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TM 12-223

WAR DEPARTMENT TECHNICAL MANUAL

RECEPTION CENTER OPERATIONS

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WAR DEPARTMENT TECHNICAL MANUAL

TM 12-223

This manual, together with TM 12-221, Armed Forces Induction Station Operations, 30 November 1944, supersedes Army Service Forces Manual M-201, Induction Station and Reception Center Operation, August 1943.

RECEPTION CENTER

OPERATIONS



WAR DEPARTMENT • 20 DECEMBER 1944

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Major General,
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For explanation of symbols, see FM 21-6.

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FOREWORD

Recent changes in policy governing both the procurement of men for the armed forces and the assignment of enlisted men from reception centers have necessitated changes in ASF Manual M-201, Induction Station and Reception Center Operation.

The procedures contained in this manual are designed to implement current regulations affecting reception center operations, and to simplify and standardize, to the fullest extent practicable, the processing of personnel through such stations. Many of these procedures have been developed through the initiative, ingenuity, and resourcefulness of the commanding officers and personnel of reception centers. It is recognized that there may exist some local conditions or differences in physical facilities and layout which may make it difficult to apply certain procedures. When by reason of such conditions or differences it appears that an element of the procedures prescribed in this manual cannot be applied, a deviation to the extent necessary is authorized. However, in approving a deviation, the commanding officer of a reception center should exercise care to determine that the deviation is based on a condition or difference of the type mentioned above.

The various War Department and related forms currently used in reception center processing cover a wide range of personnel and fiscal activities. For the most part, they do not at this time appear to present significant opportunities for consolidation or elimination. It is largely in the technique of processing itself and in the elimination of local forms to the greatest extent possible that efforts must be made to simplify procedures.

The procedure charts used in this manual illustrate graphically the flow of the man and his records and the action taken throughout each step in the process. Three types of rectangular blocks are used in these charts. The first type, with shading along all outside edges, indicates a person; for an example, see Figure 1. A block with shading along only the lower and right hand edges indicates a document, Figure 2. The same block shaded in one corner indicates that the document is originated by the section, unit, or other organization shown in the column heading, Figure 3. A third type of block, with dark shading along the lower and right hand edges and with light shading over the face of the block, represents neither a person nor a record but such things as a garment, a verbal request, or a telephone call, Figure 4.



FIGURE 1



FIGURE 2



FIGURE 3



FIGURE 4

The numerals appearing in the upper left hand corners of the blocks are the copy numbers which do not necessarily appear on the forms themselves. Number 1 indicates the original, number 2, the duplicate, and so forth.

Suggestions for the simplification or improvement of the procedures and for the consolidation or elimination of any forms are invited, and may be forwarded direct to the Army Service Forces Procedures Committee, Room 3E 616, The Pentagon, Washington 25, D. C. All suggestions should be accompanied, wherever possible, by charts and forms so that they may be readily compared with the procedural charts and forms contained in this manual.

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Section I

GENERAL

1. Authority.

Reception centers are Class I installations of the Army Service Forces established and operated pursuant to AR 615-500.

2. Definition.

The terms "enlisted man" or "enlisted men" when used in this manual will apply to a soldier or soldiers entering the Army by enlistment or induction.

3. Mission.

The mission of reception centers is to perform certain administrative processes in connection with newly enlisted men which must be accomplished before they may begin basic training.

4. Administrative Processes.

The essential administrative processes performed at reception centers are:

a. Initiation of records.
b. Physical profile.
c. Classification tests. (Army General Classification, Mechanical Aptitude and Army Radio Code Aptitude.)
d. Issuance of clothing and equipment.
e. Classification.
f. Application for insurance, dependency benefits, allotments, and bonds.
g. Blood typing.
h. Immunization. (Initial injections.)
i. Training films and lectures.
j. Assignment.
k. Transfer to training center.

5. Processing Plan.

a. Under the current procedure for assigning enlisted men from reception centers to training centers, men may not be transferred from the reception center until they have been reported to the Adjutant General's Office on the Daily Availability Report by Physical Profile (ASF Registry Number 43-WDGA), and that office has directed a daily allotment for them. To process men with all practicable speed requires, therefore, that the processing plan give precedence to the various steps upon which the Daily Availability Report is based. Specifically the steps which must be completed before the report may be made are the physical profile examination and the Army general classification test.

b. The remaining steps in the processing do not directly affect the preparation of the Daily Availability Report, and consequently their sequence is not a matter of importance.

c. The processing plan on page 3 arranges the processing steps in the sequence which will enable the reception center to prepare and transmit the Daily Availability Report at the earliest practicable time.

6. Aids to Processing.

Some specific aids and suggestions designed to exploit opportunities for speedy and efficient processing are contained in Section V of this manual.

7. The Personal Factor in Processing.

While considerable emphasis is placed on speedy and efficient processing, the psychological implications involved in the transition from civilian life to

military life should not be overlooked. The reception center is the new soldier's first Army home and his first experience with Army procedures following enlistment or induction. In most cases, he will look upon reception center activities as indicative of what he may expect in the future. Accordingly, the impression made on the soldier during his stay at the reception center may have a significant influence in shaping his attitude toward the Army. The processing should be so conducted as to impress the soldier with the fact that, in traditional Army manner, it has been meticulously planned and is being executed according to that plan. He should be given fair and considerate treatment. Unnecessary haste or unwarranted delays should be avoided. Care should be exercised in the initial assignment of quarters so that changes will be held to a minimum. The mess should be so coordinated that all soldiers do not arrive at a mess hall at the same time. All reception center personnel who conduct any phase of processing should be thoroughly trained in their jobs. Military personnel of the reception center should be exemplary in appearance and conduct. The reception center should take full advantage of the opportunity it has to instil in the soldier confidence in Army leadership.

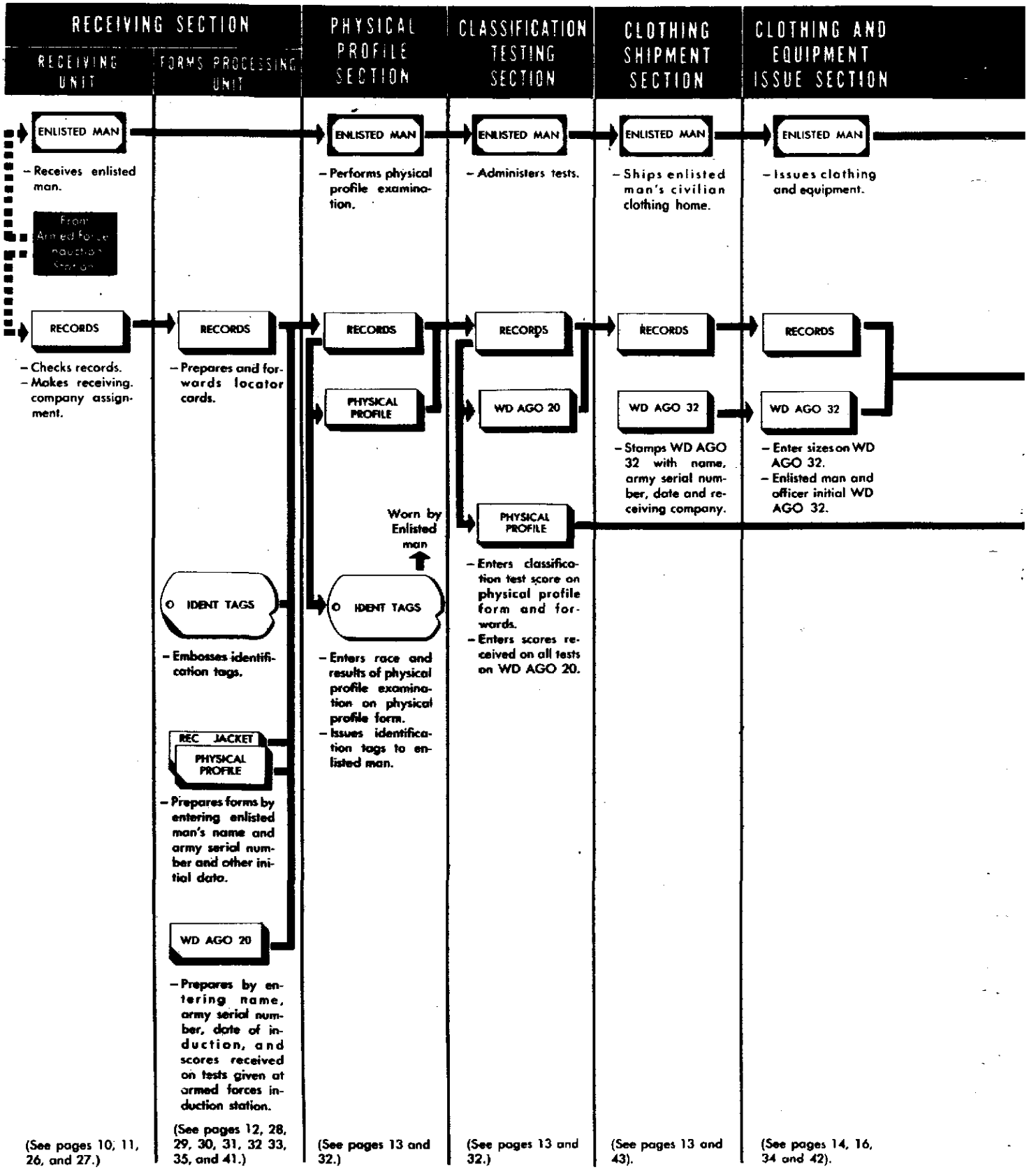
RECEPTION CENTER PROCESSING PLAN

INITIAL STEPS	FIRST PROCESSING DAY	SECOND PROCESSING DAY
Receiving	General Orientation Talk	Interview and Classification
Checking	Physical Profile	Insurance, Bonds, and Allotments
Issuance of Towels, Toilet Articles, Raincoat, and Pamphlet	Classification Testing*	Required Lectures and Films
Quartering	Clothing Issue	Blood Type and Inoculations
Initiation of Records		

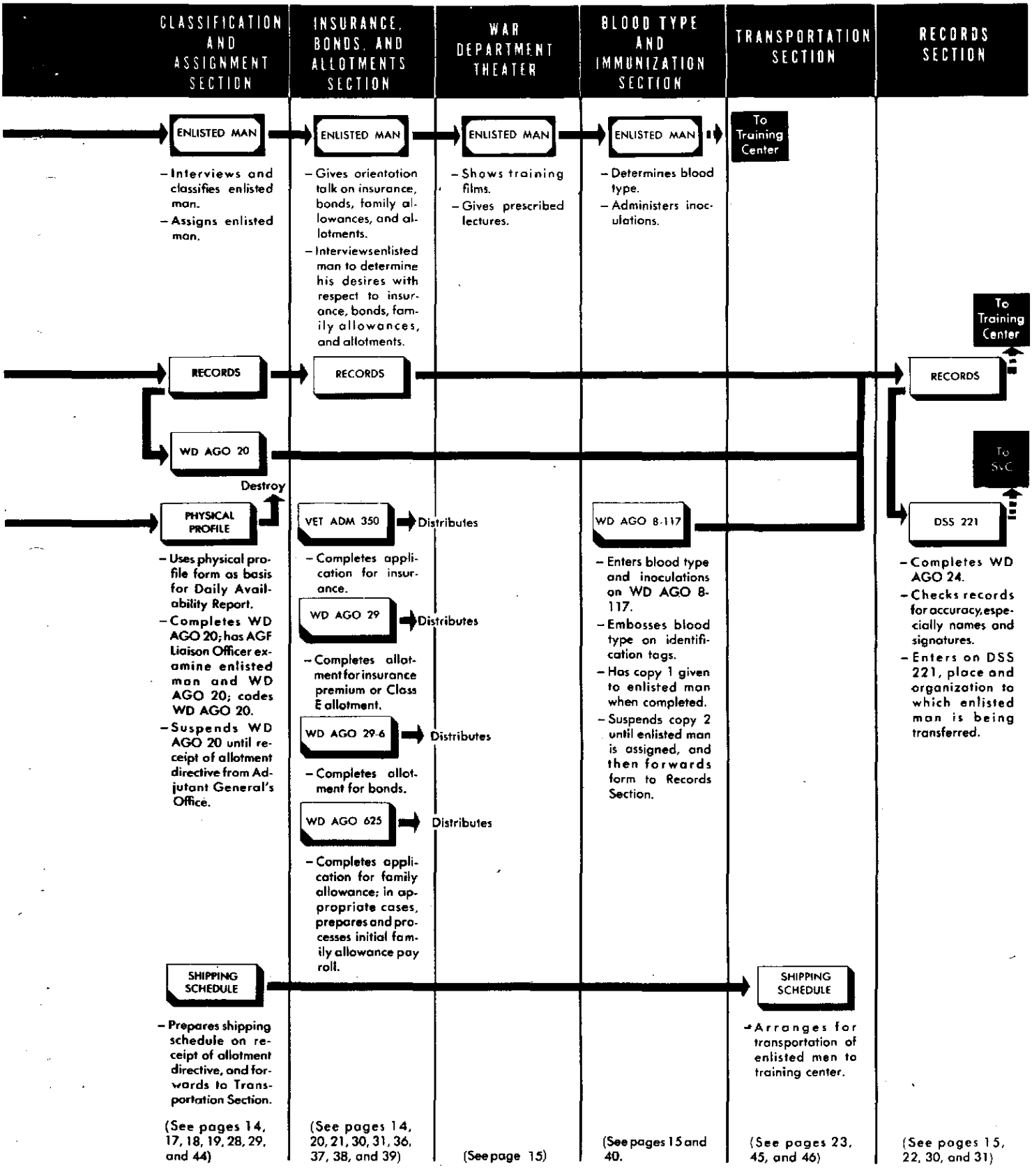
* *Immediately after the completion of the Army General Classification Test, the results thereof will be determined and forwarded to the Classification and Assignment Section.*

The general plan illustrated above applies to a situation in which the enlisted men have arrived at the reception center late in the afternoon or during the night so that the steps commencing with the General Orientation Talk cannot begin until the reception center starts processing for the day. When enlisted men are received during the morning or during hours of the afternoon which will permit some processing to be accomplished in addition to that shown under " Initial Steps ," as many of the additional processing steps as possible will be accomplished as time permits. As indicated previously, the physical profile examination and the Army General Classification Test must be accomplished at the earliest practicable time after the arrival of the enlisted men so that they may be reported on the Daily Availability Report by Physical Profile, ASF Registry 43-WDGA, due at the Adjutant General's Office not later than 1800Z daily.

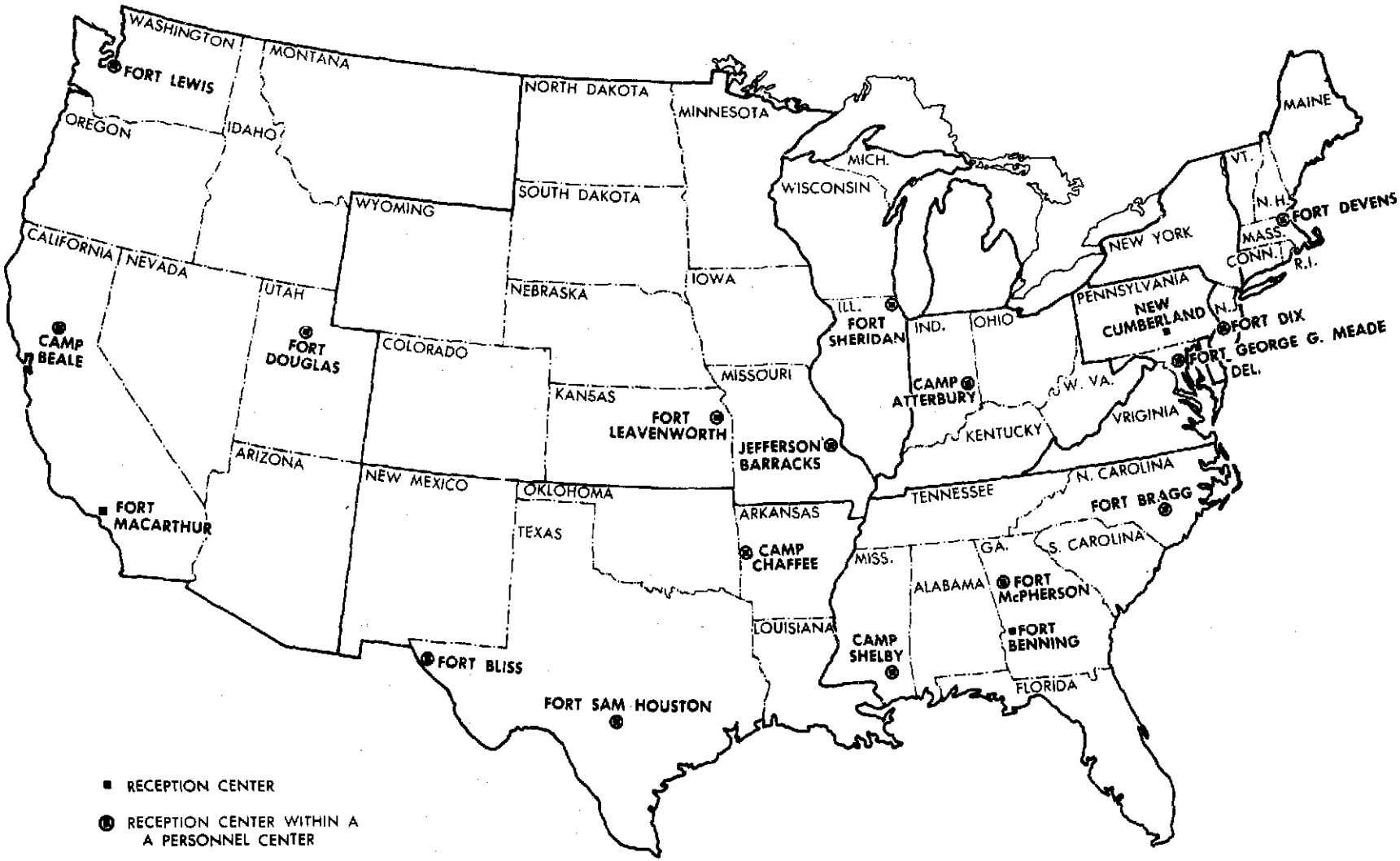
MAJOR STEPS IN



RECEPTION CENTER PROCESSING



LOCATION OF RECEPTION CENTERS

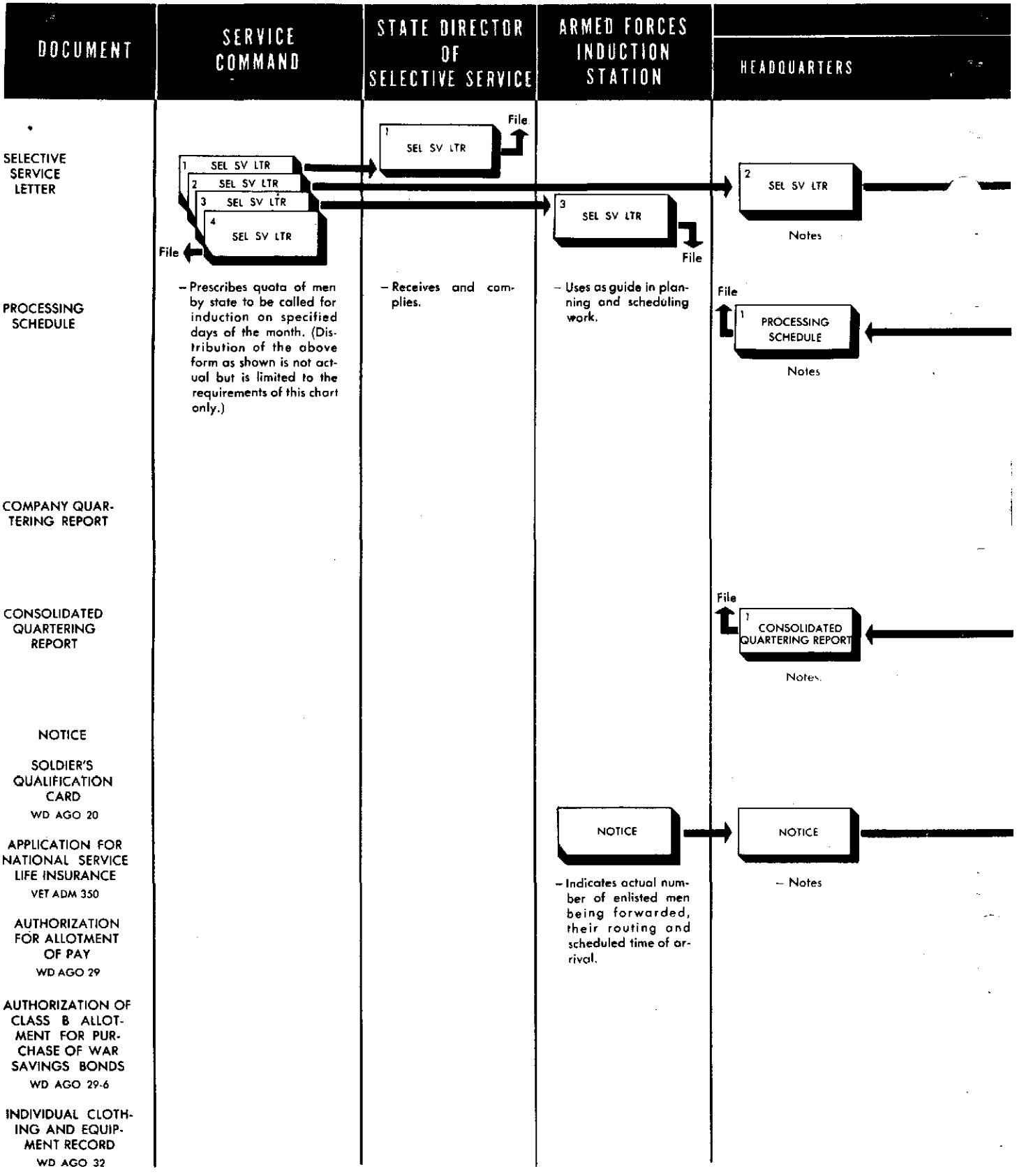


Section II

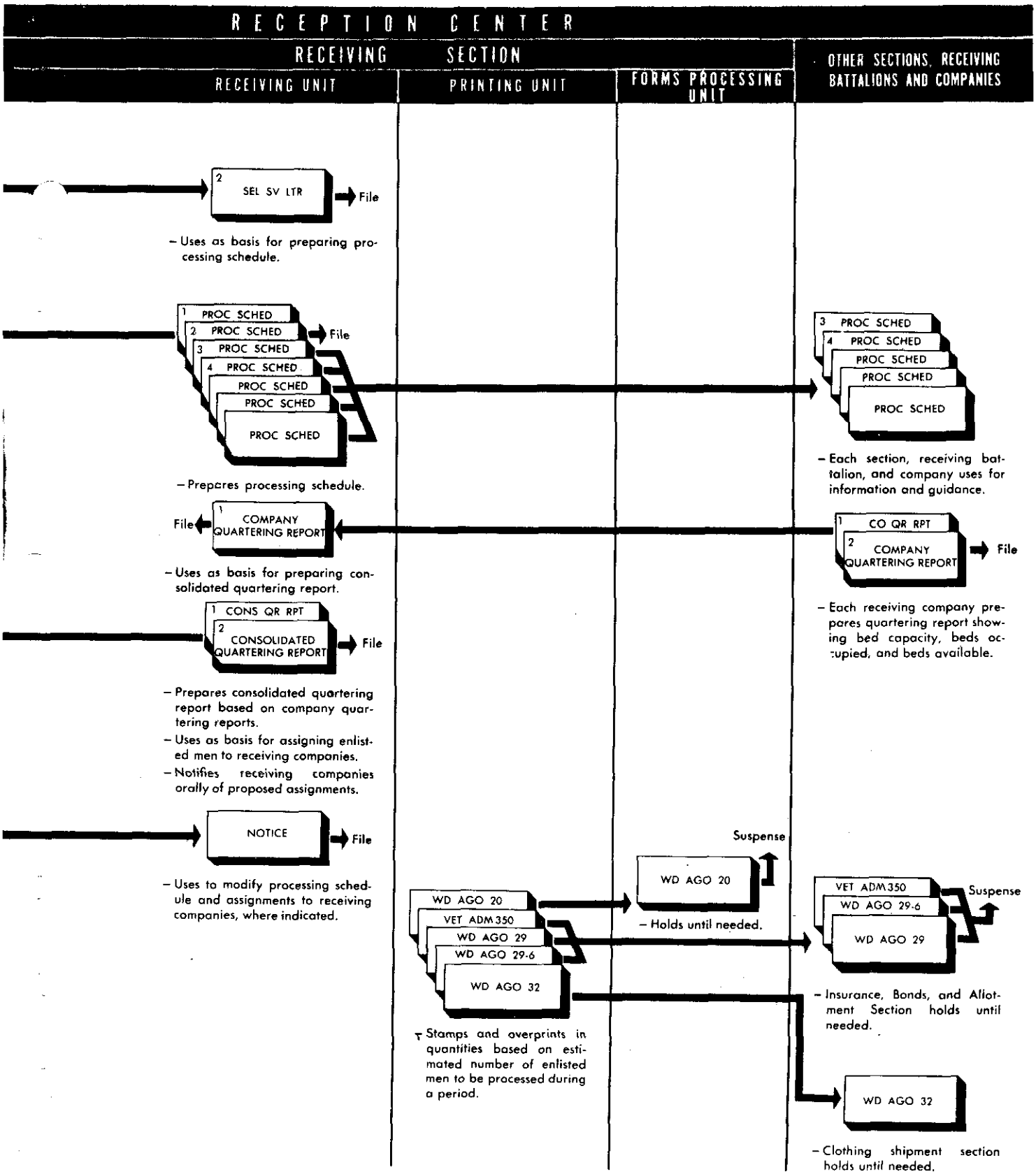
RECEPTION CENTER PROCEDURE CHARTS

8. The basic procedures and the flow and disposition of the various forms used in the processing of enlisted men at reception centers are described graphically by the procedure charts in this section.

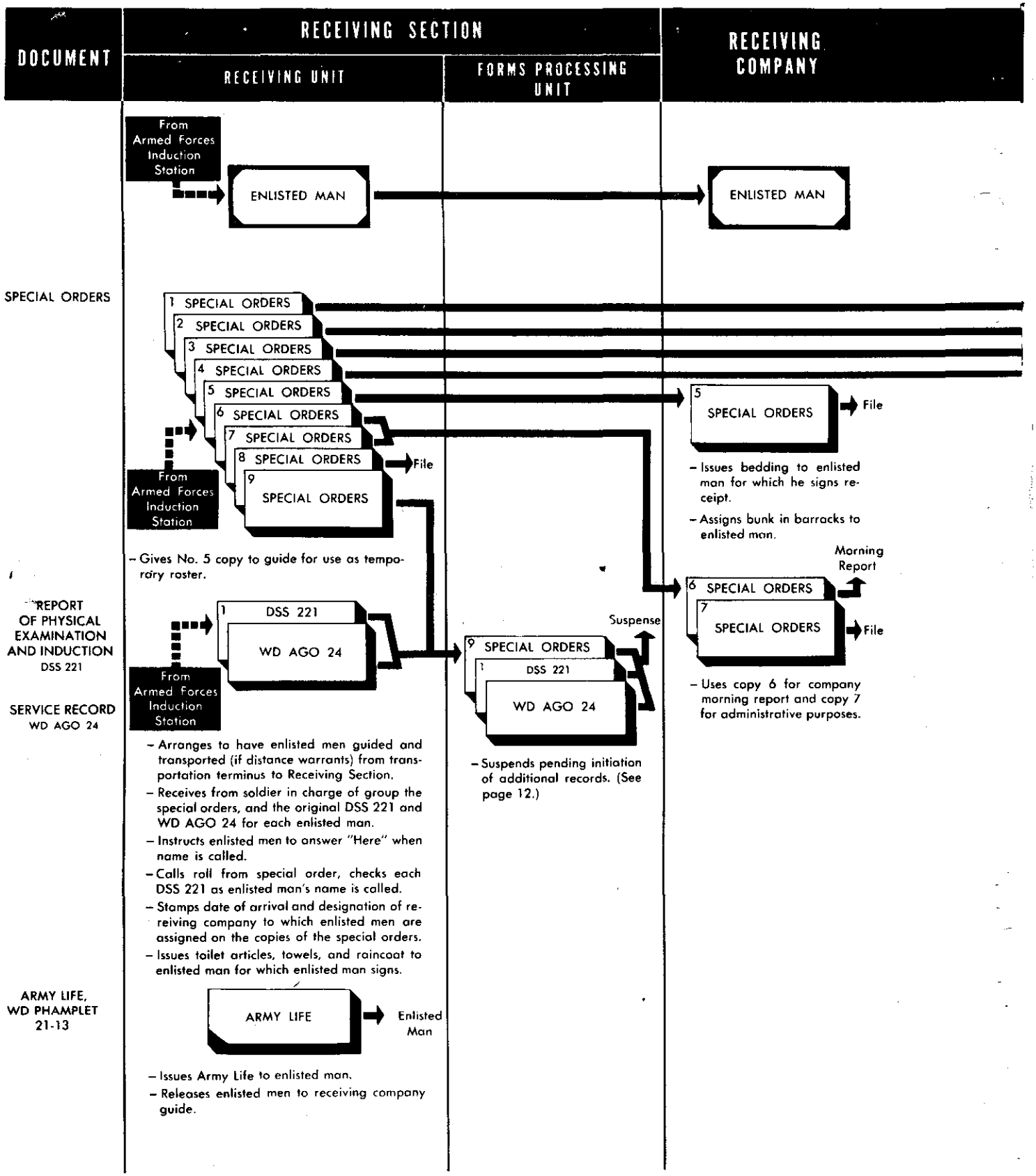
ACTION TAKEN PRIOR TO



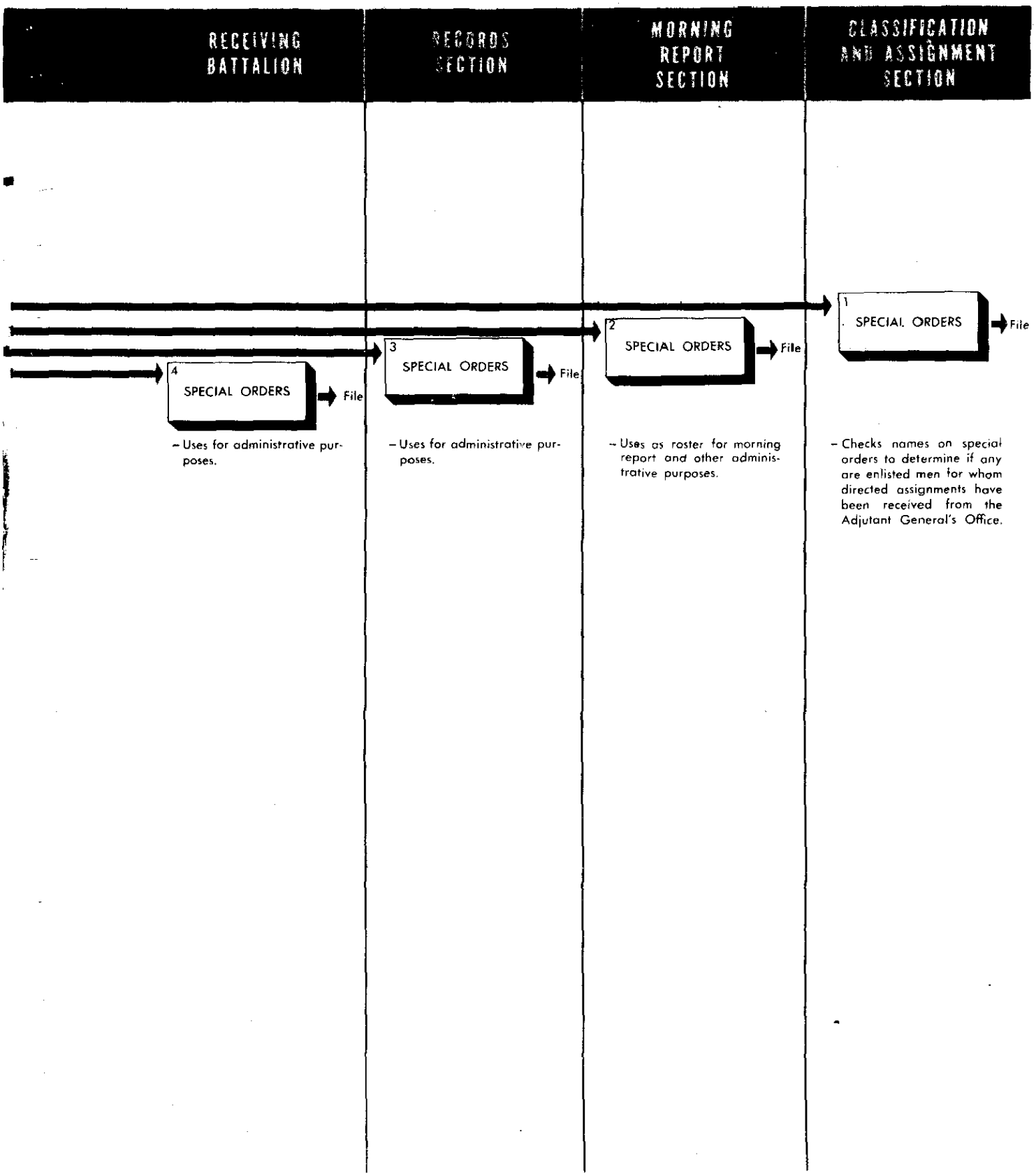
ARRIVAL OF ENLISTED MEN



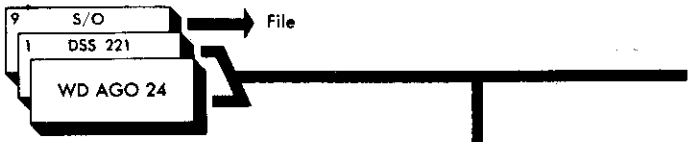
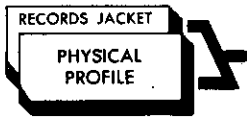
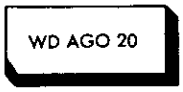
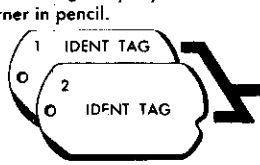
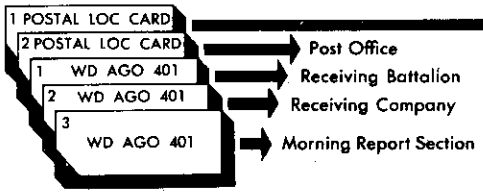
ACTION ON ARRIVAL



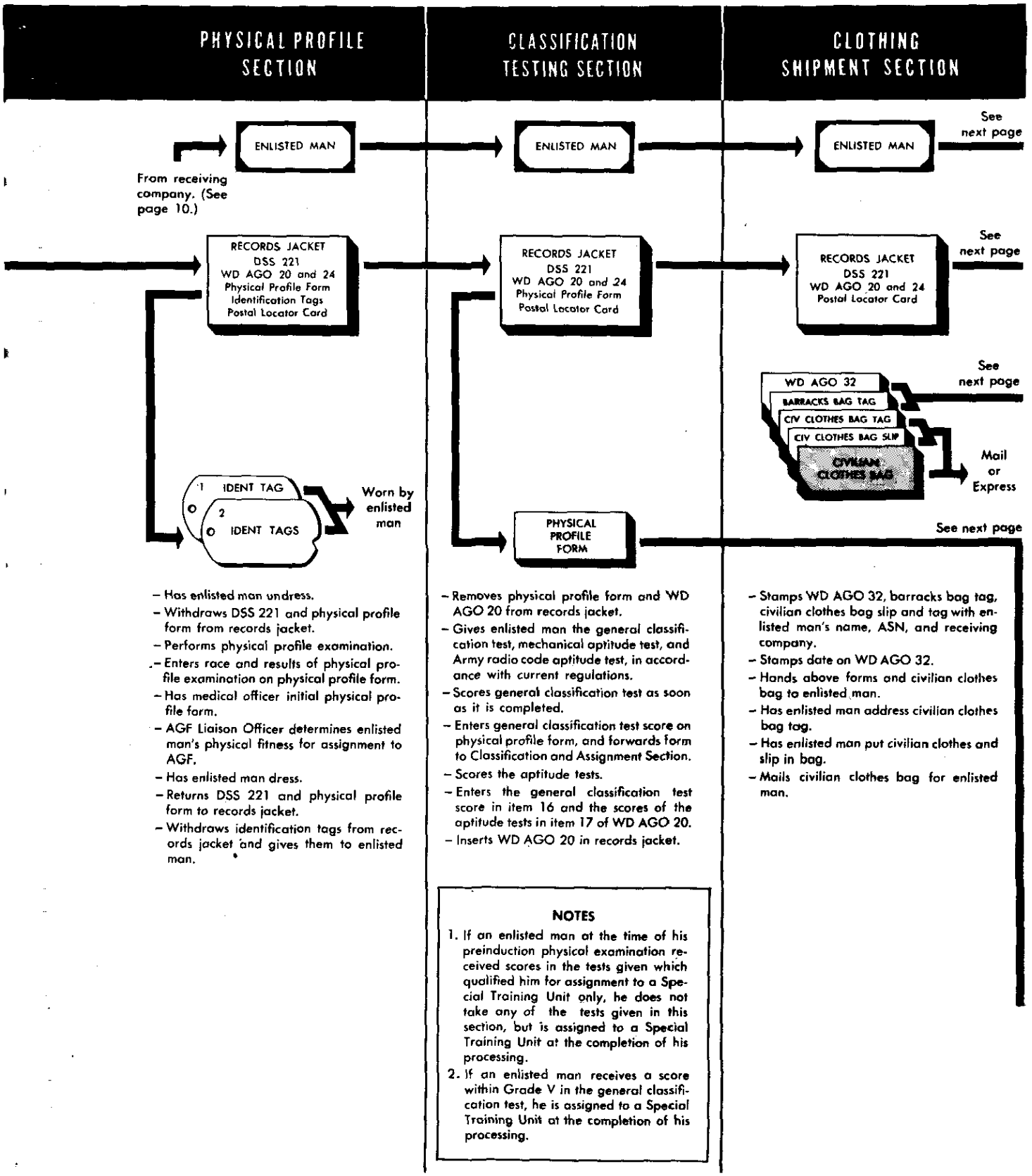
OF ENLISTED MEN



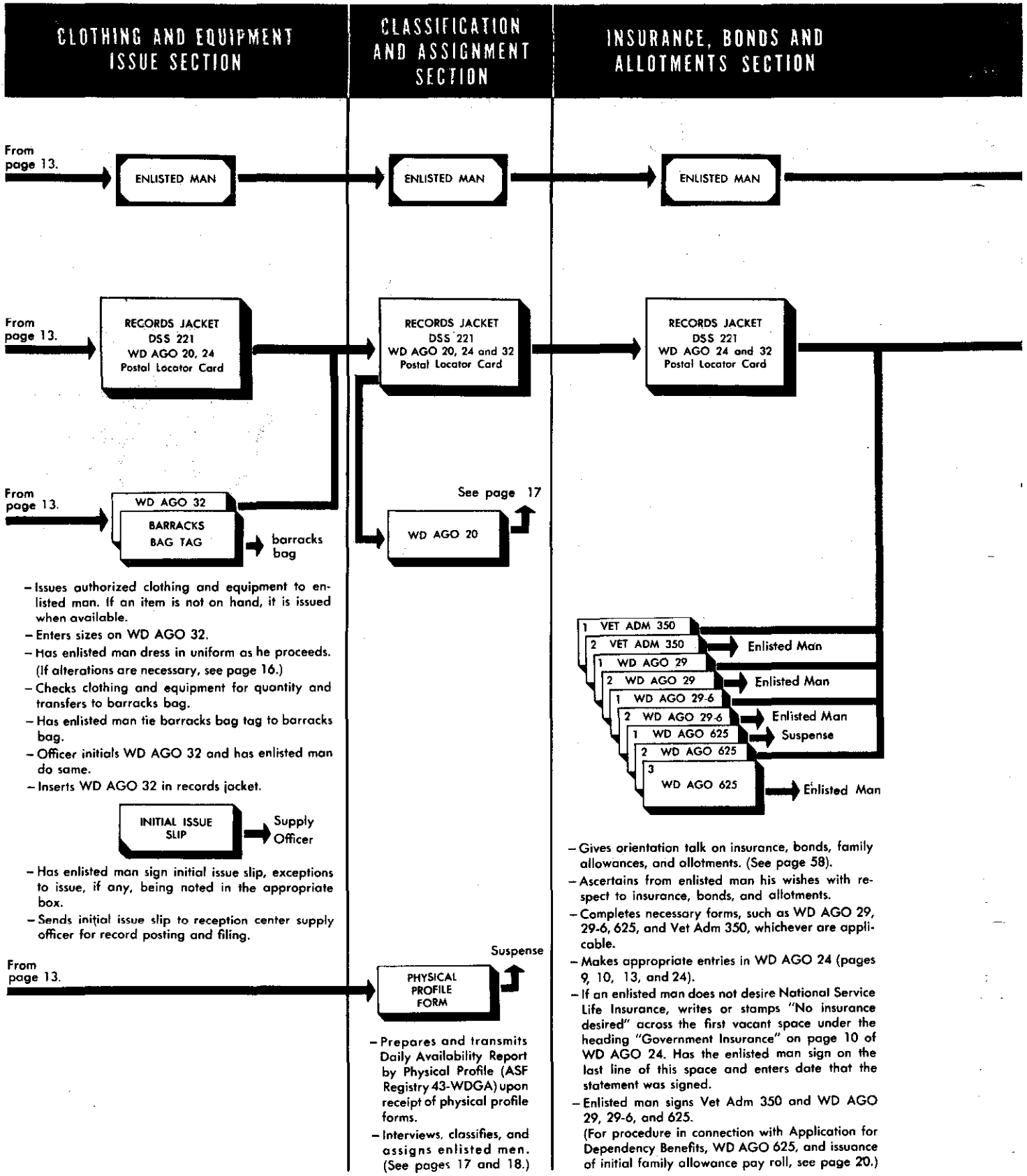
ACTION AFTER ARRIVAL

DOCUMENT	RECEIVING SECTION — FORMS PROCESSING UNIT
SPECIAL ORDERS REPORT OF PHYSICAL EXAMINATION AND INDUCTION DSS 221 SERVICE RECORD WD AGO 24 RECORDS JACKET WD AGO 201 APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE VET ADM 350 INDIVIDUAL CLOTHING AND EQUIPMENT RECORD WD AGO 32 BARRACKS BAG TAG CIVILIAN CLOTHES BAG TAG CIVILIAN CLOTHES BAG SLIP SOLDIER'S QUALIFICATION CARD WD AGO 20 PHYSICAL PROFILE FORM AUTHORIZATION FOR ALLOTMENT OF PAY WD AGO 29 AUTHORIZATION OF CLASS B ALLOTMENT FOR PURCHASE OF WAR SAVINGS BONDS WD AGO 29-6 APPLICATION FOR DEPENDENCY BENEFITS WD AGO 625 IMMUNIZATION REGISTER AND OTHER MEDICAL DATA WD AGO 8-117 *(OLD WD MD 81)*	 – Removes form from suspense. (See page 10.) – Stamps DSS 221 with date of arrival and designation of receiving company to which enlisted man is assigned.  – Stamps records jacket and physical profile form with date of arrival, designation of receiving company, and special orders and paragraph number.  – Prepares by entering enlisted man's name, army serial number, date of induction and scores received in test given at the time of his preinduction physical examination. – Enters designation of receiving company to which enlisted man is assigned in upper left hand corner in pencil.  – Embosses enlisted man's identification tags.  – Stamps one postal locator card with one identification tag, and one WD AGO 401 with the other identification tag. – Checks correctness of identification tags by comparing impressions made by identification tags (letter for letter, digit for digit) against DSS 221. – Stamps remaining postal locator card and WD AGO 401's with identification tag. – Stamps postal locator cards and WD AGO 401's with date of arrival and designation of receiving company.  – Stamps enlisted man's name and ASN on WD AGO 490, records jacket, and physical profile form. – Stamps date of induction on WD AGO 490. – Places identification tags on necklace. – Makes appropriate entries on pages 4, 10, and 15 of WD AGO 24. – Sends WD AGO 490 to the Adjutant General's Office on the day completed.
IDENTIFICATION TAGS POSTAL LOCATOR CARD LOCATOR CARD WD AGO 401 ENLISTMENT RECORD JACKET WD AGO 490	

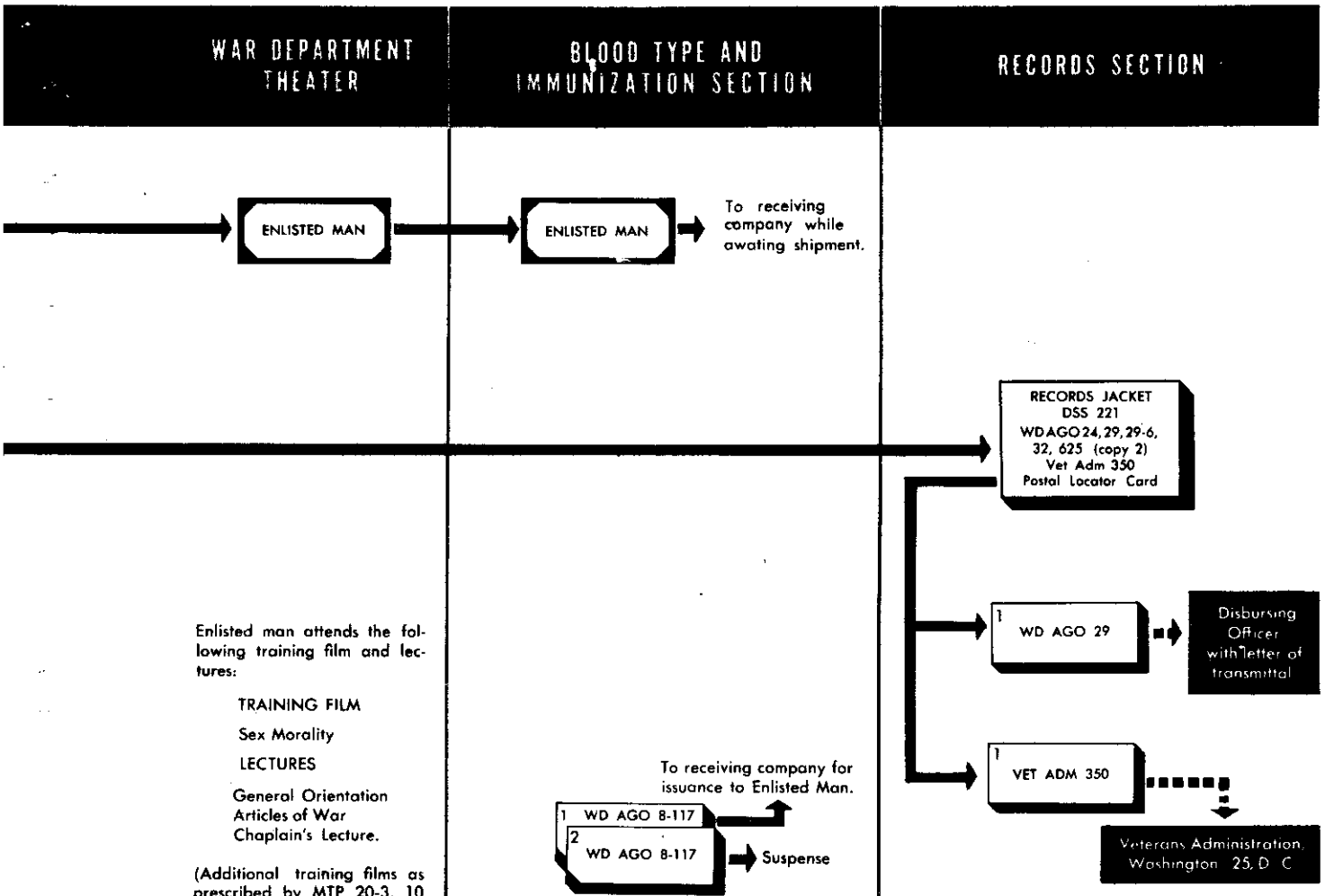
OF ENLISTED MEN



ACTION AFTER ARRIVAL



OF ENLISTED MEN (Cont'd)



Enlisted man attends the following training film and lectures:

TRAINING FILM

Sex Morality

LECTURES

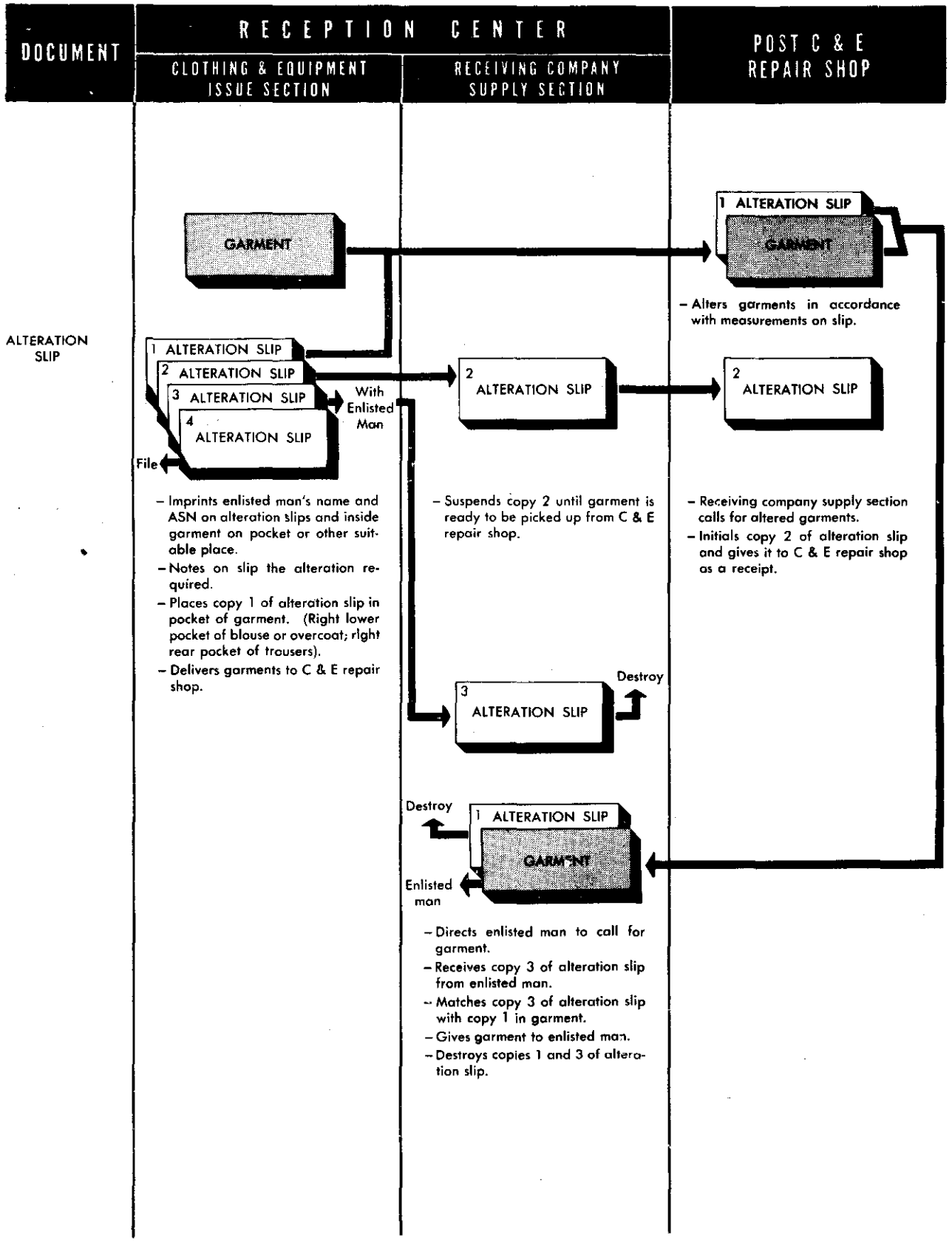
General Orientation
Articles of War
Chaplain's Lecture.

(Additional training films as prescribed by MTP 20-3, 10 August 1944, may be shown if time permits. The various lectures and training films should be staggered to the extent practicable over periods, so that the interest of the enlisted men will be maintained.)

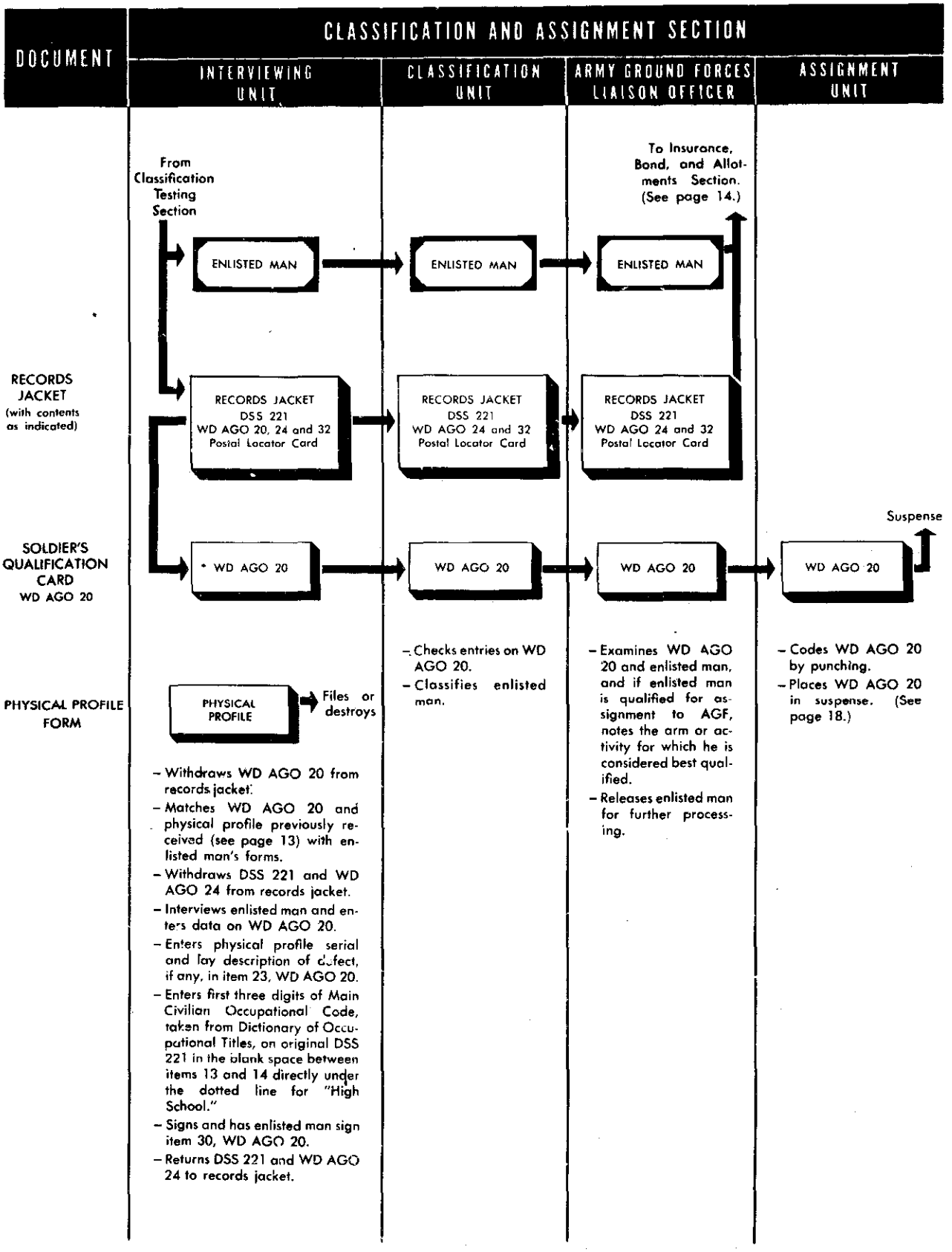
- Directs enlisted man to strip to waist.
- Imprints WD AGO 8-117 in duplicate with the enlisted man's name and Army serial number and enters race and date of birth.
- Hands both copies of WD AGO 8-117 to enlisted man.
- Takes blood specimen and one copy of WD AGO 8-117 from enlisted man.
- Determines blood type and notes on WD AGO 8-117.
- Inoculates enlisted man (first typhoid and first tetanus) and collects and dates the other copy of WD AGO 8-117.
- Directs enlisted man to dress.
- Hands the copy of WD AGO 8-117 with completed blood type to the enlisted man who hands it and his identification tags to the graphotype operator.
- Graphotype operator embosses enlisted man's blood type on identification tags, returns tags and retains WD AGO 8-117.
- Complete entries on both copies of WD AGO 8-117.
- Medical officer initials all entries on original copy of WD AGO 8-117.
- Administers additional inoculations to enlisted man if he is still at reception center when additional dose is due.

- WD AGO Forms 24, 29 and Vet Adm 350 withdrawn from records jacket.
- Assistant Personnel Adjutant initials WD AGO Form 24 (pages 4, 24 and any changes), and signs WD AGO Form 29 and Vet Adm 350.
- Holds other forms until enlisted man is assigned. (See page 22.)

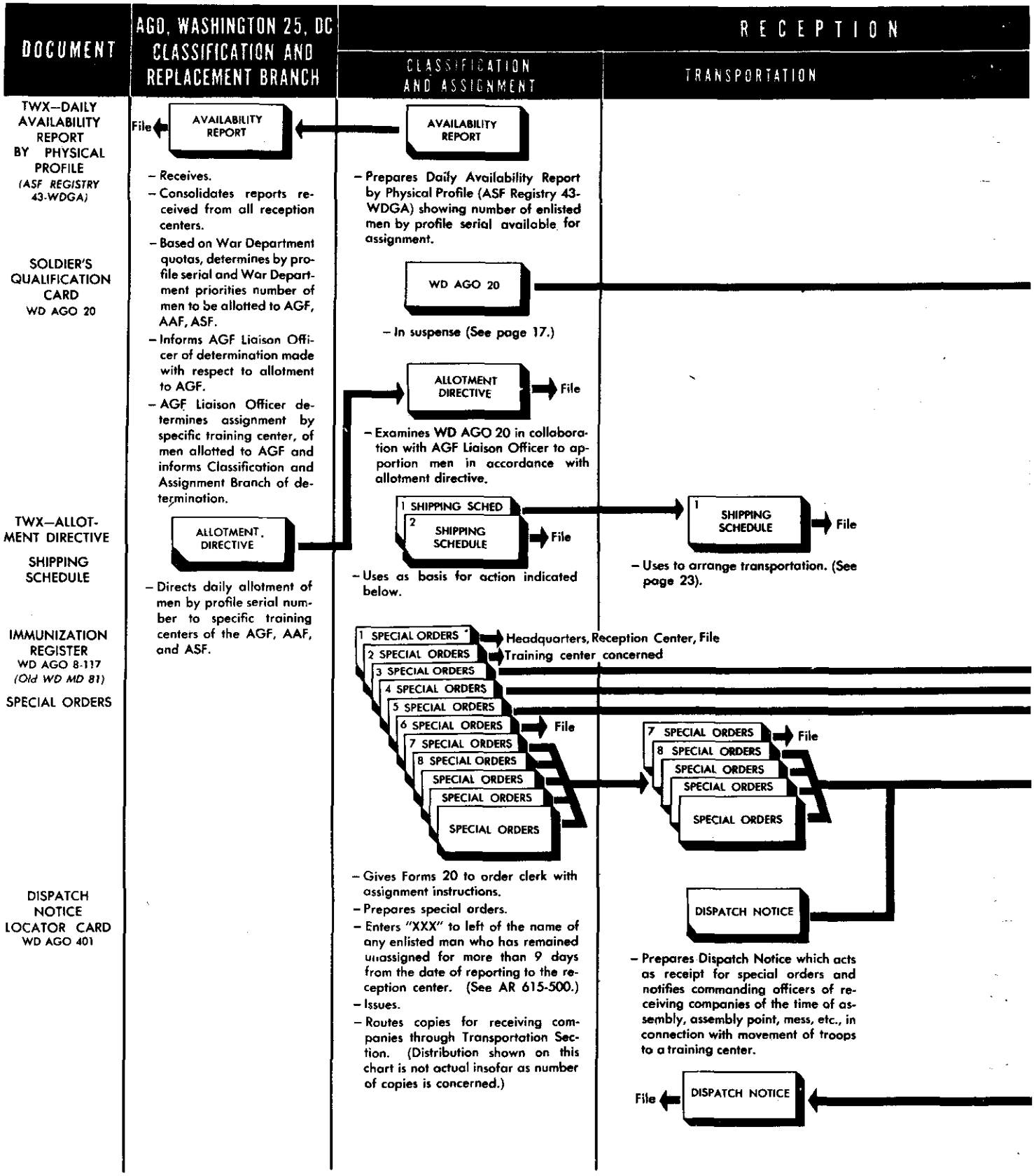
CLOTHING ALTERATIONS



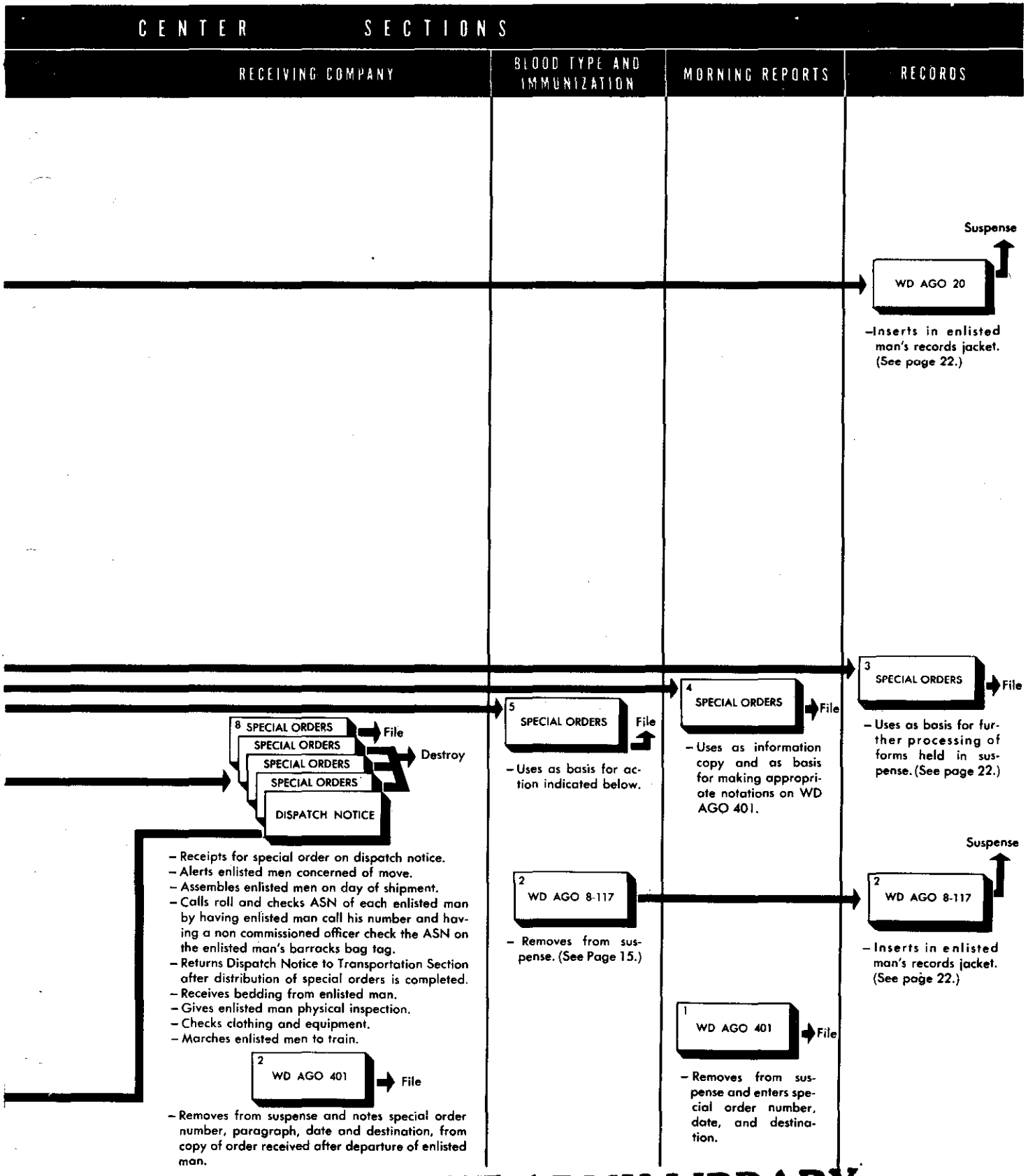
CLASSIFICATION OF ENLISTED MEN



ASSIGNMENT OF



ENLISTED MEN

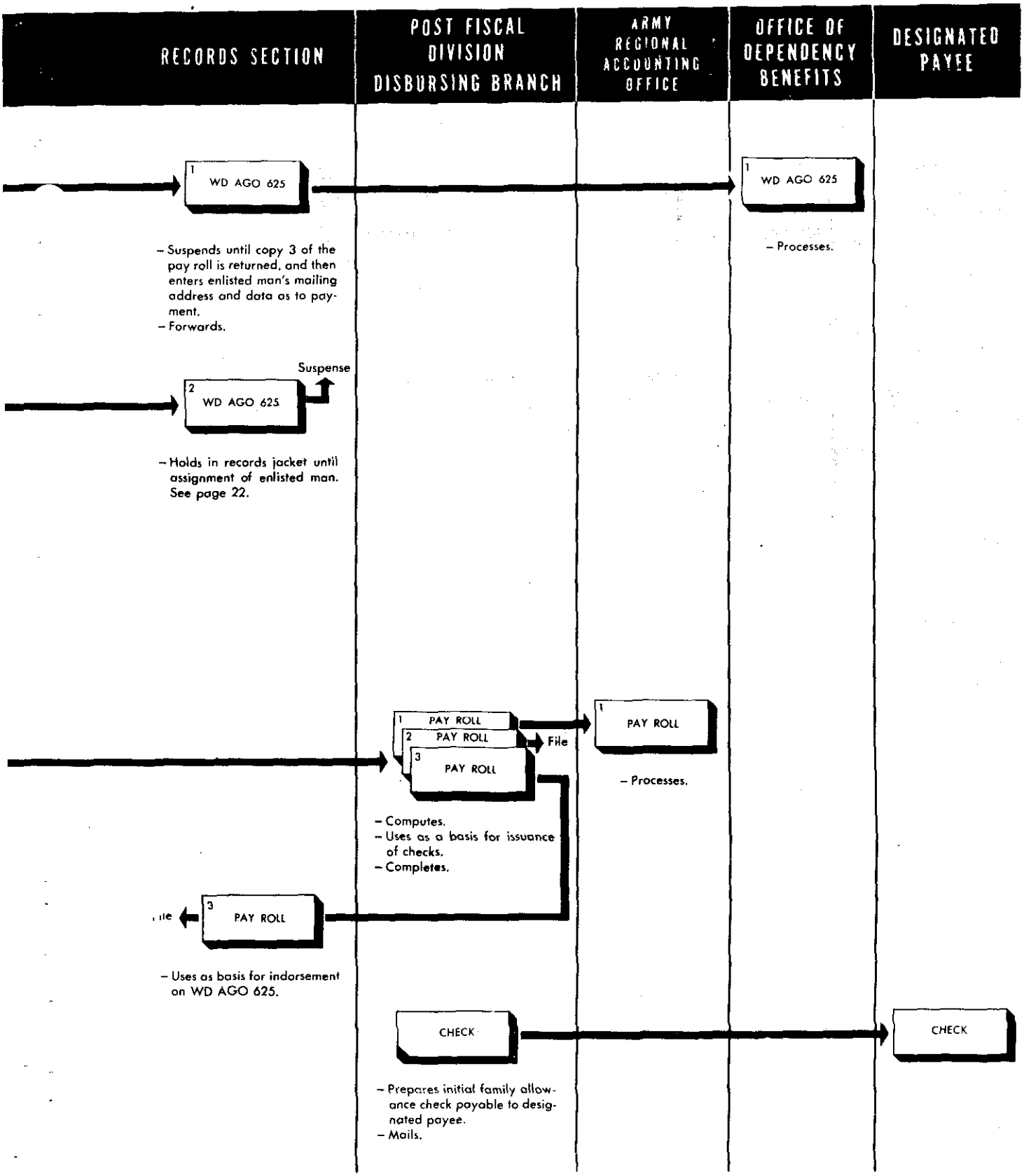


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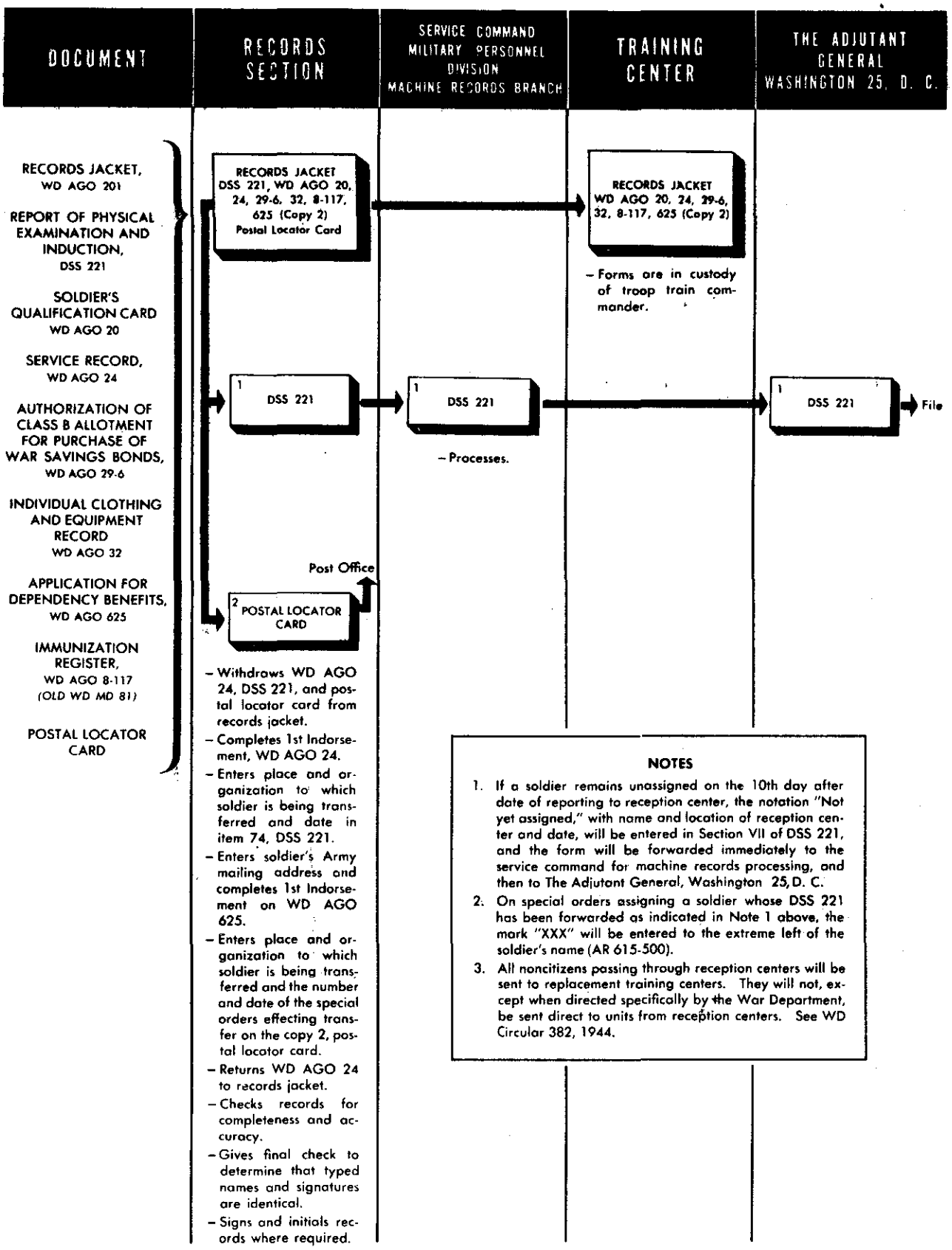
INITIAL FAMILY

DOCUMENT	INSURANCE BONDS & ALLOTMENTS SECTION		
	INTERVIEW AND TYPING UNIT	ASS'T PERSONNEL OFFICER	PAY ROLL UNIT
APPLICATION FOR DEPENDENCY BENEFITS WD AGO 625	1 WD AGO 625 2 WD AGO 625 3 WD AGO 625 – Interviews enlisted man. – Prepares application.	Enlisted man 1 WD AGO 625 2 WD AGO 625 3 WD AGO 625 – Has enlisted man sign. – Administers oath. – Signs form. – Forwards copy 2, WD AGO 625, in records jacket. (See page 14.)	1 WD AGO 625 – Uses as a basis for preparation of initial family allowance pay roll. – Arranges No. 1 copies of all WD AGO 625's in pay roll order for forwarding to Record Section.
VOUCHER FOR PARTIAL PAYMENTS— ENLISTED MEN WD AGO 14-57 AND 14-58 (Old WD FD 56 and 56a) OR PUBLIC VOUCHER — PAY ROLL FOR ENLISTED MEN WD 366, 366a AND 366b		1 PAY ROLL 2 PAY ROLL 3 PAY ROLL – Certifies.	1 PAY ROLL 2 PAY ROLL 3 PAY ROLL – Prepares, copying required data from copy 1, WD AGO 625.
CHECK			

ALLOWANCE PAY ROLL



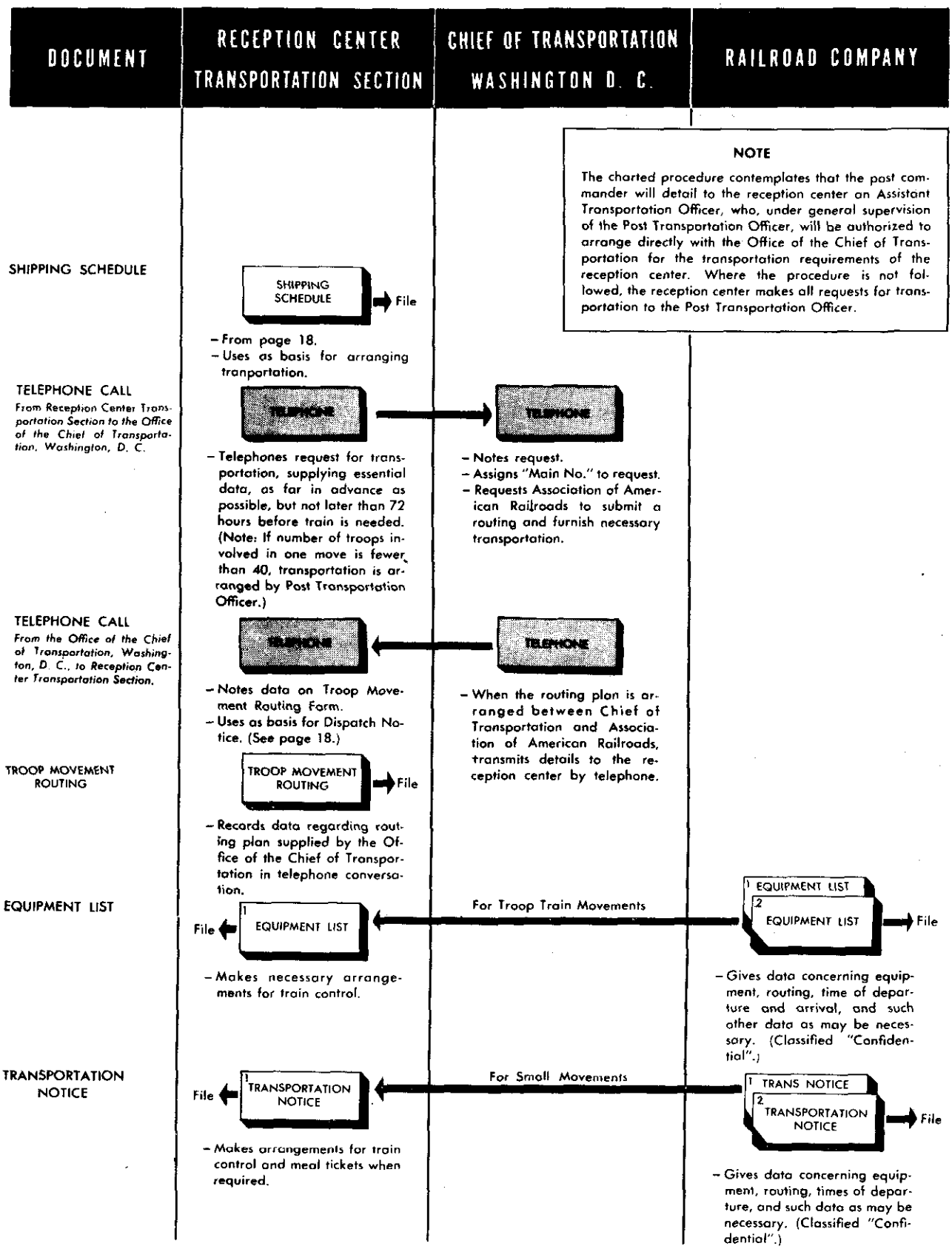
PROCESSING OF DOCUMENTS AFTER ASSIGNMENT



NOTES

1. If a soldier remains unassigned on the 10th day after date of reporting to reception center, the notation "Not yet assigned," with name and location of reception center and date, will be entered in Section VII of DSS 221, and the form will be forwarded immediately to the service command for machine records processing, and then to The Adjutant General, Washington 25, D. C.
2. On special orders assigning a soldier whose DSS 221 has been forwarded as indicated in Note 1 above, the mark "XXX" will be entered to the extreme left of the soldier's name (AR 615-500).
3. All noncitizens passing through reception centers will be sent to replacement training centers. They will not, except when directed specifically by the War Department, be sent direct to units from reception centers. See WD Circular 382, 1944.

TRANSPORTATION TO TRAINING CENTER

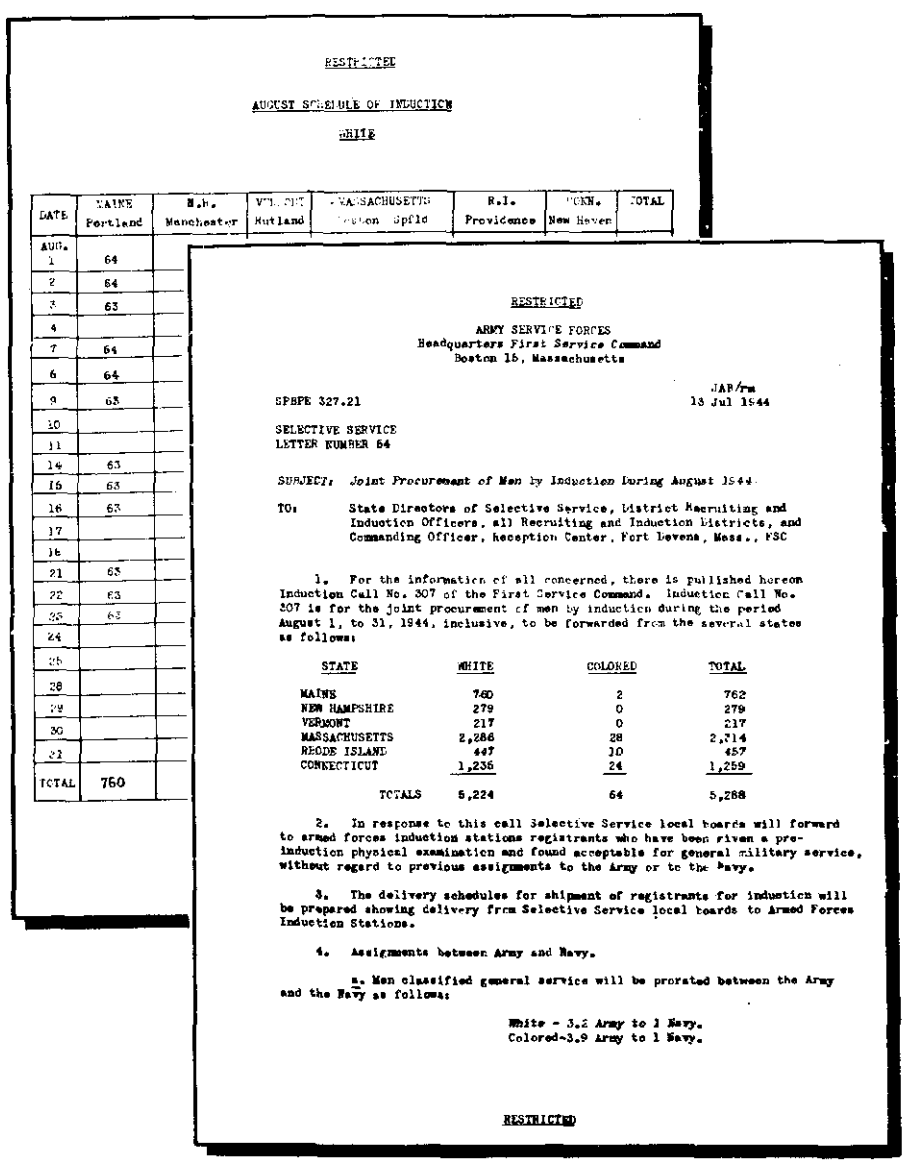


Section III

RECEPTION CENTER FORMS

9. This part of the manual presents graphically the various forms used in the processing of enlisted men at reception centers.

SELECTIVE SERVICE LETTER



RESTRICTED

AUGUST SCHEDULE OF INDUCTION

WHITE

DATE	MAINE Portland	N.H. Manchester	VT. Rutland	MASSACHUSETTS Boston Spfld	R.I. Providence	CONN. New Haven	TOTAL
AUG. 1	64						
2	64						
3	63						
4							
7	64						
8	64						
9	63						
10							
11							
14	63						
15	63						
16	63						
17							
18							
21	63						
22	63						
23	63						
24							
25							
28							
29							
30							
31							
TOTAL	760						

RESTRICTED

ARMY SERVICE FORCES
Headquarters First Service Command
Boston 15, Massachusetts

SPSPE 327.21 — JAB/rm — 18 Jul 1944

SELECTIVE SERVICE
LETTER NUMBER 64

SUBJECT: Joint Procurement of Men by Induction During August 1944

TO: State Directors of Selective Service, District Recruiting and Induction Officers, all Recruiting and Induction Districts, and Commanding Officer, Reception Center, Fort Levens, Mass., FSC

1. For the information of all concerned, there is published hereon Induction Call No. 307 of the First Service Command. Induction Call No. 307 is for the joint procurement of men by induction during the period August 1, to 31, 1944, inclusive, to be forwarded from the several states as follows:

STATE	WHITE	COLORED	TOTAL
MAINE	760	2	762
NEW HAMPSHIRE	279	0	279
VERMONT	217	0	217
MASSACHUSETTS	2,286	28	2,714
RHODE ISLAND	447	10	457
CONNECTICUT	1,235	24	1,259
TOTALS	5,224	64	5,288

2. In response to this call Selective Service local boards will forward to armed forces induction stations registrants who have been given a pre-induction physical examination and found acceptable for general military service, without regard to previous assignments to the Army or to the Navy.

3. The delivery schedules for shipment of registrants for induction will be prepared showing delivery from Selective Service local boards to Armed Forces Induction Stations.

4. Assignments between Army and Navy.

a. Men classified general service will be prorated between the Army and the Navy as follows:

White - 3.2 Army to 1 Navy.
Colored-3.9 Army to 1 Navy.

RESTRICTED

Prescribes induction call for following month

PROCESSING SCHEDULE

CONTROLS PROCESSING OF GROUPS AND INDIVIDUALS.

PROCESSING SCHEDULE

SATURDAY
26 AUG 44

Group No	Co	No Men	Type & date of Roster, or name	Total	A W Lect	Cloth ing	Army Test	Inter view	Inoc	Spec Instruct
#1	A		SS of 11 August							
	A	49	SO #162 Par 3							
	A	49	SO #162 Par 4							
	A	1	SO #162 Par 3 (Col)							
	A	1	SO #162 Par 4	(Col)100	---	-----	----	-----	0830	
#2	A	11	SO #110 Par 1							
	A	28	SO #162 Par 5							
	A	2	SO #162 Par 5 (Col)							
	A	39	SO #98 Par 1							
	A	1	SO #138 Par 1							
	A	17	SO #110 Par 2							
	A	1	Reserve 11 August	99	---	-----	----	0800	1300	
#3			SS of 12 August							
	A	30	SO #162 Par 5							
	A	32	SO #99 Par 1							
			RECLASS:							
	A	16	Datefane, Cosmo							
			McKanzie, Roy							
			Siebach, Henry H							
			Weiss, Irving							
			Rye, Stephen M							
			Miller, Jack S							
			Spears, Don G							
			Lamazzo, Philip							
			Welch, Jacob Jr							
			Evans, Cra							
			Smith, Ben L							
			Anderson, Dan J							
			Luttrupp, Eric							
			Sawyer, Hyron							
			Durrance, Francis							
			Weiss, Walter							
	A	3	Sevek, John							
			Cudworth, Richard							
			Hazzard, William							
	A	5	Re							
			Je							
			We							
			Mc							
			Re							
			RE							
	A	1	Bu							

SUMMARIZES QUARTERING REPORTS FROM INDIVIDUAL RECEIVING COMPANIES.

ALERTED
A - 120 (1000-1100)
B - 90 (1100-1500)
H - 135 (1600-1800)
345

Recruits on hand
1st Bn - 1756
2nd Bn - 2256
Col - 172
4184

HQ SERVICE COMMAND UNIT NO 1112
Fort Levens, Massachusetts

CONSOLIDATED QUARTERING REPORT

26 Aug 1944

	A	B	C	D	E	F	G	H	E COL	TOTAL
CAPACITY	633	752	719	404	463	677	797	799	234	5478
RECRUITS ON HAND	500	596	552	109	430	503	751	572	172	4184
SPACE AVAILABLE	133	156	168	295	33	174	46	227	62	1294

CONSOLIDATED QUARTERING REPORT

ORDERS FOR ENLISTED MEN TO REPORT TO THE RECEPTION CENTER

ARMY SERVICE FORCES
FIRST SERVICE COMMAND
BOSTON ARMED FORCES INDUCTION STATION
1065 COMMONWEALTH AVENUE
BOSTON 15, MASSACHUSETTS

Special Orders)
No 162)

25 Aug 1944

E X T R A C T

* * * * *

RESTRICTED

2. PAC par 17b(1), AR 615-500, following named EM, indctd this sta this date, WP Fort Devens, Mass, to rpt to CO, RC, for dy:

Brown, James A	31 900 004	Howell, Melvin C	31 900 027
St. Armour, Norman H	31 900 005	Pensak, Casimier J	31 900 028
Sederberg, Richard E	31 900 006	da Silva Se, Manuel	31 900 029
Hayes, Philip T	31 900 007	Cabral, John A	31 900 030
West, Frank M	31 900 008	Bennett, Arthur H	31 900 031
Kuehl, Donald K	31 900 009	Perry, Donald D	31 900 032
Netishen, Michael P	31 900 010	Wahl, John	31 900 033
Therisult, Daniel D	31 900 011		
Ethier, Andrew F	31 900 012		
McGaughey, Joseph J	31 900 013		
Sullivan, Joseph H	31 900 014		
Faria, Joseph	31 900 015		
Makara, Walter	31 900 016		
Gibbs, Ralph W	31 900 017		
Harkness, Ralph R	31 900 018		
Lawson, Russell L	31 900 019		
Powers, Francis S	31 900 020		
Schwartz, Joseph W	31 900 021		
Murphy, Edward F Jr	31 900 022		
Stecki, John J	31 900 023		
Harding, Robert W	31 900 024		
LeBlanc, John A	31 900 025		
Smith, Charles H.	31 900 026		

TC will furn nec T. TDN 501-4 P 432-02 A 212/50425.

RESTRICTED

* * * * *

BY ORDER OF LT. COLONEL PRATT:

ELINOR P. BOLAND
2nd Lt WAC
Adjutant

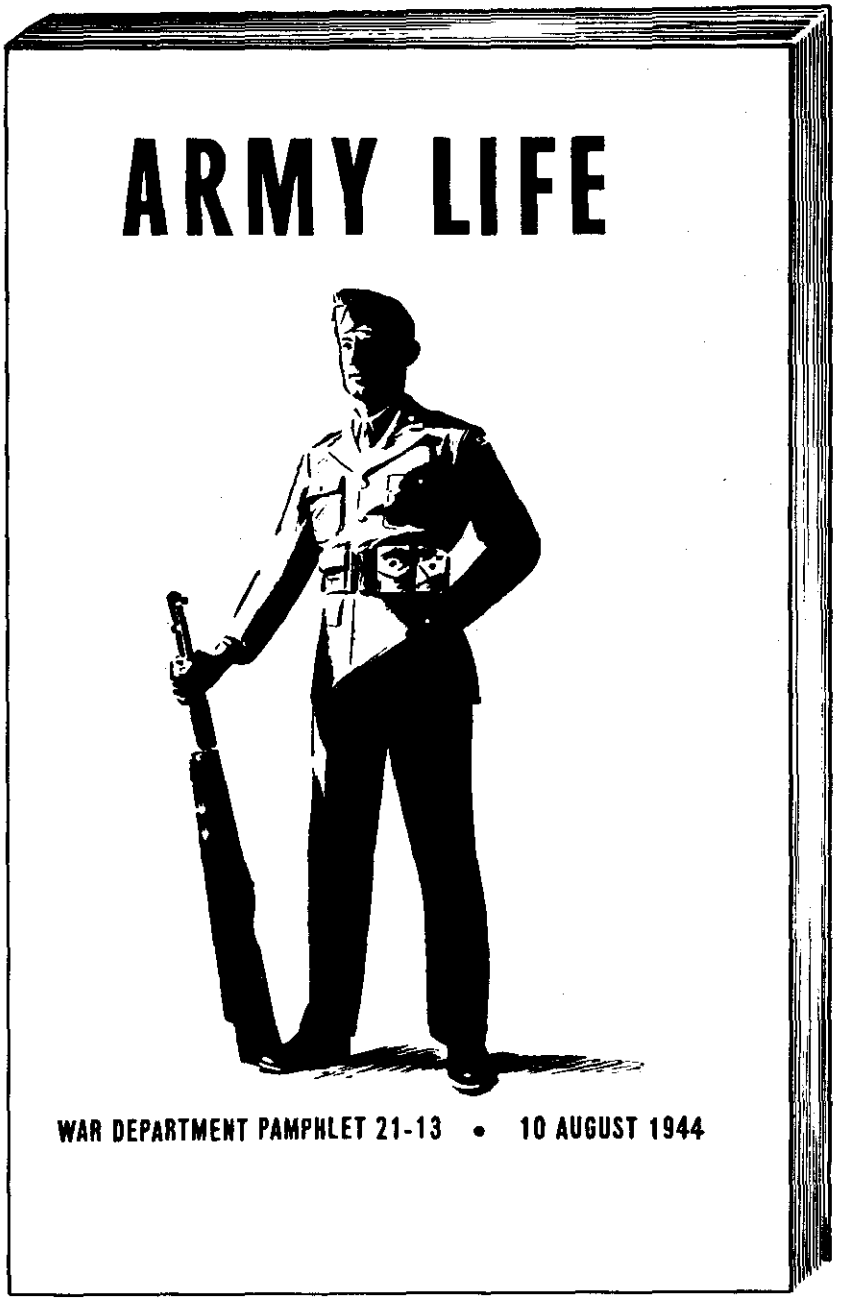
OFFICIAL:
Elinor P. Bol
ELINOR P. BOLAND
2nd Lt WAC
Adjutant

THIS IS A SPECIMEN ORDER FOR ILLUSTRATION PURPOSES ONLY AND IS NOT CLASSIFIED.

DISTRIBUTION:
1 Hq 1st SC R&I BR
2 CO RC Fort Devens, Mass
1 Trans Clk
1 File

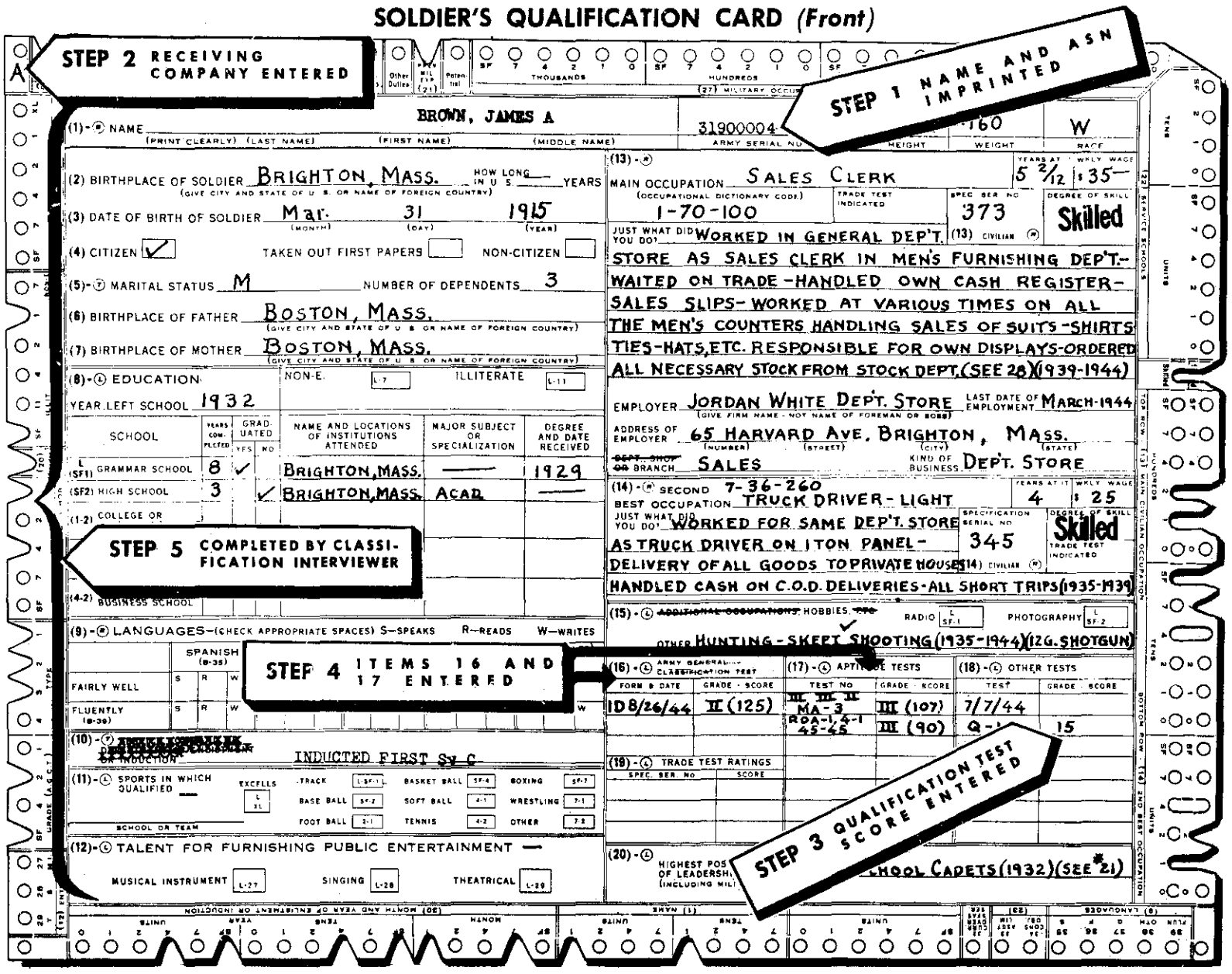
T/R WQ--11,378,112

WAR DEPARTMENT PAMPHLET 21 — 13



NOTE: A copy of this pamphlet is issued to each enlisted man on reporting to a reception center.

SOLDIER'S QUALIFICATION CARD *(Front)*



NOTE: All entries on Soldier's Qualification Card, WD AGO Form 20, will be accomplished as prescribed in TM 12-425.

SOLDIER'S QUALIFICATION CARD *(Back)*

NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST READING INSTRUCTIONS CONTAINED IN AR 615-25 VERY CAREFULLY

SOLDIER'S QUALIFICATION CARD

THIS CARD MUST ACCOMPANY THE SOLDIER ON TRANSFER

(21)-Ⓟ PREVIOUS MILITARY EXPERIENCE

ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY R A N G ECC ETC	LAST DISCHARGE (YEAR)	SPECIAL TRAINING RECEIVED: SPECIFIC NATURE	YEARS	MO'S	LAST DATE (YEAR)
—	3	SGT	JR. R.O.T.C.	1932	BASIC DRILL	1	—	1932

(22)-Ⓔ SERVICE SCHOOLS, ARM, OR SERVICE

SERVICE SCHOOLS, ARM, OR SERVICE	NUMBER OF WEEKS	COURSE	YEAR GRADUATED AND RATING (IF ANY)

(23)-◉ ASSIGNMENT LIMITATIONS | **(24) SD** | **(25) PREFERRED**

~~////~~, 26 AUG 44

(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER SUPPLY CLERK 835 (P) (345)

(27)-Ⓒ CLASSIFICATION IN MILITARY SPECIALTIES

DESIGNATION	SPEC. SERIAL NO.	POTENTIAL	SEMI-SKILLED	SKILLED	TYPE OF EQUIPMENT

STEP 5 COMPLETED BY CLASSIFICATION INTERVIEWER

(28) REMARKS (13) 1932-1935 - ALL ODD JOBS OF SHORT TENURE NOT CLASSIFIABLE

STEP 6 INTERVIEWER AND ENLISTED MAN SIGN

(29) RECORD OF CURRENT SERVICE

DATE	ORGANIZATION AND STATION	GRADE	PRINCIPAL DUTY	SPEC. SER. NO.

STEP 8 CODED BY PUNCHING

(30)-◉ DATE OF ~~ENTRY~~ (CROSS OUT ONE) **INDUCTED** 26 AUG 1944

	FIRST INTERVIEW	SECOND INTERVIEW
DATE OF INTERVIEW	28 AUG 44	
STATION	FORT DEVENS, MASS.	
SIGNATURE	R. L. Davies Pvt.	
	Vincent P. O'Brien	
	James A. Brown	

STEP 7 CLASSIFIER SIGNS

(31) DRIVES: AUTO [✓] 1 TON TRUCK [V] MOTORCYCLE [ ] **HOLDS** MASS **STATE DRIVER'S PERMIT**

(32) QUALIFICATIONS IN ARMS

WEAPON	COURSE	QUALIFIED	SCORE	DATE

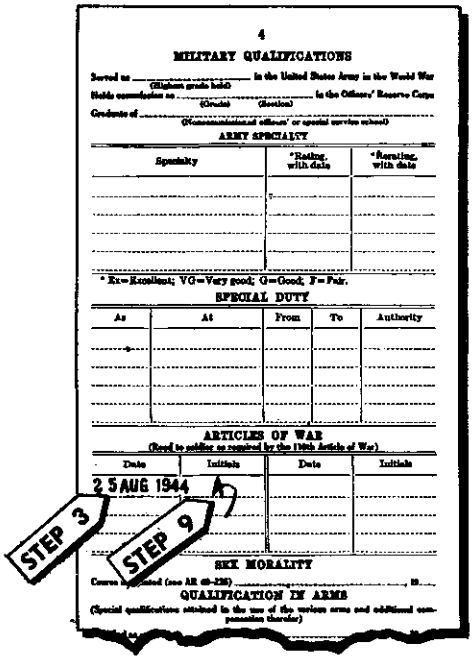
W.D., A.G.O. FORM NO. 20 1 SEPTEMBER 1945

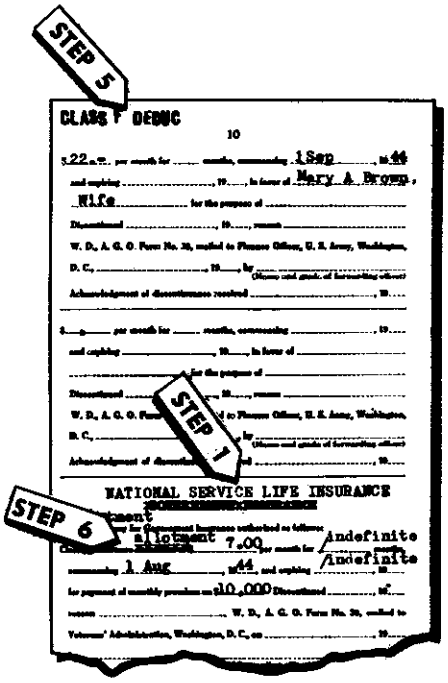
IMPORTANT — UNDER NO CIRCUMSTANCES WILL THIS CARD BE FOLDED, ROLLED, OR CREASED

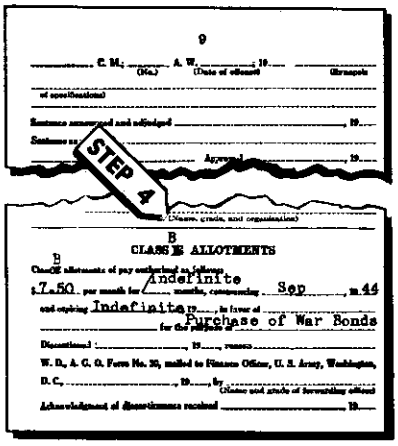
340303 MORE KEYSORT U.S. Pat. No. 2,215,067

NOTE: All entries on Soldier's Qualification Card, WD AGO Form 20, will be accomplished as prescribed in TM 12-425.

SERVICE RECORD (Pages 4, 9, and 10,



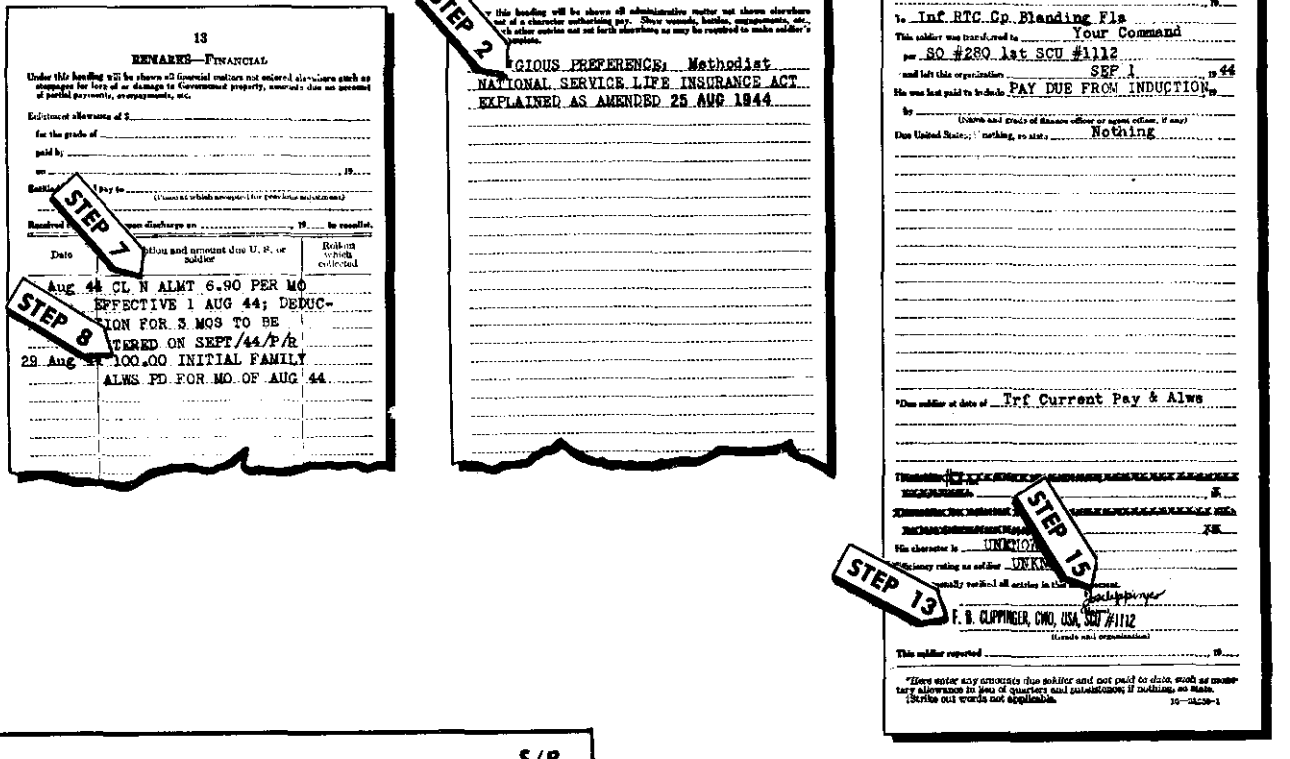




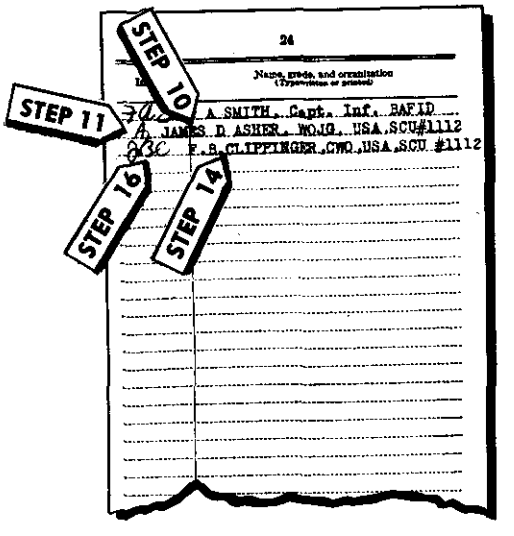
STEP	OPERATION	S/R PAGE
1.	Stamps "National Service Life Insurance."	10
2.	Stamps legend as to insurance	15
3.	Stamps date Articles of War read	4
4.	Enters Class B allotment data.	9
5.	Enters Class F deduction data	10
6.	Enters Class N allotment data	10
7.	Enters Class N allotment deductions	13
8.	Enters family allowance payment data	13

NOTE: For instructions governing entries in

SERVICE RECORD (Pages 13 15, 16, and 24)

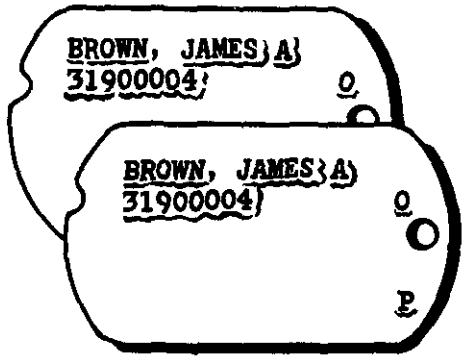


STEP	OPERATION	S/R PAGE
9.	Initials date Articles of War read	4
10.	Stamps name of Personnel Adjutant	24
11.	Personnel Adjutant initials	24
12.	Prepares 1st Indorsement	16
13.	Name of officer stamped	16
14.	Name of officer stamped	24
15.	Officer signs	16
16.	Officer initials	24

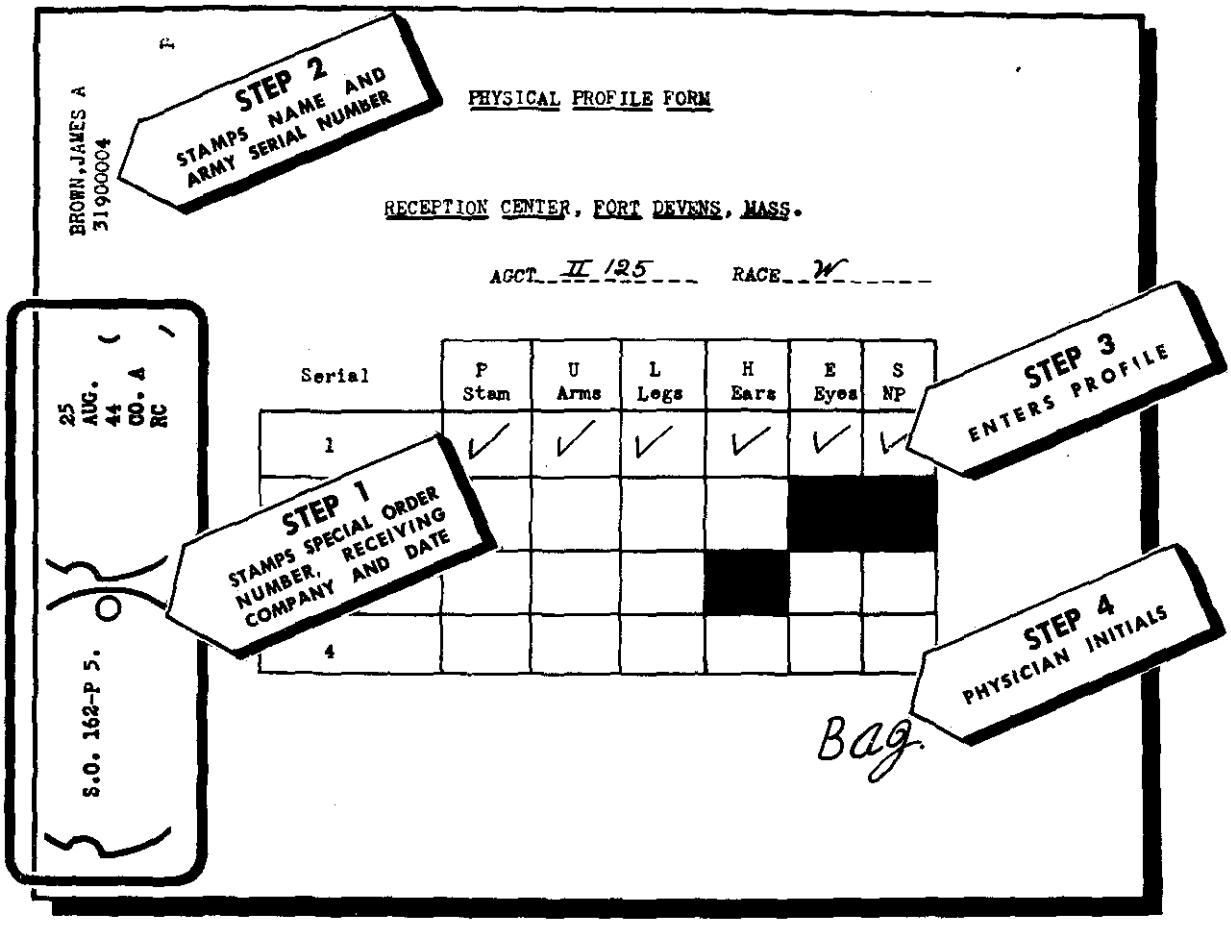


the Service Record, see AR 345-125 and TM 12-230.

IDENTIFICATION TAGS



PHYSICAL PROFILE FORM



Serial	P Stam	U Arms	L Legs	H Ears	E Eyes	S NP
1	✓	✓	✓	✓	✓	✓
					■	■
				■		
4						

REPORT OF PHYSICAL EXAMINATION AND INDUCTION

25 AUG. 44 CO. A RC

STEP 1 STAMPS DATE AND RECEIVING COMPANY.

...ENERAL MILITARY SERVICE

...PORT OF

PHYSICAL EXAMINATION AND INDUCTION

(See appropriate instructions before preparation and distribution)

DO NOT DEFACE THIS STAMP

Local Board No 37 .13
Suffolk County 025
7 Jul 1944 037

1018 Commonwealth Ave
Boston, Mass

(Local Board of Origin Date Stamp with Code)

Plate Imprint

Armed Forces Serial No. 31900004

Do Not Use
Residence State
County
Place inducted
Date Inducted Day
Month
Year
Source
Number
Year of birth
Age
Marital status

SECTION I—GENERAL (Local board will prepare from latest information available).

1. Name BROWN (Last—in capitals) JAMES (First) ARTHUR (Middle)
2. Present address 1530 Brighton Ave (Street or rural route) Boston (Town or city) Suffolk (County) Mass (State)
3. Registrant's order No. 1225 4. Social Security No. 021-01-1121
5. Marital status: Single ☐ Married ☒ Widower ☐ Divorced ☐ Separated ☐
6. Number of Group 4 children 2 7. Birthdate of registrant March (Month) 31, (Day) 1915 (Year)
8. Birthplace of registrant Brighton (Town or city) Mass (State) U S A (Country)
9. Race: White ☒ Negro ☐ Other (specify)
10. Citizenship: (a) United States citizen: Yes ☒ No ☐ (b) First papers: Yes ☐ No ☐ (c) If not citizen of United States, citizen or subject of (specify country)
11. Court record: (a) Convicted of a crime other than minor traffic violation: Yes ☐ No ☒
(b) If "yes," specify crime, date, location of court, and sentence
(c) Now in custody of the law? Yes ☐ No ☐
(d) If answer to (c) is "yes," is necessary release or waiver attached? Yes ☐ No ☐
12. United States military service: (a) Previous service: None ☒ Army ☐ National Guard ☐ Navy ☐ Marine Corps ☐ Coast Guard ☐
(b) Date of discharge (c) Type of discharge

STEP 2 RECORDS CODE FOR MAIN CIVILIAN OCCUPATION.

13. Education: (Number of years completed) Elementary school 8 High school 3 or business school 0 College or university 0
14. Occupation and industry: (a) Title and duties of present job Clerk 170
(b) Length of experience: Years 5 Months 2
(c) Business of present employer Department Store
15. Employment class (present job): Employee ☒ Independent worker ☐ Employer ☐ Unpaid family worker ☐ Student ☐ Unemployed ☐
16. (a) Number of times previously sent to armed forces for examination or induction 0
(b) Date last sent
17. (a) If transferred for preinduction physical examination, local board of transfer is Local Board No. , County or City of , State of
(b) If transferred for induction, local board of transfer is Local Board No. , County or City of , State of

WD AGO Form 201 (Rev. 6-10-44) Budget Bureau No. 23-R001.1 Approval expires 8-31-45

ORIGINAL (PAGE 1) 8000-2

STEP 3 STAMPS DESTINATION AND DATE OF DEPARTURE

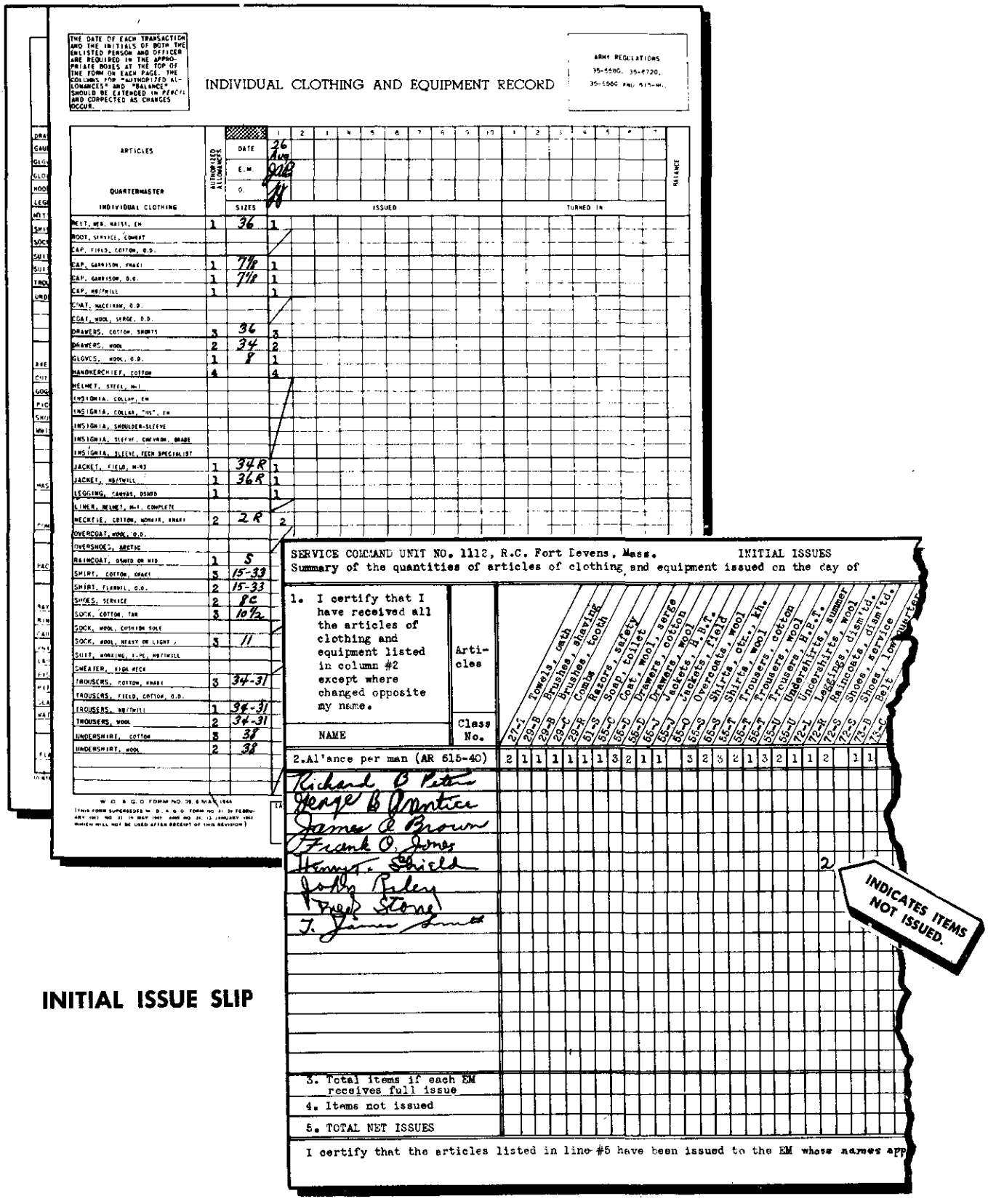
SECTION VII.—TRANSFER FROM RECEPTION CENTER.
74. Above-named man was transferred from Reception Center to— INF RTC RC FT DEVENS, MASS
CP. BLANDING, FLA on 1 SEP 44
(Place and organization, if known) (Date)

SECTION VIII.—FINGERPRINTS—RIGHT HAND (for only those registrants who are inducted).

1. THUMB	2. INDEX	3. MIDDLE	4. RING	5. LITTLE
				

ORIGINAL (PAGE 4)

INDIVIDUAL CLOTHING AND EQUIPMENT RECORD



INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

THE DATE OF EACH TRANSACTION AND THE INITIALS OF BOTH THE ENLISTED PERSON AND OFFICER ARE REQUIRED IN THE APPROPRIATE BOXES AT THE TOP OF THE FORM ON EACH PAGE. THE COLUMNS FOR "AUTHORIZED ALLOWANCES" AND "BALANCE" SHOULD BE EXTENDED IN PENCIL AND CORRECTED AS CHANGES OCCUR.

ARMY REGULATIONS 35-5580, 35-6720, 35-5560 AND 615-40.

ARTICLES — QUARTERMASTER INDIVIDUAL CLOTHING	AUTHORIZED ALLOWANCE	SIZES	ISSUED	TURNED IN	BALANCE
BELT, WEB, WAIST, EM	1	36	1		
BOOT, SERVICE, COMBAT					
CAP, FIELD, COTTON, O.D.					
CAP, GARRISON, KHAKI	1	7⅛	1		
CAP, GARRISON, O.D.	1	7⅛	1		
CAP, HB/TWILL	1		1		
COAT, MACKINAW, O.D.					
COAT, WOOL, SERGE, O.D.					
DRAWERS, COTTON, SHORTS	3	36	3		
DRAWERS, WOOL	2	34	2		
GLOVES, WOOL, O.D.	1	8	1		
HANDKERCHIEF, COTTON	4		4		
HELMET, STEEL, M-1					
INSIGNIA, COLLAR, EM					
INSIGNIA, COLLAR, "US", EM					
INSIGNIA, SHOULDER-SLEEVE					
INSIGNIA, SLEEVE, CHEVRON, GRADE					
INSIGNIA, SLEEVE, TECH SPECIALIST					
JACKET, FIELD, M-43	1	34R	1		
JACKET, HB/TWILL	1	36R	1		
LEGGING, CANVAS, DSNTD	1		1		
LINER, HELMET, M-1, COMPLETE					
NECKTIE, COTTON, WOOL, KHAKI	2	2R	2		
OVERCOAT, WOOL, O.D.					
OVERSHOES, ARCTIC					
RAINCOAT, OSNTD OR WHI	1	S			
SHIRT, COTTON, KHAKI	3	15-33			
SHIRT, FLANNEL, O.D.	2	15-33			
SHOES, SERVICE	2	8C			
SOCK, COTTON, TAN	3	10½			
SOCK, WOOL, CUSHION SOLE					
SOCK, WOOL, HEAVY OR LIGHT	3	11			
SUIT, WORKING, 1-PC, HB/TWILL					
SWEATER, HIGH NECK					
TROUSERS, COTTON, KHAKI	3	34-31			
TROUSERS, FIELD, COTTON, O.D.					
TROUSERS, HB/TWILL	1	34-31			
TROUSERS, WOOL	2	34-31			
UNDERSHIRT, COTTON	3	38			
UNDERSHIRT, WOOL	2	38			

W. D. A. G. O. FORM NO. 30, 6 MAR 1944

(THIS FORM SUPERSEDES W. D. A. G. O. FORM NO. 21, 26 FEBRUARY 1943, NO. 21, 19 MAY 1943, AND NO. 30, 13 JANUARY 1944, WHICH WILL NOT BE USED AFTER RECEIPT OF THIS REVISION.)

SERVICE COMMAND UNIT NO. 1112, R.C. Fort Devens, Mass. INITIAL ISSUES

Summary of the quantities of articles of clothing and equipment issued on the day of

1. I certify that I have received all the articles of clothing and equipment listed in column #2 except where changed opposite my name.

NAME

Articles — Class No.

	27-1 Towels, bath	29-B Brushes, shaving	29-C Brushes, tooth	29-R Combs	51-S Razors, safety	55-C Soap, toilet	55-D Coat, wool, serge	55-J Drawers, cotton	55-J Drawers, wool	55-J Jackets, wool	55-O Jackets, E.B.F.	55-S Overcoats, Field	55-S Shirts, wool	55-T Shirts, otl., kh.	55-T Trousers, wool	55-T Trousers, wool	55-U Trousers, cotton	55-U Undershirts, H.E.F.	72-L Undershirts, summer	72-R Leggings, wool	72-S Raincoats, dism'td.	73-S Shoes, service	73-B Shoes, low quarter	73-C Belt
2. Al'ance per man (AR 615-40)	2	1	1	1	1	1	1	3	2	1	1		3	2	3	2	1	3	2	1	1	2		1	1
Richard B Peters																									
George B Prentice																									
James E Brown																									
Frank O. Jones																									
Henry F. Shield																						2			
John Foley																									
Fred Stone																									
J. James Jones																									
3. Total items if each EM receives full issue																									
4. Items not issued																									
5. TOTAL NET ISSUES																									

INDICATES ITEMS NOT ISSUED.

I certify that the articles listed in line #5 have been issued to the EM whose names app

INITIAL ISSUE SLIP

RECORDS JACKET

BROWN, JAMES A 31900004
Last name First name Middle initial A S N

RECORDS JACKET

THIS JACKET CONTAINS THE SERVICE RECORD AND ALLIED PAPERS OF THE INDIVIDUAL SHOWN ABOVE.

WHENEVER THESE RECORDS ARE FORWARDED

Use This Jacket

(If found, return to the nearest U. S. post office)

NOTE to Postmaster.—Forward to The Adjutant General, Washington 25, D. C.

OFFICIAL MAIL—POSTAGE FREE

INSIDE OF FLAP

RECORDS CHECK LIST

The forms indicated by check (✓) marks in Sections I and II are a part of this individual's records. These forms must be accounted for at all times and must be complete when forwarded. Special W. A. C. forms have a prefix of "W". Forms indicated for all personnel upon entry into service have preprinted check (✓) marks.

SECTION I

FORMS

No.	Title	Check	Remarks
W. D. AGO 19	Soldier's qualification card	* ✓	
W. D. AGO 24	Service record	* ✓	
W. D. AGO 24	Individual clothing and equipment record	* ✓	
W. D. AGO 23	Individual equipment record	*	
W. D. AGO 25	Individual clothing and equipment req	*	
W. D. AGO 53	Emergency addressee and personal property card	* † ✓	
W. D. AGO 55-1	Officer's and Warrant Officer's qualification card	† ✓	
W. D. AGO 55-2	A.A.F. Officer's qualification record		
W. D. W. D. 55	Immunization Register	* ✓	

SECTION II

All forms indicated by (✓) marks have been accounted for and will be forwarded in this jacket.

Indorsements	Checked by	Received by
First indorsement		
Second indorsement		
Third indorsement		
Fourth indorsement		
Fifth indorsement		
Sixth indorsement		
*Seventh indorsement		
Final indorsement		

* Applicable to enlisted personnel.
† Applicable to officer personnel.

W. D., A. G. O. Form No. 201, October 1944.

ENLISTMENT RECORD JACKET

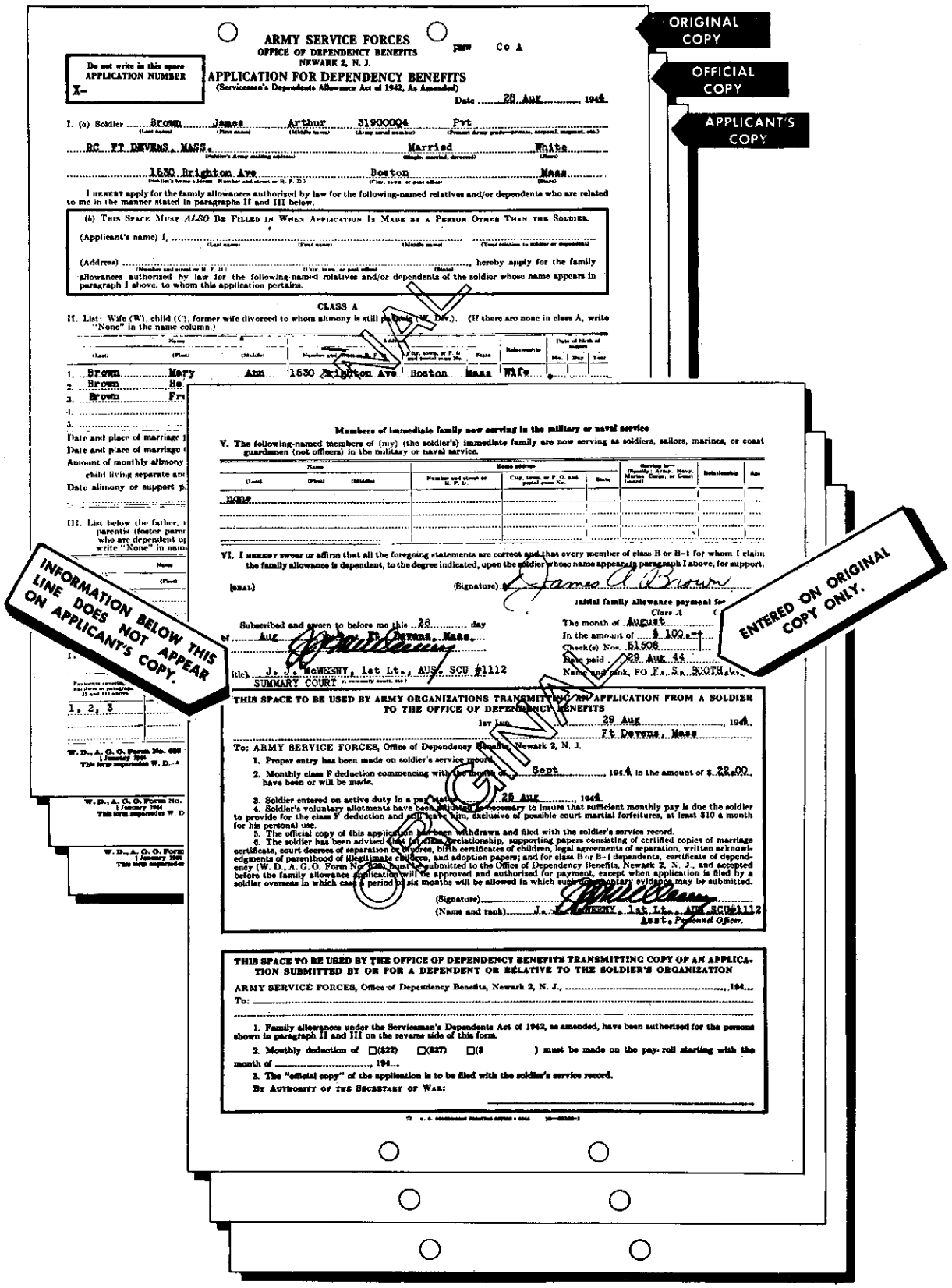
BROWN, JAMES A 31900004

FORT DEVENS, MASS 25 Aug 1944

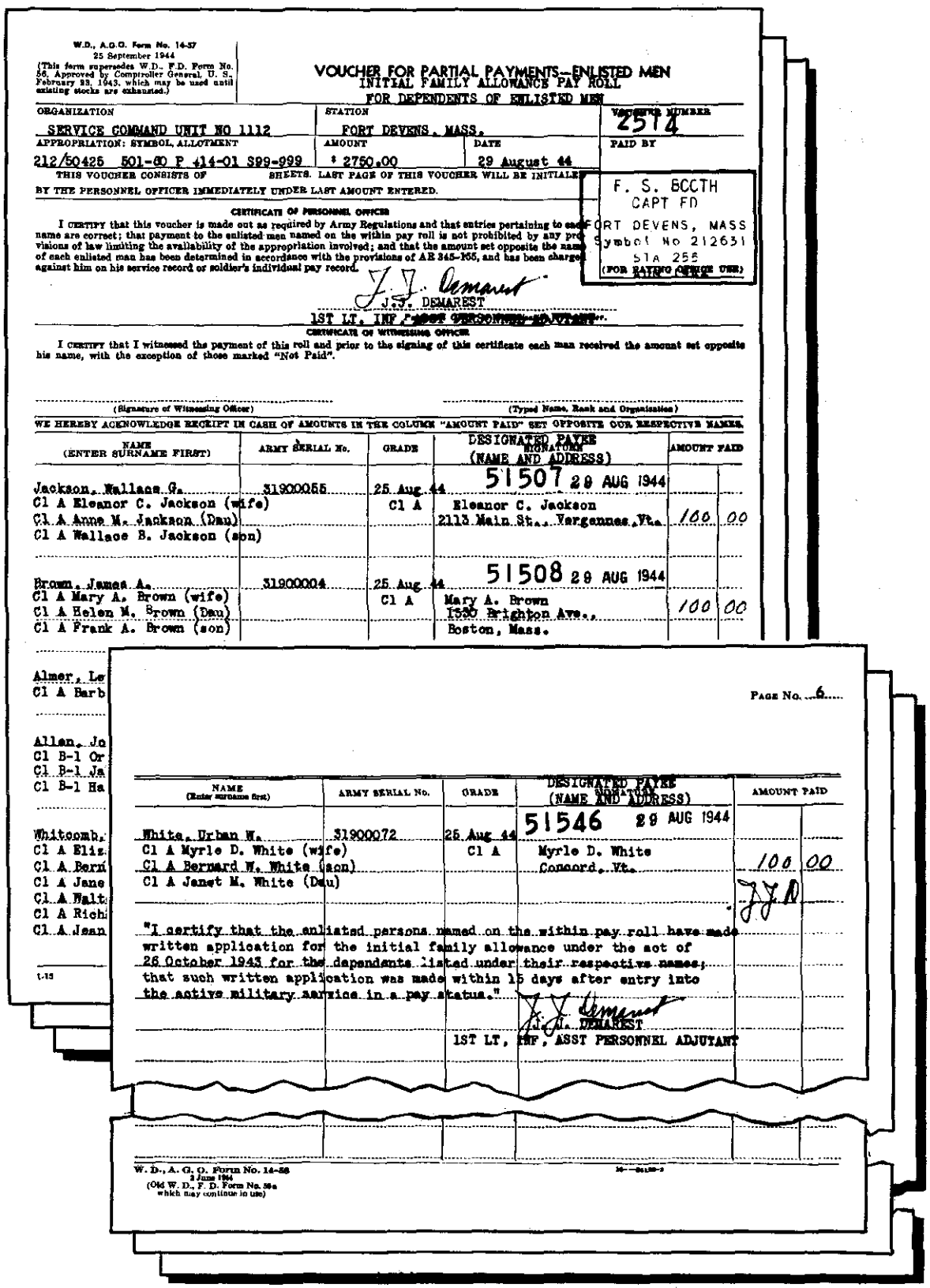
DATE OF INDUCTION

W. D., A.G.O. Form 199
7 September 1943

APPLICATION FOR DEPENDENCY BENEFITS



INITIAL FAMILY ALLOWANCE PAY ROLL



W.D., A.G.O. Form No. 14-57
25 September 1944
(This form supersedes W.D., F.D. Form No. 56, Approved by Comptroller General, U. S., February 23, 1943, which may be used until existing stocks are exhausted.)

VOUCHER FOR PARTIAL PAYMENTS—ENLISTED MEN
INITIAL FAMILY ALLOWANCE PAY ROLL
FOR DEPENDENTS OF ENLISTED MEN

ORGANIZATION	STATION	VOUCHER NUMBER
SERVICE COMMAND UNIT NO 1112	FORT DEVENS, MASS.	2514

APPROPRIATION: SYMBOL, ALLOTMENT	AMOUNT	DATE	PAID BY
212/50425 501-00 P 414-01 S99-999	$ 2750.00	29 August 44	

THIS VOUCHER CONSISTS OF _____ SHEETS. LAST PAGE OF THIS VOUCHER WILL BE INITIALED BY THE PERSONNEL OFFICER IMMEDIATELY UNDER LAST AMOUNT ENTERED.

F. S. BOOTH
CAPT FD
FORT DEVENS, MASS
Symbol No 212631
STA 255
(FOR PAYING OFFICE USE)

CERTIFICATE OF PERSONNEL OFFICER

I CERTIFY that this voucher is made out as required by Army Regulations and that entries pertaining to each name are correct; that payment to the enlisted man named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation involved; and that the amount set opposite the name of each enlisted man has been determined in accordance with the provisions of AR 345-155, and has been charged against him on his service record or soldier's individual pay record.

J.J. DEMAREST
1ST LT, INF, ASST PERSONNEL ADJUTANT

CERTIFICATE OF WITNESSING OFFICER

I CERTIFY that I witnessed the payment of this roll and prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those marked "Not Paid".

(Signature of Witnessing Officer) (Typed Name, Rank and Organization)

WE HEREBY ACKNOWLEDGE RECEIPT IN CASH OF AMOUNTS IN THE COLUMN "AMOUNT PAID" SET OPPOSITE OUR RESPECTIVE NAMES.

NAME (ENTER SURNAME FIRST)	ARMY SERIAL NO.	GRADE	DESIGNATED PAYEE (NAME AND ADDRESS) SIGNATURE	AMOUNT PAID
Jackson, Wallace G.	31900055	25 Aug 44	51507 29 AUG 1944	
Cl A Eleanor C. Jackson (wife)		Cl A	Eleanor C. Jackson	100 00
Cl A Anne M. Jackson (Dau)			2113 Main St., Vergennes, Vt.	
Cl A Wallace B. Jackson (son)				
Brown, James A.	31900004	25 Aug 44	51508 29 AUG 1944	
Cl A Mary A. Brown (wife)		Cl A	Mary A. Brown	100 00
Cl A Helen M. Brown (Dau)			1550 Brighton Ave.,	
Cl A Frank A. Brown (son)			Boston, Mass.	
Almer, Le				
Cl A Barb				
Allen, Jo				
Cl B-1 Or				
Cl B-1 Ja				
Cl B-1 Ha				
Whitcomb,				
Cl A Eliz				
Cl A Bern				
Cl A Jane				
Cl A Walt				
Cl A Richi				
Cl A Jean				

PAGE NO. 6

NAME (Enter surname first)	ARMY SERIAL NO.	GRADE	DESIGNATED PAYEE (NAME AND ADDRESS) SIGNATURE	AMOUNT PAID
White, Urban W.	31900072	25 Aug 44	51546 29 AUG 1944	
Cl A Myrle D. White (wife)		Cl A	Myrle D. White	100 00
Cl A Bernard W. White (son)			Concord, Vt.	
Cl A Janet M. White (Dau)				JJD

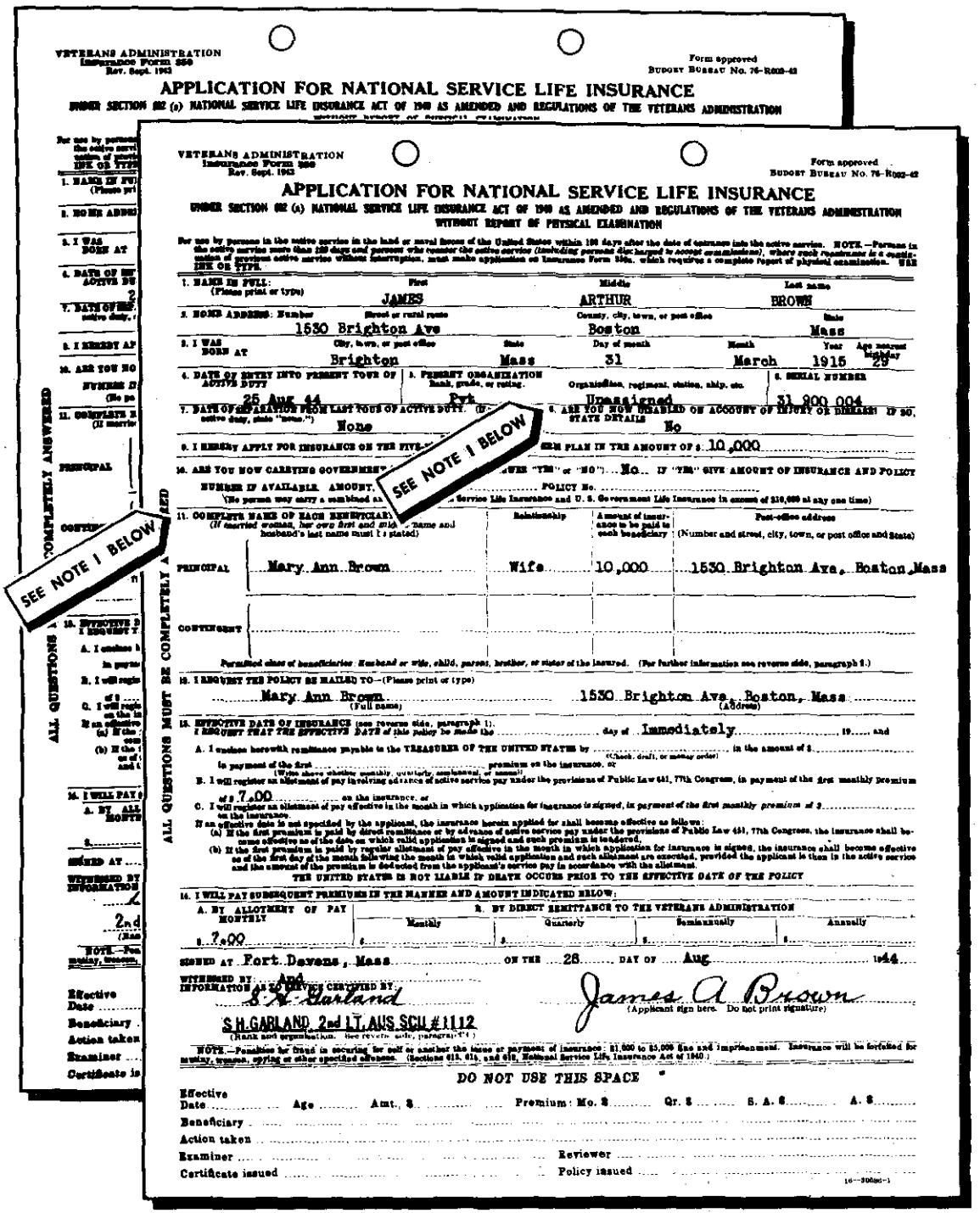
"I certify that the enlisted persons named on the within pay roll have made written application for the initial family allowance under the act of 26 October 1943 for the dependents listed under their respective names; that such written application was made within 15 days after entry into the active military service in a pay status."

J.J. DEMAREST
1ST LT, INF, ASST PERSONNEL ADJUTANT

W. D., A. G. O. Form No. 14-58
1 June 1944
(Old W. D., F. D. Form No. 56a which may continue in use)

NOTE: Either WD AGO Form 14-57 (old WD FD Form 56) or Form 366 may be used for the initial Family Allowance Pay Roll.

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE



VETERANS ADMINISTRATION
Insurance Form 350
Rev. Sept. 1943

Form approved
BUDGET BUREAU No. 76-R022-42

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

UNDER SECTION 602 (g) NATIONAL SERVICE LIFE INSURANCE ACT OF 1940 AS AMENDED AND REGULATIONS OF THE VETERANS ADMINISTRATION

WITHOUT REPORT OF PHYSICAL EXAMINATION

For use by persons in the active service in the land or naval forces of the United States within 120 days after the date of entrance into the active service. NOTE.—Persons in the active service more than 120 days and persons who reenter the active service (including persons discharged to accept reenlistment), where such reentrance is a continuation of previous active service without interruption, must make application on Insurance Form 354a, which requires a complete report of physical examination. USE INK OR TYPE.

1. NAME IN FULL: (Please print or type) — First: JAMES — Middle: ARTHUR — Last name: BROWN

2. HOME ADDRESS: Number: 1530 — Street or rural route: Brighton Ave — County, city, town, or post office: Boston — State: Mass

3. I WAS BORN AT: City, town, or post office: Brighton — State: Mass — Day of month: 31 — Month: March — Year: 1915 — Age nearest birthday: 29

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY: 25 Aug 44 — 5. PRESENT ORGANIZATION: Rank, grade, or rating: Pvt — Organization, regiment, station, ship, etc.: Unassigned — 6. SERIAL NUMBER: 31 900 004

7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY. (If active duty, state "none.") None — 8. ARE YOU NOW DISABLED ON ACCOUNT OF INJURY OR DISEASE? IF SO, STATE DETAILS: No

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM PLAN IN THE AMOUNT OF $ 10,000

10. ARE YOU NOW CARRYING GOVERNMENT LIFE INSURANCE? (Answer "YES" or "NO") No. IF "YES" GIVE AMOUNT OF INSURANCE AND POLICY NUMBER IF AVAILABLE. AMOUNT: ..... POLICY No. .....
(No person may carry a combined amount of National Service Life Insurance and U. S. Government Life Insurance in excess of $10,000 at any one time)

SEE NOTE 1 BELOW

11. COMPLETE NAME OF EACH BENEFICIARY (If married woman, her *own first and middle* name and husband's last name must be stated) — Relationship — Amount of insurance to be paid to each beneficiary — Post-office address (Number and street, city, town, or post office and State)

PRINCIPAL: Mary Ann Brown — Wife — 10,000 — 1530 Brighton Ave., Boston, Mass

CONTINGENT:

Permitted class of beneficiaries: Husband or wife, child, parent, brother, or sister of the insured. (For further information see reverse side, paragraph 5.)

12. I REQUEST THE POLICY BE MAILED TO—(Please print or type)
Mary Ann Brown (Full name) — 1530 Brighton Ave., Boston, Mass (Address)

13. EFFECTIVE DATE OF INSURANCE (see reverse side, paragraph 1):
I REQUEST THAT THE EFFECTIVE DATE of this policy be made the ..... day of Immediately, 19..... and

A. I enclose herewith remittance payable to the TREASURER OF THE UNITED STATES by ..... (Check, draft, or money order) in the amount of $ ..... in payment of the first ..... premium on the insurance, or
(Write above whether monthly, quarterly, semiannual, or annual)

B. I will register an allotment of pay involving advance of active service pay under the provisions of Public Law 441, 77th Congress, in payment of the first monthly premium of $ 7.00 on the insurance, or

C. I will register an allotment of pay effective in the month in which application for insurance is signed, in payment of the first monthly premium of $ ..... on the insurance.

If an effective date is not specified by the applicant, the insurance herein applied for shall become effective as follows:
(a) If the first premium is paid by direct remittance or by advance of active service pay under the provisions of Public Law 441, 77th Congress, the insurance shall become effective as of the date on which valid application is signed and such premium is tendered.
(b) If the first premium is paid by regular allotment of pay effective in the month in which application for insurance is signed, the insurance shall become effective as of the first day of the month following the month in which valid application and such allotment are executed, provided the applicant is then in the active service and the amount of the premium is deducted from the applicant's service pay in accordance with the allotment.

THE UNITED STATES IS NOT LIABLE IF DEATH OCCURS PRIOR TO THE EFFECTIVE DATE OF THE POLICY

14. I WILL PAY SUBSEQUENT PREMIUMS IN THE MANNER AND AMOUNT INDICATED BELOW:

A. BY ALLOTMENT OF PAY MONTHLY	B. BY DIRECT REMITTANCE TO THE VETERANS ADMINISTRATION			
	Monthly	Quarterly	Semiannually	Annually
$ 7.00	$	$	$	$

SIGNED AT Fort Devens, Mass ON THE 28 DAY OF Aug 1944

WITNESSED BY AND INFORMATION AS TO IDENTITY CERTIFIED BY: S H Garland

James A Brown (Applicant sign here. Do not print signature)

S H GARLAND 2nd LT AUS SCU #1112 (Rank and organization. See reverse side, paragraph 4.)

NOTE.—Penalties for fraud in securing for self or another the issue or payments of insurance: $1,000 to $5,000 fine and imprisonment. Insurance will be forfeited for mutiny, treason, spying or other specified offenses. (Sections 612, 614, and 616, National Service Life Insurance Act of 1940.)

DO NOT USE THIS SPACE

Effective Date ..... Age ..... Amt., $ ..... Premium: Mo. $ ..... Qr. $ ..... S. A. $ ..... A. $ .....
Beneficiary .....
Action taken .....
Examiner ..... Reviewer .....
Certificate issued ..... Policy issued .....

16—30600-1

ALL QUESTIONS MUST BE COMPLETELY ANSWERED

NOTE 1: Item 8 and all parts of item 11 may be filled in only after the enlisted man personally indicates his answers thereto. No part of these items may be preprinted, pretyped or otherwise filled in before interviewing the enlisted man.

NOTE 2: The duplicate copy of Vet Adm 350 will be indorsed by the officer as follows: "The original application was forwarded to the Veteran's Administration on — date - and an allotment of pay has been registered to care for the payment of the required monthly premiums.

AUTHORIZATION FOR ALLOTMENT OF PAY

pmw

AUTHORIZATION FOR ALLOTMENT OF PAY 212631-N-181
(See AR 35-5520)

Brown James A 31 900 004 Pvt RC, Ft Devens, Mass.

When applicable to Class E allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

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W. D

AUTHORIZATION FOR ALLOTMENT OF PAY 212631-N-181
(See AR 35-5520)

When applicable to Class E allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

Brown (Last name) James (First name) A (Middle initial) 31 900 004 (Army serial number) Pvt (Grade) RC, Ft Devens, Mass. (Company, regiment, or arm or service)

The *{soldier / enlisted man} named above hereby authorizes a Class N (Type of allotment)

allotment of his pay in the amount of $7.00 per month for Indefinite months commencing

1 Sep, 1944, and expiring ____, 19____

(3) premiums deducted from pay for month of Sep, 1944 (Applicable to Class N insurance only (sec. IV, Cir. No. 100, W. D., 1942))

to Veterans Administration (Name of allottee) Washington 25, D.C. (Number and street or rural route) (City, town, or post office) (State)

or to ____ (Name of alternate allottee) ____ (Number and street or rural route) ____ (City, town, or post office) ____ (State)

Date of enlistment 26 Aug, 1944 When other than "Finance Service, Army" is affected.

state allotment chargeable ____ Relationship of allottee ____ (Applicable to individual allotees only)

If allotment is in favor of a bank, the following is required to be stated: Deposit should be made to the credit of—

____ (Name) ____ (Relationship)

(Statement below not applicable to Government insurance)

I hereby state that the purpose for which this allotment is granted is solely for the support of wife, child, or dependent relatives; or if made for the payment of life insurance premiums, the insurance (including endowments and/or twenty (or other) payment policies) is on the life of the allottor only; that the insurance constitutes the major and not a merely incidental or collateral element of the transaction; and that the allotment is made in favor of the insurance company issuing the policy and not in favor of a bank or other agent.

Place Fort Devens, Mass James A Brown (Signature of allottor)

Entered on service record 28 Aug 44 (Date) 28 Aug, 1944 (Date)

*Strike out words not applicable.

S/H Garland, 2nd Lt. AUS SCU#1112 (Signature of commanding officer or personnel officer, with grade and organization)

WHEN APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE EXAMINATION DIVISION, BUILDING X, 19TH AND B STREETS NE., WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C., WITH THE APPLICATION FOR INSURANCE.

W. D., A. G. O. Form No. 29
November 4, 1942

16—9121-2 U. S. GOVERNMENT PRINTING OFFICE

AUTHORIZATION OF ALLOTMENT FOR WAR SAVINGS BONDS

DUPLICATE
AUTHORIZATION OF CLASS B ALLOTMENT
FOR PURCHASE OF WAR SAVINGS BONDS

ENLISTED MAN'S COPY

ORIGINAL
AUTHORIZATION OF CLASS B ALLOTMENT
FOR PURCHASE OF WAR SAVINGS BONDS

SERVICE RECORD COPY

PRINT OR TYPE ITEMS 1 TO 7

1. James (First name) A (Initial) Brown (Last name) 31 900 004 (Serial number)
Pvt (Grade) RC (Company, regiment, or arm of service) Fort Devens, Mass (Place or APO)

2. I hereby authorize a Class B Allotment from my pay for the purchase of WAR SAVINGS BONDS, Series E, as indicated below, beginning with pay due to me for the month of Sep 1944.

Plan #12
$7.50

3. PLAN 1 ☐ $3.75 Allotment $25 Bond; PLAN 2 ☐ $6.25 Allotment $25 Bond; PLAN 3 ☐ $18.75 Allotment $75 Bond; PLAN 4 ☐ $12.50 Allotment $50 Bond; PLAN 5 ☐ $37.50 Allotment $50 Bond; PLAN 6 ☐ $25 Allotment $100 Bond; PLAN 7 ☐ $75 Allotment $100 Bond; PLAN 8 ☐ $150 Allotment two $100 Bonds; PLAN 9 ☐ $225 Allotment three $100 Bonds; PLAN 10 ☐ $300 Allotment four $100 Bonds; PLAN 11 ☐ $375 Allotment $500 Bond

4. List as my ☒ Co-owner or ☐ Beneficiary ☐ Mr. ☒ Mrs. ☐ Miss Mary (First name) A (Initial) Brown (Last name) (Mrs. Mary A. Doe, not Mrs. George A. Doe)

5.* Mail Bonds to ☐ Mr. ☒ Mrs. ☐ Miss Mary (First name) A (Initial) Brown (Last name)
At 1530 Brighton Ave (Number and street or rural route) Boston, Mass. (City or post office) (State)

6.* Hold Bonds in safekeeping in Treasury Department at no expense to me and mail receipt to ____
At ____ (Number and street or rural route) ____ (City or post office) ____ (State)

7. Entered on service record or pay card JHS (Initials of person recording)

James A Brown (Signature of allottor)

D. MAZERO, 2nd Lt. AUS SCU#1112 (Signature of personnel or other responsible officer with grade or rank and organization)

*Select delivery desired—use one, not both.
Whenever a box ☐ appears, it is essential that allottor indicate by check mark (✓) the appropriate plan, title, status, or designation. Mark not more than one box under each heading. Whenever the co-owner or beneficiary is a female, the given name must be used.

W. D., A. G. O. Form No. 29-6
Form approved by Comptroller General, U. S.
February 13, 1943

IMMUNIZATION REGISTER

FRONT

IMMUNIZATION REGISTER
AND OTHER MEDICAL DATA
(See AR 40-210)

NAME (LAST, FIRST, MID. (INITIAL))	ASN
BROWN, JAMES A	31 900 004

DATE OF BIRTH	RACE	BLOOD GROUP	MED. OFF.
31 Mar 1915	W	O	M.B.

SMALLPOX VACCINE

DATE	TYPE OF REACTION	MED. OFF.

TRIPLE TYPHOID VACCINE / TYPHUS VACCINE

DATES EACH DOSE	MED. OFF.	DATES EACH DOSE	MED. OFF.
28 AUG 1944	M.B.		

TETANUS TOXOID / CHOLERA VACCINE

DATES EACH DOSE	MED. OFF.	DATES EACH DOSE	MED. OFF.
28 AUG 1944	M.B.		

YELLOW FEVER VACCINE

DATE	LOT NO.	MED. OFF.

W. D., A. G. O. Form 8-117
15 August 1944

This Form supersedes M. D. Form 81, 23 September 1942, which will not be used after receipt of this revision.

16—00000-1

BACK

OTHER IMMUNIZATIONS

TYPE	DATE	LOT No.	AMOUNT	MED. OFF.

SPECTACLES

PLACE OF REFRACTION	DATE	GLASSES REQUIRED YES ☐ NO ☐

V.A. WITH GLASSES			V.A. WITHOUT GLASSES		
OD	OS	OU	OD	OS	OU

	SPHERE	CYLINDER	AXIS	PRISM	DEC. IN.
OD.					
OS.					
ADD.					

BIFOCAL SEGMENT		FRAME			
HEIGHT MM.	INSET MM.	P. D.	BRIDGE	EYE SIZE	TEMPLE

POSITION OF EYEGLASS GAS MASK M-1: SIZE OF GAS MASK:

COMMERCIAL TYPE, NO. OF PRS. EYEGLASS, GAS MASK M-1:

DATE ORDERED	DATE ISSUED	DATE ORDERED	DATE ISSUED

DENTURES

TYPE	*	DATES INSERTED IF MADE IN SERVICE
FULL UPPER		
FULL LOWER		
PARTIAL UPPER		
PARTIAL LOWER		

* CHECK IF PRESENT WHEN INDUCTED OR ORDERED TO ACTIVE DUTY

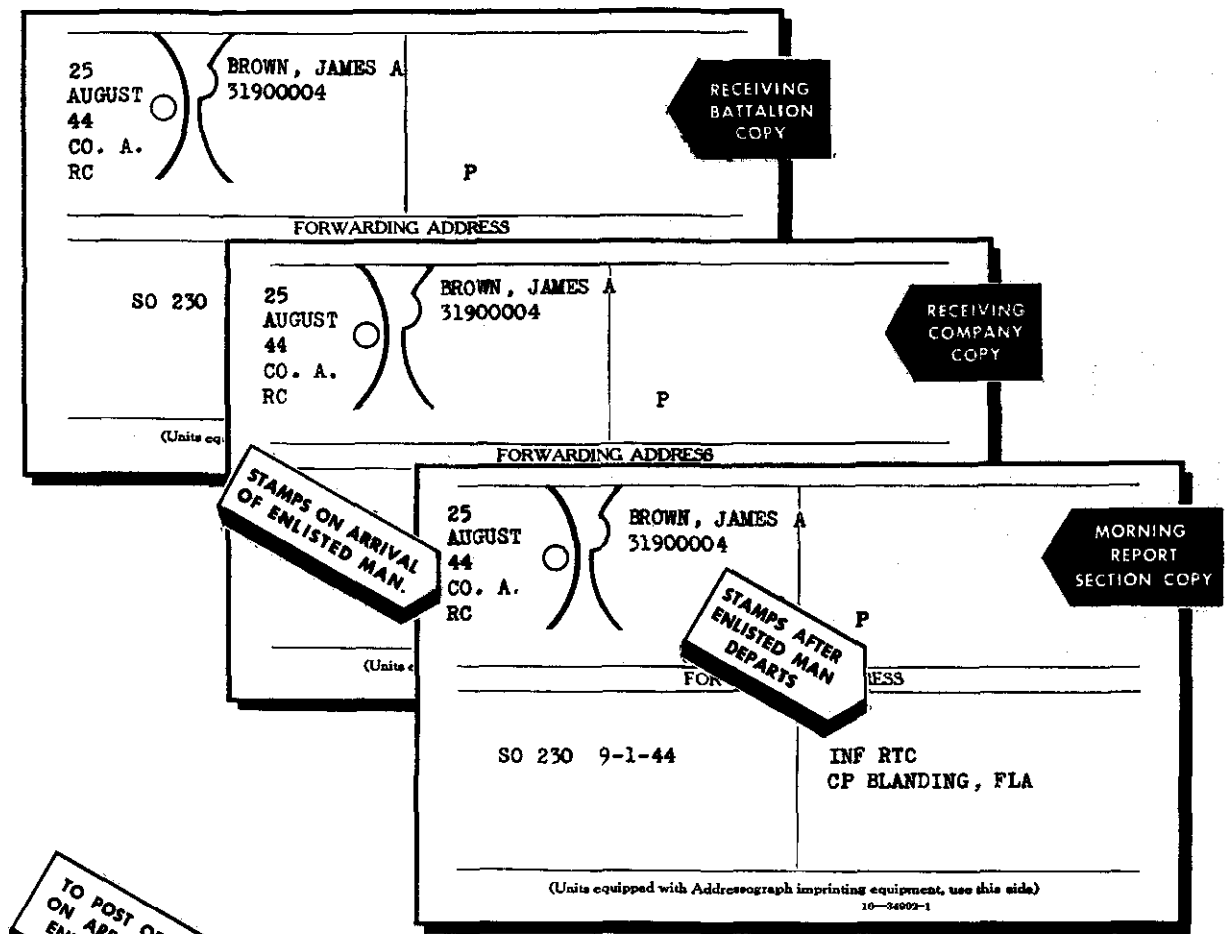
DRUG OR SERUM SENSITIVITY

DRUG OR SERUM		
DATE OF REACTION		
TYPE OF REACTION		
SEVERITY		MED. OFF.

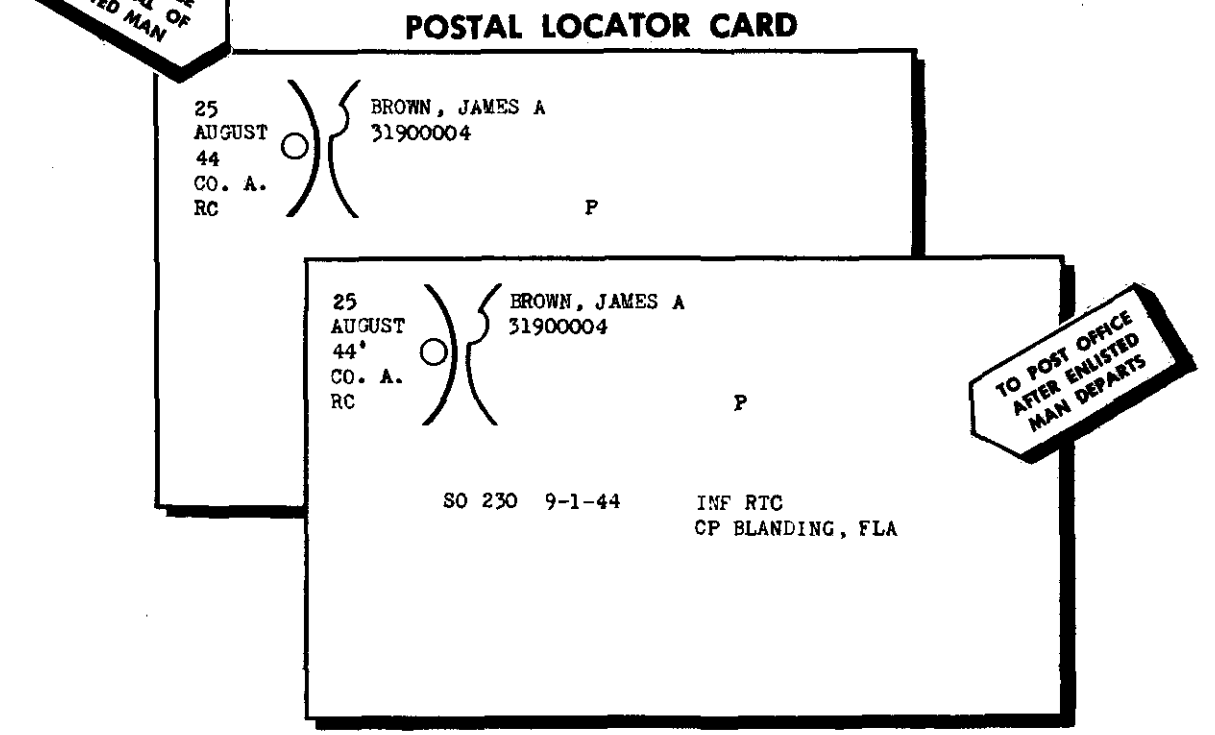
REMARKS:

★ U. S. Government Printing Office: 1944 16—00000-1

LOCATOR CARD WD AGO 401

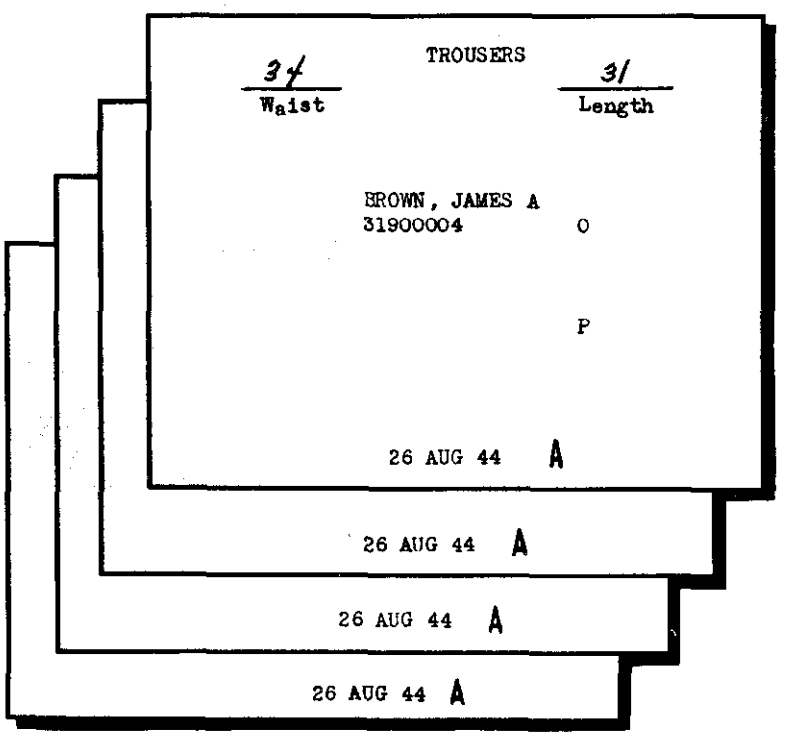


POSTAL LOCATOR CARD



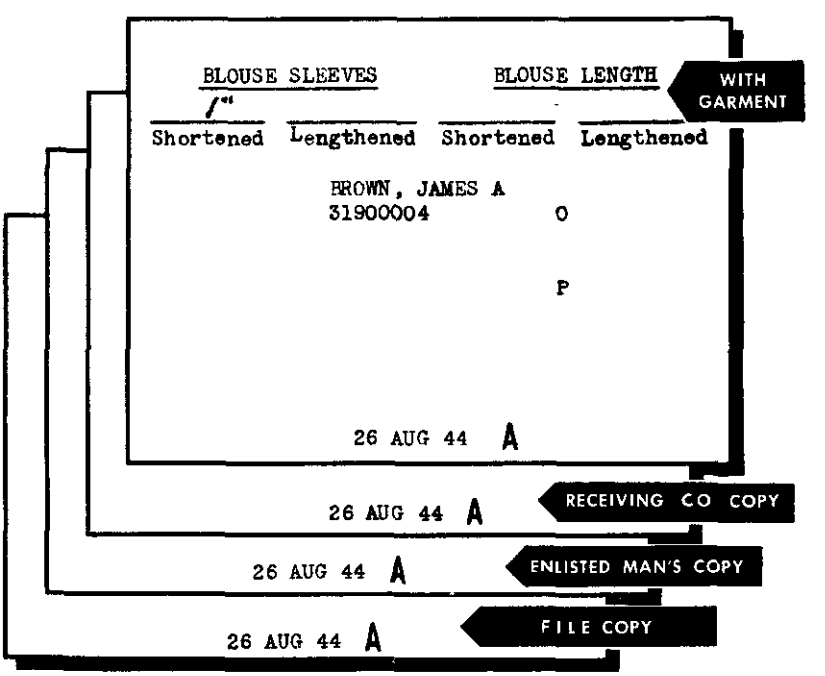
ALTERATION SLIPS

ALTERATION SLIP FOR TROUSERS

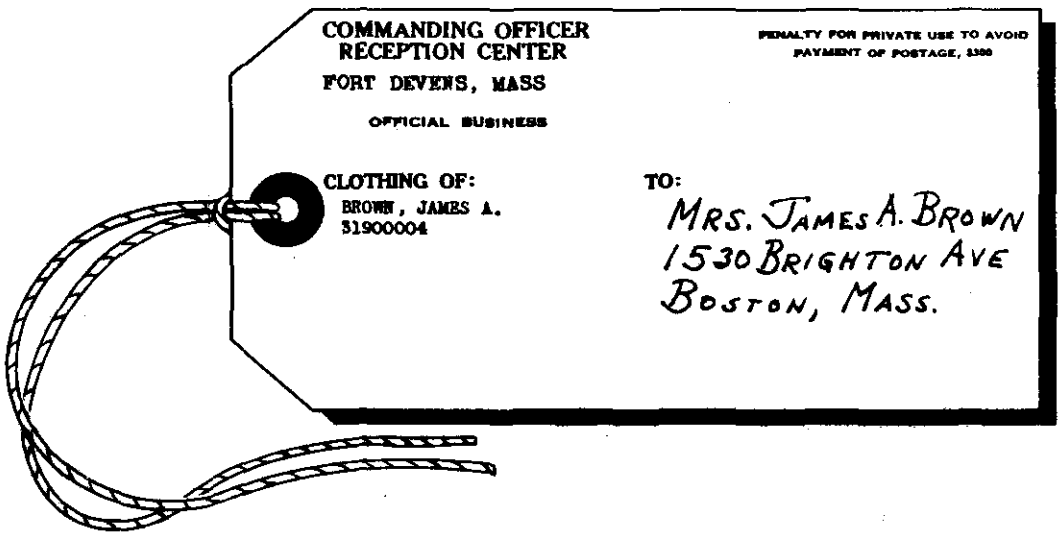


COPIES OF ALTERATION SLIPS REQUIRED	
TYPE OF GARMENT	COPIES
Blouse	4
Overcoat	4
Trousers	4 (1)
(1) Add one copy for each additional pair of trousers.	

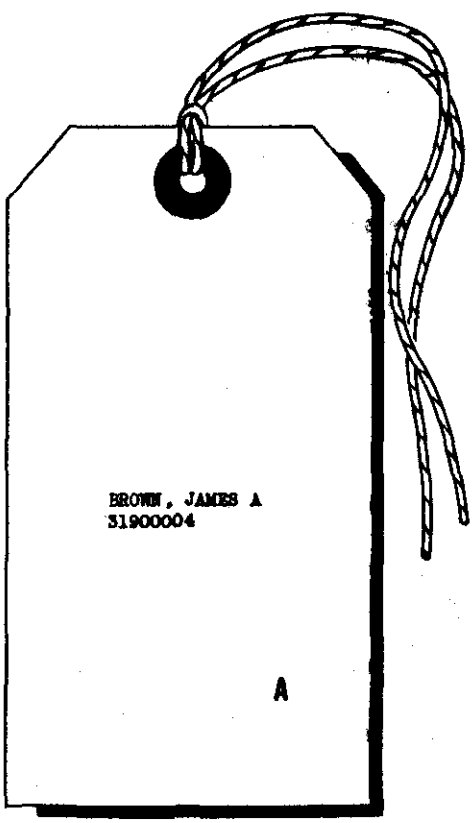
ALTERATION SLIP FOR BLOUSES



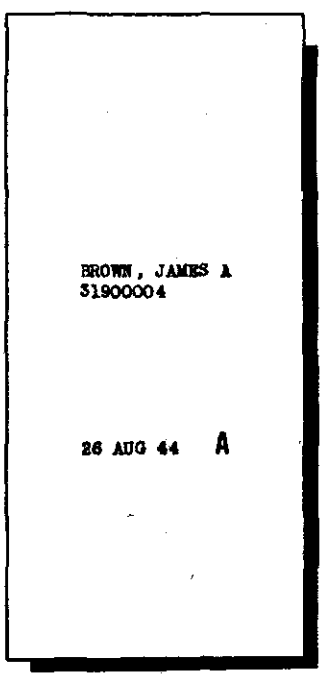
CIVILIAN CLOTHES BAG TAG



BARRACKS BAG TAG



CIVILIAN CLOTHES BAG SLIP



NOTE: For regulations affecting disposal of civilian clothing, see War Department Memorandum 615-44, 20 September 1944.

DISPATCH NOTICE

RECEPTION CENTER
TRANSPORTATION SECTION
FORT DEVENS, MASS.

31 Aug 1944

DISPATCH NOTICE: The following shows pertinent hours concerning shipment of troops on:

Fri (Day) 1 Sep 44 (Date)

THE DISPATCH NOTICE IS BOTH A RECEIPT FOR ORDERS RECEIVED FROM TRANSPORTATION SECTION AND A NOTICE AS TO TIME AND PLACE OF ASSEMBLY AND TIME OF MESS TO RECEIVING COMPANY

Co	SO NO	PARA NO	NO OF MEN	TIME OF ASSEMBLY	*ASSEMBLY POINT	MESS HOUR	RECEIVED BY (Do not inital)	TIME RECD
A	230	1	4	7:30am	1861		Sgt Brown	09 00
B	"	1	6	7:30am	1861		Pfc Sullivan	09 10

BLDG 1
LS #1

RC Form #301

RESTRICTED

HEADQUARTERS SERVICE COMMAND UNIT NO 1112
Fort Devens, Mass. /am

1 Sep 1944

SPECIAL ORDERS)
NO 230)

1. fol named EM are trfd in gr to the sta and unit indicated, and QM Corps will provide meal tickets for number of men and ... ted in each par below; re AR 30-2210. 451-02 A 212/80425. TC will furn the nec T.

SEE NOTE BELOW

Fr RC Co	NAME	ASN	AUTH	No of Meals
	INF RTC, CAMP BLANDING, FLA (Pvts 8S) EDCMR 3 Sept 1944			6 Meals Ea
	Brown, James A.	31 900 004	TWX 999, SPXOC-T,	
A	Hayes, Philip T.	31 900 007	Wash, D.C., dtd 28	
	West, Frank M.	31 900 008	Aug 1944	
	Thrido, Joshua M.	31 900 002	Above auth applies to	
	Buket, John T.	31 900 000	all EM listed in this	
	Colby, Drainbridge P.	31 900 003	par.	
B	Kuehl, Donald K.	31 900 009		
	St. Armour, Norman H.	31 900 005		
	Looper, Harry J.	31 900 006		
	Tollem, Philip V.	31 900 001		

BY ORDER OF COLONEL SHRUM:

G.C. MILAM
Major, Infantry
Adjutant.

OFFICIAL: R. M. Peter

R. M. PETERSEN
1st Lt, AGD
Asst Adjutant

THIS IS A SPECIMEN ORDER FOR ILLUSTRATION PURPOSES ONLY AND IS NOT CLASSIFIED

DISTRIBUTION "A"

DESTINATION OMITTED ON ALL COPIES OF SPECIAL ORDERS UNTIL AFTER DEPARTURE OF ENLISTED MEN, EXCEPT ON THOSE COPIES FOR RECEPTION CENTER HEADQUARTERS, RECORDS SECTION, TRANSPORTATION SECTION, CLASSIFICATION AND ASSIGNMENT SECTION, AND TRAIN COMMANDER.

ORDERS ASSIGNING ENLISTED MEN TO TRAINING CENTER

TROOP MOVEMENT ROUTING

TROOP MOVEMENT ROUTINGS

TO: Camp Blanding-Inf RTC — MAIN NUMBER 6318

Train #6 — ROUTED VIA — TIME:

FROM: Fort Devens Reception Center — B & M - Spf

NO OF EM: 200 — NYNH&H NYC NGB

CADRE: 2 officers - 10 NCO — Penn Wash

LEAVE: 9/1/44 — ARRIVE: Date & time / Date & Time — RF&P Rich

RW — Sal Starke

AUTH: TWX 999, SPXOC-T 28 Aug 44

CALLED INTO WASH: Miss Cadoca — RW

8/28/44-1412 — REC'D FROM WASH: From Barfoot

EQUIP: 2 Kitchens New Tourists — 8/28/44-1035

LOCAL FORM ON WHICH TRANSPORTATION SECTION NOTES INFORMATION FURNISHED BY THE OFFICE OF THE CHIEF OF TRANSPORTATION

TROOP MOVEMENT ROUTINGS

TO: Camp Blanding Inf RTC — MAIN NUMBER 6319

Train # 8 — ROUTED VIA: — TIME:

FROM: FT. Devens Reception Center

NO OF EM: 20

CADRE: 2 off

LEAVE: 9/1/4

AUTH: A

CALLED INTO

EQUIP: 2 K

BOSTON AND MAINE RAILROAD
PASSENGER TRAFFIC DEPARTMENT

CONFIDENTIAL

Boston 14, Mass. Aug. 28, 1944
File: 292

EQUIPMENT LIST
T. L. NO. 554
MAIN 6318

200 MEN

3 TOURIST SLEEPERS
2 KITCHEN BAGGAGE
3 TOURIST SLEEPERS
8 CARS

WED. Aug. 30- Kitchen car to be placed at Fort Devens for equipping.

FRI. Sept. 1- Train to be placed at Fort Devens for occupancy not later than 1:00 P.M.

	Lv. Fort Devens	2:00 PM
	Ar. Greenfield	4:10 PM
	Lv. Greenfield	4:20 PM
	Ar. Springfield	5:25 PM
	Lv. Springfield	5:40 PM
	Ar. New York City	9:50 PM
	Lv. New York City	10:30 PM
TUES. Sept. 5	Ar. Jacksonville, Fla.	11:50 PM
	Lv. Jacksonville, Fla.	4:30 AM
	Ar. Starke, Fla.	5:30 AM

Stoves in kitchen car will be wood burning.

Baggage in equipment with party.

F. T. Grant
General Passenger Agent.

EQUIPMENT LIST

TRANSPORTATION NOTICE

BOSTON AND MAINE RAILROAD
Passenger Traffic Department

CONFIDENTIAL

Boston, Mass., Aug. 28, 1944
File 291

TRANSPORTATION NOTICE NO. 621

30 MEN

1 TOURIST SLEEPER DESIGNATED 500

Conductor report this office form 1124.

FRIDAY SEPT. 1	AYER, MASS. TO Greenfield, Mass.	
	Lv. Ayer	9:00 AM
	Ar. Greenfield, Mass.	11:04 AM
	Lv. Greenfield, Mass.	11:30 AM
	Ar. Springfield, Mass.	12:35 PM
	Lv. Springfield, Mass.	12:55 PM
	Ar. New York City (Penn St.)	5:12 PM
	Lv. New York City (Penn St.)	7:35 PM
TUES, SEPT. 5 -	Ar. Jacksonville, Fla.	8:45 PM
	Lv. Jacksonville, Fla.	10:15 PM
	Ar. Starke, Fla.	11:15 PM

ROUTING:
P & M.....Springfield
NY NH & H.....New York City (NGS)
PENN.....Washington
R F & P.....Richmond
S A L.....Starke

TRAVEL:
Coach.....Ayer to New York City
1st Class.....New York City to Starke

MEALS:
5 Meals

F. T. Jones
General Passenger Agent

The above is subject to
change without notice.

SHIPPING SCHEDULE

SHIPPING SCHEDULE

PREPARED BY ASSIGNMENT OFFICER
BASED ON TWX FROM AGO

28 Aug 44

Period: 28 Aug 44 to 1 Sep 44

Friday, 1 Sep 44		PM
AGF	IRTC Cp Blanding, Fla	30
AGF	Armored RTC Ft Knox, Ky	8
	Total	38

AUTH: TWX 999, SPXOC-T, AGO, Washington, D.C. 28 Aug 44.

Section IV

PROCESSING MEN ENLISTED IN THE ERC OR OTHER COMPONENTS OF THE ARMY

10. The basic procedures prescribed in this manual apply also to the processing of men who have entered the army by enlistment in the Enlisted Reserve Corps or other components of the Army, with the exceptions noted below.

11. Enlisted Reserve Corps.

The service command on issuing an order calling a member of the Enlisted Reserve Corps to active duty, forwards to the reception center the number of copies of the special orders required by the reception center, as well as the copy of the Enlistment Record, WD AGO Form 165, and the Service Record, WD AGO Form 24 which were forwarded to the service command at the time of enlistment. The reservist on reporting to the reception center is given a physical examination, the results of which are recorded on a physical examination work sheet. The work sheet is transcribed to the Record at Time of Reporting for Active Duty, WD AGO Form 183, in duplicate. The center also completes those parts of WD AGO Form 183, not pertaining to the physical examination. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of WD AGO Form 183 will be forwarded to the Adjutant General's Office, Washington 25, D. C., with a notation as prescribed in AR 615-500; the duplicate copies of WD AGO Forms 183 and 165 are forwarded to the service command. If an enlisted reservist is found to be physically disqualified upon reporting for active duty, appropriate action will be taken in accordance with the provisions of current War Department directives.

12. Enlistees other than ERC.

The enlisted man reports to the reception center with sufficient copies of the special orders forwarded by the recruiting station, the original copy of the Enlistment Record WD AGO Form 22, the Service Record, WD AGO Form 24, and Home Address Report, DSS Form 166. When the enlisted man is transferred from the reception center, or if he is still at the reception center ten days after his arrival thereat, the original copy of WD AGO Form 22 will be forwarded to The Adjutant General, Washington 25, D.C., with a notation as prescribed in AR 615-500. The Home Address Report, DSS Form 166, is forwarded with the original copy of the WD AGO Form 22.

Section V

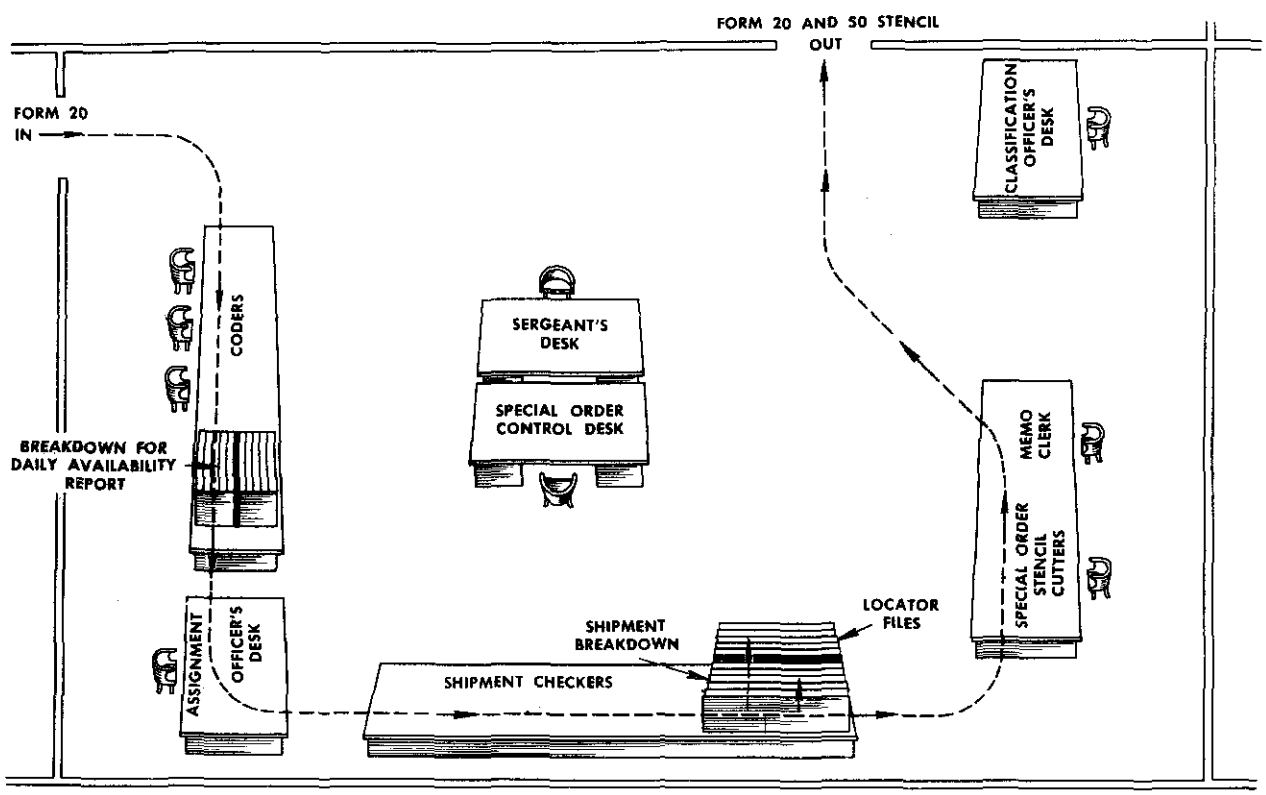
EXPEDITING THE PROCESS

13. General.

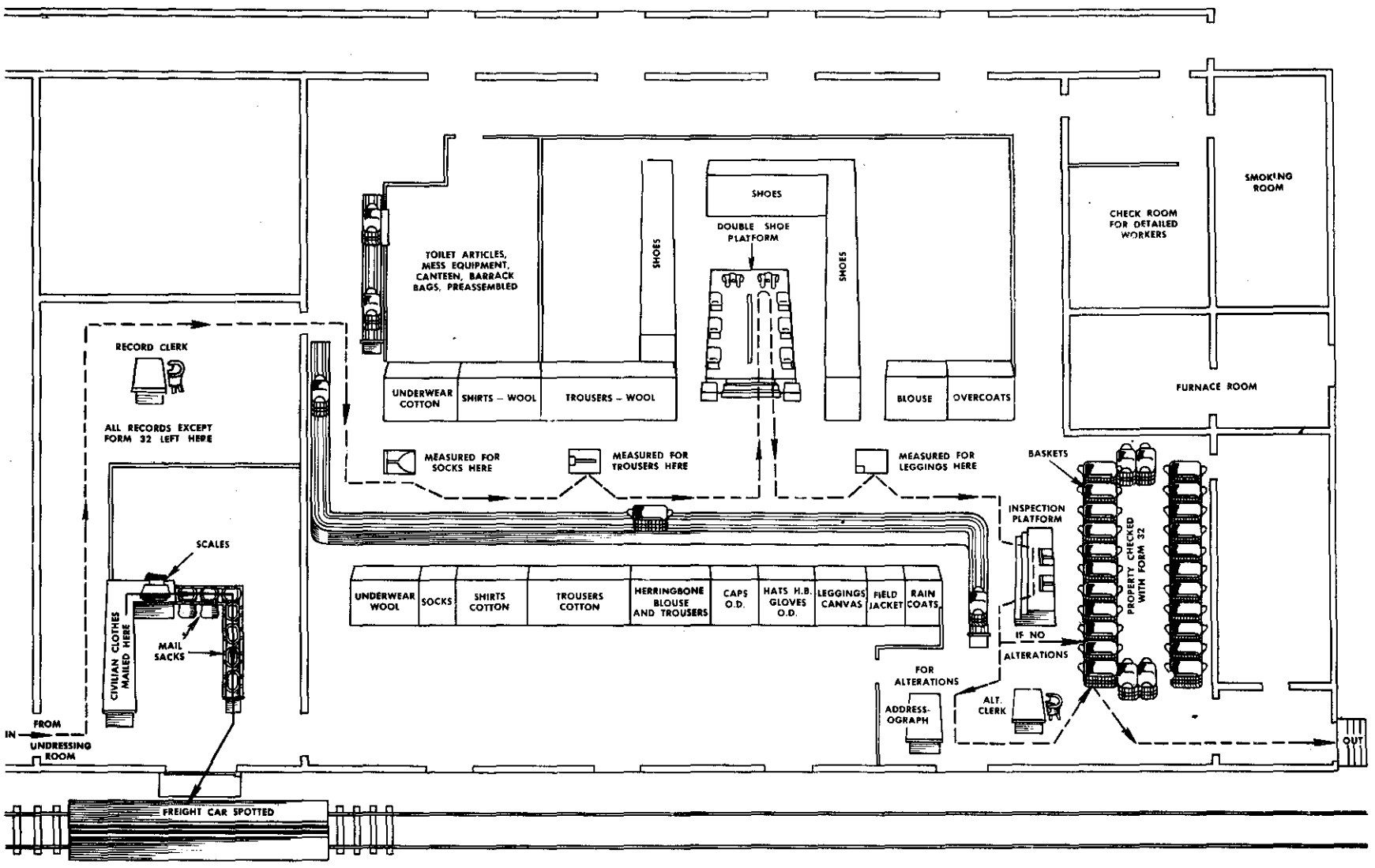
Some of the principles and methods for expediting reception center processing which have been developed are presented in this section.

14. Office Layout.

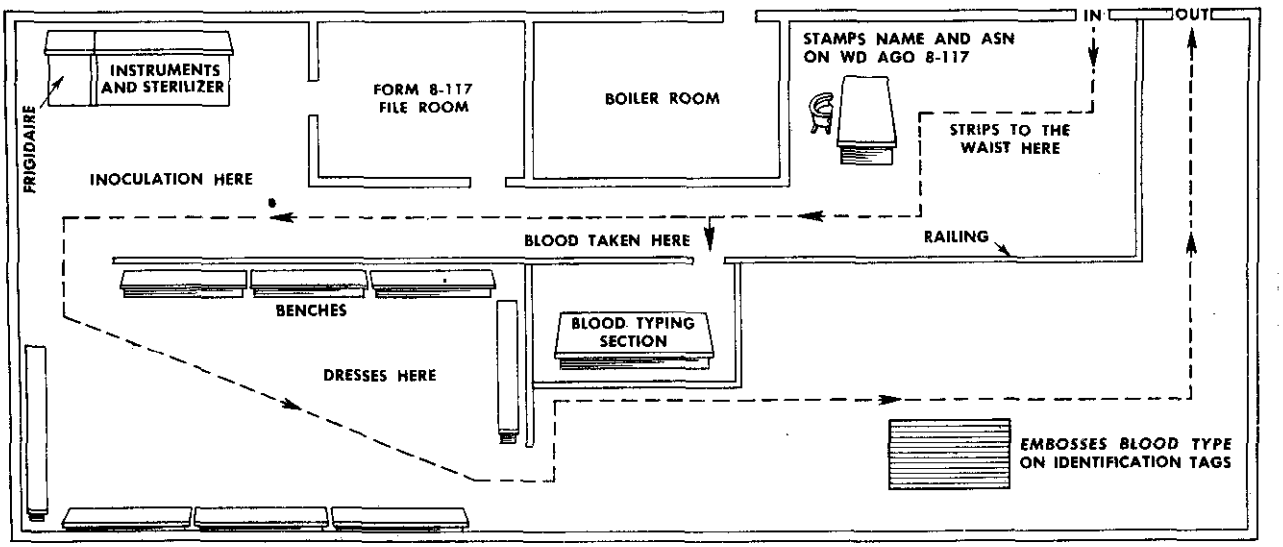
Proper layout of the various offices used for processing contributes considerably to expeditious processing. Equipment and facilities should be so arranged that the enlisted men and the forms being processed move forward on an assembly line basis. Backtracking or crisscrossing should be avoided wherever possible. The names of the various processing stations should be clearly and conspiciously designated by signs. In the same manner all company barracks should be clearly identified. The following figures illustrate the practical application of the principles of layout in three situations. They are guides only which are intended to illustrate a principle. It is not intended that they be mandatory. Each layout must conform to the facilities available.



Layout for processing Soldier's Qualification Card after interview.



Layout of Clothing and Equipment Section.

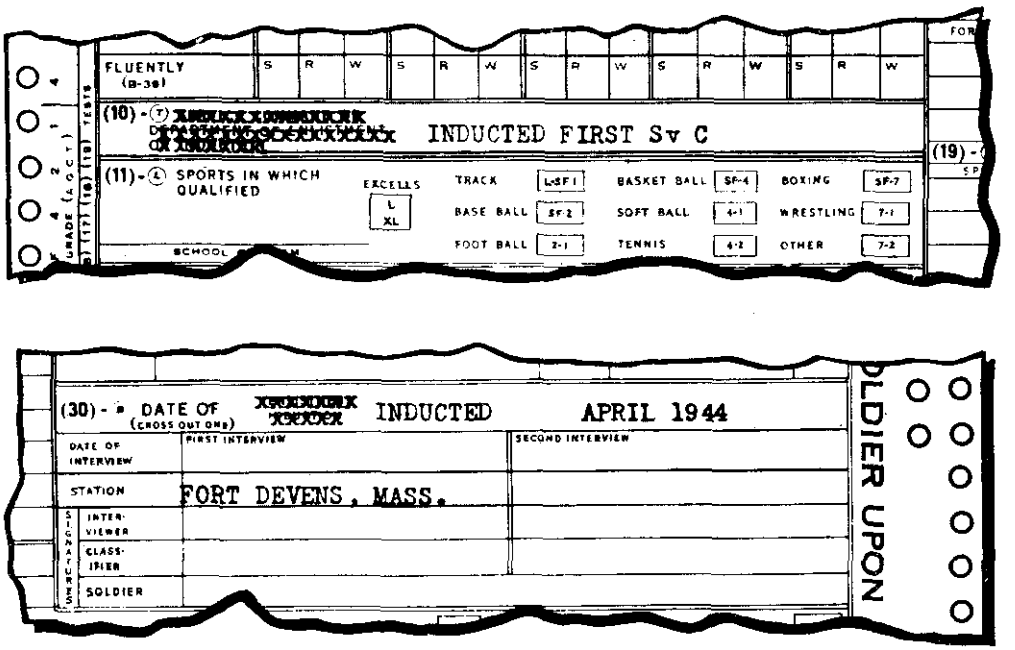


Layout of Blood Type and Immunization Section.

NOTE: The time required to process enlisted men through this section is regulated by the time it takes to perform the blood typing accurately and without hurry.

15. Predating and Preprinting.

A saving of processing time may be realized by predating forms or preprinting on them information which is applicable to all enlisted men being processed. Examples of preprinting are illustrated below.



Soldier's Qualification Card showing preprinting of service command, date of induction, and location of reception center.

VETERANS ADMINISTRATION

Form approved
BUDGET BUREAU NO. 76-R002.42

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

UNDER SECTION 602 (c) NATIONAL SERVICE LIFE INSURANCE ACT OF 1940 AS AMENDED AND REGULATIONS OF THE VETERANS ADMINISTRATION
WITHOUT REPORT OF PHYSICAL EXAMINATION

For use by persons in the active service in the land or naval forces of the United States within 120 days after the date of entrance into the active service. NOTE.—Persons in the active service more than 120 days and persons who reenter the active service (including persons discharged to accept commissions), where such reentrance is a continuation of previous active service without interruption, must make application on Insurance Form 350A, which requires a complete report of physical examination. USE INK OR TYPE.

1. NAME IN FULL (Please print or type): First | Middle | Last name

2. HOME ADDRESS: Number | Street or rural route | County, city, town, or post office | State

3. I WAS BORN AT: City, town, or post office | State | Day of month | Month | Year | Age nearest birthday

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY: 44 | 5. PRESENT ORGANIZATION: Rank, grade, or rating: Pvt | Organization, regiment, station, ship, etc.: Unassigned | 6. SERIAL NUMBER

7. DATE OF SEPARATION FROM LAST TOUR OF ACTIVE DUTY (If no previous active duty, state "none."): None | 8. ARE YOU NOW DISABLED ON ACCOUNT OF INJURY OR DISEASE? IF SO, STATE DETAILS

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN IN THE AMOUNT OF $ 10,000

10. ARE YOU NOW CARRYING GOVERNMENT LIFE INSURANCE? (ANSWER "YES" or "NO"): No IF "YES" GIVE AMOUNT OF INSURANCE AND POLICY NUMBER IF AVAILABLE. AMOUNT, $ ..... POLICY No. .....
(No person may carry a combined amount of National Service Life Insurance and U. S. Government Life Insurance in excess of $10,000 at any one time)

ALL QUESTIONS MUST BE COMPLETELY ANSWERED

11. COMPLETE NAME OF EACH BENEFICIARY (If married woman, her own first and middle name and husband's last name must be stated) | Relationship | Amount of insurance to be paid to each beneficiary | Post-office address (Number and street, city, town, or post office and State)

PRINCIPAL

CONTINGENT

Permitted class of beneficiaries: Husband or wife, child, parent, brother, or sister of the insured. (For further information see reverse side, paragraph 2.)

12. I REQUEST THE POLICY BE MAILED TO—(Please print or type)
..... (Full name) ..... (Address)

13. EFFECTIVE DATE OF INSURANCE (see reverse side, paragraph 1).
I REQUEST THAT THE EFFECTIVE DATE of this policy be made the ..... day of Immediately, 19.... and

A. I enclose herewith remittance payable to the TREASURER OF THE UNITED STATES by ..... (Check, draft, or money order) in the amount of $ ..... in payment of the first ..... premium on the insurance, or
(Write above whether monthly, quarterly, semiannual, or annual)

B. I will register an allotment of pay involving advance of active service pay under the provisions of Public Law 441, 77th Congress, in payment of the first monthly premium of $ ..... on the insurance, or

C. I will register an allotment of pay effective in the month in which application for insurance is signed, in payment of the first monthly premium of $ ..... on the insurance.

If no effective date is set specified by the applicant, the insurance herein applied for shall become effective as follows:

(a) If the first premium is paid by direct remittance ... same effective as of the date on which valid ap...

(b) If the first premium is paid by regular allotment ... as of the first day of the month following the ... and the amount of the premium is deducted fro...

THE UNITED STATES IS NOT ...

14. I WILL PAY SUBSEQUENT PREMIUMS IN THE MAN...

A. BY ALLOTMENT OF PAY MONTHLY ..... Monthly

$ ..... $ .....

SIGNED AT Fort Devens, Mass.

WITNESSED BY: and
INFORMATION AS TO SERVICE CERTIFIED BY:

..... (Rank and organization. See reverse side, pa...

NOTE.—Penalties for fraud in securing for self or an... mailing, issuing, copying or other specified offenses. (Secti...

Effective Date ..... Age ..... Amt., $...
Beneficiary .....
Action taken .....
Examiner .....
Certificate issued .....

When applicable to Class E allotments, send original direct to the Disbursing Officer, Office of Dependency Benefits, 213 Washington Street, Newark, N. J.

AUTHORIZATION FOR ALLOTMENT OF PAY

(See AR 35-5520)

Pvt RC, Ft Devens, Mass.
(Last name) (First name) (Middle initial) (Army serial number) (Grade) (Company, regiment, or unit or service)

The {soldier / enlisted man} named above hereby authorizes a Class M allotment (Type of allotment) of his pay in the amount of $ ..... per month for Indefinite months commencing Sep, 1944, and expiring ....., 19....

(.....) premiums deducted from pay for month of Sep, 1944
(Applicable to Class N insurance only (sec. IV, Cir. No. 100, W. D., 1943))

to Veterans Administration, Washington 25, D.C.
(Name of allotee) (Number and street or rural route) (City, town, or post office) (State)

or to .....
(Name of alternate allotee) (Number and street or rural route) (City, town, or post office) (State)

Date of enlistment ....., 1944. When other than "Finance Service, Army" is affected

state allotment chargeable ..... Relationship of allottee .....
(Applicable to individual allotment only)

If allotment is in favor of a bank, the following is required to be stated: Deposit should be made to the credit of—

..... (Name) ..... (Relationship)

(Statement below not applicable to Government insurance)

I hereby state that the purpose for which this allotment is granted is solely for the support of wife, child, or dependent relatives; or if made for the payment of life insurance premiums, the insurance (including endowments and/or twenty (or other) payment policies) is on the life of the allottor only; that the insurance constitutes the major and not a merely incidental or collateral element of the transaction; and that the allotment is made in favor of the insurance company issuing the policy and not in favor of a bank or other agent.

Place Fort Devens, Mass. .....
(Signature of allottor)

Entered on service record Aug 44 (Date) ..... Aug (Date), 19...44

* Strike out words not applicable.

..... (Signature of commanding officer or personnel officer, with grade and organization)

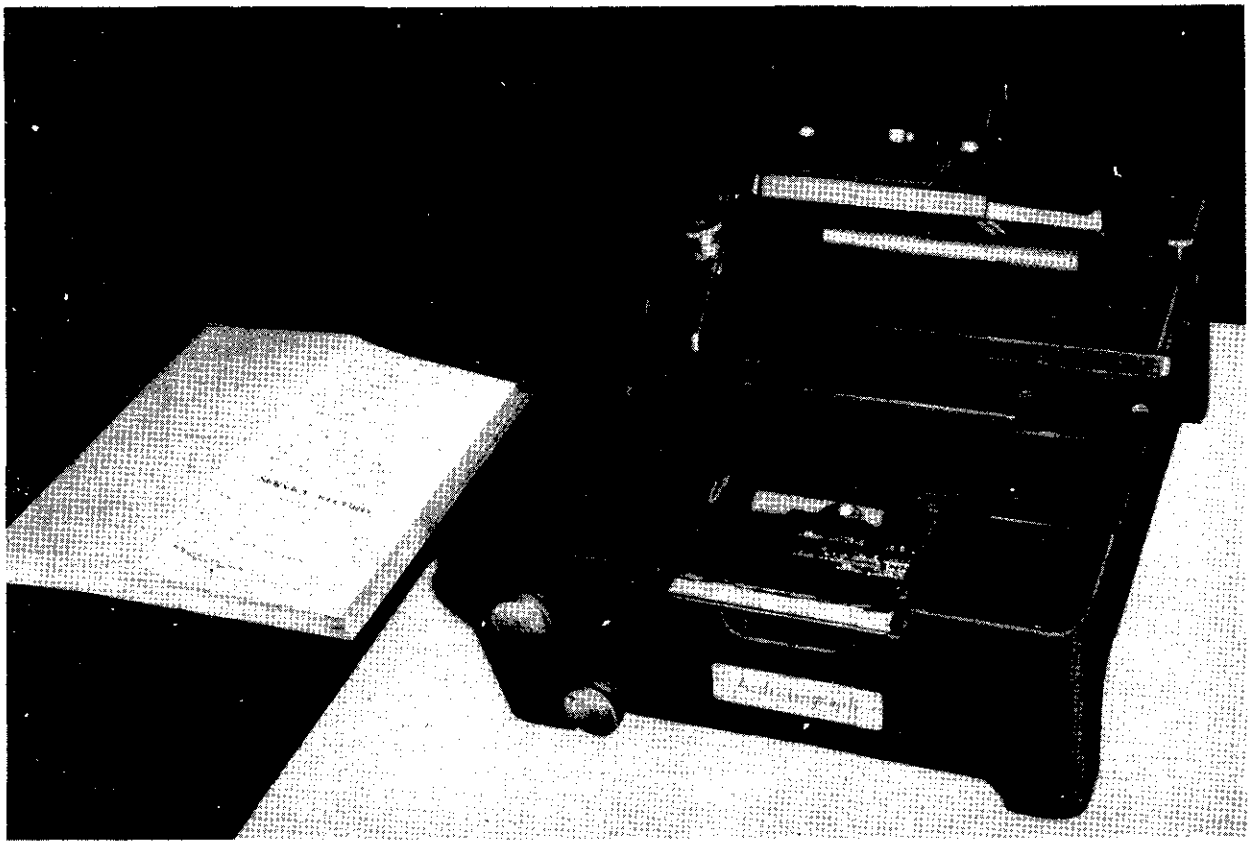
WHEN APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE EXAMINATION DIVISION, BUILDING 1, 17TH AND B STREETS NW., WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C., WITH THE APPLICATION FOR INSURANCE.

W. D., A. G. O. Form No. 29
November 4, 1943

16-9-21-2 U. S. GOVERNMENT PRINTING OFFICE

Preprinting on Application for National Service Life Insurance, Veterans Administration Insurance 350, and Authorization for Allotment of Pay, WD AGO 29, may be done as illustrated above. No part of sections 8 or 11 of insurance application, however, may be preprinted, prestamped, or otherwise filled in until the enlisted man is interviewed.

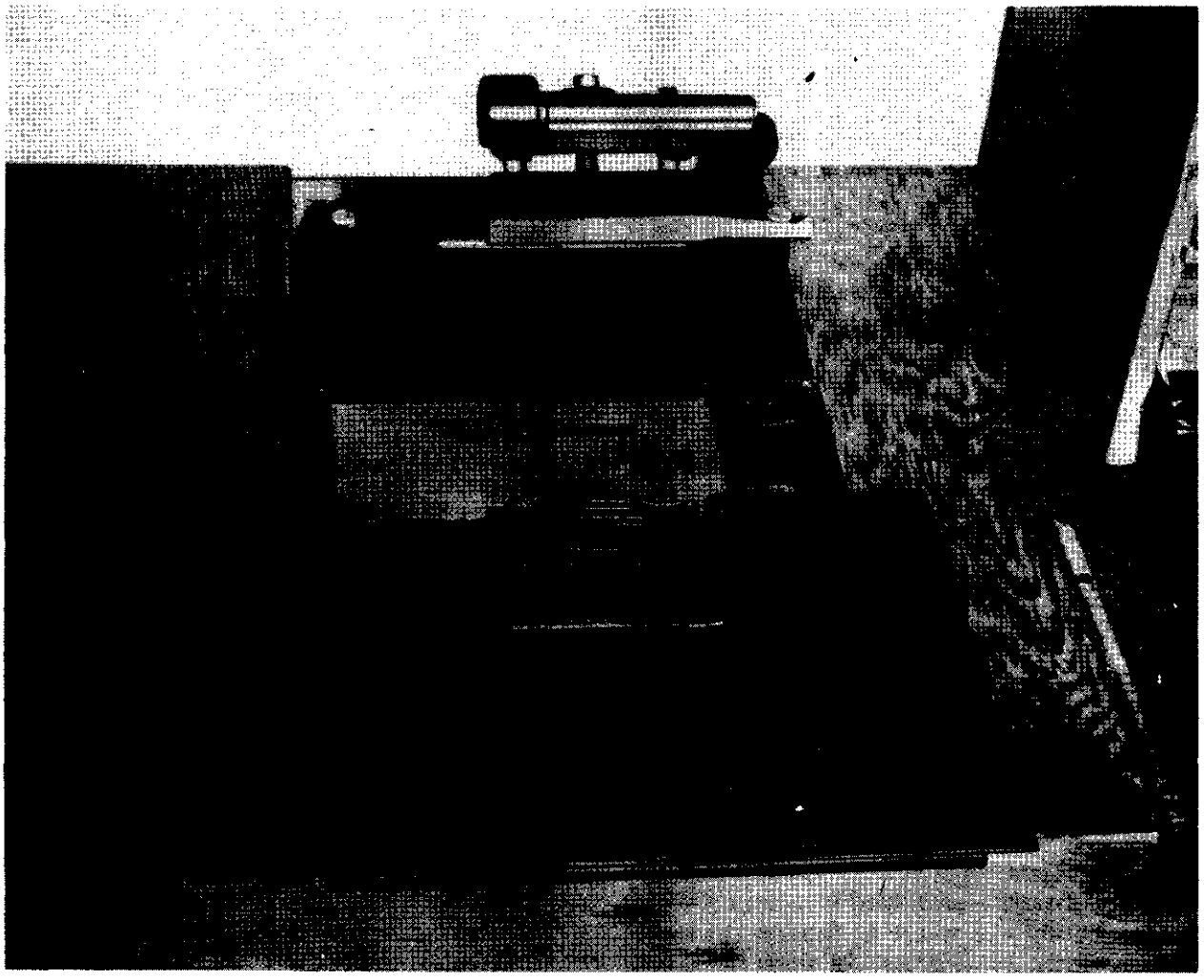
On the individual Clothing and Equipment Record, WD AGO 32, the columns "Authorized Allowances" and "1" may be preprinted as illustrated on page 34.



Machine for imprinting

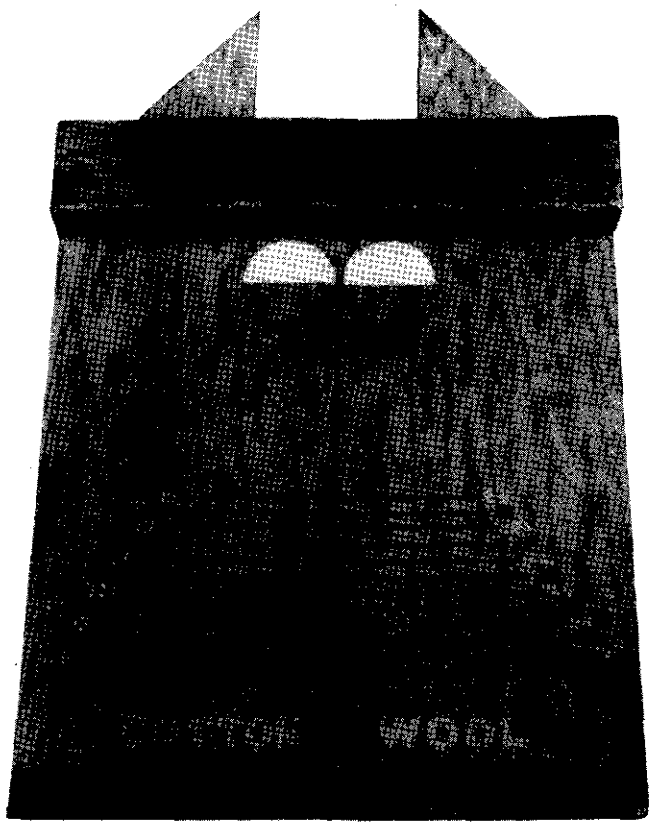
16. Imprinting the Enlisted Man's Name and Army Serial Number.

There are many forms on which the enlisted man's name and Army serial number must be placed. Time may be saved by using for this purpose a plate or one of the soldier's identification tags. Depending upon the type of equipment and the amount available, some stations may find it preferable to imprint the enlisted man's name and Army serial number on the various forms at one point. The illustrations demonstrate methods used to imprint the enlisted man's name and Army serial number on forms.

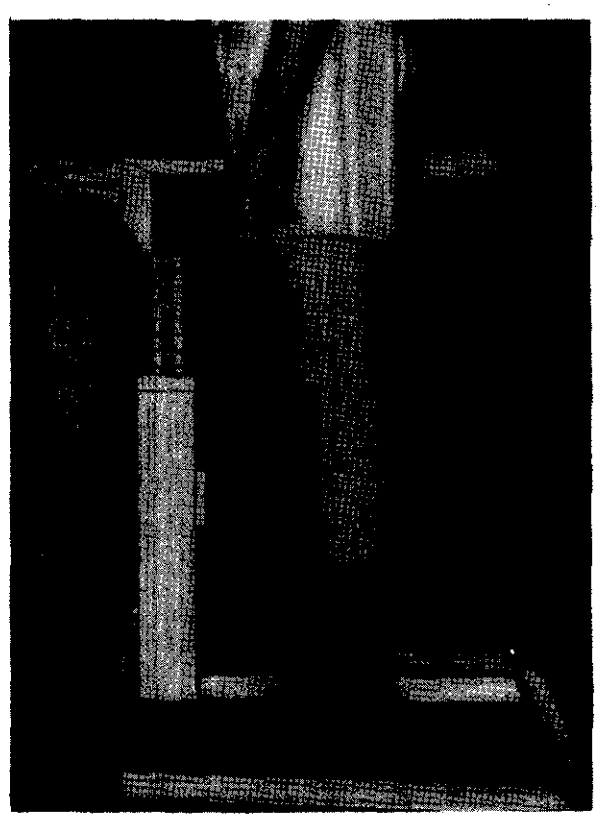


Imprinting Machine with Improvised Sliding Chase

THE ARMY LIBRARY
WASHINGTON, D. C.



Device for foot measurement.



Device used for measuring inseam.

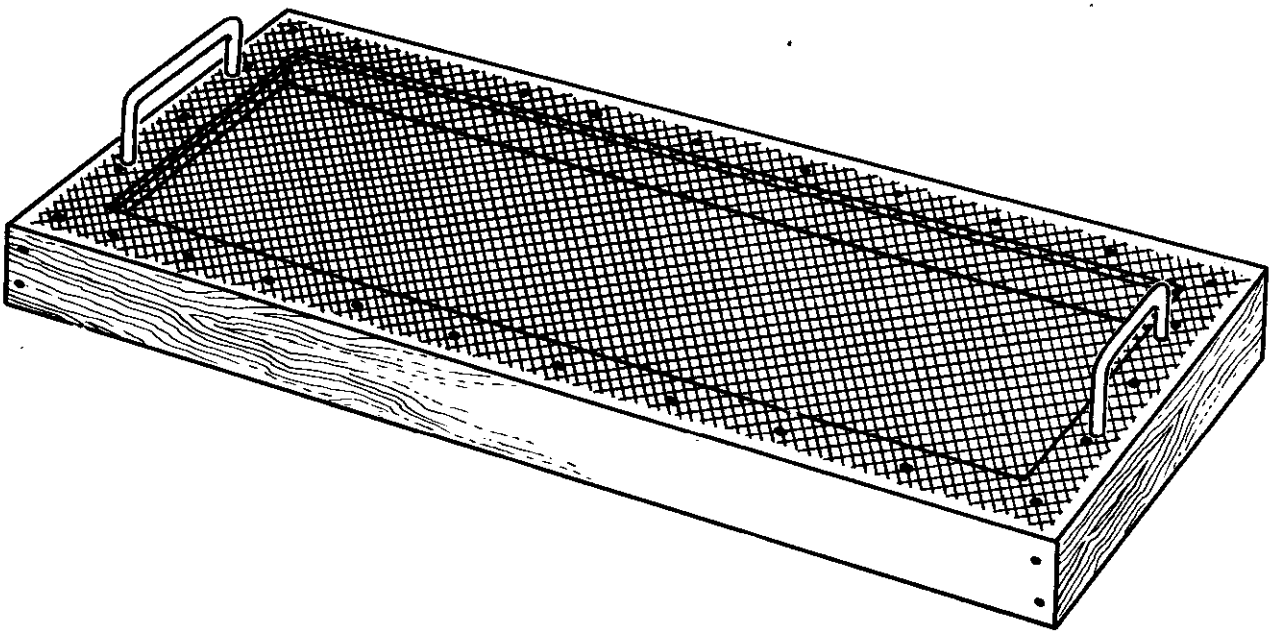
17. Clothing and Equipment.

a. Non-size items such as ties, barracks bags, and mess equipment may be set up prior to the enlisted man's arrival at the clothing and equipment section.

b. The enlisted man may send his civilian clothes home or is given an opportunity to donate them to the Red Cross. If he elects to send his clothes home, he proceeds to a table on which there is a supply of civilian clothes bags. He addresses a bag, places his clothes in it, and leaves it at the parcel post counter, from which it is mailed to its destination. The enlisted man then proceeds to the clothing line where he receives the sets of non-size items. As he progresses along the line he dresses into a complete uniform, placing all the other items of issue in a barracks bag, basket, or other container.

c. Full use should be made of any measuring devices which have been developed.

d. The alteration slips illustrated on page 42 are set up in quadruplicate with the necessary carbons inserted in advance.



Rack for Holding Hypodermic Needles.

18. Immunization.

a. Because of both the necessity for expediting the preparation and transmission of the Daily Availability Report and the varying effects of immunization on enlisted men, this phase of processing should not be conducted until after the enlisted man has been tested, interviewed, and classified. It is highly important that complete records be maintained, particularly with respect to follow up for subsequent inoculations, should the enlisted man remain at the reception center for a sufficient period of time.

b. A freshly sterilized needle will be used for each individual inoculation. Where hypodermic needles are sterilized while lying loose in a sterilizer tray, each needle will be picked up and placed on the syringe using sterile thumb forceps.

c. Where large numbers of men must be inoculated in rapid sequence, a special rack for hypodermic needles may be used to advantage. A simple rack is illustrated above which may be easily made locally. The frame is made of ordinary scrap lumber nailed together with finishing nails. The depth of the rack must be enough to prevent the tips of the needles from touching any supporting surface. Coppercoated or bronze wire mesh, commonly used to make window screens, is then tacked firmly across the top of the rack. Wire handles are added for ease in handling. The wooden frame replaces the ordinary metal sterilizer tray and is of the same size. Three racks are used, one with sterile needles, one for used unsterile needles, and one in the sterilizer. The hypodermic needles are dropped lightly into place tip down through the interstices of the screen. The hub is grasped with thumb and index finger when the needle is removed for use.

19. Mess.

Wherever possible, it is advisable to have an officer responsible for coordinating the messing of enlisted men. Good timing avoids long lines and long waiting at the mess.

20. Testing.

a. Every attempt should be made to permit the soldier to take the tests under as nearly perfect conditions as is possible. The importance of the various tests (presently consisting of the Army General Classification Test, the Mechanical Aptitude Test, and the Army Radio Code Aptitude Test) should be clearly stressed, and the fact that they are conducted on a time basis should be fully explained. Once properly administered, extreme mechanical care must be taken to make certain that scores are correctly tabulated and converted. This may be accomplished in the following manner:

(1) Manually rechecking first machine scored test sheet of each group.

(2) Manually rechecking by use of the template all scores within one of the next higher grade.

(3) Random conversion rechecks.

b. It has been found that considerable time saving may be effected by recording the scores attained directly to proper spaces on the Soldier's Qualification Card, thus eliminating the necessity for recopying at a later point in the processing.

21. Use of Enlisted Men Awaiting Transfer.

Enlisted men who have been processed and are awaiting transportation to training centers may be used to assist in the performance of processing operations. Among the operations which they may be easily trained to perform are the imprinting or stamping of standard entries in records, and assisting in the receipt, storage, and issuance of clothing and equipment. Under no consideration, however, may their transfer to training centers be delayed because they are performing such duties. The number of enlisted men, awaiting transfer, who are assigned to assist in the performance of processing and housekeeping operations will be kept to the minimum required to accomplish the task. To insure that this is done, requests for men to be assigned to various details should be examined carefully and checked periodically. Under normal conditions enlisted men awaiting transfer should not be assigned to general post, camp, or station details when the reception center is a part of a post, camp, or station, or to assist in the operation of other organizations within a War Department personnel center, when the reception center is a part of such a center.

22. *Training of Men Awaiting Assignment at Reception Centers.*

Mobilization Training Program 20-3, dated 10 August 1944, describes the military training which will be given to men who have completed processing and are awaiting assignment. All men who have completed processing and who are not assigned to necessary reception center details or sick in quarters, in the hospital, or in confinement will receive the prescribed training. Training given to these men will be conducted in accordance with approved instructional procedures.

NOTICE

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d. If the insured does not indicate his choice of beneficiary by designating the persons he wishes, the law provides for payment in the following order: wife, child, parents, sisters and brothers.

8. *Payments to beneficiaries.*

a. All death benefits are payable only in the form of monthly payments, as follows:

(1) Beneficiary under age 30 at time of insured's death, $5.51 per month per $1,000, for 240 months.

(2) Beneficiary age 30 or older at time of insured's death, a monthly life income, with a guarantee that a minimum of 120 monthly payments will be made (within the permitted class of beneficiaries), if the person first receiving benefits should die before receiving at least 120 monthly payments.

(3) In lieu of either of the above, either the insured or the beneficiary may elect to have the insurance benefits paid monthly in the form of a refund life income, whereunder if the person first receiving the benefits should die before having received at least the face amount of the policy less any indebtedness, the balance, in monthly installments, will be continued to eligible beneficiaries. (The amounts of monthly payments per $1,000 under (2) and (3) above depend upon the age of the beneficiary at the time of the death of the insured—illustrate by an example or two.)

(4) All death benefits payable only to persons within the permitted class, except in cases of converted (permanent) plans, where reserve value is paid to the estate of the insured if there is no eligible beneficiary surviving who had received at least such an amount.

9. *Payment of premiums*—insurance cannot lapse while in active service if the allotment remains in effect—authorization for deduction of premiums from pay—Class N allotment. Emphasize that practically all soldiers pay premiums in this way.

10. Buy now and make insurance effective immediately because

a. It is difficult to find the time later—you will be too busy.

b. No physical examination is required if you act now. After 120 days a physical examination is necessary.

c. The protection may be made available for you at once and should not be deferred—this is the only way to take advantage of all to which one is entitled.

BONDS

11. Several allotment plans.

a. $7.50 per month for a $10.00 bond each month.

b. $18.75 per month for a $25.00 bond each month.

c. $37.50 per month for a $50.00 bond each month.

12. May have more than one allotment for bonds—such as $7.50 and $18.75 for $10.00 and $25.00 bonds each month.

12. The enlisted man may, if he desires, name a beneficiary or co-owner and may have different beneficiary or co-owner on each allotment if more than one is in effect. Bond allotments generally become effective with the second month's pay.

14. Stress value as form of savings and for patriotic reasons, but do not oversell the soldier as he is going through a readjustment period.

FAMILY ALLOWANCE

15. Family Allowance is provided for in the Servicemen's Dependents Allowance Act of 1942, as amended.

16. It is a monthly payment by Government check to the enlisted man's dependents so long as he and his dependents remain eligible.

17. Classes of Dependents.

a. Class A — Wife, child, or former wife divorced.

b. Class B — Parent, brother, or sister, dependent on enlisted man for SUBSTANTIAL portion of support.

c. Class B-1 — Parent, brother, or sister, dependent on enlisted man for CHIEF portion of support.

18. Enisted Man's Contribution.

a. For Class A dependents — $22.00 monthly.

b. For Class B or B-1 dependents — $22.00 monthly.

c. For more than one class of dependents — $27.00 monthly.

19. Examples of Amounts Dependents Receive Monthly.

a. Wife, $50.00; wife and one child, $80.00, with $20.00 for each additional child.

b. Father and mother — Class B-1, $68.00.

c. Father and mother — Class B, $37.00. Only one amount, $37.00, is payable monthly to a group of Class B dependents regardless of the number of such dependents.

20. Children and dependent brothers or sisters are eligible if they are unmarried and under 18 years of age, or regardless of age if mentally or physicaly incapacitated.

21. Documentary proof required to establish Class A dependency.

a. For Wife — A certified copy of the public or church record of marriage is preferable. If preferred proof of marriage cannot be obtained, the best available evidence should be submitted. A partial list of such secondary evidence includes the following documents:

(1) Photostatic copy of public or church record.

(2) Certificate by clergyman or public official who performed ceremony.

(3) Affidavits of two eyewitnesses to ceremony.

b. For common-law wife — If undisputed, affidavit by either soldier or his common-law wife, and in addition, affidavits of two other persons having personal knowledge of the circumstances. Applies only in states or territories where common-law marriages were recognized at time such relationship existed.

c. For divorced wife — Certified copy of court decree of divorce.

d. For separated wife — Certified copy of court decree of separation and maintenance. If not separated by court order, true copy of separation agreement by the soldier and separated wife.

e. For a legitimate child — Certified copy of public record of birth or church record of baptism is preferable. If preferred proof of birth cannot be obtained, the best available evidence should be submited. These include any one of the following, listed in order of preference:

(1) Photostatic copy of public or church record.

(2) Affidavit from physician, midwife, or nurse who attended birth, or from godparents.

(3) Affidavits from two persons, stating their actual knowledge of name, age, date and place of birth of child, and naming child's parents.

(4) If no other evidence is available, certified copy of records from a family bible, church, naturalization or immigration office, or a hospital.

f. For an adopted child — Certified copy of court decree of adoption; also, record of birth.

g. For an illegitimate child — In addition to birth certificate, submit certified copy of court decree declaring enlisted man father of the child, or ordering the enlisted man to contribute to the child's support, or enlisted man's written statement that he is the father of the child.

22. Documentary evidence required to establish dependency of Class B or B-1 dependents.

a. A dependency certificate, WD AGO Form 620, will be completed for each adult individual (for himself or on behalf of a minor) living in one household who claims dependency on an enlisted man.

23. Initial Family Allowance is a payment of one month's full allowance to Class A and B-1 dependents, provided the enlisted man submits his application on WD AGO Form 625 within 15 days after entry into active service in a pay status.

ALLOTMENTS

24. Class E Allotments may be made for additional help to dependents, for savings, or for commercial life insurance, provided the enlisted man retains $10.00 of his monthly pay for his own use.

25-16872-2575