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WAR DEPARTMENT

TECHNICAL MANUAL

ADMINISTRATIVE PROCEDURES

November 1, 1942

U.S. Dept. of Army

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No. 12–255

WAR DEPARTMENT,
WASHINGTON, November 1, 1942.

ADMINISTRATIVE PROCEDURES

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FOREWORD

This Technical Manual contains a step-by-step description of administrative procedures which are frequently used in an administrative headquarters.

The description of each administrative procedure shows who takes the required action, what action is taken, what printed forms are used, the authority for taking action, and pertinent comments. The authorities cited include Army Regulations, War Department Circulars, and TM 12–250, Administration. The abbreviations used conform, where possible, to AR 850–150, but for the sake of brevity, many abbreviations are devised for sole use with this manual. Such improvised abbreviations are ***not authorized*** for use elsewhere. Also for the sake of brevity, references to printed forms have been shortened (for example, AGO Form 32, or AGO 32, instead of W. D., A. G. O. Form No. 32). The dates of Army Regulations which are referred to in the text are included in the lists of AR references in the heading of each procedure.

The manual is in loose-leaf format so that revision pages can be inserted easily. Additional procedures will be published from time to time.

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LIST OF ABBREVIATIONS

(A key to abbreviations is included in the heading of each procedure to designate the abbreviations used in that procedure.)

A/Auth	Appointing Authority.
Accd	Person Accused.
Accr	Accuser.
ADA	Authority Directing Arrest or Confinement.
Adj	Regimental Adjutant.
AG	Adjutant General.
AO	Agent Officer.
App Auth	Approving Authority.
AR	Army Regulations.
Bn CO	Battalion CO (Ex).
B/P	Board President.
Bull	War Department Bulletin.
CG ServC	Commanding General of Service Command.
Ch	Chaplain.
ClO	Classification Officer.
CO	Regimental Commander.
CoC	Company Commander.
CoF	Custodian of Fund.
CoG	Commander of the Guard.
COIS	Commanding Officer of Induction Station.
ComO	Regimental Communication Officer.
Con Auth	Convening Authority.
CORC	Commanding Officer Reception Center.
CoSO	Company Supply Officer.
Counc	Company Council.
Ct	All members of the appointed court martial.
DAuth	Discharge Authority.
DCO	Division Classification Officer.
DefC	Defense Counsel.
Dep SO	Depot Supply Officer.
DisbO	Disbursing Officer.
Div SO	Division Supply Officer.
Dr	Driver.
EM	Enlisted Man.
Ex	Regimental Executive Officer.
IB	Investigating Board.

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ICO	Immediate Commanding Officer.
InO	Inspecting Officer.
IO	Investigating Officer.
LB	Local Board.
LPO	Local Property Officer.
MCM	Manual for Courts-Martial (1928).
Med Bd	Medical Board.
Med OIS	Medical Officer of Induction Station.
MessO	Mess Officer.
MO	Regimental Motors Officer.
N CoF	New Custodian of Fund.
NCOS	Noncommissioned officer in charge of sick detail.
O	Officer.
P&P	Police and Prison Officer.
PCO	Post or Unit Commander.
PofEM	Parents of Enlisted Man.
Pres	President of the Court.
PWO	Payment Witnessing Officer.
QM	Quartermaster.
Rcdr	Recorder of the Board.
RespO	Responsible Officer.
S–2	Regimental Intelligence Officer.
S–3	Regimental Plans and Training Officer.
S–4	Regimental Supply Officer.
SC	Summary Court.
SCM	Summary Court Martial.
Sec VIII Bd	Section VIII Board.
Sel	Selectee.
ServC FinO	Service Command Finance Officer.
Succ	Successor.
Sup Sgt	Company Supply Sergeant.
SupvO	Supervising Officer.
Surg	Surgeon (unit surgeon).
Sur O	Surveying Officer.
TJA	Trial Judge Advocate.
TO	Transportation Officer.
TrAuth	Transferring Authority.
UPO	Unit Personnel Officer.
WDC	War Department Circular.

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Section I

PROCEDURE ON OFFICERS' LEAVES

Key to abbreviations:
O—Officer requesting leave
UPO—Unit Personnel Officer
ICO—Immediate Commanding Officer
App Auth—Approving Authority
Surg—Surgeon

References:
AR 35–6520, Feb. 8, 1936
AR 210–50, Nov. 1, 1938
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 605–115, July 14, 1942

ORDINARY LEAVE

Action taken by

O 1. Apply for leave by letter (some units provide mimeographed forms) through channels to CO who has authority to grant amount of leave requested (see remark under instruction 3). Give information as to amount of leave desired and date leave is to become effective.

AR 605–115, pars 1a, 6

Leaves will be coordinated by the Adj under direction of the executive. To permit such coordination, it is customary to include in the request: information as to amount of accrued leave, date and amount of last leave, whether applicant is a member of any board, court martial, or other duty assigned by proper authority, and address of applicant while on leave.

ICO 2. Approve (or disapprove) request and forward to next higher commander.

App Auth 3. Approve (or disapprove) request. If approved, publish special order granting leave. If request is disapproved return through channels to applicant.

AR 605–115, par 6

AR 605–115, par 6, specifies which commanders may grant leaves of: not more than 1 month; not more than 4 months; and in excess of 4 months.

O 4. *a.* If granted leave for more than 3 but less than 10 days turn over funds to temporary successor on memorandum receipt. If granted leave for more than 10 but not more than 30 days, transfer funds to successor on audit.

AR 210–50, par 5c

For procedure see section XXIII.

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Action taken by

O 4. *b.* If leave is to exceed 30 days, transfer funds and property to successor.

AR 35–6520, par 14a, C2

For procedure see section XXVII.

O 5. Sign out on day of departure in officers' register at regimental, division, and post headquarters as per unit and post standing orders. Consider the day after departure as the first day of leave and report back to assigned station on last day of leave and sign in officers' register at post, division, and regiment as per unit and post standing orders. Report to CO for duty.

AR 605–115, par 3c

ICO 6. Make proper remark on organization Morning Report on departure and return.

AR 345–400, par 25a **AGO 1**

UPO 7. Prepare Report of Change in triplicate on departure and return. Send original through channels to machine records unit, and duplicate as directed by AR; file triplicate.

AR 345–800, par 16 **AGO 303**

Report of Change prepared in triplicate for officers, in duplicate for EM (AR 345–800, par 16, C2).

SICK LEAVE

O 8. Follow instructions 1, 2, and 3 above.

ICO
App Auth An officer authorized to grant ordinary leave may grant sick leave for the same periods.

AR 605–115, par 14a

App Auth 9. Refer application for leave to Regtl Surg.

AR 605–115, par 15a

Surg 10. Examine applicant for sick leave and make report of condition of applicant by indorsement to CO, including a specific recommendation as to whether or not leave should be granted, and length of leave considered necessary.

AR 605–115, par 15b

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Sick leave will not be counted against annual leave allowance.

AR 605–115, par 14b

Action taken by

O 11. Follow instructions 4 and 5.

ICO 12. Follow instructions 6 and 7.

UPO

Section II

PROCEDURE WHEN OFFICERS ARE TRANSFERRED

Key to abbreviations:
O—Officer transferred
UPO—Unit Personnel Officer
CO—Regimental Commander
Succ—Successor
CoC—Company Commander
TO—Transportation Officer

References:
AR 30–920, Oct. 4, 1935
AR 30–960, May 24, 1938
AR 40–100, Sept. 10, 1940
AR 210–50, Nov. 1, 1938
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 380–5, June 18, 1941
AR 600–185, Oct. 11, 1942
AR 600–600, Jan. 31, 1931
AR 605–90, May 21, 1942
AR 605–120, Aug. 23, 1938

Action taken by

O 1. Turn in all property held on Memorandum Receipt from supply agencies. Obtain clearance from supply agencies and official business concerns on post.

TM 12–250, par 397 **Local clearance**

O 2. Arrange for settlement of accounts with local commercial concerns.

WDC 49, 1942, par 2, sec. II

O 3. Arrange with TO for shipment of household goods and other personal property; and, if desired, transportation for self and dependents.

AR 30–960, sec. III
AR 30–920, pars 6b, 7a, C3

See WDC 261, 1942, sec VI, WDC 279, 1942, sec II, and WDC 314, 1942, sec IV, for restriction on transportation of dependents and movement of household goods. For authorized shipment of household goods for storage, see WDC 314, 1942, sec IV.

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Action taken by

O 4. Obtain certified true extract copies of change of station orders, in order to—

	Number of copies
a. Support first pay voucher at new station	2
Pay Guide (see remark (1) below)	
b. Support claims for mileage per diem, and travel expenses	2
Pay Guide	
c. Support claims for dependents' travel	2
Pay Guide	
d. Present to new CO, upon reporting for duty	2
AR 605–120, par 1a(1)(a)	
e. Present to TO, for each shipment of household goods and other personal property	3
AR 30–960, pars 28, C1; 12a(1)	
f. Present to TO for each transportation request desired	3
AR 30–920, par 2c, h	
g. Purchase necessary gasoline to complete ordered travel	1
See remark (2)	

(1) The War Department delivers to each officer, at the time of delivery of any order, radio, or confidential letter directing change of station, a single-sheet pamphlet entitled "Pay Guide for Officers, Army Nurses, and Warrant Officers on Change of Station," which sets forth the procedure necessary to insure prompt payment of pay, travel allowance, and allotments.

(2) The authority to purchase additional rationed gasoline, when traveling under orders, is contained in sec 1934.18 of Ration Order No. 5 (Form OPA R–544), Acknowledgment of Delivery of Gasoline.

O 5. If a Reserve or National Guard officer, in order to support first pay voucher at new station:

a. Two copies of active duty orders.

Pay Guide

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Action taken by

O *b.* Two true copies of a statement of service.

Pay Guide

The original statement of service, from which the copies can be made, is obtainable from the headquarters of the service command from which ordered to active duty.

O 6. Obtain 2 copies of orders terminating assignment of quarters, or in lieu thereof a certificate of non-assignment of quarters, covering the period from date of last payment to include date of departure. These papers will be needed to support first pay voucher at new station.

Pay Guide

O 7. Obtain 2 copies of leave order, if any, incident to change of station, to support claim for dependents' travel.

Pay Guide

O 8. If leave is granted, extending beyond the effective date of assignment to new station, report by letter or on AGO Form 303 (Report of Change) to the CO of the station or organization to which assigned.

AR 605–120, par 12a ch by WDC 176, 1941, sec IV **AGO 303**

O 9. If change of station involves a change in address of any person named on Designation of Beneficiary (AGO Form 41) (any dependent beneficiary, nearest relative other than wife or minor child, or the person to be notified in case of emergency), submit new AGO Form 41.

AR 600–600, par 3b and WDC 296, 1942, sec I **AGO 41**

UPO 10. Forward Emergency Addressee and Personal Property Card by ordinary mail to station to which officer is transferred.

WDC 338, 1942 **AGO 43**

If transferred to theater of operations in continental United States, hold card until called for by TAG.

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Action taken by

UPO 11. If the officer is transferred to an oversea command or to Alaska, verify with the officer the accuracy of information entered on Emergency Addressee and Personal Property Card and enter date of verification and initials on card.

WDC 338, 1942 AGO 43

See WDC 338, 1942, for responsibility for action prescribed in this instruction, if transfer is made by air. In case of transfer to foreign duty see check list in WDC 333, 1942.

O 12. Comply with local post regulations concerning disposition of post automobile tags, signature in departure books, etc.

O 13. Report departure in person to next superior officer having administrative functions at the post, within 24 hours prior to departure.

AR 605–120, par 1b(1)

CO or CoC 14. Make proper entry in Morning Report.

AR 345–400, par 19 AGO 1

If departing officer commanded a company, battalion, or regiment, the Morning Report entry will show name of officer assuming command (AR 345–400, par 16).

UPO 15. Furnish central locator card file at post headquarters with necessary information concerning change.

WDC 92, 1942, par 2, sec IV AGO 304–A

If machine records unit supplies the organization with Form 304–A, this action will be omitted.

UPO 16. Prepare Report of Change in triplicate. Send original through channels to machine records unit, and duplicate as directed by AR; file triplicate.

AR 345–800, par 16, ch by C2 AGO 303

UPO 17. Transmit, through regtl headquarters, to the headquarters where Officer's Qualification Card (AGO Form 66–1) is filed, any information required to bring Qualification Card up to date.

AR 605–90, par 17b, ch by C1 AGO 66–1

The adjutant general (Adj) at the headquarters where Qualification Card is filed will complete entries of Record of Service (item 15 on Qualification Card) and have officer's immediate CO enter and initial the manner of perform-

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ance rating. The adjutant general (Adj) will then send the Qualification Card to the headquarters of the organization to which the officer is transferred.

Action taken by

O 18. If custodian of funds, transfer funds to new custodian.
AR 210–50, par 20a(6)

For procedure, see section XXIII

O 19. If a CoC, inventory Government property for which responsible and originate Reports of Survey for lost, damaged, or unserviceable articles not covered by validated requisitions.
WDC 105, 1942, par 27a **Company Property Book**

For procedure see section XXVII

Succ 20. Sign Company Property Book, acknowledging receipt of all serviceable articles. If CoC, call on UPO to clean up any remaining administrative details.
WDC 105, 1942, par 27a **Company Property Book**

For procedure see section XXVII

O 21. If any immediate subordinate is a field officer, who has been serving under departing officer for 6 months, submit an Efficiency Report on him; less than 6 months, submit an Efficiency Report on him, if desired; or, submit to successor data for consideration in the preparation of next Efficiency Report.
AR 600–185, par 3, C1 **AGO 67**

A full Efficiency Report may be rendered on an officer of any grade at any time if, in the opinion of the reporting officer, the services of the officer being reported upon are considered to have been unusual either through merit or lack thereof (AR 600–185, par 36).

CO 22. If departing officer is a field officer, submit Efficiency Report or data, as in instruction 21.
AR 600–185, par 3, C1 **AGO 67**

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Action taken by

O 23. If transferred outside the United States, report for physical examination at home station, and again at port of embarkation if more than 48 hours have elapsed since examination at home station.

AR 40–100, par 14, ch by WDC 31, 1942, par 2, sec III

O 24. If a custodian of "registered documents," prepare and sign War Department Form 34 in triplicate showing transfer of custody of registered documents. Get signature of successor on all 3 copies of Form 34 and forward original to office of origin of the documents. Give one copy to successor, retain one copy in personal file.

AR 380–5, pars 28, 29 **WD 34**

O 25. If ordered to permanent change of station while on maneuvers, officer may return to old home station to arrange for travel of dependents, packing household effects, etc.

WDC 283, 1942, sec III

SECTION III

PROCEDURE AT INDUCTION STATION

Key to abbreviations:

Sel	—Selectee (shown as EM after induction)
LB	—Local Board
COIS	—Commanding Officer of Induction Station
Med OIS	—Medical Officer of Induction Station
TO	—Transportation Officer

References:

AR 30–2215, Aug. 1, 1941
AR 30–910, Oct. 10, 1935
AR 345–155, July 16, 1938
AR 615–500, Sept. 1, 1942

Action taken by

LB 1. Send order to selectee to report for induction.

DSS 150

Sel 2. Report to local board on date and at time specified. Name is placed on delivery list and is sent to induction station.

DSS 151

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Local board fills out section 1 of DSS Form 221; examining physician for local board completes section II of form; local board completes section III of form. All copies of DSS Form 221 are sent to induction station.

DSS 221

Action taken by

Med OIS 3. On arrival. give selectee physical examination.

AR 615–500, par 13c **DSS 221**

COIS 4. If physically qualified, place fingerprints of right hand on DSS Form 221, and induct. Complete fingerprints on FBI Military Fingerprint Card.

AR 615–500, par 14a **DSS 221**
FBI Military Fingerprint Card

COIS 5. Initiate Service Record by completing cover page except for date of termination of service. Complete pages 1 and 2 of Service Record down to heading "Current Enlistment." In case selectee does not avail himself of 14 days, also enter under "Remarks, Financial" "Inducted _____ (date); pay due from date of induction." Assign Army serial number to EM. Place Army serial number on Service Record and all copies of DSS Form 221. Initiate Soldier's Individual Pay Record.

AR 345–155, par 10½, C2 **AGO 24, 28**
AR 615–500, par 14a **DSS 221**

DSS Form 221 is made out in an original and three copies. Original is sent directly to The Adjutant General, "1st copy" is sent to the Director of Selective Service, National Headquarters, through the LB and the State Director of Selective Service. "2d copy" is sent, if rejected, directly to The Surgeon General; if accepted, to The Surgeon General through the reception center and MRU, "3d copy" is returned to the LB.

COIS 6. Explain to EM his right to be returned to his home for 14 days under the provisions of ltr AG 324.71, 4–25–42 ES Hq SOS. If he indicates desire to return home 14 days, transfer him to the Enlisted Reserve Corps by indorsement on his Service Record.

Ltr AG 324.71 4–25–42 ES Hq SOS

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Action taken by

COIS 7. Place his name on a special order directing him to proceed to place where he reported to LB, and recalling him to active duty and directing him to proceed to named recruit reception center at place designated in order. Mail Service Record, together with "2d copy" of DSS Form 221, to the CORC.

AR 615–500, par 16b

TO 8. On presentation of orders, furnish EM with Government Transportation Request to location of LB and thence to recruit reception center to which ordered. Also furnish meal ticket or monetary allowance in lieu of rations.

AR 30–2215 **QMC 464**
AR 30–910 **Standard 1030**

When several men are traveling to same place in party, one man is designated as acting corporal and is given transportation and meal tickets for entire party.

ALTERNATE PROCEDURE

COIS 9. If EM does not desire to return to his home, send him direct to a reception center; in such case no indorsement is placed in his Service Record. He travels to reception center on Government Transportation Request. Mail Service Record, together with "2d copy" of DSS Form 221, to the commanding officer of the reception center.

AR 615–500, par 16a **AGO 24**

COIS 10. Mail FBI Military Fingerprint Card to TAG.

AR 615–500, par 15 **FBI Military Fingerprint Card**

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SECTION IV

PROCEDURE FOR RECEPTION CENTERS

(Procedure varies according to local conditions)

Key to abbreviations:

CORC	—Commanding Officer of Reception Center
ClO	—Classification Officer
QM	—Quartermaster
Ch	—Chaplain
Surg	—Surgeon
CG ServC	—Commanding General of Service Command
EM	—Enlisted Man
TO	—Transportation Officer

References:

AR 30–910, Oct. 10, 1935
AR 30–2215, Aug. 1, 1941
AR 615–25, July 31, 1942
AR 615–40, Sept. 1, 1942
AR 615–500, Sept. 1, 1942

Action taken by

EM 1. Proceeds to reception center checking station. ("2d copy" of DSS Form 221 and Service Record have previously arrived).

CORC 2. Accomplish Locator Card on the man and assign him to a receiving company. Send Service Record to the records and assignment section; also send "2d copy" of DSS Form 221, where, after necessary data are extracted, it is sent to the MRU.

ClO 3. Administer AGC test and MA test to EM. These tests are sent to the interviewing section where they are graded and the information recorded.

AR 615–500, par 24

CORC 4. Instruct the new EM on the advantages of National Service Life Insurance, Servicemen's Dependents Allowance Act of 1942, pay reservations, and allotments to dependents.

AR 615–500, par 23h

If he desires any insurance or wishes to make an application for dependents allowance, pay reservation or allotment the necessary forms are accomplished and sent to the records and assignment section.

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Action taken by

QM 5. Issue the EM one complete uniform and necessary equipment. This clothing and equipment is charged against the man on AGO Form 32 (Individual Clothing and Equipment Record) which is sent to the records and assignment section (for procedure see sec. XXIV).

AR 615–40, par 2d **AGO 32, 35**

ClO 6. Interview EM and initiate AGO Form 20 (Soldier's Qualification Card). Form 20 is analyzed by the classification officer who recommends an assignment of the man. He then forwards the Form 20 to the coder who punches the information written on the card into the edges of the Form 20. When the coder is through, the card is then sent to the records and assignment section.

AR 615–25 **AGO 20**
AR 615–500, par 27

Ch CORC 7. Give talk to EM on morality. Read and explain Articles of War.

AR 615–500, par 23j

Training films may supplement both of these.

Surg 8. Give smallpox vaccination and start other authorized immunization procedures.

AR 615–500, par 23g **MD 81**

Initiate MD Form 81 and send it to records and assignment section.

CGServC 9. Requisition men from the reception center to be sent to various replacement training centers, divisions, or the like.

AR 615–500, par 28a

Requisitions usually ask for men by certain types of specialties. The AGO Form 20 furnishes this information.

CORC 10. Give EM basic field training while awaiting assignment.

CORC 11. Upon receipt of requisition from CG ServC, assign EM, as requested, by issuance of special order.

AR 615–500, par 30

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Action taken by

TO 12. Make up Transportation Requests and Meal Tickets for EM transferred and escorting personnel.

AR 30–910 **Standard 1030**
AR 30–2215 **QMC 464**

CORC 13. Have records and assignment section send records of EM to escorting personnel for delivery to CO of unit to which transferred. Records section will make and keep AGO Form 25 (Extract from Service Record). **AGO 20, 24, 25, 32, 28**
MD 81

Section V

PROCEDURE TO ASSIGN ENLISTED MEN

Key to abbreviations:
CORC—Commanding Officer Reception Center.
UPO—Unit Personnel Officer
CoC—Company Commander
Adj—Regimental Adjutant
DCO—Division Classification Officer
AG—Adjutant General

References:
AR 310–50, Aug. 8, 1942
AR 345–125, Feb. 1, 1932
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 615–25, July 31, 1942
AR 615–500, Sept. 1, 1942
TM 12–250, Oct. 10, 1942, pars 230, 340, 349, 350, and 478

After EM have been processed at a reception center—

Action taken by

CORC 1. Transfer EM to division, separate regiment, or to replacement training center by special order, on instruction from service command. Send the following records to the unit of assignment by letter of transmittal: Special Order directing transfer; Service Record; Individual Clothing and Equipment Record; Soldier's Qualification Card; Soldier's Individual Pay Record; Immunization Register.

AR 615-500, par 31b **AGO 24, 32, 20, 28**
MD 81

DCO or UPO 2. Check records against list of inclosures on letter of transmittal and acknowledge receipt by indorsement. Examine Soldier's Qualification Card and compare with regimental needs to form a basis for assignment of EM to regiments (companies).

AR 615-25, par 34a **AGO 20**

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Action taken by

DCO or UPO — 3. Prepare and submit to AG (Adj) copy for a special order assigning EM to regiments (companies).

AG or Adj. — 4. Verify correctness and authenticate SO. Send EM to regiments (companies). Send copy of SO to all CO's involved.

AR 310–50, par 4

DCO — 5. Send all records to CO concerned.

UPO — 6. Send AGO Forms 32 and 20 to the CoC concerned.

CoC — 7. Use information on Form 20 to determine proper assignment of EM within the company. After assignment, return card to UPO.

AR 615–25, par 34b **AGO 20**

UPO — 8. Place Forms 20 in file, alphabetically by organization. Make notation of assignment in item 29 of Form 20. Make entry of assignment in Service Record. File Service Record.

AR 615–25, par 33b **AGO 20**
AR 345–125, par 1 **AGO 24**

CoC — 9. Enter name of EM in Morning Report and on company rosters, etc. Have CoSO check clothing and equipment of EM against Form 32 and complete issue of equipment. File Form 32.

AR 345–400, par 18 **AGO 1, 32**

UPO — 10. Prepare Report of Change in duplicate. Send original through channels to MRU; file duplicate.

AR 345–800, par 16, C2 **AGO 303**

If 20 or more individuals are assigned to one organization by the same order, a group Report of Change may be submitted, with a copy of the order, in lieu of the individual Reports of Change (AR 345–800, par 11).

CoC — 11. When EM qualify as military specialists, report the fact to UPO by informal memorandum, stating degree of skill.

AR 615–25, par 34b

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Action taken by

UPO 12. Enter degree of skill as specialist in item 27 on Form 20 and on page 4, Form 24 when reported by CoC's. Make periodic examination of all cards and check against duties men are performing in companies.

AR 615–25, par 34b **AGO 20, 24**
AR 345–125, par 9, C3

Section VI

PROCEDURE TO APPOINT OR REDUCE ENLISTED MEN

Key to abbreviations:
CoC —Company Commander
UPO—Unit Personnel Officer
Adj —Regimental Adjutant
CO —Regimental Commander

References:
AR 310–50, Aug. 8, 1942
AR 345–125, Feb. 1, 1932
AR 345–155, July 16, 1938
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 615–5, Apr. 15, 1936
AR 615–25, July 31, 1942
WDC 25, 1942
WDC 148, 1942, sec IV
WDC 194, 1942, sec II

TO APPOINT PRIVATES FIRST CLASS

Action taken by

CoC 1. Check vacancy and qualifications of EM.

AR 615–5, par 1, 5a, 7b, as ch by WDC 25, 1942, sec III, WDC 109, 1942, sec III, WDC 140, 1942, sec III

CoC 2. Prepare company order in duplicate and sign both copies. Post original on company bulletin board and file later. Send duplicate with Morning Report showing entry of appointment. Change duty rosters.

AR 345–400, par 20 **AGO 1**
AR 310–50, par 1b
AR 615–5, par 2a, C2

Do not antedate promotion orders.

UPO 3. Check vacancy against T/O. Enter appointment on Service Record and on Soldier's Qualification Card. Change Individual Pay Record.

AR 345–125, par 12, C3 **AGO 24, 20, 28**
AR 615–25, par 28d

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Action taken by

UPO 4. Prepare Report of Change in duplicate; send original through channels to MRU; file duplicate.

AR 345–800, par 16, C2 **AGO 303**

TO REDUCE PRIVATES, FIRST CLASS

CoC UPO 5. Follow instructions 2 to 4, inclusive, substituting "reduction" for appointment. Take steps to fill vacancy thus established.

Appointment as private, first class, automatically terminates on desertion, as of first day of unauthorized absence.

AR 615–5, par 14b

TO APPOINT NCO'S AND TECHNICIANS

CoC 6. Check vacancy. Check qualifications of EM.

AR 615–5, pars 5a, 7, 9
WDC 25, 1942, sec III as ch by WDC 109, 1942, sec III, and WDC 140, 1942, sec III

CoC 7. Fill out unit form letter to CO recommending promotion or appointment and send to UPO.

UPO 8. Check vacancy, eligibility, and qualification data and submit CoC's letter to CO with any appropriate remarks. Prepare Regtl SO appointing NCO or technician as recommended. Prepare warrant of appointment for CO's signature. Send these to the Adj.

AR 615–5, pars 9, 10 **AGO 58**
AR 310–50, par 4
WDC 25, 1942, sec III

Adj 9. Get CO's approval on recommendation and have him sign warrant. Authenticate the SO, send one copy to CoC with warrant, send one copy to UPO with original letter.

AR 615–5, par 10
WDC 25, 1942, sec III

UPO 10. File letter in EM 201 file. File order in follow-up file and check to see that entry is made on Morning Report.

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Action taken by

CoC 11. Post appointment on bulletin board and change roster, etc. Make proper entry on Morning Report. Hand warrant to EM personally.

AR 615–5, par 10 **AGO 1**
AR 310–50, par 15
AR 345–400, par 20
WDC 25, 1942, sec III

UPO 12. Enter appointment on Service Record, Qualification Card, Individual Pay Record, and file the SO in the 201 file. Submit original Report of Change through channels to MRU, file duplicate.

AR 345–800, par 16, C2, AR 345–155, pars 10½ and 11½, C2, and WDC, 225, 1942 **AGO 24, 20 28, 303**

If above grade 4, discontinue deductions, if any, under Servicemen's Dependents Allowance Act. If above grade 4, check dependents for payment of monetary allowance in lieu of quarters.

TO REDUCE NCO'S AND TECHNICIANS

CoC 13. Fill out unit form letter to CO recommending reduction and showing specific reasons. Submit to Adj.

AR 615–5, pars 11e, 13, C2

Adj 14. Check request and reasons. Have CO indicate approval of reduction. Have UPO prepare SO and authenticate when prepared.

UPO 15. Send one copy of SO to CoC. Follow instruction 10.

CoC 16. Post reduction on company bulletin board and on rosters, etc. Make proper entry on Morning Report.

AR 345–400, par 20 **AGO 1**

UPO 17. Make entries and submit reports as required by instruction 12. Afford EM opportunity to make application under Servicemen's Dependents Allowance Act if warranted.

CoC 18. Take steps to fill vacancy thus created.

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SECTION VII

PROCEDURE WHEN AN ENLISTED MAN IS PLACED ON DETACHED SERVICE OR ON SPECIAL DUTY

Key to abbreviations:
UPO—Unit Personnel Officer
CoC—Company Commander

References:
AR 345–125, Feb. 1, 1932
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
TM 12–250, Oct. 10, 1942, pars. 223, 491, 495

DETACHED SERVICE

(DS is service away from home station)

Action taken by

CoC 1. Upon receipt of order placing EM on detached service, have property turned in that is not to be taken by EM, and determine method of travel.

UPO 2. Secure Transportation Request if EM is to travel at Government expense.

CoC 3. Make proper entry in Morning Report on date man departs, showing station to which sent.

AR 345-400, par 24 **AGO 1**

UPO 4. Prepare Report of Change in duplicate for detached service. Send original through channels to MRU, file duplicate.

AR 345-800, par 16, C2 **AGO 303**

UPO 5. Accomplish next indorsement on Service Record; obtain character and efficiency rating from CoC, enter in indorsement, and initial. Obtain Form 32 from CoC.

AR 345-125, pars. 29a, 1e, C4 AGO 24, 32

UPO 6. Sign indorsement in Service Record, prepare and file Extract from Service Record, and forward following papers, by letter of transmittal, to CO of unit to which EM is to be sent: **AGO 25**

Service Record	AGO 24
Individual Clothing and Equipment Record	AGO 32
Qualification Card	AGO 20
Immunization Register	MD 81
Emergency Addressee and Personal Property Card	AGO 43

AR 345-125, par 40

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Action taken by

New UPO 7. Attach EM to an organization and make entry of attachment in Service Record. Acknowledge receipt of records. Forward to organization to which EM is attached: Individual Clothing and Equipment Record.

AGO 24
AGO 32

New CoC 8. Make proper entry on Morning Report, showing organizations from which detached.

AR 345-400, par 28 **AGO 1**

An EM atchd is handled the same as any EM in organization for pay, allowances, clothing, etc.

Old UPO 9. Furnish central locator card file at post headquarters with necessary information concerning change. (If MRU serves the organization with Form 304–A, this action will be omitted.)

WDC 92, 1942, sec IV, par 2 AGO 304-A

New UPO 10. Prepare Report of Change in duplicate for attachment. Send original through channels to MRU, file duplicate.

AR 345-800, par 16, C2 **AGO 303**

SPECIAL DUTY
(when duty is at home station)

CoC 11. Upon receipt of orders placing an EM on special duty, to another organization at home station make proper entry in Morning Report.

AR 345-400, par 21 **AGO 1**

UPO 12. Enter fact of special duty in Service Record.

AR 345-125, par 10 **AGO 24**

New CoC 13. Make appropriate entry on attachment in Morning Report.

AR 345-400, par 28 **AGO 1**

New UPO 14. Notify old UPO of any changes in duty status of EM.

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SECTION VIII

PROCEDURE TO TRANSFER ENLISTED MEN

Key to abbreviations:
TrAuth—Transferring Authority
CoC—Company Commander
CoSO—Company Supply Officer
UPO—Unit Personnel Officer
CO—Regimental Commander

References:
AR 30–910, Oct. 10, 1935
AR 35–4520, Apr. 30, 1942
AR 210–50, Nov. 1, 1938
AR 310–50, Aug. 8, 1942
AR 345–125, Feb. 1, 1932
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
WDC 233, 1942
WDC 308, 1942

Action taken by

CoC or UPO 1. Prepare an indorsement to application for transfer, giving data required by par 8, WDC 308, 1942, and approve (or disapprove with reason therefor). Send to CO.

WDC 308, 1942, as ch by WDC 339, 1942, sec IV

An application for the transfer of an EM may be made by letter by the EM or by an officer who wishes the transfer made. However, transfers will be made only for the convenience of the Government and for very cogent reasons.

CO 2. Approve request (or disapprove with reasons therefor). If approved, forward through channels to CO of unit to which transfer of EM is requested. If transfer is within the regt, issue informal memorandum or instructions for transfer, indicating whether or not transfer is in grade. Except in unusual circumstances all transfers will be in grade. If disapproved, return to originating headquarters or to individual.

WDC 233, 1942 and WDC 308, 1942

New CoC 3. Approve transfer (or disapprove with reasons therefor) and forward by indorsement to officer having authority to order transfer.

WDC 308, 1942

In case transfer is initiated by higher authority than company, instructions 1, 2, and 3 will not apply.

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Action taken by

TrAuth 4. Approve transfer (or disapprove with reason therefor). If approved issue appropriate instructions or orders to effect transfer. If disapproved, return request to initiating headquarters.

WDC 233, 1942 and WDC 308, 1942

If EM was promoted since initiation of request notify new CoC of promotion and offer opportunity to confirm or withdraw approval of transfer.

WDC 347, 1942, sec III

CoSO 5. If transferred, take in all organizational property held by EM. Send Individual Clothing and Equipment Record to CoC.

AR 345–125, par 40 AGO 32

If EM is authorized to take with him either T/BA or post, camp, or station equipment, see section XXVII for necessary action.

CoC 6. Make entry on Morning Report showing transfer.

AR 345–400, par 19 AGO 1

Date of transfer is date authority for transfer is received at station of EM unless otherwise indicated.

AR 310–50, par 12

CoC 7. Send Individual Clothing and Equipment Record to UPO.

AR 345–125, par 40 AGO 32

UPO 8. Get statement from CoC for indorsement as to character and efficiency rating of EM. Enter the character and efficiency of EM in indorsement and initial, together with statement of EM's accounts. Send the following records pertaining to EM to new unit: AGO Forms 20, 24, 43, 32, MD Form 81.

AR 345–125, par 29, C4 AGO 24

UPO 9. If transfer involves change of station, send 2 copies of SO directing transfer to TO and obtain Transportation Request for travel of EM. If Meal Tickets are not furnished by QM send EM with 3 copies of SO, certified with time of departure, to DisbO for payment of subsistence allowance.

AR 30–910, secs II and III Standard 1030
AR 35–4520, par 10

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Action taken by

UPO 10. Prepare Report of Change in duplicate. Send original through channels to MRU, file duplicate.

AR 345–800, par 16, C2 AGO 303

CoC 11. Transfer prorata share of Co Fund to new unit if transfer falls within purview of AR 210–50, par 16b, C1 (for procedure see section XXIII).

AR 210–50, par 16b, C1

CoC 12. Transfer of limited service personnel from the field forces.

WDC 327, 1942

CoC 13. Transfer of EM who will not accompany their units overseas.

WDC 339, 1942

SECTION IX

PROCEDURE TO GRANT FURLOUGH

Key to abbreviations:
CoC—Company Commander
UPO—Unit Personnel Officer
Adj—Regimental Adjutant
DisbO—Disbursing Officer

References:
AR 35–4520, Apr. 30, 1942
AR 40–505, Sept. 1, 1942
AR 345–125, Feb. 1, 1932
AR 345–155, July 16, 1938
AR 345–400, Aug. 25, 1938
AR 615–275, Feb. 16, 1940

Action taken by

CoC 1. Upon application of EM, or according to unit policy, request UPO to have Furlough Certificate prepared.

AR 615–275, pars 4, 5, WDC 56, 79, 1942

Furloughs will not normally be granted: to exceed 15 percent of the command; within 2 days of departure from permanent station; during maneuvers, basis training, target practice, special school instruction, or while undergoing treatment for an infectious or contagious disease or for veneral disease.

UPO 2. Prepare Furlough Certificate in duplicate and send both copies to CoC.

AR 615–275, par 4 AGO 31

CoC 3. Have EM sign original of Furlough Certificate and return to UPO.

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Action taken by	
UPO	4. Sign "Memoranda from Company Commander" on face of Certificate and submit to Adj. **AGO 31**
Adj.	5. Sign original of Furlough Certificate, "For the C. O." and send it to CoC. **AR 615–275, par 2a, ch by WDC 79, 1942, sec III** **AGO 31**
CoC	6. Have EM turn in all arms and equipment. **AR 615–275, par 11a**
CoC	7. Give original of Furlough Certificate to EM. Caution him that he may not leave the United States without authority, materials for individual prophylaxis are available at the exchange, and warn him about veneral infection. Inspect his uniform for neatness and proper wear. **AR 615–275, par 7** **WDC 53, 1942, sec II**
UPO	8. If it is necessary to pay EM while on furlough, see **AR 345–155, par 11**
CoC	9. Enter departure on Morning Report and send duplicate copy of Furlough Certificate to UPO. **AR 345–400, par 25b** **AGO 1**
UPO	10. Enter furlough in Service Record and file duplicate Furlough Certificate pending EM's return. **AR 345–125, par 14a** **AGO 24**
CoC	11. On EM's return, obtain from him the original Furlough Certificate and enter return in Morning Report. Send original to UPO. **AR 345–400, par 25b** **AGO 1** **AGO 31**
UPO	12. Enter date of return in Service Record and accomplish CoC's certificate on back of Furlough Certificate and sign original only. Send both copies to local DisbO for payment of furlough ration money. **AR 35–4520, pars 8 and 14a** **AGO 24, 31**

If EM fails to return by specified date, he is not entitled to furlough ration money unless absence is excused by the authority granting the furlough.

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Action taken by

DisbO 13. Send check for furlough ration money to EM through his CoC.

AR 35–4520, par 8

The DisbO may pay in cash, in which case an officer must accompany and identify the EM.

EMERGENCY FURLOUGH

CoC 14. Submit to UPO EM's application for emergency furlough.

UPO 15. Verify fact of emergency through investigation by American Red Cross or similar disinterested agency.

WDC 163, 1942, sec III

Requests to the American Red Cross for verification of illness in the family of EM requesting furlough, predicated upon such illness, will be accompanied by the name of the attending physician.

UPO 16. Secure approval of CO for emergency furlough.

AR 615–275, par 5b(1) and c(1) ch by WDC 56, 1942, sec IV

UPO 17. Follow instructions 2 to 13, inclusive.
CoC
Adj.
DisbO

SECTION X

PROCEDURE WHEN ENLISTED MAN IS ABSENT WITHOUT LEAVE

Key to abbreviations:
CoC—Company Commander
UPO—Unit Personnel Officer
CoSO—Company Supply Officer

References:
AR 35–6520, Feb. 8, 1936
AR 345–125, Feb. 1, 1932
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 615–290, July 20, 1942
AR 615–300, July 20, 1942
TM 12–250, Oct. 10, 1942, pars 234, 276, 304, and 306

Action taken by

CoC 1. Make proper entry in Morning Report. Notify CoSO.

AR 345–400, par 26a **AGO 1**

Show hour of departure in Morning Report entry.

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Action taken by

UPO 2. Enter absence in Service Record from Morning Report entry.

AR 345–125, par 19c **AGO 24**

Submit original Report of Change through channels to MRU, file duplicate.

AR 345–800, par 16, C2 **AGO 303**

CoC 3. Notify nearest relative by telegraph or mail that EM is AWOL; that if he does not return he will be dropped as deserter; and that all persons who desert in time of war relinquish and forfeit their rights of citizenship and are forever incapable of holding any office of trust or profit under the United States.

AR 615–300, par 2b, C2

CoSO 4. Search for, collect, list, and safeguard all clothing, equipment, and personal effects left by the EM. File list with supply records.

AR 615–290, par 10

List of clothing missing will be made from this list later, for surveys or statements of charges.

CoSO 5. If EM holds property on Memorandum Receipt, effect a settlement with the issuing officer.

AR 35–6520, par 15c **QMC 487**

Unless circumstances of the case warrant immediate action, this action will be taken 10 days after departure of the EM.

CoC 6. When EM returns to duty, make entry in the Morning Report.

AR 345–400, par 26a **AGO 1**

Show hour of return in Morning Report entry.

UPO 7. Enter return in Service Record from Morning Report entry.

AR 345–125, par 19c **AGO 24**

Submit Report of Change as in instruction 2.

AR 345–800, par 16, C2 **AGO 303**

CoC 8. Take necessary disciplinary action.

MCM AW 61, AW 104

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Action taken by

UPO 9. If there is reason to believe EM will not return he will be dropped as a deserter. No man will be carried as absent without leave for longer than 20 days unless it is believed he will return.

AR 615–300, par 4

10. In case of EM absent without leave reporting at other than proper station.

AR 615–290, par 2, C2

Section XI

PROCEDURE WHEN ENLISTED MAN DESERTS, IS APPREHENDED OR SURRENDERS FROM DESERTION

Key to abbreviations:
CoC—Company Commander
UPO—Unit Personnel Officer
PCO—Post Commander
CO—Regimental Commander
Surg—Surgeon
DisbO—Disbursing Officer

References:
AR 35–2480, May 23, 1942
AR 35–6640, June 13, 1942
AR 40–100, Sept. 10, 1940
AR 345–125, Feb. 1, 1932
AR 345–155, July 16, 1938
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 615–5, Apr. 15, 1936
AR 615–40, Sept. 1, 1942
AR 615–300, July 20, 1942
TM 12–250, Oct. 10, 1942, pars 303 to 308, inclusive, and 234

Action taken by

CoC 1. If, after investigation, it is believed a man who is AWOL has deserted, drop him as a deserter on the Morning Report. This action is required within 20 days of first absence unless it is believed EM intends to return. Notify UPO. (See AR 615–300, par 4 for acts which constitute desertion.)

AR 615–300, par 4 **AGO 1**

UPO 2. *a.* Discontinue allotments and pay reservations. Radio action may be necessary (see AR 35–5520, par 13*c*). Notify Office of Dependency Benefits, 213 Washington St., Newark, N. J., if EM has class F deduction.

AR 615–300, pars 9b, 10b; WDC 225, 1942
AGO 30, 30–5

For procedure in accomplishing discontinuance, see section XIV.

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Action taken by

UPO 2. *b.* Prepare Report of Change in duplicate. Send original through channels to machine records unit, file duplicate.

AR 345–800, par 16, C2 AGO 303

UPO 3. Within 24 hours, furnish central locator card file at post headquarters with necessary information concerning change.

WDC 92, 1942, sec IV, par 2 AGO 304–A

CoC 4. If shortages in clothing or equipment exist, submit Report of Survey or Statement of Charges.

AR 615–300, par 7 AGO 36
AR 35–6640, par 7d(1) AGO 15

See sections XXVIII and XXIX for preparation of these forms.

CoC 5. In case of PFC terminate appointment as of the date of AWOL, or, in case of technician or NCO, submit letter to CO recommending termination of technician appointment or reduction of NCO.

AR 615–5, pars 13, 14b

CoC 6. Submit the following reports to UPO:

Evidence gathered at time of desertion (in triplicate).

AR 615–300, par 9c

List of clothing left by deserter (in triplicate).

AR 615–300, par 9d AGO 32

Individual Clothing and Equipment Record.

CoC 7. Turn over issued clothing and individual equipment to QM for renovation and reissue.

AR 615–40, par 8e

UPO 8. Prepare Report of Desertion in triplicate, and submit it to CoC for signature.

AR 615–300, par 9a, C2 AGO 44

On page 1 Form 44 include all pertinent information necessary for action upon charges.

CoC 9. Sign all copies of Report of Desertion and return it to UPO.

AR 615–300, par 9a, C2 AGO 44

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Action taken by

UPO 10. Forward duplicate and triplicate copies of Report of Desertion to TAG within 2 days after EM is dropped as deserter.

AR 615–300, par 10, C3 **AGO 44**

Original of Report of Desertion will be securely fastened to Service Record.

CoC 11. Furnish UPO with character and efficiency rating of EM.

AR 345–125, par 1e, C4 **AGO 24**

UPO 12. Accomplish next indorsement on Service Record to TAG, enter character and efficiency rating, and initial.

AR 345–125, pars 1e, C4, 29 and 41a(2), C3 **AGO 24**

UPO 13. Prepare and file Extract from Service Record.

AR 345–125, par 45a **AGO 25**

UPO 14. Sign Service Record and forward to PCO the following papers and effects:

Report of Desertion, original. **AGO 44**
Service Record. **AGO 24**
Individual Clothing and Equipment Record. **AGO 32**
List of clothing left at post (in triplicate).
Evidence gathered at time of desertion (in triplicate).
Qualification Card. **AGO 20**
Deserter's personal effects.
Emergency Addressee and Personal Property Card. **AGO 43**
Immunization Register. **MD 81**

AR 615–300, pars 8b and 10a, C3

UPO 15. Submit Deserter's Supplemental Pay Roll to local DisbO.

AR 345–155, par 5d(2) **WD 366, 366a, 366b**

PCO 16. Advertise EM's desertion and take all possible steps to return him to military control.

AR 615–300, par 28b(1)(a) **AGO 45**

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Action taken by

PCO 17. Hold all papers (see instruction 14) for a period of 1 year, at the expiration of which period, forward them to TAG.

AR 615–300, par 10a, C3

PCO 18. Hold personal effects of deserter for 1 year. Then dispose of them as outlined in reference.

AR 615–300, par 8

DisbO 19. Settle deserter's accounts 3 months after desertion. Furnish PCO Statement of Account if funds due are insufficient to settle indebtedness.

AR 35–2480, par 15 **WD 366, 366a, 366b AGO 27**

IF DESERTER SURRENDERS OR IS APPREHENDED AT HOME STATION

CoC 20. Place deserter in arrest or confinement as the circumstances may require.

MCM, AW 69

For issue of clothing to returned deserter see AR 615–300, par 23.

CoC 21. Send deserter to Surg for physical examination.

AR 615–300, par 20
AR 40–100, par 9

Surg 22. Examine deserter and furnish CO report of examination on page 2, Enlistment Record, Regular Army.

AR 615–300, par 20 **AGO 21**
AR 40–100, par 9

No man will be discharged for desertion unless mentally or physically incapacitated for any military service. (WDC 270, 1941, sec I, note 5.)

CoC 23. Enter fact of deserter's return in Morning Report.

AR 345–400, pars 23, 29 **AGO 1**

UPO 24. *a.* Furnish central locator card file at post headquarters with necessary information concerning return of deserter.

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Action taken by

UPO 24. *b.* Prepare Report of Change in duplicate; send original through channels to MRU, file duplicate.

WDC 92, 1942, sec IV, par 2 AGO 304-A
AR 345–800, par 16, C2 AGO 303

UPO 25. *a.* If deserter has been gone more than 1 year and records have been forwarded to TAG:

(1) Send Form 46 in triplicate to TAG. **AGO 46**

(2) If mailing time to TAG is greater than 24 hours, make additional report of data shown on Form 46 by radio to TAG.

b. If deserter has been gone less than 1 year and records have not been forwarded to TAG—

(1) Send duplicate and triplicate copies of Form 46 to TAG. **AGO 46**

(2) Request return of Report of Desertion (AGO Form 44) and allied papers from PCO, and when they are received, paste original of Form 46 over the indorsement of the Service Record to PCO dropping the deserter.

AR 615–300, par 15 AGO 46

UPO 26. Enter all pertinent information on Extract from Service Record.

AR 615–300, par 17 AGO 25

UPO 27. Upon receipt of records from TAG or PCO, return the following to CoC and retain all other records:

Report of Desertion. **AGO 44**
Individual Clothing and Equipment Record. **AGO 32**
List of clothing left at post.
Evidence gathered at time of desertion.

UPO 28. Upon receipt of Service Record enter data from Extract from Service Record in proper spaces on the Service Record and destroy Extract.

AGO 24

AR 615–300, par 17 AGO 25

UPO 29. Recall Supplemental Pay Roll if absence has been less than 3 months. If it has been more than 3 months, obtain Statement of Accounts from local DisbO.

AR 345–155, par 5d(3) WD 366, 366a, 366b
AGO 27

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Action taken by

CoC 30. Prefer charges (forward with charges all papers in your possession listed under instruction 14, except Form 32 and list of clothing left at post).

MCM, AW 58, 70 **AGO 115**

For preparation of Charge Sheets see section XVIII

IF DESERTER SURRENDERS OR IS APPREHENDED AT STATION OTHER THAN THAT OF HIS ORGANIZATION

PCO 31. Place deserter in confinement or arrest as the case may require. Attach him to some organization for administration.

MCM, AW 69

PCO 32. By radio notify commanding officer of organization from which EM deserted, of fact of apprehension or surrender; verify EM's identity and statements; ask whether CO at home station desires deserter returned there for disciplinary action; and whether deserter can be trusted with transportation.

AR 615–300, par 15a
AR 615–290, par 2, C2

Action depends upon local service command policy.

PCO 33. Upon receipt of telegraphic reply from CO of home station, follow instructions 24 to 26, inclusive.

If EM is being returned to home station, notification to TAG (instruction 25) will request that papers in the case be forwarded to the CO of deserter at home station address.

UPO 34. UPO at home station: follow instruction 29. If deserter is to be tried at station of return to military control, send all 3 copies of the pay roll to CO at that station.

AR 345–155, par 5d, C3 **WD 366, 366a, 366b AGO 27**

PCO and Surg 35. Follow instructions 21 and 22.

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Action taken by

PCO 36. Return deserter to his organization, if consistent with service command policy. If not, bring him to trial. **MCM, AW 58, 70** **AGO 115**
AR 615–300, par 19a
AR 30–920, par 10a(1)
AR 615–290, par 2, C2

PCO 37. *a.* If deserter is to be tried at station of surrender, send records (when received from TAG or PCO of home station) to commander of unit to which EM has been attached.

AR 345–125, par 29a

b. If deserter has been returned to home station, forward to CO of home station the Extract from Morning Report of the organization to which he was attached while at station of surrender, and such other evidence and papers as may have accumulated.

Section XII

PROCEDURE TO OBTAIN AUTHORITY FOR DISCHARGE OF ENLISTED MAN

Key to abbreviations:
UPO—Unit Personnel Officer
CoC—Company Commander
DAuth—Discharge Authority
Med Bd—Medical Board
PofEM—Parents of Enlisted Man
Sec VIII Bd—Section VIII Board
CO—Regimental Commander

Reference:
AR 615–360, Apr. 4, 1935

FOR PHYSICAL DISABILITY DISCHARGE

Action taken by

UPO 1. On request of CoC or Surg, prepare Certificate of Disability for Discharge (CDD) for CoC and send it to him for signature.

AR 615–360, par 8, ch by WDC 243, 1941
AGO 40

a. No man will be discharged because of disability, inaptness, or undesirable habits or traits of character, unless the Government can obtain no useful service from him. Full use will be made of reclassification procedure and

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additional training in special training battalions. (Note 1, WDC 270, 1941 as ch by WDC 332, 1942, sec II.)

b. The commander of any administrative unit or installation commanded by a general officer and commanding officers of reception centers, staging areas, named general hospitals, and port commanders who are not general officers, are empowered to order discharge under the provisions of AR 615–360, as amended.

WDC 233, 247, 1941 and WDC 258, 1942

Action taken by

CoC — 2. Sign CDD and send it to Adj.

AR 615–360, par 8, ch by WDC 243, 1941 AGO 40

CO — 3. Convene a board of medical officers.

AR 615–360 par 9a, ch by WDC 243, 1941

CDD boards may be convened by CO's of general hospitals or stations.

Med Bd — 4. Examine EM critically and enter on CDD the data required by par 10, AR 615–360. Indorse CDD back to convening authority.

AR 615–360, pars 9, 10, as ch by WDC 243, 1941 AGO 40

UPO — 5. Prepare forwarding indorsement on CDD for signature of CO, embodying his recommendation.

AR 615–360, par 11a, ch by WDC 243, 1941 AGO 40

See par 11*b*, AR 615–360, ch by WDC 243, 1941, for action if board of medical officers finds that the EM's unfitness for service is due to one of the causes enumerated in par 13*b*, AR 615–360 as ch by WDC 243, 1941, and that he is mentally responsible.

CO — 6. Sign indorsement of CDD and send to DAuth.

AR 615–360, par 11a, ch by WDC 243, 1941 WDC 252, 1941, sec 1 AGO 40

See remark *b* under instruction 1.

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Action taken by

DAuth 7. If CDD was initiated from Army Ground Forces, defense command, combat or field units of Army Air Forces, or field units of Services of Supply, and it is determined that discharge is warranted, indorse CDD back to unit, and direct that EM be transferred by indorsement on Service Record to nearest appropriate service command agency of the Services of Supply, or in the case of Army Air Forces units to the station complement of the station at which his unit is then located, where the discharge will be accomplished.

AR 615–360, par 16a, ch by WDC 243, 1941
WDC 358, 1942, sec IV **AGO 40**

UPO 8. Transfer EM by indorsement of Service Record to appropriate service command or station complement agency. Forward CDD to appropriate service command or station complement agency with other records on transfer.

WDC 358, 1942, sec IV **AGO 24, 40**

For procedure see section VIII.

CO of SU or Sta Com 9. Furnish Surg of the service unit to which EM was assigned at time of discharge a letter in duplicate setting forth name, grade, and Army serial number of the EM, the unit to which he belonged, the date of discharge and the cause thereof as stated on the CDD.

AR 615–360, par 16c, ch by WDC 243, 1941

DISCHARGE BY REASON OF CONVICTION BY CIVIL COURT

UPO 10. Prepare for CoC a letter to discharging authority, recommending that EM be discharged.

AR 615–360, par 58

No EM will be discharged by reason of conviction by civil court, unless the case comes within the purview of WDC 80, 1941, or paragraph 57*a*(1), AR 615–360, as changed by WDC 177, 1941, or the EM has been sentenced to a term of confinement of 1 year or more. (See note 6, WDC 270, 1941.)

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Action taken by	
CoC	11. Sign letter and return it to UPO.
UPO	12. Indorse letter and forward in duplicate, through channels, to DAuth. (See remark *b* under instruction 1.) **AR 615–360, par 57, ch by WDC 177, 1941, sec III**
DAuth	13. If request was initiated on an EM of the Army Ground Forces, defense command, combat or field unit of Army Air Forces, or field unit of Services of Supply, and it is determined that discharge is warranted, indorse letter to CO and direct that EM be transferred by indorsement on Service Record to nearest appropriate service command agency of the Services of Supply, or in the case of Army Air Forces units to the station complement of the station at which his unit is then located, where the discharge will be accomplished. **AR 615–360, par 57, ch by WDC 177, 1941** (see remark *b* under instruction 1) **WDC 358, 1942, sec IV**
UPO	14. Indorse letter and transfer EM by indorsement of his Service Record to appropriate service command or station complement agency. **WDC 358, 1942, sec IV** **AGO 24** For procedure see section VIII.

DISCHARGE FOR MINORITY

PofEM	15. Write to authority empowered to order discharge, applying for the discharge of the EM and submitting the evidence of age required by AR 615–360, par. 37. (See remark *b* under instruction 1.) **AR 615–360, pars 31, 33b**
DAuth	16. Take action described in instruction 13.
UPO	17. Take action described in instruction 14.

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DISCHARGE BY REASON OF DESERTION (ADMITTED) AND PHYSICALLY DISABLED

Action taken by

UPO — 18. Prepare for CoC a letter to DAuth, requesting discharge under sec VII, AR 615–360, and setting forth the reasons why trial is deemed inadvisable and embodying evidence that EM is unfit for any military service.

AR 615–360, par 49b(4)

EM will be discharged for desertion only if physically or mentally incapacitated for any military service. (Note 5, WDC 270, 1941.)

CoC — 19. Sign letter and return to UPO.

AR 615–360, par 49b(4)

UPO — 20. Indorse letter and forward in duplicate to DAuth. (See remark *b* under instruction 1.)

AR 615–360, par 49

DAuth — 21. Take action described in instruction 13.

AR 615–360, par 50 **AGO 56**

A blue discharge is given.

UPO — 22. Take action described in instruction 14.

FOR FRAUDULENT ENLISTMENT

CoC — 23. Send letter through channels to DAuth, stating the facts of the case and requesting discharge under sec VI, AR 615–360. (See remark *b* under instruction 1.)

AR 615–360, sec VI

No EM will be discharged because of fraudulent enlistment except by reason of concealment of desertion from the Navy, Marine Corps, or Coast Guard, or concealment of conviction by civil court of offenses outlined in WDC 80, 1941. (Note 4, WDC 270, 1941.)

DAuth — 24. Take action described in instruction 13.

UPO — 25. Take action described in instruction 14.

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DISCHARGE UNDER SECTION VIII, AR 615–360

Action taken by

CoC 26. Report facts which are cause for discharge to UPO.

AR 615–360, par 51a or b, ch by WDC 66, 1941

No man will be discharged because of disability, inaptness, or undesirable habits or traits of character, unless the Government can obtain no useful service from him. Full use will be made of reclassification procedure and additional training in special training battalions. (Note 1, WDC 270, 1941 as ch by WDC, 332, 1942, sec. II.)

UPO 27. Prepare letter to CO for CoC's signature.

AR 615–360, par 51a, ch by WDC 66, 1941

CoC 28. Sign letter and send to Adj.

CO 29. Convene a board of officers.

AR 615–360, par 51c, ch by WDC 66, 1941

Sec VIII Bd 30. Determine whether or not EM should be discharged and submit proceedings to convening authority in quadruplicate. If discharge is recommended, also recommend form of Certificate of Discharge.

AR 615–360, par 51c, d(4), ch by WDC 66, 1941

See par 51*d*, AR 615–360, for conduct and nature of board proceedings. See par 55, AR 615–360, for forms of Certificate of Discharge which may be given. If board determines that discharge should not be given, make such recommendation and in addition, recommend to the convening authority action to be taken to obtain the most useful service from the EM. (AR 615–360, par 51*d*(3), and *e*(2), ch by WDC 66, 1941.)

CO 31. Indorse approval or disapproval of the findings and recommendations and, if discharge was recommended by board, forward proceedings to DAuth in triplicate, file quadruplicate. (See remark *b* under instruction 1.) If discharge not recommended by board, take such action upon the recommendations of the board as is appropriate to obtain the most useful service from the EM, file the board proceedings, and notify the CoC concerned of the final action taken in the case (AR 615–360, par 51*f*(1), ch by WDC 66, 1941).

AR 615–360, par 51e(1)

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Action taken by

DAuth 32. Take action outlined in instruction 13 and return board proceedings to CO.

AR 615–360, pars 51f(2), 53, and WDC 358, 1942, sec IV

CO 33. If discharge ordered by DAuth, send proceedings of Sec VII Bd to UPO as authority for discharge. If discharge not ordered, file board proceedings, and inform CoC of final action taken.

AR 615–360, par 51f(3) and (4)

UPO 34. Take action described in instruction 14. Forward board proceedings in duplicate with other records on transfer.

SECTION XIII

PROCEDURE TO EFFECT PAYMENT OF TROOPS

Key to abbreviations:
UPO—Unit Personnel Officer
CoC—Company Commander
DisbO—Disbursing Officer
AO—Agent Officer
PWO—Payment Witnessing Officer
CO—Regimental Commander

References:
AR 35–120, June 6, 1942
AR 35–320, Dec. 19, 1941
AR 35–1140, May 13, 1942
AR 35–1440, Nov. 15, 1933
AR 345–155, July 16, 1938

REGULAR PAYMENTS

Action taken by

UPO 1. Prepare Pay Roll in quadruplicate in time to permit signing by individuals and submission to local disbursing officer not later than the 25th of the current month or 5 days before date of payment. (For method of preparation of Pay Roll and model remarks see AR 345–155. For common credits and stoppages see AR 35–1340, 35–1380 to 35–1540, inclusive, 35–2320 to 35–2620, inclusive, and 35–6640.)

AR 345–155 **WD 366, 366a, and 366b**

Original will be kept original throughout, the duplicate the first carbon copy throughout, the triplicate the second carbon copy throughout, and quadruplicate the third carbon copy throughout.

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Action taken by

UPO 2. Submit original Pay Roll to CoC for signature of the men.

AR 345–155 **WD 366, 366a, and 366b**

CoC 3. After verification and signature by the men, return Pay Roll to UPO.

WD 366, 366a, and 366b

The signature of an EM acknowledges the correctness of a charge for lost or damaged property. His attention, therefore, will be called to such an entry (AR 35–6640, par 2*b*(3)).

UPO 4. Type names of men who signed original roll on duplicate and triplicate copies of roll, prepare and sign all copies of top certificate on Pay Roll and submit original and duplicate to local disbursing officer not later than the 25th of the month or 5 days before date of payment. Send quadruplicate direct to TAG. Retain triplicate.

AR 345–155, C3 **WD 366, 366a, and 366b**

In cases of Pay Rolls submitted for payment by check the third copy will also be submitted to the disbursing officer in order that the computations and check numbers may be entered and returned to the UPO. If this is not done and any men are red-lined by the disbursing officer on account of erroneous remarks, the UPO does not know about it.

DisbO 5. Compute Pay Roll and return duplicate to UPO.

UPO 6. Transcribe pay accounts to triplicate copy and hold both copies until pay day.

CO 7. Submit to commander on whose staff the local disbursing officer is serving, the name of an officer to be designated in orders as class A agent officer.

AR 35–320, pars 2, 3a(1)

UPO 8. On pay day, give duplicate and triplicate copies of Pay Roll to officer witnessing pay.

AR 35–120, par 5e

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Action taken by

AO

9. Draw pay and original Pay Roll at disbursing office on pay day as directed. Pay organization in person and in presence of witnessing officer.

AR 35–120, par 5e

Actual payment must be made by the designated agent himself and he must not entrust funds to another person to make the payments for him. No check marks will be placed on the original copy of the Pay Roll except that any men not previously red-lined and who are not paid will be lined out and initialed by the witnessing officer on all copies of the roll with the notation "Not Paid."

PWO

10. On completion of pay, sign second certificate on original Pay Roll only as witnessing officer. Sign third certificate on duplicate and triplicate copies only, certifying that they are "True Copies" of the roll on which you witnessed payment. Return original and duplicate to AO, and triplicate to UPO. If any men who signed the Pay Roll are not paid, red-line their names in all copies with the notation "Not Paid."

AR 345–155 **WD 366, 366a,**
AR 35–120, par 5e **and 366b**

AO

11. Within 24 hours of receiving funds from local disbursing officer, return to him original and duplicate rolls, together with pay of men who were red-lined.

AR 35–320, par 17a **WD 366, 366a, and 366b**

UPO

12. Receive triplicate Pay Roll from witnessing officer. Post Service Records to show date of last payment. File triplicate with records of organization.

AR 345–125, par 27b **WD 366, 366a, and 366b**
AGO 24

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SUPPLEMENTAL PAYMENTS

Action taken by

UPO 13. If for any reason, EM were not paid on regular Pay Roll, or men have joined organization subsequent to submission of regular Pay Roll, prepare Voucher for Pay and Allowances of Individual Enlisted Men in triplicate. (In cases of five or more men, prepare supplemental Pay Roll on WD Form 366, 366a, and 366b and follow instructions outlined for regular payments.)

AR 345–155 WD 337 or 366,
TM 12–250, par 276 366a, and 366b

WD Form 337 (Individual Pay Voucher) is not being reprinted and it is not intended to furnish this form after the present supply is exhausted. Pay Roll Forms 366, 366a, 366b, are to be used for all payments, whether for one individual or more. (WDC 324, 1942, sec IV.)

UPO 14. Follow instruction 2.

CoC 15. Follow instruction 3.

UPO 16. Certify voucher and submit in duplicate to DisbO for payment; file triplicate.

DisbO 17. Compute and notify AO that pay is ready.

CoC 18. Send EM, accompanied by identifying officer, to DisbO for payment. Notify UPO of fact of payment.

UPO 19. Post Service Record to show date of last payment.

AR 345–125, par 27b AGO 24

If payment is made on WD Forms 366, 366a, 366b, UPO, CoC, DisbO, AO, and PWO follow procedures 2 to 12, inclusive.

Supplemental Pay Rolls and Individual Pay Vouchers may be submitted at any time. However, under ordinary circumstances, they will be submitted so as to reach the DisbO by the 10th of the month following month for which payment is to be made.

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PARTIAL PAYMENTS

Action taken by

UPO

20. On notification by proper authority, prepare Voucher for Pay and Allowances of Individual Enlisted Men in triplicate for partial payment. (For five or more men, prepare Partial Payment Pay Roll on WD Forms 366, 366a, and 366b.) (For authority to make partial payments, method of computing amount to be paid, and method of preparation, see AR 345–155.)

TM 12–250, par 267 WD 337 or 366,
AR 345–155 366a, and 366b

See remark under instruction 13.

UPO, CoC, DisbO, PWO and AO

Follow instructions 2 to 12, inclusive, when payment is made on Partial Payment Pay Roll and instructions 14 to 19, inclusive, when payment is made on Voucher for Pay and Allowances of Individual Enlisted Men.

UPO

21. Enter under "Remarks-Financial," in Service Record and on next Pay Roll amount and date of Partial Payment. (If payment is made casually also enter data of payment on Soldier's Individual Pay Record.)

AR 345–155, par 10½, C2 AGO 24, 28

CASUAL PAYMENTS

Any UPO

22. Prepare Individual Pay Voucher in triplicate or Pay Roll in triplicate from data on Individual Pay Record, on presentation of latter by EM when he has become separated from his organization. State on Pay Roll or voucher amount to be paid; such amount not to exceed amount due EM after deductions have been made for allotments and insurance premiums.

AR 345–155, par 10½, C2 WD 337
or 366, 366a, and
366b
AGO 28

See remark under instruction 13.

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Action taken by

Any UPO 23. After payment, enter on pages 4, 5, 6, or 7, of Individual Pay Record, period covered, allotment and insurance deductions, amount paid, voucher number and month, and name of disbursing officer making payment, followed by name, grade, arm or service of personnel officer or detachment commander.

AR 345–155, par 10½, C2 AGO 28

Any UPO 24. Notify EM's organization commander of fact of payment by Notice of Casual Payment.

AR 345–155, par 10½, C2 AGO 19

CoC 25. On receipt of information of Casual Payment, notify UPO to make appropriate entry of payment in Service Record under "Remarks-Financial."

AR 345–155, par 10½, C2 AGO 24

UPO 26. On return of EM to parent organization, check Soldier's Individual Pay Record against Service Record, take necessary action to correct any overpayments or short payments and indorse entries on pages 4, 5, 6, and 7 of Pay Record "Verified with Service Record," followed by name, grade, arm or service of UPO.

AR 345–155, par 10½, C2 AGO 24 and 28

PAYMENT WHEN HOSPITALIZED IN NONPAY STATUS

UPO 27. Prepare voucher in triplicate for payment of $5 personal expense money for an EM in hospital in nonpay status for each full month in such status. Send to EM for signature.

AR 35–1440, par 1a, sec 4 WD 337

See remark under instruction 13.

UPO 28. Certify voucher and submit to local disbursing officer in duplicate for payment; file triplicate. Enter fact of such payment on financial page of EM's Service Record.

AR 35–1440, par 3c and WD 337
AR 345–125 AGO 24

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Action taken by

DisbO 29. Mail check to EM. Forward original voucher to Chief of Finance and file duplicate.

AR 35–1140 **WD 337**

PAYMENT ON SEPARATION FROM SERVICE BY DEATH

For final payment on separation from the service by death see section XV.

SECTION XIV

PROCEDURE TO AUTHORIZE OR DISCONTINUE ALLOTMENTS, DEDUCTIONS, AND PAY RESERVATIONS, AND TO PROTECT AND OBTAIN BENEFITS FOR DEPENDENTS

Key to abbreviations:
EM—Enlisted Man
UPO—Unit Personal Officer
O—Officer
CoC—Company Commander

References:
AR 345–155, July 16, 1938
Allotments—AR 35–5520, Mar. 4, 1941
WDC 212, 1942
Deductions—WDC 225, 1942
WDC 288, 1942
Pay reservation—WDC 215, 1942

TO AUTHORIZE ALLOTMENTS FOR SUPPORT OF DEPENDENTS, OR FOR PREMIUMS ON INSURANCE

Action taken by

EM 1. Inform CoC of desire to make allotment.

CoC 2. Notify UPO of EM's desire so that pay will not be overobligated.

UPO 3. *a.* Prepare Form 29 in duplicate for Cl E; in triplicate for Cl D and Cl N. Get EM's signature on all copies. Sign as witness.

b. Send original to Office of Dependency Benefits, 213 Washington St., Newark, N. J.; file duplicate with Service Record; send triplicate for Cl D and Cl N to Director of Insurance, Veterans Administration, Washington, D. C.

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Action taken by

UPO 3. *c.* Note deduction on Service Record, Individual Pay Record, and on Pay Roll of man concerned.

AR 35–5520, par 6a(1), (3) **AGO 29**
AR 345–155, pars 10½, 14, C2 **AGO 24**
AGO 28
WDC 212, 1942 **WD 366, 366a, 366b**

d. WD, AGO Form 29 will show the kind of allotment:
Cl D—Government Life Insurance.
Cl N—National Service Life Insurance.
Cl E—Support of Dependents, or
Payment of Commercial Life Insurance Premiums.

e. Form 29 will be forwarded in time to reach the Office of Dependency Benefits, 213 Washington St., Newark, N. J., by the 10th of the month in which allotments are to become effective. Receipt of Form 29 will be acknowledged to UPO, and amount of allotment will be sent direct to allottee.

f. Before going overseas every officer and enlisted man will be given opportunity to make allotment. Entry will be made on back of Form 43 whether allotment was made or declined. **AGO 43**

O 4. Same procedure as for enlisted man but officer is responsible that entry of allotment is made on his Pay Voucher and on his Pay Data Card.

AR 35–5520, par 6a(3) **WD 366**
AGO 77

TO DISCONTINUE ALLOTMENTS

EM 5. Inform CoC of desire to discontinue allotment.

CoC 6. Notify UPO of man's desire to discontinue allotment.

UPO 7. Prepare Form 30, following instructions and distribution in instruction 3*a*, *b*. Get EM's signature on and sign all copies as witness.

AR 35–5520, pars 12, 13 **AGO 30**
AR 345–155, pars 10½, 14b, C2 **AGO 24**
AGO 28
WDC 212, 1942 **WD 366, 366a, 366b**
AGO 77

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Action taken by

O 8. Same procedure as for enlisted man. Officer will see that appropriate entry is made on Pay Data Card.

Allotments will be terminated by the UPO when for any reason the allotter's available pay will not warrant the continuance of allotment, or upon the death, desertion, or mental incapacitation of allotter. (Allotments will continue for a period of 12 months from date of commencement of absence of allotter who is officially reported as missing, missing in action, interned in a neutral country, or captured by an enemy.—Sec III, Bull 14, WD 1942.) Discontinuance will be made by radio (followed by Form 30) in emergency situations to prevent overpayment. Discontinuance will be acknowledged by Office of Dependency Benefits, 213 Washington St., Newark, N. J.

Allotments may also be suspended (see AR 35–5520, par 14).

TO AUTHORIZE CLASS A PAY RESERVATION FOR PURCHASE OF WAR SAVINGS BONDS

EM 9. Inform CoC of desire to make Cl A Pay Reservation and in what amount.

WDC 215, 1942, par 2b, sec II

Cl A Pay Reservations will be acceptable only in multiples of $1.25 (EM will be encouraged to subscribe at least $3.75 per month).

CoC 10. Notify UPO of EM's desire to make Cl A Pay Reservation.

UPO 11. *a.* Prepare Form 29–5 in quadruplicate and get EM's signature to all copies; sign all copies as witness. send original and duplicate to Chief of Finance, War Bond Division, New Armory Building, 19th and A Streets, SE., Washington, D. C.; file triplicate; give quadruplicate to EM.

b. Enter Pay Reservation under "Remarks-Financial" in Service Record; on Individual Pay Record, and on the appropriate column of Pay Roll.

WDC 215, 1942, sec. II, pars 1, 2 AGO 29–5
AGO 24
AGO 28
WD 366, 366a, 366b

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Action taken by

O 12. Same procedure as for EM.
May not be less than $3.75 per month.

Chief of Finance will purchase War Bonds in the name of the O or EM whenever funds accrued from Pay Reservation are sufficient; and mail bonds to address given in authorization; or, if requested, he will have bonds held in trust for person concerned at United States Treasury. Only one Cl A Pay Reservation per subscriber is permitted.

TO DISCONTINUE CLASS A PAY RESERVATION

UPO 13. When discontinuance is desired or required, prepare Form 30–5 following instructions and distribution in instruction 11.

WDC 215, 1942, sec II, pars 3, 4 AGO 30–5

Discontinuance will be made on request of subscriber or death, desertion, or mental incapacitation of subscriber. Discontinuance also will be effected on reduction in grade, stoppage of pay, or forfeiture of pay due to court martial when the subscriber's available pay will not warrant continuance of the reservation.

TO AUTHORIZE CLASS F DEDUCTION FOR PAYMENT OF MONTHLY FAMILY ALLOWANCES UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT OF 1942

EM 14. Any EM of grades 4 to 7, having dependents as specified by WDC 225, 1942, may signify his wish to make application.

CoC 15. Notify UPO of EM's desire to make application.

UPO 16. Give EM assistance in preparing AGO Form 625.

WDC 225, 1942 and WDC 288, 1942
AGO 625

Full instructions are printed on back of form as well as details of supporting evidence of dependency to be furnished by the applicant.

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Action taken by

UPO 17. Send original by indorsement to the Office of Dependency Benefits, 213 Washington St., Newark, N. J. See that all other allotments are discontinued or adjusted so that EM has sufficient monthly pay due to cover this deduction and leave EM with $10. Make entry on Service Record, Pay Roll, and Individual Pay Record, and file official copy with the Service Record.

WDC 225, 1942 and WDC 288, 1942
AGO 625
AGO 24, 28
WD 366, 366a, 366b

UPO 18. Notify Office of Dependency Benefits, 213 Washington St., Newark, N. J., of EM's desertion or conviction by civil court. Also notify above branch of any change in status of EM, or any of his dependents affecting payment of allowances.

WDC 288, 1942 and WDC 225, 1942, pars 13, 14

Payment will cease on conviction of desertion; when absent 3 months in desertion; when imprisoned by civil court for time exceeding 3 months. Payments will continue for a period of 12 months from date of commencement of absence of EM who is officially reported as missing, missing in action, interned in a neutral country, or captured by an enemy. (Sec III, Bull. 14, WD, 1942.)

PROCEDURE TO APPLY FOR NATIONAL SERVICE LIFE INSURANCE

EM 19. Inform CoC of desire to apply for National Service Life Insurance.

CoC 20. Notify UPO of EM's desire for insurance.

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Action taken by

UPO 21. Prepare Veterans Administration Form 350 (if more than 120 days have elapsed since entry on active duty, use Veterans Administration Form 350–A). Have signature of applicant witnessed and sign as certifying to service. Enter on page 10 of Service Record. Prepare Cl "N" allotment if insured desires to pay premiums by that method. Make proper entry on Pay Roll and Individual Pay Record. Send application to Director of Insurance, Veterans Administration, Washington, D. C.

WDC 125, 1940, sec II — **USVA 350**
USVA 350–A
WDC 192, 1941, sec II — **AGO 24, 28, 30**
WDC 100, 1942, sec IV as ch by WDC 113 and 269, 1942 — **WD 366, 366a, 366b**

Insurance must be initially taken on 5-year level premium basis for amounts from $1,000 to $10,000 in $500 steps.

EM 22. Make change of beneficiary as changes occur. (Veterans Administration Form No. 336.)

OTHER BENEFITS TO DEPENDENTS

These will be taken care of by the proper officials and will require no action by the beneficiary except to accomplish forms provided.

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Benefits	Definition and limitations	Agency having jurisdiction
Six months' gratuity pay.	On death in line of duty while on active service, 6 months' pay of the serviceman (including longevity, foreign service percentage (10 percent base pay for officers, 20 percent EM) and flying pay, but not including rent or rations) is paid to his widow, or if there is no widow, to children under 21 years of age and unmarried, whether or not designated as beneficiary. Where there is no widow or dependent children, any other *dependent* blood relative of the serviceman or of the wife of such serviceman may be paid the gratuity if properly designated as beneficiary. Unless designated, said relative cannot receive the payment. A friend cannot become eligible to receive this benefit.	Finance Officer, U. S. Army, Pay and Mileage Division, Washington, D. C.
Arrears in pay----	Arrears in pay means the balance of pay and allowances due a deceased serviceman at the time of his death. If there is an executor or administrator, this benefit is paid him. If not, and the total amount due is not in excess of $500, payment may be made to the widow or child. Amounts in excess of $500 may be paid only to the legally appointed executor or administrator of the estate or as may be ordered by the court. If neither widow nor child survives, the payment is made to the legal heirs.	Comptroller General of the United States, General Accounting Office, Washington, D. C.

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Benefits	Definition and limitations	Agency having jurisdiction
Burial expenses	The Government under the supervision of the quartermaster will provide for every necessary service incident to burial of a serviceman. No expense will be incurred by the serviceman's family if the entire arrangement is handled by the quartermaster. In the event that a part of the burial arrangements are handled by the serviceman's family, the family is entitled to receive reimbursement within certain limits. Upon arrival at the place of burial, the necessary expenses, not to exceed $50 incident to burial, will be paid by the Government. These may include hearse hire, carriage for relatives, service of minister, grave site, and opening and closing of grave.	The Quartermaster General, War Department, Washington, D. C.

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SECTION XV

PROCEDURE IN CASE OF DEATH IN CONTINENTAL UNITED STATES, AND DEATH AS BATTLE CASUALTY

(See AR 600–550, as ch by C2, when death occurs outside United States, not a battle casualty)

Key to abbreviations:

Surg—Surgeon
CoC—Company Commander
PCO—Post Commander (When death occurs in unit in the field or away from a post, camp, or station substitute Regimental Commander for Post Commander.)
UPO—Unit Personnel Officer
DisbO—Disbursing Officer
SC—Summary Court
QM—Quartermaster

References:

AR 30–920, Oct. 4, 1935
AR 30–1805, Feb. 1, 1924
AR 30–1810, Feb. 1, 1924
AR 30–1815, Feb. 1, 1924
AR 30–1820, Mar. 16, 1931
AR 30–1830, Mar. 1, 1939
AR 35–780, May 22, 1942
AR 35–1360, June 2, 1942
AR 35–5520, Mar. 4, 1941
AR 35–6640, June 13, 1942
AR 35–6680, June 6, 1942
AR 40–590, Feb. 2, 1942
AR 40–1080, Dec. 31, 1934
AR 60–5, May 19, 1942
AR 210–10, Dec. 20, 1940
AR 210–500, May 16, 1933
AR 345–125, Feb. 1, 1932
AR 345–155, July 16, 1938
AR 345–400, Aug. 25, 1938
AR 345–475, Aug. 29, 1938
AR 345–800, July 1, 1942
AR 600–30, Nov. 11, 1933
AR 600–550, Mar. 6, 1936
AR 605–90, May 21, 1942
AR 615–25, July 31, 1942

Action taken by

Surg 1. *a.* Prepare and submit to CO in triplicate, AGO Form 52 (Report of Death).

AR 600–550, par 19a

b. Notify CO and deceased's immediate commanding officer of the death and of such parts of the information required by reference as are applicable.

AR 600–550, par 2b **AGO 52**

c. Report death promptly to the proper civil health authority, through CO.

AR 40–1080, par 6b

When cause of death, or question of line of duty in death from natural causes, is undetermined, the facts will be

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stated on the notification of death, but when finally determined by autopsy or other means, a supplementary report will be made to the CO and to the immediate commander.

Action taken by

CoC 2. Prepare notification of death and send by commercial telegram to emergency addressee, to include information required.

AR 600–550, par 7, C2

Amount authorized by regulations for funeral expenses after arrival of remains at place designated is $50 (AR 30–1830, par 3*b*(5)).

PCO 3. Notify by radio or telegram TAG of the death (also CG of service command and Division Commander).

AR 600–550, par 3a(1), (2), C2

In case the information required by AR 600–550, par 3*a*(1)(*d*), C2 is undetermined, it will be so stated in the original report to TAG and a supplemental report will be rendered as soon as determination is made to TAG.

UPO 4. Prepare in duplicate for CoC's signature a letter of sympathy to the nearest relative or other person designated to be notified in case of emergency. Get from CoC informally, any special points to be covered. Send letter to CoC. File duplicate.

AR 600–550, par 8, C1

For names, official designations, and post office addresses of officers and officials to whom applications should be made for benefits, see section XIV.

CoC 5. Sign and mail letter of sympathy.

CoC 6. Make entry in Morning Report covering death.

AR 345–400, par 30 **AGO 1**

IF DECEASED IS AN OFFICER

PCO 7. Notify DisbO who has the accounts of deceased officer.

AR 210–10, par 10b(4), ch by WDC 12, 1942, sec III

DisbO 8. Upon receipt of notification of death of officer, execute a Transcript Statement of Account in duplicate and forward both copies to the Chief of Finance.

AR 35–1360, par 4a(1)

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Action taken by

UPO 9. Prepare Report of Separation, in duplicate, and send original direct to the Director of Selective Service, Washington, D. C. Forward in duplicate to post adjutant with those papers listed in instruction 19.

WDC 12, 1942, par 2, sec V DSS 173

PCO 10. Appoint a board of officers, three when practicable, on the death of an officer accountable or responsible for public property or funds, to inventory the property or funds and report accurately the quantities and condition thereof; or if the deceased was accountable, to accomplish the transfer of the accountability.

AR 35–6680, par 4a

IF DECEASED IS AN ENLISTED MAN

CoC 11. When property issued to an EM is found to be missing or damaged upon his death, initiate a Report of Survey in triplicate, executing thereon the appropriate certificate and forward it to the CO.

AR 35–6640, par 7d(1) AGO 15

PCO 12. Approve the Report of Survey without the action of a surveying officer if desired, in which case the three copies of the approved report will be disposed of as provided for completed Reports of Survey.

AR 35–6640, par 7d(2)

For disposition of Report of Survey and for action if surveying officer is appointed, see section XXIX.

CoC 13. Furnish UPO all information relative to the indebtedness of the deceased to the Government.

AR 345–475, par 5a(8)

UPO 14. Discontinue allotments, deductions, and Cl A Pay Reservations.

AR 345–125, par 22e(1) AGO 30, 30-5
AR 35–5520, par 12a(3)
WDC 215, 1942, sec II, par 3

For procedure, see section XIV.

Notify Office of Dependency Benefits, 213 Washington St., Newark, N. J., if EM has Cl F deduction.

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Action taken by

UPO 15. Prepare Final Statement in triplicate and furnish to DisbO.

AR 345–475, par 2b(2) WD 370

Submit original Report of Change through channels to MRU, file duplicate.

AR 345–800, par 16, C2 AGO 303

a. If deceased had deposits, attach deposit book to the Final Statement (AR 35–2600, par 7).

b. On preparing next monthly organizational Pay Roll, add the name of the deceased following the names of men of the organization. Enter name, grade, and date of death (AR 345–155, par 5*d*(1)(*c*)).

WD 366, 366a, 366b

UPO 16. Obtain from CoC character and efficiency rating of EM and enter same in Final Indorsement of Service Record.

AR 345–125, par 1e, C4 AGO 24

UPO 17. Complete Final Indorsement of the Service Record of deceased EM.

AR 345–125, par 37a, c AGO 24

Note in Service Record that Final Statement was submitted to DisbO (AR 345–475, par 1*e*(1)).

UPO 18. Prepare Report of Separation, in duplicate, and send original direct to the Director of Selective Service, Washington, D. C. Forward duplicate to post adjutant with those papers listed in instruction 19.

WDC 12, 1942, par 2, sec V DSS 173

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Action taken by

UPO 19. Send papers listed below to the PCO:

Paper	Number of copies when deceased was—		
	EM	O or WO	
Service Record **AR 345–125, par 41a(6)**	1	0	**AGO 24**
Report of Death **AR 600–550, par 4** See instructions 24 and 29	3	3	**AGO 52**
Inventory of Effects **AR 600–550, par 28a** See instructions 36*c*, 43*e*, *f*	3 or 0	3 or 0	**AGO 54**
Soldier's Qualification Card **AR 615–25, par 34b**	1	0	**AGO 20**
Officer's Qualification Card **AR 605–90, par 18e, C1**	0	1	**AGO 66–1**
Immunization Register Not required, but customary; it may be filed.	1	1	**MD 81**
EM's Individual Pay Record **AR 345–155, par 11½i(2), C2**	1	0	**AGO 28**
Report of Separation **WDC 12, 1942, par 2, sec V** See instruction 18.	1	1	**DSS 173**

PCO 20. Forward papers received from UPO (instruction 19) and from SC (see instruction 36*c*) to TAG, except those to be filed as per instructions 25, 30, 33, and 38.

CoC 21. Secure all effects of deceased.

ROUTING OF REPORT OF DEATH, AGO FORM 52, IN EVENT OF DEATH OF ENLISTED MAN

Surg 22. Prepare and forward 3 copies of Report of Death to PCO.

AR 600–550, par 19a, d **AGO 52**

PCO 23. Make appropriate entries on Form 52. Sign all copies and forward them to deceased's UPO.

AR 600–550, par 19a, d, e **AGO 52**

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Action taken by

UPO 24. Complete and sign reverse of all three copies of Form 52 and return them to PCO.

AR 600–550, pars 4, 19e AGO 52

Enter on Form 52 the date Form 30 was mailed (AR 345–125, par 22*e*(1).

PCO 25. File 1 copy of Form 52. Forward 2 copies with Service Record to TAG.

AR 600-550, pars 4, 19a AGO 52
AR 345–125, par 41a(6)

ROUTING OF REPORT OF DEATH, AGO FORM 52, OF OFFICER OR WARRANT OFFICER

Surg 26. Follow instruction 22.

PCO 27. Make appropriate entries on all three copies of Form 52. Sign all copies and forward them to the deceased's CO.

AR 600–550, par 19a,d,e AGO 52

UPO 28. Complete the reverse of all three copies of Form 52 for signature of CO. Send to CO.

AR 600–550, par 19e AGO 52

CO 29. Sign all three copies of Form 52 on reverse. Send all copies to PCO.

AR 600–550, par 19e AGO 52

CO 30. File 1 copy of Form 52. Forward 2 copies to TAG.

AR 600–550, pars 4, 19a AGO 52

DISPOSITION OF EFFECTS AND ROUTING OF INVENTORY OF EFFECTS, AGO FORM 54

When widow or legal representative is present

CoC 31. *a.* Collect effects.

AR 600–550, par 28a

This action is taken by the immediate commanding officer of the deceased.

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Action taken by

CoC 31. *b.* Prepare Inventory of Effects in triplicate and—

(1) If deceased was an EM, send 2 copies to UPO and file third copy in Co file.

If deceased EM has deposits, note each deposit on Form 54. Give amount, date, and place of deposit, and name and grade of disbursing officer with whom filed (AR 35–2600, par 7).

(2) If deceased was an officer or warrant officer, send all copies to CO.

AR 600–550, pars 28a, 37 AGO 54

c. Deliver effects to widow or legal representative.

AR 600–550, par 28a

On Form 54, show the full name and address of the widow or legal representative (AR 600–550, par 28*b*).

UPO 32. Forward Form 54 to PCO (see instruction 19).

AR 600–550, par 28a AGO 54

PCO 33. File 1 copy of Form 54 of officer or warrant officer (see instruction 20). Forward 2 copies, in all cases, with these papers listed in instruction 19 to TAG.

AR 600–550, par 28a AGO 54

When widow or legal representative is not present

PCO 34. Direct a SC to act on the disposition of the effects.

MCM, AW 112

CoC 35. Collect and list effects. Deliver them with list to SC and obtain receipt therefor.

AR 600–550, par 29a

This action is taken by the immediate commanding officer of the deceased.

SC 36. *a.* Receive and give receipt for effects.

AR 600–550, par 29a

b. Pay the undisputed local creditors of deceased so far as possible with money belonging to the deceased which may come into court possession under the provisions of AW 112, taking receipts therefor for file with final report.

MCM, AW 112

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Action taken by

SC 36. *c.* Prepare Inventory of Effects in triplicate and—

(1) If deceased was an EM, send 1 copy to deceased's CoC and 2 copies to the post adjutant.

See remark under instruction 31*b*(1).

(2) If deceased was an officer or warrant officer, send 3 copies to the post adjutant.

AR 600–550, pars 29a, 37 AGO 54

d. Package the effects and number the packages.

AR 600–550, par 38a, b

e. Verify the contents of the packages against the articles listed on Inventory of Effects and seal the packages.

AR 600–550, par 38a

f. Prepare a certificate to the effect that verification of the contents at the time they were sealed was accomplished.

AR 600–550, par 38a

g. Label the packages with deceased's full name, grade, serial number, and organization. Mark each package, box, or crate "Effects deceased officer," warrant officer," or enlisted man."

AR 600–550, par 32

h. Address packages and, with certificate (see *f* above), turn them over to QM for shipment to beneficiary.

MCM, AW 112

i. Prepare a final report of the transaction in duplicate. Send both copies of report to the PCO.

MCM, AW 112

CoC 37. File copy of Form 54 in the company file (see instruction 36*c*(1).

AR 600–550, par 37 AGO 54

PCO 38. File 1 copy of Form 54 of O or WO and 1 copy of SC's report (see instructions 20, 36*c*(2) and *i*). Forward final report of SC transactions and 2 copies of Form 54, in all cases, with those papers listed in instruction 19, to TAG.

AR 600–550, par 29a AGO 54

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Action taken by

QM 39. Receive effects and certificate from SC (see instructions 36*f* and *h*); ship effects to widow or legal representative of deceased under provisions of AW 112.

MCM, AW 112

When widow or legal representative cannot be located

CoC 40. Follow instructions 34 and 35.

SC 41. *a.* Receive and give receipt for effects.

AR 600–550, par 29a

b. Prepare Inventory of Effects in triplicate.

AR 600–550, par 29a **AGO 54**

See remark under instruction 31*b*(1).

c. Convert into cash by public or private sale, not earlier than 30 days after the death of deceased, all effects of deceased except sabers, insignia, decorations, medals, watches, trinkets, manuscripts, and other articles valued chiefly as keepsakes.

MCM, AW 112

Do not sell any stocks, bonds, or other forms of purely commercial papers (AR 600–550, par 34*b*).

d. Follow instruction 36*b*.

e. Deposit cash with DisbO.

AR 600–550, par 35 **WD 322**

DisbO 42. *a.* Receive cash deposit.

AR 600–550, par 35 **WD 322**

b. Prepare Form 322 in triplicate. File 1 copy and give 2 copies to SC.

AR 600–550, par 35 **WD 322**
AR 35–780, par 2d(1)

Form 322 will show clearly the nature of the deposit.

SC 43. *a.* Report by letter, direct to the Chief of Finance, the name of the deceased, date of death, and amount of cash turned over to the DisbO.

AR 600–550, par 35

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b. Package the Cl I effects (all Cl II effects were converted into cash) and number the packages.

AR 600–550, par 38

Cl I effects are keepsakes, etc., listed in instruction 41*c*.

c. Follow instruction 36*e* to *g*, inclusive.

d. Prepare a final report of the transactions in duplicate.

MCM, AW 112

e. Collect the following items, and have them forwarded direct to TAG by registered mail or express:

AR 600–550, par 36

Item	*Number copies*	*See instruction—*
Form 54	2	41*b*
Form 322	orig	42*b*
Certificate	1	36*f*
Deceased's will	1	---
Commercial papers		remark under 41*c*
Cl I articles		41*c*

f. (1) If deceased was an EM forward 1 copy of Form 54 and 1 copy of Form 322 to deceased's CoC.

AR 600–550, par 37 **AGO 54 and WD 322**

(2) If deceased was an O or WO, forward 1 copy of Form 54 and 1 copy of Form 322 to the PCO.

AR 600–550, par 37 **AGO 54 and WD 322**

44. File copy of Form 54 and Form 322 (see instruction 43*f*) in company (or post) file.

AR 600–550, par 37 **AGO 54 and WD 322**

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DISPOSITION OF REMAINS, INCLUDING TRAVEL OF ATTENDANT

Preparation of remains

Action taken by

Surg 45. *a.* Identify remains.

AR 30–1820, par 1

Surg is responsible for the proper preparation of the remains for burial and for proper observance of interstate and local ordinances concerning burials and shipment of remains.

b. (1) Perform an autopsy if necessary to determine cause of death.

AR 40–590, par 19d(1)

(2) Keep complete record of autopsy. Forward 1 copy of record of autopsy to the curator, Army Medical Museum.

AR 40–590, par 19d(2)

c. Notify undertaker under Government contract.

AR 40–590, par 19b(1)

(1) If there is no undertaker under Government contract, notify QM that the services of an undertaker are required.

(2) Surg is responsible for the remains until removed from hospital or undertaker's establishment by QM for interment or shipment.

d. Inspect remains immediately after death and again with contracting officer or his representative both after the body is embalmed and while it is nude, and after it is clothed and in the casket.

AR 40–590, par 19c
AR 30–1820, par 5, C3

QM 46. *a.* Have contracting officer or his representative inspect remains with surgeon or his representative as per instruction 45*d*.

AR 30–1820, par 5, C3

b. Provide any clothing required for the remains.

AR 30–1820, par 8, C2, AR 615–40, par 4c(2)

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Shipment to relatives

Action taken by

PCO 47. Determine method of shipment of remains and if shipment is as baggage on Transportation Request; determine and designate attendant. Conform as far as practicable with the wishes of the relatives as to method of shipment and issue the necessary travel order covering the entire travel of the attendant, stating name and status of attendant.

a. Methods of shipment include: by express, without an attendant, or as baggage on a Transportation Request, with an attendant.

b. Transportation and authorized sleeping-car or similar accommodations may be furnished to one relative in the capacity of an attendant to the remains.

AR 30–920, par 17b

PCO 48. *a.* Procure a storm flag and give it to attendant for delivery to relatives; or if there is no attendant, ship flag with remains.

b. Arrange for delivery of remains to the place designated by the relatives, either by direct negotiation with an undertaker at the place of delivery or by arrangements made by the attendant accompanying the remains to the destination.

c. Wire consignee as to time at which remains are due to arrive.

AR 30–1830, pars 3b(2), 7

Burial on a post

PCO 49. *a.* Authorize burial in post cemetery.

AR 210–500, par 1a

b. Arrange for appropriate funeral escort.

AR 600–30, pars 13 and 14

c. Furnish firing squad to attend funeral.

d. See that the flag is at half-staff, and that proper badges of mourning are used.

AR 600–30, pars 12a, b, 20, and 21

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Action taken by

QM 50. Contract or arrange for—

a. Hearse hire for remains and transportation for immediate relatives to cemetery.

AR 30–1830, par 3b(5)(b)

b. Opening and closing of grave.

AR 30–1830, par 3b(5)(e)

c. Procuring storm flag for casket.

AR 30–1830, par 3b(2)

Flag may be retained by relatives only if remains are shipped home.

PCO 51. *a.* Have post or organization chaplain conduct an appropriate burial service.

AR 60–5, par 4c

b. Supervise the funeral and coordinate the activities of the QM, chaplain, and the undertaker.

Reports

QM 52. Immediately after burial on post, prepare Interment Report in triplicate, forward 2 copies to the QMG and file 1 copy.

AR 210–500, par 4 **QMC 14**

QM 53. *a.* Prepare a Receiving Report covering the services rendered and forward it, with the bill and voucher for the service, to the DisbO designated to pay the accounts.

AR 30–1830, par 7 **QMC 430**

b. Write a report of the disposition of the remains, including an itemized statement of the cost of embalming, coffin or casket, outside box or shipping case, hire of hearse, transportation, storm flag, new clothing, and recovery of body. Forward the report direct to the QMG without delay.

AR 30–1820, par 15

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INVESTIGATIONS

Action taken by

CO 54. *a.* When entry by the Surg on Form 52, as to either line of duty or misconduct, disagrees with the corresponding entry made by the commanding officer, convene a board of officers.

AR 600–550, par 21

The board of officers, at least one of whom shall be a medical officer when such officer is available, will investigate the circumstances and report the facts leading up to and connected with the death, and will determine whether death occurred in line of duty and whether it was or was not the result of the deceased's own misconduct.

b. When death is due to or is suspected to be due to foul play, violent or unnatural causes, misconduct or gross negligence, or when death is sudden from unknown causes, except from wounds or injuries received in action, field exercises, drill, prescribed athletics, or authorized flights—

(1) Convene a board of officers, as in *a* above.

(2) When death occurs at any post, camp, or station under the exclusive jurisdiction of the United States, designate and direct a SC to investigate the death. Also, direct a medical officer to make a thorough examination of the body of the deceased and to appear as a witness at the inquest.

AR 600–550, par 22

BATTLE CASUALTIES

CoC 55. In Morning Report, under "Record of Events," note all battle casualties, including the killed in action, the wounded in action, the gassed in action, the missing in action, captured in action, each stated separately. Names, places, and dates will be given.

AR 345–400, par 33 **AGO 1**

The commanding general of each defense command or separate theater will issue appropriate instructions for the collection, consolidation, and transmission of battle casualty reports from the component elements of his command. Battle casualty reports will show

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whether or not death or injury was due to enemy action. All reports of deaths, burials, and burial expenses submitted by units of the Army outside the continental United States will be classified confidential. Battle casualty information will be disseminated by the War Department only (WDC 21, 1942, pars 1*c*(2), 3, WDC 271, 1942, and WDC 329, 1942, sec IV, WDC 346, sec I).

Action taken by

Any Officer

56. The following is information relative to battle casualties. The action may on occasion be required of any officer.

AR 30–1805, par 2, TM 10–630

Graves registration units will be organized in accordance with War Department Tables of Organization. Graves Registration Service will—

a. Supervise all mortuary matters pertaining to the personnel of the Army.

b. Be responsible for the following functions:

(1) Acquisition, under the laws of war or of the country in which operating, of land for use as burial places for deceased personnel of the Army.

(2) Location, maintenance, control, and preservation of such cemeteries, and the proper marking and official recording of graves therein until permanent burial is accomplished or the remains are delivered to the next of kin, designated by the soldier upon his entry into the service.

(3) Proper burial of the dead in accordance with existing regulations, reducing to a minimum the number of isolated or single graves.

(4) Receipt, collection, and disposition of all personal effects found on the dead.

(5) Registration of all graves so as to enable the relocation of isolated graves and cemeteries, and graves within cemeteries.

(6) Preparation of sketches and the compilation of such data to show the location of graves and cemeteries, with particular reference to permanent landmarks which would not be obliterated by heavy shell fire.

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(7) General supervision and control of all personnel assigned to the Graves Registration Service.

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57. Disposition of identification tags.

One of the two identification tags, worn as prescribed, will be left upon the body to be interred or shipped with the body. The duplicate tag will be removed at the time of burial and securely attached to the grave marker, about 2 inches from the top; or in the case of shipment, attached to the top of and about 18 inches from the head of the casket. A record of the identification tags, together with the cause and date of death, and place of burial giving grave number, will be made and reported to the CO of the deceased or to the next higher officer.

AR 30–1810, par 6

Any Officer

58. Officers and others in charge of burials will report all burials in triplicate on forms to be supplied by the QMG, each copy of the report to be signed by the officer or other person in charge of burial detail and verified by the Army Graves Registration officer. Forward the original and second carbon copy through military channels to the Chief of the Graves Registration Service, Expeditionary Headquarters. Forward triplicate copy to the Army Graves Registration officer for his file (see AR 30–1815, par 1*b* for contents of report).

AR 30–1815, par 1

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SECTION XVI

PROCEDURE ON ARREST AND ON CONFINEMENT

Key to abbreviations:
ADA—Authority Directing Arrest or Confinement
CoG—Commander of the Guard
CoC—Company Commander
UPO—Unit Personnel Officer

References:
AR 345–40, June 30, 1925
AR 345–400, Aug. 25, 1938
AR 345–800, July 1, 1942
AR 600–355, July 17, 1942
AR 600–375, Feb. 8, 1930

ARREST BY MILITARY AUTHORITIES

Action taken by

ADA 1. Notify accused that he is under arrest. Explain meaning of term and penalty which may be imposed for breaking arrest. Prescribe limits of restraint.

AR 600–355, par 2a

Arrest is imposed to hold offender pending other action. It is not a punishment. It will be imposed only where necessary. It is not "restriction." Restriction to specified limits is imposed as punishment under AW 104.

ADA 2. Notify accused's CoC of arrest without delay, giving name of accused and offense charged.

AR 600–355, par 6c

CoC 3. Enter name of accused in Morning Report as in arrest. Notify charge of quarters of the arrest and instruct him to exercise supervision over person in arrest.

AR 345–400, par 23 **AGO 1**

UPO 4. Submit Report of Change on arrest and release of officer; not on arrest of EM.

AR 345–800, par 17t **AGO 303**

CoC 5. Where arrest is imposed by other than CoC, investigate the offense. If continued arrest is not deemed necessary, release offender.

MCM, par 26, AW 70

See sections XVII and XVIII.

CoC 6. Make appropriate entry in Morning Report of termination of arrest, whether by confinement or return to duty.

AR 345–400, par 23 **AGO 1**

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CONFINEMENT BY MILITARY AUTHORITIES

Action taken by

ADA 7. Have offender taken to guardhouse under necessary guard.

AR 600–355, pars 1a, 2b

ADA 8. Deliver to CoG, at the time of confinement, a written confinement request, stating name, grade, and organization of prisoner, and Articles of War he has violated.

AR 600–355, par 6a

ADA 9. Notify, without delay, the offender's immediate commanding officer.

AR 600–355, par 6c

CoG 10. Notify the CO, within 24 hours, of fact of confinement, giving name of prisoner, offense, and name of committing officer.

AR 600–375, par 12a

CoG 11. Enter fact of confinement in Guard Report, and perform other administrative duties required by orders.

AR 600–375, 345–40 AGO 10

CoC 12. Enter fact of confinement in Morning Report.

AR 345–400, par 23 AGO 1

UPO 13. From Morning Report enter data concerning confinement in Service Record, in pencil. Submit Report of Change for officer under arrest or release—not for EM.

AR 345–125, par 19g(3), 345–800, par 17t
AGO 24, 303

If prisoner is convicted, make Service Record entry permanent with ink or indelible pencil. If not convicted, erase entry.

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Action taken by

CoC 14. Investigate offense. If trial by CM is necessary, prefer charges without delay; if not, ask Adj to have prison officer release the offender at once. If confinement is continued, have CoSO collect and hold the soldier's effects, turning over to him the articles authorized during confinement.

MCM, par 26 and AW 70 AGO 115

For procedure to prefer charges see section XVIII. Cases like confinement of drunks overnight for safekeeping may not always require trial or continued confinement. Confinement for punishment is restored to only upon sentence of CM.

CONFINEMENT BY CIVIL AUTHORITIES

CoC 15. Enter fact of confinement in Morning Report, showing place and nature of offense.

AR 345–400, par 23 AGO 1

UPO 16. Follow instruction 13. Report of Change is submitted for *all* personnel absent in confinement.

AR 345–800, par 17t AGO 303

If prisoner is released without trial because of reparation made, the time spent in confinement must be made up, and entry will be made permanent (AR 345–125, par 19*h*(2)). Action to have soldiers released from confinement by civil authorities will be taken only by CO; not by CoC. Confinement for punishment is only resorted to upon sentence of CM.

CoC 17. Have CoSO collect and hold soldier's effects and turn over to him the articles authorized during confinement.

For administration of prisoners see AR 600–375, sec II.

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SECTION XVII

PROCEDURE TO IMPOSE PUNISHMENT UNDER AW 104

Key to abbreviations:
CoC—Company Commander
Accd—Person Accused
CO—Regimental Commander

Reference:
Manual for Courts-Martial, 1928

Action taken by

CoC 1. *a.* Investigate offense to be sure that it was committed in the manner alleged and by the person accused. See that all substantial rights of the accused are accorded him.

b. Notify accused of the nature of the offense as clearly and concisely as it may be stated. Inform him that he need not make any statement that will incriminate him; that he may remain silent if he wishes, in which case judgment will be based on the evidence at hand; but that if he does testify, anything he says may be used against him. If he does not admit the delinquency or offense, take testimony in his presence from the individual who reported him on the company punishment book, and from other available witnesses, and give him the opportunity to cross-examine them. Be especially careful to avoid considering an accused guilty on the unsupported memorandum or ticket from MP's. Arrange with the Provost Marshal to have the MP identify the accused and give testimony as to the alleged offense. Be sure that the complaint actually alleges an offense.

c. If your investigation shows the soldier is guilty of the offense, and that company punishment will suffice, inform him that you propose to impose punishment under AW 104 unless he demands trial by CM for the offense.

MCM, par 107

Offenses for which company punishment is necessary are entered in the company punishment book.

MCM, par 109

Notification of proposal to impose punishment under AW 104, will, in the case of officers, be by written communication.

MCM, par 105

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Action taken by

Accd 2. Demand trial by CM if innocent of offense charged, or if unwilling to accept punishment from commanding officer under AW 104.

MCM, par 108

Accused cannot demand trial by CM after punishment is adjudged under AW 104.

MCM, par 108

CoC 3. Impose and strictly enforce punishment on accused.

MCM, par 106

Authorized punishments under AW 104 include admonition, reprimand, withholding of privileges for not exceeding 1 week, extra fatigue for not exceeding 1 week, restriction to certain specified limits for not exceeding 1 week, or hard labor without confinement for not exceeding 1 week, but will not include forfeiture of pay or confinement under guard (MCM AW 104).

CoC 4. Inform accused of his right to appeal to the next higher commander for modification of punishment which the accused considers unjust or disproportionate to the offense. Such appeal will be in writing through proper channels and will include a brief signed statement of the reasons for considering the punishment unjust.

MCM, par 108

CoC 5. Record in company punishment book the offense, date and place of commission, punishment imposed with the authority that imposed it, date the accused received the notice of the imposition of the punishment, decision of higher authority on any appeal, any mitigation or remission of punishment, any remarks or additional data desired. Initial the entry.

MCM, par 109

Accd 6. Appeal in writing through channels to next higher commander, if punishment imposed under AW 104 appears to you to be unjust or disproportionate to the offense.

MCM, par 108

An appeal not made within a reasonable time may be rejected by the next higher authority.

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Action taken by

CoC 7. If punishment is appealed, include a copy of the record of the case with the accused's written appeal and forward through channels to the next higher commander.

MCM, par 108

The accused may in the meantime be required to undergo the punishment adjudged.

CO 8. Review record of case on appeal to determine if sentence imposed is just and lawful. Modify the punishment when justice requires such action. Return papers through channels to the appellant with a statement as to decision in the case and with direction to return the papers to the appellant's immediate commanding officer for file with the record of the case.

MCM, par 108

Section XVIII

PROCEDURE TO PREFER CHARGES

Key to abbreviations:
Accr—Accuser
UPO—Unit Personnel Officer
Adj—Regimental Adjutant
IO—Investigating Officer
A/Auth—Appointing Authority
CO—Regimental Commander
TJA—Trial Judge Advocate

References:
AR 615–300, July 20, 1942
Manual for Courts-Martial, 1928

Action taken by

Accr 1. Investigate offense. On Regtl form, send information as to name and serial number of accused, offense charged, and summary of expected testimony to UPO for preparation of Charge Sheet. Place accused in arrest, or in confinement if restraint is necessary. Consult with Adj as to wording of specifications and sufficiency of evidence.

MCM, pars 24 to 31, inclusive Local form

Any person subject to military law may prefer charges against any other person subject to military law who is guilty of a violation of the AW. Any person having knowledge of an offense may file a complaint with the military authorities. Normally the offense will be reported to the immediate commanding officer, who will investigate and prefer charges (MCM, par 25).

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Action taken by

UPO 2. Prepare Charge Sheet in triplicate for accuser's signature and return to accuser.

MCM, par 31 **AGO 115**

Accr 3. Take charges to the Adj; sign and swear to them. Leave them with him.

MCM, par 34

CO 4. *a.* Examine charges and decide which court should try the case, in accordance with established policy, and with maximum punishments in MCM, par 104.

b. If case is SC case, attach Regtl order to charges, referring them to the SC officer for investigation and trial.

MCM, par 34

Any person charged with a crime will be brought to trial without delay. Any officer who delays unnecessarily in bringing an accused person to trial will be punished as a CM may direct (AW 70).

CO 5. If case is Special Court case and if Regt has Special Court jurisdiction, attach Regtl order to charges referring them to IO for investigation, who will investigate charges and make written report.

a. At the investigation the substantial rights of the accused will always be accorded him. He will not be required to incriminate himself. He will be warned that he need not make a statement or testify, and that anything he says might be used against him.

b. Charges of desertion will normally be brought by the CO of the organization where deserter is held. They will always be forwarded to the officer having General Court Martial jurisdiction over the accused. (AR 615–300, par. 16.)

A/Auth 6. If offense comes within jurisdiction of Special Court Martial, direct Adj to issue SO appointing a Special Court Martial. Send charges and report of investigation with summaries of all available evidence to TJA of Special Court with instructions to try case without delay.

CO 7. If Regt does not have Special Court jurisdiction, or if case is a General Court case, forward the charges to the commanding officer having authority to appoint the court, for reference to an IO.

MCM, par 34 **AGO 115**

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A/Auth 8. Appoint IO and refer charge to him for investigation.

MCM, par 35

See remark *a* to instruction 5.

O 9. Investigate charges. Return the report of investigation with allied papers and recommendation to A/Auth.

MCM, par 35

A/Auth 10. If case justifies trial before a General Court Martial, submit case to staff judge advocate for examination regarding correctness of charges and completeness of investigation. Require further investigation of case if necessary to insure justice. Send charges and report of investigation with summaries of all available evidence to TJA of court with instructions to try case without delay.

MCM, par 35 **AGO 115**

SECTION XIX

PROCEDURE TO OBTAIN MEDICAL TREATMENT AND HOSPITALIZATION

Key to abbreviations:
EM—Enlisted Man
CoC—Company Commander
NCOS—Noncommissioned Officer in charge of sick detail
Surg—Unit Surgeon
UPO—Unit Personnel Officer
PCO—Post or Unit Commander

References:
AR 40–505, Sept. 1, 1942
AR 345–400, Aug. 25, 1938
AR 345–415, Nov. 23, 1933
AR 345–800, July 1, 1942
TM 12–250, Oct. 10, 1942, pars 90–91; 504 to 507.

Action taken by

EM 1. Report sickness to 1st Sgt. Get name put on Sick Report in orderly room, and at sick call fall in with sick detail.

AR 345–415, par 1a, c(2) **AGO 5**

In case of emergency, Sick Report may be sent to infirmary with EM, or EM may be sent to infirmary or hospital and entries in Daily Sick Report made after emergency treatment has been given.

CoC 2. See that names of men who are in hospital and men going on sick call are entered in Daily Sick Report.

AR 345–415, par 1a **AGO 5**

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Action taken by

CoC 3. Enter line of duty status for each man and sign Daily Sick Report.

AR 345–415, par 1c(1), (3) AGO 5

In case of doubt as to line of duty status, enter an interrogation mark (?) in line of duty column pending decision.

NCOS 4. Take Sick Report and EM listed on Sick Report to the regtl infirmary.

AR 345–415, par 1c(5); AR 40–505, par 5 AGO 5

On Sundays and holidays, the noncommissioned officer in charge of quarters will take this action.

Surg 5. Examine and treat men and prescribe disposition. Enter disposition and line of duty status in Daily Sick Report and sign the report. Return the report to Co headquarters at end of sick call.

AR 345–415, par 1d; AR 40–505, par 5 AGO 5

Notify PCO if there is a possibility of permanent disability from injury incurred while on pass or furlough or as a result of misconduct or gross negligence on the part of the patient. PCO will convene a board of officers to investigate, and render a report, in quadruplicate, as to the circumstances, if the injury was incurred in line of duty and whether or not it was due to misconduct. Convening authority will approve or disapprove board recommendations and send original report direct to TAG, 1 copy to Surg, 1 copy to CoC, 1 copy to file (see AR 345–415, par 1*c*(4), as ch by WDC 226, 1941, par 2, and WDC 18, 1942, sec II, par 5.)

NCOS 6. Return men marked "Quarters" and "Duty" to company. Return Sick Report to 1st Sgt.

AR 345–415, par 1c(5)

CoC 7. Instruct men marked "Quarters" as to restrictions imposed. Send men marked "Duty" to platoon leaders.

AR 345–415, par 1d

First Sgt will let platoon leaders know of any change of status of their platoon members.

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Action taken by

CoC 8. Have necessary clothing and toilet articles sent to men admitted to hospital. Have collected and turned in to Sup Sgt all organizational equipment which had been in hands of EM sent to hospital. Make list of all personal property of EM and turn property in to Sup Sgt for safekeeping.

CoC 9. Enter names of men marked "Quarters" and "Hospital" in Morning Report on first day so marked and on day returned to duty.

AR 345–400, par 22 **AGO 1**

WHEN SICK REPORT ENTRY UNDER LINE OF DUTY IS "NO" OR "?"

CoC 10. In case any EM has been marked "NLD," or where line of duty status is in doubt, send Daily Sick Report to UPO.

AR 345–415, par 3g, as ch by WDC 235, 1942, sec. III

UPO 11. Make entry in Service Record in all cases in which the entry in Daily Sick Report shows illness or injury not in line of duty. Enter on Pay Roll any loss of pay for time lost under AR 35–1440. Initial date column opposite EM's name on Daily Sick Report where first entry of "NLD" occurs and again when EM returns to duty.

AR 345–415, par 3g, as ch by WDC 235, 1942, sec III **AGO 24 and 5**

UPO 12. Prepare Report of Change in duplicate. Original through channels to MRU, duplicate filed.

AR 345–800, pars 16, 17 **AGO 303**

Report of Change is rendered on hospitalization at home station only when "NLD" or "?."

CoC 13. Notify EM when status of injury or illness is "Not in line of duty."

AR 345–415, par 3f

EM 14. If not in agreement with entry of "NLD," appeal case by letter to PCO through CoC.

AR 345–415, par 3a and f

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Action taken by

CoC 15. Refer case to PCO in case of appeal by EM or in case you disagree with Surg as to line of duty status.

AR 345–415, par 3a

PCO or CO 16. Make decision as to line of duty status in appealed case. This decision is final, except if new and convincing evidence is found or the patient is transferred to another hospital. Notify CoC and Surg of decision, and record decision in disposition column of Sick Report.

AR 345–415, par 3a, b

Surg 17. Make changes in Daily Sick Report if necessitated by final decision of PCO. Initial all changes.

AR 345–415, par 3a **AGO 5**

In case of a change in finding regarding line of duty status of an illness or injury, the change will be retroactive to include the entire period of disability. Entries in Daily Sick Report and other records will be lined out, corrected, and initialed by the officer making the correction (AR 345–415, par 3*a*(2)).

CoC 18. Change, date, and initial all entries in Daily Sick Report which are at variance with final decision of PCO.

AR 345–415, par 3a **AGO 5**

CoC 19. Make entry in Morning Report to show correct status of EM, if PCO's decision has changed the original line of duty finding.

AR 345–400, par 22 **AGO 1**

UPO 20. Correct entries made under instructions 11 and 12, if findings have been changed.

UPO 21. When EM returns to duty status or when original NLD status has been changed by findings, submit original Report of Change through channels to MRU, file duplicate.

AR 345–800, par 16, C2 **AGO 303**

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SECTION XX

PROCEDURE ON QUALIFICATION IN ARMS

Key to abbreviations:
CoC—Company Commander
UPO—Unit Personnel Officer
Adj—Regimental Adjutant
CO—Regimental Commander
SupvO—Supervising Officer

References:
AR 345–1000, May 4, 1942
AR 600–35, Nov. 10, 1941
AR 600–40, Aug. 28, 1941
AR 600–75, Dec. 21, 1936
AR 775–10, Aug. 1, 1942
TM 12–250, Oct. 10, 1942, par 114

Action taken by

CoC or SupvO — 1. Upon completion of firing, authenticate firing line score cards and submit them to UPO. Also submit Report of Boards for the Examination of Gunners and Troop Report of Collective Practice (pistol practice mounted).

AR 345–1000, par 1b, c, C1 AGO 83, 89

Retain in your possession, until after the order of classification is issued, a record of each man's total score and qualification (AR 345–1000, par 1*d*).

UPO — 2. Prepare Report of Individual Classification in Arms in duplicate from score cards, and submit to SupvO for signature.

AR 345–1000, pars 2a, 3a AGO 110

SupvO — 3. Sign Report of Individual Classification in Arms and return to UPO.

AR 345–1000, par 3a AGO 110

UPO — 4. Prepare Consolidated Report of Classification in Arms in triplicate for signature of CO.

AR 345–1000, par 5, C1 AGO 111

CO — 5. Sign Consolidated Report of Classification in Arms.

AR 345–1000, par 5, C1 AGO 111

The use and distribution of the completed Consolidated Report of Classification in Arms, Form 111, and final action thereon by units of the Army Ground Forces, Army Air Forces, and Services of Supply will be as prescribed by the respective CGs.

UPO — 6. Prepare data for SO announcing qualification in arms and submit to Adj for preparation and signature.

AR 345–1000, par 1c, C1

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Action taken by

Adj 7. Prepare and publish SO.

AR 345–1000, par 1c, C1

UPO 8. File original score cards and copy of Report of Individual Classification in Arms.

AR 345–1000, par 1d **AGO 110**

a. Deliver score cards of officer and warrant officer to individual concerned.

b. Destroy original score cards at end of 1 year.

UPO 9. Enter qualification in arms under "Remarks" on Soldier's Qualification Card. Make entry on Service Record only when extra compensation is granted.

AR 345–1000, par 1c, C1 **AGO 20**

CoC 10. Requisition and issue qualification badges and bars.

AR 600–75, par 3a(1) **QMC 400**

a. See AR 600–35, par 56, C1, for types of badges and bars awarded.

b. See AR 600–40, par 53*b*(1), for wearing of badges and bars.

c. For procedure see section XXV.

SECTION XXI

PROCEDURE ON TRAVEL OF UNITS

Key to abbreviations:
CO—Regimental Commander
Adj—Regimental Adjutant
S–2—Regimental Intelligence Officer
S–3—Regimental Plans and Training Officer
S–4—Regimental Supply Officer
MO—Regimental Motors Officer
CoC—Company Commander
UPO—Unit Personnel Officer
ComO—Regimental Communication Officer

References:
AR 345–800, July 1, 1942
AR 345–900, May 22, 1942
FM 101–10, June 15, 1941

Action taken by

CO 1. Upon receipt of a directive from higher headquarters ordering a permanent change of station, the CO will decide, within the limits prescribed, how the travel will be made. Call meeting of staff and issue warning order to unit. Require staff to collect information and perform duties as indicated.

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Action taken by

Adj 2. *a.* Compile the following information:
Number of officers and men to be moved by rail.
Number of officers and men to be moved by motor convoy.
Number of officers and men to be allowed to travel by privately owned conveyances.

b. Prepare the following:
List by name, grade, and organization, officers and EM of the first four grades whose dependents and authorized baggage and household goods are to be moved (see WDC 261, 1942, sec VI and WDC 279, 1942, sec II for restrictions).
Give names, sex, and ages of dependents and how they are to be moved.
List by name, grade, and organization, personnel to be left behind:
Officers or men in hospital.
Men to be transferred, or to go to OCS schools.
Men AWOL, etc.
List by name, grade, and organization, personnel to form the advance party.
Submit the name of an officer to be detailed as Cl "A" AO for the motor convoy, if this will be necessary.

S–2 3. Procure and issue necessary road maps for the advance party and for the motor convoy. Provide information as to road conditions along route.

S–3 4. Notify Adj of size and composition of advance party. Prepare route of the advance party. Prepare route of the motor convoy. Draft order for the advance party and for the motor convoy.

S–4 5. *a.* Make the following estimates:
Over-all weight of impedimenta and equipment to be shipped by freight.
Number of railroad cars needed (coaches, baggage, freight, kitchen cars, flatcars).
Weight of authorized baggage and household goods of each officer and EM of the first four grades to be packed, crated, and shipped at Government expense.

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Amount of material and labor needed for crating organizational equipment and impedimenta.

FM 101–10, ch 2

b. Make plans for—
Rationing en route (advance party, motor convoy, rail movement).
Supply of motor oil and fuel en route for motorized elements.

Action taken by

MO 6. *a.* Inspect all vehicles that are to travel overland to see that they are in good mechanical condition.
b. Prepare list of all track and wheeled vehicles to be shipped by rail.

ComO 7. Prepare necessary plans for communications net control of traffic during motor convoy march.

UPO 8. *a.* Prepare a special roster of officers who will make the change of station (AR 345–900).
b. Prepare unit Report of Change (see AR 345–800 for method and distribution).
c. Prepare Service Records and allied papers of men who are to be left behind.

Entries will depend on the disposition to be made of the men left behind.

d. Prepare a list showing all personnel who will require individual clearance before leaving the post.
e. See that field desks and office equipment are packed ready for the move.

CoC 9. *a.* Furnish to the Adj—
Names of personnel of his organization whose dependents are authorized to accompany them on the change of station, with rank or grade, name, sex, and age of dependent and method of travel (see WDC 261, 1942, sec VI and WDC 279, 1942, sec II, for restrictions).
Names of officers who have private cars on the post and who will drive them to the new station.
Names of officers or men to be left behind, with reason therefor.

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Action taken by

CoC 9. *b.* Submit to S–4—

Names of officers and EM of the first four grades who will have authorized baggage and household goods to be moved at Government expense, together with the estimated weights for each. (See WDC 261, 1942, sec VI and WDC 279, 1942, sec II, for restrictions.)

c. Make arrangements for turning in post property.

CO 10. Much of the information collected by the staff will be required by the headquarters issuing the travel order (probably the same headquarters that issued original directive on the change of station). Submit this information immediately.

Hq issuing Travel Order 11. Issue orders for the travel of the advance party, the motor convoy, and the rail movement. Issue orders and grant leaves for personnel who are to drive their privately owned vehicles to the new station. Distribute copies of the orders to all concerned in the movement, including the commanding officer of the new station.

The Regtl Hq making the change of station may be authorized to issue *all* orders necessary to the movement.

CO 12. Have the Adj publish a memorandum covering the administrative details to be taken care of prior to leaving the old station.

Adj 13. Supervise the details covered in instruction 12. Use list of those requiring clearance before leaving the post as a check list to indicate when all clearances have been turned in. Require organization commanders to report immediately to Regtl Hq any changes in status of their personnel, so that various lists may be kept up-to-date.

CO 14. Notify all higher Hqs by telegram when operations of unit will close at old station and open at new station.

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Section XXII

PROCEDURE WHEN UNIT IS ORDERED TO PORT OF EMBARKATION

Key to abbreviations:
UPO—Unit Personnel Officer
CoC—Company Commander
Surg—Surgeon (Post or Unit)
Adj—Regimental Adjutant
S–4—Regimental Supply Officer
CO—Regimental Commander
TO—Transportation Officer

References:
AR 30–1190, Dec. 12, 1941
AR 30–1210, July 23, 1932
AR 40–100, Sept. 10, 1940
AR 40–215, Mar. 4, 1940
AR 55–415, Sept. 19, 1942
AR 615–40, Sept. 1, 1942

AT HOME STATION (STAGING AREA)

Action taken by

CO — 1. Arrange for release of garrison prisoners.
Memo W600–7–42, AG 253 (8–27–42) EA–SPGAE–PS, Sept 4/42

UPO — 2. *a.* Check Immunization Records; MD Form 81 for O, page 1 of Service Record for EM.
AR 30–1190, par 3c(4) **AGO 24 MD 81**

b. Prepare a list by company, showing opposite each name the particular type of inoculation or vaccination which each member has not completed.

c. Arrange with Surg a schedule for completion of the immunizations.

CoC — 3. Send members of company needing vaccination or inoculation to Surg as per schedule.
AR 30–1190, par 3c(4)

Surg — 4. Perform the necessary inoculations and vaccinations. Prepare in duplicate individual Immunization Registers for men vaccinated and inoculated. File duplicate. Send all original MD 81's to UPO.
AR 30–1190, par 3c(4) **MD 81**
AR 40–215, par 6b

Where a large body of troops is being transferred and there is no time for entering immunization data on MD 81's and EM's Service Records prior to travel, see AR 40–215, par 6*a*, for action by Surg in notifying new station CO.

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Action taken by

UPO 5. Prepare in duplicate the certificate required indicating that all members of the unit have been vaccinated and inoculated. See instruction 18*h* for disposition of certificate.

AR 30–1190, par 3c(5)(b)

UPO 6. Complete immunization entries of all EM in Service Records.

AR 30–1190, par 3c(4) AGO 24

CO 7. Arrange for Surg to inspect all personnel within 48 hours prior to departure from home station and inform CoC's as to the time of the inspection.

AR 30–1190, par 3c(5)(a)

CoC 8. Send members of company to Surg for physical inspection per schedule arranged by CO.

AR 30–1190, par 3c(5)(a)

Surg 9. *a.* Perform physical inspection as required.

AR 40–100, par 14, ch by WDC 31, 1942, sec. III

b. Prepare, sign, and deliver to UPO a certificate that all members of the command have been physically inspected.

AR 30–1190, par 3c(5)(a)

UPO 10. Receive and hold the certificate furnished by Surg under instruction 9 until arrival at P/E.

AR 30–1190, par 3c(5)(a)

Disposition is shown in instruction 18*h*.

UPO 11. *a.* Prepare for MRU a complete roster in quadruplicate of the officers and EM accompanying the unit. Take all rosters to the P/E.

AR 30–1190, par 3c(10) AGO 309

Disposition is shown in instruction 18*c* and *d* for 3 copies; file 4th copy. Men selected for OCS will be left at home station; other personnel who will not accompany the unit overseas will be transferred in accordance with WDC 339, 1942, sec. IV. See AR 615–290, par. 11, C1 for procedure on EM AWOL.

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Action taken by

UPO 11. *b.* Prepare in triplicate as a basis for transport assignments a list of officers, NCO's, and pvts. Take all lists to the P/E.

AR 55–415, par 2a, b

c. Verify with each individual the accuracy of the information entered on his Emergency Addressee and Personal Property Card. Enter date of verification and initials.

WDC 338, 1942 **AGO 43**

Disposition is shown in instruction 18*c*.

d. Forward unit and individual Reports of Change covering departure from home station, to MRU prior to departure.

AR 30–1190, par 11b **AGO 303**

e. Get 2 sets of Locator Cards from MRU if currently required by inclosure to movement orders.

AGO 304–A

Disposition is shown in instruction 18*k*.

f. Give every O and EM opportunity to make an allotment and make entry on back of Emergency Addressee and Personal Property Card that allotment has been made or is not desired.

WDC 338, 1942 **AGO 29**
AGO 43

S–4 12. Requisition supplies and equipment to replace all shortages from QM of home station who will issue items available locally or will requisition from depots. Items unavailable before departure from home station will be reported to the CG, Army Ground Forces, Army Air Forces, Eastern or Western Defense Command, and service commands in which unit is located and to the PCO. Make necessary arrangements with TO for bills of lading, loading schedules, etc., for movement.

Adj 13. Prepare necessary orders for the movement to the P/E so as to comply with instructions and orders issued by higher headquarters. Coordinate with and include directives of S–3 and S–4.

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Action taken by

S–4 14. *a.* Provide Adj with information for reports to port commander and QMG as required.

AR 30–1190, par 3a(1), (2) as ch by WDC 98, 1942, sec VII and WDC 192, 1942, par 3 FM 101–10, ch 2

b. If movement is by rail, comply with the AR's on rail transportation. Make record of the alphabetical and numerical serial identification of each freight, baggage, or express car, and a complete list of all property in each car at time of loading.

AR 30–920 to 30–975 inclusive (as superseded by 55–series, where applicable)

c. Issue instructions to insure that—

(1) All equipment is marked as required.

AR 30–1190, par 3b(1)

(2) All supplies and equipment listed in reference are marked with the words "STOWAGE FOR DISCHARGE—FIRST."

AR 30–1190, par 3b(2) as ch by WDC 98, 1942, sec VII

(3) Unserviceable clothing and individual equipment in the hands of troops is segregated, listed, and replacements are requisitioned.

AR 615–40

(4) Items of freight are numbered consecutively in the event of a secret movement.

AR 30–1190, par 3b(3)

(5) T/BA organizational equipment, initial and maintenance supplies, except "hand" and "heavy" baggage accompanying troops, are shipped at such time as to insure their receipt at the P/E not later than 72 hours prior to sailing time.

AR 30–1190, par 3c(1)

"Hand" baggage comprises the barrack bag and individual equipment enumerated in FM 21–15, pars 14, 15, and 16 (AR 30–1190, par 12*c*). "Heavy" baggage includes trunk lockers, officers' bedding rolls, organization mess

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equipment (including kitchen flys and rations), heavy tentage as prescribed or authorized, and other essential items of organizational equipment (AR 30–1190, par 12*d*.)

(6) Cargo freight, including all types of vehicles shipped by rail or convoy, is dispatched so as to arrive at the P/E not less than 3 nor more than 5 days prior to scheduled date of sailing.

AR 30–1190, par 3c(3)

Cargo freight is heavy freight, including organizational equipment, heavy tentage, stores and other organizational impedimenta (AR 30–1190 par 12*g*).

(7) Tools for vehicles will be boxed or otherwise secured in each vehicle.

AR 30–1190, par 3c(3)

(8) Packing list or tally-out sheet listing contents will be inclosed in a container and securely attached to the outside of each package. Weight will be marked on outside of any package weighing more than 3 tons. Equipment requiring crating will be packed at home station unless necessary for use en route, in which case crating materials will be prepared at home station and shipped to P/E as currently required by inclosure to movement orders.

d. Provide organization with rations for the journey to the port.

AR 30–1190, par 3c(2), ch by WDC 98, 1942, sec VII

e. Advise Adj as to the number of men required for the baggage detail, loading details, etc. Supervise loading and securing heavy freight.

AR 30–1190, par 3c(7)

The baggage detail will handle the loading and unloading of baggage. On arrival at the P/E, the detail will unload and segregate troop baggage from rail or convoy shipment and will separate baggage into Co and Bn lots.

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Action taken by

S–4 14. *f.* Report to QMG the make, type, and US registration number of all motor vehicles which will accompany unit overseas. Report any major changes that may occur.

CO 15. Have all unit or organizational identifying marks removed or obliterated from uniforms, clothing, and equipment (including motor vehicles).

Adj 16. *a.* From information provided by S–4, prepare, in triplicate, reports required. Send by air mail, radio, or teletype, a copy of each report to the respective office for whom it was prepared. File remaining copies.

AR 30–1190, par 3a(1), (2)

b. Prepare an order designating—

(1) Advance party to consist of such personnel, and to report at such time, as the port commander deems necessary. Provide senior member of the advance party with copy of report to QMG.

AR 30–1190, par 3c(8)

Upon arrival at the port of embarkation, the senior member of the advance party will report to the port CO. He will have in his possession a copy of report to QMG. The advance party will identify and supervise the delivery to docks of the equipment under direction of the officer in charge of operations, Army Transport Service (AR 30–1190, par 3*c*(8)).

(2) Baggage officer and detail. (See instruction 14*e*).

c. Direct that personal and organizational accounts be settled.

WDC 49, 1942, sec II

d. Check all records to see that those whose destruction is authorized by the following WDC's: 203 of 1941; 20, 34, 63, 89, 101, 132, 152, 159, 203, 235, 260, 310, of 1942, have been disposed of.

WDC 28, 1942, par 3, sec VI

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Action taken by

Adj 16. *e.* Arrange by general classes, box and mark to show the unit to which they belong, all organization and individual records that are not necessary for the conduct of current administration. Prepare lists in triplicate which show the location and contents of each box of records. Store these boxes of records at the last permanent station of your unit. Send original and one copy of list of stored records to TAG; file third copy.

WDC 28, 1942, pars 1, 2, sec. VI

f. Prepare and issue an order on baggage:

(1) O, WO's, and Nurses will be limited to—

In cabin: One piece of hand baggage (not over 40 lbs).
One musette bag.
One bedding roll (not over 50 lbs).

In hold: One trunk locker.

AR 30–1210, par 3a(2)

(2) EM will be limited to—

In cabin: Barracks bag "A"—articles necessary on voyage.
Weapon with which armed (no ammunition except as prescribed by the commanding officer of troops).

In hold: Barracks bag "B."

Privately owned cameras will not be taken aboard transports.

Radios and electric razors will not be used aboard transports.

Typewriters and field desks will not be stored in the hold, but will remain with the organization to which they belong, available for use at all times (AR 30–1210, par 4).

AT PORT OF EMBARKATION

CO 17. *a.* Report in person to the port commander immediately upon arrival.

AR 30–1190, par 3d(1)

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Action taken by

CO 17. *b.* Assume the duties of commanding officer of troops if the senior line officer and senior to the "permanent commanding officer of troops" aboard ship.

AR 30–1190, par 4a

For duties of commanding officer of troops, see AR's 30–1130, 30–1190, pars 4 and 12*j*, and 55–435.

UPO 18. *a.* Dispatch two messengers to port hq immediately upon arrival at the P/E.

AR 30–1190, par 11e

These messengers will carry communications between port hq and the unit personnel section.

b. Make available to the Port CO on call, a personnel officer and suitable clerks.

AR 30–1190, par 11f

c. Deliver to the port Pers O, the Service Records' Emergency Addressee and Personal Property Cards, and one copy of roster (see instruction 11*a*).

AR 30–1190, par 3c(10), d(1) AGO 24, 43
WDC 338, 1942 AGO 309

d. Deliver two copies of roster to the commanding officer of the oversea staging area (see instruction 11*a*).

AR 30–1190, par 3d(1) AGO 309

e. Deliver to Port CO the lists in triplicate prepared in instruction 11*b*.

AR 55–415, par 2a

f. Prepare and forward to the Port CO immediately upon arrival, a unit Report of Change covering arrival of each organization.

AR 30–1190, par 11c AGO 303

g. Forward Reports of Change to the Port CO, daily, not later than 1000.

AR 30–1190, par 11d

h. Send one copy of vaccination certificate (see instruction 5) and physical inspection certificate (see instruction 10) to the Surg, P/E.

AR 30–1190, pars 3c(5); 10b

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Action taken by

UPO 18. *i.* Forward to Port CO, on date of departure, a unit Report of Change accompanied by a certified passenger list. Certify as to the accuracy and completeness of the passenger list and attach such certificate to the passenger list submitted.

AR 30–1190, par 11g

j. Obtain Service Records from the port pers section prior to hour of sailing.

AR 30–1190, par 11i **AGO 24**

k. Deliver one set of Locator Cards to postal officer at P/E. **AGO 304–A**

l. Secure sufficient Safe Arrival Cards from CG P/E to provide an average of 3 per individual of the command. Accomplish for each individual from information on Emergency Addressee and Personal Property Card and have each individual sign. Return accomplished cards to CG P/E.

WDC 320, 1942, sec II **AGO 206**

CoC 19. Designate at least one company officer to accompany the organization to barracks or quarters.

AR 30–1190, par 3d(2)

S–3 20. Prepare embarkation order based upon schedules furnished by the port commander, if necessary.

AR 30–1190, par 3d(4)

Adj 21. *a.* Consult with the Ex on the subject of interior guard prior to and after embarkation; issue guard orders, and designate an Officer of the Day and members of the guard.

AR 30–1190, par 3d(3)

b. Furnish Port Provost Marshal such assistance as he may require.

AR 30–1190, par 9b

c. Furnish Port Surgeon with such medical assistance as may be necessary.

AR 30–1190, par 10b

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Action taken by

Adj 21. *d.* Determine from the office, Superintendent, Army Transport Service, the number of sentinels required during the embarkation (see instruction 22*c*(3)).

AR 30–1190, par 3d(3)

CO 22. *a.* Arrange for physical inspection of entire command if more than 48 hours have elapsed since last examination, or if presence of communicable diseases warrants additional inspection.

AR 40–100, par 14, ch by WDC 31, 1942, sec III

b. Determine from the CO of Troops the location of the water supply, latrines, washrooms, etc., and regulations governing their use, sanitation, and preservation. Issue necessary orders to the CoC's concerning these matters.

AR 30–1190, par 3d(8)

c. Issue Instructions to the entire unit that—

(1) It may be necessary to separate the troops from the hand baggage, therefore mess kits, toilet articles, and the prescribed underwear and socks will habitually be carried in the EM's haversack and roll.

AR 30–1190, par 12c

(2) Working details sent ashore will be under the command of a commissioned or noncommissioned officer who will be held responsible for checking the details off and on the ship.

AR 30–1190, par 3d(9)

(3) The first guard for each transport will be marched on board and posted under the direction of the new Officer of the Day when the command is marched to the pier for inspection and check.

AR 30–1190, par 3d(5)

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Action taken by

CoC 23. *a.* At the hour prescribed in the embarkation order, march the company, with the men in ranks in the order their names appear on the passenger list, to the pier for inspection and check. Keep company intact. Carry gas masks and steel helmets.

AR 30–1190, par 3d(5), (6)

b. Designate a company officer to march the company on board, assist in checking and verifying the company passenger list against those boarding. Have the company officer designated conduct the company to its quarters and have the company remain in the assigned quarters until the entire command is loaded.

AR 30–1190, par 3d(5), (6)

When company is aboard the ship, place small arms in racks provided and store packs and equipment in accordance with instructions.

c. Allow no member of the company to leave the ship once he is checked aboard, except members of a working detail sent ashore under the command of a commissioned or noncommissioned officer, who will be held responsible for checking the detail off and on the ship.

AR 30–1190, par 3d(9)

d. On completion of loading, visit the troop compartments of company and arrange the necessary details.

AR 30–1190, par 3d(6)

UPO 24. Send one copy of vaccination certificate to transport surgeon aboard ship (see instruction 5).

AR 30–1190, par 3c(5)(b)

CO 25. See check list for military personnel ordered to foreign duty in WDC 333, 1942, as ch. by WDC 361, 1942, sec. IV.

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SECTION XXIII

PROCEDURE FOR COMPANY FUND ACCOUNTING

Key to abbreviations:
CoF—Custodian of Fund
Counc—Company Council
N CoF—New Custodian of Fund
InO—Inspecting Officer
CoC—Company Commander

References:
AR 210–50, Nov. 1, 1938
TM 12–250, Oct. 10, 1942, pars 42 to 50

INDIVIDUAL TRANSACTIONS

Action taken by

CoF 1. Prepare vouchers, numbered serially by months, and file in voucher book.

AR 210–50, par 20b

For accounting for collections and disbursements, use form similar to that shown in appendix. Voucher for receipts will show check number (if not received in cash), the amount in figures and words, the period covered by the payment, the signature of the payer, the signature of the custodian, and the number of the voucher. Voucher for expenditures will show number of the voucher, number of check drawn in payment, the amount in figures and words, and the person or firm paid with itemized receipted bill attached. If no itemized bill is furnished, a list will be stapled to the back of the voucher. The voucher will also show the signature of the person receiving the money. See also AR 210–50, pars 13*a*, 14*d*, and 20*b*(1), for additional certificates required on voucher in certain cases.

CoF 2. Enter transaction in Council Book.

AR 210–50, par 20a **QMC 15**

Whenever an expenditure is made from the fund, enter it at once in the Council Book on the date it is made, and keep the entries up to date. If payments are always made by check, the entries in Council Book then correspond with dates and sequence of checks and are easily reconciled and audited.

CoF 3. If funds received and on hand exceed amounts that may be kept as approved by CO, deposit excess in bank.

AR 210–50, par 6

CoF 4. Close fund in Council Book on last day of month. Have bank send statement of fund balance.

AR 210–50, par 20a(5), c **QMC 15**

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Action taken by

CoF 5. Reconcile check book and Council Book with monthly bank statement; mark paid check stubs "Paid _____ (date)"; show outstanding checks on bank statements by check numbers and amounts.

AR 210–50, par 20c

CoF 6. Submit current fund records (Council Book, voucher book, and check book) to Counc for audit.

Counc comprises the CoF, who is also "president" of the council, and the next two senior officers of the company, of whom the junior is "recorder."

AR 210–50, par 21b(1)

Counc 7. Audit fund, sign it, and submit it to designated officer of field grade, quarterly, for inspection. Each member of council signs audit.

AR 210–50, par 21d(1)(a); e, C1; 22a(1) **QMC 15**

InO 8. Inspect fund, sign Council Book, and return to custodian.

AR 210–50, par 22a(2) **QMC 15**

TRANSFER TO SUCCESSOR

CoF 9. Close out fund and obtain bank statement.

AR 210–50, par 20a(6) **QMC 15**

CoF 10. Notify bank of change of custodian. To register signature of N CoF at bank, include it in the letter.

Not required by AR, but a necessary step in the transfer.

CoF 11. Inventory fund property and bring property section of Council Book up to date.

AR 210–50, par 20a(2), (6) **QMC 15**

CoF 12. Enter statement of standing of fund in Council Book, using the form shown in appendix.

AR 210–50, par 20a(6)

N CoF 13. Sign receipt for funds on statement prepared in instruction 12.

AR 210–50, par 20a(6)

CoF 14. Submit current fund records to Counc for audit.

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Action taken by

Counc 15. Audit fund and submit to InO for inspection.

AR 210–50, par 21d(1)(a), e; 22a(1)
QMC 15

InO 16. Inspect fund, sign Council Book, and return to N CoF.

New custodian numbers next voucher in same series for the current month; he does, however, use a new page in Council Book for remainder of current month.

QUARTERLY

CoF 17. Display on company bulletin board a financial statement of the fund, as of the last day of each quarter.

AR 210–50, par 20a(1)

Suggested form in appendix.

ON CHANGE OF STATION OF ORGANIZATION

CoF 18. Close out fund.

AR 210–50, par 20a(5)

No audit is required; number next voucher in same series for current month, but use new page in Council Book for remainder of month.

TRANSFER OF FUNDS WHEN ENLISTED MEN ARE TRANSFERRED TO ANOTHER ORGANIZATION

CoF 19. Determine value of fund.

AR 210–50, par 16b(1), C1

CoF 20. Compute amounts due *each company* to which EM have been transferred.

AR 210–50, par 16(b)(1), C1

This computation will not be made until it is known to which company the men have been transferred. No transfer of funds will be made if amount is less than $10 per organization.

CoF 21. *a.* Mail check to each company to which funds are to be transferred, along with voucher and statement of standing of fund prepared as in instruction 20.

AR 210–50, par 16b(1), C1

(1) Prepare voucher in triplicate; send original and signed duplicate with check, original to be receipted and re-

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turned; duplicate to be retained by other organization commander; triplicate to be placed in voucher book until original is returned, at which time the triplicate will be destroyed.

(2) Prepare statement in duplicate; send orignal with check, duplicate in voucher book.

Action taken by

CoF 21. *b*. If no transfer of funds is to be made, submit letter to CoC of company to which EM have been transferred, with statement of standing of fund prepared as in instruction 17; file copy of letter and of statement in Council Book.

UPON ENTERING COMBAT

CoF 22. Turn funds over to Adj.

AR 210–50, par 20a(7)(a)

CoF 23. Turn over cash on hand, check book, securities, all council and voucher books and other papers pertaining to the fund to the Adj and obtain his receipt.

AR 210–50, par 20a(7)(a)

Adj is not authorized to make disbursements.

Adj 24. Receive funds and fund records from custodian, receipt for same, and place them in safekeeping. Upon relief of the organization, return the fund to its custodian.

AR 210–50, par 20a(7)(a)

See AR 210–50, par 20*a*(7)(*b*), for action if custodian of the fund becomes a casualty.

ABSENCE OF CUSTODIAN

CoF 25. If for more than 3, but not more than 10 days, turn funds over to next senior officer on memorandum receipt.

AR 210–50, par 5c

File one copy of memorandum receipt in Council Book until return.

CoF 26. If for more than 10 days, make formal transfer of funds to successor. (Follow instructions 9 to 16, inclusive.)

AR 210–50, par 5c

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SECTION XXIV

PROCEDURE TO PROCURE AND ISSUE CLOTHING

Key to abbreviations:
CoC—Company Commander
CoSO—Company Supply Officer
S–4—Regimental Supply Officer
QM—Quartermaster
CORC—Commanding Officer Reception Center

References:
AR 35–6560, Sept. 22, 1938
AR 615–40, Sept. 1, 1942
AR 615–300, July 20, 1942
AR 850–126, July 23, 1942

INITIAL ISSUE OF CLOTHING AT RECEPTION CENTERS

Action taken by

CORC 1. On arrival of groups of EM from induction stations, prepare a roster, listing the names and serial numbers of those men requiring the initial issue of clothing.

CORC 2. Prepare Forms 32 in triplicate from roster, completing the first column under heading "Issued" with the quantity of the items to be issued as authorized by T/BA. Data in "Issued" column can be entered in advance of arrival of EM from induction station.

AGO 32

At large installations, names and Army serial numbers may be entered on Forms 32 by means of an addressograph machine, if available.

CORC 3. Send EM, accompanied by Forms 32 and roster, to the QM clothing warehouse.

QM 4. Fit and issue clothing to EM as indicated on Forms 32. Enter sizes required for items issued on Forms 32 and cause EM to initial in space provided thereon. Complete all copies of Forms 32 and return original to CORC; retain duplicate for file with copy of roster as a subvoucher to accounts; forward triplicate to QMG. **AGO 32**

FOR ONE ENLISTED MAN, EXCEPT FOR INITIAL ISSUE AT RECEPTION CENTERS

CoSO 5. Have Supply Sgt prepare Individual Clothing Slip in duplicate.

T/BA 21, col 2 **AGO 35**

AR 35–6560, par 14c(1), ch by WDC 147, 1940, par 3

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a. For items to be requisitioned for initial issue, see AR 615–40, par 1*d*.

b. Leave sizes blank in case of doubt, to be filled in when determined at time of issue (AR 35–6560, par 14*c*(1), as ch by WDC 147, 1940).

Action taken by

CoSO 6. Have CoC sign original Form 35 and arrange with QM for issue. Take EM and Form 35 to QM warehouse; draw items; supervise fitting of clothing; witness the issue.

AR 35–6560 par 14c ch by WDC 147, 1940
AR 850–126 AGO 35

CoSO 7. Sign Form 35 as witnessing officer, deliver original to QM as voucher to his file. File duplicate with company supply records.

AR 35–6560, par 14c(2), ch by WDC 147, 1940 AGO 35

CoSO 8. Have Supply Sgt enter items issued to EM onto EM's Individual Clothing and Equipment Record and have EM initial foot of column.

AR 35–6560, par 14c(2), ch by WDC 147, 1940 AGO 32

CoSO 9. Initial Form 32 as witness to issue and file with Co supply records.

AR 35–6560, par 14c(2), ch by WDC 147, 1940 AGO 32

FOR TWO OR MORE ENLISTED MEN, EXCEPT FOR INITIAL ISSUE AT RECEPTION CENTERS

CoC 10. Have Supply Sgt prepare one copy of Individual Clothing Slip for each EM. Assemble all copies of Form 35. Prepare in pencil a consolidated Form 409 in duplicate, and send original to S–4. Keep duplicate.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 AGO 35
QMC 409

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Action taken by

S–4 11. Check items requisitioned. Make typewritten copy in duplicate of Form 409 submitted by CoSO and sign approval "For the Regtl CO." Send both copies of typed Form 409 to CoSO and return to him his penciled Form 409.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 409

When deemed desirable, local procedure may modify the method of procuring clothing for two or more EM so that, in lieu of submitting requisitions for clothing to the QM by each CoSO, S–4 will consolidate such requisitions from the companies and submit the consolidated requisition, in quadruplicate, to the QM. If such modified procedure is followed, the action will be governed by AR 35–6560, par 14*d* as ch by WDC, 43, 1941, par 1, sec II.

CoSO 12. Have Co Supply Sgt check typed Forms 409 for accuracy. Have CoC sign in space "Requisitioned by" and send both copies to QM.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 409

When sizes are not known, as in cases of initial issue, the procedure may be simplified for all concerned by taking the EM to the QM fitting room at the time of issue. Sizes and quantities issued are then filled in on Form 409 after the actual issue of the clothing. This procedure will require cooperation between the QM and the CoC or S–4.

QM 13. Prepare items for issue. Notify CoSO when clothing is ready for issue. Complete both copies of requisition, showing quantities actually issued.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 409

CoSO 14. Verify the quantity and quality of the clothing received with entries in column "Issued" on requisition. Sign both copies, modified as necessary, receipting for clothing issued.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 409

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Action taken by

QM 15. Sign both copies of requisition, certifying that the items shown in the column "Issued" have been issued. Give CoSO duplicate copy and hold the original.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 409

CoSO 16. Issue clothing to EM as requisitioned on Forms 35. Enter quantities and sizes issued onto Individual Clothing and Equipment Records (Form 32). Initial last space in the column listing items issued after same has been initialed by the EM. File Forms 35 with Form 409. (See appropriate instructions under headings "If clothing is to be returned" and "If no clothing is to be returned").

AR 35–6560, par 14b(1), ch by WDC 147, 1940 AGO 35 and 32

IF CLOTHING IS TO BE RETURNED

CoSO 17. Enter on retained copy of requisition the quantities of clothing to be returned to QM. Take this copy of Form 409 and clothing to be returned to QM, and sign both copies, certifying to clothing returned.

AR 35–6560, par 14b(2), ch by WDC 147, 1940 QMC 409

Clothing not issued will be returned to QM not later than 24 hours after it is drawn (AR 35–6560, par 14*b*(2), ch by WDC 147, 1940).

QM 18. *a.* Check clothing returned with entries on Form 409. Enter on original of Form 409 the verified figures from duplicate copy. Complete column "Net issued" and receipt on both copies for clothing returned.

b. Give duplicate copy of Form 409 to CoSO and file original as a voucher to stock record account.

AR 35–6560, par 14b(2), ch by WDC 147, 1940 QMC 409

CoSO 19. File duplicate Form 409 with Co supply records.

AR 35–6560, par 14b(2), ch by WDC 147, 1940 QMC 409

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IF NO CLOTHING IS TO BE RETURNED

Action taken by

CoSO 20. Line out column "Returned to QM". Take copy of Form 409 to QM within 24 hours; include on both copies an amended statement that no clothing was returned.

AR 35–6560, par 14b(2), ch by WDC 147, 1940 **QMC 409**

QM 21. Line out column "Returned to QM" on original of Form 409 and sign on both copies an amended statement that no clothing was returned.

AR 35–6560, par 14b(2), ch by WDC 147, 1940 **QMC 409**

QM 22. Follow instructions 18*b* and 19.
CoSO

IN EMERGENCIES

To replace clothing destroyed to prevent the spread of a contagious disease

CoSO 23. Follow instruction 5.

CoSO 24. Prepare and sign certificate listing the clothing which was destroyed, and giving the name of the medical officer who recommended destruction. Take certificate and Individual Clothing Slip to Post Adjutant for approval on both copies in name of PCO.

AR 615–40, par 4c(1) **AGO 35**

QM 25. Follow instructions 6 to 10, inclusive.
CoSO

To issue clothing to a general prisoner honorably restored to duty

CoSO 26. Have Supply Sgt prepare Form 35 in duplicate, listing clothing sufficient to equip EM properly.

AR 615–40, par 4c(4) **AGO 35**
AR 35–6560, par 14c(1), ch by WDC 147, 1940

See AR 615–40, par 2, for list of clothing to equip EM.

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Action taken by

CoSO 27. Take Forms 35 to Adj for approval on both copies in name of CO.

AR 615–40, par 4c(4) **AGO 35**

QM CoSO 28. Follow instructions 2 to 6, inclusive. A deserter returned to military control will wear the clothing worn at time of surrender or apprehension until his case is disposed of, unless additional clothing is absolutely necessary.

AR 615–300, par 23

INSTRUCTIONS GOVERNING EXCHANGE OF CLASS C AND CLASS D CLOTHING AND EQUIPAGE

For instructions governing exchange of Cl C and the exchange of Cl D clothing and equipage, see WDC 287, 1942, sec VI, and AR 615–40, par 12.

Cl "C"—Unserviceable clothing and equipage, the condition of which justifies reclamation.

Cl "D"—Unserviceable clothing and equipage, not fit for reclamation.

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SECTION XXV

PROCEDURE TO PROCURE AND ISSUE INDIVIDUAL EQUIPMENT

Key to abbreviations:
CoSO—Company Supply Officer
QM—Quartermaster
S–4—Regimental Supply Officer
CORC—Commanding Officer Reception Center

References:
AR 35–6540, July 31, 1942
AR 35–6560, Sept. 22, 1938
AR 615–40, Sept. 1, 1942

INITIAL ISSUE OF EQUIPMENT AT RECEPTION CENTERS

Action taken by

CORC 1. On arrival of groups of EM from induction stations, prepare a roster, listing the names and Army serial numbers of those men requiring the initial issue of equipment.

CORC 2. Prepare Forms 32 in triplicate from roster, completing the first column under heading "Issued" with the quantity of the items to be issued as authorized by T/BA. Data in "Issued" column can be entered in advance of arrival of EM from induction station.

AGO 32

At large installations, names and Army serial numbers may be entered on Forms 32 by means of an addressograph machine, if available.

CORC 3. Send EM, accompanied by Forms 32 and roster, to the QM warehouse.

QM 4. Issue required equipment to EM as indicated on Form 32.

AGO 32

FOR ONE OR MORE EM EXCEPT FOR INITIAL ISSUE AT RECEPTION CENTERS

CoSO 5. Have Supply Sgt prepare a penciled Requisition for needed equipment and take it to S–4 office.

T/BA 21, col 2
AR 615–40, par 2
AR 35–6560, par 14b(1) ch by WDC 147, 1940
QMC 400

Although most of the regulations cited herein speak of "clothing" without specifically mentioning individual equipment, WDC 105, 1942, par 37, and AR 615-40,

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par 2, indicate that the procedures for issuing clothing as prescribed in AR 35–6560, par 14, are to be construed as applying to both individual clothing and individual equipment. In these regulations QMC Form 400 will be read in place of QMC Form 409 which is used only for clothing as per AR 35–6540, par 1.

Action taken by

S–4 6. Check items requisitioned and have Requisition prepared in duplicate; sign approval "For the Regtl CO". Send both copies to CoSO and return to him his penciled Requisition.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 400

When deemed desirable, local procedure may modify the method of procuring individual equipment for 2 or more EM so that, in lieu of submitting Requisitions for individual equipment to the QM by the CoSO, S–4 will consolidate such Requisitions and submit the consolidated Requisition, in quadruplicate, to the QM. If such modified procedure is followed, the action will be governed by AR 35–6560, par 14*d*, as ch by WDC 43, 1941, par 1, sec II.

CoSO 7. Have Co Supply Sgt check typed Forms 400 for accuracy. Have CoC sign name and grade in space "Requisitioned by" and send both copies to QM.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 400

QM 8. Prepare items for issue. Notify CoSO when equipment is ready for issue.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 400

CoSO 9. Verify the quantity and quality of the equipment received against entries on Requisition. Sign both copies as a receipt for equipment received.

AR 35–6560, par 14b(1), ch by WDC 147, 1940 QMC 400

Minor differences between items requisitioned and items issued will be cared for by notation on both copies of the requisition, initialed by both the QM and the CoSO. Major differences will be cared for by issuing the equipment on a Shipping Ticket.

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iken by

EM 10. Sign both copies of Requisition certifying that the equipment listed has been issued. Give CoSO duplicate and file original as voucher to stock record account.

AR 35–6560, par 14b(1), ch by WDC 147, 1940
QMC 400

CoSO 11. Take equipment issued and duplicate of Requisition to company supply room. Issue equipment to EM. Enter quantities issued onto Individual Clothing and Equipment Records (Form 32). Initial last space in column in which items issued are listed after having obtained EM's initial in same column. File duplicate of Requisition with company supply records.

AR 35–6560, par 14b(1), ch by WDC 147, 1940
QMC 400
AGO 32

Where unfilled items necessitate subsequent submission of another Requisition, turn filed copy of old Requisition over to S–4 to prepare Requisitions to cover the items lined out on former Requisition and follow the normal procedure. Regtl policy establishes the S–4 office as the agency which prepares all formal Requisitions (typed) for the companies. If consolidated Requisitions are prepared by S–4 then whenever the Requisition is only partially filled, the S–4 office will follow up the matter and automatically initiate and prepare any subsequent Requisitions necessary to complete procurement of the equipment.

INSTRUCTIONS GOVERNING EXCHANGE OF CLASS C AND CLASS D CLOTHING AND EQUIPAGE

For instructions governing exchange of Cl C and the exchange of Cl D clothing and equipage, see WDC 287, 1942, sec VI and AR 615–40, par 12.

Cl "C"—Unserviceable clothing and equipage, the condition of which justifies reclamation.

Cl "D"—Unserviceable clothing and equipage, not fit for reclamation.

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ADJUTANT GENERAL'S OFFICE

SECTION XXVI

PROCEDURE TO PROCURE T/BA ORGANIZATIONAL EQUIPMENT

Key to abbreviations:
Dep SO—Depot Supply Officer
LPO—Local Property Officer
Div SO—Division Supply Officer
CoSO—Company Supply Officer
S–4—Regimental Supply Officer

References:
AR 35–6540, July 31, 1942
AR 35–6560, Sept. 22, 1938
WDC 105, 1942

TO PROCURE T/BA ITEMS BY EXCHANGE

Action taken by

CoSO 1. Turn in unserviceable items to S–4 on Tally Sheet with request for replacement in kind on an exchange basis. Request for replacement of articles lost or damaged through fault or neglect will be accompanied by copy of Report of Survey, or by Statement of Charges.

AR 35–6540, par 3 **QMC 490**

When unserviceable items are exchanged for serviceable items no change of property records is required, except for items accounted for by serial numbers (AR 35–6540, par 3*b*(2)(*c*)). When unserviceable equipment is placed on Inventory and Inspection Report (WD IGD Form 1), report will be initiated by the responsible officer.

S–4 2. Exchange unserviceable articles from companies for serviceable articles at the local property office. Deliver serviceable property to companies which requested exchange as shown by retained copy of Tally Sheet.

AR 35–6540, par 3c

TO PROCURE T/BA ITEMS OTHER THAN BY EXCHANGE

CoSO 3. Prepare penciled copy of Requisition with one carbon copy. Separate Requisitions will be made for supplies from each arm or service. Have CoC sign name to Requisitions and take to S–4. Have S–4 validate duplicate.

WDC 105, 1942, par 30 **QMC 400**

WDC 105 requires three copies. Initial issue of T/BA organizational equipment to newly activated units is theoretically automatic and requires no company requisitions.

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Action taken by

S–4 4. Sign receipt of duplicate company Requisition and return to CoSO, to be filed with Company Property Book pending receipt of items. Prepare typewritten consolidated Requisitions in *triplicate*, making separate requisitions for each arm or service. Sign them as requisitioning officer and get approval by Ex "for Regtl CO." File one copy. Send two copies to the agency supplying unit.

WDC 105, 1942, par 31 QMC 400

Divisional elements deal through Div SO. S–4 of nondivisional units will take action indicated for Div SO in instruction 5 and/or 7.

Div SO 5. Determine which articles requisitioned can be supplied by LPO. Prepare Requisitions in *triplicate* for these items. File one copy. Send two copies to appropriate LPO.

WDC 105, 1942, par 33 QMC 400

LPO 6. Issue property in bulk to requisitioning S–4 in return for receipted copy of Requisition. File this receipted Requisition as a numbered credit voucher to stock record account. File second copy of Requisition with Shipping Tickets and similar records pertaining to unit concerned.

WDC 105, 1942, par 33 QMC 400

Div SO 7. For property which cannot be supplied locally, prepare Requisition in triplicate, making separate Requisition for each arm or service. Each Requisition will indicate unit for which articles are intended and the LPO to whom the shipment will be invoiced. File one copy. Send two copies to appropriate Dep SO through LPO. (3 copies on ordnance property.)

WDC 105, 1942, par 34 QMC 400

For ordnance property only, file quadruplicate copy of Requisition.

Dep SO 8. Ship articles requisitioned to post or station property officer, marked for unit for which intended.

AR 35–6560, par 12c

Prepare six copies of Shipping Ticket, indicating thereon the unit for which supplies are intended:

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3 copies to post or station property officer receiving shipment.
2 copies to Finance Officer of service command in which consignee is located.
1 copy to file.

WDC 105, 1942, par 38 **QMC 434**

Action taken by

LPO 9. Check shipment against Shipping Ticket. Sign one copy of Shipping Ticket and return to depot originating shipment. Deliver articles in bulk to requisitioning supply officer with 2 copies of Shipping Ticket. Have Div SO receipt one Shipping Ticket and return as a numbered credit voucher for stock record account.

WDC 105, 1942, pars 39, 40 **QMC 434**

Div SO 10. Check articles received against Shipping Ticket. Segregate articles on basis of Requisitions submitted. Div SO will deliver articles to unit S–4 and obtain his signature on one copy of original Requisition as a receipt.

WDC 105, 1942, par 41 **QMC 400**

When there is considerable difference between articles requisitioned and those delivered, delivery will be made on a Shipping Ticket in duplicate instead of on receipted original Requisition. One copy of the Shipping Ticket will be signed by S–4 and returned to supply agency. WDC 105, 1942, par 41.

S–4 11. Check articles received and sign one copy of original Requisition (or Shipping Ticket—see remark under instruction 10) as a receipt to the supplying agency. Segregate property on basis of Requisitions received from companies. Deliver articles to CoSO in return for receipted copy of original Requisition. File receipted copy of Requisition with jacket file of Shipping Tickets pertaining to company concerned.

WDC 105, 1942, par 43 **QMC 400**

CoSO 12. Check property received from S–4. Enter property received on Company Property Book.

WDC 105, 1942, par 25 **QMC 400**

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SECTION XXVII

PROCEDURE TO TRANSFER PROPERTY

Key to abbreviations:

UPO—Unit Personnel Officer
CoC—Company Commander
LPO—Local Property Officer
Adj—Regimental Adjutant
S–4—Regimental Supply Officer
CoSO—Company Supply Officer

References:

AR 35–6520, Feb. 8, 1936
AR 35–6680, June 6, 1942
WDC 105, 1942

FROM OUTGOING COMPANY COMMANDER TO NEW COMPANY COMMANDER

Action taken by

Adj — 1. Report change of command to officer concerned and to S–4.

S–4 — 2. Procure from each LPO a consolidated Memorandum Receipt in duplicate covering property of each such office held by the company, and deliver to new CoC for his signature.

AR 35–6520, pars 5g, C2; 14b, ch by WDC 30, 1941, sec III — QMC 487

When a post custodial officer has been appointed for the purpose, such officer will sign Memorandum Receipts and be responsible for post, camp, or station property issued to Regt (WDC 105, 1942, par 6). In such case, the necessary settlement for post, camp, or station property will be made with the custodial officer, instead of with the LPO.

Old CoC and CoSO — 3. *a.* Check post, camp, or station property and special equipment (not T/BA) held by the company on Memorandum Receipt from local property officers.

AR 35–6520, par 14b — QMC 487

b. Check T/BA property against records in Company Property Book.

Company Property Book

c. Initiate Reports of Survey or Statements of Charges to cover any shortages, damages, or unserviceability, or to procure replacements.

For procedure see sections XXVIII and XXIX — AGO 15 and 36

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Action taken by

Old CoC and CoSO 3. *d.* Submit Requisitions to replace property not replaceable by exchange or on which Report of Survey or Statement of Charges will not be submitted.

WDC 105, 1942, par 23 **QMC 400**

Note on Requisition that articles requisitioned are to replace articles on Statement of Charges or Report of Survey, whichever is applicable.

Old CoC 4. Assist new CoC to inventory post, camp, or station property in possession of company against consolidated Memorandum Receipts furnished by S–4; sign and return original Memorandum Receipts to S–4, and file duplicates with Company Property Book.

AR 35–6520, par 3, C2 **QMC 487**

This transaction will be supervised by the S-4 or officer of suitable grade appointed by the CO.

Old CoC New CoC S–4 5. Check T/BA property against Company Property Book and New CoC sign certificate in Company Property Book accepting responsibility for the property.

WDC 105, 1942, par 27 **Company Property Book**

S–4 6. Check consolidated receipts to see that all are signed, and send them to property officer concerned.

LPO 7. File signed consolidated Memorandum Receipt with property accounts and return old Memorandum Receipts bearing old CoC's signature to the old CoC for his personal file.

AR 35–6520, par 3, C2 **QMC 487**

FROM OUTGOING S–4 TO INCOMING S–4

No check of records is required. The outgoing S–4 will show the new S–4 the jacket files of property pertaining to each company, and turn them over to the new S–4.

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VITH A COMPANY WHEN COMPANY IS TO BE DETACHED

ction aken by	
-4	8. Check order directing move to determine what equipment will be transferred with unit in addition to T/BA equipment. Check with CoSO to assure that Requisitions are on file covering all missing items. **AR 35–6680, par 3**
-4	9. If post, camp, or station property is to be taken by the company, notify the appropriate local property officers or custodial officer as described in instruction 2. **WDC 105, 1942, par 58** Post, camp, or station property will be taken only on instruction of the War Department.
LPO	10. Consign designated property to CoC on Shipping Ticket in duplicate. **WDC 105, 1942, par 58** **QMC 434**
CoSO	11. Have CoC sign name to original of Shipping Ticket and return to LPO. **WDC 105, 1942, par 58** **QMC 434**
LPO	12. File original of Shipping Ticket as credit voucher to your stock record account. **WDC 105, 1942, par 58** **QMC 434**
CoC	13. List items from Shipping Ticket in Company Property Book. File duplicate copy with Company Property Book. **WDC 105, 1942, par 58** **QMC 434** **Company Property Book**
-4	14. Prepare list of all property actually transferred with unit. Send this list to CO of post or station to which unit is being transferred, together with jacket file of property pertaining to the unit. **WDC 105, 1942, par 29** List of property can be copied from Company Property Book.

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WITH AN ENLISTED MAN WHEN TRANSFERRED TO ANOTHER ORGANIZATION

Action taken by

CoSO 15. List on EM's Clothing and Equipment Record articles turned in prior to transfer. Complete record so that it shows all articles which EM takes with him; initial the record; have the EM initial it; and send it to UPO.

AR 35–6680, par 5a(1) AGO 32

CoSO 16. *If EM is taking post, camp, or station property,* list those items on an Individual Clothing Slip (Form 35) in quadruplicate. Have EM sign all copies, and have CoC sign all copies. Send all copies to S–4.

AR 35–6680, par 5a(2) AGO 35

The order transferring the EM may specify that certain articles of equipment, such as foot lockers, steel helmet, etc., be issued to him prior to the transfer.

S–4 17. Verify Forms 35 as to similarity, legibility, and completeness. Send original to CoC, who will present same to appropriate LPO; send other 3 copies to UPO.

AR 35–6680, par 5a(2) AGO 35

LPO 18. Send credit Memorandum Receipt for items listed on Form 35 to CoC through S–4. File Form 35 as a credit voucher to stock record account.

AR 35–6680, par 5a(2)
AGO 35 and QMC 487

UPO 19. Send Form 32 and duplicate, triplicate, and quadruplicate of Form 35, with EM's Service Record, to CO of Regt to which he is transferred.

AR 35–6680, par 5a(3) AGO 32 and 35

New Adj 20. Send Form 32 and duplicate of Form 35 to CoC of company to which EM is assigned. Send triplicate of Form 35 to appropriate LPO, who will enter it as a debit voucher to his stock record account and will issue a debit Memorandum Receipt to the CoC through S–4. Note on quadruplicate of Form 35 the designation of the officer to whom the triplicate was sent, and forward quadruplicate to service command Finance Officer.

AR 35–6680, par 5c(1) QMC 487

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Action taken by

New CoC 21. Check property in possession of EM against that shown on Form 32. Sign debit Memorandum Receipt for property listed on Form 35 and return it through S–4 to the appropriate LPO. File Forms 32 and 35 with company supply records.

AR 35–6680, par 5c(2) QMC 487

CoSO 22. *If EM is taking T/BA property listed in the Company Property Book*, list those items on an Individual Clothing Slip (Form 35) in duplicate. Have EM sign both copies, have CoC sign both copies. Drop property from Company Property Book and file original with Company Property Book. Send duplicate to UPO.

WDC 105, 1942, par 28a AGO 35
Company Property Book

UPO 23. Forward Form 32 and duplicate of Form 35, with EM's Service Record, to CO of Regt to which he is transferred.

WDC 105, 1942, par 28a AGO 32, 35

New Adj 24. Send Form 32 and duplicate of Form 35 to new CoC of company to which EM is assigned.

New CoC 25. Check property in possession of EM against that shown on Form 32. Enter items listed on duplicate of Form 35 in Company Property Book. File Form 35 with Company Property Book. File Form 32 with company supply records.

WDC 105, 1942, par 28a AGO 32, 35
Company Property Book

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SECTION XXVIII

PROCEDURE TO PLACE LOST, DAMAGED, OR DESTROYED PROPERTY ON STATEMENT OF CHARGES

Key to abbreviations:
Sup Sgt—Company Supply Sergeant
CoSO—Company Supply Officer
UPO—Unit Personnel Officer

References:
AR 345–300, Apr. 30, 1927
AR 35–6640, June 13, 1942
AR 35–6540, July 31, 1942
TM 12–250, Oct. 10, 1942, pars 289 to 296

STATEMENT OF CHARGES

Action taken by

Sup Sgt 1. Submit to UPO a penciled list showing amounts, names, and data to enter on Statement of Charges. Keep the data on file so that new list can be prepared in case penciled list is lost.

AR 345–300, par 3 **AGO 36**

Statement of charges will be made against the pay of a responsible EM whenever Government property is lost, damaged, or destroyed through fault or neglect. If the EM admits correctness of the charge by signature on the Statement of Charges, the entry will be made and the charges deducted from his next pay.

UPO 2. Prepare Statement of Charges in triplicate, covering the property lost or damaged. A separate statement will be prepared to cover each class of property. Type waiver of Report of Survey on each statement for signature of the responsible EM:

> I hereby waive my right to the action of a surveying officer under AR 35–6640 and acknowledge the correctness of the charge.
> Signed_____.

Turn over all 3 copies of completed Statement of Charges to CoSO for check and approval.

AR 345–300, par 3d(2)
TM 10–310, app II, par 26c(2) **AGO 36**

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Action taken by

CoSO 3. Check Statement of Charges and obtain CoC's signature on all 3 copies. Get signature of EM on Statement, admitting correctness of charge. Return all 3 copies to UPO.

AR 35–6640, par 2b **AGO 36**

If EM does not admit correctness of charge against him the loss or damage must be placed on a Report of Survey. Action of the surveying officer, if it is approved by appointing authority, will be final (AR 35–6640, par 2*b*(3)). In case of a Report of Survey where an EM is found liable the Report of Survey will be filed as a subvoucher to the Statement of Charges.

AR 345–300, par 3a

UPO 4. Enter charges against pay account of EM concerned on his Service Record and on next Pay Roll on which he is paid. Note on all 3 copies of Statement of Charges that charges have been entered on pay account, and initial the entry. Send original and duplicate Statement of Charges to the CoC; file triplicate.

AR 345–300, par 3d(2) **AGO 24**
WDC 105, 1942

CoC 5. Turn in any damaged property to S–4 for repair or salvage. File original copy of Statement of Charges with Company Property Book pending replacement of property. Send duplicate to S–4 in lieu of Requisition if replacement is desired; otherwise duplicate may be destroyed.

AR 35–6540, par 3b(2)(a)

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Section XXIX

PROCEDURE TO PLACE LOST, DAMAGED, OR DESTROYED PROPERTY ON REPORT OF SURVEY

Key to abbreviations:
RespO—Responsible Officer
CO—Regimental or Post Commander
Adj—Regimental Adjutant
Sur O—Surveying Officer
ServC FinO—Service Command Finance Officer

References:
AR 35–6640, June 13, 1942
TM 12–250, Oct. 10, 1942, par 23

Action taken by

RespO 1. Have UPO prepare Report of Survey in triplicate. Include supporting affidavits, certificates, and statements of interested persons and witnesses with original. Initial money total on face of report on all copies. Always have affidavit signed, sworn to, and witnessed on face of all copies of report. Accomplish certificate (space 6, Form 15) of responsible officer on all copies if affidavit (Form 15) is made by other than responsible officer. Send all three copies of completed report to CO.

AR 35–6640, pars 8 to 12 inclusive, C1, C2, C3 AGO 15

a. Report of Survey is required to obtain relief from responsibility whenever Government property is lost, damaged, or destroyed through no fault or neglect of any person, and to fix responsibility in case of fault or neglect not admitted on Statement of Charges.

AR 35–6640, pars 1, 2

b. Evidence supporting statements of loss or damage on Reports of Survey will be limited to the barest essentials. A statement of date, and circumstances in space 5, Form 15, will suffice if action is to be taken by CO. Certificates, affidavits, and other supporting papers forwarded to Chief of Finance for final action will be reduced to the minimum consistent with facts.

WDC 105, 1942, par 52

CO 2. *a.* If evidence does not show fault or neglect and if the amount involved is less than $500, approve Report of Survey with signature on all three copies, relieve all concerned from responsibility and recommend disposition of damaged property. Forward original and one copy to Serv C FinO for review and file.

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Send third copy to responsible officer as authority for dropping property from records and as requisition for replacement.

Action taken by

CO 2. *b.* If relief from responsibility is not indicated or if property value is greater than $500, appoint a surveying officer.

AR 35–6640, par 9 AGO 15

If board of officers for property adjustment has been designated by the PCO in accordance with WDC 105, 1942, sec IV, Reports of Survey will be forwarded to the PCO for action by the board.

Surveying officers will be appointed by the CO of Regt, or similar organization, or by the PCO. The CG of a service command, army, division, brigade, or district may appoint surveying officers. Such CO's under his jurisdiction as the CG, Air Service Command, may designate, may also appoint surveying officers.

AR 35–6640, par 10, C1

CO 3. Appoint a surveying officer (instruction 2*b*). Forward by indorsement all 3 copies of Report of Survey, with supporting papers, to surveying officer.

AR 35–6640, par 9 AGO 15

SurO 4. Read thoroughly the AR referred to as pertaining to Reports of Survey. Investigate circumstances of loss or damage. Examine all available evidence. Report to appointing authority with recommendation as to responsibility for loss and suggestion as to disposition of damaged property.

AR 35–6640, par 10b, c, C1 AGO 15

CO 5. Fix responsibility for loss or damage and recommend disposition of damaged property, sign name to all copies of report, as appointing authority. Send original and duplicate Report of Survey with supporting documents through channels to service command finance office for review. Send third copy to responsible officer as authority for dropping property from records and as requisition for replacement.

AR 35–6640, par 11b AGO 15

If any interested O or EM disagrees with the action of the appointing authority, all 3 copies of report will be forwarded to CG of service command for action (AR 35–6640 par 11*b*(4)).

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Action taken by

ServC

FinO 6. Review report as to correctness of findings and charges against officers or EM, if such charges are made. If controlled items are listed on Report of Survey, report will be referred to service command chief of supply service concerned for instructions as to final disposition of controlled items. Sign report for CG of the service command. Send original to office of service command AG for file. File duplicate in own file. Return triplicate, if it has been forwarded as per remark under instruction 5, to responsible officer through appointing authority.

AR 35–6640, par 11c, C1, C2 AGO 15

Section XXX

PROCEDURE IN CASE OF MOTOR VEHICLE ACCIDENTS

Key to abbreviations:
Dr—Driver
CoC—Company Commander
IB—Investigating Board
CO—Regimental Commander (Post or Convoy Commander if appropriate)

References:
AR 35–6640, June 13, 1942
AR 35–7220, June 6, 1942
AR 850–15, Oct. 6, 1942
TM 12–250, Oct. 10, 1942 appendices V, VI, VII

PERSONAL INJURY OR DAMAGE TO ANY PROPERTY

Action taken by

Dr 1. Fill out immediately at scene of accident, Driver's Report—Accident, Motor Transportation.

AR 850–15, par 17a(1) Standard 26

This must be done in every case regardless of how trivial the accident may appear to be, or whether Government property or personnel only is injured.

Dr 2. Give to any injured civilian or to the driver of damaged civilian vehicle the identification card enclosed with Standard Form No. 26.

AR 850–15, pars 16f, 17a(2)

CoC 3. In case of death of driver, the report will be made by the next officer, EM, or employee, if any, next directly connected with the happening, but the immediate commanding officer is responsible for rendition of the report within 48 hours after the accident.

AR 850–15, par 17a(1)

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Action taken by

Dr 4. Deliver Standard 26 to CoC, as soon as possible after the accident.

AR 850–15, par 17a(1) Standard 26

See AR 850–15, par 17*d*, for action in case of accident involving civilian while en route to a port of embarkation.

CoC 5. Upon receipt of Standard 26, make or have made by an officer, a preliminary investigation of the accident.

AR 850–15, par 17b Standard 26

CoC 6. If investigation shows no personal injury, damage to private property or damage to Government property in excess of $25, verify correctness of Standard 26 and file same in company files.

AR 850–15, par 17b(2) Standard 26

CoC 7. If investigation shows no injury to personnel or damage to private property but damage to Army vehicle exceeds $25, prepare Report of Survey.

AR 850–15, par 17b(3) AGO 15

For procedure on Report of Survey, see section XXIX. For exception as to "short form" survey, see AR 35–6640, par 9*a*.

CoC 8. If investigation shows personal injury, damage to private property, or damage to Government property in excess of $25 for material and commercial labor, forward Standard 26 to immediate commanding officer having administrative functions.

AR 850–15, par 17b(1) Standard 26

CO 9. Appoint board of one or more officers to make an investigation of the accident.

AR 850–15, par 17c

IB 10. Make detailed investigation of accident and report on WD 39 or Standard 27. These will be made in duplicate. Witness will sign original only of depositions or statements. Original documentary evidence will be attached to the duplicate WD 39 or Standard 27 and shown on them as exhibits.

AR 850–15, par 17c(1) WD 39
Standard 27

Report will be submitted to CO within a period of 10 days after the accident.

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Action taken by

CO 11. If WD 39 is used, review the findings.

AR 850–15, par 17c(2) **WD 39**

If damage to Government-owned vehicle was caused by neglect, take appropriate action under AR 35–6640. If there is cause of a claim to be made by the Government, take appropriate action under AR 35–7220.

CO 12. If Standard 27 is used, see that certified true copy of Standard 26 is included with original of findings and recommendations.

AR 850–15, par 17c (3) **Standard 26**
Standard 27

CO 13. Distribute sets of papers as follows:

	Set A	*Set B*
a. Sets.—Prepared by investigating board, containing—	Copy of— Standard Form No. 26. War Department Form No. 39 or Standard Form No. 27. Findings and recommendations of investigation board. Original testimony (signed) and/or exhibits.	Original of— Standard Form No. 26. War Department Form No. 39 or Standard Form No. 27. Findings and recommendations of investigation board.
b. Distribution.—Submitted to zone of interior, commanding officer, post, camp, or station; theater of operations, headquarters, theater of operations; with distribution as follows:		

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	Set A	Set B
(1) *In zone of interior.*	Retained by post, camp, or station for use in case a delayed claim is filed.[1]	Forwarded through post, camp, or station commander to commanding general of service command.
(2) *In theater of operations.*	Retained by headquarters, theater of operations.[1]	Retained by headquarters, theater of operations.

AR 850–15, par 17c(4)

SECTION XXXI

PROCEDURE FOR BOARDS OF OFFICERS

ey to abbreviations:
CO—Regimental, Division, or Post Commander
Adj—Regimental, Division, or Post Adjutant
Rcdr—Recorder of the Board
B/P—Board President
Con Auth—Convening Authority

References:
AR 420–5, May 20, 1940
AR 600–505, Aug. 3, 1942
AR 605–200, Feb. 6, 1935
TM 12–250, Oct. 10, 1942, appendices IV, V, VI, VII

ction iken by

)O 1. Designate the officers to compose board. Instruct adjutant (or AG) to issue orders appointing the board under the appropriate AR, to investigate the facts and circumstances surrounding the case.

AR 420–5, par 1

.dj 2. Issue the necessary special orders appointing the board.

AR 420–5, par 3

In line of duty boards, Section VIII boards, and death boards one member of the board must be a medical officer. Action in appointing a board must be taken promptly. Junior member of the board (other than medical officer) to act as recorder for board. (Commitment boards are composed of 3 officers, 2 of whom must be medical officers, and an additional member, without vote, who is the recorder.)

[1] This copy (original testimony) with certified true copies will be forwarded as exhibits to War Department Form No. 30 (Proceedings, Board of Officers—Damage Claims) when forwarding claim in accordance with AR 35–7020. The original will be attached to the original of War Department Form No. 30.

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Action taken by

Adj — 3. Special order appointing board will cite provisions of Army Regulations under which board is convened; state date that board will convene; state grade, name, serial number, and arm or service of officers appointed on board; clearly specify the matter to be investigated and the scope of the findings required.

Rcdr — 4. In cases which involve the conduct, efficiency, fitness, or pecuniary liability of a person, the recorder will notify the person concerned by mail, dispatch, or messenger delivery. This notification will be in form of a written communication stating—

a. Time and place of convening of the board.

b. Specific allegations or questions to be investigated.

Rcdr — 4.

c. Names of the witnesses to be called before the board.

d. That the recorder will arrange for any additional witnesses (within reasonable availability) that the individual might desire upon timely written notice of such desire.

AR 420–5, par 5a

B/P — 5. Upon convening of the board, swear other board members, and have recorder swear B/P.

AR 420–5, par 4

Swearing of members is necessary only when required by regulations. See AW 100 for form of oath.

Rcdr — 6. Read aloud order appointing board.

Rcdr — 7. Swear witnesses that are to testify before board.

CONDUCT OF INVESTIGATION

Board — 8. Conduct investigation to secure all the available evidence pertinent to the matter to be investigated.

AR 420–5, par 9

a. Sworn testimony by witnesses appearing before board.

b. Depositions taken upon due notice to both parties.

c. Certificates of officers.

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Action taken by		
Board	8.	*d.* Affidavits of enlisted men and civilians. *e.* The original or properly authenticated true copies of records and documents. *f.* Other writings and exhibits. *g.* Stipulations.
Board	9.	Establish *definite* dates, places, persons, and events.
Board	10.	Rules of evidence follow general procedure and custom as laid down in Manual for Courts-Martial, 1928. **AR 420–5, par 10**
Rcdr	11.	In case witness lives or is on duty at some distance from the place of the board's hearings, the recorder may request that the CG, Service Command, in which the witness lives or is on duty, secure his deposition (or if appropriate, his or her affidavit). **AR 420–5, par 13** If testimony cannot be secured by the methods mentioned above then the recorder may correspond directly with the witness.
B/P	12.	Instruct the individual appearing before the board of his rights under AW 24 if witness is subject to military law; or his rights under the Constitution, if a civilian.
Rcdr	13.	Each true copy of a document introduced as evidence before a board must be certified as a true copy, and show such authentication.
Board	14.	Notify person of allegations against him if allegations are prejudicial to the character, standing, or efficiency of such person under investigation. **AR 420–5, par 18** Above applies if the findings of the board involve pecuniary responsibility of the person involved.

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FINDINGS OF BOARD

Action taken by

Rcdr 15. Record the findings of the board in coherent and clear order. Each finding must be based upon evidence which will support it.

AR 420–5, par 24

If several findings are required, present separately the complete facts as to each finding. If only one finding is necessary, arrange the exposition of facts in chronological order. Make sure that all essential facts are taken cognizance of in the findings.

RECOMMENDATIONS OF BOARD

Board 16. Recommendations must be appropriate to and warranted by the findings and should cover all phases of the matter under consideration.

AR 420–5, par 25

Rcdr 17. Record the recommendations of the board and include them after the findings, in the proceedings.

Rcdr 18. Prepare the board's proceedings for submission to convening authority. Check number of copies required for proper distribution.

Con Auth 19. Review board proceedings, and indicate approval or disapproval of the findings and recommendations of the board. For model of board proceedings see par 30, AR 420–5; par 17, AR 600–505; par 7, AR 605–200.

SECTION XXXII

PROCEDURE FOR CONDUCTING COURTS MARTIAL

Key to abbreviations:
Pres—President of the Court
TJA—Trial Judge Advocate
DefC—Defense Counsel
Ct—All members of the appointed court martial
MCM—Manual for Courts-Martial (1928)

Reference:
Manual for Courts-Martial, 1928 especially appendix 6

Action taken by

Pres 1. At the time specified for the convening of the court, seat the court beginning with the senior on immediate right, law member (if present) on immediate left, and the remaining members alternately right and left in the order of seniority.

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Action taken by	
Pres	2. Call the court to order.
TJA	3. Announce that the prosecution is ready to proceed with the trial in the case of the United States versus (name, grade, and organization from Charge Sheet).
TJA	4. Announce that the accused is present, together with regularly appointed counsel, and assistant defense counsel.
TJA	5. Ask accused if he has individual counsel of his own choice. *a.* If he does not have individual counsel, regularly appointed counsel will so state; if he does, individual counsel will be introduced by the appointed DefC. *b.* At this point in a General Court Martial the reporter and interpreter, if latter is used, will be sworn.
TJA	6. Read order appointing court. Announce members of court present and absent and give reason for absence, if known.
TJA	7. Announce grounds for challenge of any member of the court, if such challenge exists. **MCM, par 57**
TJA	8. State that if any member of the court is aware of any facts which might be grounds for challenge by either side against any member, that such facts be stated.
TJA	9. Issue challenge, or declare that prosecution has none.
TJA	10. If so desired, peremptorily challenge any court member, except law member, who can be challenged only for cause.
TJA	11. Inquire if the accused wishes to challenge any member of the court for cause.
DefC	12. If not, so state; if so, challenge and show cause.
TJA	13. Query whether accused wishes to challenge peremptorily any member of the court, or challenge further for cause.

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Action taken by	
TJA	14. Swear in court.
Pres	15. Swear in TJA and Asst TJA.
TJA	16. Read to accused charges and specifications under which he is being tried.
TJA	17. Ask accused how he wishes to plead to the charges and specifications.
DefC	18. State plea of accused.
TJA	19. Read any legal authority that has bearing on the case. Afford defense same opportunity.
TJA	20. *a.* Make opening statement if desired. *b.* Present case by calling all available prosecution witnesses and introducing necessary stipulations, depositions, etc. If, in the course of proving case, a witness reverses his expected testimony or appears hostile to the side calling him see *MCM, par 124b.* *c.* As they are called to testify, swear in witnesses.
TJA	21. After each witness is questioned by the prosecution, afford opportunity for DefC to cross-examine the witness.
TJA	22. Ask court if it has any questions to ask witness. President inquires of court members if they have further questions.

MCM, par 121b

TJA	23. Request that witness be excused. President excuses witness.
TJA	24. Announce that the prosecution rests.

The defense may at this phase of the proceedings move for a finding of "not guilty" on all or any part of the charges and specifications.

MCM, par 71d

TJA	25. Ask the DefC if he has any opening statements to make or any witnesses to offer.

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Action taken by

DefC **26.** Signify affirmation or negation. Then proceed to establish the case in the same manner as the prosecution, except that TJA will administer the oath to the witness and ask the first three questions as follows:

Do you know the accused? If so, state his name.
Is he in the military service of the United States?
What is his grade and organization?

State whether or not accused wishes to testify in his own behalf. If he elects to remain silent no inference can be drawn from this fact and no comment made upon it. The accused may testify on any part or all of the specifications and charges.

After testimony, request that witness be excused.

DefC **27.** Announce that the defense rests.

The prosecution and the defense may recall any witnesses in rebuttal, or the court may direct that any witness be recalled for further examination. The TJA directs the reexamination unless the court directs otherwise. If no further testimony is desired the court and the TJA so state.

MCM, par 75b

TJA and DefC **28.** Present closing arguments. These rights may be waived if desired. If the defense presents closing arguments the prosecution has the opportunity for rebuttal.

MCM, pars 77, 121a

Pres **29.** If the prosecution and the defense have nothing further to offer, close the court.

All personnel will leave the room except the court. The court will then discuss and decide upon the facts of the case. For discussion on findings see MCM, par 78. Voting on all the specifications under a charge will precede the voting on the charge.

Pres **30.** When the court has reached a finding, reopen the court in the presence of the accused, his counsel, and the personnel of the prosecution.

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Action taken by

Pres 31. Announce to the accused the findings of the court. If "not guilty" adjourn the court unless there is other business. If guilty the court then will inquire if the prosecution has any evidence of previous convictions of the accused, and will ask the prosecution to read the personal data from the front of the Charge Sheet. If there have been any previous convictions the TJA so states and gives the number (1, 2, or 3 convictions, etc.). The TJA will ask the accused if he objects to the admission of this evidence. If not, then the TJA will mark the form accompanying the Charge Sheet (W. D., A. G. O. Form 25, Extract from Service Record) as an exhibit. (MCM, pars 68, 79, and AW 40.) If the accused objects, the court will follow procedure indicated in MCM, par 79*b*.

TJA 32. Read personal data on front of Charge Sheet and ask the defense if they are correct. If defense objects the court again follows MCM, par 79*b*; if no objection, the president will announce that the court will be closed, and all personnel will leave the room except the court.

Ct 33. Votes upon sentence to be imposed (MCM, par 80*b*). See MCM, par 104, for maximum sentences.

Upon reaching a sentence the court will summon the accused and all counsel into the courtroom and will announce the findings of the court upon all the specifications and charges, and the sentence adjudged.

Pres 34. Adjourn the court. (If other cases are to be considered, announce a recess for a stipulated period of time.)

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SECTION XXXIII

LIST OF ROUTINE ADMINISTRATIVE REPORTS REQUIRED AT PERIODIC INTERVALS

Key to abbreviations:
- CoC—Company Commander
- UPO—Unit Personnel Officer
- MessO—Mess Officer
- TJA—Trial Judge Advocate
- SCM—Summary Court Martial
- Surg—Surgeon
- S–4—Regimental Supply Officer
- Adj—Regimental Adjutant
- P&P—Police and Prison Officer
- CO—Regimental Commander

References:
- AR 30–2210, Mar. 15, 1940
- AR 40–275, Nov. 15, 1932
- AR 40–1025, Oct. 12, 1940
- AR 40–1080, Dec. 31, 1934
- AR 210–50, Nov. 1, 1938
- AR 345–25, Dec. 30, 1924
- AR 345–155, July 16, 1938
- AR 345–400, Aug. 25, 1938
- AR 345–415, Nov. 23, 1933
- AR 345–800, July 1, 1942
- AR 345–900, May 22, 1942
- AR 600–185, Oct. 13, 1942
- FM 8–45, Oct. 1, 1940
- TM 12–250, Oct. 10, 1942

DAILY REPORTS

Action taken by

CoC — 1. *Company Morning Report.* CoC authenticates. Send to Unit Pers Sec daily.

AR 345–400 **AGO 1**
TM 12–250

UPO — 2. *Headquarters Morning Report.*

AR 345–400 **AGO 2**
TM 12–250

UPO — 3. *Consolidated Daily Strength Report.* In triplicate, original to file, duplicate to S–1, triplicate with reports of change to DHQ.

TM 12–250 **Mimeo**

UPO — 4. *Report of Change.* For officers: in triplicate; original to machine records section, duplicate as directed by AR, triplicate file. For EM: in duplicate; original to MRU, duplicate to file.

AR 345–800, C1, C2 **AGO 303**

UPO — 5. *Consolidated Daily Ration Strength Return.* In quadruplicate, original and 2 copies to QM through S–4, one copy to file.

WDC 195, 1941, par 5, ch by WDC 297, 1942

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Action taken by

MessO 6. *Daily Stock Record.* Single copy retained by company mess officer.

TM 12–250 **QMC 340**

Prepared by mess sgt, authenticated by MessO. Used only for garrison ration.

CoC 7. *Daily Sick Report.* CoC authenticates. Send to Surg with sick detail, single copy, daily entries.

AR 345–415 **AGO 5**
TM 12–250

CoC 8. *Duty Roster.* Single copy, retained by company.

AR 345–25, par 2 **AGO 6**
TM 12–250

CoC 9. *Company Punishment Book.*

MCM, par 109

Delinquencies and punishment entered as they occur.

WEEKLY REPORTS

Surg 10. *Medical Statistical Report.* In triplicate, original and duplicate to surgeon of next higher administrative unit, triplicate to file.

FM 8–45, par 72 **MD 86a,b**

TJA 11. *Report of General and Special Courts Martial.* In triplicate, 2 copies to convening authority, thence to division judge advocate general; 1 copy to file.

MCM, par 41b **Mimeo**

Prepared by TJA to show cases completed and pending, as directed by local authority.

SCM 12. *Report of Summary Courts Martial.* In triplicate, 2 copies to convening authority, 1 copy to file.

MCM, par 41b **Mimeo**

Prepared by Summary Court Officer as directed by local authority.

P&P 13. *Report of Men in Confinement and Awaiting Trial.* In triplicate, 2 copies to next higher administrative authority, 1 copy to file.

Mimeo

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MONTHLY REPORTS

Action taken by

UPO 14. *Pay Roll,* including supplemental Pay Roll. In quadruplicate.

TM 12–250, AR 35–1360, AR 345–155
WD 366, 366a and 366b

Officers Vounchers prepared by UPO or DisbO; however, completion of officers Pay Vouchers is the direct responsibility of each individual officer. **WD 336**

CoC 15. *Company Council Book.* Single copy.

AR 210–50, par 20a **QMC 15**

CoC 16. *Balance Sheet of Ration Savings.* Single copy, retained by company.

TM 12–250 **Mimeo**

Not required but advisable. Used only when unit is on garrison ration.

CoC 17. *Ration Strength Return,* in triplicate, original and duplicate to S–4, triplicate to Co file.

AR 30–2210, par 12 **QMC 460**

Extracted from Morning Report. Used only when unit is on garrison ration.

UPO 18. *Report of Field Rations Drawn for Officers.* In duplicate; original to QM through S–4, duplicate to file.

WDC 195, 1941, ch by WDC 297, 1942

UPO 19. *Monthly Roster* (prepared by MRU and sent to unit). Verify rosters, file one copy, make distribution of original and remaining copies as shown in references.

AR 345–900, par 7, C1 **AGO 305A**

Surg 20. *Sick and Wounded Report* (medical). In triplicate, original and duplicate to service command or Dept Surg, triplicate to regtl medical file.

FM 8–45, pars 51, 55 **MD 51**
AR 40–1025, sec VI

Surg 21. *Monthly Sanitary Report.* In quadruplicate, original and 2 copies through unit commander to TAG, 1 copy to regtl medical file.

AR 40–275, par 1c **Mimeo**

Covers the monthly physical inspection (AR 615–250).

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Action taken by

Surg 22. *Monthly Statistical Report of Personnel and Equipment.* In quadruplicate, 1 copy to next higher Med O, 1 copy to Post or Div Surg, original to The Surgeon General, 1 copy to regtl medical file.

FM 8–45, par 72 **MD 86c**

Surg 23. *Tables and Charts of Disease Rates.* Single copy, retained by Surg for inspection.

FM 8–45, par 78 **Mimeo**

S–4 24. *Report of Controlled Items.* In sextuplicate, original and 4 copies to TAG through channels, 1 copy to file.

Mimeo

OCCASIONAL REPORTS

Surg 25. *Report of Acute Communicable Diseases.*

AR 40–1080, pars 3, 7 **Telegraphic**

Make report also to civil authorities.

UPO 26. *Initial—Special—Final Rosters.* In quadruplicate; original and 2 copies to MRU, 1 copy to file.

AR 345–900, par 12 **AGO 309**

Special rosters will be submitted on change of station of unit.

CO 27. *Efficiency Reports of Field Officers.* Single copy to TAG through next higher commander.

AR 600–185 **AGO 67**

No copy of, nor extract from an Efficiency Report will be made.

Adj 28. *Report of Change of Station.* In quadruplicate, original and 2 copies to CG originating order for move, 1 copy to file.

WDC 193, 1942

UPO 29. *Locator Card.* Copies to DHQ, Post Hq and Regtl Hq as needed.

TM 12–250 **AGO 304–A**

Prepared by MRU only upon written request.

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APPENDIX

MODEL FORMS AND RECORDS

(Printed forms, with model remarks as described in the text. In many instances the lines or sections of these forms are identified by symbols which refer to the accompanying explanation.)

Form	Title	Paragraph
WD		
39	Investigating Officer's Report—Accident, Motor Transportation	1
366	Pay Roll	2
366a	Pay Roll	2
366b	Pay Roll	2
370	Final Statement	3
AGO		
1	Morning Report	4
5	Daily Sick Report	5
15	Report of Survey	6
20	Soldier's Qualification Card	7
24	Service Record	8
25	Extract from Service Record	9
27	Statement of Accounts	10
28	Soldier's Individual Pay Record	11
29	Authorization for Allotment of Pay	12
29–5	Application for Pay Reservation for Purchase of Defense Savings Bonds	13
30	Notification of Discontinuance of Allotment	14
30–5	War Savings Bond—Changes in or Cancelation of Class A Pay Reservation	15
31	Furlough	16
32	Individual Clothing and Equipment Record	17
35	Individual Clothing Slip	18
36	Statement of Charges	19
40	Certificate of Disability for Discharge	20
43	Emergency Addressee and Personal Property Card	21
44	Report of Desertion	22
45	Descriptive List of Deserter or Escaped Military Prisoner from the Army of the United States	23
46	Report of Apprehension or Surrender of a Deserter	24
52	Report of Death	25
54	Inventory of Effects	26

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Form	Title	Paragraph
AGO		
55	Honorable Discharge from the Army of the United States	27
58	Noncommissioned Officer's Warrant	28
66–1	Officer's and Warrant Officer's Qualification Card	29
67	Efficiency Report	30
77	Officer's Pay Data Card	31
110	Report of Individual Classification in Arms	32
115	Charge Sheet	33
303	Report of Change	34
304–A	Locator Card	35
309	Initial—Special—Final Roster	36
625	Application for Family Allowances	37
QMC		
15	Company Council Book	38
400	Requisition	39
409	Requisition and Receipt for Clothing in Bulk	40
434	Shipping Ticket	41
487	Memorandum Receipt	42
MD		
81	Immunization Register	43
Standard		
26	Driver's Report—Accident, Motor Transportation	44
27	Investigating Officer's Report—Accident, Motor Transportation	45
Veterans Administration		
350	Application for National Service Life Insurance	46
336	Change of Beneficiary, National Service Life Insurance	47
Records		
	Suggested form for Voucher for Company Fund	48
	Statement of Standing of Company Fund	49
	Suggested form for Clearance Sheet	50

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1. War Department Form No. 39 (Investigating Officer's Report—Accident, Motor Transportation.—See section XXX, instruction 10, for preparation, and instruction 13 for disposition.

Form No. 39
WAR DEPARTMENT
Approved May 20, 1942

INVESTIGATING OFFICER'S REPORT—ACCIDENT
MOTOR TRANSPORTATION

This report, together with the driver's report (Form No. 26), must be submitted promptly in accordance with department regulations.

ACCIDENT

Date July 9, 1942 Hour 1610 XX

Place: City or town Five miles north of State New Jersey

Street Camden, N. J.

Weather Bright and clear Condition of roadway Dry and smooth

GOVERNMENT VEHICLE AND DRIVER

Make and type of vehicle Chevrolet 1½ ton truck U. S. No. 94487

Name of driver Willie D. Killen His serial No. 8442724

His title, organization, and post Private, Co. C, 100th Infantry, Fort Dix, N. J.

PRIVATE VEHICLE OWNER AND DRIVER

Make and type of vehicle Oldsmobile Sedan 1940 License No. N. J., Y 17445

Owner: Name Mr. Willis R. Macy

Address 462 Elwin Street, Camden, N. J.

Driver: Name Mr. Willis R. Macy

" Address 462 Elwin Street, Camden, N. J.

" License No. 409693 New Jersey

PERSONS INJURED

Names and addresses and extent of injuries Sgt. John L. Martin, Co. C, 100th Inf., Ft. Dix, N. J. - shock, sprained right wrist, cut on temporal region of head, severe pains in back.

If medical aid was rendered, state by whom 1st Lt. James A Kilpatrick, Ft. Dix, N.J.

DAMAGE TO GOVERNMENT VEHICLE

Smashed right headlight; broken radiator grill; dented left rear fender.

DAMAGE TO PRIVATELY OWNED VEHICLE OR OTHER PROPERTY

Bent front bumper; dented left front fender.

WITNESSES (Important)

ALWAYS SECURE NAMES AND ADDRESSES OF WITNESSES

Names	*Addresses*

POLICE REPORT

Did city or State police report the accident? No.

If report was made, attach copy.

OFFICIAL DUTY

Government car was proceeding from Ft. Dix, N. J. to Camden, N. J.

Was driver performing official duty? Yes.

Indicate the duty: To pick up supplies for Co. C, 100th Inf., Ft. Dix, N.J. at Camden, N.J. and return them to Fort Dix, N. J.

16—42501 [over]

Front

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ADJUTANT GENERAL'S OFFICE

FINDINGS

A. Accident, details of:.
1. Driver of govt. truck No. 94487 was not under the influence of alcohol or narcotics.
2. Driver of civilian motor vehicle was not under the influence of alcohol or narcotics.
3. The brakes and lights on govt. truck No. 94487 were in good condition and were operating properly.
4. The brakes and lights on civilian motor vehicle were in good condition and were operating properly.
5. The speed of govt. vehicle just before the time of the accident was about 30 miles per hour and at the time of the accident the forward motion of the truck had practically ceased.
6. The speed of the civilian motor vehicle at the time of the accident was about 10 miles per hour.
7. The accident was caused by no fault or neglect of the driver of the govt. vehicle.

B. Visibility: Excellent. Weather sunny and clear.

C. Traffic conditions and right of way: Road dry and smooth. Less than normal amount of traffic. Civilian motor vehicle was not on his side of the road.

D. Mechanical condition of both vehicles: Brakes and lights of both vehicles were in good condition and were operating properly. (See items 3 and 4 in details above)

E. Responsibility: The accident was caused wholly or in part by the negligence of the driver of the civilian motor car.

F. Property damage:

Government vehicle	1 Headlight assembly, right	$7.94	
	1 Radiator grill (repairs)	$6.40	
	1 Left rear fender	$4.05	$ 18.39
Private vehicle or property	None		$

G. Remarks: None.

NOTE.—Under (A) the investigating officer will give a word picture of the accident; (B) the weather conditions, whether raining, foggy, snowing, etc.; (C) traffic is light, heavy, congested, etc., and vehicle having right of way under traffic regulations; (D) condition of lights, brakes, windshield wipers, etc., on both vehicles; (E) responsibility for accident, taking into consideration the traffic regulations and traffic conditions at time of accident, which vehicle was nearest intersection, etc.; (F) list the damages to each vehicle and the estimated cost of repairs to same; and (G) any explanation for the accident not given under the above.

16—40051

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RECOMMENDATIONS

1. That Private Willie D. Killen, 8442724, be not held pecuniarily responsible for the cost of repairs to government motor vehicle.
2. That the government motor vehicle, Chevrolet 1½ ton truck No. 94487 be repaired at government expense at the Quartermaster Motor Repair Shop and returned to service.
3. That the responsible officer, Captain Paul M. Knight, 100th Infantry, submit a Report of Survey concerning damaged parts of the government motor vehicle.
4. That the Government enter a claim against Mr. Willis R. Macy, 462 Elwin St., Camden, N. J., for $18.39 representing the cost of repairs to government motor vehicle, Chevrolet 1½ ton truck No. 94487.

I HEREBY CERTIFY that the foregoing is a true and correct report of the accident, according to the best of my knowledge and belief, based upon the testimony received by me personally and attached hereto. The following papers, which are a part hereof, are attached hereto and listed below:

Testimony of Pvt. Willie D. Killen. Testimony of Mr. Willis R. Macy.

Testimony of Sgt. John L. Martin. Testimony of Maj. Nicholas F. Carter.

Testimony of Capt. Paul M. Knight.

Testimony of 1st Lt. James A. Kilpatrick.

Edward J. Day

EDWARD J. DAY
1st Lt. 100th Infantry.

Investigating Officer.

HEADQUARTERS:

1. ..... Approved.

Date .....

.....

.....

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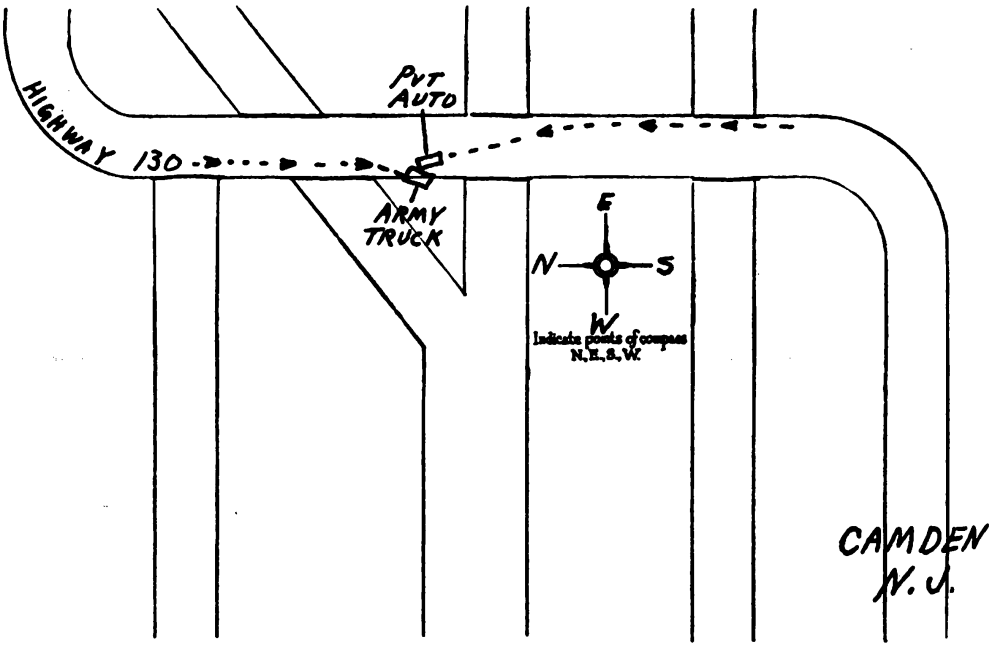
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INVESTIGATING OFFICER'S SKETCH

Show in black the relative positions of the colliding vehicles, or of the vehicle and pedestrian, *just before* the collision, and *at the time* of the collision.

Show in *red* their relative positions *just after* the collision.

Label the streets and every object depicted, and indicate measurements; show by dotted lines the course followed by each vehicle, and add any explanatory statement that would aid in an understanding of the occurrence.



If the above diagram is not applicable, attach substitute diagram.

INSTRUCTIONS TO INVESTIGATING OFFICER

1. Attach driver's accident report, with supplemental signed statement from driver. Among other things, the driver's statement should describe the course of the Government car, and the course of the vehicle or person collided with, just before and at the time of the collision; the rates of speed and how estimated; the signals of warning; condition of brakes, of lights, of streets as to being slippery; efforts made by driver to avoid collision; facts showing whether or not other driver, or person was in fault, etc.

2. Attach signed statement from each witness.

3. Attach copy of traffic regulation violated, if any.

4. Attach photographs of scene of accident and of damaged cars, if any taken.

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2. War Department Forms Nos. 366, 366a, 366b (Pay Roll).—Reverse of Form No. 366 and front of Form No. 366a are identical. Reverse of Form No. 366a and front of Form No. 366b are identical.

PAY ROLL

(FOR ENLISTED MEN)

Voucher No. _____

Company L (Organization) 100th Infantry (Regiment)

Fort Dix, New Jersey (Station) The Rifle (Principal arms)

(Disbursing officer)

For month of September, 1942

Paid _____, 19____

APPROPRIATIONS:

_____ (Symbol) F. S. A., 19__, _____ (Allotment) $_____

_____ F. S. A., 19__, _____ _____

_____ S. & T., 19__, _____ _____

_____ S. & T., 19__, _____ _____

_____ _____

Total amount disbursed _____ $_____

ALLOTMENT SUMMARY:

Class "N" National Service Life Insurance _____ $_____

Class "E" Allotment _____ _____

Class "D" Government Insurance Premium _____ _____

Class "F" Family Allotment _____ _____

_____ _____

Total _____ $_____

DUE UNITED STATES:

Class "A" Pay Reservation _____ $_____

_____ _____

_____ _____ $_____

COLLECTIONS—Repayments to appropriations and miscellaneous receipts:

_____ (PA_____) $_____

_____ (PA_____) _____

_____ (PA_____) _____

_____ _____

Government laundry _____ _____

G. P. L. or D. _____ _____ $_____

TRUST FUNDS:

C. M. Fines _____ $_____

Forf. by dec. _____ _____

S. H. 2136930.6 (T. F.) _____ _____

_____ _____ $_____

Total collections _____ $_____

Post Exch.; Co. Fund, etc. (paid by check) $_____

Individuals (paid by check) _____ $_____

Paid by cash _____ $_____

Total amount accounted for _____ $_____

Fort Dix, N.J. (Station) September 30, 1942 (Date)

I CERTIFY that this roll is made out as required by Army Regulations and that entries pertaining to each name are correct; that where rental and/or subsistence allowance is due, the soldier was not furnished rationed in kind nor received the equivalent thereof in money; that where quarters allowance is credited for the enlisted man, his dependents, or both, public quarters were not available or assigned to such persons; and that payment to the enlisted men named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved. Except as otherwise stated each man was last paid to August 31, 1942 by J. G. Cook, Capt. F. D. U. S. A.

James M. Perkins

JAMES M. PERKINS
Captain, 100th Infantry
Personnel officer

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

_____

_____

Commanding Organization.

NOTE.—This certificate will be signed only on the copy of the pay roll which bears signatures of the men for payment in cash.

I CERTIFY that this roll is a true copy of the roll upon which payment, witnessed by me, was made, excepting as to the signatures in the receipt column and the certificate as to witnessing the payment thereof.

_____

_____

Commanding Organization.

NOTE.—This certificate will be signed only on the copy of the roll not receipted, and which constitutes the disbursing officer's retained voucher.

Post Exchange; Co. Fund and Collections paid by check on Treasurer, U. S.

Date _____, 19____

PAYEE	CHECK NO.	AMOUNT	

(FASTEN ALONG THIS EDGE)

WAR DEPARTMENT
Form No. 366—Revised
Form approved by Comptroller General, U. S.
August 11, 1942

16—26774-1

Front, Form No. 366
For instructions, see section XIII

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	DATE OF ENLISTMENT (Induction or call to active duty)	Number of years service	NAMES, PRESENT AND ABSENT, BY GRADE AND COMPONENT. Causes of dependency and where applicable, designation of dependency in by name as "Attached" or "Joined" with Voucher No.	SERIAL No.	ALLOTMENTS: Month and year allotted	Class E	Class S	Class D	Class F	COLLECTIONS: Class A pay roster voluntary	Class A pay roster monthly
1			REGULAR ARMY								
2			FIRST SERGEANT								
3	Feb11/39	8	Projack, Emil	6589357	Sept/42		50.00			18.75	
4			Due sol monetary allws								
5			in lieu of qrs for dep wife Mary								
			K. Projack, 615 South St, Moorestown, N.J. Sept 1 to 30/42 incl.								
(1)			Almt $50.00 per mo fr Sept 1/42								
(2)			Cl A Pay Reservation $18.75 per								
6			mo fr Sept 1/42.								
7											
8			SERGEANT								
9	Aug10/41	8	Gaines, Charles L.	7026637	Sept/42				22.00		
(3)			Almt $20.00 per mo fr								
10	Jan 1/42;		almt discontd Aug 31/42								
(4)			ltr Qof Fin Aug 15/42. Dep Wife								
11	Kathlyn M. Gaines.										
12			CORPORAL								
13	Aug 3/36	4	Gilfoyle, Martin	7719945	Sept/42	3.45					
(5)			Cl A Pay Reservation								
14	$3.75 per mo fr Jul 1/42 discontd										
(6)			Aug 31/42. Almt $3.45 per mo fr								
15	Sept 1/42.										
16			PRIVATES								
17	Jan10/42	0	Harrison, Thomas H.	7998664							
(7)			Sk AR 35-1440 Sept								
18	3 to 12/42 incl.										
19	Jan 8/42	0	Drydan, John F.	7868584							
(8)			Due US part pmt $8.00								
20	Sept/42.										
21			LOSSES								
22			PRIVATES								
23	Aug 7/40	5	Williams, James B.	6797796							
(9)			Died Sept 17/42								
24											
25											
26											
27											

(PASTE ALONG THIS EDGE)

U. S. GOVERNMENT PRINTING OFFICE 16—68176-1

Reverse of Form No. 366 and front of Form No. 366a.

	See section—	*Instruction*
(1)	XIV	3c
(2)	XIV	11b
(3)	XIV	8 (remarks)
(4)	XIV	17
(5)	XIV	13
(6)	XIV	21
(7)	XIX	11
(8)	XIII	21
(9)	XV	15

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For Use of Finance Department Only

Page No._____

COLLECTIONS—(continued)					ALLOWANCE FOR SUBSISTENCE	TOTAL AMOUNT DUE		TOTAL COLLECTIONS		BALANCE PAID		We hereby acknowledge receipt IN CASH of amounts in the column "Balance Paid" on opposite our respective names, and in case of payment of overseas allowances we certify that we have dependents as shown by assignment of allotment as indicated above, during the period for which allowed, and that during the current period for which allowances are claimed we have made contributions for the support of our dependents listed hereon at a rate approximately equal to the rate of contributions for the support of the same dependents as shown by allotments and/or remittances heretofore or heretofore authorized and that there has not been a material change in the status of dependents nor degree of dependency as stated therein.
	Individuals and Agencies	Soldiers Money										
												1
												2
												3
												4
												5
												6
												7
												8
												9
												10
												11
												12
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(FASTEN ALONG THIS EDGE)

WAR DEPARTMENT
Form No. 366-a.—Revised
Form approved by Comptroller General, U.S.
August 11, 1942

16—60772-4

Reverse of Form No. 366a and front of Form No. 366b

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ADJUTANT GENERAL'S OFFICE

CHANGE LIST	
..... $20.00 $.....	Computed by.....
..... 10.00 $.....	Checked by.....
..... 5.00 $.....	Checkwriter.....
..... 1.00 $.....	Compared by.....
..... .50 $.....	Briefed by.....
..... .25 $.....	Checks mailed by.....
..... .10 $.....	Date received from C. O. .....
..... .05 $.....	Date sent to agent.....
..... .01 $.....	Date received from agent.....
TOTAL $.....	
RETURNED $.....	
NET $.....	

(FASTEN ALONG THIS EDGE)

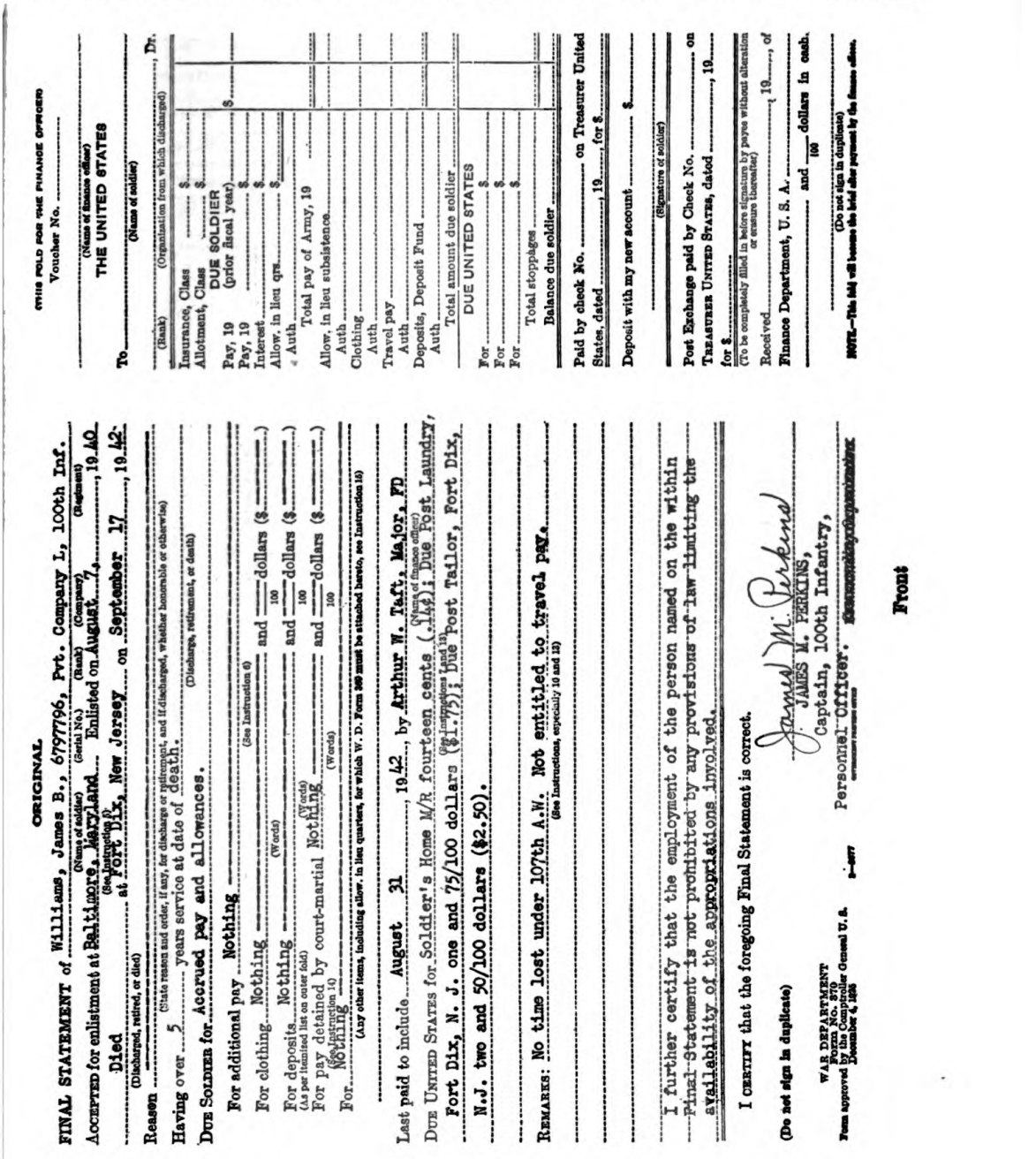
U. S. GOVERNMENT PRINTING OFFICE 16—60776-1

Reverse of Form No. 366b

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3. War Department Form No. 370 (Final Statement).—See section XV, instruction 15. In cases of death, Form No. 370 will be prepared in triplicate. Additional instructions for the preparation of Form No. 370 will be found printed on the back of the form.



ORIGINAL

FINAL STATEMENT of Williams, James B., 6797796, Pvt., Company L, 100th Inf.
(Name of soldier) (Serial No.) (Rank) (Company) (Regiment)

ACCRUED for enlistment at Baltimore, Maryland Enlisted on August 7, 19 40
(See Instruction 8)

Died at Fort Dix, New Jersey on September 17, 19 42
(Discharged, retired, or died)

Reason
(State reason and order, if any, for discharge or retirement, and if discharged, whether honorable or otherwise)

Having over 5 years service at date of death.
(Discharge, retirement, or death)

DUE SOLDIER for Accrued pay and allowances.

For additional pay Nothing
(See Instruction 6)

For clothing Nothing and —— dollars ($ ——)
(Words) 100

For deposits Nothing and —— dollars ($ ——)
(As per itemized list on outer fold) (Words) 100

For pay detained by court-martial Nothing and —— dollars ($ ——)
(See Instruction 14) (Words) 100

For Nothing
(Any other items, including allow. in lieu quarters, for which W. D. Form 269 must be attached hereto, see Instruction 16)

Last paid to include August 31, 19 42, by Arthur W. Taft, Major, FD
(Name of finance officer)

DUE UNITED STATES for Soldier's Home M/R fourteen cents (.14¢); Due Post Laundry,
Fort Dix, N. J. one and 75/100 dollars ($1.75); Due Post Tailor, Fort Dix,
N.J. two and 50/100 dollars ($2.50).

REMARKS: No time lost under 107th A.W. Not entitled to travel pay.
(See Instructions, especially 10 and 12)

I further certify that the employment of the person named on the within Final Statement is not prohibited by any provisions of law limiting the availability of the appropriations involved.

I CERTIFY that the foregoing Final Statement is correct.

(Do not sign in duplicate) JAMES M. PERKINS,
Captain, 100th Infantry,
Personnel Officer.

WAR DEPARTMENT
Forms No. 370
Form approved by the Comptroller General U. S.
December 4, 1926

THIS FOLD FOR THE FINANCE OFFICER

Voucher No.

(Name of finance officer)

THE UNITED STATES

To (Name of soldier), Dr.
(Rank) (Organization from which discharged)

Insurance, Class	$	
Allotment, Class	$	
DUE SOLDIER		
Pay, 19 (prior fiscal year)	$	
Pay, 19	$	
Interest	$	
Allow. in lieu qrs.	$	
Auth.		
Total pay of Army, 19		
Allow. in lieu subsistence		
Auth.		
Clothing		
Auth.		
Travel pay		
Auth.		
Deposits, Deposit Fund		
Auth.		
Total amount due soldier		
DUE UNITED STATES		
For	$	
For	$	
For	$	
Total stoppages		
Balance due soldier		

Paid by check No. on Treasurer United States, dated 19, for $

Deposit with my new account $
(Signature of soldier)

Post Exchange paid by Check No. on Treasurer United States, dated 19, for $
(To be completely filled in before signature by payee without alteration or erasure thereafter)

Received 19, of
Finance Department, U. S. A.

and 100 dollars in cash.
(Do not sign in duplicate)

NOTE.—This bill will become the total allowance paid by the finance office.

Front

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FINAL STATEMENT

OF

Williams, James B.
(Last name) (First name)

Private, Co. L, 100th Inf.
(Rank) (Company) (Regiment)

(To be filled in by the organization commander)

For value received, transferred to

.....
(Name of assignee)

.....
(Soldier's signature)

Transfer witnessed and noted on discharge.

.....

.....
(See Instruction 8)

INSTRUCTIONS

1. **Final statement will be given as follows.—Final statement,** properly certified to by **his immediate commander, will be given to** every soldier upon his discharge from active service (except as otherwise prescribed by Army Regulations) or upon retirement, and will be presented to the finance officer for the pay due him. The payment made will be noted on the discharge certificate of every discharged soldier except when the final statement has been transferred.

2. **Letter of notification.**—Notification of discharge will be furnished only in case of an enlisted man who is discharged from active service at a place at which there is available no officer provided with funds to make payment on final statements. In these cases the officer who prepares the final statement will, at least one week before the discharge takes effect, send by mail to the finance officer who is to pay the account a notification of discharge, stating therein, in his own handwriting, the date of last payment to the soldier, and his credits and debits, both in words and figures, and other data essential for proper payment or identification. The officer will require the soldier to affix his signature to the notification, or if he can not write his name such fact will be stated thereon. (See A. R. 345-455.)

Blank forms for this notification will be supplied by The Adjutant General of the Army. The officer issuing the final statement will inform the soldier of the location of the finance officer to whom he shall apply for payment.

3. **Responsibility of certifying officer.**—Officers signing and certifying to the correctness of final statements will be held responsible for their accurate preparation and also for disregard of plain instructions as made known through Army Regulations, orders, and notes on the blank forms. Officers responsible for overpayment on erroneous final statements will be required to refund the amounts overpaid if it is found impracticable to make collection from the party overpaid.

4. **Money amounts to be written in words and figures.**—Money amounts, in all cases, except in the case of the "List of Deposits" on the outer last fold will be written out in full, the writing to commence close to printed matter on left-hand side, and also expressed in figures.

INSTRUCTIONS—CONTINUED

5. **Travel allowances.**—Enlisted men of the Regular Army when entitled to travel allowances upon discharge from active service are entitled to same from place of discharge to place of acceptance for enlistment, regardless of place at which actually enlisted. The place of actual enlistment, if different from the place of acceptance, will in no case be considered in determining the travel allowances due.

6. **Additional pay.**—In the space for additional pay notation will be made of the pay due soldier for distinguished service awards, for special qualification in the use of arms, etc.

7. **Notation of stoppages.**—Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies, the stoppages being made under the proper headings, e. g., "Clothing," "C & E," "RS," "Transportation," "Ordnance," etc., the names of the articles damaged, lost, or destroyed not being stated; amounts due on account of allotments, post exchange post laundry, tailor, company fund, or transportation; and stoppages under sentence of a court-martial, showing nature and date of court-martial or date of order approving sentence, and the forfeiture as expressed in the sentence, e. g., "To forfeit $10 per mo. for 2 mos. SC Jan. 4/25." If any part of the forfeiture has been deducted, the amount and pay roll on which deducted will be stated. For further information see instructions and model remarks for preparation of pay rolls.

8. **Transfer of final statement.**—The transfer by an enlisted man of a claim for pay due on his final statement will be recognized only when made after discharge from active service, in writing, indorsed on the final statement, signed by the soldier, and witnessed by a commissioned officer or by some other reputable person known to the finance officer. The person witnessing the transfer must indorse on the discharge the fact of transfer of the final statement, and on the final statement the fact that such indorsement has been made on the discharge.

9. **Discharge by purchase.**—The final statement of a soldier discharged by purchase will show the amount of purchase price and a full statement of active service rendered in each previous enlistment terminated by honorable discharge since last discharge by purchase, giving dates of each enlistment and discharge, and reasons for each discharge. A soldier discharged by purchase is not entitled to travel pay

10. **Deserters.**—In the case where final statements are given an enlisted man who has not been paid since return from desertion, his account will be so stated by the commanding officer as to enable the finance officer to determine definitely the amounts due the soldier and the United States at date of desertion as distinguished from those accruing or incurred after return to military control, together with a correct transcript of the order publishing the action disposing of the charge of desertion.

11. **Deceased soldiers.**—In the case of a deceased soldier, final statement and duplicate inventories of effects will be prepared and forwarded as soon as practicable to The Adjutant General. Nothing will be entered on the final statement regarding the cause of death or whether death occurred in line of duty or on account of the soldier's own misconduct. In the case of a soldier who dies within the first six months of enlistment, the total money value of clothing drawn and chargeable against his clothing account since enlistment will be entered on the final statement under "Remarks," in addition to any remarks regarding **clothing entered** under "Due Soldier" or "Due the United States" on **such statement.**

12. **Before delivering** final statement upon which deposits are credited, **the officer signing** it will ascertain whether the soldier has the deposit book; and, if so, instruct him to present it to the finance officer. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken and attached to the statement before he leaves the post. The affidavit will clearly state the circumstances attending loss of the book and show that the soldier had not sold or assigned it. Upon this evidence the finance officer may pay, and the responsibility for the correctness of amounts credited on the statement will rest with the officer certifying it. Deposit books will be taken up by the finance officers who make final payment and filed with their vouchers. Deposits forfeited by desertion will not be entered in column headed "List of Deposits," but will be **entered in the space for remarks with citation of the order announcing the disposition of the charge of desertion.**

13. **Absences.—When a soldier is held to service to make good time lost by unauthorized absence; absence from duty on account of injury** or disease resulting from his own intemperate use of drugs or liquors or other misconduct; while in confinement awaiting trial or disposition of his case if the trial results in conviction; or, while in confinement under sentence, a statement should be entered on the final statement under the head of "Remarks" substantially as follows: "Held to service to make good time lost by AWOL from Oct. 1 to 10/15 and Nov. 5 to 12/15; sick not L/D, AR 35-1440 and AW 107 from Jan. 5 to 20/16, incl.; in confinement awaiting trial, convicted, AW 107, from Feb. 2 to 6/16; in confinement awaiting trial and serving sentence, AW 107, from Mar. 10 to 25/16." In the event that stoppages of pay for absence without leave or absence sick, not in line of duty under AR 35-1440 and AW 107, occurring prior to the date to which last paid, have not been made, and if any such absences have occurred since date to which last paid, these

INSTRUCTIONS—CONTINUED

facts and the periods of such absences should be also entered on the final statement under the heading "Due United States," in addition to their entry under "Remarks."

14. Pay detained pursuant to sentence of court-martial will be detained by the Government until the soldier is discharged from active service or retired, at which time the total amount detained, if not forfeited, will be noted on the final statement in the space provided therefor, and paid to him out of Pay of the Army (or Pay of the Military Academy if soldier's pay is payable from that appropriation) for the fiscal year in which discharged or retired. (AR 35-2460.)

15. The final statement of an enlisted man who is entitled to allowance in lieu of quarters will show in the space provided therefor the inclusive dates for which such allowances are due, and the soldier will execute War Department Form No. 369, in so far as it pertains to this allowance, for file as a subvoucher to the final statement. The payment will be made on the final statement as, in this case, Form 369 is simply a supporting paper.

LIST OF DEPOSITS

(To be filled in by organization commander)

Date	Amount Dolls.	Amount Cts.	Date	Amount Dolls.	Amount Cts.
	Nothing		Brought for'd...	Nothing	

4. W. D., A. G. O. Form No. 1 (Morning Report).

	Day of month	REMARKS
(1)	7	Sgt Bratton dy to DS at Holabird QM Dep, Md 1245---MCW
(2)	8	Cpl Clark, 99th Inf, atchd for dy---MCW
(3)	9	Pvt Murdock dy to SD, Post QM---MCW
(4)	10	Pvt Blackstone aptd pfc---MCW
(5)	11	Pfc King rd to pvt---MCW
(6)	12	Techn 4th Gr Galloway rd to pvt---MCW
(7)	13	Pfc Sampson aptd techn 4th gr---MCW
(8)	14	Pvt Brooks des to confd 2235---MCW
(9)	15	Pvt Williams, hosp, died 0915---MCW

	See section—	*Instruction*
(1)	VII	3
(2)	VII	8
(3)	VII	11
(4)	VI	2
(5)	VI	5
(6)	VI	16
(7)	VI	11
(8)	XI	23
(9)	XV	6

	Day of month	REMARKS
(1)	16	Pvt Jones, C L dy to fur 10 days---MCW
(2)	17	Pvt Martin AWOL to des---MCW
(3)	18	1st Lt Crone dy to lv 5 days---MCW
(4)	19	Pvts Jones, A B and Black asgd to and jd 1330--Pvt Murphy asgd to, DS enroute to jn---MCW
(5)	20	Sgt Wilson dy to AWOL 0600---MCW
(6)	21	Pvt Jackson trfd to 99th Inf, left 0210---MCW
(7)	22	Techn 3d Gr Scott dy to hosp---MCW
(8)	23	1st Lt Crone lv to dy---MCW
(9)	24	Pfc Buckley AWOL to ar 0825---MCW

	See section—	*Instruction*
(1)	IX	9
(2)	XI	1
(3)	I	6
(4)	V	9
(5)	X	1
(6)	VIII	6
(7)	XIX	9
(8)	I	6
(9)	XVI	3

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	Day of month	REMARKS
(1)	25	Sgt Wilson AWOL to dy 1630--- mcw
(2)	26	Pvt Jones, C L fur to dy--- mcw
(3)	27	Pfc Nelson dy to sk in qrs--- mcw
(4)	28	Pfc Buckley ar to conft--- mcw
(5)	29	Techn 3d Gr Scott hosp to dy--- mcw
(6)	30	Pfc Nelson sk in qrs to dy--- mcw
(7)	31	Pvt Hall dy to absent in hands C Auth Baltimore, Md, held for trial on charge of larceny--- mcw

	See section—	*Instruction*
(1)	X	6
(2)	IX	11
(3)	XIX	9
(4)	XVI	6
(5)	XIX	9
(6)	XIX	9
(7)	XVI	15

5. W. D., A. G. O. Form No. 5 (Daily Sick Report).

	ORGANIZATION OR DETACHMENT COMMANDER'S REPORT						MEDICAL OFFICER'S REPORT	
	DATE 19	LAST NAME—FIRST NAME—MIDDLE INITIAL	ARMY SERIAL NO.	GRADE	WHEN TAKEN SICK	IN LINE OF DUTY (Yes or No)	IN LINE OF DUTY (Yes or No)	DISPOSITION
(1)	Jan 7	Grey, Owen F	0-61432	2nd Lt	1/5/42	Yes	Yes	Hosp
		Johnson, Everett C	6713281	Sgt	1/1/42	Yes	Yes	Hosp
		Jones, Charles E	6743862	Pfc	1/7/42	Yes	Yes	Duty
(2)	JMP	Olsen, Paul A	6743002	Pvt	1/7/42	No AR 35-1440	No AR 35-1440	Hosp
		Martin C. Woodring, Capt 100th Inf					D F Moore major mc	
	Jan 8	Grey, Owen F	0-61432	2nd Lt	1/5/42	Yes	Yes	Hosp
		Johnson, Everett C	6713281	Sgt	1/1/42	Yes	Yes	Duty
		Olsen, Paul A	6743002	Pvt	1/7/42	No AR 35-1440	No AR 35-1440	Hosp
		Quigley, Marlin	3497632	Pvt	1/8/42	Yes	Yes	Duty
		Martin C. Woodring, Capt 100th Inf					D F Moore major mc	

(1) See section XIX, instructions 2 to 5.

(2) See section XIX, instruction 11 (shows initials of personnel officer at beginning of a period of sick NLD, AR 35–1440).

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6. W. D., A. G. O. Form No. 15 (Report of Survey).—See section XXIX, instruction 1, for preparation. Printed instructions in footnotes on the back of the form explain most of the details of preparation.

REPORT OF SURVEY

Quartermaster (Class of property, ordnance, medical, etc.) Property Capt. Martin C. Woodring, Co. L 100th Inf, Ft. Dix, N.J. (Stock record account and station)

Accountable officer J. Ray Smith, Lt. Col., QMC Date August 5, 1942

STOCK NO.	ARTICLES[1]	QUANTITY	TOTAL COST[2]	DISPOSITION[3]		
				DESTROY	SALVAGE	OTHER
24-B-1165	Bag, water, sterilizing	1	$10.81			
24-S	Screen, latrine, complete	2	39.20			
24-R-110	Rolls, bedding, waterproofed	6	55.68			
55-C-7390	Coats, cooks' and bakers', white	4	4.04			
	LAST ITEM					
		Grand total[4]	$109.73 mcw			

DATE AND CIRCUMSTANCES[5]

(1) The articles of Quartermaster property listed above were destroyed by fire of undetermined origin while in the supply room of Company L, 100th Infantry at Ft. Dix, N. J., on or about 0200 July 28, 1942. See Exhibit "A", approved report of Board of Officers, w/allied papers.

AFFIDAVIT

I do solemnly swear (or affirm) that the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.

John E. Bull (Signature)

S Sgt, Co. L, 100th Inf. (Grade and organization)

Subscribed and sworn to (or affirmed) before me at Ft. Dix, N. J.

this 5th day of Aug, 19 42

John A. Hammond

JOHN A HAMMOND

Maj 100th Inf. Summary Court (Grade and organization or title; if notary public, affix seal)

CERTIFICATE[6]

I CERTIFY that the loss, destruction, damage, or unserviceability of the articles of public property shown above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and is, in my opinion, worthless for further public use.

Martin C. Woodring

MARTIN C. WOODRING

Capt. 100th Inf. Comdg Co. L (Grade and org., accountable or responsible officer)

Hq. .....

Station .....

Date .....

To .....

.....

who is appointed surveying officer.

By order of .....

.....

.....

Adjutant.

(7)

Property Voucher No. .....

W. D., A. G. O. Form No. 15 July 15, 1935 3—10483

Front

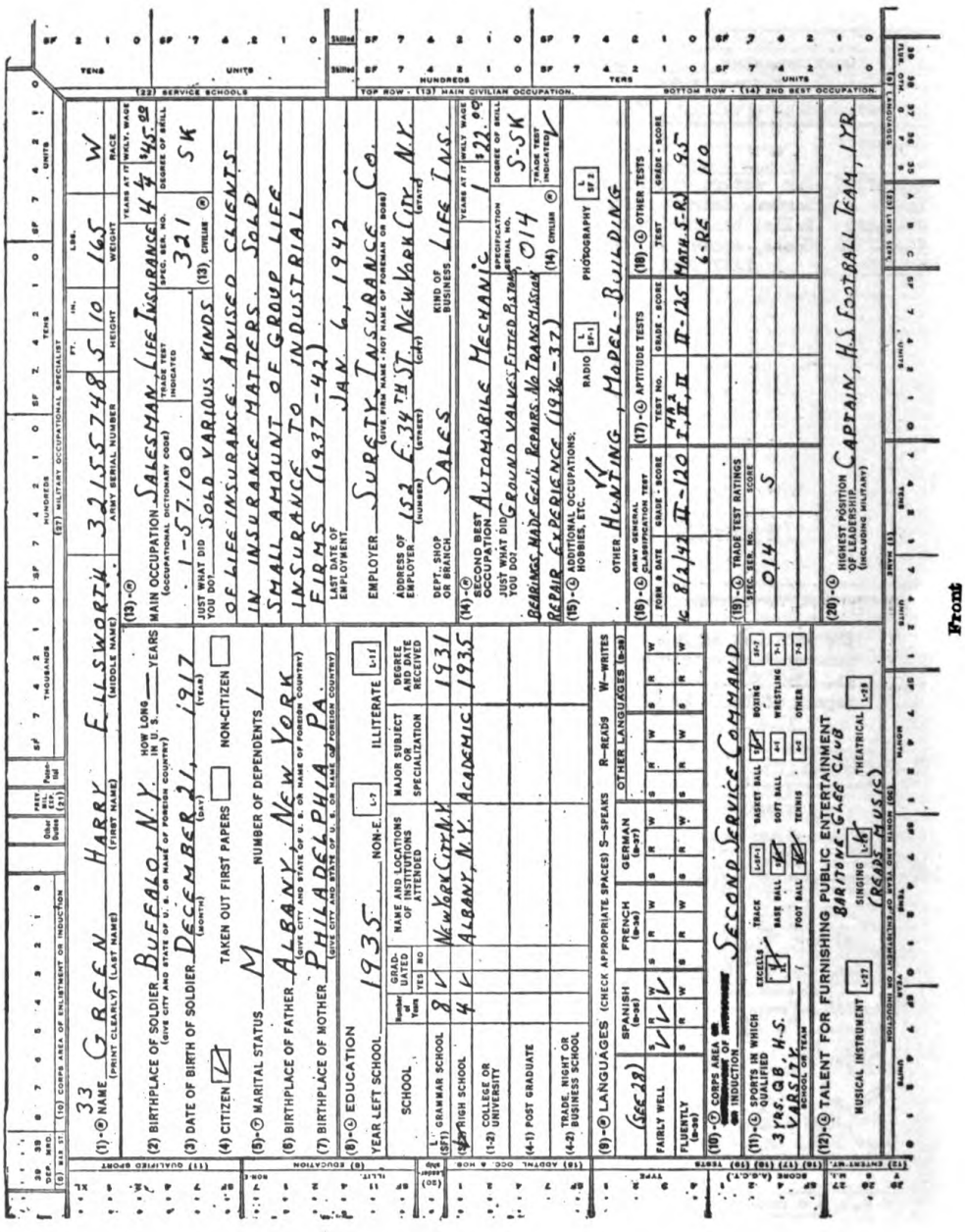
(1) Reference should be made here to any attached exhibits. Back of form is not reproduced as entries on it are made by the surveying officer and other officers in approving or disapproving the survey.

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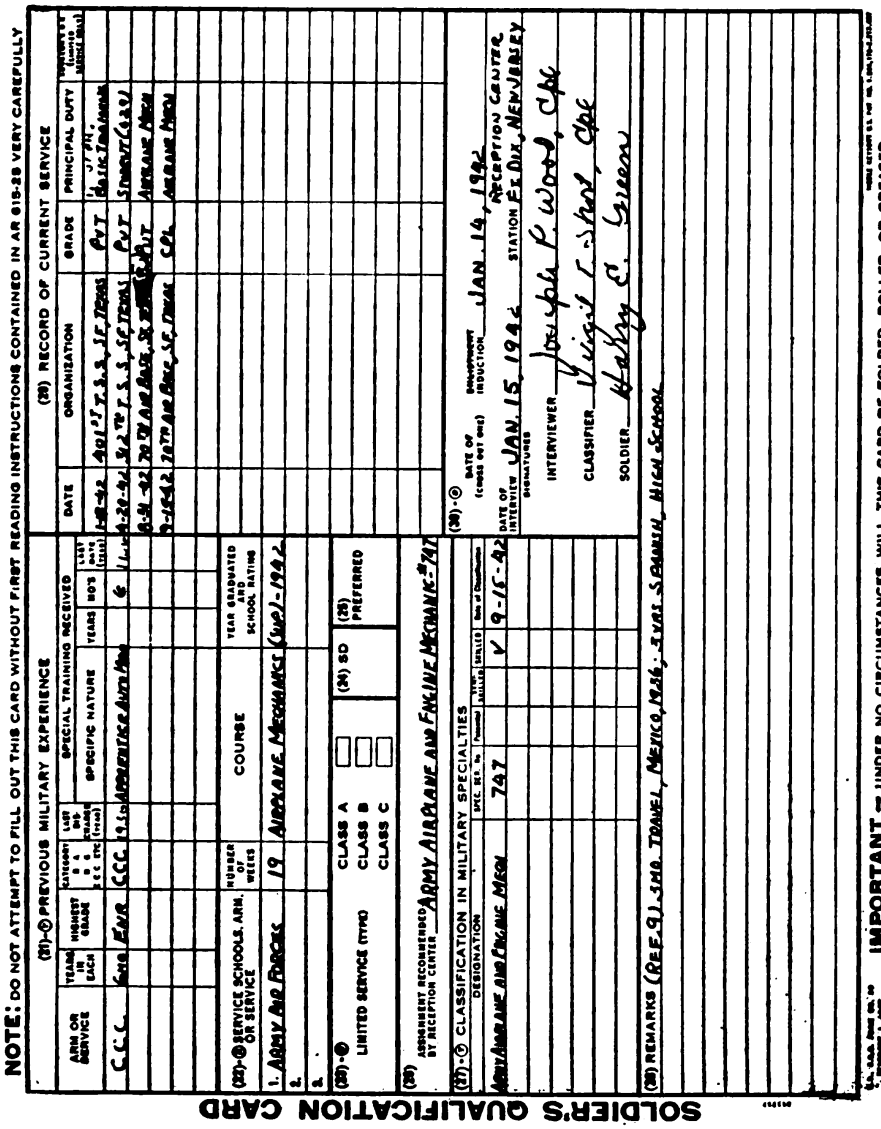
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ADJUTANT GENERAL'S OFFICE

7. W. D., A. G. O. Form No. 20 (Soldier's Qualification Card).—See section IV, instruction 6, on initiating and filling out this form.



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SOLDIER'S QUALIFICATION CARD

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

(21)-(A) PREVIOUS MILITARY EXPERIENCE

ARM OR SERVICE	YEARS IN EACH	HIGHEST GRADE	CATEGORY (E. D. or C. C. C. only)	LAST DUTY ASSIGNMENT (Year)	SPECIAL TRAINING RECEIVED: SPECIFIC NATURE	YEARS	MOS (Auth. Year)	LAST (Auth. Year)
C.C.C.	6 mo.	Enr.	CCC	19	Mechanics Auto Shop	6	1-1-41	6-30-41

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

	NUMBER OF WEEKS	COURSE	YEAR GRADUATED AND SCHOOL RATING
1. Army Air Forces	19	Airplane Mechanics (Inst.)	1942
2.			
3.			

(23)-(B) LIMITED SERVICE (TYPE) — CLASS A ☐ CLASS B ☐ CLASS C ☐ (24) SD ☐ (25) PREFERRED ☐

(26) ASSIGNMENT RECOMMENDED BY RECEPTION CENTER: Army Airplane and Engine Mechanic #747

(27)-(C) CLASSIFICATION IN MILITARY SPECIALTIES

DESIGNATION	SPEC. NO.	Numeral	LETTER	SERIAL	Date of Classification
Asst Airplane and Engine Mech	747		V		9-15-42

(28)-(D) DATE OF (CROSS OUT ONE) ENLISTMENT / INDUCTION JAN. 14, 1942

DATE OF INTERVIEW JAN. 15 1942 STATION Reception Center, Ft. Dix, New Jersey

INTERVIEWER Joseph P. Wood, Cpl

CLASSIFIER Virgil C. Starr, Cpl

SOLDIER Harley C. Green

(29) RECORD OF CURRENT SERVICE

DATE	ORGANIZATION	GRADE	PRINCIPAL DUTY	TRAINING OR MORE (Hours)
1-15-42	401st T.S.S. SCTRNG	Pvt	Gen. Fatigue	
2-28-42	82nd T.S.S. SCTRNG	Pvt	Student (Air)	
6-9-42	787th Ord. Bn. S. [illegible]	[illegible]	Airplane Mech	
7-15-42	787th Ord. Bn. S. [illegible]	Cpl.	Airplane Mech	

(30)-(E) REMARKS (Ref. 9)-3rd. Travel, Mexico, 1936; 3 yrs. Spanish, High School

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

Back

(1) See section V, instruction 8.

(2) See section VI, instruction 12, for promotion. For promotion to pfc, see instruction 3.

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ADJUTANT GENERAL'S OFFICE

8. W. D., A. G. O. Form No. 24 (Service Record).

BROWN (Last name) 32107693 (Army serial No.)

JOHN (First name) B (Middle initial)

INFANTRY (Arm or service for which enlisted or inducted)

Color or race WHITE

(PLACE X IN BOX INDICATING COMPONENT)

☐ Regular Army. ☐ National Guard of the United States.

Army of United States:

☐ For Regular Army units.

☐ For National Guard units.

☒ Selective Service and Training.

☐ Regular Army Reserve—Active duty.

☐ Enlisted Reserve Corps—Active duty.

SERVICE RECORD

covering period

From Feb 1, 1942, to ....., 19....

For instructions see AR 345-125

W. D., A. G. O. Form No. 24
November 1, 1940

Front cover (see section III, instruction 5).

1

INDUCTION RECORD

(This induction record will be filled out only in case the man enters the service through induction by civilian service)

Local board of origin No. 1 New York, N. Y.

Date of arrival at induction station Feb 1, 1942

Date and place of induction Feb 1/42 New York, N.Y.

By whom inducted William B. Jones
1st Lt. Infantry
(Grade and arm or service)

Place to which sent Fort Benning, Ga.
(Post, camp, or reception center)

Date sent February 2, 1942

RECORDS OF IMMUNIZATION

(See par. 6, AR 40-215, for details relative to immunization records)

SMALLPOX VACCINATION

Date	Result [1]
2/22/42	Vaccinia

TYPHOID VACCINATIONS

3/7/42	

OTHER VACCINATIONS

Kind	Date
Tetanus Toxoid	9/25/42
Yellow Fever Lot 358	6/18/42

DIPHTHERIA SUSCEPTIBILITY TEST—SCHICK

Date	Result [2]

CARRIER EXAMINATIONS
(See AR 40-220)

Date	Parasite examined for	Kind of specimen [3]	Positive or negative

[1] Record as vesicle, vesicoid, or immune reaction.
[2] Record as positive, positive combined, negative-pseudo or negative.
[3] Record as feces, urine, sputum, blood, etc.

Blood Type "A"

See section III, instruction 5, for top of page; section XXII, instruction 2, for use of records of immunization.

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2

ENLISTMENT RECORD

Williams, John B 30754285

June 3, 1917 New York N.Y.

5 ft. 6 in. 122 lb. Blue Black

Dark 2 7D

Single Clerk

EDUCATIONAL QUALIFICATIONS

8 4

OCCUPATIONAL QUALIFICATIONS

Clerk (typist) $ 25.00

7

General clerical and typing

Chauffeur $ 20.00

2

Drove taxi

HOME ADDRESS AND NEAREST RELATIVE

1050 South Broadway

New York N.Y.

Mrs. Mary Ann Williams

Mother 1050 South Broadway

New York N.Y.

Mrs. Mary A. Williams

Mother 1050 South Broadway

New York N.Y.

DESIGNATION OF BENEFICIARY

(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

Mrs. Mary Ann Williams Mother

1050 Broadway, New York, N. Y.

Mr. John H. Williams Father

1050 Broadway, New York, N. Y.

CURRENT ENLISTMENT

(See "Remarks—Financial" (par. 3e, AR 345-125))

27 8

0 0 0 WRC

None

* Strike out words not applicable.

† No entry required for men secured through Selective Service.

3

PRIOR SERVICE

What show prior service in the Regular Army, then insert headings to show service in the United States Army, Volunteers, Navy, Marine Corps, and National Guard or Organized Militia, in the order named.

from ____, 19__, to ____, 19__

(Co., regt., arm., or service)

Discharged as ____ (Grade) ____ (Character) By reason of ____

(Date required by par. 6, AR 345-125)

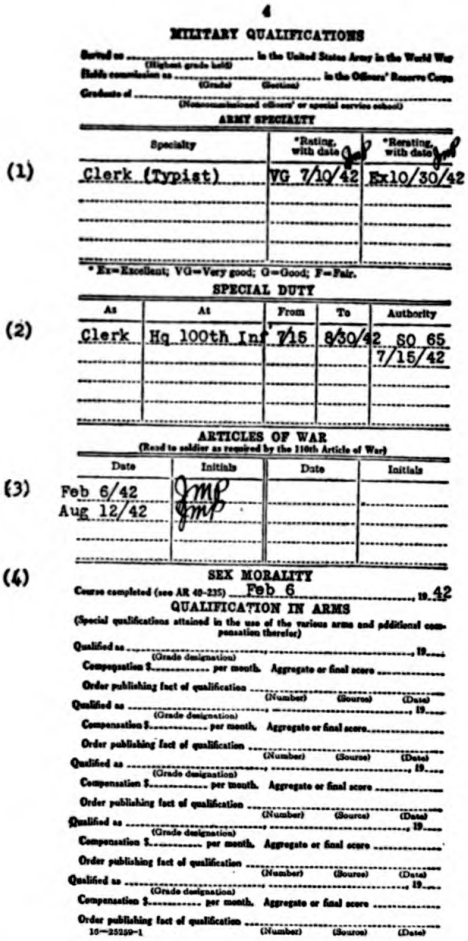
See section III, instruction 5.

Entries will not be made on this page unless they are supported by proof or by verification from TAG.

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ADJUTANT GENERAL'S OFFICE



4

MILITARY QUALIFICATIONS

Served as _____ (Highest grade held) in the United States Army in the World War

Holds commission as _____ (Grade) (Section) in the Officers' Reserve Corps

Graduate of _____ (Noncommissioned officers' or special service school)

ARMY SPECIALTY

Specialty	*Rating, with date	*Rerating, with date
(1) Clerk (Typist)	VG 7/10/42	Ex 10/30/42

* Ex=Excellent; VG=Very good; G=Good; F=Fair.

SPECIAL DUTY

As	At	From	To	Authority
(2) Clerk	Hq 100th Inf	7/15	8/30/42	SO 65 7/15/42

ARTICLES OF WAR

(Read to soldier as required by the 104th Article of War)

Date	Initials	Date	Initials
(3) Feb 6/42	JMP		
Aug 12/42	JMP		

SEX MORALITY

(4) Course completed (see AR 40-235) Feb 6, 19 42

QUALIFICATION IN ARMS

(Special qualifications attained in the use of the various arms and additional compensation therefor)

Qualified as _____ (Grade designation), 19____

Compensation $_____ per month. Aggregate or final score _____

Order publishing fact of qualification _____ (Number) (Source) (Date)

Qualified as _____ (Grade designation), 19____

Compensation $_____ per month. Aggregate or final score _____

Order publishing fact of qualification _____ (Number) (Source) (Date)

Qualified as _____ (Grade designation), 19____

Compensation $_____ per month. Aggregate or final score _____

Order publishing fact of qualification _____ (Number) (Source) (Date)

Qualified as _____ (Grade designation), 19____

Compensation $_____ per month. Aggregate or final score _____

Order publishing fact of qualification _____ (Number) (Source) (Date)

Qualified as _____ (Grade designation), 19____

Compensation $_____ per month. Aggregate or final score _____

Order publishing fact of qualification _____ (Number) (Source) (Date)

16—25259-1

5

MILITARY RECORD

APPOINTMENT, PROMOTION, OR REDUCTION, WITH AUTHORITY THEREFOR

Grade	Date	Authority	Initials
Pvt 1cl	2/9/42	CoO 10 Feb 9/42	(1)
Corp	3/8/42	SO 29 Hq 100th Inf Mar 8/42	(2)
Pvt	4/7/42	SO 37 Hq 100th Inf Apr 7/42	(3)

SPECIALIST RATINGS

Class	Qualification	From	To	Authority	Initials

ORGANIZATIONS TO WHICH ATTACHED

Organization	From	To	
Co K 124th Inf	4/17/42	7/16/42	(4)

ORIGINAL ASSIGNMENT AND ORGANIZATIONS TO WHICH SUBSEQUENTLY ASSIGNED DURING THIS ENLISTMENT PERIOD

Assigned to company, regiment, arm, or service	Station	Date	
Co A 301st Inf	Ft Benning, Ga	Feb 6/42	(5)
Co L 100th Inf	Ft Dix, N.J.	June 2/42	(6)

(1) See section V, instruction 12.

(2) See section VII, instruction 12.

(3) See section IV, instruction 7. The prescribed Articles of War are also read every 6 months.

(4) See section IV, instruction 7.

	See section—	*Instruction*
(1)	VI	3
(2)	VI	12
(3)	VI	17
(4)	VII	7
(5)	V	8
(6)	V	8

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FURLOUGHS

From July 2, 1942 to July 9, 1942

Authority AR 615-275

8 days Extended ____ per (Number of days)

Rejoined July 10, 1942

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

From ____ to ____

Authority ____

Extended ____ per (Number of days)

Rejoined ____

FOREIGN SERVICE

Left United States for duty in ____

From ____ on ____, 19....

Arrived at ____ on ____, 19....

Left ____ for the United States on ____, 19....

Arrived at ____ on ____, 19....

Left United States for duty in ____

From ____ on ____, 19....

Arrived at ____ on ____, 19....

Left ____ for the United States on ____, 19....

Arrived at ____ on ____, 19....

MEDALS, DECORATIONS, AND CITATIONS

Name of decoration	Authority and date

3-6813

7

TIME LOST PRIOR TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT TO BE MADE GOOD UNDER 107th ARTICLE OF WAR:

(a) Absence without proper authority or in desertion.

From	To	Days	
Aug 5, 1942	Aug 9, 1942	5	(1)

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days	
Dec 2, 1942	Dec 21, 1942	20	(2)

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

From	To	Days	
Oct 2, 1942	Oct 5, 1942	4	(3)

ABSENCE SUBSEQUENT TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT

(a) Absence without proper authority or in desertion.

From	To	Days

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

From	To	Days

See section IX, instructions 10 and 12.

	See section—	*Instruction*
(1)	X	2 and 7
(2)	XVI	13
(3)	XIX	11

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RECORD OF TRIALS BY COURTS MARTIAL

Summary C. M. 61st (No.) A. W. Aug 5 (Date of offense) 19 42 (Synopsis) AWOL from about August 5, 1942 to about August 9, 1942.

Sentence announced and adjudged August 11, 19 42

Sentence as approved To forfeit ten dollars ($10.00 of his pay

Approved August 11, 19 42

I certify the above is correct. James M. Perkins

Capt 100th Inf (Name, grade, and organization) JAMES M. PERKINS

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization) 2—6055

9

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

..... C. M., ... (No.) A. W. ....., 19.... (Date of offense) (Synopsis

of specifications)

Sentence announced and adjudged ....., 19....

Sentence as approved .....

..... Approved ....., 19....

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per .....

Released from confinement ....., 19....

(Name, grade, and organization)

CLASS E ALLOTMENTS

Class E allotments of pay authorized as follows:

$ 20.00 per month for --- months, commencing July 1, 1942

and expiring ---, 19...., in favor of Mrs Mary Ann Williams for the purpose of support

Discontinued Oct 31, 1942, reason Sol request

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C., Dec 2, 1942, by J.M. Perkins (Name and grade of forwarding officer)

Acknowledgment of discontinuance received Dec 12, 19 42

See section XXXII.

See section XIV, instruction 3, for making the allotment, and instruction 8 for discontinuing the allotment.

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$_____ per month for _____ months, commencing _____, 19____

and expiring _____, 19____, in favor of _____

_____ for the purpose of _____

Discontinued _____, 19____, reason _____

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C., _____, 19____, by _____ (Name and grade of forwarding officer)

Acknowledgment of discontinuance received _____, 19____

$_____ per month for _____ months, commencing _____, 19____

and expiring _____, 19____, in favor of _____

_____ for the purpose of _____

Discontinued _____, 19____, reason _____

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C., _____, 19____, by _____ (Name and grade of forwarding officer)

Acknowledgment of discontinuance received _____, 19____

NATIONAL SERVICE LIFE INSURANCE

Allotment [redacted] of pay for Government insurance authorized as follows:

Class [redacted] insurance deduction of $ 3.45 per month for _____ months, commencing Sept 1, 19 42 and expiring ____, 19____, for payment of monthly premium on $ 5000 Discontinued _____, 19____, reason _____ W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington, D. C., on _____, 19____, by _____ (Name and grade of forwarding officer)

Deduction of pay for Government insurance authorized as follows:

Class D insurance deduction of $_____ per month for _____ months, commencing _____, 19____, and expiring _____, 19____, for payment of monthly premium on $_____ Discontinued _____, 19____, reason _____ W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington D. C., on _____, 19____, by _____ (Name and grade of forwarding officer)

Deduction of pay for Government insurance authorized as follows:

Class D insurance deduction of $_____ per month for _____ months, commencing _____, 19____, and expiring _____, 19____, for payment of monthly premium on $_____ Discontinued _____, 19____, reason _____ W. D., A. G. O. Form No. 30, mailed to Veterans' Administration, Washington, D. C., on _____, 19____, by _____ (Name and grade of forwarding officer)

5—2936

13

REMARKS—FINANCIAL

Under this heading will be shown all financial matters not entered elsewhere such as stoppages for loss of or damage to Government property, amounts due on account of partial payments, overpayments, etc.

Enlistment allowance of $_____

for the grade of _____

paid by _____

on _____, 19____

Entitled to travel pay to _____ (Place at which accepted.) (or previous enlistment)

Received no travel pay upon discharge on _____, 19____ to reenlist.

Date	Description and amount due U. S. or soldier	Roll on which collected	
2/1/42	Pay due from date of induction	CEB/42	(1)
3/31/42	Aptd Pvt 1cl fr Pvt	MAR/42	(2)
4/30/42	Aptd Cpl fr Pvt 1cl	APR/42	(3)
5/6/42	Rd to pvt fr Cpl		(4)
5/8/42	Due USMR Ldry $1.50	MAY/42	
6/4/42	Due CoFund Co A 301st Inf $2.00	JUNE/42	(5)
7/10/42	Cl"A" Pay Res $3.75 per mo beginning July 1/42		(6)
	Cl"E" Allot $20.00 per mo beginning July 1/42	JULY/42	(7)
8/9/42	AWOL Aug 5-9/42 incl 5 days		(8)
8/11/42	To forfeit $10.00 of his pay per month for 1 month. Sum CM #11	AUG/42	
9/1/42	Cl"N" Allot $3.45 per mo beginning Sept 1/42	SEPT/42	(9)
10/5/42	Sick NLD AR 35-1440 Oct 2-5 incl 4 days	OCT/42	(10)
11/1/42	Cl"E" Allot $20.00 discontd Oct 31/42		(11)
	Cl"F" Deduction $22.00 per mo from Nov 1/42	NOV/42	(12)

See section XIV, instruction 21.

	See section—	Instruction
(1)	III	5
(2)	VI	3
(3)	VI	12
(4)	VI	17
(5)	VIII	8
(6)	XIV	11
(7)	XIV	3
(8)	X	7
(9)	XIV	21
(10)	XIX	11
(11)	XIV	8
(12)	XIV	17

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REMARKS—ADMINISTRATIVE

Under this heading will be shown all administrative matter not shown elsewhere and not of a character authorizing pay. Show wounds, battles, engagements, etc.) and such other entries not set forth elsewhere as may be required to make soldier's record complete.

Religious preference - Episcopalian
FM 21-100 issued Feb 7/42 JWP
National Service Life Insurance JWP
amendment read and explained
May 10/42

16

INDORSEMENTS

These indorsements are filled out in all cases when a soldier deserts or is transferred from one company or detachment to another company or detachment and in all changes of station except with an organization.
These indorsements will not be used when a soldier is only attached to another organization for either rations or quarters or both.

1st Ind.

Hq 301st Infantry, Ft Benning, Ga.
June 4 '42
To C. O. 100th Infantry, Ft Dix, N.J.
This soldier was transferred to Your command
per par 5 SO No. 12 Hq Ft Benning, Ga.
and left this organization June 4 '42
He was last paid to include May 31 '42
by A. J. Cash, Major F.D.
(Name and grade of finance officer or agent officer, if any)
Due United States; if nothing, so state Due USMR Ldry Ft. Benning, Ga. $1.50

*Due soldier at date of Transfer: current pay and allowances.

This soldier ~~XXXX~~ has not a Class E allotment running which has been deducted from his pay to include never '19—

This soldier has authorized a Class D deduction for Government insurance which has been deducted from his pay to include never '19—

His character is Excellent JWP
Efficiency rating as soldier Satisfactory JWP
I have personally verified all entries in this indorsement.
James W. Prag
(Name)
JAMES W. PRAG Capt 301st Inf
(Grade and organization)
This soldier reported June 6 '42

*Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence; if nothing, so state.
†Strike out words not applicable.

See section—	*Instruction*
VII	5
VIII	8
XII	8
XII	14
III	6
XI	12

For uses of indorsement pages in the service record.

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FINAL ENDORSEMENT

Co L 100th Infantry
(Company or detachment)
Ft. Dix, N. J.
(Place)
June 4, 42

To The Adjutant General:

Brown (Last name) John (First name) B (Middle initial) 32107693 (Army serial No.)
Private (Grade) Co L 100th Inf (Organization)

was separated from the service by reason of Death on June 4, 1942 (Date)
at Ft. Dix, N. J. (Place) authority

Retained in service ..... days to make good time lost (A. W. 107).

Absent from duty ..... days subsequent to normal date of expiration of term of enlistment.

Retained in service ..... days for convenience of the Government on account of

His character is Excellent JWP

Military rating as soldier Satisfactory JWP

Final statement furnished [redacted]

Due United States if nothing, so state GPLD $2.08
MR Ldry $1.50

Due soldier as of date of Death; current pay and allowances

Address furnished for future reference:
(Number and street or rural route)
(City, town, or post office) (State or country)

Signature of soldier:

I have verified the foregoing entries.

Name signed James M. Perkins

Name typed or printed JAMES M. PERKINS

Capt 100th Inf Pers O
(Grade and organization)

*Strike out words and figures not applicable.
†Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence; if nothing, so state.

24

Initials	Name, grade, and organization (Typewritten or printed)
JWP	JAMES W. PRAG Capt. 301st Infantry
JMP	JAMES M. PERKINS Capt. 100th Infantry
WBJ	William B. Jones 1st Lt. Infantry

See section XV, instructions 16 and 17.

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9. W. D., A. G. O. Form No. 25 (Extract from Service Record).—See section VII, instruction 6, and section XI, instruction 13 for uses of extract from service record.

EXTRACT FROM SERVICE RECORD

(See AR 345–125)

OF

Marks (Last name) Gerald (First name) M (Middle name) 36100987 (Army serial number)

Home address 140 North Woodbine Street (Number and street or rural route; if none, so state) Alexandria (City, town, or post office) Virginia (State or country)

Name and address of nearest relative Mrs. John A. Marks (Name) Mother (Relationship) 140 North Woodbine Street (Number and street or rural route; if none, so state) Alexandria (City, town, or post office) Virginia (State or country)

Person to be notified in case of emergency Mrs. John A. Marks (Name) Mother (Degree of relationship; if friend, so state) 140 North Woodbine Street (Number and street or rural route; if none, so state) Alexandria (City, town, or post office) Virginia (State or country)

Age at enlistment or induction 23 yrs. 4 mos. Rate of pay per mo. $ 50.00

Accepted for service at Fort Meyer, Virginia

Enlisted ~~INDUCTED~~ at Fort Meyer, Virginia on the 14th day of August, 19 40

In grade of Pvt by John A. Hayes, 1st Lt Cav for 6th Cavalry (Company, regiment, arm or service)

to serve Three (3) (Words and figures) years.

Completed ..... years ..... months ..... days for longevity pay, at enlistment or induction. Has over ..... years' service.

Grade Pvt Specialist rating .....

Time lost prior to the normal date of expiration of term of enlistment to be made good under 107th Article of War (here give inclusive dates of absence, number of days, and cause):

*Sk NLD, AR 35-1440 fr Jan 10/42 to Jan 19/42 incl (10 days).

Sentence by courts martial

Confinement .....

Forfeitures .....

Detained pay .....

Deduction for Class E allotment, $ 20.00 per month.

Deduction for Class D insurance, $ ..... per month.

Deduction for Class N insurance, $ ..... per month.

PRIOR SERVICE

(Co., regt., arm, or service) from ....., 19..., to ....., 19...

Discharged as (Grade); character .....

By reason of .....

(Co., regt., arm, or service) from ....., 19..., to ....., 19...

Discharged as (Grade); character .....

By reason of .....

W. D., A. G. O. Form No. 25 April 22, 1942 16—25078-2

Front

RECORD OF IMMUNIZATION

†Type of vaccination or diphtheria susceptibility test.

SPECIFY	DATE	RESULT
Smallpox	8/15/40	Immune
Typhoid	11/5/40	
Yellow Fever	3/19/42	

†If carrier examination, show parasite examined for, and kind of specimen.

Blood type O

2nd Ind.

Hq 6th Cavalry, Ft Meyer, Va September 10, 19 42

To Commandant, Cav Sch Ft. Riley, Kan

This soldier was trfd to your command per par 5 SO 7 and left this organization Sept 10, 19 42 Hq 6 Cav

He was last paid to include August 31, 19 42

by T. H. Johnson, Lt. Col F.D. (Name and grade of finance officer or agent acting for him)

Due United States; if nothing, so state MR Ldry $1.50

Due soldier at date of transfer: Accrued pay and allowances.

This soldier (~~has not~~) a Class E allotment running which has been deducted from his pay to include August 31, 19 42

This soldier has authorized a Class D deduction for Government insurance which has been deducted from his pay to include ....., 19...

This soldier has authorized a Class N deduction for Government insurance which has been deducted from his pay to include ....., 19...

His character is Excellent wdj

Efficiency rating as soldier Satisfactory wdj

I have personally verified all entries in this indorsement.

W. A. James (Name) W. A. JAMES

Captain, Cavalry, Pers Off (Grade and organization)

REMARKS

Here will be shown such other entries not set forth elsewhere as may be required to make the extract complete as in the case of a soldier finally separated from the service.

Service record with inclosures transmitted to Comdt Cav School by W A James Capt Cav Sept 10, 19 42

Inclo. (*Individual clothing record. *Individual equipment record.) *Strike out words not applicable.

O-P-O 16—25078-2

Back

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10. W. D., A. G. O. Form No. 27 (Statement of Accounts).—See section XI, instruction 29. This form is prepared by the disbursing officer and the regimental and company clerk will not be concerned with its preparation, only with the facts stated on it.

STATEMENT OF ACCOUNTS
(See AR 35-2490)

Martin, John W. 36100798
(Last name) (First name) (Middle initial) (Army Serial No.)

Private, Co L, 100th Inf
(Grade) (Specialist rating) (Organization)

Accounts closed because of desertion.

Dishonorable discharge suspended, confined at.....

Account paid on Voucher No. 149 accounts of the undersigned for December, 1942

Following items of indebtedness not satisfied by accrued pay and allowances:

Exchange ..... (Station)

Post laundry Fort Dix, N.J. $1.50 (Station)

Post tailor..... (Station)

Company fund..... (Organization and station)

Clothing .....

Camp and garrison equipage.....

Lost or Damaged Property M/R $6.55

Amount forfeited to U. S. Soldiers' Home by reason of desertion or dishonorable discharge.....

Ft. Dix, N. J. Arthur W. Taft
(Place) (Name of disbursing officer)

December 11, 1942 Major, F.D.
(Date) (Grade and organization)

1st Ind.

W. D., S. O. S., OFFICE CHIEF OF FINANCE, ...

To THE ADJUTANT GENERAL.

Above statement is in accordance with the voucher cited.

.....

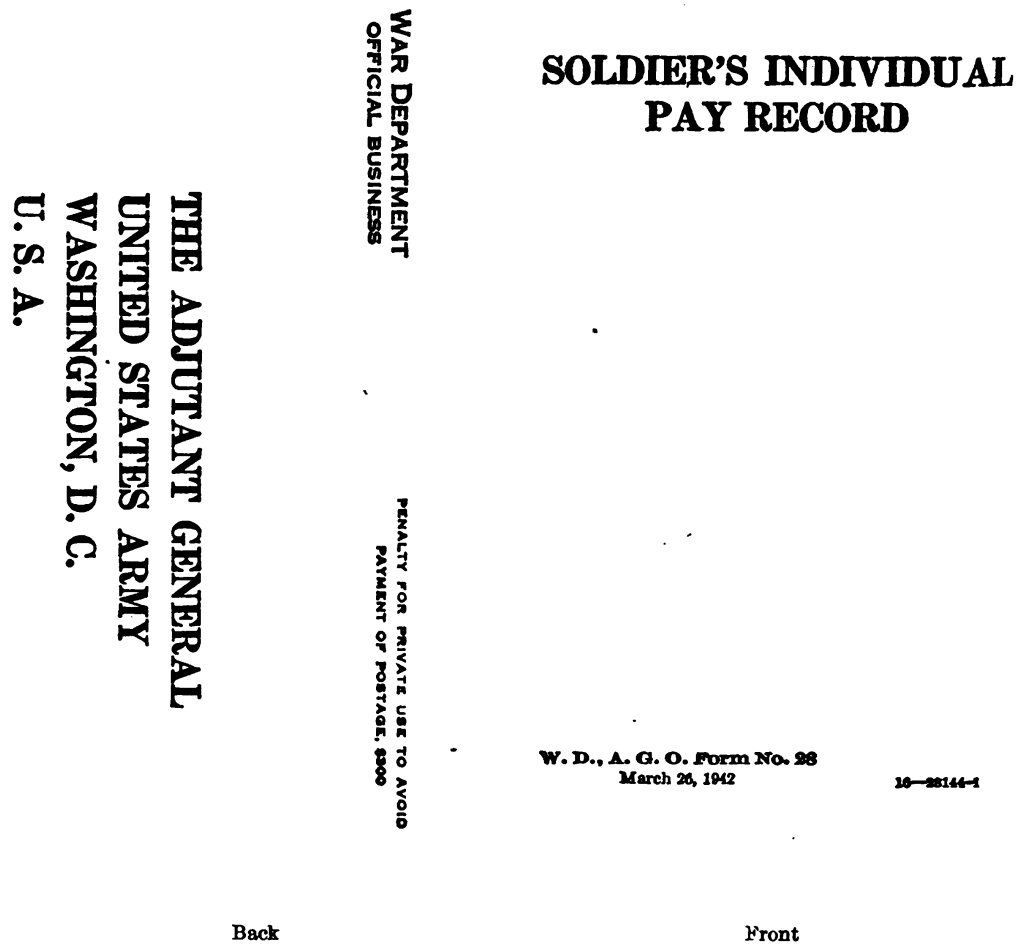
.....

W. D., A. G. O. Form No. 27 (March 31, 1942) 16—27706-1

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11. W. D., A. G. O. Form No. 28 (Soldier's Individual Pay Record).—For instructions, see sections VI, XIII, and XIV.



Back Front

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SOLDIER'S INDIVIDUAL PAY RECORD

IMPORTANT

No payments to you will be made without this pay record if you are separated from your organization. Retain on your person at all times.

No changes or alterations will be made in this record other than as provided in instructions on page 2.

If this pay record is lost, report at once to your organization commander.

If this pay record is found and owner cannot be located, drop in U. S. mail—without postage.

(1)

W. D., A. G. O. Form No. 23
March 28, 1942 20—22444-4

Name Gerald M. Marks

Army serial No. 36100987

Grade Pvt

Years of service 2years 1 month
(On date of opening this book)

Insurance, amount and class $5000 N (1)

Insurance premium, monthly $3.45 N (2)

Allotments, amount and class $4.25 E (3)

Compulsory allotments, amount and class $22.00 F (4)

Pay reservation, class A $3.75 (5)

Technician grade None

Additional pay for None

Person to be notified in case of emergency:

Mrs. Jennie A. Marks
(Name)

Mother
(Relationship; if friend, so state)

140 North Woodbine St.,
(Number and street or rural route; if none, so state)

Alexandria Virginia
(City, town, or post office) (State or country)

Date of opening this book August 10, 1942

Gerald M. Marks Gerald M. Marks
Pvt. Inf.
(Signature of enlisted man. Name, grade, and arm or service only. Do not enter organization)

Witness to signature by officer preparing book:

James M. Perkins James M. Perkins
Capt. Inf.
(Signature—Name, grade, and arm or service only. Do not enter organization)

(2)

	See section—	*Instruction*
(1)	XIV	21
(2)	XIV	21
(3)	XIV	3
(4)	XIV	17
(5)	XIV	11

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ADJUTANT GENERAL'S OFFICE

CHANGES AFFECTING PAY STATUS

(1) Cl E Almt discontd Septl/42

(2) Cl A Pay Reservation $3.75 discontd Oct 1/42

(3) Aptd Cpl fr Pvt Oct 15/42

CASUAL DATA

Date reported or picked up. (Do *not* enter organization)	Name, grade, and arm or service only of personnel officer or commanding officer

(3)

10—28144-1

INSTRUCTIONS GOVERNING THE ISSUANCE AND USE OF SOLDIER'S INDIVIDUAL PAY RECORD

When issued.—Upon enlistment. Date of issue will be endorsed in soldier's service record on page 13.

Preparation.—Carefully complete all entries on page 2.

Purpose.—To identify and authorize payments to the soldier to whom issued and is to be kept by him in his personal possession at all times except when in the hands of personnel officers for preparation of pay rolls or vouchers, or verification with service record.

Payments.—Casual payments not in excess of amount due computed from the information contained in this book are authorized by AR 345–155, the provisions of which will be fully complied with. Entry of all amounts paid will be made on pages 4, 5, 6, or 7, together with complete information called for thereon. Amount due will be computed from and not in excess of amount earned since the first of the month prior to date shown in "Casual Data" on page 3; and collection will be made for all allotments, insurance premiums, and class A pay reservations. If again paid while absent from his organization, pay will be computed from date of last payment, in which event settlement should bring soldier's account to the end of the month, unless he is being returned to his organization, in which event he may be paid a partial payment, and entry made on pages 4, 5, 6, or 7. In exceptional cases where there is no Army Finance Officer available, this pay record may be presented to Navy, Marine, or State Department disbursing officers for pay.

Changes.—Any changes in status affecting the pay due will be entered on page 3.

Lost.—If this pay record becomes lost, duplicate may be issued only by the personnel officer having custody of soldier's service record.

All entries in this book will be authenticated by the signature (name, grade, and arm or service only) of a commanding officer.

(8)

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Date from and to—	DEDUCTION			Pay reservation class A	Net amount paid	DISBURSING OFFICERS			Name, grade, and arm or service only of personnel officer or detachment commander
	Government insurance class ..	Allotment class E	Compulsory allotment class ..			Voucher No.	Month	Name, grade, and arm or service only	

(8)

	See section—	*Instruction*
(1)	XIV	8
(2)	XIV	13
(3)	VI	3 and 12

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12. W. D., A. G. O. Form No. 29 (Authorization for Allotment of Pay).—

AUTHORIZATION FOR ALLOTMENT OF PAY

(See AR 35-5520)

Hartford	Theodore	(None)	30259831	Co L, 100th Infantry
(Last name)	(First name)	(Middle initial)	(Army serial number)	(Grade) (Company, regiment, or arm or service)

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

allotment of his pay in the amount of $ 3.45 per month for indefinite months commencing

July 1, 19 42, and ~~ending~~ ~~XXXX

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13. W. D., A. G. O. Form No. 29-5 (Application for Pay Reservation for Purchase of Defense Savings Bonds).—See section XIV, instruction 11, for preparation and disposition.

ORIGINAL

WAR SAVINGS BOND, CLASS A PAY RESERVATION APPLICATION

(See instructions and conditions on reverse)

☐ OFFICER. ☐ NURSE. ☐ WARRANT OFFICER.
☒ SOLDIER. ☐ CIVILIAN. ☐ CONTRACT SURGEON.

1. Place Fort Dix, New Jersey (Station, post, or camp) (City) (State) Date July 5, 1942

2. I, ☐ Mrs. ☐ Mr. ☐ Miss Private (Grade) Hurst (Last name) Peter (First name) K (Initial) 33272491 (Serial number)

3. of 100th Infantry (Regiment and Arm or Service), hereby request and authorize a Class A Pay Reservation from my pay for the

4. purchase of War Savings Bonds, Series E, in the denomination of: ☐ $25 ☐ $50 ☐ $100 ☐ $500 ☐ $1,000 MATURITY VALUE,

at the rate of $ 3.75 each pay day beginning with pay due me on July 31, 1942,

5. my pay-roll period being ☒ monthly, ☐ semimonthly, ☐ weekly. I FURTHER AGREE that in signing this form I understand that this authorization will remain in effect to include last full month of my enlistment, period of active duty, or employment with War Department, unless revoked by me, in writing, prior to that date, and that sums reserved pursuant to this authorization will not bear interest before they have been converted into War Savings Bonds.

6. Register bonds in my name—At 894 South East St., (Number and street) Albany (City) New York (State)

7. List as my ☐ Co-owner— or ☒ Beneficiary— ☐ Mrs. ☐ Mr. ☐ Miss. Hurst (Grade) (Last name) Clarence (First name) M (Initial)

CAUTION.—*See instruction No. 7 on reverse.*

8. Mail bonds to*— At 894 South East St., (Number and street) Albany (City) New York (State)
☐ Mrs. ☐ Mr. ☐ Miss. (Grade) (Last name) (First name) (Initial)
At (Number and street) (City) (State)

9. Hold bonds in safekeeping in the Treasury Department at no expense to me and mail receipt therefor to me*—
At Company L 100th Infantry, Fort Dix, New Jersey (Number and street) (City) (State)

10. I direct that when my Bond Account is closed out the unapplied balance thereof be refunded to me—
At Company L 100th Infantry, Fort Dix, New Jersey (Number and street) (City) (State)

11. Entered on Service Record or Pay Card by (Initials only)

*Select plan desired.—USE ONE, NOT BOTH.

Wherever a box ☐ appears, it is essential that subscriber indicate by check mark (√) the appropriate title, status, or designation. Mark not more than ONE box under each heading.

W. D., A. G. O. Form 29-5—Revised
Form Approved by Comptroller General, U. S.
May 28, 1942

12. Peter K Hurst (Signature of subscriber)

13. James M Perkins JAMES M. PERKINS, Capt Inf (Signature of personnel or other responsible officer with grade and organization)

16—28506-1

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14. W. D., A. G. O. Form No. 30 (Notification of Discontinuance of Allotment).

NOTIFICATION OF DISCONTINUANCE OF ALLOTMENT

(See AR 35-5520)

Send direct to Allotment Division, Building X, 19th and East Capitol Streets NE., Washington, D. C.

Williams (Last name) Carl (First name) G. (Middle initial) 6994230 (Army serial number) Pvt (Grade) Co L, 100th Infantry (Company, regiment, or arm or service)

The Class E (Type of allotment) allotment of the [enlisted man] [1] named above in the amount of $ 20.00 per month commencing June 1 19 42 to Mrs. Ethel B. Williams, 785 Oak Street, Chicago, Illinois (Name of allottee)

entered on pay rolls of Co L, 100th Infantry (Company or detachment) is hereby discontinued, effective July 31, 19 42

because of soldier's request Date of separation 19

Address for future reference (Number and street or rural route) (City, town, or post office) (State)

Place Fort Dix, New Jersey, Carl G. Williams (Signature of allottee)

The [enlisted man] [1] was last paid to include June 30 19 42 and allotment deducted to include June 30 19 42

Deductions for allotment will be continued on pay [rolls] [1] until acknowledgment is received of this notification, as required by AR 35-5520.

(1) June 2 19 42 (Date) James M. Perkins (Signature of person responsible, with grade and organization)

JAMES M. PERKINS, Captain, Inf., Pers Off.

[1] Strike out words not applicable.

[2] When discontinuance is due to cause other than death or desertion, the allottee's signature will be affixed, or reason given why he did not sign.

[3] Strike out if discontinuance is due to discharge, retirement, death, or desertion.

WHERE APPLICABLE TO CLASS D OR CLASS N INSURANCE, THE ORIGINAL COPY OF THIS FORM WILL BE SENT TO THE ALLOTMENT DIVISION, BUILDING X, 19TH AND EAST CAPITOL STREETS NE., WASHINGTON, D. C. NO COPIES WILL BE SENT TO THE VETERANS ADMINISTRATION, WASHINGTON, D. C.

W. D., A. G. O. Form No. 30 July 1, 1942

16—30809-1 U. S. GOVERNMENT PRINTING OFFICE

See section XIV, instruction 7, for preparation and reference to disposition.

Discontinuances will be mailed in time to reach the Allotment Division by the 15th of the month following that for which the discontinuance is to become effective.

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15. W. D., A. G. O. Form No. 30-5 (War Savings Bond—Changes in or Cancelation of Class A Pay Reservation).—See section XIV, instruction 13, for preparation and distribution.

ORIGINAL

☐ Officer ☐ Nurse ☐ Warrant Officer
☒ Soldier ☐ Civilian ☐ Contract Surgeon

(SEE INSTRUCTIONS AND CONDITIONS ON REVERSE)

WAR SAVINGS BOND—CHANGES IN OR CANCELATION OF CLASS A PAY RESERVATION

1. Place Fort Dix, New Jersey (Station, post, or camp) Date November 10, 1942

2. I, ☐ Mrs. ☐ Mr. ☐ Miss Private (Grade) Hurst (Last name) Peter (First name) K. (Initial) 33272491 (Serial number)

3. of 100th Infantry (Regiment and arm or service) hereby request that the Class A Pay Reservation for the purchase of War Savings Bonds, Series E, authorized by me in the amount of $ 3.75 per ☒ month, ☐ semimonth, ☐ week be revoked. I further request that the pay reservation deducted on the November 30, 1942 pay day be the FINAL reservation under my authorization, that my account be closed out, and that the proceeds therefrom be sent in my name to the address given on my original authorization form; OR to

OR Company L, 100th Infantry, Fort Dix, N.J. (Number and street) (City) (State)

4. I, the individual named above, hereby request that the following changes be made in the amounts, names or addresses of owners, co-owners, beneficiaries, etc., of the War Savings Bonds I am purchasing. In the event of a requested change in the amount of deduction each pay day or in the maturity value of such Bonds, I hereby authorize any balance in my account not already used for the purchase of Bonds under my prior authorization to be applied to my credit under this authorization. I understand that this request can be made effective only insofar as it applies to Bonds not already issued, and after it has been received by the Chief of Finance, War Bond Division, Washington, D. C.

State hereon change requested: ---

5. Peter K. Hurst (Signature of subscriber)

6. James M. Perkins JAMES M. PERKINS Capt Inf (Signature of personnel or other responsible officer with grade and organization)

7. Entered on SERVICE RECORD or PAY CARD ___ (Initials only)

OR

8. It is requested that the War Savings Bond account of the individual named above be closed out for the reasons stated below and that the unapplied balance in the subscriber's account be sent to him at the address given on the original authorization, OR, if such address has been changed, to him at (see instruction No. 8 on reverse):

(Number and street) (City) (State)

State reason: Soldiers request

9. Entered on SERVICE RECORD or PAY CARD ___ (Initials only)

10. James M. Perkins JAMES M. PERKINS Capt Inf (Signature of personnel or other responsible officer with grade and organization)

W. D., A. G. O. Form No. 30-5 Revised
Form approved by Comptroller General, U. S.
June 19, 1942

16—29080-1

Wherever a box ☐ occurs it is essential that the appropriate title, status, or designation be indicated by check mark. Mark not more than ONE box under each heading.

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16. W. D., A. G. O. Form No. 31 (Furlough).

ORIGINAL

FURLOUGH

(See AR 615-275)

TO WHOM IT MAY CONCERN:

Pursuant to authority given in AR 615-275 (Give full reference to orders or other authority), a FURLOUGH is hereby granted to

Jones (Last name) Charles (First name) L. (Middle initial) 31415790 (Army serial number) Pvt (Grade) Co L 100th Infantry (Company, regiment, and arm or service)

for 10 days *from June 16 (First day of absence), 19 42, [redacted] June 25 (Last day of furlough), 19 42

He is authorized to visit Watertown, New York. He will report for duty on or before June 26 (Day due to return), 19 42

to Commanding Officer, Company L, 100th Infantry, Fort Dix, New Jersey. (Organization and station, or military station nearest point of departure from the United States)

Place Fort Dix, New Jersey

Date June 15, 19 42

For the Commanding Officer:

Thomas A. DuBois (1)

THOMAS A DUBOIS

Captain, Infantry, [redacted] Adjutant.

MEMORANDA FROM COMPANY COMMANDER

This soldier was last paid in full to include May 31, 19 42, *[redacted] He will be included in the ration account of his organization to include June 15, 19 42

Previous furloughs in current enlistment: From Jan 1/42 to Jan 10/42 - 10 days.

Soldier's age 23 years; height 5 feet 9 inches; build Medium; eyes Blue; hair Brown; complexion Fair; signature Charles L. Jones (2) CHARLES L. JONES; address on furlough 302 North Water St., Watertown, N. Y. He has been informed that the Government will not pay hospital or medical expenses incurred by a soldier while on furlough. (Act of Congress of March 2, 1933.)

James M. Perkins (3) (Signature)

JAMES M. PERKINS

Captain, 100th Infantry, [redacted] Pers. O. (Grade, etc.)

THIS SPACE WILL BE USED FOR REFERENCE TO HIGHER AUTHORITY, WHEN NECESSARY, AND FOR THE ACTION OF SUCH AUTHORITY THEREON

(When so referred the certificate above will not be completed until approval below is returned)

W. D., A. G. O. Form No. 31 March 1, 1935

*Strike out words not applicable. 6—7135

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	See section—	Instruction
(1)	IX	5
(2)	IX	3
(3)	IX	4

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ADJUTANT GENERAL'S OFFICE

CERTIFICATE AS TO DATE OF ARRIVAL WITHIN CONTINENTAL LIMITS OF U. S. AND SUBSISTENCE FURNISHED EN ROUTE.

The quartermaster or agent of an Army transport or other military transportation, the paymaster of a naval vessel, or purser of a commercial vessel, upon which a soldier is en route to the United States for furlough, will certify below as to date of arrival within the continental limits of the United States, and as to subsistence furnished en route.

I certify that subsistence was furnished the soldier named in this certificate of furlough from _____, 19____, to _____, 19____, both dates inclusive, on _____ (Date of arrival in U. S.), _____, which arrived at _____ on _____, 19____.

_____ (Signature.)

_____ (Grade and other official designation.)

CERTIFICATE AS TO DATE OF ARRIVAL AT AND DEPARTURE FROM MILITARY STATIONS, EN ROUTE FROM FURLOUGH.

In returning from furlough to a station beyond the continental limits of the United States the soldier will report to the military station nearest the point of departure from the United States. The date of his arrival at and departure from such station will be noted below, with a statement of subsistence furnished. When transportation or commutation of rations is furnished the soldier returning from furlough, notation will be made below.

I certify that the soldier named herein reported for duty at this station on _____, 19____, *was subsisted from _____, 19____, to _____, 19____; *was furnished *commutation of rations *transportation to _____. He left this station pursuant to _____ on _____, 19____.

_____ (Signature.)

Station _____ _____ (Grade, etc.)

CERTIFICATE OF SOLDIER'S IMMEDIATE COMMANDING OFFICER AS TO HIS RETURN FROM FURLOUGH.

Commutation of rations will be paid the soldier for the inclusive dates of the beginning and end of his furlough. The soldier's organization is not entitled to draw rations for him within such inclusive dates.

This soldier reported for duty *as required by this furlough certificate, on June 26, 1942, and will be included in the ration account of his organization beginning with the day following the end of the period for which he has received rations in kind or commutation therefor.

(4) James M. Perkins (Signature.)
JAMES M. PERKINS
Captain, 100th Infantry Pers O (Grade, etc.)

Station Fort Dix, N. J. ~~Commanding~~

~~2—7000~~

*Strike out words not applicable.

Back

(4) See section IX, instruction 12.

Subvoucher No. _____ to Voucher No. _____
Account of _____
_____, at _____
for _____, 19____
Grade _____
Signature _____ *Disbursing Officer.*

*Commutation of rations between paid by check No. _____ dated _____, 19____, for $_____

Signature of soldier _____

*Commutation of rations between amounting to $_____ received by me in cash on _____, 19____

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17. W. D., A. G. O. Form No. 32 (Individual Clothing and Equipment Record).—See section XXIV, instruction 8, for initiation.

INDIVIDUAL CLOTHING AND EQUIPMENT RECORD

(See AR 35–6680, 35–6720, 35–6560, and 615–40)

CLOTHING AND EQUIPAGE

ARTICLES	SIZE	ISSUED												TURNED IN							
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Date line		6/1/42	10/2/42	11/2/42										12/4/42							
Breeches, cotton																					
Breeches, wool																					
Coat, wool	38L		1																		
Jacket, field	38L	1																			
Shirt, cotton	14½	2																			
Shirt, wool	14½	2																			
Mackinaw																					
Overcoat, wool	38L		1																		
Trousers, cotton	32	2																			
Trousers, wool	32		2																		
Raincoat	MED.	1																			
Drawers, cotton	32	5																			
Undershirt, cotton	38	5																			
Drawers, wool	32		2																		
Undershirt, wool	38		2																		
Socks, cotton	10	3																			
Socks, wool, heavy																					
Socks, wool, light	10	3																			
Cap, garrison, cotton, khaki	7	2																			
Cap, garrison, o. d.	7		2																		
Cap, wool, knit																					
Overshoes, arctic																					
Boots, legging-top																					
Leggings, canvas, dismounted		2																			
Shoes, low-quarter																					
Shoes, service	7	2																			
Jacket, herringbone twill		1																			
Trousers, herringbone twill		1																			
Suit, herringbone twill	38	1																			
Cap, herringbone twill	7	1																			
Hat, herringbone twill	7	1																			
Belt, waist, web		1																			
Gloves, heavy leather	7	1																			
Gloves, riding, lined																					
Gloves, riding, unlined		1																			
Gloves, wool, o. d.	7		1																		
Handkerchief		4																			
Necktie		2																			

Kelsey (Last name) Michael (First name) James (Middle name) 30766766 (Army serial number)

* TECHN 5TH GRADE (Grade) Company L, 100th Infantry (Organization, regiment, arm or service)

16—27297-1

Enlisted for..... years.

*Use lead pencil on this line and correct as changes occur.

W. D., A. G. O. Form No. 32
February 24, 1942

Front

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ADJUTANT GENERAL'S OFFICE

CLOTHING AND EQUIPAGE—Continued

ARTICLES	SIZE	ISSUED												TURNED IN							
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Date line		6/1/42	10/2/42	11/2/42										12/14/42							
Collar, insignia, US			1																		
Collar, insignia, arm or service			1																		
Sleeve insignia				1																	
Chevron, to denote grade																					
Shoulder insignia																					
Stripe, service																					
Bag, barrack		2												2							
Bag, canvas, field		1												1							
Belt, cartridge		1												1							
Belt, pistol																					
Blanket, wool, o. d. M1934		2	2											4							
Brush, shaving		1																			
Brush, tooth		1																			
Can, meat		1																			
Carrier, pack																					
Comb		1																			
Cover, canteen		1																			
Cup		1																			
Fork		1																			
Haversack		1																			
Knife		1																			
Pin, tent, shelter		5												5							
Pocket, magazine, double-web																					
Pouch, first-aid		1												1							
Razor, safety, 5 blades		1																			
Spoon		1																			
Suspenders, belt, cartridge																					
Tag, identification		2																			
Tape, identification		1												1							
Tent, shelter, half		1												1							
Towel, bath		1																			
Towel, buck		2																			
Packet, first-aid		1												1							
Cot, steel		1												1							
Mattress		1												1							
Pillow		1												1							
Case, pillow		1												1							
Canteen		1												1							
Enlisted man's initial*		MJK	MJK	MJK										MJK							
Officer's initial*		ALH	ALH	ALH										ALH							

*The enlisted man's initials indicate the acknowledgment of the receipt or turn-in of the articles in the column initialed; the officer's initials indicate that the articles have been issued or turned in.

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18. W. D., A. G. O. Form No. 35 (Individual Clothing Slip).—See section XXIV, instructions 5 to 7 for preparation and use. See section XXIV, instruction 16 for disposition.

INDIVIDUAL CLOTHING SLIP

Slip No._____ Req. No._____

Voucher No._____

Issue the articles enumerated below to James H. Stone, 36559781, Private, Company L, 100th Infantry
(Name, grade, Army serial number, and organization of enlisted man)

Martin C. Woodring, Capt., 100th Inf. Commanding Company L, 100th Infantry
(Name and grade of requisitioning officer) (Organization of requisitioning officer)

Quantities Req'd	Quantities Issued	Articles	J C	Sizes Req'd	Sizes Issued	Unit price	Totals
		OUTER CLOTHING					
		Breeches, cotton, khaki, 8.2 oz.	55				
		Breeches, wool, elastique	55				
1	1	Coat, wool, serge	55	38L	38L		
2	2	Shirt, cotton, khaki, 8.2 oz.	55	15 33	15 33		
2	2	Shirt, worsted, o. d.	55	15 33	15 33		
		Overcoat, wool	55				
2	2	Trousers, cotton, khaki, 8.2 oz.	55	32 35	32 35		
1	1	Trousers, wool, elastique	55	32 35	32 35		
1	1	Raincoat	72	M	M		
		UNDERWEAR					
6	6	Drawers, cotton	55	32	32		
6	6	Undershirts, cotton	55	38	38		
		Drawers, wool	55				
		Undershirts, wool	55				
4	4	Socks, cotton	73	11	11		
4	4	Socks, wool, light/heavy	73	11	11		
		HEADGEAR					
2	2	Cap, field, garrison, o. d.	73	7¼	7¼		
		Cap, service	73				
		Cap, winter	73				

Quantities Req'd	Quantities Issued	Articles	J C	Sizes Req'd	Sizes Issued	Unit price	Totals
		Hat, service, o. d.	73				
		FOOTGEAR					
		Boots, leather	72				
		Shoes, garrison	72				
2	2	Shoes, service	72	9-D	9-D		
		Leggings, canvas, dismounted/mounted	72				
		WORKING CLOTHING					
2	2	Jumper, denim	55	M	M		
2	2	Trousers, denim	55	32 35	32 35		
		Suit, working, one-piece	55				
1	1	Hat, denim	73	7¼	7¼		
		MISCELLANEOUS					
		Belt, leather	73				
1	1	Belt, web, waist	73	34	34		
		Gloves, leather, heavy	73				
		Gloves, riding, lined/unlined	73				
		Gloves, wool, o. d.	73				
6	6	Handkerchiefs	73	—	—		
2	2	Necktie	73	—	—		
		Strap, chin, cap/hat	73				

W. D., A. G. O. Form No. 35
Aug 1, 1939

Original

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Front

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ADJUTANT GENERAL'S OFFICE

QUANTITIES Req'd	QUANTITIES Issued	ARTICLES	No.	SIZES Req'd	SIZES Issued	Unit prices	Totals	QUANTITIES Req'd	QUANTITIES Issued	ARTICLES	No.	SIZES Req'd	SIZES Issued	Unit prices	Totals
		INSIGNIA, Etc.													
		Braid, forest green, yard	27							Apron, bakers and cooks, white	55				
		Cord, hat	71							Coats, bakers and cooks, white	55				
1	1	Cap, garrison, k.c.	71	7½	7½					Coat, mackinaw	55				
1	1	Collar, U. S.	71	—	—					Trousers, bakers and cooks, white	55				
1	1	Collar, arm or service	71	—	—					Breeards	71				
		Sleeve:													
		C. A. C. rating, cotton/wool	71							Boots, rubber, hip/knee	72				
		Excellence in C. A. C., cotton/wool	71							Laces, shoe/boot	72				
		Chevrons to denote grade, cotton/wool	71							Laces, legging	72				
		Chevrons, wound or war	71							Overshoes, arctic	72				
		Shoulder	71							Cap, bakers and cooks, white	73				
		Stripes, service, cotton/wool	71							Bag, barrack	74				
		Fourragere	71							Cap, mechanic's					
		Ribbon, service, with bar	71							Suit, mechanic's					
		Star, bronze	71												
4	4	Towels, huck, cotton	27	—	—										
1	1	Toilet set	29	—	—										
		Goggles	37												
		Laces, breeches	55												

Date September 17, 1942 Issued by J. G. Cook
J. G. Cook, Captain, QMC.

I acknowledge that I have received the articles enumerated in column "Quantities issued." Total value _____

James H. Stone
James H. Stone, [illegible]

The articles enumerated in column "Quantities issued" have been issued to the enlisted man. Charles B. Croke

CHARLES B. CROKE,
(Signature of officer issuing items)
1st Lieut., 100th Inf.

(See AR 35-6550, paragraph 24.
AR 35-6650, paragraph 5.
AR 615-50, paragraph 6.

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19. W. D., A. G. O. Form No. 36 (Statement of Charges).—See section XXVIII, instructions 1 to 4, for preparation and use.

***STATEMENT OF CHARGES against enlisted men for** Quartermaster (Name of supply arm or service to which property pertains) **Property**

On final statements of ..... **or**

on pay roll of Company L, 100th Infantry **for month of** September, **19** 40

Names	Articles Charged: Axe, intrenching M 1910	Carrier, pack M 1910	Canteen, M 1910	Can, meat, M 1918	Cover, canteen, DM, M 1910	Cup, M 1910	Belt, cart. Cal 30, M 1923	Haversack, M1910							Total Value $	Total Value c	Cause of Charge
Enter on this line size of articles																	
Enter on this line price of articles	43	83	59	50	41	41	2 16	3 10									
Stone, James H., Pvt	1	1	1	1	1	1	1	1							8	73	lost thru neglect
King, Robert W., Cpl			1		1	1									1	41	lost thru neglect
				We, the undersigned, waive our rights to action of a surveying officer under AR 35-6610 and acknowledge the correctness of the charges.													
				James H Stone										Robert W King			
				JAMES H. STONE, 36559781, Pvt., Co. L, 100th Inf.										ROBERT W. KING, 2102283 Cpl., Co. L, 100th Inf.			
A. Total charge	43	83	1 18	50	82	82	2 16	3 10									
B. Not replaced	--	--	--	--	--	--	--	--									

c. (Signed by Q.M. when complete replacement is not made) (Name) (Grade)

I certify that the statements hereon are complete and correct, and that the charges have been made for the reasons stated.

Martin C. Woodring
MARTIN C. WOODRING,
Capt., 100th Inf., Commanding Co. L

Entered on payroll JMP (Initials UPO)

The articles listed as damaged, under the heading "Cause of charge" above, have been received by me for salvage.

.....

.....

Voucher to Stock Record Account of J. G. COOK, (Name) Captain, Q.M.C. (Grade)

† Debit † Credit Voucher No. 26

the accountable officer Quartermaster (Organization or agency)

Fort Dix, New Jersey (Station)

W. D., A. G. O. Form No. 36 September 10, 1937

* See AR 345-300, AR 35-6620, and AR 35-6640.
† Strike out word not applicable.

3—4383

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Original from UNIVERSITY OF CALIFORNIA

20. W. D., A. G. O. Form No. 40 (Certificate of Disability for Discharge).

*~~REGULAR ARMY~~ *National Guard.
*~~Regular Army Reserve~~ *~~National Reserve Officer~~

CERTIFICATE OF DISABILITY FOR DISCHARGE
(See AR 600-500 and Sec. II, AR 615-360)

OF

Jackson, Harry B. 23004378
(Last name) (First name) (Middle initial) (Army serial number)

Private Co C 100th Infantry
(Grade) (Regiment or arm or service)

Inducted ~~Enlisted~~ Apr 14 19 41 at Dayton, Ohio

by J.C. Byers, 2d Lt Infantry

Age at enlistment 22 yrs. and 4 mos.; occupation

Prior service (total) 0 yrs. and 0 mos. Last discharged ..... 19....

Recommended for discharge on account of Epididymitis
chronic, right, cause and nature
(State nature of disability)
undetermined.

Became unfit for duty from present disease or injury (date) Sept 5/42

Disease contracted or injury received (date and place) In 1935
Existed prior to induction.

When disability arose soldier was (state duty and service. If absent from company, cause and date) Full duty status as Pvt
Co C 100th Infantry

Cause of disease, or circumstances under which it appeared:
Patient denies any venereal disease. Infected mass has been present in right testis for 2 months. Claims some pain in right testis on heavy lifting. Claims similar mass was removed from left testis following injury in 1935

Disability *~~was not~~ incurred in line of duty.

Paul M. Knight
PAUL M. KNIGHT
~~Captain~~ Infantry
Co C 100th Inf.
Commanding.
Fort Dix, N.J.
September 13 19 42

*Strike out words not applicable.

W. D., A. G. O. Form No. 40
November 24, 1941 16—10189-1

(1)

See section XII, instruction 1, for preparation.

REPORT OF BOARD OF MEDICAL OFFICERS

Prepare careful consideration of all the evidence obtainable in the case and a critical examination of the soldier (see sec. I, Cir. No. 168, W. D., 1941). (For Line of Duty see par. 18, AR 40-1035 and Cir. 296, W. D., 1941).

WE FIND: That he is unfit for service as a soldier because of Epididymitis, chronic, right. Cause and nature undetermined. Manifested by large firm mass at side of globus minor, right testis, and smaller nodular mass at side of globular major. Palpable firm cord communication from globus minor mass to indurated somewhat fluctulant area in right testis. Moderate enlargement and thickening seminal vesicles, bilateral. Incapacitates in that soldier is unable to perform drills, marches, and other duties required of a soldier because of pain in right testis. Further hospitalization not considered necessary as maximum degree of improvement has been attained.

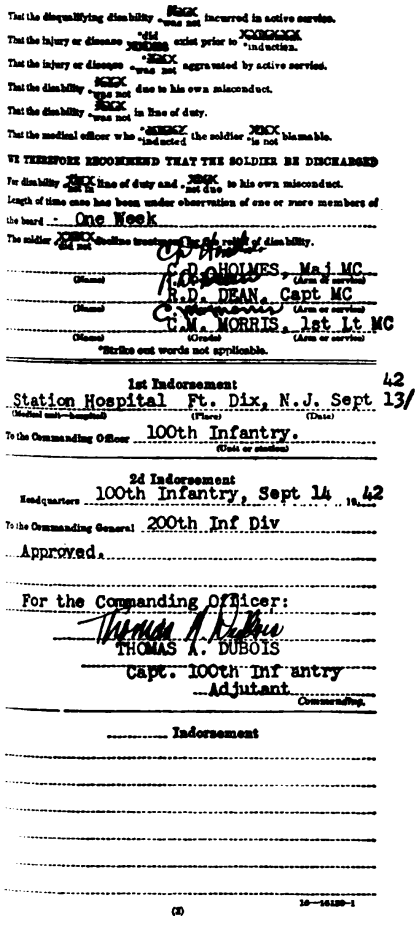
16—10189-1

(2)

See section XII, instruction 4, for preparation.

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That the disqualifying disability *~~was not~~ incurred in active service.
That the injury or disease *~~did not~~ exist prior to *induction.
That the injury or disease *~~was not~~ aggravated by active service.
That the disability *~~was not~~ due to his own misconduct.
That the disability *~~was not~~ in line of duty.
That the medical officer who *~~inducted~~ the soldier *~~is not~~ blamable.

WE THEREFORE RECOMMEND THAT THE SOLDIER BE DISCHARGED

For disability *~~not in~~ line of duty and *~~not due~~ to his own misconduct.
Length of time case has been under observation of one or more members of the board - One Week
The soldier *~~did not~~ undergo treatment during the period of disability.

C.D. HOLMES, Maj MC
R.D. DEAN, Capt MC
C.M. MORRIS, 1st Lt MC
(Name) (Grade) (Arm or service)

*Strike out words not applicable.

1st Indorsement

Station Hospital Ft. Dix, N.J. Sept 13/42
(Medical unit—hospital) (Place) (Date)

To the Commanding Officer 100th Infantry.
(Unit or station)

2d Indorsement

Headquarters 100th Infantry, Sept 14, 1942

To the Commanding General 200th Inf Div

Approved.

For the Commanding Officer:

THOMAS A. DUBOIS
Capt. 100th Inf antry
Adjutant
Commanding.

Indorsement

(3) 16—16128—1

3d Indorsement

Headquarters 200th Inf Div Sept 15, 1942

To the Commanding Officer
100th Infantry, Ft. Dix, N.J.
(Arm or service)

The discharge of Pvt. Harry B. Jackson
13004378 Ft. Dix, N.J. directed
is approved and transfer to Sta Comp

By command of Major General WILSON

George H. Henderson

GEORGE H. HENDERSON
Captain, AGD. Asst. Adjutant Gen.

Indorsement

4th Indorsement

Headquarters Ft. Dix, N.J. Sept 17, 1942

To The Adjutant General:

The soldier was discharged at Ft. Dix, N.J.
on the 17th day of September, 1942
and was furnished with a discharge certificate and duplicate final statements. He desires to be addressed at 12 Elm St., Dayton,
county of Montgomery State of Ohio

For the Commanding Officer:

Miles J. Stoddard

MILES J. STODDARD
Captain, C.A.
Pers. O.

U. S. GOVERNMENT PRINTING OFFICE (4) 16—16128—1

Section XII, instruction 4, for preparation of first third of page 3.

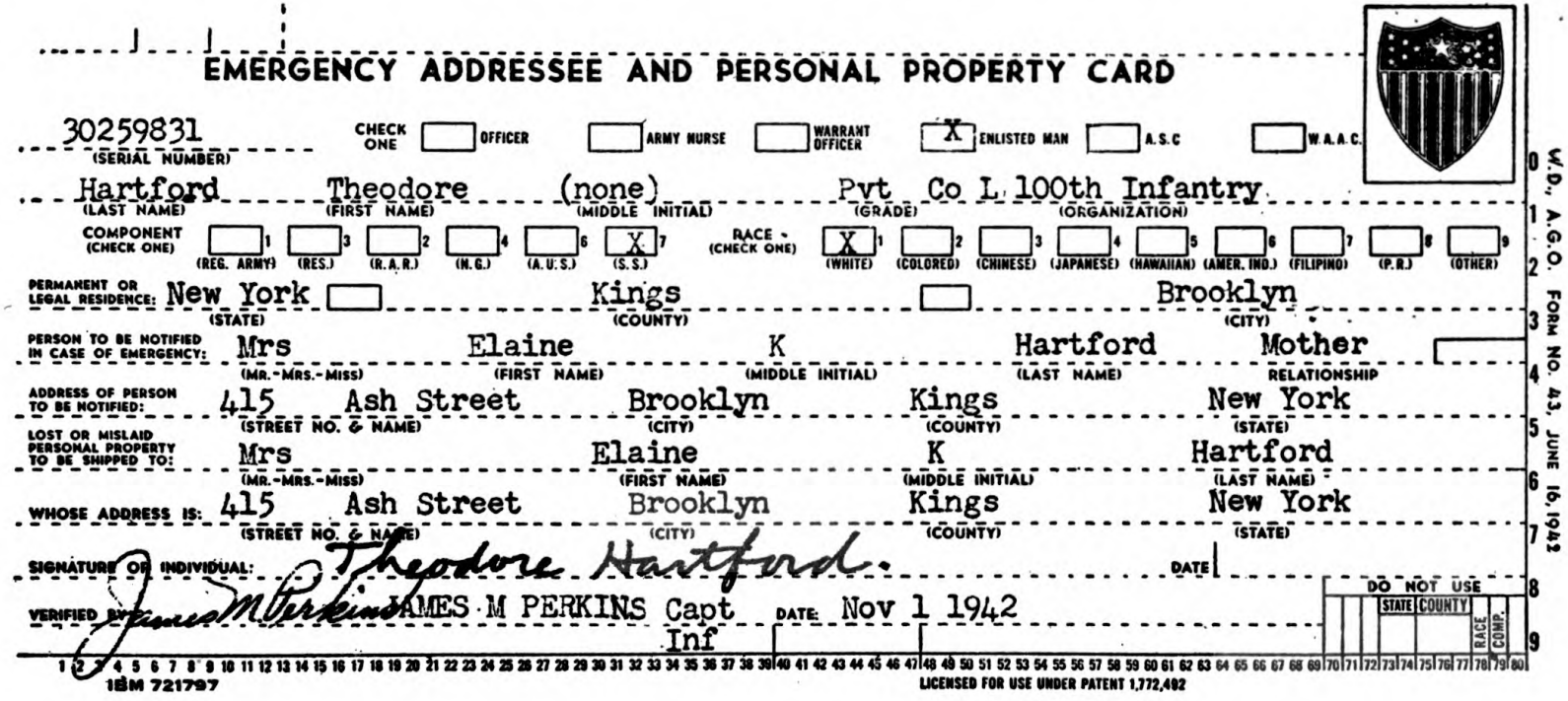
See section XII, instruction 5, for preparation of 2d indorsement.

The number and headquarters shown on indorsements will vary with the type and situation of various units.

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Original from UNIVERSITY OF CALIFORNIA

21. W. D., A. G. O. Form No. 43 (Emergency Addressee and Personal Property Card).—See section VII, instruction 6, for disposition when enlisted men are placed on detached service. See section XXII, instruction 18c, for disposition when unit is ordered to port of embarkation.



EMERGENCY ADDRESSEE AND PERSONAL PROPERTY CARD

30259831 (SERIAL NUMBER) CHECK ONE: [ ] OFFICER [ ] ARMY NURSE [ ] WARRANT OFFICER [X] ENLISTED MAN [ ] A.S.C [ ] W.A.A.C.

Hartford (LAST NAME) Theodore (FIRST NAME) (none) (MIDDLE INITIAL) Pvt (GRADE) Co L 100th Infantry (ORGANIZATION)

COMPONENT (CHECK ONE): [ ]1 (REG. ARMY) [ ]3 (RES.) [ ]2 (R.A.R.) [ ]4 (N.G.) [ ]6 (A.U.S.) [X]7 (S.S.)

RACE - (CHECK ONE): [X]1 (WHITE) [ ]2 (COLORED) [ ]3 (CHINESE) [ ]4 (JAPANESE) [ ]5 (HAWAIIAN) [ ]6 (AMER. IND.) [ ]7 (FILIPINO) [ ]8 (P.R.) [ ]9 (OTHER)

PERMANENT OR LEGAL RESIDENCE: New York (STATE) [ ] Kings (COUNTY) [ ] Brooklyn (CITY)

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: Mrs (MR.-MRS.-MISS) Elaine (FIRST NAME) K (MIDDLE INITIAL) Hartford (LAST NAME) Mother (RELATIONSHIP) [ ]

ADDRESS OF PERSON TO BE NOTIFIED: 415 (STREET NO. & NAME) Ash Street Brooklyn (CITY) Kings (COUNTY) New York (STATE)

LOST OR MISLAID PERSONAL PROPERTY TO BE SHIPPED TO: Mrs (MR.-MRS.-MISS) Elaine (FIRST NAME) K (MIDDLE INITIAL) Hartford (LAST NAME)

WHOSE ADDRESS IS: 415 (STREET NO. & NAME) Ash Street Brooklyn (CITY) Kings (COUNTY) New York (STATE)

SIGNATURE OF INDIVIDUAL: Theodore Hartford. DATE

VERIFIED BY: James M Perkins JAMES M PERKINS Capt Inf DATE: Nov 1 1942

DO NOT USE: STATE COUNTY RACE COMP.

W.D., A.G.O. FORM NO. 43, JUNE 16, 1942

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

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Original from UNIVERSITY OF CALIFORNIA

22. W. D., A. G. O. Form No. 44 (Report of Desertion).—See section XI, instructions 8, 9, and 10, for preparation and disposition. Page 2 has not been reproduced as it requires but one self-explanatory entry. Page 4 is blank.

To be forwarded in triplicate

No. .....

REPORT OF DESERTION

(See AR 615-500)

Martin, John W. 36100798
(Last name) (First name) (Middle initial) (Army serial number)

Private, Company L, 100th Infantry
(Grade) (Company, regiment, and arm or service)

absented himself without proper leave on Sept 11, 19 42

and is on this 17th day of September, 19 42 dropped as a deserter.

Witnesses as to charge of desertion:

Max L. Lane, 6453290, 1st Sgt Co L, 100th Infantry, Fort Dix, New Jersey.
Paul L. Jones, 6898657, Sgt Co L, 100th Infantry, Fort Dix, New Jersey.

REMARKS: Age at induction: 21 5/12 yrs. Rate of Pay: $50.00 per month. Class "W" Deduction $22 per mo. Class "N" Insurance Allotment $3.45 per mo. Prior service: None Inducted January 15, 1942.

The soldier is also charged with additional offenses as follows (give a summary only; if none, so state):

Larceny of one US Revolver, Cal. 45, M/1903 value $15.85; number 45670987; issued for performance of guard duty.

Witnesses as to additional offenses:

Max L. Lane, 6453290, 1st Sgt Co L, 100th Infantry, Fort Dix, New Jersey.
Will B. Kane, 6789032, Sgt. Co L, 100th Infantry, Fort Dix, New Jersey.

Martin C. Woodring
MARTIN C. WOODRING,
(Signature with grade and organization)
Captain, 100th Infantry,
Commanding Company L.

Place Fort Dix, New Jersey.

W. D., A. G. O. Form No. 44
January 15, 1937

9—6171

* EXTRACT COPY OF MORNING REPORT OF—

Company L, 100th Infantry
(Company, troop, battery, or detachment) (Regiment or other organization)

September, 1942

11 Pvt Martin duty to AWOL 0600 MCW JMP

17 Pvt Martin AWOL to desertion MCW JMP

Co L, 100th Inf, Ft Dix, N.J. Sept 17, 1942
(Complete designation of command) (Station) (Date)

I, Martin C. Woodring, Capt 100th Inf, certify
(Name, grade, and arm or service)

that I am the commanding officer of Co L, 100th Inf and official custodian of the morning reports
(Complete designation of command)

of said command, and that the foregoing is a true and complete copy (including any signature or initials appearing thereon) of that part of the morning report of said command submitted at Fort Dix, New Jersey
(Station)

for the dates indicated in said copy which relates to John W. Martin, 36100798, Private, Company L, 100th Infantry.
(Full name, Army serial number, grade, and organization of person referred to in extract copy)

Martin C. Woodring
MARTIN C. WOODRING,
(Signature)
Captain, 100th Infantry.
(Grade and arm or service)

* In case the Extract Copy of Morning Report is offered in evidence before a court martial, it must be detached from pages 1 and 2.

9—6171

(3)

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Original from UNIVERSITY OF CALIFORNIA

23. W. D., A. G. O. Form No. 45 (Descriptive List of Deserter or Escaped Military Prisoner From the Army of the United States).—See section XI, instruction 16, for preparation. The number of copies prepared will depend upon how wide a circulation of the description is thought necessary.

DESCRIPTIVE LIST OF DESERTER OR ESCAPED MILITARY PRISONER FROM THE ARMY OF THE UNITED STATES

(See AR 615–900)

The man described below is a {deserter / ~~prisoner~}* ~~escaped~~ ~~prisoner~~ from the Army of the United States, and his return to military control is desired. If apprehended by you, either deliver him to the nearest military post, camp, or station or hold him and inform the nearest military post, camp, or station that he is in your custody.

For payment for expenses and services, see paragraph 2 on the reverse side of this form.

Martin, John W. 36100798
(Last name) (First name) (Middle initial) (Army serial number)

Private, Company L, 100th Infantry
(Grade) (Company, regiment, and arm or service)

Accepted for ~~enlistment~~ induction at Baltimore, Maryland

~~Enlisted~~ Inducted January 15, 1942

at Baltimore, Maryland

Deserted ~~Escaped~~ September 11, 1942

at Fort Dix, New Jersey

Born in Baltimore, Maryland
(Town or city) (State or country)

Age 22 years; occupation Salesman

Eyes Brown; hair Black; complexion Ruddy

Height 5 feet 11 inches.

Residence 1621 Pratt St., Baltimore, Md.
(Name and address of nearest relative as given by soldier)

Mrs. Mary L. Martin (Mother)
(Name and degree of relationship)

1621 Pratt St., Baltimore, Maryland
(Address)

Name and address of person to be notified in case of emergency as given by soldier:

Mrs. Mary L. Martin (Mother)
(Name and degree of relationship, if friend, so state)

1621 Pratt St., Baltimore, Maryland
(Address)

REMARKS.—Prominent scars and marks; also any peculiarities in appearance, clothing worn at desertion, or any other information which may aid in apprehension.

Scar, 1½ inches, over left eye.

JOHN O. ATWATER,
Colonel, 100th Infantry.
Commanding.

Fort Dix, New Jersey
(Station)

September 17, 1942
(Date)

W. D., A. G. O. Form No. 45
Sept. 10, 1941

*Strike out words not applicable. 30—34321-1

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Original from UNIVERSITY OF CALIFORNIA

24. **W. D., A. G. O. Form No. 46 (Report of Apprehension or Surrender of a Deserter).**—See section XI, instruction 25, for preparation and disposition.

To be forwarded in triplicate.

REPORT OF APPREHENSION OR SURRENDER OF A DESERTER

(See AR 615-360)

Martin, John W. 36100798
(Last name) (First name) (Middle initial) (Army serial number)

Private, Company L, 100th Infantry
(Grade) (Company, regiment, and arm or service)

September 11, 1942
(Date of desertion)

an alleged deserter, ~~apprehended~~ *surrendered himself

at Fort Dix, New Jersey

on Dec. 17, 19 42, and was returned to military

control at Fort Dix, New Jersey

on December 17, 19 42

by _____

*Reward for apprehension *has/not been paid.

James M. Perkins
JAMES M. PERKINS, Captain, 100th Inf.
(Signature, with ~~personnel~~ official designation)

Place Fort Dix, New Jersey

Date December 17, 1942

1st Ind.

WAR DEPARTMENT, A. G. O., _____, 19____

To _____

Service record, individual clothing record, certified copies of extract of morning report, list of abandoned clothing, physical record, and evidence gathered at desertion are furnished herewith.

_____

____ inclosures. *Adjutant General.*

Headquarters _____

_____, 19____

The charge of desertion against the soldier named above has been disposed of as follows:

*Tried by CM and convicted of *desertion *AWOL only.
*Removed as erroneously made.
*Restored to duty without trial.
*Soldier discharged for physical unfitness and desertion admitted.
*Soldier discharged for physical unfitness and desertion not admitted.

_____

*Strike out words not applicable. *Adjutant.*

W. D., A. G. O. Form No. 46
March 1, 1941

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Original from UNIVERSITY OF CALIFORNIA

25. W. D., A. G. O. Form No. 52 (Report of Death).—See section XV, instructions 1 and 23, for preparation, instructions 24 and 25, for disposition. Form No. 52 is initiated by surgeon or medical officer.

To be forwarded in duplicate

No. _____

REPORT OF DEATH
(See AR 600-360)

Williams, James B. 6797796
(Last name) (First name) (Middle initial) (Army serial number)

Private, Company L, 100th Infantry
(Grade) (Organization or arm or service)

died September 17, 19 42

at Fort Dix, New Jersey

Nature of disease or injury Gunshot wounds in abdomen and chest.

Direct cause of death Accidental discharge of Riot Gun while on Guard Duty.

Death *was ~~was not~~ in line of duty and *~~was~~ was not the result of the deceased's own misconduct.

Seth B. Parsons
SETH B. PARSONS,
(Signature of medical officer)
Captain, Medical Corps.

Place Fort Dix, New Jersey

Date September 17, 1942

Date September 18, 19 42

*The report of the surgeon is approved.
*~~Action of the surgeon is disapproved for the reason.~~

Date and place of burial. (If not interred at station, state disposition made or to be made of remains) Remains to be shipped to nearest relative Mrs. John A. Williams, 109 W. Roe St, Milwaukee, Wisconsin.

Remarks: Internment to be at Riverside Cemetery, Milwaukee, Wisconsin.

John O. Atwater
JOHN O. ATWATER,
Colonel, 100th Infantry,
Commanding.

*Strike out if inapplicable.

W.D., A.G.O. Form No. 52
July 1, 1933

Front

The total monthly rate of pay of the deceased, exclusive of allowance for subsistence and quarters at date of death, was $ 50.00

Date of current enlistment August 7, 1940

Completed 5 yrs. 1 mo. 11 days service for longevity pay at date of death.

~~Specialist rating~~

Qualifications for which soldier received additional pay. (If for qualification in arms, cite order) None

Service record forwarded.

James M. Perkins
JAMES M. PERKINS,
(Signature)
Captain, 100th Infantry,
(Grade and organization)
Personnel Officer.

Original to file

Copy to Finance Officer

U. S. GOVERNMENT PRINTING OFFICE 3—6216

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Original from UNIVERSITY OF CALIFORNIA

26. W. D., A. G. O. Form No. 54 (Inventory of Effects).—See section XV, instructions 31, 32, and 33, for preparation and disposition. Class I and class II effects distinguished by directions on the form.

INVENTORY OF EFFECTS

(See AR 600-360)

Williams, James B. 6797796
(Last name) (First name) (Middle initial) (Army serial number)

late a Private, Company L, 100th Infantry
(Grade) (Organization or arm or service)

who died on the 17th day of Sept, 1942

CLASS I—Saber, insignia, decorations, medals, campaign badges, watches, manuscripts, and other articles valuable chiefly as keepsakes.

NUMBER	ARTICLES	*PACKAGE NUMBER
1	Medal, Expert Rifleman	
1	Watch, wrist, Bulova	
1	Diary, leatherbound	

*To be filled out only in case of shipment to The Adjutant General.

CLASS II—Other effects

NUMBER	ARTICLES
1	Suit, civilian, serge
1	Shoes, civilian, black, pair
1	Package assorted articles: Buttons, Cigar Lighter, Needles Thread, Books, Pictures, Tie Clasp, Collar Holder.

10—81304

W.D., A.G.O. Form No. 54
July 1, 1933

Front

CLASS II—Continued

NUMBER	ARTICLES
	Money { Specie... $; Notes... $

I CERTIFY that the foregoing inventory comprises all the effects of the deceased whose name appears on the first page hereof, and that *the effects were delivered to Mrs. John A. Williams (mother) 109
(Give name and degree of relationship; if legal representative

W. Roe St., Milwaukee, Wisconsin.
or beneficiary named by the deceased, so state)

*[redacted]

John A. Hammond
JOHN A. HAMMOND
Major, 100th Infantry,
Summary Court

Fort Dix, New Jersey
(Station)

September 19, 1942
(Date)

*Strike out words not applicable.

10—81304

Back

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Original from UNIVERSITY OF CALIFORNIA

27. W. D., A. G. O. Form No. 55 (Honorable Discharge From the Army of the United States).—This form is included as a sample discharge. Since these will be made by units of the service commands, they will not affect the company or regimental clerk.

Honorable Discharge

from

The Army of the United States



TO ALL WHOM IT MAY CONCERN:

This is to Certify, That* ROBERT P. JACKSON

† 13005645, Sergeant, Headquarters Company, Station Complement, Ft. Dix, N.J.

THE ARMY OF THE UNITED STATES, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the military service of the UNITED STATES by reason of‡ C.D.D., 3d Indorsement Headquarters 201st Infantry Division, Ft. Dix, N.J., 16 September 1942

Said Robert P. Jackson was born in Dayton, in the State of Ohio

When enlisted he was ..... years of age and by occupation a .....

He had Blue eyes, Brown hair, Fair complexion, and was 5 feet 9 inches in height.

Given under my hand at Fort Dix, New Jersey this 18th day of September, one thousand nine hundred and forty-two

George T. Smithers

GEORGE T. SMITHERS
Colonel, Infantry
Commanding.

See A.R. 345-470.
*Insert name; as, "John J. Doe."
†Insert Army serial number, grade, company, regiment, or arm or service; as "1620302"; "Corporal, Company A, 1st Infantry"; "Sergeant, Quartermaster Corps."
‡If discharged prior to expiration of service, give number, date, and source of order or full description of authority therefor. 16—12565

W. D., A. G. O. Form No. 55
April 30, 1941

Front

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Original from UNIVERSITY OF CALIFORNIA

ENLISTED RECORD

OF

Jackson, (Last name) Harry (First name) P. (Middle initial), 13005645 (Army Serial No.), Sergeant (Grade)

Enlisted ~~or inducted~~,[1] April 14, 1941, at Dayton, Ohio

Completed 1 *years,* 5 *months,* 5 *days service for longevity pay.*

Prior service:[2] None

Noncommissioned officer: Sergeant, November 14, 1941

Qualification in arms:[3] Rifle Expert: June 26, 1941, SO #159, Hq., 234th Inf, June 28.1941

Horsemanship: Not mounted *Army specialty:* Clerk

Attendance at: None
(Name of noncommissioned officers' or special service school)

Battles, engagements, skirmishes, expeditions: None

Decorations, service medals citations: Soldier's Medal, August 15, 1941

Wounds received in service: None

Date and result of smallpox vaccination:[4] April 15, 1941: Vaccinoid.

Date of completion of all typhoid-paratyphoid vaccinations:[4] April 27, 1941

Date and result of diphtheria immunity test (Schick):[4] None

Date of other vaccinations (specify vaccine used):[4] Tetanus completed: May 17, 1941

Physical condition when discharged: Poor *Married or single:* Single

Character: Excellent. JMP

Remarks:[5] No time lost under AW 107. Soldier entitled to travel pay.



Signature of soldier: John B. Jacobson

JOHN B. JACOBSON
Captain, Infantry
~~Commanding~~ Personnel Officer

[1] Enter date of induction only in case of trainee inducted under Selective Training and Service Act, 1940 (Bull. No. 25, W. D., 1940); in all other cases enter date of enlistment.
[2] For each enlistment give company, regiment, or arm or service, with inclusive dates of service, grade, cause of discharge, number of days lost under AW 107 (if none, so state), and number of days retained and cause of retention in service for convenience of the Government, if any.
[3] Give date of qualification, and number, date, and source of order announcing same.
[4] See paragraph 6, AR 40-215.
[5] Enter periods of active duty of enlisted men of the Regular Army Reserve and the Enlisted Reserve Corps and dates of induction into Federal Service in the cases of members of the National Guard.

16—10565 U. S. GOVERNMENT PRINTING OFFICE

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28. W. D., A. G. O. Form No. 58 (Noncommissioned Officer's Warrant).—See section VI, instructions 8, 9, and 11, for preparation and disposition.

Army of the United States

To all who shall see these presents, greeting:

Know ye, that reposing special trust and confidence in the fidelity and abilities of Technician 5th Grade Benjamin B. Benning, 30999946, *I do hereby appoint him* * Corporal (Temporary), Company L, 100th Infantry, **ARMY OF THE UNITED STATES,** *to rank as such from the* Fourth *day of* June *one thousand nine hundred and* forty-two *He is therefore carefully and diligently to discharge the duty of* † Corporal *by doing and performing all manner of things thereunto belonging. And I do strictly charge and require all Noncommissioned Officers and Soldiers under his command to be obedient to his orders as* Corporal *And he is to observe and follow such orders and directions from time to time, as he shall receive from his Superior Officers and Noncommissioned Officers set over him, according to the rules and discipline of War.*

Given under my hand at Fort Dix, New Jersey *this* Fourth *day of* June *in the year of our Lord one thousand nine hundred and* forty-two

John O. Atwater

JOHN O. ATWATER, Colonel, 100th Infantry.

W. D., A. G. O. Form No. 58
March 25, 1924

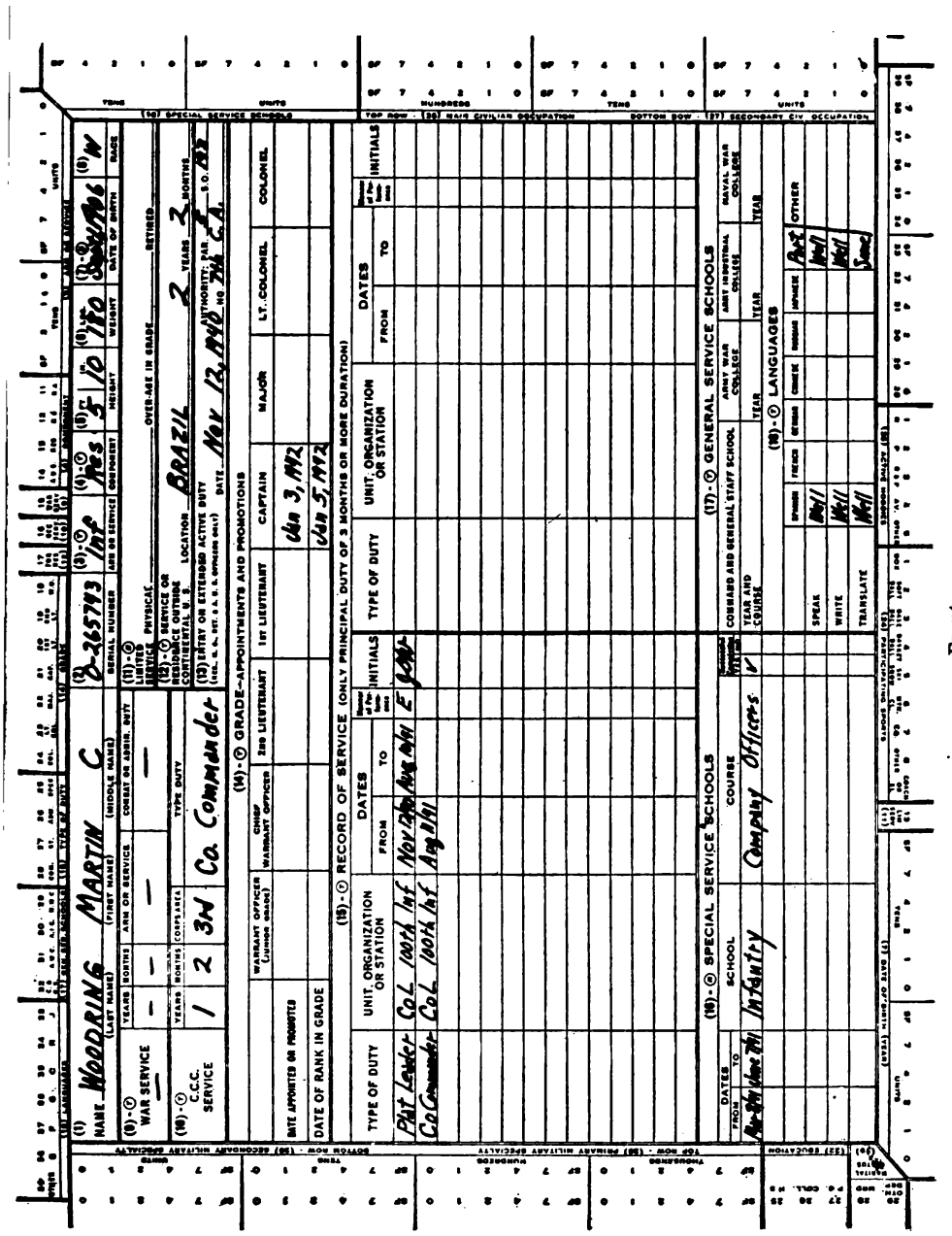
* Insert grade, company, and regiment or arm or service; e. g., "Corporal, Company A, 1st Infantry," "Sergeant, Quartermaster Corps."
† Insert grade.

U. S. GOVERNMENT PRINTING OFFICE
16—22676

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Original from UNIVERSITY OF CALIFORNIA

29. W. D., A. G. O. Form No. 66–1 (Officer's and Warrant Officer's Qualification Card).—See section II, instruction 17.



Front

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Original from UNIVERSITY OF CALIFORNIA

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NOTE: DO NOT ATTEMPT TO FILL OUT THIS CARD WITHOUT FIRST BECOMING FAMILIAR WITH AR 605-90

OFFICER'S AND WARRANT OFFICER'S QUALIFICATION CARD

(19) - (L) MARITAL STATUS AND DEPENDENTS. SINGLE ____ MARRIED ✓ DIVORCED ____ WIDOWER ____ NUMBER OF DEPENDENTS (OTHER THAN WIFE) 2

(20) LEGAL RESIDENCE: No & STREET 785 BROAD ST CITY MOORESTOWN STATE N. J.

(21) EMERGENCY ADDRESSEE NAME MRS EMILY J. WOODRING RELATIONSHIP WIFE
STREET ADDRESS 785 BROAD ST. CITY MOORESTOWN STATE N. J.

(22) - (L) EDUCATION

SCHOOL	NO. OF YEARS	NAME OF INSTITUTION	SUBJECT MAJORED IN	GRADUATED YES	GRADUATED NO	DEGREE	YEAR LEFT SCHOOL
HIGH SCHOOL	4	EVANSTON, ILL	ACADEMIC	✓			1924
COLLEGE OR UNIVERSITY	4	NORTHWESTERN UNIV	CIVIL ENGINEERING	✓		BS	1928
POST GRADUATE							

(23) TESTS

TEST	DATE	SCORE	TEST	DATE	SCORE	TEST	DATE	SCORE	TEST	DATE	SCORE

(24) - (P) PARTICIPATING SPORTS

1. BOXING [ ] C [ ] XL
2. SOFT BALL [✓] C [ ] XL
3. BASE BALL [ ] C [ ] XL
4. BASKET BALL [ ] C [ ] XL
5. SKIING SNOWSHOEING [ ] C [ ] XL
6. MOUNTAIN CLIMBING [ ] C [ ] XL
7. EQUITATION [ ] C [ ] XL SCHOOL OR TEAM
8. OTHER JUJITSU [✓] C [ ] XL

(25) - (P) ACTIVE HOBBIES

1. RADIO [ ] 2. PHOTOGRAPHY [ ] 3. RIFLE OR PISTOL SHOOTING [ ] 4. AVIATION [ ] 5. OTHER MATHEMATICS

	(26) - (P) MAIN CIVILIAN OCCUPATION	(27) - (P) SECONDARY CIVILIAN OCCUPATION
TITLE OF YOUR POSITION OR JOB	CIVIL ENGINEER	SURVEYOR
EXPLAIN WHAT YOU DID	SUPERVISED THE CONSTRUCTION AND MAINTENANCE OF BRIDGES AND DAMS. SOME EXPERIENCE IN DESIGN.	RAN LOCATIONS, ELEVATIONS, LINES ETC., FOR CONSTRUCTION JOBS
DATES EMPLOYED AND REMUNERATION	FROM 1938 TO 1940 MONTHLY SALARY OR INCOME $250	FROM 1930 TO 1938 MONTHLY SALARY OR INCOME $200
SPECIFICATION SERIAL NO.	AR 615-26 217 OCCUPATIONAL DICTIONARY CODE 0-16.010	AR 615-26 227 OCCUPATIONAL DICTIONARY CODE 0-64.100

QUALIFICATION IN MILITARY SPECIALTIES

	DESIGNATION	SPEC. SERIAL NO.	Date of Designation
(28) - (L) PRIMARY			
(29) - (L) SECONDARY			

(30) INITIAL INTERVIEW BY: DATE SEPT 12, 1942
FURMAN T. SMITH 1st Lt AGD
(PRINT PLAINLY) NAME, GRADE AND ARM OR SERVICE OF INTERVIEWING OFFICER
Furman T. Smith.
SIGNATURE OF INTERVIEWING OFFICER
Martin C. Woodring
SIGNATURE OF OFFICER

(31) REMARKS:

W.D. A.G.O. FORM NO. 66-1 FEBRUARY 1, 1942

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

811725 MORSE KEYSORT U. S. PAT. NO. 1,844,173-2,213,603

Back

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30. W. D., A. G. O. Form No. 67 (Efficiency Report).—See section II, instructions 21 and 22, for submission.

(USE TYPEWRITER IF POSSIBLE. IF NOT, PRINT PROPER NAMES)

EFFICIENCY REPORT

(SEE AR 600-185)

ABBREVIATED REPORT: Only pars A, B, C, E, F, H10, L, M, N, P, Q, and S are completed

A. OFFICER REPORTED UPON John A. Hammond (Name) 0-54321 (Serial No.) Major, (Grade) 100th Infantry (Organization)

A's official status with respect to you Staff officer of my headquarters.

B. PERIOD COVERED BY THIS REPORT 8 19/30 months, from January 1, 1942 to September 19, 1942

C. STATIONS AT WHICH HE SERVED Fort Dix, New Jersey

D. CONSIDER CAREFULLY THESE DEFINITIONS, KEEP THEM IN MIND WHEN RATING, TAKING INTO CONSIDERATION HIS LENGTH OF SERVICE AND THE OPPORTUNITIES AFFORDED HIM, WHICH MIGHT HAVE A BEARING UPON HIS PERFORMANCE OF DUTY, PERSONAL CHARACTERISTICS, OR PROFESSIONAL QUALIFICATIONS.

UNSATISFACTORY: Performance of the particular duty reported upon or personal characteristics or professional qualifications below minimum standard—inefficient.

SATISFACTORY: Performance of the particular duty reported upon or personal characteristics or professional qualifications up to minimum standard—passably efficient.

VERY SATISFACTORY: Performance of the particular duty reported upon in an efficient manner. Personal characteristics, professional qualifications, or efficiency above that acceptable as **SATISFACTORY.**

EXCELLENT: Performance of the particular duty reported upon in a very efficient manner. Personal characteristics, professional qualifications, or efficiency above **VERY SATISFACTORY** but below **SUPERIOR.**

SUPERIOR: Outstanding and exceptional performance of the particular duty reported upon. Personal characteristics, professional qualifications, or efficiency above that considered **EXCELLENT.**

UNKNOWN: To be used in all cases in which the reporting officer has had insufficient opportunity during the period covered by this report to observe the officer reported upon to permit a rating as to the performance of the particular duty, his personal characteristics, or professional qualifications.

E. DUTIES HE PERFORMED: (State separately. Where possible show duration of each in months. Example: Co. Comdr. ordinary garrison training, 8 mos. Summary court, 6 mos. Brig. Adj. prepared training schedules, Supply Officer.) In describing the manner of performance of duty, use one of six classifications as given under D, and consider carefully the obstacles encountered by the individual in the performance of each duty listed. **THE OPINIONS EXPRESSED UNDER "MANNER OF PERFORMANCE" ARE BASED ON—**

INTIMATE DAILY CONTACT,
~~PERIODIC OBSERVATION OF THE DEGREE OF HIS SUCCESS,~~
~~ACADEMIC RECORDS.~~

(Line out inappropriate words or amplify under par. F according to circumstances)

Duty	Months	Manner of performance
Regimental Supply Officer (S-4)	8 19/30	Superior

F. What degree of success has he attained under the following headings: **ENTRIES BASED ON PERSONAL OBSERVATION OR OFFICIAL REPORTS DURING PERIOD COVERED BY THIS REPORT.** (See par. D above.)	Unsatisfactory	Satisfactory	Very satisfactory	Excellent	Superior	Unknown
1. Handling officers and men					X	
2. Performance of field duties					X	
3. Administrative and executive duties					X	
4. As an instructor				X		
5. Training troops				X		
6. Tactical handling of troops (units appropriate to officer's grade)				X		

G. Enter on lines below any outstanding specialties of value in the military service. **MAKE NO ENTRIES EXCEPT WHERE STATEMENT IS BASED ON PERSONAL OBSERVATION OR OFFICIAL REPORTS DURING PERIOD COVERED BY THIS REPORT.** Show pilot and/or observer ratings of Air Corps officers here.

H. To what degree has he exhibited the following qualifications? Consider him in comparison with **others of his grade** and indicate your estimate by marking X in the appropriate rectangle. (See par. D above.)	Unsatisfactory	Satisfactory	Very satisfactory	Excellent	Superior	Unknown
1. Physical activity (agility; ability to work rapidly)						
2. Physical endurance (capacity for prolonged exertion)						
3. Military bearing and neatness (dignity of demeanor; neat and smart appearance)						
4. Attention to duty (the trait of working thoroughly and conscientiously)						
5. Cooperation (acting jointly and effectively with another or others, military or civilian, to attain a designated objective)						
6. Initiative (the trait of beginning needed work or taking appropriate action on his own responsibility in absence of orders)						
7. Intelligence (the ability to understand readily new ideas or instructions)						
8. Force (the faculty of carrying out with energy and resolution that which on examination is believed reasonable, right, or duty)						
9. Judgment and common sense (the ability to think clearly and arrive at logical conclusions)						
10. Leadership (capacity to direct, control, and influence others in definite lines of action or movement and still maintain high morale)					X	

W. D., A. G. O. Form No. 67—July 1, 1936. 5–6308

Front

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ADJUTANT GENERAL'S OFFICE

Name of officer reported on John A. Hammond Name of reporting officer John O. Atwater

I. During the period covered by this report has he taken advantage of the opportunities afforded him to improve his professional knowledge?

J. Has he exhibited any weaknesses—temperamental, moral, physical, etc.—which adversely affect his efficiency? If yes, describe them. (FACT or OPINION. Line out one.)

K. Proper authority having decided on the methods and procedure to accomplish a certain end, did he render willing and generous support regardless of his personal views in the matter?

L. Since last report has he been mentioned favorably or unfavorably in official communications? No. (See par. 1b, AR 600–185.)

M. During the period covered by this report was he the subject of any disciplinary measure that should be included on his record? No. If yes, enclose separate statement of nature and attendant circumstances.

N. Write a brief general estimate of this officer in your own words This officer is loyal, exact, and efficient and has displayed both initiative and ability in his work. He is well-informed, both in military and non-military subjects. In comparing this officer with all officers of his grade and component known to me, I would place him among the upper third.

O. How well do you know him?

P. Remarks (~~Including entry required by par. 11a, AR 600–185~~)

Q. In case any unfavorable entries have been made by you on this report, were the deficiencies indicated hereon brought to the attention of the officer concerned while under your command and *prior* to the rendition of this report? If yes, what improvement, if any, was noted? No unfavorable entries.

If no improvement was noted, what period of time elapsed between your notification to him of his deficiencies and the rendition of this report?

R. Based on your observation during the period covered by this report, give in your own words your estimate of his GENERAL VALUE TO THE SERVICE

S. I certify that to the best of my knowledge and belief all entries made hereon are true and impartial and are in accordance with AR 600–185.

(Signed) John O. Atwater
(Name typed) JOHN O. ATWATER,
(Grade and Org.) Colonel, 100th Infantry,
(Comdg. what?) 100th Infantry.
(Place) Fort Dix, New Jersey
(Date) September 19, 1942 Incls.

1st INDORSEMENT

NOTE: (19)- MARITAL S (20) LEGA (21) EMERGENCY ADDRESSEE ST HIG COLLEGE

ION CARD

U.S. GOVERNMENT PRINTING OFFICE 8—6308

Back

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31. W. D., A. G. O. Form No. 77 (Officer's Pay Data Card).—This form will be prepared by the disbursing officer and the company clerk will not be concerned with it except to make changes as they may occur.

OFFICER'S PAY DATA CARD

DAY, EDWARD J. 0357624 1st Lt. Inf
(Name) (Serial number) (Grade and arm or service)

Over 0 years' service 2nd pay period 1 years completed Oct 18, 1941.

Monthly base pay and longevity ..... $ 166.67
Additional pay for .....
Rental allowance 75.00
Subsistence 42.00
Date July 9, 1942 Total, $ 283.67

Dependents (state names and addresses):
Mary Jane Day (Wife)
234 W. Main St., Mechanicsburg, Pa.

Evidence of dependency (mother) filed with voucher No. .....
..... 19.....

Accounts of .....
(1) Allotments, class E, $ 150.00 $ ..... $ .....
Insurance, class D, $ ..... Class N, $ 7.50
Pay reservations, class A, $ 18.75
Other deductions, $ .....
Subsequent changes in above data with dates thereof:
Class "E" allotment $150.00 discontinued as of Aug 31/42

Changes affecting pay will be entered here and maintained up to date.
W. D., A. G. O. Form No. 77
March 28, 1942

Front

RECORD OF PARTIAL PAYMENTS

Period	Disbursing officer	Voucher No.	Deductions	Amount

This card will be filed out, kept up to date, and carried inside W. D., A. G. O. Form No. 65-1 (Identification Card).

Back

(1) See section XIV, instruction 4, for entry made of allotment.

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ADJUTANT GENERAL'S OFFICE

32. W. D., A. G. O. Form No. 110 (Report of Individua Classification in Arms).—See section XX.

REPORT OF INDIVIDUAL CLASSIFICATION IN ARMS
(See AR 345–1000)

Training year, 19 42 – 19 43

THE RIFLE, M1 (Weapon) ..... SUPPLEMENTARY (Regular or supplementary) Practice

COMPANY L, 100TH INFANTRY (Organization or detachment)

Fort Dix, New Jersey (Station) ..... September 23 (Date of completion of course), 19 42

SUMMARY

QUALIFIED AS—	Number of—								
	Officers			Warrant officers			Enlisted men		
	A	B	C Total	A	B	C Total	A	B	C Total
EXPERT	1	1	2	xxx	xxx	xxx	14	5	19
SHARPSHOOTER	1	1	2	xxx	xxx	xxx	41	3	44
MARKSMAN	1	1	2	xxx	xxx	xxx	63	3	66
Unqualified who completed course	x x x	xxx	x x x	x x x	xxx	x x x	x x x	1	x x x
Total number completing course	x x x	3	x x x	x x x	xxx	x x x	x x x	12	x x x
Total number qualified	x x x	x x x	6	x x x	x x x	xxx	x x x	x x x	129
Total number on rolls (not attached)			6			xxx			129

A Previously qualified.
B Qualified in course just completed.
C Total qualified.

W. D., A. G. O. Form No. 110
April 10, 1942

16—26236-1 U. S. GOVERNMENT PRINTING OFFICE

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No.	Name	Serial No.	Grade	Qualified as—	Date qualified	Score
1.	Woodring, Martin C.	0-265743	Capt	Expert	9/23/42	222
1.	Grey, Owen F.	0-61432	2nd Lt	Sharpshooter	9/23/42	191
1.	Crone, Charles B.	0-364271	1st Lt	Marksman	9/23/42	157
1.	Baker, Martin H.	30554681	Pvt	Expert	9/23/42	217
2.	Henry, Giles T.	7116990	Sgt	Expert	9/23/42	213
3.	Benning, Benjamin B.	7999946	Cpl	Expert	9/23/42	213
4.	Drydan, John G.	7868584	Cpl	Expert	9/23/42	203
5.	Gaines, Charles L.	6554378	Sgt	Expert	9/23/42	198
1.	Foote, Max	7886632	Pvt	Sharpshooter	9/23/42	193
2.	Gilfoyle, Martin	7719945	Pfc	Sharpshooter	9/23/42	189
3.	Harrison, Thomas H.	7998664	Pfc	Sharpshooter	9/23/42	186
1.	Garrison, Daniel T.	7554663	Pvt	Marksman	9/23/42	167
2.	Ashcroft, John R.	30534455	Pvt	Marksman	9/23/42	158
3.	Attley, Billy B.	30458119	Pvt	Marksman	9/23/42	155
1.	Sims, Archie A.	30357749	Pvt	Unqualified	9/23/42	141

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ADJUTANT GENERAL'S OFFICE

REMARKS

FAILED TO COMPLETE COURSE:

1. Wilson, James B.	6254936	Sgt.	AWOL Sept 20/42

DID NOT TAKE COURSE:

1. Bratton, Wilbur R.	R-223459	Sgt	DS Baltimore, Md
2. Jones, Arthur B.	36542019	Pvt	Jd too late to fire-Sept 19/42

I CERTIFY that the foregoing is a correct transcript from the reports of organizations:

James M. Perkins

JAMES M. PERKINS,
(Signature of personnel officer)

Captain, 100th Infantry,
(Grade and organization)

Fort Dix, New Jersey
(Station)

September 25, 1942
(Date)

I CERTIFY that I have personally supervised the practice (or conducted the examination) of this organization, and that this report is correct:

John A. Hammond

JOHN A. HAMMOND,
(Signature of supervising officer (president of board))

Major, 100th Infantry,
(Grade and organization)

Fort Dix, New Jersey
(Station)

September 25, 1942
(Date)

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33. W. D., A. G. O. Form No. 115 (Charge Sheet).—See section XVIII, instruction 2, for preparation.

(WRITE NOTHING ABOVE THIS LINE)

CHARGE SHEET

Fort Dix, New Jersey (Place), July 3 (Date), 1942

Name, etc., of accused: Brown, Joseph J., 32347656 Private, Company L, 100th Infantry, Fort Dix, N. J.
(Give last name, first name, and middle initial in that order followed by serial number, grade, company, regiment, branch or by other appropriate description of accused. Alias names, etc., to follow in same manner)

Age 27 years Pay, $ 50.00 (Base pay plus pay for length of service) per month. Allotments to dependents, $ Cl "F" 22.00 per month.

Government Insurance deduction, $ 3.45 per month.

Data as to service: No prior service. - Inducted March 3, 1942 in Army of United States for duration of war plus six months.
(As to each terminated enlistment, give including dates of service and organization in which serving at termination. As to current enlistment, give the initial date and the term thereof. Give similar data as to service not under an enlistment)

Data as to witnesses, etc.:
(Give names, addresses, and note if for accused. List documentary evidence and note where each item thereof may be found)

Against the accused:

First Sergeant Emil Projack, Co. L, 100th Infantry, Fort Dix, N. J.

Corporal Thomas H. Harrison, Co. L, 100th Infantry, Fort Dix, N. J.

Documents:

Morning Report, Co. L, 100th Infantry, Fort Dix, N. J.

Data as to restraint of accused: Arrest within confines of regimental area, July 3, 1942
(Give date, place, and initial date of any restraint of accused)
100th Infantry Area.

W. D., A. G. O. Form No. 115
April 2, 1926

(1)

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ADJUTANT GENERAL'S OFFICE

CHARGE : Violation of the 61st Article of War.

Specification

In that Private Joseph J. Brown, Company L, 100th Infantry, did, without proper leave, absent himself from his post and duties at Company L, 100th Infantry, Fort Dix, N. J., from about 0545, July 1, 1942, to about 1800, July 2, 1942.

(Additional sheets, if necessary, for charges and specifications will be attached here. Ordinary 8 by 12½ inch paper will be used for additional sheets.)

(2)

WRITE NOTHING BELOW THIS LINE

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(WRITE NOTHING ABOVE THIS LINE)

(Signature of accuser) Martin C. Woodring

MARTIN C. WOODRING

Capt., 100th Infantry, Comdg Co. L

(Grade, organization, or branch)

AFFIDAVIT

Before me, the undersigned, authorized by law to administer oaths in cases of this character, personally appeared the above-named accuser this 3d day of July, 19 42, and made oath that he is a person subject to military law and that he personally signed the foregoing charges and specifications, and further that he* has personal knowledge of the matters set forth in specifications and charge; [redacted]

(Indicate by specification and charge numbers)

[redacted], and that the same

(Indicate by specification and charge numbers)

are true in fact, to the best of his knowledge and belief

(Signature) John A. Hammond JOHN A. HAMMOND

(Grade and organization) Major, 100th Inf.

Summary Court

(Official character, as summary court, notary public, etc.)

NOTES.—At (*) strike out words not applicable.

If the accuser has personal knowledge of the facts stated in one or more specifications or parts thereof, and his knowledge as to other specifications or parts thereof is derived from investigation of the facts, the form of the oath will be varied accordingly. In no case will he be permitted to state alternatively, as to any particular charge or specification, that he either has personal knowledge or has investigated.

If the oath is administered by a civil officer having a seal, his official seal should be affixed.

1ST IND.

Headquarters 100th Infantry, Fort Dix, N.J. (Place), July 3 (Date), 19 42

Referred for trial to Major John A. Hammond, 100th Infantry

(Grade, name, and organization of summary court, or trial judge advocate)

Summary court-martial appointed by paragraph 1, Special Orders No. 4,

(Summary) (Trial judge advocate of special or general)

Headquarters 100th Infantry, June 5, 19 42

By order of Colonel ATWATER

(Command or order) (Grade and name of commanding officer)

Thomas A. DuBois, *Adjutant.*

THOMAS A. DUBOIS

Captain, 100th Infantry

(3)

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ADJUTANT GENERAL'S OFFICE

I have served a copy hereof on (each of) the above-named accused, this _____ day of _____, 19____

(Signature) _____, *Trial Judge Advocate.*

_____
(Grade and organization)

(SPACE FOR USE WHERE TRIAL IS BY SUMMARY COURT)

CASE No. 11

SPECIFICATIONS AND CHARGES	PLEAS	FINDINGS	SENTENCE OR ACQUITTAL AND REMARKS
All Sp. and Ch.	Guilty	Guilty	To forfeit one dollar and eighty-seven cents ($1.87) of his pay.

Place Fort Dix, N. J., Date July 5, 19 42

John a. Hammond
(Signature, grade, and organization) Major, 100th Infantry, Summary Court.

Headquarters 100th Infantry, Fort Dix, N.J. July 5, 19 42
(Place and date)

In the foregoing case of Private Brown the sentence is approved and will be duly executed.
(Action of reviewing authority)

John O Atwater
(Signature, grade, and organization), Commanding.
JOHN O. ATWATER, Colonel, 100th Infantry.

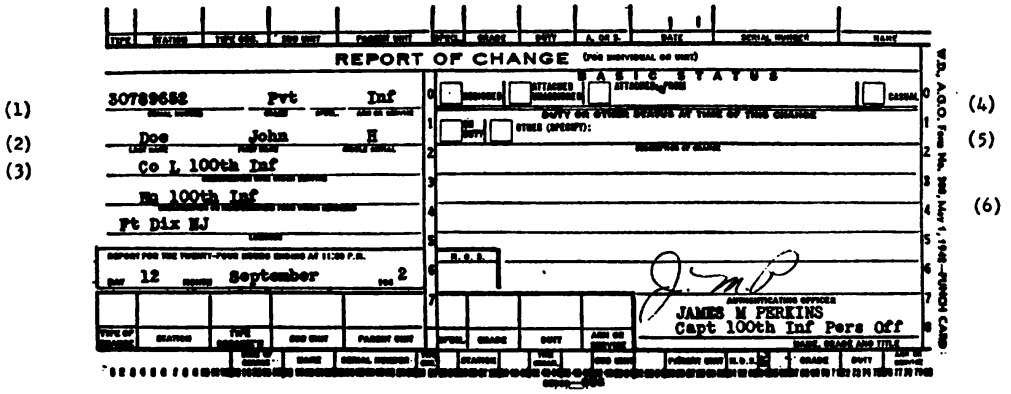
Entered on service record in case of conviction _____
(Initials of personnel adjutant)

(4)

(WRITE NOTHING BELOW THIS LINE)

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34. W. D., A. G. O. Form No. 303 (Report of Change).— Entries on this form will be made in accordance with AR 345–800 which shows when a Report of Change is required, the distribution of the copies of the form, and illustrates 80 accomplished Reports of Change.



Individual Report of Change

(1) and (2) Appropriate information for officer, warrant officer, or enlisted man concerned.

(3) Designation of organization, if appropriate.

(4) Information shown by "X" in proper block.

(5) Same as (4) but specified if "Other."

(6) Information on the change. In general, this information parallels the Morning Reports remarks. Examples are shown below:

Sec VII, inst 4, "Cpl Smith to DS Ft Ord Calif"

Sec VII, inst 10, "Pvt Doe Atchd fr Co A 90th Inf Madison Bks NY"

Sec VIII inst 10, "Pvt Smith trfd to Cav Repl Cen Ft Riley Kans Left enr proper sta"

Sec I, inst 7, "Maj Hammond to ord lv 15 days Address while on lv 130 Elm St Peoria Ill"

Sec I, inst 7, "Maj Hammond rejd fr lv"

Sec XVI, inst 16, "Pvt Doe to conf in hands of civil auth Reno Nev Larceny of auto held for trial"

Sec XIX, inst 12, "Pvt Smith sk hosp NLD Sta Hosp Ft Dix NJ"

Sec VI, inst 4, "Pvt Doe aptd Pvt 1cl No change in duty"

Sec VI, inst 12, "Pvt 1cl Doe aptd Cpl Change in duty 745 to 653"

Sec XI, inst 2, "Pvt Smith to desertion"

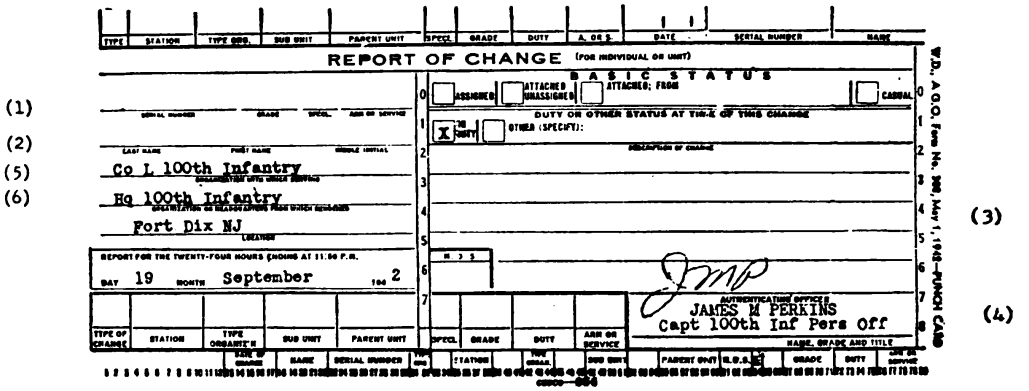
Sec XI, inst 24,"Pvt Smith fr des to conf at Ft Douglas Utah 19Jan42 Date of enl 20Nov41 Comp RA Race W"

Sec XV, inst 15, "Pvt Jones died 15Feb42"

Sec X, inst 2, "Pvt Smith to AWOL 0600"

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Unit Report of Change

(1) In unit Reports of Change this line will not be filled out.

(2) In unit Reports of Change this line will not be filled out.

(3) In this space will be placed appropriate remark to describe the change.

(*a*) See section V, instruction 10

"36 EM trfd to Co C this regiment 19 September 1942 per par 5 SO 147 Hq 100th Infantry (copy of order attached hereto)"

(*b*) See section XXI, instruction 8

"100th Inf less Co A left by rail 19 September 1942 for Ft Washington Md perm change of sta per WD Ltr AG 370 5(9-3-42) MSC–C–M dated 15 September 42 prob date of arrival 20 September 42 86–0 1468–EM"

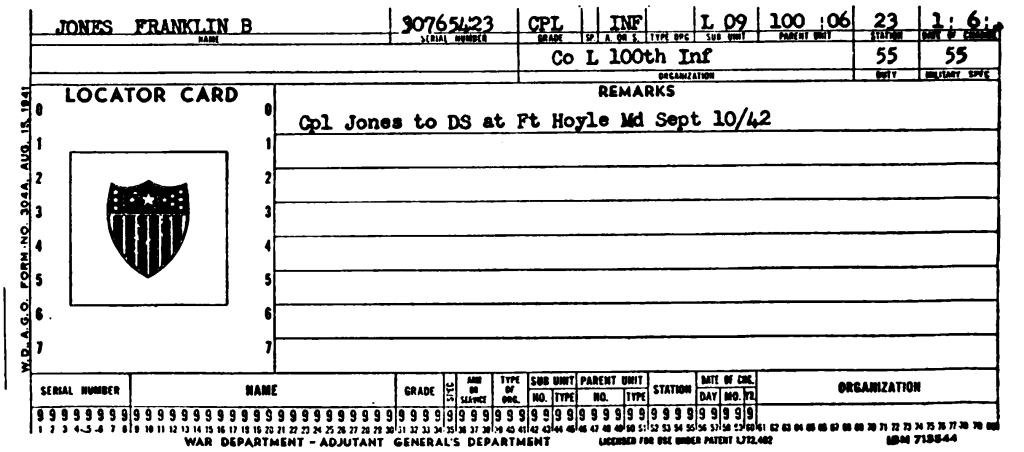
(*c*) See section XXII, instruction 11*d*

Remark quoted in (*b*) above will also cover this sort of movement.

(4) Personnel Officer will initial Reports of Change.

(5) In certain unit Reports of Change the entry on this line and on line (6) will be the same, that is, the designation of the headquarters only.

35. W. D., A. G. O. Form No. 304–A (Locator Card).—See section VII, instruction 9, for keeping this form up-to-date.



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36. W. D., A. G. O. Form No. 309 (Initial—Special—Final Roster).—See section XXI, instruction 8, for use of this form.

ROSTER OF OFFICERS*
~~ENLISTED MEN~~

~~ENLISTED~~*—SPECIAL*—~~FINAL~~ ROSTER
(See AR 345-020)

100th Infantry (Organization) Fort Dix, New Jersey (Station) September 20, 1942 (Date)

This roster of 3 sheets contains the names of all {officers* / ~~enlisted men~~}, including those attached, of this organization.

Reason for submission Permanent change of station per par 5 GO 14 201st Inf Div, Sept 15, 1942

For the Commanding Officer:

Thomas A. DuBois THOMAS A. DUBOIS
(Signature—Name typewritten)

Captain, 100th Infantry, Adjutant
(Grade and organization)

(These blocks are for use of the Machine Records Unit and should be left blank.)

Serial No.	GRADE Last name—First name—Middle initial (List alphabetic by grade)	Special rating	Arm or service	Component	Date of current commission or enlistment (Day—month—year)	Type of enlistment	Race	Principal duty (officers) Duty and mil. occup. specl. (Enlisted men)†	Status
	COLONEL								
0-23479	Atwater, John O.		Inf	RA	12/10/24		W	Regtl CO	
	LIEUTENANT COLONELS								
0-181523	Thayer, Thomas J.		Inf	Res	12/6/28		W	Regtl Exec O	
0-200769	Stull, Clayton H.		Inf	NG	10/10/33		W	Bn CO	
0-231342	Underwood, Frank X.		Inf	Res	7/8/31		W	Bn CO	
0-192736	Young, George P.		Inf	Res	2/10/36		W	Bn CO	
	MAJORS								
0-267459	Hammond, John H.		Inf	Res	7/4/39		W	Regtl S-4	

W. D., A. G. O. Form No. 309
November 1, 1941

*Line out words not applicable.
†Insert specification serial number of enlisted man's duty above dotted line and military occupational specialty below dotted line. Show duty of officers below line.

16—45200-6

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37. W. D., A. G. O. Form No. 625 (Application for Family Allowances).—See section XIV, instruction 16, and back of form, for preparation. See revised form (now in process) for new address.

Do not write in this space
APPLICATION NUMBER
X-

WAR DEPARTMENT

APPLICATION FOR FAMILY ALLOWANCES
(Servicemen's Dependents Allowance Act of 1942)

Date October 25, 1942

I. (a) Soldier Carns (Last name) Charles (First name) Leon (Middle name) 30657892 (Army serial number) Pvt 1cl (Present Army grade (private, corporal, sergeant, etc.))

Co L 100th Infantry, Ft. Dix, N.J. (Soldier's Army mailing address) Married (Single, married, divorced) White (Race)

897 Victor Avenue, (Soldier's home address: Number and street or R. F. D.) Camden (City, town, or P. O.) N.J. (State)

I hereby apply for the family allowances authorized by law for the following-named relatives and/or dependents who are related to me in the manner stated in paragraphs II and III below. Commencing with the month of November, 1942.

I. (b) THIS SPACE MUST *ALSO* BE FILLED IN WHEN APPLICATION IS MADE BY A PERSON OTHER THAN THE SOLDIER.

(Applicant's name) I, ... (Last name) (First name) (Middle name) (Your relation to soldier or dependent)

(Address) ..... (Number and street or R. F. D.) (City or town) (State) hereby apply for the family allowances authorized by law for the following-named relatives and/or dependents of the soldier whose name appears in paragraph I above, to whom this application pertains.

CLASS A

II. List: Wife (W), child (C), former wife divorced to whom alimony is still payable (W. Div.). (If there are none in class A, write "None" in the name column.)

	Name (Last)	Name (First)	Name (Middle)	Address: Number and street or R. F. D.	Address: City, town, or post office	Address: State	Relationship	Date of birth of minors: Mo.	Day	Year
1.	Carns	Myrna	Agnes	897 Victor Avenue	Camden	N.J.	(W)			
2.										
3.										
4.										
5.										

Date and place of marriage to present wife October 23, 1942 at Camden, N.J.

Date and place of marriage to divorced wife ..... Date of divorce .....

Amount of monthly alimony or support payments decreed by court order or legal agreement for former wife divorced, or wife and/or child living separate and apart, $.....

Date alimony or support payment ceases ....., 194... Name and location of court .....

CLASS B DEPENDENTS

III. List below the father, mother, grandfather, grandmother, stepfather, stepmother, either of husband or wife, person in loco parentis, brother, sister, half brother, half sister, stepbrother, stepsister, adopted brother, adopted sister, grandchildren, who are dependent upon the soldier for a substantial portion of their support. (If there are none in Class B, write "None" in the name column.)

	Name (Last)	Name (First)	Name (Middle)	Address: Number and street or R. F. D.	Address: City, town, or post office	Address: State	Relationship	Date of birth of minors: Mo.	Day	Year	Degree of dependency (percent)	Is family allowance desired? (Indicate yes or no)
6.	NONE											
7.												
8.												
9.												

IV. Enter on the lines below the full name and address of the person or persons to whom the check or checks is or are to be made payable.

Make checks payable to—

Payments covering line numbers in paragraphs II and III above	Name	Address: Number and street or R. F. D.	Address: City, town, or post office	Address: State
1	Mrs. Myrna Agnes Carns	897 Victor Avenue	Camden	N.J.

W. D., A. G. O. Form No. 625
June 20, 1942

16—20383-1

Front

ORIGINAL

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Members of immediate family now serving in the military or naval service

V. The following-named members of (my) (the soldier's) immediate family are now serving as soldiers, sailors, marines, or coast guardsmen (not officers) in the military or naval service.

Name			Home address			Serving in—(Specify: Army, Navy, Marine Corps, or Coast Guard.)	Relationship	Age
(Last)	(First)	(Middle)	Number and street or R. F. D.	City, town, or post office	State			
Carns	Gilbert	Tritt	170 E. Main St	Middlesex	Pa	Navy	Brother	20

VI. I hereby swear or affirm that all the foregoing statements are correct and that every member of Class B for whom I claim the family allowance is dependent, to the degree indicated, upon the soldier whose name appears in paragraph I above, for support

Charles L Carns
(Signature)
Charles L. Carns

Subscribed and sworn to before me this 29th day of October, 1942, at Ft. Dix, N.J.

(Seal is required when sworn to before civilian)

(Title) Thomas A. Dubois
(Strike out unnecessary words, etc.)
THOMAS A. DUBOIS, Capt 100th Inf Adjutant

THIS SPACE TO BE USED BY ARMY ORGANIZATIONS TRANSMITTING AN APPLICATION FROM A SOLDIER TO THE WAR DEPARTMENT

1st Ind. October 29, 1942

HEADQUARTERS, 100th Infantry, Fort Dix, New Jersey

To: Allowance and Allotment Branch, Building Y, 20th and B Streets NE., Washington, D. C.

1. Grade of soldier as shown on the application has been verified. Date of enlistment or induction Sept 1, 1942

2. Any voluntary allotments now in force pertaining to the soldier have been discontinued or adjusted, by submission to the Finance Officer, U. S. Army, of the necessary forms, to insure that sufficient monthly pay is due the soldier to provide for the deduction required for the soldier's contribution for the family allowances and still leave him, exclusive of possible court-martial forfeitures, at least $10 per month pay for his personal use.

3. Proper notations have been made in the soldier's service record and on pay rolls to insure that appropriate monthly deductions will begin with the first month after date of filing application, except that for applicants who were in the service on June 1, 1942, and who filed applications in June 1942, deduction has been made beginning with the month of June 1942.

4. The official copy of this application for family allowances has been withdrawn and filed with the soldier's service record.

5. The soldier has been advised that for Class A relationship, supporting papers consisting of certified copies of marriage certificate, court decrees of separation or divorce, birth certificates of children, written acknowledgments of parenthood of illegitimate children, legal agreements of separation, adoption papers; and for Class B dependents the affidavits of two disinterested parties attesting to relationship and dependency must be submitted to the Allowance and Allotment Branch, Building Y, 20th and B Streets NE., Washington, D. C., within 6 months from date of filing application, otherwise payment of allowance will be stopped.

James M. Perkins
JAMES M. PERKINS, Captain, 100th Infantry
Personnel Officer.

THIS SPACE TO BE USED BY THE WAR DEPARTMENT TRANSMITTING COPY OF AN APPLICATION SUBMITTED BY OR FOR A DEPENDENT OR RELATIVE TO THE SOLDIER'S ORGANIZATION

Allowance and Allotment Branch, WAR DEPARTMENT, Washington, D. C., ..., 194....

To: .....

1. Family allowances under the Servicemen's Dependents Act of 1942 has been authorized for the persons shown in paragraphs II and III on the reverse side of this form.

2. Monthly deductions of ($22), ($27), ($.....) must be made on the pay roll starting with the month of ..... 194....

3. The "official copy" of the application is to be filed with the soldier's service record.

BY ORDER OF THE SECRETARY OF WAR:

.....
Adjutant General.

16—28253-1 U. S. GOVERNMENT PRINTING OFFICE

Back

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38. W. D., Q. M. C. Form No. 15 (Company Council Book).—See section XXIII, instruction 2, for general procedure.

In Account with Company *Fund*, Company " L ," 100th Infantry

Year	1942		RATION SAVINGS				OTHER FUNDS			
Month	June		Receipts		Expenditures		Receipts		Expenditures	
Voucher	Date									
		Balance from last month	500	00			200	00		
1	1	Holmes Co. Fresh Fish Bill of June 1, 1942			50	00				
2	1	Smith Athletic Store, Ping Pong balls							3	00
3	4	Post Exchange dividend for May.					100	00		
4	15	U.S. Infantry Assoc. Subscription to magazine							7	50
5	21	W.A.Smith, repairs to day room furniture							20	00
		Total receipts and expenditures	500	00	50	00	300	00	30	50
		Balance carried forward			450	00			269	50
		Totals	500	00	500	00	300	00	300	00

Entry sheets

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ADMINISTRATIVE PROCEDURES

I CERTIFY that the foregoing account for the month of June, 1942, is a true and complete statement of all receipts and expenditures, and that the balance for which I am responsible is accounted for as follows:

1. Checking account deposited with 1st National Bank, Moorestown, N. J. (Bank) to the credit of Company Fund, Company "L" 100th Infantry (Fund) $ 719.50
2. Savings account deposited with None (Bank) to the credit of None (Fund) $
3. Cash in my personal possession None $
4. Registered Government bonds kept None (Where) $

TOTAL $ 719.50

June 30 1942

Martin C. Woodring
MARTIN C. WOODRING Capt 100th Inf Commanding.

☞ In case of transfer to successor, make on an appropriate page the certified statement required by par. 7 of the "Instructions."

Fort Dix, N. J.

June 30, 1942

The council of the administration met this date and audited the foregoing account for the month of June, 1942.

The council finds the account correct, approves the expenditures made, and authorizes the usual expenditures for the next month.

The certificate of the responsible officer was examined, and the cash balance in his personal possession, the check book, check stubs, and deposit book (if used) were exhibited to the council and verified.

John C. Thomas
JOHN C. THOMAS, 2nd Lt 100th Inf
Recorder.

Martin C. Woodring
MARTIN C. WOODRING, Capt 100th Inf
President.

I CERTIFY that in accordance with the requirements of the Army Regulations I have this date inspected the foregoing account for the period from April 1, 1942 to June 30, 1942, inclusive, and find it correct with the following exceptions:

NONE

The check book and deposit book of the organization commander were examined and the cash in his personal possession verified. These outstanding bills were reported: None

Howard F. Blair
HOWARD F. BLAIR, Major 100th Inf

Inspection and audit sheets

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39. W. D., Q. M. C. Form No. 400 (Requisition).—See section XXV, instruction 5, for preparation and use. See section XXVI, instruction 3, and section XX, instruction 11, for other uses. Also see back of form.

WAR DEPARTMENT
Q. M. C. Form No. 400
Revised Apr. 4, 1941

REQUISITION

To: QUARTERMASTER, Fort Dix, N. J. No. of Sheets 1 Sheet No. 1

Requisition No. 38 Date April 1, 1942 Period April, May, and June, 1942

SHIP TO 100th Infantry, Fort Dix, N.J.

REQUISITIONED BY (show Signature, Rank, Organization, Destination. If different from "SHIP TO" include address):
John A. Hammond
JOHN A. HAMMOND
Major, 100th Inf.
S-4

APPROVED BY: Order of Colonel ATWATER!
Thomas A. DuBois
THOMAS A. DUBOIS
Captain, 100th Inf.
Adjutant.

STOCK No.	ARTICLES	UNIT	ON HAND AND DUE	CONSUMED	REQUIRED	APPROVED
26-C-3050	Cots, steel, folding	ea	230		20	
27-M	Mattresses, cotton	ea	230		20	
27-S	Sheets, cotton, bleached, bed, 63 by 108 inches	ea	920		80	
27-P-570	Pillowcases	ea	460		40	
	LAST ITEM					
	Basis of requisition: 250 EM: T/A Nov 1, 1939 and T/BA Inf.					

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40. W. D., Q. M. C. Form No. 409 (Requisition and Receipt for Clothing in Bulk).—See section XXIV, instruction 10, for preparation and use. Pages 2 and 3 are extensions of page 1 and are not reproduced.

WAR DEPARTMENT
Q. M. C. Form 409
(Revised Oct. 13, 1936)

Voucher No. .....
Stock Record Account

REQUISITION AND RECEIPT FOR CLOTHING IN BULK
(CHARGE TO CLOTHING ALLOWANCE)

No. of sheets 4

Sheet No. 1

Organization Co L 100th Infantry Station Fort Dix, N.J. Dated September 20, 1942

Articles and Size	Unit	Requisitioned	Issued	Returned to QM	Net Issued	Unit Price	Totals
Shoes, Service 10D	pr	10					
Shoes, Service 10½D	pr	19					
Shoes, Service 11E	pr	3					
Socks, wool, light 11	pr	6					
Socks, wool, light 12	pr	21					
Suits, working, 1-piece Herringbone twill OD 44	ea	5					
Undershirts, cotton, ½sleeve42	ea	9					

Sheet No. 1

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ADJUTANT GENERAL'S OFFICE

Articles and Size	Unit	Requisitioned	Issued	Returned to QM	Net Issued	Unit Price	Totals

Requisitioned by: Martin C. Woodring
MARTIN C. WOODRING, Capt 100th Inf.

Approved by: Order of Col WATER
John A. Hammond
JOHN A. HAMMOND, Maj 100th Inf S-4

The articles enumerated in column "Issued" were received by me from FRED H. KAIN, Lt.Col QMC

QM, on September 20, 19 42

Martin C. Woodring
MARTIN C. WOODRING, Capt 100th Inf.
(Signed by organization commander or his representative)

The articles enumerated in column "Returned to QM" were returned on September 20, 1942

Martin C. Woodring
(Signed by organization commander or his representative)
MARTIN C. WOODRING, Capt 100th Inf.

Issued by: FRED H. KAIN, Lt.Col. QMC
Fred H. Kain
(Signed by quartermaster or his representative)

Returned articles received by:
Fred H. Kain
(Signed by quartermaster or his representative)
FRED H. KAIN, Lt. Col. QMC

Instructions in the preparation of this form and methods of issue are set forth in AR 35–6560.
For tariff sizes see AR 30–3050.
For prices see AR 30–3000.
Use insert Form 409 a for extra pages.

Sheet No. 4

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41. W. D., Q. M. C. Form No. 434 (Shipping Ticket).—See section XXVI, instruction 8, for preparation of this form.

WAR DEPARTMENT
Q. M. C. Form No. 434
Revised Jan. 2, 1941

SHIPPING TICKET

CONSIGNOR'S VOU. No. 4361
CONSIGNEE'S VOU. No. 38
NUMBER OF SHEETS

CONSIGNOR: C.S.D., N.Y.G. Depot,
Brooklyn, N. Y.

DATE SHIPPED OR DELIVERED September 22, 1942

SHIP TO— Quartermaster,
Fort Dix, New Jersey

AUTHORITY OR REQ. NO. QM 14.6-72-42

TRANSPORTATION COST OF $ 2.00 CHARGEABLE TO
P/A No. 2600 P 63-0700 A 0525-2

QUANTITY ORDERED	QUANTITY SHIPPED	STOCK NO.	ARTICLE	UNIT	UNIT COST	TOTAL COST
			For 100th Infantry			
	2	24-B-1165	Bag, water sterilizing, complete with cover.	ea	AR 30-3000	

ARTICLES LISTED IN COLUMN "ORDERED" HAVE BEEN RECEIVED UNLESS OTHERWISE NOTED IN COLUMN "SHIPPED."

Fred H. Kain
Fred H. Kain (NAME) Lieut-Colonel (RANK) Q.M.C. (ORGANIZATION)

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42. W. D., Q. M. C. Form No. 487 (Memorandum Receipt).—See section XXVII, instruction 2, for principal use.

MEMORANDUM RECEIPT

*~~CHECK~~ * DEBIT SLIP

James C. Williams

*Issued to / *Turned in by } 1st Sgt. Co. L 100th Inf.

Place Ft. Dix, N.J. Date Sept 19, 19 42

Quartermaster Property
(Name of supply branch)

NO.	STOCK NO.	ARTICLES
1	26-C-3050	Cot, steel, folding
1	27-M	Mattress, cotton
4	27-S	Sheets, cotton, bleached
2	27-P-570	Pillowcases
	LAST ITEM	

Received the above-named articles.

James C. Williams
(Signature with rank and organization)

No. James C. Williams, 1st Sgt Co L
(Official designation) 100th Inf

Q. M. C. Form 487
Revised May 14, 1931 * Strike out words not applicable. 16—2100 GPO

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43. W. D., M. D. Form No. 81 (Immunization Register).—See section IV, instruction 8, and back of form for preparation and use. See section XXII, instructions 2 to 5, for special action.

IMMUNIZATION REGISTER[1]

LAST NAME	FIRST NAME	ARMY SERIAL NO.
WOODRING	MARTIN	O-265743

GRADE	COMPANY	REGT. OR STAFF CORPS	AGE	RACE
Capt	L	100th Inf	36	W

SMALLPOX VACCINE

DATE	TYPE OF REACTION[4]	MED. OFFICER[5]
1/22/42	Vaccinia	J F S.

TRIPLE TYPHOID VACCINE

SERIES	DATES OF ADMINISTRATION 1ST DOSE	2D DOSE	3D DOSE	MED. OFFICER[5]
1st	1/22/42	1/29/42	2/5/42	JFS
2d				
3d				

TETANUS TOXOID

	INITIAL VACCINATION DATE	MED. OFF.[5]	STIMULATING DOSES DATE	MED. OFF.[5]
1st dose	7-28-42	KHB		
2d dose	8-25-42	HGC		
3d dose	9-25-42	HGC		

YELLOW FEVER VACCINE

DATE	LOT NO.	AMOUNT	MED. OFF.[5]
2/18/42	358	½ cc	JFS

OTHER VACCINES

DISEASE	DATE	TYPE OF VACCINE	DOSES	MED. OFF.[5]

Blood Type A

Joseph G Clark Maj., M. C., U. S. Army.

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44. Standard Form No. 26 (Driver's Report—Accident, Motor Transportation).—See section XXX, instruction 1, for preparation, and instructions 4, 6, and 13 for disposition. This form will be carried in all Government motor vehicles. Drivers will be instructed in its preparation and will be required to fill it out no matter how trivial the accident or the damage may seem to be.

17. Was an investigation made by a policeman (civil or military)? No If so, state
Name ——— No. ———
Precinct or station ———

18. Names and addresses of persons other than driver in Government car: Sgt. John L. Martin, Co. C 100th Inf., Ft. Dix, N. J.

19. Names and addresses of other witnesses:

Willie D. Killen
(Signature of driver)

I certify that the above report was delivered to me on the 9th day of July, 19 42, at 1700 o'clock

Paul M. Knight
(Signature of officer to whom delivered)
PAUL M. KNIGHT
Capt 100th Inf., Comdg Co. C
(Official title)

Fort Dix, New Jersey.
(Government department or establishment)

NOTE.—This report should be attached to report of Investigating Officer.

16—1810 U. S. GOVERNMENT PRINTING OFFICE

Standard Form No. 26
Approved by the President
June 10, 1927

DRIVER'S REPORT—ACCIDENT
MOTOR TRANSPORTATION

INSTRUCTIONS TO DRIVERS

In case of injury to person or damage to property:
A. Stop car and render such assistance as may be needed.
B. Fill out this form, ON THE SPOT, so far as possible.
C. Deliver this report promptly to your immediate superior.

Failure to observe these instructions will result in disciplinary action.

8442724

1. Name of Government driver: Pvt Willie D. Killen
2. Stationed at Ft. Dix, N. J.
3. Make and type of Government vehicle Chevrolet 1½ Ton truck.
4. Service number 94487
5. Name and address of owner of other vehicle (or owner of property damaged) Mr. Willis R. Macey 462 Elwin St, Camden N. J.
6. Name and address of driver of other vehicle Mr. Willis R. Macey 462 Elwin St, Camden N.J.
7. License of other vehicle: State New Jersey No. Y 17445
8. Place of accident: City Four miles North of Street Camden, N. J.

16—1810

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9. Date of accident July 9, 1942 Hour 1640 hrs

10. Names and addresses of persons injured: nature of injuries:
Sgt Julius L. Proctor Co C, 400th Inf.

11. Describe damage to Government vehicle: Smashed right headlight; broken radiator grill; dented left rear fender.

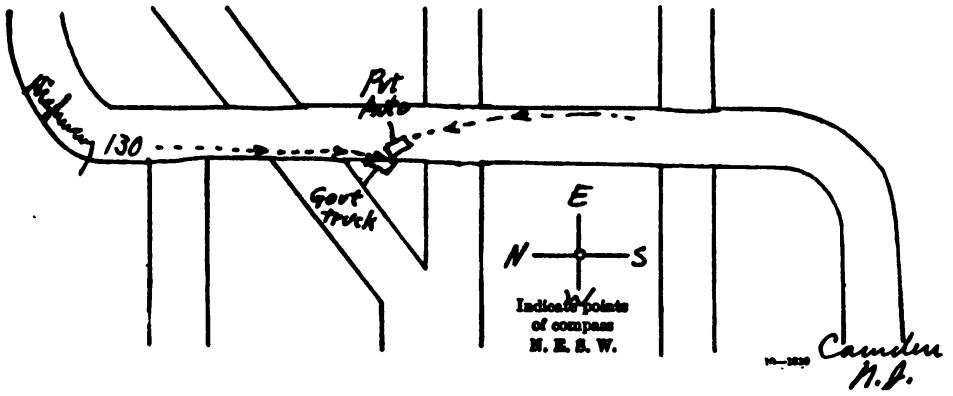
12. Describe damage to privately owned vehicle, or other property: Rear front bumper; dented left front fender.

13. What signal was given by each driver prior to accident?
Both blew horns

14. State condition of light, weather, and roadway: bright clear day; roadway dry and smooth

15. Explain how accident happened: the prvate vehicle swerved over on the left side of the road and struck the Govt. vehicle.

16. Label streets and indicate measurements; show the position of each vehicle at the time of the accident and show by dotted lines the course of each vehicle just before and just after the collision.



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45. Standard Form No. 27 (Investigating Officer's Report—Accident, Motor Transportation).—See section XXX, instruction 10, for preparation, and instruction 13, for disposition.

Standard Form No. 27
Approved by the President
June 10, 1927

INVESTIGATING OFFICER'S REPORT—ACCIDENT
MOTOR TRANSPORTATION

This report, together with the driver's report (Form No. 26), must be submitted promptly in accordance with department regulations.

ACCIDENT

Date July 9, 1942 Hour 1610 [illegible]

Place: City or town Five miles north of State

Street Camden, N. J.

Weather Bright and clear Condition of roadway Dry and smooth

GOVERNMENT VEHICLE AND DRIVER

Make and type of vehicle Chevrolet 1½ ton truck Service No. 94487

Name of driver Willie D. Killen, 8442724

His title and station Private, Co. C, 100th Infantry, Fort Dix, New Jersey.

PRIVATE VEHICLE OWNER AND DRIVER

Make and type of vehicle Oldsmobile sedan 1940 License No. N.J., Y 17445

Owner: Name Mr. Willis R. Macy

Address 462 Elwin Street, Camden, N. J.

Driver: Name Mr. Willis R. Macy

Address 462 Elwin Street, Camden, N. J.

License No. 409693 New Jersey.

PERSONS INJURED

Names and addresses and extent of injuries Sgt. John L. Martin, Co. C, 100th Inf., Ft. Dix, N. J. – shock, sprained right wrist, cut on temporal region of head, severe pains in back.

If medical aid was rendered, state by whom 1st Lt. James A. Kilpatrick, Ft. Dix, N. J.

DAMAGE TO GOVERNMENT VEHICLE

Smashed right headlight; broken radiator grill; dented left rear fender.

DAMAGE TO PRIVATELY OWNED VEHICLE OR OTHER PROPERTY

Bent front bumper; dented left front fender.

WITNESSES (Important)

ALWAYS SECURE NAMES AND ADDRESSES OF WITNESSES

Names	*Addresses*

POLICE REPORT

Did city or State police report the accident? No.

If report was made, attach copy.

OFFICIAL DUTY

Government car was proceeding from Fort Dix, N.J. to Camden, N. J.

Was driver performing official duty? Yes

Indicate the duty: To pick up supplies for Co. C, 100th Inf., Fort Dix, N.J. at Camden, N.J. and return them to Fort Dix, N.J.

W—1809 [OVER]

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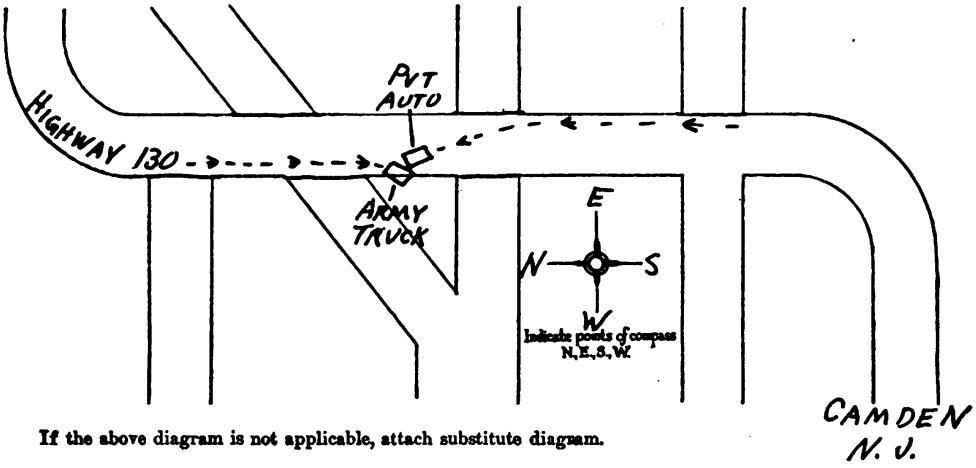
ADMINISTRATIVE PROCEDURES

INVESTIGATING OFFICER'S SKETCH

Show in black the relative positions of the colliding vehicles, or of the vehicle and pedestrian, *just before* the collision, and *at the time* of the collision.

Show in *red* their relative positions *just after* the collision.

Label the streets and every object depicted, and indicate measurements; show by dotted lines the course followed by each vehicle, and add any explanatory statement that would aid in an understanding of the occurrence.



If the above diagram is not applicable, attach substitute diagram.

I hereby certify that the foregoing is a true and correct report of the accident, according to the best of my knowledge and belief, based upon investigation made by me personally. Attached hereto as a part hereof are the following papers: Form No. 26, Drivers Report of Accident; 1st Ind. Hq. 100th Inf., Findings and recommendations, including Exhibits "A" to "F" inclusive.

Edward J. Day
Edward J. Day, *Investigating Officer.*
1st Lt., 100th Infantry

INSTRUCTIONS TO INVESTIGATING OFFICER

1. Attach driver's accident report, with supplemental signed statement from driver. Among other things, the driver's statement should describe the course of the Government car, and the course of the vehicle or person collided with, just before and at the time of the collision; the rates of speed and how estimated; the signals of warning; condition of brakes, of lights, of streets as to being slippery; efforts made by driver to avoid collision; facts showing whether or not other driver, or person was in fault, etc.

2. Attach signed statement from each witness.

3. Attach copy of traffic regulation violated, if any.

4. Attach photographs of scene of accident and of damaged cars, if any taken.

5. Attach Findings and Recommendations of Investigating Officer.

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Back

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46. Veterans' Administration, Insurance Form No. 350 (Application for National Service Life Insurance).—See section XIV, instruction 21, for preparation and use.

VETERANS ADMINISTRATION
Insurance Form 350

APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE

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

(For use by persons who enter the active service in the land or naval forces of the United States after October 8, 1940. Application must be made to the Veterans Administration while in the active service and within 120 days after entrance into such service. NOTE.—Persons in the active service on October 8, 1940, and persons who thereafter reenlist or reenter the active service immediately following discharge from previous enlistments or who thereafter are discharged to immediately accept commissions and whose services are continuous, 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
	Charles	Leon	Carns

2. HOME ADDRESS: Number	Street or rural route	County, city, town, or post office	State
170	East Main St.,	Middlesex, Tioga Co.	Pa.

3. I WAS BORN AT	City, town, or post office	State	Day of month	Month	Year	Age nearest birthday
	Philadelphia,	Pa	10th	August	1917	25

4. DATE OF ENTRY INTO PRESENT TOUR OF ACTIVE DUTY	5. PRESENT ORGANIZATION Rank, grade, or rating. Organization, regiment, station, ship, etc.	6. SERIAL NUMBER
Sept 1, 1942	Pvt Co L 100th Infantry	30657892

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

9. I HEREBY APPLY FOR INSURANCE ON THE FIVE-YEAR LEVEL PREMIUM TERM PLAN IN THE AMOUNT OF	10. I WILL PAY PREMIUMS AS INDICATED BELOW: BY DEDUCTION MONTHLY	BY ALLOTMENT MONTHLY	PAYMENTS TO BE MADE DIRECT TO VETERANS ADMINISTRATION AS FOLLOWS: Monthly	Quarterly	Semiannual	Annual
$ 5000	$	$ 3.35	$	$	$	$

11. 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

12.	FULL NAME OF BENEFICIARY (If married woman, her own first and middle name and husband's last name must be stated)	Relationship	Amount for each beneficiary	Post-office address (Number and street, city, town, or post office)
PRINCIPAL	Mrs. Elizabeth A. Carns	Mother	$5000	170 East Main St., Middlesex, Pa.
CONTINGENT	Mr. John O. Carns	Father	$5000	170 East Main St., Middlesex, Pa.

Permitted class of beneficiaries: Husband or wife, child, parent, brother or sister of the insured. (See reverse side, Paragraph 4.)

13. I REQUEST THAT THE EFFECTIVE DATE of this policy be made the 1st day of October, 19 42. If no date is specified the insurance herein applied for shall become effective as follows:
a. If the first premium is to be paid by allotment or deduction, the insurance will become effective on the first day of the month following the month in which the application and allotment or authorization for deduction are executed, provided the amount of the premium is deducted from the applicant's active service pay in accordance with the allotment or authorization, or
b. If the first premium is paid by direct remittance, the insurance will become effective as of the day on which the application and tender of premiums are made and forwarded to the Veterans Administration.
(See reverse side, Paragraph 1, for further information as to effective dates of insurance)
THE UNITED STATES IS NOT LIABLE FOR DEATH OCCURRING PRIOR TO THE EFFECTIVE DATE OF THE POLICY

14. I REQUEST THE POLICY BE MAILED TO—
Mrs. Elizabeth A. Carns (Name) (Please print or type) 170 East Main St., Middlesex, Pa. (Address)

15. (A) I WILL AUTHORIZE {Allotment / Deduction} from my pay for the month of September, 1942, to cover the monthly premium of $ 3.35 on the amount of insurance applied for. (This authorization may be effective during periods of active service only.)

(B) I enclose herewith remittance payable to the TREASURER OF THE UNITED STATES by {Draft / Money order / Check} in the amount of $ ..... to cover the first ..... premium of $ ..... on the amount of insurance applied for.
(Write above whether monthly, quarterly, semiannual, or annual)

SIGNED AT Fort Dix, New Jersey ON THE 8th DAY OF September, 19 42

WITNESSED BY: George J. Wilson

INFORMATION AS TO SERVICE CERTIFIED BY: James M. Perkins
JAMES M. PERKINS, Capt 100th Inf
(Rank and organization. See reverse side, Paragraph 6)

Charles L. Carns
(Applicant sign here. Do not print signature)

NOTE.—Penalties for fraud, in securing for self or another the issue or payment of insurance: $1,000 to $5,000 fine and imprisonment. Insurance will be forfeited for making, treason, spying or other specified offenses. (Sections 513, 514, and 515, 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.....

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47. Veterans' Administration, Insurance Form No. 336 (Change of Beneficiary—National Service Life Insurance).—

See section XIV, instruction 22, for preparation and use.

VETERANS ADMINISTRATION
Insurance Form 336

USE A SEPARATE FORM FOR EACH POLICY ON WHICH A CHANGE OF BENEFICIARY IS DESIRED

POLICY NO. N unknown

CHANGE OF BENEFICIARY—NATIONAL SERVICE LIFE INSURANCE

I, the undersigned insured, hereby cancel all previous designations of beneficiaries under the above-numbered National Service Life Insurance policy and direct that said insurance, which amounts to $ 5000, be paid from and after my death as follows:

	GIVE COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY (NOTE.—If a married woman, her own first and middle name and husband's last name must be stated)	RELATIONSHIP (Must be stated)	AMOUNT OF INSURANCE TO BE PAID TO EACH BENEFICIARY
PRINCIPAL	Mrs. Myrna Agnes Carns	Wife	$5000
	897 Victor Avenue, Camden, N. J.		
CONTINGENT	Mrs. Elizabeth Adams Carns	Mother	$5000
	170 East Main St., Middlesex, Pa.		

Signed at Fort Dix, N. J. on this, the 25th day of October, 19 42

Signature of witness George L Wilson
George L Wilson, Corporal
James M Perkins
(Rank and organization if in service)
JAMES M. PERKINS, Capt 100th Inf
Address (Street and number)
Fort Dix, N. J.
(Post office and State)

Signature of insured Charles L Carns
(Do not print)
Charles L. Carns, Prt 1cl Co I 100th Inf
(Rank and organization if in service)
Address (Street and number)
Fort Dix, N. J.
(Post office and State)

This form, when completed, should be forwarded immediately to the Veterans Administration, Washington, D. C.

Signature of insured should be in ink and witnessed by a responsible and disinterested person. The rank and organization of the insured and the witness should be stated if the insured is in the military or naval service.

The insured, under a National Service Life Insurance policy, may designate a beneficiary or beneficiaries of his insurance within the following classes only: Wife (husband), child (including an adopted child, stepchild, illegitimate child), parent (including person in loco parentis), brother or sister (including those of the half blood) of the insured.

The insured may designate any person or persons within the permitted class as contingent beneficiary or beneficiaries, who will take the monthly installments of insurance if the principal beneficiary or beneficiaries should not survive so as to receive any installment or installments of insurance, or take any remaining monthly installments if the principal beneficiary or beneficiaries survive the insured and receive partial payment but die before all installments certain have been paid.

A stepchild, illegitimate child, or person in loco parentis cannot be paid benefits under the National Service Life Insurance Act of 1940 unless specifically designated as a beneficiary by the insured.

The proceeds of a National Service Life Insurance policy shall not be assignable and the payments of National Service Life Insurance as such are exempt from taxation, but such exemption does not extend to any property purchased in part or wholly out of such payments.

(See reverse side for further information as to beneficiaries and manner of payment of death benefits.) 16—21600

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48. Suggested form for voucher for company fund.—See section XXIII, instruction 1, for preparation and disposition.

COMPANY FUND

Company L, 100th Infantry

Fort Dix, N. J.

----------, 194----

I certify that I have this day *(paid to) *(received from)

(Name of other party) (Grade and organization or title and address)

the sum of ---------- dollars and -------- cents ($----------) *(by check No. --------) *(In cash) in payment for the following for the month of ---------- , 194----:

(Name) (Grade) (Organization)

Custodian

(Statement for other party to transaction)

----------, 194-----.

I certify that the payment referred to above has been *(made) *(received) and had not previously been *(made) *(received) and that the amount is just and correct.

(Signature) (Grade or title)

Voucher No---------

Date----------

Amount----------

*Strike out words not applicable.

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49. Statement of standing of company fund.

HEADQUARTERS COMPANY A

100th INFANTRY, FORT DIX, N. J.

August 31, 1942

Statement of standing of company fund as of _____
(Date)

Accountability		Assets	
Ration savings	$_____	Checking account	$_____
Other funds	$_____	Cash on hand	$_____
TOTAL ACCOUNTABILITY	$_____	Bonds	$_____
		TOTAL ASSETS	$_____

Reconciliation of bank statement

Check book balance $_____

Outstanding checks:

No. _____ $_____

No. _____ $_____

Total outstanding checks _____

Bank Statement $_____

Accounts receivable

List here all accounts actually due and receivable as of above date. Include the following:	*Ration savings* Rec	Exp	*Other funds* Rec	Exp
1. Ration savings (when on garrison rations).				
2. Amounts due from boarders.				
3. PX dividends declared but not yet paid.				

Accounts payable

List here all accounts actually due and payable as of above date. Include excess ration purchases.

Total accounts receivable and payable.

Net gain or loss

Accountability

Standing of the fund.

I certify that to the best of my knowledge and belief, the foregoing is a complete and accurate statement of all amounts due the fund, of all outstanding debts and obligations payable from the fund, and of all outstanding checks (not reported paid by the bank) pertaining to the fund, and of all the securities which are the property of the organization. I further certify that the property purchased from the fund as shown in the front part of the council book is on hand.

(Custodian's signature)
(Custodian's name typed)
(Grade and organization)

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50. Suggested form of clearance sheet.—See section II, instruction 1, for use.

HEADQUARTERS, FORT DIX, N. J.

CLEARANCE SHEET

January 19, 1942

The following agencies and instrumentalities will indicate below the status of the accounts of Martin C. Woodring, Captain, 100th Infantry as of
(Name, grade, and organization)
January 19, 1942. The responsible officer of the agency or instrumentality will insert in ink the amount due from the officer concerned, and if none, he will so state. He will initial the entry in ink.

	Initials		Initials
Post QM Property	$_____:_____:	Signal Officer	$_____:_____:
Post QM Utility	$_____:_____:	Ordnance Officer	$_____:_____:
Post Laundry	$_____:_____:	Hosp. Mess	$_____:_____:
Post Exchange	$_____:_____:	Commissary	$_____:_____:
Officer's Club	$_____:_____:	Officer's Mess (Organization)	_____:_____:

By Order of Colonel ATWATER:
(Signed) THOMAS A. DUBOIS
(Typed) Thomas A. DuBois, Capt., 100th Inf.
Adjutant.

NOTE.—Initiated by unit personnel officer or adjutant; one copy. Retained by unit personnel officer, after completion.

[A. G. 062.11 (11-1-42).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:
J. A. ULIO,
Major General,
The Adjutant General.

DISTRIBUTION:
D (6); B (2); R (5); Bn and L (1).
(For explanation of symbols see FM 21–6.)

U. S. GOVERNMENT PRINTING OFFICE: 1942

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TECHNICAL MANUAL

ADMINISTRATIVE PROCEDURES

CHANGES No. 1

WAR DEPARTMENT,
WASHINGTON 25, D. C., 31 August 1943.

TM 12-255, 1 November 1942, is changed as follows:

The appendix on page 139 is numbered Appendix I.

APPENDIX II (ADDED)

CHECK LIST FOR ADMINISTRATIVE INSPECTION OF UNITS AND INDIVIDUALS FOR OVERSEA SERVICE

SECTION I

COMPANY ORDERLY ROOM RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12-255 (sections)	Other	
Company Morning Report *a.* Remarks and record of events. *b.* Strength. *c.* Rations.	WD AGO 1	345-5 345-400	I, II, V, VI, VII, VIII, IX, X, XV, XVI, XXIX, XXXIV.*	TM 12-250	
Daily Sick Report *a.* Organization or detachment commander's report. *b.* Medical officer's report.	WD AGO 5	35-1440 345-415	XIX, XXXIV*	TM 12-250	
Duty Roster *a.* Miscellaneous duties *b.* Guard roster.	WD AGO 6	345-25	VI, XXXIV*	TM 12-250	
Enlisted Men's Pass	WD AGO 7	615-275			
Inventory of Effects	WD AGO 54	600-550	XV		
Score Cards	WD AGO 83-89	345-1000	XX	FM 23-5	
Notice of Change of Address	WD AGO 204			Instructions on form.	
Record of and Receipt for Registered and Insured Mail.	WD AGO 922			TM 12-275 FM 12-105.	
Unit Mail Roster				TM 12-275 FM 12-105.	
Company Orders		310-50 345-5 615-5	VI, XI	TM 12-250	

* Section XXXIV will be published in changes at a later date.

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Company Punishment Record.		345–125 600–355	X, XVI, XVII	MCM 1928	
Evidence Gathered at Time of Absence.		615–300	XI	TM 12–250	
Unit or Similar Funds	QMC 15	210–50	I, II, VIII, XXIII.	WD Cirs. 118 and 123, 1943.	
a. Council Book.					
b. Bank Statement.					
c. Check Book.					
d. Vouchers.					
Informational Roster		345–5 615–28			
Army Regulations and Other War Department Publications.		310–200		TM 12–250 FM 21–6.	
a. General Orders.					
b. Bulletins.					
c. Circulars.					
d. Training Circulars.					
e. War Department Annual Compilation of War Department General Orders, Bulletins, and numbered Circulars.					
f. Army Regulations.					
g. Mobilization Regulations.					
h. T/O & E pertaining to the unit.					
i. T/E 21.					
j. Field and Technical Manuals.					
Identification Tags		30–1810 600–35 600–40	XV		
Correspondence File		345–620	XV, XXX	TM 12–250	
a. Index book.					
b. File envelope.					
Correspondence (Preparation).		340–15		TM 12–250	
a. Military letters.					
b. Indorsements.					
c. Nonmilitary letters.					
d. Telegrams, radiograms, and cablegrams.					
e. Message form.					
Daily Unit Ration Allowance Return.				W D Cir 16, 1943.	

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SECTION II

COMPANY SUPPLY ROOM RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Report of Survey	WD AGO 15	35–6640 345–155 615–300 850–15	II, XI, XIII, XV, XXVI, XXVII, XXVIII, XXIX, XXX.	TM 12–250 WD Cir. 405, 1942.	
Individual Clothing and Equipment Record.	WD AGO 32	35–6560 345–125 615–40 615–300 615–500	IV, V, VII, VIII, X, XI, XIX, XXIV, XXV, XXVII.	TM 12–250 WD Cir 405, 1942.	
Individual Equipment Record.	WD AGO 33	35–6540 35–6560 345–5 345–125 615–40 615–300	IV, VIII, X, XI, XIX, XXV, XXVII.	TM 12–250 WD Cir 405, 1942.	
Individual Clothing Slip	WD AGO 35	35–6560 35–6680 615–40 850–126	IV, XXIV, XXVII.	WD Cir 405, 1942.	
Statement of Charges	WD AGO 36	35–6620 35–6640 345–155 345–300 615–300	XI, XII, XIII, XXVI, XXVII, XXVIII, XXIX.	TM 12–250 WD Cir 405, 1942. TM 10–310.	
Weekly Collection and Delivery Sheet and Extra Sheet (QMC laundries only).	QMC 364 and 364a.	30–2135		Instructions on form.	
Monthly Roster and Statement and Extra Sheet (QMC laundries only).	QMC 365 and 365a.	30–2135		Instructions on form.	
Hospital and Organization List (QMC laundries only).	QMC 373a	30–2135		Instructions on form.	
Enlisted Men's Laundry Slip (QMC laundries only).	QMC 374	30–2135			
Requisition and Extra Sheet.	QMC 400 and 401.	35–6540 35–6560 600–75 615–40	II, XX, XXII, XXV, XXVI, XXVII.	TM 10–310 WD Cir 405, 1942.	
Requisition and Receipt for Clothing in Bulk and Extra Sheet.	QMC 409 and 409a.	35–6540 35–6560	XXIV	TM 10–310 WD Cir 405, 1942.	
Requisition and Receipt for Brooms, Brushes, Matches, Mops, Toilet Paper, Soap, etc.	QMC 411	30–3010 35–6520 35–6620		TM 10–310 Cir 1–18, OQMG.	
Requisition and Receipt for Stationery and Office Supplies (Quarterly Allowance).	QMC 412	30–3010 35–6520 35–6620		TM 10–310 Cir 1–18, OQMG.	

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Requisition and Receipt for Cleaning and Preserving Materials (Quarterly Allowance).	QMC 413	35–6520 35–6620		TM 10–310 Cir 1–18, OQMG.	
Requisition and Receipt for China and Glassware (Quarterly Allowance).	QMC 414	30–3010 35–6620 35–6720		TM 10–310	
Shipping Ticket	QMC 434	35–6520 35–6560 35–6640 35–6660	XXVI, XXVII	TM 10–310 WD Cir 405, 1942.	
Memorandum Receipt	QMC 487	35–6520 35–6680	X, XXVII	TM 10–310 TM 12–250. WD Cir 405, 1942.	
Shoe Repair Tag	QMC 499	615–40		Instructions on form.	
Exchange Order		615–40	XXVI		
Company Property Book			I, XI, XXVI, XXVII.	WD Cir 405, 1942.	

SECTION III

COMPANY MESS RECORDS

Title	Form number	References		Unit company remarks
		AR TM 12–255 (sections)	Other	
Monthly Mess Account (Garrison Rations).	QMC 469		TM 10–205 Instructions on form.	
Record of Field Rations Issued			WD Cir 16, 1943	
Inventory of Subsistence Supplies (Field Rations).			WD Cir 16, 1943	
Mess Attendance Record (Field Rations).			WD Cir 16, 1943	
Permanent Food Handler's Certificate.		40–205	TM 10–205	

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SECTION IV

UNIT PERSONNEL SECTION RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Oath of Office—Army of the United States.	WD AGO 0337–T.	----------	----------	Instructions on form.	
Personnel Placement Questionnaire.	WD AGO 0850 and 0850a.	605–10 625–5	----------	----------	
Company Morning Report *a.* Remarks and record of events. *b.* Strength. *c.* Rations.	WD AGO 1.	345–5 345–400 345–5	I, II, V, VI, VII, VIII, IX, X, XI, XV, XVI, XXXIV*.	TM 12–250.	
Headquarters Morning Report. *a.* Remarks and record of events. *b.* Strength.	WD AGO 2.	345–5 345–400	I, II, XVI, XXXIV*.	TM 12–250.	
Daily Sick Report	WD AGO 5.	35–1440 345–5 345–415	XIX, XXXIV*	TM 12–250.	
Requisition for Blank Forms and Publications.	WD AGO 17.	310–100 310–200	----------	Instructions on form.	
Notice of Casual Payment.	WD AGO 19.	345–155	XIII	Instructions on form.	
Soldier's Qualification Card.	WD AGO 20.	345–125 345–1000 615–25 615–28 615–300 615–500	IV, V, VI, VII, VIII, XI, XII, XV, XX.	TM 12–250. Memo W 345–16–43.	
Replacement Card for Soldier's Qualification Card.	WD AGO 20–1.	615–25	----------	TM 12–250.	
Enlistment Record, Army of the United States.	WD AGO 22.	40–100 600–750 615–300	XI, XII	----------	
Inventory of Specialists	----------	345–5	----------	----------	
Informational Roster	----------	345–5 615–28	----------	----------	
Service Record	WD AGO 24.	35–2460 35–4520 55–390 345–125 345–155 345–300 345–415 600–68 600–750 615–300 615–360 615–500	III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XIX, XX, XXII, XXVII, XXVIII.	TM 12–250. WD Cir 7, 1942. WD Cir 28, 1943. WD Cir 56, 1943. WD Cir 125, 1940. WD Cir 222, 1942. WD Cir 288, 1942. WD Cir 327, 1942. WD Cir 341, 1942.	

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Title	Form number	References			Unit company remarks
		AR	TM 12-255 (sections)	Other	
Inserts to Service Record	WD AGO 24-1 to 24-7, inclusive.	345-125			
Extract from Service Record.	WD AGO 25	345-125 615-300	IV, VII, XI		
Statement of Accounts	WD AGO 27	35-2480 345-125 345-155	XI		
Soldier's Individual Pay Record.	WD AGO 28	35-5520 345-125 345-155 615-500	III, IV, V, VI, XIII, XIV, XV.	TM 12-250 WD Cir 225, 1942. WD Cir 310, 1942. Instructions on form.	
Authorization for Allotment of Pay.	WD AGO 29	35-5520 615-500	IV, XIV, XXII	TM 12-250 WD Cir 269, 1942.	
Authorization of Class B Allotment for Purchase of War Savings Bonds.	WD AGO 29-6	615-500	IV, XIV, XXII	TM 12-250 WD Cir 44, 1943. WD Cir 56, 1943. WD Cir 152, 1943.	
Notification of Discontinuance of Allotment.	WD AGO 30	35-5520 345-125 345-155 615-300	XI, XIV, XV	TM 12-250 WD Cir 222, 1942.	
Request for Change in Class B Allotment War Savings Bonds.	WD AGO 30-6		XI, XIV, XV	TM 12-250 WD Cir 44, 1943. WD Cir 56, 1943. WD Cir 152, 1943.	
Request for Discontinuance of Class B Allotment War Savings Bonds.	WD AGO 30-7	35-5520	XI, XIV, XV	WD Cir 44, 1943. WD Cir 56, 1943. WD Cir 152, 1943.	
Furlough	WD AGO 31	35-4520 345-155 345-400 615-275	IX	TM 12-250	
Report of Proceedings of Board of Officers (convened under provisions of sec. VIII, AR 615-360).	WD AGO 37	615-360 420-5	XII	Memo W 615-53-43.	
Report of Physical Examination of Enlisted Men Prior to Discharge or Retirement.	WD AGO 38	40-100 615-360	XII	TM 12-250	
Notification of Discharge	WD AGO 39	345-465	XII		

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Certificate of Disability for Discharge.	WD AGO 40	345–125 600–500 615–360	XII	TM 12–250	
Designation or Change in Address of Beneficiary.	WD AGO 41	345–125 600–600	II	TM 12–250	
Emergency Addressee and Personal Property Card.	WD AGO 43	55–390 345–125	II, VII, VIII, XI, XIV, XXII.	WD Cir 338, 1942.	
Extract Copy of Morning Report.	WD AGO 44	615–300	XI	TM 12–250 MCM 1928.	
Descriptive List of Deserter or Escaped Military Prisoner from the Army of the United States.	WD AGO 45	615–300	XI	TM 12–250	
Report of Return of Absentee from the United States Army.	WD AGO 46	615–300	XI	TM 12–250	
Application for Retirement	WD AGO 49	615–395			
Record of Payment of Retired Enlisted Man.	WD AGO 50	345–125 615–395			
Report of Investigation—Death.	WD AGO 51	345–415 600–550	XV	TM 12–250	
Report of Death (by Surgeon).		600–550	XV	TM 12–250	
Notification of Death (by CO).		600–550	XV	TM 12–250	
Inventory of Effects	WD AGO 54	600–550	XV	TM 12–250	
Discharge Certificates	WD AGO 55, 56, and 57.	345–470 615–360	XII	TM 12–250 WD Cir 114, 1943.	
Application for Appointment as Warrant Officer.	WD AGO 61	610–10 610–15			
Application for Commission in the Regular Army.	WD AGO 62	605–5 605–7 605–20 605–30			
Officer's and Warrant Officer's Qualification Card.	WD AGO 66–1	600–185 605–90 605–230	II, XV	TM 12–250	
Efficiency Report	WD AGO 67	600–185	II, XXXIV*	TM 12–250	
Officer's Pay Data Card	WD AGO 77	35–1360 35–5520	XIV		
Report of Individual Classification in Arms.	WD AGO 110	345–1000	XX	TM 12–250	
Consolidated Report of Classification in Arms.	WD AGO 111	345–1000	XX	TM 12–250	
Charge Sheet (for courts martial).	WD AGO 115	615–300	XI, XVI, XVII, XVIII, XXXIII.	MCM 1928	
Notification of Address to Nearest Relative.	WD AGO 203	615–500		WD Cir 15, 1942. Instructions on form.	
Embarkation Card	WD AGO 206		XXII	WD Cir 320, 1942. WD Cir 36, 1943.	

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Unit Personnel Replacement Requisition and Extra Sheet.	WD AGO 211 and 211–1.	345–5		TM 12–250 FM 100–10.	
Commissioned Personnel Replacement Requisition.				Instructions on form.	
Certificate of Service	WD AGO 280	345–125 345–500			
Report of Change	WD AGO 303	55–390 345–5 345–800	I, II, V, VI, VII, VIII, X, XI, XV, XVI, XIX, XXII, XXXIV*.	TM 12–250	
Locator Card	WD AGO 304a.	345–5	II, IV, VII, XI, XXII, XXXIV*.	TM 12–250 WD Cir 92, 1942.	
Miscellaneous Report Form.	WD AGO 305a.	345–900	XXXIV*	TM 12–250	
Initial, Special, Final Roster.	WD AGO 309	55–390 345–900	XXI, XXII, XXXIV.*	TM 12–250	
Application for Family Allowances.	WD AGO 625	600–550 615–500	IV, VI, XI, XIV, XV.	WD Cir 225, 1942. WD Cir 288, 1942. WD Cir 28, 1943. WD Bull 14, 1942. Memo W 600–2–43. Instructions on form.	
Report of Change of Status and Address.	WD AGO 641			Instructions on form.	
Change of Address	WD AGO 650			Memo W 600–2–43. Instructions on form.	
Horse (Mule) Record Card	QMC 125	30–455 345–5		Memo W 40–5–43.	
Ration Return	QMC 460	30–2210	XXXIV*	TM 12–250 WD Cir 16, 1943.	
Pay and Allowance Account and Memorandum.	WD 336 and 336a.	35–1360	II, XXXIV*	TM 12–250 TM 14–250.	
Public Voucher—Pay Roll of Enlisted Men.	WD 366, 366a, and 366b.	35–120 35–320 35–2480 35–5520 345–155	XI, XII, XIII, XIV, XV, XXXIV.*	TM 12–250 TM 14–260. WD Cir 225, 1942.	
Public Voucher—Final Statement of Account of soldier.	WD 370	345–475	XV	TM 12–250 TM 14–260.	
Report of Separation	DSS 173		XV	TM 12–250 WD Cir 12, 1942.	

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Report of Physical Examination and Induction.	DSS 221	615–360 615–500	III, IV, XII	TM 12–250	
Mileage Voucher and Memorandum.	Standard 1071 and 1071a.	35–5020	II	TM 14–250	
Soldiers' Deposit	WD FD 10	35–2600 345–75		TM 12–250	
Soldier's Deposit Book	WD FD 33	35–2600 345–75	XV	TM 12–250	
Syphilis Register	WD MD 78	40–210		WD Cir 78, 1943.	
Immunization Register	WD MD 81	40–210 55–390 345–125 615–300 615–500	IV, V, VII, VIII, XI, XV, XXII.		
Consolidated Daily Ration Allowance Return.			XXXIV*	WD Cir 16, 1943.	
Report of Military Personnel (Except Enlisted Men) for Whom Field Rations Are Drawn.			XXXIV*	WD Cir 16, 1943.	
Inventory and Subsistence Supplies—Field Rations.				WD Cir 16, 1943.	
201 Files—Officers and Enlisted Men.		345–5	VI	WD Decimal File System 15 Feb. 43. TM 12–250.	
Unit Special Orders		35–320 310–50 345–1000 420–5 615–5 615–300 615–500 850–150	I, III, IV, V, VI, VIII, XI, XIII, XVIII, XX, XXI, XXII, XXXI.	TM 12–250 WD Cir 113, 1942.	
Certificate of Clearance		345–125	II, XXI	TM 12–250	
FBI Military Fingerprint Card.		345–120 615–500	III	TM 12–250	
Application for National Service Life Insurance.	VA 350	310–200 615–500	IV, XIV	WD Cir 125, 1940. WD Cir 269, 1942. WD Cir 387, 1942. WD Bull 6, 1943. Memo W 600–1–42. Memo W 600–44–43. WD Life Insurance Memoranda.	

*Section XXXIV will be published in changes at a later date.

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Application for National Service Life Insurance.	VA 350a	310–200 615–500	XIV	WD Cir 125, 1940. WD Cir 269, 1942. WD Cir 387, 1942. WD Bull 6, 1943. Memo W 600–1–42. Memo W 600–44–43. WD Life Insurance Memoranda.	
Change of Beneficiary—National Service Life Insurance.	VA 336	310–200	XIV	Instructions on form.	
Application for Reinstatement of National Service Life Insurance Within Three Months After Date of Lapse.	VA 351	310–200		Instructions on form.	
Application for Reinstatement of National Service Life Insurance When Insurance Has Lapsed More Than Three Months.	VA 352	310–200		Instructions on form.	
Supplement to Application for Reinstatement of National Service Life Insurance.	VA 352a	310–200		Instructions on form.	
Application for Reinstatement of National Service Life Insurance While the Applicant Is in Active Service or Within Three Months After Date of Discharge.	VA 353	310–200		Instructions on form.	
Claim for National Service Life Insurance.	VA 355	310–200		Instructions on form.	
Statement of Claim for Waiver of Premiums or Continuation of Waiver of Premiums Under the National Service Life Insurance Act of 1940, as Amended.	VA 357	310–200		Instructions on form.	
Application for Change of National Service Life Insurance From Five-Year Level Premium Term Policy to Ordinary Life, Twenty-Payment Life, or Thirty-Payment Life Policy.	VA 358	310–200		Instructions on form.	

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Affidavit in Support of Claim for Converted Insurance.	VA 514b	310–200		Instructions of form.	
Change of Beneficiary—United States Government Life Insurance.	VA 724	600–100		Instructions on form.	
Application for United States Government Life Insurance.	VA 739	600–100		Instructions on form.	
Application for Renewal of United States Government Life Insurance and Supplement.	VA 739b and 739c.	600–100		Instructions on form.	
Application for Reinstatement of United States Government Life Insurance.	VA 744	600–100		Instructions on form.	
Policy Loan Agreement—United States Government Life Insurance.	VA 804	600–100		Instructions on form.	
Application for Reinstatement of United States Government Life Insurance.	VA 807	600–100		Instructions on form.	
Change in Mode of Premium Payment.	VA 844	600–100		Instructions on form.	
Application for Cash Surrender Value of United States Government Life Insurance.	VA 849	600–100		Instructions on form.	
Application for Special Addition Disability Insurance.	VA 866	600–100		Instructions on form.	
Affidavit	VA 890	600–100		Instructions on form.	
Application for Change in Plan of United States Government Life Insurance.	VA 896	600–100		Instructions on form.	
Application for Change of Plan of United States Government Life Insurance From Five-Year Level Premium Term Policy With a Higher Rate of Premium.	VA 896b	600–100		Instructions on form.	
Application for Benefits Under Soldiers' and Sailors' Civil Relief Act of 1940.	VA 880	615–500	IV	Instructions on form.	
Information and Premium Rates—National Service Life Insurance.	VA 898			Instructions on form.	
Information and Premium Rates — United States Government Life Insurance.	VA 752	600–100		Instructions on form.	

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Correspondence (Preparation). *a.* Military letters. *b.* Indorsements. *c.* Nonmilitary letters. *d.* Telegrams, radiograms, and cablegrams. *e.* Message form.		340–15		TM 12–250	

SECTION V

UNIT ADJUTANT'S OFFICE RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Duty Roster	WD AGO 6	345–25	VI	FM 26–5	
Guard Report and Extra Sheet.	WD AGO 10 and 11.	345–40 600–375	XVI	FM 26–5	
Report of Annual Inspection of Private Mount.	WD AGO 16	605–135			
Report of General Prisoner	WD AGO 47	600–375			
Identification Card—Officers, Army of the United States.	WD AGO 65–1	55–390		WD Ltr AG 334 (5–8–41) MB–M, 12 May 41.	
Locator Card (or Locally Prepared Card)—For Postal Section.	WD AGO 304a and 401.			TM 12–275 FM 12–105.	
Record of and Receipt for Registered and Insured Mail.	WD AGO 922; POD 3883 and 3883a.			TM 12–275 WD Cir 27, 1943.	
Report of Claims Officer	WD 30	25–20	XXX, XXXII	TM 12–250	
Decimal Files *a.* Index sheet and consolidated index sheet. *b.* List of papers. *c.* Out-charge sheet. *d.* Incorrect classification sheet or reclassification sheet.	QMC 351 and 352. QMC 353. QMC 355. QMC 357.			TM 12–250 Decimal File System, WD, 15 Feb. 43.	
Record Card—Registered Documents or Devices (Issuing Agency's Record of Distribution).	WD 32	380–5			
Record Card—Registered Documents or Devices—Station.	WD 33	380–5			

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Semiannual or Transfer Report of Registered Documents or Devices.	WD 34	380–5	II		
Unit Circulars, Bulletins, and Memoranda.		310–50	VIII, XXI, XXII.	TM 12–250	
Precedent or Policy File		340–15		TM 12–250 WD Decimal File System 15 Feb 43.	
Unit General Orders		310–50		TM 12–250	
Unit Special Court Martial Orders.		310–50	XXXIII	MCM 1928	
Army Regulations and Other Publications Issued by the War Department. *a.* General Orders. *b.* Bulletins. *c.* Circulars. *d.* Training Circulars. *e.* Annual Compilation and Index of War Department General Orders, Bulletins, and Circulars. *f.* Monthly Digest of War Department directives and index to General Orders, Bulletins, Circulars, and W Memoranda. *g.* Army Regulations (Class "A"). *h.* Bulletins of the Judge Advocate General. *i.* Military Laws. *j.* Mobilization Regulations. *k.* T/O & E pertaining to the unit. *l.* T/E 21. *m.* Field and Technical Manuals.		310–200		TM 12–250 FM 21–6.	
Permanent Passes for Enlisted Men.		615–275			

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SECTION VI

UNIT SUPPLY OFFICE RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Shipping Ticket	QMC 434	35–6560 35–6610 35–6640	XXVI, XXVII	TM 10–310 TM 12–250. WD Cir. 405, 1942.	
Memorandum Receipt	QMC 487	35–6520 35–6680	XXVI, XXVII	TM 10–310 TM 12–250.	
Jacket File			XXVI, XXVII	WD Cir 405, 1942.	
Report on Status of Equipment.	WD AGO 411 and 411–1 to 411–8.			Memo W 850–25–43. Instructions on forms.	

SECTION VII

MOTOR TRANSPORTATION RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Driver's Report—Accident, Motor Transportation.	Standard 26a (old standard 26).	850–15	XXX	FM 25–10	
Duty Roster *a.* Record of motor vehicle maintenance operations. *b.* Lubrication record.	WD AGO 6	850–15	XXI	FM 25–10	
Automotive Disability Reports.	WD IGD 5A, 5C, 5G, and 5T.	850–15		WD Cir 13, 1943.	
Requisition and Extra Sheet.	QMC 400 and 401.	35–6540 35–6560 850–15	XXII, XXVI, XXVII.	TM 10–310 WD Cir 405, 1942.	
Shipping Ticket	QMC 434	35–6520 850–15	XXVI, XXVII	TM 10–310 WD Cir 405, 1942.	
Tally Sheet, Incoming	QMC 489	35–6520 850–15		TM 10–310	
Tally Sheet, Outgoing	QMC 490	850–15 35–6520 35–6540	XXVI	TM 10–310	
Preventive Maintenance Service and Technical Inspection Work Sheet for Wheeled and Half-Track Vehicles.	WD AGO 461 (old QMC 260)	850–15	XXI		

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Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Preventive Maintenance Service and Technical Inspection Work Sheet for Full-Track and Tank-Like Wheeled Vehicles.	WD AGO 462 (old QMC 260)	850–15	XXI		
Preventive Maintenance Service and Technical Inspection Work Sheet for Motorcycles.	WD AGO 463 (old QMC 260)	850–15	XXI		
Spot Check Inspection Report for All Motor Vehicles.	WD OO 7353	850–15	XXI		
Locator and Inventory Control Card.	WD OO 7356	850–15			
Driver's Trip Ticket and Preventive Maintenance Service Record.	WD 48 (old QMC 237)	850–15			
Army Motor Vehicle Operator's Permit.	WD OO 7360 (old QMC 228)	850–15			
Daily Dispatching Record of Motor Vehicles.	WD OO 7361 (old QMC 254)	850–15			
Request for Job Order	WD OO 7362 (old QMC 500)	850–15			

SECTION VIII

UNIT DISPENSARY MEDICAL RECORDS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Report of Sick and Wounded	WD MD 51	40–1025	XXXIV*	FM 8–45	
Certificate of Disability for Discharge.	WD AGO 40	600–500 615–360	XII	TM 12–250	
Register Card	WD MD 52	40–1025 600–550	XV	FM 8–45	
Monthly Report of Dental Service.	WD MD 57	40–1010			
Syphilis Register	WD MD 78	40–210		WD Cir 78, 1943.	
Register of Dental Patients	WD MD 79	40–1010			
Immunization Register	WD MD 81	40–210 55–390 345–125 615–300 615–500	IV, VII, XXII	TM 12–250	
Statistical Report	WD MD 86a, b, and c.	40–1080	XXXIV*	FM 8–45	
Monthly Statistical Venereal Report.		40–210			
Monthly Sanitary Report Daily Diary or Journal.		40–275 40–1005	XXXIV*		

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SECTION IX

MACHINE RECORDS UNITS

Title	Form number	References			Unit company remarks
		AR	TM 12–255 (sections)	Other	
Officers' Statistical Card	WD AGO 0356			TM 12–305	
Status Punch Card	WD AGO 301			TM 12–305	
Report of Change	WD AGO 303	345–5 345–800	I, II, VI, VII, VIII, X, XI, XVI, XXI, XXXIV.*	TM 12–250 TM 12–305	
Locator Card	WD AGO 304a	345–5	II, VII, XXII, XXXIV.*	TM 12–305	
Miscellaneous Report Form	WD AGO 305a	55–390 345–900	XXXIV*	TM 12–250 TM 12–305	
Organization Master Card	WD AGO 308			TM 12–305	
Daily Strength Summary Card.	WD AGO 319			TM 12–305	
Monthly Strength Summary Card.	WD AGO 320			TM 12–305	
Strength Return by Grade	WD AGO 323			TM 12–305	
Officer's Qualification Card	WD AGO 367			TM 12–305	
Report of Physical Examination and Induction.	DSS 221	615–500	III, IV	TM 12–250	

*Section XXXIV will be published in changes at a later date.

SECTION X

BLANK FORMS

Form number	Title	Unit company remarks
WD AGO		
1	Company Morning Report.	
2	Headquarters Morning Report.	
5	Daily Sick Report.	
6	Duty Roster.	
7	Enlisted Men's Pass.	
10 and 11	Guard Report and Extra Sheet.	
15	Report of Survey.	
16	Report of Annual Inspection of Private Mount.	
17	Requisition for Blank Forms and Publications.	
19	Notice of Casual Payment.	
20	Soldier's Qualification Card.	
20–1	Replacement Card for Soldier's Qualification Card.	
22	Enlistment Record, Army of the United States.	

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Form number	Title	Unit company remarks
WD AGO—Con.		
24	Service Record.	
24–1 to 24–7, inclusive.	Inserts to Service Record.	
25	Extract from Service Record.	
27	Statement of Accounts.	
28	Soldier's Individual Pay Record.	
29	Authorization for Allotment of Pay.	
29–6	Authorization of Class B Allotment for Purchase of War Savings Bonds.	
30	Notification of Discontinuance of Allotment.	
30–6	Request for Change in Class B Allotment War Savings Bonds.	
30–7	Request for Discontinuance of Class B Allotment War Savings Bonds.	
31	Furlough.	
32	Individual Clothing and Equipment Record.	
33	Individual Equipment Record.	
35	Individual Clothing Slip.	
36	Statement of Charges.	
37	Report of Proceedings of Board of Officers (convened under provisions of sec. VIII, AR 615–360).	
38	Report of Physical Examination of Enlisted Men Prior to Discharge or Retirement.	
39	Notification of Discharge.	
40	Certificate of Disability for Discharge.	
41	Designation or Change in Address of Beneficiary.	
43	Emergency Addressee and Personal Property Card.	
44	Extract Copy of Morning Report.	
45	Descriptive List of Deserter or Escaped Military Prisoner from the Army of the United States.	
46	Report of Return of Absentee from the United States Army.	
47	Report of General Prisoner.	
49	Application for Retirement.	
50	Record of Payment of Retired Enlisted Man.	
51	Report of Investigation—Death.	
54	Inventory of Effects.	
55	Honorable Discharge from the Army of the United States.	
56	Discharge from the Army of the United States (blue).	

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Form number	Title	Unit company remarks
WD AGO—Con.		
57	Dishonorable Discharge from the Army of the United States.	
61	Application for Appointment as Warrant Officer.	
62	Application for Commission in the Regular Army.	
65–1	Identification Card—Officers, Army of the United States.	
66–1	Officer's and Warrant Officer's Qualification Card.	
67	Efficiency Report.	
77	Officer's Pay Data Card.	
83–89	Score Cards.	
110	Report of Individual Classification in Arms.	
111	Consolidated Report of Classification in Arms.	
115	Charge Sheet (for courts martial).	
203	Notification of Address to Nearest Relative.	
204	Notice of Change of Address.	
206	Embarkation Card.	
211 and 211–1	Unit Personnel Replacement Requisition and Extra Sheet.	
280	Certificate of Service.	
301	Status Punch Card.	
303	Report of Change.	
304a	Locator Card.	
305a	Miscellaneous Report Form.	
308	Organization Master Card.	
309	Initial, Special, Final Roster.	
319	Daily Strength Summary Card.	
320	Monthly Strength Summary Card.	
323	Strength Return by Grade.	
367	Officer's Qualification Card.	
401	Locator Card.	
411 and 411–1 to 411–8.	Report on Status of Equipment.	
461 (old QMC 260).	Preventive Maintenance Service and Technical Inspection Work Sheet for Wheeled and Half-Track Vehicles.	
462 (old QMC 260).	Preventive Maintenance Service and Technical Inspection Work Sheet for Full-Track and Tank-Like Wheeled Vehicles.	
463 (old QMC 260).	Preventive Maintenance Service and Technical Inspection Work Sheet for Motorcycles.	

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Form number	Title	Unit company remarks
WD AGO—Con.		
625	Application for Family Allowances.	
641	Report of Change of Status and Address.	
650	Change of Address.	
922	Record of and Receipt for Registered and Insured Mail.	
0337–T	Oath of Office—Army of the United States.	
0356	Officer's Statistical Card.	
0850 and 0850a	Personnel Placement Questionnaire.	
WD		
30	Report of Claims Officer.	
32	Record Card—Registered Documents or Devices (Issuing Agency's Record of Distribution).	
33	Record Card—Registered Documents or Devices—Station.	
34	Semiannual or Transfer Report of Registered Documents or Devices.	
48 (old QMC 237)	Driver's Trip Ticket and Preventive Maintenance Service Record.	
336 and 336a	Pay and Allowance Account and Memorandum.	
366, 366a, and 366b.	Public Voucher—Pay Roll of Enlisted Men.	
370	Public Voucher—Final Statement of Account of Soldier.	
Standard		
26a (old Standard 26).	Driver's Report—Accident, Motor Transportation.	
1071 and 1071a	Mileage Voucher and Memorandum.	
WD OO		
7353	Spot Check Inspection Report for All Motor Vehicles.	
7356	Locator and Inventory Control Card.	
7360 (old QMC 228).	Army Motor Vehicle Operator's Permit.	
7361 (old QMC 254).	Daily Dispatching Record of Motor Vehicles.	
7362 (old QMC 500).	Request for Job Order.	
WD FD		
10	Soldiers' Deposit.	
33	Soldier's Deposit Book.	

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Form number	Title	Unit company remarks
WD IGD		
5a, 5c, 5g, and 5t	Automotive Disability Reports.	
WD MD		
51	Report of Sick and Wounded.	
52	Register Card.	
57	Monthly Report of Dental Service.	
78	Syphilis Register.	
79	Register of Dental Patients.	
81	Immunization Register.	
86a, b, and c	Statistical Report.	
POD		
3883 and 3883a	Record of and Receipt for Registered and Insured Mail.	
QMC		
15	Council Book.	
125	Horse (Mule) Record Card.	
351	Index Sheet.	
352	Consolidated Index Sheet.	
353	List of Papers.	
355	Out-Charge Sheet.	
357	Incorrect Classification Sheet or Reclassification Sheet.	
364 and 364a	Weekly Collection and Delivery Sheet and Extra Sheet (Quartermaster Corps laundries only).	
365 and 365a	Monthly Roster & Statement and Extra Sheet (QMC laundries only).	
373a	Hospital and Organization List (QMC laundries only).	
374	Enlisted Men's Laundry Slip (Quartermaster laundries only).	
400 and 401	Requisition and Extra Sheet.	
409 and 409a	Requisition and Receipt for Clothing in Bulk and Extra Sheet.	
411	Requisition and Receipt for Brooms, Brushes, Matches, Mops, Toilet Paper, Soap, etc.	
412	Requisition and Receipt for Stationery and Office Supplies (Quarterly Allowances).	
413	Requisition and Receipt for Cleaning and Preserving Materials (Quarterly Allowance).	
414	Requisition and Receipt for China and Glassware (Quarterly Allowance).	
434	Shipping Ticket.	

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Form number	Title	Unit company remarks
QMC—Con.		
460	Ration Return.	
469	Monthly Mess Account (Garrison Rations).	
487	Memorandum Receipt.	
489	Tally Sheet, Incoming.	
490	Tally Sheet, Outgoing.	
499	Shoe Repair Tag.	
VA insurance		
336	Change of Beneficiary—National Service Life Insurance.	
350 and 350a	Application for National Service Life Insurance.	
351	Application for Reinstatement of National Service Life Insurance Within Three Months After Date of Lapse.	
352	Application for Reinstatement of National Service Life Insurance When Insurance Has Lapsed More Than Three Months.	
352a	Supplement to Application for Reinstatement of National Service Life Insurance.	
353	Application for Reinstatement of National Service Life Insurance While the Applicant is in Active Service or Within Three Months After Date of Discharge.	
355	Claim for National Service Life Insurance.	
357	Statement of Claim for Waiver of Premiums or Continuation of Waiver of Premiums Under the National Service Life Insurance Act of 1940, as Amended.	
358	Application for Change of National Service Life Insurance from Five-Year Level Premium Term Policy to Ordinary Life, Twenty-Payment Life, or Thirty-Payment Life Policy.	
380	Application for Benefits Under Soldier's and Sailor's Relief Act of 1940.	
398	Information and Premium Rates—National Service Life Insurance.	
514b	Affidavit in Support of Claim for Converted Insurance.	
724	Change of Beneficiary—United States Government Life Insurance.	
739	Application for United States Government Life Insurance.	

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Form number	Title	Unit company remarks
VA insurance—Continued		
739b and 739c	Application for Renewal of United States Government Life Insurance and Supplement.	
744	Application for Reinstatement of United States Government Life Insurance.	
752	Information and Premium Rates—United States Government Life Insurance.	
804	Policy Loan Agreement—United States Government Life Insurance.	
807	Application for Reinstatement of United States Government Life Insurance.	
844	Change in Mode of Premium Payment.	
849	Application for Cash Surrender Value of United States Government Life Insurance.	
866	Application for Special Addition Disability Insurance.	
890	Affidavit.	
896	Application for Change in Plan of United States Government Life Insurance.	
896b	Application for Change of Plan of United States Government Life Insurance From Five-Year Level Premium Term Policy with a Higher Rate of Premium.	
DSS		
173	Report of Separation.	
221	Report of Physical Examination and Induction.	

[(A. G. 300.7 (3 Jul 43).] (C 1, 31 Aug 43.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

U. S. GOVERNMENT PRINTING OFFICE: 1943

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