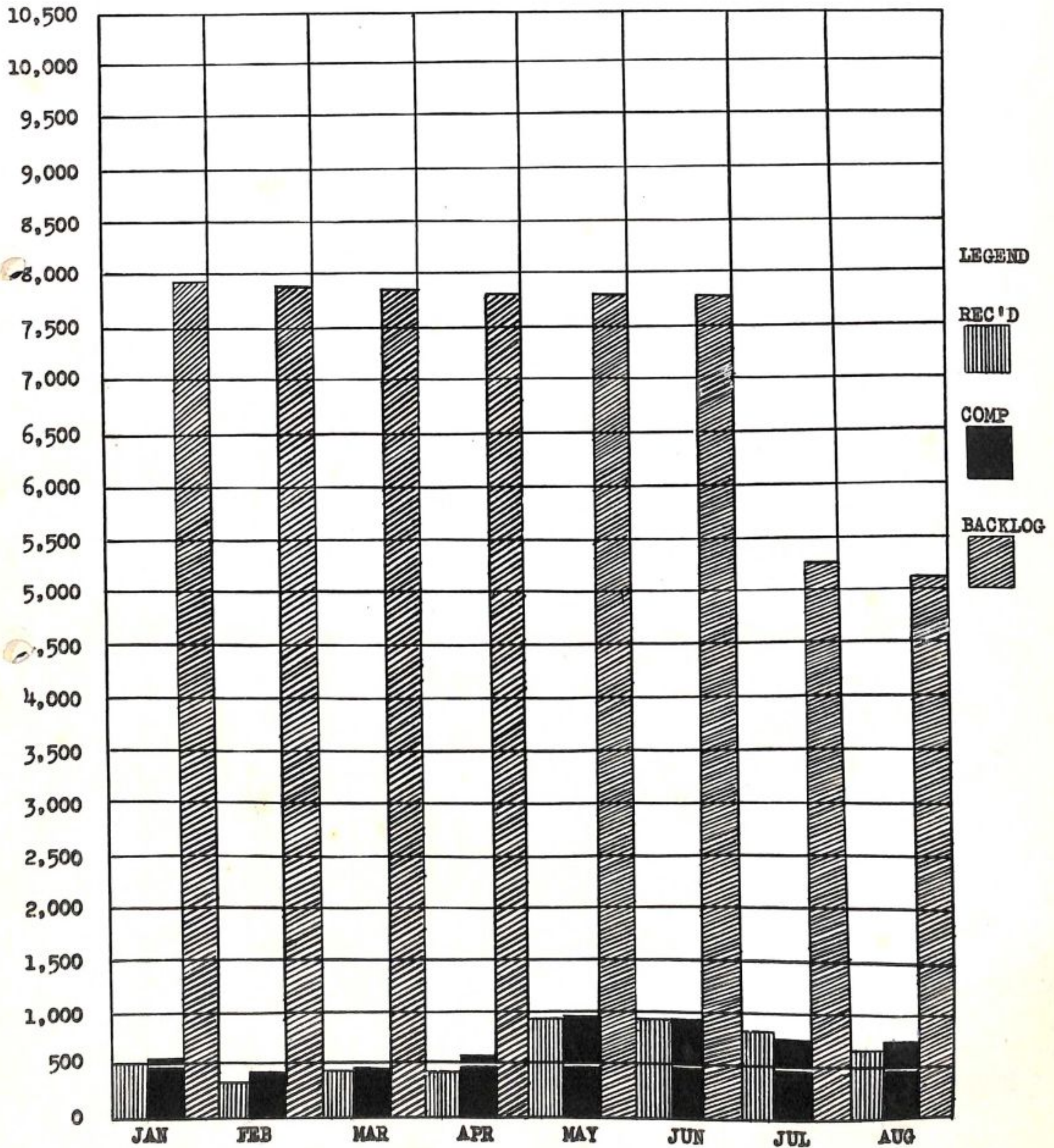
REMARKS: 1 Jan Backlog - 3,252

MONTHLY INTERVIEWS  
1 Jan to 31 Aug 48





CASES PROGRESS CHART  
1 Jan to 31 Aug 48



REMARKS: 1 Jan Backlog - 8,005

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STANDING OPERATING PROCEDURE

PROJECT "J" BRANCH

RECOVERED PERSONNEL DIVISION

SECTION I - PROJECT "J" BRANCH

SECTION II - DETERMINATION, FINANCE AND STATISTICAL  
SECTION

SECTION III - RECORDS, CORRESPONDENCE AND PROCESSING  
SECTION

SECTION I

PROJECT "J" BRANCH

1. MISSION

The Project "J" Branch is charged with the determination of status and the adjudication of claims under the Missing Persons Act of all living and deceased Army of the United States, Philippine Scout and War Department civilian personnel classified as Project "J".

2. ORGANIZATION AND OPERATION

a. Chief of Branch - The chief of branch is responsible for the efficient operation of the branch in its entirety and is responsible to the Director, Recovered Personnel Division.

b. Determination, Finance and Statistical Section. See Section II.

c. Records, Correspondence and Processing Section. See Section III.

SECTION II

DETERMINATION, FINANCE AND STATISTICAL SECTION

1. MISSION

The Determination, Finance and Statistical Section is charged with the determination of status and the adjudication of claims under the Missing Persons Act of all living and deceased Army of the United States, Philippine Scout and War Department civilian personnel classified as Project "J" and the preparation and maintenance of all the branch financial records in connection therewith to include the preparation of payrolls and compilation of Project "J" statistics, financial and otherwise. In addition it is charged with the preparation and transmittal of reports and claims to the proper agencies for action.

2. ORGANIZATION AND OPERATION (See Tabs A & B)

a. Chief of Section - The Chief of Section is charged with the efficient operation of the section in its entirety and is responsible to the Chief, Project "J" Branch.

b. Administrative Sub-Section - This sub-section is headed by a Chief Clerk who assists the Chief of Section in the operation of the section and is responsible to him for the administration of the office to include supervision of civilian employees and maintenance of supply and personnel records. This sub-section includes the Secretary to the Chief of Section and such other personnel as he may deem appropriate.

c. Determination and Adjudication Sub-Section - This sub-section is charged with the preparation of all determinations of status under the Missing Persons Act; the adjudication of all claims arising thereunder; the preparation of casualty reports; the transmittal of claims to the proper agencies; and the preparation of letters of condolence where appropriate.

It is headed by a Chief of Determination and Adjudication who is responsible to the Chief of Section, and it is composed of the following:

- (1) Determination group
- (2) Claims Adjudication group
- (3) Casualty Report and Claim Transmittal group.

d. Statistics Sub-Section - This sub-section is headed by a Chief Statistician. It is charged with the compilation of all statistical data pertaining to Project "J" Branch and the preparation and maintenance of such reports and records as may be necessary or required with the exception of fiscal reports.

e. Finance Sub-Section - This sub-section is headed by a Chief Financial Clerk. It is charged with the preparation of all payrolls for settlement of amounts due under the Missing Persons Act to all living military and civilian personnel resident in the Philippine Islands, and the accounting for funds appropriated for payment of the aforementioned civilian personnel.

SECTION III

RECORDS, CORRESPONDENCE & PROCESSING SECTION

1. MISSION

The Records, Correspondence and Processing Section is charged with the interviewing of claimants and processing of claims in all phases except those which pertain to determination of status under the Missing Persons Act; preparation of pay vouchers for living claimants and maintenance of liaison with Headquarters, Army of the Philippines. This section is also charged with the maintenance and operation of Project "J" 201 files and archives; the processing of all correspondence to include operation of a branch message center and control sections; the preparation in final form of replies to correspondence and the furnishing of information to the Veterans Administration.

2. ORGANIZATION & OPERATION (See Tab C & D)

- a. Chief of Section. The Chief of section is charged with the efficient operation of the section in its entirety and is responsible to the Chief, Project "J" Branch.
- b. Administrative Sub-section. This Sub-section is headed by a chief clerk who assists the chief of section and is responsible to him for the administration of the office to include supervision of all civilian employees and the maintenance of supply and personnel records.

This sub-section includes the secretary to the chief of section and such other personnel as he may deem appropriate.

- c. Processing & Interviewing Sub-section. This sub-section interviews all claimants appearing in person and assists them in filing their claims to include initial adjudication and advice to the claimants as to requirements for bringing their claims to completion. It is headed by a chief clerk who is responsible to the chief of section.
- d. Message Center and Control Sub-section. This sub-section is charged with the maintenance of the branch suspense system; the registry of all communications received and transmitted by the branch; the routing and distribution of all communications and cases received and dispatched by the branch; and the maintenance of locator records pertaining thereto. It is headed by a chief clerk who is responsible to the chief of section and is composed of the following:
- (1) Registry Group
  - (2) Control and Distribution Group
- e. Correspondence Sub-section. This sub-section is charged with the preparation in final form of replies to all correspondence received by the branch.
- f. Records Sub-section. This sub-section is charged with the issuance, receipt, maintenance and storage of all

Project "J" 201 files to include the operation of a library card system and all historical record and documents, i.e. diaries, reports, etc., which comprise the Project "J" archives. It is also charged with the furnishing of information within the scope of Project "J" as requested by the Veterans Administration by completion of VA Form 3101. It is headed by a chief clerk who is responsible to the section chief and is composed of the following:

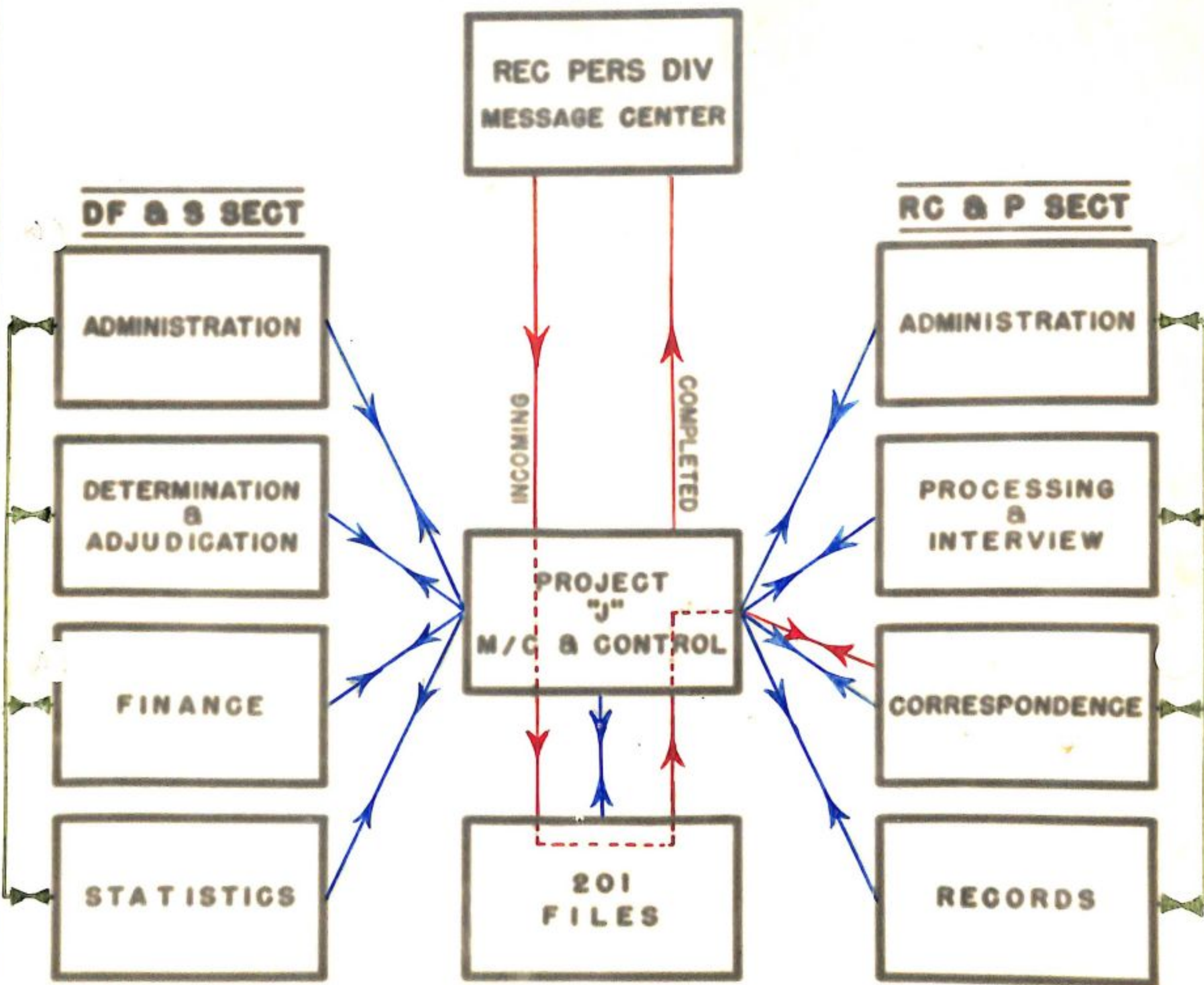
- (1) 201 File Group
- (2) Archives Group
- (3) Veterans Administration Group

JAMES H. HILL  
Capt            Inf  
Chief of Branch



# PROJECT "J" BRANCH

## FLOW CHART



**LEGEND:**

- Correspondence entering and leaving branch.
- Intra Branch traffic
- Intra Section traffic (optional)

SECTION II

STANDARD OPERATING PROCEDURE

Determination, Finance and Statistics Section

1. MISSION

The responsibilities and mission is as outlined in paragraph 1, Section II, SOP Project "J" Branch.

2. ORGANIZATION & OPERATION

See paragraph 2, Section II, SOP Project "J" Branch for organization. The operation and procedure is described below:

- a. Chief of Section - The chief of section will be charged with the efficient operation of the section in its entirety and will be responsible to the Branch Chief. All determinations will be made under his supervision and will be prepared for his signature unless otherwise instructed. Correspondence prepared by the section will be for the signature of the section chief. The overall supervision of civilian personnel will be the responsibility of the section chief.
- b. Administrative Sub-Section - This sub-section will be headed by a chief clerk and consist of a secretary-stenographer, personnel and supply clerk and such other personnel as the section chief may deem appropriate. This sub-section will run the administration of the section and maintain the supply and personnel records. The chief clerk will maintain liaison with the Headquarters National Defense Forces of the Philippines, the Philippine Red Cross and the Philippine Department of Justice's Legal Aid Office.
- c. Determination and Adjudication Sub-Section - The mission

of this sub-section will be as indicated in paragraph 2c, Section II, SOP Project "J" Branch.

(1) Determination group - This group will consist of ten claims adjudicators, two claims examiners, four typists and one proof reader. This group will make determinations of status under the Missing Persons Act for all AUS and PS military personnel, living and deceased who are classified as Project "J". In addition it will make determinations of status, grades and pay rates for civilian personnel employed by the War Department who were on active duty at the outbreak of war. The procedure for handling cases referred for determination will be as follows:

(a) Military living cases will be received from the branch message center and control group complete with 201 file. Procedure for registering is contained in paragraph 2d, RC & P SOP. Upon receipt of a case for a determination of status or grade the adjudicator will (a) Completely review folder and summarize the findings and insure that there is sufficient supporting evidence to warrant a determination; (b) Check WD Casualty Listing for verification of name, grade

ASN and status reported on 7 May 42;

(c) Check last pre war payroll available to ascertain last grade and last payment in full or last partial payment; (d) Check all archives which carry vital information pertinent to the case; (e) Make appropriate investigation and conduct the necessary study to finally develop the case.

Upon completion of the above steps the adjudicator will prepare letter in draft form to the Adjutant General, Washington D.C. and Finance Office, St. Louis, entitled "Statement of Individual Recovered from Enemy Occupied Territory" (Incl 1, Tab A). This will be submitted to the chief of section through the sub-section chief for review and approval. Upon approval the draft will be forwarded to the proper typist for preparation in final form. The final letter will be prepared in 5 copies distributed as follows: original and one copy to TAG, one copy to Demobilized Personnel Records Branch, St. Louis, Missouri, one copy to Finance Officer, St. Louis, Missouri and sufficient file copies for retention in individual case file. Present policies will be used as the basic criteria in all cases considered.

All cases in final form will be proof read and forwarded to section chief for signature and appropriate action.

Appeal cases will be handled as described above with the exception of the form letter. The letter to be used will be entitled "Redetermination of Status and/or Grades of \_\_\_\_\_ (Incl 2, Tab B). Same number of copies will be prepared as previously designated.

- (b) Military deceased cases will be received from the branch M/C and control group with 201 file attached and will be administered as indicated by the attached branch memo, subject: "Procedure for Determination of Death or Finding of Death of Military Casualty" with inclosures (Incl 3, Tab C). Appropriate field investigations will be made when such is deemed advisable by the section chief.
- (c) Civilian living cases will be received from the branch message center and control group complete with 201 file and will be registered in accordance with paragraph 2d, RC & P SOP. Upon receipt of the case for a determination of status, grades and pay scale the adjudicator will (a) Review folder and evaluate the supporting papers and insure that the case has

sufficient supporting evidence; (b) Check the last pre war payroll available to ascertain pay rate, grade if any, overtime recorded, periods of leave without pay and date of last payment; (c) Check all archives references and all the salvaged civilian department records for purpose of extracting information vital to the case; (d) Appropriate field investigation will be made when such is deemed advisable by the section chief. After completion of the above steps the adjudicator will prepare a letter in draft form to the Adjutant General, Washington D.C., subject: "Determination of Status under the Missing Persons Act of \_\_\_\_\_ (Incl 4, Tab D). This will be submitted to the chief of section through the sub-section chief for review and approval. Upon approval the draft will be forwarded to the proper typist for preparation in final form. The final letter will be prepared in four copies distributed as follows: original and one copy to TAG, one info copy to Finance Officer, St. Louis, one info copy to Claims Service and sufficient file copies for retention in the individual case file. All cases in final form will be proof read and then forwarded to the section chief for sig-

nature and appropriate action. Negative cases will be prepared on letter as indicated by Incl 5; Tab E, and will specifically state why the determination is negative.

- (d) Civilian deceased cases will follow the same initial procedure as living claims in (c) above. Adequate liaison will be maintained with the PA Branch to guard against duplication of claims and dual compensation. Appropriate field investigation will be made when such is deemed advisable by the section chief. The form letter used in this type case will be Civilian SR, "Status under the Missing Persons Act of Deceased Civilian Employees" (Incl 6, Tab F). When prepared in final form three copies will be made and distributed as follows: one copy to the Adjutant General, one copy to Finance Officer, U. S. Army, one for the Judge Advocate General, Armed Forces of the Philippines and sufficient copies for retention in the individual case file. All cases in final form will be proof read and forwarded to the section.

All the aforementioned cases will be determined in accordance with present theatre policies in connection with Public Law 490



and the WD Plan for Casualty Administration Upon Reoccupation of the Philippines or any other policies and directives that might become effective.

- (2) Adjudication Group - This group will deal solely with deceased cases and ascertain only the relationship of the claimant with the deceased and determine the validity of each individual claim. The group will consist of seven adjudicators, one claims examiner, one contact representative, two typists and one proof reader. No claim will be adjudicated by this group until there has been a determination of status and death made or a presumptive finding of death announced. Upon receipt of a case the adjudicator will (a) Completely review the folder to insure that a determination of status and death has been made or a finding of death has been announced; (b) Insure that the case has sufficient supporting evidence as prescribed in GSXRP Form 79 (Incl 7, Tab G); (c) Insure that Form 1055, Form 14 or 4 is filled out completely and correctly and that all necessary signatures are authentic.

A completed case which meets the above requirements will be assembled and transmitted to the Judge Advocate General, Armed Forces of the Philippines in compliance with Republic Act 136.

The letter of transmittal (Incl 8, Tab H) will be signed by the section chief. Each case forwarded will carry a number such as D PS\_\_\_\_. D AUS\_\_\_\_ or D Civ\_\_\_\_ whichever the case may be. This number will be recorded in an office ledger.

An incomplete case will be assembled in accordance with Office Memo #28 this section dated 25 Oct 47 (Incl 9, Tab I) and the appropriate correspondence as provided therein will be prepared and dispatched.

Claims in which the Judge Advocate General has no jurisdiction over the estate will be forwarded to the General Accounting Office, Washington D.C. by letter of transmittal signed by the section chief (Incl 10, Tab J).

- (3) Casualty Report and Transmittal group - This group consist of one casualty report clerk, one assistant and one transmittal clerk. It will prepare the appropriate casualty reports (Incl 11 & 12, Tabs K & L) for all deceased military and civilian personnel using as a basis the Status Review and Determination or the Civilian SR. This group will also transmit the SR & D, Civilian SR and appropriate casualty report to the proper agencies. In addition it will make the appropriate entry on the individual locator card indicating date casualty report was forwarded and the proper

category of the casualty.

- d. Statistical Sub-Section - The mission of this sub-section is as indicated in paragraph 2d, Section II, SOP Project "J" Branch. This section will consist of fifteen statistical extraction clerks, eight ledger recording clerks, one computation clerk, and will operate under the direct supervision of the chief statistician.

This section will extract and complete the following data on all cases of living, deceased personnel, military and civilian.

- (a) Name
- (b) ASN or Place of Employment (Salary Rate if Positive)
- (c) Rank or Job Title (Grade if CAF)
- (d) Component (AUS, PS, CIV)
- (e) Type of Determination (Positive, Negative, No pay Due, Non "J")
- (f) Number of Months Pay Due
- (g) Amount Paid
- (h) Length of time not in a Casualty Status (None for deceased cases)

A Statistics Extraction Data Sheet will be computed for each individual case and one copy will be filed in each folder (Incl 13, Tab M).

Claims Settlement Books, serially numbered, of 25 pages each, will be maintained for all types of claims as indicated below:

- (a) Army of the United States Personnel (Paid in P.I.)

- (b) Army of the United States Personnel (Paid in U.S.)
- (c) Philippine Scouts Personnel
- (d) WD Civilian Employees - Positive (Paid in P.I.)
- (e) WD Civilian Employees - Positive (Paid in U.S.)
- (f) WD Civilian Employees - Negative

Detailed descriptions for the various phases of this statistical operation are inclosed as follows:

- (a) Procedure and Control (Incl 14, Tab N)
  - (b) The Statistical Extraction Data Sheet (Incl 15, Tab O)
  - (c) The Claims Settlement Book (Incl 16, Tab P).
- e. Finance Sub-Section - The mission of this sub-section is as indicated in paragraph 2e, Section II, SOP Project "J" Branch. It will consist of one non-commissioned officer, four chief payroll clerks, one fiscal and accounting clerk and two payroll clerks junior. This section will prepare military payrolls for all military personnel entitled to settlement of arrears in pay and will follow the following procedure:
- (a) Military payrolls will be prepared only upon receipt of the AFC Form 11-189 from Finance Officer, St. Louis, Missouri. All credits and debits will be checked with records available in the branch. Particular attention will be paid to component and length of service based upon the determination made under the MPA. Any errors noted in 11-189 will be recorded and the form

returned to FOUSA for correction and return.

Upon completion of the payroll the chief financial clerk will verify all remarks entered and submit to the certifying officer for signature. The payroll will then be forwarded to Finance Section, this headquarters, for computation and audit. After settlement has been effected one copy of payroll will be returned to this branch with date of payment and check number recorded.

- (b) Civilian payrolls will be prepared only upon receipt of the approved letter of determination (Incl 4, Tab D). The payroll clerk will exercise great care to insure that all necessary deductions are entered under remarks column (Tontine charged, partial pays and retirement deductions). All computations will be made by the fiscal and accounting clerk using the appropriate diagram ladder for pay rates. Payrolls will be prepared in accordance with Memo "Policies to Govern the Preparation of Accounts of Missing Persons."

Upon completion of the payroll the fiscal and accounting clerk will audit and review to insure that there is sufficient funds to effect settlement and then submit the payroll to the

certifying officer for signature. The payroll will then be forwarded to the Finance Section, this headquarters, for payment, one copy will be returned with the date of payment and check number recorded.

The fiscal and accounting clerk will also maintain the appropriate fund and administer in accordance with Far East regulations.

RECORDS, CO

1. MISSION

The mission is as defined in paragraph 111.2 of Project "C" Branch, and the activities comprising the supervision of the claim of the project are as follows:

a. Administration of Project "C" Branch

b. Interview of claimants and processing of claims

c. Processing of correspondence to include operation of a branch message center and control section

d. Preparation in form of letters to Congress

SECTION III

2. ORGANIZATION & SYSTEM

4. Chief of Section. The Chief of Section will be appointed by the Director of the Department of Veterans Affairs and will be responsible for the administration of the section.

5. Administrative Section. Consists of a Chief Clerk, Secretary-Typewriter and a Personnel and Supply Clerk and will be responsible for the administrative functions of the section.

6. Chief Clerk. In addition to supervising all civilian employees, the Chief Clerk will be responsible for the maintenance of the section's files and will be responsible for securing information from the U.S. Civil Service relative to Veterans' administrative requests for information and

RECORDS, CORRESPONDENCE & PROCESSING SECTION

1. MISSION

The mission is as outlined in par 1 section III SOP Project "J" Branch, and the section operating under the supervision of the Chief of Project "J" will be responsible for the following activities:

- a. Maintenance and operation of Project "J" 201 files and archives
- b. Interviewing of claimants and processing of claims
- c. Processing of correspondence to include operation of a Branch message center and control section
- d. Preparation in final form of replies to correspondence and the furnishing of information to the U.S. Veterans Administration

2. ORGANIZATION & OPERATION

- a. Chief of Section. The Chief of Section will be charged with the efficient operation of the section in its entirety and is responsible to the Chief, Project "J" Branch
- b. Administrative Sub-Section. Consists of a Chief Clerk, Secretary-Stenographer and a Personnel and Supply Clerk and such other personnel as the section chief may deem appropriate. The Chief Clerk, in addition to supervising all civilian employees will maintain liaison with the Veterans Administration and will be responsible for securing information from the 1135th CIC Detachment relative to Veterans' Administration requests for information and



also for the subsequent forwarding of information to V.A.

c. Processing and Interviewing Sub-Section. This sub-section, which is composed of 7 Contact Representatives (1 Senior, 1 unqualified and 5 Junior), will maintain liaison between the Determination, Finance and Statistics Section on one hand and the claimant on the other. It will interview all claimants reporting in person to the Recovered Personnel Division and will assist them in filing their claims for arrears in pay under the Missing Persons Act. This work will include not only the accomplishment of claim forms on the basis of information supplied by the claimants but also on-the-spot preliminary adjudication with a view to advising the claimants as to the requirements for bringing their claims to completion. This sub-section will work in close coordination with the DFS Section, obtaining from the claimants such information as is needed to complete their claims for a final determination of status or for transmittal to JAG, Armed Forces Philippines ( in connection with deceased claims).

Cases handled will be those of Philippine Scouts, AUS personnel and civilian employees of the War Department, both living and deceased. In addition to initial claims, requests for redetermination will also be accepted by this sub-section, which will fill out the proper appeal procedure form for signature by the claimant and transmittal to the DFS Section with the subject's 201 file and all additional evidence submitted. Verbal requests for information regarding the status of claims will also be handled by the Sub-

Section and the information obtained from the Files & Records Sub-Section shall be verbally transmitted to the person concerned.

The Sub-Section will make a daily report of interviews handled. (Incl 17 Tab Q ).

d. Message Center & Control Sub-Section. This sub-section will be responsible for registering and routing of all correspondence relating to Project "J" Branch. For operational purposes it shall be sub-divided into two groups:

- (1) The Registry Group
- (2) The Control & Distribution Group

REGISTRY GROUP

(1) This group will receive all incoming correspondence from the RPD M/C. Correspondence will be classified as Military, Non-Military or Veterans' Administration and will be registered in one of three registers.

(a) Military Correspondence Register - A dated routing slip with branch serial number will be attached to each piece of Military Correspondence received and a 10 working day suspense date will be established and recorded. Correspondence received with a Division suspense date will be assigned a suspense of one day preceding the Division suspense date.

(b) Non-Military Correspondence Register - A dated

routing slip with branch serial number will be attached to each piece of correspondence received.

No suspense will be given.

(c) VA Register - Form requests received from the Veterans Administration will be assigned a branch serial number. No suspense date will be given.

(2) After correspondence has been logged in by the appropriate registry group it will then be distributed to the File Clerks who in turn will secure the 201 file from the Records Section. In the absence of a 201 folder the file clerk will indicate on the routing slip the section or person to whom file is charged. The correspondence together with the 201 folder or information concerning same will then be turned over to the section head who will indicate the section or person to whom the correspondence will be routed. The correspondence will then be recorded and distributed to the Control Clerks where the locator card is marked with the name of the individual or section to whom the case is charged. Correspondence will then be distributed to the various sections.

CONTROL & DISTRIBUTION GROUP

Outgoing Correspondence -

Distribution Clerks will pick up outgoing correspondence from the sections as well as intra-branch transmittals.

This correspondence will be examined by the Assistant Chief Clerk who will distribute such to the Control Clerks.

(1) Inter-section correspondence will be processed through the Control Cards.

(2) Intra-section will be handled directly between subsections. Sub-Section to which case is initially charged will be responsible for the files and attached correspondence.

After the correspondence is recorded on the Control Cards it will then pass to the Registry Group where it will be logged out. Prior to dispatch the correspondence will be checked out through the suspense file. When suspense file indicates that correspondence has been delayed a Tracer Check Note will be initiated by the Suspense Clerk which will be used as a follow-up.

e. Correspondence Sub-Section. Correspondence will be received from, and prepared for dispatch to, the Department of the Army; GHQ Far East Command; Office of the Commanding General, PHILCOM; Ambassadorial, Consular, Congressional and other representatives of U.S. and foreign governments; government agencies; headquarters of the same level; lower headquarters; claimants and their representatives. All Branch correspondence will be prepared by this sub-section. Depending on its nature and scope, correspondence will in certain cases be prepared for signatures of the CG,

DC & C/S, and AG, PHILCOM; the Director or Assistant Director, Recovered Personnel Division, PHILCOM: the Branch Chief, Project "J" or the Chief, RCP Section, Project "J", RPD, PHILCOM.

The sub-section will be composed of six clerks who will write drafts for out-going correspondence; four typists will be under the supervision of the chief typist and type correspondence from the approved drafts; and a proof-reader will check and arrange the completed work for signature of the section chief or other designated official and dispatch through the Branch Message Center. Work requiring specialized handling will be reserved for the principal correspondence clerk and an assistant. The principal correspondence clerk or the assistant will process all incoming correspondence prior to distribution among subordinate clerks, and in addition will check all drafts for grammar, content, form and routing, and maintain the appropriate suspense file.

Information required by the sub-section will be secured from the records of the various sub-sections of the Branch.

f. Records Sub-Section. This sub-section will be responsible for issuance, receipt, maintenance and storage of all Project "J" 201 Files and all historical records and documents. An additional function will be the furnishing of information within the scope of Project "J" as requested by the U.S. Veterans Administration. For expediency in handling the various operations assigned, the section will be divided into three groups:

- (1) 201 Files Group

- (2) Archives Group
- (3) Veterans' Administration Group

(1) The 201 Files Group will be charged with the issuance, receipt, maintenance and storage of approximately 187,000 Project "J" 201 Files.

FILING PROCEDURE:

(a) Outgoing 201 Folders

A Window Register Group manned by three clerks will receive requests for all 201 files. For facility in handling requests the Window Register will be divided into three sections comprising the letters A to G, H to N and O to Z. A window clerk will locate and pull the 201 file, replacing it with a charge-out card on which he will enter the following information: the date charged out, Section receiving file and individual drawing file. The file will then be logged out by entering in the Register Book the following information: Name and serial number of file subject, date charged out, Section charged to and individual receiving file. The date charged out and log number will be indicated on the cover of the 201 folder.

(b) Incoming 201 Folders

All cases returned from the sections pass through the Window Register. The previous charge out on the register will be marked "Returned" and the 201 file will be given to the Summarization Group. This group will arrange the contents according to a pre-determined plan and secure the folders by means of fasteners. The folders will then be arranged alphabetically and returned to the file boxes by the File Clerks.

(c) Filing Correspondence

Correspondence will be arranged alphabetically and filed in the proper folder. The subject's name on each piece of correspondence will be underscored to facilitate filing. All correspondence will be filed prior to the close of each day.

(2) The Archives Group. This group will function under the supervision of the Chief of the Records Sub-Section and will be responsible for the operation and maintenance of all historical records and documents which comprise the Project "J" Archives. These records and documents consist of: diaries, reports, unit rosters, payrolls, special and general orders, vouchers, letter

orders, records of death of WD Civilians, Philippine Scouts and AUS personnel.

The Archives Group will be responsible for the following activities:

(a) Classifying, sorting, binding and extracting materials coming from the field. Material received will be sorted, arranged by date and separated according to subject. The material will then be bound and an identification slip will be affixed to the cover. This slip will contain the file number, the title, origin of material, dates, source and authenticity of documents. A locator card containing the same information will be placed on file. An extract slip will then be made for each reference to personnel who may possibly come under Project "J". This slip which contains the Name, Rank, ASN, Organization and Archives file number will be transmitted to the 201 file group for inclusion in subject's file.

(b) Furnish payroll information on Military and WD Civilian cases. Civilian Deceased and Living cases will be checked against the following:

(1) Files of extracted pay data records of civilians coming within the provisions of the Missing Persons Act.

(2) Books containing names extracted from payroll



records filed in the office of Special Settlement Accounts.

(3) Payroll Rosters & Index Books. Extraction of civilian pay data records is accomplished on OSSA Form #220.

(c) Routine checking of Military Cases. Military cases received will be checked with the locator cards of Philippine Scouts and AUS personnel. These cards will list the name, serial number, voucher and page number. In the absence of a locator card the Index Files where organization, army service and station can be located, will be checked. Extraction of Military Cases will be accomplished on AG-PR Form #72.

(3) VA Group. The VA Group consisting of 11 persons will be established as a part of the Records Sub-Section for the purpose of furnishing information to the U. S. Veterans' Administration. It is expected that approximately 200 requests for information will be received each week from the VA; these requests will be transmitted on U.S. VA Forms 3101 and 3101 c, supplemented by Forms 37-1, Form 3101 d or letters from the V.A. Central Office. Information to be furnished will consist of: dates of induction, dates of discharge or separation if available, date of return to military control, verification of names

and serial numbers, status under the MPA and loyalty status. The request will be further classified as Supplementary Request or Original Request. On Supplementary Request only the specific information requested will be furnished and loyalty status are not checked. On Original Requests loyalty status will be checked in addition to furnishing other information. The mechanical steps followed in the preparation of the 3101 series are as follows:

1. All requests will be checked against the Project "J" 201 files to obtain the service information desired. This information is copied on a draft form and the 3101 with the draft will then be returned to the VA Group. On original requests, where loyalty has not been previously investigated, a check sheet in duplicate will be prepared listing the names and serial numbers, if any, of all individuals for whom loyalty status is required. This check sheet will then be forwarded to the CIC for investigation. The results of the CIC investigation fall into two categories: those in which loyalty status is not in question and those in which loyalty status is in question. The results are noted on the check sheet and in cases where loyalty status is in question, the derogatory information concerning the individual will be furnished. In cases where loyalty is not in question such will be so noted on the 3101 and the service information, from the

draft previously made, will be transcribed on the 3101. These cases will then be reviewed by the section chief and subsequently transmitted to the VA. Cases in which the loyalty status is in question will require further investigation to determine whether the CIC subject and the 3101 subject are one and the same person. The 3101, CIC information and the 201 file concerning the subject will be assigned to an investigator. This investigation will be designed to eliminate only those cases in which it is obvious that the CIC subject and the 3101 subject are not one and the same person. This will be accomplished by comparison of the following factors:

1. Ages of both subjects
2. Dates of death (where applicable) and date of CIC offense

3. Location of 3101 subject and location of CIC subject. In cases where it is definitely established that the subjects are not one and the same person, loyalty clearance is entered on the Form 3101 and the service information is transcribed thereon. Cases in which the nature of the offense is non-collaboration are processed in the same manner. When there is doubt that the 3101 subject and CIC subject are not one and the same person or when it is definitely established that they are

one and the same these cases will be transmitted to the VA with two copies of the derogatory information (classified "Confidential") concerning the subject together with the completed 3101. A copy of the derogatory information together with a copy of the 3101 will be filed in the 201 folder.

DECLASSIFIED  
Authority NND883078

TAB  
A

GSXRP Form #33 & 34 /fcn/48.

PROJECT "J"

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
OFFICE OF THE COMMANDING GENERAL

APO 707

GSXRP 201 -

SUBJECT: Statement of Individual Recovered from Enemy Occupied Territory.

TO : The Adjutant General (Casualty Branch), Department of the Army, Washington 25, D. C.

1. Inclosed herewith are records pertaining to  
ASN - , who returned to military control on 194 .

2. It is determined under the Missing Persons Act that the grades held by this individual and his status from 194 (Date of last payment in full) (Date of enlistment in the ) until 194 (Date of return to military control) are as follows:

a. GRADE FROM TO

b. STATUS FROM TO

3. This individual is not in a casualty status within the meaning of Section 2 of the Missing Persons Act, as provided for in Section IV, paragraph 1e, War Department Plan for Casualty Administration Upon Reoccupation of the Philippines, for the following period(s):

FROM TO

4. The Finance Officer, U. S. Army, Army Finance Center, OCF, has been requested to furnish (this headquarters) (your office) a statement of debits and credits for this period.

FOR THE COMMANDING GENERAL:

DECLASSIFIED

Authority NND883078

TAB

**B**

HEADQUARTERS  
PHILIPPINES - RYUKYUS COMMAND  
OFFICE OF THE COMMANDING GENERAL

APD 707

GSXRP 201 -

SUBJECT: Redetermination of

TO : The Adjutant General, Department of the Army,  
Washington 25, D. C.

1. Attention is invited to

2. Redetermination of the grades held by this individual and his status from 194 (Date of last payment in full) (Date of enlistment in the ) until 194 (Date of return to military control) is as follows:

a. GRADE FROM TO

b. STATUS FROM TO

3. This individual is not in a casualty status within the meaning of Section 2 of the Missing Persons Act, as provided for in Section IV, paragraph 1e, War Department Plan for Casualty Administration Upon Reoccupation of the Philippines, for the following period (s):

FROM TO

4. Subject has been reassigned in this theater.

5. The Finance Officer, U. S. Army, Army Finance Center, OCF, has been requested to furnish this headquarters a corrected statement of credits and debits based on this determination.

6. This redetermination supersedes all previous determinations made in this individual's case.

7. Request subject's service record and allied papers be corrected accordingly.

FOR THE COMMANDING GENERAL:





HEADQUARTERS  
PHILIPPINES COMMAND  
RECOVERED PERSONNEL DIVISION  
PROJECT "J" BRANCH

APO 707

BRANCH MEMORANDUM:

SUBJECT : Procedure for Determination of Death or Finding  
of Death of Military Casualties

TO : Personnel Concerned

1. Before a claim for a deceased member of the military service can be presented for payment a conclusive establishment of the fact and date of death is required.

2. Fact and date of death are conclusively established by the following instruments:

a. Report of Death, Battle or Non-Battle Casualty, WD AGO Forms 52-1 and 0365.

b. Finding of death of Missing Person; WD AGO Form 0353.

3. The WD AGO Casualty Branch frequently furnish this office with the report mentioned in par 2, above, based on information available to TAG and without action by this office.

4. When casualty information is not automatically furnished, this office makes recommendations to the WD in one of the following forms:

a. Recommendation for Finding RF #(Serial No.);

(1) In cases where there is insufficient evidence to established an actual date of death, this office recommends that the WD find that the individual was presumed to have died one year and one day subsequent to the data he was reported missing in action.

(2) The WD usually accepts this recommendation returning a presumptive date of death on WD AGO Form 0353.

(3) In cases in which the WD has more evidence than available to this office, a Report of Death, WD AGO

Form 52-1 or 0365 may be returned in answer to the recommendation.

(b). Report of death:

(1) In cases in which the WD has evidence available, a Report of Death, WD AGO Form 52-1 or 0365 may be furnished this office automatically.

(2) In cases in which this office has sufficient evidence, a Casualty Report, GSXRP Form 37a or 37b, based on a Status Review and Determination prepared by this office, is submitted to the WD. The WD usually concurs in the report and returns a Report of Death, WD AGO Form 52-1 or 0365.

5. The Recommendation for Finding is prepared on standard forms, form letter and GSXRP worksheet form No.187 (Incl 1), given an RF (short title) serial number by this office and forwarded to the WD signed for the CG, PHILCOM, usually by the Chief of Project "J" Branch.

6. The Casualty Report is prepared and forwarded by this office, based on an SR & D (Incl 2) and forwarded to WD AGO Casualty Branch in final typed form.

7. The Status Review and Determination, AG-KD worksheet forms 173a & b, (Incls 3 & 4) short title SR & D, is prepared by this office as follows:

a. SR & D No. determined from files of this office. These are numbered consecutively.

b. Name, rank and ASN are determined from official records such as photostatic copy of pay roll and machine record cards.

c. WD Casualty listing are extracted to par 1.

d. Affidavits, Philippine Army death certificates, POW records and known facts are extracted to par 2.

e. Par 5 is stated or deleted as applicable

f. Par 6 is completed from official records and affidavits.

g. The SR & D is signed by:

(1) Chief, Determination, Finance & Statistics Section, Project "J" Branch.

(2) Director or Assistant Director, Recovered Personnel Division

h. The "Exhibit A", which must be an inclosure to each SR & D is prepared as follows, using AG-KD Form No. 151 (Incl 5) as a worksheet:

(1) Enter status indicated on WD and Machine Records Casualty Lists and Locator Card. Balance of heading information self explanatory.

(2) The first par 1 information is extracted from photostatic copies of payrolls on file in this Hq. The latest date of regular pay and all partial payments are entered .

(3) The second par 1 is used when no pay records are available.

(4) Par 2 is used in all cases. Additional evidence is extracted to this par from affidavits in the case file. This evidence further establishes date of death, correct spelling of name, correct military organization, etc., so as to make it possible to arrive at definite subjects.

(5) A third and summary paragraph is added in which the indicated conclusions are stated.

i. In preparing an SR & D in the case of 14th Inf PA personnel, who were later inducted into AUS, GSXRP Form No. 173a, Incl 6 is used. This form is prepared in substantially the same manner as that set forth in g, above.

j. In the case of personnel of the 14th Inf (PA) which became AUS on 14 Jul 42, fact of membership in this organization must be established by induction order before SR & D can be accomplished and the extracted order must be cited in Exhibit "A".

8. In preparing the SR & D as outlined in par 7, above, paragraphs and subparagraphs are deleted and numbered or renumbered as required.

9. A copy of the RF or SR & D , whichever is used,  
is filed in the 201 of the pertinent case.

6 Incls

1. GSXRP Form 187 w/1 Incl
2. SR & D
3. AG-KD Form 173a
4. AG-KD Form 173b
5. AG-KD Form 151
6. GSXRP Form 173a

JAMES H. HILL  
Captain, Inf  
Chief of Branch

HEADQUARTERS  
UNITED STATES ARMY FORCES, WESTERN PACIFIC

APO 707

AG 201 -

( )

RF#

SUBJECT: Recommendation for Finding of Death of

TO : The Adjutant General, Washington 25, D. C.  
Attention: Chief, Casualty Branch

1. The records of this headquarters indicate the last known casualty status of subject individual as

2. The information available to this headquarters pertaining to the status of this individual is summarized in Exhibit "A".

3. Sufficient time has elapsed since reoccupation of the Philippine Islands and the occupation of Japan by United States Forces for this individual, if living, to have returned to military control.

4. In view of the foregoing, it is recommended that a finding of death and determination of status be made in the case of subject individual under the provisions of Section 5, Missing Persons Act (Public Law 490, 77th Congress) as amended.

For the Commanding General:

1 Incl - Exhibit A

C O P Y

W O R K S H E E T

RF Case # \_\_\_\_\_

Main 201 File checked for duplicate, similar and blank file.

MRU \_\_\_\_\_  
Locator \_\_\_\_\_  
Case worker \_\_\_\_\_  
Checked by \_\_\_\_\_

\_\_\_\_\_  
(Initial)

WDCL

Status and Date of Change \_\_\_\_\_

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(Name)	(Grade)	(ASN)	(Service)
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SUMMARY OF EVIDENCE OF RECORD IN THIS HEADQUARTERS PERTAINING TO

STATUS OF \_\_\_\_\_ :  
(Name and ASN Only)

(Recommendation of Finding of Death)  
GSXRP Form No. 187.

Incl 1

C O P Y

HEADQUARTERS  
UNITED STATES ARMY FORCES WESTERN PACIFIC

APO 707  
4 September 1946

GSXRP 704.5 (D) (4 Sep 46)  
SR & D No.

SUBJECT: Review and Determination of the Status of Sergeant Melecio Parano, ASN R-314928, Battery A, 86th Field Artillery Battalion (FS).

TO : The Adjutant General, Washington 25, D. C.  
Attention: Chief, Casualty Branch.

1. The War Department casualty listing of military personnel in the Philippine Islands on 7 December 1941 shows the following named individual as missing in action:

Parano, Melecio      Sgt      ASN 314928      Btry A, 86th FA Bn (PS).

2. The information contained in Exhibit A indicates the following

a.	<u>Grade</u>	<u>From</u>	<u>To</u>
	Sgt		15 May 42
b.	<u>Status</u>	<u>From</u>	<u>To</u>
	Beleaguered	8 Dec 41	9 Apr 42
	POW	10 Apr 42	15 May 42

3. Subject's name does not appear on any man-draft rosters on file in this headquarters listing prisoners of war of Japan processed for shipment to prison camps outside the Philippine Islands.

4. Sufficient time has elapsed since the reoccupation of the Philippine Islands and the occupation of Japan by United States forces for this individual, if living, to have returned to military control.

C O P Y



Ltr Hq, AFWESPAC, AFO 707 to TAG, GSXRP File 704.5 (D) (4 Sep 46)  
SR & D No. (Continued)

5. To date no documents containing information in conflict with the facts set forth in Exhibit A have been received by this headquarters.

6. The attached information is deemed sufficient to establish under Section 9, Missing Persons Act (Public Law 490, 77th Congress) as amended, a reasonable presumption that Sergeant Melecio Parano, ASN R-314928, Battery A, 86th Field Artillery Battalion (PS), died of disease (Malaria) while in a line of duty status, on 15 May 1942 at Camp O'Donnell, Capas, Tarlac, P.I., is buried at Camp O'Donnell, Capas, Tarlac, P.I., and it is recommended that a determination be made to that effect.

Chief, Deceased  
Claims Section

Chief, Project  
"J" Branch

A P P R O V E D

Pursuant to delegation of authority to make determinations under the Missing Persons Act, as amended, from the Secretary of War to CG, AFWESPAC, (WD Radio NR: 252148z, 25 Oct 45) and designation of the Director, Recovered Personnel Division by CG, AFWESPAC (Ltr 13 Nov 45) to authenticate such determinations made under his supervision and direction, the foregoing conclusions as to status and death of subject individual are hereby approved and determined. Evidence of death was received 4 September 1946.

FOR THE COMMANDING GENERAL:

1 Incl - Exhibit A

Director, Recovered  
Personnel Division

Ltr Hq, AFWESPAC, APO 707 to TAG, GSXRP File 704.5 (D) (4 Sep 46)  
SR & D No. (Continued)

SUMMARY OF EVIDENCE PERTAINING TO STATUS OF Sergeant Melencio Parano,  
ASN R-314928:

1. Photostatic copies of pay records on file in this headquarters reveal that Melecio Parano, ASN R-314928, was last paid in full to include 30 November 1941, Voucher No. 217, accounts of J. E. Brinkmeyer, Capt, FD, as a Sergeant, on organizational payrolls of Battery A, 86th Field Artillery Battalion (PS).

2. The records of this headquarters disclose the following additional information pertaining to subject individual:

a. Extract from death certificate issued by Office of the Chairman of the Executive Commission, Malacanan, Palace, Manila, P. I., dated 26 October 1942 (201-Parano, Melecio):

"DEATH CERTIFICATE

THIS IS TO CERTIFY THAT Melecio Parano  
G. R. No. 3540 Age 52 years, Rank Sgt, Organization  
24th F. A. Btry "F" (PS), died on May 15, 1942, at the  
O'Donnell Concentration Camp, Capas, Tarlac, Philippines and  
was buried at the cemetery thereat.

Cause of death: Malaria  
Date of burial: 15 May 1942  
Nearest of Kin: Maria de Parano  
A d d r e s s : Ft. Stotsenburg, Pampanga  
Location of grave: Sec 8 Plot M-2 Lot 13"

b. Extract from affidavit of 2nd Lieutenant Juan de la Cruz, 2nd Provincial MP Battalion, dated 20 March 1945 (201-Parano, Melecio):

"Personally appeared before me, one Juan de la Cruz, who, after having been duly sworn, deposes and sayeth that he has known Mrs. Maria de Parano for the past 16 years; that to the best of his knowledge and belief, said Mrs. Maria de Parano lived with the late Sgt. Melecio Parano, Battery "F" 24th FA (PS), on the Military Reservation of Fort Stotsenburg, Pampanga, P. I., from August, 1929 to December 1941 as husband and wife."

c. Extract from 1st Indorsement from WD, AGO, Casualty Branch, Washington 25, D. C., dated 5 March 1948 (201-Parano, Melecio):

C O P Y

Exhibit A

Ltr Hq, AFWESPAC, APO 707 to TAG, GSXRP File 704.5 (D) (4 Sep 46)  
SR & D No. (Continued)

SUMMARY OF EVIDENCE PERTAINING TO STATUS OF Sergeant Melecio Parano,  
ASN R-314928: (Continued)

"In compliance with your basic communication, the name and address of the wife of Sergeant Melecio Parano, R-314928, is listed below.

Mrs. Maria T. Gonzaga Parano  
Fort Stotsenburg, Pampanga,  
Philippine Islands

3. There are minor differences in the spelling of this individual's name in the material included herein. In view of the fact that the next of kin of Melecio Parano shown on the death certificate in paragraph 2a, is the same as the next of kin of Melecio Parana in paragraph 2b and 2c, it is determined that Melecio Parano and Melecio Parana are one and the same person and that the correct spelling is Melecio Parano as listed on the War Department casualty listing as of 7 December 1941 and pay records referred to above.

4. Inasmuch as the War Department casualty listing as of 7 December 1941 does not include letter prefixes of army serial numbers, it is determined from available payroll records that this individual's correct serial number is R-314928.

5. Subject individual's organization is shown as Battery F, 24th Field Artillery in paragraph 2a and 2b. It is determined from available payroll records that his correct organization was Battery A, 86th Field Artillery Battalion as listed on the War Department casualty listing as of 7 December 1941.

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

GSXRP 704.5 (D) \_\_\_\_\_  
(Date)

AFO 707

SR & D No. \_\_\_\_\_

SUBJECT: Review and Determination of the Status of \_\_\_\_\_

\_\_\_\_\_  
(Grade) (First, Initial, Last) \_\_\_\_\_ ASN \_\_\_\_\_

\_\_\_\_\_  
(Organization)

TO : The Adjutant General, Washington 25, D. C.  
Attention: Chief, Casualty Branch.

1. The War Department casualty listing of military personnel in the Philippine Islands on 7 December 1941 shows the following named individual as \_\_\_\_\_:

\_\_\_\_\_  
ASN \_\_\_\_\_ (Organization) \_\_\_\_\_

2. The information contained in Exhibit A indicates the following grades and status of subject individual for the period shown:

a.	<u>Grade</u>	<u>From</u>	<u>To</u>
	_____	_____	_____
	_____	_____	_____

b.	<u>Status</u>	<u>From</u>	<u>To</u>
	Beleaguered	8 Dec 41	_____
	POW	_____	_____
	MIA	_____	_____

\_\_\_\_\_. Subject's name does not appear on any man-draft rosters on file in this headquarters listing prisoners of war of Japan processed for shipment to prison camps outside the Philippine Islands.

\_\_\_\_\_. Subject's name appears on one or more man-draft rosters on file in this headquarters listing prisoners of war of Japan processed for shipment to prison camps outside the Philippine Islands.

\_\_\_\_\_. Sufficient time has elapsed since the reoccupation of the Philippine Islands by United States Forces for this individual, if living, to have returned to military control.

\_\_\_\_\_. To date this individual has not been among those prisoners of war liberated from any Japanese prison camp.

Ltr HQ, PHILRYCOM, APO 707 to TAG, GSXRP File 704.5 (D) ( )  
SR & D No. \_\_\_\_\_ (continued)

5. To date no documents containing information in conflict with the facts set forth in Exhibit A have been received by this headquarters.

6. The attached information is deemed sufficient to establish under Section 9, Missing Persons Act (Public Law 490, 77th Congress) as amended, a reasonable presumption that

--- (Grade) --- (First, Initial, Last Name) --- ASN ---

--- (Organization) ---

--- while in line of duty status  
on \_\_\_\_\_ 19 \_\_\_\_ at \_\_\_\_\_

--- is buried at \_\_\_\_\_

--- place of burial unknown, and it is recommended that a determination be made to that effect.

Chief, Deceased  
Claims Section

Chief, Proj "J" Branch

APPROVED

FOR THE COMMANDING GENERAL:

Asst Adjutant General  
Director, Recovered Personnel Division

WDCL: \_\_\_\_\_

MRCL: \_\_\_\_\_

IS THERE A DUPLICATE 201 FILE? \_\_\_\_\_. STATUS ON LOCATOR CARD: \_\_\_\_\_

INVESTIGATOR: \_\_\_\_\_ . DATE: \_\_\_\_\_

NCO: \_\_\_\_\_ . DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
DATE: \_\_\_\_\_

DO NOT TYPE COPY FROM ABOVE THIS LINE:

1. Photostatic copies of pay records on file in this headquarters reveal that \_\_\_\_\_ ASN \_\_\_\_\_,

was:

a. Last paid in full to include \_\_\_\_\_ 19\_\_\_\_, grade unknown, Voucher No. \_\_\_\_\_, accounts of \_\_\_\_\_, FD, as a \_\_\_\_\_, on organizational payrolls of \_\_\_\_\_.

b. Paid partial payment of \$ \_\_\_\_\_, Voucher No. \_\_\_\_\_, accounts of \_\_\_\_\_, FD, as a \_\_\_\_\_ on organizational payrolls of \_\_\_\_\_, prepared \_\_\_\_\_ 19\_\_\_\_.

c. Paid partial payment of \$ \_\_\_\_\_, Voucher No. \_\_\_\_\_, accounts of \_\_\_\_\_, FD, as a \_\_\_\_\_ on organizational payrolls of \_\_\_\_\_ prepared \_\_\_\_\_ 19\_\_\_\_.

---OR---

1. There are no copies of pay records on file in this headquarters which include the name of this individual. It is assumed that he was last paid in full to include 30 November 1941.

2. The records of this headquarters disclose the following additional information pertaining to subject individual:

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

AFPO 707

GSXRP 704.5 (D) ( \_\_\_\_\_ )  
Date

SR & D No. \_\_\_\_\_

SUBJECT: Review and Determination of the Status of \_\_\_\_\_

(Grade) (First, Initial, Last) ASN \_\_\_\_\_

(Organization)

TO : The Adjutant General, Washington 25, D. C.  
Attention: Chief, Casualty Branch.

1. \_\_\_\_\_  
was a member of the 14th Infantry Regiment, Philippine Army. The personnel of that organization were inducted into the Army of the United States on 14 July 1942 by order of the Commanding General, Southwest Pacific Area.

2. The information contained in Exhibit A indicates the following grades and status of subject individual for the period shown:

a.	<u>Grade</u>	<u>From</u>	<u>To</u>
-----			
-----			
-----			

b.	<u>Status</u>	<u>From</u>	<u>To</u>
POW	-----		
MIA	-----		
	-----		

3. Subject's name does not appear on any man-draft rosters on file in this headquarters listing prisoners of war of Japan processed for shipment to prison camps outside the Philippine Islands.

4. Sufficient time has elapsed since the reoccupation of the Philippine Islands and the occupation of Japan by United States forces for this individual, if living, to have returned to military control.





HEADQUARTERS  
PHILIPPINES COMMAND  
OFFICE OF THE COMMANDING GENERAL

APC. 707

GSXRP 201 -

SUBJECT: Determination of Status under Missing Persons Act  
for \_\_\_\_\_.

TO : The Adjutant General (Casualty Branch), Department of the Army,  
Washington 25, D. C.

1. It is determined for the purposes of the Missing Persons Act that:

a. \_\_\_\_\_ was employed by  
First Middle Last

\_\_\_\_\_ and meets the  
Department Location  
requirements of Public Law 490, as amended.

b. Employment status at beginning of absence was \_\_\_\_\_ and is entitled  
Position Grade Salary

to the benefits of the Act for the period beginning \_\_\_\_\_  
and continuing to \_\_\_\_\_. Employee is considered to have  
resumed a reasonably normal existence with no serious deprivation occasioned  
by his former official status on \_\_\_\_\_ (under the provisions  
of Sec IV par 1 (e) WD Plan for Casualty Administration Upon Reoccupation  
of the Philippines, 7 November 1944).

c. Normal tour of duty was \_\_\_\_\_ hours per week. Subject  
is not entitled to overtime or differential pay.

d. Employee entered on duty status on \_\_\_\_\_  
and was last paid in full to include \_\_\_\_\_ and did not receive  
a subsequent partial payment.

FOR THE COMMANDING GENERAL:

1 Incl: Afdvt (Orig)

INFO COPY TO: Finance Officer, U. S. Army, Army Finance Center, Office  
Chief of Finance, Bldg 205, St. Louis 20, Missouri.

PROJECT "J"





HEADQUARTERS  
PHILIPPINES COMMAND  
OFFICE OF THE COMMANDING GENERAL

APO 707

GSXRP 201 -

SUBJECT: Determination of Status under Missing Persons Act of  
(Name of subject)

TO : The Adjutant General (Casualty Branch), Department of the  
Army, Washington 25, D. C.

1. Inclosed herewith affidavit of (Name of subject), civilian, which  
indicates possible War Department employment prior to enemy occupation of  
the Philippines.

2. It is determined that subject does not meet the requirements of  
Public Law 490, as amended, for the following reason:

a. Records indicate that employee was intermittent or local labor  
casually hired.

3. Subject has been notified of this determinations and right to appeal.

FOR THE COMMANDING GENERAL:

       Incl

XXXXXXXXXXXX,                   XXXX  
XXXXXXXXXXXX                   XXXX

INFO COPY TO: Finance Officer, U. S. Army, Army Finance Center, OCF,  
Building 205, St. Louis 20, Missouri.

(Neg 1) Living

/lqs

DECLASSIFIED  
Authority NND883078

TAB  
F

HEADQUARTERS  
 PHILIPPINES COMMAND

APO 707

Civilian SR No.

Status under Missing Persons Act of Deceased Civilian Employee:

1. After full review of available evidence, the following is concluded for the purposes of the Missing Persons Act of 1942, as amended: That the following identified employee was on Active service within the meaning of the Missing Persons Act at the time he entered a casualty status within Section 2 of said Act: That the employment status at the beginning of absence was stated below; and that during such period of absence said employee was not absent from his post of duty without authority.

Last Name - First Name - Middle Initial			Position
Grade	Salary	Department	Location
Normal Tour of Duty	Last Paid in Full to Include		Entitled to Overtime Pay
Entitled to 25% Differential Pay		Entitled to Hawaiian Ladder Diagram Pay	
Entitled to Arrears in Pay at Above Rate		Subsequent Partial Payments	
From: To :		Amount: Date : DO & : Symbol: Vou No:	
Casualty Status	From	To	



HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION  
Project "J" Deceased Claims Section  
APO 707

Claims and Benefits under the Missing Persons Act.

TO: Heirs of deceased military and civilian personnel of the War Department domiciled in the Philippines.

In order to meet the requirements of existing laws and regulations including Republic Act No. 136, which supersedes Commonwealth Act No. 675 as amended by Act No. 684, compliance with the policies herein set forth is necessary to establish entitlement to arrears in pay and any allowances due the deceased. Furnish all of the evidence indicated by red pencil work only.

(See definitions Par. VI)

The following is the Order of Succession which will govern the distribution of the estate of deceased personnel in the absence of a will or in cases where legal or intestate succession is proper:

- Class 1. Legitimate children and descendants (including legitimate and legally adopted children)
- Class 2. Legitimate parents and ascendants
- Class 3. Acknowledged natural children and their legitimate descendants.
- Class 4. Brothers and sisters, nephews and nieces
- Class 5. Surviving spouse
- Class 6. Collateral relatives within the sixth civil degree
- Class 7. The State.

NOTE: In every inheritance, the relatives nearest in degree in each line excludes the more remote, except in cases where the right of representation exists. Thus, if there are legitimate children and descendants (Class 1) surviving the decedent, the proof required shall be only for those individuals belonging to that Class (Class 1), and it shall be unnecessary to submit proof for those belonging to the subsequent classes. If no Class 1 and 2 heirs survive, but only Class 3, claimants should submit all the supporting certificates of birth, death and/or marriage as indicated herein. In the latter case, certificates of Classes 4 and 6 are unnecessary.

(2) It must be noted, however, that regardless of who are the immediate legal heirs, the marriage certificate and death certificate, if dead, of decedent's spouse (Class 5); the birth, marriage, and death certificates and acknowledgment papers of legally acknowledged natural children (Class 3); and the adoption papers of legally adopted children should always be submitted.

SUPPORTING PAPERS RE DECEASED PERSONNEL

- 1. Proof of service of deceased.
- 2. Proof of death of soldier or employee.

NOTE: Supporting papers of deceased personnel (soldier or employee) will be submitted in all cases, regardless of who are the heirs.

SUPPORTING PAPERS RE CHILDREN OR DESCENDANTS OF DECEASED PERSONNEL

- (1) Marriage certificate or certificates of deceased personnel.
- (2) Birth certificate of the children, or legitimated children,



- irrespective of whether they belong to a first or second marriage.
- ( ) (3) If any of the children have died, death certificates of said children, together with their marriage certificates, if married, and the birth certificates of their children, if any.
  - ( ) (4) Adoption papers in cases of legally adopted children.
  - ( ) (5) Proof of acknowledgment of acknowledged natural children.

SUPPORTING PAPERS RE PARENTS OR OTHER ASCENDANTS OF DECEASED PERSONNEL

- ( ) (1) Proof that he died single and without issue, or that all his children and descendants have died before his death.
- ( ) (2) Birth certificate of deceased soldier.
- ( ) (3) Marriage certificate of the parents.
- ( ) (4) Subsequent marriage certificate of the widowed mother or father, if he or she has remarried.
- ( ) (5) Decree of final divorce, if any.
- ( ) (6) Death certificate of the deceased parent or parents.
- ( ) (7) Birth certificates of brothers and sisters of deceased personnel, if parents died subsequent to death of soldier or employee.

NOTE: If parents are dead but are survived by grandparents, marriage certificate of the latter and birth certificate of the former shall be submitted in addition to documents check above.

SUPPORTING PAPERS RE ACKNOWLEDGED NATURAL CHILDREN OF DECEASED PERSONNEL

For the purpose of this claim a child is duly acknowledged in accordance with the provisions of the Civil Code and the provisions of Sec. 6 of Republic Act No. 136, if ONE of the following documents is presented to this Office:

1. Originals or certified true copies of the judicial decree of acknowledgment (Arts. 136-136, C.C.).
2. A will, duly probated in court, in which the child is acknowledged (Arts. 131, C.C.).
3. A public instrument in which the child is acknowledged, showing consent of the child if of legal age, or with the consent of the court if child is a minor (Arts. 131 & 133, C. C.).
4. (a) Certification by the Judge who issued the acknowledgment papers certifying to such acknowledgment.  
(b) Affidavit of two disinterested persons, certifying to the fact of acknowledgment.

NOTE: 1 - In (a) & (b) above, the certificate of loss or destruction of the pertinent records by the legal custodian, or in lieu thereof, an affidavit re such loss or destruction by two disinterested persons, should be submitted.

5. (a) When the fact of delivery and identity of child is fully established (this is with respect to the mother only).  
(b) When the fact of continuous possession of the status of an acknowledged natural child is fully established.

NOTE: Any of the facts mentioned in par. 5 (a) and (b) may be proved by the affidavit of two disinterested persons. The birth certificate or the baptismal certificate is admissible to establish par. 5 (a).

SUPPORTING PAPERS RE BROTHERS AND SISTERS, NEPHEWS OR NIECES OF  
DECEASED PERSONNEL

- ( ) 1. Marriage certificate of the parents.
- ( ) 2. Birth certificate of deceased.
- ( ) 3. Death certificates of the parents and ascendants.
- ( ) 4. Birth certificates of decedent's brothers and sisters.
- ( ) 5. Death certificates of deceased brothers and sisters, together with their marriage certificates, if married, and the birth and/or death certificates of their children, if any.
- ( ) 6. Proof that he died single and without issue; or that all his children and descendants have died before his death.

SUPPORTING PAPERS RE WIDOW OF DECEASED PERSONNEL

- ( ) 1. Marriage certificate with deceased.
- ( ) 2. Marriage certificate of the widow with any other person, should there be subsequent marriage.
- ( ) 3. Decree of final divorce, should there be any.
- ( ) 4. Marriage certificate and death certificate of former spouse, should deceased have had any previous marriage.

NOTE: If the widow stands to inherit the whole estate of deceased soldier, as a universal heir, the following should be submitted:

Proof that there are no heirs, or proof of death of all heirs under Class 1 to 4, namely: legitimate children and decedents (including legitimated and legally adopted children); ascendants; acknowledged natural children and their legitimate descendants; brothers and sisters, nephews and nieces.

SUPPORTING PAPERS RE COLLATERAL RELATIVES OF DECEASED PERSONNEL WITHIN  
THE SIXTH DEGREE

- ( ) 1. All birth, marriage and death certificates necessary to show legitimate relationship of collateral relatives (claimants) with subject-decedent, and their right to inherit from him.
- ( ) 2. Affidavit of two reliable and disinterested persons that decedent died without any issue, whether adopted, legitimate, legitimated, or duly acknowledged natural child, and that decedent left no spouse, relatives nearer in degree than the claimants.

VI - DEFINITIONS:

PROOF OF SERVICE -

- 1. If your claim is for deceased military personnel, Discharge certificate, Orders, Letters, or any evidence in your possession of his military service should be submitted.
- 2. If your claim is for a deceased civilian employee of the War Department, furnish his pass, letters or any other paper which will indicate the fact of his employment by the War Department.
- 3. If no papers of any kind are available, submit affidavit of two persons to prove the fact in question, preferably from persons who actually served or worked with the man. These affidavits should indicate the following wherever possible:
  - a. Dates and place of service or employment;
  - b. Names of Units, officers or organization;
  - c. Names of commanding officers, foreman, supervisors or employees;
  - d. Classification, grade, rank, duties, and amount of pay.

NOTE: Affidavits re proof of service for military personnel must be executed by two disinterested persons, preferably unit officers.

PROOF OF DEATH -

1. Death certificate or certified true copy thereof.
2. If no such certificate can be furnished the reason therefore should be stated and the affidavit of at least two disinterested persons of legal age submitted. Such affidavit should outline the specific date, place and cause of death and show whether the affiant witnessed the death, body or burial.

PROOF OF HEIRSHIP -

A. As to marriage:

1. Original or certified true copy of marriage contract.
2. Parrochial certificate or certified true copy thereof extracted from the records of the church.
3. (a) Affidavit by the person who solemnized the marriage.  
(b) Affidavit by two disinterested persons certifying to the fact of marriage.

NOTE: In cases (a) and (b), papers should be accompanied by certificate of loss or destruction of records by the Local Civil Registrar concerned or by affidavit of two disinterested persons in lieu of the LCR.

B. As to Birth:

1. Original or certified true copy of the birth certificate.
2. Original or certified true copy of the baptismal certificate, where the date of birth and parentage are given.

NOTE: Parrochial certificate of loss of records containing nothing but a narration of facts given to the priest by the person who appeared before the former, shall not be acceptable to establish the fact of birth, parentage or status.

3. Affidavits by two disinterested persons certifying to the fact of birth, accompanied by a certificate of loss or destruction of records by the Local Civil Registrar concerned or affidavit by two disinterested persons in lieu of the LCR.

NOTE: 1-Certification by LCR as to non-existence of the desired fact in the records, without statement of the total or partial destruction or loss of records, is not equivalent to a certification of destruction or loss of pertinent records.

NOTE: 2-"Does not appear" according to the Local Civil Registrar's certification will require further explanation by claimant as to non-appearance or non-registration.

C. As to Death of Heir:

1. Original or certified true copy of death certificate.
2. Parrochial certificate or certified true copy thereof extracted from the records of the church.
3. (a) Certificate of burial agency showing date of death;  
(b) Affidavit of persons who buried corpse, or saw the dead body.  
(c) Affidavit of two disinterested persons certifying to the fact of death.

NOTE:

In (a), (b), (c), above, papers should be accompanied by a certificate of loss or destruction of records by the Local Civil Registrar concerned or by affidavit of two disinterested persons in lieu of the LCR.

Births, deaths and marriages, occurring before 6 Feb 1901 (creation of the Civil Registry) need not be accompanied by LCR's certification as to registry or loss or destruction of the records.

D. As to Acknowledgment of Natural Children and Legitimation:

1. As to acknowledgment:  
See-SUPPORTING PAPERS RE ACKNOWLEDGED NATURAL CHILDREN

2. As to legitimation:

If marriage of the parents of child took place after said child was born, proof of such marriage must be offered plus the proof of the legal acknowledgment of the child born prior to the marriage in accordance with any of the modes for acknowledgment (supra).

E. As to Adoption:

1. Original or certified true copy of adoption papers;
2. (a) Certification by the Judge which issued the adoption papers certifying such adoption;  
(b) Affidavit of two disinterested persons certifying to the fact of adoption.

NOTE: In (a) & (b) above, the certificate of loss or destruction of the pertinent records by the legal custodian, or in lieu thereof, an affidavit re such loss or destruction by two disinterested persons, should be submitted.

MINORS: Claims on behalf of

1. If a guardian has been appointed for minor children concerned as claimants, the guardian should produce guardianship papers and should file and sign any claim on behalf of these children.

2. Where minor children are concerned, and no guardian has been appointed the person who has assumed actual care and custody of such children should be supported by the following:

- a. Affidavit of the custodian stating in detail all the circumstances surrounding the children's case, stating relationship and all pertinent names, dates, and places.
- b. Affidavit of two disinterested persons to establish proof of applicant's actual care and custody over the minor/minors.

AFFIDAVITS:

In submitting affidavits, the affiant should state his or her full name, age, address and cite in detail the facts and circumstances surrounding the event to be proved; in other words, how the facts to be proven are known to the affiant.

In all cases where an affidavit of two disinterested persons is accepted to establish a desired fact, said persons may jointly state the fact in a single affidavit or may each execute separate affidavit attesting to the desired fact.

POWER OF ATTORNEY:

All claimants of legal age must sign all applications or furnish a Power of Attorney to a responsible person authorizing him or her to sign for them.

NOTE: The employment of an attorney to prepare or prosecute a claim is not necessary. This headquarters, any Army (USA or AP) unit, the Legal Aid Office, provincial and city fiscals (except the city fiscals of Manila) justices of the peace, or municipal mayors will assist claimants without charge except for a nominal public fee when claim is acknowledged before a Notary.

**SIX MONTHS DEATH GRATUITY:**

1. Inquiry as to entitlement to the six months death gratuity (deceased military personnel) should be addressed to the 172nd Disbursing Office, Fiscal Office, PHILRYCOM, APO 707.

**OTHER BENEFITS:**

1. In the case of deceased military personnel, inquiries regarding entitlement to insurance or death compensation or pension should be addressed to the U. S. Veterans Administration, Heacock Bldg., Escolta, Manila. The letter of inquiry should state the soldier's name, rank and organization with any other identifying information and should state the relationship of the person making the inquiry, i.e. widow, child, dependent parent, etc.

2. In the case of deceased civilian employees who died in service or whose death was in line of duty any inquiry as to entitlement to employees compensation should be addressed to the Deputy Commissioner, U. S. Employees' Commission, c/o Claims Service, Hq, PHILRYCOM, APO 707.



HEADQUARTERS  
PHILIPPINES COMMAND

APO 707

DPS No. \_\_\_\_\_

GSXRP 201-

SUBJECT: Claim for arrears in pay of deceased Filipino  
Member of the

TO : Judge Advocate General  
Armed Forces of the Philippines

1. Pursuant to the provisions of Republic Act No. 136 and current Department of the Army instructions, the inclosed claim is forwarded for your determination as to heirs and forwarding of completed claim assertion to Finance Officer, U. S. Army, Army Finance Center, OCF Bldg. 205, St. Louis 20, Missouri, through this office.

2. Name of deceased \_\_\_\_\_  
ASN \_\_\_\_\_, Rank \_\_\_\_\_ Organization \_\_\_\_\_  
His death on \_\_\_\_\_ has been reported to  
The Adjutant General, Department of the Army, Washington D. C.

3. The claimant \_\_\_\_\_ (Name)  
\_\_\_\_\_, of \_\_\_\_\_ (Address)  
(Relationship)  
has been informed of this reference.

FOR THE COMMANDING GENERAL:

Incls

1. WDFD Form #14
2. Supp to WDFD Form #14





HEADQUARTERS  
PHILIPPINE-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION  
PROJECT "J" BRANCH  
Determination, Finance & Statistics Section

AFO 707  
25 October 1947

OFFICE MEMORANDUM  
NO. .... 28

SUBJECT: Procedure for Preparing and Transferring Incomplete Deceased Cases to The Judge Advocate General, Army of the Philippines.

1. Re-review of all incomplete cases.

a. Lists of incomplete cases will be compiled by the DF & S Section from the locator cards in the Statistics Sub-Section and submitted to the Files and Records Section for securing needed folders.

b. Reviewers will review the cases to accomplish the following:

(1) Segregation of cases into two categories i.e. those in which JAG AP has jurisdiction over the estate and those in which they do not have jurisdiction. Provisions of letter dated 9 July 1947, Headquarters Army of the Philippines will govern.

(2) Segregation of contents of such 201 file into 2 categories:

a. Papers which are necessary for the determination of the lawful heir of the estate.

b. All other papers plus one copy of those listed in paragraph a above.

(3) Determine what is necessary to bring the claim to completion and so inform the claimant using the appropriate attached form letter. Information copies of these letters will be distributed as indicated on each individual form letter.

(4) All claims found complete by the review will be handled in the usual manner.

- (5) Construct folders in accordance with the following plan:
- a. Folder number 1 will contain all papers indicated in paragraph b(2)a and will be arranged as indicated by inclosure 1.
  - b. Folder number 2 will contain all papers indicated in paragraph b(2)b and will be arranged as indicated by inclosure 2.
  - c. Folders will be tabbed as indicated by inclosure 3.

Incl  
Form ltr

JAMES H. HILL  
Captain, Inf  
Chief of Section

PAPERS IN FOLDER NO.2 WILL BE ARRANGED AND  
BOUND AS INDICATED IN DIAGRAM

LEFT SIDE OF FOLDER

RIGHT SIDE OF FOLDER



WD AGO FORMS 0353  
0365 & 52-1

COPY OF SR & D  
OR RF

Correspondence Pertaining  
To The Determination un-  
der M P A

BOARD PROCEEDINGS  
(if any)

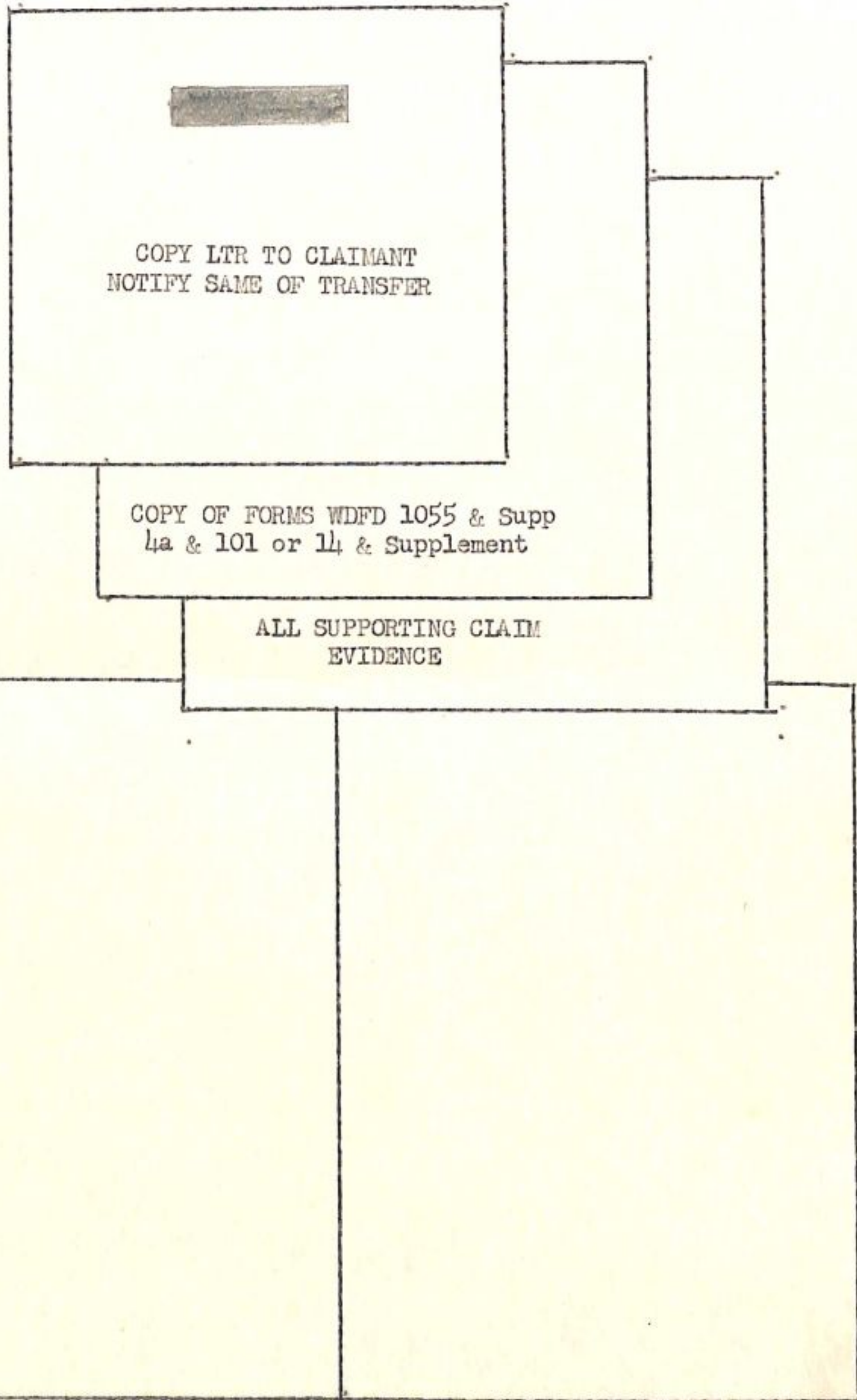


COPY LTR TO CLAIMANT  
NOTIFYING SAME OF  
TRANSFER

COPY OF FORM #14 &  
SUPPLEMENT OF WDFD  
#1055 & Sup

COPIES OF ALL SUPPORTING  
EVIDENCE IN FOLDER No.1

PAPERS IN FOLDER NO. 1 WILL BE ARRANGED AND  
BOUND AS INDICATED IN DIAGRAM



PS - AUS - WDC

LAST NAME, FIRST NAME, MI ASN

TAB WILL BE MADE OF PAPER TAPE (glued)  
WITH INFORMATION PRINTED BY HAND

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

APO 707

D \_\_\_\_\_

SUBJECT: Transfer of Incomplete Project "J" Deceased Claim

To : Judge Advocate General, Claims Branch, Headquarters Army  
of the Philippines, Camp Murphy, Quezon City

Forwarded herewith claim for arrears in pay of  
\_\_\_\_\_ filed by \_\_\_\_\_  
for your determination as to heirs and forwarding of completed  
claim assertion to Finance Officer, U. S. Army, Army Finance Center,  
OCF Bldg. 205, St. Louis 20, Missouri, through this office.

FOR THE COMMANDING GENERAL:

\_\_\_\_\_ Incls

1. WDFD STD Form
2. Supp



HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

APO 707

GSXRP 201 -

SUBJECT: Claim for Arrears in Pay of Deceased

TO : Finance Officer, U. S. Army  
Army Finance Center, OCF Bldg. 205  
St. Louis 20, Missouri

1. Claim for arrears in pay of  
filed at this headquarters by  
together with supporting evidence, is forwarded for appropriate  
action.

2. Request acknowledgment of receipt by indorsement here-  
on to include the following information:

- a. Total amount of payment.
- b. Date of termination of period for which payment  
is made.
- c. GAO Claim No.
- d. GAO Certificate No.

FOR THE COMMANDING GENERAL:

Incls

- 1. WDFD Form No. 14 (dup)  
Std Form No. 1055 (dup)  
Determination of Status (dup)  
w/Exhibits atchd.

Info Copy: AG/DA





CASUALTY REPORT  
(BATTLE- DEATH)

HQS, PHILCOM, APO 707 Records Deposi-  
AG-~~Recovered Personnel~~ Division tory  
Date: \_\_\_\_\_

1. Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ASN: \_\_\_\_\_

Arm or Service: \_\_\_\_\_ Organization: \_\_\_\_\_

By Whom Employed: \_\_\_\_\_  
(For Civilian Casualties Only)

2. Type of Casualty: \_\_\_\_\_

3. Date of Casualty: \_\_\_\_\_

4. Place of Casualty: \_\_\_\_\_

5. In Flying Status: \_\_\_\_\_

6. Entitled to Additional Pay For: \_\_\_\_\_

7. Emergency Addressee:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
(St & No or RFD) (City or Town) (State)

8. Source of Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References:

DISTRIBUTION:

- TAG..... 1
- Memorial Br., PHILCOM.... 1
- File..... 1

D  
GSX Form No. 37A (4-24-45)

Incl No. \_\_\_\_\_



CASUALTY REPORT  
(Non Battle - Death)

HQ, PHILCOM, APO 707 Records Deposi-  
AG Recovered Personnel Division tory  
DATE: \_\_\_\_\_

1. Name \_\_\_\_\_ Grade \_\_\_\_\_ ASN \_\_\_\_\_  
Arm or Service: \_\_\_\_\_ Organization \_\_\_\_\_  
by whom employed: \_\_\_\_\_  
(For civilian casualties only)
2. Date of Death: \_\_\_\_\_
3. Place of Death: \_\_\_\_\_
4. Cause of Death: \_\_\_\_\_
5. In flying status: \_\_\_\_\_
6. Entitled to add. pay for: \_\_\_\_\_
7. In line of duty: \_\_\_\_\_ No investigation required
8. Result of own misconduct: \_\_\_\_\_
9. In pay status at time of death: \_\_\_\_\_
10. Emergency Addressee:  
Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address: \_\_\_\_\_  
(St. & No. or RFD) (City or town) (State)
11. Source of information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Remarks:

DISTRIBUTION:

TAG..... 1  
Memorial Br., PHILCOM... 1  
File..... 1

Incl No \_\_\_\_\_



HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
Project "J" Branch  
Determination, Finance and Statistical Section

APO 707  
\_\_\_\_\_

STATISTICAL EXTRACTION DATA SHEET

SUMMARY:

Name \_\_\_\_\_

ASN or Place of Employment \_\_\_\_\_

Component: AUS \_\_\_\_\_ PS \_\_\_\_\_ CIV \_\_\_\_\_

Rank or Job Title \_\_\_\_\_ Rate \_\_\_\_\_

Determination (Positive) (Negative) (No Pay Due)

(Non "J")

Length of Pay Period: \_\_\_\_\_ Months Pay Due.

Amount Paid: \$ \_\_\_\_\_

Length Non Casualty Period: \_\_\_\_\_ months

no pay due.

By \_\_\_\_\_  
Statistical Clerk

Posted to (AUS) (PS) (CIV) Pay Data, Book No. \_\_\_\_\_

Page \_\_\_\_\_ Line \_\_\_\_\_ on \_\_\_\_\_ 194 \_\_\_\_\_



PROCEDURE

1. Cases will be withdrawn from Files & Records and channeled thru the Statistics Team as follows:

a. To examiner who will make appropriate entries on data sheet and send case to Statistical Clerk, Finance Section. If case has not been determined it will be sent to Determination & Adjudication Section for appropriate action and returned by the Finance Section when determination is complete and case paid for computation and indication of type of determination. A notation to this effect will be made on the data sheet.

b. Statistical Clerk, Finance, will make appropriate entries on data sheet and send case to Statistical Recorder. If payment has not been made, or an error is discovered in the computation by 172nd Finance of the amount paid, case will be referred to Chief, Fin Sec, for appropriate action and will be returned to the Statistical Clerk, Finance, after adjustment. A notation will be made to this effect on the data sheet.

c. Chief Statistician will review completed extracted cases as to status, computations of periods and amount paid.

d. Statistical Recorder will post information from data sheet to ledger, compute cumulative figures, complete cross reference; stamp case folder and give case to File Clerk for return to 201 Files.

2. Cases will be completed in the order in which received from preceding part of team.

3. The Statistical Recorder will submit a daily report of cases recorded and the ledgers accomplished to the Chief, Statistics Section by 0830 each morning for assistance in preparing daily reports.

4. A complete and systematic control file will be kept to avoid double entry in the ledger of duplicate folders which are unstamped. A close check up of vouchers with the control cards to insure a good accounting and auditing system will be maintained to guarantee an accurate and complete statistics.







THE CLAIMS SETTLEMENT BOOK

1. A separate set of claim settlement books will be maintained for both living and deceased cases and will be kept for AUS- Paid in P.I., AUS - Paid in U.S., PS, WD Civ- Positive Paid in P.I., WD Civ- Positive Paid in U.S. and WD Civ- Negative cases. Each book will consist of 25 pages and a recapitulation sheet.

2. The Statistics Recorder will enter data from the extraction sheet to the ledger page as follows:

a. AUS, PS, and WD Civ Positive:

- (1) Name, ASN or Place of Employment (Salary if Positive) and Rank or Job Title (Col 1, 2 & 3)
- (2) Redetermination cross reference, when appropriate (Col 4)
- (3) Number months pay due and Cumulative Months Pay Due (Col 5 & 6)
- (4) Amount Paid and Cumulative Amount Paid (Col 7 & 8)
- (5) Number months not in casualty status and Cumulative total thereof (Col 9 & 10)
- (6) "Paid in U.S." will be entered for cases paid in U.S., Mil or Civ, in lieu of monetary amount

b. WD Civ-Negative:

- (1) Name, Place of Employment and Job Title (Col 1, 2 & 3)
- (2) Type of Determination i.e. Non-J or Neg 1 thru 4 (Col 4- blank)
- (3) Remaining columns will be used for a recapitulation of types of negative determinations listed on each page as follows:

<u>TYPE</u>	<u>NO</u>	<u>TYPE</u>	<u>NO</u>
Non J		Neg 3	
Neg 1		Neg 4	
Neg 2			

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3. Cases in which a redetermination has been made subsequent to the recording of previous data, the new information will be posted from the latest data sheet to a ledger. In these cases a notation will be made in both ledgers in the blank column (Col 4) on the same line referring to the previous or subsequent entry in another book i.e. B2 P3 L4 indicates that on original entry was made in Book 2 Page 3 Line 4. This also applies in dual status cases.

4. In recapitulating, redeterminations will not be counted as a case, except in negative cases redetermined as positive, but totals of time and money will be included. Appropriate changes will be effected in recapitulation of ledger of original entry.

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TAB  
9

PROCESSING & INTERVIEWING

NEW CASES:

MILITARY LIVING	_____
Military Deceased	_____
Civilian Living	_____
Civilian Deceased	_____

APPEAL CASES:

Military Living	_____
Military Deceased	_____
Civilian Living	_____
Civilian Deceased	_____

CLAIMANTS INTERVIEWED:

Military Living	_____
Military Deceased	_____
Civilian Living	_____
Civilian Deceased	_____

TOTAL CLAIMANTS INTERVIEWED

=====

CHARLES A. GAUVREAU  
CWO USA  
OIC, RCP Section

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Authority NND 883078

SECTION IV  
MISCELLANEOUS FORM LETTERS

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

Re:

Dear

Reference is made to our letter of \_\_\_\_\_ informing you that you are entitled to file a claim for arrears in pay based on the service of the individual named above.

A recent review of the case shows that the forms we sent you for accomplishment has not as yet been returned and the supporting evidence required of you as stated in our said letter has not been received. For this reason, you are again requested to accomplish the inclosed WDFD Form No. 14 and Supplement thereto in accordance with the instructions thereon, if you have not yet done so, and return to this office in duplicate when completed. The Supplemental form must be notarized by a person authorized to administer oaths.

A copy of our letter of instructions is inclosed for your information and guidance in submitting your supporting evidence. Only the papers indicated in that letter of instructions by red pencil marks should be furnished, when you return the forms to this office, and should be in duplicate only.

It is not necessary to employ an attorney since your Local Red Cross Chapter or the Legal Aid Office of the Department of Justice will assist you in the preparation of your claim and will mail same for you, without delay, free of charge.

Upon receipt of the forms properly completed and signed, together with the required supporting evidence indicated in the letter of instructions, your case will receive our careful consideration.

Sincerely,

\_\_\_\_\_Incls

INFO COPY: Phil. Red Cross  
Legal Aid Office, Dept of Justice



HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

AFO 707

GSXRP 201 -

SUBJECT: Unresolved Casualty Case

TO : The Adjutant General, Department of the Army,  
Washington 25, D. C.

1. Reference is made to your letter dated  
file AGPO-CR 201

Subject: "Unresolved Casualty Case."

2. This headquarters is investigating this case for  
the purpose of accomplishing a determination of status and  
death under the Missing Persons Act.

3. If the investigation reveals insufficient evidence to  
warrant a determination of death the provision of paragraph  
4 your letter referred to above will be complied with.

FOR THE COMMANDING GENERAL:

HEADQUARTERS  
PHILIPPINES COMMAND

APO 707

GSXD 201 -

SUBJECT: Unresolved Casualty Case

TO : The Adjutant General, Department of the Army  
Washington 25, D. C.

1. Reference your letter file AGPO-CR 201 -  
dated Subject: "Unresolved  
Casualty Case" and our reply dated

2. To date this headquarters has been unsuccessful  
in securing the necessary information to warrant a determina-  
tion of status and death.

3. Further attempts are underway to obtain the desired  
facts and upon receipt of such, the appropriate reports will  
be promptly forwarded your office.

FOR THE COMMANDING GENERAL:

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

AFPO 707

GSXRP 201 -

SUBJECT: Unresolved Casualty Case

TO : The Adjutant General, Department of the Army  
Washington 25, D. C.

1. Reference your letter AGFO-CR 201 -  
Subject: "Unresolved Casualty Case" and our replies dated  
and
2. Repeated efforts by this headquarters to secure  
the necessary information to warrant a determination of status  
and death have been unsuccessful to date.
3. Tracers will be dispatched in an effort to expedite  
action on this case, and your office will be advised of the  
results.

FOR THE COMMANDING GENERAL:

JAMES H. HILL  
Captain, Inf  
Actg Asst Adj Gen

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

Re:

Dear

Reference is made to your claim for arrears in pay due the above named person at the time of his death.

In compliance with existing laws, including the Republic Act No. 136, your completed claim has been forwarded to the Judge Advocate General, Armed Forces of the Philippines, Camp Murphy, Quezon City, for determination as to the legal heirs and forwarding to the proper department in the United States for final action.

In the event of any change in address, you should immediately notify the Judge Advocate General in writing, giving the full name of the deceased, your old and new address.

Sincerely,

GSRP 201 -

\_\_\_\_\_ Ind.

HEADQUARTERS, PHILIPPINES-RYUKYUS COMMAND, APO 707

THRU:

TO: :

1. It is redetermined under the Missing Persons Act that  
(Name) \_\_\_\_\_ (ASN) \_\_\_\_\_ held the  
following grades and status from \_\_\_\_\_ 194 \_\_\_\_\_  
(Date of last payment in full) (Date of enlistment in \_\_\_\_\_)  
until \_\_\_\_\_ 194 \_\_\_\_\_ (Date of return to military control):

a. GRADE FROM TO

b. STATUS FROM TO

2. It is directed that subject's service record and allied papers be corrected in accordance with the above information, citing this letter as authority therefor, and that individual concerned be advised of same.

BY COMMAND OF MAJOR GENERAL:

/fcm

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION

APO 707

Re:

Your claim filed with the Recovered Personnel Division of this Headquarters has been carefully reviewed. It now appears that some further information will be necessary before a proper determination can be made in your case.

Accordingly, it is desired that you furnish an affidavit stating when you first learned of the death of your \_\_\_\_\_ who allegedly died on or about \_\_\_\_\_ at \_\_\_\_\_. If you were present at the time you should state that fact also. Otherwise you should indicate not only when, but from what source, this information first came to you. Your statement should be complete and specific, naming dates, places, persons and circumstances in detail surrounding your first knowledge of this information.

Your statement must be in writing in duplicate, signed and sworn to before a person authorized to administer the oath for general purposes. It may be mailed to this office or you may call upon us at your earliest convenience, bringing this letter with you, and we shall be glad to assist you in preparing such a statement.

No further action will be taken in your case until this additional information is furnished. However, you may be assured that upon receipt of an adequate affidavit your case promptly will receive our further consideration.

Very truly yours,

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
OFFICE OF THE COMMANDING GENERAL

APO 707

GSXRP 201 -

SUBJECT: Assignment and Disposition of EM

TO : Commanding Officer, 57th Infantry Regiment (PS), APO 900

1. Transmitted herewith Letter Orders GSXRP # \_\_\_\_\_, this headquarters, assigning \_\_\_\_\_ (AUS) to your headquarters effective this date for proper processing and separation from service under AR 615-365 at the earliest practicable date.

2. This individual held the following grades and status under the Missing Persons Act concerning which appropriate entries will be made on his records:

a.	<u>GRADE</u>	<u>FROM</u>	<u>TO</u>
----	--------------	-------------	-----------

b.	<u>STATUS</u>	<u>FROM</u>	<u>TO</u>
----	---------------	-------------	-----------

3. Subject was a former member of the 14th Infantry Regiment (PA) and was inducted into the AUS on \_\_\_\_\_ under authority contained in Radio MacArthur to Nakar, 12 Jul 42. Soldier's reversion to active status is effective \_\_\_\_\_ and is entitled to current pay from such date until separation (Authority Radio, Washington 25, D. C., AGPO-X-A signed Witsell WCL-24525, 24 Jan 48).

4. Subject is in an inactive status from \_\_\_\_\_ to \_\_\_\_\_ and therefore not entitled to pay during this period.

BY COMMAND OF MAJOR GENERAL ANDERSON:

APPROVED:

\_\_\_\_\_  
\_\_\_\_\_

HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PROJECT "J" BRANCH  
Records, Correspondence & Processing Section

APO 707

M

Dear M

Records this office indicate that you were formerly a War Department civilian employee of the located at

An effort is being made to secure information relative to the present whereabouts of the following individuals who were also former employees of said department and your assistance in this matter is solicited.

Any knowledge or information you could furnish this office concerning the present whereabouts of the above named individuals or that of their next of kins will be greatly appreciated.

Please reply at your earliest convenience. Inclosed is a return addressed envelope to be used in mailing back your reply.

Sincerely,

1 Incl  
Ret add envelope

10/1/48/fcn.



HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND

APO 707

GSXRP 201 -

SUBJECT: Claim for Arrears in Pay of Deceased

TO : Finance Officer, U. S. Army  
Army Finance Center, OCF Bldg. 205  
St. Louis 20, Missouri

1. Claim for arrears in pay of  
filed at this headquarters by  
together with supporting evidence, is forwarded for appropriate  
action.

2. Request acknowledgment of receipt by indorsement here-  
on to include the following information:

- a. Total amount of payment.
- b. Date of termination of period for which payment  
is made.
- c. GAO Claim No.
- d. GAO Certificate No.

FOR THE COMMANDING GENERAL:

Incls

1. WDFD Form No. 14 (dup)  
Std Form No. 1055 (dup)  
Determination of Status (dup)  
w/Exhibits atchd.

Info Copy: AG/DA

HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

Dear Mr. \_\_\_\_\_:

All the information which you submitted concerning your employment by the United States Government prior to the Japanese occupation has been fully considered. It is determined that you do not come under the provisions of the Missing Persons Act and therefore not entitled to the benefits thereunder, inasmuch as records indicate that your employment was intermittent or local labor casually hired. This determination is no reflection upon your loyalty to the United States. It means only that you are not eligible for benefits under the Missing Persons Act.

This determination is final unless you furnish this headquarters with proofs of your employment which will establish your War Department status. Any new evidence must be in the form of affidavits or official records or certified copies thereof.

Sincerely,

Ltr to Claimant  
Neg 1 - Intermittent or local  
labor casually hired.

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HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

Dear Mr. \_\_\_\_\_:

All the information which you submitted concerning your employment by the United States Government prior to the Japanese occupation has been fully considered. It is determined that you do not come under the provisions of the Missing Persons Act and therefore not entitled to the benefits thereunder, inasmuch as records indicate that you did not remain on duty status until enemy action precluded the continuance of such duties. This determination is no reflection upon your loyalty to the United States. It means only that you are not eligible for benefits under the Missing Persons Act.

This determination is final unless you furnish this headquarters proofs of your employment which will establish your War Department status. Any new evidence must be in the form of affidavits or official records or certified copies thereof.

Sincerely,

Ltr to Claimant  
Neg 2 det - Did not remain on duty status.

eas/

HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

-----  
-----  
Dear Mr. \_\_\_\_\_:

All the information which you submitted concerning your employment by the United States Government prior to the Japanese occupation has been fully considered. It is determined that you do not come under the provisions of the Missing Persons Act and therefore not entitled to the benefits thereunder, inasmuch as the evidence available in this headquarters is insufficient to identify you as an employee of the War Department. This determination is no reflection upon your loyalty to the United States. It means only that you are not eligible for benefits under the Missing Persons Act.

This determination is final unless you furnish this headquarters proofs of your employment which will establish your War Department status. Any new evidence must be in the form of affidavits or official records or certified copies thereof.

Sincerely,

Ltr to Claimant  
Neg 3 det - Insufficient evidence.

lqs/

HEADQUARTERS  
PHILIPPINES COMMAND  
ADJUTANT GENERAL RECORDS DEPOSITORY  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APC 707

\_\_\_\_\_  
\_\_\_\_\_  
Dear \_\_\_\_\_:

Your affidavit concerning your status as a War Department civilian employee has been reviewed by this headquarters.

In view of the fact that you were formerly employed as \_\_\_\_\_ by \_\_\_\_\_ and not by the War Department, it is determined that you do not have status as a War Department employee and are not entitled to the benefits of the Missing Persons Act.

Sincerely,

NON "J" LIVING

lqs/

HEADQUARTERS  
PHILIPPINES-RYUKYUS COMMAND  
RECOVERED PERSONNEL DIVISION  
PROJECT "J" BRANCH  
Determination, Finance and Statistical Section

APO 707

Re:

Dear

Reference is made to your claim for arrears in pay due the above named person at the time of his death.

In compliance with existing laws, including the Republic Act No. 136, your completed claim has been forwarded to the Judge Advocate General, Armed Forces of the Philippines, Camp Murphy, Quezon City, for determination as to the legal heirs and forwarding to the proper department in the United States for final action.

In the event of any change in address, you should immediately notify the Judge Advocate General in writing, giving the full name of the deceased, your old and new address.

Sincerely,